

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 26, 2015
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 26, 2015, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (via phone), Kelly Buchanan, Kyle Hamilton, Beverly Jones, Earl McConnell (via phone), Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, Warren 'Chip' VanAlsburg, and Gene Weaver.

Board members absent were:

Jeff Tucker

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Stephen 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 Jim Griffin called the meeting to order at 2:01 PM 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 18, 2014 were presented for approval. Kyle Hamilton offered a motion to approve the minutes, as presented. Gene Weaver seconded the motion. All agreed. Motion passed.

The minutes from the Board of Governors retreat held on December 1, 2014 were presented for approval. Gene Weaver offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

The minutes of the Board of Governors meeting held on December 16, 2014 were presented for approval. Gene Weaver offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

- 🏆 Dr. Larson recognized Pierpont Board of Governors member, Chip VanAlsburg, for serving as the 2015 I-79 Development Council Chairman of the Board.
- 🏆 Dr. Larson recognized Matt Swain, Deputy Chief of Police for the Department of Public Safety, for his graduation from the FBI National Academy Program at Quantico, VA on December 19, 2014.
- 🏆 Dean Brian Floyd recognized, and the Board congratulated, the Pierpont Culinary Team for achieving silver medals at the American Culinary Federation Northeast Divisional Hot Foods Competition in Buffalo, NY on December 5, 2014.
- 🏆 Mary Jo Rutherford, President of the Classified Staff Council, introduced Amanda Hawkinberry and Tracey Kennedy as the newest members of Pierpont's Classified Staff.

President's Report

Dr. Doreen Larson provided an update on six goals established for the President's focus during the 2014-2015 academic year.

1. Complete and Open the North ATC

- A major result of the settlement agreement with FSU was securing the \$1 million in capital funds needed to complete the Pierpont contribution to the overall project. Pierpont has invested close to \$5 million in capital funds in addition to the initial state funding of \$15 million.
- Concurrent with the construction activities, Pierpont is advocating for \$500,000 in annual operating funds to be added to Pierpont's state appropriation. Dr. Larson thanked Board members for meeting with key legislators to request this funding. The Pierpont faculty prepared an operating fund handout and they are actively engaged in advocating for funds, including a letter-writing campaign that has just been launched.
- Equipment for the North ATC has had significant funding from the "Bridging the Gap" TAACCCT grant obtained by the state community college system. Pierpont is continuing to identify needed equipment and place orders in a timely fashion to fully utilize those grant dollars.

- Over the spring months there will be articles and special coverage of the ATC in are local newspapers and local TV stations. The region is excited about this facility and they have large expectation for its impact on current and future businesses.

2. Stabilize Enrollment and Increase External Funding

Dr. Larson expressed to the Board that every Pierpont employee - faculty, staff, administration, and students, took personal responsibility for assisting students to enroll for spring and encouraging new students to apply and enroll.

- Pierpont had positive spring 2015 enrollment numbers in transfer students (+125%), HS students taking college courses (+22%), and “other” students – prison programs (+3%). Our enrollment concern is with smaller numbers of new students. Steps are being taken to beef up services to support more new students next fall.
- The overall spring enrollment numbers were 9% better than predicted putting Pierpont in a positive budget position, at this time.
- We are planning to purchase high quality enrollment services from Blackboard Inc. to provide 24/7 student services focused on application and registration.
- Pierpont continues to meet and/or exceed all benchmarks for the Bridging the Gap statewide grant. Pierpont is operating at close to full staffing for the grant and are focused at this time on professional development resources for curriculum in Energy and Manufacturing.
- The Mechatronics program was totally re-designed along the goals of the Bridging the Gap grant to provide a core curriculum for the first year in Power and Energy with second year options to specialize in instrumentation, motor controls, electronics, and robotics.
- The Pierpont designation as a ShaleNet Hub has provided immediate scholarship funds of \$25,000 for this year with an automatic increase to \$50,000 for next year. Other scholarship and grant funds will become available exclusively to ShaleNet Hub colleges over the next few years.
- Pierpont received external project funds of \$350,000 to start up a Data Cabling and Fiber Optic technician Rapid Response program and also a \$250,000 Power Plant training program for the WV National Guard with courses at Camp Dawson.

