MINUTES OF ADMINISTRATIVE COUNCIL, 2/19/04
8 AM, CUMBERLAND ROOM


Dunlop: Has been much involved in responding to flurry of legislation in Charleston, primarily four issues:

1) Community College independence. The House has passed; moves now to Senate. Will create a separate institution in Martinsburg as early as July 2004. He is not actively opposing this bill.

2) Higher Education bond initiative. Governor is pushing to borrow $160 million, rather than $125-150 million, as initially requested. The risk is that if the bond agency does not fully finance the $160 million target, all bond projects would be scaled down proportionately.

3) Name change. Now two versions on the table: the governor’s original version, now effectively killed by the House Education Committee; and House versions for each campus, which are currently in limbo because the Senate Education Committee did not agree to the new criteria.

4) Local BOG flexibility for institutions. Some items being proposed (particularly those related to classified employee rights) are very controversial, and may doom the overall bill. Institutions have strongly urged removal of the controversial portions so that the primary motion can go forward. The Chancellor was insisting on all or nothing, which may mean that it will fail.

[Note that Dr. Dunlop has been updating the community on the status of these issues since the 2/19 meeting.]

Boyer: The police department has had success in solving some recent campus burglaries and making arrests. They are working to recover the AV equipment stolen (currently being held as evidence) so that the College can reinstall it and make it available again to students.

Stern: Hiring for the next academic year is going well. The proposed MBA and MAT Intent-To-Plan will go to the Executive Staff for approval. Music Education graduate program is in the approval process within the school, with a target opening of Fall 2005. All graduate programs are being designed to be entirely self-supporting so as not to drain resources from the undergraduate programs.
Cater: Congratulations are in order for both basketball programs—it has been a great year for men and women, with the men’s first winning season in 10 years. Shepherd will host tournament play for women March 1, for men March 2.

Vigil: Shepherd has signed exclusive snack and beverage contracts with Royal Dining Services and Pepsi, respectively. Contracts will mean $2 million to the College over the course of their 10-year term. On March 15, the Harlem Globetrotters (minus Meadowlark Lemon, we are sorry to report) will be on campus. Information at www.harlemglobetrotters.com. The first Graduation Centers were held in early February, and were very well received and attended, despite some bad weather. Additional session to be held in early April. Subway has now begun taking the Rambler card, which increases competition with Sheetz.

Schipper: Book orders for the library are now in process, and the library is seeking suggestions on book order cards. Dr. Stern suggested contacting departments for book recommendations from the new faculty being hired. Schipper expressed thanks to the Foundation and to the Scarborough Society for generating funds for book purchases.

Lingenfelter: Online donation capability will launch March 1, and will be secured through the shepherdbook.com server (for a small fee to the Foundation).

Langford: Has selected the architect for the Residence Life building project. Has asked for campus-wide feedback on procurement services.

Segar: Bobby Seale, originally scheduled on a snow day, will return on Thursday 2/26. Black History month has featured many, many presentations from people inside and outside the campus community. Office recently hosted luncheon for the Berkeley County Diversity Committee.

Stevens: Has selected the architect for the new residence hall opening in Fall 2005. Will present programming ideas next week. Will be able to decide by Fall 2004 whether the project can open for occupancy in Fall 2005. Presented a recommendation from the Affirmative Action Committee, in a 15-1 vote, to change its name to the Diversity and Equity Committee. Will present the recommendation for consideration by the College Assembly.

Magee: Farris, Baker, Watts will be the underwriters for the residence hall bond issue covering West Campus infrastructure and construction. Bond issue will go out around July 1.

Yanna: Is unsure whether the College can find a contractor to build the complex by the proposed date. Is working to prequalify contractors who can finish the job in the prescribed 12 months. Bond issue date may depend on a successful contractor bid process. Has not determined yet the type of construction, which will affect the schedule. Facilities has recently installed six new electronic locks across campus as a test. If successful, more will be installed. The Stutzman-Slonaker retrofit is almost complete.
Snyder renovation (including recent water damage) will be complete by Commencement. Parking lot will be finished in 6-8 weeks, depending on the weather. The College is doubling the lighting between Butcher and Thatcher, for security.

**Thompson:** ordered a propane generator to be installed outside Ikenberry in the summer, to support the essential computer systems in case of power outages. Asks departments to notify IT prior to the last day of employment if the employee needs to retain access to the computer account. He is looking at ways to automate this process. Strongly urged departments who use the website to gather any kind of personal information, to talk to him regarding privacy, data sensitivity and security, identity theft issues, etc. IT continues to work on the goal of changing the primary ID number of students and staff from the SSN to the Rambler #, in order to protect the SSN from theft.

**Warburton:** The Faculty Senate will present new by-laws to the Assembly; is sending proposed language for selecting Distinguished Professor to the Executive Staff; is developing a scholarship program. Announced the happy arrival of Isabella Fayre on January 22.

**Seffers:** The office is developing a new website to launch soon, and is seeking beta testers to give feedback before we go live. Conducting training in RAIL for faculty in February (for mid-term grading) and again in April (for final grading). Contact IT Training ([mnewbrau@shepherd.edu](mailto:mnewbrau@shepherd.edu)) to register. Summer Schedule is online and now is on campus in print. Fall Schedule is still in production.

[Update: the new website is now live at http://www.shepherd.edu/register]

**Walsh:** The Staff Development Fund has increased the individual limit from $500 to $1000, until the end of the fiscal year.

**Rohel:** The graduating class of 2004-2005 is working on its class gift: an electronic sign for the College Center.

There will be no meeting of the Administrative Council in March.

Respectfully submitted,

**Tracy L Seffers, Registrar**
**Secretary to the College Assembly**