

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**March 20, 2012**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 20, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members: Chairman James Griffin, Kyle Hamilton, Beverly Jones, Earl McConnell, Rick Pruitte, Sharon Shaffer, Jeff Tucker and Tom Stose. Present by teleconference were: Linda Aman and Gene Weaver. Board members absent were: Barbara Hendrey.

Sadly, Board Vice President Dixie Copley passed from this life on March 11, 2012.

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Quentin Johnson, Steven Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh. Faculty and staff were also in attendance.

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

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

**Moment of Silence**

Chairman Jim Griffin took a moment to reflect on the life of Dixie Copley and the devotion and enthusiasm Dixie gave in her service to the Pierpont and Fairmont State Boards of Governors and to the Fairmont community. Dixie passed away after battling an illness on March 11, 2012. Dixie held the positions of Vice Chair for the Board of Governors, the Chair of the Marketing Committee, and a member of the Finance/Audit Committee. She also served on the ATC Nominating Committee and the Presidential Nominating Committee. She will be deeply missed. A moment of silence was observed in honor of Dixie.

**Vacancies in the Positions of the Board of Governors Vice Chair, the Marketing Committee Chair, and Finance/Audit Committee Member**

With the sudden passing of Dixie Copley, Chairman Griffin asked that Earl McConnell temporarily acquire the responsibility of Interim Board of Governors Vice Chair, and fill the vacant position within the Finance/Audit Committee. Mr. McConnell agreed. Chairman Griffin also asked that Sharon Shaffer temporarily acquire the responsibility of Interim Marketing Committee Chair. Mrs. Shaffer agreed.

## Approval of Minutes

The minutes of February 21, 2012 were presented for approval. Sharon Shaffer moved that the minutes of February 21, 2012 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

## Special Recognitions/Presentations

- President Larson introduced and welcomed Mr. Norman Gundersen, Vice President and General Manager of Global Science Technology. Mr. Gundersen has generously offered office space of highest innovation and design at the I-79 Technological Park for Pierpont to temporarily occupy. Some Pierpont staff members have briefly relocated to this space. President Larson and the Board thanked Mr. Gunderson for his kindness.
- President Larson recognized the accomplishment of two Pierpont employees.
  - Dr. Jodi Rust will be presenting the New LDL Instructional Model for Blended Learning: Creating Transformational Change in Higher Education at the 9<sup>th</sup> Annual Sloan-C Blended Learning Conference and Workshop in April in Milwaukee. Jodi will conduct a hands-on workshop using the instructional design model she developed to create courses that are pedagogically and economically effective.
  - Mrs. Nancy Parks is one of three WV community college educators/administrators invited by the WV HEPC to sit on a “serving adult learners” panel discussion at the National Student Affairs Professionals Conference in Arizona this month for the statewide DegreeNow Project. Also, at the invitation of Pierpont’s and Fairmont State’s Office of Student Life, Mrs. Parks presented a workshop at the 20<sup>th</sup> Annual Student Leadership Conference for students of Pierpont, Fairmont State and GEAR-UP high schools.
- President Larson announced that the Pierpont Preschool Program has obtained accreditation achievement and commendation from the National Association for the Education of Young Children. Barbara Pavel-Alvarez – Program Coordinator/Associate Professor, Amber Myers – Director/Instructor, Stephanie Canan, and Katherine Jalazo went through an extensive process measuring the program and its services against 10 NAEYC standards and over 400 accreditation criterion, as well as an on-site visit by NAEYC assessors. Dr. Larson and the Board congratulated the staff and students on their excellent work.
- President Larson acknowledged and thanked Dr. Jerry Bacza for his kindness and dedication to faculty member Martina Bachlechner, who fell ill while traveling to a conference in Philadelphia and had to be hospitalized. Dr. Bacza stayed by her side

in the hospital and ensured she was cared for. Martina provided a letter of gratitude to Mr. Bacza. Leslie Lovett was also thanked for her calls to check on Martina.

## **President's Report**

President Dr. Doreen Larson commended the work that the state senators and delegates have completed this legislative session to craft a solution to the OPEB liability, and noted that our funding has been maintained, and not reduced. Pierpont has received funding for employee benefits and our line item appropriation has remained intact. President Larson expressed her appreciation to our legislators.

With the rapid growth in Pierpont student enrollment and rising cost of operations, President Larson addressed the recommendation from the Finance/Audit Committee for a tuition increase to support quality academics and services to our students. The budget is tight, but balanced and reasonable in addressing Pierpont's strategic priorities.

President Larson discussed the important work of the Office of Academic Affairs in driving the mission of Pierpont. An Ad Hoc Committee for the Office of Academic Affairs has established the position of Provost/Vice President for Academic Affairs to articulate the duties and qualifications of the position as defined in the committee's outline. The Provost/Vice President of Academic Affairs will serve as the Presidential designee and serve as the second in command to the President.

President Larson was pleased to announce that effective July 1, 2012, Interim Vice President of Academic Affairs, Professor Leslie Lovett, will officially begin serving as Pierpont's Provost/Vice President of Academic Affairs.

Professor Lovett meets and exceeds all qualifications for this position. As a leader and founding faculty member of Pierpont, she has successfully launched a new accreditation process, continued collegial evolution of programs and facilities in collaboration with FSU, fostered implementation of the Strategic Priority plan, managed the construction design and program planning transfer to the North Central ATC facility, and enhanced reporting, approval and recording systems for course tracking and site requirements with the Higher Learning Commission, the Federal Department of Education, and the Community and Technical College Council.

