



***BOARD***

***OF***

***GOVERNORS***

**September 21, 2021**

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

**September 21, 2021 at 2:00 PM**  
**Zoom Virtual Meeting**

**2:00 PM Pierpont Community & Technical College**  
**Board of Governors Meeting**

Brian S. Bozarth – Acting Chair  
Vacant – Vice Chair  
Brian S. Bozarth – Secretary

Members: Brian Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, Rick Pruitte (Interim), Larry Puccio, Jr. (Interim), Jillian Sole, Anna Romano, and Natalie Stone (Interim). The Student Government Representative position is currently vacant.

Join Zoom Meeting

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**Tuesday, September 21, 2021**  
**Zoom Virtual Meeting**

**AGENDA**

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**I. Call to Order in Open Session**

1. Opening Comment (*Acting Chair: Brian S. Bozarth*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes **Tab 1 - Action Item**
  - a. June 15, 2021
  - b. August 17, 2021 (Special Meeting)

**II. Recognitions – Informational**

1. Welcome New Pierpont Faculty
  - a. From the School of Business, Aviation and Technology (*Dean Kari Coffindaffer*)
    - Art Dilger, Instructor of Aviation Maintenance
    - Blake Lillard, Instructor of Applied Process Technology
    - James “Dylan” Satterfield, Instructor of Aviation Maintenance
    - Aaron StClair, Instructor of Applied Process Technology
  - b. From the School of General Education and Professional Studies (*Dean David Beighley*)
    - Anthony Anobile, Instructor of Food Service Management: Culinary Arts
    - Sara Feltz, Instructor of Food Service Management: Culinary Arts
  - c. From the School of Health Sciences (*Interim Dean Amy Cunningham*)
    - Jason Smith, Physical Therapy Assistant Director
2. Recognition of Outgoing Representatives to the Board of Governors (*Brian S. Bozarth, Acting Chair and Secretary*)
  - a. Thomas J. Barlow: Served from August 7, 2017 until his succession on June 29, 2021. Mr. Barlow served as Chair of the Board

- b. Warren VanAlsburg: Served from August 7, 2013 until his succession on June 29, 2021. Mr. VanAlsburg served as Chair of the Board, and Chair of the Government Relations, Policies, and Human Resources Committee
- 3. Recognition of Incoming Governor-Appointed Representatives to the Board of Governors (*Brian S. Bozarth, Acting Chair and Secretary*)
  - a. Thomas F. Cole: Appointed on June 29, 2021, succeeding Warren VanAlsburg
  - b. Lisa Q. Lang: Appointed on June 29, 2021, succeeding Lewis Weaver who resigned on March 27, 2019
  - c. David L. Hinkle: Appointed on June 29, 2021, succeeding Holly C. Kauffman who resigned on July 1, 2020
  - d. Anthony Hinton: Appointed on June 29, 2021, succeeding Thomas J. Barlow
  - e. Jeffery H. Powell: Appointed on June 29, 2021, succeeding Sharon Shaffer who passed on July 3, 2020
- 4. Welcome to Anna Romano: Incoming Faculty Representative to the Board of Governors for AY 2021-22 & AY 2022-23

**III. Interim President's Report – Informational** (*Dr. Anthony Hancock*)

- 1. Update on Veterinary Technology Program Facility  
(*Anna Romano, Asst. Prof. & Coord. Veterinary Technology Program*)

**IV. Operation Reports**

- 1. Academic Affairs (*Michael Waide*) **Tab 2 – Informational**
- 2. Classified Staff (*Amanda Hawkinberry*)
- 3. Institutional Advancement/Foundation Board Report (*Julie Cryser*)
- 4. Student Government Association (*Raven Thomas*)
  - a. Recognition of SGA Elected Officers for AY 2021-22
    - 1. President/Representative to the BOG: Haley Thomas
    - 2. Vice President: Justin Clelland
    - 3. Secretary: Vacant
    - 4. Student Senator: Zachary Summers
    - 5. Public Relations Officer: Vacant
- 5. Student Services (*Lyla Grandstaff*)

## V. Committee of the Whole

1. August 31, 2021 Combined Finance Report **Tab 3 – Informational**  
*(Dale Bradley, CFO/VP for Finance and Administration)*
2. Resolution to Approve the Establishment of the Pierpont President Search Committee **Tab 4 - Action Item**  
*(Brian Bozarth, Acting BOG Chair)*
3. Resolution to Approve the Establishment of the Pierpont President Search Timeline **Tab 5 - Action Item**  
*(Brian S. Bozarth, Acting BOG Chair)*

## VI. Board Committee's Reports

1. Ad Hoc BOG Executive Officers Nominating (EON) Committee *(Brian Bozarth, Chair, Rick Pruitte)*
  - a. Nominations and Election of BOG Executive Officers for 2021-2022 **Tab 6 – Action Item**  
*(Brian S. Bozarth, Chair)*
2. Audit/Finance and Administration Committee (FA) Report *(Brian S. Bozarth, Chair)*
  - a. Capital Project Request **Tab 7 – Action Item**  
FY 2023 State Appropriations Request  
*(Dale Bradley, CFO/VP for Finance and Administration)*
  - b. Capital Funding Approval **Tab 8 – Action Item**  
Remodel and Expansion of Vet Tech  
*(Dale Bradley, CFO/VP for Finance and Administration)*

## VII. New Business

1. Upcoming Meetings:
  - a. The next regularly scheduled BOG meeting will be held on Tuesday, November 16, 2021 at 2:00 PM
  - b. The next regularly scheduled ATC Advisory Board meeting will be held on Friday, December 3, 2021, within the scheduled BOG Workshop Retreat.
  - c. The BOG Workshop Retreat will be held on Friday, December 3, 2021, from 8:00 am to 4:00 pm.

