



***BOARD
OF
GOVERNORS***

November 19, 2019

MEETING SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

November 19, 2019

**Pierpont Advanced Technology Center, Room 216 A
500 Galliher Drive, Fairmont, WV**

2:00 PM **Full Board Meeting**
Pierpont Advanced Technology Center, Room 216 A

Thomas J. Barlow – Chair
Sharon J. Shaffer – Vice Chair
Brian S. Bozarth – Secretary

Members: Holly C. Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, and Warren “Chip” VanAlsburg. One institutional BOG member position is currently vacant.

Recent BOG Committee Meetings:

- ✓ BOG Data Analytics Research Committee (DAR) held October 3 and November 7
 - ✓ BOG Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) held on October 8 and November 12
 - ✓ BOG Finance & Administration Committee (FA) held on October 31
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AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 19, 2019

I. Call to Order in Open Session

1. Opening Comment (*Chair: Thomas Barlow*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for September 17, 2019 **Tab 1 - Action Item**
4. Approval of BOG Meeting Minutes for October 3, 2019 **Tab 2 - Action Item**
5. Approval of BOG Meeting Minutes for October 7, 2019 **Tab 3 - Action Item**

II. Recognitions – Informational

1. Student Government Association Executive Officers for AY 2019-2020:
(*Presented by Student Involvement Coordinator – Raven Thomas*)
 - President – Joshua Laprise
 - Vice President – Joshua Kenlaw
 - Treasurer – Katelyn Waddell
 - Secretary – Casey Shaver
 - Communications Officer – Zachary Summers

III. President’s Report – Informational (*Dr. Johnny M. Moore*)

IV. Operation Reports

Tab 4 - Informational

1. Academic Affairs and Student Services (*Michael Waide/Lyla Grandstaff*)
2. Classified Staff Report (*Amanda Hawkinberry*)
3. Information Systems Report (*Robin Strader*)
4. Pierpont Student Government Association (*Joshua Laprise/Raven Thomas*)
5. Pierpont Foundation (*Steve Leach*)

V. Committee of the Whole



1. October 29, 2019 Combined Budget Report **Tab 5 – Informational**
(*Dale Bradley, CFO/VP for Finance and Administration*)

2. Approval of FY 2020 Pay Raise **Tab 6 – Action Item**
(Dale Bradley, CFO/VP for Finance and Administration)
3. Resolution for Review and Approval of the Pierpont Community & Technical College Mission Statement, Vision Statement, and Tagline **Tab 7 – Action Item**
(Michael P. Waide, Provost/VP Academic Affairs)

VI. Board Committee’s Reports

1. Audit/Finance and Administration Committee (FA) Report *(Brian Bozarth, Chair)*
2. Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) Report *(Sharon Shaffer, Chair)*
3. Data Analytics Research Committee (DAR) Report *(Brooke Nissim-Sabat, Chair)*

VII. New Business

-  The scheduled quarterly ATC Advisory Board meeting will be held on December 6, 2019, within the Pierpont BOG Annual Retreat at the Pierpont Advanced Technology Center
-  The next regularly scheduled BOG meeting will be held on February 18, 2020 at 2:00 PM at the Pierpont Advanced Technology Center

VIII. Old Business

IX. Public Comment

X. Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

_____ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters

involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

XI. Adjournment

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.

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 17, 2019
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on September 17, 2019, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Brian Bozarth, Holly Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Sharon Shaffer, Jillian Sole, and Warren 'Chip' VanAlsburg (phone)

Board Members Absent:

Larry Puccio, Jr., and Natalie Stone. One governor appointed BOG position is vacant.

President's Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Steve Leach, Cyndee Sensibaugh, Robin Strader, and Michael Waide

Others in Attendance:

Pierpont faculty and staff

Oath of Office Administered to Newly Elected Board Members

Prior to the start of the Pierpont Community & Technical College Board of Governors meeting the newly elected Board members for AY 2019-2020 were officially sworn in by Notary Public, Cyndee K. Sensibaugh.

The newly elected Board members are: Faculty Senate Representative, Brooke Nissim-Sabat, elected by the Pierpont Faculty Senate in May 2019; Classified Staff Representative, Jillian Sole, elected by the Classified Staff Council in April 2019; and Student Government Representative, Joshua Laprise, elected by the Student Government Association in April 2019.

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:03 PM.

Mr. Barlow opened by thanking the Pierpont faculty and staff for all they do, and affirmed that the Board is supportive and will work with Pierpont employees as we move forward. Mr. Barlow expressed the Board's request that Pierpont continues to be active and productive within the entire 13 county region that we serve.

2. *Call for Public Comment*

Mr. Barlow, Chair, announced last call for public sign up for comments to the Board.

3. *Approval of Minutes from the June 18, 2019 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held June 18, 2019 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. There was no discussion on the motion. Brian Bozarth seconded the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations – Informational

The Board welcomed incoming, newly-elected, members of the Board of Governors serving AY 2019-2020. A bio was read by Chair, Thomas Barlow, for each new member. They are:

1. Mrs. Jillian Sole incoming Classified Staff Representative to the Pierpont Board of Governors. Elected April 2019.
2. Mrs. Brooke Nissim-Sabat Faculty Senate Representative to the Pierpont Board of Governors. Elected May 2019.
3. Mr. Joshua Laprise incoming Student Government Representative to the Pierpont Board of Governors. Elected April 2019.

III. President's Report – Informational

Dr. Johnny M. Moore informed that Pierpont has lined up new schedules and terms to provide greater flexibility for students. The 12-week and 8-week terms offered are designed to assist the nontraditional student in persistence and retention. Enrollment increase in these terms reflect the opportunities that the WV Invest Grant provides.

Dr. Moore shared that colleges are proactively addressing the opioid crisis within the state. Pierpont is partnering with the West Virginia Secondary Schools Activities Commissioner (WVSSAC), MVB Bank, West Virginia University, and Marshall University in the WV Game Changer Opioid Awareness Summit.

On September 17 & 18, 2019, the WV Game Change Summit (live stream) will be held at the WVU Coliseum and the Cam Henderson Center, respectively. High school students will be in attendance and receive information to bring awareness of the opioid epidemic and assist with making healthy choices for lifelong wellness.

President Moore shared that he attended the WV Game Changer Summit at WUV earlier in the day as the representative for community colleges in the state. He will begin to work with Pierpont's sister community colleges in the state to further advance this initiative. This initiative will provide an avenue for second chances to students that may have had their educational goals interrupted, and will offer encouragement to get back on track.

Dr. Moore attended the annual Appalachian Regional Commission conference in Asheville, NC as a panel participant, where he shared information on the many partnerships that Pierpont has realized with businesses and other colleges over the past year. The conference focus was to elevate the region and make Appalachia strong.

Dr. Moore informed that Pierpont has been granted Higher Learning Commission (HLC) approval of the Associate of Applied Science Degree in Mining Maintenance Technology. Pierpont will be teaming up with West Virginia Northern Community College and Murray Energy for this program.

The President shared that a team of three reviewers from HLC will be at Pierpont on November 4 & 5, 2019 to conduct a follow-up focus visit. Also, Pierpont President's Cabinet and Council will hold a working retreat on September 25, 2019 to refresh the institution's strategic plan, mission, vision, and values.

IV. Operation Reports - Informational

1. Academic Affairs and Student Services

In addition to the materials included in the September 17, 2019 Board Book, Provost Michael Waide was on hand to provide further updates.

Mr. Waide informed that he serves as the HLC Liaison for Pierpont and will be closely working with the three site visitors in November. Areas of focus will be inclusivity and diversity, general education course work, student persistence, finance administration and infrastructure, and data informed decision making. In early September, a report narrative and exhibits were loaded to the HLC site to address four Criteria identified from the HLC site visit in October 2017.

