

Shepherd University Board of Governors

Minutes of the Meeting of June 22, 2017

The Shepherd University Board of Governors met on June 22, 2017 for the annual meeting, Vice Chair D. Scott Roach presiding. Members participating were: Ray Alvarez, John Beatty, Jason Best, Gat Caperton, Henry Kayes, Jr., Ramona Kissel, Eric Lewis, Tia McMillan, D. Scott Roach, and Chad Robinson. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive leadership team and others. Board members Marcia Brand and Caitlin O'Connor were absent from the meeting.

1. **PUBLIC COMMENTS**

No public comments were made.

2. **MINUTES OF THE MEETING OF APRIL 27, 2017**

M (Best), S (Kayes), PASSED, (Caperton absent) that the minutes of the April 27, 2017 meeting of the Board of Governors be adopted as presented in the agenda book.

3. **PRESIDENT'S REPORT**

President Hendrix reviewed highlights of the ongoing initiatives for advancing Shepherd from among the comprehensive list provided in the President's Report. She emphasized the FY2017 Grants Proposed and Awarded. President Hendrix noted that Dr. James M. Cherry, scientific program director in the Office of Scientific Operations, and Marsha Nelson-Duncan, education program specialist, both from the National Cancer Institute (NCI) in Frederick, Maryland, were on campus earlier in the day to meet with her, Dr. Jason Best, and Dr. Scott Beard to discuss expanding student internship opportunities and partnerships at the NCI research facility. President Hendrix noted that Major General James A. Hoyer, the adjutant general of WV Joint Forces Headquarters-WV, and Mara C. Boggs, Senator Manchin's State Director, would be on campus June 28 for a discussion about economic development as well as an in-depth discussion regarding Shepherd's Veterans Retraining Program.

4. **FACULTY ATHLETICS REPRESENTATIVE (FAR) BIENNIAL REPORT**

Dr. Andro Barnett, FAR and Professor of Health, Physical Education, and Recreation Studies, presented to the Board information regarding Shepherd's student-athletes and their engagement on the field and court, in the classroom, on campus, and in the community.

5. **GRADUATE CERTIFICATES IN HEALTH ADMINISTRATION, PUBLIC MANAGEMENT AND SPORT MANAGEMENT**

M (Best), S (Alvarez), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Graduate Certificates in Health Administration, Public Management and Sport Management, all effective for the Fall 2017 semester.

6. **HUMAN SERVICES CONCENTRATION IN THE REGENTS BACHELOR OF ARTS**
M (Alvarez), S (Best), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Emphasis in Human Services for the Regents Bachelor of Arts, effective for the Fall 2017 semester.

7. **REPORT OF THE ENROLLMENT, STUDENT AND COMMUNITY AFFAIRS COMMITTEE**

On behalf of the Enrollment, Student and Community Affairs Committee, Mr. Robinson introduced University Police Chief, John McAvoy, to summarize the Campus Safety Annual Data Report. Mr. Robinson then introduced Mr. Bill Sommers, Vice President for Enrollment Management, to summarize the Enrollment Management Update, addressing new enrollment and retention initiatives.

8. **PROPOSED FY2018 ANNUAL BUDGET**

M (Lewis), S (Alvarez), PASSED, [nine in favor – one opposed], that the following amended resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the FY2018 Annual Budget subject to stipulation that the President is directed to submit proposals for enrollment, retention, recruitment, and cost savings to the Board, which are to be incorporated into an amendment to the FY2018 budget, not later than the September 27, 2017 Board meeting.

9. **SALARY EQUITY INCREASES**

M (Best), S (Caperton), PASSED, [nine in favor – one opposed], that the following resolution be adopted by the Board.

RESOLVED, That the Shepherd University Board of Governors approves the inclusion of a \$500,000 increase in aggregate personal services in the FY2018 Budget for targeted salary increases, as described in the meeting agenda book of June 22, 2017.

RESOLVED FURTHER, That the Shepherd University Board of Governors approves the targeted salary equity increases model for fulltime instructional faculty and for staff and non-instructional faculty, as described in the agenda book of June 22, 2017, to be effective on such date within FY2018 as the President may establish, and authorizes the President to make technical adjustments as needed for implementation, consistent with the conceptual framework described herein.