## VIII. Old Business

## IX. Public Comment

## **X. Possible Executive Session**

\_\_\_\_\_ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

\_\_\_\_\_ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

## **XI. Adjournment**

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Mission Statement: To provide accessible, responsive, comprehensive education that works  
Vision: Empowering individuals to transform their lives through education  
Tagline: Education that works!

**Tab**

**1**

**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' VanAlsbury

*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.

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

**August 17, 2021**

**3:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on August 17, 2021, beginning at 3:00 PM. This meeting was conducted via video conference on Zoom and the meeting link was published on the West Virginia Secretary of State's Meetings Notice webpage.

**I. Call to Order – Open Session**

*1. Opening Comment*

Brian Bozarth, Acting Chair, called the meeting to order in open session at 3:02 PM.

*Board members present:*

Via videoconference: Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, Rick Pruitte, Anna Romano, and Jillian Sole

*Board Members Absent:*

Larry J. Puccio, Jr., and Natalie Stone. The internal Student Government Representative position is vacant.

*President's Cabinet Members Present:*

Via videoconference: Cyndee Sensibaugh, BOG Executive Assistant

*2. Call for Public Comment*

Mr. Brian Bozarth, Acting Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

**II. Discussion on the Nominations and Election of the Pierpont Board of Governors Executive Officers**

*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.

On June 29, 2021, Governor Jim Justice appointed five new members to the Pierpont Board of Governors and reappointed one member.

- Brian S. Bozarth was reappointed until June 30, 2022 (Secretary)
- Thomas F. Cole succeeds Warren VanAlsbury. His term ends on June 30, 2022.
- Lisa Q. Lang succeeds Lewis Eugene Weaver. Her term ends on June 30, 2024.
- Hon. David L. Hinkle succeeds Holly C. Kauffman. His term ends on June 30, 2024.
- Anthony Hinton succeeds Thomas J. Barlow (Chair). His term ends on June 30, 2022.
- Jeffery H. Powell succeeds Sharon J. Shaffer. His term ends on June 30, 2024.

Pierpont Community & Technical College also provides representatives to the Board.

- The Classified Staff Representative is Jillian Sole
- The Faculty Senate Representative is Anna Romano
- The Student Government Representative position is currently vacant

The new appointments to the BOG have created vacancies in the BOG Executive Officers positions. Therefore, nominations and election of officers will be presented at the September 21, 2021 BOG meeting.

From August 6, 2021 to August 17, 2021, the Pierpont Community & Technical College Board of Governors members were petitioned to forward nominations for the vacant Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Nominations were received and discussed.

Nominations received were as follows:

- Chair: David L. Hinkle and Brian S. Bozarth
- Vice Chair: Lisa Q. Lang and Larry Puccio, Jr.
- Secretary: Brian S. Bozarth and Natalie Stone

Consideration of the nominees will be presented at the September 21, 2021, BOG meeting with an open request for any additional nominations, followed by the election of officers.

### **III. Executive Session – Closed Session**

- A. Discussion on the Selection of the Presidential Search Committee
- B. Discussion on the Presidential Search Timeline

*1. Entering Executive Session – Closed Session*

At 3:21 PM Lisa Lang moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Thomas Cole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

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

At 4:07 PM, Lisa Lang motioned to exit Executive Session and return to Open Session. Jillian Sole seconded the motion. All agreed. Motion carried.

*3. Items brought forward from Executive Session*

No items were brought forward from Executive Session.

**IV. Adjournment**

There being no further business, Thomas F. Cole offered a motion to adjourn the meeting at 4:08 PM. Jillian Sole seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

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**Tab**

**2**

## Academic Affairs Report

The operational report, listed below, consists of summary reports from the deans and directors who provide exceptional leadership in service to Pierpont's students through Academic Affairs. Prior to the detailed summaries of our academic leaders, the Provost offers a few updates not previously shared in the bi-weekly reports from Academic Affairs to the Office of the President.

The Office of Provost submitted in June 2021 two substantive change requests to the Higher Learning Commission (HLC): (1) a request to approve First Energy Corporation, Fairmont (WV), as an additional campus and (2) a request to approve 500 Galliher Drive as the main campus for Pierpont Community & Technical College. The first request, which HLC approved in July 2021, allows Pierpont to offer its AAS in Business degree on a part-time basis to First Energy Corporation. The Higher Learning Commission (HLC) has tentatively approved the second and has referred the request to its full Board for consideration; an HLC decision will be coming.

Since April 2021, the academic deans have revised the template for the review of academic programs. The team has collaborated with Information Technology and Institutional Reporting to suggest data points to add to the academic program review process. Through fall 2021, the academic dean will coordinate and direct the review of several academic programs and make recommendations to the Office of the Provost, the Office of the President, and the Board of Governors.

The academic deans, under the counsel and leadership of the Registrar and Executive Director of Admissions & Recruiting, are strategically planning the academic course schedule for spring 2022 and summer 2022. The intent of Academic Affairs is to publish an academic schedule one year in advance to accommodate students' scheduling.

**SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY***Dean Coffindaffer*

The School of Business, Aviation & Technology launched a Weekend College degree program in Business Management. The entire AAS degree can be completed by attending 3 online classes and 2 hybrid classes each semester on the weekend only. The entire 2-year schedule is available to the cohort for advance planning. The school will evaluate an additional start date for the spring term.

