

Pierpont Community & Technical College
BOARD OF GOVERNORS
MINUTES
October 19, 2010

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 21, 2010 beginning at 2:00 p.m. in Falcon Center Board Room. Present at the meeting were Board Members: James Griffin, Dixie Copley, Earl McConnell, Kyle Hamilton, Eugene Weaver, Beverly Jones, Sharon Shaffer, Rick Pruitte, Tom Stose and Drew Kelly. Jeff Tucker and Linda Aman were absent.

Chair James Griffin called the meeting to order.

President Dr. Doreen Larson presented Barbara Pavel-Alvarez, Sarah Hensley and Nancy Parks with their West Virginia Public Employee Years of Service Awards for 20 years of service to the State of West Virginia.

Approval of Minutes

Chair Jim Griffin moved the minutes of the September 21, 2010 meeting be approved as circulated. Motion carried.

President's Report

Dr. Doreen Larson announced that on October 13, Pierpont received funding for two projects that we had applied for through the West Virginia Governor's office. The first project funds \$250,000 for the development of a Math and Writing Resource Center. The grant will allow the hiring of professional tutors and will utilize tracking software to document the use of the center and its impact on student success and retention. The second grant is \$1.2 million dollars to install and upgrade the fire suppression system at the Robert c. Byrd National Aerospace Education Center in Harrison County. The upgraded system will allow for better use of the facility and will also provide funds to construct a fire-wall in Hangar B that is needed to create a new classroom. Pierpont set a new record for enrollment exceeding 30,000 credit hours for the fall term. This is a 9% increase over last fall and represents 18% growth in enrollment over the past three years. Our individual student enrollment is currently at 2,947 students. Planning for the Advanced Technology Center to be located on 6.7 acres at the I-79 Technology Park in Fairmont is in the final stages. Dr. Larson reviewed the initial sketches for the 51,000 square foot building that will house ongoing Pierpont programs such as Mechatronics, Rapid Prototyping, Motor controls and electrical circuits. The building design will soon go to the West Virginia Council for Community and Technical Education for final approval. Dr. Larson ended her report with an update to the Board one the Lumens web-based continuing education software packages that has been purchased and is being implemented by the staff at the Center for Workforce Education.

Constituent Reports

Brian Floyd presented the Faculty Assembly Report.
Mary Jo Rutherford presented the Classified Staff Report.
Alicia Nieman presented the Student Government Report.
Jeani Hawkins presented the Off Campus Programs Report.
Paul Schreffler presented the Center for Workforce Education Report.
Devanna Corley presented the Foundation Report.
Emily Swain presented the Alumni Association Report.

Finance Report

Dale Bradley delivered the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for FY 2011.

Policy 25 – Salary Policy

Salary Policy based on the draft revision circulated for public comment and modifications to this draft revision based on the comments received. Kyle Hamilton moved that the Board approve Policy 25. Motion was seconded by Beverly Jones. Motion carried.

Capital Projects Update

Jim Decker reported on the summary of FY 2011 Capital Projects Completion status.

Finance Committee

Kyle Hamilton reported that Chef Brian Floyd made a presentation to Finance Committee meeting the needs of the Culinary Arts program and asked that a liaison be named to work with Chef Floyd as he attempts to secure funding for a new facility to support the program.

Bond Audit Reports for FY 2010

Dale Bradley reported that the Infrastructure Revenue Bond 2002 Series B, Facilities Revenue Bonds 2002 Series A and 2003 Series A and Student Activity Revenue Bonds 2003 Series B have been audited with no material findings. All three reports indicate that debt coverage ratios have been exceeded with debt coverage ratios of 175%, 243% and 264% respectively. The Board of Governors of both Fairmont State University and Pierpont Community and Technical College recognize that they are bound by all bond covenants and are legally obligated for the bond debt payments. Kyle Hamilton moved it be resolved that these audit reports be accepted as official audited bond statements for the year ending June 30, 2010. Motion was seconded by Dixie Copley. Motion carried.

Approval of One-time Salary Enhancement

Dale Bradley recommended that the Board of Pierpont Community and Technical College system support a one-time salary enhancement for higher education employees and due to enrollment increases sufficient budget exists for FY 2011 to fund a pay raise. Tom Stose moved to approve a 2.3% pay increase for FY 2011 for eligible Pierpont employees effective December 1, 2010 through June 30, 2011. Motion was seconded by Beverly Jones. Motion carried.

Approval of Recommended Budget Changes to Unrestricted and Restricted Funds for Fiscal Year 2011

Dale Bradley reported that enrollment growth for the current academic year is providing over \$500,000 in additional tuition and fee revenue. Recognition of additional revenues from these enrollment increases creates sufficient budget to support a pay raise for FY 2011 without the spending of reserves and recommended that the revisions to the budget as circulated to the Board be approved. Dixie Copley moved to approve the adjusted budget plan for FY 2011. Motion was seconded by Kyle Hamilton. Motion carried.

Folklife Center – Phase III Design

Dale Bradley reported that the Folklife Center Phases I and II are complete and the Governing Board resolved that the Governing Boards resolved that the completion of the last Phase (III) will be contingent on the Foundation raising 50 percent for the entire project, and administration wishes to begin design work for Phase III at a cost of \$24,100.00. The Foundation has agreed to fund the design costs for Phase III and has requested that the Board of Governors approve the administration to contract with WYK Architects (who was the architect for Phases I & II) for design work in the amount of \$24,100.00, to be reimbursed by Foundation Funds already available for this design work. Kyle Hamilton moved that the completion of the last Phase (III) of the Folklife Center project continues to be contingent on the Foundation raising 50 percent of the total funds for the entire project, including funds that will come to the Foundation through estate gifts. Motion was seconded by Tom Stose. Motion carried.

Off Campus Operations Committee

No report.

Marketing Committee

No report.

New Business

Chair Jim Griffin appointed Tom Stose to the Off Campus Committee and asked him to serve as chair of this committee. CassAndrew Kelly was appointed to the Finance Committee.

Old Business

Details of the Board Retreat are being finalized.

Executive Session

Dixie Copley moved pursuant 6-9A-4-2b of the WV Code that the Board go into Executive Session to discuss personnel and personal matters, which if discussed in public might adversely affect the reputation of any person. Tom Stose seconded. Motion carried.

At the end of the executive session Dixie Copley moved that the Board adjourn executive session and reconvene in open session. Sharon Shaffer seconded. Motion carried.

No action was taken by the Board.

Adjournment

There being no further business, the meeting was adjourned at 3:50 p.m.