

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 19, 2017
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 19, 2017, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present were:

Chairman Warren 'Chip' VanAlsburg, Thomas Barlow, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Natalie Stone, and Eugene Weaver. The Student Government Representative-Elect, Randy Travis Crigger, was also present.

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

Oath of Office Administered to New Board Members

Prior to the start of the Board of Governors meeting the new Board members appointed on August 7, 2017 by WV Governor Jim Justice to the Pierpont Community & Technical College Board of Governors were officially sworn in by Notary Public, Cyndee Sensibaugh. The newly appointed Board members are: Thomas J. Barlow, Brian S. Bozarth, Holly C. Kauffman, Larry J. Puccio, Jr. and Natalie Stone. Also sworn in was the Faculty Senate Representative, Linda A. King, elected by the Pierpont Faculty Senate on May 12, 2017.

I. Call to Order

1. Opening Comments

Chairman VanAlsburg called the meeting to order in open session at 2:02 PM.

2. Call for Public Comment

Chairman VanAlsburg 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 June 20, 2017 Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held June 20, 2017 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

5. *Approval of Minutes from the June 26, 2017 Emergency BOG Meeting – Action Item*

The minutes of the emergency Pierpont Board of Governors meeting held June 26, 2017 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. *Welcome to New Pierpont Community & Technical College Board of Governors Members Appointed August 7, 2017 by Governor Jim Justice, and the Faculty Senate Representative Elected on May 12, 2017.*

Chairman VanAlsburg welcomed the newly appointed Lay members for Pierpont: Thomas J. Barlow, Brian S. Bozarth, Holly C. Kauffman, Larry J. Puccio, Jr. and Natalie Stone. Chairman VanAlsburg also welcomed Linda King, the new Faculty Senate Representative.

2. *Recognition and Thanks to the Founding Pierpont Community & Technical College Board of Governors Members for Completion of Their Service*

Chairman VanAlsburg offered his thanks and gratitude to the founding Pierpont Community & Technical College Board of Governors members for completion of their service. The founding Board members all served from August 1, 2008 to August 7, 2017. They are: Linda Aman, James E. Griffin, Kyle Hamilton, Earl McConnell, and Jeff Tucker.

Prior to the start of the Pierpont Board of Governors meeting, a public Appreciation and Welcome Reception was held to honor the retiring Board members and to welcome the newly appointed Board members. At the reception, each retiring Board member received an honorary plaque thanking them for their outstanding and dedicated service.

3. *Veterinary Technology Program Ranked in the Top 30 Veterinary Technology Programs in the Nation*

Dean of Health Careers, Michael Waide, introduced the faculty of the Pierpont Veterinary Technology Program and congratulated the program for being recognized as a Vet-Tech Top 30 College in the nation by VeterinarianEDU.org. Anna Romano, Bobbi Loveridge, and Adam Evans received the Board's congratulations and appreciation.

4. *Introduction of New Pierpont Employees*

The following employees were introduced to the Board:

- 🏛️ School of Business, Aviation, and Technology (*Dean, Dr. Gerald Bacza*)
 - Jeremy Wilson - Instructor

- 🏛️ School of Health Careers (*Dean, Michael Waide*)
 - Casey Conaway – Licensed Practical Nursing
 - Sherri Craddock – Medical Laboratory Assistant
 - Bryanna Ordiway – Physical Therapist Assistant

- 🏛️ School of Workforce Development (*Lynn Ebbert for Dean, Robert Dennis Mills*)
 - Judy Dolan - Instructor
 - Nathan Rakestraw – Program Coordinator/Instructor

5. *Introduction of the Pierpont Leadership Institute Fall 2017 Members*

Provost Brian Floyd and President Moore introduced the first class of the Pierpont Leadership Institute (PLI). They are: Ironda Campbell, Dr. Kari Coffindaffer, Matthew DeMaria, Caitlin Rexrode, Mary Jo Rutherford, Emily Ryan, and Sandra Thomas. Dr. Moore shared that the PLI was designed to support faculty and staff and to further develop leaders within the institution.

III. President's Report

Due to time constraints, the President tabled his report.