Several BAT programs and faculty moved over the summer from Locust Avenue to other locations. Business Management relocated to the Caperton Center, Business Accounting transitioned to online, Drafting/Design, Graphics and Applied Design combined their programs into a single Design Lab at the ATC, Information Systems Cisco Lab will share the Cybersecurity Lab at the ATC and the Dean and Program Assistant relocated to the Caperton Center.

Educate to Elevate, the Business Management program for First Energy Call Center, will be hosting an open house September 29th to recruit additional students for the January 2022 cohort. The Aviation Maintenance program applied to increase the FAA enrollment cap of 100 to 130. It was approved and enrollment for fall is at 120 fulltime students. Finally, the Applied Design, Business, Petroleum and Applied Process Technology programs are preparing 5-year reviews, using the newly revised program evaluation template and rubric.

## **SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES**

*Dean Beighley*

The faculty and staff of Pierpont's School of General Education and Professional Studies have been actively engaged in a multitude of activities since reporting at the last regularly-scheduled Board of Governors meeting, as exemplified by the following School highlights:

Pierpont's Food Service Management (FOSM) Program celebrated several accomplishments during the summer. FOSM graduate, Michelle Clevenger, was featured on WBOY's Restaurant Roadtrip. Michelle, formally associated with Mylan, came to Pierpont to receive training for a career change, and now owns/operates The Fairview Diner. Additionally, another FOSM graduate, Rachael Herrera, who owns and operates The Lunch Box food truck, was recently recognized by Parade Magazine for having the best food truck in West Virginia. As an aspect of its community service efforts, the FOSM Program was well represented during the West Virginia Cooks' Community Heritage Dinner held August 8 in Clarksburg. Program faculty Natalie Feltz, Sara Feltz, and Allison McCue, along with FOSM student Tabitha Poling-Loureiro, prepared a grains and greens salad with lemon and white balsamic vinaigrette to accompany a lavender panna cotta with mixed-berry mousse for the event. Additionally, FOSM Program Coordinator, Natalie Feltz, completed Better Process Control School (BPCS) acidified foods training for her work with the recently awarded USDA National Institute of Food and Agriculture Grant; this training is a requirement for her role in directing Pierpont's responsibilities pursuant to the grant.

As a means to better align the College's academic structure, General Education programming and related faculty, inclusive of natural and physical sciences and office administration, were reassigned to the School of General Education and Professional Studies. Initiatives have been implemented to more effectively present related courses and maximize scheduling efficiency.

Finally, the School is proud to recognize the 25th anniversary of the ASL/Interpreter Education A.A.S. program.

## **SCHOOL OF HEALTH SCIENCES**

*Interim Dean Amy Cunningham*

The School of Health Science is currently evaluating all health science programs national certification exam pass rates. The purpose of the project is to identify factors influencing national certification exam pass rates and then incorporating those factors into the program(s)

curriculum. The goal of the project is to develop quality improvement strategies to increase pass rates. The LPN program director will begin evaluating the LPN curriculum to assess ways to modify and streamline our program to reduce the time-to-completion.

## **ELEARNING**

*Robin Strader*

This academic year eLearning has been tasked with creating an eCollege and moving to a new instance of Blackboard Learning Management System (LMS). Blackboard is retiring the current Learn version and replacing it with Blackboard Ultra. eLearning will work with Blackboard to move Pierpont's data from the current version to the new version during the fall semester. A project plan and an announcement will go out to the Pierpont Community as soon as the contract is finalized. Students and Faculty will begin the spring semester in our new LMS. Our official "go live" date will be in December. The director is working with the Dean's and the eLearning Committee to put processes in place to create online programs and courses. eLearning is updating and creating a new Online Faculty Handbook, Online Policy, and a SharePoint site that will provide information and resources to Faculty teaching online.

## **INSTITUTIONAL REPORTING**

*Lindsey Guinn*

Presently, in collaboration with Enrollment Management and Academic Affairs, IT has built data dashboards to tell Pierpont's story on enrollment and retention, which could build programs and help guide institutional improvement and strategic planning.

Additionally, in collaboration with Academic Affairs, IR developed a series of dashboards to help Deans and Program Coordinators prepare and complete institutionally required program reviews. The Deans and IR are creating an assessment rubric to review all five-year program reviews.

Collaboratively with staff in Academic Affairs and Student Services, IR will review historical retention numbers and facilitate the development of a strategic retention plan.

IR is in the final stages of preparing a comprehensive Pierpont factbook of data that will provide a consistent source of information regarding Pierpont.

## **PIERPONT'S NATIONAL AEROSPACE EDUCATION CENTER**

*Brad Gilbert*

The aviation technology program enrollments are continuing to grow, approximately 17% for the past two years and 25% for Fall 2021. Last Spring 2021 the FAA approved a request allowing the program to increase enrollments to 130 students; the number was reached by August 13, 2021. Our freshmen enrollments consist of 58 full-time students, seven dual enrollment high

school students, and five Mylan dislocated workers; 10 students are on the waiting list for the Spring 2022 semester and we expect that number to grow. We have hired two full-time temporary faculty (financed with EDA Grant Funds) and one adjunct faculty for instructional support.

During the past two years we have reduced expenditures from the student fees account significantly, generated approximately \$80,000 in revenue from selling surplus aviation technology equipment, and we are still utilizing funds from the EDA Grant for equipment, which expires March 2022. Most recent planned expenditures of note include two Pratt and Whitney PT6 teardown engines (for our turbine overhaul classes), a Cessna Citation 500 with Pratt and Whitney JT15D engines, and a Piper Aztec twin piston engine aircraft with retractable landing gear. This equipment will better prepare the program for continued expansion in the years to come.

