Minutes of the Administrative Council
10/21/2004
Storer Ballroom


**Wolf:** The Athletic season is off to a good start. Women’s Tennis is expected to finish in the top tier. The Homecoming game is against West Virginia Wesleyan, and both teams are tied for first place. [GO RAMS!]

**Starliper:** Reminded all supervisors that any recent hires need PIQs, and 90-day/180-day evaluations (annual evaluations thereafter). Employees already past their probationary period and then transferred to a new position do not require a new set of probationary evaluations at 90 and 180 days.

**Anderson:** Dining Services is reorganizing its staff, and is attending dorm meetings to get real feedback from students. DS will be offering “theme” meals once per month. On 10/26/04, for example, we will have an Oktoberfest, with a guest chef from the Bavarian Inn. Watch the website for details, dates, menus, etc.

**Stern:** A new position for Dean of Graduate Studies has been approved by the Board of Governors. Academic Affairs is working on responses to the reviewers commenting on the proposed graduate programs. If they are subsequently approved by Board of Governors, North-Central will determine if we can change our institutional status to a limited-graduate institution. Talks are ongoing with Hagerstown Community College regarding upgrading the relationship between the two schools—proposals include a BS in Technology, BS in Hospital Administration—to improve and flow of HCC students to SU.

**Maxwell:** The Scarborough Society will host tours of the library on Saturday for Homecoming Weekend. The library will be hiring a temporary cataloguer (November – June) to help with the inflow of new materials.

**M. Carter:** The big story is enrollment: 5206 is the official headcount/3858 FTE, which includes CTC counts for probably the last time. Expressed thanks to the Enrollment Management Team for its hard work to get everyone in and registered. (General discussion of enrollments and impact of the change in status of the CTC.) A name change/domain name change for the CTC will affect how students see each institution, and how they decide to enroll.

**Scranage:** Shared some preliminary admissions numbers for Spring 2005. Creative Communications will be on campus for photography during the busy Homecoming weekend. Hoping that prospective students will be able to use the RAIL system by November 5.
**Owens:** Stephanie Horst, from the WVU School of Journalism, will be joining the External Affairs staff. Reminded all to let Tim Haines know about any upcoming events to be included in the calendar, especially those to which the public is invited (two-week deadline). (M. Carter thanked Tim for extra attention given to the Enrollment Management Team recently.) Planning for a complete redesign of the website, particularly when the new logo comes in (eight companies so far have responded to the RFP).

**Lingenfelter:** Saturday at 9:30 a.m. will be a brunch sponsored by the Alumni and Foundation offices, and encourages all to attend, as it offers a great seat for watching the parade. The new banner on McMurran Hall celebrated 40 years for the Foundation.

**Haines:** ACCE’s legislative subcommittee will meet after the elections to see what direction things will move. Will work in concert with ACF and institutional presidents to present a unified front in requesting and pushing for legislation.

**Zanotti:** Expressed thanks for all who participated in the focus groups, which generated lots of good ideas for the Task Force. It is already seeing some common themes emerge, which will help establish priorities for funding. Alumni Association hosts its Golf Tournament, which was sold out just a few weeks after the initial mailing went out. Renovations in McMurran Hall are almost finished (waiting on carpeting).

**Warburton:** The Faculty Senate has met, and is conducting some business electronically (Graduate Handbook). Other business includes Admissions and Credits revisions to catalog, Merit Pay, Faculty Handbook changes, ACF recommendations (which have greater impact in concert with CEC recommendations). Announced that, in order to commit time to newly-funded grant projects, he would be stepping down as president of Faculty Senate on November 1, with a new president to be elected that day. (Dr. Dunlop commended Dr. Warburton on good work with the Faculty Senate, particularly in communication information between Administrative Council and the Senate.)

**Magee:** Parking meetings with the town continue. Two previous meetings have generated discussion of issues and potential solutions, all of which are more complex than people may want to think. We are close to having final designs on the Ikenberry elevator, as well as on the renovations in McMurran.

**Lingenfelter:** The Ikenberry elevator project is out on bid now. Is asking for an expression of interest from architects to build a new Wellness Center at the Butcher Center, as well as a new Arts Center. Office will conduct a p-card audit and training session on October 27.

**Thompson:** Announced a new staff member: Michael Byers, in Systems and Networking. Michael is a 1996 Shepherd graduate with a major in Chemistry, minor in CIS, and brings 8 years’ experience back to Shepherd with him. IT Services has been
working with Dr. Myers in Institutional Research to bring up a RAIL Self-Service Course Evaluation beginning with Fall 2004. Is unsure how many faculty will use it, but it can be a tool, particular with asynchronous courses. (General discussion of security, anonymity, responsiveness, usage of online course evaluations.) Has worked with the Faculty Roundtable to identify IT priorities, and will be reporting to the Technology Oversight Committee. The separation of the CTC from SU will require that they have a separate database, an enormously complicated undertaking: domain names, account creation, ID numbers, academic and financial cycles, timing of accreditation, FERPA, and other legalities.

**Rohel:** PASS is bringing the Hot Club of San Francisco to Shepherd on October 28. Recently hosted the 17th Annual Student Leadership Conference, a great success. Noted that the 2003-2004 Class Gift, an electronic marquee, is in place in front of the College Center, and alerted all that those wishing to have a message included can request information at the Information Desk. Noted improvements in lighting in the Ballroom, as well as an ADA-accessible lectern (ably demonstrated by Dr. Dunlop). Also noted improvements to the Rumsey Room.

**Seffers:**

**Boyer:** Is busy preparing for Homecoming festivities and problems, and is working with Town police.

**Adams:** The Counseling Center is experiencing an increase in reports of depression, and will probably have to hire additional counselors. The Career Center sponsored a Career Fest on Tuesday, for the first time in the Butcher Center. 65 companies were represented, with 200 students attending. Will be hosting a Recruiting Day on 11/18 for nurses in the College Center.

**Kipetz:** Invites all to enjoy the Homecoming activities. Friday, 10/22 is the Fashion Show to end all fashion shows, with a dance afterward at 9:30 p.m.

**Stevens:** Residence Life is in the process of hiring a Resident Manager, since Steve Holtz has resigned. Announces next Wednesday’s Shep-or-Treat in the residence halls, sponsored by SGA, IFC, and each hall. General discussion of student Johnson who was struck by a car in a crosswalk. Father has been to campus and is working with several offices.

**Dunlop:** Mentioned the IPDS report shared by David Thompson. Shepherd gets only 62% of the state dollars that our national peer group receives. This figure matches almost exactly the percentage indicated by our smaller regional peer group established by HEPC (which lends credence to those numbers).

The meeting adjourned approximately 10am.

Respectfully submitted,
Tracy Seffers
Secretary to the Assembly