IV. Operation Reports

1. *Student Government Association:* SGA President, Alex Vance, shared that he is pleased that Randy Travis Crigger is representing the Pierpont student body as the student-elect for the Board. Mr. Vance outlined the Fall 2017 – Spring 2018 SGA Strategic Plan, focusing on the Mission, Initiatives and Plan of Action. Mr. Vance highlighted better communication plans, removing stagnant members, and taking an active role in the Pierpont and FSU admissions offices, boards, committees and panels that have a direct student impact.

- Academic Affairs:* Brian Floyd, Provost and VP of Academic Affairs, provided a handout and reviewed details of the upcoming Higher Learning Commission (HLC) accreditation site visit. Mr. Floyd shared that David Beighley, Linda King, Nancy Parks, Cyndee Sensibaugh and Michael Waide are serving as criteria leaders to provide the required HLC Assurance Argument documentation and evidence by the October 2nd deadline. The HLC accreditation team will be at Pierpont on October 30th and 31st.

Mr. Floyd informed that the Veterinary Technology Program and the Licensed Practical Nursing Program are currently undergoing their on-site accreditation visits.

Mr. Floyd gave an overview of the Career and Technical Education (CTE) partnership planning with the Monongalia Technical Education Center (MTEC) through the Pierpont Early College Academy. This will be a pilot program to launch Pierpont's goal of engaging all of the regions CTEs and comprehensive high schools in the Pierpont Early College Academy.

- Center for Workforce Education:* Kimberly Cale, Director, shared that the Airframe Structures Program starts the semester with eight students and the Red Hat classes will begin on October 2nd. Mrs. Cale highlighted several upcoming events; Homestyle of Shinnston, WV will hold an interior design workshop for Pierpont employees, an employment fair will be held October 6th at the ATC, and the Marion County Technical Center brought 19 instructors to tour the ATC on September 18th.

The CWE was named 29th out of 200 colleges for online sales with UGOTCLASS (one of three, third party providers for online classes).

- Classified Staff Council:* In absence of Chair, Amanda Hawkinberry, Mary Jo Rutherford provides the report. The CSC met on August 30th and appointed Mary Jo Rutherford to serve as Vice Chair and Leah Ellyson to serve as Secretary from the July 1, 2017 to June 30, 2019 term of office. Committee assignments will be discussed at the September 29th meeting.

CSC goals are: rotating locations of the CSC meetings, establishment of a mentoring program for new classified staff members, updating the CSC Constitution, and fundraising.

- Faculty Senate:* Dr. Kari Coffindaffer, President, shared that at the August 8th FS meeting the FS Committee slate for academic year 2017-18 was approved and committee chairs were elected. They are: Academic Appeals Board – Matthew DeMaria, Admissions and Credits – Mitchell Jordan, Curriculum – Susan Coffindaffer, Faculty Development – Harmony Garletts, Faculty Personnel – Pamela Hamilton, Faculty Welfare – Debra Benedetti, and General Education – Nicholas George. At

the September 8th FS meeting the 17-18-92 Health Careers ECG Advanced Skill Set Curriculum was approved.

6. *Information Technology:* Mr. Linger, CIO and VP of Information Systems, informed that the Board members will each receive a link to a tree test building tool to aid in evaluation of how the website is navigated by consumers. The tool will assist in shaping the menu structure on the new website. Mr. Linger informed that the DegreeWorks employee training has been delayed due to the recent hurricane in Florida and will be rescheduled. DegreeWorks will tie into the Banner system and aid students in tracking classes and degree pathways to graduation.
7. *Pierpont Foundation:* Steve Leach, VP Organization and Development, gave an overview of the funds raised in 2016-2017 and pending requests for this year.
8. *RCB National Aerospace Education Center:* Dr. Gerald Bazca, Dean of the School of Business, Aviation and Technology introduced Tom Stose, Director of the RCBNAEC, to provide the report. Mr. Stose shared that he has recently served as a presenter at the WV Airport Managers Conference and the WV State Technology Conference. Bombardier has met with Pierpont students to discuss temporary employment and testing. Pratt and Whitney has offered students internships and jobs while in training. For the Fall semester 40 new freshman and 14 sophomore are enrolled with 2 new high school students in the early entry program.

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 May 31 and June 30, 2017. Complete details were provided in the September 19, 2017 Board of Governors Book.

2. Resolution for Approval of a 30 Day Public Comment Period for Policy No. 52 – Degree Definition – Action Item

Brian Floyd presented a resolution to approve a 30 day public comment period for Policy No. 52 – Degree Definition, language in the existing policy has become outdated and in need of clarification and formatting revisions. The public comment period will be from September 20, 2017 to October 19, 2017.

