

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS ANNUAL RETREAT/WORKSHOP**  
**December 6, 2019**  
**8:00 AM**

**MINUTES**

**Notice of Meeting and Attendance**

An annual retreat/workshop for the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 6, 2019, beginning at 8:00 am at the Pierpont North Central Advanced Technology Center in Fairmont.

*Board members present:*

Thomas Barlow, Brian Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Jillian Sole, and Warren 'Chip' VanAlsburg

*Board Members Absent:*

Holly Kauffman, Joshua Laprise, 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

**Welcome Breakfast**

Chairman of the Board, Thomas J. Barlow, open the retreat with good wishes for a happy holiday and wonderful New Year.

The President, Dr. Johnny M. Moore, welcomed the Board and the keynote speaker, Dr. Zornitsa Georgieva. Dr. Moore highlighted the successful work that Pierpont Community & Technical College (Pierpont) has done over the past year. Pierpont has been outperforming competitors in key metrics, job placement rates for students, and national exam averages. Pierpont is transforming and doing a lot of things right.

The President introduced keynote speaker, Zornitsa Georgieva, Ph.D., Research and Policy Analyst for the WV Higher Education Policy Commission and the Community and Technical College System of WV for the Division of Policy and Planning.

## **Keynote Speaker – Dr. Zornitsa Georgieva**

Dr. Georgieva was invited to speak to the Pierpont Board of Governors, by Chairman Thomas Barlow to discuss data covering Pierpont's 13 county service area. Dr. Georgieva gave a presentation overviewing graduate rates, degrees and certificates obtained, in-state employment after graduation, labor market demands, student pathways, and population served in relation to college going rate.

## **Breakout Sessions for BOG Committees Working Groups**

The Board members and staff assembled into working groups for the established BOG Committees. Those committees are:

- Communication, Academic Affairs, Recruiting & Student Services (CARS) – Chair, Sharon Shaffer
- Data Analytics and Research (DAR) – Chair, Brooke Nissim-Sabat
- Finance/Audit and Administration (FA) – Chair, Brian Bozarth
- Government Relations, Policies & Human Resource, Chair – Warren VanAlsburg

The groups worked on firming up the purpose of each committee and setting goals for the next semester. An open discussion on the outcomes of the workgroups were to be presented later in the day's agenda.

## **A. Call for the Pierpont Board of Governors to Convene in Open Session**

### *1. Call to Order and Call for Public Comment*

At 12:10 Mr. Barlow, Chair, called the Board to order in open session and announced last call for public sign up for comments to the Board.

## **B. Committee of the Whole**

### *1. Review and Approval of FY 2019 Audited Financial Statements – Action Item*

Kelly Shaffer and Sarah Crouse of Suttle and Stalknaker, PLLC, presented the FY 2019 Audited Financial Statements to the Board, via web meeting, for approval. The complete detailed report and financial statements were provided in handout to the Board.

Mr. VanAlsburg provided a motion to accept the FY 2019 Audited Financial Statements, as presented. Sharon Shaffer seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

2. *Resolution to Approve Regroup Mass Text Messaging System – Action Item*

David Williams, Procurement Director, presented a resolution with documents outlining the proposal of mass notification texting services through Regroup. Subscription pricing and references were shared.

Mr. VanAlsburg offered a motion to approve contracting with Regroup to provide Pierpont with mass notification texting services. Sharon Shaffer seconded the motion.

There was discussion on the motion. Mr. Pruitte asked for clarification on the subscription term and payment options, as the agreement provided a three-year subscription with the option to pay in full, or annually.

Ms. Robin Strader, Interim Executive Director of Information Systems, shared that the texting system is an invaluable service to provide students and staff with emergency messaging, weather alerts, and reminders for registration and financial aid deadlines. Students will be able to opt out, if they so choose. Implementation will take approximately 1.5 weeks.

The Board discussed contracting a one-year subscription and evaluating the service at the end of the one-year term.