10. **FY2019 CAPITAL FUNDING PRIORITIES**

M (Best), S (Kissel), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the FY2019 Capital Funding Priorities as presented in the agenda book of June 22, 2017, and authorizes the President to submit the Capital Funding Priorities on its behalf to the West Virginia Higher Education Policy Commission.

11. **REPORT OF THE FINANCE AND FACILITIES COMMITTEE**

On behalf of the Finance and Facilities Committee, Mr. Lewis provided a brief update of the Committee's discussions which included a review of the Quarterly Financial Report for the period ending March 31, 2017, the FY2018 Capital Initiatives as well as the budget condition of the University.

12. **ANNUAL APPROVAL OF THE ATHLETIC PROGRAM PHILOSOPHY**
M (Lewis), S (Henry), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Shepherd University Athletic Program Philosophy for the period July 1, 2017 – June 30, 2018 as presented in the agenda book of June 22, 2017, and amended as to item “d” to refer to the “Vice President for Finance.”

13. **NOTICE OF INTENT TO AMEND AND PROMULGATE BOARD OF GOVERNORS POLICIES**
M (Lewis), S (Robertson), PASSED, that the following resolutions be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the issuance of a Notice of Amendment of *Policy 7, Assessment, Payment and Refund of Fees*, as presented in the agenda materials of June 22, 2017, and directs the President to distribute the Notice to all required recipients as provided for in Policy 1, together with a summary of Policy 1’s description of the manner in which comments will be received.

RESOLVED, That the Shepherd University Board of Governors approves the issuance of a Notice of Amendment of *Policy 9, Classified Employees*, as presented in the agenda materials of June 22, 2017, and directs the President to distribute the Notice to all required recipients as provided for in Policy 1, together with a summary of Policy 1’s description of the manner in which comments will be received.

RESOLVED, That the Shepherd University Board of Governors approves the issuance of a Notice of Amendment of *Policy 23, Capital Project Management*, as presented in the agenda materials of June 22, 2017, and directs the President to distribute the Notice to all required recipients as provided for in Policy 1, together with a summary of Policy 1’s description of the manner in which comments will be received.

RESOLVED, That the Shepherd University Board of Governors approves the issuance of a Notice of Amendment of *Policy 26, Salary Policy*, as presented in the agenda materials of June 22, 2017, and directs the President to distribute the Notice to all required recipients as provided for in Policy 1, together with a summary of Policy 1’s description of the manner in which comments will be received.

RESOLVED, That the Shepherd University Board of Governors approves the issuance of a Notice of Promulgation a new policy, *Policy 36, Reductions in Force and Furloughs*, as presented in the agenda materials of June 22, 2017, and directs the President to distribute the Notice to all required recipients as provided for in Policy 1, together with a summary of Policy 1’s description of the manner in which comments will be received.

RESOLVED, That the Shepherd University Board of Governors approves the issuance of a Notice of Promulgation a new policy, *Policy 37, Procurement and Disposition of Surplus/Obsolete Property*, as presented in the agenda materials of June 22, 2017, and directs the President to distribute the Notice to all required recipients as provided for in Policy 1, together with a summary of Policy 1’s description of the manner in which comments will be received.

14. **ELECTION OF OFFICERS FOR 2017-2018**

Dr. Best nominated a slate of Dr. Marcia Brand as Chair, Ms. Tia McMillan as Vice Chair, and Mr. Gat Caperton as Secretary. There were no other nominations. The slate of officers for 2017-2018 was approved by the Board.

15. **PROPOSED 2017-2018 MEETING DATES**

Vice Chair Roach reviewed the proposed meeting schedule for 2017-2018, as published in the agenda book, with the Board.

16. **NEW BUSINESS**

The following special resolutions for adoption by the Board were moved by Mr. Lewis, seconded by Mr. Caperton, and approved by acclamation:

**BOARD OF GOVERNORS RESOLUTION HONORING
Dr. Chris Ames**

WHEREAS, Chris Ames has served Shepherd University since January 2013, initially appointed as Vice President for Academic Affairs and becoming the University's first Provost in March 2016; and

WHEREAS, Dr. Ames has devoted enormous personal effort in the advancement of the academic quality of Shepherd University and of the student experience at Shepherd; and

WHEREAS, he has provided great assistance to the faculty of the University in encouraging scholarship, research and professional development, facilitating the full implementation of the comprehensive curricular revisions, engaging and encouraging faculty to be an effective partner in the University's participatory governance model; and

