

Shepherd University Board of Governors

Minutes of the Meeting of September 27, 2017

The Shepherd University Board of Governors met on September 27, 2017 in a regular meeting. Members participating were: Ray Alvarez, Marcia Brand, Gat Caperton, Henry Kayes, Jr., Ramona Kissel, Eric Lewis, Tia McMillan, Sneha Reddy, D. Scott Roach, Chad Robinson and J.B. Tuttle. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive staff and others. Board member John Beatty was absent from the meeting.

1. **PUBLIC COMMENTS**

No public comments were made.

2. **ADMINISTRATION OF OATH OF OFFICE FOR NEW BOARD MEMBERS**

The oaths of office were administered by Chair Marcia Brand to J.B. Tuttle and Sneha Reddy, new members to the Board.

3. **PRESENTATION OF THE NEW SHEPHERD WEBSITE**

Mr. Tim Haines, Director of Marketing and Digital Strategy, presented to the Board information regarding Shepherd's new website.

4. **MINUTES OF THE MEETING OF JUNE 22, 2017**

M (Lewis), S (Kayes), PASSED, that the minutes of the June 22, 2017 meeting of the Board of Governors be adopted as presented in the agenda book.

5. **MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF AUGUST 31, 2017**

M (Alvarez), S (Caperton), PASSED, that the minutes of the August 31, 2017 meeting of the Executive Committee of the Board of Governors be adopted as presented in the agenda book.

6. **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 recognized the local legislators work on behalf of Shepherd during the budget deliberations and acknowledged Board Member Robinson for his hard work advocating for Shepherd. President Hendrix noted that Shepherd has been named a 2017-2018 College of Distinction. She noted that Radox was just on campus for a visit and is looking to hire Shepherd students for internships at their company. She referenced the theater major, R.B.A. human services concentration and three new certificate programs that are now being offered at Shepherd and how important this is for our ability to address needs of current and future students. President Hendrix emphasized the FY2017 Grants Proposed and Awarded.

7. **DISCUSSION OF MONTHLY REPORTS AND REVENUE GENERATING INITIATIVES**

President Hendrix shared a draft of the Interim Monthly Report she would like to send to the Board during months in which a meeting is not scheduled. It was recommended that we add a section for Noteworthy Issues or New Challenges. President Hendrix provided the Board with invitations to the West Virginia Research and Innovation: A Catalyst for Better Health and Economic Growth event being held at Shepherd in partnership with Research!America on Monday, October 16. President Hendrix discussed revenue generating ideas with the group. She noted that Popodicon has brought in revenue over the last three months; Potomac Applied Business Group is anticipating

revenue to exceed \$20,000-\$25,000 with a ribbon cutting ceremony being held in November; staff are looking into continuing education events that can occur around home football game weekends. President Hendrix requested that the Board members contact her directly with any additional revenue generating ideas.

8. **REPORT OF THE ACADEMIC PROGRAMS AND DEVELOPMENT COMMITTEE**

On behalf of the Academic Programs and Development Committee, Ms. McMillan provided a brief update of the Committee's discussions regarding the 2016-2017 Accreditation Update and Summary.

9. **CONCENTRATION IN INFORMATION TECHNOLOGY (IT)**

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

RESOLVED, That the Shepherd University Board of Governors approves the Concentration in Information Technology (IT), within the Bachelor of Science, Computer Information Technology (CIT) degree program, effective for the Fall 2018 semester.

10. **CONCENTRATION IN MANAGEMENT INFORMATION SYSTEMS (MIS)**

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

RESOLVED, That the Shepherd University Board of Governors approves the Concentration in Management Information Systems (MIS), within the Bachelor of Science, Computer Information Technology (CIT) degree program, effective for the Fall 2018 semester.

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

On behalf of the Enrollment, Student and Community Affairs Committee, Mr. Robinson provided a brief update of the Committee's discussions regarding dual enrollment, legislative list provided by Holly Frye, as well as the possibility of a legislative roundtable on campus. Mr. Robinson then introduced Mr. Bill Sommers, Vice President for Enrollment Management, to summarize the Enrollment Update and the Tuition and Fee Waiver Report for FY2017.

12. **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, thanking everyone for their hard work. Mr. Lewis then introduced Mr. Tony Major, Vice President for Finance, to summarize the Quarterly Financial Report for the fourth quarter of FY2017.

13. **FY2018 BUDGET REVISION**

M (Lewis), S (Kayes), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the FY2018 Budget Revision reductions in operating expenses, as presented in the agenda book of September 27, 2017.

14. **AMENDMENT OF POLICY 9: CLASSIFIED EMPLOYEES**
M (McMillan), S (Robinson), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the amendments of Policy 9, *Classified Employees*, as presented in the agenda book of September 27, 2017.

15. **AMENDMENT OF POLICY 36: CLASSIFIED STAFF REDUCTION IN FORCE**
M (Kissel), S (Robinson), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the adoption of Policy 36, *Classified Staff Reduction in Force*, as presented in the agenda book of September 27, 2017.

16. **METRO SCHOLARSHIP RATE PRESENTATION**
Mr. Bill Sommers, Vice President for Enrollment Management, presented to the Board information regarding Shepherd's Metro Scholarship Rate.

17. **PROVOST SEARCH UPDATE**
President Hendrix provided the Board with an update on the Provost search.

18. **AUDIT COMMITTEE ELECTION**
Chair Brand nominated Ray Alvarez as chair of the Audit and Finance Committee, and Mrs. Tia McMillan and Mr. Eric Lewis for its membership. There were no other nominations.

The Audit and Finance Committee members for 2017-2018 were agreed to by acclamation.

19. **NEW BUSINESS**

On motion by the Chair Brand, and by acclamation:

**BOARD OF GOVERNORS RESOLUTION
HONORING
Mr. James A. Vigil**

WHEREAS, James Vigil has been a part of the Shepherd University community for more than 27 years, initially appointed as manager of the bookstore; and

WHEREAS, Mr. Vigil consistently responded effectively to opportunities and challenges throughout his years at Shepherd, accepting progressively increased responsibilities and always providing sound and diligent management to his administrative responsibilities in the auxiliaries and administration sectors of the University; and

WHEREAS, he has provided great assistance to faculty and staff across the University in improving our effectiveness in our fiscal and operational decision-making; and

WHEREAS, Mr. Vigil has been a critical leader of important initiatives including the development and construction of the University's freestanding Wellness Center and the University's public/private partnership to produce the new Potomac Place residence hall; and

WHEREAS, throughout his tenure at Shepherd, James Vigil has been an endearing colleague for employees and a caring, engaged leader for students to emulate and to receive guidance from; and

WHEREAS, the enduring spirit of confidence, goodwill and joyfulness that James makes a part of every workday, as well as at Rams athletics events, has been an invaluable contribution to the welfare of the University; and

WHEREAS, the Board acknowledges that Mr. Vigil is concluding his exemplary and dedicated work as Vice President of Administration and extends to him best wishes as he transitions to his new career in professional consulting; and


THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Vice President James Vigil 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 September 27, 2017 Board of Governors' meeting and that a copy of the resolution be presented to Mr. Vigil.

20. **MOTION TO EXECUTIVE SESSION**

M (Roach), S (Kissel), PASSED, 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 a possible honorary naming.

At the conclusion of the executive session, the Board resumed regular session, and then adjourned.


Marcia Brand
Chair


Gat Caperton
Secretary