Mr. Waide will be leading administrators, staff, and faculty in the review and construction of a new 3-year strategic plan at the President's Cabinet/Council working retreat on September 25, 2019. A draft of the new comprehensive plan, mission, vision and core values will be presented to the Board upon completion.

Other items of discussion were Vet Tech Program accreditation status and enrollment, website, electronic library, texting system, tutoring, and age of the computers in the labs.

Standing in for Mrs. Lyla Grandstaff, Mrs. Ashley Tennant provided updates on enrollment, WV Invest Grant, financial aid and student loans. Mrs. Tennant also shared that in the next few months, Student Services will be traveling to the 13-counties service region to bring awareness of Pierpont, programs, and the WV Invest Grant.

2. *Classified Staff Report*

The Classified Staff Report was provided in detail in the September 17, 2019 Board Book. There were no further questions.

3. *Faculty Senate Report*

The Faculty Senate Report was provided in the September 17, 2019 Board Book. Faculty Senate President, Dr. Susan Coffindaffer, shared information on the work of the Curriculum Committee, and welcomed the Board to attend the Faculty Senate meetings held on the second Friday of each month. Provost Waide thanked Dr. Coffindaffer for her work on the Faculty Senate.

4. *Pierpont Foundation*

Mr. Steve Leach, Foundation Director, was on hand to answer any questions or comments related to the materials provided in the September 17, 2019 Board Book.

Mr. Leach highlighted requests from the Student Emergency Fund, and will be sending out data related to the number of requests from this fund. The Board also asked for information on faculty support by the Foundation.

V. Committee of the Whole

1. *Restructuring and Appointments of the AY 2019-2020 Board of Governors Committees, Chairs, and Members – Action Item*
(Thomas J. Barlow, Chairman of the Board)

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014:

IV. Special Committees

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.

Chair, Thomas Barlow, announced the restructure and appointments of the Chairs and members, to the BOG Committees for AY 2019-2020. The new Committees will be:

- 1) Executive Committee (EC)
- 2) Communications, Academic Affairs, Recruiting & Student Services Committee (CARS)
- 3) Data Analytics & Research Committee (DAR)
- 4) Finance & Administration Committee (FA)
- 5) Government Relations, Policies, and Human Resources Committee (GRPHR)

Committee Chairs and Board members assigned to each Committee, and the staff liaisons are:

Executive Committee (EC)

- Thomas J. Barlow – BOG Chair
- Sharon J. Shaffer – BOG Vice Chair & CARS Committee Chair
- Brian S. Bozarth – BOG Secretary & FA Committee Chair
- Brooke Nissim-Sabat – DAR Committee Chair
- Warren “Chip” VanAlsburg – BOG past Chair & GRPHR Committee Chair
- Johnny M. Moore – President (Ex officio)

Staff Resource:

Cyndee K. Sensibaugh – EA to the President and BOG

Communications, Academic Affairs, Recruiting, & Student Services Committee (CARS)

- Sharon Shaffer – Chair
- Thomas J. Barlow – BOG Chair /Member
- Vacant BOG Member
- Jillian Sole – Classified Staff BOG Representative
- Joshua Laprise – Student Government BOG Representative
- Johnny M. Moore – President (Ex officio)

Staff Resources:

Michael Waide – Provost

Lyla Grandstaff – VP Student Services

David Beighley – Dean, School of General Education & Professional Studies

Kari Coffindaffer – Dean, School of Business, Aviation & Technology

Vickie Findley – Dean, School of Health Sciences

Robin Strader – Interim Executive Director of Information Systems/Dir. eLearning

Jennifer McConnell – Director of Admissions/Recruitment

Nancy Parks – Director of Academy for Teaching Excellence, Assessment & Inclusion
Kimberly Cale – Director of Continuing Workforce Education
Amanda Hawkinberry – Administrative Assistant to the Provost
Member – Pierpont Foundation

Data Analytics and Research Committee (DAR)

- Brooke Nissim-Sabat – Chair
- Larry J. Puccio – BOG Member
- Sharon J. Shaffer – BOG Vice Chair/Member
- Natalie Stone – BOG Member
- Thomas S. Barlow – BOG Chair (Ex officio)
- Johnny M. Moore – President (Ex officio)

Staff Resources:

Michael Waide – Provost
Lyla Grandstaff – VP Student Services
David Beighley – Dean, School of General Education & Professional Studies
Kari Coffindaffer – Dean, School of Business, Aviation & Technology
Vickie Findley – Dean, School of Health Sciences
Robin Strader – Interim Executive Director of Information Systems/Dir. eLearning
Staff – Director of Institutional Research
Nancy Parks – Director of Assessment, Diversity, Inclusion & Teaching Excellence

Finance and Administration Committee (FA)

- Brian S. Bozarth – Chair/BOG Secretary
- Holly Kauffman
- Rick Pruitte – BOG Member
- Sharon J. Shaffer – BOG Vice Chair/Member
- Vacant BOG Member
- Thomas J. Barlow – BOG Chair (Ex officio)
- Johnny M. Moore – President (Ex officio)

Staff Resources:

Michael Waide – Provost & VP of Academic Affairs
Dale Bradley – VP Finance & Administration/CFO
Steve Leach – VP Organization & Development & Foundation Director
Robin Strader – Interim Executive Director of Information Systems/Dir. eLearning
Rusty Elliott – President Pierpont Foundation

Government Relations, Policies, and Human Resources Committee (GRPHR)

- Warren “Chip” VanAlsbury – Chair
- Thomas J. Barlow – BOG Chair/Member
- Holly C. Kauffman – BOG Member

- Joshua Laprise – BOG Student Government Representative & Student Body President
- Sharon J. Shaffer – BOG Vice Chair (Ex officio)
- Johnny M. Moore – President (Ex officio)

Staff Resources:

Michael P. Waide – Provost & VP Academic Affairs
Lyla Grandstaff – VP Student Services
Steve Leach – VP Organization & Development & Foundation Director
Amy Cunningham – Advisory Council for Faculty
Kari Coffindaffer – Co-chair Institutional BOG Polices Review Committee
Susan Coffindaffer – Co-chair Institutional BOG Polices Review Committee
Raven Thomas – Student Government Association Coordinator

BOG AD HOC COMMITTEES

Board of Governors Executive Officers Nominating Committee (EON)

- Brian S. Bozarth – Chair
- Brooke Nissim-Sabat – BOG Faculty Senate Representative
- Rick Pruitte – BOG Member
- Warren “Chip” VanAlsbury – BOG Member

Staff Resource:

Cyndee K. Sensibaugh – EA to the President and BOG

President Evaluation Committee (PEC)

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

Staff Resource:

Cyndee K. Sensibaugh – EA to the President and BOG

VI. Committee Reports

1. Audit/Finance and Administration Committee Report

Brian Bozarth, Chair, informed that the Committee met on September 13, 2018. The institution’s financial data is now housed on an independent data base with WVNet. New dashboards and reports will be developed by the Finance and Administration Office to present data-driven financials to the Board. The Board requested a “cash on hand’ report. This report will be provided.

2. *Academic and Student Affairs Committee Report – Informational*

Due to the proposed committees restructuring, there was no report.

3. *Enrollment Management and Communications Committee Report – Informational*

Due to the proposed committee restructuring, there was no report.

VII. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:11 PM, Sharon Shaffer 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. Brian Bozarth 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, Sharon Shaffer motioned to exit Executive Session and return to Open Session. Brian Bozarth seconded the motion. All agreed. Motion carried.

There were no items brought forward from Executive Session.

VIII. New Business

1. The next regularly scheduled quarterly ATC Advisory Board meeting will be held on December 6, 2019 at within the Pierpont BOG Annual Retreat at the Pierpont Advanced Technology Center
2. The next regularly scheduled BOG meeting will be held on November 19, 2019 at 2:00 PM at the Pierpont Advanced Technology Center

IX. Old Business

None.

