

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 15, 2018
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on May 15, 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 (phone), Rick Pruitte, Sharon Shaffer, Natalie Stone (phone), and Eugene Weaver.

Board Members Absent:

Larry Puccio, Jr.

President's Cabinet Members Present:

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

Others in Attendance:

Reporters from the Exponent Telegram and Times West Virginian newspapers and Pierpont's faculty and staff.

I. Call to Order – Open Session

1. Opening Comments

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:04 PM.

Mr. VanAlsburg shared highlights from the Pierpont Community & Technical College graduation ceremony and thanked all faculty and staff for their work over the past academic year.

2. Call for Public Comment

Mr. VanAlsburg announced last call for public sign up for comments to the Board.

3. *Approval of Minutes from the March 27, 2018 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held March 27, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. FirstEnergy Foundation check presentation to the Power Systems Institute (PSI) Program

President Moore acknowledged and thanked FirstEnergy Foundation for presenting a check of \$100,000 (prior to the start of the Board meeting) to the Pierpont Community & Technical College Foundation in support of the Power Systems Institute Program. This check was the second and final installment of a \$240,000 donation that provides resources for scholarships and equipment upgrades, enabling students to immediately enter their careers in the energy field upon graduation, with little to no debt.

2. Employee Recognition Awards

The Board was provided a copy of the Employee Recognition Awards program in the May Board material. President Moore shared his appreciation of all faculty and staff over this past year, and highlighted the ceremony and accolades earned by the employees, and the institution, at the state and national level. Dr. Moore also announced that this was an inaugural year for the naming of the Pierpont All Star Team, recognizing five outstanding front line employees: Lauren Huffman, Sierra Spitzer, Annette, Shaw, Jillian Sole, and Raven Thomas.

III. President's Report

President Moore shared that the commencement ceremony held on May 11th was one of the best that he had attended and the turnout of students, friends, family, and employees was excellent.

Dr. Moore again thanked FirstEnergy for their strong support and partnership that helps prepare students for high wage careers right here in West Virginia. He went on to share that Pierpont routinely has 100% job placement in a number of programs, adding a \$33 million favorable economic impact to Pierpont's service region.

IV. Chairman's Report

The Chairman's comments were provided in opening statement.

V. Operation Reports - Informational

Operation Reports were provided, in detail and in advance, within the May 15, 2018 Board of Governors Book and staff members were on hand to answer any questions. Those reports were:

1. *Academic Affairs*
2. *Classified Staff Council*
3. *Center for Workforce Education*
4. *Pierpont Foundation*
5. *Faculty Senate* - the Faculty Senate Report will be presented in compliance with WV Code 6-9-A-4(b)2A in Executive Session

VI. Committee of the Whole

1. *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 March 31, 2018. Complete details were provided in the May 15, 2018 Board of Governors Book.

2. *Resolution for Approval of the Board of Governors Meeting Schedule for the 2018-2019 Academic Year – Action Item*

Mr. Dale Bradley presented for approval the proposed Board of Governor meeting schedule for academic year 2018-2019. Sharon Shaffer offered a motion to approve the Board of Governors meeting schedule for the 2018-2019 academic year. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried

3. *Resolution for the Acceptance and Approval of Five Year Program Reviews for Associates in Applied Sciences (AAS) Degrees and Associates of Arts (AA) Degrees – Action Item*

Mr. Michael Waide presented for approval the Five Year Program Reviews for AAS Degrees in the:

- Aviation Maintenance Program
- Board of Governors Program
- Drafting/Design Engineering Technology Program
- Graphics Technology Program
- Occupational Development Program
- Paralegal Studies Program
- Technical Studies Program

and the Five Year Program Review for the AA Degree in the:

- Liberal Studies Program

Discussion was held on the discrepancy regarding the cost per credit hour cited in the Five Year Program Review for the Aviation Maintenance Program in comparison with the Viability Report on Pierpont programs. A more standardized format for calculations was suggested.

Discussion was held on the 2014 data referenced in the Paralegal Studies Five Year Review. Interim Provost Waide shared that this review was previously up for review, but tabled as no external audit was completed. The data submitted was from the past review and a new review will be completed within two years, instead of five.

Discussion was held on the data gathered from clinical sites for the Technical Studies Program. Reports are gathered at the sites for all students, not Pierpont only students. A more simplified data gathering process will need to be developed.

Mr. Waide shared that the Curriculum Committee is looking into streamlining the Review process and will conduct a workshop this fall on “How to Streamline the Five Year Review”.

Sharon Shaffer offered a motion to approve the Five Year Program Reviews for Associates in Applied Sciences (AAS) Degrees and Associates of Arts (AA) Degree, as presented. No further discussion was held on the motion. All agreed. Motion carried.

VII. Committee Reports

1. Audit/Finance and Administration Committee Report

Rick Pruitte, Chair, requested Dale Bradley to bring forward action items.

