

# Schedule/Agenda

## Meeting of the Pierpont Community & Technical College Board of Governors

**June 21, 2011**

Falcon Center Board Room  
Fairmont, WV

**2:00 P.M.**

**Full Board Meeting**

**Falcon Center Board Room**

**Pierpont Community & Technical College  
Board of Governors Meeting  
June 21, 2011**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*May 17, 2011*) *Tab 1 – Action Item*

**Special Recognitions**

1. Lifelong Learners Scholarship Donation to Pierpont for 2011-2012 AY
2. Recognition of CassAndrew Kelly – Outgoing Student Representative 2010-2011
3. Introduction of Barbara Hendrey – Incoming Student Government Representative 2011-2012

**Operation Reports**

1. President’s Report (*Doreen Larson*)
2. Classified Staff Report (*Mary Jo Rutherford*)
3. Academic Affairs (*Leslie Lovett*)
4. Center for Workforce Education Report (*Paul Schreffler*) *Tab 2 – Informational*

**Committee of the Whole**

1. Financial Report (*Dale Bradley*) *Tab 3 – Informational*
2. FY 2012 Workers Compensation Policy (*Dale Bradley*) *Tab 4 – Informational*
3. Capital Projects Update (*James Decker*) *Tab 5 – Informational*
4. AY 2011-2012 Textbook Adoptions Report (*Leslie Lovett*) *Tab 6 – Action Item*

**Committee Reports**

1. Finance Committee (*Kyle Hamilton*)
  - a. FY 2012 Unrestricted E&G Budget Approval *Tab 7 – Action Item*
  - b. FY 2012 Pay Raise *Tab 8 – Action Item*
  - c. FY 2012 Chargeback Agreement *Tab 9 – Action Item*
  - d. FY 2012 Capital Projects *Tab10 – Action Item*
2. Off Campus Operations Committee (*Tom Stose*)

3. Marketing Committee (*Dixie Copley*)
4. Recommendations from the Board of Governors  
Officers Nominating Committee (*Dixie Copley*)
5. Recommendations from the Advanced Technology Advisory Board  
Officers Nominating Committee (*Dixie Copley*)
6. Recommendations from the Presidential Evaluation Committee (*Eugene Weaver*)

### **New Business**

1. Appointment of Marketing, Finance, and Off-Campus  
Sub-Committee Officers (*Jim Griffin*)
2. Organization and Staffing Proposal for the  
Office of Community Engagement *Tab 11 – Informational*
3. ACCTWV Advocacy Group Report (*Earl McConnell*) *Tab 12 – Informational*
4. WVCCA and WVADE 2011 Joint Annual Conference  
October 26 – 28, 2011 – Glade Springs, WV *Tab 13 – Informational*  
(866) 562-8054 – Glade Springs Resort

### **Old Business**

### **Public Comment**

### **Possible Executive Session**

\_\_\_\_\_ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

\_\_\_\_\_ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

**Next meeting will be on Tuesday, August 16, 2011 – Falcon Center Board Room.**

**Tab**

**1**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**

**BOARD OF GOVERNORS MEETING**

**May 17, 2011**

**2:00 PM**

**MINUTES**

**Call to Order**

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 17, 2011, beginning at 2:00 PM in the Falcon Center Board Room. Present at the meeting were Board members: Chairman James Griffin, Dixie Copley, Beverly Jones, Earl McConnell, Rick Pruitte, Sharon Shaffer, Tom Stose, and Eugene Weaver. Present by phone was Board member: Jeff Tucker. Also present were: President Doreen Larson, and Cyndee Sensibaugh. Absent were Board members: Linda Aman, Kyle Hamilton, and CassAndrew Kelly.

**Last Call for Public Sign Up**

Chairman Griffin announced last call for public sign up for comments to the Board.

**Approval of Minutes**

Dixie Copley moved that the Minutes of April 19, 2011 Board of Governors Meeting be approved. Tom Stose seconded the motion. All agreed and motion carried.

**Special Recognitions**

President Larson recognized and congratulated the Board members Earl McConnell and Sharon Shaffer for the exceptional job they did in representing Pierpont at the Spring 2011 Commencement. Mr. McConnell was the keynote speaker and gave a very good speech that provided a wealth of wisdom to the students. Mrs. Shaffer offered greetings on behalf of the BOG.

Dr. Larson also recognized faculty members Dean Jerry Bacza, Jayvijay V. Raol, and John Chris Toothman for receiving the 2011 NISOD Excellence Award. Recipients of this prestigious award are selected from over 700 community colleges and universities to recognize outstanding contributions to teaching, leadership, and learning.

Dr. Larson welcomed and introduced Mrs. Cynthia Curry, AVP of Human Resources, to the Board. Mrs. Curry joins FSU/Pierpont from WVU where she served as the Director of Classification, Compensation, and Benefits for all of its 7,000+ employees.

## **President's Report**

Dr. Larson began her report by thanking Chairman Griffin and the Board members for their support as she is recuperating from a serious fall that occurred on April 28<sup>th</sup> at the Falcon Center. The fall caused her to break her arm and shoulder and required immediate surgery. She is in physical therapy and is recovering ahead of schedule and has returned to work.

During her brief absence, Pierpont was represented very well by Dale Bradley, who stepped into the leadership role.

Pierpont's spring commencement was held at the Feaster Center on May 13<sup>th</sup>, and Dr. Larson once again thanked Sharon Shaffer for bringing greetings on behalf of the Board and Earl McConnell for providing the keynote address. Dr. Larson and her husband, Len, also attended the spring commencement for Fairmont State on May 14<sup>th</sup> and Mr. Frank Pulice, Jr. was its keynote speaker.

