

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Wednesday, April 20, 2022
5:00 PM**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 20, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. A videoconference (Zoom) option was made available to participants. The meeting was published on the West Virginia Secretary of State’s Meetings Notice Webpage.

I. Call to Order in Open Session

A. Opening Comment (*Chair: David L. Hinkle*)

Mr. David Hinkle, Chair, called the meeting to order in open session at 5:02 PM

Board Members Present:

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

Board Members Absent:

Larry Puccio Jr. and Haley Thomas

Others Present:

Members of President’s Cabinet, faculty, staff, and others

Mr. David Hinkle announced that we are moving the programs that are on Locust Ave. off of Fairmont’s campus.

II. Committee of the Whole

A. Engage with an accounting firm for an external audit

Action Item

Mr. David Hinkle called for a motion to engage with an accounting firm for an external audit. No motion was made.

III. General

A. Program Relocation Updates – Aviation Maintenance Technology, Culinary, Early Childhood, and Veterinary Technology (*Academic Deans*)

Culinary Arts

Mr. David Beighley presented a memo to Board Members detailing relocation updates. Mr. David Beighley answered various questions from Board Members.

Early Childhood

Mr. David Beighley presented a memo to Board Members detailing relocation updates. Mr. David Beighley answered various questions from Board Members.

Veterinary Technology

Ms. Amy Cunningham, presented a memo to Board Members detailing relocation updates. Ms. Amy Cunningham answered various questions from Board Members.

Aviation Maintenance Technology

Dr. Kari Coffindaffer, Mr. David Hinkle, Dr. Waide, and Dr. Gilbert met with Jerry Morgan, Principle Maintenance Investigator in charge of our FAA license, on April 20. The purpose of the meeting was to learn what we needed to do to transition our program from where it is currently located to wherever it will be located in the future. Dr. Kari Coffindaffer answered various questions from Board Members.

IV. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the following:

A. *Entering Executive Session – Closed Session*

Mr. Jeffery Powell moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Mr. Anthony Hinton seconded the motion. All agreed. Motion Carried.

Items brought into Executive Session:

1. Discuss Interim President’s Contract (*David L. Hinkle, Chairman of the Board*)

B. *Exiting Executive Session – Back to Open Session*

Mr. Jeffery Powell moved to exit Executive Session and return to Open Session. Ms. Lisa Q. Lang seconded the motion. All agreed. Motion carried.

C. *Items brought forward from Executive Session*

No items were brought forward from Executive Session.

V. Upcoming Meetings

A. Regular BOG Meeting

May 10, 2022

Time: TBA

Location: TBA

VI. Adjournment

There being no further business, Mr. David Hinkle called for a motion to adjourn the meeting. Ms. Lisa Q. Lang made a motion to adjourn the meeting. Mr. Brian S. Bozarth seconded the motion. All agreed. Motion carried.



Mission Statement: To provide accessible, responsive, comprehensive education that works

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!



Pierpont Community & Technical College
School of General Education and Professional Studies
143 Education Building
1201 Locust Avenue
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To: Pierpont Community and Technical College Board of Governors

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

Subject: Relocation Update – Food Service Management Program

Date: 20 April 2022

The purpose of this memorandum is to update Pierpont Community and Technical College's Board of Governors on the relocation status of the College's Food Service Management Program. Attached is a detailed timeline for relocation of the program to the Middletown Commons; a summary update of relocation activity is identified below.

Vacating Locust Avenue Location

Work to vacate all Locust Avenue space associated with the Food Service Management Program by June 30, 2022 is on schedule.

