

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 16, 2017
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 16, 2017, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present were:

Chairman Jim Griffin, Memori Dobbs, Kyle Hamilton, Earl McConnell, Beth Newcome, Rick Pruitte, Sharon Shaffer, Jeff Tucker (phone), Warren 'Chip' VanAlsborg

Board members absent were:

Linda Aman, Zachery Moffatt and Gene Weaver

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:

Leah Nestor - Times WV reporter, Pierpont faculty and staff

I. Call to Order

1. Opening Comments

Chairman Jim Griffin called the meeting to order in open session at 2:05 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 March 28, 2017 Meeting – Action Item

- a. The minutes of the Pierpont Board of Governors meeting held March 28, 2017 were presented for approval. Warren 'Chip' VanAlsborg 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

Dr. Moore shared the achievements recognized at the Faculty and Staff Recognition Luncheon Awards and gave special mention to Dale Bradley, who was given the Pierpont Pride Award. A copy of the program for the Faculty and Staff Recognition Luncheon was provided in the May 16, 2017 Board of Governors Book.

III. President's Report

President Moore gave an overview of the successful 2017 commencement ceremony that took place on May 12. Pierpont had 184 participating in the ceremony, and after all transcripts are reviewed, there may be close to 220 students graduating. Dr. Moore praised Mrs. Natalie Tenant for serving as the keynote speaker and delivering an outstanding speech on resilience and highlighting the 100 percent job placement rates that some Pierpont programs are reaching. Dr. Moore shared that Pierpont paid respects with a moment of silence to student, Ashley Clark, who passed away only one week before graduation. At commencement, Miss Clark was posthumously awarded her degree. Professors, Melissa White and Michael Waide, accepted the degree on behalf of Miss Clark's family.

President Moore shared that David Beighley, Interim Dean of Human Services, and Lyla Grandstaff, AVP Enrollment Management, have been selected to attend the Council for Community and Technical College (CTCS) Deans' Academy on June 28. Dr. Moore will serve as a mentor to a Deans' Academy attendee from WVU Parkersburg. Dr. Moore stated that he encourages faculty and staff to grasp opportunities that will enable them to continue training and learning.

Dr. Moore shared that Pierpont will be in attendance at the annual National Institute for Staff and Organizational Development (NISOD) Conference at the end of May. Pierpont is pleased that William Shockley, Allison McCue, and Jay Mahoney will be receiving the NISOD 2017 Excellence Awards. Dr. Moore announced that at the NISOD Conference, Pierpont will be receiving a national award for being selected as a 2017 Promising Places to Work in Community Colleges. Criteria for receiving this award are; best-in-class student and staff recruitment and retention practices, inclusive learning and working environments, and meaningful community service and engagement opportunities.

IV. Operation Reports

1. *Academic Affairs:* Brian Floyd gave his congratulations to all of the faculty award winners and also shared that the Phi Theta Kappa (PTH) Honors Society recently

held an induction ceremony, led by advisor David Beighley. At the ceremony 37 students were inducted into PTK.

Mr. Floyd informed that final exams ended May 12 and summer school begins on May 22. Discussions are continuing to outreach for partnerships with the region's community technical education centers (CTE's). There are eight CTE's in our region and Pierpont is looking to enhance college offerings at the centers. Progress is positive. Dr. Moore injected that Pierpont will work on opening pathways to 4-year institutions to help create a "college going culture".

2. *Classified Staff Council*: Beverly Jones, Chair, reported that Classified Staff Council (CSC) has met twice since the last BOG meeting, in April and May.

In April, the CSC elections were held. Positions filled were: Clerical/Secretarial, Executive/Administrative and Managerial, Professional/Non-faculty, Service/Maintenance, and Technical/Paraprofessional. The newly elected CS Council positions are: Chair, Amanda Hawkinberry; Board of Governors Representative, Memori Dobbs; and ACCE Representative, Anita Davis. These positions are effective on July 1, 2017. The new Mercer Salary Scale (effective on July 1) was reviewed and the effects that the new House Bill 2542 will have on classified staff was also discussed.

A classified staff luncheon was held in April and the annual CSC Scholarship Fundraiser is underway. Chairman Griffin attended the April and May meetings, as well as the classified staff luncheon. At the May meeting, Dr. Moore provided a state-of-the-college report.

