

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 15, 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 September 15, 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, Brian Bozarth, Brooke Nissim-Sabat, Jillian Sole, Christopher Sunseri, and Warren 'Chip' VanAlsburg

Board Members Absent: Rick Pruitte, Larry Puccio, Jr., and Natalie Stone,
Three governor appointed BOG positions are vacant.

President's Cabinet Members Present:

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

Others in Attendance via videoconference:

David Beighley, Kimberly Cale, Suzan Clemens, Susan Coffindaffer, Kari Coffindaffer, Madison Fast, Chris Daniels, Carolyn Fletcher, Ron Hamilton, Amanda Hawkinberry, Holly Kauffman, Jennifer McConnell, Travis Miller, Katie Roehner, Casey Shaver, Zachary Summers, Shelley Tharp, Raven Thomas, Beth Thompson, and Jeffery Thompson

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 June 16, 2020, BOG Meeting – Action Item*

A motion was presented by Ms. Jillian Sole to approve the Minutes from the June 16, 2020, Pierpont Community & Technical College Board of Governors Meeting, as presented. Mr. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *Approval of Minutes from the June 22, 2020, BOG Meeting – Action Item*

A motion was presented by Mr. Brian Bozarth to approve the Minutes from the June 22, 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

- Raven Thomas (Student Involvement Coordinator) introduced the newly elected Student Government Association (SGA) Officers and Senators to the Pierpont Board of Governors.

Mr. Christopher Sunseri is President of the student body and will be serving as the SGA Representative to the Board of Governors. Mr. Sunseri was elected on April 30, 2020 and will serve from July 1, 2020 to June 30, 2021. Mr. Sunseri took his Oath of Office on August 31, 2020, administered by Cyndee K. Sensibaugh, Notary Public.

Ms. Thomas introduced Vice President – Madison Fast, Treasurer – Zachary Summers, Secretary – Casey Shaver, Senator – Garret Crossland Bolyard, and Senator – Katelyn Waddell

President Moore, Chairman Barlow, Board members, and attending faculty and staff welcomed the new officers and thanked them for serving in such important roles on behalf of their colleagues.

- Chairman Barlow and President Moore gave official recognition and appreciation to Holly C. Kauffman. Ms. Kauffman retired from her service to the Pierpont Board of Governors on July 1, 2020. Ms. Kauffman was appointed by Governor Jim Justice to serve on August 7, 2017. During her tenure, Ms. Kauffman served as Chair of the President Evaluation Committee and served on the ATC Advisory Board. A plaque of appreciation was presented to Ms. Kauffman.
- Chairman Barlow and President Moore officially honored and memorialized the service of Ms. Sharon L. Jones Shaffer. Ms. Shaffer dedicated over 10 years of service to the Pierpont Community & Technical College Board of Governors from March 22,

2010, until her death on July 3, 2020. Throughout the years Ms. Shaffer served as the Board's Vice Chair and Secretary, and she also served as Chair of the Communication, Academics, Recruiting and Student Services (CARS) Committee. Ms. Shaffer also served as the Chair and Vice Chair of the Pierpont Advanced Technology Center Advisory Board. A memorial plaque of appreciation will be sent to Ms. Shaffer's family.

- President Moore announced the recognition and appreciation of Dr. Suzan Walsh Clemens (Director of Support Services, Counseling and Disability Services) and Ms. Jenifer McConnell (Executive Director of Admissions and Student Engagement) for receiving the 2020 NISOD Excellence Award for their extraordinary work, outstanding commitment and contribution to Pierpont students, colleagues, and the community. Medallions and award certificates were presented to Dr. Clemens and Ms. McConnell.

III. President's Report – Informational

COVID 19 - President Moore spoke of the challenging times that the COVID pandemic has brought to Pierpont's employees and students over the last six months. Recognizing that Pierpont is not alone, as institutions across the country are scrambling to deal with Coronavirus clusters on campuses. Dr. Moore thanked the students, faculty and staff who are following the rules and respecting the safety of the campus community. As of this day Pierpont has no known active cases. Dr Moore emphasized the need to continue to wear masks and practice social distancing while in public.

