

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**May 14, 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 May 14, 2019, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

*Board members present:*

Thomas Barlow, , Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Sharon Shaffer, Natalie Stone (phone), and Warren ‘Chip’ VanAlsborg (phone)

*Board Members Absent:*

William Blandino, Rick Pruitte, and Larry Puccio, Jr.

*President’s Cabinet Members Present:*

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

*Others in Attendance:*

Pierpont faculty and staff

**I. Call to Order – Open Session**

*1. Opening Comment*

Substituting for Chair Warren VanAlsborg, Sharon Shaffer, Vice-chair, called the meeting to order in open session at 2:02 PM.

*2. Call for Public Comment*

Ms. Shaffer announced last call for public sign up for comments to the Board.

*3. Approval of Minutes from the March 26, 2019 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held March 26, 2019 were presented for approval. Tom Barlow offered a motion to approve the minutes, as presented. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

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

New employees of the Finance/Business Administration office were introduced to the Board.

Mari Johnson – Accountant Senior

David Williams – Director of Procurement

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

Dr. Johnny M. Moore shared details about the Pierpont Community & Technical College’s 2019 Commencement held at the Robinson Grand Performing Arts Center, noting the wonderful venue setting and great feedback received from the students and their families, as well as the faculty and staff. The President thanked the Graduation Planning Committee for their hard work in making the event a resounding success, with a special thank you to Amanda Hawkinberry, Vickie Hedrick and Cyndee Sensibaugh for coordinating.

Dr. Moore highlighted national and regional awards that Pierpont has recently received. Awards received were: the National Institute for Staff and Organizational Development Most Promising Places to Work for the third year in a row; the National Association of Community College Entrepreneurship College of Excellence Award; the West Virginia Chamber of Commerce Five Diamond Employer Award; and 50 Year Recognition Award from the WV Physical Therapy Association as the first accredited PTA program in the state with special recognition given to Beverly Born for being the first PTA Program Director and Suellen Hill as the first PTA Clinical Education Coordinator.

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

With the exception of the Faculty Senate Report, all other Operation Reports were electronically provided on May 6, 2019 with the Board of Governors Book materials. Staff members were on hand to answer any questions.

### *1. Academic Affairs and Student Services*

Provost Michael Waide thanked the academic deans for their work over the past academic year, praising their work in standing up General Education courses. Mr. Waide shared that a meeting with the aerospace industry partners and educators was held on May 22<sup>nd</sup>. Discussion on the welding program and grant focused on the ATC facility ventilation system and timeline.

VP Lyla Grandstaff noted that enrollment is ticking upwards and FASFA is currently listing over 900 students. Student Services have been at work reaching out to all students. Academic and Student Affairs Committee Chair, Sharon Shaffer, requested that the Board members be provided with talking point information regarding the WV Invests Grant.

2. *Center for Workforce Education*

Kimberly Cale, Director of Continuing Education, highlighted that Continuing Education has an enrollment growth with 86 new students, and the community's response to the courses has been very positive.

This week Continuing Education has partnered with the WV Autism Training Center to provide online training support for an autism mentorship program. The online course has 10 modules on how to work with and mentor someone diagnosed with autism.

3. *Classified Staff*

Amanda Hawkinberry, Classified Staff Chair, was on hand to answer any questions or comments related to the materials provided in the May 14, 2019 Board Book.

4. *Faculty Senate*

Susan Coffindaffer, Faculty Senate Chair, announced that the Faculty Senate held an election for officers for the new academic year. Faculty Senate officers for AY 2019-2020 are:

- President – Susan Coffindaffer
- Vice President – Hollie McDaniel-Brown
- Secretary – Matthew DeMaria
- Faculty Senate Board of Governors Representative – Brooke Nissim-Sabat
- ACE Representative – Amy Cunningham

Dr. Coffindaffer highlighted the work the Faculty Senate. They have been reviewing faculty promotions and tenure, accreditations, curriculum program revisions, and faculty senate catalog revisions.

It was shared that Mr. Thomas Stose, Director of the National Aerospace Education Center, will be retiring at the end of June. An interim director to be named. The Paralegal students held a mock trial at the Marion County Courthouse with courthouse staff participating in this successful session.

5. *Pierpont Foundation*

Steve Leach, Foundation Director, was on hand to answer any questions or comments related to the materials provided in the May 14, 2019 Board Book.

## V. Committee of the Whole

1. *Resolution for Approval of a 30 Day Public Comment Period for the Recommended Repeal of Outdated and Non-Applicable Policies – Action Item*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for the repeal of four Board of Governors policies as they have been identified as outdated or non-applicable. The public comment period proposed will be from May 15, 2019 to June 13, 2019. The policies offered for comment period are:

- a. Proposed Repeal of Policy #22 – Credit Card Solicitation
- b. Proposed Repeal of Policy #26 – Faculty and Administrative Productivity
- c. Proposed Repeal of Policy #27 – Public School Service Credits
- d. Proposed Repeal of Policy #30 – Separation of Academic and Faculty Personnel

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 recommendation to repeal these policies was presented, electronically, to the BOG Executive Committee on April 16, 2019.

