

Shepherd

UNIVERSITY

Board of Governors

Alternative Spring Break 2018 Coalfield Development Corporation



Meeting Agenda September 20, 2018

Board Members

Eric Lewis, Chair
Gat Caperton, Vice Chair
Chad Robinson, Secretary

Ray Alvarez	Ramona Kissel, Classified Staff
David Avella	Bob Marggraf
Marcia Brand	Tia McMillan
Henry Kayes, Jr.	Danielle Stephenson, Student
J.B. Tuttle, Faculty	

Mary J.C. Hendrix, President



Board of Governors Meeting

September 20, 2018

Lower Level Multipurpose Room

Robert C. Byrd Center for Congressional History and Education

Shepherdstown, WV

4:15 – 6:00 p.m.

AGENDA

- 4:15 p.m. 1. **Call to Order** (Chair Eric Lewis)
- 4:16 p.m. 2. **Public Comments**
- 4:18 p.m. 3. **Oath of Office – New Member**
- 4:22 p.m. 4. **Consent Agenda Items** (Chair Lewis)
 - a. Consent Agenda
 - b. Approval of the Minutes of June 14, 2018 Board Meeting
- 4:25 p.m. 5. **President's Report** (President Hendrix)
- 4:40 p.m. 6. **Report of the Academic Programs and Development Committee** (Ms. Tia McMillan)
 - a. Institutional Accreditation Update 2017-2018
- 4:50 p.m. 7. **Report of the Enrollment, Student and Community Affairs Committee** (Mr. Chad Robinson)
 - a. Enrollment and Housing Update as of 8/31/18
 - b. Tuition and Fee Waiver Report: FY2018
- 5:00 p.m. 8. **Report of the Finance and Facilities Committee** (Mr. Henry Kayes, Jr.)
 - a. Quarterly Financial Report: 4th Quarter FY2018 (Pre-audit)
- 5:10 p.m. 9. **Strategic Plan and Dashboard Update** (Mr. Bill Sommers)
- 5:15 p.m. 10. **Capital Improvements Update** (Mr. Jack Shaw)
- 5:25 p.m. 11. **New Business** (Chair Lewis)
- 5:30 p.m. **Adjournment**



Board of Governors Meeting

September 20, 2018

Lower Level Multipurpose Room

Robert C. Byrd Center for Congressional History and Education

Shepherdstown, WV

3:00 – 4:00 p.m.

COMMITTEE AGENDAS

Academic Programs and Development Committee

**Lower Level Multipurpose Room, Robert C. Byrd Center for
Congressional History and Education**

- Institutional Accreditation Update 2017-2018

Ms. Tia McMillan, Chair

Mr. Ray Alvarez

Mr. David Avella

Ms. Mona Kissel

Dr. Scott Beard, Staff

Ms. Monica Lingenfelter, Staff

Enrollment, Student and Community Affairs Committee

Room 202, Ikenberry Hall

- Enrollment and Housing Update as of 8/31/18
- Tuition and Fee Waiver Report: FY2018

Mr. Chad Robinson, Chair

Dr. Marcia Brand

Mr. Gat Caperton

Ms. Danielle Stephenson

Mrs. Holly Morgan-Frye, Staff

Dr. Tom Segar, Staff

Mr. Bill Sommers, Staff

2018-2019 Board of Governors Meeting Dates Remaining

- November 8, 2018
- December 13, 2018
- February 14, 2019
- April 18, 2019
- June 13, 2019

Shepherd University Board of Governors
September 20, 2018
Consent Agenda Item No. 4-a

CONSENT AGENDA

The following resolution is recommended for adoption by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Minutes of the Meeting of June 14, 2018, as presented in the Agenda materials of September 20, 2018.

SHEPHERD UNIVERSITY BOARD OF GOVERNORS

MINUTES OF THE MEETING OF JUNE 14, 2018

The Shepherd University Board of Governors met on June 14, 2018 for the annual meeting. Members participating were: Ray Alvarez, David Avella (phone), Marcia Brand, Gat Caperton, Henry Kayes, Jr., Ramona Kissel, Eric Lewis, Robert Marggraf, Chad Robinson and J.B. Tuttle. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive leadership team and others. Board members Tia McMillan and Sneha Reddy were absent from the meeting.

1. PUBLIC COMMENTS

No public comments were made.

2. CONSENT AGENDA ITEMS

M (Tuttle), S (Lewis), 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:

- 1) The Minutes of the Meeting of May 17, 2018; as presented in the Agenda materials of June 14, 2018, as amended, and
- 2) The FY2020 Capital Funding Priorities; as presented in the Agenda materials of June 14, 2018, and authorizes the President to submit the Capital Funding Priorities on its behalf to the West Virginia Higher Education Policy Commission.

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.

4. REPORT OF THE ACADEMIC PROGRAMS AND DEVELOPMENT COMMITTEE

On behalf of the Academic Programs and Development Committee, Mr. Alvarez provided a brief update of the Committee's discussions which included updates on both Academic Restructuring and University Development.

5. REPORT OF THE ENROLLMENT, STUDENT AND COMMUNITY AFFAIRS COMMITTEE

On behalf of the Enrollment, Student and Community Affairs Committee, Mr. Robinson introduced Mr. Bill Sommers to summarize the Enrollment Management Update. Mr. Robinson then provided a brief update of the Committee's discussion regarding the Student Affairs Update.

6. **PROPOSED FY2019 ANNUAL BUDGET**

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 FY2019 Annual Baseline Budget as presented in the agenda materials of June 14, 2018.

7. **PERSONNEL SALARY INCREASE: IMPLEMENTATION OF GOVERNOR'S STATEWIDE INCREASE INITIATIVE**

M (Lewis), S (Marggraf), 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 adoption of the institutional salary increases initiative as described in the agenda book of June 14, 2018, to be effective July 7, 2018 or as soon thereafter as may be effectively administered in the State payroll systems.

In conjunction with the adoption of this resolution, members expressed an expectation that an enhanced performance evaluation process should be pursued and utilized to allow rewards for meritorious performance in the future.

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

On behalf of Finance and Facilities Committee, Mr. Lewis provided a brief update of the FY2019 Capital Initiatives.

9. **ELECTION OF OFFICERS FOR 2018-2019**

The Nominating Committee, by and through its chair Mr. Alvarez, submitted a slate of Mr. Eric Lewis as Chair, Mr. Gat Caperton as Vice Chair, and Mr. Chad Robinson as Secretary. There were no other nominations. The slate of officers for 2018-2019 was accepted by acclamation.

In conjunction with this election, members expressed appreciation for the service of Chair Brand, whose term of office was concluding.

10. **ELECTION OF AUDIT AND NOMINATING COMMITTEES**

Newly elected Chair Lewis nominated Mr. Alvarez as chair of the Audit Committee, and Mr. Henry Kayes, Jr. and Mr. Eric Lewis for its membership, pursuant to the Bylaws. The Audit Committee members for 2018-2019 were accepted by acclamation. Mr. Alvarez noted we need to draft a new resolution for the bylaws.

The Nominating Committee then nominated, by and through its chair Mr. Alvarez, a slate of Ms. McMillan, Mr. Alvarez and Mr. Kayes, Jr. for its membership pursuant to the Bylaws. The Nominating Committee members for 2018-2019 were accepted by acclamation.

11. **PROPOSED 2018-2019 MEETING DATES**

Chair Brand reviewed the proposed meeting schedule for 2018-2019, as published in the agenda book, with the Board.

12. **NEW BUSINESS**

Dr. Brand noted that she would like the Board to have a better engagement with fundraising. She also noted that she would like to see the Dashboards updated periodically and tied to the Strategic Plan.

Mr. Lewis noted the desire to convene a retreat during the summer months, and also noted that he may appoint one or more ad hoc committees to focus on specific issues.

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

**BOARD OF GOVERNORS RESOLUTION
HONORING
DR. MARCIA BRAND**

WHEREAS, Dr. Marcia K. Brand has served Shepherd University with distinction as a member of the Shepherd University Board of Governors from 2010 to 2018; and

WHEREAS, during much of her tenure on the Board, Dr. Brand served as a member of the Executive Committee as an officer of the Board, and frequently participated actively in the University's strategic planning and initiatives to enhance the commitment to excellence as a public liberal arts university; and

WHEREAS, Dr. Brand became the first board member to serve as Chair for more than two terms, presiding in that capacity from 2015 to 2018, and in doing so accepted the burden of responsibility during periods of critical transitions; and

WHEREAS, in the capacity of Chair of the Board, she effectively guided the University through a presidential search process, producing an outstanding result which unified the campus and the community with enormous energy and commitment for the future of the University; and

WHEREAS, through her enthusiasm for the wide ranging programs of the University in the humanities, the arts, the health sciences, and athletics, Dr. Brand has nurtured the support of the community for Shepherd and has been an ever-helpful resource in new initiatives; and

WHEREAS, Dr. Brand has been an invaluable resource in outreach to new opportunities in engagement with federal agencies and grants, as well as in intergovernmental relations with the State Capital; and

WHEREAS, Shepherd deeply appreciates the ten-year charitable commitment by Dr. Brand to fund two merit-based internship awards annually for Shepherd students pursuing experience in rural health policy, at either the Federal Office of Rural Health Policy (FORHP) or the National Rural Health Association (NRHA), in addition to co-chairing the annual Music Scholarship Showcase event in support of the Shepherd Music program, which has provided \$80,000 in scholarship awards.

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Dr. Marcia K. Brand for her record of strong leadership, expresses to her its sincere gratitude and admiration, and looks forward to her continued contributions to the University in other venues; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 14, 2018, Board of Governors meeting and that a copy of the resolution be presented to Dr. Brand.

13. MOTION TO EXECUTIVE SESSION

M (Kayes), S (Caperton), PASSED, all members participating by phone were polled, that pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, it was moved that the Board enter into executive session for the purpose of discussion of matters relating to confidential legal and personnel matters.

At the conclusion of the executive session, the Board returned to regular business.

14. ITEMS ARISING FROM EXECUTIVE SESSION

M (Caperton), S (Robinson), 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 authorizes the Chair to submit an Evaluation Report to the Chancellor and the Chair of the Higher Education Policy Commission on its behalf;

RESOLVED FURTHER, that the Board designates the Chair to act on its behalf, consistent with the consensus of the Board as to the terms, and authorizes the Chair to execute an annual appointment letter for FY2019, on behalf of the Board.

There being no further business, the Board then adjourned.

Eric Lewis
Chair

Chad Robinson
Secretary

PRESIDENT'S REPORT

Advancing Shepherd University

Shepherd Representatives Meet with Friends of Happy Retreat to Discuss Collaborative Ideas: Dean Dow Benedict, College of Arts and Humanities, Dr. Keith Alexander, associate professor of history, and Dr. James Broomall, assistant professor of history and director of the George Tyler Moore Center for the Study of the Civil War, were invited to meet with the Friends of Happy Retreat in May to lend their expertise in developing outreach programming with the historic Washington family home located in Charles Town. Additionally, the group has reached out to Dr. Rob Tudor, chair of the Department of Music, to explore music collaboration possibilities, including using Happy Retreat as a venue for student recitals.