### **OFFICE OF STUDENT SUCCESS AND COMPLETION**

*Memori Dobbs*

The mission of the Office of Student Success & Completion is to provide personalized, ongoing intentional interactions with students from the first point of contact through graduation. To ensure students have the knowledge of resources and take full advantage of services available to them, the Office of Student Success & Completion implemented a new initiative by offering classroom coaching presentations at the Advanced Technology Center, Gaston Caperton Center, and the Robert C. Byrd National Aerospace Center. Each classroom presentation focused on empowering students to develop skills and access resources they need to thrive in their college journey. All presentations included an overview of institutional resources and services and touched on topics such as college transitions, goal setting, time management, and academic habits. Students needing any type of assistance are encouraged to contact the Director of Student Success & Completion who will focus on a holistic approach to assisting students in their needs, whether they are academic or non-academic needs.

### **ACADEMY FOR TEACHING EXCELLENCE, ASSESSMENT, AND INCLUSION**

*Nancy Parks*

Since the start of the Fall 2021 academic semester, the Center for Teaching Excellence has provided various forms of faculty support. For the School of Business, Aviation, & Technology, the Director leads book discussions for a Business Essentials course. For the School of Health Sciences, the Director has provided test proctoring services for the Physical Therapist Assistant program and collaborated with Veterinary Technology faculty to prepare their accreditation documents and design and delivery an online asynchronous course for Preston County dual-enrollment students. For the School of General Education and Professional Studies, the Director has met with Criminal Justice faculty to design and deliver the first-ever dual enrollment course in Criminal Justice in Preston County. In addition, the Director facilitated the

creation of a comprehensive final exam for a Criminal Justice elective course, adding to the Prior Learning Assessment menu for that program. The Center also produced a summer 2021 faculty newsletter that highlighted teaching and assessment accomplishments and presented totals and demographic breakdowns of Spring 2021 graduates, in addition to materials to promote the diversification of programs for race and gender. The Center has hosted the first two of an eight-session “live” online series for new faculty and has curated and added materials to the virtual Blackboard faculty community, including an extensive module to encourage the implementation of Open Educational Resources. The Director presented two workshops for Faculty Development Day and has provided follow-up materials for attendees. The Director has also drafted a plan to revitalize the current Teaching & Learning Commons area to include a video recording studio for faculty, staff, student, and stakeholder use.

### **NATIONAL SCIENCE FOUNDATION (NSF)**

*Glenna Pirner*

The National Science Foundation (NSF) Advanced Technology Education grant proposal to establish a makerspace at Pierpont is in its intermediate stages. The complete proposal is due on October 15, 2021; the team intends to submit on October 11, 2021. The writing team has developed the name IMPACT Lab for Pierpont’s makerspace. Team members visited Houston Community College’s IDEASstudio to gain valuable insight on starting and operating a makerspace facility. Two of HCC’s IDEASstudio managers have agreed to participate in the advisory council for the IMPACT Lab. During the month of September the team will finalize partnerships with businesses in aerospace, energy, and advanced manufacturing to establish the advisory council, make final edits to the proposal narrative with the assistance of the mentor group Project Vision, and ensure all ancillary documents are in place for submission.

## Classified Staff Report





## Classified Staff Council September 2021 BOG Report

### **Fan Cloth Fundraiser**

Classified Staff Council will be hosting a Fan Cloth fundraiser from September 7-September 24, 2021. All proceeds from the fundraiser will be deposited into the Classified Staff Council Scholarship Fund. Fundraising details will be sent out on September 7 via email to all students and employees.

### **Classified Staff Employee of the Year Social**

Classified Staff Council will be hosting a Classified Staff Employee of the Year Social on September 8. Nominations for Classified Staff Employee of the Year were accepted through June 30. The winner will be announced during the social.

### **Upcoming Meeting Dates**

All meetings will be held at 1:00 p.m.

#### **September 29**

Location: Advanced Technology Center (ATC)

#### **October 27**

Location: Caperton Center

#### **November 17**

Location: Monongalia County Technical Education Center (MTEC)

#### **December 15**

Location: Advanced Technology Center (ATC)

#### **January 26**

Location: Advanced Technology Center (ATC)

#### **February 23**

Location: Advanced Technology Center (ATC)

#### **March 30**

Location: Advanced Technology Center (ATC)

## Institutional Advancement/Foundation Board Report

## **Institutional Advancement/Foundation Board Report**

**Sept. 21, 2021**

### **Marketing/Communication**

Since the last board meeting, we have created a year-long marketing calendar that takes into account particular audiences and events that we need to target for enrollment growth. Once our planning process was completed, we began “working the plan.” We have accomplished the following:

- Developed a 12-page full-color newsletter to inform stakeholders, alumni, legislators, superintendents, donors and others about Pierpont’s programs and successes.
- Purchased media, including television advertisements, newspaper advertisements and billboards. You can see the most recent billboard on I-79 North just above the Clarksburg exits. We had it up in time for football season, to capture travelers as they were going to Morgantown for games.
- Developed a new palate and brand for our marketing materials and have recreated all of our social media posts to fit our brand.
- Begun work on a viewbook to assist with recruiting and should have it ready for fairs and festivals by the end of September.
- signed a contract and will begin our web site revamp in November, with the intent of having the new web site live by March.

### **Foundation**

**We have been working diligently to get ready to transfer funds from the Fairmont State Foundation to our own investment firm. This will lay the groundwork for us to begin fund raising. Since the last board meeting, we have accomplished the following:**

- Negotiated the transfer of funds from Fairmont State Foundation to Pierpont Foundation, which should be completed by the end of October.
- Voted on Sept. 7 to hire an investment firm to whom the funds will be transferred.
- Established a variety of policies to assist with the operation of the foundation.