Mr. VanAlsburg amended his motion to approve the contract with Regroup to provide mass notification texting service for Pierpont for a period of one year with and evaluation at the end of the service term. Sharon Shaffer seconded the amended motion. All agreed. Motion carried.

**C. Committee Reports**

The Committee Chairs provided a report from the BOG Committee’s Working Groups that were held earlier in the day.

1. *Communication, Academic Affairs, Recruiting & Student Services (CARS) – Chair, Sharon Shaffer*

Sharon Shaffer reported that the CARS Committee has chosen to focus on five areas.

- a. To develop emergency response and communication plan for each location.
- b. To review academic policies related to Series 11, to assist in student success
- c. To update the BOG Social Justice Policy, may form an Ad-hoc Diversity Committee to assist.

- d. Develop a marketing/branding policy for institutional paraphernalia
- e. To develop a social media policy for consistency across the institution

2. *Data Analytics and Research (DAR) – Chair, Brooke Nissim-Sabat*

Brooke Nissim-Sabat reported that the DAR Committee will make data driven, meaningful decisions to improve student performance. This will be accomplished by:

- a. Looking at students that have stopped out or not completed
- b. Profile successful completers for commonalities
- c. Form a strategic plan map and track key performance indicators

3. *Finance/Audit and Administration (FA) – Chair, Brian Bozarth*

Brian Bozarth reported that the FA Committee will:

- a. Request a dashboard of financial key performance indicators and assign a date for delivery
- b. Ensure the Banner integration is complete and compatible by the end of the fiscal year
- c. Control unbudgeted spending

4. *Government Relations, Policies & Human Resource, Chair (GRPHR) – Warren VanAlsburg*

Warren VanAlsburg reported that the GRPHR Committee will focus on:

- a. Keeping engaged in the 13-county service region by reaching out to the federal, state, county and city legislators of those areas through one-on-one meetings. Steve Leach will be providing a list of those already contacted and upcoming meetings.
- b. Collaborate with the recruiters and reach out to county representative as Pierpont visits high schools in their areas
- c. Improve the staff and faculty evaluation process to assist in goal setting and performance recognition
- d. Review the student evaluation process so that it can be used as a tool for growing and learning

#### **D. Public Comment**

There were no signatures recorded for public comment.

#### **E. Adjournment from Board of Governors Open Session**

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 1:43 PM. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

### **Quarterly Advanced Technology Center Advisory Board Meeting**

At 2:00 PM, the Pierpont Community & Technical College Board of Governors provided a pause in the annual retreat agenda for the NCWV Advanced Technology Center (ATC) Advisory Board to convene. Minutes for this meeting are provided separately.

Upon exiting the NCWV ATC Advisory Board meeting, the Pierpont Board of Governors returned to the agenda of the Pierpont Board of Governors Retreat/Workshop

### **Dismissal of Cabinet, Council and Staff Liaisons**

At 2:18 PM, members of the President’s Cabinet, Council, and staff liaisons were dismissed.

### **Review of Established BOG Bylaws and Board’s Goals**

#### *1. BOG Bylaws*

The Board reviewed the Board of Governors Bylaw established on February 25, 2014 to ensure they reflect the current responsibilities of the Board. The Board determined that there were no changes needed to the Board of Governors Bylaws.

#### *2. BOG Goals*

The Board reviewed the Board of Governors Members Goals established on December 1, 2017 and amended on December 7, 2018, for any needed changes or updates.

The Board of Governors Goals are:

1. Advocacy Outreach
2. Enhance Financial Literacy
3. Student Demand and Faculty/Staff Alignment
4. Foundation Investment
5. Professional Development Attendance at State/National Level

Upon review of each of the goals, the Board noted target areas to address:

- Advocacy – all members are to advocate in their region for Pierpont
- Enhancing Financial Literacy – work with the Finance/Audit and Administration Committee’s goals and establish a deadline for requested reports and dashboards

- Foundation Investment – Foundation Director to establish an Amazon Smile account

The established BOG Goals will remain as they currently are written.

### **President and Board Only – Presidents Goals and Targets**

The President and Board discussed the President's goals and targets.

*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.