

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 28, 2016
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 28, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Memori Dobbs, Kyle Hamilton, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren ‘Chip’ VanAlsburg.

Board members absent were:

Linda Aman, Keisha Marks and Jeff Tucker.

President’s Cabinet members present were:

Interim President Dale Bradley, President-Elect Johnny M. Moore, Steve Leach, Rob Linger, and Cyndee Sensibaugh.

Others in Attendance:

Times WV Reporter - Michelle Dillon, and faculty and staff.

I. Call to Order

1. Opening Comment

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 May 17, 2016 Meeting – Action Item

- a. The minutes of the Board of Governors meeting held on May 17, 2016 were presented for approval.

Sharon Shaffer offered a motion to approve the minutes, as presented. There was no discussion on the motion. Earl McConnell seconded the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

- ✪ Chairman Griffin welcomed and recognized President-Elect Johnny M. Moore. Dr. Moore will begin serving as President of Pierpont Community & Technical College on June 30, 2016. Chairman Griffin gave appreciation to Dr. Moore for attending several events since his relocation to West Virginia. Dr. Moore said that he is looking forward to working with the Board
- ✪ Chairman Griffin also thanked Cyndee Sensibaugh for her work with the President Search Committee and for keeping the committee on schedule in spite of unforeseen setbacks.

III. President's Report

Interim President Dale Bradley began his report by asking for a moment of silence for the recent and sudden passing of a valued Pierpont colleague, Jacob Tennant, and also for the victims and families besieged with the floods in West Virginia. Mr. Bradley informed that some of Pierpont's paramedic students and mobile health units are assisting in flood relief efforts.

Mr. Bradley shared that the State has finally approved its budget. Pierpont enrollment information for the spring and fall was provided.

Chairman Griffin thanked Mr. Bradley for his outstanding service over the past year as Interim President. This sentiment was echoed by the entire Board.

IV. Operation Reports

1. *Academic Affairs:* Provost Leslie Lovett was out of town, but electronically provided the Board with graduation statistics over the past three years before her departure.
2. *Information Technology:* Rob Linger, CIO, shared that the loss of Jake Tennant has been difficult for the IT staff. Jake was a hard worker and had developed a close relationship to all he worked with. A symbolic "Monty above Normal Expectations" will be presented to Jake's wife Elizabeth in remembrance of Jake from the IT department. With Jacobs' passing, a part time employee will be hired to backfill the large volume of work that will need to be completed by summer.

The Ellucian contract is being finalized and details for an onsite visit are being planned for the fall. The Pierpont Advanced Technology Center (ATC) data connections are in place with the wireless network at Locust Avenue. Connectivity issues with the MTEC server are being resolved and a single sign on server is in the works.

3. *Office of Public Safety:* Jack Clayton, Chief, stated that there were five resignations since January causing a shortage in staff. The resignations were largely due to competitive salaries and position advancements with other agencies. These staff positions will be filled with part time employees, allowing any surplus salary budgets to enhance the salaries of longer serving officers.

Active shooter training has been conducted on campus and the Office of Public Safety (OPS) is working with an emergency operations planning consultant. The ALICE Program is also continuing to be utilized and staff trained.

With the State legalizing the Concealed Carry Without a Permit law, the OPS is preparing for training opportunities for students and staff. Currently, weapons are not permitted on campus. The OPS is working with the Title IV and Cleary Act officers and reviewing the domestic violence and stalking policy.

Chief Clayton was asked about the security of Pierpont's regional locations. Chief Clayton stated that the emergency plans of the counties and cities at each location are the procedure to follow. Additional resources are needed for the OPS to consistently provide direction and support at these locations.

V. Committee of the Whole

1. Financial Report - Informational

- a. 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, 2016. Complete details were provided in the June 28, 2016 Board of Governors Book.

The May 31, 2016 Financial Report was inadvertently omitted and will be provided to the Board electronically.

2. Capital Projects Progress Report – Informational

Dale Bradley provided the Capital Projects Report for Tom Tucker. The campus-wide camera security system was reviewed. A budget of \$200,000 was previously provided for this project. However, the project never fully developed and the funds will need to be released for other projects. The existing cameras in the parking

garage will be updated. An updated list of the capital projects for FY 2016 was provided in the June 28, 2016 Board Book.

