

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
April 17, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 17, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

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

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, 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.

Approval of Minutes

The minutes of March 20, 2012 were presented for approval. Sharon Shaffer moved that the minutes of March 20, 2012 be Approved. Beverly Jones seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

Student Government Election Results - Chairman Griffin welcomed the new Student Government Association (SGA) President, Jessica Nardo, and congratulated Barbara Hendrey, Pierpont's student representative to the Board, on her reelection.

President's Report

President Dr. Doreen Larson addressed barriers encountered in filling the state's needs for middle-skill level jobs that require education beyond high school, but less than a four year degree. Three areas identified that impede filling these positions are; 1] Need for remedial education in math, 2] Lack of enrollment in new technical programs, and 3] Regional nature of emerging industries. The Chancellor's office and the President have been making efforts

to increase the awareness of these jobs and to connect potential employees with the community college programs aimed at filling these positions.

In an effort to address obstructions, Pierpont has implemented an initiative that redesigns remedial math instruction customized to the needs of each student. Dr. Larson then presented, Linda King, Interim Dean of Academic Studies, to provide an overview of this new program to the Board. Linda King gave a PowerPoint presentation and provided a handout outlining changes to Developmental Math.

Dr. Larson asked Sarah Hensley, VP of Community Engagement, to present a sample of the newly redesigned student, faculty, and staff Pierpont ID card. Sarah stated that the design was created with the aid of Laura Williams, Electronic Communications Specialist. The new card will be issued to incoming students for the fall semester and a time frame will be established for the faculty and staff to receive their cards at no cost.

President Larson discussed the success of the Math and Writing Tutorial Center that opened in the Spring of 2010 with funding assistance from the State, Pierpont, and Fairmont State. Professional tutoring services are being offered on the shared campus, Lewis County, MTEC, and the Caperton Center. The professional tutors that staff the centers are required to have master's level credentials in the areas for which they are tutoring and they also receive training in student learning styles, time management, and test taking techniques.

The funds provided helped to purchase an Accutrak System to track and analyze student use, tutorial hours, and specific course support. The center was fully operational for Fall 2010 and student use of the center was 350 unduplicated students enrolled in over 50 courses. Spring 2011 recorded over 400 students using the center, and Fall 2011 rose to 550 students. Estimated student use of the center for AY 2010 is 400 students, and for AY 2011 over 1,000 students.

Dr. Larson emphasized the great need to provide tutoring services for entering students, as 54% of these students require remedial English and 77% of entering students require remedial math. This need stems from factors that include high school curriculum, a separation of time from high school graduation, memory skills, and test taking skills.

Dr. Larson circulated Pierpont and FSU student comments submitted in evaluations of the student center. These comments highlighted the value and difference the center made in the education of these students. The ongoing support of this Math and Writing Center is a priority to Pierpont, and an opportunity for the community to back this high-quality, high-impact student service.

Dr. Larson announced that Pierpont's newest technical program is the Aircraft Structures Training Program at the Robert C. Byrd National Aerospace Education Center. This program was developed in response to requests from Bombardier and other aircraft employers to provide skilled workers in aircraft metal fabrication and repair. The program will provide a 1-year certificate with concentration on a specific skill-set. Grant funding has

been obtained for \$148,000 from the Rapid Response Workforce Development initiative for the development and startup of this certificate program.

Dr. Larson closed by encouraging the Board members to complete a self-study evaluation in preparation of the Board training being held on May 2nd and 3rd, and conducted by CTCS/ACCT/GISS. This study will guide future training and target areas of strengths to share with other boards across the state.

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
- Jessica Nardo presented the Student Government Report

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 February 29, 2012. A detailed review was provided in the April 17, 2012 Board of Governors book.

- *Board of Governors Policy #24- Funding of Intercollegiate Athletics – 30-Day Comment Summary*

Mr. Steve Leach presented a Resolution to the Board for approval of the draft revision of Policy #24 - Funding of Intercollegiate Athletics (which was provided at the Board of Governors Meeting on February 21, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from February 22, 2012 to March 21, 2012.

One Legal Counsel comment was received from the WV Council, and one General comment was received.

- Legal Counsel Comments

1. Revenues – Funding for intercollegiate athletics shall be limited to the following revenue sources through the phase out period until AY 2015:
 - Student Athletic Fees – Pierpont Community & Technical College may impose a Student Athletic Fee. It is the responsibility of the president to

recommend the amount of this fee each year for approval by the Board of Governors.

- General Comments

1. Questioned the purpose of the Athletic Fee

A detailed review of these comments was provided in the April 17, 2012 Board of Governors book, and a physical copy of Policy's revisions, comments, and actions can be obtained in the Pierpont President's office, 230 Hardway Hall.

In review of the public comments received, Kyle Hamilton presented a motion to incorporate the Legal Counsel comment #1 into the draft revision of Policy #24 and Accept the Resolution to approve the final draft of the Funding of Intercollegiate Athletics Policy. Sharon Shaffer Seconded the motion. All agreed.

➤ *Board of Governors Policy #12 Phased Retirement – 30-Day Comment Summary*

Mr. Steve Leach presented a Resolution to the Board for approval of the draft revision of Policy #12 – Phased Retirement (which was provided at the Board of Governors Meeting on February 21, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from February 22, 2012 to March 21, 2012.

