MINUTES OF THE ADMINISTRATIVE COUNCIL
Meeting Thursday, January 15, 2004, 8 a.m.


Dr. Mark Stern, acting Chair:  President Dunlop is still in Charleston for the Governor’s State of the State address.  The Governor has supported many higher education initiatives:  the move to university status, bond issues, local authority for the BOG.  The Governor mentioned only a 2.5% budget cut, but the reality will depend on many other factors.

Dr. Stern commended Tim Haines’ work on the Shepherd website.  He also announced that Dr. Simplicio has resigned.  An interim Dean for the School of Education and Professional Studies and an interim Director for Graduate Education will be appointed, with searches to commence next year.  In particular, the search for a Dean for Graduate Education is an important step because of the anticipated growth in graduate programs:  proposals are underway for master’s degrees in Teaching, Business Administration, Music Education, and Student Personnel Services, with site visits from North-Central expected.  In tight budget times, expansion of graduate programs does make sense:  1) graduate programs are financially self-sustaining; 2) graduate programs will only strengthen related undergraduate programs; and 3) an increasing workplace expectation that professionals will hold the master’s degree creates a growing need for graduate education, which Shepherd can provide.

Warburton:  The Faculty Senate is working on its by-laws.  The first Senate meeting for Spring 2004 will be February 1, and it has arranged to receive a report on faculty issues from the faculty representative to the BOG.  The Senate will be reviewing the proposed enrollment policy, the snow cancellation policy, and issues related to tenure and promotion.

Wolf:  Admissions is still processing some applications for Spring 2004, primarily students coming off of probation, seeking readmission.  They are already processing applications for Fall 2004.  Early Action applicants received their offers of admission prior to the holiday break.

Cater:  Announced that there is a lot of basketball this weekend:  a double-header for Shepherd, but also the West Virginia Showcase, which brings the top HS basketball teams in the state, in games beginning 4:30 pm. Friday and Saturday nights.  There is a $10 admission fee, and the event is not covered by the faculty/staff athletics pass.

Magee:  The college really won’t know the true budget picture until the Governor signs the budget bill.  The proposed budget on the Governor’s website actually cuts about 6.8% from the budget, not 2.5%.  The difference may be in the way financial aid funding is part of the overall appropriation, but is not touched by budget cuts.  Additional factors are involved, including enrollment, tuition increases, and tax increase proposals.

Adams:  Reminded the Council that Monday is a Day On, Not a Day Off—the annual Day of Service.  There will be an abbreviated morning schedule for faculty and staff who wish to participate.

Stevens:  The move-in to residence halls went very smoothly, and there are a few vacancies.  Residence Life is already planning the lottery for Fall 2004 housing.  They have invited seven firms to present ideas for new housing projects for Fall 2005 and 2006.
Sturm: Noted that based on the Governor’s proposed budget, the only new financial aid money is for the part-time program, about $10 million. Because most of that money is tied directly to tuition and fees, we may not see a real increase in the available financial aid.

Langford: A request for proposals is currently being solicited for underwriters for the issuance of bonds. A mandatory pre-proposal teleconference was held with seven firms participating. The solicitation is due by 4:00 pm on Tuesday, January 20, 2004, in Procurement Services.

Perdue: Distributed membership lists of committees of the Administrative Council, for revision. Several title changes were noted, as were adjustments based on new or deleted administrative roles. The revised lists will be presented to the College Assembly this semester.

Haines: (for Anna-Mary Walsh, CEC) Presented two recommendations of the Classified Employees Council to President Dunlop, who referred the recommendations back to the Administrative Council: 1) that the Affirmative Action committee should be chaired only by a full-time Shepherd College faculty or staff; and 2) that the community members appointed by the President to the Affirmative Action committee should be designated as non-voting members. Perdue clarified that any action of the Administrative Council would simply be recommendations to the President.

Recommendation 1:
Moved (Starliper) and seconded (Wolf) to recommend to the President that the Affirmative Action committee be chaired only by full-time SC faculty or staff. Discussion of the motion. By voice vote, the motion failed.

Moved (Wolf) and seconded (Warburton) to recommend to the President that all constitutionally-created committees of the Administrative Council be chaired only by full-time SC faculty or staff. Discussion. A friendly amendment was offered, but was not accepted. By show of hands (12 aye, 7 nay, 0 abstaining), the motion carried.

Recommendation 2:
No action was taken by the Administrative Council to support this recommendation.

Lingenfelter: The investment market is improving and donations to the Foundation are up; several new scholarships have been created since the beginning of the academic year; settlement of the Rissler Estate is almost complete and we are proceeding with the disposition of the farm real estate; noted that the Faculty Senate is establishing a Faculty Scholarship, using payroll deductions, and recognized Dan Starliper and Robert Warburton for their efforts.

Schipper: Reminded the Council that the library has files and a faculty office if secretaries of committees wish to file minutes of committee meetings. Keys for the faculty office and the files can be obtained from the Public Services Desk. Thanked External Affairs and the Shepherd College Foundation for the fine cover photo of the renovated library on the cover of the Shepherd College magazine. Announced a new scholarship from the Scarborough Society, with applications due March 1. Several events sponsored by the Society are coming up quickly: Tuesday, January 20, 6:00 pm, Faculty art exhibition reception in the Library Reading Room, followed by a reception in the Frank Arts Center for Dow Benedict; and Thursday, February 12, 5:30 pm, Mark Snell’s presentation on World War I battlefields.
Rohel: Announced Joy Phillips (ext 5023) as the new College Center Assistant Director/Director of Commuter Affairs, office hours 11am – 7:30pm, in the Games area. The Info Center is offering a new battery-charging service for dead auto batteries (requires legal waiver). The College Center sound system is being revamped to improve volume control.

Kipetz: The Dining Hall will present a new meal plan for Fall 2004, using a prepaid “meal block” system for students, faculty, and staff. Encourages faculty and staff to use the Dining Hall.

Title II Grant committee is meeting Friday mornings and Saturdays, and has attended meetings in DC. The proposal is due February 24 rather than in May, so the pace has increased considerably! Asked for support for the committee members as they gather information and draft the proposal. The grant will fund several initiatives designed to support high risk (first-generation, low-income, minority, and/or commuting) students: 1) Enhancing first-year experience to improve retention; 2) improving the use of and access to technology in and out of the classroom; 3) infusing diversity throughout the institution, even looking at ways to include it in the General Studies curriculum; 4) promoting better connections between students and faculty, with faculty-led interest groups, academic building lounges, etc.

Seffers: Last day to add/drop is Friday, January 16 at 4 p.m. Next week, students who have not paid tuition will be dropped from their classes, so asked support to help get the message out. Will also be notifying students by email, with help from the IT office. Graduation applications are coming in for August and December 2004, and are due no later than March 5.

Yanna: The work to automate the Route 480 crosswalk is completed. The only scheduled state vehicle driver training is Friday, January 16, 1:30pm in the Library Room 256.

The meeting was adjourned at approximately 9:15 a.m.

Respectfully submitted,

Tracy L Seffers
Secretary to the College Assembly