

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
October 20, 2015
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on October 20, 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 (phone), Earl McConnell (phone), Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren 'Chip' VanAlsburg (phone).

Board members absent were:

Jeff Tucker. 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, Rob Linger, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:02 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on September 15, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

Dean Rose Romesburg acknowledged Michael Waide, Program Coordinator, for his work with the Medical Laboratory Assistant and Phlebotomy Programs. Through his efforts, and

after careful and thorough review of curriculum, laboratory experiences, and clinical training, these programs were formally recognized in partnership with the American Medical Technologists, a national certification agency for excellence in allied health professionals.

President's Report

Interim President Dale Bradley shared that the Governor has announced a 4 percent reduction in State Appropriations for WV Higher Education institutions for FY 2016. This reduction was made due to unexpected and unprecedented drops in the state's severance tax collections. To address this reduction the Budget Planning Committee has met and a proposal was presented. The proposal called to delay the hiring of previously approved positions and the use of some budget reserves. Discussion was held on the effect of delaying the hiring of the approved positions and the plan to distribute duties that would have been addressed by the new hires.


Mr. Bradley announced that the Pierpont Fall Open House was held and was a success. Approximately 180 people attended. Mr. Bradley thanked Memori Dobbs for her work in coordinating this event.


Mr. Bradley stated that the new Pierpont and Fairmont State signs have been placed at the entrance of Bryant Street and Squibb Wilson Boulevard. A photo of the signs was shared.

The Advanced Technology Center building project is moving along with substantial complete scheduled for mid-February 2016. Landscaping has been done and paving should be finished in the next few weeks. The tile, concrete flooring and painting are nearing completion.

Operation Reports

 *Academic Affairs:* No report

 *Faculty Senate:* David Beighley, President of Faculty Senate, reported that the Faculty Senate met on October 9. Agenda items discussed were the Budget Update, Academic Programs Viability Review, Promotion and Tenure, the Pierpont Town Hall meeting, and Facilities. No action items were brought before the Faculty Senate, at this time, but work is continuing on curriculum proposals before the December 4, 2015 deadline.

 *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 October 20, 2015 Board Book. Focus was placed on programs and partnerships.

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 August 31, 2015. Complete details were provided in the October 20, 2015 Board of Governors Book.

Resolution to Amend Policy No. 53 – Information Technology 30-Day Public Comment Summary Review – Action Item

Mr. Rob Linger, CIO, brought forth a resolution to approve the proposed amendment of Policy No. 53 – Information Technology.

At the Pierpont Board of Governors meeting of September 15, 2015 a 30-Day Public Comment Period was established, from September 16, 2015 to October 15, 2015, to provide the public the opportunity to address the proposed modifications to Board of Governors Policy No. 53 – Information Technology.

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.

Mr. Linger stated that no comments were submitted to address the proposed modifications to this policy.

Sharon Shaffer presented a motion to approve the amendments to Policy 53 – Information Technology, as presented. Memori Dobbs seconded the motion. All agreed. Motion carried.

Resolution to Establish New Policy No. 61 – Distance Learning 30-Day Public Comment Summary Review – Action Item

In the absence of Leslie Lovett, Cyndee Sensibaugh brought forth a resolution to approve the establishment of proposed new Policy No. 61 – Distance Learning.

At the Pierpont Board of Governors meeting of September 15, 2015 a 30-Day Public Comment Period was established, from September 16, 2015 to October 15, 2015, to provide the public the opportunity to address the proposed new Board of Governors Policy No. 61 – Distance Learning.

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.

Mrs. Sensibaugh stated that two comments were submitted on behalf of the faculty of both institutions. The comments received were not directly related to the content revision of the policy, but general questions and opinions about the policy. These comments were forwarded electronically to the Board as they were received.

Sharon Shaffer presented a motion to approve the establishment of new Policy 61 – Distance Learning, as presented. Rick Pruitte seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, stated that the minutes from the Finance Committee meeting were distributed and asked for questions. No questions were given.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met just before the Board of Governors meeting to summarize the marketing department activities and efforts.

Mrs. Pavel-Alvarez stated that the Pierpont Fall Open House was publicized on radio, newspapers and television, as well as distribution about the event on postcards and posters. At the event video was taken and posted to Facebook and pictures were taken for use in future marketing.

Research has been conducted to identify high traffic times to access first-time freshmen, returning students and transfer students. This information is being shared with Student Services for assistance in timing marketing campaigns.


A retention campaign will begin in early November that will concentrate on current students and students enrolled in institutions throughout the service region. Focus will be placed on helping students to succeed and graduate. The faculty now has access to the Faculty Marketing Tool Kit on the website that has developed retention plans.

Nominations for the National Council for Marketing and Public Relations Paragon Awards for Excellence in Marketing have been submitted and winners will be announced in March 2016.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported that the committee met just before the Board of Governors meeting to discuss regional enrollment, staff, and services. Emphasis needs to be placed on evaluating course offerings and distance learning at regional locations as well as communicating Pierpont's long-term presence with our service area community.

New Business

 Presidential Search Committee

Chairman Griffin announced that the Presidential Search Committee met on October 6, and the process is moving along in correlation to the time schedule.

 November Board of Governors Meeting and December Board Retreat

Chairman Griffin stated that the November Board meeting may be cancelled. The Board Retreat will be held in December in the Falcon Center Conference Rooms. This annual retreat is a good opportunity for the Board to receive the state mandated training hours.

Old Business

No old business.

Public Comment

No signatures were recorded.

Executive Session

No Executive Session called.

Adjournment and Next Meeting

Unless a decision is made to cancel, the next regularly scheduled Pierpont Board of Governors meeting will be held on November 17, 2015 at 2:00 PM in Room 303 Education Building.

There being no further business, the Chairman adjourned the meeting at 3:11 PM.

Respectfully submitted by Cyndee K. Sensibaugh