

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 21, 2017
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 21, 2017, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Earl McConnell (phone), Beth Newcome, Rick Pruitte, Sharon Shaffer, Warren ‘Chip’ VanAlsbury and Gene Weaver

Board members absent were:

Kyle Hamilton and Jeff Tucker. In January 2017, Keisha Marks became a student of Fairmont State; therefore, the Pierpont student government representative to the Board is currently vacant.

President’s Cabinet members present were:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Bo Sellers, and Cyndee Sensibaugh

Others in Attendance:

Alex Vance - SGA Representative, Chris Deweese and Sarah Crouse - Suttle and Stalnaker, PLLC, Carolyn Fletcher and Holly Fluharty - Accounting, Pierpont faculty and staff

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors meeting, Mr. L. Eugene Weaver was officially sworn in by Notary Public, Cyndee Sensibaugh. Mr. Weaver was appointed to the vacant position on the Board by Governor Jim Justice on January 30, 2017. Mr. Weaver’s term ends on June 30, 2020.

I. Call to Order

1. Opening Comments

Chairman Jim Griffin called the meeting to order in open session at 2:00 PM.

Chairman Griffin welcomed Mr. Gene Weaver’s return to service on the Pierpont

Board of Governors. Mr. Weaver had previously served two terms on the Board from August 1, 2008 to June 17, 2015.

2. *Call for Public Comment*

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

3. *Board Member Commitment*

The declaration of Board Member Commitment was included in the Board Book.

4. *Approval of Minutes from the November 16, 2016 Meeting and the December 2, 2016 Board Retreat– Action Item*

- a. The minutes of the Pierpont Board of Governors meeting held November 16, 2016 and the minutes of the Pierpont Board of Governors Retreat held December 2, 2016 were presented for approval. Chip VanAlsbury offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. Student Government (SGA) representative to the Pierpont Board of Governors, Keisha Marks, was recognized for her service to the Board by Chairman James Griffin. Miss Marks was not present, but a proclamation was read highlighting Miss Mark's accomplishments while in service to the Pierpont Board. The proclamation will be forwarded to Miss Marks who is continuing her educational goals at Fairmont State University.
2. Student Government representative, Alex Vance, was recognized for his service to the SGA by Chairman James Griffin. A proclamation was read highlighting the work provided by Mr. Vance to the Faculty Senate and the SGA. Mr. Vance is continuing his education at Fairmont State University.

III. President's Report

President Moore opened his report by commenting about the very nice weather West Virginia is having in recent days, and compared the weather to that of Florida and Texas.

President Moore announced that the 40 for 40 Program has kicked off with 56 employees signing up to participate. The goal of the program is to be active for at least 200 minutes per week for the length of the 8 week program. Dr. Moore recognized the team of captains keeping the program's momentum going, and then gave special recognition to Pierpont's Chairman of the Board, James Griffin. With a proclamation, President Moore shared that Chairman Griffin has become an honorary member for completing 40 for 40 Program in

one day when he joined the President and Steve Leach as they sprinted through the halls of the Capitol building on February 9 to attend meetings with state legislators.

President Moore asked Steven Leach to provide an update on the meetings held with the WV state and US federal legislators. Mr. Leach shared that he and President Moore traveled from Charleston to Washington, D.C. to Charleston over a three day period to meet with representatives. The goal of the meetings was to provide ideas and focus on what role Pierpont could play in helping the state address funding and educational needs. At the WV Capitol, over 22 meetings have already been held with the House and Senate Finance and Education Committees representatives, 14 more meetings are scheduled, and 22 additional meetings will be scheduled. Dr. Moore has been introducing the Early College High School model and has received positive feedback. In Washington, a meeting was held with Senator Shelley Moore-Capito, and President Moore attended the American Association of Community Colleges (AACC) President's Reception. Dr. Moore has been selected to serve on the AACC Advocacy Advisory Group by AACC President Dr. Walter Bumphus.

President Moore recognized recent outstanding work of faculty and students. The students from the School of Health Careers Laboratory Assistant and Phlebotomy programs realized 100 percent pass rates on their national exams. The Culinary team is traveling to New York in February to compete in the North Divisional Championship. The Vet Tech program has been ranked as one of the Top 50 Vet Tech programs in the country.

