

Shepherd University Board of Governors

Minutes of the Meeting of April 9, 2015

The Shepherd University Board of Governors met on April 9, 2015 in a regular meeting. Members participating were: John Beatty [phone], Jason Best, Marcia Brand, Bridget Cohee, Holly McCall [phone], D. Scott Roach, Chad Robinson, W. Mark Rudolph [phone], Diane Shewbridge, Logan Sigley and John Younis [phone]. Also present were Shepherd University President Suzanne Shipley, members of the executive staff and others. Board member Tia McMillan was absent from the meeting.

1. **PUBLIC COMMENTS**

No public comments were made.

2. **MINUTES OF THE MEETING OF FEBRUARY 26, 2015**

M (Best), S (Cohee), PASSED, all members participating by phone were polled, that the minutes of the February 26, 2015 meeting of the Board of Governors be adopted as presented at the meeting.

3. **MINUTES OF THE MEETING OF MARCH 12, 2015**

M (Best), S (Cohee), PASSED, all members participating by phone were polled, that the minutes of the March 12, 2015 meeting of the Board of Governors be adopted as presented at the meeting.

4. **RECOGNITION OF EMERITUS FACULTY AND STAFF**

Dr. Christopher Ames, Vice President for Academic Affairs, presented to the Board Dr. Carl Bell, Ms. Kathy Dilley, Mr. Ed Fincham, Ms. Barbara Kemerer and Dr. Burt Lidgerding as being recognized as new faculty *Emeritus*. Mr. Alan Perdue, General Counsel, presented to the Board Ms. Geraldine Hammond and Ms. Loretta Holmes as being recognized as new staff *Emeriti*.

5. **PRESIDENT'S REPORT**

Spring showcases the work that has been ongoing throughout the academic year with presentations by students completing their capstone experiences.

6. **FACULTY SENATE ANNUAL REPORT**

Dr. J.B. Tuttle, President of the Faculty Senate and Associate Professor of Education, presented to the Board the Faculty Senate Annual Report. The Senate's focus has included utilization of the Great Colleges to Work For survey results, the implementation of the online third year portfolio review, discussions of the management of University expenditures, and review of several alternative academic restructuring proposals. Dr. Tuttle indicated that the Faculty Senate is very pleased with the progress in the strategic plan, especially with the website conversion.

7. **REPORT ON THE DISCUSSIONS OF THE AUDIT AND FINANCE COMMITTEE**

Ms. Anna Barker, Vice President for Finance, summarized the discussions of the committee on behalf of committee chair, Dr. John Younis. The presentation included a review of the FY2016 Operating Budget Process, FY2016 Capital Initiatives, Priorities for FY2017 Capital Projects, and Board of Governors Policy 7.

8. **RECOMMENDATION FOR APPROVAL OF THE PRIORITIES FOR FY2017 CAPITAL PROJECTS**

M (Shewbridge), S (Cohee), PASSED, all members participating by phone were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the FY2017 Capital Funding Priorities as presented in the agenda book, and authorizes the President to submit the Capital Funding Priorities on its behalf to the West Virginia Higher Education Policy Commission.

9. **RECOMMENDATION FOR APPROVAL OF BOARD OF GOVERNORS POLICY 7**

M (Best), S (Cohee), PASSED, all members participating by phone were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Amendment of Policy 7, Assessment, Payment and Refund of Fees as presented in the agenda materials of April 9, 2015.

10. **REPORT ON THE DISCUSSIONS OF THE ENROLLMENT MANAGEMENT AND ADVANCEMENT COMMITTEE**

Mr. Scott Roach, Enrollment Management and Advancement Committee Chair, summarized the discussions of the committee as presented by Dr. Diane Melby, Vice President for Advancement, and Dr. Shari Payne, Vice President for Enrollment Management. The presentation included an update on the vice president for university advancement search, the recommended approval of the renaming of the advancement division and an enrollment update.