3. *Resolution for Approval of the Five (5) Year Program Review Recommendations for AAS Degrees in Criminal Justice, AMSL/Interpreter Education Training and Food Service Management– Action Item*

Brian Floyd presented a resolution on behalf of Provost Lovett to approve the Five (5) Year Program Review for AAS Degrees in Criminal Justice, AMSL/Interpreter Education Training and Food Service Management. Each program had been reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the Interim President. All are in agreement that each 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. The executive summary for the programs and the full text review with pertinent appendices were provided, via email, prior to the Board meeting.

Sharon Shaffer offered a motion to approve the continuation of the AAS Degrees in Criminal Justice, AMSL/Interpreter Education Training and Food Service Management at the current level of activity. No further discussion was held on the motion. Kyle Hamilton seconded the motion. All agreed. Motion carried.

4. *Resolution for Approval of the Five (5) Year Program Review Recommendation for AAS Degree in Homeland Security– Action Item*

Brian Floyd presented a resolution on behalf of Provost Lovett to approve the discontinuation of the AAS Degree in Homeland Security and to prepare a teach out plan for current students. The program has been reviewed by program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the Interim President. All are in agreement that the program may be discontinued and a teach out plan be prepared.

Kyle Hamilton offered a motion to discontinue the AAS Degree in Homeland Security and to prepare a teach out plan for current students. No further discussion was held on the motion. Sharon Shaffer seconded the motion. All agreed. Motion carried.

5. *Appointment of AY 2016-2017 Chairs and Members for the Board of Governors Committees – Informational*

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014, Chairman James Griffin presented the appointments of the AY 2016-2017 Board committee chairs and members for the Audit/Finance, Marketing, and Regional Academics Committees.

There are no changes to Audit/Finance Committee chair and members for AY 2016/2017. They are:

Chair – Kyle Hamilton

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

Staff Resource – Dale Bradley

There are two changes to the Marketing Committee. Keisha Marks will be added as a member and Bo Sellers will be removed from staff resource. The new structure for AY 2016-2017 will be:

Chair – Barbara Pavel-Alvarez

Members – Linda Aman, Memori Dobbs, Keisha Marks, and Jeff Tucker

Staff Resource – Steve Leach and Steve Santilli

There are no changes to the Regional Academics Committee chair and members for AY 2016-2017. They are:

Chair – Sharon Shaffer

Members – Earl McConnell

Staff Resource – Jeani Hawkins and Leslie Lovett

Chairman Griffin also announced the discontinuation of the Transition Committee established in April 2015.

VI. Committee Reports

1. Audit/Finance Committee

a. Resolution for Review of Public Comments and Approval BOG Policy #16 “Tuition, Fees, Assessment, Payment, and Refund of Fees” – Action Item

Dale Bradley presented a resolution to approve a final version of BOG Policy #16 “Tuition, Fees, Assessment, Payment, and Refund of Fees”. A draft revision of this policy was approved for a 30 day public comment period from May 18, 2016 to June 16, 2016. The public comment period was announced via campus email to Pierpont faculty, staff and students. Notice of the comment period was provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period. No comments were received during the 30 day public comment period.

Kyle Hamilton offered a motion to approve the final draft of BOG Policy #16 “Tuition, Fees, Assessment, Payment, and Refund of Fees”. No further discussion was held on the motion. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

b. Resolution for Approval of the FY 2017 Education & General Unrestricted Budget – Action Item

Dale Bradley presented a resolution for approval of the FY 2017 Education & General Unrestricted Budget. The proposed FY 2017 Unrestricted E&G Budget and the FY 2017 Budget Planning Document were provided in complete detail in the June 28, 2016 Board Book.

The FY 2017 initial budget had a balance of \$103,629 without the use of cash reserves. However, after the publication of the Board Book materials an error was discovered on grant funding accounting for a faculty position. The faculty position will be filled and will reduce the budget balance approximately \$50,000 to \$70,000.

