Dr. Dunlop: began by explaining that, over the years to get the committees of the Administrative Council membership organized, he began sending letters to Council members that stated their appointment to the committee. This process was expanded to other campus committees. We are now formalizing committee membership and would like to make a change in the bylaws dealing with Administrative Council Committees.

The change is in process through the Administrative Council to develop bylaws to reflect committee memberships, including ex-officio, and to set up operational rules.

The concern for collegial governance has been some inability in receiving committee decisions in a timely manner. When this does not occur, it leaves the president having to make a decision for all.

Alan distributed the change. It would read:

> Whenever an individual is designated to serve in an ex officio capacity, that individual may choose at the beginning of the academic year to appoint a designee in lieu of her or his own personal participation. Notice of such designation shall be sent to the President promptly, and in such cases the designee shall serve as a committee member for that year.

There was discussion for removal of committee membership on committees where positions/organizations no longer exist. Dr. Dunlop stated that, at our next meeting, we will work through line-by-line to make corrections. These will be taken back to our respective areas to discuss and will be returned to the Council with those opinions.

After this discussion, the proposal was adopted by consensus.

There was a suggestion of making the appointments in the spring.

Concerning the minutes, Dr. Schipper had a question concerning who is responsible for placing the hard copy will be on file in the Ruth Scarborough Library.

**Dr. Dunlop**

- made a presentation to Karl Wolf of a plaque for “Outstanding Alumnus of the Year.” Karl was unable to attend the October meeting when the plaque was delivered.
- stated that Governor Wise has announced a 2.6% mid-year budget cut. This is the third consecutive year of midyear cuts. In the past, Shepherd has had money set aside in reserve. This year, we need to find savings because there was no money to place in reserve for this purpose.
• stated the Budget Advisory Group will be called together to revisit those earlier presentations of ideas to make cuts. He requested that we go back to our constituent groups and fine tune changes, anticipating both the 2.6% and a 3% plan. He stated that Ed Magee is including some current vacancies to fund the deficit so he asked BAG members not to count their current vacancies in their suggestions.

• stated that five presidents from our state universities/colleges met with the Governor’s finance people to present fourteen ways to save money: **One:** to allow our auditors to audit out-of-state businesses, hoping that the money brought back would be greater than what they use for their travel/work time in auditing. **Two:** asking West Virginians to pay the same amount of WV taxes even though the federal government has made a decision to cut taxes. **Three:** to tax bottled water.

• stated there was to be a meeting with Delegate Mezzatesta to see if he would support the tax increase if higher education would say it needs to be done and to bring along Republican legislators so there would be bi-partisan support.

**Mrs. Walsh:**

• announced that about 148 free flu shots were administered to classified staff, non-classified staff and faculty for the clinic sponsored by the Staff Development Subcommittee of Classified Employees Council. There are about 12 vaccines remaining. Please contact the Health Center for an appointment.

• our annual holiday luncheon open to the campus will be held on Thursday, December 11th at noon. Cost is $4.50 and a flyer will be distributed soon.

**Mr. Benedict:**

• reported there are six faculty searches going on this year in Arts & Humanities, with two other possibilities. There is a good applicant pool.

• stated there are many musical performances for holiday entertainment. Please check Shepherd’s website for dates and times.

**Dr. Kipetz:** stated there was a need for more volunteers to help with the Midnight Breakfast on Sunday, December 7th. Contact Phyllis Taylor with your interest & t-shirt size at ptaylor@shepherd.edu or 876-5214.

**Dr. Stevens:** there are 31 Architectural/Engineering proposals for the new apartment housing project.

**Mr. Rohel:** stated there are three candidates for Assistant Director of the College Center/Commuter Affairs. Interviews on Dec. 1-2nd at 2:15 and Dec. 3rd at 1:15, all in the Rumsey Room.

**Dr. Watson:**

• distributed information on Title III Planning Grant. Reported that Dr. M. Austin, Dr. P. Dwyer, Dr. S. Kipetz, and he had attended a grant seminar in Washington, DC.

• stated the planning grant outlines a process to prepare a five-year development grant project that will be submitted in June, 2004. This could make a major impact (the average annual award is $360,000).

**Mr. Thompson:**

• stated that Banner would be upgraded Saturday, Nov. 22 – Wednesday, Nov. 26 at 8:00 a.m. RAIL will be unavailable at this time. Explained that employees will be able to use Internet Native Banner at home.
• announced that WVNET is changing internet server provider on Nov. 26th from 6:00-8:00 a.m.

Ms. Owens: announced that this is college-ranking season and asked everyone to please return information form to her so we can meet the deadline.

Mr. Tyler:
• stated that the Shepherd’s women’s soccer team had its most successful season. Erin Wilkinson was named WVIAC Women’s Soccer Freshman of the Year. Shepherd’s football team had four WVIAC All-Conference players.

• announced the Clarion Tip-Off Tournament will be this weekend, Nov. 22-23rd.

Dr. Stern: announced that enrollment for the graduate program is increasing. Commended the deans for their presentation for the state’s spatial study for the campus. Noted that scheduling of rooms met 60% of the national standard utilization rate.

Mr. Vigil:
• announced the Bookstore’s annual “Pluck the Turkey” sale—may received up to 75% discount on items, dependent upon the amount stated on the feather.

• stated that Ramblecard now has five off-campus merchants and they’re working on a sixth. Sales off and on campus increased by the 30% range from the previous year; deposits increased in the 20% range.

Minutes taken by

Anna Mary Walsh
in absence of Tracy Seffers