

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

**June 15, 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 June 15, 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:* Chairman - Thomas Barlow, Brian Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Jillian Sole, Natalie Stone, and Warren 'Chip' VanAlsburg

*Board Members Absent:* Larry Puccio, Jr., and Christopher Sunseri

Three governor appointed BOG positions are vacant.

*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: Rachel Beach, David Beighley, Kimberly Cale, Suzan Clemens, Kari Coffindaffer, Susan Coffindaffer, Amy Cunningham, John Davis, Memori Dobbs, Carolyn Fletcher, Amanda Hawkinberry, Nancy Ligus, Hollie McDaniel Brown, Nancy Parks, George Perich, Robin Strader, Shelly Tharp, 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 2:05 PM.

Mr. Barlow took a moment to thank everyone for all of the work being done on the changeover to a new main campus location, for putting in the extra work and time to move Pierpont forward.

*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 May 11, 2021 and May 17, BOG Meetings – Action Item*

A motion to approve the minutes from the May 11, 2021 and May 17, 2021 Board of Governors meetings was presented by Ms. Jillian Sole and seconded by Brooke Nissim-Sabat. There was no further discussion on the motion. All agreed. Motion carried.

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

The Board recognized two incoming staff members:

- Ms. Julie Cryser as the Vice President of Workforce/Foundation Director. Ms. Cryser previously served as the Fairmont State Foundation President and the West Virginia University Development Director and Dean of Development and Communications.
- Ms. Nancy Ligus as the Director of Workforce/Continuing Education/Economic Development. Ms. Ligus previously served as the WV Council for Community and Technical Education Director of Workforce and Economic Development and has previously managed workforce development programs for the United Steelworkers Institute for Career Development and Westmorland Community College.

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

- Ms. Brook Nissim Sabat served as the BOG Faculty Senate Representative since her election to the post for the 2019-2020 and 2020-2021 academic years. Over the past year Ms. Nissim-Sabat serve as the Vice-Chair of the Board. Brooke also concurrently served as the Chair of the Data Analytics and Research Committee (DAR) and its restructured Communications, Academic Affairs, Recruiting, and Research (CARR) Committee. A plaque was presented to Ms. Nissim-Sabat honoring her service.

The Board welcomed incoming Board of Governors member:

- Ms. Hollie McDaniel Brown will be stepping up to take the role of the BOG Faculty Senate Representative for the 2021-2022 academic year. Ms. McDaniel Brown begins her service on July 1, 2021. Ms. McDaniel Brown is the Program Director of Respiratory Care at Pierpont. She also serves on the Faculty Senate Legislative Advocacy Committee.

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

Interim President Dr. Anthony Hancock highlighted a few of the ongoing projects and activities the Pierpont employees are working on.

- A Facilities Master Plan RFP has been posted and will close on June 20, 2021. A team has been developed to review the submissions.
- An Education and Strategic Master Plan RFP is in draft format and is scheduled to be posted at the end of the month.
- A contract has been signed with Economic Modeling, LLC (Emsi) for a Customer Relationship Management (CRM) platform to provide labor market assessment and analysis to connect and inform.
- Ms. Lyla Grandstaff, VP of Student Services, and Mr. Michael Waide, VP Academic Affairs and Provost, are working with Hanover Research a strategic initiative and planning consultant to guide market and retention analysis and student survey data.
- Pierpont held “Pierpont Day in the Park” on June 5<sup>th</sup> at the Palatine Park in Marion County. The event was a great success. Pierpont gave out \$7,000 in financial scholarships, free t-shirts, water bottles, and pizza. Dr. Hancock thanked Ms. Grandstaff, the staff of Student Services, and Matthew Turner - Marketing and Communications Coordinator, for putting together this excellent event.
- A postcard campaign will be going out to 140,000 residents in Pierpont’s 13-county service region with a message from Pierpont’s alumni on their successes and their contributions to the communities they serve.
- Dr. Hancock has been meeting with local and state legislators and business and industry partners. A detailed schedule was provided to the Board in the Interim President’s Biweekly report.

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

##### *1. Academic Affairs*

The Academic Affairs Report was provided in detail in the June 15, 2021 Board Book. Mr. Waide highlighted work being done on evaluations of course programs an outcomes, the implementation of policies for faculty instructional load and alternative assignments, the submission of a request to change the main campus location to 500 Galliher Drive, Fairmont to the Higher Learning Commission, and revisions to the Faculty Handbook.

Mr. Waide announced that Amy Cunningham was recently named as the Interim Dean of Health Sciences.

#### **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 June 15, 2021 Board Book. It was noted that there was a slight increase to the budget balance of May 31, 2021, to \$93,486.

The YTD Actuals reflect:

- Realized approximately 90% of projected tuition and fees revenue
- Realized approximately 90% of overall revenues
- Incurred approximately 74% of operating expenses
- The YTD Budget Balance is \$3,919,492

## **VI. Board Committee Reports**

### *1. AdHoc BOG Executive Officers Nominating Committee (EON) Report (Brian Bozarth, Chair, Brooke Nissim-Sabat, Rick Pruitte, Warren “Chip” VanAlsbury)*

- 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.*

The current Pierpont Board of Governors Executive Officers are:

Chair: Thomas Barlow  
Vice Chair: Brooke Nissim-Sabat  
Secretary: Brian Bozarth

From May 20, 2021 to May 28, 2021, the Pierpont Community & Technical College Board of Governors members were electronically petitioned to forward nominations for the Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Those nominations were collected, tallied, and reviewed by the Nominating Committee.

Mr. Bozarth stated that upon review of the submitted nominations, there were not enough nominations submitted to define popular candidates for the positions of Chair, Vice Chair, or Secretary. Mr. Barlow opened the floor for nominations. None were received. Mr. Barlow informed that the EON Committee

will need further discussion to put forward nominations for the Chair, Vice Chair and Secretary for academic year 2021-2022 to the Board.

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

a. Approval of FY 2022 Pierpont Small Projects Budget – Action Item

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

Mr. Bradley brought forth a resolution for approval of \$100,000 to be designated from the Education and General Capital Funds for small projects in FY 2022. These projects will consist of sealing the parking lot and sidewalks at the Advance Technology Center and cost associated with remodeling of facilities obtained for the relocation of programs from Locust Avenue.

A motion was offered by Mr. Bozarth to approve \$100,000 to be provided from the E&G Capital Funds for small projects in FY 2022. Ms. Nissim-Sabat seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

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

Ms. Nissim-Sabat, Chair of the CARR Committee (CARR) Committee, reported that the Strategic Plan and Program Reviews have been moved out of the CARR Committee to other groups for redirection and development through the RFP process.

## **VII. New Business**

1. Upcoming Meetings:

- a. The next regularly scheduled ATC Advisory Board meeting is to be held on Tuesday, September 21, 2021, at 1:00 pm.
- b. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, September 21, 2021, at 2:00 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, a motion was offered by Warren VanAlsburg and seconded by Brian Bozarth to adjourn. All agreed. Motion Carried. The meeting adjourned at 2:41 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.