Work has begun on the fire suppression system at the aerospace center. Classroom construction and HVAC upgrades are also underway at the center. Additional classroom equipment and HVAC units were made possible by unused ARRA funds, as the delivered bid was under estimated costs.

The Math/Writing Center projects have been successful and the program will continue after the funding expires in September 2011. Fairmont State has agreed to share in the expenses, recognizing the valuable student-retention impact the center has.

As part of Pierpont's continuing evolution as an independent institution, it will establish an Office of Community Engagement. The purpose of this office, led by Sarah Hensley in the role of Vice President, will be to engage the community and partners, friend-raising, fundraising, and reaching out into our 13 county service region. The office will take more direct control of Pierpont's web site and will develop a "Friends of Pierpont" network. We will continue to partner with the Foundation, continue to identify and reach out to Pierpont alumni and other partners, and continue to develop scholarships for our students. Pierpont will no longer work through FSU's Office of Institutional Advancement. An organization and staffing proposal will be presented to the Board for approval at the June meeting.

In closing, Dr. Larson told the Board that Pierpont is working to fulfill the state law and accrediting commission mandate that requires Pierpont to operate as a stand-alone independent institution. While maintaining the unique aspects of the relationship with FSU, Pierpont is analyzing the costs and savings of shared services.

## **Operation Reports**

- Brian Floyd presented the Faculty Assembly Report
- Nancy Lawler presented the Advisory Council of Faculty Report

- Mary Jo Rutherford presented the Classified Staff Report
- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report

### **Committee of the Whole**

- Financial Report

Dale Bradley provided the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for current budget and year-to-date actual.

- Capital Projects Report

Jim Decker provided a summary report for the FY 2011 Capital Projects Completion Status.

- Program Review

- Mrs. L. Lovett provided an Executive Summary for Program Review for the AAS Homeland Security Program and the AAS Food Service Management Program. The programs have been reviewed by their advisory committee, program faculty, Dean of Human Services, Vice President of Academic Affairs, and the President. All agree that the programs are of quality, growth, and are needed by the citizens and industry of north central WV. Based on the data gathered, it was recommended that the programs be continued at their current levels of activity. A motion to continue the AAS Homeland Security Program and the AAS Food Service Management Program was presented by Dixie Copley and seconded by Sharon Shaffer. Motion carried.

### **Committee Reports**

- Finance Committee

- No report

- Off Campus Operations Committee

- No report

- Marketing Committee

- No report

## **New Business**

The Board Officer Nominating Committee members will consist of Dixie Copley, Earl McConnell and Sharon Shaffer. Dixie Copley will serve as Chairperson. The Committee will meet and present a report and recommendations to the Board at the June Board of Governors meeting.

The Presidential Evaluation Committee members will consist of Rick Pruitte, Gene Weaver, and Kyle Hamilton. Gene Weaver will serve as Chairperson. The Committee will meet and present a report and recommendations to the Board at the June Board of Governors meeting.

## **Announcement**

The Advisory Board of the Advanced Technology Center will meet immediately following the Pierpont Board of Governors meeting.

## **Adjournment and Next Meeting**

There being no further business the Board meeting adjourned at 3:00 PM. The next Board of Governors Meeting will be held on June 21, 2011 at 2:00 PM in the Falcon Center Board Room.

**Tab**

**2**

# Workforce Development - Project Status Report

## June 2011 – Board of Governors Meeting

### Green Projects

- ❖ Completed the third of six contracted courses in BPI Whole House Air Seal and Insulation with WV Women Work students in Charleston (17 students).
- ❖ Mobile simulation laboratory for building performance analysis training has been received and is in operation. Only such mobile laboratory in the eastern US. Can provide demonstration for Board of Governors at a future date.

### Small Business Development

- ❖ Staff at the SBDC office that we sponsor assisted a local company in planning for expansion of its manufacturing facility in Clarksburg. Oliverio Italian Style Peppers awarded Family-owned Business of the Year. Pierpont staff participated in the award presentation and groundbreaking event on June 9.
- ❖ Attended the WV SBDC Board of Advisors meeting in Martinsburg on June 13.

### Industry-Sector Strategy

- ❖ Attended Teaming to Win conference, sponsored by the WVHTC Foundation, on June 1.
- ❖ Will provide training to members of IOGA (Independent Oil and Gas Association) at their upcoming annual event in Buckhannon.
- ❖ Met with FBI, Chancellor and ATC Director to determine future training needs and ATC infrastructure on June 14.
- ❖ Met with WVONGA (West Virginia Oil and Natural Gas Association) for a planning session on June 7.
- ❖ Attended WVMA (West Virginia Manufacturer's Association) conference on June 14, exhibited along with staff from other CTCs.
- ❖ Met with WVONGA and OSHA for a planning session on June 16.
- ❖ Meeting with members of the MAAC (Mid-Atlantic Aerospace Consortium) on June 29.
- ❖ Meeting with ShaleNet Consortium on June 30.
- ❖ Met with WVU Nano working group on June 8, planning session on NSF ATE grant proposal.

### Training programs

- ❖ Next offering of our extremely successful Federal Acquisitions Management program begins on July 20. This is a two day per month, six month program, focused on developing companies' ability to compete for, win and perform successfully on federal contracts.
- ❖ Will offer a new APICS (Association of Production and Inventory Control Specialists) program beginning in September. This professional development program prepares students to sit for APICS certification.
- ❖ Lastly, we need to note that over the last few years, we have trained over 1200 apprentice miners. Of those, only three have not passed the certification exam. This industry is still in a hiring mode, with new mines planned near Grafton and Ellamore, and is still a significant element in the local economy.