MINUTES OF THE ADMINISTRATIVE COUNCIL
Meeting Thursday, September 18, 2003, 8 a.m.


The first item of discussion was the College’s plan to close for Hurricane Isabel. President Dunlop solicited feedback from all present, concerning the impact that the storm will have on each operation. It was agreed and subsequently announced to the community that the College would cancel all classes as of 2 pm on Thursday, September 18, keeping administrative offices open until 4:30pm. The College would close for Friday, September 19, with essential personnel reporting. Weekend activities would proceed as the weather allowed.

Kipetz: Listen to radio and TV for any weather-related changes in the schedule for the Family Day weekend events. BOG recently approved the proposal for a new residence hall, and they will be meeting with architects soon.

Wolf: Followed up on items discussed last semester in Administrative Council: duct-, window-, and blind-cleaning contracts (Yanna: no contracts established yet for this service), and confidential recycling contracts (Kipetz: Financial Aid will contract with a mobile secure recycling unit, and invite other offices to make use of the service).

M. Carter: Shepherd College is receiving some great press about our preliminary record-breaking enrollment numbers.

Stern: On Dr. Stern’s behalf, President Dunlop mentioned that the Faculty Research Series began on Wednesday, September 15, with Dr. Williams in the Mass Communications department. Both lectures were very well-attended, and are open to all members of the community.

Schipper: Distributed announcements, brochures, and maps of the renovated library and its grand re-opening events. Made note of excellent speakers.

Segar: Multicultural Office has applied for and been awarded new grants to hold events supporting diversity: watch for announcements from his office.

Thompson: WVNet upgrade will have to be rescheduled. By 4:30pm Thursday, September 18, will shut down all but internet and email servers, to protect essential systems from sudden power outages related to the storm. Thanked the Residence Life Office staff for their assistance in bringing the network security problems under control at the beginning of the semester.

Yanna: Buildings and Grounds Committee will meet shortly. The Safety Committee has followed the recommendations of the National Transportation and Safety Board by recommending mandatory driver training for anyone who signs out a college vehicle of any type. Training is already being made available.

Magee: Shelley is still out with her injuries, but is improving.

Rohel: Several new items have been added to the meeting room inventory: dry-erase boards, round meeting tables. Encouraged offices to share information about their events with the Information Center, so that the staff can answer questions and direct people accurately. This is particularly true for events that were not scheduled through the Information Center.

Stevens: SPAIDEN (address information screen in Banner) is now being updated daily with accurate Residence Life addresses. There are still some room changes happening, especially with male students still living in lounges. The Student Leadership Conference on Saturday includes 75-80 students.
Perdue: Reminded the Council about the College Assembly meeting on Monday, September 29, 4:10pm, when the Assembly will vote on several constitutional amendments. Most of the amendments simply bring the document into line with technical changes made during the recent reorganization, as well as with recent changes in state legislation. The Assembly will also be discussing the possible change to university status.

Wells: Gardiner Hall offices express thanks for the weed-cutting along the path.

Seffers: The Commencement Committee will be meeting October 3 to discuss plans and possible changes for May 2004 commencement. The Committee worked informally over the summer and met recently to approve and recommend the 2004-2005 and the 2005-2006 academic calendars (distributed, and attached electronically to these minutes). Moving the add/drop process out of the Ballroom and into Ikenberry Hall was a great success, providing better service to students and a more manageable process for staff. Remind students that October 3 is the deadline to turn in their application to graduate in May 2004. Caps and gowns will be available for purchase separately at the Bookstore in the spring semester.

Walsh: Thanks to all who assisted in the recent bulk mailing project, to raise funds for Classified Employee Children Scholarship fund. We raised approximately $880 for the fund.

Adams: The Washington Gateway bus to DC will leave Sunday at 8:30am, leaving DC by 4:30pm. Several young people from local public schools are participating in a job shadowing project with Shepherd staff. Mentioned the great work of First in Your Family, a locally-funded project to prepare first-generation college-bound high school students for the transition to college life. Many offices at Shepherd are interested in supporting this endeavor.

Owens: Distributed the announcement for the College’s plans to close for the storm.

Dunlop: The Affirmative Action committee has not met, and needs a chair. He has been meeting with local NAACP groups on plans to improve multiculturalism in the community and will work with them on the composition of the committee. Noted that the College was looking at the possibility of a new sound center in the Butcher Center, given that the current equipment is not satisfactory and cannot be upgraded. The $200K+ price tag, however, makes it unlikely that a new system can be purchased and installed.

President Dunlop also discussed the recently-distributed “Talking Points” related to the possible change to university status, and which he presented to the Board of Governors. The BOG is generally supportive of the name change, seeing such a change as necessary because of the gradual shift in higher education from community college to college, and from college to university. The change would place Shepherd in the appropriate peer group, with other baccalaureate institutions, rather than with 2-year schools. The Alumni Board and Classified Employees’ Council have also voted to support the name change, though it’s not yet clear when such a change would be effective.

The meeting adjourned at approximately 10:00am.

Respectfully submitted,

Tracy L Seffers, Registrar
Secretary to the College Assembly