X. Public Comment

There were no signatures recorded for public comment.

XI. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 3:55 PM. Holly Kaufman 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.

Tab

2

PIERPONT COMMUNITY & TECHNICAL COLLEGE
EMERGENCY BOARD OF GOVERNORS MEETING
October 3, 2019
11:30 AM

MINUTES

Notice of Meeting and Attendance

An emergency meeting of the Pierpont Community & Technical College Board of Governors was held on October 3, 2019, beginning at 11:30 AM at the Pierpont Advanced Technology Center, President's Conference Room.

Board members present were:

Thomas Barlow, Brian Bozarth (phone), Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte (phone), Larry Puccio, Jr. (phone), Sharon Shaffer, Jillian Sole, and Warren VanAlsburg (phone)

Board members absent were:

Holly Kauffman and Natalie Stone

President's Cabinet members present were:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, and Cyndee Sensibaugh, Robin Strader, and Michael Waide

Others in Attendance

David Williams

I. Call to Order

1. Opening Comments

Chairman Tom Barlow called the meeting to order in open session at 11:31 AM.

2. Call for Public Comment

Chairman Barlow announced last call for public sign up for comments to the Board.

II. Committee of the Whole

1. Resolution for Approval of Change to WV-96 State of WV Addendum to Vendor's Standard Contractual Forms for the Agreement with RAVE Mobile Safety (*Dale Bradley*)

Mr. Bradley brought forth a resolution for approval of the proposed modified WV-96 State of West Virginia Addendum to Vendor's Standard Contractual Forms for an agreement with RAVE Mobile Safety that limits RAVE Mobile's cumulative direct liability to \$150,000.

The State of West Virginia requires that any contract entered into with a Vendor that has one or more contractual terms or conditions that the State cannot or will not accept, the Vendor must execute the State of West Virginia's WV-96 Addendum to Vendor's Standard Contractual Forms (Attachment identified as WV-96 Addendum to Vendor's Standard Contractual Forms). If the Vendor is unwilling to execute the WV-96 as written, they can enter into negotiations with the West Virginia State Attorney General concerning the terms or conditions of the WV-96 they are unwilling to accept.

Regarding the agreement with RAVE Mobile Safety for general and emergency texting with students, faculty, and staff, their standard agreement has terms and or conditions that the State of West Virginia cannot or will not accept and the WV-96 has terms or conditions RAVE Mobile Safety is unwilling to accept. The specific terms or conditions in the WV-96 that RAVE Mobile Safety is unwilling to accept is Item 9 which deletes any language in the Vendor's contract terms which limits the Vendor's liability for direct damages to person or property.

Pierpont's Director of Procurement has facilitated negotiations between RAVE Mobile Safety and the West Virginia Attorney General. The result of this negotiation is an amended WV-96 that limits RAVE Mobile Safety cumulative direct liability for any claims to \$150,000, which RAVE Mobile Safety is willing to execute (Attachment identified as WV-96 RAVE Cumulative Liability of \$150,000).

If Pierpont governance is willing to accept the cap of RAVE Mobile Safety's direct liability at \$150,000, than the Attorney General will agree and approve the modified WV-96.

After discussion, a motion was presented by Chip VanAlsbury to approve the modified WV-96 State of West Virginia Addendum to Vendor's Standard Contractual Forms in agreement with RAVE Mobile Safety that limits RAVE Mobile's cumulative direct liability to \$150,000.

Chairman Barlow noted the motion and asked for a second to the motion. No second was given. The motion died.

The Chairman called for a voice vote to instruct Mr. Bradley and Mr. Williams to continue researching vendors to address the limited liability language in the WV-96. The votes were as follows: Tom Barlow – Yes, Brian Bozarth – Yes, Joshua Laprise – Yes, Brooke Nissim-Sabat – Yes, Rick Pruitte – Yes, Larry Puccio, Jr. – Yes, Sharon Shaffer – Yes, Jillian Sole – Yes, Warren VanAlsbury – Nay. By a count of eight Yes's

and one No, the Board approved further research to be conducted immediately with follow up to the Board. Tom Barlow noted that a minimum of two bids should be provided for the Board's consideration on all requests for proposals.

III. Executive Session – Closed to the Public

1. Entering Executive Session:

At 11:52 AM, Brooke Nissim-Sabat moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision. Sharon Shaffer seconded the motion. All agreed. The Board then entered Executive Session.

2. Exiting Executive Session – Back to Open Session

At 12:22 PM, the Board exited Executive Session and returned to Open Session.

3. Items Brought Forward from Executive Session

A motion was offered by Sharon Shaffer to hold an Emergency Board meeting on Monday, October 7, 2019, to confer with Pierpont's attorneys in continuation of discussions that fall under WV Code 6-9A-4(b)9, for planning and development. Jillian Sole seconded the motion. All agreed. Motion carried.

IV. Public Comment

There were no signatures recorded for public comment.

IV. Adjournment

There being no further business, Chairman Barlow adjourned the meeting at 12:23 PM.

Respectfully submitted by Cyndee K. Sensibaugh

PierpontMissionStatement

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Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
EMERGENCY BOARD OF GOVERNORS MEETING
October 7, 2019
1:00 PM

MINUTES

Notice of Meeting and Attendance

An emergency meeting of the Pierpont Community & Technical College Board of Governors was held on October 7, 2019, beginning at 1:00 PM at the Pierpont Advanced Technology Center, President's Conference Room.

Board members present were:

Thomas Barlow, Holly Kauffman Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte (phone), , Sharon Shaffer, Jillian Sole, and Warren VanAlsborg (phone)

Board members absent were:

Brian Bozarth, Larry Puccio, Jr., Natalie Stone, and Warren VanAlsborg

President's Cabinet members present were:

President Johnny M. Moore, Dale Bradley, Steve Leach, Cyndee Sensibaugh, Robin Strader, and Michael Waide

Others in Attendance

I. Call to Order

1. Opening Comments

Chairman Tom Barlow called the meeting to order in open session at 1:04 PM.

2. Call for Public Comment

Chairman Barlow announced last call for public sign up for comments to the Board.

II. Executive Session – Closed to the Public

1. Entering Executive Session:

At 1:04 PM, Brooke Nissim-Sabat moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision. Sharon Shaffer seconded the motion. All agreed. The Board then entered Executive Session.

2. Exiting Executive Session – Back to Open Session

At 1:39 PM, the Board exited Executive Session and returned to Open Session.

3. Items Brought Forward from Executive Session

No items were brought forth from Executive Session.

III. Public Comment

There were no signatures recorded for public comment.

IV. Adjournment

There being no further business, Chairman Barlow called to adjourn the meeting at 1:40 PM. Holly Kauffman motioned to adjourn and Sharon Shaffer provided a second. Meeting adjourned.

Respectfully submitted by Cyndee K. Sensibaugh

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Tab

4

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

OFFICE OF ACADEMIC AFFAIRS

SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES

Dean Beighley

The School of General Education and Professional Studies has launched several initiatives aimed at increasing student engagement, success, and retention since the September BOG meeting. The Food Service Management (FOSM) program host the American Culinary Federation (ACF) accreditation site visit October 23-25 and is optimistically awaiting the ACF determination report. The Dean and FOSM faculty express appreciation to the Board, President, administration, and all those faculty and staff who offered support and assistance for the ACF site visit. Additionally, the FOSM program launched the Culinary and Hospitality Organization for Professionals (C.H.O.P.) student organization which hosted its first event, an All Hallows Gala, on October 31. The FOSM Pastry and Baking program also held its annual Cake Exhibition on November 4. In addition, Jeffrey Noel, Assistant Professor of Mathematics, assumed the role of Director of Tutorial Services in August and finalized the relocation of Tutorial Services to 207 Jaynes Hall, and has overseen implementation of regional campus tutoring assignments and online tutorial software such as Tutor.com and Brainfuse. The Mathematics Department also received state course equivalencies approval for MTH 1207 and MTH 1210.