Dr. Ray Smock Retires as Director of Byrd Center: Dr. Ray Smock, director of the Robert C. Byrd Center for History and Education, retired on June 30. The board of directors of the Congressional Education Foundation, which oversees the Byrd Center, named Smock director emeritus for his 16 years of service as the Center's founding director. Dr. Jay Wyatt, the center's director of programs and research, is Dr. Smock's successor. Dr. Smock will continue to serve on the board of directors of the Byrd Center.

WV Executive Magazine's Sharp Shooters List: Alumnus Eric Lewis was named to WV Executive Sharp Shooters list. According to the magazine, the honorees are "natural resources that make up the backbone of the State's most important endeavors, from business, government and growth to community service, philanthropy and corporate responsibility."

Department of Education Receives Council for Accreditation of Educator Preparation (CAEP) Accreditation: The Department of Education has earned accreditation from the CAEP. The seven-year accreditation shows that Shepherd's programs meet national standards for preparing the next generation of educators. CAEP is a new accrediting organization that was formed in 2013 with the merger of the National Council for the Accreditation of Teacher Preparation (NCATE) and the Teacher Education Accreditation Council (TEAC). Previously, Shepherd had NCATE accreditation.

Scarborough Library Opens Archive Reading Room and Names New Archive Librarian: Researchers interested in accessing the archives and special collections in the Scarborough Library now have a new reading room where they can comfortably and securely browse through documents and handle artifacts with the help of the library's new archive and special collections librarian, Frances Marshall. The room, which was made possible with the support of the Shepherd Success Fund and the Scarborough Society, is located on the library's second floor in room 253.

Board of Governors (BoG) Selects New Officers: New BoG officers for the upcoming year are Eric Lewis '95, chair; Gat Caperton, vice chair; and Chad Robinson '96, secretary. Members selected for the audit committee are Ray Alvarez, chair, Henry Kayes, and Lewis. Tia McMillan, Alvarez, and Kayes were named to the Board's nominating committee. Dr. Marcia Brand was honored for her service to the Board.

Shepherd and Shenandoah Sign Pharmacy Articulation Agreement: Shepherd and Shenandoah University have signed an articulation agreement that will make it possible for students to attend Shepherd for three years and spend their fourth year at Shenandoah's Bernard J. Dunn School of Pharmacy, finishing their bachelor's degree while simultaneously earning their Doctor of Pharmacy degree. The agreement will give students the ability to complete their B.S. in chemistry with a biopharmaceutical concentration from Shepherd through the classes they will take during their first year at Shenandoah.

Beehive Sensor Technology: Dr. Jeff Groff, chair of the Institute of Environmental and Physical Sciences, is exploring new ways to monitor honeybees using technology that measures temperature in the hive. This spring, Groff established two bee colonies in which he installed a prototype frame embedded with 32 temperature sensors. The sensors wirelessly relay information to an online application that Groff developed.

Shepherd Hosts NEH Summer Institute: The fourth annual National Endowment for the Humanities summer institute, “Voices from the Misty Mountains and The Power of Storytelling,” took place July 8-28 with 25 teachers from across the country participating in the Appalachian-themed conference.

Scarborough Library Receives Grant: A \$100,000 grant from EBSCO Information Services of Ipswich, Massachusetts, will pay for the installation of about 170 solar panels on the library’s roof that will generate at least 60 kilowatts of power. The Library is one of three libraries receiving solar grants this year from EBSCO, which is a provider of online research content.

Shepherd Adds Four to Athletic Hall of Fame: The Shepherd Athletic Hall of Fame will induct four new members at the annual induction banquet at the Storer Ballroom of the Student Center on October 26. Football player Todd Fischer ’98, joins Al Lueck ’67 (contributor), Antar Parkman ’01 (men’s basketball), and Dirk Webb ’08 (baseball) as the 33rd class to be inducted. Jim Auxer ’68 has been selected as the 2018 Medallion Award winner. The Athletic Hall of Fame banquet will begin with a social hour at 6 p.m. followed by the dinner and induction ceremony at 7 p.m. Tickets are \$50 and are available for purchase through the Office of Alumni Affairs by calling 304-876-5524.

Chartwells and Shepherd Partner on Campus Food Service: The University has contracted with Chartwells to operate and manage campus food service. Chartwells is developing a comprehensive dining program that will be implemented over the next 18 months. Chartwells is the recognized leader in contract food service management, hospitality, and award-winning guest service within 290 college and university dining environments throughout academic institutions across the U.S. Shepherd has entered into a ten-year contract with Chartwells to operate five campus dining facilities and concessions at athletic events, as well as provide campus-wide catering and food for conferences.

Summer Sports Camps: Shepherd’s Summer Sports Camps provided numerous opportunities for local youth to hone their skills in a variety of sports. More than 300 campers participated this summer. Six girls camps (basketball, lacrosse, soccer, softball, tennis, and volleyball) and five boys camps (baseball, basketball, football, soccer, and tennis) were offered.

Seeding Your Future Conference Scheduled: The Fifth Annual Seeding Your Future Conference for middle school-age girls is scheduled for September 22. The conference is free and open to public, private, and homeschooled girls in grades 5-8. Each girl will participate in four hands-on workshops, a plenary session, and a professional panel discussion. The day includes snacks, lunch, and a prize raffle.

Shepherd Launches Innovative Five-year Strategic Plan: Shepherd is taking bold strides in shaping its future amid state and nationwide challenges with the implementation of a new five-year Strategic Plan “Transforming Our Future: Implementing Change in an Era of Innovation.” As the number of high school-age students declines nationwide and state appropriations continue to dwindle, Shepherd is creating a fiscally responsible and progressive set of goals and strategies to build on the school’s 147 years of success.

Shepherd Success Academy: A group of Shepherd freshmen had an especially good transition from high school to college during the 2017-2018 school year through a new program designed to give extra help to those who need it. The Academy had an 88 percent persistence rate of helping students continue their education into the spring semester and geared up to help even more students during the Fall 2018 semester. The Academy was designed to provide additional support and services to students who have been identified as those who may struggle during their first semester in college.

Shepherd, Japanese University Sign Exchange Agreement: Shepherd has signed an agreement of cooperation with Okayama University that will provide Shepherd students the opportunity to complete a semester or a year at the Japanese university. The bilateral agreement allows students from each school to enroll at their home university and take classes abroad. Under the agreement, up to two exchange students can be admitted to each university per academic year. The agreement promotes the exchange of faculty and staff, collaborative research, instructional, and cultural programs, and the exchange of research information.

Shepherd and Lord Fairfax Community College (LFCC) Sign Transfer Agreement: Shepherd and LFCC have signed an agreement that will enable students to transfer seamlessly from LFCC's Associate of Arts and Sciences degree in general studies, with a specialization in recreation and outdoor leadership to Shepherd's Bachelor of Science in public recreation and sports studies, with a concentration in either public recreation and parks administration or therapeutic recreation.

Shepherd Representatives Met with Benedum Foundation Leaders: President Hendrix, along with Dow Benedict, Ed Herendeen, and Vicki Willman, met with Claude Worthington Benedum Foundation representatives Jim Denova and Carmelle Nickens to discuss student-focused projects in the arts. The Benedum Foundation supports the Rural Arts Collaborative, which featured the immersive art exhibition created by students from Wetzel County's Magnolia High School.

Provost Beard to Serve on Alliance for Excellent Education Project (All4Ed): Provost Beard has been invited to serve on the All4Ed advisory council project Advancing Personalized Learning Across Southwestern Pennsylvania and Northern WV Through Innovative Practice. This regional project will work with schools and districts in southwestern PA and northern WV, including both panhandles, through two programs—the Future Ready Schools® and MatchK12™ initiatives that the All4Ed has developed. All4Ed is a national education advocacy and policy organization working to ensure every student graduates from high school and that they are fully prepared for success in college and career.

TRiO's Upward Bound Program Celebrates Berkeley County High School Students' Participation: An end of the year celebration was held July 26 for the TRiO Upward Bound high school students. In 2017, Shepherd received a \$1.2 million five-year grant from the Department of Education to operate the TRiO Upward Bound program in Berkeley County high schools. Throughout the 2017-2018 school year, the program provided academic and college preparation support to 42 students from Musselman, Hedgesville, Martinsburg, and Spring Mills high schools whose parents did not attend college. The students spent six weeks this summer attending classes at Shepherd and earning half an elective high school credit.

Civil War Center Co-Sponsors Event, "Remembering the Violence of Antietam": The George Tyler Moore Center for the Study of the Civil War partnered with Antietam National Battlefield and the Civil War Institute at Gettysburg College to sponsor "Remembering the Violence of Antietam," a daylong program focusing on the culture of commemoration, violence, and memorialization that occurred after the Battle of Antietam. The program took place September 8, beginning on Shepherd's campus and ending at Antietam.

Shepherd Signs Enrollment Partnership with République du Niger: Shepherd has entered into an international enrollment partnership with the République du Niger that will make it easier for students from that country to attend Shepherd. The agreement streamlines the undergraduate and graduate admissions process for students from Niger, waives the admissions application fee, and offers tuition waivers and scholarships to academically-qualified students.

Staff and Faculty Volunteer for Ram Spirit Day: Forty-five staff and faculty members volunteered for campus beautification projects as part of the August 10th inaugural Ram Spirit Day. Volunteers, under the direction of facilities management staff, worked in two sessions, one in the morning and one in the afternoon. All volunteers met for lunch at the Smallwood and Small Pavilion at Ram Stadium. Tasks included weeding at Popodicon, Potomac Place, Dunlop and Printz halls, and Ram Stadium; trash pick-up; assisting with tasks in the Student Center; and painting.

Scarborough Society Gala Raises Money for Library: The 17th annual Scarborough Society Gala took place August 10 at the Bavarian Inn to support the Scarborough Library. Nearly 300 guests attended the black-tie fundraising event, inspired by Boris Pasternak's novel "Doctor Zhivago."

Shepherd Hosts Back to School Workshop for Autistic Students: Shepherd, along with the WV Autism Training Center at Marshall University and the Eastern Panhandle Indigo Children (EPIC), hosted a Back to School Strategies workshop on August 4. The workshop offered advice to help students who are on the autism spectrum and their parents prepare for the coming year. Thirty-one people from Berkeley and Jefferson counties attended the workshop, which had several stations set up with activities for students.

Dr. Martz Provides Analysis on Shepherd's Noteworthy Return on Investment: A back of the envelope analysis by Dr. Ben Martz, Dean of the College of Business, of publicly available data from a 2016 report by the WV University Bureau of Business and Economic Research (<http://wvmetronews.com/2016/08/08/report-finds-wvs-public-higher-education-institutions-have-2-7-billion-impact-on-state/>) and data from a 2017 story by MetroNews (<http://wvmetronews.com/2017/06/25/231226/>) shows that Shepherd has a return on investment (ROI) of \$9.73 for every dollar invested by the State. According to his analysis, Shepherd's ROI is better than Marshall (\$8.94) and Fairmont State (\$5.66). As a research intensive, R1 university, WVU leads the list with an ROI of \$13.60 for each dollar invested.

