

**Meeting of the Shepherd University Assembly Minutes
Spring 2015**

Monday, April 13, 2015
4:10 p.m.

Erma Ora Byrd Hall Auditorium

- I. **Call to Order – Mr. Christian Benefiel**
- II. **Approval of Minutes of the Fall 2014 Assembly Meeting – Mr. Benefiel**
 1. Motion made to approve minutes as presented.
 2. All voted in approval; Motion carried.
- III. **Approval of Candidates for Graduation – Ms. Tracy Seffers**
 1. Motion made to approve candidates as distributed.
 2. Seconded; All voted in favor;. Motion carried.
- IV. **President’s Report – Dr. Suzanne Shipley**
 1. Dr. Shipley acknowledged Diane Melby’s leadership, raising \$26 million dollars which was \$6 million above the goal. Diane has written a beautiful strategic plan, with the help of the employees. Diane has also helped bring in a new VP for Advancement.
 - a. A chart was shown of the grantsmanship achieved in recent years, demonstrating growth from 2007 to 2014 totaling in over \$8 million dollars.
 - b. The president thanked Diane for her service.
 2. A number of changes and enhancements to Shepherd this year include:
 - a. Website enhancement
 - b. Doctor of Nursing Practice Accreditation – We are presently recruiting students for that degree.
 - c. Free housing in summer to enhance summer enrollment
 - d. First Fulbright Scholar
 - e. The strategic and master plans have been worked on
 - f. Replacement for Diane has been hired.
 3. Enrollment
 - a. New advertising methods have been employed, including working with Comcast for a web recruitment effort, use of Pandora radio advertising, among other things.
 - b. First ever accepted students day was started.
 - c. We did not increase out of state tuition to recruit out of state enrollment.
 - d. In state and graduate tuition increase is 4%.
 - e. Worked a lot of different financial aid packages to top off Promise Scholars and be a magnet for higher performing students.
 - f. When we consider admits, we are about where we were in April 2013 this

month, and down a bit in March of 2015 when compared to 2013. However, we are up from March 14, and April 14.

4. Legislative Update
 - a. Saw help on procurement procedures, making it easier to buy things.
 - b. SB 330 improvements were made to maintain flexibility while enhancing life of classified staff.
 - c. Prevailing wage law – This law made construction projects more expensive than what might have been. We've had help from legislature in lowering this to a market-based wage.
 - d. FY2016 appropriation saw a 1.1% cut in budget.
5. Budget Highlights
 - a. We will be taking \$110,000 off the top for state reduction.
 - b. Will add tuition and fee increases.
 - c. There are several expenditures that reflect the rising cost of doing business. Some of these are good. For example, we think we will have about \$100,000 in faculty promotions. We also have Adobe license, and insurance increases, among others.
 - d. We will stay with a 4% increase in state, and no out-of-state undergraduate increase.
 - e. There is a 4% increase for all graduate categories. And DNP is under consideration.
 - f. There is a room and board increase of 2%
 - g. And there is a \$35 per credit hour fee for online classes, and increase from 35 to \$50 of the graduation fees.
6. Salary Update
 - a. A chart was shown of salaries over the last several years since 2007, when Dr. Shipley joined Shepherd University.
 - b. This chart compared Shepherd to the consumer price index, and CUPA National Publics index.
 - c. As of about 2013, we are falling behind the CUPA index. We are slightly below the consumer price index but very close.
 - d. We are hoping that we will see salary increases in the near future.
 - i. We will not be able to make salary decisions for a while.
 - ii. There is an OASIS conversation. As a result, we have had to move all our accounts into a new system. As such, it is taking a while to get a clear sense of how much money we have. Therefore, we are not able to release any raises until we know what type of a budget year we are facing. The Budget Advisory Council will make recommendations if additional revenue becomes available.
7. Facilities Updates
 - a. There are summer 2015 projects. This will include improvements to campus entrance, building, and directional signs.
 - b. There will be upgrades to select critical infrastructure.
 - c. And, work will be done to enhance walkability of campus.
8. Academic Restructuring Update
 - a. There is a review council. Right now, about one half of people want

restructuring while about one half do not.

- b. The Academic Restructuring Review Council will put together various opinions on how to proceed. Such information will be presented to the new administration.
9. Presidential Search Update
- a. The board has adopted search procedures. We are awaiting HEPC approval. The Board of Governors voted to review firms and selected, at no cost, the Registry for an interim president. The permanent academic search costs \$70,000.
 - i. The question of cost was discussed by the president, and she explained that the board felt it was best to spend the additional cost as opposed to doing it in house. The additional cost is estimated at \$20,000.
 - b. Search Timeline
 - i. There will be a consultant from Academic Search on April 23rd. The university will be given the opportunity to provide feedback. Advertising and recruiting will begin in the summer. And interviews will begin in the fall.
 - ii. The president described the search committee and its members.
 - c. President. Shipley discussed a few personal remarks
 - i. She expressed that being president was the greatest privilege of her life. She wants to take the time to thank the faculty and employees. She encourages faculty to wander over to Popodicon for drinks and snacks. An ice cream social will be held to meet with the staff.
 - ii. The president reviewed a number of memories and accomplishments that occurred during her tenure, including record-breaking graduations, donations, involvement with COPLAC, and the introduction of the 120 credit hour degree. There have also been budget cuts, the economic downturn, and the ever-increasing demand for reports and oversight. We have grown from 116 faculty to 132.
 - iii. The president stated she thinks Shepherd is unstoppable and will continue to be so.
 - iv. The president expressed wishes for the future of Shepherd University.

