

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 29, 2016
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 29, 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, Keisha Marks, Earl McConnell, Barbara Pavel-Alvarez, and Sharon Shaffer.

Board members absent were:

Rick Pruitte, Jeff Tucker, and Warren 'Chip' VanAlsburg.

President's Cabinet members present were:

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

Faculty and staff were also in attendance.

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors meeting the 2016-2017 Student Government Representative, Keisha Marks, was officially sworn in by Notary Public, Cyndee Sensibaugh.

I. Call to Order

Chairman Jim Griffin called the meeting to order at 2:02 PM.

- *Call for Public Comment*

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

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**X. Executive Session - 1**

Note: This portion of the agenda under "X. Possible Executive Session" was progressed to prelude Committee Reports.

- A. At 2:03 PM a motion was made by Earl McConnell 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. Sharon Shaffer seconded the motion. All Agreed. Motion carried.

*Exiting Executive Session*

At 2:09 PM, a motion was made by Barbara Alvarez to exit Executive Session. The motion was seconded by Memori Dobbs. All agreed. Motion carried.

*Items Brought Forward from Executive Session*

There were no items brought forward from Executive Session.

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I. Call to Order (continued)

- *Approval of Minutes*

The minutes of the Board of Governors meeting held on February 16, 2016 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Earl McConnell seconded the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations



President Bradley introduced Keisha Marks as the incoming Student Government Representative to the Pierpont Board of Governors (Serving the 2016-2017 Term of Office)



President Bradley recognized Tori Bragg as the incoming Student Government Representative to the Pierpont Faculty Senate (Serving the 2016-2017 Term of Office).
Note: Tori was unable to attend due to class commitments.



President Bradley introduced Alex Vance, and recognized Laura Laratta, and Cody Haskiell as the incoming Student Government Representatives to the Pierpont House (Serving the 2016-2017 Term of Office).
Note: Laura and Cody were unable to attend due to class commitments.



Provost Lovett recognized the Pierpont Culinary Academy for winning the Silver medal at the 2016 American Culinary Federation Northeast Divisional Championships held in

Lancaster, PA. The Team also won the 2015-16 WV State Junior Hot Food Championship, which qualified them for the divisional competition.

Team Coaches: Jay Mahoney (Culinary Team Coach) and Allison McCue (Culinary Team Assistant Coach). Culinary Team Students: Sara Brumage (Team Captain and 2015 WV ACF Student of the Year Nominee), Lindsay Litton, Trevor Shorter, Shelby Wilkins, and Natalie Feltz-Watson (2014 WV ACF Student of the Year).



Provost Lovett recognized members of the Pierpont School of Health Careers – Deanne Broschious, Jodee Nelson, and Michael Waide for providing a medical clinic in rural Ghana over the spring break.

III. President's Report

Interim President Dale Bradley said that changes to the tuition and fee structure for AY 2016-2017 has been considered in response to the state's proposed budget reductions. A resolution addressing these changes will be brought before the Board in this meeting.

In the energy sector programs, a partnership grant with Chevron has been signed and a 3-D simulator was funded by EQT.

Mr. Bradley spoke kindly of Linda Cronin, who recently retired from Pierpont. Mrs. Cronin served as the EDGE Coordinator and the NCWV Consortium Coordinator. Linda was well respected throughout the region by many in the K-12 educational system.

As an update on the Advanced Technology Center construction, Mr. Bradley shared that "punch list" items are being worked on and furniture details are being finalized. A certificate of occupancy must be obtained from the Fire Marshal before equipment can be move into the building.

IV. Operation Reports

1. *Academic Affairs:* Provost Leslie Lovett said that the data collection for IPEDS is underway with the report due early April. Peer reviews are being completed. The posting for the Associate Provosts position has closed and five applicants are being considered. The projected announcement of the candidate chosen to fill the position is April 13. The TAACCCT Grant schedule for the Bridging the Gap Guided Career Pathways meetings will occur over the next 10 weeks. Commencement is scheduled for Friday, May 13. The keynote speaker will be Mr. David Fryson, VP of the WVU Division of Diversity, Equity and Inclusion.
2. *Classified Staff Council:* No report

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, 2016. Complete details were provided in the March 29, 2016 Board of Governors Book.