Annual Day of Service: Shepherd's 19th Annual Day of Service took place August 22 when 120 students, staff, and faculty partnered with local nonprofits. Participating agencies included the Shepherdstown Visitors Center, Shepherdstown Community Club, PurposeFULL Paws, Boys and Girls Club of the Eastern Panhandle, Telamon Corporation, Potomac Valley Audubon Society, St. Andrew's Mountain Community Center, Shepherdstown Day Care, Green Hill African American Society, Burke Street Elementary School in Martinsburg, Berkeley Senior Services, Martinsburg Garden of Promise, Children's Home Society, Christ Reformed UCC in Shepherdstown, Horses with Hearts, Harpers Ferry National Historical Park, and Panhandle Home Health.

Shepherd Faculty Senate Sends Resolution in Support of Tenure: The Faculty Senate sent a resolution to express support for the policy of faculty tenure to President Hendrix and BoG Chair Eric Lewis. According to the email from Senate President Chris Lovelace, "This was not done in response to anything Shepherd's own BoG has passed. Indeed, I feel the Shepherd faculty have an excellent relationship with our BoG. It's simply our desire to make clear to the BoG our position on faculty tenure and our desire that the Shepherd BoG will consider this when discussing policy changes that could affect tenure."

Faculty Department Chairs Attend Boot Camp: A boot camp, held August 21, featured a panel that discussed administrative functions in the areas of budget, student success, disability support, registrar, financial aid, grants and extramural funding, and online teaching resources. During an overview session, faculty members provided tips about adjunct mentoring, semester schedule planning, overrides and the new 21-hour rule, promotion and tenure mentoring, departmental reviews, and syllabus collection and review. The boot camp was organized by Dr. Richie Stevens, dean of graduate studies and faculty affairs.

WISH Awards Four Grants: Women Investing in Shepherd (WISH), a women's giving circle sponsored by the University Foundation, awarded four grants totaling \$115,000 collectively to two community nonprofits and two Shepherd learning projects. Community nonprofits CASA of the Eastern Panhandle and Good Samaritan Free Clinic and Shepherd's Tabler Farm and Weltzheimer house restoration were given the awards on August 19 during a ceremony at Erma Ora Byrd Hall.

Dual Enrollment Expands to the Martinsburg Center: Starting with the Fall 2018 semester, Shepherd has expanded its successful dual enrollment program for high school students to include juniors and seniors from Berkeley County. This Fall, more than 100 students who meet the grade requirements may take courses while receiving both high school and college credit simultaneously with a reduced rate of \$84 per credit hour. Earned credits count toward a degree at Shepherd or could transfer to any accredited university.

FY2019 Pending Grant Proposals to Date: (August 2018)

Submitted and awaiting decision on award.

Total current pending proposals to date: \$484,065

USDA Agriculture and Food Research Initiative Competitive Grants Program, \$484,065 for 4 years: June 1, 2019 – May 31, 2023 / *Spatiotemporal Monitoring of Honey Bee Colony Temperature to Determine Colony Health and Advance Understanding of Colony Temperature Regulation*

Proposal requests funding to support research, led by Dr. Jeff Groff, Associate Professor of Physics and Chair of the Institute of Environmental and Physical Sciences, to develop instrumentation that will wirelessly monitor three-dimensional temperature variations within honey bee hives, enabling close monitoring and greater understanding of bee colony behavior and health. This perspective could ultimately aid in predicting circumstances threatening bee colony collapse, allowing for corrective interventions that could significantly improve success in pollinator management.

FY2019 Awarded Grant Proposals to Date: (August 2018)

Total awarded proposals to date for FY2018-2019: \$1,202,931

University of Oslo Collaboration Grant, \$35,000 for 3 years: June 1, 2018 – May 31, 2021 / *The Role of Small RNAs in Genomic Imprinting and Hybrid Barriers*

Shepherd entered into a collaborative research project with the University of Oslo that provides support for Jason Miller, Visiting Professor of Computer and Information Sciences, and students to perform bioinformatics analyses critical to the research.

WV University Research Corporation Subcontract from TaiRx, Inc., \$5,760 for 1 year: July 1, 2018 – June 30, 2019 / *Evaluation of Humanized 3D1 Anti-Nodal Antibodies*

Funding supports direct costs related to Dr. Hendrix's role as Co-PI on this project, including proposal research and experiment design and interpretation.

WV Bureau of Senior Services, \$2,500 for 1 year: July 1, 2018 – June 30, 2019 / *Aging Well Workshop at Shepherd University*

Funding supports program costs for the 2018 Aging Well Workshop led by Heidi Dobish, Associate Professor of Psychology.

EBSCO Solar Grant, \$100,000 for June 2018 / *Scarborough Library Solar Project: Advancing Sustainability on Campus and in Our Community*

Proposal seeks one of three \$100,000 awards offered to libraries with EBSCO subscriptions. Awards support acquisition and installation costs for solar systems that will offset utility costs and enhance educational opportunities for libraries selected for an award. Project Directors: Rachel Hally, Coordinator of Collections, Scarborough Library and Jeff Groff, Ph.D., Associate Professor of Physics and Chair, Institute of Environmental and Physical Sciences

National Institute of Standards and Technology (NIST) \$8,695 for One Fellowship: Summer 2018, May 21, 2018 – August 10, 2018 / *Summer Undergraduate Research Fellowship (SURF)*

One fellowship was awarded to Christian Burns, an undergraduate student in the College of Natural Sciences and Mathematics to assist with research in a NIST laboratory at the Gaithersburg campus. Fellowships provide housing and a \$5,500 stipend for 11 weeks during the summer while selected participants from across the nation work closely with NIST mentors on research projects.

USDA Natural Resource Conservation Service (NRCS) Conservation Technical Assistance Program, \$300,000 for 5 years: May 1, 2018 – April 30, 2023 / *Veterans to Agriculture Program at Shepherd*

Proposal requests funding for equipment, supplies and salary support to launch an agricultural training program at Tabler Farm. Training programs in development include courses in agricultural sciences and techniques as well as marketing and business management courses to complement existing degree programs and potentially create certification programs. Programs will target veterans in the region in need of retraining opportunities, but will be available to the general public as well as existing and potential Shepherd students. Project Director: Peter Vila, Ph.D., Associate Professor, Institute of Environmental and Physical Sciences

National Science Foundation (NSF) WV EPSCOR Instrumentation Grants Program, 2 Proposals Submitted, \$40,000 total requested for February 2018 / *Vacuum Arc Melting Furnace for Teaching and Research Applications at Shepherd University and Multi-Spectral Sensing Unmanned Aerial Vehicle for Environmental Monitoring*

Proposals request funding to purchase instruments that will enhance teaching and research in the departments of Computer Science, Mathematics and Engineering (Proposal 1, Assistant Professor Mohammadreza Ghahremani, PI) and Environmental and Physical Sciences (Proposal 2, Assistant Professor Sytil Murphy, PI). The vacuum arc melting furnace supports nanotechnology coursework and research and the unmanned aerial vehicle supports coursework and research in environmental geomatics and geographic information systems.

U.S. Department of Agriculture (USDA), \$168,685 for 1 year: October 1, 2017 – September 30, 2018 / *Supplemental Nutrition Assistance Program – Education (SNAP-Ed) at Shepherd University*

Awarded funds support outreach activities in designated regional schools to teach students about nutrition and healthy food choices. Lead Project Director: Julia Tracy, Adjunct Instructor, Health, Physical Education and Recreational Studies

WV Idea Network of Biomedical Research Excellence (WV-INBRE), \$288,000 for 2 years: August 1, 2017 – July 30, 2019 / *Effects of an Anti-Nodal Antibody in Metastatic Melanoma by Modeling and Simulation*

Funding supports continuing research to develop a mathematical model to help predict and enhance understanding of how a certain gene influences metastatic melanoma tumor growth and response to chemotherapy. Lead Principal Investigator: Qing Wang, Ph.D., Associate Professor, Computer Science Mathematics and Engineering (CME)

WV Idea Network of Biomedical Research Excellence (WV-INBRE) \$28,369 for 1 year: August 1, 2017 – July 31, 2018 / *Distributed File System B-Trees for Large-Scale Genomics Research*

Funding supports the development of new computer algorithms and software that will enable efficient use of large bioinformatics and medical datasets. Research will support major discoveries in medical research that rely on dataset analysis including genome-wide association studies. Lead Principal Investigator: Ralph Wojtowicz, Ph.D., Associate Professor, CME

NASA WV EPSCoR Research Seed Grant, \$10,000 for 1 year: May 16, 2018 – May 15, 2019 / *Cooling System for Aerospace Applications and Detectors*

Funding provides support for research investigating properties of nanoparticle magnetic materials for potential use in cryogenic refrigerators for specialized use in aerospace applications. Principal Investigator, Mohammadreza Ghahremani, Ph.D., Assistant Professor, Computer Information Systems

National Endowment for the Humanities (NEH): \$151,773 for one year: October 1, 2017 – December 31, 2018 / 2018 NEH Summer Institute for School Teachers: *Voices from the Misty Mountains*

Funding supports the annual NEH-sponsored Institute providing lectures, workshops, events and regional travel for 25 teachers selected from a pool of applicants from across the nation. The three-week program, hosted at Shepherd, delves into the diversity and richness of Appalachian literature and culture. Lead Project Director: Sylvia Shurbutt, Ph.D., Professor, English and Modern Languages

National Park Service (NPS), C&O Canal National Historical Park Historic Structures Report, \$56,749 for 1 year: August 1, 2018 – July 31, 2019 / *Documenting the History of the African American Experience at Ferry Hill, The Blackford House and the Bridgeport Community*

Shepherd recently became a member of the Chesapeake Watershed Association (CHWA) regional segment of a Cooperative Ecosystem Studies Unit (CESU) under the NPS, which made Shepherd eligible for this opportunity that was only available to CESU members. Funding provides support for Shepherd faculty and students to conduct research leading to a historic structures report and a historic resource study focused on African American History as it relates to Ferry Hill. Principal Investigator, James Broomall, Ph.D., Assistant Professor of History and Director of the Civil War Center, Co-PIs Keith Alexander, Associate Professor of History and Benjamin Bankhurst, Ph.D., Assistant Professor of History

Eastern WV Community Foundation Helen Parker Willard Jefferson County Historic Cemetery Grant, \$4,400 to be utilized between March 10, 2018 -December 1, 2018 / *Historic Cemetery Preservation and Service Learning*

Funding supports supplies and equipment enabling expansion of cemetery preservation and documentation activities that are central to the service-learning aspect of Shepherd's Historic Preservation concentration offered by the Department of History. Project Director, Keith Alexander, Associate Professor of History

Jefferson County Historical Society Community Grant Program, \$3,000 to be utilized between April 1, 2018 - December 31, 2018 / *Window Restoration for the Weltzheimer House*

Funding supports continuing work and associated educational opportunities focused on the restoration and preservation of Shepherd's Weltzheimer House. Project Director, Keith Alexander, Associate Professor of History

Academic Affairs

New Faculty

Shepherd has welcomed a number of new faculty hires, across Accounting, Business, Computer Science, Economics, Education, English, Environmental Studies, Family and Consumer Sciences, Intensive English Language Program, Nursing, Political Science, English, new coaches and a staff position in Education to work with the Educator Preparation Program, as well as Accreditation and Compliance. A link to a document which provides brief bios of new faculty may be viewed at: <http://www.shepherd.edu/wordpress-1/wp-content/uploads/2018/08/2018-New-Faculty-Memo.pdf>

Dual Enrollment Program

Approximately 105 juniors and seniors from Jefferson and Berkeley counties are taking courses at Shepherd. The highest enrolled areas in English (101), Psychology and Communication.