V. Elections

- A. Shepherd University Assembly Moderator (one-year renewable term)
Mr. Benefiel is incumbent
 - 1) Christian Benefiel nominated and unanimously supported.
- B. Shepherd University Assembly Secretary (one-year renewable term)
Dr. Matt Kushin is incumbent (stepping down)
 - 1) Tracy Seffers nominated and unanimously supported.
- C. Shepherd University Assembly parliamentarian (one-year renewable term)

- 1) Dr. Anders Henrikson nominated and unanimously supported.
- D. Student Life Council Graduate Faculty Representative (two-year term, non-renewable)
 - Dr. Belinda Mitchell is incumbent (term is expiring)
 - Gregory Place nominated and unanimously supported.
 - E. ACF Representative Election (two-year renewable term)
Dr. Sylvia Shurbutt is incumbent
 - 1) Dr. Shurbutt was nominated and unanimously supported.
 - F. Faculty Representative to the Board of Governors (two-year renewable term)
Dr. Jason Best Term is incumbent
 - 1) Dr. Jason Best was unanimously supported.

VI. Proposal of Constitutional Amendment

- A. Proposed changes are to Article IV, Section 7b.
- B. Current language available at:
<http://www.shepherd.edu/minweb/constitution.pdf>
- C. PDF of proposed changes (noted in red) viewable at:
<http://bit.ly/1BWH5W0>
- D. The proposed amendment was discussed.
- E. A motion to approve the language for the amendment to be sent out to be vote on was seconded, and unanimously supported.

VII. Reports to the Assembly

- A. Advisory Council of Faculty – Dr. Sylvia Shurbutt
 - a. Dr. Shurbutt shared a brochure.
 - b. The council now regularly gives reports to both councils. Thus, ACF now has a lot more input than ever before.
 - c. There was a wonderful opportunity to be able to meet the new leadership. These are bright people. And the ACF was impressed by the senate education chair. This new representative aims to simplify and reduce paperwork.
 - d. There was a faculty theme for the state of West Virginia. This theme was “an investment that keeps growing.”
 - e. Dr. Shurbutt said a word of thanks to President Shipley, stating that the president accomplished a lot, including the revised RBA degree.
 - f. Dr. Shurbutt thinks the legislature is listening to ACF. There has been a resolution by the Senate to stop these deep cuts. They understand that higher education is the key to economic growth and development.
 - g. The Great Teachers seminar is going on. It is now managed via the ACF.
 - h. Updates from the transfer and articulation task force were discussed.

- i. Series 17 transferability of credits and trades – This rule has been passed. Interestingly, it provides an appeals process for students that want to have transfer credit, or have substitutions.
 - ii. It will be handled via the Admissions & Credits committee. There is further an HEPC component to the new Transfer and Articulation rule.
 - iii. Reverse Transfer rule – This will give reverse transfer students credit who started out at a community college, and before earning degree transfer to a 4-year institution. They will now be able to apply for a 2-year degree. This rule is not finished yet but is almost there.
 - i. Prior learning assessment – there is information in the handout which can be read.
 - i. Teacher education – Dr. Shurbutt discussed the impact legislative mandates dealing with alternative certification and new CAEP accreditation rules will have on our teacher education programs. These are bar-raising rules that will occur in the state, along with alternative ways to achieve certification that may have a negative impact on TE programs. Some have predicted enrollment in our teacher education programs may decrease by 10-20%.
 - j. Smarter Balance – Assessment has been taken by all public school students in junior year. This determines whether students will remediation in their senior year of high school. That assessment will also be part of college placement.
 - k. Rating System for Teacher Education Programs – Dr. Shurbutt discussed this rating system, which will be in place by 2019.
- B. Faculty Senate – Dr. Tuttle
 - a. Provided highlights of current business in Senate, of the 87 topics discussed in the Senate this year.
 - b. Great Colleges Survey – An important data point for our faculty and faculty perceptions. Please complete.
 - c. Pilot 3rd year online reviews – This data was presented to Senate by Dean Renninger. The online system is now in place for persons to do their 3rd year review online.
 - d. FOIA Request to Shepherd administration – Departments are now voting on this request.
 - e. Presidential Search Committee – Dr. Tuttle discussed the timeline for this.
 - f. Language regarding scholarship becoming full professor is being modified in the Faculty Handbook.
 - g. Doctor of Nursing Practitioner – A question before Senate is on the “one price fits all” or a tiered structure.
 - h. Academic Restructuring – It was voted against in Senate.
 - i. In summary, all work has gone to support and confirm Strategic Planning Committee priorities.

- j. Thanked all the Senators for their work.
- C. Advisory Council of Classified Employees – Mr. Ken Harbaugh
 - a. Presented by Mr. Brian Hammond
 - b. On the whole, the council is unhappy with the track of SB 330. There have been false starts and half completed tasks, such as the request for proposal.
 - c. As of April 1st, a request for proposal for a market study was supposed to be put out for bid by the Higher Education Policy Commission”.
 - d. Anything you can do to support classified employees would be appreciated.
 - e. Thanked all classified employees, and the current council.
- D. Classified Employees Council – Mr. Brian Hammond
 - a. The council has had discussions with administrators. They will continue that with the new president.
 - b. The council has forwarded suggestions regarding classified employees to administration.
 - c. Elections are up this year, and nominations for those have gone out.
 - d. All are welcome to attend the upcoming luncheon.
- E. Student Life Council – Dr. Nicolas Pologeorgis
 - a. Dave Cole provided the report.
 - b. The council has been meeting all year. The changes put in last year by the assembly have worked out. There is now graduate representation on student life council.
 - c. 10-12 new clubs have been reviewed.
 - d. New membership of the Student Life Council has worked well.
- VIII. Adjournment – Mr. Benefiel
 - A. Motion to adjourn.
 - B. Seconded.
 - C. All voted in favor.