

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**February 25, 2014**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 25, 2014, beginning at 2:00 PM at the Pierpont Center at Veteran's Square, Room 112.

Present at the meeting were Board members:

Chairman Earl McConnell, Barbara Pavel-Alvarez, Linda Aman (via phone), Jessica Cale, Jim Griffin, Kyle Hamilton, Beverly Jones, Rick Pruitte, Sharon Shaffer, Jeff Tucker (via phone), Chip VanAlsburg, and Gene Weaver.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**


Chairman McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

**Approval of Minutes**

The minutes of the Board of Governors meeting held on November 19, 2013 were presented for approval. Kyle Hamilton offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion carried.

The minutes of the Board of Governors Retreat held on December 6, 2013 were presented for approval. Jim Griffin offered motion to approve the minutes, as presented. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

**Special Recognitions/Presentations**

 Lieutenant Colonel Joel E. Miltenberger, West Virginia Employer Support of the Guard, officially presented a signed Statement of Support for the Guard and Reserve

to Pierpont for being a cornerstone in maintaining support to employers of West Virginia in the hiring and education of Veterans.

- 🏆 Congratulations was given by the Board and the President to Chef Mahoney (Head Coach), Chef McCue (Asst. Coach) and the Pierpont Culinary Team (Pamela Stephens (Captain), Joseph Friend, Donald Griseto, William Prunty, and Sarah Johnson (alternate)) for qualifying for the ACF Northeast Regional Competition that will be held in Providence, RI on April 11-15. The team scored ACF Bronze Medals in the competition. The bronze metals and certificates were presented by Chef Mahoney to the team.
- 🏆 Congratulation was given by the Board and the President to Tracey Corbin, EMS Instructor, for being named the 2013 Outstanding EMS Educator by the Marion County Rescue Squad.
- 🏆 Special recognition was given by the Board and the President to Leslie Lovett, Dana Gribben, and Laura Williams for the immense work and time that they put into bringing the electronic Pierpont Academic Catalog together, and integrating it within the new Pierpont website.

## **President's Report**

Dr. Larson began her report by sharing an electronic newsletter “Power of 32” with the Board in which Pierpont was recognized in an article on February 6<sup>th</sup> “Matching Education to Jobs”.

Dr. Larson provided a report on the Higher Learning Commission site team visit schedule to take place on March 1, 3, and 4, 2014.

The President prepared a summary sheet of the Higher Learning Commission accreditation criteria and suggestions regarding the Board's role in fulfilling our mission and successfully meeting the criteria standards.

Dr. Larson stated that being a Pioneer institution for the new Pathways accreditation process has been challenging and requires flexibility to adapt to changing data standards and formats.

Pierpont welcomes the chance to show off the quality of our faculty, the caring nature of our staff, our strong teamwork and our deep commitment to the community. There will be opportunities for the site team to look beyond the numbers and the data and to meet face to face with members of the Pierpont family.

Dr. Larson stated that as we wait to get a final budget picture for the next fiscal year, we are hopeful that the budget reduction will not exceed 3.75% for higher education. The removal of the tuition cap was presented to the Council in January and the statewide

Board of Governors Association has requested that the issue be placed as an action item on the April Council agenda. The Finance and Audit Committee will have a tuition recommendation for the Board for the March meeting.

The President provided some highlights that the Pierpont faculty and staff have been working on over the past few months that include:

- 🏛️ Revamping of Developmental English and Mathematics to support the College Completion agenda
- 🏛️ Extension of the EMS curriculum to bridge EMT and Paramedic professionals
- 🏛️ Continuous review and analysis of the ATC building, budget and equipment
- 🏛️ Revamping the Criminal Justice curriculum
- 🏛️ Applied Design students continue to renew the window displays at Veterans Square
- 🏛️ Working on a mid-March launch of our new look on the web site
- 🏛️ Implementing a collaborative promotional campaign for Career and Technical programs and Pierpont
- 🏛️ Remodeling some Academic Studies space in Jaynes Hall
- 🏛️ Completing the Student Services space moves in Hardway Hall
- 🏛️ Conducting Welcome Wednesday events at MTEC, Lewis, and Braxton
- 🏛️ Promoting the use of EDGE credits in our service area
- 🏛️ Preparing for the ATMAE accreditation process for Business and Technology programs
- 🏛️ Hosting the Pierpont 5K on March 27

Dr. Larson concluded her report by saying that she held a mini-retreat with the Classified Staff. A component of the retreat was to reflect on the meaning of Pierpont – literally the meaning of each letter in Pierpont and how it relates to our mission and vision.

Dr. Larson shared the Classified Staff's interpretation of PIERPONT with the Board:

P – Personal, practical, potential

I – Incredible, innovative, individualized

E – Efficient, educational, Excellent, enterprising

R – Resourceful, Relevant, Rewarding, Responsive

P - Professional, possible

O – Outstanding, Opportunities

N – Noteworthy, New, Nurturing

T – Trustworthy, Technical, Timely, Transparent.