3. Establish the Pierpont Foundation

The Pierpont Foundation has a solid Executive Board with a few new members still being added. All documentation is complete and submitted to the Federal IRS for the Tax-Exempt status. The Board has participated in several orientation programs and a comprehensive Board training program is being designed to launch as soon as the Tax Exempt status is confirmed.

- Pierpont continues to receive funds and award scholarships via the Financial Aid staff and a fee for service agreement with the Fairmont State Foundation

- This past year Pierpont achieved the Endowment level for 3 scholarships and added two new scholarship funds with goal of Endowment.
- Overall the Foundation has received over \$100,000 in contributions.
- Pierpont continues to lead the state community colleges in the awarding of local scholarships to students

4. Develop a New 5-Year Strategic Plan and 5-Year Budget Plan

Under the leadership of Dean Brian Floyd, the new Strategic Plan has made great progress and maintained an environment of campus-wide input while adding a component of community input as well.

- The New Strategic plan is on schedule for presentation to the Board this spring
- The November Stakeholder meeting related to new plan was highly successful and highly informative.
- The draft plan is being rolled out for campus discussion during this month. Board members were encouraged to attend the open forums.
- The final year of the 2010-2015 strategic plan is meeting all goals.

5. Complete a First Draft of a 10-Year Facilities Master Plan

Work on a 10 year plan was deferred until agreements with FSU were reached regarding control of capital funds and shared facilities.

- The settlement agreement with FSU that was signed in December will provide foundation for realistic future facility planning and funding
- The renovated Pierpont Student Services facility in Hardway are working out well
- The equal representation on Facilities Committee that was gained via Settlement Agreement with FSU will allow for better signage, space, and upgrades for Pierpont on the shared campus
- Pierpont does not yet, however, have availability to much needed classroom space at shared facilities and continues to request additional space from FSU and look at alternative community spaces.
- We continuing to assess regional facilities for maximum use in both face to face instruction as well as distance learning.
- Physical Plant completed a site visit and detailed status plan of facilities at the RCB-NAEC. Immediate repairs were initiated and the facility will be monitored for ongoing HVAC problems.
- HVAC issues continue in Vet Tech area as well as classrooms in Colebank and classrooms and offices in Jaynes and Hardway.

6. Implement an Independent Student BANNER System for Pierpont


The project has met or exceeded all benchmarks. There has been excellent coordination and communication between the Pierpont IT staff and Pierpont Student Services.

- Pierpont Banner instance created and launched in January 2015 as planned
- Weekly meetings between IT and Student services keep the project on time and well- coordinated.
- Testing and training has begun for Pierpont student services staff.
- A combination of Pierpont staff and shared staff continue to run the old system in parallel to ensure smooth services to students.
- The target date for switching to new Pierpont instance is January 2016 to support Fall 2016 enrollment.
- The final step in the conversion is agreement between Pierpont and FSU regarding general education courses.
- The Degree Works course and program audit software is ready for spring roll out.

Other Highlights:

- Faculty Tenured positions have become available. Faculty are working on tenure process to enable faculty to apply for tenure at Pierpont.
- Major curriculum revisions were completed within the fall deadline updating programs in general business, technology, criminal justice, and sign language, to name a few.
- The new Pierpont Website has rolled out ahead of the March 2015 schedule.
- The Budget planning committee is preparing recommendations for the FY2015-16 budget in time for the March BOG meeting.
- The Deans are reviewing all programs and courses for appropriate fee charges.
- Pierpont student services staff are gaining experience and control of student communication and services resulting in enrollment gains and better student satisfaction.
- Faculty promotions for 2015 have been approved.
- The Regional re-organization project will be implemented in phases.

Operation Reports

 *WV Advisory Council of Faculty (ACF) Annual Report:* Amy Cunningham, Advisory Council of Faculty representative for Pierpont, provided a presentation on the role of the ACF and the goals that are being focused on for this academic year. She stated that the ACF serves as a resource to the legislature and as the voice of the faculty.

