

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 31, 2014
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 31, 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), Jim Griffin, Kyle Hamilton, Beverly Jones, Sharon Shaffer, Jeff Tucker (via phone), Chip VanAlsborg, and Gene Weaver.

Board members absent were: Jessica Cale, and Rick Pruitte

President's Cabinet members present were:

President Doreen Larson (via phone), 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 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 February 25, 2014 were presented for approval. Barbara Pavel-Alvarez offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

☞ Chairman McConnell thanked Bo Sellers for creating a PowerPoint presentation, to share with the Board members, of photos from the Noble Energy Ceremony that was held on March 26th at the Capitol in Charleston. Noble Energy donated \$250,000 to

establish a partnership with Pierpont Community & Technical College and WV Northern Community College that will provide training and job placement opportunities for students enrolled in the Petroleum Technology Programs.

- ✦ Chairman McConnell gave recognition to Amber Myers, Pierpont Laboratory Preschool Program Director/Instructor, for being named the 2013-2014 WV Universal Pre-K Outstanding Teacher of the Year by the WV Department of Education.
- ✦ Chairman McConnell thanked Leslie Lovett and the HLC Criteria Team Leaders (Jennifer Weist, Michael Waide, Jeani Hawkins, Brad Gilbert, Nancy Parks, and Beth Newcome) for the outstanding research, meetings, training, and years of work that they put into the multiple phases of the Higher Learning Commission's Pioneer Pathways Accreditation process. The auditors conducted their review during the week of April 3rd and at the exit session the HLC auditors offered high praise for Leslie and her team and for the knowledge level of the Board.

President's Report

Dr. Larson deferred her oral report until the next meeting. A written report will be delivered to the Board members in April.

Operation Reports

- ✦ Academic Affairs: Leslie Lovett provided a handout and reviewed the strategic priorities updates with the Board.
- ✦ Center for Workforce Education: Paul Schreffler provided a handout and reviewed a project status report with the Board.
- ✦ Classified Staff: Mary Jo Rutherford reported on the activities of the Classified Staff Council.
- ✦ Student Government Report: There was no SGA report provided.

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 January 31, 2014. Complete details of this financial report was provided in the March 31, 2014 Board of Governors book.

Committee Reports

➤ *Audit/Finance Committee*

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

- A. Resolution to Approve the Special and Program Fees Changes for Academic Year 2014-2015.

Kyle Hamilton presented a Resolution requesting that the Pierpont Board of Governors approve the Special and Program Fees Changes for Academic Year 2014-2015.

Special Fees: Establish a “Returned Check Fee”.

Establish a “Returned Check Fee” of \$15 for any checks returned for non-payment.

The WV Treasurer’s Office currently charges the institution \$15 per check return for insufficient funds or non-payment. The institution needs to transfer those costs on to the individual who issues the check.

Program Fees. Increase the following fees within the School of Academic Studies and the School of Health Career:

School of Academic Studies

Increase the Course Fee associated with Developmental Math from \$6 per credit hour to a per course fee of \$55.

The School of Academic Studies is creating a new MATH 0089 – Algebra Skills Lab course beginning Fall 2014. This course will eventually replace the MATH 0080 Course. MATH 0080 is a modular course structure in which a student can take up to 8 credit hours or modules to complete. Students currently pay \$6 per credit hour for each of modules which translate into up to \$48 in course fees for MATH 0080 with the average student paying \$36 in course fees. In addition these students purchase a \$155 access code through the campus bookstore for MATH 0080. When the average course fee amount of \$36 is added to the \$155 access code cost, it is costing the average MATH 0080 student \$191. The proposed \$55 per course fee would cover the costs of the \$155 access code (The Math Department can obtain the access code through volume buying at a rate much lower than the current \$155 charged by the campus bookstore) and thereby actually reduce the average cost per student by \$136.

School of Health Careers

Increase the Medical Laboratory Technology per credit hour fee from \$13 per credit hour to \$15 per credit hour.

The Medical Laboratory Technology required classes are decreasing from a total of 47 credits to 43 credits do to a curriculum change. This reduction in total credit hours will result in a loss in program fee revenues used to cover the laboratory consumables cost for each student. The \$2 per credit hour fee increase will offset the lost revenues from the reduction in credit hours and provide funds to address the escalating costs of consumables used in student laboratories.

A list of requested program and academic fees for AY 2014-2015 was provided in the March 31, 2014 Board of Governors book.

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the Special and Program Fees Changes for Academic Year 2014-2015, as presented. Jim Griffin seconded the motion. After questions and discussion on the motion, all agreed. Motion carried.

B. Tuition and Fees Increase for AY 2014-2015.

Kyle Hamilton presented a Resolution requesting that the Pierpont Board of Governors approve the recommended Tuition and Fees Increase for AY 2014-2015. Specifically the increase in Education and General Tuition of 7%.

Education and General Tuition Fee. Increase the Education and General Tuition Fee by approximately 7% percent. This increases the current fees as follows:

CTC Resident Fee by \$145 per semester or 7%

CTC Non-Resident Fee by \$345 per semester or 7%

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the recommended 7% Tuition and Fees Increase for AY 2014-2015, as presented. Jim Griffin seconded the motion. After questions and discussion on the motion, all agreed. Motion carried.

The WV Community and Technical College System Council will consider acceptance of this 7% increase in their April 24, 2014 meeting. If not approved, an emergency meeting of the Board will be called to consider a new Tuition and Fees Increase for AY 2014-2015.

For informational purposes:

It is anticipated that Fairmont State University Board of Governors, in their April 2014 meeting, will approve increases of approximately 5.00% for room & board in the dormitories and approximately 6% in the student apartments and 3% for meal plans for AY 2014 - 2015.

Pierpont students who access or utilize these specific facilities and/or services pay the same rates as FSU students as established by the Fairmont State University Board of Governors.

Note: *Should the Fairmont State University Board of Governors take an action other than what is currently anticipated regarding room & board and meal plans, an informational item detailing the specific action taken will be provided at the May 20, 2014 Board Meeting.*

➤ *Regional Academics Committee Report*

Barbara Pavel-Alvarez, Committee Chair, stated that there was nothing to report at this time.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that the Marketing Committee has met twice since the last board meeting to look at the budget, accountability, and return on investment. The Committee plans on creating a dashboard on recruitment and enrollment follow-up to share with the Board at each meeting.

The plan moving forward will take on a ‘grass roots’ approach to meet directly with high school counselors in attempts to reach out to students who may not have a defined direction for their future. Some board members have volunteered to assist in coordinating these efforts.

Other news shared is that the new Pierpont billboards have gone up and are marketing the “Get In, Get Out, Earn More” advertisement.

New Business

Upcoming calendar events were discussed with a reminder to attend the Academic Affairs Reception on April 11th and Commencement on May 9th.

Old Business

No old business was discussed.

Public Comment

No signatures were recorded.

Executive Session

A motion was made at 3:10 PM 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. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 4:35 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. Sharon Shaffer seconded the motion. All Agreed. The Board meeting was adjourned at 4:37 PM.

The next regularly scheduled Pierpont Board of Governors meeting will be held on May 20, 2014 at the Pierpont Center at Veterans Square, Room 112 at 2:00 PM.