

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

**February 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 February 16, 2021, 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, Brooke Nissim-Sabat, Jillian Sole, Natalie Stone, and Christopher Sunseri

*Board Members Absent:* Rick Pruitte, Larry Puccio, Jr., and Warren ‘Chip’ VanAlsburg

Three governor appointed BOG positions are vacant.

*President’s Cabinet Members Present:*

Via videoconference: Interim President Anthony Hancock, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide

*Others in Attendance via Videoconference:*

Guests: Steve Leach

Pierpont faculty and staff: David Beighley, Suzan Clemens, Kari Coffindaffer, Susan Coffindaffer, John Davis, Carolyn Fletcher, Amanda Hawkinberry, Jennifer McConnell, Nancy Parks, Robin Strader, Ashley Tennant, Shelley Tharp, Raven Thomas, and David Williams

**I. Call to Order – Open Session**

*1. Opening Comment*

Mr. Thomas Barlow, Chair, called the meeting to order in open session at 2:03 PM.

*2. Call for Public Comment*

Mr. Barlow, Chair, announced and inquired if there were any requests for public sign up of comments to the Board. No requests were announced or recorded.

*3. Approval of Minutes from the November 17, 2020, December 4, 2020, December 18, 2020, and January 6, 2021 BOG Meetings – Action Item*

A motion was presented by Brooke Nissim-Sabat to approve the Minutes from the November 17, 2020, December 4, 2020, December 18, 2020, and January 6, 2021 Pierpont Community & Technical College Board of Governors Meetings, as presented. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

## **II. Special Recognitions/Presentations – Informational**

1. *Farewell to outgoing President Dr. Johnny M. Moore, serving Pierpont from June 30, 2016 through February 1, 2021.* Although President Moore could not be present at the Board meeting, Chairman Barlow extended best wishes to President Moore and thanked him for all he has accomplished and guiding the growth of the institution, regionally and nationally.
2. *Welcome and introduction of Interim President Dr. Anthony Hancock.* Chairman Barlow welcomed incoming Interim President Dr. Anthony Hancock. Dr. Hancock began serving on January 25, 2021, with his official duties beginning February 1, 2021, after the vacancy of the President's position by Dr. Moore.

Dr. Hancock expressed his appreciation for the Board's support and said that Dr. Moore left Pierpont in a good position. Dr. Hancock looks forward to working with the faculty, staff, and community to guide Pierpont to the next level.

3. *Announcement of resignation of Steven Leach, VP of Organization and Development/HR Director.* Chairman Barlow shared that on January 29, 2021, Mr. Steven Leach resigned his permanent position with Pierpont to accept a new position in Charleston, WV. Mr. Leach will temporarily continue serve Pierpont on legislative matters. Mr. Leach has served both Pierpont and Fairmont State since 1994. Mr. Leach expressed that Pierpont will always hold a special place in his heart.

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

President Hancock reported that he has begun the process of meeting with the faculty and staff of Pierpont. Executive leadership, academic, student services, finance, and faculty meetings have been held. Conversations have been fluid and Dr. Hancock is encouraging feedback. At the next Board meeting Dr. Hancock will be reporting on Pierpont projects.

## **IV. Operation Reports - Informational**

1. *Academic Affairs*  
Michael Waide, Provost and VP of Academic Affairs, shared that details for the Academic Affairs Report were provided in the February 16, 2021 Board Book and asked for any additional questions. There were no further questions.

2. *Student Services*

Lyla Grandstaff, VP of Student Services, shared that details for the Student Services Report were provided in the February 16, 2021 Board Book and asked for any additional questions. There were no further questions.

3. *Student Government Association*

Raven Thomas, Student Involvement Coordinator, shared that details for the Student Government Association Report were provided in the February 16, 2021 Board Book and asked for any additional questions. There were no further questions.