Linda King offered a motion to approve the 30 day public comment period for 1) proposed repeal of Policy #22 – Credit Card Solicitation; 2) proposed repeal of Policy #26 – Faculty and Administrative Productivity; 3) proposed repeal of Policy #27 – Public School Service Credits; and 4) proposed repeal of Policy #30 – Separation of Academic and Faculty Personnel, as presented. Tom Barlow seconded the motion. All agreed. Motion carried.

2. *Resolution for the Acceptance of the 2019-2020 Pierpont Community & Technical College Board of Governors Proposed Meeting Dates and Board Book Deadlines – Action Item*

Cyndee Sensibaugh presented for approval the proposed Board of Governor meeting schedule for academic year 2019-2020. Brian Bozarth offered a motion to approve the Board of Governors meeting schedule and Board Book deadlines for the 2019-2020 academic year. Linda King seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

The approved meeting dates are:

2019

September 17<sup>th</sup> - BOG  
November 19<sup>th</sup> - BOG  
December 6<sup>th</sup> - BOG Retreat

2020

February 18<sup>th</sup> - BOG  
March 24<sup>th</sup> - BOG  
May 12<sup>th</sup> - BOG  
June 16<sup>th</sup> - BOG

3. *Financial Report – Informational*

In absence of Mr. Dale Bradley, CFO, Ms. Shelley Tharp and Ms. Carolyn Fletcher 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 March 31, 2019. Complete details were provided in the May 14, 2019 Board of Governors Book.

**VI. Committee Reports**

1. *Audit/Finance and Administration Committee Report*

- a. Resolution for Approval of FY 2020 Tentative E&G Unrestricted Budget – Action Item

Brian Bozarth, Chair, along with Ms. Shelley Tharp and Ms. Carolyn Fletcher, presented the resolution for approval of the FY 2020 Tentative E&G Unrestricted Budget. Complete details were provided in the May 14, 2019 Board of Governors Book materials.

Discussions focused on enrollment increase estimations and faculty position hires.

After discussion, Brian Bozarth presented a motion to approve the FY 2020 Tentative E&G Unrestricted Budget. Holly Kauffman seconded the motion. All agreed. Motion carried.

- b. Resolution for Approval of FY 2020 Shared Capital Projects

Brian Bozarth, Chair, along with Ms. Shelley Tharp and Ms. Carolyn Fletcher, presented the resolution for approval of the FY 2020 Shared Capital Projects budget. Complete details were provided in the May 14, 2019 Board of Governors Book materials.

Discussions focused on the campus-wide infrastructure priority list.

After discussion, Brian Bozarth presented a motion to approve the FY 2020 Shared Capital Projects budget. Holly Kauffman seconded the motion. All agreed. Motion carried.

c. Resolution for Approval of FY 2020 Pierpont Only Capital Projects

Brian Bozarth, Chair, along with Ms. Shelley Tharp and Ms. Carolyn Fletcher, presented the resolution for approval of the FY 2020 Pierpont Only Capital Projects budget. Complete details were provided in the May 14, 2019 Board of Governors Book materials.

Brian Bozarth presented a motion to approve the FY 2020 Pierpont Only Capital Projects budget. No discussion was held after the motion. Tom Barlow seconded the motion. All agreed. Motion carried.

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

Sharon Shaffer, Chair, shared that the Committee met prior to the Board of Governors meeting and referenced items previously discussed in the Academic and Student Affairs Operation Report.

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

Linda King, Chair, stated that the Committee met prior to the Board of Governors meeting. The Committee has been receiving updates and focusing on enrollment numbers from new students, returning students, and student applications for the WV Invests Grant. The Committee discussed current marketing priorities and strategies on social media and video productions. As the previous Director of Marketing resigned to accept a new position, Ms. Lyla Grandstaff has been serving as the interim Marketing Director until a public relations position is posted next term. The Committee asks for the Board's support for a uniform marketing strategy and a strong Pierpont brand.

4. *Executive Committee Report – Informational*

Sharon Shaffer informed that the Executive Committee will provide a report in closed Executive Session.

A pause in Open Session occurred to enter Executive Session.

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

### 1. Entering Executive Session:

At 2:48 PM, Brian Bozarth 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. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

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

At 3:36 PM, Brian Bozarth 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.

## **VIII. New Business**

1. The quarterly ATC Advisory Board meeting will be held on June 18, 2019, at 1:00 PM at the Pierpont Advanced Technology Center
2. The next regularly scheduled BOG meeting will be held on June 18, 2019 at 2:00 PM at the Pierpont Advanced Technology Center

## **IX. Old Business**

1. Sharon Shaffer reminded the Board that the Community and Technical College System will be hosting the Board of Governors Workshop on June 12, 2019 at the Stonewall Resort and Conference Center. Attendees to provide registration information to Cyndee Sensibaugh by May 15, 2019.
2. Sharon Shaffer reminded the Board that the Governance Leadership Institute will be holding their annual conference on August 8-10, 2019 in Washington DC. Registrations are due now and hotel deadline is July 8.

## **X. Public Comment**

There were no signatures recorded for public comment.

## **XI. Adjournment**

There being no further business, Brian Bozarth offered a motion to adjourn the meeting at 3:43 PM. Sharon Shaffer 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.