GEPS faculty have also been involved in many professional development endeavors. Natalie Sypolt, Associate Professor of English has been asked to present at the November National Conference for Teachers of English; has assumed the position of Editor for Change Seven, an online literary magazine; and has been asked to serve as a Visiting Writer by Tennessee Technical University. Associate Professor Sypolt's book, *The Sound of Holding Your Breath*, was chosen as the campus read at Westmoreland County Community College for the 2019-2020 academic year. Brooke Nissin-Sabat, Professor of Food Service Management, presented a workshop on nutrition advocacy to West Virginia University's Graduate Dietetic Interns and, in addition, has served as preceptor for five dietetic interns, each of whom fulfilled a one-week rotation on the Pierpont campus. Professor Nissim-Sabat also held a "Nutrition on the Go" session with the Healthy Grandfamilies program, which is a collaboration between Family Services of Marion and Harrison Counties, Inc, United Way of Marion and Taylor Counties; and the Marion County Board of Education. Chef Natalie Feltz, Assistant Professor of Food Service Management, catered the S.N. Doc Elliott Scholarship Fund dinner September 21 in Mannington, and helped organize the October 28 West Virginia ACF Chapter meeting. Ironda Campbell, Associate Professor of Communications, who has been working with the Hazelton Federal Correctional Center offering mock interview training for the facility's job fairs, was asked to serve on the FCC Hazleton's Community Relations Board. Dr. Campbell also co-instructed an Adult Mental Health First Aid Workshop at Marshall University on October 11.

SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY

Interim Dean Coffindaffer

Applied Design:

The Applied Design Program has had progress in working with the ATC on providing a Career Closet on the campus there and keeping the primary one located in our program space in Wallman Hall. We had many donations that were divided out with the assistance of our APPD Practicum/ATC Work Study Student. The Interior Design students were invited to visit Omni Associates in Fairmont, WV. The local firm has offered a position for practicum students to complete their work hours in the resource materials library. One of the Interior Design 2nd year students had a successful project as a set designer for a local theater in Morgantown.

The ASID Chapter is planning on fundraisers in January and February for a trip to NYC during Spring Break to visit the Design Marts and Museums. The Fashion Merchandising senior provided a successful window displays for the accreditation visit for the Food and Nutrition Program in the Education Building. Advising for spring is proceeding well for the students.

Applied Process Technology:

Enrollment in the Applied Process Technology Program increased significantly in the Fall 2019 semester. Forty-five new students, who are now in their first semester were welcomed into the program. In addition, there are 18 second year students that are in either their 3rd or fourth semesters which brings the total enrollment in the program to 63. Six of the second year students have applied for graduation in December, 2019. The increase in enrollment has presented several challenges that so far, have been addressed. The challenges include:

- Three fall courses, Process Fundamentals, Print Reading, and Energy Systems classes are being conducted in single sections of 40-45 students in each section due to late enrollment and shortfalls in available staff or adjunct faculty. These classes normally have no more than 20 students in the classes due to their interactive nature of content delivery.
- The number of sections required for lab based classes doubled and will also double the normal classes conducted in the spring semester. So far, we have been able to identify qualified staff to support those classes.

Looking forward to the summer, 2020 semester, the number of students seeking internships will be twice as many as past years. It is unclear if local companies will be able to offer that number of internships. We continue to seek additional internships to support this increased student population.

Looking forward to Fall, 2020 and Spring 2021 semesters, there will likely be a need to run seven sections of the Plant Simulation Class (during fall 2020) and seven sections of the Advanced Combined Cycle Simulation classes (in Spring, 2021). This results in a shortfall of qualified instructors needed to conduct those classes. Qualified adjuncts will be very difficult to find due to the specialized skill set required to teach the courses. The coordinator will be working with the Dean, Business Aviation and Technology to resolve this issue.

Business:

The Business Dept has been busy this month with rolling out the Spring 2020 Class Schedule and advising our students on creating a workable schedule. We are currently finishing a Curriculum Proposal to update the Entrepreneurial Skill Set Certificate to consolidate 3 one-hour courses into 1 three-hour course. We will also be offering ENTR 1109 at the Caperton Center Spring Semester to encourage local students to complete the Skills Certificate in the Clarksburg area.

We are making final preparations for the Dining Etiquette Luncheon which will be held Nov 14th. Katie is engaging the Management and Marketing Students with a Shark Tank Competition which will be judged by other faculty members in November.

Drafting/Design Technology:

The drafting and design program is currently getting ready for the ATMAE accreditation visit in the spring. I will be attending accreditation training in November to get the latest report criteria.

Visit is scheduled for the spring 2020. The Solid modeling class is currently designing and making Pierpont Keychain fobs for recruiting on the 3D printers. The Inventor sheet metal now has a 30" bending brake installed in the lab so the students can design development drawings on the computer and use the brake to make the developments into actual products. We are currently using aluminum flashing for our brake material.

Electric Utility Program:

The Electric Utility Technology program held two spring registration events that went well. Retention will be at 100% for the spring semester I anticipate although we are not enjoying the high GPA's that we normally have. This has been addressed with all students as well as the advisory board.

We continue to prepare for our November 16th Information Session and I'm anticipating a large turnout. Dozens and dozens of phone calls and emails have been responded to in the last several weeks concerning the event. We usually have over two hundred attendees. February 1st has been scheduled for the next session.

Although the WV Invest Grant has had a very positive effect for Pierpont it has had no real effect on the EUT program as First Energy has agreed to continue pay for tuition, books and fees if a student's grant is rejected for any reason. We have begun the process of updating the MOU as to include the Invest Grant.

Graphics Technology:

Graphics Technology course, GRAP 2240, has had an increase in Photography equipment. Items, such as lighting and soft boxes the department had been using the past decade, have been replaced with funding from the Perkins grant. New equipment was added to bring the department up to the current technology. This included Osmo Mobile 2 handheld gimbals and attachable cell phone wide angle and macro lenses. The student-made portable studio boxes

were replaced. The new ones have changeable background and lighting capabilities to enable the students to create marketable photos of products that could be used in a "real world" setting. Due to the use of DSLR cameras, the advanced capabilities of cell phones and the ever-expanding world of social media, the updated equipment will allow the student to use and better understand the processes related to the current technology of the photography industry.

Mining Technology:

Pierpont and Murray are in the process of signing this year's MOU. The program has received HLC approval. Murray Energy Corp. has decided to only enroll students in the fall semester to create larger cohort groups which will lessen the adjunct cost of the program by only offering courses on a yearly basis instead of semesterly. The desired cohort number is a minimum of ten students.

Petroleum Technology:

Retaining 19 first year students and anticipate all will register for spring semester classes. There will be one of second year students graduating in December with 7 other students plan to graduate in the May 2020 with an AAS degree from the program.

A curriculum proposal has been submitted that is designed to update the program outcomes, course descriptions, add an additional elective and identify the capstone class. The proposal is schedule to go before the curriculum committee in mid-November.

In order to assist students with more internship opportunities, a Learn & Earn funding invoices have been received from the participating industry partners. Another industry partner has offered a scholarship program to energy program students. The scholarships would be an award of \$5000 to 10 student for tuition expenses. The deadline for the application submittal is Nov. 1 with awards being announced in mid-December. To date 18 students have applied for this opportunity.

Due to recent construction activity near the ATC, the outside petroleum equipment had to be relocated to various sites. Some of this equipment can be liquidated as it is not utilized for the program.