Introduction of Mr. Ron Hamilton, Chief Information Officer – President Moore took a moment to introduce Mr. Ron Hamilton who began serving as Pierpont's Chief Information Officer on August 31, 2020. Mr. Hamilton has worked for 37 years in various capacities in the technology field within West Virginia. He has served as a CTO, CIO, and has expertise in Banner, Oracle, intuitional research and software development.

IT Staff Recognition – President Moore also thanked the IT staff members, Mr. Chris Daniels and Mr. Jeffery Thompson for their outstanding guidance and assistance in all IT related matters, over a three-month period, while waiting for the new CIO. Mr. Daniels and Mr. Thompson were able to successfully stand up Pierpont's very own IT network and enable Pierpont to operate more efficiently, saving time and money.

Virtual Commencement 2020 – President Moore announce that Pierpont Community & Technical College will be holding its very first virtual commencement on November 20, 2020, to honor the graduating classes of Summer 2019, Fall 2019, Spring 2020, Summer 2020 and Fall 2020. President Moore thanked the Commencement Committee for their work on this important event (J.J. Davis, Amanda Hawkinberry, Vickie Hedrick, Cyndee K. Sensibaugh, and Matthew Turner).

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. Resolution for Approval of a 30-Day Public Comment Period for 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 a 30-day public comment period for the repeal of Policy PP-5024: Funding of Intercollegiate Activities.

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.

The Pierpont Community & Technical College Board of Governors Policy PP-5024: Funding of Intercollegiate Athletics is no longer applicable, and, therefore, should be Repealed.

A decision made in March of 2009 by the West Virginia Intercollegiate Athletic Conference (WVIAC) Board of Directors, following the NCAA two-year consortium rule, determined that Pierpont Community & Technical College students are no longer permitted to participate in intercollegiate athletics.

In Section 18B-2A-7a of House Bill 3215 it states that community and technical colleges whose students were paying athletic fees for the benefit of the former sponsoring institution, but receiving no direct benefit from those fees, could phase the fee out over a five-year period.

In response to HB 3215, at the Pierpont Board of Governors meeting held on October 18, 2011, the Board voted to phase-out and repurpose the student athletic fee. The existing policy, which was modified by the Board of Governors on April 17, 2012, outlined the Athletic Fee phase out plan through AY 2015.

The proposed public comment period will be from September 16, 2020 to October 16, 2020.

Ms. Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for the repeal of Policy PP-5024: Funding of Intercollegiate Activities, as presented. Mr. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *Resolution for Approval of a 30-Day Public Comment Period for 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 a 30-day public comment period for the repeal of Policy PP-3045: Shared Courses.

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.

The Pierpont Community & Technical College Board of Governors Policy PP-3045: Shared Courses is no longer applicable, and, therefore, should be Repealed.

Historically, Pierpont Community & Technical College and Fairmont State University shared courses. On August 20, 2018, Pierpont Community & Technical College converted and implemented the delivery of its own independent courses and no longer shares courses with Fairmont State University.

The proposed public comment period will be from September 16, 2020 to October 16, 2020.

Ms. Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for the repeal of Policy PP-3045: Shared Courses, as presented. Mr. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for Approval of a 30-Day Public Comment Period for the 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 a 30-day public comment period for the repeal of Policy PP-5044: Financial Partnership.

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.

The Pierpont Community & Technical College Board of Governors Policy PP-5044: Financial Partnership is no longer applicable, and, therefore, should be Repealed.

Ms. Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for the repeal of Policy PP-5044: Financial Partnership, as presented. Ms. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *Resolution* Restructure and Appointments of the Pierpont Community & Technical College (Pierpont) Board Committees, Chairs, and Members for the 2020-2021 Academic Year.
– *Informational Item (Mr. Thomas Barlow, Chair)*

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014:

IV. Special Committees

A. Appointment of Special Committees of the Board

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee. Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings. Special committees may not act unilaterally for the Board. Committee members may conduct meetings via electronic conferencing.

