

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS SPECIAL MEETING
December 3, 2021
4:00 PM**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 3, 2021, beginning at 4:00 PM. This meeting was held at Stonewall Resort, Roanoke, WV, following the Board of Governor's annual workshop. The meeting was published on the West Virginia Secretary of State's Meetings Notice webpage.

I. Call to Order – Open Session

1. Opening Comment

David Hinkle, Chair, called the meeting to order in open session at 4:00 PM.

Board members present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Jeffery H. Powell, Anna Romano, and Jillian Sole

Board Members Absent:

Lisa Q. Lang, Rick Pruitte, Larry J. Puccio, Jr., and Haley Thomas.

President's Cabinet Members Present:

Anthony Hancock (President), Dale Bradley, Cyndee Sensibaugh, and Michael Waide

Others Present:

David Beighley, and Amanda Hawkinberry

II. Resolution for Approval to Proceed with 5-Year Lease for Pierpont's Culinary Program – Action Item

Mr. Dale Bradley presented for approval a resolution to engage a 5-year lease with Middletown Commons for the purpose of relocating Pierpont's Culinary Program from its current site at Locust Avenue.

A discussion was held on the timeline for the move, and the facility parking, security, utilities, insurance, and custodial care. The Board reviewed the current enrollment and the possibilities of enrollment expansion at this new location.

Discussion on offering a retail space was entertained, as well as expanding the lease an additional 5 years.

Chair, David Hinkle, asked for a motion on the resolution. Jillian Sole offered a motion to approve the engagement of a 5-year lease with Middletown Commons, with the stipulation to add the option of an additional 5-years lease and the opportunity to lease a space for the expansion of a retail area. Thomas F. Cole seconded the motion. All agreed. Motion carried.

IV. Adjournment

There being no further business, Jillian Sole offered a motion to adjourn the meeting at 4:52 PM. Jeffery H. Powell 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.

**Pierpont Community and Technical College
Board of Governors
Meeting of December 3, 2021**

ITEM: Approval to Proceed with a 5-Year Lease with Middletown Commons for the Culinary Program

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors approve proceeding with executing a 5-Year Lease of approximately \$125,000 annually with the Middletown Commons for the relocation of Pierpont's Culinary Program.

STAFF MEMBER: Dale Bradley

BACKGROUND: Based in the Final Separation Agreement, Pierpont must relocate the Culinary Program off the Fairmont State University Locust Avenue Campus by June 30, 2022.

