

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**November 15, 2016**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 15, 2016, 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, Keisha Marks, Earl McConnell, Beth Newcome, Rick Pruitte, Sharon Shaffer (phone at 3:20 pm), and Warren 'Chip' VanAlsburg (phone)

*Board members absent were:*

Jeff Tucker

*President's Cabinet members present were:*

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, Bo Sellers, and Cyndee Sensibaugh

*Others in Attendance:*

Faculty, staff, students, and community members

**Oath of Office Administered to New Board Member**

Prior to the start of the Board of Governors meeting the Faculty Senate Representative, Beth Newcome, was officially sworn in by Notary Public, Cyndee Sensibaugh. On October 14, 2016, Ms. Newcome was elected to fulfill the remaining term of retiring board member Barbara Pavel-Alvarez that expires on June 30, 2017.

**I. Call to Order**

*1. Opening Comment*

Chairman Jim Griffin called the meeting to order in open session at 2:00 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 September 20, 2016 Meeting – Action Item*

- a. The minutes of the Board of Governors meeting held on September 20, 2016 were presented for approval.

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

## **II. Special Recognitions/Presentations**

1. A faculty and staff retirement reception was held immediately prior to the Board of Governors meeting to honor retiring faculty and staff. Chairman Griffin, President Johnny M. Moore, and Provost Leslie Lovett recognized and presented plaques to:
  - a. Barbara Pavel-Alvarez: Professor, Early Childhood Program Coordinator, and Faculty Senate Representative to the Board
  - b. Rosemarie Romesburg: Dean of School of Health Careers, Senior Professor and Program Coordinator of Medical Laboratory Technology
  - c. Jeani Hawkins, Dean of Regional Academics
  - d. Beverly Born, Asst. Dean School of Health Careers, Physical Therapy Assistant Program Coordinator
  - e. Jodee Nelson, Asst. Director, Clinical Director of Respiratory Care

At the Board meeting, Chairman Griffin again thanked the retirees for their years of dedicated service to Pierpont and wished them well.

2. Dean Brian Floyd introduced the Pierpont EMT Program Staff, Ben Tacy and Rusty Taylor, to introduce Stephanie Baker and share her success story. Ms. Baker recently completed the Pierpont Paramedic Refresher Program and because of the training she received at Pierpont, Ms. Baker was able to save the life of an infant born prematurely. Chairman Griffin thanked Ms. Baker for the wonderful life-saving work she does for the citizens of West Virginia and for sharing her story.
3. Lyla Grandstaff introduced Jaclyn Buchanan, Pierpont's new Student Services Coordinator. Chairman Griffin and the Board members welcomed Ms. Buchanan.

## **III. President's Report**

President Moore shared that over 200 people attended the North Central Advanced Technology Center (ATC) dedication ceremony, including U.S. Senator Joe Manchin and Governor Earl Ray Tomblin. Dr. Moore thanked the ATC Dedication Ceremony Committee (Kimberly Cale, Vickie, Hedrick, Steve Leach, Rob Linger, Steve Santilli, Bo Sellers, and Cyndee Sensibaugh) for their work on this successful event.

President Moore stated that Pierpont will have a positive impact on the state job sector. With the opening of the ATC as a state workforce educational facility, Pierpont will be positioned to continue momentum in offering progressive-technology training opportunities.

President Moore informed that consultants with Financial Aid Services and Ellucian have completed site visits and employee interviews. Financial Aid Services is evaluating Pierpont's financial aid office and student services operations and Ellucian is evaluating Pierpont's IT and database structure. Final report summaries will be presented at the December 2, 2016 Board of Governors Retreat.

President Moore shared that Pierpont will be hosting the Robert C. Byrd Traveling Exhibit at the ATC from January 23 to February 17, 2017. The exhibit honors the 100<sup>th</sup> anniversary of the birth of Senator Robert C. Byrd. The Robert C. Byrd Center for Congressional History and Education has designed a major traveling exhibit called "Robert C. Byrd: Senator, Statesman, West Virginian". The exhibit will tour the state for a period of two years, culminating in a celebration of Senator Byrd's 100<sup>th</sup> birthday in November 2017 at the state capital in Charleston.

President Moore congratulated the School of Health Careers for being awarded continuing accreditation for ten (10) years for the Medical Laboratory Technician (MLT) and Health Information Management (HIT) programs.

President Moore noted that Kari Coffindaffer, Assistant Dean of Business, Aviation, and Technology and Coordinator of Graphics Technology Program, was selected to participate in the Institute for Women in Trades, Technology and Science (iWITTS) online training to increase the enrollment of women in STEM classes.

