

**SHEPHERD UNIVERSITY
BOARD OF GOVERNORS MEETING**

**9:00 a.m.
June 7, 2012**

**President's Conference Room, Ikenberry Hall
Shepherdstown, WV**

Conference Call 866.545.0859, Participant Code 7110873349

AGENDA
Regular Session

- | | |
|--|---|
| 1. Call to Order | Chair Gat Caperton |
| 2. Adoption of the Minutes from May 24, 2012 Board Meeting | Chair Caperton |
| 3. FY2014 Capital Funding Priorities | Mr. Rick Staisloff, Executive Officer for Strategic Initiatives |
| 4. Approval of Proposed Concentration | Dr. Richard Helldobler, Vice President for Academic Affairs |
| 5. Election of Officers for 2012-2013 | Chair Caperton |
| 6. New Business | Chair Caperton |

Adjournment

Shepherd University Board of Governors

Minutes of the Meeting of May 24, 2012

The Shepherd University Board of Governors met on May 24, 2012 in a regular meeting. Members participating were: John Beatty, Jason Best, Marcia Brand, Gat Caperton, Elizabeth Greer, Holly McCall, Lacy I. Rice III, D. Scott Roach, W. Mark Rudolph, Diane Shewbridge, Veronique N. Walker. Also present were Shepherd University President Suzanne Shipley, members of the executive staff and others. Board member John Younis was absent from the meeting.

1. **PUBLIC COMMENTS**

No public comments were made.

2. **MINUTES OF THE MEETING OF APRIL 19, 2012**

M (Best), S (Roach), PASSED, that the minutes of the April 19, 2012 meeting of the Board of Governors be adopted as presented at the meeting.

3. **PRESIDENT'S REPORT**

Dr. Richard Helldobler, Vice President for Academic Affairs, and Randall Friend, Director of Admissions, were recognized for their contributions to Shepherd University during their individual tenures. Dr. Shipley announced that Dr. Helldobler would be returning to the faculty in August, and that Mr. Friend has accepted a position with Hobson's.

As a part of her report, Dr. Shipley introduced board member Veronique Walker and Kimberly Scranage, Vice President for Enrollment Management, to discuss their work on a new initiative, "Unpacking the College Experience" being developed in partnership with Berkeley County Public Schools. Following their presentation, Dr. Shipley thanked Ms. Walker and Ms. Scranage for their efforts.

4. **APPROVAL OF ANNUAL ATHLETIC PROGRAM PHILOSOPHY**

M (Rudolph), S (Shewbridge), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Shepherd University Athletic Program Philosophy for the period July 1, 2012 – June 30, 2013 as presented in the agenda materials of May 24, 2012.

5. **QUARTERLY FINANCIAL REPORT**

Ms. Deborah Judd, Vice President for Administration and Finance, presented the Quarterly Financial Management Report ending March 31, 2012.

6. **PROPOSED FY2013 ANNUAL BUDGET**

Ms. Deborah Judd, Vice President for Administration and Finance, presented the proposed FY2013 budget.

7. **CAMPUS SAFETY ANNUAL DATA REPORT**

Mr. Alan Perdue, General Counsel, presented the Campus Safety Annual Data Report.

8. **PROPOSED 2012-2013 MEETING DATES**

Chair Caperton reviewed the meeting schedule for 2012-2013 with the Board.

9. **EXECUTIVE SESSION**

M (Beatty), S (Best), PASSED, 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 personnel matters as to one or more specific employees of the University and matters that would be an invasion of privacy if publicly discussed.

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

10. **ACTION ARISING OUT OF EXECUTIVE SESSION**

M (Brand), S (McCall), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors authorizes the Chair to submit an Annual Performance Assessment of the University President 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, in consultation with the other members of the Executive Committee, in finalizing the terms of employment of the President for FY2013, consistent with the consensus of the entire Board as to the terms, and authorizes the Chair to execute an annual appointment letter for FY2013 on behalf of the Board.

The chair indicated that the President will be taking a sabbatical during the summer of 2014.

