

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 17, 2020
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on November 17, 2020, 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, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, and Christopher Sunseri

Board Members Absent: Brian Bozarth, Natalie Stone, and Warren ‘Chip’ VanAlsburg

Three governor appointed BOG positions are vacant.

President’s Cabinet Members Present:

Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Steve Leach, Cyndee Sensibaugh, and Michael Waide

Others in Attendance via videoconference:

Guests from Suttle & Stalnaker: Sarah Crouse, Whitney Merrill, and Kelly Shafer. Pierpont faculty and staff: David Beighley, K. Biddle, Suzan Clemens, John Davis, Memori Dobbs, Carolyn Fletcher, Amanda Hawkinberry, Jennifer McConnell, Nancy Parks, Robin Strader, Shelley 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 2:02 PM. Mr. Barlow noted the uptick in Covid-19 cases, and extended well wishes to all.

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 September 15, 2020, BOG Meeting – Action Item*

A motion was presented by Mr. Larry Puccio, Jr. to approve the Minutes from the September 15, 2020, Pierpont Community & Technical College Board of Governors Meeting, as presented. Ms. Brooke Nissim-Sabat seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

There were no recognitions presented.

III. President’s Report – Informational

COVID 19 - President Moore expressed that the Covid-19 Pandemic has created challenges for the faculty and staff to pivot on the fly. With the recent rise in cases, the institution is planning to restore remote learning and working from home beginning on November 23rd until January 4th. President Moore shared that the Covid-19 testing stats are available on the Pierpont website. Pierpont is waiting on guidance from the Community and Technical College System (CTCS) on Covid-19 testing for this Spring term.

IV. Operation Reports - Informational

Operation Reports were tabled as employees continue their focus on efforts to deal with the COVID-19 Pandemic.

V. Committee of the Whole

1. *Presentation and Acceptance of the FY 2020 Audited Financial Statements – Action Item (Suttle & Stalnaker, CPAs, and Dale Bradley, CFO/VP for Finance and Administration)*

Ms. Kelly Shafer and Ms. Sarah Crouse of Suttle & Stalnaker, PLLC, presented the Financial Statements for the Years ended June 30, 2020 and 2019, Independent Auditors Report, and the Report to the Governing Board. It was noted that the audit was performed remotely and the deadline of October 1, 2020 was met. The Independent Auditors opinion in the report was unmodified (clean) and the financial statements were presented fairly and in accordance with the accounting principles generally accepted in the United States. The Pierpont Board of Governors (BOG) were provided with a complete copy of the Audited Financial Statements and Reports electronically, and by USPS mail, prior to the BOG meeting.

Ms. Shafer and Ms. Crouse thanked Dale Bradley, Carolyn Fletcher, and Shelley Tharp for their work on the audit, noting that there were no difficulties encountered during the audit process. Mr. Barlow thanked the Business Office staff and Ms. Shaffer and Ms. Crouse for their work on the audit, noting the fine job performed. Mr. Bradley thanked Ms. Shafer, Ms. Crouse, and also Ms. Merrill for working with Pierpont noting that there were a few budget adjustments addressed. Mr. Bradley extended appreciation to Ms. Fletcher, Ms. Tharp and Ms. Mari Johnson for putting in so many extra hours to see that the audit was completed within the deadline.

A motion was offered by Mr. Rick Pruitte to accept the FY 2020 Audited Financial Statements, as presented. Ms. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

2. *Resolution for the Review of Comments and the Acceptance of the Repeal of Policy PP-3045: Shared Courses – Action Item
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review 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 repeal of Policy PP-3045: Shared Courses.

At the Pierpont Board of Governors meeting of September 15, 2020, a 30-Day Public Comment Period was established from September 16, 2020 through October 16, 2020, to provide the public the opportunity to address the proposed repeal of Policy PP-3045: Shared Courses.

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 staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Brooke Nissim-Sabat offered a motion to repeal Policy PP-3045: Shared Courses. Mr. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for the Review of Comments and the Acceptance of the Repeal of Policy PP-5024: Funding of Intercollegiate Activities – Action Item
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review 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 repeal of Policy PP-5024: Funding of Intercollegiate Activities.

At the Pierpont Board of Governors meeting of September 15, 2020, a 30-Day Public Comment Period was established from September 16, 2020 through October 16, 2020, to provide the public the opportunity to address the proposed repeal of Policy PP-5024: Funding of Intercollegiate Activities.