Therefore, Chairman Thomas Barlow of the Pierpont Board of Governors announced the restructure and appointments of the Chairs and members, to the BOG Committees for AY 2020-2021.

Complete details were provided within the September 15, 2020 Pierpont Community & Technical College Board of Governors Book attachments and posted on the Pierpont Community & Technical College Board of Governors Webpage.

VI. Board Committee Reports

1. *Finance and Administration Committee Report (FA) – Informational Item (Brian Bozarth, Chair)*

Mr. Dale Bradley, CFO/VP Finance and Administration, shared that the FA Committee met on September 11th to discuss enrollments and revenue in comparison to the budget projections. As the nation deals with COVID-19 Pandemic, Pierpont is experiencing lower than projected enrollment and revenue. Mr. Bradley discussed

the steps that Pierpont is taking to address the shortfall and shared a plan citing funds available in the Labor and Transfers budgets. Mr. Bradley noted that the overall institutional spending and travel have greatly decreased and expressed appreciation to the employees for doing well in these areas.

2. *AdHoc BOG Executive Officers Nominating (EON) Committee Report (Brian Bozarth, Chair, Brooke Nissim-Sabat, Rick Pruitte, and Warren VanAlsborg)*

a. Resolution for Approval of a New Vice Chair for AY 2020-2021 Due to Unexpected Vacancy – Action Item

Brian Bozarth, Chair, presented the Ad Hoc Nominating Committee Report.

At the Pierpont Community & Technical College Board of Governors meeting held on June 16, 2020, the BOG Executive Officers were approved for the 2020-2021 academic year. Those officers were:

- Thomas Barlow, Chair
- Sharon Shaffer, Vice Chair
- Brian Bozarth, Secretary

Then, due to the very sudden death of the Pierpont Community & Technical College Board Vice Chair, Sharon J. Shaffer, on July 3, 2020, the Pierpont Community & Technical College Board Chair solicited nominations, electronically, to fill the vacant Vice Chair position on July 8 through July 10, 2020.

On July 14, 2020 a call for final vote of the candidate with the most nominations was submitted, via email.

On July 20, 2020, Brooke Nissim-Sabat was named, and agreed to serve, as the newly elected Pierpont Community & Technical College Board Vice Chair for 2020-2021.

Mr. Warren VanAlsborg offered a motion to approve Brooke Nissim-Sabat as Vice Chair, to replace Ms. Sharon Shaffer, for the remainder of the 2020-2021 academic year. There was no discussion on the motion. Ms. Jillian Sole seconded the motion. All agreed. Motion carried.

3. *Data Analytics Research Committee – Informational (Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat shared that the DARS Committee has not met due to the pending restructuring of the Board committees.

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

Mr. VanAlsburg informed that he and Mr. Steve Leach have been discussing strategies on maintaining state government relationships and raising awareness on continuing education needs and availabilities. A meeting was held with officials to outline Pierpont’s procedures in managing the pandemic. There has also been focus on the replacement of vacant positions on the Pierpont Board of Governors.

VII. New Business

1. Upcoming Meetings:

- a. The next BOG meeting will be held on Tuesday, November 17, 2020
- b. The next regularly scheduled ATC Advisory Board meeting is planned to be held on Friday December 4, 2020 in combination with the annual Board Workshop

VIII. Old Business

None.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

1. *Entering Executive Session – Closed Session*

Ms. Brooke Nissim-Sabat 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. Mr. Warren VanAlsburg seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

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

Mr. VanAlsburg motioned to exit Executive Session and return to Open Session. Ms. Nissim-Sabat seconded the motion. All agreed. Motion carried.

3. *Items brought forward from Executive Session*

No items were brought forth from Executive Session

XI. Adjournment

There being no further business, Mr. VanAlsburg offered a motion to adjourn the meeting at 3:29 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.