11. **RECOMMENDATION FOR APPROVAL OF THE RENAMING OF THE ADVANCEMENT DIVISION**

M (Roach), S (Shewbridge), PASSED, all members participating by phone were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the renaming of the Advancement Office to University Advancement, effective immediately.

12. **RESOLUTION HONORING DR. DIANE MELBY**

The following special resolution for adoption by the Board was approved by acclamation:

**BOARD OF GOVERNORS PROCLAMATION
HONORING
DR. DIANE MELBY**

WHEREAS, Dr. Diane Melby has served Shepherd University since September 2008 as Vice President for Advancement; and

WHEREAS, the completion of Shepherd's first comprehensive campaign, the create campaign, totaling \$26 million and concluding one year early, would not have been possible without Dr. Melby's leadership and vision for its success; and

WHEREAS, she has worked effectively as a collaborative partner with Shepherd-related organizations including the Shepherd University Foundation, the Contemporary American Theater Festival, and the Scarborough Society; and

WHEREAS, her service to Shepherd has enhanced the internal and external messaging of the University, specifically in developing comprehensive communication plans and the utilization of Shepherd's website and social media presence; and

WHEREAS, Dr. Melby has brought her energy, vitality, and intelligence to the many celebrations she has planned and implemented, including those surrounding the create campaign, Founders Day, and six Shepherd homecoming weekends; and

WHEREAS, she has demonstrated important leadership in building the capacity of the staff of Shepherd, including the hiring, training and mentoring of her advancement team, serving in interim roles as the vice president for academic affairs, and recruiting great talent by chairing searches for the Director of Athletics and for her successor; and

WHEREAS, Dr. Melby's service as Vice President from 2008 to 2015 has borne many innovative approaches to today's young alumni participants in university events broadening the understanding of the role of fundraising beyond the Office of Advancement;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Vice President Diane Melby for her record of exemplary service to the University and to the Board of Governors, and expresses to her the gratitude and enduring appreciation of the Board and the entire University community; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the Board of Governors' April 9, 2015 meeting and that a copy of the resolution be presented to Vice President Melby.

13. **REPORT ON THE DISCUSSIONS OF THE ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE**

Dr. Marcia Brand, Academic Affairs and Student Affairs Committee Chair, summarized the discussions of the committee as presented by Dr. Chris Ames, Vice President for Academic Affairs. The presentation included a review of the 2014-2015 academic program reviews and proposed additions and deletions of academic programs.

14. **RECOMMENDATION FOR APPROVAL 2014-2015 ACADEMIC PROGRAM REVIEWS**
M (Cohee), S (Best), PASSED, all members participating by phone were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the program reviews of Computer Information Sciences, Mass Communications, Mathematics and Engineering, Psychology, Regents Bachelor of Arts, Master of Business Administration, and the Board adopts the institutional recommendations that each program be continued at the current level of activity. The Board authorizes the President to submit these reviews on its behalf to the West Virginia Higher Education Policy Commission.

15. **RECOMMENDATION FOR APPROVAL OF ADDITIONS AND DELETIONS OF ACADEMIC PROGRAMS**

M (Cohee), S (Roach), PASSED, all members participating by phone were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the addition of the Minor in Modern Languages; the deletion of the Minor in French; and the deletions of the concentration in Fitness and Exercise Science, Biometrics and Information Security, Information Technology, and Web Programming and Design effective for the Fall 2015 semester.

16. **HUMAN RESOURCES ANNUAL REPORT**

Mr. Alan Perdue, General Counsel, and Dr. Marie DeWalt, Director of Human Resources, presented to the Board the Human Resources Annual Report.

17. **NEW BUSINESS**

Dr. Brand provided an update on the presidential search. With the exception of the faculty appointments, to be voted on at the following meeting of the Faculty Senate, membership of the committee was completed.

Signed copy on F:Lo

W. Mark Rudolph
Chair

11.1.11
Signed copy on F:Lo

John Younis
Secretary