

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 15, 2015
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 15, 2015, 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, Earl McConnell, Barbara Pavel-Alvarez, Sharon Shaffer, Jeff Tucker (phone), and Warren 'Chip' VanAlsburg (phone).

Board members absent were:

Rick Pruitte. Also, one Board of Governors Member position and one Student Government Representative position are vacant.

President's Cabinet members present were:

Interim President Dale Bradley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, Cyndee Sensibaugh and Jennifer Weist.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:05 PM and announced last call for public sign up for comments to the Board.

Executive Session

At 2:05 PM a motion was made by Sharon Shaffer 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. Barbara Alvarez seconded the motion. All Agreed. Motion carried.

Exiting Executive Session: At 2:13 PM, the Board exited Executive Session.

Items Brought Forward from Executive Session: None.

Approval of Minutes

The minutes of the Board of Governors meeting held on August 18, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Earl McConnell seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

None.


President's Report


Interim President Dale Bradley shared that Pierpont is close to the final enrollment numbers for the Fall semester, showing an expected decrease of returning students. Due to the foresight of the Budget Planning Group, the Education and General revenues are on target. In anticipation of State revenues running behind projections, the Interim Chancellor of the WV Community and Technical College System has requested the institutions to prepare for a possible 3 percent budget reduction.


A program viability review has been requested by the Board of Governors and is scheduled to be presented to the Board in December 2015.

Pierpont will be posting for an Assistant Vice President of Enrollment Management within the next few weeks.

Operation Reports

 *Academic Affairs:* Leslie Lovett, Provost and VP of Academic Affairs, shared that this has been a heavy reporting period for the credit and non-credit skill sets and advanced skill sets. The faculty has been involved in assessment workshops for quantitative literacy and prior learning workshop training. Provost Lovett reported on upcoming events and meetings, as well as WVCTCS policies and HLC new faculty guidelines.

 *Classified Staff Council:* Brittany Stout, Classified Staff Council Representative, reported that a meeting was held on August 26, and there were 14 members and 1 guest in attendance. Agenda items discussed were new membership, fundraising, classified staff activities, and updating the bylaws. The next meeting will be held on September 23 at 1:30 PM in the Education Building Room 303.

 *Faculty Senate:* David Beighley, President of Faculty Senate, reported that the Faculty Senate met on September 11. Agenda items discussed were the Academic Programs Viability Review, Pierpont Policy Committee establishment, OASIS implementation, and

the search for new administrative positions. Action items brought before the Faculty Senate were the Second Reading of the 2015-2016 AY Faculty Senate Committee Slate – Approved (committee chairs and agendas will be elected), and the Senate Endorsement of the 2015-2016 West Virginia Higher Education Faculty Issues – Approved.

- 🏛️ *Workforce Development:* Paul Schreffler, Dean of the School of Workforce and VP of Workforce Development, highlighted topics of his report that were previously shared with the Board of Governors in the September 15, 2015 Board Book. Focus was placed on scholarships and grants.

Committee of the Whole

- *Financial Report - Informational*

Dale Bradley provided a summary of the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of July 31, 2015. Complete details were provided in the September 15, 2015 Board of Governors Book.

- 🏛️ *Resolution to Amend Policy No. 53 – Information Technology with Approval of a 30-Day Public Comment Period – Action Item*

Mr. Rob Linger, CIO, brought forth a resolution to approve a 30-day public comment period for the proposed amendment of Policy No. 53 – Information Technology.

Language in the existing policy needs updated to address the changes within the Pierpont and Fairmont State information technology and email systems. The proposed revisions will provide the Board of Governors the option of applying the recommended amendments to this policy.

- 🏛️ *Resolution to Establish New Policy No. 61 – Distance Learning with Approval of a 30-Day Public Comment Period – Action Item*

Provost Lovett, brought forth a resolution to approve 30-day public comment period for the establishment of proposed new Policy No. 61 – Distance Learning.