- All Locust Avenue faculty offices, classrooms, lab and storage spaces have been inventoried
 - Removal of FFE and supplies to begin May 16
- Storage/Staging location for FFE and supplies has been identified

Academic Programming

Class Schedules and Contingency Class Schedules have been developed for Fall 2022, as follows, all of which permit complete relocation of Food Service Management instruction from the Locust Avenue campus by June 30, 2022:

- Plan A – Lectures scheduled for MC beginning August 22 / Labs at MC beginning 10B term (September 26)
- Plan B – Lectures scheduled for ATC beginning August 22 / Labs at MC beginning 10B term (September 26)
- Plan C – Lectures scheduled for ATC beginning August 22 / Labs at MC beginning 3rd 5-wk term (October 31) through Intercession

Additionally and of note, all Summer 2022 Food Service Management instruction is scheduled to be online or at off-campus locations (e.g. internships, practicums).

Middletown Commons Construction

Construction activity at Middletown Commons will begin following regulatory approval processes.

- Pre-construction meeting held March 31
- Omni Associates anticipates receipt of final set of plans April 20 and will submit to DEP for approval
 - Omni Associates to advertise for bids once DEP approves plans
- Omni Associates has assessed construction as a 90-day build-out

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FOSM Lab Equipment

Nearly all lab equipment currently in use on the Locust Avenue campus will be relocated to the Middletown Commons. Orders for new equipment are anticipated to be placed beginning the week of April 25.

- Equipment currently in use on Locust Avenue to be removed beginning May 16
- RFP Bid Process closed March 28
 - Currently working to revise quotes

Proposed Timeline for Relocation of Food Service Management A.A.S. Program to Middletown Commons

Task	Task Specification	Start Date	End Date	Responsibility	Status
BOG Approval of Resolution to Proceed with FOSM Lease			12/3/21	Bradley	Complete
Execution of Lease (Middletown Commons)			2/17/22	Bradley	Complete
Open Bid Period of RFP for FOSM Equipment		3/10/22	3/28/22	Williams	Complete
Final Architectural Meeting			3/21/22	Beighley/FOSM Program Coordinators	Complete
Complete AY2023 FOSM Contingency Class Scheduling			3/25/22	Beighley/FOSM Program Coordinators	Complete
RFP Bid Meeting		TBD	TBD	Bradley/Williams	
Order Equipment per RFP			4/22	Williams/Beighley	
Preliminary Pre-Construction Meeting			3/31/22	Bradley	Complete
Final Pre-Construction Meeting		TBD	TBD	Bradley	
Middletown Commons Construction (Projected 90-Day Build-Out)		3/22	7/22	Bradley	
Inventory Offices	115 ED	3/21/22	4/8/22	Anobile	Complete
	142 ED	3/21/22	4/8/22	Feltz, N.	Complete
	138 ED	3/21/22	4/8/22	Feltz, S.	Complete
	139 ED	3/21/22	4/8/22	Hamilton	Complete
	141 ED	3/21/22	4/8/22	McCue	Complete
Inventory Classrooms/Labs	102 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	104 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	106 Storage	3/21/22	4/15/22	Barrett/Hamilton	Complete
	113A Storage	3/21/22	4/15/22	Feltz, N.	Complete
	126 Classroom	3/21/22	4/15/22	Feltz, N./McCue	Complete
	127 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	129/130 Lab	3/21/22	4/15/22	Feltz, N./McCue	Complete
	132 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	133 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	134 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	135 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
136 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete	
Submit Institutional Substantive Change Application to HLC			4/15/22	Beighley/Waide	
Vacate Offices		5/16/22	6/10/22	FOSM Faculty	
FFE Removal to Staging Area		5/16/22	6/17/22	Beighley/Hawkins	
FFE Installation		6/22	8/22	Bradley/Beighley	

Punch List and Inspections			8/22	Bradley/FOSM Program Coordinators	
Begin Accreditation Site Reviews	American Culinary Federation (ACF)		10/3/22	Feltz/McCue	
	Accreditation Council for Education in Nutrition and Dietetics (ACEND)		10/3/22	Hamilton	



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To: Pierpont Community and Technical College Board of Governors

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

Subject: Relocation Update – Early Childhood Education Program and Laboratory Preschool

Date: 20 April 2022

The purpose of this memorandum is to update Pierpont Community and Technical College's Board of Governors on the relocation status of the College's Early Childhood Education Program and Laboratory Preschool.

