

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS ANNUAL RETREAT  
December 2, 2016  
8:00 AM to 4:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

The annual retreat of the Pierpont Community & Technical College Board of Governors was held on December 2, 2016, beginning at 8:00 AM at the Robert H. Mollohan Research Center, Room 232.

*Board members present were:*

Chairman Jim Griffin, Memori Dobbs, Kyle Hamilton, Earl McConnell, Beth Newcome, Rick Pruitte, and Sharon Shaffer

*Board members absent were:*

Linda Aman, Keisha Marks, Jeff Tucker and Chip VanAlsburg

*President's Cabinet and Council members present were:*

President Johnny M. Moore, Jerry Bacza, Dale Bradley, Kari Coffindaffer, Brian Floyd, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, Rosemarie Romesburg, Bo Sellers, and Cyndee Sensibaugh

*Others in Attendance:*

Vickie Findley and Michael Walls

**Opening Welcome from the Chairman and the President**

Chairman Jim Griffin welcomed the Board members and the President's Cabinet and Council to the 2016 Board of Governors Retreat. Chairman Griffin asked the attendees that as they go through the day to keep focus on three critical areas; enrollment, retention, and budget. Chairman Griffin shared that the Governor has announced an additional 2 percent budget cut to higher education, and these tough financial times require everyone to "think outside the box".

President Johnny M. Moore thanked everyone for attending the Board retreat and expressed the need for everyone to work and think as a team. President Moore encouraged forward momentum and to be "dialed in". Once everyone is thinking and acting as a team and are dialed in, the momentum of the game is changed. President Moore stated that Pierpont has an excellent Strategic Plan and it can make a significant difference on how we operate and make the necessary tweaks and changes.

## **2015- 2020 Strategic Plan: Where are we?**

Brian Floyd provided a Strategic Plan overview and informed the Board that the President's Cabinet and Council have been engaged in reviewing the Strategic Plan progress.

Mr. Floyd presented a handout with focus on items completed; planning and funding for the ATC, a 5 year budget plan, communication efforts with business, industry, faculty and staff, specific committees and task forces formed, events, and successful accreditations received.

Mr. Floyd outlined a proposed accountability plan for reporting, priority repositioning with annual evaluations and better use of the tracking software.

## **Budget: What do we need to do?**

Dale Bradley reviewed OPEB liability, CFI ratios, enrollment trends, and budget management over the past and future years due to the state reductions. The TACCCT Grant, chargeback fees, and human resources services were also discussed.

## **Enrollment Outlook and Plans**

Lyla Grandstaff, Memory Dobbs, and Brian Floyd discussed work being done by the Enrollment Task Force (ETF) to beef up inquiries, enrollment, and admits. The goal of the ETF is to get back to the 2015 enrollment levels. A handout was provided to the Board outlining plans to aid in this effort. The ETF will: analyze student profiles, study best practices of successful college recruitment and retention plans, develop enrollment targets for Fall 2017 and semester benchmarks, collaborate with program coordinators and faculty, align services and staff to meet program goals and strategies, and gather feedback.

## **Advanced Technology Advisory Board Meeting**

An Advanced Technology Advisory Board Meeting was held. Minutes for this meeting are provided separately.

## **Respiratory Care Program Update**

Mr. Michael Walls, Program Director, provide electronic documents relevant to the discussion on the Respiratory Care Program to Board members prior the retreat. Mr. Walls gave an overview of the history of the Respiratory Care program, current program statistics and reports, CoARC Accreditation status, and future program focus and goals.

## **Banner Implementation: Where are we? / Financial Aid Services and Ellucian Site Visits Follow Up**

Rob Linger and Lyla Grandstaff shared summaries of two consultant's site visits from separate companies: Financial Aid Services and Ellucian. The consultants came to campus in October to interview employees and scrutinize how we offer services, and how to improve them. Financial Aid Services evaluated Pierpont's financial aid services, while Ellucian evaluated Pierpont's IT services with a focus on the best way to obtain our own separate Banner system, independent of Fairmont State.

## **Staffing Matters and Solutions**

Leslie Lovett presented an overview of staffing needs. President Cabinet members were asked to provide staffing shortage areas and needs for future employees. Focus was given to working with a limited budget and realigning positions.

## **Dismissal**

The Retreat concluded at 4:10 PM

*Respectfully submitted by Cyndee K. Sensibaugh*