## Operation Reports

- 🏛️ Academic Affairs: Leslie Lovett reviewed the schedule of the Higher Learning Commission Pioneer Pathways Accreditation visit and the Quality Initiative Report and Response.
- 🏛️ Center for Workforce Education: Paul Schreffler deferred his report until next month's Board meeting.
- 🏛️ Classified Staff: Mary Jo Rutherford read her report to the Board.
- 🏛️ Faculty Senate: David Beighley stated that the Faculty Senate met on February 14<sup>th</sup>. Some of the items on the agenda addressed budget cuts, and the College Completion Academy.
- 🏛️ Office of Public Safety: Chief Jack Clayton provided a report and discussed the Clery Act, Violence Against Women, Title IX, and the process of gathering crime statistics and monitoring criminal activity on all campuses. The fellowship program for Criminal Justice is moving forward and there is one student intern at the State Police Training Academy. Jim Griffin requested that this report be provided to the Board on a quarterly schedule.
- 🏛️ Regional Academics: Jeani Hawkins provided an electronic presentation on statistics for the Regional Academics service area. Jim Griffin requested that this report be provided to the Board on a semester schedule.
- 🏛️ Student Government Report: Jessica Cale provided the report in SGA President Sean Rafferty's absence. Miss Cale reviewed activities that the SGA is working on.

## Committee of the Whole

### ➤ *Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of December 31, 2013. Consolidated budget reports were also provided for October 31, 2013 and November 20, 2013. Complete details of these financial reports were provided in the February 25, 2014 Board of Governors book.

### ➤ *Capital Projects Update*

Tom Tucker and Stephanie Slaubaugh presented a handout to the Board and provided a review of construction projects currently underway and nearing completion.

➤ *Pierpont Board of Governors Bylaws*

Cyndee Sensibaugh presented a Resolution to the Board for approval of the Pierpont Board of Governors revised Bylaws, as amended at the Pierpont Board of Governors Retreat on December 6, 2013.

On December 6, 2013, at the Board of Governors Retreat, a proposed draft of the Pierpont Board of Governors Bylaws was presented and reviewed. Recommendations were made for revisions to the draft. Those revisions were incorporated into the Bylaws and an amended draft was sent to the Board members for review on December 9, 2013 and on January 28, 2014.

It was noted that upon adoption of the Pierpont Community & Technical College Board of Governors Bylaws they become effective.

Kyle Hamilton moved to approve the Resolution to accept the revised Pierpont Community & Technical College Board of Governors Bylaws, as amended, and upon this approval the Bylaw shall become effective. Sharon Shaffer seconded the motion. There being no questions or discussion on the motion, all agreed. Motion carried.

➤ *Fulfillment of the Vacant Chair Position of the Regional Academics Committee*

Gene Weaver brought forth a Resolution that the Pierpont Community & Technical College Board of Governors review and approve the fulfillment of the vacant Regional Academics Committee Chair.

A vacancy in the position of Chair of the Regional Academics Committee occurred on October 8, 2013, when Pierpont Community & Technical College Board of Governors member Mr. Thomas Stose tendered his resignation. Mr. Stose served as the Faculty Senate representative to the Pierpont Board of Governors.

The fulfillment of this vacant position on the Regional Academics Committee is selected and approved by the Pierpont Board of Governors.

Gene Weaver then moved to nominate Barbara Pavel-Alvarez to serve in the vacant Chair position of the Regional Academics Committee. Earl McConnell opened the floor to receive additional nominations. Earl McConnell noted that there being no other nominations brought forward, he seconded the motion that Barbara Pavel-Alvarez fill the vacant Chair position of the Regional Academics Committee. There being no questions or discussion on the motion, all agreed. Motion carried.

## **Committee Reports**

### ➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, presented the Audit/Finance Committee Report

#### A. Resolution to Accept the 2013 Audited Financial Statements

Kyle Hamilton presented a Resolution that the Pierpont Board of Governors accepts the Financial Statements and the Independent Auditor's Report for FY 2013.

Dale Bradley noted that the auditing firm of Deloitte & Touche, LLP presented the audit report of Pierpont Community & Technical College's prepared financial statements to the BOG Finance Committee on December 4, 2013, and a copy of this report was provided to the Board at the Board of Governors Retreat on December 6, 2013.

The report indicated that all statements prepared by staff presented fairly, in all material respects, the financial position of Pierpont Community & Technical College. Pierpont was provided an unqualified opinion.

Kyle Hamilton moved to accept the Financial Statements and the Independent Auditor's Report for FY 2013, as presented. Sharon Shaffer seconded the motion. There being no questions or discussion on the motion, all agreed. Motion carried.

### ➤ *Off Campus/Regional Academics Committee Report*

Jeanie Hawkins reported that at the MTEC facility handicapped parking is being developed and new blinds are being placed on the windows in the classroom. The waterfall art in the entryway at MTEC was in need of painting and repair due to the water flow breaking down the existing paint on the piece. Also at MTEC, the classroom bells were disconnected from Pierpont's classrooms. The bells are programed to the MTEC schedule.

### ➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that a portion of the new Pierpont web site will be available in March with the full web site release due in June. School advertisements will be planned to coincide with the June web site release date.

## **Public Comment**

No signatures were recorded.

## **New Business**

- Dale Bradley, CFO, requested that the next Board of Governors meeting previously scheduled for March 18, 2014 be moved to a later date. After discussion by the Board it was agreed that the March 18, 2014 Board of Governors meeting would be moved to March 26, 2014 at 2:00 PM.
- The North Central Advanced Technology Advisory Board meeting scheduled for March 18, 2014 at 1:00 PM will also be moved to March 26, 2014 and will precede the Board of Governor meeting.

## **Old Business**

No old business.

## **Executive Session**

A motion was made by Jim Griffin that 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. Sharon Shaffer seconded the motion. All Agreed. Motion carried.

## **Exiting Executive Session**

At 5:25 PM, the Board exited Executive Session. There were no items for brought forward discussion or review from Executive Session.

## **Adjournment and Next Meeting**

There being no further business, Jim Griffin made a motion to adjourn. Chip VanAlsbury seconded the motion. All Agreed. The Board meeting was adjourned at 5:26 PM.