The Foundation should be fully functional by the first of 2022, allowing us to begin aggressive fund raising.

## Student Services Report

## **Student Service updates For Board of Governors**

### ***Recruiting Admissions and Student Involvement***

Currently looking at the proposals from the RFP that was sent out for a CRM (Constituent Relationship Management) system and the team should have a company chosen in the next few weeks.

Recruiters will be attending college fairs across the state. Many events have been canceled, but we plan to attend any face-to-face events and continue to offer virtual open houses and information sessions throughout the semester.

Executive Director Jenni McConnell and Student Activity Coordinator Raven Sands were awarded the Diversity and Inclusion Grant from the state of WV.

High School enrollment is up 203 students from the past fall.

### ***Student Involvement***

Welcome Week was a huge success. The Welcome fair was the most attended student event to date.

Food Trucks have been scheduled throughout the semester during lunch at the ATC and Ms.

Raven Sands is working with Dr. Gilbert to have food trucks visit the National Aerospace

Education Center. The Mountaineer food truck is scheduled throughout the semester at the ATC and Caperton to distribute food to students with food insecurities.

### ***Financial Aid***

Pierpont has offered and awarded the following dollars to students

<b>Fund</b>	<b>Total 21/22 offered</b>	<b>202210 authorized and/or disbursed</b>
Pell Grant	\$3,513,527.00	\$1,092,889.00
WVInvests	\$1,681,272.00	\$70,866.00
WVHEG	\$797,993.00	\$389,997.00

Working to assist students who have lingering financial aid issues (missing/incomplete documentation, missing/incomplete FAFSA information, etc).

### ***Counseling and Disability Services***

Director of Counseling and Disability Services Suzan Clemens was awarded a \$5000.00 Mental Health Grant from the state of WV.

### ***Registrar***

Completed the removal (and possible subsequent reinstatement) of students who didn't make a payment or did not attend class.

Currently in the process of reporting 4-week grades (early alert grades) for full-term classes.

Currently in the process of reporting midterm grades for 1st 7-week classes.

Mailing out diplomas for August graduates

**Tab**

**3**

**Board of Governors**  
**Budget/Finance Report FY 2022**  
**Pierpont Community & Technical College**  
**as of August 31, 2021**

**SUMMARY:**

The projected effect on net assets for FY 2022 as of August 31, 2021, is an increase of \$254,252.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of August 31, 2021, of \$254,252 represents an improvement of \$631,960 from the FY 2022 Approved Unrestricted Budget completed in March 2021.

The overall Operating Revenue Budget improved by \$275,334. This is partially due to Pierpont achieving its revenue goal in FY 2021. When the original FY 2022 Unrestricted Budget was developed in March 2021, a revenue shortfall of approximately \$128,000 was projected. When Pierpont achieved its revenue goal this planned revenue reduction did not need to be taken. The other primary factor for the improvement to the revenue budget was the finalization of the FY 2022 auxiliary parking fee. When the original FY 2022 Unrestricted Budget was developed in March 2021 the details the FY 2022 Parking Fee had yet to be finalized. With the finalization of the FY 2022 Parking Fee details the Auxiliary Budget increased by approximately \$140,000.

The overall Operating Expense Budget decreased by \$368,926. The primary factors in this improvement to the Operating Expense Budget was the reduction of approximately \$350,000 in payroll expenses and approximately a \$140,000 reduction in supplies and other services planned expenses. Most of the changes were the result of continued ongoing budget clean-up activities.

The overall Nonoperating Revenue (Expenses) decreased by (\$12,300) due to a reduction in planned gifts to the institution.

As of this report date, the YTD Actuals reflect the following:

- The institution has realized approximately 43% of projected tuition and fees revenue.
- The institution has realized approximately 44% of overall revenues.
- The institution has incurred approximately 7.6% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$4,145,977.



Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Current Unrestricted (Including Depreciation)  
 As of August 31, 2021

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	7,387,309	7,522,703	3,272,205	43.50%
	Auxiliary Enterprise Revenue	457,000	597,000	300,082	50.26%
	Other Operating Revenues	303,253	303,193	134,150	44.25%
	<b>Total:</b>	<b>8,147,562</b>	<b>8,422,896</b>	<b>3,706,437</b>	<b>44.00%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	7,798,934	7,492,115	508,109	6.78%
	Benefits	1,702,872	1,655,125	90,517	5.47%
	Student financial aid-scholarships	248,252	248,252	0	0.00%
	Utilities	193,062	192,562	28,671	14.89%
	Supplies and Other Services	4,479,713	4,333,281	482,539	11.14%
	Equipment Expense	85,695	78,267	14,659	18.73%
	Fees retained by the Commission	101,407	101,407	0	0.00%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	457,000	597,000	0	0.00%
	<b>Total:</b>	<b>15,166,935</b>	<b>14,798,009</b>	<b>1,124,495</b>	<b>7.60%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,019,373)</b>	<b>(6,375,113)</b>	<b>2,581,942</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,820,129	7,820,129	1,564,026	20.00%
	Gifts	115,000	102,700	0	0.00%
	Investment Income	69,846	69,846	9	0.01%
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
	Fees assessed by Commission for other	0	0	0	0.00%
	<b>Total:</b>	<b>7,489,830</b>	<b>7,477,530</b>	<b>1,564,035</b>	<b>20.92%</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(22,290)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(395,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(448,165)</b>	<b>(448,165)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>22,292</b>	<b>654,252</b>	<b>4,145,977</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>(377,708)</b>	<b>254,252</b>	<b>4,145,977</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,808,135</b>	<b>4,808,135</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,430,427</u></b>	<b><u>5,062,387</u></b>		

