

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**April 19, 2011**  
**2:00 PM**

**MINUTES**

**Call to Order**

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 19, 2011, 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, CassAndrew Kelly, Earl McConnell, Rick Pruitte, Sharon Shaffer, Tom Stose, and Eugene Weaver. Present by phone were Board members: Linda Aman and Jeff Tucker. Also present were: President Doreen Larson, and Cyndee Sensibaugh. Absent was Board member: Dixie Copley.

**Last Call for Public Sign Up**

Chairman Griffin announced last call for public sign up for comments to the Board.

**Approval of Minutes**

Chairman Griffin made a Motion that the Minutes of March 15, 2011 Board of Governors Meeting be approved. All agreed and Motion carried.

**Special Recognitions**

President Larson recognized and congratulated the Pierpont Culinary Arts Team on their silver medal win at the American Culinary Federation Northeast Regional Competition in Columbus, OH on March 20-23, 2011. The team consisted of Maria Provencher (captain), Joseph White, Ted Hastings, Brandon Show, and Ryan Contraski. Chef Jay R. Mahoney was recognized as receiving the honor of the 2010 WV Chef of the Year.

Dr. Larson also recognized Dean Beth Newcome for receiving glowing remarks by the USDA for her outstanding contributions to the peer review panel for the Secondary Challenge Grants Program.

**President's Report**

Dr. Larson reported that the culinary program is adding an evening cohort schedule to the fall course offerings. This schedule will address the needs of Pierpont's evening students and expand the culinary program. A new full-time pastry chef faculty position is being added to the culinary staff.

Dr. Larson took pride in noting that Pierpont is focused on teaching its students not only cutting edge technical skills, but also on teaching and developing professional skills in communication, teamwork, confidence, and customer service.

Dr. Larson was very pleased to announce and introduce Dr. Maria Rose to the Board. Dr. Rose was selected as the Interim President of Fairmont State University filling the spot vacated by Dr. Tom Krepel. Dr. Larson highlighted Dr. Rose's excellent background with the University in providing leadership, student support, academic excellence, institutional improvement, and overall dedication. Pierpont has pledged its support to Dr. Rose in her efforts to further the mission of the University.

Dr. Larson expressed her pleasure at the success of the inauguration events that took place over March 24-26, 2011. The events had a twofold purpose; to establish Pierpont as a community resource – an institution that can bring varying community groups together, and to demonstrate the commitment of Pierpont to families and family activities.

The Pierpont alma mater, "Pierpont Pride" (commissioned for the inauguration), has become a hit and is continuing to draw interest in the community. The alma mater was highlighted at the East Fairmont Follies and was conducted by Board member Earl McConnell at the event.

Dr. Larson stated that Pierpont hopes to make the 5K run and the family dance annual events that will help the community connect with the College.

Dr. Larson informed the Board that the West Virginia Council for Community and Technical College Education approved Pierpont's request for a tuition increase of \$34.00 per term. This increase amounts to less than 2% overall and was among the lowest requested by any of the community colleges in WV.

Dr. Larson stated that the 2011 WV Legislature approved the provision of \$1.3 million in state appropriations to be used in the construction the third floor for the North Central Advance Technology Center. She noted that many months of work have gone into this funding request and Pierpont received support at many levels of government, business, and the community. With this funding, Pierpont can now showcase our exceptional programs and partnerships. Pierpont is currently working with architects on the final design of the ATC and we are looking to house allied health programs, such as; HIT, a physics lab, a biology lab, career counseling, financial aid, and student café and lounge areas in the new center.

Dr. Larson stated that one new program that will not be waiting for the opening of the ATC facility is the Mechatronics program. Mechatronics will enroll its first class in August. The program will incorporate block scheduling, embedded developmental education, and year-round course offerings. Partnering with the Power Plant program will help keep costs down, share faculty and space, but most importantly give the students access to current

equipment, concepts, and teaching methods. Dr. Larson applauded Dean J. Bacza, J. Calvez, and D. Furr for their work on this project and collaboration with private industries.

Dr. Larson announced that she will be holding the final meetings on the Pierpont Strategic Plan. Three goals have been developed for the College; flexibility, county outreach, and a culture of completion. Dr. Larson stated that she will now work on focusing critical projects and benchmarks.

In closing, Dr. Larson asked the Board to attempt to attend as many of the celebrations of student, faculty and staff achievements as possible. Commencement will be held on May 13<sup>th</sup> at 6:30 PM.

Lastly, a PowerPoint presentation was shown of photos highlighting the Presidential Inauguration week.

### **Operation Reports**

- Mary Beth Angeline presented the Faculty Assembly Report
- Mary Jo Rutherford presented the Classified Staff Report
- Alicia Nieman presented the Student Government Report
- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report
- Jeanie Hawkins presented the Off Campus Programs Report

### **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 current budget and year-to-date actual.

- Capital Projects Report

Jim Decker provided a summary report for the FY 2011 Capital Projects Completion Status.