Pierpont's administration has begun work in anticipation of and resultant to April 18, 2022 Board action approving relocation of the Early Childhood Program from its current Locust Avenue location to the Caperton Center and to begin exploratory architectural design with Pickering Associates for a Caperton-located Laboratory Preschool.

Attached to this memorandum is a detailed timeline for relocation of the academic program and proposed preschool to the Caperton Center. A summary update of relocation activity is identified below.

Vacating Locust Avenue Location

Work to vacate all Locust Avenue space associated with the Early Childhood Education Program and Laboratory Preschool by June 30, 2022 is on schedule.

- All Locust Avenue faculty offices, classrooms, lab and storage spaces have been inventoried
 - Removal of FFE and supplies to begin May 16
- Offices for faculty relocating to the Caperton Center have been identified
 - Straightforward transition from Locust Avenue campus to Caperton Center
- The Early Childhood Education program does not currently occupy dedicated, specialized classrooms on the Locust Avenue campus and such classrooms are similarly not needed by the academic program at the Caperton Center
 - Straightforward transition from Locust Avenue campus to Caperton Center

Academic Programming

All Early Childhood Education academic programming has been transitioned to the Caperton Center for the start of the Fall 2022 semester.

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Laboratory Preschool Relocation

Work has begun to explore architectural design for a Caperton-located Laboratory Preschool.

- Initial architectural planning meeting held April 19 with Pickering Associates
- Preliminary site inspections at the Caperton Center completed by WV State BOE Licensing Agent, WV Health Department, and WV State Fire Marshall
- Preschool will operate as private PreK for AY2022-2023
 - Transition through Harrison County BOE to public PreK for AY2023-2024
- CARES Act funding will be suspended with the closure of the Locust Avenue Preschool
 - Funding will resume with the opening of the relocated Preschool

Proposed Timeline for Relocation of Early Childhood A.A.S. Program (with Preschool) to Caperton Center

Task	Task Specification	Start Date	End Date	Responsibility	Status
Inventory Offices	140 ED	3/21/22	4/8/22	Cole	Complete
	144 ED	3/21/22	4/8/22	Barrett	Complete
Inventory Classrooms/Labs	102 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	104 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	106 Storage	3/21/22	4/15/22	Barrett/Hamilton	Complete
	113 Lab	3/21/22	4/15/22	Barrett	Complete
	114 Classroom	3/21/22	4/15/22	Barrett	Complete
	116 Storage	3/21/22	4/15/22	Barrett	Complete
	122 Storage	3/21/22	4/15/22	Barrett	Complete
	124 Lab	3/21/22	4/15/22	Barrett	Complete
	125 Storage	3/21/22	4/15/22	Barrett	Complete
	Playground	3/21/22	4/15/22	Barrett	Complete
Vacate Offices		5/16/22	6/10/22	Barrett/Cole	
Classroom/Office FFE Removal to Caperton		5/16/22	6/17/22	Bradley/Beighley/Hawkins	
Preschool FFE to Staging Area		5/16/22	6/17/22	Bradley/Beighley/Hawkins	
Receive Administrative/BOG Approval for PreK			4/18/22	Beighley/Bradley	Complete
Architectural Planning Meeting(s)		4/19/22	TBD	Beighley/Barrett	In-Process
Bid Process for Renovation		TBD	TBD	Bradley/Williams	
Renovation Process		TBD	TBD	Bradley	
Preschool FFE Installation		TBD	TBD	Bradley/Beighley	
Schedule Initial PreK Inspections	WV State BOE Licensing Agent		4/14/22	Barrett	Complete
	WV Health Department		4/14/22	Barrett	Complete
	WV State Fire Marshall		4/19/22	Barrett	Complete
Submit Integrated Pest Management Plan to Department of Agriculture			T-150 Days	Barrett	
Submit Needs Assessment to WV DHHR			T-140 Days	Barrett	
Submit Written Verification of Compliance Understanding to WV BOE			T-140 Days	Barrett	