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - President

As of August 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	5,835,788	6,148,210	2,859,121	46.5%
	Other Operating Revenues	298,253	298,193	132,150	44.3%
	<b>Total:</b>	<b>6,134,041</b>	<b>6,446,403</b>	<b>2,991,271</b>	<b>46.40%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	7,238,361	7,018,737	480,840	6.85%
	Benefits	1,618,039	1,588,208	85,568	5.39%
	Student financial aid-scholarships	237,252	237,252	0	0.00%
	Utilities	190,063	189,563	28,671	15.12%
	Supplies and Other Services	3,435,726	3,289,294	474,149	14.41%
	Equipment Expense	27,702	20,273	14,211	70.10%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	0	0.00%
	<b>Total:</b>	<b>12,948,549</b>	<b>12,544,734</b>	<b>1,083,439</b>	<b>8.64%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,814,508)</b>	<b>(6,098,331)</b>	<b>1,907,832</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,820,129	7,820,129	1,564,026	20.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	69,846	69,846	9	0.01%
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
	Fees assessed by Commission for other	0	0	0	0.00%
	<b>Total:</b>	<b>7,470,830</b>	<b>7,470,830</b>	<b>1,564,035</b>	<b>20.94%</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	(30,875)	0	0.00%
	Transfers for Capital Projects	(395,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(425,875)</b>	<b>(425,875)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>230,447</b>	<b>946,624</b>	<b>3,471,867</b>	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>(169,553)</b>	<b>546,624</b>	<b>3,471,867</b>	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,237,297	3,237,297		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>3,067,744</u></b>	<b><u>3,783,921</u></b>		

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of August 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,551,521	1,374,493	413,084	30.05%
	Other Operating Revenues	5,000	5,000	2,000	40.00%
	<b>Total:</b>	<b>1,556,521</b>	<b>1,379,493</b>	<b>415,084</b>	<b>30.09%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	560,574	473,378	27,269	5.76%
	Benefits	84,833	66,917	4,949	7.40%
	Student financial aid - scholarships	11,000	11,000	0	0.00%
	Utilities	2,999	2,999	0	0.00%
	Supplies and Other Services	1,043,987	1,043,987	8,390	0.80%
	Equipment Expense	57,994	57,994	448	0.77%
	Loan cancellations and write-offs	0	0	0	0.00%
	<b>Total:</b>	<b>1,761,387</b>	<b>1,656,275</b>	<b>41,056</b>	<b>2.48%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(204,866)</b>	<b>(276,782)</b>	<b>374,028</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	19,000	6,700	0	0.00%
	Investment Income	0	0	0	0.00%
	<b>Total:</b>	<b>19,000</b>	<b>6,700</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(22,290)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	<b>Total:</b>	<b>(22,290)</b>	<b>(22,290)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>(208,156)</b>	<b>(292,372)</b>	<b>374,028</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,553,198</b>	<b>1,553,198</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,345,042</u></b>	<b><u>1,260,826</u></b>		

Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Auxiliary - Pierpont C&TC - Clearing

As of August 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	457,000	597,000	300,082	50.26%
	<b>Total:</b>	<b>457,000</b>	<b>597,000</b>	<b>300,082</b>	<b>50.26%</b>
<b>OPERATING EXPENSE</b>	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	457,000	597,000	0	0.00%
	<b>Total:</b>	<b>457,000</b>	<b>597,000</b>	<b>0</b>	<b>0.00%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>0</b>	<b>0</b>	<b>300,082</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>	<b>300,082</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b><u>17,640</u></b>	<b><u>17,640</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>17,640</u></b>	<b><u>17,640</u></b>		

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**4**

## **Pierpont Community & Technical College Board of Governors Meeting of September 21, 2021**

**ITEM** Resolution for Approval of the Establishment and Appointment of Pierpont Community & Technical College President Search Committee

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the establishment of and appointments to the President Search Committee.

**COMMITTEE MEMBERS:** Brian Bozarth (Acting Chair)

### **BACKGROUND:**

Pierpont Community & Technical College and the Presidential Search Committee will conduct a nationwide search for a permanent President, in compliance with Title 135, Series 5 – Evaluating and Employing Presidents, and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”), with the goal to appoint a permanent President by July 1, 2022.

The voting members of the Presidential Search Committee will consist of the three elected executive officers of the Pierpont Community & Technical College Board of Governors (Chair, Vice Chair, and Secretary), of which the elected Chair will serve as the Search Committee Chair.

The Search Committee Chair will coordinate with the Chancellor of the Community and Technical College System to formalize the involvement of the Council in this search process in accordance with the provisions of Series 5 of the Code of State Regulations.

The Search Committee will also include representatives from each of the following categories: Pierpont Foundation, Pierpont Faculty, Pierpont Classified Staff, Pierpont student body, community, business and industry, and K-12/CTE education. Committee membership may be modified or supplemented to assure continued compliance with Series 5 and the applicable rules of the Council.

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**5**

**Pierpont Community & Technical College Board of Governors  
Meeting of September 21, 2021**

**ITEM** Resolution for Approval of Pierpont Community & Technical College President Search Timeline

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the establishment of the President Search Committee Timeline

**COMMITTEE MEMBERS:** Brian Bozarth (Acting Chair)

**BACKGROUND:**

Pierpont Community & Technical College and the Presidential Search Committee will conduct a nationwide search for a permanent President, in compliance with *Title 135, Series 5 – Evaluating and Employing Presidents*, and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”), with the goal to appoint a permanent President by July 1, 2022.