2. *Resolution for Post Audit Review for Certificate of Applied Science Licensed Practical Nurse – Action Item*

Provost Lovett presented a resolution to approve the Post Audit Review for the Certificate of Applied Science Licensed Practical Nurse Program. Provost Lovett stated that the program has been reviewed by the program coordinator and faculty, Dean of Health Careers, and the Vice President for Academic Affairs. Based on enrollment, need, program completion, and certification results, it is the consensus that this program of study be continued.

Provost Lovett provided the post audit review document detail electronically to the Board, prior to this meeting. Final consent to continue the Certificate of Applied Science Licensed Practical Nurse Program is pending with the review and approval by the West Virginia Council for Community and Technical College Education.

Sharon Shaffer offered a motion to approve the Post Audit Review for Certificate of Applied Science Licensed Practical Nurse Program, as presented, for continuation pending review and approval by the West Virginia Council for Community and Technical College Education. Earl McConnell seconded the motion. All agreed. Motion carried.

VI. Committee Reports

1. *Audit/Finance Committee*

a. Resolution for the E & G Tuition and Fees Changes for AY 2016-2017 – Action Item

Dale Bradley presented a resolution to approve the E & G Tuition and Fees Changes for AY 2016-2017. All changes in tuition and fees are to be provided to the West Virginia Council for Community and Technical College Education by April 1.

The following Tuition and Fees changes, in full detail, were presented for approval:

- **Increase to Education and General (E&G) Tuition Fee.** Given that the WV State Budget is yet to be finalized, it has been recommended by Dr. Sarah Tucker, Chancellor for the WV CTC System that Institutional Board of Governors approve AY 2016-17

E&G Tuition Fee increases with a contingency that allows for a reduction of up to 6.5% in the FY 2017 State Appropriations, therefore the following recommendations:

If there is no reduction in Pierpont's FY 2017 State Appropriations Resident (In-State) E&G Tuition Fees and the Non-Resident (Out-of-State) E&G Tuition Fees would increase as follows:

- Increase the In-State E&G Tuition by \$112 per semester.
- Increase the Out-of-State E&G Tuition by \$277 per semester.

Should Pierpont's FY 2017 State Appropriations be reduced up to 6.5% Resident (In-State) E&G Tuition Fees and the Non-Resident (Out-of-State) E&G Tuition Fees could increase up to the following (The final amount of E&G Tuition Fee would be determined based on the actual amount of Pierpont's FY 2017 State Appropriation reduction):

- Increase the In-State E&G Tuition by up to \$224 per semester.
- Increase the Out-of-State E&G Tuition by up to \$553 per semester.

- **Establish a Reduced Non-Resident (Metro) Education and General Tuition Fee.**

As part of Pierpont's recruitment plan to improve overall enrollment, Pierpont will establish a Reduced Non-Resident (Metro) Education and General Tuition Fee Structure. This Fee Structure will be 75% of Pierpont's Non-Resident Tuition and Required Education and General Fees plus Non-Resident Required Educational and General Capital Fees and Non-Resident Auxiliary and Auxiliary Capital Fees. The authority of the Board of Governors to establish a reduced non-resident tuition and fee is identified in West Virginia Council for Community and Technical College Education Policy - Series 32 - Tuition and Fees - Section 5.3. Section 5.3 specifically states the following:

5.3. Review of reduced, nonresident tuition and fees.

5.3.a. A governing board may propose a reduced, nonresident tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, covers the full cost of instruction as defined in 5.2.c. unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council.

5.3.b. There must be clear, specific criteria provided by each Governing Board to govern what students will be charged this reduced, nonresident tuition rate .i.e. geographic location such as out of state surrounding counties bordering the West Virginia institution.

5.3.c. Each institution must report any proposed or changes to the reduced, nonresident tuition rates to the Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

Pierpont's Reduced Non-Resident (Metro) Education and General Tuition Fee will be \$4,505 or up to \$4,713 per semester or \$9,010 or up to \$9,426 annually depending on Pierpont's amount of increase in Education and General Tuition Fee. Pierpont's full cost of instruction is \$6,839 annually and the System Average full cost of instruction is \$5,761 annually as calculated and identified in "Attachment E" in the memo regarding "FY 2016-17 Tuition and Fee Increase Requests" dated March 1, 2016 from Chancellor

Sarah Armstrong Tucker.

Pierpont's Reduced Non-Resident (Metro) Education and General Tuition Fee will only be available to students whom reside in the counties bordering Pierpont's service region which includes Fayette and Greene Counties in Pennsylvania and Garrett County Maryland.