STREAM:

Physics courses are offered at three locations in Fall 2019: General education lab-based science course, Physics of Light and Color, on the Locust Avenue Campus; Technical Physical Science and one section of Physics in Health Careers at the ATC; and one section of Physics in Health Careers at the Caperton Center in Clarksburg. Physics courses will be offered also at three locations in Spring 2020: General education lab-based science course, Physics of Sound and Music, on the Locust Avenue Campus; Technical Physical Science and one section of Physics in Health Careers at the ATC; and one section of Physics in Health Careers in the Pierpont Building at MTEC in Morgantown. The Fall 2019 Pierpont STREAM Day will take place at the ATC and at LIFE United Methodist Church on Friday, November 15, 2019 from 9 am to 1:00 pm (Marion County) and 1:30 pm (other counties). See also attached flier. Workshop presenters include

faculty, students, and alumni of Pierpont Community & Technical College as well as volunteers from NIOSH, the Thrasher Group, and the NASA IV&V Educator Resource Center (ERC).

SCHOOL OF HEALTH SCIENCES

Dean Findley

Medical Laboratory Technology Program:

Faculty and students attended the WV State Medical Laboratory meeting in October. Students worked on recruiting donors for the Vitalant Blood Drive on October 23. The faculty and students are planning to visit QUEST laboratory in Pittsburgh to learn about molecular microbiology.

LPN Program:

Both the ATC and BXT cohorts of LPN students have had recent classroom visits from potential employers. A human resources recruiter from Genesis Healthcare made a presentation to the second year students at the ATC. While, a human resources recruiter from St. Joseph's Hospital met with the students at the Braxton Education Center. In addition to discussing job opportunities specific to each recruiter's respective facility, the recruiters provided interview tips and resume suggestions to our students. The LPN faculty of Casey Conaway and Linda Brooks continue to seek relationships with future employers and facilitate exposure to employment opportunities for our students.

Emergency Medical Services:

EMS and PTA faculty have been working together on integrating technology for classroom instruction. In December, the paramedic program will be testing 29 students. This is the largest group of students to test. Two non-credit paramedic training programs has been offered in Charleston and Beckley. This training is allowing 39 students to test as a paramedic. Wheeling Fire Department has requested paramedic training which will start in January. Another training is set to start in Charleston. Ben Tacy, EMS Program Coordinator wrote a paper on Flipped Classrooms. This paper was published in the EMS World Magazine.

ATC/CWE

Travis Miller

Tracey Kennedy and Travis Miller attended the National Coalition of Workforce Education conference (Perkins Funding). This was a very valuable experience with networking and gaining insights from other CTC schools across the nation with their workforce efforts.

A session of Aircraft Structures Training Program (ASTP) was attempted this Fall and enrollment was too low to run the training. We are revitalizing this program with additional marketing materials and changing the name to Aircraft Structures Tech Training. The new name will better reflect training and possible job opportunities.

Pierpont is in the process of finalizing a few Learn and Earn grant proposals with Global Science and Technology, Murray Energy Corp., and HQ Aero. This WVCTC grant will reimburse half of a

student's hourly rate if they are employed by a company and the student is completing work that is related to their Pierpont training.

Met with Nichols Construction to discuss training needs for their fiber optics construction company.

Working on increasing our online presence with possible collaborations with Live Online which is a CTC network that shares online class offerings. A second online collaboration with Rural Online Initiative which certifies remote workers is being explored.

Developing FANUC robotic arm training in partnership with local Tech Centers. The goal is for the Tech Centers are to offer Level I operator training and Pierpont will offer Operator Level II. CWE has offered seven courses since the last BOG report. Classes included Home Inspector Training, TEAS Science Prep, Red Hat Mining, Autism Mentor Training Program, Federal Acquisition Management, and various online 3rd party courses. A total of 126 students successfully completed one of these trainings since September 3rd.

TUTORIAL SERVICES

Jeffrey Noel

Professional Math and Writing tutoring is fully staffed for the semester. Limited Anatomy and Physiology tutoring hours have been added at the ATC.

IT has made it possible for instructors to add Brainfuse and Tutor.com tools to their courses to give students free access to online tutoring. The tutoring center now has the newer computers that were in the old tutoring center. All of the old computers in that room have been removed. A sign was professionally made and hung on the tutoring center door.

Student Services has promoted Tutorial Services through social media and a promotional event.

OFFICE OF STUDENT SUCCESS AND COMPLETION

Memori Dobbs

In conjunction with Ms. Nancy Parks, the Director of Student Success & Completion has taken best practices in community college's early alert programs to developed and implemented a student success program supported through an Early Alert System. The Office is piloting Early Alerts for courses that yield high "D", "F", "W" rates. The system allows faculty and staff to be proactive, supportive, and involved in facilitating the academic components of student persistence through early detection and intervention of students who are experiencing academic problems.

To date, the Office of Student Success & Completion has received 74 Academic referrals and 21 Financial Aid referrals, which allowed the office to work with students individually and assist in success plans that aids in overcoming barriers to their college success. Some resources used to aid in student success were: individual face-to-face meetings/advisement with the Director or

Student Success & Completion, supplemental instruction through the Tutoring Center, time management and goal setting strategies workshops, sessions with Counseling & Disability services, social engagement through the Office of Student Activities, and Financial Aid counseling.

ACADEMY FOR TEACHING EXCELLENCE, ASSESSMENT, AND INCLUSION

Nancy Parks

In addition to participating in Deans and Directors meetings, Strategic Planning sessions, and preparatory meetings for the November 4, 2019, focus visit from the Higher Learning Commission, the Director participated on the DARS and CAR Board of Governors sub-committees. In late October, the Office produced its inaugural newsletter and drafted an institutional response to roles and responsibilities of the Social Justice BOG policy.

Teaching Excellence

At faculty requests, the Director visited two evening sessions of a first-year LPN course to discuss test preparation and test “recovery” activities, as well as re-formatted exams for ease of reading. Students indicate that the re-formatting was very helpful, as were the discussions about how to classify test errors and prepare accordingly for future tests. The Director is also assisting in the implementation of new test prep programs to increase retention of Nursing students. The Director also made classroom visits to share advice on resume construction in preparation for application to summer internships. The Director reviewed and provided feedback on all student resumes. Teaching resources were shared with faculty throughout the month, and established a small lending library of the text, *Teaching College: The Ultimate Guide to Lecturing, Presenting, and Engaging Students*.

Assessment

The Director is actively engaged in preparing five-year program reviews for two AAS degree programs to assist new faculty in the process. In addition, the Director attended a meeting of the FOSM faculty to discuss course pre-requisite needs and provided follow-up documentation of recommendations for program revisions to encourage student “access” and “success”. The Director also participated in a discussion on assessment with the visiting site team from the American Culinary Foundation during the program’s re-accreditation process. The Office has chaired a work group to explore the potential use of a “Self Study and Planning” tool for institutional assessment purposes in both curricular and co-curricular areas. The VPs of Academic Affairs and Enrollment Management are deliberating the purchase.

The Office hosted a General Education assessment webinar sponsored by ETS that was attended by all academic deans and representatives from the General Education committee. This event and discussions were documented for upcoming accreditation site visit. The Office worked with Gen Ed chair to create an updated General Education statement for the college catalog and created syllabus statements regarding General Education assessment to be

included in capstone courses. The Director continues to respond to individual inquiries and concerns about classroom issues. The Office is continuing discussions of pre-enrollment and program assessment issues with PTA faculty.

Inclusion

The Office sponsored two National Association of Colleges and Employers (NACE) webinars on Intersectionality for purposes of reinforcing “professionalism” general education outcome; represented Pierpont at the Grand Opening of the new Children’s Learning Center in the former Kelly Miller HS building; presented to the clients and mentors in the “Jobs for Life” program at the Christian Help organization in Morgantown, WV; and met with individual prospective students in the statewide “Jobs for Hope” program, which assists adults transitioning from drug rehab centers, prison, etc.