- Post-Audit Review

- Mrs. L. Lovett reported the Post-Audit Review for the AAS Airframe and Aerospace Electronics Technology Program. In review of the program's enrollment and completion data it was recommended that the program be discontinued, pending approval from the West Virginia Council for Community and Technical College Education. A motion to discontinue the

AAS Airframe and Aerospace Electronics Technology Program was presented by Mr. K. Hamilton and seconded by Ms. S. Shaffer. Motion carried.

- Mrs. L. Lovett reported the Post-Audit Review for the Folk Arts and Crafts Apprentice Certificate Program. In review of the program's enrollment and completion data it was recommended that the program be discontinued, pending approval from the West Virginia Council for Community and Technical College Education. A motion to discontinue the Folk Arts and Crafts Apprentice Certificate Program was presented by Mr. K. Hamilton and seconded by Mr. T. Stose. Motion carried.
- Mrs. L. Lovett reported the Post-Audit Review for the Events Management Certificate Program. In review of the program's enrollment and completion data it was recommended that the program be continued at the current activity level. A motion to continue the Events Management Certificate Program was presented by Ms. S. Shaffer and seconded by Mr. K. Hamilton. Motion carried.

## **Committee Reports**

### ➤ Finance Committee

- Mr. D. Bradley provided detail on requests to spend Fund Manager's Cash Reserves. The Reserves are gathered from course fee funds, which are assessed to cover the cost of providing educational equipment and/or activities for the more expensive programs. The Reserves are accumulated over a period of years to address the more expensive educational material or equipment needs. The Cisco Lab, Medical Lab Tech, and the School of Health Careers request use of the Reserves to upgrade computer lab equipment, upgrade Cisco Networking Academy hardware and software, and purchase models for use in off-campus Anatomy & Physiology labs. A motion to approve the use of the Fund Manager's Cash Reserves was presented by Mr. K. Hamilton and seconded by Mr. T. Stose. Motion carried.
- Mr. D. Bradley presented the One-Time Salary Enhancement Continuance to the Board for Approval. With concurrence from the Governor's Office and the West Virginia Council for Community and Technical College Education, Dr. Larson recommends that the one-time 2.3% pay increase, placed in effect on December 1, 2010 for eligible employees, be continued and become part of the overall salary improvement plan for 2012. Action is required to allow the budget office to establish the State's expenditure schedules and WV-11 payroll transactions for the new fiscal year. A motion to approve the One-Time Salary Enhancement Continuance was presented by Mr. T. Stose and seconded by Ms. B. Jones. Motion carried.

- Mr. D. Bradley presented the request for the Board of Governors to make a Commitment of up to \$1.3 Million of Unrestricted E & G Cash Reserves for the Advanced Technology Center Third Floor Addition. The 2011 WV Legislature provided \$1.3 million in state appropriations to be used in the construction of a third floor for the Pierpont Advance Technology Center being built at the High Tech Consortium in Fairmont, WV. Contingent upon receiving the additional appropriation, Pierpont agreed to match the funds awarded to this portion of the ATC. A motion to commit \$1.3 million to the Unrestricted E & G Cash Reserves for the ATC Third Floor Addition was presented by Mr. K. Hamilton and seconded by Ms. S. Shaffer. Motion carried.
- Mr. D. Bradley provided details on the expense of the Hunt Haught Hall HVAC Project. A request was made to approve a change in the project budget as the costs have exceeded the budget bid of \$500,000 (funded by a Federal Energy Savings Grant, which expires on August 31, 2011). The total project cost is \$777,200. Additional funds can be transferred from other projects that are holding excess funds to cover the overage in the HVAC project cost. A motion to approve the transfer of resources from projects holding excess funds to the Hunt Haught Hall HVAC Project was presented by Mr. T. Stose and seconded by Mr. E. McConnell. Motion carried.
- Off Campus Operations Committee
  - No report
- Marketing Committee
  - No report

### **New Business**

The North Central Advanced Technology Center Advisory Board will meet immediately following the May 17, 2011 Board of Governors Meeting at the Falcon Center Board Room.

Dr. Larson announced that the Marion County Chamber of Commerce is hosting a reception for the Marion County Legislative Delegation at the Shaw House on Fairmont's east side on April 26<sup>th</sup>.

### **Executive Session**

Ms. S. Shaffer moved pursuant to 6-9A-4(b)2A of the WV 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. Mr. K. Hamilton seconded the motion. Motion carried.

Upon conclusion of Executive Session, Ms. S. Shaffer moved that the Board adjourn Executive Session and reconvene in Open Session. Mr. K. Hamilton seconded the motion. Motion carried.

Following Executive Session, Chairman Griffin announced that there were no action items needing addressed from the Executive Session.

### **Adjournment and Next Meeting**

There being no further business the Board meeting adjourned at 3:55 PM. The next Board of Governors Meeting will be held on May 17, 2011 at 2:00 PM in the Falcon Center Board Room.