11. **NEW BUSINESS**

Chair addressed the board about the HEPC Board of Governors Summit, and encouraged participation to not only meet members of other WV higher education public institutions, but also in meeting the legislatively required continuing education credits.

The Board approved by acclamation the following special resolution be adopted by the Board:

**BOARD OF GOVERNORS RESOLUTION HONORING
MR. LACY I. RICE III**

WHEREAS, Mr. Lacy I. Rice III, a native of the Eastern Panhandle, is completing his second consecutive term on the Shepherd University Board of Governors with a legacy of commitment to helping Shepherd provide premier educational service;

WHEREAS, the challenges of diminishing levels of State support through appropriations for public higher education were experienced during Mr. Rice's tenure, and he provided valuable leadership in rethinking the University's funding sources and management of expenses;

WHEREAS, Mr. Rice has brought an entrepreneurial spirit to his service on both the Board and the Audit Committee, helping the University to reexamine its effectiveness in its academic programs and services to students;

WHEREAS, he has contributed greatly to Shepherd University with his dynamic counsel and wisdom, and provided great assistance to the effectiveness of the University's administration, giving generously of his time and his talents to the enrichment of the University; and

WHEREAS, Mr. Rice has served with distinction, first as a member of the re-constituted Board of Advisors in 2000 to 2001, then as a founding member of the Shepherd University Board of Governors from 2001 to 2004, and then again from 2006 to 2012;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Mr. Lacy I. Rice III for his record of strong leadership as a champion of higher standards for Shepherd, expresses to him its sincere gratitude and admiration, and looks forward to his continued service to the University; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the May 24, 2012 Board of Governors meeting and that a copy of the resolution be presented to Mr. Rice.

Gat Caperton
Chair

Marcia Brand
Secretary

FY2014 CAPITAL FUNDING PRIORITIES

West Virginia Higher Education Policy Commission (HEPC) Series 12 requires each higher education institution to file its capital funding priorities with the Commission each year.

The purpose of the annual capital projects list is to identify to the Commission the capital projects which the University would wish to pursue during the next two years, if funding were available. The Commission may receive direct appropriations from the Legislature to fund capital priorities, or the Commission may receive authorization to issue additional capital bonds. In either event, the University's list will be integrated by the Commission with lists from all other institutions and the Commission will establish its statewide priorities for funding projects.

The following list of capital priorities reflects the projects, which would allow the University to continue to implement the objectives of the Campus Master Plan and the University's strategic objectives.

The following resolution is recommended for adoption by the Board:

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

Shepherd University

FY2014 Capital Funding Priorities

A.	Life, Health Safety	\$	585,000
	1. Fire Alarm System Upgrades		210,000
	Butcher Center		150,000
	McMurrin Hall		30,000
	Ikenberry Hall		30,000
	2. Emergency Egress Lighting		175,000
	Butcher Center		
	3. Pedestrian Access - Sidewalks		200,000
B.	Deferred Maintenance	\$	1,750,000
	1. Roofing Replacements		600,000
	Butcher Center		200,000
	Knutti Hall		150,000
	McMurrin Hall		250,000
	2. Building HVAC Replacements		750,000
	Ikenberry Hall - Complete replacement of HVAC system		
	3. Primary Electrical System Replacements		100,000
	Frank Center		
	4. Exterior Building Envelop - Masonry Repairs		200,000
	Ikenberry Hall		30,000
	Stutzman-Slonaker Hall		40,000
	White Hall		40,000
	Knutti Hall		50,000
	Scarborough Library		40,000
	5. Pedestrian and Vehicle Circulation		100,000
	Repaving of Lots A, E		