ELEARNING

Robin Strader

eLearning is working on outstanding items for the template in Blackboard to be implemented in the Spring. Links to Tutor.com and the Online Library have been implemented in Blackboard for all students. The end of course evaluations are being revamped to update the questions that are included on the survey.

Student Service updates For Board of Governors

Recruiting Admissions and Student Involvement

Pierpont recruiters visited with students from all 13 counties in our service region and 27 other counties, participating in both college fairs, high school presentations, and community fairs. In addition, Pierpont has hosted group visits with high schools and community organizations such as YouthBuild.

Admissions is wrapping up the WV college tour and have already connected with approximately 650 high school seniors and 220 adults that are considering starting at Pierpont in Fall 2020.

There will be multiple open houses this academic year; the first will be Dec.7th. A FAFSA workshop will follow. We have approximately 279 individuals who have been provisionally or fully accepted to begin in Spring 2020. Right now, there are three days for people to register for classes; about 40 people have RSVP'd.

Student Government has a full board, 4 senators, and 4 more individuals who would like to be senators. SGA is taking ownership in our school mascot and you'll see Monty at upcoming events.

Financial Aid

Pierpont has awarded more student (205) the WV Invest grant than any other Community College in the state. Pierpont was only second in applications to Bridge Valley Community College.

IPEDS (Integrated Postsecondary Education Data system

Pierpont reported 12-month Instructional Activity for dates July 1,2018 to June 30 2019, with at Head count of 1913 and FTE (Full Time Enrollment) 1588. February will be the winter submission of IPEDS which will include Financial aid information.

Counseling and Disability Services

Learning Strategies division is receiving good reviews from users. Several instructors are requesting class presentation and students are providing good feedback.

CLASSIFIED STAFF REPORT



Classified Staff Council
November 2019 BOG Report

Pierpont Community & Technical College Board of Governors:

Attached you will find approved minutes from our August and September 2019 meetings.

Classified Staff Meeting

AUGUST 27, 2019 | 2:00PM | 216A ATC

In Attendance: Amanda Hawkinberry | Thomas Barlow | Johnny Moore | Mary Jo Rutherford | Beverly Jones | Lynn Ebbert | Tracey Kennedy | Memori Dobbs

I. CALL TO ORDER

Amanda Hawkinberry, Chair, called the meeting to order.

II. THOMAS BARLOW, CHAIR, BOARD OF GOVERNORS

Thomas Barlow, Chair of the Board of Governors, spoke about the importance of technical schools and welcomed us back for the semester. Thank you for coming, Mr. Barlow.

III. DR. JOHNNY MOORE, PRESIDENT

Dr. Moore thanked the staff for their hard work year-round. He announced the headcount for the semester was close to 1,800 students, not including Dual Enrollment or Hazelton students. He also noted the new 12-week term that would be implemented after Labor Day. Dr. Moore confirmed that pay raises will happen by the end of the calendar year. Thank you for coming, Dr. Moore

IV. APPROVAL OF JUNE MINUTES

After the change of the balance – from \$1,745 to \$1,749 – in the May minutes, Mary Jo Rutherford, GEPS Program Assistant, approved the minutes. Beverly Jones, BAT & ACCE Rep, seconded the motion.

V. NEW BUSINESS

A. COMMITTEES

Amanda handed out the updated Committee list. She announced Provost Waide is still interested in recognizing a staff member annually in spring.

B. BOG

No current BOG Report was given at this time.

C. ACCE

Bev announced she attended the ACCE Retreat July 22-23. The biggest concern they discussed were staff transitioning to Classified from Nonclassified and the state code that need updated if this change is implemented. She also handed out updated documents that were of interest.

Bev announced the next ACCE meeting would be September 26th (Thursday) from 9:00am-3:00pm at Pierpont. She encouraged all to stop in any time they get a chance that day.

V. OTHER ISSUES/CONCERNS/DISCUSSIONS

A. BALANCES

Fund 437 – Classified Staff Events – has a balance of \$644.22.

Fund 421 – Classified Staff Scholarship – has a balance of \$1,315.27.

In August, we presented a \$500 scholarship.

Payroll deductions from FY2019 contributed to the Scholarship Fund totaled \$286.

B. FANCLOTH

We will be discussing FanCloth next month to ensure shirts are delivered earlier than they have been previously.

VI. ADJOURNMENT

Amanda called for a motion to adjourn the meeting. Lynn Ebbert, BAT Program Assistant, approved the motion. Mary Jo seconded the motion. The motion was adjourned.

Classified Staff Meeting

SEPTEMBER 27, 2019 | 1:00PM | 200K ATC

In Attendance: Amanda Hawkinberry | Mary Jo Rutherford | Beverly Jones |
Lisa Phillips | Jillian Sole | Deb Barker

I. CALL TO ORDER

Chairperson Amanda Hawkinberry called the Meeting to order.

II. APPROVAL OF AUGUST MINUTES

The Agenda for today's Meeting and the Minutes from the August Meeting (See attached copies.) were passed out to members present. They were also sent out via an e-mail. Since not enough classified staff members were present at the meeting to do a quorum vote, the approval of the August Minutes was tabled until next month's classified staff council meeting.

III. NEW BUSINESS

A. Fan Cloth Fundraiser

Amanda Hawkinberry contacted the Company. All sales will be online. Last year, the Fundraiser brought in over \$1,000.00 for the Scholarship Fund. Council members felt this would be a good fundraiser to do again this year. Amanda will send out an e-mail to classified staff to approve the Fan Cloth Fundraiser for this Academic Year.

B. Meeting Dates

Amanda will send classified staff via an e-mail a list of meeting dates and locations for the 2019-2020 monthly meetings.

C. BOG Report – Jillian Sole

Jillian Sole sent classified staff via an e-mail a copy of the BOG Report (See attached copy.) and asked if there were any questions. One question asked was on the WV Invests Grant and the new Committee Names for the BOG.

D. ACCE Report – Beverly Jones

*Beverly Jones attended the Strategic Planning Workshop at Stonewall Jackson Resort on September 26, 2019. Items discussed were on student, faculty and staff needs.

*On September 26, 2019, the State ACCE Meeting was held at the ATC and hosted by Pierpont C&TC ACCE Representative. Guest speakers were: Senator Bob Beach and House of Delegates Representative Linda Longstreth. Items discussed were the History of the Legislature, classified going to non-classified (State Code needing to be changed), State Budget 4.8% Cut coming, how raises are given, and PEIA Funding. ACCE members also worked on the Criteria for Accreditation, which will be presented to the HEPC on September 28, 2019.

E. Other Committee Reports

No reports

IV. OLD BUSINESS

A. Updated Committee List

Amanda passed out an updated Committee List to classified staff members present at the meeting. She will also send it out to members via an e-mail.

V. OTHER ISSUES/CONCERNS/DISCUSSIONS

A. Other Colleges are using NEOGOV now. There was a discussion on NEOGOV.

Our NEOGOV Program is still being built. Spring 2020 Adjunct/Overload Contracts will be typed like the Fall 2019 Contracts were processed.

B. Pierpont Pride Free Luncheon will be on October 8, 2019 at the ATC to celebrate the first anniversary of the Food Pantry. A lot of students use the Food Pantry. All sites will have pantry items for students. We are going to try to have toiletries available for students also. For those students who need help with utility bills, there is an

Emergency Fund at the Pierpont Foundation. Students can contact the Pierpont Human Resources Office for assistance.

- C. We will also be participating in the Marion County Toy Drive.
- D. Spring 2020 Class Schedules have been sent to the Deans for review.

