

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 16, 2016
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 16, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren 'Chip' VanAlsburg .

Board members absent were:

Earl McConnell, Jeff Tucker. Also, one Board of Governors Member position and one Student Government Representative position are vacant.

President's Cabinet members present were:

Interim President Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:00 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on October 20, 2015 were presented for approval. Rick Pruitte offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion passed.

The minutes of the Board of Governors Retreat held on December 4, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

- Interim President Dale Bradley introduced Chris Deweese, CPA, and Sarah Crouse, CPA, of Suttle and Stalnaker, PLLC. Mr. Bradley also introduced Carolyn Fletcher, Director of Accounting, and Cindy Smith, Financial Reporting Manager, of the Pierpont & Fairmont State Business Office. They have worked together and will be presenting the Pierpont Community & Technical College Financial Statements for FY 2015.

Committee of the Whole

This portion of the agenda under “Committee of the Whole” was progressed, by consent, to allow the auditors to present the financial statements in a more accommodating schedule.

1. FY 2015 Audited Financial Statements Presentation and Acceptance – Action Item

Chris Dewese and Sarah Crouse, of Suttle and Stalnaker, PLLC, presented and reviewed the FY 2015 Audited Financial Statements. It was noted that Pierpont Community & Technical College received no unmodified opinions and that there were no compliance findings or internal control items discovered.

President Bradley thanked Suttle and Stalnaker for their work in preparing the financial statements for FY 2015. He also thanked Ms. Fletcher and Ms. Smith for their assistance in preparing the financial statements and for their work, each day, for Pierpont.

Kyle Hamilton presented a motion to approve the FY 2015 Audited Financial Statements, as presented. Sharon Shaffer seconded the motion. All agreed. Motion carried.

President’s Report

Interim President Dale Bradley shared that on February 1st, the Marion County Historical Society and the Marion County Convention and Visitors Bureau hosted a celebration of the 202nd birthday of Francis H. Pierpont. At this event, Pierpont was presented with a replica 10” bronze statue and an 18” x 24” lithograph of Francis Pierpont by Travis Henline, site manager of the West Virginia Independence Hall in Wheeling. These items were on display at the Board meeting.

President Bradley shared that he, Chairman James Griffin, Vice Chairman Earl McConnell and VP Steve Leach met with 13 state delegates, 8 state senators, and a representative from the Governor’s office in January during the interim sessions to bring awareness to Pierpont’s continued need for operational funding of the Advanced Technology Center.

President Bradley noted that they were well received and the legislators had positive comments about Pierpont, however, no funding promises could be made due to the tight constraints on the state budget this year.




Chairman Griffin thanked President Bradley and Steve Leach for their work in setting up and conducting the meetings with the legislators. He expressed that Pierpont's case was well received and it was worth the time spent to speak with all of the legislators. Chairman Griffin also shared that a follow up letter has been sent out to the legislators in Pierpont's service region.

President Bradley stated that upon learning of a possible 6.5% budget reduction in state appropriations for FY 2017 (approximately \$470,000) and at the request of Chancellor Tucker, a memo was sent to the Community and Technical College System (CTCS) outlining the impact that an additional reduction in funding would have on Pierpont.

President Bradley informed that the 2015 Higher Education Policy Commission (HEPC) Report Card is available and provided some statistical highlights.

Student academic lists and grants were also reviewed.

Operation Reports

-  *Academic Affairs:* Provost Leslie Lovett provided a handout and reviewed December 2015 graduate totals by degrees with the Board. She also shared that Pierpont will be providing CTCS with plans to improve graduation, retention, and certification pass rates as focus is placed on state reauthorization. Other items reviewed were the Higher Learning Commission's new Pathways accreditation four year site visit scheduled for October 30-31, 2017 and the Respiratory Care student review schedule of February 29 through March 2, 2016.
-  *Classified Staff Council:* Brittany Stout, Chair, informed that the Council has met regularly, except in December due to illness, and that the Secretary position vacated by Carly Satterfield has been filled by Amanda Hawkinberry. The Council has been working on reviewing their bylaws and planning a bus trip to DC in the spring for the Cherry Blossom Festival. All Board members were invited to attend Council meetings.
-  *Faculty Senate:* David Beighley, President, reported that the Faculty Senate met on February 9. Agenda items discussed were the budget/enrollment update, open administrative positions - including the search for a new president and registrar, the Faculty Development Awards, and operational reports. There were four curriculum proposals review and approved. Mr. Beighley acknowledged the work completed by the Legislative Advocacy Committee for Higher Education Day. Those serving on this committee were Emily Ryan, Chair, Rachel Beach, and Amy Cunningham.