The proposed timeline will provide the President Search Committee guidance and measures, with established deadlines, to assist in a productive search for a permanent President for Pierpont Community & Technical College.



## Projected President Search Timeline

The work of the President Search Committee is absolutely confidential until the scheduling of on-campus interviews.

*This timeline is intended as a general guide to outline the selection process and is subject to change. Exact dates may vary.*

### January 6, 2021 - **Completed**

- On January 6, 2021, the Pierpont Community & Technical College Board of Governors approved the selection of Anthony Hancock, Ph.D. to serve as Interim President effective January 25, 2021 through June 30, 2022. Submitted for final approval to the West Virginia Council for Community and Technical College Education.

### January 21, 2021 - **Completed**

- The West Virginia Council for Community and Technical College Education approved the appointment of Anthony Hancock, Ph.D., to serve as Interim President of Pierpont Community & Technical College on January 21, 2021.

### September 2021

- The Pierpont Board of Governors appoints a President Search Committee. The Pierpont Board of Governors Chair serves as the President Search Committee Chair. The Search Committee also consists of two Governor-appointed Pierpont Board of Governors members serving as BOG Executive Officers, one Pierpont Faculty member, one Classified Staff member, one Pierpont student body member, one community member, two business/industry representatives, and one K-12/CTE education representative. The Committee structure may be modified or supplemented to assure continued compliance with *Title 135, Series 5 – Evaluating and Employing Presidents*, and the applicable rules of the CTCS Council.

### October 2021

- President Search Committee holds its initial meeting to approve the Search Committee charge, official announcement of the President search and national publication avenues, and position description.
- President Search Committee Charge/Process submitted for final approval to the West Virginia Council for Community and Technical College Education.

### November 2021

- Advertising for the position of President of Pierpont Community & Technical College begins. Position announcement placed in print and electronic outlets, distributed to the media, and placed on the college website.
- Candidate final submission date for all materials is January 7, 2022.

## **January 2022**

- Director of Pierpont Human Resources pre-screens all resumes for qualifications.

## **February 2022**

- President Search Committee receives a confidential short list of the 10-12 most promising candidates (unranked) based on the assessment of the Director of Pierpont Human Resources.
- President Search Committee begins review of applications materials for the 10-12 most promising candidates and any other candidates in the pool.
- President Search Committee selects 6-8 candidates for semi-finalist interviews (via Skype or another video meeting option; Candidates' identities still strictly confidential).

## **March 2022**

- President Search Committee conducts semi-finalist interviews.
- President Search Committee selects 3-4 unranked candidates for finalist on-campus interviews (Candidate names announced).

## **April 2022**

- Scheduling of finalist on-campus interviews.
- Final candidates to visit the College, participate in open forums with the college community, and interview with the President Search Committee and members of the Council for Community and Technical College Education.
- President Search Committee reviews feedback from the campus interviews.

## **May 2022**

- The President Search Committee makes its final decision.
- The chosen candidate is presented to the West Virginia Council for Community and Technical College Education for approval.

## **July 2022**

- The new president assumes office.

**Tab**

**6**

# Pierpont Community & Technical College Board of Governors Meeting of September 21, 2021

**ITEM:** Resolution for Approval of the Election and Appointment of Pierpont Community & Technical College Board of Governors Executive Officers for the remainder of the 2021-2022 Academic Year.

**COMMITTEE:** Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee, for the BOG Executive Officers, present for approval the election and appointment of the Board of Governors Executive Officers for the remainder of the 2021-2022 Academic Year.

**COMMITTEE MEMBERS:** Brian Bozarth (Chair), Rick Pruitte

**BACKGROUND:** *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.

From August 6, 2021 to August 17, 2021, the Pierpont Community & Technical College Board of Governors members were petitioned to forward nominations for the vacant Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Nominations were received and reviewed by the Nominating Committee and are hereby provided for consideration.

Vacancies to the BOG Executive Officers positions were created on June 29, 2021, when Governor Jim Justice appointed new Pierpont Community & Technical College Board of Governors members to succeed existing BOG members.



**CURRENT PIERPONT BOARD OF GOVERNORS  
EXECUTIVE OFFICERS  
AY 2021 - 2022**

Changes to current slate of officers occurred due to new appointments to the Board of Governors by Governor Jim Justice - Effective June 29, 2021

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**Current**

Acting Chair: Brian Bozarth  
Vice Chair: Vacant  
Secretary: Brian Bozarth

**ELECTION OF PIERPONT BOARD OF GOVERNORS EXECUTIVE OFFICERS  
FOR THE REMAINDER OF AY 2021 - 2022**

To fill vacant BOG Officers positions

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**Previously nominated through electronic email, and discussion held on August 17, 2021**

Chair: David L. Hinkle and Brian Bozarth  
Vice Chair: Lisa Q. Lang and Larry Puccio, Jr.  
Secretary: Brian S. Bozarth and Natalie Stone

**Newly elected September 21, 2021**

Chair: \_\_\_\_\_  
Vice Chair: \_\_\_\_\_  
Secretary: \_\_\_\_\_

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of September 21, 2021**

**ITEM:** FY 2023 Capital Appropriation Request

**COMMITTEE:** Finance/Audit and Administration Committee

**INFORMATION ITEM:** Annually, prior to September 1<sup>st</sup>, the WV Budget Office requires all state agencies submit their State Appropriations Request for the next fiscal Year. Given the September 1 deadline, Higher Education Institutions are required to submit requests to the Higher Education Policy Commission (HEPC) by August 20, 2021. Typically, Higher Education Institutions are not permitted to request an increase the amount of their current State Appropriations. However, we are required to submit our capital project priorities for which funding is requested, or for which institutional funding is planned/committed, and/or for which funding has been provided and these projects are in-progress.

