

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
February 19, 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 February 19, 2019, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

*Board members present:*

Thomas Barlow, William Blandino, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, and Warren ‘Chip’ VanAlsburg

*Board Members Absent:*

Natalie Stone and Eugene Weaver

*President’s Cabinet Members Present:*

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

*Others in Attendance:*

Pierpont’s Student Government Association Executive Officers, Pierpont faculty and staff.

**Oath of Office Administered to New Student Government Representative**

Prior to the opening of the Board of Governors meeting, William Blandino, Pierpont’s Student Government Representative to the Board for Spring 2019, took the Oath of Office and was sworn in by Notary Cyndee K. Sensibaugh

**I. Call to Order – Open Session**

*1. Opening Comment*

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:03 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 November 13, 2018 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held November 13, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Approval of Minutes from the December 7, 2018 BOG Retreat – Action Item*

The minutes of the Pierpont Board of Governors Retreat held December 7, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

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

1. Raven Thomas, Student Involvement Coordinator, presented the Spring 2019 executive officers of the Pierpont Student Government Association to the Board. They are:

- William Blandino, President and Student Government Representative to the Board of Governors
- Joshua Kenlaw, Vice President
- April Wallace, Secretary
- Sierra Thompson, Treasurer
- Zachary Summers, Communications Officer

Chairman VanAlsburg expressed his gratitude to the SGA officers for their involvement and for stepping up to serve in these important roles. President Moore thanked the SGA officers and shared that he had the pleasure to work with William Blandino during Higher Education Day at the Capitol, and he looks forward to working more with William and all of the officers. President Moore also thanked Raven Thomas for the work that she has done in bringing together the Pierpont SGA.

2. Dale Bradley, VP Finance and Administration/CFO welcomed and introduced Carolyn Fletcher as Pierpont's Director of Finance. Carolyn comes to Pierpont from Fairmont State University where she served as the Director of Accounting, a shared employee position in the Business Office. Carolyn will now be working exclusively for Pierpont.

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

Dr. Johnny M. Moore shared that February 18, 2019 was designated as Advanced Technology Center (ATC) Day at the Capitol, and Pierpont's ATC was recognized at both the Senate and the House of Delegates. Dr. Moore noted that there are only two ATCs in the state and only 12 nationally. The President extended thanks and appreciation to Provost Michael Waide, ATC Director Travis Miller, and all of the faculty and staff that put in a lot of work and time to make this day a success. The display set up for Pierpont was well done, and took team effort.

### **IV. Operation Reports - Informational**

The Operation Reports were provided, in advance, within the February 19, 2019 Board of Governors Book, and electronically on February 16, 2019. Staff members were on hand to answer any questions. The reports provided were:

1. *Academic Affairs and Student Services*  
No additional comments
2. *Pierpont Foundation*  
No additional comments

### **V. Committee of the Whole**

1. *Resolution for Acceptance of Five Year Program Reviews – Action Item*

In accordance with WV Code §18B-2B-b and §18B-2A-4, Provost Michael Waide stated that he is pleased to bring forth a resolution for approval of Five Year Program Reviews for the following programs:

- a. AAS in Early Childhood
- b. AAS in Information Systems Technology
- c. AAS in Physical Therapy Assistant
- d. AAS in Health Information Technology
- e. AAS in Medical Laboratory Technology

Provost Waide noted that comprehensive details of the five year program reviews were provided to the Board, electronically, on February 7, 2019.

Sharon Shaffer offered a motion to approve the Five Year Program Reviews for 1) the AAS in Early Childhood; 2) the AAS in Information Systems Technology; 3) the AAS in Physical Therapy Assistant; 4) the AAS in Health Information Technology; and 5) the

AAS in Medical Laboratory Technology, as presented. Rick Pruitte seconded the motion.

Discussion on the motion focused on student pass rates and employment needs. Appreciation was given to all program coordinators and those that have completed work on the program reviews.

All agreed to the motion. Motion carried.

2. *Resolution for Acceptance of a 30 Day Public Comment Period – Action Item for the Modification of Number Identification Structure, Index Classification, and Format for all BOG Policies*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee, brought forth a resolution to approve a 30-day public comment period for the modification of number identification structure, index classification, and format for all Board of Governors policies. The new format proposed meets the request made by the President for uniformity, consistency, and categorization of the Pierpont BOG Policies. The public comment period proposed will be from February 20, 2019 to March 21, 2019. Policies up for comment period are:

- a. Modification to Policy No. 50 – *Policy on Policies* language and index classification. Policy No. 50's new index classification will be PP-1000.
- b. Adoption of New Policy PP-1000.A – Classification Table, as an addendum to PP-1000.
- c. Adoption of New Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000.

The Pierpont Board of Governors Policies Review Committee (PRC) was established by the President in October 2017 to develop and evaluate the policies of Pierpont Community & Technical College, in accordance with the Higher Education Policy Commission (HEPC) Series 4 – Rules and Administrative Procedures §135-4 and Pierpont Community & Technical College Policy No. 50 Policy on Policies.

The PRC, consisting of Pierpont administration, faculty and staff, evaluate existing BOG policies for amendment or repeal and development of new BOG policies, as needed. Any identified amendments or repeals recommended, or any new policies proposed, are presented to the BOG Executive Committee, and may also be presented to other applicable BOG Committees as deemed necessary for review, prior to any resolution being presented to the full Pierpont Board of Governors.

The resolution and draft policies were presented, electronically, to the BOG Executive Committee on January 14, 2019.

Sharon Shaffer offered a motion to approve the 30 day public comment period for 1) modification to Policy No. 50 – *Policy on Policies* language and index classification, changing Policy No. 50's index classification to PP-1000; 2) adoption of new Policy PP-1000.A – Classification Table, as an addendum to PP-1000; and 3) adoption of new Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000, as presented Tom Barlow seconded the motion. All agreed. Motion carried.

3. *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 October 31, 2018, November 30, 2018, and December 31, 2018. Complete details were provided in the February 19, 2018 Board of Governors Book.

## **VI. Committee Reports**

1. *Audit/Finance and Administration Committee Report – Informational*

Brian Bozarth, Chair, stated that the Committee met on February 7, 2019 and there were no outstanding items to report.

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

Sharon Shaffer, Chair, stated no items to report.

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

Linda King, Chair, state that the Committee met on February 13, 2019, and provided a handout of the notes from the meeting. A calendar of public relations events was reviewed. Linda thanked Bo Sellers for his work with the Committee and the events.

## **VII. New Business**

1. The quarterly ATC Advisory Board meeting will be held on March 26, 2019, at 1:00 PM at the Pierpont Advanced Technology Center
2. The next regularly scheduled BOG meeting will be held on March 26, 2019 at 2:00 PM at the Pierpont Advanced Technology Center
3. Pierpont Community & Technical College 2019 Commencement Ceremony, Thursday, May 9, 2019 at 6:30 PM at the Robinson Grand Performing Arts Theater, Clarksburg

## **VIII. Old Business**

There was no old business to review.

## **IX. Public Comment**

There were no signatures recorded for public comment.

## **X. Executive Session – Closed to the Public**

### 1. Entering Executive Session:

At 2:31 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. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

### 2. Exiting Executive Session – Back to Open Session

At 4:23 PM, Chairman VanAlsbury motioned to exit Executive Session and return to Open Session. Tom Barlow 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, Sharon Shaffer offered a motion to adjourn the meeting at 4:24 PM. Holly Kauffman 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.