A motion was made by Kyle Hamilton to approve the proposed FY 2017 Education & General Unrestricted Budget with the acknowledgement that the budget balance will be reduced to fill the needed faculty position. After brief discussion on the motion, Sharon Shaffer seconded the motion. All agreed. Motion carried.

c. Resolution for Approval of the FY 2017 Chargeback Agreement – Action Item

Mr. Bradley presented a resolution for approval of the FY 2017 Chargeback Agreement between Fairmont State University and Pierpont Community & Technical College. The Chargeback Agreement for FY 2017 and the related Fee Schedule Table were provided in full detail in the June 28, 2016 Board Book.

The FY 2017 Chargeback Agreement mirrors the FY 2016 Chargeback Agreement. No changes were requested on the current agreement between Fairmont State University and Pierpont Community & Technical College.

A motion was offered by Earl McConnell to approve the FY 2017 Chargeback Agreement, as presented. There was no further discussion on the motion. Rick Pruitte seconded the motion. All agreed. Motion carried.

d. Resolution for Approval of FY 2017 Capital Projects Budget – Action Item

Mr. Bradley presented a resolution for approval of the FY 2017 Capital Projects Budget. New projects to be funded by E & G Capital Fee and Infrastructure Fee reserves amount to \$1,740,000. The FY 2017 Capital Projects Plan and Priority Lists were provided in complete detail in the June 28, 2016 Board Book.

A motion was presented by Kyle Hamilton to approve the FY 2017 Capital Projects Budget, as presented. There was no further discussion on the motion. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

2. *Resolution for the Approval of the Election and Establishment of the Board of Governors Officers for AY 2016-2017*

In accordance with the WV Legislature House Bill 3215 §189B-2A-1, Kyle Hamilton, Chair of the Pierpont Board of Governors Nominating Committee, presented the committee's recommendations and nominations for Board officers for AY 2016-2017.

The Nominating Committee acknowledged that all current Board members are serving, or will be serving, in interim status as of July 1, 2016. The committee also noted that as the college is in leadership transition, it was recommended to keep the current Board officers in their established positions for the AY 2016-2017 term.

Chairman Griffin asked for any nominations from the floor. Hearing none, Kyle Hamilton offered a motion by acclamation to keep the current Board officers in their established roles for the AY 2016-2017 term. Mr. Hamilton nominated Jim Griffin as Chair, Earl McConnell as Vice Chair and Sharon Shaffer as Secretary. No further discussion was held on the motion. Sharon Shaffer seconded the motion. All agreed. Motion carried.

3. *Marketing Committee Report - Informational*

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

Mrs. Pavel-Alvarez provided and reviewed the marketing and media schedule for AY 2016-2017. The schedule was developed with basis from the CLARUS Marketing Report recommendations. The marketing staff has been meeting with media representatives to ensure that coverage is provided continuously and outreach is focused at crucial times for Pierpont's deadlines and events. Discussion was held on target audience and locations.

4. *Regional Academics Committee Report - Informational*

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

Mrs. Shaffer informed that computers and laptops have been updated at the MTEC and Lewis County facilities. Discussion was held on enrollment strategies, schedule flexibility and opportunities. The Medical Administration Assistant Program and 2+2 offerings at MTEC discussed.

VII. New Business

1. A meet and greet reception will be held in honor of Dr. Moore and his family on Thursday, August 11 from 4:00 to 6:00 PM in the Falcon Center Conference Rooms. Pierpont is partnering with the Marion County Chamber of Commerce on this event.
2. The ATC open house and ribbon cutting ceremony is being planned in partnership with the Community and Technical College System Chancellor's office. The **tentative** scheduled date is September 16, 2016.

VIII. Old Business

1. *Pierpont Advanced Technology Center Update:* Mr. Bradley shared that Pierpont programs and offices are scheduled to begin moving into the ATC on July 11. As the defects in the concrete floors are still being repaired, contractors will be present as we take occupancy. Mr. Bradley also stated that the lease for the Veteran's Square office space will terminate at the end of July.

IX. Public Comment

No signatures were recorded.

X. Executive Session

No Executive Session was called.

XI. Adjournment and Next Board of Governors Meeting

- ✓ The Quarterly Advanced Technology Center Advisory Board Meeting will be held at 1:00 PM on September 20, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont.
- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on September 20, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont.

There being no further business, the Chairman motioned to adjourn. Earl McConnell seconded the motion. All agreed. Motion carried. The meeting adjourned at 3:54 PM.

Respectfully submitted by Cyndee K. Sensibaugh