Submit PreK Application to WV DHHR Division of Early Care and Education			T-120 Days	Barrett	
Submit Meal Subsidy Application to Child and Adult Care Food Program	<i>Must have DHHR Approval of PreK Application</i>		T-60 Days	Barrett	
Submit Preschool Compliance Information to Child Care Resource Center	<i>Must have DHHR Approval of PreK Application</i>		T-60 Days	Barrett	
Begin Preschool Enrollment Process		T-30 Days	T-10 Days	Barrett	
Hold Community Preschool Open House			T-7 Days	Barrett/PreK Staff	
Open Preschool (First Day of Classes)			T-0 Days	Barrett/PreK Staff	
Submit Tiered Preschool Reimbursement Application to WV DHHR			T+30 Days	Barrett	
Begin National Association for the Education of Young Children (NAEYC) Preschool Accreditation Process			T+30 Days	Barrett	



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SCHOOL OF HEALTH SCIENCES

P: 304-367-4764
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TO: Pierpont Board of Governors

FROM: Ms. Amy Cunningham
Interim Dean, School of Health Sciences

CC: Dr. Anthony Hancock, Interim President
Dr. Michael Waide, Provost
Ms. Anna Romano, Program Coordinator, Veterinary Technology

DATE: April 8, 2022 (updated)

RE: Veterinary Technology Program Relocation

The following is the proposed plan for the relocation of the Veterinary Technology Program and the Veterinary Assistant Program from the Locust Avenue site to the newly purchased building on West Main Street in Clarksburg. **The new building's substantial completion date is 12/08/2022 with a final completion date of 1/7/2023** which is before the start of the spring academic term.

Pierpont is committed to our student's success. We will continue to provide accessible, responsive and comprehensive education during the relocation of the programs which reflects our commitment to continuity of education. We are committed to ensuring a seamless educational transition for the students. The deadline for the current program to be entirely moved from the Locust Avenue campus is June 30, 2022.

The following is a strategic plan to ensure a smooth transition for the students prior to the completion of the new building.

- A trash dumpster has been placed in Hunt Haught Hall for faculty to immediately begin downsizing offices, classrooms, and labs and dispose of any materials, equipment, etc that does not need moved to the new building.
- Faculty to document and tag inventory of items to relocate or store.
- Faculty offices will be located in the old Teaching and Learning Commons area of the Caperton Center for easy access to their students.

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- VETA lectures have been moved to an online format. VETA labs will be offered in a hybrid format in the evenings at the Caperton Center.
- VETT Program lectures are scheduled for rooms 307 or 308 at the Caperton.
- The “Life Sciences” lab in room 309 Caperton will be used for VETT and VETA laboratory courses.
 - VETT has 4 lab courses in the Fall semester
 - VETA has 3 lab courses in Fall semester
- Collaborate with faculty to modify program curriculum to front-load lectures in the program and save specialized labs until later in the curriculum when the new building is completed.
- Animal housing can be done with few animals in Room 309 with cages upon AVMA approval. Faculty and students would continue to follow humane standards and federal and state regulations to care for the animals. The possibility to house animals at the local humane society is also an option.
- Collaborate with Harrison County Humane Society to take students for animal use.
- Application for a second DEA license for veterinarian, Dr. Hurst, through Pierpont if necessary.
- Dean to send notification of “temporary” location to the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

The above options would provide a seamless learning environment during this transitional period and also provide learning resources that exist both inside and outside the classroom.