3. *Enrollment Management Task Force (EMTF)*: Brian Floyd, Chair, informed that the EMTF meetings have concluded for the semester. The EMTF has helped to move Pierpont in a positive direction for engagement and enrollment strategies. At MTEC, this fall, students can earn AS degrees in Business, Criminal Justice and Board of Governors. Pierpont's marketing is focusing on highlighting these offerings. Mr. Floyd also discussed the EMTF timeline for the team's goals and outreach to other educational facilities.
4. *Pierpont Foundation*: Steve Leach shared that a Foundation meeting was held on May 10, at which Rusty Elliot was named Chair, Scott Radman was named Vice Chair, and Donna Metz was named Treasurer. Board members attended in person and via telephone. The Board is focusing on developing its mission statement and will work on priorities for Facilities, Programs, Scholarships, and Institutional Effectiveness. Letters have been sent out to the top 15 donors in West Virginia and personal contacts will be made. A Board working meeting is scheduled on May 24.
5. *Faculty Senate*: Kari Coffindaffer reported that the Faculty Senate (FS) met on May 12 and will meet again on August 11. The first meeting of the committee selections

was held and will be finalized at the first FS meeting in the fall semester. Two curriculum proposals were approved for Physics and Respiratory Care. Senate elections were held and the results were: FS Board of Governors representative, Linda King; FS Vice President, Susan Coffindaffer; FS Secretary, Emily Ryan; ACF representative, Amy Cunningham. Kari Coffindaffer remains as FS President. The terms begin on July 1. A career closet is being set up in Jaynes Hall room 207 and will be shared with Fairmont State. A Safety Committee has been established at the ATC to develop procedures and safety training modules for open access.

6. *Information Technology*: Mr. Linger recognized staff member Josh Smith for earning his certificate as a Certified Ethical Hacker. Mr. Smith was able to test for his certification at the ATC facility. The Ransomware attack, Ellucian database separation, and Google Drive were discussed. Work over the summer will focus on the Pierpont website rebuild and the Foundation webpage. IT will be staffed with all full-time employees in June.
7. *RCB National Aerospace Education Center*: 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 March 31, 2017. Complete details were provided in the May 16, 2017 Board of Governors Book.

2. *Missing Textbook Adoptions/Textbook Affordability Report - Informational*

Brian Floyd informed the Board that, in compliance with BOG Bookstore Policy #54, Section 2.2.7, a report has been compiled to be submitted to the WV Council for Community and Technical College Education System (WVCTCS) by November 1. Details of the report were provided in the May 16, 2017 Board Book.

3. *Approval of New Certificate in Applied Science (CAS) Programs for Cyber Security and Veterinary Assistant Degrees – Action Item*

Brian Floyd presented for approval the new Certificate in Applied Science (CAS) Programs for Cyber Security and Veterinary Assistant Degrees. Details of the Programs were provided in the May 16, 2017 Board Book.

The Programs were reviewed and approved by the School Deans, the Pierpont Faculty, Curriculum Committee, and Faculty Senate, Academic Affairs, and the Higher Learning Commission. West Virginia Council for Community and Technical

College Education System (WVCTCS) has been notified of the programs and has sent a letter of confirmation, the US Department of Education has been notified and Pierpont is awaiting approval of the ability to provide federal financial aid for students who will be enrolled in these programs of study.

- a. Certificate in Applied Science (CAS) Program for Cyber Security:
Sharon Shaffer offered a motion to approve the Certificate in Applied Science (CAS) Program for Cyber Security, as presented. Earl McConnell seconded the motion. There was no discussion on the motion. All agreed. Motion passed.
 - b. Certificate in Applied Science (CAS) Program for Veterinary Assistant:
Sharon Shaffer offered a motion to approve the Certificate in Applied Science (CAS) Program for Veterinary Assistant, as presented. Kyle Hamilton seconded the motion. There was no discussion on the motion. All agreed. Motion passed.
4. *Approval of the Three Year Program Post Audit Report for the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs – Action Item*

Brian Floyd presented for approval the Three Year Program Post Audit Report for the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs. Additional details of the Programs were provided to the Board members, electronically, on May 5, 2016.

The viability of the degree programs were reviewed by the program Advisory Board, program faculty, Acting Provost, and President. All agreed that the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs should continue and the Audit Report to be submitted to the WVCTCS.

Sharon Shaffer offered a motion to approve the continuation of the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs, as presented. Earl McConnell seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

5. *Approval of the Five Year Program Review for the Certificate in Applied Science (CAS) Degree in Laboratory Assistant – Action Item*

Brian Floyd presented for approval the Five Year Program Review for the Certificate in Applied Science (CAS) Degree in Laboratory Assistant. Additional details of the Programs were provided to the Board members, electronically, on May 5, 2016.

