

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 13, 2018
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on November 13, 2018, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer (phone beginning at 3:00pm), Warren ‘Chip’ VanAlsburg and Eugene Weaver (phone)

Board Members Absent:

Randy Travis Crigger and Natalie Stone

President’s Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Nancy Parks, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Reporters from the Exponent Telegram and Times West Virginian newspapers and Pierpont’s faculty and staff.

I. Call to Order – Open Session

1. Opening Comment

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:06 PM.

2. Call for Public Comment

Mr. VanAlsburg announced last call for public sign up for comments to the Board.

3. Approval of Minutes from the June 19, 2018 BOG Meeting – Action Item

The minutes of the Pierpont Board of Governors meeting held September 18, 2018 were presented for approval. Rick Pruitte offered a motion to approve the minutes, as presented. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. Pierpont welcomed and recognized new employees. President Moore called on the Provost and the Vice Presidents to introduce them to the Board.
 - From Academic Affairs, Provost Waide introduced:
 - Travis Miller, Asst. Professor/Director of the ATC
 - Dr. Robin Strader, Director of E-learning
 - From the Office of Finance and Administration, Dale Bradley introduced:
 - Maynard “Chip” Hawkins, ATC Maintenance Manager
 - Eva Simmons, Administrative Assistant Senior
 - Shelley Tharp, Controller
 - From the Office of Information Systems, Rob Linger introduced:
 - Andy Raisovich, III, Director of Institutional Research
 - Chris Daniels, Information Systems Technician
2. President Moore announced that in October 2018:
 - Michael P. Waide transitioned from Interim Provost to Provost
 - Vickie Findley transitioned from Interim Dean of Health Sciences to Dean
 - David Beighley transitioned from the Acting Dean of the School of General Education and Professional Studies to Dean
 - Nancy Williams-Parks transitioned to serve as the Executive Director of Institutional Effectiveness & Accreditation
3. President Moore and Chairman VanAlsburg acknowledged the graduating members of the Pierpont Leadership Institute (PLI) for Fall 2018. President Moore shared that this is the second graduating PLI class, and he lightheartedly noted the 100% graduation rate and 90% retention rate of the PLI members. Dr. Moore shared that the purpose of the PLI is to build institutional capacity and develop a culture of leadership throughout Pierpont. Receiving commemorative plaques for their accomplishment were:
 - Kimberly Cale, Jennifer Farlow, Pamela Hamilton, Amanda Hawkinberry, Mitchell Jordan, Brooke Nissim-Sabat, and Jillian Sole

Note: Jennifer Farlow, Pamela Hamilton, and Brooke Nissim-Sabat were not able to attend the BOG meeting due to prior commitments. Their plaques will be hand delivered to them.
4. The President and the Board formally recognized the upcoming, January 2019, retirement of Dr. Gerald L. Bacza, Dean of the School of Business, Aviation and Technology with 37+ years of service. Prior to the Board meeting, an open reception was held in Dr. Bacza’s honor at which an honorary plaque was presented to him.

III. Chairman's Report

Chairman VanAlsburg congratulated and thanked Dr. Bacza for his great work and years of service to Pierpont. He then congratulated the PLI members, noting that leadership is not about title, it is about helping others to find their potential. Chairman VanAlsburg acknowledged the forward movement of the institution and thanked the entire faculty and staff for the positive volume of activity that Pierpont has engaged in over the past months. The Chairman welcomed the new employees, sharing that Pierpont is happy to have them with us.

IV. President's Report

Dr. Johnny M. Moore shared that Pierpont is at a pivotal point and focused on getting exceptional people on board to bring Pierpont to the next level of excellence, placing the right people in the right positions.

President Moore informed that he attended the NC WV Economic Outlook Conference earlier in the day, on December 3, 2018 he will be serving as a panel member at the Legislative Forum on Education and the Economy, and he is serving on and attending the AACC Commission on Student Success later this week.

Chairman VanAlsburg informed the Board that Philander Smith College honored President Moore last weekend by inducting him into the Philander Smith College Hall of Fame for his outstanding accomplishments while he was member of the institution's basketball team. President Moore thanked the Chair and stated that training in basketball, or sports in general, can prepare individuals for future leadership roles. His training as a point guard helped him to "know who to give the ball to at what time" by learning delegation and the skill sets of individuals.

V. Operation Reports - Informational

The Operation Reports were provided, in advance, within the November 13, 2018 Board of Governors Book. Staff members were on hand to answer any questions. The reports provided were:

1. *Academic Affairs and Student Services*

Additional comments: VP Grandstaff share that Student Services is making great strides in lowering student debt and has assisted students in obtaining over \$1.5 million in financial aid during the 2017-2018 academic year. This has been done by maximizing the Pell Grant opportunities and education regarding student loans.

Provost Waide shared update information on the Veterinary Technology Program accreditation, noting that with the exception of additional program space requirements set by the accrediting body CoARC; all other outstanding deficiencies have been met. The mandated space requirements must be met within 18 months.