Pierpont hosted the Robert C. Byrd traveling history exhibit January 23 through February 17 and had over 100 visitors. Many of the visitors were students from local high schools.

Pierpont has been moving forward with the establishment of an independent Foundation office. Ms. Katherine Johnson will provide consulting services beginning March 1, 2017.

In closing, President Moore announced that a visit from Governor Jim Justice is planned for March 2 at the Falcon Center Conference Rooms.

IV. Operation Reports

1. *Academic Affairs:* Report to be provided with the Enrollment Management Task Force Report.
2. *Classified Staff Council:* Beverly Jones reported that Classified Staff Council (CSC) meeting was held this day, February 21, and 15 people attended with some joining by teleconference. President Moore attended and encouraged members of the Classified Staff to take advantage of the opportunity to attend the CSC meetings.

President Moore provided an overview of his recent meetings with state legislators. President Moore will provide a State of the College report to the CSC in April.

Cindy Curry, AVP Human Resources, attended and provided a review of the Mercer Salary Scale. A review of the proposed WV State Bills that may affect the classified staff was conducted. The election for CSC will be held in April via Survey Monkey. A fundraising event and the employee appreciation luncheon were also discussed at the meeting.

3. *Strategic Enrollment Task Force (SETF)*: Brian Floyd, Chair of the SETF began by providing a brief report on Academic Affairs. The Early Childcare Education program continues to build on its 2+2 agreement with West Virginia University. Plans for the 2017 Commencement have been underway, and Natalie Tenant will serve as the keynote. The Deans are working on adjunct evaluations, enhancing deliverables, and regional course scheduling.

Mr. Floyd provided a handout detailing the SETF next steps and opportunities that the team is working towards. Focus will be placed on developing a more comprehensive marketing plan for recruitment and retention, aligning Student Services admissions and recruiters to program specific goals and strategies, establish a new dual enrollment structure, promote and develop an Early College High School model, enhancing transferability to 4-year institutions, and career and technical education centers matriculation.

4. *Faculty Senate*: Kari Coffindaffer reported that the Faculty Senate (FS) met on February 10 and discussed the faculty involvement in Higher Education Day at the Legislature scheduled for March 15. Faculty members also attended the Marion County Chamber of Commerce Legislative Breakfast held on January 27, to participate in round table discussions with the legislators.

The Faculty Welfare Committee is working on standardizing the Faculty Work Load Forms. The FS approved MLT and Physics curriculum proposals. The FS joint Library Committee is monitoring the possible reorganization of the library and continuation of service.

The SkillsUSA event will be held March 31 – April 1 and is hosted jointly by Pierpont and FSU. Approximately 1000 students and parents are expected to attend. The next FS meeting will be on March 10.

5. *Information Technology*: Mr. Linger shared that a new part time employee, Dustin Winski, has been hired to work with the HelpDesk and DegreeWorks. Dustin will become full time once he completes his degree at Fairmont State. Justin Mallory will begin working with the IT department on March 6. Justin currently works in Pierpont's Student Services department. Mr. Linger has been encouraging his staff to acquire additional certification trainings and security training.

In relation to the separation of database systems between Pierpont and FSU, Mr. Linger will be following up with Ellucian for Banner services.

6. *West Virginia Advisory Council of Faculty (ACF) Annual Report:* Amy Cunningham, ACF representative for Pierpont, shared that the ACF represents over 7,800 faculty and 86,000 students and advises the WV Legislature, the Higher Education Policy Commission, the WV Council for Community and Technical College Education and the WV Institutions of Higher Education Boards of Governors. Ms. Cunningham provided a handout and gave a presentation outlining the achievements and contributions of faculty members to the state and the education system.

V. Committee of the Whole

1. *FY 2016 Audited Financial Statements Presentation and Acceptance – Action Item*

Dale Bradley introduced Chris Deweese and Sarah Crouse, Suttle & Stalnaker, PLLC, to present the FY 2016 Audited Financial Statements. Mr. Bradley also recognized the work of Carolyn Fletcher and Holly Fluharty in preparing the financial statements and working collaboratively with Suttle & Stalnaker.