Professional Development Schools Grant

Shepherd's Department of Education received a \$38,802 grant administered by the WV Department of Education to create schools of professional development within four Berkeley County schools. A professional development school (PDS) is a partnership between a university education department and a P-12 school. This program helps prepare new teachers, offers faculty training, helps improve classroom practices, and enhances P-12 student achievement.

Frankenstein Turns 200!

Shepherd's Department of English and Modern Languages is celebrating this milestone with two events that are free and open to the public. The first, "Frankenstein at 200: An Interdisciplinary Panel Discussion," sponsored by the Department of English and Modern Languages with support from the Paul and Lisa Welch Endowment, took place in early September. The second event will take place on October 26 in Reynolds Hall, with a screening of *Bride of Frankenstein* sponsored by the Scarborough Society, Shepherdstown Film Society, and the Department of English and Modern Languages.

Two Members of the Department of Psychology Recently Published Articles

- Levitani, L. C. (2018). Knowledge, Social Constraint, and Self-Doubt: Mechanisms of Social Network Influence on Resistance to Persuasion. *Political Psychology*, 39, 957-975. doi: 10.1111/pops.12458
- Daily, L. Z. (2018). Towards a definition of "hobby": An empirical test of a proposed operational definition of the word hobby. *Journal of Occupational Science*, 25, 368-382.
doi: <https://doi.org/10.1080/14427591.2018.1463286>

WV Council of Accounting Educators Conference September 13-15, 2018

Chartered in 2003 and affiliated with the WV Society of CPA, the Council has convened a regional conference each year serving accounting educators, mainly from WV. This three-day event was coordinated by the Shepherd Accounting Department with multiple organizations helping to sponsor, and for the first time in 15 years, is being held on Shepherd's campus.

College of Business Inaugural Reunion September 28-29, 2018

Alumni from the College of Business, including undergraduate and graduate students from any business program, are invited to return to campus for a Homecoming Welcome Reception and to join in as we celebrate additional Homecoming events. A dinner will be held Friday evening and will provide the opportunity for alumni from various departments, now located in the new College of Business, to mingle with current faculty and students.

College of Business (COB) Help Desk

Starting in Fall 2018, the COB is instituting a help desk to support students taking COB courses. The help desk offers 30+ hours of help from graduate business students and targets the core business classes. Data will be collected to help identify main areas that can be enhanced to help students improve grades and improve overall retention.

Enrollment Management

Office of the Registrar

A student veteran query to the Veteran Certifying Officers in the Office of the Registrar has resulted in a new student status for veterans or dependents who use VA benefits, but don't otherwise qualify for in-state tuition rates. Typically, only a few veterans fall under this category each semester, and the resulting tuition gap is usually significant enough to create a barrier for their retention and progression to degree completion. The new status was vetted through several offices, as well as the Executive Leadership Team, before being applied for the first time in Fall 2018 to two qualifying veterans using VA benefits. The positive impact was immediate, with the initiating student responding to the news with gratitude and relief for the efforts of the Institution in an effort to respond to the needs of veterans.

Team River Runner-Shepherd has begun the final class of Summer 2018 and is in its sixth season teaching veterans and family members how to kayak, from basic skills in flat water through advanced whitewater skills. The Chapter, hosted by Shepherd since April 2013, serves area veterans in recovery from the wounds of combat, visible and invisible. The Shepherd Chapter welcomed the April 2018 launch of the second Team River Runner chapter in WV, hosted by the Beckley WV VA Medical Center; and traveled to the New River in July for a camping and whitewater weekend, bringing together veterans and volunteers from both chapters for fellowship, mutual support, and mentoring.

Office of Financial Aid

The Office of Financial Aid continues to process financial aid packages for new and current students who are enrolled for the 2018-2019 academic year. The focus in August and through the first few weeks of the semester is disbursing aid to students and identifying additional financial resources for students who are struggling to clear their Fall bill. The Last Dollar Fund is intended to help deserving students who have exhausted all state and federal aid options and still need financial assistance. Identifying student's eligible for Last Dollar Funds is a collaboration between the Office of Financial Aid and the Business Office.

Office of Admissions

The 2018-2019 recruitment cycle, leading up to Fall 2019 new student enrollment, has started with admissions counselors already on the road attending college fairs and visiting high schools. Three new Admissions counselors have been hired to replace counselors who have moved on. Allison Davenport is a Shepherd Alum who recently earned her Bachelor of Science in Sociology with a concentration in Criminal Justice. Her recruitment territory will cover counties in Maryland and Washington, DC. Andrew Robertson joined the admissions team after graduating from Radford University with a Bachelor of Business Administration with an emphasis in Marketing. As a long-time resident of Virginia, he will cover Northern Virginia focusing on Loudoun, Fairfax, and Frederick counties. Katelyn "Katie" Zakrzewski graduated from Shepherd in May 2018 with a Bachelor of Arts in Political Science and was a member of Shepherd's award winning Debate and Forensics Team. Katie will cover Western and Northern Maryland.

Student Affairs

Welcome Back Week at Shepherd

Students were welcomed back with events to facilitate a smooth transition back to campus. Events included: a Welcome Back Booth on Byrd Lawn, Taco Tuesday, Paint Night, and Daytime Bingo.

Student Affairs Emerging Leaders in Service (ELS)

More than 100 students participated in Shepherd's 19th Annual Emerging Leaders in Service (ELS) Program. ELS, an optional four-day early immersion experience exclusively for new students, took place August 20 - 22. ELS provides new students with an opportunity to engage with our local community, peers, faculty, and staff while discovering their leadership strengths and expanding their leadership capacity. During ELS, students participated in Shepherd's Annual Day of Service by assisting 20 service agencies in the region. Students' participation in service did not end after the Day of Service, but continued into the following day when ELS students helped other first-year students move into the residence halls.

Orientation Step 2: New Student Welcome and Convocation

Approximately 650 new students attended Orientation Step 2 on August 24. This critical experience, designed to educate students how to access University resources, contributes to their successful transition to Shepherd. The day began with all new students enjoying a performance of the Ram Band followed by Convocation, the ceremonial beginning of a student's academic career. Convocation included remarks from Student Government Association President Danielle Stephenson, Outstanding Faculty Service Award Recipient (2016) and WV Professor of the Year Nominee (2011) Laura H. Clayton, PhD, RN, CNE, and Dr. Hendrix. The group *Speak About It* presented on healthy relationships and interpersonal violence prevention. Following lunch Shepherd's Multicultural Leadership Team, student peer leaders who learn and speak about diversity and leadership topics, delivered a presentation about the importance of diversity and inclusion. Throughout the day, students received information about campus life, expectations of being a Shepherd student, community relations with Shepherdstown, and a celebration of Shepherd's diversity and culture of respect. The day concluded with students attending academic department meetings to connect with faculty and peers in their field of study.

Student Involvement Fair and Ram Jam

Student organizations, academic professional organizations, sororities, and fraternities showcased involvement and service opportunities to hundreds of new and returning students on September 5. The event provided students an opportunity to explore Shepherd's 60+ recognized organizations and learn ways they can become involved on campus.

The Clothesline Project

This project, held September 4, is a ten-year tradition allowing students to create powerful and creative messages of support to survivors of interpersonal violence. Words and images are painted on t-shirts providing encouragement spreading the word of the power of "Standing Up" to interpersonal violence.

Family Day at Shepherd

Family members were invited to campus on September 15 for Family Day. Events included lunch at the Dining Hall, the football game between the Shepherd Rams and the Glenville Pioneers, and a free viewing of the *Incredibles 2*.

University Development

Comprehensive Fundraising Report: 7/1/17 through 6/30/18 - New Gifts and Pledges

The comprehensive fundraising report below provides cumulative data from 7/1/17 through 6/30/18, with comparative data from the past two fiscal years. It includes results from fundraising programs managed through the Shepherd Foundation, Shepherd Athletics and the Office of Sponsored Grants.

- During the 2017-2018 academic year, a total of \$4,311,412 was pledged and paid in new charitable gifts. Gift category results are summarized as follows:
 - Private gifts designated to named endowments equaled \$745,187
 - Gifts and pledges for annual giving programs yielded \$1,359,439
 - Gifts in support of capital projects totaled \$234,160
 - Competitive grants in amount of \$1,972,626 were awarded

Support by giving constituencies, with comparative data from the same reporting period over the past two years shows increased support from the alumni, friends and corporations/foundations donor categories. The number of alumni donors has increased by 5.3% over FY2017 and total number of donors has increased by 6.3% over FY2017. Although total dollars raised were less than FY2017 results (which included Business 2020 and Shepherd Success Fund gifts) total dollar amount of all gifts and pledges for FY2018 exceeded the five-year average of \$3.9 million by 10%.

SHEPHERD UNIVERSITY COMPREHENSIVE FUNDRAISING SUMMARY

Gift Category	FY2018		FY2017		FY2016	
Annual Giving	\$1,359,439		\$2,516,145		\$873,949	
Endowments	\$745,187		\$860,396		\$779,801	
Grants	\$1,972,626		\$1,172,706		\$3,276,697	
Capital	\$234,160		\$1,225		\$0	
Total:	\$4,311,412		\$4,550,472		\$4,930,447	
Donor Category	# Donors FY2018	\$ FY2018	# Donors FY 2017	\$ FY 2017	# Donors FY2016	\$ FY2016
Alumni	1,570	\$630,391	1,491	\$1,407,058	1,415	\$376,467
Friends	930	\$413,958	780	\$483,140	537	\$211,739
Corporations/Foundation	196	\$531,152	133	\$506,054	117	\$661,209
Others/Estates/Trusts	148	\$763,285	273	\$981,514	308	\$404,335
Grants	20	\$1,972,626	16	\$1,172,706	23	\$3,276,697
Total:	2,864	\$4,311,412	2,693	\$4,550,472	2,400	\$4,930,447

Athletics

Fall Sports

The 2018 athletics campaign is well underway. Volleyball opened the current athletic season on August 25 with matches against Southern New Hampshire and Saint Anselm. Men's and women's soccer opened up their seasons on August 30 with matches against Bloomsburg and Shippensburg. Shepherd football opened their season on September 1 at Notre Dame College, Ohio.

