

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 14, 2017
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 14, 2017, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present:

Chairman Warren 'Chip' VanAlsburg, Thomas Barlow, Brian Bozarth, Memori Dobbs, Holly Kauffman (phone), Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Natalie Stone, and Eugene Weaver.

Board Members Absent:

Randy Travis Crigger

President's Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Brian Floyd, Lyla Grandstaff, Steve Leach, Rob Linger, and Cyndee Sensibaugh

Others in Attendance:

Kelly Shafer and Sarah Crouse – Suttle & Stalnaker, PLLC, Leah Nestor – Exponent Telegram reporter, Eddie Trizzino – Times WV reporter, Pierpont faculty and staff

I. Call to Order

1. Opening Comments

Chairman VanAlsburg called the meeting to order in open session at 2:01 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 September 19, 2017 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held September 19, 2017 were presented for approval. Eugene Weaver offered a motion to approve the minutes, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

5. *Approval of Minutes from the October 17, 2017 BOG Meeting and Workshop – Action Item*

The minutes of the Pierpont Board of Governors meeting and workshop held October 17, 2017 were presented for approval. Thomas Barlow offered a motion to approve the minutes, as presented. Eugene Weaver seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. *Acknowledgement of the graduating members of the Pierpont Leadership Institute for Fall 2017 – Informational Item*

President Johnny M. Moore, Chairman of the Board of Governors Chip VanAlsbury, and Provost Brian Floyd provided congratulations to the first graduating class of the Pierpont Leadership Institute (PLI). President Moore shared that the overall goal of the PLI is to inspire and engage internal stakeholders to further the mission of the college, which is critical to the success of the college as well as the morale of the internal and external constituency groups. An honorary plaque was presented to each member. Members recognized were: Ironda Campbell, Dr. Kari Coffindaffer, Matthew DeMaria, Caitlin Rexrode, Mary Jo Rutherford, Emily Ryan, and Sandra Thomas.

III. President's Report

President Moore provided details of his panel participation for the 2nd Annual Legislative Forum in Charleston. The Forum was designed to provide nonpartisan information on P-20 educational topics. Chairman VanAlsbury was also in attendance. President Moore noted that Pierpont was the only community college at the event.

IV. Chairman's Report

Chairman VanAlsbury provided comments on the 2nd Annual Legislative Forum, noting that throughout the event he observed a rise in legislative leadership agendas to assist WV in developing solutions and acknowledging the need for innovation. The Chairman also stated that there is a great opportunity in WV to solve problems and create new possibilities.

V. Consent Agenda

No action taken, as reports were summarized.

1. Operational Reports – Informational

All Operation Reports were provided, in detail and in advance, within the November 14, 2017 Board of Governors Book. Those reports were:

- a. *Academic Affairs:* Mr. Brian Floyd, Provost and VP of Academic Affairs, presented.
- b. *Center for Workforce Education:* Mrs. Kimberly Cale, Director, presented.
- c. *Classified Staff Council:* Ms. Amanda Hawkinberry, Chair, presented.
- d. *Faculty Senate:* In absence of Dr. Kari Coffindaffer, President, Dr. Susan Coffindaffer presented.
- e. *Information Technology:* Mr. Rob Linger, CIO and VP of Information Systems, presented.
- f. *Pierpont Foundation:* Mr. Steve Leach, VP Organization and Development, presented.
- g. *RCB National Aerospace Education Center:* Mr. Tom Stose, Director of the RCBNAEC, presented.

2. Financial Report – Informational

Mr. 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 August 31 and September 30, 2017. Complete details were provided in the November 14, 2017 Board of Governors Book.

VI. Committee of the Whole

1. *Resolution for Approval of Presentation and Acceptance of the FY 2017 Audited Financial Statements – Action Item*

Mr. Dale Bradley introduced Kelly Shafer and Sarah Crouse of Suttle & Stalnaker, PLLC to present the FY 2017 Audited Financial Statements. Ms. Shafer and Ms. Crouse gave a PowerPoint presentation and provided handouts, in detail, for the Financial Statements Years Ended June 30, 2017 and 2016 Independent Auditors Reports and the condensed Report to the Governing Board.

Mr. Bradley acknowledged the work of Ms. Carolyn Fletcher and Ms. Holly Fluharty for their involvement in completing the financial statements by October 6, 2017 well before the October 16, 2017 deadline.