VI. ADJOURNMENT

Jillian Sole made a Motion to adjourn the Meeting. Mary Jo Rutherford seconded the Motion. Motion passed.

Respectfully submitted,

Mary Jo Rutherford, Acting Secretary
Pierpont Classified Staff Council

INFORMATION SYSTEMS REPORT

Information Technology Services

- IT continues to make progress and is on target with the migration to Pierpont's network.
- On target to have completed the tech refresh and imaging of all computers on Pierpont's campuses by December 1.
- New printers have been delivered to each location and are in the process of being joined to the Pierpont domain.
- PaperCut software has been purchased and is being implemented to track the number of copies that are printed and will allow for a chargeback to students/employees/departments for printing services.
- IPEDS and HEPC annual reports were submitted and accepted October 2019.
- Currently accepting applications for open positions within the IT department.

PIERPONT STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Report
BOG Meeting 11/19/19

Student Government has been very active within the past few months.

Recently they participated in community outreach by participating in Fairmont's Trunk or Treat and handing out candy while also promoting the institution. Our students were featured on Mainstreet Fairmont's social media pages and this event saw approximately 1000 participants.

Student Government is also planning a Harvest Festival for students, faculty, staff and community members on Saturday November 16th at the ATC. There will be games, food and fun. At this event SGA will also be highlighting National Hunger and Homeless Awareness Week by either giving small baskets of food to students or by making a food donation to the food pantry.

The Student Government Advisor recently met with the Director of the ATC to discuss possible improvements that could be made to make certain spaces more inviting for students. These included different seating options in certain areas and recreational equipment such as basketball hoops. Student Government will decide which ideas to sponsor at a future meeting.

PIERPONT FOUNDATION REPORT

PIERPONT ENDOWMENTS - CHANGES THRU SEPTEMBER 2019

FUND	BALANCE 7/1/2019	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 9/30/2019
Higinbotham/Quintrell (074)	\$ 13,157.71	\$ 43.11	\$ -	\$ -	\$ -	13,200.82
Honce (140)	75,094.31	246.04	-	-	-	75,340.35
Hermits Hollow (155)	44,340.78	140.04	-	(1,600.00)	-	42,880.82
Ruth Marie Skaggs (163)	16,647.62	54.53	-	-	-	16,702.15
Rhodes Culinary Arts (220)	119,978.57	393.11	-	-	-	120,371.68
Rhodes Dietary Management (281)	111,758.39	366.18	-	-	-	112,124.57
Christie (318) (St. Institutions Phase II)	46,011.40	150.76	-	-	-	46,162.16
Edwards (358)	16,595.84	54.37	-	-	-	16,650.21
Stonestreet (394)	56,330.95	187.30	600.00	-	(116.00)	57,002.25
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,996.33	36.04	-	-	-	11,032.37
Claypole (479)	2,171.63	7.11	-	-	-	2,178.74
Southwestern Energy Company Scholars Program (502)	285,304.33	931.41	-	(1,029.00)	-	285,206.74
	\$ 803,387.86	\$ 2,610.00	\$ 600.00	\$ (2,629.00)	\$ (116.00)	\$ 803,852.86

PIERPONT NON-ENDOWMENTS - CHANGES THRU SEPTEMBER 2019

	BALANCE 7/1/2019	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 9/30/2019
Life Long Learners (028)	\$ 25,648.02	-	\$ 18,021.00	-	\$ (10,585.09)	\$ 33,083.93
Pratt & Whitney Scholarship (137)	7,525.05	-	-	-	-	7,525.05
Culinary Arts (216)	2,351.96	-	9.00	-	(403.20)	1,957.76
Workforce Development Initiatives (262)**	5,000.00	-	-	-	-	5,000.00
Culinary Arts Study Abroad Program (301)	962.33	-	-	-	-	962.33
Silent Adventures (Hearing impaired) (382)	3,200.00	-	-	-	-	3,200.00
Respiratory Therapy Financial Assistance (400)	24.83	-	-	-	-	24.83
Pierpont C & TC Fund (401)	179,045.89	-	34,467.96	-	(27,360.73)	186,153.12
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	7,463.68	-	-	-	-	7,463.68
Pierpont Classified Staff (421)	1,793.27	-	88.00	(500.00)	-	1,381.27
Pierpont Classified Staff Events Fund (437)	644.22	-	-	-	-	644.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	500.00	-	-	-	-	500.00
Bombardier Scholarship Fund (475)	1,510.00	-	-	-	-	1,510.00
Nobel Energy Scholarship (476)	7,895.00	-	-	(145.00)	-	7,750.00
Lockheed Martin - Aviation Tech Degree (490)	1,665.00	-	-	-	-	1,665.00
Engine & Airframe Solutions Worldwide (496)	1,010.00	-	-	-	-	1,010.00
Pierpont RCB National Aerospace Education Center (497)	14,500.00	-	-	(1,890.00)	-	12,610.00
Shentel Foundation Scholarship (499)	1,500.00	-	-	-	-	1,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	67,627.07	-	-	(500.00)	-	67,127.07
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	1,898.00	-	416.00	(472.06)	-	1,841.94
Foundation Board Fund	3,150.00	-	-	-	-	3,150.00
Pierpont Administration Fund	8,000.00	-	-	-	-	8,000.00
	\$ 348,423.32	\$ -	\$ 53,001.96	\$ (3,507.06)	\$ (38,349.02)	\$ 359,569.20

Tab

5

**Board of Governors
Budget Report FY 2020
Pierpont Community & Technical College
as of October 30, 2019**

SUMMARY:

The projected effect on net assets for FY 2020 as of October 30, 2019 based on the preliminary October 30, 2019 Budget is a decrease of (\$89,412).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of October 30, 2019 of (\$89,412) represents a budget balance decrease of \$88,212 from the FY 2020 Unrestricted Budget approved in May 2019.

There was a \$574,703 increase to the overall Operating Revenue Budget. Specifically, the President controlled "Tuition and Fees Revenue" budget increased by \$607,284 while the Fund Manager controlled "Tuition and Fee" revenue budget decreased by (\$32,581). \$500,000 of this increase in the President's controlled is due to Fall 2019 Tuition and Fee Revenue increases and projected increases for Spring 2020.

The Operating Expense Budget increased by \$651,915 primarily due to an increase in the Fee for Services payment to Fairmont State University of \$591,250.

NOTE: *It is important to recognize that only recently has budget information become available through the newly implemented Pierpont independent Banner Finance. This is due to a variety of factors, but primarily because Pierpont's independent instance of Banner Finance only became available August 28, 2019 with the month of September 2019, dedicated to meeting deadlines related to the creation of FY 2019 Audited Financial Statements. The information reported above is preliminary in nature as clean up and review only recently began within Pierpont's independent instance of Banner Finance. Due to Banner Finance still being reviewed, a very limited amount year-to-date expenditures have been integrated from WV OASIS to Banner Finance, therefore no Year-To-Date Expenditures information is included in this preliminary October 30, 2019 Budget Report.*