Shepherd Volleyball

The volleyball team has gotten off to a great start with a 6-2 record early in the season. The early success was accentuated by a 3-1 record against Pennsylvania State Athletic Conference (PSAC) teams in the MEC-PSAC Challenge over the Labor Day weekend.

Shepherd Football Golf Tournament

The football program hosted their annual golf tournament fundraiser on June 23 at Cress Creek. Approximately 28 teams participated and over \$13,000 was raised in support of Shepherd's football program. The event was sponsored by the Shepherd University Athletic Club (SUAC), Ram Gridiron Club, Ours, Lawyers & Lewis, LLP, Chik-fil-a, A&T Industries and Parsons Ford.

Team Impact

The Shepherd athletic department will add another Team Impact member to our team, bringing our total to three. We are excited to welcome Sam McClellan and his family to our men's soccer program. Sam is thirteen and from the Purcellville, VA area. We look forward to having an official signing day for Sam in the coming weeks.

SUAC

The SUAC will hold its official launch party on September 28 at the Smallwood & Small Pavilion. Donors, alumni, friends of the program and the University community will be invited to attend. RSVPs can be made online at <https://suathleticclub.org/launch>.

Capital Projects

Campus Roadways

Completed limited patch and repair to King Street and West Campus Drive. Opened up circular drive past Erma Ora Byrd Hall for through traffic from King Street towards dining hall. Added commuter student parking in front of dining hall and Kenamond Hall. Directional signs will be installed to route traffic one way through parking lots J and F, adjacent to the Butcher Center, in support of anticipated volume from the Morgan Academy.

Campus Wayfinding Signage

New signage was installed at Gardiner Hall - Financial Aid. Building signage will be added for Byrd Science Center, College of Business and College of Social and Behavioral Sciences with identifying markers being added to the White Hall building sign.

Knutti Hall

Patch and repairs to front portico were completed in early August.

Popodicon

Kitchen renovation has been completed.

Potomac Place

Warranty walk-through items have been completed. A six-month extended warranty has been received from Borlie for plumbing. Student move-in was executed successfully without any interruptions to elevator service and without incurring cost for onsite technical oversight from Otis Elevator.

Ram Stadium

Installing electrical connections and tent to former “Cater’s Corner” area for future patron usage.

Shaw Roof

Work completed on time. Building was used for conferences during project.

Student Center

Abatement and installation of new ceiling tiles and flooring complete. Incorporated new lighting fixtures into the summer renovations work. Building reopened on August 17. Currently repairing spiral stairway at entrance. The Fireside Bistro is currently offline while Chartwells renovates with plans to install a “We Proudly Brew” Starbucks by mid-October as part of their capital contribution to the University.

Thacher Hall

Flooring for student rooms converted from carpet to hard surface flooring. Building re-opened in mid-July and used for conferences in later part of summer.

Upcoming Events

Thursday, September 20 – Friday, September 28

Made on the Mountain: North Mountain Residency Retrospective, CCA II, Phaze 2 Gallery, sponsored by Department of Contemporary Art and Theater and North Mountain Residency

Friday, September 21

“Soldier’s Tales from the Civil War: Stories of Home and the Trauma of War,” presented by Dr. James Broomall, Assistant Professor of History and Director of George Tyler Moore Center for the Study of the Civil War, Reynolds Hall, sponsored by Appalachian Heritage Writer-in-Residence Program

Screening of “The Deer Hunter,” Reynolds Hall, sponsored by Shepherd University Scarborough Society and Shepherdstown Film Society

Saturday, September 22

Twenty-third Annual Appalachian Heritage Showcase Concert, Frank Center Theater, sponsored by Appalachian Heritage Writer-in-Residence Program

Monday, September 24

Homecoming Kickoff Dinner and Broadway Bingo, Dining Hall

“Ballads, Storytelling, and the Scot-Irish Diaspora: Cecil Sharp and the Appalachian Story,” presented by Dr. Ben Bankhurst, Assistant Professor of History, Robert C. Byrd Center for Congressional History and Education Auditorium (CHE) Auditorium, sponsored by Appalachian Heritage Writer-in-Residence Program

Tuesday, September 25

“Readings from the *Anthology* and Shepherd University Music Department Presents Selections from Scott Gendel’s ‘Barbara Allen’,” CHE, sponsored by Appalachian Heritage Writer-in-Residence Program and WV Center for the Book

Anthology Reception, Photographers Exhibit, and Book Signing, Scarborough Library, Reading Room, sponsored by Appalachian Heritage Writer-in-Residence Program, Shepherd University Foundation, Scarborough Library, and WV Center for the Book

Wednesday, September 26

Brown Bag Luncheon Lecture: “British Welfare State and Its Development Overtime,” CHE, Multipurpose Room, sponsored by Shepherd University Lifelong Learning Program

“The Writing Life, with Karen Spears Zacharias,” CHE Auditorium, sponsored by Appalachian Heritage Writer-in-Residence Program and Shepherd University Foundation

Thursday, September 27

Outstanding Alumna of the Year and Finest Under 40 Reception, Erma Ora Byrd Hall, sponsored by Shepherd University Alumni Association

Scarborough Society Lecture and WV Fiction Competition Awards Ceremony, Erma Ora Byrd Hall Auditorium, sponsored by Appalachian Heritage Writer-in-Residence Program, Shepherd University Foundation, WV Center for the Book, and WV Humanities Council

Homecoming Dance, Student Center, Storer Ballroom

Friday, September 28

The 27th Annual Gold Tournament, Cress Creek, sponsored by Shepherd University Alumni Association

Emeritus Luncheon for Faculty and Staff, Student Center, Storer Ballroom, sponsored by Division of Academic Affairs

Founders Day Celebration, beginning at McMurrin Hall. and end at Potomac Place for a program and refreshments

First Ever College of Business Reunion Dinner [College of Business Reunion Reception](#), Erma Ora Byrd Hall Atrium, sponsored by Shepherd University Alumni Association and College of Business

Stories from Appalachia with Adam Booth CHE Auditorium, sponsored by Shepherd University Center for Appalachian Studies and Communities and Speak Stories Series

Saturday, September 29

Homecoming Events

Applied Business Lab Open House, Lower Level Dining Hall, sponsored by College of Business

Monday, October 1, 2018

[Common Reading Lecture: “The Girl with Seven Names.”](#) by Hyeonseo Lee, North Korean Defector and Author of the Book, Frank Center Auditorium, sponsored by Shepherd University Common Reading and Shepherd University Foundation.

Friday, October 5

Screening of “The Umbrellas of Cherbourg,” Reynolds Hall, sponsored by Shepherd University Scarborough Society and Shepherdstown Film Society

Tuesday, October 9

Speak Story Series: Linda Gorham, Reynolds Hall, sponsored by Shepherd University Center for Appalachian Studies and Communities

Thursday, October 11

[Annual Civil War and American Society Seminar](#): “Distant Thunder: The Fighting Men, Material Culture, and Contested Memories of Gettysburg,” sponsored by George Tyler Moore Center for the Study of the Civil War

Wednesday, October 17

Screening of “LA92,” CHE Auditorium, followed by a post-film discussion, sponsored by Shepherd University Lifelong Learning Program and CHE

Tuesday, October 23

President’s Lecture Series: “Iraq and the Politics of Oil: An Insider’s Perspective,” presented by Gary Vogler, Author and Former Oil Consultant for U.S. Government, CHE Auditorium, sponsored by Shepherd University Foundation and Lifelong Learning Program

Friday, October 26

Choral Concert, Frank Center Theater, sponsored by Department of Music

For other Shepherd events, event locations and times, please check our home page calendar at <http://www.shepherd.edu/calendar>

INSTITUTIONAL ACCREDITATION UPDATE 2017-2018

Higher Learning Commission (HLC)

In the spring of each year Shepherd submits an annual update to the HLC that contains information from the previous fiscal/academic year. Components of the report include number of degree programs, degrees awarded, headcount, number of faculty, and federal compliance information.

- **Interim Report:** An interim report was submitted in October 2017 that provided an update on enrollment and institutional finances, specifically noting the four financial ratios reported to HLC: Primary Reserve, Net Operating Revenue, Viability, and Return on Net Assets. Findings of the report include:
 - The Shepherd University interim report is clearly written, and the report narrative is augmented with extensive supporting materials in the appendices. Indications are that the report is thorough and candid. With regard to communication, it is apparent that the Institution has taken steps to enhance the means by which it communicates with its vast range of constituent groups. In addition to the information provided in the report narrative, additional documentation in the report appendices confirms this. The HLC will not require additional reporting on this topic. Based on the materials presented in the report, the decline in student enrollment has continued through the Fall 2017 Semester, resulting in a dramatic falloff in enrollment since student numbers peaked in Fall 2011. The five-year headcount projections, shown in the table below, indicate that estimated degree-seeking enrollment for Fall 2017 is 3,116, or approximately 125 students less than Fall 2016; and overall University enrollment is estimated at 3,516, compared to the Fall 2016 actual numbers of 3836.
 - The Institution is required to submit an additional interim report on enrollment and finances. The report, to be submitted to the Commission no later than November 1, 2019, should include, at minimum, the following: 1) The Institution's annual audited financial statements for FY2018 and FY2019; 2) Fall 2019 enrollment data and updated enrollment projections through Fall 2022; 3) The FY2020 operating budget with comparative data from FY2019 and budget projections through FY2022; 4) An updated strategic enrollment plan **or** institutional strategic plan showing strategies for enrollment and finances.

- Financial Indicators Report: Based on the financial ratios from our most recent institutional update, HLC has required that a financial indicators report be submitted by September 7, outlining the history of the current ratios and steps Shepherd has taken to address its financial position and continued viability. The panel findings will indicate if further action is needed outside of the 2019 interim report.

HLC Financial Indicators

Financial Composite Index Evaluation Table			
	Private	Public	
Zones	Composite Index Range	Composite Index Range	Financial Panel Review
Above the Zone	1.5 to 3.0	1.1 to 10.0	No review
In the Zone	1.0 to 1.4	0 to 1.0	Review if flagged 2 or more consecutive years; request additional financial documents
Below the Zone	-1.0 to 0.9	-1.0 to -0.1	Review and request additional financial documents

Composite Financial Index (CFI) scores for the data submitted in the Institutional Update (IU):

Institution: Shepherd University				
2018 IU	2017 IU	2016 IU	2015 IU	2014 IU
(0.6)	(0.7)	(0.4)	0.7	1.0

Commission on Collegiate Nursing Education (CCNE)

Both the undergraduate and graduate programs are in good standing with CCNE. The Doctor of Nursing Practice (DNP) program will be evaluated in two years, as part of the five-year cycle for initial accreditation. The graduate program will move to a standard seven-year cycle after its second visit.