- **Establish a new fee and increase an existing Special Fee.** Establish a Pierpont Facilities Fee to create tuition equity at the North Central Advanced Technology Center and establish a specific funding source to be used to help address maintenance and operational cost for North Central Advanced Technology Center. This fee as identified below will only be charged to students enrolled in educational, academic and training programs based at the North Central Advanced Technology Center who are not subject to the tuition and fee structure for the Locust Avenue Campus.

- Establish a Pierpont Facilities Fee of \$150 per semester.

Due to increased costs associated with replacing student, faculty and staff ID Cards increase the related fee as follows:

- Increase the ID Card Replacement Fee by \$5 from \$15 to \$20.

- **Increase to Pierpont Program Fees:** Increase the Program Fees within the School of Human Services due to the fact that these Programs collectively missed the target Program Fee revenue for FY 2016 by approximately \$100,000. This was partially due to FY 2016 enrollment declines and also due to the original School of Human Services Program Fee amounts proposed for FY 2016 being reduced when brought before the Board of Governor's Finance and Audit Committee for approval last year. These increases are projected to increase total Program Fee revenues by \$24,000.

- Increase the following School of Human Services Program fees as identified below:

- From \$255 to \$275 per semester Applied Design Program Fee
- From \$255 to \$275 per semester Early Childhood Program Fee
- From \$265 to \$285 per semester Food Service Management Program Fee
- From \$255 to \$275 per semester Paralegal Studies Program Fee
- From \$205 to \$225 per semester Paraprofessional in Education Program Fee
- From \$205 to \$225 per semester Criminal Justice Program Fee
- From \$205 to \$225 per semester Homeland Security Program Fee
- From \$305 to \$325 per semester Emergency Medical Services Program Fee
- From \$155 to \$175 per semester Liberal Studies Program Fee
- From \$280 to \$300 per semester AMSL/Interpreter Education Program Fee

Due to information derived from the Academic Program Viability Review completed this past year it was identified that the Aviation Maintenance Program had the largest annual institutional subsidy when comparing revenue generated to total direct costs of program delivery. Based on this fact, a variety of options are being investigated to aid in lessening the institutions subsidy to this program. Given that the average costs to a

Pierpont student to complete the Aviation Maintenance Program is approximately \$11,000 - \$12,000 while the nearest competitors costs are approximately \$40,000 and good paying jobs are awaiting graduates of the program, one part of a solution to lessen the institutions subsidy of this program is increasing the Program Fees related to the Aviation Maintenance Program. To minimize the impact on students in any one academic year, these program fees will be increased gradually over a three year period. Increases proposed to the Program Fees related to the Aviation Maintenance Program for AY 2016-17 are as follows:

- Increase the Aviation Technology Fee from \$35 to \$40 per credit hour.
- Increase the Aviation Maintenance Program Fee from \$225 to \$300 per semester.
- **Establish a New Program Fee for the New Advanced Welding Program.** With the opening of the North Central Advanced Technology Center the School of Workforce is starting a new Advanced Welding Program. With the start of this Program it is recommended that a new Program Fee equal to the Program Fees associated with other high cost technical programs within the School of Workforce be created. Establish an Advanced Welding Program Fee as follows:
 - Establish a \$350 per semester Advanced Welding Program Fee.
- **Residence Halls, meal plans, and apartment rate fees.** It is anticipated that Fairmont State University Board of Governors in their April 2016 Meeting will approve increases of approximately 4.5% for rooms in the dormitories and student apartments and 3% for meal plans for AY 2016 - 2017. The anticipated specific increases are identified in the attached “Fee Planning Schedule – Per Semester for AY 2016-17” within the section on “Room & Board Charges” and “Apartment and House Rental Rates”.
 - This item is being reported as an informational item based on the “Separation of Assets and Liabilities Agreement” on page 7 within the section on Auxiliary Enterprises, Item 1 states that “Assets and related liabilities of the Auxiliary Enterprises (Athletics, Bookstore, Conference Center, Convenience Store, Copy Center, Facilities (Parking and Security), Housing, and Recreation Center) are owned by FSU and all students of both FSU and PCTC [Pierpont] who attend class on the main campus and/or pay user fees will have access to these facilities and activities.” and further within the “Agreement” Item 4 in the same section states that “FSU is responsible for managing the operation of the Auxiliary Enterprises, and maintaining the Auxiliary facilities in good repair.”

Pierpont students who access or utilize these specific facilities and/or services pay the same rates as FSU students as established by the Fairmont State University Board of Governors.

