

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**April 28, 2015**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 28, 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, Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, Jeff Tucker (via phone), Warren 'Chip' VanAlsborg, and Gene Weaver.

*Board members absent were:*

Kyle Hamilton

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Rob Linger, Leslie Lovett, Cyndee Sensibaugh and Paul Schreffler.

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 March 17, 2015 were presented for approval. Earl McConnell offered a motion to approve the minutes, as presented. Gene Weaver seconded the motion. All agreed. Motion passed.

**Special Recognitions/Presentations**

-  Dean Rose Romesburg gave recognition to Michael Walls, Assistant Professor of the School of Health Careers/Program Director of Respiratory Care, for being named as the Director-at-Large for the West Virginia Society for Respiratory Care.

- 🏆 Dean Rose Romesburg gave recognition to Vickie Findley, Professor/Clinical Coordinator HIT Program for being elected as the Director for West Virginia Health Information Management Association.
- 🏆 Dean Jerry Bacza gave recognition of Martina Bachlechner, Instructor for the School of Business, Aviation, and Technology for receiving a \$5,000 NASA grant for a course development project PHYS 1102-Physics in the Arts: Light and Color.

## **President's Report**

Dr. Larson began her report by stating that this is one of the proudest and busiest times of the year for Pierpont as the 2014-15 academic year is completed with celebrations of student excellence, such as the Student Academic Awards Banquet and the PTK International Honor Society Inductions Ceremony. Pierpont is pleased to celebrate the accomplishments of its faculty and staff at the upcoming Recognition Luncheon scheduled for May 1st. Without the hard work and dedication of faculty and staff, Pierpont student success would not be possible.

Dr. Larson stated that Pierpont faculty and staff are already focused on the Fall Term and have many registration and orientation events scheduled for new and returning students. This past weekend an Open House was held on the Locust Avenue Campus and several Registration Express events are coming up at Pierpont's regional campuses.

Dr. Larson reminded the Board that she and Chairman Griffin traveled to Charleston immediately after last month's Board Meeting. There they observed the passing of the conference budget bill that added \$187,500 to Pierpont's base budget for the upcoming 2015-16 fiscal year. As Pierpont's reduction in the state appropriation was \$107,330, we would have realized a base budget increase of about \$80,000. However, a few days later Governor Tomlin used his line item veto authority to decrease the \$187,500 to \$53,665, reducing Pierpont's net appropriation by \$54,000 from last year. Every community college in the state had their appropriations reduced by a similar percentage. Pierpont has been conservative in the budget planning process and had prepared for the full reduction of \$107,330, but we are nevertheless facing a tight budget for the upcoming year.

Dr. Larson expressed that Pierpont's biggest funding concern continues to be how to operate the new ATC without any assistance from the state. She reminded the Board that BridgeValley Community College received \$500,000 added to their base budget to operate the Southern ATC and emphasized that Pierpont must have at least that same

level of funding to operate the Northern ATC. She asked the Board to keep this issue at the forefront for our legislators and our community partners.

Dr. Larson said that progress is being made in finalizing the budget for the upcoming year that includes some changes in chargebacks with Fairmont State, new efforts in Marketing and Enrollment, continued progress in the Bridging the Gap grant initiatives, and use of Pierpont's new program fee structure. The budget is tight, but positive, and will continue to maintain high-quality academic and student services.

Dr. Larson informed the Board that, at today's Board meeting, Provost Lovett will present a reorganizational plan for Academic Affairs. Over a year has been spent researching positions and structures for an effective and efficient plan. The plan not only aligns with Pierpont's new Strategic Priorities, but will help accelerate the implementation of priority projects.

The overall approach is to implement a new structure for academic affairs and then, once the Banner full separation is complete, Pierpont will review and recommend an appropriate reorganization for student services. Dr. Larson thanked Provost Lovett, the deans, and the leadership of the faculty senate in drafting this plan.

Dr. Larson shared that, throughout the next couple of months, she and members of the cabinet will be attending high school graduation and career center completion ceremonies across the Pierpont 13-county region. At the ceremonies scholarships will be awarded to Career and Technical Center completers. This scholarship program has been one of the most successful outcomes of Pierpont's District Consortium because it highlights student achievement and also raises awareness of pathways from the career centers to Pierpont campuses.


Dr. Larson closed by reminding the Board that on May 1st at 11:00 AM, at the Falcon Center Conference Rooms, Pierpont will host the annual Faculty and Staff Recognition Luncheon. Pierpont's Commencement Ceremony will be held on Friday, May 15 at 6:30 PM in the Feaster Center. This year's commencement speaker is Peggy Coster, CEO of the Fairmont Regional Medical Center. Dr. Larson encouraged all Board members to attend the events.


## **Operation Reports**


*Academic Affairs Annual Report:* Provost Leslie Lovett handed out a proposed new organizational chart structure for the Board's review. Ms. Lovett stated that a resolution is being brought before the Board, today, for approval of Pierpont's new

organizational structure. In the reorganizational proposal an Associate Provost position will be created to oversee Academics, and the School of Academic Studies will be eliminated. Two vacant Administrative Assistant positions are being eliminated at Lewis County and an Administrative Assistant is being restructured at MTEC and Braxton. Once the Board approves, the positions will be posted.

