

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 21, 2021
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on September 21, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on the Zoom platform. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Board Members Present: Acting Chair – Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Lisa Lang, Jeffery Powell, Rick Pruitte, Anna Romano, Jillian Sole, and Haley N. Thomas

Board member Natalie Stone was not present as her service ended on September 16, 2021.

Board Members Absent: Anthony Hinton and Larry Puccio, Jr.

President's Executive Cabinet Members Present:

Interim President Anthony Hancock, Dale Bradley, Julie Cryser, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Pierpont faculty and staff: David Beighley, Kimberly Cale, Suzan Clemens, Kari Coffindaffer, Susan Coffindaffer, Amy Cunningham, Art Dilger, Carolyn Fletcher, Sara Feltz, Amanda Hawkinberry, John Hornith, Nancy Ligus, Blake Lillard, Nancy Parks, George Perich, Mary Jo Rutherford, James Satterfield, Jason Smith, Aaron St. Clair, Zackary Summers, Becky Swiger, Shelly Tharp and Raven Thomas

I. Call to Order – Open Session

1. Opening Comment

Mr. Brian Bozarth, Acting Chair, called the meeting to order in open session at 2:03 PM.

Mr. Bozarth took a moment to thank everyone for joining the meeting and welcomed the new Board members, and all attendees, to a new semester at Pierpont.

It was noted that a new Board member was in attendance. Ms. Haley N. Thomas is the Board representative for the Pierpont Student Government Association.

2. *Call for Public Comment*

Mr. Bozarth, Acting Chair, announced last call for public sign up.

3. *Approval of Minutes from the June 15, 2021 and August 17, 2021 BOG Meetings – Action Item*

A motion to approve the minutes from the June 15, 2021 meeting and the August 17, 2021 Special meeting of the Board of Governors meetings were presented by Ms. Jillian Sole and seconded by Thomas Cole. There was no further discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

The Board recognized and welcomed incoming faculty members:

1. From the School of Business, Aviation and Technology presented by Dean Kari Coffindaffer

- Art Dilger, Instructor of Aviation Maintenance
- Blake Lillard, Instructor of Applied Process Technology
- James “Dylan” Satterfield, Instructor of Aviation Maintenance
- Aaron StClair, Instructor of Applied Process Technology

2. From the School of General Education and Professional Studies presented by Dean David Beighley

- Anthony Anobile, Instructor of Food Service Management: Culinary Arts
- Sara Feltz, Instructor of Food Service Management: Culinary Arts

3. From the School of Health Sciences presented by Interim Dean Amy Cunningham

- Jason Smith, Physical Therapy Assistant Director
- Wendy Singleton, Respiratory Care

The Board acknowledged the service of outgoing Board of Governors member:

1. Mr. Thomas Barlow served from August 7, 2017 until his succession on June 29, 2021. At the end of his term Mr. Barlow served as the Chair of the Board. Mr. Barlow was instrumental in the direction and efficiency of the work completed by the Board’s subcommittees. A plaque was presented to Mr. Barlow honoring his service.

2. Mr. Warren ‘Chip’ VanAlsbury served from August 7, 2013 until his succession on June 29, 2021. During his term Mr. VanAlsbury served as the Chair of the Board and the Chair of the Government Relations, Polices, and Human Resources Committee. Mr. VanAlsbury restructured the Board subcommittees, and their purpose, to better meet

the mission of the institution. A plaque was presented to Mr. VanAlsburg honoring his service.

The Board welcomed incoming Governor-appointed representatives to the Board:

1. Thomas F. Cole: Appointed on June 29, 2021, succeeding Warren VanAlsburg
2. Lisa Q. Lang: Appointed on June 29, 2021, succeeding Lewis Weaver who resigned on March 27, 2019
3. David L. Hinkle: Appointed on June 29, 2021, succeeding Holly C. Kauffman who resigned on July 1, 2020
4. Anthony Hinton: Appointed on June 29, 2021, succeeding Thomas J. Barlow
5. Jeffery H. Powell: Appointed on June 29, 2021, succeeding Sharon Shaffer who passed on July 3, 2020

The Board welcomed incoming institutionally-appointed Board of Governors members:

