

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
November 16, 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 November 16, 2021, beginning at 2:00 PM. This meeting was conducted in person at the Pierpont Advanced Technology Center, 500 Galliher Drive, Fairmont WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

*Board Members Present:* Chair –David L. Hinkle, Thomas F. Cole, Lisa Q. Lang, Jeffery H. Powell, Rick Pruitte, Anna Romano, and Jillian Sole (Phone)

*Board Members Absent:* Brian S. Bozarth, Anthony Hinton and Larry Puccio, Jr., and Haley N. Thomas. There is one vacant Board member position.

*President's Executive Cabinet Members Present:*

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

*Others in Attendance:*

Guests: Kelly Shafer, Sarah Crouse, and Whitney Merrill of Suttle and Stalnaker, LLC. Pierpont faculty and staff: Rachel Beach, David Beighley, Kari Coffindaffer, Susan Coffindaffer, Amy Cunningham, JJ Davis, Carolyn Fletcher, Amanda Hawkinberry, Nancy Ligus (phone), George Perich, Becky Swiger, Shelly Tharp

**I. Call to Order – Open Session**

*1. Opening Comment*

Mr. David Hinkle, Chair, called the meeting to order in open session at 2:07 PM.

*2. Approval of Board of Governors Minutes from the September 21, 2021 Meeting and September 29 and October 21, 2021 Special Meetings – Action Item*

The Chair moved for a motion to approve the minutes from the September 21, 2021 meeting and the September 29 and October 21, 2021 Special meetings of the Board of Governors. Anna Romano addressed adjustments to the September 21, 2021 Board meeting minutes. In Section II.2 of the minutes a correction to a Board member name was needed, and in Section VI.2b a correction was needed to the Veterinary

Technology Program name. Mr. Tom Cole presented a motion to approve all minutes with the noted corrections to the minutes of September 21, 2021. The motion was second by Lisa Lang. All agreed. Motion carried.

## **II. Interim President's Report – Informational**

Interim President Anthony Hancock announced that Michael P. Waide successfully defended his dissertation for his Doctor of Education Degree on November 12, 2021. Congratulations and a round of applause was bestowed upon Dr. Michael P. Waide by the Board and attendees.

## **III. Institution Reports - Informational**

### *1. Academic Affairs*

Dr. Michael Waide shared that the Academic Affairs Report was provided in detail in the November 16, 2021 Board Book. Dr. Waide announced that on November 15, 2021 he was notified that the Veterinary Technology Program received full accreditation from the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities.

### *2. Classified Staff*

Amanda Hawkinberry shared that Classified Staff Report was provided in detail in the November 16, 2021 Board Book. No questions were received.

### *3. Student Services*

Ms. Lyla Grandstaff shared that the Student Services Report was provided in detail in the November 16, 2021 Board Book. No questions were received.

## **IV. Committee of the Whole**

### *1. October 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 November 16, 2021 Board Book. It was noted that there was a decrease of \$126,107 from the August 31, 2021 Budget Finance Report. The budget balance as of October 31, 2021 is \$128,144. The Overall Operating Revenue Budget decreased by \$436,541.

The YTD Actuals reflect:

- Realized approximately 46% of projected tuition and fees revenue
- Realized approximately 46% of overall revenues
- Incurred approximately 26% of operating expenses
- The YTD Budget Balance is \$3,042,926

2. *Resolution for Review and Acceptance of the FY 21 Audited Financial Statements by Suttle and Stalnaker, LLC – Action Item*  
(Kelly Shafer, CPA and Sarah Crouse, CPA)

Ms. Kelly Shafer and Ms. Sarah Crouse of Suttle and Stalnaker, LLC presented the Audited Financial Statements for Year Ended June 30, 2021. A review of the Independent Auditors Report – Unmodified Opinion, the Management’s Decision and Analysis, Financial Statements, and Supplementary Information was provided. All Board members were provided with a hard copy of the report prior to the meeting.

The Chair moved for a motion. A motion was offered by Mr. Rick Pruitte to accept the FY 21 Audited Financial Statements as presented. Mr. Jeff Powell seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

3. *Resolution to Approve Proceeding with a 5-Year Lease for the Pierpont Culinary Program. – Action Item*  
(Dale Bradley, CFO/VP for Finance and Administration)

Mr. Bradley presented a resolution to approve a 5-year lease for the Pierpont Culinary Program.

Chair, David Hinkle, asked for additional details prior to entreating a motion to approve the resolution.

The Chair moved for a motion to table the resolution until the Board can meet to discuss the Culinary Program lease option further. Mr. Jeffery Powell offered a motion to table the resolution to approve a 5-year lease for the Pierpont Culinary Program. Ms. Anna Romano second the motion. All agreed. Motion carried.

## **V. Board Committee Reports**

1. *Finance and Administration Committee (FA) Report*  
(Dale Bradley, CFO/VP for Finance and Administration)

Serving for Mr. Brian Bozarth, Committee Chair, Mr. Dale Bradley informed that there was no report from the Finance and Administration Committee.

## **VI. Upcoming Meetings**

- The next regularly scheduled ATC Advisory Board meeting will be held on Monday, December 13, 2021, via Teams platform at 11:00 am.

- The BOG Workshop Retreat will be held on Friday, December 3, 2021, from 8:00 am to 5:00 pm at Stonewall Resort in Roanoke, WV.

## **VII. Adjournment**

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

A motion to adjourn was offered by Ms. Lisa Lang and seconded by Thomas Cole. All agreed. Motion carried. The meeting adjourned at 3:12 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.