

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**June 20, 2017**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 20, 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' VanAlsbury, and Eugene Weaver (phone)

*Board members absent were:*

Linda Aman, Zachery Moffatt

*President's Cabinet members present were:*

President Johnny M. Moore, Leslie Lovett, 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 2:04 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 May 16, 2017 Meeting – Action Item*

- a. The minutes of the Pierpont Board of Governors meeting held May 16, 2017 were presented for approval. Kyle Hamilton 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. *Mr. Keith Goldberg, Pierpont student, traveled to South Africa for the Phi Theta Kappa (PTK) International Scholar Laureate Program.*

Mr. Goldberg received his AAS Degree in May for Health Sciences. David Beighley, Acting Dean of Human Services/Professor/PTK Advisor, highlighted that Mr. Goldberg was the first PTK nominee from Pierpont to receive this honor. Mr. Goldberg shared that he had an amazing experience on his trip to South Africa in May, and that he learned a lot about the community and the people. He learned how the society is dealing with their nursing shortage. Mr. Goldberg thanked Pierpont for giving him this opportunity and encouraged Pierpont to fund students so that they may also be able to achieve this experience. Chairman Griffin thanked Mr. Goldberg for sharing his story and President Moore thanked David Beighley and Julie Gomez for their work with PTK.

2. *Retirement of Leslie J. Lovett, Provost/VP Academic Studies*

Chairman Griffin and President Moore announced the retirement of Leslie J. Lovett, Provost/VP Academic Studies, effective on June 15, 2017. Ms. Lovett was honored with a plaque and a standing ovation. Both the Chairman and the President shared that Ms. Lovett contributed greatly to the success and groundwork of Pierpont and that she was a leader in the state and throughout the nation in higher education.

## **III. President's Report**

President Moore stated that Pierpont is becoming recognized as a leader within the state and is positioning to be a national player. Out of 1,108 community colleges, Pierpont was one of eleven colleges selected nationwide as one of the *Most Promising Places to Work in Community Colleges*. An award ceremony for this recognition was held at the NISOD Conference at the end of May in Austin, TX. Also, at the NISOD Conference, three of Pierpont's employees were honored at the Excellence Awards as outstanding employees. They are: Jay Mahoney, Allison McCue, and William Shockley. These employees will be recognized amongst their peers at the fall Professional Development Week.

The annual President's Cabinet and Council planning retreat was held June 15 & 16. Attendees focused on strategic planning for the upcoming academic year, institutional realignment for optimum internal operations and encouragement of growth.

Pierpont has been awarded a grant of over \$1M from the Appalachian Regional Commission (ARC) to help increase the number of displaced coal miners to graduate with workforce training and 2-year degrees from the Robert C Byrd National Aerospace Education Center (NEAC). President Moore thanked Tom Stose, Director of the NAEC and Dale Bradley, VP Finance & Administration/CFO, for their work in securing this grant.

President Moore announced that FirstEnergy has hired 20 student graduates from the Pierpont Power Systems Institute (PSI) program. A check presentation from the FirstEnergy Foundation to Pierpont is anticipated the morning of June 22 at the NCWV Advanced Technology Center (ATC).

Dr. Moore will be attending, at the invitation of the Governor, the WV Education Consortium Roundtable: Addressing the Grand Challenges of Rural Education in West Virginia on June 27.

The Community and Technical College System (CTCS) will be holding a Dean's Academy May 27-28. Lyla Grandstaff, AVP Enrollment Management, and David Beighley, Acting Dean of Human Services, have been nominated and selected to participate. President Moore will serve as a panelist on June 28.