Note: *Should the Fairmont State University Board of Governors take an action other than what is currently anticipated regarding room & board and meal plans, an informational item detailing the specific action taken will be provided at the May 17, 2016 Board Meeting.*

b. Amendment to Resolution for the E & G Tuition and Fees Changes for AY 2016-2017 – Action Item

After Board discussion on the proposed resolution, a decision was made to amend the section addressing “Establish a new fee and increase an existing Special Fee” that is limited to the establishment of a specific funding source to be used to address maintenance and operational costs for the North Central Advanced Technology Center. A recommendation was made to modify the proposed resolution to allow, as appropriate and necessary in addressing maintenance and operational costs, the ability to apply the Special Fee to all off campus facilities.

A motion was presented by Sharon Shaffer to amend the resolution to permit that a special fee, in an amount determined by the Chief Financial Officer and Board Finance Committee, could be assessed to all off-campus location students, including those utilizing the MTEC facility, in the fall of 2016. The generated funds from the special fee would be applied towards the costs of facility maintenance and operational upkeep.” The motion was seconded by Kyle Hamilton. All agreed. Motion carried.

The amended resolution was presented as stated:

- **Establish a new fee and increase an existing Special Fee.** Establish a Pierpont Facilities Fee to create tuition equity at the North Central Advanced Technology Center and establish a specific funding source to be used to help address maintenance and operational cost for Pierpont independently owned or managed facilities. This fee as identified below will only be charged at this time to students enrolled in educational, academic and training programs based at the North Central Advanced Technology Center who are not subject to the tuition and fee structure for the Locust Avenue Campus. Should in the future it be determined that it is appropriate and necessary, this fee can be expanded to students at other off campus locations.

A motion was presented by Sharon Shaffer to accept the amended resolution that includes the ability, as appropriate and necessary in addressing maintenance and operational costs, to apply the Special Fee to all off campus facilities. The motion was seconded by Earl McConnell. All agreed. Motion carried.

2. Marketing Committee Report - Informational

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met prior to the Board of Governors meeting.

Mrs. Alvarez shared that campaigns continue to focus on retention. Advertisements are running in the local papers and radio, and the Pierpont Alumni and Friends web page offers opportunities to share alumni success stories.

Marketing Director, Steve Santilli, attended the National Conference of Marketing

and Public Relations in St. Louis where he presented the Pierpont Faculty Marketing Toolkit. Over 100 people attended this well-received session.

Pierpont will host an open house on April 9. There are 312 participants registered to attend. Memori Dobbs is creating a video designed for student success that will be shown during this Open House.

Mrs. Alvarez informed the Board that Pierpont has ended its contract with Bulldog Creative Services, and noted that the company was very helpful and encouraging in helping Pierpont independently continue its marketing plan.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Committee Chair, reported that the committee met prior to the Board of Governors meeting.

Ms. Shaffer shared that as some regional programs have recently experienced decreased enrollment, new strategies are being developed. Dual Credit programs have seen a 13.7 percent increase in enrollment. Distance learning options should be developed, along with marketing and focus on additional classes offered, with advanced notice to our regional students.

Sharon acknowledged and praised the work that Lisa Phillips, Program Manager for Off-Campus South, undertakes in handling these regional locations independently.

4. *President Search Committee Report – Informational*

James Griffin, Committee Chair, reported that the search committee has been working diligently to select the next president for Pierpont. Two finalists have been chosen to visit the campus in April. Dr. Melissa Denardo will be on campus April 4 and Dr. Johnny Moore will be on campus April 7. The interview schedule will be posted on the presidential search webpage. The Pierpont and FSU faculty, staff and students and members of the community are encouraged to attend the interview sessions.


VII. New Business

- ✓ The next quarterly scheduled ATC Advisory Board Meeting will be held at 1:00 PM on May 17, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont

VII. Old Business

-  No old business.

IX. Public Comment

 No signatures were recorded.

X. Executive Session - 2

- B. At 3:16 PM a motion was made by Earl McConnell 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. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:53 PM, a motion was made by Earl McConnell 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.

XI. Adjournment and Next Board of Governors Meeting

- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on May 17, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont

There being no further business, the Chairman entertained a motion to adjourn. Sharon Shaffer offered a motion to adjourn the Board meeting. Earl McConnell seconded the motion. All agreed. Motion carried. The meeting adjourned at 3:53 PM.

Respectfully submitted by Cyndee K. Sensibaugh