Proposed Timeline for Relocation of Veterinary Technology Program to Caperton Center

Task	Task Specification	Start Date	End Date	Responsibility	Status
New building purchase		7/6/21	7/6/21	UHC Hancock	Complete
Perkins equipment purchase		6/30/21	6/31/21	Romano Williams	Complete
AVMA CVTEA accreditor meeting to discuss move	Zoom	2/24/22	2/24/22	Cunningham Romano Hurst	Complete
Relocation Pre-bid meeting		3/11/22	3/11/22	Bradley	Complete
Review of Vet Tech Facility Construction Costs		3/14/22	3/14/22	Bradley Cunningham Romano	Complete
Letter of Intent issued		3/28/22	3/28//22	Donavan	Complete
Additional equipment needs requested for purchase		3/30/22		Romano Wean Williams	
Complete AY2023 VETT and VETA Class Scheduling		3/1/22	4/1/22	Cunningham Romano	Complete
Preconstruction Meeting		4/13/22	4/13/22	Bradley Cunningham Hawkins Donovan Simons Fairchance Construction	Complete
New Building completion		4/22	12/8/2022	Fairchance Construction	
Inventory Offices	116 HHH	4/18/22	5/27/22	Romano	
	118 HHH	4/18/22	5/27/22	Loveridge	
	113 HHH	4/18/22	5/27/22	Hurst	
Inventory Classrooms/Labs	101 HHH Classroom	4/18/22	5/27/22	VETT faculty	
	103 HHH Classroom	4/18/22	5/27/22	VETT faculty	
	B4 Kennel	4/18/22	5/27/22	VETT faculty	
	103A Storage	4/18/22	5/27/22	VETT faculty	
Submit Institutional Substantive Change Application to HLC				Waide	
Vacate Offices		5/16/22	6/10/22	VETT Faculty Hawkins	
FFE Removal to Storage or Caperton		5/16/22	6/17/22	Hawkins Movers	
Construction complete			12/8/2022	Fairchance Construction	
Final Completion			1/7/2023	Fairchance Construction	
FFE Installation		12/8/22	1/20/23	Hawkins	

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				Movers	
Punch List and Inspections		1/9/23	8/22	Bradley Romano	
Begin Accreditation Site Reviews	WVMA		10/3/22	Romano	
	USDA		10/3/22	Romano	

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VETERINARY TECHNOLOGY STORAGE INFORMATION
 SUBSTANTIAL COMPLETION DATE (240 CONSECUTIVE DAYS) 12/08/2022
 FINAL COMPLETION, 1/07/2023
 Approximate time needed – June 2022- Jan 2023 (7 months)

1. Mt. State Trailer Rental – Carl Sullivan – 304-276-1071
 - 20' Storage container monthly = 100.00 (1-6 month period)
 - 90.00 (6-12 month period)
 - 80.00 (1 - year plus)
 - 840.00 (Pre paid for one year and 70.00 monthly hereafter)
 - 40' Storage container monthly = 120.00 (1-6 month period)
 - 110.00 (6-12 month period)
 - 100.00 (1 - Year plus)
 - 1080.00 (Pre paid for one year and 90.00 monthly thereafter)
 - Delivery = 300.00
 - Pick up = 300.00 (Paid on 1st invoice)
 - Tax = 6%
 - Deposit = 100.00 (Refundable cleaning & damage)
 - 90 x 3 (20' trailers) = \$270 x 7 mo = \$1,890**
2. Mobil Mini - 40' x 8 (2360 cubic ft) **\$228/mo x 7 mo = \$1596 x 2 containers = \$3,192**
 - Pickup \$612
 - Delivery \$612
3. Meadland – 8.5' x 53' Enclosed box trailer on wheels **\$300/mo x 7 mo = \$2,100**
4. Quality Packing and Moving - \$55/hr per person (4 guys) 2 days (8 hr)
 - 4 x 55/hr = \$220 x 16 hours = \$3,520**
5. Relocation of X-ray machine –
 - a. Move to storage - \$3,000
 - b. Move from storage to new building with hook up - \$1,000
 - c. TOTAL - \$4,000**

TOTAL ESTIMATE FOR VET TECH MOVE	
Storage trailers -	\$1,890
Movers	\$3,520
X-ray machine relocation	<u>\$4,000</u>
Total	\$9,410