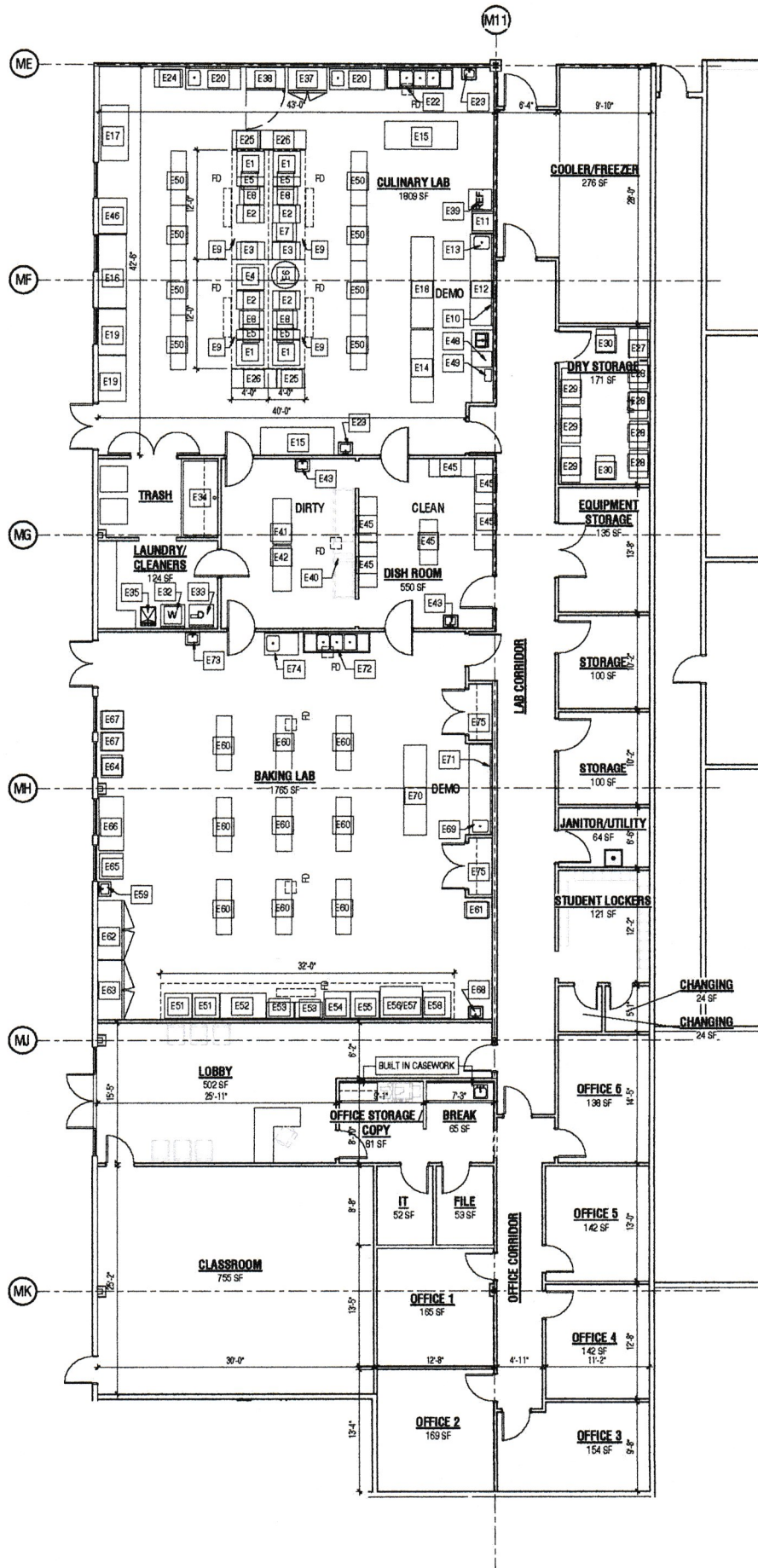
Pierpont Administration has been actively reviewing a variety of possible solution to a location for the Culinary Program that included various partnerships, leasing options, purchasing options and new construction.