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 staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Brooke Nissim-Sabat offered a motion to repeal Policy PP-5024: Funding of Intercollegiate Activities. Mr. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *Resolution for the Review of Comments and the Acceptance of the Repeal of Policy PP-5044: Financial Partnership – Action Item
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review 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 repeal of Policy PP-5044: Financial Partnership.

At the Pierpont Board of Governors meeting of September 15, 2020, a 30-Day Public Comment Period was established from September 16, 2020 through October 16, 2020, to provide the public the opportunity to address the proposed repeal of Policy PP-5044: Financial Partnership.

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 staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Brooke Nissim-Sabat offered a motion to repeal Policy PP-5044: Financial Partnership. Ms. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

5. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-3048: Research Involving Human Subjects – Action Item
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review 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-3048: Research Involving Human Subjects.

Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-3048: Research Involving Human Subjects requires updating. This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and eliminates provisions more appropriate for a handbook than a policy.

The proposed public comment period will be from November 18, 2020 through December 17, 2020.

The PRC, consisting of Pierpont administration, faculty and staff, evaluate existing BOG policies for amendment or repeal and development of new BOG policies, as needed.

Ms. Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for Policy PP-3048: Research Involving Human Subjects, as presented. Mr. Christopher Sunseri seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

6. *September 30, 2020 Combined Finance Report – Informational Item
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the September 30, 2020 Combined Finance Report were provided in the November 17, 2020, Pierpont Board of Governors Book. It was noted that changes in projected revenues, based on enrollment declines, were made with a budget increase adjustment of \$50,000 to under projected revenues to the Central Fees Fund and the Student Programing Fund. A budget decrease adjustment of \$150,000 to the Auxiliary Enterprise Revenue and a budget decrease adjustment of \$18,000 to Other Operating Revenue helped to generate a positive balance of \$358,959.

VI. Board Committee Reports

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

In absence of Mr. Brian Bozarth, Chair of the FA Committee, Mr. Dale Bradley, presented the FA Committee Report.

- a. Review of the FY 2020 Audited Financial Statements Board of Governors Support Funds

The Board of Governors Support Funds from the FY 2020 Audited Financial Statements were further reviewed, by Mr. Bradley and Ms. Fletcher, highlighting the Debt Obligations Due to the Commission and the Debt Obligations Due to Fairmont State. Complete details of the Board of Governors Support Funds, within the FY 2020 Audited Financial Statements, were provided to the BOG members electronically, and by USPS mail, prior to the BOG meeting.

b. Review of the FY 2020 Composite Financial Index (CFI) Score Analysis

Pierpont's CFI Score for FY 2020 is 0.27 when including eligible Foundation Funds. The CFI for FY 2020 shows an improvement from FY 2019 of -0.84. When Other Postemployment Benefits (OPEB) is excluded, Pierpont's CFI for FY 2020 is 1.56. Complete details of the FY 2020 CFI Score Analysis was provided in the November 17, 2020 Board of Governors Book.

c. Institutional Comments/Review of Auditor's Management Comment Letter

A review of the Institutional Comments/Auditor's Management Comment Letter from the FY 2020 Audited Financial Statements provided a more in-depth discussion with the Board with Mr. Bradley and Ms. Fletcher. Complete details of the Auditor's Management Comment Letter was provided to the BOG members electronically, and by USPS mail, prior to the BOG meeting

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.

Ms. Nissim-Sabat announced that the CARR Committee has six subcommittees. The next meeting will be held on December 1st, at which the subcommittee chairs will provide updates and prepare for the meeting on December 4th with the BOG.

Mr. Barlow thanked Ms. Nissim-Sabat for her work with the CARR Committee, and conveyed to fellow BOG members that the CARR Committee could use additional BOG members to become involved.

3. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational (Chip VanAlsbury)*

In absence of Mr. VanAlsbury, Chair of the GRPHR Committee, Mr. Steve Leach provided the GRPHR Report.

The newly elected legislators will be invited to attend a Pierpont virtual meeting, or a conference call, at the beginning of the year to welcome them and offer a Q&A

opportunity with the institution. The next Legislative Session begins on January 20, 2021.

VII. New Business

1. Upcoming Meetings:

- a. A virtual Board of Governors Workshop/Retreat will be held on Friday, December 4, 2020
- b. The next regularly scheduled ATC Advisory Board meeting will be held on Friday, December 4, 2020 during the annual Board of Governors Workshop/Retreat

VIII. Old Business

None.

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, Mr. Rick Pruitte offered a motion to adjourn the meeting at 3:53 PM. Ms. 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.