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted
 As of October 30, 2019

		Approved Budget	Current Budget
OPERATING REVENUE	Tuition and Fees	7,390,370	7,965,074
	Student Activity Support Revenue	64,992	64,992
	Faculty Services Revenue	0	0
	Auxiliary Enterprise Revenue	607,765	607,765
	Other Operating Revenues	368,528	368,528
	Total:	8,431,655	9,006,359
OPERATING EXPENSE	Salaries	7,894,561	7,842,011
	Benefits	1,659,001	1,635,913
	Student financial aid-scholarships	248,252	248,252
	Utilities	194,062	193,062
	Supplies and Other Services	3,897,255	4,626,863
	Equipment Expense	88,542	87,487
	Fees retained by the Commission	101,407	101,407
	Loan cancellations and write-offs	100,000	100,000
	Assessment for Faculty Services	0	0
	Assessment for Support Services	0	0
	Assessment for Student Activity Costs	27,107	27,107
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765
	Assessment for Operating Costs	0	0
	Depreciation	400,000	400,000
	Total:	15,217,952	15,869,868
OPERATING INCOME / (LOSS)		(6,786,297)	(6,863,509)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129
	Gifts	126,000	115,000
	Investment Income	7,194	97,194
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)
	Fees assessed by Commission for other	0	0
	Total:	7,090,103	7,169,103
TRANSFERS & OTHER	Capital Expenditures	(244,000)	(294,000)
	Construction Expenditures	0	0
	Transfers for Financial Aid Match	(61,006)	(61,006)
	Transfer - for Capital Projects	0	(40,000)
	Total:	(305,006)	(395,006)
BUDGET BALANCE		(1,200)	(89,412)
PERSONNEL BUDGET SAVINGS		0	0
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(1,200)	(89,412)
Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,098,953	2,098,983
Less: USE OF RESERVE		0	0
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,097,753</u>	<u>2,009,571</u>

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2019 in the amount of \$2,974,842

* Unrestricted Net Asset Balance is 13.75% of the current budgeted total operating expense. Management has established a target of 15% or \$2,289,315 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President

As of October 30, 2019

		Approved Budget	Current Budget
OPERATING REVENUE	Tuition and Fees	5,820,633	6,427,918
	Student Activity Support Revenue	64,992	64,992
	Faculty Services Revenue	0	0
	Other Operating Revenues	48,000	48,000
	Total:	5,933,625	6,540,910
OPERATING EXPENSE	Salaries	7,298,820	7,246,270
	Benefits	1,557,829	1,534,741
	Student financial aid-scholarships	237,252	237,252
	Utilities	190,063	190,063
	Supplies and Other Services	2,823,104	3,560,262
	Equipment Expense	26,017	26,017
	Loan cancellations and write-offs	100,000	100,000
	Fees retained by the Commission	101,407	101,407
	Assessment for Faculty Services	0	0
	Assessment for Support Services	0	0
	Assessment for Student Activity Costs	27,107	27,107
	Assessment for Operating Costs	0	0
	Depreciation	400,000	400,000
	Total:	12,761,599	13,423,119
OPERATING INOCME / (LOSS)		(6,827,974)	(6,882,209)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129
	Gifts	96,000	96,000
	Investment Income	7,194	97,194
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)
	Fees assessed by Commission for other	0	0
	Total:	7,060,103	7,150,103
TRANSFERS & OTHERS	Capital Expenditures	(294,000)	(294,000)
	Construction Expenditures	0	0
	Transfers for Financial Aid Match	(61,006)	(61,006)
	Transfers for Capital Projects	0	0
	Transfers - Other	0	0
	Transfer - for Capital Projects	0	(40,000)
	Total:	(355,006)	(395,006)
BUDGET BALANCE		(122,877)	(127,112)
Add: UNRESTRICTED NET ASSETS - Beginning of Year		826,320	826,320
Less: USE OF RESERVE		0	0
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>703,443</u>	<u>699,208</u>

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2019 in the amount of \$2,974,842.

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted - Fund Manager

As of October 30, 2019

		Approved Budget	Current Budget
OPERATING REVENUE	Tuition and Fees	1,569,737	1,537,156
	Other Operating Revenues	320,528	320,528
	Total:	1,890,265	1,857,684
OPERATING EXPENSE	Salaries	595,741	595,741
	Benefits	101,172	101,172
	Student financial aid - scholarships	11,000	11,000
	Utilities	3,999	2,999
	Supplies and Other Services	1,074,150	1,066,601
	Equipment Expense	62,525	61,471
	Loan cancellations and write-offs	0	0
	Assessment for Student Activity Costs	0	0
	Total:	1,848,587	1,838,984
OPERATING INCOME / (LOSS)		41,678	18,700
NONOPERATING REVENUE (EXPENSE)	Gifts	30,000	19,000
	Investment Income	0	0
	Total:	30,000	19,000
TRANSFERS & OTHER	Capital Expenditures	0	0
	Construction Expenditures	0	0
	Indirect Cost Recoveries	0	0
	Transfers - Other	0	0
	Transfer - for Capital Projects	0	0
	Total:	0	0
BUDGET BALANCE		71,678	37,700
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,272,633	1,272,663
Less: USE OF RESERVE		0	0
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,344,311</u>	<u>1,310,363</u>

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Auxiliary - Pierpont C&TC - Clearing
 As of October 30, 2019

		Approved Budget	Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765
	Total:	607,765	607,765
OPERATING EXPENSE	Loan cancellations and write-offs	0	0
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765
	Total:	607,765	607,765
OPERATING INCOME / (LOSS)		0	0
BUDGET BALANCE		0	0
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>41,432</u>	<u>41,432</u>
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>41,432</u>	<u>41,432</u>

Tab

6

**Pierpont Community & Technical College
Board of Governors
Meeting of November 19, 2019**

ITEM: FY 2020 Pay Raise

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Whereas, the WV State Legislature in their FY 2020 State Appropriations provided additional funds to be used for pay raises for employees employed in FY 2019 and Pierpont's Administration and Board of Governors in the FY 2020 budget planning process reserved sufficient funds to address an across the board raise,

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves a 5% pay increase up to a maximum of \$3,000 for eligible Pierpont employees that is to be effective December 21, 2019 (The last pay period in the calendar year) and will be represented on employees January 17, 2020 pay check.

STAFF MEMBER: Dale Bradley

BACKGROUND: Pierpont's President and Administration has determined that a 5% across the board raise up to a maximum of \$3,000 is appropriate and practical for all eligible employees.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-

classified staff, except the President, beginning employment prior to July 1, 2019 will be considered eligible.

- The raise amount up to the maximum will be based on the employees June 30, 2019 salary. Any promotion or equity salary increases received since July 1, 2019 will not be used in calculating the amount of an employees pay raise.

Tab

7

**Pierpont Community & Technical College Board of Governors
Meeting of November 19, 2019**

ITEM:

1. Pierpont Board of Governors Policy #46 – Mission Statement Review - Adoption of New Mission Statement
2. Adoption of Vision Statement
3. Adoption of Tagline

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community & Technical College Board of Governors approve the Adoption of the new Mission, Vision, and Tagline:

1. **Mission:** *To provide accessible, responsive, comprehensive education that works.*
2. **Vision:** *Empowering individuals to transform their lives through education.*
3. **Tagline:** *Education that works.*

STAFF MEMBER:

Michael P. Waide, Provost/VP Academic Affairs

BACKGROUND:

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 Council began work in April 2019 to consider the revision of Pierpont’s Mission Statement. The Council also considered the creation of a Vision Statement and Tagline. During Council meetings over two months, members drafted more impactful statements to align with the state system's goals, and to serve as a foundation in the development of the new strategic priorities of the next three-five years.

The drafted statements were shared in a survey with faculty, staff, and BOG members in June 2019. Over 75% of faculty, staff, and BOG members "liked" or "really liked" the proposed revisions. A separate survey was sent to students who also approved, at 75% or better, stating they "liked" or "really liked" revisions.

75% of faculty and staff; 79% of general student population; and 82% of 2019 graduates LIKE or REALLY LIKE the proposed Mission Statement.

86% of faculty/staff and 89% of students LIKE or REALLY LIKE the proposed Vision Statement.

72% of faculty/staff and 77% of students LIKE or REALLY LIKE the proposed Tagline.

PROPOSED*

Mission

To provide accessible, responsive, comprehensive education that works.

Vision

Empowering individuals to transform their lives through education.

Tagline

Education that works.

(*To be approved by the Pierpont Board of Governors)

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.

*Approved by the Pierpont Community & Technical College Board of Governors on November 15, 2016