Four Legal Counsel comments were received from the WV Council, and one Faculty comment was received.

- Legal Counsel Comments

1. The title of the policy should be changed to Post Retirement Employment Program.
2. The first line of the policy should state that the policy is only for retired employees
3. The approval process referred to in Section (2) should state a Vice President or Cabinet member in conjunction with the President
4. A clause should be included relating to classified and non-classified actual notice of work performed options. The options are four consecutive months in a fiscal year or 12.5 hours for the entire option year

- Faculty Comments

1. Expression of concern that the policy revision will cut back on phased retirement

A detailed review of these comments was provided in the April 17, 2012 Board of Governors book, and a physical copy of Policy's revisions, comments, and actions can be obtained in the Pierpont President's office, 230 Hardway Hall.

In review of the public comments received, it was recommended to clarify the number of required working hours identified in Legal Counsel comment #4. Comment #4 should state ‘The options are four consecutive months in a fiscal year or 12.5 hours *per week* for the entire option year.’

Kyle Hamilton presented a motion to incorporate the Legal Counsel comments #1, #2, #3, and #4 (including the Board’s suggested modification), into the draft revision of Policy #12 and Accept the Resolution to approve the final draft of the Phase Retirement Policy (renamed Post Retirement Employment Program). Sharon Shaffer Seconded the motion. All agreed.

Committee Reports

➤ *Finance/Audit Committee*

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

- MTEC Shared Facility

Dale Bradley presented a Resolution for Approval to allow Pierpont Administration to move forward in developing an Agreement with the Monongalia County Board of Education regarding the shared ownership/operation of the educational facility and approve the investment of up to \$500,000 in reserves toward the construction, furniture, fixtures, and equipment for the shared educational facility. Pursuant to WV Code §18B-3C-11, and subject to WV Community and Technical College System Council approval.

A detailed Resolution and summary of financials was provided in the April 17, 2012 Board of Governors book.

Kyle Hamilton moved to Approve the Resolution to invest up to \$500,000 in reserves toward the construction, furniture, fixtures, and equipment for the shared educational facility between Pierpont Community & Technical College and the Monongalia County Board of Education/Technical Education Center in Morgantown. Tom Stose seconded the motion. All Agreed.

- Classified Staff Mercer Step Increase

Dale Bradley presented a Resolution for Approval to implement full funding of the Mercer Step Structure Years of Service (Salary) Increase for Classified Staff for FY 2013, for eligible Pierpont Classified employees with 15 or less years of service - effective July 1, 2012.

A detailed Resolution and summary of financials was provided in the April 17, 2012 Board of Governors book.

Sharon Shaffer moved to Approve the Resolution to implement full funding of the Mercer Step Structure increase for FY 2013. Tom Stose seconded the motion. All Agreed.

- Revenue Bond Refunding –Amendment to Joint Resolution

Dale Bradley presented a Resolution to Approve an Amendment to the Joint Resolution of the Fairmont State Board of Governors and the Pierpont Community & Technical College Board of Governors authorizing the Refunding of Outstanding Revenue Bonds and the Issuance of Refunding Revenue Bonds for such purposes.

The investment banking firm, Raymond James & Associates, previously identified in the Joint Resolution adopted at the February 21, 2012 Board of Governors meeting has ceased operation in West Virginia. Raymond James employees are now working for Pier Jaffray Companies. Therefore, Section 1 of the Amendment restates Section 3 of the original Joint Resolution and replaces Pier Jaffray Companies as one of the investment banking firms.

Section 2 of the Amendment is an additional refinement of the original Joint Resolution that refinanced bonds will be in the form of a single, consolidated indenture and secured by the existing bond revenues.

Section 3 of the Amendment makes it effective immediately.

Sharon Shaffer moved to Approve the Resolution to Amend the Joint Resolution between Fairmont State Board of Governors and the Pierpont Community & Technical College Board of Governors authorizing the Refunding of Outstanding Revenue Bonds and the Issuance of Refunding Revenue Bonds. Kyle Hamilton seconded the motion. All Agreed.

➤ *Off Campus/Regional Academics Operations Committee Report*

Tom Stose, Chair, informed the Board that the Committee has been working on continuing developments, with no new items to report.

➤ *Marketing Committee Report*

Sharon Shaffer, Interim Chair, reported that a search for a Director of Marketing for Pierpont has begun and provided a handout of the job description to the Board.

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. Tom Stose seconded the motion. All agreed.

Exiting Executive Session

Sharon Shaffer voiced a motion to exit Executive Session. Tom Stose seconded the motion. All Agreed.

Items Presented for Motion from Executive Session

A Motion to Accept President Dr. Doreen M. Larson's outstanding Performance Evaluation was presented by Gene Weaver and seconded by Kyle Hamilton. All Agreed.

A Motion to Extend President Dr. Doreen M. Larson's Contract for an additional five year period, with a salary increase and deferred compensation for the last two years of the contract, was presented by Sharon Shaffer and seconded by Kyle Hamilton. All Agreed.

The President's contract extension is contingent and subject to approval by the WV Community and Technical College System Council.

Adjournment and Next Meeting

There being no further business, the Board meeting was adjourned at 3:40 PM. The next Pierpont Board of Governors Meeting will be held on May 15, 2012 at 2:00 PM, in the Falcon Center Board Room.