1. Ms. Anna Romano replaces Hollie McDaniel Brown in the role of the BOG Faculty Senate Representative for the 2021-2022 academic year. Ms. Romano began her service on August 13, 2021. Ms. Romano is the Program Coordinator of Veterinary Technology at Pierpont. She also serves on the Faculty Senate Executive Committee. Ms. Romano received her Oath of Office on August 17, 2021 from Notary Public, Cyndee K. Sensibaugh.
2. Ms. Haley N. Thomas is the Board representative for the Pierpont Student Government Association, replacing Christopher Sunseri who graduated last May. Ms. Thomas was elected by her peers on September 9, 2021. Ms. Thomas received her Oath of Office to serve on the Board on September 14, 2021 from Notary Public, Cyndee K. Sensibaugh.

III. Interim President's Report – Informational

Interim President Anthony Hancock welcomed the new Board members stating that their leadership is critical to Pierpont now and moving forward.

Pierpont is in transition working on relocation of programs, assessing vital needs, and developing the Pierpont Foundation. The Culinary Arts, Veterinary Technology and Early Childhood Education programs are scheduled to relocate by June 30, 2022 and progress is being made on these efforts.

Dr. Hancock asked Ms. Anna Romano, Veterinary Technology Program Coordinator, to provide an update on the program's progression. Ms. Romano shared that on August 20, 2021 a final design concept was approved for the building acquired in Clarksburg next to the

Gaston Caperton Center to house the Pierpont Vet Tech program. The bidding process for construction will begin shortly. As the deadline for the program to be moved from the Locust Avenue approaches, alternative plans for kennel space has been developed.

IV. Operation Reports - Informational

1. *Academic Affairs*

Mr. Michael Waide shared that the Academic Affairs Report was provided in detail in the September 21, 2021 Board Book. No questions were received.

2. *Classified Staff*

Reporting for Amanda Hawkinberry, Ms. Mary Jo Rutherford shared that Mr. Chip Hawkins was named as the Classified Staff Employee of the Year. A social was held on September 8, 2021 honoring Mr. Hawkins. Also, the Classified Staff is holding a fundraiser selling Pierpont items. Proceeds will go to the Classified Staff Council Scholarship Fund.

A complete report was provided in detail in the September 21, 2021 Board Book. No questions were received.

3. *Institutional Advancement/Foundation Board Report*

Ms. Julie Cryser reported that advertisements, commercials, and billboards have begun for Pierpont promotional marketing. The website is in development and a quarterly publication called “Network” has been produced.

For the Pierpont Foundation a new Foundation Board has been established and polices are being developed to assist the operation of the Foundation. The transfer of funds from the management of Fairmont State Foundation is underway and an investment firm has been secured.

A complete report was provided in detail in the September 21, 2021 Board Book. No questions were received.

4. *Student Government Association*

Ms. Raven Thomas introduced the AY 2021-22 Student Government Association elected officers. They are:

- President/Representative to the BOG: Haley Thomas
- Vice President: Justin Clelland
- Student Senator: Zachary Summers

The Secretary and Public Relations Officer positions are vacant.

5. *Student Services*

Ms. Lyla Grandstaff expressed thanks to Ms. Raven Sands (Thomas) and Ms. Jennifer McConnell for there work on the Welcome Fair, as it was the most attended student event to date.

A Constituent Relationship Management System Request for Proposal has been made public and a selection should be made in the next few weeks.

A complete report was provided in detail in the September 21, 2021 Board Book. No questions were received.

V. Committee of the Whole

1. May 31, 2021 Combined Finance Report - Informational (Dale Bradley, CFO/VP for Finance and Administration)

Mr. Bradley shared that the details of the Combined Finance Report were provided in the September 21, 2021 Board Book. It was noted that there was an improvement of \$631,960 from the FY 2022 Approved Unrestricted Budget completed in March 2021. The budget balance as of August 31, 2021 is \$254,252. The Overall Operating Revenue Budget improved by \$275,334.