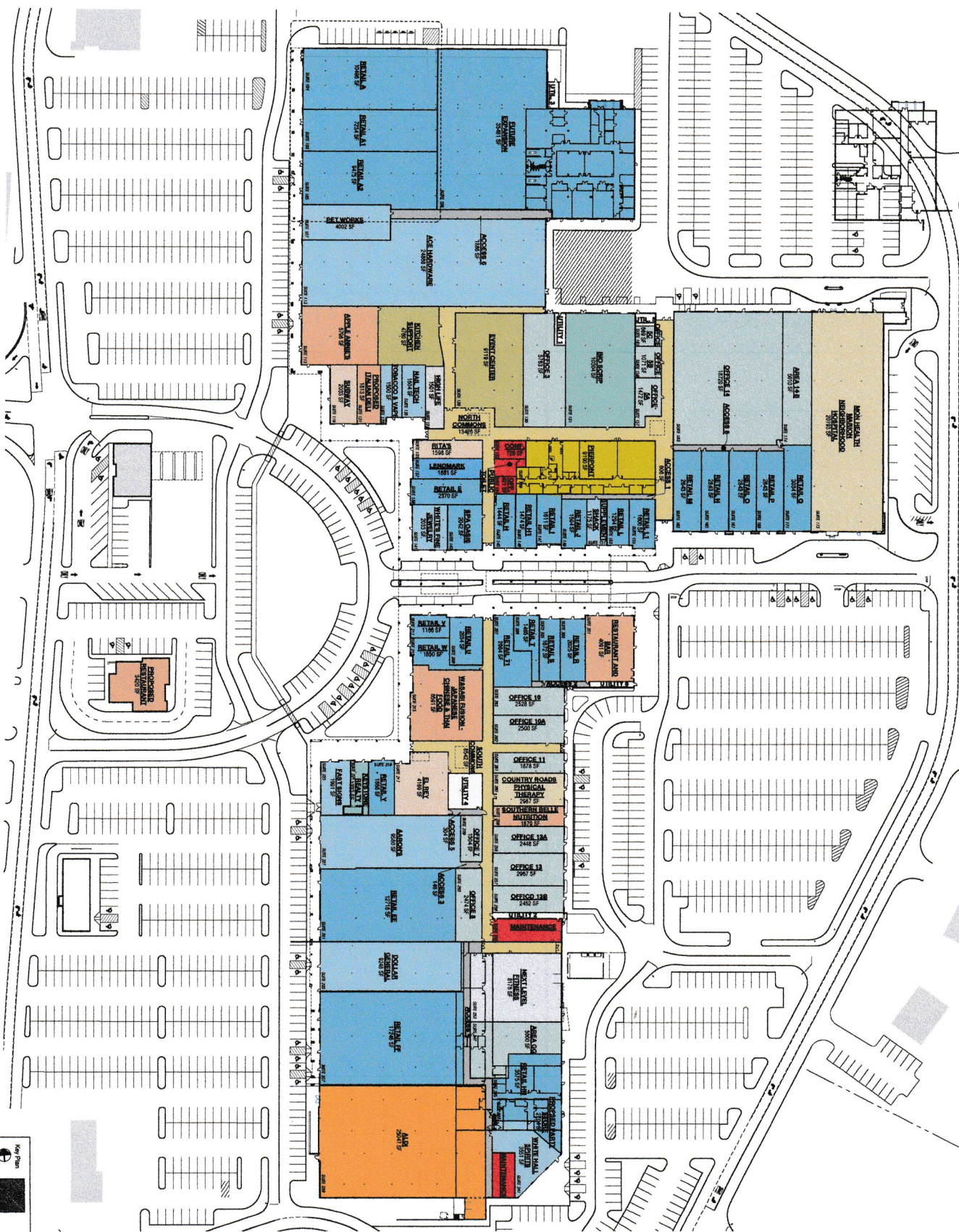
Based on Pierpont Administration's analysis of the options, it is recommending that Pierpont lease approximately 9,190 square feet at a rate of approximately \$11.60 per sq. ft. plus Pierpont's pro-rata share of Common Area Maintenance Expenses, Pierpont's pro-rata share of property taxes, and Pierpont's pro-rata share of Landlord's insurance for a combined total of approximately \$125, 000 annually inside the Middletown Commons for the next 5-years to accommodate the relocation of the Culinary Program.

Pierpont's Administration believes this is the most practical viable option for a location for Culinary Program that enables Pierpont to meet to timelines identified in the Final Separation Agreement.

Included is the following additional related information:

- Drawing of the proposed Culinary space at the Middletown Commons.
- Drawing identifying the proposed Culinary space location within the Middletown Commons (Highlighted in green in the central area of the drawing.
- Fact Sheet on the Food Service Management Program from Dean David Beighley.





MIDDLETOWN COMMONS
MASTER PLAN
2600 WHITE HALL BOULEVARD, WHITE HALL WEST VIRGINIA 26554
MASTER PLAN

NOT FOR
CONSTRUCTION
2021-10-19



Pierpont Community & Technical College
School of General Education and Professional Studies
143 Education Building
1201 Locust Avenue
Fairmont, WV 26554

www.pierpont.edu

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To: Pierpont Community and Technical College, Board of Governors

From: David M. Beighley, Dean for the School of General Education and Professional Studies

Subject: Food Service Management Program

Date: 29 November 2021

The Food Service Management (FOSM) Program is a key player within state and local food service industry initiatives, having established itself as a preeminent culinary program accredited at “Exemplary Status” by the American Culinary Federation, ranked nationally as a top-five culinary arts program by *Better Choice Schools*, and supported extensively by local business and industry. The design and emphasis of this program has been dictated by the program’s Advisory Board, made up of regional industry and educational representatives.

The hands-on training provided by the FOSM Program is structured to address workforce needs of the food service industry, being comprised of four FOSM A.A.S. degree specializations, three FOSM C.A.S. specializations, two Advanced Skill Sets, and one Skill Set. The curriculum has been designed around existing, industry recognized certifications, such as ServSafe offered through the National Restaurant Association and will ladder into traditional training programs. The curriculum for these programs is designed with needs of industry related to competencies needed for entry-level employees. The outcome of these initiatives is positive job placement for program participants and increased retention rates for employers.

