

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 20, 2018
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 20, 2018, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present:

Thomas Barlow, Brian Bozarth, Randy Travis Crigger, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, and Eugene Weaver (phone).

Board Members Absent:

Chairman Warren 'Chip' VanAlsburg and Natalie Stone

President's Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Rob Linger, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Eddie Trizzino-Times WV reporter and Pierpont faculty and staff

I. Call to Order – Open Session

1. Opening Comments

As Chairman VanAlsburg was unable to be present, Sharon Shaffer, Vice Chairwoman, called the meeting to order in open session at 2:00 PM.

2. Call for Public Comment

Ms. Shaffer announced last call for public sign up for comments to the Board.

3. Approval of Minutes from the November 14, 2017 BOG Meeting – Action Item

The minutes of the Pierpont Board of Governors meeting held November 14, 2017 were presented for approval. Thomas Barlow offered a motion to approve the minutes, as presented. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Approval of Minutes from the December 1, 2017 BOG Retreat – Action Item*

The minutes of the Pierpont Board of Governors retreat held December 1, 2017 were presented for approval. Thomas Barlow offered a motion to approve the minutes, as presented. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

There were no recognitions or presentations.

III. President's Report

President Moore shared that over the past week he has, along with Steve Leach VP of Organization & Development, visited the state legislators during the interim session to discuss proposed House and Senate Bills. President Moore provided a quick update on the progression of those Bills.

President Moore also announced recent administrative staff changes. Michael P. Waide is serving as the Interim Provost and VP for Academic Affairs, Lyla Grandstaff has been promoted to VP of Student Services and Enrollment Management, Vickie Findley is serving as the Interim Dean of Health Careers, and Nancy Parks has taken on the role as the Higher Learning Commission Liaison and now serves as a member of the President's Cabinet.

Vice Chair, Sharon Shaffer, thanked President Moore for his report and those individuals stepping up to take on the new administrative roles.

IV. Chairman's Report

No report.

V. Consent Agenda

No Consent Agenda action taken, as reports were summarized at the request of Vice Chair Sharon Shaffer.

1. Operational Reports – Informational

Operation Reports were provided, in detail and in advance, within the February 20, 2018 Board of Governors Book. Those reports were:

- a. *Academic Affairs:* Mr. Michael Waide, Interim Provost and VP of Academic Affairs, highlighted key areas that each Pierpont School is working on and have accomplished. Focus was placed on the many articulation agreements that Pierpont has with 4-year institutions and recent communications with the health

care industry that may lead to WV Advanced Grant opportunities. A Board member asked for details about the method of communication of the articulation agreements with prospective students. Mr. Waide informed that Pierpont will provide a listing on the website and the articulation partner shares in the marketing and promotion. Mr. Waide discussed College Scheduler, DegreeWorks, upcoming FASFA workshops and general education courses. Board members were encouraged to attend upcoming events provided in the Board report.

Mrs. Lyla Grandstaff provided an overview of the Funnel Report for Fall 2018, early orientation, and continual communication efforts with students to assist with seamless transition to articulation.

Vice Chair Sharon Shaffer thanked Mr. Waide, Mrs. Grandstaff, and the Pierpont Deans for attending the Academic and Student Affairs Committee meeting. Ms. Shaffer also noted that as questions arise regarding student and institutional data, to please forward them to her for follow up with the Academic and Student Affairs Committee.

- b. *Pierpont Foundation:* Mr. Steve Leach, VP Organization and Development, was unavailable, therefore, Ms. Shaffer asked the Board to forward any questions to Mr. Leach. President Moore noted that he and a few of the members of the President's Cabinet will meet next week with the Benedum Foundation. In October 2017, the Benedum Foundation provided a grant of \$151,000 to implement the Pierpont Early College Academy pilot program. The upcoming meeting will generate discussion to expand the Pierpont Early College Academy to all community technical education centers in Pierpont's service region.

2. *Financial Report – Informational*

Mr. Dale Bradley summarized the financial 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 October 31, November 30, and December 31, 2017. Complete details were provided in the February 20, 2018 Board of Governors Book.

VI. Committee of the Whole

1. *Construction Projects Update – Informational Item*

Mr. Dale Bradley provided the construction projects update in absence of Mr. Tom Tucker. Mr. Bradley stated that there are no current capital projects ongoing. Some completed projects were highlighted.

Mr. Bradley discussed the Pierpont-only Vet Tech project. Fourteen firms submitted an Expression of Interest in the project, which are currently being evaluated. The objective is to be able to enter into negotiation by the end of February.

VII. Committee Reports

1. Audit/Finance and Administration Committee Report - Informational

Rick Pruitte, Chair, reported that the Audit/Finance and Administration Committee met on February 8, 2018. The Committee discussed restructuring the finance reports into bullet-point format. This is a work in progress. The Caperton Center plans were also on focus.

2. Academic and Student Affairs Committee Report - Informational

Sharon Shaffer, Chair, thanked Michael Waide for providing the substance of the Academic and Student Affairs Committee meeting topics in his report provided previously in the Academic Affairs Operation Report. Ms. Shaffer invited the CIO/VP of Information Systems to join future Committee meetings.

3. Enrollment Management and Communications Committee Report - Informational

Memori Dobbs, Chair, informed that the Enrollment Management and Communications Committee met earlier in the day and went over the Board of Governors Goals developed at the December 1, 2017 Board Retreat. To assist the Board with Goal #1 - Advocacy Outreach, a draft of a pocket sized handout was reviewed. After Committee discussion additional information was suggested and the Board was provided a copy of the handout and asked to provide feedback.

To identify service area needs and strategies, Pierpont's Institutional Research staff member will be working out of the Student Services Center on Thursdays to assist with any data research needs of the office. Communities in remote locations will receive a print out of the program and class schedules, and the open door policy will be emphasized.

Marketing will be updating the signs at the regional site locations and consideration is being given to adding a sign at the Advanced Technology Center (ATC) to face the I79 traffic.

An opportunity for students to take the ACT Residual Test at the ATC testing site was discussed. The ACT Residual test scores are only valid at the college administering the test. It is advantageous to those students that were unable to test on a national test date and wish to attend Pierpont.

VIII. New Business

1. The quarterly meeting of the NCWV Advanced Technology Center Advisory Board will meet Tuesday, March 27, 2018 at 1:00 PM in the Falcon Center Board Room.

This meeting was moved from the published meeting site at the ATC due to scheduling conflicts.

2. The regularly scheduled Pierpont CTC Board of Governors Meeting will be held on Tuesday, March 27, 2018 at 2:00 PM in the Falcon Center Board Room. This meeting was moved from the published meeting site at the ATC due to scheduling conflicts.

IX. Old Business

There was no old business to review.

X. Public Comment

There were no signatures recorded for public comment.

XI. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:01 PM, Tom Barlow moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 3:55PM, Tom Barlow offered a motion for the Board to exit Executive Session and return to Open Session. Memori Dobbs seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

A motion was made by Tom Barlow to approve the drafting of a letter that will be signed by all members of the Pierpont Board of Governors and sent to West Virginia's Governor and Legislators declaring that the Pierpont Community & Technical College Board of Governors does not support Senate Bill 552, that proposes to place Pierpont as a division of Fairmont State University. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

XII. Adjournment

There being no further business, Larry Puccio, Jr. offered a motion to adjourn the meeting at 3:58 PM. Memori Dobbs seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.