2. *Classified Staff Council*
No additional comments
3. *Pierpont Foundation*
Additional comments: There will be a Foundation Board annual luncheon on March 22, 2019 at the Caperton Center.
4. *Information Technology*
No additional comments

VI. Committee of the Whole

1. *Presentation and Acceptance of the FY 2018 Audited Financial Statements – Action Item*

Mr. Dale Bradley, CFO & VP of Finance and Administration, introduced Kelly Shafer and Sarah Crouse of Suttle and Stalnaker, PLLC to present the FY 2018 Audited Financial Statements. Mr. Bradley acknowledged the work of Carolyn Fletcher for her assistance in completing the audit. Ms. Safer and Ms. Crouse reviewed the Financial Statements of Years Ended June 30, 2018 and 2017, the Independent Auditors Reports, and the Report to the Governing Board. The auditors provided handouts of the reports as well as a summarized electronic presentation.

Brian Bozarth offered a motion to approve the FY 2018 Audited Financial Statements, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *Financial Report – Informational*

Mr. Dale Bradley summarized the financial 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, 2018. Complete details were provided in the November 13, 2018 Board of Governors Book.

Additional comments: Enrollment and retention numbers in comparison with the past year were discussed.

3. *Naming of Appointments to the AY 2018-2019 Board of Governors Committees – Informational*

Chairman VanAlsburg announced the AY 2018-2019 Board of Governors Committees members. They are:

Executive Committee

- Warren VanAlsburg – Chair
- Brian Bozarth – BOG Member
- Holly Kauffman – BOG Member

- Linda King – BOG Faculty Senate Representative
- Rick Pruitte – BOG Member
- Sharon Shaffer – BOG Member
- Johnny M. Moore – President
- Cyndee K. Sensibaugh – EA to the President and BOG

Academic and Student Affairs Committee

- Sharon Shaffer – Chair
- Thomas Barlow – BOG Member
- Lyla Grandstaff – VP Student Services, Staff Resource
- Nancy Parks – Ex. Director, Institutional Effectiveness & Accreditation, Staff Resource
- Michael Waide – Provost, Staff Resource
- Kimberly Cale – Director, Continuing Education, Staff Resource
- Academic Deans
- Johnny M. Moore, Ex Officio

Finance/Audit and Administration Committee

- Brian Bozarth – Chair
- Holly Kauffman – BOG Member
- Rick Pruitte – BOG Member
- Larry Puccio, Jr. – BOG Member
- L. Eugene Weaver – BOG Member
- Dale Bradley – VP/ CFO, Staff Resource
- Steve Leach – VP Organization & Development, Staff Resource
- Johnny M. Moore, Ex Officio

Enrollment Management and Communications Committee

- Linda King - Chair
- Memori Dobbs – BOG Classified Staff Representative
- Randy Travis Crigger – BOG Student Representative
- Natalie Stone – BOG Member
- Lyla Grandstaff – VP Student Services
- Rob Linger – VP Information Systems /CIO, Staff Resource
- Bo Sellers – Marketing Director, Staff Resource
- Johnny M. Moore, Ex Officio

Ad Hoc Committees

Nominating Committee for BOG Executive Officers

- Holly Kauffman – BOG Member
- Linda King – BOG Faculty Senate Representative
- Rick Pruitte – BOG Member

Presidential Evaluation Committee

- Holly Kauffman, Chair
- Linda King
- Natalie Stone
- Thomas Barlow
- Larry Puccio, Jr.
- Sharon Shaffer

VII. Committee Reports

1. *Audit/Finance and Administration Committee Report*
Mr. Pruitte – Chair, reported that the Committee met on November 1, 2018, to discuss enrollment, budget for the upcoming year, financial statements, and the audit.
2. *Academic and Student Affairs Committee Report - Informational*
No report.
3. *Enrollment Management and Communications Committee Report - Informational*
Memori Dobbs, Chair, shared the Committee met earlier in the day at 11:00 am. The Committee focused on communications going out to students, community and service area borders. Ms. Dobbs provided numbers for the volume of ads running through social media, newsprint, and television. A push is underway to address low enrollment programs. Ms. Dobbs highlighted past and upcoming events for students, businesses, and industries.

VIII. New Business

1. An evening reception will be held for December graduates on December 6, 2018 at 5:00 PM at the Pierpont Advanced Technology Center
2. The annual BOG Retreat will be held on December 7, 2018 from 8:00 AM to 4:00 PM at the Pierpont Advanced Technology Center
3. The quarterly ATC Advisory Board meeting will be held on December 7, 2018 during the annual BOG Retreat at the Pierpont Advanced Technology Center

IX. Old Business

There was no old business to review.

X. Public Comment

There were no signatures recorded for public comment.

XI. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:09 PM, Thomas Barlow 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. Linda King seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 3:54 PM, Chairman VanAlsburg motioned to exit Executive Session and return to Open Session. Brian Bozarth seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

XII. Adjournment

There being no further business, Memori Dobbs offered a motion to adjourn the meeting at 3:54 PM. Linda King 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.