Minutes of the Administrative Council
9/16/2004, 8:00 am
Storer Ballroom


Dunlop: Made introductions of new employees: Robin Zanotti, Shepherd’s new Vice President for Advancement; and Melissa Smith, Shepherd’s new Manager for Custodian Services.

Explained the new Capital Campaign as a collaborative effort with the CATF. The Master Plan: 1) A Pre-Campaign Committee, consisting of more than 30 members, most from outside the institution. Members have funds, or know where funding is, and can access the funds as a priority for the institution; and 2) A Task Force consisting of CATF, alumni, employees, BOG members, and Foundation.

The first charge of the Task Force is to revamp the Advancement Office structure, and fund it sufficiently. The second priority is to develop a list of recommendations for funding, including (as a given) a new building for the CATF and Art programs. Focus groups at Administrative and Classified Employees Councils will contribute ideas to the list, which will be returned to the Pre-Campaign Committee to see if items are viable, or if funds can be raised by the end of October. The project will be presented to the Board of Governors for approval.

Discussion items:

- New swimming pool (Starliper, Dunlop)
- Endowment for infrastructure and building maintenance (Warburton)
- New Campus Center (Rohel)—need $15-20 million in addition to funds generated by student fees
- New Wellness Center for increased recreational opportunities, and additional residence halls (Kipetz)
- Informal outdoor recreational fields, biking trails, greenspace (Vigil)
- “Sacred” spaces, benches (Kipetz)
- Conference space in proposed buildings (Sturm), or an actual Conference Center (Kipetz)
- Endowed faculty chair, most likely in Ethics (Starliper)—$2 million in funding needed to general salary and support. The Martinsburg Chamber of Commerce is already doing fundraising in this regard.
- Visiting Scholars program (Kipetz)

Rohel: The most recent PASS event (Shakespeare) was very successful, with about 450 people in attendance. Announced that new wireless ports are installed in the Bistro.
Sturm: Figures on PROMISE scholarship recipients are out. Shepherd has 150 new PROMISE students in 04-05, for a current total of 299. 73% of freshmen recipients retained their scholarship into the sophomore year; 62% of sophomore recipients retained the scholarship into their junior year. General discussion on using PROMISE in conjunction with other aid sources. [President Dunlop mentioned a national report released recently, giving WV an ‘F’ in affordability. The public is not committed to funding higher education as necessary.]

Warburton: Commented on the report that Eastern would receive $8 million for a new building. Faculty Senate will meet next week, and will be looking at a number of items: the proposal for a Dean of Graduate Studies, merit pay, a report Admissions and Credits and other committees.

Vigil: The Rambler card has added the restaurants at the Clarion as participants. Rambler deposits and sales are up 31%. The Wellness Center reports a new database, website, and services, including three certified trainers on staff. Faculty and staff may use the Wellness Center for $25 per semester.

Lingenfelter: Foundation’s annual meeting held today. We are looking at a $19.5 million endowment, with income up, and fundraising for $2.3 million [Monica, I have another note mentioning an additional $900 million in fundraising—is that correct?] The 04-05 budget will be $900K.

Zanotti: Expressed thanks for having received such a warm welcome to Shepherd, and announces a new staff member: Assistant Director of Alumni Relations, Jennifer Spataro.

Segar: Reports great turnout for salsa dance lessons recently. Has added more daytime programming. His office is working with 150 students with documented disabilities: 113 returning students, 37 freshmen.

Yanna: Interior construction in the MacMurran Building should commence October 1. Entrance to Ikenberry should be complete by October 1 as well. The Housekeeping trailer has been moved to the Grounds complex, freeing up 5-6 parking spaces. Some paving will take place in lots behind the Library and upper Barbecue Pit [Dan, is that correct?] The email system for facilities job requests has been up for two weeks—no output is yet available. Reports that all trades positions have been filled.

Haines: Classified Employees Council met on 9/15/2004. LOCEA will meet in Shepherdstown in October, with more to be reported after that meeting.

Langford: Financial audit is in progress. Met with the logo design team representative, along with Valerie Owens. A private gift from Digest money will provide for some new seating for the Butcher Center, to be installed in December. [President Dunlop mentioned the Instructional Technology retreat last week regarding academic computing issues for faculty, staff, and students.] Is working with IT on the separation of databases, which
will happen at the point that CTC is fully accredited (they are anticipating a site visit from North Central in October).

Maxwell: Is conducting searches for vacant positions, and is conducting training on websites.

Starliper: Is looking for updated PIQs/job descriptions for all employees. [President Dunlop mentioned the HEPC audits conducted over the summer.]

Wolf: The Hall of Fame Banquet, offered in conjunction with the Alumni Office, will be held October 8. Five fall sports programs are in progress.

Benedict: As Dean’s Council representative, discussed the strength of the new faculty hired over the summer. They have more experience and a positive outlook. Recommended the Music of the Civil War concert.

Stevens: Is in the last phase of reviewing drawings for the new residence facilities. Is fielding student complaints related to computer viruses (shutting down access in East Campus residence halls) and community charges for damage to residence halls.

Kipetz: New hires for the year: Jack Shaw (Dining Services Director), Dave Cole (Assistant Dean of Students). The results of the Noel-Levitz survey are in, and she and Dr. Dwyer will be contacting units about their results. Announces a “Student Services Road Show”, and wants to attend staff meetings to give presentations about available services.

Dunlop: Shepherdstown has established a Parking Committee, and Shepherd University representatives are Ed Magee, Alan Perdue, and Dominic Zipelli. In our meeting with Mayor Wilson, we argued that 1) SU does provide adequate spaces; 2) SU does not charge a large permit fee; 3) Shepherdstown does not have adequate residential parking; 4) Shopowners sometimes use metered spaces; 5) SU students have the same rights to park in town—they pay license fees, have drivers licenses, etc.; 6) Shepherdstown has been involved in parking planning—for example, in planning a parking garage on the baseball field. President Dunlop believes the town itself needs a parking garage.

After additional general discussion, the meeting adjourned approximately 10am.

Respectfully submitted (with many thanks to Libby Sturm for taking notes)--

Tracy Seffers
Secretary to the Assembly