

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING**

**February 18, 2020**

**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 18, 2020, beginning at 2:00 PM at the Pierpont Robert C Byrd National Aerospace Education Center (NAEC) in Bridgeport WV.

*Board members present:*

Thomas Barlow, Holly Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Larry Puccio, Jr., Sharon Shaffer, Jillian Sole, Natalie Stone, and Warren 'Chip' VanAlsburg

*Board Members Absent:*

Brian Bozarth and Rick Pruitte. One governor appointed BOG position is vacant.

*President's Cabinet Members Present:*

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

*Others in Attendance:*

Dr. Christopher Treadway, Sr. Director of Research for the WV Higher Education Policy Commission, Pierpont faculty and staff

**I. Call to Order – Open Session**

*1. Opening Comment*

Thomas Barlow, Chair, called the meeting to order in open session at 2:07 PM. Chairman Barlow thanked Brad Gilbert the director of the NAEC, and assistant Annette Schorr, for hosting the Board meeting and for providing a tour of the facility prior to the meeting.

*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 November 19, 2019 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held November 19, 2019 were presented for approval. Warren VanAlsbury offered a motion to approve the minutes, as presented. There was no discussion on the motion. Natalie Stone seconded the motion. All agreed. Motion passed.

4. *Approval of Minutes from the December 6, 2019 BOG Retreat & Workshop – Action Item*

The minutes of the Pierpont Board of Governors Retreat and Workshop held December 6, 2019 were presented for approval. Warren VanAlsbury offered a motion to approve the minutes, as presented. There was no discussion on the motion. Larry Puccio, Jr. seconded the motion. All agreed. Motion passed.

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

Chairman Barlow welcomed and introduced Dr. Christopher Treadway, West Virginia Higher Education Policy Commission (HEPC) Senior Director of Research. Dr. Treadway attended to provide an overview of the State’s higher education Funding Formula Model draft to the Board.

- **Motion to Amend Board of Governors Meeting Agenda**

Chairman Barlow asked for a motion to amend the published Board of Governors meeting agenda to accommodate the travel schedule of Dr. Treadway and move the presentation of the Funding Formula Model forward from the Committee of the Whole.

A motion was made by Warren VanAlsbury and seconded by Holly Kauffman to approve the amendment of the published Board meeting agenda. All agreed. Motion carried.

*Amended Agenda Items Moved Forward:*

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

1. *Presentation of the Proposed WVHEPC Funding Formula Model for Higher Education Institutions*

Dr. Christopher Treadway provided handouts and a slide presentation on the proposed Community & Technical College System (CTCS) Student-Focused Funding for West Virginia Community and Technical Colleges. HEPC and CTCS meet with the WV community college institutions on February 12 and 13 to review data points that

may be incorporated into the formula. Once the formula draft is finalized, HEPC will present to the Legislative Oversight Commission on Education Accountability (LOCEA) for approval and recommendations. The goal for implementation of the new funding model is July 2021.

WV Code §18B-1B-4(d) states that the HEPC shall examine the question of general revenue appropriations to individual higher education institutions per student and per credit hour, and by other relevant measures at all higher education institutions...

Dr. Treadway outlined the funding formula criteria, the key features of the proposed model and framework with a draft of a credit-hour weighted table.

The Board thanked Mr. Treadway for presenting the material clearly. Mr. Treadway provided his contact information for any further questions or comments.

*Return to Published Agenda:*

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

President Moore also thanked Dr. Treadway for his presentation and expressed that the timing of revising the existing funding measures is in line with comprehending the directional and mission differences between 2-year and 4-year institutions.

Dr. Moore shared an article he recently read in the *Chronicle of Higher Education* highlighting the need for colleges to rethink the market and to not be stuck in the last decade... To provide better academic calendars and understand the students served, and their needs. To highlight how Pierpont is addressing this very idea, Dr. Moore stated that Pierpont has just begun a 12-week session, bringing the available start times for students to eight per semester. Dr. Moore publicly thanked Provost Michael Waide, VP of Student Services Lyla Grandstaff, the Deans of the Schools: David Beighley, Kari Coffindaffer, and Vickie Findley, as well as the staff of Student Services for their hard work in bringing this schedule to reality.