**V. Committee of the Whole**

1. *Resolution for Approval of Delegation of Powers to the President - Action Item (Thomas Barlow, Chairman)*

Chairman Barlow presented a resolution to approve the Delegation of Powers from the Board to Interim President Anthony Hancock. The Delegation of Powers documents were provided in the February 16, 2021 Board Book.

18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state. The Delegation of Powers Agreement provides enumeration of those powers, duties, and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain and those that it chooses to delegate to the President of Pierpont Community & Technical College.

Given its legal responsibility for the institution, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are designated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

A motion was presented by Brooke Nissim-Sabat to approve the Delegation of Powers to Interim President Anthony Hancock, as presented. Brian Bozarth seconded the motion. All agreed. Motion carried.

2. *Resolution for Review of Comments and Acceptance of the Amendment to Policy PP-3048: Research Involving Human Subjects - Action Item (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee)*

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the amendment to Policy PP-3048: Research Involving Human Subjects.

At the Pierpont Board of Governors meeting of November 17, 2020, a 30-Day Public Comment Period was established from November 18, 2020 to December 17, 2020, to provide the public the opportunity to address the proposed recommended amendments to Policy PP-3048: Research Involving Human Subjects.

The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period.

There were 3 comments received. A summary of those comments were presented in the February 16, 2021 Board Book and reviewed with the Board at the meeting.

Brooke Nissim-Sabat offered a motion to approve the amendment to Policy PP-3048: Research Involving Human Subjects Brian Bozarth 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 the Amendment of Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees - Action Item (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies 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-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees.

Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees require updating.

The proposed public comment period will be from February 17, 2021 through March 8, 2021.

Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees, as presented. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *December 31, 2020 Combined Finance Report - Informational (Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the December 31, 2020 Combined Finance Report were provided in the February 16, 2021 Board Book. It was noted that the budget balance of \$85,120 represents a decrease from the September 30, 2020 budget

report for Unrestricted Operating Funds. The Restricted Funds budget balance is \$124,140. The Year-to-Date Actual Budget Balance is \$1,240,264.

## **VI. Board Committee Reports**

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

Brian Bozarth, Chair of the FA Committee, delegated the report of the committee to Dale Bradley.

#### *a. CARES Act Report*

Mr. Bradley provided a summary of the CARES Act I spending and student distributions as of January 31, 2021 to the Board. Distributions were based on needs and provided to students for food, housing, childcare, technology, utilities, medical expenses and course materials. A total of \$1,154,796 was received, of which \$577,398 was designated for student distribution and \$577,398 was designated for institutional need. A detailed report was provided in the February 16, 2021 Board Book.

### *2. Communications, Academic Affairs, Recruiting and Research Committee (CARR) – Informational (Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat, Chair of the CARR Committee presented the CARR Committee Report.

#### *a. Program Reviews*

The Committee is refocusing its process of Program Reviews. Working with President Hancock and the shared Institutional Research and Reporting Specialist recently hired. Dr. Hancock stated that Program Reviews will evolve to focus on flexibility and ensure the viability of the programs is focused on student success in the job markets. Real time data will be available in a user friendly format allowing for timely program changes for better student outcomes.

#### *b. Strategic Plan*

Updating the institution's strategic plan was briefly discussed.

## **VII. New Business**

### **1. Upcoming Meetings:**

- a. The next regularly scheduled ATC Advisory Board meeting is to be held on Tuesday, March 23, 2021 at 1:00 pm. The meeting will be held virtually.
- b. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, March 23, 2021 at 2:00 pm. The meeting will be held virtually.

### **VIII. Old Business**

1. COVID-19 Vaccinations

Mr. Bradley shared that Pierpont has vaccinated 158 people, most of which are Pierpont employees. Currently, the 2<sup>nd</sup> dose of vaccination is being given with the next round scheduled tomorrow. The COVID Team was thanked for their work on getting out the vaccines and for the surveillance testing.

### **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, Brooke Nissim-Sabat offered a motion to adjourn the meeting at 2:50 PM. Brian Bozarth 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.