This new policy will provide guidelines for the development, approval, teaching, and support for all distance learning delivered courses at Pierpont. All distance learning delivered courses will meet the standards established in the “Quality Matters” Program by Pierpont, as described in the Distance Learning Manual.

- 🏛️ *Resolution to Approve the Five Year Program Review for AAS Veterinary Technology Degree Program – Action Item*

Prior to this Board meeting, the report on the Associate in Applied Science Veterinary Technology Degree Five-Year Program Review was provided electronically to the

Board.

Provost Lovett brought forth a resolution to approve the Five Year Program Review for the AAS Veterinary Technology Degree Program and continuation of this program at its current level of activity. The AAS Veterinary Technology Degree Program viability has been reviewed by the program advisory board, an external reviewer, faculty, the Dean of Health Careers, the Vice President of Academic Affairs, and the Interim President.

Sharon Shaffer presented a motion to approve the five-year program review report for the Associate in Applied Science Veterinary Technology Degree Program and to continue the program, as presented, at its current level of activity. Memori Dobbs seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, had no report to present.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met just before the Board of Governors meeting to discuss the marketing work that has been completed in the recent months and looking forward.

A few of the Pierpont Board of Governors members have been in the spotlight in publications last month. Chairman James Griffin and Chip VanAlsburg have been featured in the North Central West Virginia Life Magazine. Chairman Griffin has also been featured in the Clarksburg Telegraph as the President of the West Virginia Black Heritage Festival. Pierpont faculty member, Kathleen Hotard, has also been featured in the Corridor Magazine.

The Marketing Committee is focusing on targeting enrollment groups and highlighting programs to align with business needs. A Student Retention Tool Kit was added to the Faculty Marketing Toolkit webpage at Pierpont.edu. This Kit includes an overview of the importance of faculty as lead retention specialists, web resources, and publications regarding student retention.

Mrs. Alvarez stated that the football tailgating events are generating a nice return on prospective student contact names. Over 600 names have been gathered in just three games this year. The total return on names for 2014 was 788.

The marketing and media schedule for 2015-2015 was shared with the Board.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported that the committee met just before the Board of Governors meeting and discussed vacant and recently filled positions. The committee was pleased to have the vacant position at the MTEC facility recently filled, and they are looking forward to getting the AVP of Enrollment Management position posted and filled. The committee expressed concern about the length of waiting time at the State level to process the new hires. Details on the upcoming program viability review were also discussed.

New Business

⌚ Appointment of Presidential Search Committee

Chairman Griffin announced that a search committee has been formed to begin the process of hiring a new President for Pierpont. The goal of this committee will be to have a President placed by April 2016. Those named to the Presidential Search Committee are:

1. James E. Griffin, Chairman of the Board (Chairman of the Search Committee)
2. Earl McConnell, Vice Chairman of the Board
3. Sharon Shaffer, Secretary of the Board
4. Warren VanAlsborg, Board Member and Chairman of the ATC Advisory Board
5. Barbara Pavel-Alvarez, Elected Faculty Senate Representative to the Board
6. Bo Sellers, Classified Staff Representative
7. Dr. Maria Rose, President of Fairmont State University
8. Mr. Mark Barnes, Director of Dominion Gas Operations
9. Mr. Rocco Fucillo, Corporate and Community Relations at WVU
10. Currently vacant - Student Representative

Interim President, Dale Bradley, will be meeting with the Student Government Association President to identify a student to serve on this search committee. The Assistant Vice President of Human Resources of Fairmont State/Pierpont Community & Technical College will assist the College in the search process. The Executive Assistant to the Board of Governors will assist in the responsibilities of the Search Committee.

⌚ Pierpont Foundation Board Meeting

A Pierpont Foundation Board meeting is being held immediately following the Board of Governors meeting. Your Community Foundation, Inc. will offer information on their company and services. All Board of Governors members were invited to attend.

Old Business

No old business.

Public Comment

No signatures were recorded.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on October 20, 2015 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman adjourned the meeting at 3:16 PM.

Respectfully submitted by Cyndee K. Sensibaugh