West Virginia Board of Examiners for Registered Professional Nurses (WVBOERN)

Annual reports are submitted to the WVBOERN detailing enrollment, faculty, curriculum, and budget. The licensure program at the undergraduate level must inform the Board of any curricular or administrative role changes, as well as be compliant with a minimum 80% pass rate on the National Council Licensure Examination (NCELEX) licensure exam. Current pass rates are in the 90% range.

Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT)

The program is in compliance through the annual reporting process. The next site visit will take place in 2021.

Council for the Accreditation of Educator Preparation (CAEP)

A site visit took place in November, followed by a site visit report and institutional response. The Educator Preparation Program (EPP) met all standards for accreditation, with a small area for follow up to be addressed in the annual reporting process. In addition, reallocation of some stipend and release time funding has allowed the program to hire a staff person, Coordinator of Educator Preparation, Accreditation and Compliance.

Council on Social Work Education (CSWE)

The program is in compliance through the annual reporting process. The program is currently working on its self-study report to be submitted in early 2019, in preparation for a site visit in February 2020.

International Assembly for Collegiate Business Education (IACBE)

Both the undergraduate and graduate business programs are accredited through IACBE, with annual reports submitted in October of each year addressing enrollment, curriculum, resources and assessment. The next site visit will occur in 2020, with a self-study report submitted in 2019.

National Association of Schools of Music (NASM)

Through the annual reporting process and progress report, the program is in compliance, but must continue to address acoustical issues in the Frank Center Theater and instructional spaces. The program also added jazz performance to its offering for the Bachelor of Music degree, which also includes instrumental, piano and vocal emphasis areas.

National Association of Schools of Art and Design (NASAD)

The program is in compliance through the annual reporting process. The next site visit will take place in the 2020-2021 academic year.

American Society for Biochemistry and Molecular Biology (ASBMB)

The biology and chemistry programs received full accreditation for a seven-year term in September 2017. The program will follow up in the annual reporting process with regard to course rotation, professional development funding and outcomes, as well as student and faculty demographics.

National Council for State Authorization Reciprocity Agreements (NC-SARA)

As of Fall 2017, Shepherd is a member of the Council. The annual update is facilitated by HEPC who ultimately submits on behalf of each school. NC-SARA establishes a state-level reciprocity process that will support the nation in its efforts to increase the educational attainment of its people by making state authorization:

- more efficient, effective, and uniform in regard to necessary and reasonable standards of practice that could span states;
- more effective in dealing with quality and integrity issues that have arisen in some online/distance education offerings; and
- less costly for states and institutions and, thereby, the students they serve.

ENROLLMENT AND HOUSING UPDATE AS OF 8/31/18

Fall 2018 Pre-Census Enrollment Build

The official Fall 2018 enrollment census for the University will be taken the first week of October 2018. Below is a pre-census snapshot of the undergraduate and graduate degree seeking student enrollment build compared to the enrollment targets (Table 1).

Table 1-Build vs. Targets

Headcount by Student Type	Fall 2018 Build	Fall 2018 Targets	% of Target
Continuing Undergraduate	1,947	1,905	102.2%
First-time in College (Freshman)	612	590	103.7%
Re-admit	41	40	102.5%
Transfer Students	306	330	92.7%
Continuing Graduate	104	100	103.0%
New Graduate Students	45	80	56.3%
Total Degree Seeking Enrollment	3,055	3,045	100.3%

Notes: Enrollment build snapshot taken on August 31, 2018 at the end of drop/add week and before the drop for non-payment process on September 12, 2018. Numbers are subject to change by Census.

Shepherd's overall degree seeking enrollment continues to stabilize when compared to the previous two years (Table 2). The undergraduate (UG) continuing student population persisted from spring 2018 to Fall 2018 at over ~82%. This is a two percent increase when compared to last year. Continuing to achieve approximately 80-83 percent persistence will be critical for continued enrollment stability and future growth.

Marketing and recruiting of First-time in College (freshman) resulted in an increase in non-resident applicants, accepted, and deposited students. The digital marketing campaign, focused admission counselor travel in key counties, and the metro scholarship were the primary drivers for those increases. The number of resident (West Virginia) freshman lagged slightly when compared to last year.

Transfer student admissions proved to be challenging for the Fall 2018 enrollment build. A five-year enrollment trend analysis of Shepherd's top eight community college partners was completed in early spring and showed a decline in full-time associate degree seeking students at all eight community colleges. To counter the declining transfer student population, Shepherd has been establishing 2+2 (academic program) transfer agreements and increasing targeted marketing to transfer students. The Vice President for Enrollment Management and Director of Admissions will be meeting with the transfer advisor at each of our community college partners this Fall, as a means to strengthen our partnerships.

Continuing and new graduate student enrollments are lagging behind our targets for Fall 2018, and we realize 80 new graduate students was an aggressive target. The Data Analytics Master's Degree was slightly over what we estimated at 15 new graduate students for Fall 2018. Continuing graduate students were level compared to last year. A greater emphasis has been placed on marketing and recruiting more graduate students in 2018-2019.

Table 2-Year-Over-Year (YOY) Comparison

Headcount by Student Segment	Fall 2016 Build	Fall 16 v. Fall 15	Fall 2017 Build	Fall 17 v. Fall 16	Fall 2018 Build	Fall 18 v. Fall 17
Continuing Undergraduate	2,118	-153	1,972	-146	1,947	-25
First-time in College (Freshman)	571	-68	600	29	612	12
Re-admit	51	7	28	-23	41	13
Transfer Students	356	-14	364	8	306	-58
Continuing Graduate	104	8	108	4	104	-4
New Graduate Students	69	6	74	5	45	-29
Degree Seeking Build	3,269	-214	3,146	-123	3,055	-91

Notes: Enrollment snapshot taken on August 31, 2018 at the end of Drop/add week and before the drop for non-payment process on September 12, 2018. Numbers are subject to change by Census.

Fall 2018 Pre-Census Housing Metrics

Preliminary housing occupancy rate and headcount for Fall 2017 and Fall 2018 can be found in Tables 3 and 4 below. There are currently 917 students living on-campus for the Fall 2018 semester, an increase of 29 students. We have seen an increasing demand for single room accommodations. Occupancy as a percent of capacity adjusted for singles is at 92 percent.

Table 3-Fall 2017 and Fall 2018 Pre-Census Housing Occupancy Rate Comparison

Occupancy	September 2017	September 2018
Occupancy Rate, based on design capacity	79.7%	82.3%
Occupancy Rate, adjusted for single rooms	90%	92%
Number of Single	172	156

Table 4-Fall 2017 and Fall 2018 Pre-Census Residential Student Headcount Comparison

	September 2017	September 2018
New Students	368	397
Continuing Students	516	515
Graduate Students	4	5
Total Students	888	917

Note: Housing snapshot taken subject to change by Census.

TUITION AND FEE WAIVER REPORT: FY2018

Annually, a report on the numbers and distribution of tuition and fee waivers is required by the West Virginia Higher Education Policy Commission (HEPC) to be reported to the Shepherd University Board of Governors. The report for tuition waivers for the 2017-2018 academic year is contained below.

Mr. Bill Sommers, Vice President for Enrollment Management, will be at the meeting to answer any questions members may have regarding this report.

2017-2018 Institutional Waivers and Scholarships

The trend of students and parents becoming more price-sensitive coupled with an aversion to taking on student loan debt is one aspect that influences the student decision making process when choosing a college or university. Financial aid also influences continuing student's persistence from year-to-year. Shepherd continues to offer a good value for the cost of attendance.

This year, the amount of State and Federal aid used by students has increased along with increases in institutional aid (waivers and scholarships). Institutional aid continues to be an important and substantial portion of a student's overall financial aid package.

In the 2017-2018 year, the amount of institutional aid increase was influenced by the expansion of waiver programs like the Metro Scholarship coupled with a modest increase in new students who qualify. Awarding institutional aid has also been impacted with the changes in housing (Potomac Place) and dining services (Chartwell's).

Undergraduate

Waivers Institutional	\$2,974,632
Scholarships	\$2,553,010
<i>Total</i>	\$5,527,642

Graduate

Waivers Institutional	\$141,068
Scholarships	\$202,182
<i>Total</i>	\$343,250

Undergraduate and Graduate Financial Aid

	2016-2017	2017-2018	Difference
Federal	\$23,467,950	\$23,155,480	(\$312,470)
State	\$3,925,787	\$4,117,054	\$191,267
Institutional			
Waivers	\$2,889,616	\$3,115,700	\$226,084
Scholarships	\$2,403,362	\$2,755,192	\$351,830
Private	\$3,199,173	\$2,919,305	(\$279,868)

2017-2018 Undergraduate Tuition Waiver Breakdown

ACADEMIC	# of Students	Total Dollars Waived
Admissions Waivers		
Admissions Awards	20	\$45,756
Need Based Admissions Awards	0	\$0
Director's Award	63	\$107,132
Dean's Award	123	\$261,903
Executive's Award	16	\$54,250
President's Award	333	\$951,483
Subtotal	555	\$1,420,524
Special Departments		
Art	19	\$60,146
Honors	24	\$59,592
Music	43	\$216,117
Subtotal	86	\$335,855
Academic Department Waivers		
College of Arts and Humanities		
Art	0	\$0
English	12	\$12,800
Communications	4	\$4,903
History	10	\$12,820
College of Business		
Accounting	6	\$6,730
Business	4	\$4,000
Economics	5	\$6,828
College of Social and Behavioral Sciences		
Political Science (incl. Global Studies)	12	\$15,178
Psychology	6	\$6,143
Social Work	11	\$11,075
Sociology	3	\$2,500

College of Education and Professional Studies		
Education	16	\$14,816
Nursing Education	0	\$0
Recreation	8	\$9,830
College of Natural Sciences and Mathematics		
Biology	6	\$7,078
Chemistry	9	\$8,074
Computer Sciences, Math and Engineering	14	\$18,413
Data Analytics	2	\$5,000
Institute of Environmental and Physical Sciences	12	\$11,500
Subtotal	140	\$157,688
Athletic Waivers		
Baseball	11	\$32,055
Basketball, Men's	7	\$84,536
Basketball, Women's	12	\$100,686
Football	56	\$293,543
Soccer, Men's	12	\$18,705
Soccer, Women's	10	\$23,002
Softball	10	\$48,502
Tennis, Men's	2	\$1,020
Tennis, Women's	1	\$4,000
Volleyball	10	\$48,500
Subtotal	131	\$654,549
Other		
Multicultural	31	\$133,059
RN to BSN	0	\$0
Valley Health	0	\$0
Orientation Leadership Waiver	0	\$0
Martinsburg RBA	9	\$31,200
War Orphans Waiver	1	\$3,734
Subtotal	41	\$167,993
TOTAL	953	\$2,736,609
Non-Cap		
Staff	16	\$62,257
Health, Science & Technology Academy	13	\$60,573
Yellow Ribbon	22	\$92,181.35
Dep/Spouse	11	\$16,662
Foster Care	1	\$6,350
Total Non-Cap	63	\$238,023
TOTAL INCLUDING NON-CAP	1,016	\$2,974,632

