

SHEPHERD UNIVERSITY BOARD OF GOVERNORS

MINUTES OF THE MEETING OF DECEMBER 14, 2017

The Shepherd University Board of Governors met on December 14, 2017 in a regular meeting. Members participating were: Ray Alvarez [phone], John Beatty [phone], Marcia Brand, Gat Caperton, Henry Kayes, Jr., Ramona Kissel [phone], Eric Lewis, Tia McMillan, D. Scott Roach, Chad Robinson [phone] and J.B. Tuttle. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive staff and others. Board member Sneha Reddy was absent from the meeting.

1. **PUBLIC COMMENTS**

No public comments were made.

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

M (Roach), S (Lewis), PASSED, all members participating by phone were polled, that the minutes of the September 27, 2017 meeting of the Board of Governors be adopted as presented in the agenda book.

3. **ANNUAL AUDIT REPORT**

Mr. Alvarez reviewed general matters regarding the audit committee with the Board.

Ms. Pam Stevens, Interim Vice President for Finance, and Mr. Chris Kessler of CliftonLarsonAllen, LLP summarized the annual Audit Report. The presentation included a review of the Financial Statements as of and for the Years Ended June 30, 2017 and 2016, and the Independent Auditors' Reports. Mr. Kessler reported that the University received and unqualified, clean, opinion letter. He noted there were no material weaknesses and that the financial statement disclosures were neutral and clear. Mr. Kessler stated there has been a decrease in net position, but not to an alarming degree. He also noted there were no significant financial footnotes this year, and no material weaknesses were reported in the University's internal controls and financial reporting. The single finding from last year relating to collections was noted as resolved.

4. **PRESIDENT'S REPORT**

President Hendrix noted the glass wipes at seats of the members were a present, purchased with private funds. President Hendrix reviewed highlights of the ongoing initiatives for advancing Shepherd from among the comprehensive list provided in the President's Report. She noted WV Department of Agriculture representatives visited campus. She recognized the biochemistry program for receiving accreditation. Noting Shepherd is the only institution in WV to achieve such an accreditation and will help us with recruitment as well as our donor base. President Hendrix noted Shepherd will be offering a Master of Science degree in data analytics beginning January 2018. She recognized the October 16th West Virginia Research and Innovation Forum as being sold out with overflow being hosted in the Storer Ballroom. She noted the WV Art

Education Association held their annual professional development conference on campus. President Hendrix also noted Shepherd is now a part of the Chesapeake Watershed Cooperative Ecosystem Studies Unit, and the annual meeting hosted at Shepherd on November 1st was well attended. She recognized the campuses conservation efforts and the budget savings Shepherd is realizing from these changes. She commented how Shepherd students collected more than 2,500 pounds of food for a local food pantry and how Shepherd teaches students to give back to the community. President Hendrix noted the debate and forensics teams have done well at recent tournaments and commented that Shepherd has the number one and number two parliamentary speakers in the nation. She asked Dr. Segar to speak about his leadership role at the recent Aspen Institute Session where he facilitated a discussion on Civil Discourse. Chair Brand thanked Dr. Segar for his representation. President Hendrix pointed out that the Potomac Applied Business Lab has several students signed up for January 2018 internships. She noted the work Jessica Kump and her colleagues are doing with grants. She asked Ms. Kump to share about the Veterans to Ag Program and the USDA approved \$300,000 fund commitment. Ms. Kump noted the USDA is very enthusiastic about the funding and there is a lot of community interest in the Tabler Farm project as well.

5. **STRATEGIC PLANNING REPORT UPDATE**

Mr. Bill Sommers, Vice President for Enrollment Management, presented to the Board a strategic planning report update.

6. **ACADEMIC AFFAIRS ANNUAL REPORT**

Dr. Scott Beard, Acting Provost, presented to the Board the Academic Affairs Annual Report and provided an update on academic restructuring models.

7. **ENROLLMENT MANAGEMENT ANNUAL REPORT**

Mr. Bill Sommers, Vice President for Enrollment Management, presented to the Board the Enrollment Management Annual Report.

8. **QUARTERLY FINANCIAL REPORT: 1ST QUARTER FY2018**

Ms. Pam Stevens, Interim Vice President for Finance, provided each Board member with a revised Table 2 and 3 and presented to the Board the Quarterly Financial Management Report for the period ending September 30, 2017.

Ms. Stevens introduced Mr. Jack Shaw, Assistant Vice President for Auxiliary Enterprises, to discuss bookstore outsourcing. Mr. Shaw also noted an RFP for dining would hopefully be issued, with possible outsourcing of those services by summer for the Fall 2018 opening. Mr. Shaw is also assessing a prospective RFI for print services.

Mr. Eric Shuler, Director of Facilities Management, noted that due to high turnovers in the campus facility custodial area, he and Mr. Shaw are working to augment the campus facility custodial work. Mr. Shuler also discussed a meeting with Manny Arvon, Superintendent of Berkeley County Schools, regarding an energy retrofit project done at the Berkeley County K-12 schools. He noted Shepherd is looking at a backlog of mechanical, electrical, plumbing and HVAC deferred maintenance. In a retrofit contract for energy management, the University would hope to leverage the debt service with positive cash flow per year with energy savings. We would look at a phased approach with planning occurring in 2018 and the first phase occurring in 2019.

9. **LAST DOLLAR FUND**

Ms. Sherri Janelle, Executive Director of Development, presented to the Board the Last Dollar Fund.

10. **COMMENTS REGARDING NOTICE OF AMENDMENT TO POLICY ON NAMING OR RENAMING OF BUILDINGS OR ORGANIZATIONAL UNITS**

M (Lewis), S (Kayes), 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 issuance of a Notice of Amendment of *Policy 3, Naming or Renaming of Buildings or Organizational Units*, to establish specifications and guidelines as to the values and procedures associated with such naming's, 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.

11. **CONSENT AGENDA FOR FUTURE MEETINGS**

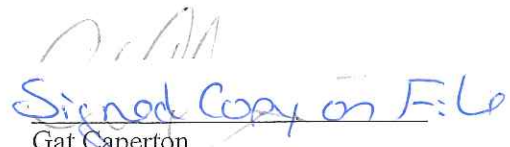
Mr. Alan Perdue, General Counsel, led a discussion with the Board on the topic of using a consent agenda for future meetings. A consensus for use of consent agendas was reached among board members.

12. **NEW BUSINESS**

Dr. Brand noted that she appreciates the Interim Board Reports. Dr. Brand also noted that the February 8th meeting would be moved to March 1st.


Signed Copy on File

Marcia Brand
Chair


Signed Copy on File

Gat Caperton
Secretary