Ms. Cunningham shared that the ACF is focusing on investing in education and is committed to serving in quality institutions, providing top programs, offering community services, and working with businesses to develop educational partnerships. Challenges that West Virginia is facing: the state is ranked last for state operating support and WV needs an additional 20,000 degrees to meet the 2018 workforce needs.

Discussion was held on salary ranges for degrees by industry and resolution on Senate Bill 330 with Senate Bill 439.

- 🏛️ *Academic Affairs Annual Report:* Provost Leslie Lovett deferred her report to use the time when presenting the Committee of the Whole program revision items.
- 🏛️ *Faculty Senate Report:* David Beighley reported that the Legislative Advocacy Committee was present during the opening legislative session in Charleston, the Curriculum Committee read and approved 21 program curriculums, and the Faculty Welfare Committee is looking into the emergency notification system.
- 🏛️ *Office of Public Safety Report:* In absence of Chief Jack Clayton, Matt Swain provided the Office of Public Safety report. Deputy Swain reported that the Department is working on 12-hour shifts, which has improved the staffing shortage levels. The Office of Public Safety is working with satellite campuses to define safety and evacuation plans.

A question was asked of Deputy Swain to continue to look into the Connect Yard Alert System, so that Pierpont staff and students are notified in a timely manner. Deputy Swain stated that this matter is being looked into and efforts for continued and timely communication are federally mandated in the Cleary Act.

- 🏛️ *Workforce Development Report:* Paul Schreffler referred to the report provided in the February 26, 2015 Board Book and asked for any questions. No questions were brought forward.

Committee of the Whole

➤ *Financial Reports - Informational*

Dale Bradley provided reports 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 October 31, 2014, November 30, 2014 and December 31, 2014. All details of these financial reports were provided in the February 26, 2015 Board of Governors Book.

➤ *Resolution for Action on New Programs and Program Revisions*

Provost, Leslie Lovett presented a resolution for approval that Pierpont will offer AAS degree programs in (1) Health Sciences, (2) Business, and (3) Applied Process in Technology. With this same resolution, it was requested to discontinue the AAS degrees in (a) Office Management and Technology, (b) Mechatronics Technology, and (c) Power Plant Technology, as well as (d) CAS in Power Plant Technology.

The Pierpont Faculty Curriculum Committee has reviewed and approved the redesigned programs of study. Complete details were provided in the February 26, 2015 Board Book.

Sharon Shaffer offered a motion for approval that Pierpont is permitted to offer AAS degree programs in (1) Health Sciences, (2) Business, and (3) Applied Process in Technology, and that Pierpont is also permitted to discontinue the AAS degrees in (a) Office Management and Technology, (b) Mechatronics Technology, and (c) Power Plant Technology, as well as (d) CAS in Power Plant Technology. Rick Pruitte seconded the motion. All agreed. Motion carried.

Final approvals of these programs are pending with the review and approval by the West Virginia Community and Technical College System, the Higher Learning Commission, and the US Department of Education.

➤ *Resolution for Action on Proposed New Policy No. 58 – Email Established as an Official Form of Communication – 30-Day Comment Summary*

Mr. Dale Bradley presented and was available for comments on the resolution to approve the final version of proposed Policy No. 58 – Email Established as an Official Form of Communication. This final draft included modifications based on any comments received during the announced 30-day public comment period.

At the Pierpont Board of Governors meeting of November 18, 2014, a 30-Day Public Comment Period was established from November 19, 2014 to December 18, 2014 to provide the public the opportunity to address the proposed new BOG Policy No. 58 – Email Established as an Official Form of Communication. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

One comment was submitted during the 30-day public comment period from a member of the President’s Cabinet, stating: “FSU is in the process of implementing a duplicate BOG policy. As a part of their review they have had extensive discussion with faculty and staff. As a result of these discussions there have been suggested revisions to their proposed policy. I have reviewed their suggested changes and believe that many of these changes would improve our proposed policy. I have included those suggested revisions that I believe would improve our proposed policy”.

A revised final draft of proposed Policy No. 58 – Email Established as an Official Form of Communication was provided in the February 26, 2015 Board Book. In review of the public comment received it was recommended to implement the suggested changes within the policy final draft.