2017-2018 Undergraduate Tuition Waiver Statistics

	Count	%	Total	%
Gender				
Female	588	57.87%	\$1,665,861	56.00%
Male	428	42.13%	\$1,308,771	44.00%
TOTAL	1,016	100.00%	\$ 2,974,632	100.00%
Residency				
Common Market	51	5.02%	\$154,709	5.20%
Dual Admission	13	1.28%	\$37,809	1.27%
In State	517	50.89%	\$863,850	29.04%
Out of State	435	42.81%	\$1,918,264	64.49%
TOTAL	1,016	100.00%	\$ 2,974,632	100.00%
Student Type				
Continuing	586	57.68%	\$1,862,917	62.63%
New	414	40.75%	\$1,049,458	35.28%
Special (employees)	16	1.57%	\$62,257	2.09%
TOTAL	1,016	100.00%	\$ 2,974,632	100.00%

2017-2018 Graduate Tuition Waiver Statistics

	Hours Waived	# of Students	Total Dollars Waived	%
Faculty/Staff Waivers, Shepherd	123.00	18	\$71,428	50.63%
Faculty/Staff Waivers, BRCTC	33.00	4	\$16,494	11.69%
Regular Student Waivers	86.00	20	\$45,136	32.00%
Assistantship Waivers	12.00	1	\$8,010	5.68%
Yellow Ribbon Program Waivers	0.00	0	\$0.00	0.0%
TOTAL	254.00	43	\$141,068	100.0%

* Full waiver = 18 hours; therefore 14.11 waivers were utilized

2017-2018 Graduate Tuition Waiver Breakdown

Gender	Count	%	Total	%
Male	11	25.58%	\$27,238	19.31%
Female	32	74.42%	\$113,830	80.69%
TOTAL	43	100.0%	\$141,068	100.0%
Residency				
In State	30	69.77%	\$69,553	49.30%
Out of State	13	30.23%	\$71,515	50.70%
TOTAL	43	100.0%	\$141,068	100.0%
Student Type				
Continuing	24	55.81%	\$69,481	49.25%
New	19	44.19%	\$71,587	50.75%
TOTAL	43	100.0%	\$141,068	100.0%

QUARTERLY FINANCIAL REPORT: 4th QUARTER FY2018 (Pre-audit)

Ms. Pam Stevens, Vice President for Finance, will present the quarterly financial report.

Financial results are provided in the following three reports for the 4th Quarter of FY2018:

- 1) Statement of Net Position
- 2) Budget to Actual Report
- 3) Statement of Revenues, Expense and Other Changes – FY2018 compared to FY2017

Overview of Comparison: 4th Quarter FY2018 compared to 4th Quarter FY2017

- **1.8%, \$700,000**, decrease in Total Operating Revenues
- **1.3%, \$771,000**, increase in Total Operating Expenses
- **24.4%, \$3.6 million**, decrease in Cash and Cash Equivalents
- **8.5%, \$6.8 million**, decrease in Net Position

STATEMENT OF REVENUES, EXPENSES AND OTHER CHANGES

Operating Revenues: \$700,000 – Decreased

Tuition and Fee Revenue – \$27.9 million – 2.4% decrease; \$684,000
Enrollment decline is not fully offset by increase in charges to students.

Scholarship Allowance – \$11.6 million – 5.7% increase; \$629,000
The 4th Quarter FY2018 allowance is higher than the 4th Quarter FY2017, a result of additional institutional and financial aid resources required to recruit new students.

Auxiliary Enterprises Revenue – \$15.9 million – 4.5% increase; \$683,000
The 4th Quarter FY2018 Auxiliary Enterprises Revenue is higher than the 4th Quarter FY2017, as a result of the ground lease rent payment from the Potomac Place operations surplus, as stated in the agreement between the University and the Shepherd University Foundation Supporting Organization (SUFSSO).

Housing Revenues from Potomac Place are *excluded* from the University Auxiliary Revenues (\$1,824,000 year-to-date). This net result from the reduction of revenue and the associated expenses to the University is partially offset by the return of cash surplus that exists at the end of the fiscal year. The amount to be paid during September 2018 is **\$965,782** for year 1. The USDA loan for Potomac Place closed in February 2018 and will require less than a full year of debt service for FY2018. As a result, future years project a considerably smaller surplus at approximately \$400,000 per year.

Operating Expenses: \$59.2 million – Increased

The 4th Quarter FY2018 Operating Expenses total **101.4%**; **\$817,000** of the FY2018 budgeted amount.

Operating Expenses increased **1.3%**; **\$771,000**, for 4th Quarter FY2018 as compared to the same period in FY2017, with *increases* reflected in *Instruction, Operation and Maintenance, Research and Auxiliary Expenses*. The increase is due to several large variances: Contractual Services increased by \$469,160 due to an increased use of outside custodial services; Amortization expense included a large credit of \$447,539 resulting from the refinancing of bonds in FY2017 which did not reoccur in FY2018; and Routine Maintenance to Buildings increased by \$159,000 due to the continued and necessary practice of addressing deferred maintenance.

Operating Expenses decreased for *Academic Support, Institutional Support, Student Services and Public Service* resulting in amounts **less than 100% of the FY2018 budgeted amount**.

Non-Operating Revenues and Expenses: \$14.5 million – Increased

Total Non-Operating Revenues and Expenses for the 4th Quarter FY2018 compared to 4th Quarter FY2017 – **6.3% increase; \$862,000**.

Interest on Capital Asset Related Debt – 34.9% decrease; \$764,000 year-over-year. Residence Hall and Wellness Center bonds were refinanced in February 2017, providing a lower interest rate for the entire 2018 fiscal year.

Non-operating Federal Revenue – 6.8% increase; \$324,000, due to an increase in PELL.

Gifts Revenue – 9.7% increase; \$146,000, year-over-year. This revenue is generated by contributions from the Shepherd University Foundation. The majority is in the form of student scholarships.

Loss on disposal of equipment at \$390,000; is primarily related to Sara Cree; booked at \$380,000.

Other Revenues, Expenses, Gains or Losses: (\$356,000) – (Expenses) Increased

Other Post-Employment Benefits (OPEB) – GASB75 is in effect for FY2018 and will be prepared during the audit. The amount shown on these unaudited financial reports is equal to the amount expensed year-to-date and will not accurately reflect the year-end outcome. It is provided for comparison purposes only.

STATEMENT OF NET POSITION

Assets

Total Assets: \$131.3 million – 6.03% approximate decrease; \$8.4 million

Decreases in balances include Cash, Accounts Receivable, Inventories, Loan Receivables, Capital Assets, Net of Accumulated Depreciation and Other Noncurrent Assets.

Cash and Cash Equivalents: \$11.0 million – 24.43% decrease; \$3.5 million

Days Cash on Hand at June 30, 2018: **76**

Decline in Revenues generated by Tuition and Fees and Auxiliary Enterprises contribute to the decline in cash and cash equivalents.

At the end of the 4th Quarter FY2018; the University had sufficient cash and other resources on hand to meet operating and capital requirements.

Cash balances fluctuate substantially from quarter to quarter. The 1st and 3rd quarter cash balances are considerably higher resulting from the collection of tuition and fees, room and board and financial aid for the fall and spring semesters. The 2nd and 4th quarters continue to have many of the same cash outflows for expenses that are paid monthly, without comparable cash inflows from student payment activity. Examples include telephone, computer access, utilities, as well as salaries and benefits for twelve-month employees. It is essential to recognize that our “Days Cash on Hand” ratio varies throughout the year on a quarterly basis.

Accounts Receivable, Net: \$457,000 – 33.19% decrease; \$227,000

Finance has implemented early collection procedures for student accounts. A total of \$390,275 of the past due student accounts (\$720,312.85) for FY2018 were collected without expense to the University. Approximately \$92,000 existed from a prior academic year and a small percentage (\$28,000) was successfully collected for the Fall term due to this being the initial period for the process. Past due balances on student accounts frequently exist resulting from a change in the student enrollment, which results in a reduction of financial aid. These funds are returned to the U.S. Department of Education and, subsequently result in removal of the funds from the students account.

A second effort to reduce the expense of collecting student accounts while providing a service to the students is the Business Office retaining the Student Payment Plan in-house. This service had been outsourced and is now managed by Business Office staff. This transition enables students to make partial payments and prevents them from being dropped from classes, which also contributes to retention. For the spring semester, 150 payment plans were negotiated.

Grant and Contract Receivables: \$1,721,000 – 206% increase; \$1,159,000

The Potomac Place receivable of \$965,872 is included in this account. A receivable in the amount of approximately \$97,800 representing the insurance settlement for the damages to Potomac Place from the April water damage is also in this account. Both of these amounts are expected to be received in September 2018.

Inventories: \$16,000 – 96% decrease; \$393,000

Bookstore inventory was sold to Follett following the mid-March operational conversion. In addition, the food inventory for dining services was being reduced in anticipation of Chartwells assuming those operations for FY2019.

Capital Assets Net: \$117.4 million – 4.36% decrease; \$5.4 million

Capital Assets are presented net of Accumulated Depreciation

The 4th Quarter FY2018 addition of \$1.6 million to Accumulated Depreciation brings the annual total to **\$6.629 million**.

The University continues to delay major capital expenditures in the continuing effort to preserve cash flow. However, some capital projects were essential to ensure safe and efficient operations.

Liabilities

Total Liabilities: \$57.9 million - 2.8% decrease; \$1.65 million

The decrease in Bonds Notes and Leases Payable is offset by small increases in Deposits, Compensated Absences, and OPEB.

Summary

Total Net Position: \$73.1 million – 8.5% decrease; \$6.8 million

The decline in the 4th Quarter FY2018 Net Position indicates the lack of sufficient State appropriation, declines in enrollment, and declines in significant capital investments, as compared to Total Net Position of **\$79.9 million** in the 4th Quarter FY2017.