President Moore closed his report by announcing upcoming events.

#### **IV. Operation Reports**

1. *Academic Affairs:* Leslie Lovett, Provost/VP, shared her congratulations to the HIT and MLT programs for receiving their 10 year accreditation status. Ms. Lovett also shared that the Licensed Practical Nurse (LPN) program 3-year audit was approved by the CTCS Council.

Ms. Lovett updated that work is being performed in Lewis County on revision of charts and Higher Learning Commission (HLC) dual enrollment instructor credentials. The HLC is scheduled to perform a site visit in October 2017.

2. *Classified Staff Council:* Beverly Jones reported that Classified Staff Council (CSC) meetings were held on September 28 and October 18. Cindy Curry, VP of Human Resources attended the meetings to discuss Title IX training, OASIS, and Kronos

changes. The CSC is working on updating the bylaws and the annual letter/scholarship fundraiser. Mary Jo Rutherford has replaced Kimberly Cale as the CSC Vice Chair.

3. *Enrollment Management Task Force (EMTF)*: Brian Floyd, Chair of the EMTF, and Lyla Grandstaff gave an overview of the purpose of the EMTF. With the top priority focused on enrollment, the EMTF will be looking at: Who are our students, and who is missing? A handout entitled “Pierpont Student Portrait” was provided to the Board with an overview on student backgrounds, ages, and field of study. The EMTF will be finding ways to develop partnerships and multiple pathways to reverse negative enrollment trends. These efforts will be matched with recruiting and marketing strategies.

4. *Faculty Senate*: Kari Coffindaffer reported that the Faculty Senate (FS) met on October 14 and November 15, and the new committee chairpersons were chosen. They are:

Admissions and Credits: Pam Hamilton  
Faculty Development: Harmony Garletts  
Curriculum: Susan Coffindaffer  
Faculty Welfare: Vickie Findley  
General Education: Nicholas George  
LMS Ad-hoc: Martina Bachlechner  
Personnel: Vickie Findley

Also, as previously noted, Beth Newcome was elected to fill the remainder of Barbara Alvarez’s term on the Board of Governors.

Ms. Coffindaffer updated the Board on the committee’s activities, the Faculty Development Awards submission deadlines, and the application deadline for promotion and tenure.

5. *Information Technology*: Mr. Linger shared a brief update of the Ellucian consultant on-site visit, with a full report to be provided at the December 2 Board of Governors Retreat. A recommendation for future direction of Pierpont’s database structure and its functionality will be presented at the Retreat.

Mr. Linger informed of vacant staffing needs with the resignation of an employee accepting a new position and other positions that have not been filled.

6. *School of Workforce Development/Continuing Workforce Education*: Jerry Bacza shared that faculty and staff have met with First Energy to review curriculum for line and substation workers. Through this review, Math and Psychology courses have been added to the curriculum. Mr. Bacza discussed meetings with industry partners and program improvement actions. Mr. Bacza acknowledged the students of the 3D printing courses for their creativity and work in making the plaques that were presented to the VIPs at the ATC dedication ceremony. Bo Sellers informed

that over the past year and during the time of moving into the ATC, the CWE provided over 82,000 contact hours to the public. Mr. Sellers offered thanks and congratulations to his dedicated team.

## **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 August 31, 2016 and September 30, 2016. Complete details were provided in the November 15, 2016 Board of Governors Book.

### *2. HVAC Unit Replacements and Energy Efficiency at the Robert C. Byrd National Aerospace Education Center (NAEC) – Informational*

Mr. Dale Bradley informed the Board that in FY 2012 Pierpont and FSU began addressing upgrade needs at the NAEC. The majority of the long-term plans for improvements have been completed. Replacement of the HVAC system was identified as a high priority capital improvement need to the WV Council for Community and Technical Education (WV Council) and a request for funding of this project was submitted. The WV Council approved and provided shared funds. Some funds were delayed until the majority of the HVAC replacement activity was completed. Now, \$150,000 in shared funds has been provided by the WV Council to finish the HVAC project. Three HVAC units were listed as lower priority, located in specialized limited use labs, and have not been replaced. With the securing of the \$150,000 in funds, the Physical Plant will now move forward with the replacement of the three units. Should there be any leftover funds after the replacement of the units, it will be used in energy efficiency upgrades at the NAEC. . Further detail was provided in the November 15, 2016 Board of Governors Book.

### *3. Pierpont Community & Technical College Mission Statement Review – Action Item*

President Moore submitted for approval the continuation of the existing Mission Statement, Philosophy, and Objectives of Pierpont Community & Technical College.