#### **IV. Operation Reports**

1. *Student Government Association:* No report.
2. *Academic Affairs:* Brian Floyd, Acting Provost, provided a handout and reviewed details of the President's Cabinet and Council Retreat, development of Career and Technical Education Center partnerships, Higher Learning Commission Accreditation site visit in October and the ongoing work in preparation for this visit, Perkins funding for Pierpont's Nontraditional Participation Improvement Plan, and the Pierpont Aviation Maintenance Program.
3. *Center for Workforce Education:* Kimberly Cale, Director, shared that the Airframe Structures Program has 11 students graduating on June 30. The new class has 16 students enrolled and a grant from the Sector Partnership has opened 21 additional tuition slots. Ms. Cale highlighted several classes, programs, and grants with strong enrollments, including: Chevron grant-funded Oil and Gas PEC Safety, Real Estate, Photography, Federal Acquisition Management, and Red Hat Mining. Ms. Cale also highlighted upcoming courses, contracts, and community education. The CWE has been approved to be a Military Spouse Career Advancement Account (My CCA) education source. My CCA will pay up to \$4,000 for spouses of active duty service

members and activated guard and reserve members to pursue certificates or licenses for portable careers.

4. *Classified Staff Council:* Beverly Jones, Chair, provide the minutes of the Classified Staff Council (CSC) held on May 10. Ms. Jones reported the CSC will meet on June 21 to review Mercer and Human Resources updates with Cindy Curry, AVP of Human Resources.

Ms. Jones is stepping down from her role as the Advisory Council of Classified Employees (ACCE) representative, and Anita Davis will serve as Pierpont's new ACCE representative. At the last ACCE meeting Classification and Compensation House Bill 2542 rules were discussed. The institution's Human Resources department will be scheduling open forums with the employees to discuss the Class and Comp Bill.

Ms. Jones shared that Amanda Hawkinberry will serve as the 2017-2018 CSC Chair and that this is her last report to the Board. President Moore presented a certificate of appreciation to Ms. Jones for her service to the Classified Staff Council.

5. *Information Technology:* Mr. Linger stated that the new phone system has been tested and is working well between Fairmont State and Pierpont. In efforts to kick off the new website project, surveys have been sent out to staff and faculty as part of the information discovery phase. The go-live date is tentatively planned for the fall; however, it may be delayed to accommodate the needs of the Higher Learning Commission Accreditation visit. Mr. Linger discussed the separation of the Banner system funding and transition.
6. *Pierpont Foundation:* Steve Leach, VP Organization and Development, shared that the Foundation Board has met three times in the past six weeks to hold working groups. Research has been done on the top individuals and companies that donate to higher education and letters have been sent to request meetings with these individuals and companies. Some meetings have already been set for July. Some scholarship funds have been received by the Foundation. Chairman Griffin encouraged the Pierpont Board members to support the Pierpont Foundation.
7. *RCB National Aerospace Education Center:* Tom Stose, Director, shared that meetings have been held with Harrison County Schools and Bombardier to present the NAEC expansion plans for training technicians. High school students can receive up to 12 credits in aviation maintenance technology before they graduate. Mr. Stose is looking into the possibility that the Pierpont Foundation could purchase a small set of tools for the students to loan to first year students. Mr. Stose discussed the receipt of the ARC grant for training equipment upgrades, and thanked the many people involved in the successful acquisition of the grant. Mr. Stose also highlighted events attended and scheduled in the near future.

## 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 April 30, 2017. Complete details were provided in the June 20, 2017 Board of Governors Book.

### 2. *Resolution for Approval of a 30 Day Public Comment Period for Policy No. 35 – Gift Acceptance/Solicitation – Action Item*

Steve Leach presented a resolution to approve a 30 day public comment period for Policy No. 35 – Gift Acceptance/Solicitation, as the language in the existing policy has become outdated and needs clarification and formatting revisions. The public comment period will be from June 21, 2017 to July 20, 2017.

Sharon Shaffer offered a motion to approve a 30 day public comment period for Policy No. 35 – Gift Acceptance/Solicitation, as presented. Earl McConnell seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

### 3. *Resolution for Approval of a 30 Day Public Comment Period for New Policy No. 62 – Campus Solicitation – Action Item*

Dale Bradley presented a resolution to approve a 30 day public comment period for new Policy No. 62 – Campus Solicitation. The public comment period will be from June 21, 2017 to July 20, 2017.