WHEREAS, Dr. Chris Ames has been a critical leader of important academic initiatives including the development of the University's first doctoral program, improvements in academic advisement and seniors' capstone experiences, implementation of our internationalization initiatives and the development of the new College of Business; and

WHEREAS, throughout his tenure at Shepherd, Dr. Ames has endeared himself with his colleagues with the wisdom, patience and good humor which he maintains in good times and during challenges; and

WHEREAS, Dr. Chris Ames will assume the presidency of The Sage Colleges, in New York, beginning July 1, 2017, and goes with the best of wishes from all who have worked with him;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Provost Chris Ames for his record of exemplary service to the University and to the Board of Governors, and expresses to him the gratitude and appreciation of the Board and the entire University community; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 22, 2017 Board of Governors' meeting and that a copy of the resolution be presented to Dr. Ames.

**BOARD OF GOVERNORS RESOLUTION HONORING
MR. JOHN BEATTY**

WHEREAS, Mr. John Beatty has served Shepherd University with distinction as a member of the Shepherd University Board of Governors from October 2009 to the end of his term in June 2017; and

WHEREAS, throughout his tenure on the Board, Mr. Beatty has contributed the value of his insights and experiences as a local resident and member of the business community to help the University build its future, as well as contributing a generosity of spirit in his personal assistance to the University; and

WHEREAS, Mr. Beatty has especially contributed to the Finance Committee and to the Board's deliberations over the finances and budgets of the University, bringing great expertise and insight into the University's finances, business processes, and entrepreneurial approaches for increasing the University's revenues; and

WHEREAS, the members of the Shepherd University Board of Governors have valued John's keen wisdom and character as the University has addressed its challenges;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Mr. John Beatty for his record in service to the University, expresses to him its sincere gratitude and admiration, and looks forward to his continued association to the University in other ways; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 22, 2017 Board of Governors meeting and that a copy of the resolution be presented to Mr. Beatty.

**BOARD OF GOVERNORS RESOLUTION HONORING
Dr. Jason Best**

WHEREAS, Jason Best has served with great distinction as the elected Faculty Representative to the Shepherd University Board of Governors from July 2009 to June 2017; and

WHEREAS, Dr. Best has contributed wise academic judgment to the deliberations of the Board, bringing to the forefront the faculty perspective while always maintaining a comprehensive perspective on the advancement of the University as a whole; and

WHEREAS, Dr. Best has been a consistent and heartfelt advocate for the continued and expanded academic excellence of the University; and

WHEREAS, Dr. Best has contributed to the governance of Shepherd University in this capacity while continuing to also serve with distinction as a teaching Professor of Physics and Astronomy, as a teacher who inspires learning and enhances the student experience, as an academic advisor to students, and as a scholar; and

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Dr. Best for his record of strong academic leadership, expresses to him its sincere gratitude and admiration, and looks forward to his continued service to the University; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 22, 2017 Board of Governors' meeting and that a copy of the resolution be presented to Dr. Best.

**BOARD OF GOVERNORS RESOLUTION HONORING
MR. DOUGLAS SCOTT ROACH**

WHEREAS, Mr. Douglas Scott Roach, Class of 1980, has served Shepherd University with distinction as a member of the Shepherd University Board of Governors from October 2009 to the end of his term in June 2017; and

WHEREAS, throughout his tenure on the Board, Scott has contributed the value of his experience as a regional business entrepreneur to help advance the University's academic and administrative operations; and

WHEREAS, Mr. Roach has served on the Executive Committee, the Finance Committee, and has chaired the Committee, giving expertise and insight into the University's finances, business processes, and strategies for broadening revenues; and

WHEREAS, Mr. Roach has been an advocate and patron of Rams Athletics and a wide range of the excellent academic and cultural events of the campus; and

WHEREAS, Shepherd University has been enriched by the personal commitment of time and the leadership of Mr. D. Scott Roach as a Board member, as an engaged community member, as a parent, and as a member of the Presidential Search Committee in 2015; and

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Mr. Douglas Scott Roach for his record of strong leadership, expresses to him its sincere gratitude and admiration, and looks forward to his continued service to the University; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 22, 2017 Board of Governors meeting and that a copy of the resolution be presented to Mr. Roach.


Marcia Brand
Chair


Gat Caperton
Secretary