The YTD Actuals reflect:

- Realized approximately 43% of projected tuition and fees revenue
- Realized approximately 44% of overall revenues
- Incurred approximately 7.6% of operating expenses
- The YTD Budget Balance is \$4,145,977

2. Resolution to Approve the Establishment of the Pierpont President Search Committee – Action Item

Mr. Bozarth, Acting Chair, presented a resolution to establish a search committee for the hiring of a permanent President.

Pierpont Community & Technical College and the Presidential Search Committee will conduct a nationwide search for a permanent President, in compliance with Title 135, Series 5 – Evaluating and Employing Presidents, and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”), with the goal to appoint a permanent President by July 1, 2022.

The voting members of the Presidential Search Committee will consist of the three elected executive officers of the Pierpont Community & Technical College Board of Governors (Chair, Vice Chair, and Secretary), of which the elected Chair will serve as the Search Committee Chair.

The Search Committee Chair will coordinate with the Chancellor of the Community and Technical College System to formalize the involvement of the Council in this search process in accordance with the provisions of Series 5 of the Code of State Regulations.

The Search Committee will also include representatives from each of the following categories: Pierpont Foundation, Pierpont Faculty, Pierpont Classified Staff, Pierpont student body, community, business and industry, and K-12/CTE education. Committee membership may be modified or supplemented to assure continued compliance with Series 5 and the applicable rules of the Council.

A motion was offered by Ms. Lisa Lang to approve the establishment of a President Search Committee. Mr. Jeff Powell seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

3. *Resolution to Approve the Establishment of the Pierpont President Search Committee – Action Item*

Mr. Bozarth, Acting Chair, presented a resolution to establish a timeline for the President Search Committee.

A nationwide search will be conducted, in compliance with *Title 135, Series 5 – Evaluating and Employing Presidents*, and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”), with the goal to appoint a permanent President by July 1, 2022.

The proposed timeline will provide the President Search Committee guidance and measures, with established deadlines, to assist in a productive search for a permanent President for Pierpont Community & Technical College.

A motion was offered by Mr. Thomas Cole to approve the establishment of a President Search Timeline. Mr. Rick Pruitte seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

VI. Board Committee Reports

1. *AdHoc BOG Executive Officers Nominating Committee (EON)*
(Brian Bozarth, Chair, Rick Pruitte)

a. Nominations and Election of BOG Executive Officers for the 2021-2022 Academic Year – Action Item

In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment. Except in the case of a vacancy, all elections are held, and all appointments are made no later than June 30, preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.

Vacancies to the BOG Executive Officers positions were created on June 29, 2021, when Governor Jim Justice appointed new Pierpont Community & Technical College Board of Governors members to succeed existing BOG members.

The current Pierpont Board of Governors Executive Officers are:

Acting Chair: Brian Bozarth
Vice Chair: Vacant
Secretary: Brian Bozarth

From August 6, 2021 to August 17, 2021, the Pierpont Community & Technical College Board of Governors members were petitioned to forward nominations for the vacant Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Nominations were received and reviewed by the Nominating Committee and are hereby provided for consideration.

The nominees were:

Chair: David L Hinkle and Brian S. Bozarth
Vice Chair: Lisa Q. Lang and Larry Puccio, Jr.
Secretary: Brian S. Bozarth and Natalie Stone

Acting Chair, Mr. Bozarth called for additional nominees from the floor. Hearing none, the election of the Board Officers proceeded.

Mr. Brian Bozarth withdrew his name for consideration of serving as Chair. As Ms. Natalie Stone is no longer serving on the Board, her name was withdrawn from serving as Secretary. Mr. Puccio, Jr. was not present to accept his nomination to serve as Vice Chair.

Ms. Cyndee K. Sensibaugh called for a formal vote from the Board to elect the Board Officers.

