

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 28, 2017
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 28, 2017, beginning at 2:00 PM at the Advanced Technology Center, Room 216 A.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton (phone), Earl McConnell, Zachery Moffatt, Beth Newcome, Sharon Shaffer, Warren 'Chip' VanAlsbury and Gene Weaver (phone)

Board members absent were:

Rick Pruitte and Jeff Tucker

President's Cabinet members present were:

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

Others in Attendance:

Alex Vance - SGA Representative, Leah Nestor - Times WV reporter, Pierpont faculty and staff

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors Meeting, the 2017-2018 Student Government Representative to the Pierpont Community & Technical College Board of Governors, Zackery Moffatt, was officially sworn in by Notary Public, Cyndee Sensibaugh.

I. Call to Order

1. Opening Comments

Chairman Jim Griffin called the meeting to order in open session at 2:03 PM.

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 February 21, 2017 Meeting – Action Item*

- a. The minutes of the Pierpont Board of Governors meeting held February 21, 2017 were presented for approval. Earl McConnell offered a motion to approve the minutes, as presented. Beth Newcome seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. Zachery Moffatt, newly elected Student Government representative to the Pierpont Board of Governors for AY 2017-2018, was introduced to the Board by Chairman James Griffin. Mr. Moffatt shared that he is pursuing a Board of Governors Degree at Pierpont and plans to further his education by obtaining an Education Degree at Fairmont State. He is a member of TBI and Alpha Fi. He was the senior class president in high school.
2. Michael Waide, Assoc. Professor MLT/Lab Asst., was recognized by Interim Dean, Vickie Findley, for being named to receive the National Award for Distinguished Achievement from the American Medical Technologists (AMT). Mr. Waide was nominated by the WV State Society for AMT for his distinguished service to the profession and discipline of clinical laboratory science.

III. President's Report

President Moore shared that it has been a very busy year, with several trips made to Charleston and Washington during the ongoing legislative sessions. Because of the one-on-one meetings with state and federal legislators, Pierpont has received positive feedback.

President Moore then recognized Julie Gomez, Dual Enrollment Coordinator, sharing that she has been invited to present at the National Academic Advising Association (NACADA) being held in the UK in July. The theme at the NACADA will be: The Future of Academic Advising: Connecting and Consolidating Students' Experiences and Education.

President Moore announced that the VET Tech Program has received a letter of approval from the HLC for the Veterinary Assistant CAS program of study. This program has been previously named as a top 40 program in the country.

Dr. Moore allotted the remaining time for his report to Mr. Tom Stose, Director and Sr. Professor of the Robert C. Byrd National Aerospace Education Center (RCBNAEC), and to Mr. Steve Leach, VP of Organization and Development.

Mr. Leach provided a handout that updated the Board on the Pierpont Foundation activities. Several meetings have been held with energy companies regarding programs and staffing needs, and the required funding to fulfill these needs. The Pierpont Foundation is now working with a consultant to focus on funding priorities. Mr. Leach shared that the Foundation webpage is being developed and also provided a list of the current Foundation Board members.

Mr. Stose provided several handouts to the Board that highlighted the expansion and growth activities for the RCBNAEC. The Aviation Maintenance and the Aircraft Structures Training Programs were featured. Mr. Stose shared that several meetings have been held with aerospace industry partners to discuss their current needs for physical expansion, training and staffing. Funding of the programs remains a priority.

IV. Operation Reports

1. *Student Government Association:* Alex Vance, President of the SGA and Pierpont alumnus, thanked the Board, staff, and faculty for their support and for the student and staff interaction. In his new role as President of the SGA, Mr. Vance is focusing on evaluating existing student apathy and finding ways to get students more involved, including students attending college on campuses located off of Locust Avenue. Chairman Griffin thanked Mr. Vance and encouraged him to ask for Board assistance at any time, to help bring about his goals for the Student Government.
2. *Academic Affairs:* Brian Floyd shared that summer and fall registration is now open, and planning is underway for the May 12th commencement. 300 students have applied for graduation and there may be 150 students walking. Pierpont is working on articulation agreements with Career and Technical Education Centers and enhancements for Dual Enrollment access. Meetings have been held with the Provosts of Pierpont and regional 4-year institutions to develop smooth program pathways. Mr. Floyd shared dates of upcoming events and calendar items with the Board.
3. *Center for Workforce Education:* No report.
4. *Classified Staff Council:* Beverly Jones reported that Classified Staff Council (CSC) met on March 27, with eight attendees. At the meeting Cindy Curry, AVP of Human Resources, provided a report on HR matters and the employee Mercer Scale was reviewed. Plans for an employee appreciation luncheon and the Classified Staff Scholarship fundraiser were discussed.
5. *Enrollment Management Task Force (EMTF):* Brian Floyd, Chair of the EMTF, acknowledged Lyla Grandstaff for her discovery of discrepancies on the Funnel data. The data is being reviewed in cooperation with Fairmont State. Enrollment trend lines are being studied and we hope to have more positive results as the data review

continues.

6. *Faculty Senate:* Kari Coffindaffer reported that the Faculty Senate (FS) met on March 10. The Personnel Committee has released a faculty evaluation form for comment. The next meeting will be held on April 21.
7. *Information Technology:* Mr. Linger opened by thanking his staff for providing behind the scenes assistance at the upcoming SkillsUSA Competition on March 31 and April 1. Mr. Linger shared that the redesign of the Pierpont website is narrowed to two competing companies. Webpage layout and structure meetings will be held with students invited to participate. The new phone system will be managed in-house and the incoming/outgoing phone calls will be branded with Pierpont's name. Roll out for the new system is expected in April at the ATC. Work is being done on the Pierpont Foundation webpage and a Donate button will be accessible across the site. The IT Department employees are continuing to participate in professional development.

V. Committee of the Whole

1. 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 January 31, 2017 and February 28, 2017. Complete details were provided in the March 28, 2017 Board of Governors Book.

VI. Committee Reports

1. Audit/Finance Committee - Informational

Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of March 16 were forwarded electronically to all Board members.

Mr. Dale Bradley stated that Chancellor Sarah Tucker has provided an extension regarding the determination of the 2017-2018 Tuition rates. The Board may call a special meeting in April to make a final decision. Pierpont will have a better idea what the tuition and fees structure should be after enrollment data and State appropriation information is received. Pierpont's goal is to hold the rate as low as possible. A rate over more than five percent will need approval from the West Virginia Community and Technical College Education System Council.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, reported that a meeting was held on March 27. Mrs. Dobbs informed the Board that Mr. Bo Sellers will be serving as Marketing Director and he is currently attending an out of state marketing seminar. Radio and newsprint ads are running with scripts focusing on program sectors.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, reported that due to the quarterly ATC Advisory Board meeting scheduled prior to the BOG meeting, the Regional Academics Committee did not meet.

VII. New Business

Chairman Griffin reminded the Board members to attend the May 12 graduation ceremony.

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:
 - a. No Executive Session was called.

XI. Adjournment and Next Board of Governors Meeting

- ✓ The next regularly scheduled meeting of the Board of Governors will be held on May 16, 2017 at 2:00 PM in the Falcon Center Board Room. Should the Board need to meet to approve the 2017-2018 Tuition and Fees Structure, prior to the scheduled May 16 BOG meeting, the Board will be notified and the meeting may be held by conference phone.

There being no further business, Chairman Griffin motioned to adjourn. Chip VanAlsborg seconded the motion. All agreed. Motion carried. The meeting adjourned at 3:38 PM.

Respectfully submitted by Cyndee K. Sensibaugh