

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

March 24, 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 March 24, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:05 PM.

The Chairman asked for a Roll Call of those attending via videoconference.

Board members present:

Via videoconference: Thomas Barlow, Brian Bozarth Brooke Nissim-Sabat, Sharon Shaffer, and Jillian Sole

Board Members Absent:

Holly Kauffman, Joshua Laprise, Larry Puccio, Jr., Rick Pruitte, Natalie Stone, and Warren ‘Chip’ VanAlsburg. One governor appointed BOG position is vacant.

President’s Cabinet Members Present:

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

Others in Attendance:

David Beighley, Kimberly Cale, Kari Coffindaffer, Carolyn Fletcher, Amanda Hawkinberry, Shelly Tharp

The Chairman thanked everyone for attending and asked all to be careful and to stay safe during this Pandemic.

2. *Call for Public Comment*

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

3. *Approval of Minutes from the February 18, 2020 BOG Meeting – Action Item*

As a quorum had not been established, the minutes of the Pierpont Board of Governors meeting held February 18, 2020 were tabled until the next regularly scheduled BOG meeting.

II. Special Recognitions/Presentations – Informational

Following the COVID-19 social distancing guidelines, recognitions and presentations were tabled until the next regularly scheduled BOG meeting.

III. President’s Report – Informational

President Moore discussed the impact that the COVID-18 Virus has had on Pierpont and its staff and students. Pierpont has been following the WV Governor’s orders to work from home and to abide by social distancing guidelines. Using videoconferencing to conduct business has now become the new normal.

Dr. Moore expressed deep gratitude to his Cabinet, the Deans, the faculty and students on adapting to the new learning format, from face-to-face to remote, in a matter of days. The Deans; David Beighley, Dr. Kari Coffindaffer and Vickie Findley have been available addressing student concerns as we move through these times and keeping Pierpont moving forward. The Provost, Michael Waide, and the VP of Student Services, Lyla Grandstaff, have been at the lead working out the tough details during this transition.

Michael Waide, Vickie Findley and Steve Leach have assisted the WV Chamber in getting health care supplies donated where they are needed. Dr. Moore provided some operational details to the Board regarding mail delivery and facilities maintenance.

IV. Operation Reports - Informational

Operation Reports were tabled until the next regularly scheduled BOG meeting as employees continued their focus on efforts to deal with the COVID-19 Pandemic.

V. Committee of the Whole

1. *February 29, 2020 Combined Budget Report – Informational Item
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the February 29, 2020 Combined Budget Report were provided in the March 24, 2020 Pierpont Board of Governors Book. Mr. Bradley

stated that Salaries and Benefits expense budgets are in order and the budget balance of \$0.00 is increased by \$84,748.

VI. Board Committee Reports

1. *Finance and Administration Committee Report (FA) – Action Item (Dale Bradley for Brian Bozarth, Chair)*

a. Resolution for Review and Approval of the Tuition and Fees Changes for Academic Year 2020-2021

As indicated in the March 24, 2020 BOG Book, the Finance and Administration Committee was to bring this matter to the Board once the FA Committee has approved the resolution. However, the FA Committee is still in discussion phase for the Tuition and Fees Changes for AY 2020-2021. The FA Committee has requested another meeting to be scheduled before bringing this matter to the full Board. An emergency FA Committee meeting was tentatively scheduled for Friday, March 27, 2020.

Mr. Bradley noted that the deadline of April 1, 2020 to submit the proposed Tuition and Fees Changes for Academic Year 2020-2021 to the Community and Technical College System of WV (CTCS) has been extended indefinitely, due to the COVID-19 Pandemic.

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

Ms. Shaffer shared that the CARS Committee met on March 10, 2020 and began work on the five-year program reviews. Ms. Shaffer thanked Michael Waide for doing phenomenal work in bringing together the documentation needed for these reviews. Clarifications on programs are developing and a meeting is scheduled in April for further review with program coordinators and Deans.

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

Ms. Nissim-Sabat shared that the DARS Committee is meeting quarterly. There is no report at this time. The next meeting date is scheduled for June 3.

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

Mr. Leach reported on behalf of Mr. VanAlsbury. Mr. Leach shared that at the end of this year's legislative session Pierpont remains in good shape. Meetings previously scheduled in April with legislators have been postponed, due to the COVID-19 Pandemic.

VII. New Business

Chairman Barlow announced the upcoming scheduled meetings for the BOG will be attended via videoconferencing.

- a. The next regularly scheduled CARS Committee meeting will be held on April 14, 2020
- b. The next regularly scheduled FA Committee meeting will be held on April 24, 2020
- c. The next regularly scheduled BOG meeting will be held on May 12, 2020 at 2:00 PM

The Pierpont Commencement Ceremony, previously scheduled for May 7, 2020 will be postponed until December 2020. At this ceremony Pierpont will celebrate with the Spring 2020, Summer 2020, and Fall 2020 graduates. Additional details will be forthcoming.

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 2:34 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, 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 3:06 PM, Sharon Shaffer motioned to exit Executive Session and return to Open Session. Brian Bozarth seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

No Board action items were required to be brought forward. The Human Resources Director, Mr. Steven Leach, did inform the Executive Officers of the Board of the Special Emergency Leave with Pay procedure that will go into effect to cover employees during the COVID-19 Pandemic.

XI. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 3:07 PM. Brian Bozarth 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.