To serve as Chair – Mr. David L. Hinkle
To serve as Vice Chair – Ms. Lisa Lang
To serve as Secretary – Mr. Brian S. Bozarth

The recorded votes were as follows:

Voting Board Member	Chair – David L. Hinkle	Vice Chair – Lisa Q. Lang	Secretary – Brian S. Bozarth
Brian S. Bozarth	Yea	Yea	Yea
Thomas F. Cole	Yea	Yea	Yea
Lisa Q. Lang	Yea	Yea	Yea
David L. Hinkle	Yea	Yea	Yea
Anthony Hinton	Not present	Not present	Not present
Rick Pruitte	Yea	Yea	Yea
Jeffery Powell	Yea	Yea	Yea
Larry Puccio, Jr.	Not present	Not present	Not present
Jillian Sole	Yea	Yea	Yea
Haley Thomas	Yea	Yea	Yea
Anna Romano	Yea	Yea	Yea

Upon completion of the recorded votes, Acting Chair, Brian Bozarth asked for a motion to elect David L. Hinkle as Chair, Lisa Q. Lang as Vice Chair, and Brian S. Bozarth as Secretary for the remainder of the 2021-2022 academic year, with the notation that the Board Chair will serve a two-year term.

A question was asked by an attendee if, given Mr. David L. Hinkle’s role as a County Commissioner and in his service on the North Central Airport Board, there would be a conflict of interest in his service as Chair. Mr. Bozarth shared that a conversation, via email, on this matter was written to the Higher Learning Commission, as well as vocally to Mr. Hinkle. Mr. Hinkle acknowledged and expressed to Mr. Bozarth that he would recuse himself from any votes that may have a direct conflict with his roles.

No further discussion was held.

Mr. Rick Pruitte offered a motion to approve and elect David L. Hinkle as Chair, Lisa Q. Lang as Vice Chair, and Brian S. Bozarth as Secretary for the remainder of the 2021-2022 academic year, noting that the Board Chair serves a two-year term. Mr. Jeff Powell seconded the motion. All agreed. Motion carried.

2. *Finance and Administration Committee (FA) Report
(Brian Bozarth, Chair, and Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Brian Bozarth, Chair of the FA Committee, asked Mr. Dale Bradley, CFO/VP for Finance and Administration, to present the FA Committee report.

a. Capital Projects Request – Informational Item

Mr. Bradley shared the submission of the State Appropriations Request for the next fiscal year. The Higher Education Policy Commission (HEPC) receives this report, before their September 1st deadline, of capital project priorities funding

requests, or for which intuitional funding is planned or committed, or project funds committed and/or in progress.

Pierpont’s Capital Project Appropriations Request for FY 2023 totals \$37,500,00. Complete details of the Capital Projects Request were provided in the September 21, 2021 Board of Governors Book.

b. Resolution for Capital Funding Approval for the Remodel and Expansion of the Veterinary Technology Program – Action Item

Mr. Bradley presented a resolution for approval of up to \$850,000 to be taken from Capital Funds for the remodel and expansion of the recently acquired United Hospital Center Building at 211 South Chestnut Street, Clarksburg WV, for the relocation of the Veterinary Technology Program. Along with the \$850,000, the Community and Technical College System Council has committed \$1.1M for this project, bringing the project total to \$1.95M.

A motion was offered by Mr. Jeff Powell to approve \$850,000 from Capital Funds to be used or the Remodel and Expansion of the Veterinary Technology Program. Ms. Jillian Sole, seconded the motion. All agreed. Motion carried.

VII. New Business

1. Upcoming Meetings:

- a. The next regularly scheduled BOG meeting will be held on Tuesday, November 16, 2021 at 2:00 PM
- b. The next regularly scheduled ATC Advisory Board meeting will be held on Friday, December 3, 2021, within the scheduled BOG Workshop Retreat.
- c. The BOG Workshop Retreat will be held on Friday, December 3, 2021, from 8:00 am to 4:00 pm.

VIII. Old Business

There was no old business announced.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

No Executive Session was called.

XI. Adjournment

There being no further business, Mr. Bozarth called for a motion to adjourn.

Prior to an adjournment motion being made, Ms. Jillian Sole called to go into Executive Session. As the topic for the Executive Session was not stated on the Board Agenda, Mr. Bozarth conferred with Cyndee K. Sensibaugh, Board Liaison, if Executive Session could be called. Ms. Sensibaugh advised that no Executive Session could be called at that time, as there was no advanced notice of the item to be discussed on the Board Agenda. No Executive Session was called.

A motion to adjourn was offered by Mr. Rick Pruitte and seconded by Jeffery Powell. All agreed. Motion carried. The meeting adjourned at 3:18 PM.

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.