The FOSM Program has worked extensively with its educational partners to establish strategic pathways allowing potential students to identify a career goal and receive training specifically designed to prepare them for successful employment at that level. Pierpont has a strong partnership with the K-12 Education system related to food service curriculum, having established EDGE and ACE Pathways agreements with local Career and Technical Education Centers (CTEs) to encourage students interested in careers in food service to begin their training while still in high school. The career pathways also will promote long-term career growth, laddering credit articulated through EDGE, ACE Pathways, and ProStart at the secondary level into Pierpont’s A.A.S. and C.A.S. degree options. Further, the Food Service Management Program has established articulation agreements with West Virginia University to further ladder into a baccalaureate degree in the latter’s Hospitality and Tourism Management degree program.

The FOSM Program boasts historically strong job placement rates (98% over the last five years) and enrollment numbers. Enrollment headcount, full-time equivalency (FTE), and A.A.S. graduates for the program during the previous five years are identified in the table below:

Academic Year	Headcount	Full-Time Equivalency (FTE)	A.A.S. Graduates
AY 2016-2017	64	56.33	12
AY 2017-2018	73	65.00	12
AY 2018-2019	70	62.20	11
AY 2019-2020	71	61.67	14
AY 2020-2021	77	64.40	15

The purpose of all FOSM programming is to provide workforce training opportunities for students interested in pursuing a career in the food service industry, which has been targeted in West Virginia as a vehicle toward the state's continued economic development. According to the National Restaurant Association, the hospitality industry is poised to increase employment opportunities by 11% nationally by 2029. During that same timeframe, the hospitality industry in West Virginia is expected to grow approximately 10%, according to data prepared by the Bureau of Employment Programs, functioning as an economic engine by contributing \$1.56 to the state's economy for every dollar spent in the tableservice segment and \$1.43 to the state's economy for every dollar spent in the limited-service segment. Further, WorkForce West Virginia projects an 11.69% increase in employment opportunities within the food service industry by 2029, resulting in 60,325 jobs. Local economic development studies additionally have targeted retail activities, including hospitality-based businesses, as a critical component of downtown revitalization projects. This growth rate coupled with the current seasonally adjusted unemployment rate for West Virginia of 4.5% creates challenges for businesses in finding and retaining qualified applicants. Labor Market Projection Data for the Region VI Workforce Investment Area, which includes the same counties as Pierpont's service area, shows positive growth for nine (9) occupations within the Food Service industry. Restaurant Cooks (35-2014) top the list with a projected 1.93% increase. Other food service occupations projected for growth in our region by WorkForce West Virginia include:

Occupation Title	SOC Code	Growth Rate
Food Service Managers	11-9051	0.95
Chefs and Head Cooks	35-1011	0.92
First-Line Supervisors/Managers of Food Preparation and Serving	35-1012	0.91
Institution and Cafeteria Cooks	35-2012	0.32
Restaurant Cooks	35-2014	1.93
Short Order Cooks	35-2015	0.55
Food Preparation Workers	35-2021	0.70
Combined Food Preparation and Service Workers	35-3021	1.48
Waiters and Waitresses	35-3031	0.52

As the scope of the Food Service Management Program is diverse due to four A.A.S. specializations and three C.A.S. specializations, wages and benefits expected for program graduates entering the workforce is similarly varied; the information provided below from the Bureau of Labor Statistics, however, provides a general indication of annual mean wages within West Virginia:

BLS Occupation Title	Annual Mean Wage (WV)
Cook	\$26,470
First-Line Supervisors of Food Preparation and Serving Workers	\$31,240
Chefs and Head Cooks	\$59,960

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Dietitians and Nutritionists	\$60,630
Recreation Workers	\$33,360
First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, except Gambling Services	\$35,100
Tour and Travel Guides	\$27,130
Bakers	\$26,180

According to representatives from the local food service industry, their greatest needs are in the areas of locating qualified candidates to fill vacancies, and then training and retaining employees once hired. The low unemployment rate coupled with the projected growth of the food service industry continues to make it challenging for employers to identify and retain qualified candidates. At this time, Pierpont is the only provider of post-secondary food service training in the institution's service region.

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