
The meeting was called to order approximately 8 a.m.

Dunlop: The Memoranda of Understanding currently in place or under development with the CTC need to be reviewed very carefully: the West Virginia Community and Technical College Council has decreed that the MOUs are effective immediately. This contradicts what had been a common understanding that the MOUs were essentially in draft form, and would become effective for FY 2005 or 2006.

The CTC is also carefully reviewing the MOUs, and is authorized by the WV CTCC to request (on a quarterly basis, through Ed Magee) return of budget funds to them if Pete determines that a unit is not providing services as agreed upon.

The Executive Staff will meet to determine the institutional position on this situation. In the meantime, each unit should try to provide the CTC with services as fully as possible, and should make sure that all levels of the unit understand what services their MOU authorizes them to provide (or not).

[Extensive discussion among the unit representatives to the AC.]

Bottom line: Economies of scale will simply not allow both institutions to have what they want.

Owens: Fusion has been selected to create a University logo. Fusion is a design firm in Virginia, owned by a Shepherd alumn. There is a mid-spring semester deadline for the logo completion.

Yanna: The State Board of Risk Insurance Management (BRIM) has implemented a requirement that all employees listed on each State agency’s list of drivers take an on-line driver education course before June 2005. Compliance is important: If more than 90% of our listed drivers complete the course, we get a 2% credit on our insurance cost; if fewer than 90%, we get a 5% surcharge; if fewer than 85%, we get a 15% surcharge. Dan is hoping that BRIM will credit us for the driver education program that has been in place at Shepherd and that many employees already have completed.

The parking lot and street pavement in front of Ikenberry Hall is done. On November 29, the capstones will be delivered for the brick wall in front of Ikenberry.

The interior work on McMurrnan Hall is done and bids specifications are being developed for the exterior work. The timing of the exterior project will be determined in part by weather conditions.

M. Carter: The area high school guidance counselors are on campus today for a financial aid workshop. Libby Sturm and Kim Scranage are meeting with them.

Adams: One of Shepherd’s graphic design students in interning with the Kennedy Center and was able to save them considerable money by spotting an error on a publication before they printed thousands of copies. They were happy.
Shaw: Jack is the new Director of Food Service and they have hired another new manager. A Thanksgiving meal will be offered tonight in the dining hall. On December 2, dinner will be served at the Butcher Center before a basketball game. The Midnight Breakfast will be held on December 5. Holiday operating hours for the Rams Den have been distributed via email.

Jack has been visiting students in the residence halls to assess their satisfaction with food services. He has formed an ad hoc committee with the SGA to develop meal plans.

Maxwell: There is a Jefferson Memorial Hospital Centennial exhibit in the Library and everybody is invited to see it. Dr. Post’s book about Jefferson Memorial soon will be available.

Wolf: The football team had a successful season, winning the conference title. Coach Cater was named by the WVIAC as coach of the year, giving him the distinction of having won that award more often than any coach in the WVIAC since 1976.

The women’s and men’s basketball seasons are underway, with several special events being planned. The new seats with arms will be installed in the Butcher Center on December 10, following the installation of the new sound system on December 6 and the hanging of the new scoreboard on December 8.

Warburton: Bob Willgoos has been named Faculty Senate President, effective in January. Professional development mini grants and sabbatical applications are being reviewed. The Senate has concluded its business for the fall semester.

Stern: The master’s degree programs submitted to the HEPC are expected to be approved at the HEPC’s next meeting.

Zanotti: Two positions are being advertised – director of annual fund and alumni relations, and a quarter time position for sponsored research and grant writing to support faculty grant writing endeavors.

Segar: Student Affairs has updated its web site. A calendar of multicultural events for the spring semester will be published.

There will be no Administrative Council meeting in December. The Council adjourned approximately 10 a.m.

Respectfully submitted (with thanks to Marie Carter),

Tracy Seffers
Secretary to the Shepherd Assembly