Mrs. Sharon Shaffer offered a motion to approve the FY 2017 Audited Financial Statements, as presented. Mr. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

2. *Resolution for Approval of Comments and Final Draft for Policy No. 9 – Sexual Harassment – Action Item*

Mr. Dale Bradley presented a resolution to approve comments and the final draft for Policy No. 9 – Sexual Harassment.

At the Pierpont Board of Governors meeting of September 19, 2017, a 30-Day Public Comment Period was established from September 20, 2017 to October 19, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #9 – Sexual Harassment. Policy #9 repeals and replaces current Policy #42 – Consensual Romantic or Sexual Relationships. 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 grammatical corrections were received during the 30-day public comment period, and the recommendations were used to amend the final draft.

Mrs. Sharon Shaffer offered a motion to accept and approve Policy No. 9 – Sexual Harassment, as presented. Mr. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

3. *Resolution for Approval of Comments and Final Draft of Policy No. 52 – Degree Definitions – Action Item*

Mr. Brian Floyd presented a resolution to approve comments and the final draft for Policy No. 52 – Degree Definitions.

At the Pierpont Board of Governors meeting of September 19, 2017, a 30-Day Public Comment Period was established from September 20, 2017 to October 19, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #52 – Degree Definitions. 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

No comments were received during the 30-day public comment period.

Mrs. Sharon Shaffer offered a motion to accept and approve Policy No. 52 – Degree Definitions, as presented. Mr. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Restructuring and Appointments of the AY 2017-2018 Board of Governors Committees – Informational Item*

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014 under Section IV, A: Special Committees, and due to vacancies created in August 2017 to the Pierpont Board of Governors Committees as a result of new appointments and reappointments to the Pierpont BOG by West Virginia Governor Jim Justice, Chairman VanAlsbury presented the restructuring, realignment, and appointments of the AY 2017-2018 Pierpont Board of Governors Committees Officers and Members.

Section IV, A: Appointment of Special Committees of the Board

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee.

Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings.

Special committees may not act unilaterally for the Board.

Committee members may conduct meetings via electronic conferencing.

The Pierpont Community & Technical College Board of Governors AY 2017-2018 Officers and Committees are:

Pierpont Board of Governors Executive Officers

Warren “Chip” VanAlsbury – Chair

Sharon Shaffer – Vice Chair

Rick Pruitte – Secretary

Board of Governors Executive Committee

Warren “Chip” VanAlsbury – Chair

Memori Dobbs

Holly Kauffman

Rick Pruitte

Sharon Shaffer

Pierpont President – Ex-officio

Staff Liaison(s) – Executive Assistant to Board of Governors

Academic and Student Affairs Committee

Sharon Shaffer – Chair

Thomas Barlow

Linda King

Pierpont President – Ex-officio

Staff Liaison(s) – Provost, VP Student Affairs, Academic Deans

Finance/Audit and Administration Committee

Rick Pruitte – Chair

Brian Bozarth

Holly Kauffman

L. Eugene Weaver

Pierpont President – Ex-officio

Staff Liaison(s) – CFO, CIO, VP Organization & Development

Enrollment Management and Communications (Marketing) Committee

Memori Dobbs - Chair

Randy Travis Crigger

Natalie Stone

Larry Puccio, Jr.

Pierpont President – Ex-officio

Staff Liaison(s) – VP Enrollment/Student Affairs, PR & Marketing Director, Academic Deans

VII. Committee Reports

1. *Audit/Finance Committee*

As the committee chair for this position is currently vacant, Dale Bradley reported that the Audit/Finance Committee meeting had not met prior to the November 14, 2017 Board of Governors meeting and there was no report.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, provided a handout and stated that the Marketing Committee suspended meetings until the new BOG Committees begin.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, informed that the Regional Academics Committee suspended meetings until the new BOG Committees begin.

VIII. New Business

1. The Annual Board of Governors Retreat will be held beginning at 8:30 am on December 1, 2017 at the Advanced Technology Center.
2. The NCWV Advanced Technology Center Advisory Board will meet December 1, 2017 during the Annual Board of Governors Retreat.
3. A discussion was held on campus lighting needs.

IX. Old Business

There was no old business to review.

X. Public Comment

There were no signatures recorded for public comment.

X. Executive Session

No Executive Session called.

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.