President Larson announced that the Braxton LPN courses are on track to begin this Fall; the Landman Assistant program is in the final phase of curriculum development; a sheet metal fabrication certificate has been developed; and the Power Systems Institute/FirstEnergy partnership will hold an information session on March 31<sup>st</sup> at the Robert H. Mollohan building.

President Larson closed her report by highlighting upcoming Pierpont events. On March 22<sup>nd</sup> the second annual Making Connections 5K Race will be held at Veterans Square to benefit veteran's education. The race will be followed by a concert performed by Larry

Gatlin of the Gatlin Brothers at the Feaster Center. Currently there are over 100 participants registered to race.

## **Operation Reports**

- Leslie Lovett presented the Academic Affairs Report
- Mary Jo Rutherford presented the Classified Staff Report
- Paul Schreffler presented the Center for Workforce Education Report.
- Brian Floyd presented the Faculty Assembly Report
- Craig Shaffer presented the Foundation Report
- The Student Government Report was not presented

## **Committee of the Whole**

- Financial Report

Dale Bradley provided the 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 January 31, 2012. A detailed review was provided in the March 20, 2012 Board of Governors book.

- Capital Projects Report

Tom Tucker, Interim AVP for Facilities Management, presented the summary report for the ongoing capital projects for FY 2012 to the Board. A detailed report was provided in the March 20, 2012 Board of Governors Book.

- Senate Bill 330 – Human Resources

Cindy Curry, AVP of Human Resources, provided a review of Senate Bill 330 to the Board. The Bill was approved one year ago and addresses the evaluation of HR functions at all higher education facilities. It calls for the review of classified staff salary schedules, and requires that all position descriptions be updated by December 2012. The Bill requires the reduction of non-classified positions to 25 percent by 2013 and 20 percent by 2014. A mandatory performance evaluation for all employees must be completed on a regular basis.

## **Committee Reports**

- Finance/Audit Committee

Finance/Audit Committee Chair, Kyle Hamilton, deferred the Committee items to Dale Bradley.

○ *Establish the “Operations Fee” for AY 2012-2013*

Dale Bradley presented for approval a Resolution for the establishment of an “Operations Fee” from the phased out portion of the FSU Athletic Fee.

On October 18, 2011, the Pierpont Board of Governors approved the phase out and repurposing of the FSU Athletic Fee, beginning in AY 2012-2013. In that action, the repurposed fee was to be used for the operational costs of Pierpont “only” facilities. The repurposing of this fee will not increase the cost to students taking classes at the main campus in Fairmont, but will now also be charged to students taking classes at locations other than the main campus. The fee will be charged to all Pierpont students at \$41 per semester in FY 2012-2013. The fee will be reclassified from the “Standard Auxiliary Fee” to the “Education and General Fee”.

Kyle Hamilton presented a motion to Accept the Resolution to approve the establishment of the Operations Fee from the phased out portion of the FSU Athletic Fee. Sharon Shaffer Seconded the motion. All agreed.

○ *Tuition and Fees Increase for AY 2012-2013*

Dale Bradley presented for approval a Resolution, with supporting documentation, for a Tuition and Fees Increase for AY 2012-2013.

Presented for approval were the Education and General Tuition increase of 3.76%, the new program specific fees, and the reclassification of the “Facilities Fee” from a “Special Fee” to a “Standard Auxiliary Fee”.

Kyle Hamilton provided a motion to Accept the Tuition and Fees Increase for AY 2012-2013. Tom Stose seconded the motion. All agreed.

○ *Board of Governors Policy #16 – Assessment, Payment, and Refunding of Fees*

A Resolution was presented for Approval of a 30-Day Public Comment Period to address proposed changes to Policy # 16, Assessment, Payment, and Refunding of Fees.

Language in the existing Assessment, Payment, and Refund of Fees Policy 16 needs updated to reflect the guidelines of the new WV Council for Community and Technical College Education Series 32 Tuition and Fees Rule. The proposed revisions will align the Board of Governors Policy 16 with the new System’s Tuition and Fees Rule.

Kyle Hamilton moved to Accept the 30-Day Public Comment Period for the proposed changes to Policy #16, Assessment, Payment, and Refunding of Fees. Sharon Shaffer seconded the motion. All agreed.

➤ Off Campus/Regional Academics Operations Committee Report

Tom Stose, Chair of the Off Campus/Regional Academics Committee, informed the Board that enrollment has increased at the Lewis, Preston, and Braxton County locations. Mr. Stose also discussed developments at the Robert C Byrd Aerospace Center and the MTEC expansion.

➤ Marketing Committee Report

No report.

**Public Comment**

No signatures were recorded.

**New Business**

**Old Business**

**Executive Session**

Sharon Shaffer moved pursuant to 6-9-A-4(b)2A of the West Virginia 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. Rick Pruitte seconded the motion. All agreed.

*Exiting Executive Session*

Sharon Shaffer provided a motion to exit Executive Session. Kyle Hamilton seconded the motion. All Agreed.

No items were presented for review or motion from Executive Session.

**Adjournment and Next Meeting**

There being no further business, the Board meeting was adjourned at 4:00 PM. The next Pierpont Board of Governors Meeting will be held on April 17, 2012 at 2:00 PM, in the Falcon Center Board Room.