Shepherd University

FY2014 Capital Funding Priorities

C.	Instructional Building Improvements	\$ 16,500,000
1.	Frank Center Renovation and Addition	16,000,000
	Renovation of performance space and addition to the Frank Center to expand instructional space	
2.	Snyder Annex Renovation	500,000
	Renovation of free-standing historic building for public history programs	
D.	Other Facilities Construction and Improvements	\$ 52,743,600
1.	Parking Structure	11,000,000
	500 space parking structure	10,000,000
	Demolition of Sara Cree Hall and site restoration	1,000,000
2.	New Maintenance Facility	6,359,600
	Facilities Building, 20,160 square feet	4,533,600
	Motor Pool Facility, 2,569 square feet	512,000
	Storage Bins, 2,400 square feet	264,000
	Demolition of existing trailers and restoration of existing site	525,000
	Renovation of existing maintenance building for alternative use	525,000
3.	King Street Pedestrianization	2,450,000
	Conversion of King Street to pedestrian walkway and upgrading of existing water lines	
4.	New Student Center / Dining Facility	30,184,000
	New student center, dining operations, conference rooms, bookstore and administrative offices, 109,000 square feet	
5.	Campus Entrances and Border definitions	500,000
	Construction of stone columns, walls and landscaping features to define University borders	
6.	Artificial Turf Soccer Field	1,500,000
7.	Re-grading and renovation of Football/Soccer Practice Fields	300,000
8.	Tennis Court Renovations	250,000
	Paving and lighting	
9.	Field Houses and Restrooms for Softball and Baseball	200,000
		\$ 71,578,600

BACHELOR OF ARTS IN HISTORY WITH A CONCENTRATION IN HISTORIC PRESERVATION AND PUBLIC HISTORY

The Bachelor of Arts in History with a concentration in historic preservation and public history (Bachelor of Arts in History-Historic Preservation and Public History) has three objectives:

1. To prepare students for careers as archivists, museum specialists, preservation professionals, and public historians employed by public agencies and private associations/ institutions;
2. To prepare students for further study at the graduate level in applied history; and
3. To eliminate redundancy currently existing with overlapping programs, providing a more streamlined, flexible, and student-friendly program.

Justification and Need for the Concentration

Shepherd University currently offers two overlapping programs in applied history – a Bachelor of Science in Environmental Studies with a concentration in historic preservation and a Bachelor of Arts in History with a concentration in public history – that have been met with considerable success. Combined enrollment has risen by 63 percent since 2007 and graduates have found employment with the Civil War Preservation Trust, the National Park Service, and other agencies. The richness of our region’s historic resources make Shepherd a natural candidate for this kind of program; and no other college or university in the state offers a comparable one at the undergraduate level.

However, the two programs share many course requirements and faculty resources. This has led to considerable duplication of effort and confusion among students. The situation has also impeded efforts to market the programs. The proposed Bachelor of Arts in History- Historic Preservation and Public History is a multi-disciplinary program, which combines and replaces both of those programs. In addition to eliminating existing redundancies, this consolidated program will facilitate the marketing of applied history study at Shepherd.

B.A. in History-Historic Preservation and Public History (39 credit hours)

Core Courses Required of All History Majors (9 hours):

HIST 201	United States History to 1865
HIST 202	United States History Since 1865
HIST 250	Introduction to Historical Studies

Historic Preservation and Public History Concentration (30 hours)

Required courses in the Concentration (12 credit hours):

HIST 300	Historic Preservation and Interpretation
HIST 345	Introduction to Public History
HPPH 450	Internship
HPPH 451	Capstone

Students will choose between Track A (Historic Preservation Emphasis) and Track B (Public History Emphasis).

Track A: Historic Preservation Emphasis (18 credit hours)

- HPPH 370 American Architectural Heritage
- HPPH 371 Documentation of Historic Properties
- HPPH 372 Preservation Technology

Two courses from among the following:

- HPPH 225 Introduction to Museum Studies
- HPPH 320 Battlefield Preservation
- HPPH 321 American Decorative Arts
- HPPH 325 Oral History
- HPPH 330 Living History
- HIST 322 Environmental History
- ANTH 300 Introduction to Archaeology
- ENVS 210 Introduction to Park Administration
- ENVS 305 Environmental Law and Regulation
- ENVS 306 Environmental Policy
- ENVS 310 Park Management
- ENVS 319 Land Use Planning
- ENVS 320 Communication Strategies in Environmental Studies
- ENVS 368 Geology of National Parks
- ENVS 390 Applied Remote Sensing