- a. Resolution to Approve the Reallocation of the Musick Library Elevator Upgrade Funds – *Action Item*

Mr. Bradley presented a resolution to approve the reallocation of the \$125,000 in restricted funds, approved in FY 2017-18, to upgrade the Musick Library elevator, to now be used to complete the HVAC chiller replacement at the Caperton Center.

A motion was offered by Sharon Shaffer to approve the reallocation of funds designated for the Musick Library elevator upgrade to be use to complete the HVAC chiller replacement in the Caperton Center. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

- b. Resolution for Approval of the FY 2019 Capital Projects – *Action Item*

Mr. Bradley presented a resolution to approve \$1,520,000 in FY 2019 Capital Project budgets, consisting of \$1,200,000 from Education and General (E&G) Capital Funds and \$320,000 from Infrastructure Funds.

A discussion was held on how the infrastructure and the E&G priority list had been allocated and the needed attention to campus lighting. Mr. Bradley will discuss this priority with the management of the campus physical plant.

A motion was offered by Sharon Shaffer to approve \$1,520,000 in FY 2019 Capital Project budgets, consisting of \$1,200,000 from Education and General Capital Funds and \$320,000 from Infrastructure Funds. Holly Kauffman seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

c. Resolution for Approval of the FY 2019 Unrestricted Education and General (E&G) Budget – *Action Item*

Mr. Bradley presented a resolution to approve the FY 2019 Unrestricted Education and General (E&G) budget, as reviewed and forwarded by the Finance/Audit and Administration Committee. Complete details of the FY 2019 Unrestricted Education and General (E&G) budget were provided as a handout, and via email, prior to the presentation of the resolution.

An in-depth discussion was held on costs associated with the separation of the database, staffing, and services shared with Fairmont State University (FSU), as well as enrollment-based budgeting and the proposed employee pay raise. After consideration of tabling the budget, it was decided that a task force will be created to look at department staffing needs as Pierpont moves forward in the separation process. This task force will include applicable Pierpont staff and Board members.

Thomas Barlow offered a motion to approve the FY 2019 Unrestricted E&G budget, as presented, with the exception that a task force would be formed to review staffing level needs required to set up independent operations from FSU. Holly Kauffman seconded the motion. No further discussion was held. All agreed. Motion carried.

d. Resolution for Approval of the FY 2019 Employee Pay Raise – *Action Item*

Mr. Bradley presented a resolution to approve the FY 2019 Employee Pay Raise of 5% (up to a maximum of \$2,550) for eligible Pierpont employees effective July 7, 2018. The projected cost for this pay raise is \$234,034. Complete details of the employee pay raise and eligibility was provided in the May 15, 2018 Board Book.

Discussion was held on the importance of the employee pay raise and the effective pay date in relationship to payment in arrears.

Sharon Shaffer offered a motion to approve the 5% pay increase, up to a maximum of \$2,550 for FY 2019, for eligible Pierpont employees to be effective July 7, 2018 (the beginning of the first pay period in FY 2019). Thomas Barlow seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

2. *Academic and Student Affairs Committee Report - Informational*

Sharon Shaffer, Chair, shared that the Vet Tech Program received funding from the state to assist in obtaining necessary space requirements, as cited by the Vet Tech accrediting agency CoARC.

3. *Enrollment Management and Communications Committee Report - Informational*

Memori Dobbs, Chair, shared that the committee is focusing on enrollment programs for each school that will incorporate marketing to current and prospective students.

4. *Executive Committee Report – Informational*

The Executive Committee Report was deferred for Executive Session.

VIII. New Business

1. The quarterly meeting of the NCWV Advanced Technology Center Advisory Board will meet Tuesday, June 19, 2018 at 1:00 PM at the Pierpont Advanced Technology Center.
2. The regularly scheduled Pierpont CTC Board of Governors Meeting will be held on Tuesday, June 19, 2018 at 2:00 PM at the Pierpont Advanced Technology Center.
3. The Pierpont BOG Executive Committee will bring forward recommendations and nominations for the election of the Pierpont Board of Governors Executive Officers for AY 2018-2019 at the June 19, 2018 Board meeting. An ad hoc Nominating Committee will be appointed to submit recommendations to the Executive Committee, prior to the June 19, 2018 Board meeting.
4. New appointments of the Pierpont Board of Governors Committees' chairs, members, and staff liaisons will be announced by the Chairman of the Board at the first Board meeting of AY 2018-2019.

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 3:27 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. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 4:17 PM, Chairman VanAlsbury motioned to exit Executive Session and return to Open Session.

3. Items Brought Forward from Executive Session

A motion was made by Sharon Shaffer to approve the President's new contract for academic years 2018-19, 2019-20, and 2020-21, with instruction to forward President Moore's contract to the Community and Technical College System Council for final approval at the June 5, 2018 CTCS Council meeting. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

XII. Adjournment

There being no further business, Chairman VanAlsbury offered a motion to adjourn the meeting at 4:17 PM. Sharon Shaffer 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.