Sharon Shaffer offered a motion to approve a 30 day public comment period for Policy No. 52- Degree Definitions, as presented. Holly Kauffman 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 Policy No. 9 – Sexual Harassment – Action Item*

Dale Bradley presented a resolution to approve a 30 day public comment period for Policy No. 9 – Sexual Harassment. The public comment period will be from September 20, 2017 to October 19, 2017.

In alignment with the Sexual Harassment (Title IX) Policy, approved in May 2017 by the Board of Governors of Fairmont State University, Pierpont Community & Technical College seeks to modify its Sexual Harassment Policy to comply with federal, state, and local laws and regulations. Specifically, this policy upholds WV Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education Office for Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); applicable federal court decisions. The Sexual Harassment (Title IX) Policy amends the current Policy No. 9 Sexually Harassment and replaces current Policy No. 42 Consensual Romantic or Sexual Relationships.

Sharon Shaffer offered a motion to approve a 30 day public comment period for Policy No. 9 – Sexual Harassment, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Resolution for Approval of Comments and Final Draft of Policy No. 35 – Gift Acceptance/Solicitation – Action Item*

Steve Leach brought forth a resolution to approve the proposed amendment and final draft of Policy 35 – Gift Acceptance/Solicitation.

At the Pierpont Board of Governors meeting of June 20, 2017, a 30-Day Public Comment Period was established from June 21, 2017 to July 20, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #35 – Gift Acceptance. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also 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

One comment for a grammatical correction was received during the 30-day public comment period.

Sharon Shaffer offered a motion to accept and approve Policy No. 35 – Gift Acceptance/Solicitation, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

5. *Resolution for Approval of Comments and Final Draft of New Policy No. 62 – Campus Solicitation – Action Item*

Dale Bradley brought forth a resolution to approve the proposed amendment and final draft of new Policy 62 – Campus Solicitation.

At the Pierpont Board of Governors meeting of June 20, 2017, a 30-Day Public Comment Period was established from June 21, 2017 to July 20, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #62 – Campus Solicitation. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also 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

Two comments for a grammatical correction were received during the 30-day public comment period. Mr. Bradley also added modifications to be made to Section 2: Definitions – 2.5: “University” should be changed to “College”, and Section 5: Procedures for Non-Commercial Solicitation – 5.1.2: “university” should be changed to “college”.

Sharon Shaffer offered a motion to accept and approve new Policy No. 62 – Campus Solicitation, as presented with incorporation of the recommended changes to Sections 2 and 5. Larry Puccio, Jr. seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

6. *Identification of Vacated Appointments on the AY 2017-2018 Board of Governors Committees – Informational Item*

Chairman VanAlsburg announce that with the transition of Board members in August 2017, the vacancies created on the BOG Committees will be considered at the October 17, 2017 Board of Governors Workshop, to better align with the objectives of the institution. A proposed draft of the Committees restructuring will be distributed prior to the Workshop.

VI. Committee Reports

1. *Audit/Finance Committee*

As the committee chair for this position is currently vacant, Dale Bradley gave the report. Mr. Bradley announced that the minutes from the Audit/Finance Committee meeting of September 7, 2017 were forwarded electronically to all Board members, and asked for questions or comments. Hearing none, Mr. Bradley concluded his report.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, informed that the Marketing Committee will suspend meeting until the new BOG Committee structure has been formed.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, informed that the Regional Academics Committee will suspend meeting until the new BOG Committee structure has been formed.

VII. New Business

1. Vet Tech On Site Accreditation Visit, September 20 – 22
2. Pierpont BOG Working Group, October 17, 1:00 PM to 4:00 PM, ATC Room 216A
3. Higher Learning Commission On Site Accreditation Visit, October 30 – 31
4. The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on November 14, 2017 in the Falcon Center Board Room.
5. The Annual Board of Governors Retreat will be held on December 1, 2017 at the Advanced Technology Center

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 3:38 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. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session

At 4:06 PM, the Sharon Shaffer offered a motion for the Board to exit Executive Session. Memori Dobbs seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

No items were brought forward from Executive Session.

XI. Adjournment

There being no further business, Chairman VanAlsburg offered a motion to adjourn the meeting at 4:07 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.