Sharon Shaffer presented a motion to incorporate the noted comments into the draft revision proposed Policy No. 58 and accept the resolution to approve the final draft of the policy for Email Established as an Official Form of Communication. Kyle Hamilton seconded the motion. All agreed. Motion passed.

➤ *Resolution for Action on Proposed New Policy No. 59 – Furlough and Reduction in Employee Workforce – 30-Day Comment Summary*

Mr. Dale Bradley presented and was available for comments on the resolution to approve the final version of proposed Policy No. 59 – Furlough and Reduction in Employee Workforce. This final draft included modifications based on any comments received during the announced 30-day public comment period.

At the Pierpont Board of Governors meeting of November 18, 2014, a 30-Day Public Comment Period was established from November 19, 2014 to December 18, 2014 to provide the public the opportunity to address the proposed new BOG Policy No. 59 – Furlough and Reduction in Employee Workforce. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period.

There were seven comments submitted, altogether, with one comment submitted on behalf of the faculty of the School of Health Careers, one comment submitted on behalf of tenured faculty members, and one comment submitted on behalf of the Classified Staff members. The summary of the comments received is provided below, and was also provided in the February 26, 2015 Board Book.

Legal Counsel

#1 General Legal Counsel of the WVHEPC provided the following comments:

- Section 5. Reduction in Force Policy – Faculty, 5.1, in the last sentence: ...”importance to a specific program will be retained in preference to other faculty members, whatever their status of seniority.” **Is ‘probably contrary to statute’.**
- Section 6. Reduction in Force Policy – Classified Staff. 6.1, in the last sentence: ...”importance to a specific program or service will be retained in preference to other staff members, whatever their status or seniority.” **Is ‘contrary to statute’.**

Staff

- #1 A staff member provided a memo to the Board not directly related to content revision of the policy, but general questions about the policy. The memo was forwarded electronically to the Board.
- #2 A staff member provided questions to the Board on behalf of the Classified Staff not directly related to content revision of the policy, but general questions about the policy. The questions were forwarded electronically to the Board.

Faculty

- #1 A faculty member provided comments to the Board requesting clarification of definitions. The questions were forwarded electronically to the Board.
- #2 A faculty member provided comments to the Board for consideration on behalf of tenured faculty members:
 - In Section 3. Definitions of Employees, add the following:
3.13. Financial Exigency: An imminent financial crisis which threatens the survival of the institution as a whole.
 - In Section 5. Reduction In Force Policy – Faculty, revise the second sentence of 5.1 to read as follows:
Following the declaration of a financial emergency, the President shall undertake program/curriculum reviews through collaborative assessment by representatives of administration, faculty and staff to consider pertinent program/curriculum or administrative information.
 - Add Section 5.2.3 as follows:
Every effort should be made to reassign a tenured individual to instructional or non-instructional duties commensurate with the faculty member’s training and experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the institution. Faculty development programs and funds should be used to facilitate such reassignments.
 - In Section 5.3 President’s Recommendation, revise the first sentence to read as follows:
In addition to recommendations made in response to a financial emergency, the President may recommend the termination of the employment of faculty

members to the Board of Governors through collaborative assessment by representatives of administration, faculty and staff at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position.

- Insert a new Section 5.3.2 (and renumber current Section 5.3.2 and the subsequent sections through 5.3.10) as follows:
5.3.2 Severance of Tenured Faculty: If appropriate employment cannot be found for the tenured faculty member, a severance package will be offered equivalent to one full year of current salary distributed equally over a two year period.

#3 A faculty member provided questions to the Board on behalf of the Faculty of the School of Health Careers not directly related to content revision of the policy, but general questions about the policy. The questions were forwarded electronically to the Board.

#4: A faculty member provided a letter to the Board not directly related to content revision of the policy, but general questions about the policy. The letter was forwarded electronically to the Board.

President's Cabinet

No comment.

General

No comment.

A revised final draft of the proposed Policy No. 59 – Furlough and Reduction in Employee Workforce was provided in the February 26, 2015 Board Book.