In alignment with the Campus Solicitation Policy approved on April 20, 2017 by the Board of Governors of Fairmont State University, Pierpont Community & Technical College seeks to implement a Campus Solicitation Policy to establish a protocol regulating solicitation on campus in order to avoid disruption of business operations or disturbance of faculty, staff, visitors, and students. Attorneys at the Higher Education Policy Commission have assisted in developing and authoring this policy.

Sharon Shaffer offered a motion to approve a 30 day public comment period for Policy No. 62 – Campus Solicitation, as presented. Kyle Hamilton seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

### 4. *Naming of Appointments of Chairs and Members to the Pierpont Board of Governors Committees for AY 2017-2018 – Informational Item*

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014, Chairman James Griffin presented the appointments of the AY 2017-2018

Board Committees Chairs and Members for the Audit/Finance, Marketing, and Regional Academics Committees.

Chairman Griffin announced that there are no recommended changes to Audit/Finance Committee Chair and Members for AY 2017/2018. They remain:

Chair – Kyle Hamilton

Members – James Griffin, Earl McConnell, Rick Pruitte, and Chip VanAlsbury

Staff Resource – Dale Bradley

Chairman Griffin announced that there are no recommended changes to the Marketing Committee for AY 2017/2018. They remain:

Chair – Memori Dobbs

Members – Linda Aman and Jeff Tucker

Staff Resource – Steve Leach and Bo Sellers

Chairman Griffin announced that, due to the retirement of Provost Leslie Lovett, there is one recommended change to the Regional Academics Committee Chair and Members for AY 2017/2018. They will be:

Chair – Sharon Shaffer

Members – Earl McConnell and Eugene Weaver

Staff Resource – Lyla Grandstaff and Acting Provost Brian Floyd

Chairman Griffin stated that as Linda King begins her term as the Faculty Senate Representative to the Board, she will be considered for appointment to serve on a Board committee.

## **VI. Committee Reports**

### *1. Audit/Finance Committee*

Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of June 9, 2017 were forwarded electronically to all Board members.

#### *a. Resolution for Approval of Emergency Medical Services Technician (EMT) Exam Fee Increases for AY 2017-2018 – Action Item*

Dale Bradley presented for approval the recommended EMT exam fee increases for AY 2017-2018. The increases in Certification Testing Fees in the EMT Program were not identified at the time of the May 16, 2017 BOG meeting when all other changes for AY 2017-2018 were presented for approval. Complete

details of the increases in Certification Testing Fees in the EMT Program were provided in the June 20, 2017 Board of Governors Book.

Beth Newcome offered a motion to approve the increase to the Certification Testing Fees in the EMT Program, as presented. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

*b. Resolution for Approval of the FY 2018 Capital Projects Budget – Action Item*

Dale Bradley presented for approval the FY 2018 Capital Projects Budget. The \$1,700,000 budget consists of \$1,350,000 from Educational and General Capital Funds and \$350,000 from Infrastructure Funds. Revenue projections for E & G Capital funds, in excess of debt service payments, are \$1,356,397. Revenue projections for Infrastructure Fee, in excess of debt service payments, are \$373,533. Complete details of the FY 2018 Capital Projects Budget were provided in the June 20, 2017 Board of Governors Book.

Sharon Shaffer offered a motion to approve the FY 2018 Capital Projects Budget, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

*c. Resolution for Approval of the FY 2018 Education and General Chargeback Agreement – Action Item*

Dale Bradley presented for approval the FY 2018 Education and General Chargeback Agreement. WV Code §18B-3C-12 outlines the legal basis of the Chargeback Agreement between Pierpont Community & Technical College and Fairmont State University. Due to the uncertainty of State Appropriations at the time the FY 2017 Chargeback discussions occurred, it was agreed that there would be no changes to the Chargeback rate from FY 2017. However, there were some individual Chargeback changes in personnel. The net effect of these changes was a Chargeback savings of \$170,000 for Pierpont. Complete details of the FY 2018 Education and General Chargeback Agreement was provided in the June 20, 2017 Board of Governors Book.

