

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

**March 23, 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 March 23, 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 Executive Cabinet Members Present:*

Via videoconference: Dale Bradley, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide. Note – Interim President Hancock was absent due to a death in his family.

*Others in Attendance via Videoconference:*

Guests: Ryan Quinn (Charleston Gazette)

Pierpont faculty and staff: David Beighley, Kimberly Cale, Kari Coffindaffer, Susan Coffindaffer, John Davis, Memori Dobbs, Carolyn Fletcher, Amanda Hawkinberry, 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 February 16, 2021 BOG Meeting – Action Item*

A motion was presented by Natalie Stone to approve the Minutes from the February 16, 2021 Pierpont Community & Technical College Board of Governors Meeting, as

presented. Brooke Nissim-Sabat seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

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

No recognitions presented.

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

President Hancock’s report was tabled.

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

Operation Reports were tabled.

## **V. Committee of the Whole**

1. *Resolution for Review of Comments and Acceptance of the Amendment to 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)*

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-5016: Tuition, Fees, Assessment, Payment and Refund of Fees.

At the Pierpont Board of Governors meeting of February 16, 2021, a 30-Day Public Comment Period was established from February 17, 2021 to March 18, 2021, to provide the public the opportunity to address the proposed recommended amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. 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 was one staff comment received noting a grammatical suggestion. A summary of the comment was presented in the March 23, 2021 Board Book and reviewed with the Board.

Brooke Nissim-Sabat offered a motion to approve the amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *February 28, 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 March 23, 2021 Board Book. It was noted that the budget balance as of February 28, 2021 is \$85,120 - no change since December 31, 2020.

The YTD Actuals reflect:

- Realized approximately 84% of projected tuition and fees revenue
- Realized approximately 83% of overall revenues
- Incurred approximately 54% of operating expenses
- The YTD Budget Balance is \$3,755,267

3. *Resolution for the Approval of Tuition and Fee Changes for AY 2021-2022*  
*(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley offered, for approval, a resolution to eliminate, increase, and establish Fee Changes for AY 2021-2022. There are no recommended Tuition Changes. Complete details were provided to the Board in the March 23, 2021 BOG Book and reviewed at the meeting.

Brooke Nissim-Sabat offered a motion to approve the recommended Fee Changes for AY 2021-2022. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

## **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 stated that there was no additional business to discuss.

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 has begun the work to revise the program review process. Data reporting changes are the focus of the program review process.

## **VII. New Business**

1. Upcoming Meetings:

- a. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, May 11, 2021 at 2:00 pm.

### **VIII. Old Business**

#### 1. COVID-19

Mr. Bradley shared that Pierpont is continuing with the weekly testing. Overall the numbers of positive tests are declining. Many employees have received the vaccination and an additional 10 employees will be vaccinated next week.

Chairman Barlow thanked the Pierpont Executive Team, faculty and staff for their work during the COVID pandemic and for reaching out to their legislators in opposition to House Bill 2805. There was no additional information to share regarding the bill.

### **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, Natalie Stone offered a motion to adjourn the meeting at 2:27 PM. Brooke Nissim-Sabat 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.