Suttle & Stalnaker provided copies of the Financial Statements for YE June 2016 and 2015, the Independent Auditors Reports, and the Report to the Governing Board. An unmodified opinion of the audit was given. The statements were found to be neutral, consistent, unbiased, and clear.

Chairman Griffin thanked the auditors and the finance team for the work they complete each year on behalf of Pierpont.

The FY 2016 Audited Financial Statements were presented for approval. Sharon Shaffer offered a motion to approve the FY 2016 Audited Financial Statements, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

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 November 30, 2016 and December 31, 2016. Complete details were provided in the February 21, 2017 Board of Governors Book.

3. *Resolution for Delegation of Powers to the President – Action Item*

Mr. Griffin brought forth a resolution to approve the Delegation of Powers to the President.

18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

The Delegation of Powers Agreement provides enumeration of those powers, duties, and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of Pierpont Community & Technical College.

Given its legal responsibility for the institutions, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are designated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

The Delegation of Powers to the President was presented for approval. Beth Newcome offered a motion to approve the Delegation of Powers to the President, as presented. Chip VanAlsbury seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Capital Projects Update – Informational*

Stephanie Slaubaugh provided an update on the capital projects to date. Ms. Slaubaugh shared that the HVAC units are being replaced at the Robert C. Byrd Aerospace Education Center labs. The north elevator of Colebank Hall will be rebuilt and the job will be completed and ready for the fall semester. New lighting fixtures are being installed in the parking garage to provide increased lighting levels. New parking lots will be created in the space created from demolishing the College Park Apartments and they should be ready by the end of March. The Jaynes Hall fire alarm system and new bridge are completed. A campus clean up event will be held on April 1, working with Marion County on a state-wide initiative “Make it Shine”.

VI. Committee Reports

1. *Audit/Finance Committee*

In absence of Kyle Hamilton, Chair, Dale Bradley announced that the minutes from the Audit/Finance Committee meeting of February 9 were forwarded electronically to all Board members. There were no other items to report.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, reported that a meeting was held earlier in the day and the committee has been working with Brian Floyd and the SETF team to identify program sectors to promote through television ads. Focus will be placed on career

outlook with scripts developed using key words to gain attention, while radio ads will be targeted towards retention efforts. Data will be used to target specific geographical areas to market.

Ms. Dobbs announced that an Open House will be held on March 22 at various Pierpont locations – more information will be sent out electronically and in print.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, reported that a meeting was held just prior to the Board meeting and the committee welcomed new member Ms. Lyla Grandstaff serving in the role of Staff Resource. Ms. Shaffer shared the need to have an additional Board member serving on the Regional Academics Committee, and Chairman Griffin asked Mr. Gene Weaver to serve. Mr. Weaver accepted. The appointment of Mr. Weaver to serve on this committee is effective immediately.

The committee continues its focus on the strategic delivery of services, programs, and staff at all regional locations. Providing opportunities for growth at the Braxton, Harrison, Lewis, and Monongalia counties sites continues to be a top priority. A program scheduling meeting for all regional sites will be held later in the week.

VII. New Business

Chairman Griffin reviewed the list of upcoming events provided in the February 21, 2017 Board Book, highlighting the quarterly scheduled ATC Advisory Board Meeting and the regularly scheduled Board of Governors meetings. Both are scheduled for March 28. It was agreed that the meetings will be held at the Advanced Technology Center, at 1:00 pm and 2:00 pm, respectively.

VIII. Old Business

There was no old business to review.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session

1. Entering Executive Session:

At 3:49 PM, Sharon Shaffer 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. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session

At 4:39 PM, the Board exited Executive Session.

3. Items Brought Forward from Executive Session

No items were brought forward from Executive Session.

XI. Adjournment and Next Board of Governors Meeting

- ✓ The next meeting of the Pierpont Community & Technical College ATC Advisory Board will be held on March 28, 2017 at 1:00 PM at the Advanced Technology Center.
- ✓ The next meeting of the Pierpont Community & Technical College Board of Governors will be held on March 28, 2017 at 2:00 PM at the Advanced Technology Center.

There being no further business, the Chip VanAlsborg motioned to adjourn. Rick Pruitte seconded the motion. All agreed. Motion carried. The meeting adjourned at 4:40 PM.

Respectfully submitted by Cyndee K. Sensibaugh