**STAFF MEMBER:** Dale Bradley

Pierpont’s prioritized list of Capital Projects are evaluated by the State Community and Technical College System (CTCS) (HEPC) Staff and is placed on a state-wide CTCS/HEPC prioritized projects list for funding based on the following categories:

- Code compliance projects receive the highest priority.
- Re-roofing and building envelope projects are the second highest priority.
- HVAC and energy and utility improvements are the third highest priority.
- Building and campus renewal (renovation) projects.
- New Buildings

There is no guarantee that the list being submitted will receive funding. Attached is the list of Capital Project Requests Pierpont submitted.

**Pierpont Community & Technical College  
Capital Project Appropriations Request  
FY 2023**

<b>Priority</b>	<b>Building</b>	<b>Project</b>	<b>Project Cost</b>	<b>Category</b>	<b>HEPC Code</b>
1	Culinary Arts	Culinary Arts Instructional Facility	\$ 3,500,000	New Facility	001A712Y
2	Aerospace Education	Aerospace Education Facility	\$ 17,500,000	New Facility	002A711Y
3	Advanced Technology Center	Completion of Third Floor & FF&E	\$ 1,500,000	Existing	003A721Y
4	Campus Instructional Facility	New Instructional Facility & Purchase/Remodel of Facility on	\$ 15,000,000	New Facility	004A711Y
<b>Total</b>			<b>\$ 37,500,000</b>		



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**8**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of September 21, 2021**

**ITEM:** Approval of the Capital Funding for the Remodel and Expansion of the United Hospital Center (UHC) Building, 211 South Chestnut Street, Clarksburg, WV for the Veterinary Technology Assistant Program.

**COMMITTEE:** Finance/Audit and Administration Committee

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approve up to \$850,000 in Capital Funds for the remodel and expansion of the recently acquired United Hospital Center Building, 211 South Chestnut Street, Clarksburg, WV to facilitate the required relocation of the Veterinary Technology Assistant Program from the Fairmont Locust Avenue Campus.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Pierpont has been working for the past three years with the WV Council for Community & Technical Education related to the relocation of the Veterinary Technology Assistant Program due to significant deficiencies of the facilities in which the Program is now located on the Fairmont Locust Avenue Campus. The Program has been in a probationary status from its accrediting body due to the deficiencies of the current facilities. Pierpont recently purchased the United Hospital Center Building, 211 South Chestnut Street, Clarksburg, WV for the relocation of Pierpont's Veterinarian Technician Program.

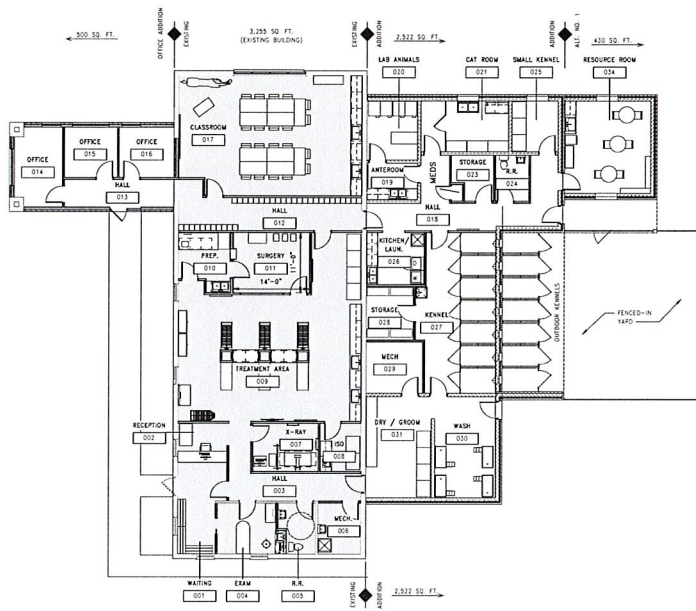
The WV Council engaged Pickering Associate as the Architectural Firm to perform the planning and design work needed to facilitate the relocation of the Program. In addition, the Council committed

approximately \$1.1 M to the relocation of the Program.

An approved final design for the remodel and expansion of the United Hospital Center Building, 211 South Chestnut Street, Clarksburg, WV is included on the following page. This plan incorporates all of the facility needs of the Program as well as addresses all of the specifications the program accrediting entities required for continued accreditation of the Program.

Pierpont's commitment of up to \$850,000 plus the \$1.1M committed by the Council makes this total project up to \$1,950,000.

Pierpont currently has approximately \$1,027,000 in uncommitted Capital Funds available for capital projects.



FLOOR PLAN  
SCALE: 1/8" = 1'-0"



Rev.	Date	By	Description
1	08/09/2021	PFW	CONCEPTUAL DESIGN DEVELOPMENT
2	08/09/2021	PFW	CONCEPTUAL DESIGN DEVELOPMENT
3	08/09/2021	PFW	CONCEPTUAL DESIGN DEVELOPMENT

Drawing Description  
PIERPONT COMMUNITY & TECHNICAL COLLEGE  
501 W MAIN ST. CLARKSBURG, WV  
PIERPONT VET TECH RELOCATION  
FLOOR PLAN

Project:	Z201911
Designed By:	KCH
Drawn By:	KCH
Checked By:	PFW
Scale:	1/8" = 1'-0"
Plot Date:	08/09/2021
Revision:	D
Drawing Number:	A110