President Moore proudly informed that Pierpont's Chapter in the Phi Theta Kappa Honor Society (PTK) has just received notice that it has met Level Four status. In one short year Pierpont's PTK has went from Level One to Level Four. The Levels are:

- Level One: Finding Your Chapter's Members
- Level Two: Engaging Your Members and Identifying Officers
- Level Three: Participating in Regional and International Programming
- Level Four: Developing Student Leaders
- Level Five: Supporting Undergraduate Research and Building Administrative Support

Pierpont will be official recognized for obtaining this honor at the PTK national conference in March.

Pierpont's PTK has also earned REACH status. REACH is a rewards program for chapters focused on **R**ecognizing **E**xcellence in **A**cceptance and **C**ompletion with **H**onors. The REACH Rewards program encourages membership by rewarding chapters who achieve or exceed 15 percent for their membership acceptance rate.

Dr. Moore thanked the PTK Advisors Jennifer Ellison and Natalie Sypolt for their great work with the PTK Chapter.

President Moore also proudly informed that the Pierpont Culinary Arts Program will be participating in a national competition in July. More information to follow on this event.

The Food Serviced Management Pastry and Baking Arts Programs has been granted reaccreditation with exemplary status! Dr. Moore thanked and congratulated Dean David Beighley, Chef Jay Mahoney, and Chef Allison McCue for their outstanding work.

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

##### *1. Academic Affairs*

Michael Waide stated that the Academic Affairs and Student Services Report was provided in detail in the February 18, 2020 Board Book. There were no further questions.

##### *2. Student Services*

Lyla Grandstaff stated that the Student Services Report was provided in detail in the February 18, 2020 Board Book. The Google Ads Conversion rate increase of 967 percent was defined.

##### *3. Information Systems Report*

Robin Strader stated that the Information Systems Report was provided in detail in the February 18, 2020 Board Book. There were no further questions.

##### *4. Pierpont Student Government Association Report*

Joshua Laprise stated that the Student Government Association (SGA) Report was provided in detail in the February 18, 2020 Board Book. The SGA has recently voted in additional Senators, most of whom are anticipated to remain in office next year. The President of the SGA (Joshua Laprise) will be serving as the May commencement student speaker, and the SGA will lead the selection of student speakers for future commencement ceremonies. President Moore thanked Mr. Laprise for the great work that the SGA officers are doing and for the increase in interest that they have been able to generate in the organization.

5. *Pierpont Foundation*

Steve Leach stated that the Pierpont Foundation Report was provided in detail in the February 18, 2020 Board Book. It was noted that the funds for the Food Pantry had been merged into the account for Student Emergencies. This will be corrected and will be reflected on the next report. Appreciation was given to Jillian Sole for her continued work with the Food Pantry. Donations for the Food Pantry, sought and received, were discussed. Mr. VanAlsburg expressed an interest in the Pierpont BOG and the Foundation Board to hold a joint meeting. Mr. Leach and Mrs. Sensibaugh will work on developing this meeting.

**V. Committee of the Whole - Continued from forward**

2. *January 31, 2020 Combined Budget Report – Informational Item  
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the January 31, 2020 Combined Budget Report were provided in the February 18, 2020 Pierpont Board of Governors Book. The timing of the installation of the logo name sign at the Advanced Technology Center were discussed. The installation should be occurring within the next few weeks.

3. *Resolution for Review and Approval of the Pierpont Community &  
Technical College Mission Statement, Vision Statement and Tagline – Action Item  
(Michael Waide, Provost/VP Academic Affairs)*

Mr. Waide presented a resolution for approval of the adoption of a new Pierpont Mission Statement, Vision Statement and Tagline. They are:

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

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.

