

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

May 12, 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 May 12, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

Board members present:

Via videoconference: Thomas Barlow, Brian Bozarth, Holly Kauffman, Brooke Nissim-Sabat, Rick Pruitte, Sharon Shaffer, Jillian Sole, Natalie Stone, and Warren ‘Chip’ VanAlsburg

Board Members Absent:

Joshua Laprise and Larry Puccio, Jr. 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, Hollie McDaniel-Brown, Kimberly Cale, Susan Coffindaffer, Kari Coffindaffer, Matthew DeMaria, Carolyn Fletcher, Amanda Hawkinberry, Travis Miller, and Nancy Parks

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:03 PM. The Chairman thanked everyone for attending.

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, March 24, 2020, and April 20, 2020 BOG Meetings – Action Items

A motion was presented by Jillian Sole to approve the Minutes from the February 18, 2020, March 24, 2020, and April 20, 2020 Pierpont Community & Technical College Board of Governors Meetings. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

Following the COVID-19 social distancing guidelines, recognitions and presentations were tabled.

III. President’s Report – Informational

President Moore shared that a meeting was held on Friday, May 8, 2020, between Fairmont State’s (FSU) President and Board Chair and Pierpont’s President and Vice-Chair to discuss shared campus matters, and the plans to reopen the campus for the fall semester. It is encouraging that this meeting may serve as a first step in regularly scheduled meetings between the institution’s leadership. President Moore thanked Vice Chair Shaffer for her excellent communication during the meeting.

IV. Operation Reports - Informational

Operation Reports were tabled as employees continue their focus on efforts to deal with the COVID-19 Pandemic.

V. Committee of the Whole

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

Mr. Bradley shared that the details of the March 31, 2020 Combined Budget Report were provided in the May 12, 2020 Pierpont Board of Governors Book. Mr. Bradley shared that there were no changes to the budget balance from the February 29, 2020 statement. It was noted that expenditures were approximately \$80,000 less this March when compared to expenditures in March 2019.

2. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-8046: Mission Statement Review – Action Item
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for proposed changes to Policy PP-8046: Mission Statement Review.

As mandated, in 2008, by West Virginia House Bill 3215; Code Chapter 18B; Articles 1 & 2, Pierpont Community & Technical College began operating as an independent 2-year institution. The last revision of the Pierpont Community & Technical College's Mission Statement Review Policy was approved in April 2007 and does not reflect the institution's current structure or the Board's mission statement review procedure. The proposed revisions will insert applicable statutory and regulatory references, clarifies the review process, removes references to Fairmont State University, updates the policy number and reorganizes policy provisions pursuant to Policy PP-1000-B.

The proposed public comment period will be from May 13, 2020 to June 11, 2020.

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.

Sharon Shaffer offered a motion to approve the 30-day public comment period for Policy PP-8046: Mission Statement Review, as presented. Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-5019: Procedures Regarding Freedom of Information Act Requests – Action Item (Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for proposed changes to Policy PP-5019: Procedures Regarding Freedom of Information Act Requests.

Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-5019: Procedures Regarding Freedom of Information Act Requests, requires updating. The proposed revisions add provisions recommended by the General Counsel's Office of the West Virginia Community and Technical College System, inserts applicable statutory and regulatory references, updates the policy number and reorganizes policy sections pursuant to Policy PP-1000-B.

The proposed public comment period will be from May 13, 2020 to June 11, 2020.

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.

Sharon Shaffer offered a motion to approve the 30-day public comment period for PP-5019: Procedures Regarding Freedom of Information Act Requests, as presented.

Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *Resolution for the Approval of the Pierpont Community & Technical College Board of Governors Proposed Meeting Schedule for AY 2020-2021 – Action Item*

Dale Bradley presented for approval the proposed Board of Governor meeting schedule for academic year 2020-2021. Sharon Shaffer offered a motion to approve the Board of Governors meeting schedule for the 2020-2021 academic year, as presented. Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

The approved meeting dates are:

2020

- September 15th
- November 17th
- December 4th - BOG Retreat

2021

- February 16th
- March 23rd
- May 11th
- June 15th

VI. Board Committee Reports

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

Mr. Bradley noted that there were no action items coming forth from the May 1, 2020 FA Committee meeting. Discussion was held on the CARES Act funding for refunds to Pierpont students for housing and meal plans. Approximately \$190,000 in refunds will be disbursed to the students. The CARES Act funds are being used to compensate students for COVID-19 related expenses. To date, over 100 students have applied for this financial assistance.