Kyle Hamilton offered a motion to approve the FY 2018 Education and General Chargeback Agreement, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

*d. Resolution for Approval of the FY 2018 Education and General Budget – Action Item*

Dale Bradley advised the Board to not move forward with the approval of the FY 2018 Education and General (E & G) budget. The E & G budget provided to the Board in the June 20, 2017 Board book (submitted by the BOG Finance/Audit

Committee) does not reflect the proposed 2.6% higher education budget reduction currently before the Governor in the State Budget Bill.

Chairman Griffin announced that the FY 2018 Education and General Budget will be tabled until the WV State Budget has been approved. After that time, an emergency meeting of the Pierpont Community & Technical College Board of Governors will be called to consider a revised FY 2018 Education and General Budget.

2. *Board of Governors Officers Nominating Committee – Action Item*

a. *Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for AY 2017-2018*

In accordance with the WV Legislature House Bill 3215 §189B-2A-1, Kyle Hamilton, Chair of the Pierpont Board of Governors Officers Nominating Committee, presented the committee's recommendations and nominations for Board officers for AY 2017-2018.

The nominations were:

Chair – Chip VanAlsburg  
Vice Chair – Sharon Shaffer  
Secretary – Rick Pruitte

Chairman Griffin asked for any nominations from the floor; once, twice, thrice. Hearing none, Kyle Hamilton offered a motion to confirm:

Warren 'Chip' VanAlsburg will serve as Chair of the BOG,  
Sharon Shaffer will serve as Vice Chair of the BOG, and  
Rick Pruitte will serve as Secretary of the BOG,

effective July 1, 2017 for the AY 2017-2018 term.

It was noted that should the Governor reappoint members to the Pierpont Community & Technical College Board of Governors during AY 2017-2018, the BOG Officers Nominating Committee will study the slate of officers at that time. No further discussion was held on the motion.

Earl McConnell seconded the motion. All agreed. Motion carried.

3. *Marketing Committee Report - Informational*

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



Ms. Dobbs informed the Board that the Committee is working to build on the momentum from ads targeted to transferability and enrollment. A marketing firm in Morgantown is working with Bo Sellers on bulk advertisements and focusing on our next targets. Positive feedback has been received from the high volume of media coverage Pierpont has gotten, and the President's attendance at events in the area and in Charleston.

As a follow up into the cost of purchasing equipment to create marketing videos in-house instead of contracting out services, Ms. Dobbs stated that her research has been reflecting it is more cost efficient to buy equipment over contracting out services.

4. *Regional Academics Committee Report - Informational*

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

Ms. Shaffer stated that the Committee is focusing on ways to build enrollment. Non-traditional and high school dual enrollment students are considered prime targets to refine Pierpont's strategies and approaches. Emphasis should be placed on tracking student data and to quantify goals over a five year period. Class scheduling needs to be consistent in the regional locations and programs; identify new program needs and programs that may not have worked well in the past.

Chairman Griffin encouraged collaboration between the Marketing and Regional Academics Committees to address the identified, essential areas of need.

**VII. New Business**

1. The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on September 19, 2017 in the Falcon Center Board Room.
2. The regular quarterly Advanced Technology Center Advisory Board Meeting will be held on September 19, 2017 at 1:00 PM in the Falcon Center Board Room.
3. ASTP Graduation will be held at 1:00 PM on June 30, 2017 at the RCBNAEC.
4. The FirstEnergy Foundation donation presentation will be held on June 22, 2017 at 8:30 AM at the ATC.
5. The CTCS Institutional Board of Governors Workshop will be held on August 16, 2017 at the Stonewall Resort. Registration submission deadline is June 30, 2017.

## **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 3:41 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. Chip VanAlsbury seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

### **2. Exiting Executive Session**

At 4:04 PM, the Board exited Executive Session.

### **3. Items Brought Forward from Executive Session**

No items were brought forward from Executive Session.

## **XI. Adjournment**

There being no further business, Chairman Griffin adjourned the meeting at 4:05 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.