The viability, adequacy, necessity, and constancy of the degree program was reviewed by the program faculty, the appropriate School Dean, the Provost, third party reviewer, and the President. All agreed that the Laboratory Assistant (CAS)

Degree Program is of quality, has potential for growth, meets the Mission of the College, and is needed by the citizens and industry of north central West Virginia.

Kyle Hamilton offered a motion to approve the continuation, at the current level of activity, the Certificate in Applied Science (CAS) Degree in Laboratory Assistant, as presented. Beth Newcome seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

6. *Approval of the Board of Governors Meeting Schedule for the 2017-2018 Academic Year – Action Item*

Dale Bradley presented for approval the Board of Governors Meeting Schedule for the 2017-2018 Academic Year. The approved dates will be posted to the West Virginia Secretary of State's Meeting Notice webpage.

Kyle Hamilton offered a motion to approve the Board of Governors Meeting Schedule for the 2017-2018 Academic Year, as presented. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

VI. Committee Reports

1. *Audit/Finance Committee - Informational*

Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of May 4, 2017 were forwarded electronically to all Board members.

a. *Approval of Tuition and Fees Changes for AY 2017-2018 – Action Item*

Dale Bradley presented for approval the recommended Tuition and Fees Changes for AY 2017-2018. Approval of the recommended fee changes will increase the Education and General Tuition Fee, establish Tuition Equity, and establish Pierpont Program Fees for new Certificate of Applied Science (CAS) degree programs. Complete details of each of the Tuition and Fee changes were provided in the May 16, 2017 Board of Governors Book.

1) Increase Education and General Tuition Fee:

Kyle Hamilton offered a motion to approve the increase to the Education and General Tuition Fee, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

2) Establish Tuition Equity:

Kyle Hamilton offered a motion to establish Tuition Equity, as presented. Warren 'Chip' VanAlsborg seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

3) New Certificate of Applied Science Pierpont Program Fees:

Kyle Hamilton offered a motion to approve the new CAS Pierpont Program Fees, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

Also reviewed were the residence hall, meal plans, and apartment rate fees, as an informational item.

b. Approval of Repurposing Campus-Wide Camera Security System Funds – Action Item

Dale Bradley presented for approval the recommendation of Repurposing Campus Wide Camera Security System Funds for an Exterior Door Access Control and Security Project. On February 17, 2015, the Pierpont BOG approved the FY 2015-2016 Capital Projects resolution that included \$350,000 for Infrastructure Item No. 3 - Campus Wide Camera Security System project. Complete details of Repurposing Campus-Wide Camera Security System Funds was provided in the May 16, 2017 Board of Governors Book.

Kyle Hamilton offered a motion to approve the Repurposing Campus Wide Camera Security System Funds, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, reported that a meeting was held earlier in the day, before the BOG meeting.

Ms. Dobbs informed the Board the committee will be evaluating strategies from past years to find ways to improve and build on successful marketing efforts. A television ad is currently broadcasting on Transferability with President Moore voicing the script. The geofencing sent to the ITT Tech students generated 50 hits with 7 direct contacts. The Marketing Department is looking into “bulk” purchasing for advertisement to evaluate wholesale pricing options.

The Director of Marketing recently attended a conference with the National Council on Public Relations and shared new ideas to approach students. It was noted that video ads generated three times more hits with students than other means. Ms. Dobbs stated that the Marketing Department will look into the pricing of purchasing equipment to create videos. The Board followed up with questions regarding the cost of purchasing equipment instead of contracting out services. Ms. Dobbs stated that research will be conducted on this matter.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, reported that the Regional Academics Committee met this day, prior to the BOG meeting.

Ms. Shaffer discussed the high volume of press and activity recently generating from the Robert C. Byrd National Aerospace Center (NAEC) and potential services growth in this area. Consideration of pilot programs between Pierpont and regional community technical education centers was discussed in further detail, and coordination of schedules for finals at regional sites should be reviewed. The marketing of two-year block programs at the MTEC facility needs developed.

VII. New Business

1. The Pierpont Board of Governors Officers Nominating Committee (*Kyle Hamilton-Chair, Sharon Shaffer and Chip VanAlsbury*) will bring forward nominations and election of the AY 2017-2018 Pierpont Board of Governors Executive Officers at the June 20, 2017 BOG meeting.
2. Appointments of the AY 2017-2018 Pierpont Board of Governors Committees' chairs and members will be announced, by the Chairman of the Board, at the June 20, 2017 BOG meeting.

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 June 20, 2017 at 2:00 PM in the Falcon Center Board Room.

- ✓ An ATC Advisory Board meeting will be held at 1:00 PM, prior to the BOG meeting.

There being no further business, Chairman Griffin adjourned the meeting at 3:49 PM.

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.