- 🏛️ *Office of Public Safety:* Matt Swain, Deputy Chief of Police, gave the report in absence of Chief Jack Clayton. Mr. Swain reported that the biggest challenge this semester has been parking. The weather has added to this issue, but there are additional parking spots available at the tennis court area which may be helpful for the May graduation. Sidewalk clearing and the repairs on the parking garage gates are being addressed. The security camera system upgrade is still in the works, but budget constraints have held up this project. The Office of Public Safety is down by four staff members and hope to fill these vacancies soon. Also discussed was the follow up on the tobacco free campus policy and its enforcement.
- 🏛️ *Workforce Development:* Paul Schreffler, Dean of the School of Workforce and VP of Workforce Development, provided his report in the February 16, 2016 Board of Governors Book. Focus was placed on grants and program partnerships.

Committee of the Whole

2. Financial Report - Informational

Dale Bradley provided a summary of the reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of September 30, 2015, October 31, 2015, November 30, 2015 and December 31, 2015. Complete details were provided in the February 16, 2016 Board of Governors Book.

3. FY 2016 Capital Projects Progress Report – Informational

In absence of Mr. Thomas Tucker, Ms. Stephanie Slaubaugh offered a review of the capital projects progress for FY 2016. Items highlighted were the Education Building and Jaynes Hall HVAC systems, as well as the infrastructure walkways. Complete details of these projects were provided in the February 16, 2016 Board of Governors Book.

Committee Reports

➤ *Audit/Finance Committee*

a. Approval of the Replacement of the Jaynes Hall Pedestrian Bridge – Action Item

Kyle Hamilton, Committee Chair, deferred to Dale Bradley, CFO/President, to offer for approval the replacement of the Jaynes Hall pedestrian bridge. Mr. Bradley informed the Board that the Jaynes Hall pedestrian bridge had been written up as a violation during the BRIM safety inspection. An assessment provided by a contracted structural engineer was to perform a complete replacement. The proposed time to complete the replacement is during the summer of 2016. Therefore, Mr. Bradley presented for

approval an additional \$250,000 in infrastructure funds to the FY 2016 Capital Project budgets for replacement of the Jaynes Hall pedestrian bridge.

A motion was presented by Kyle Hamilton to approve an additional \$250,000 in infrastructure funds to the FY 2016 Capital Project budgets for replacement of the Jaynes Hall pedestrian bridge. Sharon Shaffer seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met just before the Board of Governors meeting. Mrs. Alvarez shared that marketing is focusing on the retention campaign with ads in all local papers throughout the region, three versions of radio ads, and TV commercials. Mrs. Alvarez informed that Steve Santilli will serve as a panelist at the NCMPR conference to discuss the creation of Pierpont's Faculty Marketing Tool Kit and Student Retention Tool Kit. Marketing pieces have been designed for school programs and Higher Education Day. Social media coverage has been completed for the Culinary Academy competitions. Mrs. Alvarez also noted that the branding recommendations of the CLARUS Report have been followed through.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, shared that the Committee did not meet this month and that there was no report. The Committee will plan to meet before the next Board meeting on March 29th.

New Business

- 🏆 Pierpont Pride Week pizza party and the unveiling of Dr. Doreen Larson's portrait (President 2010 – 2015).

Chairman Griffin announced that the Pierpont Pride Week pizza party and the unveiling of President Doreen Larson's portrait will be held on March 10, 2016 from 11:30 AM to 1:00 PM in Hardway Hall room 236.

Old Business

- 🏆 No old business.

Public Comment

- 🏆 No signatures were recorded.

Executive Session

At 3:42 PM a motion was made by Sharon Shaffer that 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. Rick Pruitte seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:57 PM, a motion was made by Warren 'Chip' VanAlsbury to exit Executive Session. The motion was seconded by Sharon Shaffer. All agreed. Motion carried.

Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on March 29, 2016 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman adjourned the meeting at 4:50 PM.

Respectfully submitted by Cyndee K. Sensibaugh