

Shepherd University Board of Governors

Minutes of the Meeting of September 24, 2015

The Shepherd University Board of Governors met on September 24, 2015 in a regular meeting. Members participating were: Governors John Beatty, Jason Best [phone], Marcia Brand, Bridget Cohee, Hunter Cutlip, Ramona Kissel, Tia McMillan, D. Scott Roach, Chad Robinson, W. Mark Rudolph [phone] and John Younis. Also present were Shepherd University Interim President Sylvia Manning, members of the executive staff and others.

1. **ADMINISTRATION OF OATH OF OFFICE FOR NEW BOARD MEMBERS**
The oaths of office were administered by Chair Marcia Brand to Hunter Cutlip and Ramona Kissel, new members to the Board.
2. **PUBLIC COMMENTS**
No public comments were offered.
3. **MINUTES OF THE MEETING OF JUNE 4, 2015**
M (Best), S (Roach), PASSED (members participating by phone were polled), that the minutes of the June 4, 2015, meeting of the Board of Governors be adopted as presented in the agenda book.
4. **MINUTES OF THE MEETING OF JUNE 23, 2015**
M (Best), S (Younis), PASSED (members participating by phone were polled), that the minutes of the June 23, 2015, meeting of the Board of Governors be adopted as presented in the agenda book.
5. **PRESIDENT'S REPORT**
Interim President Sylvia Manning introduced Chris Sedlock, Shepherd's new Vice President for University Advancement. The President discussed Shepherd's need to improve student enrollment through three initiatives: 1) the new residence hall project; 2) a HEPC-sponsored pathway in West Virginia which will bring international students into the State with Shepherd as its gateway; 3) enhancement of the Martinsburg Center's potential. Dr. Manning also noted that Shepherd has already received three times the grant funding for FY2016 that we received by this time last year.
6. **PRESENTATION: FACULTY EVALUATION, DEVELOPMENT AND ACCOUNTABILITY**
Dr. Chris Ames, Vice President for Academic Affairs, presented to the Board an overview of the processes and standards that govern the evaluation of tenure-track and tenured faculty. The discussion focused on the three standards of faculty evaluation: teaching, professional development, and service.
7. **REPORT ON THE DISCUSSIONS OF THE AUDIT AND FINANCE COMMITTEE**
Dr. John Younis, Audit and Finance Committee Chair, summarized the Quarterly Financial Report for the period ending June 30, 2015, as presented to the committee by Mr. James Vigil, Vice President for Administration, and Ms. Bea Stottlemeyer, Director of Finance. The Committee also discussed the Residence Hall Project.

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

Mr. Scott Roach, Enrollment Management and University Advancement Committee Chair, introduced Dr. Shari Payne, Vice President for Enrollment, to summarize the FY2015 Tuition and Fee Waiver Report and provide the Board with an update on fall enrollment. Mr. Chris Sedlock, Vice President for University Advancement, provided the Committee with an overview of his department's priorities and current projects.

9. **PRESENTATION: RETENTION STRATEGIES**

Vice Presidents Ames, Payne and Segar presented a report to the Board on Shepherd's multi-faceted approach to improving student retention and degree completion: the formation of the Retention Interventions Team (RIT); the plan to cure the "Shepherd Shuffle" (excessive bureaucratic requirements placed upon students); and the Community Engagement Outreach project for commuter students.

10. **APPROVAL OF THE MINOR IN HISTORIC PRESERVATION AND PUBLIC HISTORY**
M (McMillan), S (Roach), PASSED (members participating by phone were polled), that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approve the Minor in Historic Preservation and Public History, effective for the fall 2016 academic semester.

11. **APPROVAL OF BACHELOR OF ARTS IN GLOBAL STUDIES**

M (McMillan), S (Beatty), 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 approve the development of a Bachelor of Arts in Global Studies and authorize the President to file an Intent to Plan with the Chancellor of the Higher Education Policy Commission for approval.

12. **APPROVAL OF BACHELOR OF SCIENCE IN DATA ANALYTICS**

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

RESOLVED, That the Shepherd University Board of Governors approve the development of a Bachelor of Science in Data Analytics and authorize the President to file an Intent to Plan with the Chancellor of the Higher Education Policy Commission for approval.

13. **APPROVAL OF THE REVISED INSTITUTIONAL COMPACT TARGETS**

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

RESOLVED, That the Shepherd University Board of Governors, approve the revised Institutional Compact Targets as presented and authorize the President to submit the Institutional Compact Targets on its behalf to the West Virginia Higher Education Policy Commission.

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

Ms. Bridget Cohee, 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 academic affairs annual report, an update on institutional accreditations for the past year and discussion of Shepherd's upcoming accreditation site visits.

15. **UPDATE ON ASSOCIATION OF GOVERNING BOARDS (AGB) STUDY**

Interim President Manning updated the Board on actions arising from last spring's AGB contracted study on revenue enhancements.

16. **ELECTION OF AUDIT AND FINANCE COMMITTEE**

Chair Brand nominated Dr. John Younis as chair of the Audit and Finance Committee, and Mr. John Beatty and Mr. Mark Rudolph for its membership. There were no other nominations.

The Audit and Finance Committee members for 2015-2016 were accepted by acclamation.

17. **NEW BUSINESS**

None.

18. **MOTION TO EXECUTIVE SESSION**

M (McMillan), S (Younis), PASSED (members participating by phone were polled), that pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, the Board enter into executive session for the purpose of: discussion of matters relating to personnel matters which, if publicly discussed, would be an invasion of privacy.

At the conclusion of the executive session, the Board returned to open session, and adjourned.

Signed Copy on File

Marcia Brand
Chair

Signed Copy on File

D. Scott Roach
Secretary