

**Meeting of the Shepherd University Assembly Minutes  
Spring 2014**

Monday, April 14, 2014

4:10 p.m.

Erma Ora Byrd Hall Auditorium

**I. Call to Order — Dr. Mark Cantrell**

**II. Approval of Minutes of the Fall 2013 Assembly Meeting — Dr. Mark Cantrell**

*Dr. Cantrell proposed a fix to an error in which “Fall 2012” should read “Spring 2013” under “Approval of Minutes...”*

*After discussion, with the proposed changes, minutes of the Fall Assembly were unanimously approved as distributed.*

**III. President’s Report – Dr. Christopher Ames**

A handout of the President’s Report was given out.

- President sends her regrets for not being able to be here.
- Thanks all or how hard all have worked to make this a successful year for our students, despite numerous disruptions and challenges.
- We are at an 8-year low in funding from the State.
  - State budget cuts are illustrated on the report.
- Decline in enrollment
- Results include:
  - Significant cuts to all operational budgets
  - Freezing of many vacant positions.
- Accomplishments:
  - Are delivering a first rate education in light of those challenges.
- Strategies:
  - Moving forward with recommended budget
  - Tuition increase of 4.96%
- In June 1, will have a sense if will meet projected enrollment.
  - Anticipated 1.5% increase July 1st, and about 3% upon finalization of enrollment.
- President is working with other higher education institutions to urge Legislature to understand needs of higher education.
- Working to increase enrollment in traditional markets, including:
  - Working with Royal and Company and hosting new events for accepted students
  - Managing new administration needs.
- Seeking to strengthen new markets:

- Adult education
- International students
- Retention
  - Early Alert System
  - Streamlining services to avoid the “Shepherd shuffle”
  - Reducing number of courses taught by adjuncts.

**IV. Approval of Candidates for Graduation** – Ms. Tracy Seffers  
*With no amendments, candidates for graduation were unanimously approved as distributed.*

**V. Elections** - Dr. Mark Cantrell

- A. Moderator – (Dr. Mark Cantrell is incumbent)  
 M/S/P to elect Christian Benefiel as moderator by acclamation.
- B. Secretary – (Dr. Matthew Kushin is incumbent)  
 M/S/P to elect Matthew Kushin as secretary by acclamation.
- C. Parliamentarian – (Dr. Anders Henriksson is incumbent)  
 M/S/P to elect Dr. Anders Henriksson as parliamentarian by acclamation.
- D. Student Life Council – (one position open)  
 M/S/P to elect Dr. Nicolas Pologeorgis as student life council by acclamation

**VI. Reports to the Assembly**

- A. Advisory Council of Faculty – Dr. Sylvia Shurbutt
  - HEPC has a new website
  - Re-authorization for each institution is underway.
  - West Virginia Student Texting project
  - Research grants are up about \$30 million of funding brought into the state
  - State seeing large growth in adult education
  - West Virginia tuition rate is by and large lowest in the region
  - Faculty salaries continue to stagnate, ranking 14<sup>th</sup> among the 16 SREB states.
  - Program review process from HEPC will be streamlined.
  - The legislative process and related bills:
    - SB409 – Did not pass - Alternative teacher certification; degree compatibility requirements
    - HB4513 – Did not pass - Mandating credit hours for students to hold 15 hours, rather than the current 12; Standardization of degrees which could impact accreditation; blanket transfer and degree mandates which could impact accreditation.
    - Legislature picked up Advisory Council of Faculty’s slogan, “creating a continuum of learning.”
    - Seeking to ensure higher education is protected from budget cuts when public school is as well.
    - Providing interim reports from ACF to HEPC and community college council.
    - The report from a handout titled “ACF Interim Report to HEPC; April 25, 2014,” which was given to the assembly members, was read.

#### B. President of Faculty Senate – Dr. J. B. Tuttle

- Departments are electing senators, which will be seated at the April 21 meeting.
- Key and ongoing issues were discussed:
  - In regard to budget, Senate has represented funding faculty raises and the accelerated content management system roll out to help manage university communication.
  - Great Colleges to Work For survey – stressed via Senate to encourage faculty to be as precise in filling out the survey.
  - Hiring – involved in a number of new positions, much of which will be done over the summer.
- Participated in 2 task forces put together by the VPAA
  - Administration Evaluation task force
  - Salary Compression task force
- Working with multiple units on campus, in regard to faculty advising and retention.
- Thanked the Budget Advisory Committee and Sylvia Shurbutt
- The proposed C&I flow chart will be voted upon.

#### C. Advisory Council of Classified Employees – Mr. Ken Harbaugh

- Working to develop higher quality Staff Councils and better leaders in the staff rankings.
- SB 3300 legislative procedural rules
  - Common Grounds committee – working with the VCHR and others at the Policy Commission to write the required rules for the legislation – Faculty, classified, CHROs.
  - Compensation Planning and Review Committee – adding details to the rules on compensation
  - Employee leave
  - Classified Employee pay structure
  - Reduction-in-Force
  - Personnel Administration – upgrade, downgrade, promotions, and demotions.
- Market Studies
  - \$130,000 was spent on Fox Lawson but their request for proposal was not accepted.
  - New request for proposals are being written.
- HEPC HR division has to mend relationships with Chief Human Resource officers within the system.
- System-wide training is needed in compensation and classification.

#### D. Chair of Classified Employees Council – Mr. Brian Hammond

- Praised facilities for their hard work in cleaning up campus during this terribly snowy winter.
- Provided feedback and input for:

- Budget Advisory Committee work
- Strategic Planning committee
- Search committees

E. Student Life Council – Mr. Christian Benefiel

- Took on new faculty and graduate students to ensure accurate representation
- Approved interfaith club
- Approved active gaming club
- Approved B.A.S.S. club
- Approved an online gaming club
- Subcommittee has been formed for policies and risks associated with hazing and related issues.

VII. **Proposed Amendment to Article II, Section 3 of the Constitution of Shepherd University** – Mr. Alan Perdue

- Proposed Amendment was distributed and read
- Discussion

VIII. **Proposed Amendment to Article IV, Section 7 of the Constitution of Shepherd University** – Dr. Larry Daily

- Proposed Amendment was distributed and read
- Discussion

IX. **Adjournment** – Dr. Mark Cantrell

Respectfully Submitted,  
Dr. Matthew J. Kushin  
*Secretary to the Shepherd Assembly*