In accordance with Board of Governors Policy #46 – Mission Statement Review Policy, which mandates that the Institution’s Mission Statement be reviewed every five years, the Pierpont President’s Cabinet reviewed the Mission Statement, Philosophy and Objectives of Pierpont Community & Technical College, at the September 27, 2016 President’s Cabinet Meeting, and based on this review, the President and his Cabinet recommended to the Board that no action or modification is needed to the existing Policy, Philosophy and Objectives of the College and, that the current Policy, Philosophy and Objectives of Pierpont Community & Technical

College, are closely aligned with the 2015-2020 Strategic Goals and Priorities of the Institution. Further detail was provided in the November 15, 2016 Board of Governors Book.

Earl McConnell offered a motion to approve the continuation of the existing Mission Statement, Philosophy, and Objectives of Pierpont Community & Technical College, as presented. Kyle Hamilton seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Missing Textbook Adoptions/Textbook Affordability Report - Informational*

Leslie Lovett presented the Missing Textbook Adoptions/Textbook Affordability Report information that was submitted by Pierpont to the West Virginia Council for Community & Technical College Education (WVCTCS) for the November 1, 2016 reporting cycle.

Ms. Lovett informed the Board that the Pierpont BOG Bookstore Policy #54, Section 2.2.7., requires the Bookstore to compile a report regarding missing textbook adoptions by June 1, each year. Last year, the Bookstore revised the deadline dates for textbooks/materials to be selected for courses, faculty to be assigned to courses, and the dates for assigned materials and textbooks to be posted on the web and in the Bookstore. WVCTCS recently provided a new reporting form for the collection of the Annual Institutional Textbook Report to be submitted to the WVCTCS before the annual November 1st report date.

Further detail was provided in the November 15, 2016 Board of Governors Book.

## **VI. Committee Reports**

1. *Audit/Finance Committee*

Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of November 3, were forwarded electronically to all Board members. There were no other items to report.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, reported that a meeting was held earlier in the day and the committee discussed retention aspects, in-house services, publicizing tutoring services, employee health and wellness, updating the website, and sharing the faculty and employee marketing toolkits.

The fall open house event was promoted through radio and weekly ads in papers. Pierpont partnered with WBOY at football tailgates events. At the tailgate events, there were 22 interviews conducted for on-air broadcasts promoting Pierpont.

Pierpont's ATC dedication ceremony generated multiple favorable media reports and the Fairmont News printed an editorial on Dr. Moore. Building upon this momentum, the Marketing team will keep the message consistent that the ATC is a state-wide training facility.

Geofencing was sent to former students affected by the ITT closure. These students had a .058 click-through rate, 40 percent better than national average, and they were shown the "I CAN" promotional materials. Geofencing will continue and Pierpont will track the returns.

For consistent branding, Pierpont flags were placed on the Locust Avenue and ATC campuses. Branding will also be addressed at Caperton Center and other locations. A board member requested consideration be given to working with the campus Columns paper and including items in this publication.

3. *Regional Academics Committee Report - Informational*

Earl McConnell provided the report for Chair, Sharon Shaffer. Mr. McConnell reported that the Committee met on November 14 and discussed staffing and student needs, programs and enrollment at the MTEC facility, and advanced marketing efforts for the regional areas. Dual credit course offering at area high schools was also discussed.

## **VII. New Business**

Chairman Griffin reviewed the list of upcoming events provided in the November 15 Board Book, highlighting the Board of Governors Annual Retreat on December 2, the Pierpont Graduates Reception on December 3, and the WV Community College Association Annual Conference of December 7.

## **VIII. Old Business**

No old business.

## **IX. Public Comment**

There was one signature recorded for public sign up. Due to the item presented for discussion, Chairman Griffin asked for a motion to take the matter into Executive Session.



## **X. Executive Session**

### 1. Entering Executive Session:

At 3:40 PM, Earl McConnell 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. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

### 2. Exiting Executive Session

At 4:25 PM, Earl McConnell presented a motion to exit Executive Session. Rick Pruitte seconded the motion. All agreed. Motion carried.

### 3. Items Brought Forward from Executive Session

No items were brought forward from Executive Session.

## **XI. Adjournment and Next Board of Governors Meeting**

- ✓ The Pierpont Community & Technical College Board of Governors Retreat will be held on December 2 at 8:00 AM at the Robert H. Mollohan Research Center room 232.
- ✓ The next meeting of the Pierpont Community & Technical College Board of Governors will be held on February 21 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Kyle Hamilton motioned to adjourn. Earl McConnell seconded the motion. All agreed. Motion carried. The meeting adjourned at 4:26 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*