A motion was offered by Sharon Shaffer to approve the adoption of the proposed Mission Statement, Vision Statement and Tagline for Pierpont Community & Technical College effective immediately. Holly Kauffman seconded the motion. All agreed. There was no further discussion on the motion. Motion carried.

## **VI. Board Committee Reports**

### *1. Audit/Finance and Administration Committee Report (FA) – Informational (Dale Bradley for Brian Bozarth, Chair)*

Mr. Bradley reported that there were no action items advanced from the January 31, 2020 FA Committee meeting. The Committee is working on long term budget planning and identifying areas for savings. Current revenues vs. projections were discussed.

### *2. Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) – Informational (Sharon Shaffer, Chair)*

Ms. Shaffer shared that the CARS Committee has been working on the five areas identified from the December 6, 2019 Board Retreat. They are:

- To develop emergency response and communication plan for each location.
- To review academic policies related to Series 11, to assist in student success
- To update the BOG Social Justice Policy
- Develop a marketing/branding policy for institutional paraphernalia
- To develop a social media policy for consistency across the institution

It was noted that the 5-year program reviews will be brought to the CARS Committee at the next scheduled meeting of March 10 for analysis. The CARS committee will then bring the 5-year program reviews resolution to the whole Board for consideration.

3. *Data Analytics Research Committee – Informational*  
*(Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat shared that at the last DAR Committee of February 4, the Committee focused on using data to interpret student success and completion. A questionnaire will be developed to send to students that encourages feedback on identifying areas of success or failure. The DAR Committee also adjusted their meeting calendar to occur quarterly. The next meeting date is scheduled for June 3.

4. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational*  
*(Chip VanAlsbury)*

As the GRPHR Committee Report was not listed on the February 18, 2020 Board Meeting Agenda, Mr. VanAlsbury asked the Chairman that he be permitted to offer a motion to include the report in the meeting. Chairman Barlow agreed. Mr. VanAlsbury offered a motion to provide a report from the GRPHR Committee. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

Mr. VanAlsbury asked Mr. Steve Leach to provide an update on the work of the GRPHR Committee over the past month. Mr. Leach shared that many meetings have taken place with the state and local legislators, noting that the community college is seeing additional support and better understanding of Pierpont's mission and the impact the institution has on the state.

Chairman Barlow thanked the GRPHR Committee and recognized the important, critical work occurring. The Chairman expressed the consideration of the Doddridge County region for Pierpont's growth and community support.

## **VII. New Business**

- a. The next regularly scheduled quarterly ATC Advisory Board meeting will be held on March 24, 2020 at 1:00 PM at the Pierpont Advanced Technology Center
- b. The next regularly scheduled BOG meeting will be held on March 24, 2020 at 2:00 PM at the Pierpont Advanced Technology Center

## **VIII. Old Business**

None.

## **IX. Public Comment**

There were no signatures recorded for public comment.

## **X. Executive Session – Closed Session**

### *1. Entering Executive Session – Closed Session*

At 3:56 PM Sharon Shaffer 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. Joshua Laprise seconded the motion. There was no discussion on the motion. All agree. Motion carried.

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

At 4:17 PM, Sharon Shaffer motioned to exit Executive Session and return to Open Session. Warren VanAlsborg seconded the motion. All agreed. Motion carried.

### *3. Items brought forward from Executive Session*

Sharon Shaffer presented a motion that the Pierpont Board of Governors approve the transfer of \$100,000 from the Capital Budget to be used in the development of a Pierpont Community & Technical College Master Facility Plan. Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

## **XI. Adjournment**

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 4:18 PM. Natalie Stone seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Pierpont Mission Statement:** To provide accessible, responsive, comprehensive education that works.

**Pierpont Vision Statement:** Empowering individuals to transform their lives through education.

**Pierpont Tagline:** Education that Works.