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

a. *Resolution for Review and Approval of the 5-Year Program Reviews for the Associate in Applied Science (AAS) Degrees and the Certificates of Applied Science (CAS) – Action Item (Michael Waide, Provost, for Chair Sharon Shaffer)*

Ms. Shaffer informed that the CARS Committee, along with faculty and staff, have worked together over the past months to evaluate data and recommendations for the 5-Year Program Reviews. Ms. Shaffer shared that the Deans, the faculty and

the Provost presented the findings to the CARS Committee, in a timely manner, and took the task seriously, making themselves available when needed. Each program review contained a rigorous inspection with financials, demographics, and consisted of a large quantity of documentation.

Mr. Waide presented the 5-Year Program Review in accordance with WVCTC Title 133, Series 10, “Policy Regarding Program Review”, that requires each Governing Board to review, at least every five years, programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.

Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost, third party reviewer, and President.

- 1) American Sign Language of Applied Science (AAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the American Sign Language (AAS) Program at its current level of activity. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 2) Criminal Justice Associate of Applied Science (AAS). Recommendation to continue the program with modification to review the curriculum.

Sharon Shaffer presented a motion to approve the continuation of the Criminal Justice (AAS) Program with modification to the curriculum. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 3) Emergency Medical Services Associate of Applied Science (AAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the Emergency Medical Services (AAS) Program at its current level of activity. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 4) Emergency Medical Services Certificate of Applied Science (CAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the Emergency Medical Services (CAS) Program at its current level of activity. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 5) Licensed Practical Nursing Certificate of Applied Science (CAS).
Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the Licensed Practical Nursing (CAS) Program at its current level of activity.

Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 6) Electric Utility Technology Associate of Applied Science (AAS).
Recommendation to continue the program at its current level.

Note: Board member Holly Kauffman withdrew from voting on the approval of the Electric Utility Technology AAS 5-Year Program Review, due to a business-related conflict of interest.

Sharon Shaffer presented a motion to approve the continuation of the Electric Utility Technology (AAS) Program at its current level of activity.

Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- b. Resolution for Review and Approval of the 3-Year Post Audit Reviews for the Applied Process Technology (AAS) Degree – Action Item (Michael Waide, Provost, for Chair Sharon Shaffer)

Mr. Waide presented the 3-Year Post Audit Review of the Applied Process Technology (APT) Associate of Applied Science (AAS) Degree in compliance with WVCTC Title 133, Series 10, “Policy Regarding Program Review”. The APT program has been reviewed by the program faculty, the appropriate School Dean, the Provost and third-party reviewer. The CARS Committee has reviewed the final report.

The CARS Committee recommends, after consideration of the 3-Year Post Audit Report on the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree, continuance of the Program at its current status with work toward its 5-year program review."

Sharon Shaffer presented a motion to approve the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree continuance at its current status, with work toward its 5-year program review. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

3. *BOG Executive Committee – Informational (Thomas Barlow, Chair)*

Mr. Barlow reported the Committee met on May 4, 2020 and discussed matters related to the CARES Act, the Veterinary Technology Program relocation, and

Information Systems network independence. A follow up meeting regarding these matters was held between FSU's and Pierpont's Presidents and FSU's BOG Chair and Pierpont's Vice Chair. Mr. Barlow informed that the Executive Committee authorized moving ahead with the refund to Pierpont's students for housing and meal plans.

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

Ms. Nissim-Sabat shared that the DARS Committee has not met, therefore, there is no report at this time. The next meeting date is scheduled for June 3.

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

Mr. VanAlsbury reported that calls have been recently made to local and state legislators providing information on Pierpont's actions to the COVID-19 Pandemic. The Committee continues to monitor the IT network and Vet Tech relocation matters.

VII. New Business

1. Nominations and Election of the AY 2020-2021 ATC Advisory Board Officers to be held at the June 16, 2020 ATC Advisory Board Meeting
2. Nominations and Election of the AY 2020-2021 BOG Executive Officers to be held at the June 16, 2020 BOG Meeting
3. Upcoming Meetings:
 - a. BOG Data Analytics Research Committee Meeting, June 4, 2020 at 10:00 AM
 - b. Pierpont BOG Finance and Administration Committee Meeting, June 5, 2020 at 1:00 PM
 - c. The next regularly scheduled ATC Advisory Board meeting will be held on Tuesday, June 16, 2020 at 1:00 PM
 - d. The next regularly scheduled BOG meeting will be held on Tuesday, June 16, 2020 at 2:00 PM
 - e. BOG Communication, Academics, Recruiting and Student Services Committee Meeting, July 14, 2020 at 2:00 PM

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 3:12 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. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 4:19 PM, Warren VanAlsbury motioned to exit Executive Session and return to Open Session. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

No Board action items were brought forward from Executive Session.

XI. Adjournment

There being no further business, Warren VanAlsbury offered a motion to adjourn the meeting at 4:20 PM. Brooke Nissim-Sabat 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.