Table 1

Shepherd University
Statement of Net Position
FY2018 - As of June 30, 2018 - Pre-Audit
(Dollars in Thousands)

	6/30/18	6/30/17	% Change
ASSETS			
Current assets:			
Cash and cash equivalents	10,994	14,548	-24.43%
Accounts receivable net	457	684	-33.19%
Grants and contracts receivable, net	1,721	562	206.23%
Due from the Commission	16	13	23.08%
Inventories	16	409	-96.09%
Loans Receivable	100	100	0.09%
Other assets	-	-	n/a
Total Current assets	13,304	16,316	-18.46%
Noncurrent assets:			
Restricted cash and cash equivalents	5	-	n/a
Investments	-	-	n/a
Loans receivable, net	317	353	-10.20%
Capital assets net	117,361	122,707	-4.36%
Other Noncurrent assets	218	255	-14.5%
Total Noncurrent assets	117,901	123,315	-4.39%
TOTAL ASSETS	\$131,205	139,631	-6.03%
Total Deferred Outflows of Resources (GASB 68)	\$88	\$88	0.00%
TOTAL ASSETS & DEFERRED OUTFLOWS	\$131,293	139,719	-6.03%
LIABILITIES			
Current liabilities:			
Accounts payable	1,330	1,354	-1.77%
Accrued liabilities	2,757	3,097	-10.98%
Due to the Commission	-	-	n/a
Due to other State agencies	-	-	n/a
Compensated absences-current portion	-	-	n/a
Deferred revenue	1,196	815	46.75%
Long-term liabilities - current portion	2,565	2,552	0.51%
Total Current liabilities	7,848	7,818	0.38%
Noncurrent liabilities:			
Advances from federal sponsors	404	499	-19.04%
Deposits	179	148	20.95%
Other post employment benefits	11,486	11,130	3.20%
Compensated absences	415	407	1.97%
Net pension liability	391	391	0.00%
Debt obligation due Commission	525	675	n/a
Leases Payable	175	322	-45.65%
Bonds Payable	36,526	38,209	-4.40%
Total Noncurrent liabilities	50,101	51,781	-3.24%
TOTAL LIABILITIES	57,949	59,599	-2.77%
Total Deferred Inflows of Resources (GASB 68)	195	195	0.00%
TOTAL LIABILITIES & DEFERRED INFLOWS OF RESOURCES	58,144	59,794	-2.76%
NET POSITION	73,149	79,925	-8.48%
TOTAL LIABILITIES AND NET POSITION	\$131,293	\$139,719	-6.03%

Table 2

Shepherd University
Budget to Actual Report
FY2018 - For the Quarter Ending June 30, 2018 - Pre-Audit
(Dollars in Thousands)

	Revised Annual Budget	YTD Actual	\$ Variance	% Budget
OPERATING REVENUES				
Gross Tuition and Fees	\$28,725	\$27,880	(\$845)	97.1%
Scholarship Allowance	(\$11,810)	(\$11,619)	\$191	98.4%
Federal Grants and Contracts	1,500	1,402	(\$98)	93.5%
State and Local Grants and Contracts	4,165	4,454	\$289	106.9%
Private Grants and Contracts	20	-	(\$20)	0.0%
Sales and Services of Educational Activities	20	50	\$30	250.0%
Auxiliary Enterprises *	15,250	15,894	\$644	104.2%
Other Operating Revenues	529	431	(\$98)	81.5%
TOTAL OPERATING REVENUES	38,399	38,492	\$93	100.2%
OPERATING EXPENSES				
Instruction	17,700	17,973	\$273	101.5%
Academic Support	3,340	3,060	(\$280)	91.6%
Student Services	3,715	3,481	(\$234)	93.7%
Scholarships and Fellowships	14,310	14,631	\$321	102.2%
Scholarships Allowance	(11,810)	(11,619)	\$191	98.4%
Operations and Maintenance	4,410	5,340	\$930	121.1%
Institutional Support	5,989	6,219	\$230	103.8%
Research	245	275	\$30	112.2%
Public Service	240	205	(\$35)	85.4%
Auxiliary Expenses	12,560	12,767	\$207	101.6%
Depreciation Expense	7,250	6,629	(\$621)	91.4%
Transfers and Other (Additions) Subtractions	437	242	(\$195)	55.4%
TOTAL OPERATING EXPENSES	58,386	59,203	\$817	101.4%
NONOPERATING REVENUES AND EXPENSES				
State Appropriations	9,361	9,361	\$0	100.0%
Nonoperating federal revenue	5,400	5,110	(\$290)	94.6%
Investment Income	35	199	\$164	568.6%
Interest on capital asset related debt	(1,435)	(1,428)	\$7	99.5%
Loss on disposal of equipment	-	(390)	(\$390)	n/a
Gifts	1,500	1,658	\$158	110.5%
Payments on behalf of Shepherd University	-	-	\$0	n/a
Fees assessed by the Commission for interest and reserves	(38)	(18)	\$20	47.6%
TOTAL NONOPERATING REVENUES AND EXPENSES	14,823	14,492	(\$331)	97.8%
OTHER REVENUES, EXPENSES, GAINS OR LOSSES				
Other Post Employment Benefits (OPEB) expense	(645)	(356)	(289)	55.2%
Increase (Decrease) in Net Position	(5,809)	(6,575)	(\$766)	113.2%

* Auxiliary Enterprises Operating Revenue includes the Potomac Place ground lease payment of \$965,781.51. Auxiliary Enterprise Revenues would have been \$14,928,000 - \$283,000 decrease from FY2017; 1.9% decrease year over year.

Table 3

Shepherd University
Statement of Revenues, Expenses and Other Changes
FY2018 - For the Quarter Ending June 30, 2018 - Pre-Audit
(Dollars in Thousands)

	Revised Budget FY18 Annual	YTD Actual 6/30/18	YTD Actual 6/30/17	% Change	\$ Change
OPERATING REVENUES					
Tuition and Fees	28,725	\$27,880	\$28,564	-2.4%	(\$684)
Scholarship Allowance	(11,810)	(11,619)	(10,990)	5.7%	(629)
Federal Grants and Contracts	1,500	1,402	1,739	-19.4%	(337)
State and Local Grants and Contracts	4,165	4,454	3,919	13.7%	535
Private Grants and Contracts	20	-	27	-100.0%	(27)
Sales and Services of Educational Activities	20	50	50	0.0%	-
Auxiliary Enterprises *	15,250	15,894	15,211	4.5%	683
Other Operating Revenues	529	431	672	-35.9%	(241)
TOTAL OPERATING REVENUES	38,399	38,492	39,192	-1.8%	(700)
OPERATING EXPENSES					
Instruction	17,700	17,973	17,873	0.6%	100
Academic Support	3,340	3,060	3,227	-5.2%	(167)
Student Services	3,715	3,481	3,487	-0.2%	(6)
Scholarships and Fellowships - net	2,500	3,012	2,164	39.2%	848
Operations and Maintenance	4,410	5,340	4,852	10.1%	488
Institutional Support	5,989	6,219	6,668	-6.7%	(449)
Research	245	275	228	20.6%	47
Public Service	240	205	244	-16.0%	(39)
Auxiliary Expenses	12,560	12,767	12,712	0.4%	55
Depreciation Expense	7,250	6,629	6,718	-1.3%	(89)
Transfers and Other (Additions) Subtractions	437	242	259	-6.6%	(17)
TOTAL OPERATING EXPENSES	58,386	59,203	58,432	1.3%	771
NONOPERATING REVENUES AND (EXPENSES)					
State Appropriations	9,361	9,361	9,361	0.0%	-
Nonoperating federal revenue	5,400	5,110	4,786	6.8%	324
Investment Income	35	199	116	71.6%	83
Interest on capital asset related debt	(1,435)	(1,428)	(2,192)	-34.9%	764
Loss on disposal of equipment	0	(390)	(5)	7700.0%	(385)
Gifts	1,500	1,658	1,512	9.7%	146
Payments on behalf of Shepherd University	0	-	70	-100.0%	(70)
Fees assessed by the Commission for interest and reserves	(38)	(18)	(18)	0.0%	-
TOTAL NONOPERATING REVENUES AND EXPENSES	14,823	14,492	13,630	6.3%	862
OTHER REVENUES, EXPENSES, GAINS OR LOSSES					
Other Post Employment Benefits (OPEB) expense	(645)	(356)	(306)	16.3%	(50)
Increase (Decrease) in Net Position	(5,809)	(6,575)	(5,916)	11.1%	(\$659)

* Auxiliary Enterprises Operating Revenue includes the Potomac Place ground lease payment of \$965,781.51. Auxiliary Enterprise Revenues would have been \$14,928,000 - \$283,000 decrease from FY2017; 1.9% decrease year over year.

Shepherd University Board of Governors
September 20, 2018
Agenda Item No. 9

STRATEGIC PLAN AND DASHBOARD UPDATE

Mr. Bill Sommers, Vice President for Enrollment Management, will provide the Board with a brief update on the 2018-2023 Strategic Plan as well as the Dashboard.

CAPITAL IMPROVEMENTS UPDATE

Mr. Jack Shaw, Interim Vice President for Campus Services, will provide the Board with a brief update on the FY2019 Capital Projects.

Building/Project Description	Class	Budget Est.	June BoG Mtg Comments	September 2018 Update
Miller Hall HVAC	AUX	125,000	HVAC system is failing, antiquated system and parts are obsolete	Under review will assess needs and ability to fund at mid-year.
Student Center Abatement and Renovation	AUX	400,000	Ceilings and floors	Abatement and replacement of floor and ceiling tiles complete at Basement, 1st and 2nd floors. New ceiling grids were required in some areas; new lighting was installed in some areas, dramatically improving the visual presentation of the spaces. Total cost of improvements approx. \$320,000. Ballroom renovations remain to be done over winter break. Budget for total project = \$400,000.
Student Center Roof	AUX	350,000	Summer 2019 project; work is likely to split almost 50% to each fiscal year	Membrane detaching at critical connections and potentially compromises newly renovated areas. Top Auxiliary need for summer, 2019. Will bid in early spring.
Burkhart/ Moler/Yost HVAC	AUX	75,000	Completion of PTAC HVAC for the six buildings	Reviewing alternative engineering proposal to proceed with comprehensive renovation of Burkhart, will be model for other five Westwoods buildings, in lieu of these new PTACs. This may become a project proposal at November BoG meeting.

Total AUX 950,000
FY2019 Total 775,000

Building/Project Description	Class	Budget Est.	June BoG Mtg Comments	September 2018 Update
Knutti Hall Foundation Repairs/ Moisture Control	E&G	550,000	Comprehensive repair to foundation; moisture barrier; rain-water control. Project will span FY2019 and FY2020, approximately 50% each	Currently re-routing downspout flow to mitigate overflow of gutters. Have engaged BFM to complete further A&E work to assess ways to stop moisture penetration at foundation and improve storm water flow away from roof and building. Likely to also include re-prioritizing new roof, roof cap in disrepair.
VOIP	E&G	375,000	Project continues under evaluation as to internal or external hosting	University is exploring external hosting, which will avoid much of the capital expense.
Snyder Hall Heating	E&G	300,000	Radiator heat system must be upgraded to maintain reliability	Will assess at mid-year given funding
White Hall Roof	E&G	375,000		Will assess at mid-year given funding and on-going renovation priorities
Citrix Infrastructure Upgrade	E&G	75,000	Project not completed in FY2018	

Total E&G 1,675,000
FY2019 Total 1,400,000

Football Field Artificial Turf	AUX	550,000	Lease Purchase	Will be contracted during winter
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Total E&G Deferred Maint. 0