In review of the comments and concerns generated during the 30-day public comment period, Board Chairman, Jim Griffin, offered a recommendation to table the policy for consideration at a later date. Sharon Shaffer asked what the directive would be to address the employee's concerns before taking additional action this policy.

After much discussion, Chip VanAlsburg made a motion to table the policy until the next Board meeting.

Dr. Larson noted that the 30-day comment period has closed and the draft policy can no longer be modified. Dale Bradley asked that the motion be amended to a later date to allow time to address concerns and consult with legal counsel.

Chip VanAlsburg amended his motion to table the proposed Policy No. 59 – Furlough and Reduction in Employee Workforce until the April Board meeting.

Sharon Shaffer asked for legal clarification prior to the April Board meeting and seconded the motion to table the policy until the April Board meeting. All agreed. Motion carried.

➤ *Resolution for Action on Proposed New Policy No. 60 – Tobacco Free Campus – Open for a 30-Day Comment Period*

Dale Bradley brought forth a resolution to request approval of a 30-day Public Comment Period for a new proposed Policy No. 60 – Tobacco Free Campus.

In January 2013 the West Virginia Council for Community and Technical College Education (WVCCTCE) adopted a resolution recommending that all institutional Board of Governors implement a policy to establish a tobacco free environment on each community and technical college campus. In support of this resolution and in an effort to promote the well-being of all who are a part of our college community, the administration of Pierpont Community & Technical College proposed the Tobacco Free Campus Policy.

A copy of the policy was provided in the February 26, 2015 Board book. After completion of the comment period, this policy will be presented to the Pierpont Board of Governors, for final approval.

Kyle Hamilton presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for new proposed Policy No. 60 – Tobacco Free Campus. Beverly Jones seconded the motion. All agreed. Motion passed.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, yielded the floor to Dale Bradley to present the Audit/Finance Committee Report

a. Resolution for Action to Accept the FY 2014 Audited Financial Statements

Dale Bradley presented a resolution to accept the FY 2014 Audited Financial Statements, which were presented and reviewed at the December 1, 2014 Board of Governors Retreat.

Kyle Hamilton offered a motion to accept the FY 2014 Audited Financial Statements. Barbara Alvarez seconded the motion. All agreed. Motion carried.

b. Resolution for Action to Approve the FY 2015-2016 Capital Projects Budget

Dale Bradley presented a resolution to approve the FY 2015-2016 Capital Project budgets consisting of \$3,200,000 from Education and General Capital Funds and \$690,000 from Infrastructure Funds. Complete details were provided in the February 26, 2015 Board Book.

Kyle Hamilton offered a motion to approve the FY 2015-02016 Capital Projects Budget. Barbara Alvarez seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee has met with a representative from CLARUS to review findings developed from a marketing survey sent to staff and students. CLARUS will provide data-driven, best practices for marketing based on the survey results and one-on-one meetings held with staff and students. The committee will consider how to disseminate this information beyond the Ad-Hoc group.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported the committee had met within the past two weeks to discuss staffing. Regional Academics is undergoing a re-alignment and part of this new plan will include having staff present at each location, every day to better serve the students.

Mrs. Shaffer emphasized the need for improved communication of meetings between the Pierpont staff-held Regional Academic meetings and the BOG Committee Regional Academic meetings.

New Business

No new business.

Old Business

No old business.

Public Comment

No signatures were recorded.

Chairman Griffin publicly thanked the new legislators for listening to Pierpont and hearing our requests. He also thanked Steve Leach for his help in securing meetings in Charleston with the legislators and thanked the President and Board member, Chip VanAlsbury for attending those meetings. The Chairman was also proud of the representation that Pierpont had at the Higher Education Day at the Legislator by faculty and staff.

Executive Session

A motion was made by Sharon Shaffer 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. Chip VanAlsbury seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 4:45 PM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on March 17, 2015 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman called to adjourn the meeting. Kyle Hamilton offered a motion to adjourn. Rick Pruitte seconded the motion. All agreed. Motion carried. The Board meeting was adjourned at 4:46 PM.

Respectfully submitted by Cyndee K. Sensibaugh