One elective 300- or 400-level course in United States History

OR

Track B: Public History Emphasis (18 credit hours)

Two courses from among the following:

- HPPH 225 Introduction to Museum Studies
- HPPH 315 Introduction to Archives
- HPPH 320 Battlefield Preservation
- HPPH 321 American Decorative Arts
- HPPH 325 Oral History
- HPPH 330 Living History
- HPPH 335 New Media and Digital History
- HPPH 370 American Architectural Heritage
- HIST 409 History and Memory
- HIST 322 Environmental History
- ANTH 300 Introduction to Archaeology

One course from among the following:

- HIST 304 The American Civil War, 1850-1865
- HIST 305 History of the Lower Shenandoah Valley
- HIST 309 West Virginia & the Appalachian Region
- HIST 318 The United States in World War II
- HIST 378 American Military History

Two elective 300- or 400-level courses in United States history

One elective chosen from among 300- or 400-level History courses

The Bachelor of Arts in History with a concentration in historic preservation and public history does not require approval by the WV Higher Education Policy Commission (HEPC) or the Higher Learning Commission (HLC). A notification letter will be sent to both organizations to inform them of the Fall 2012 start date.

The following resolution is recommended for adoption by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Bachelor of Arts in History–Historic Preservation and Public History concentration, effective for the Fall 2012 academic semester; and

FURTHER, BE IT RESOLVED, that the Bachelor of Science in Environmental Studies with a concentration in historic preservation and the Bachelor of Art in History with a concentration in public history degree offerings be eliminated.

ELECTION OF OFFICERS FOR 2012-2013

As provided by the Board of Governors' Bylaws referenced below, elections are to be held each June for the positions of Chairperson, Vice Chairperson, Secretary of the Board, and three members of the Audit Committee.

BYLAWS

Article 6: Officers and Organization of the Board

Chairperson In July 2001, and in June of each year thereafter, the members shall elect a Chair from among the nine lay members. In the event of a vacancy in the office of chairperson, the vice chairperson shall succeed to the office of chairperson for the rest of that fiscal year, and shall remain eligible to serve as chairperson in the following fiscal year. The chairperson shall perform such duties as may be prescribed by law or by the regulations and policies of the Board. No member may serve as chair for more than two consecutive years.

Vice Chairperson In July 2001, and in June of each year thereafter, the members shall elect a Vice Chair from among the nine lay members immediately following election of a Chair. In the event of a vacancy in the office of Vice Chairperson, the members shall elect a Vice Chair at the next meeting following the occurrence of the vacancy. No limitation shall apply as to the consecutive years of service as Vice Chair. The Vice Chair shall perform such duties as may be prescribed by the Board and shall assume the duties of the chairperson during the latter's absence.

Secretary of the Board In July 2001, and in June of each year thereafter, the members shall elect a Secretary from among the nine lay members immediately following election of a Chair and Vice Chair. In the event of a vacancy in the office of Secretary, the members shall elect a Secretary at the next meeting following the occurrence of the vacancy. No limitation shall apply as to the consecutive years of service as Secretary. The Secretary shall perform such duties as may be prescribed by the Board and shall preside at meetings in the absence of the Chair and the Vice Chair.

BYLAWS

Article 7: Committees

The Audit Committee shall consist of three members, all of whom shall have some experience in matters of finance and/or accounting, and shall include at least one member who possesses accounting or financial management expertise; provided, however, that no Board Member may serve on this Committee at any time that said Member is receiving any compensation, directly or indirectly, for consulting or any service provided to the University. The members of the Committee, and its Chair, shall be elected annually by the Board at the Annual Meeting, following an initial nomination by the newly elected Chair. The Committee shall have the responsibility to oversee the University's financial reporting and audit processes. It shall also be responsible for establishing procedures for receiving, investigating and resolving "whistleblower" or other complaints concerning the University's financial and accounting practices. The Chair of the Finance Committee shall not also serve as the Chair of the Audit Committee.