Discussion was generated regarding the elimination of the Dean of Regional Academics and the Dean of Academic Studies, as well as the new roles that staff would assume. After a generous discussion concerning confusion on the movement in current staff titles and roles, Chairman Griffin stated that, if the Board requests, a meeting could be held to further clarify the new positions. This matter will be considered while entertaining a motion to approve the resolution in the Committee of the Whole.

 *Classified Staff Council Report:* Mary Jo Rutherford, Classified Staff Council President, stated that nominations for the election of Classified Staff Council Officers is underway and being handled by the Office of Human Resources. Ms. Rutherford thanked Megan Echols for her service on the Council, as she will be relocating with her family. The Classified Staff Scholarship funds and application forms were also discussed.

 *Faculty Senate Report:* David Beighley reported that the Faculty Senate met on April 10 and discussed the recent Board approved resolution for the E & G Tuition and Fee changes for AY 2015-2016, and the recommendation for an Academic Programs Viability review. Updates were given on the ATC construction and funding, the Academic reorganization plan, and the new proposed Associate Provost position. At the meeting, the Faculty Senate acted on three items of business: 1) Resolution to Amend the Senate Committee Meeting Times, passed 2<sup>nd</sup> read and will go into effect during the Fall of 2015; 2) Approved Curriculum Proposal 14-15-25 (Information Systems Technology); 3) Draft to Revise the Promotion and Tenure Policy and Procedure was tabled to allow time for review and comment and will be brought forward in the May Faculty Senate meeting. The next Faculty Senate meeting will be held on May 8.

 *Workforce Development Report:* Paul Schreffler provide a detailed copy of his report in the April 28 Board book. Mr. Schreffler highlighted the Petroleum Technology internship programs and ShaleNet hub schools partnerships.

## **Committee of the Whole**

### **➤ *Financial Report - Informational***

Dale Bradley provided a summary of 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 February 28, 2015. Complete details were provided in the April 28, 2015 Board of Governors Book.

➤ *Capital Projects Progress Report – Informational*

Stephanie Slaubaugh provided a summary of the Capital Projects report. Projects highlighted were the Robert C Byrd Aerospace Center gutter repairs and the Caperton Center waterproofing and boiler. Discussion was held on the heating and cooling system noise level in a specific Aerospace Center classroom. Ms. Slaubaugh stated that the system is being checked. A complete detailed report of all projects was provided in the April 28 Board book.

➤ *Resolution for Action to Approve the Reorganization of Schools and Creation of Associate Provost Position*

In accordance with the Pierpont Community & Technical College Board of Governors Policy No. 1 “Change in the Organization of Schools, Departments, or Other Administrative Units” approval is required by the Pierpont Board of Governors prior to the implementation of changes in organizational structure of any school, department, or other administrative unit of Pierpont, and written notification to the Chair of the Board.

Pierpont seeks to create the position of Associate Provost to hold oversight of the operations of the regional campus locations, and primarily responsible for the quality of academics, and required compliance and annual reporting of course and faculty assessment and evaluation, and early admission accountability, to the WV Council for Community and Technical College Education and the Higher Learning Commission.

In addition, the School of Academic Studies that houses full-time English, Mathematics, and Communications faculty will be dissolved. A Department of Math and Science will be created under the School of Business, Aviation, and Technology. A Department of English, Communications, and Humanities, and a Department of Social Science and Interdisciplinary Studies will be created under the School of Human Services. The Liberal Studies degree program will be housed in the School of Human Services.

As discussion on the Resolution to Approve the Reorganization of Schools and Creation of an Associate Provost Position was initiated during the Academic Affairs Operation Report, provided earlier by Leslie Lovett, Chairman Griffin entertained a motion on this resolution before the Board.

Sharon Shaffer offered a motion to table the Resolution to Approve the Reorganization of Schools and Creation of an Associate Provost Position until further clarity of staff and faculty positions is provided. Chip VanAlsbury inquired about consequences in delaying this approval. Dr. Larson stated that the delay would prolong hiring of staff to fill the new positions.

In order to allow time for questions to be addressed, but also allow timely posting of the new positions, Chairman Griffin stated that a special meeting to approve the resolution would be set for Tuesday, May 5 at 1:00 PM. The Chairman asked that any questions be forwarded to Cyndee Sensibaugh prior to meeting. After compiling the questions or

comments received, Ms. Sensibaugh would forward them to Provost Lovett for response before the May 5 special meeting of the Board.

Rick Pruitt seconded the motion to table the Resolution to Approve the Reorganization of Schools and Creation of an Associate Provost Position until the May 5 special meeting of the Board. All agreed. Motion carried.

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

This policy was brought before the Board with a resolution for action to approve at the Pierpont Board of Governors meeting of February 26, 2015. After discussion on the motion at the February 26 Board meeting, the Board voted to table new Policy No. 59 – Furlough and Reduction in Employee Workforce until the April 2015 Board of Governors meeting to allow time to address further concerns that the faculty and staff expressed. In response to this request, a meeting was held between Chairman Griffin, the Provost, and the Deans, to provide an opportunity for further discussion on the proposed policy.

A final draft of New Policy No. 59 – Furlough and Reduction in Employee Workforce submitted, this day, for approval includes modifications based on comments received during the announced 30-day public comment period. Mr. Dale Bradley presented a Resolution for Action to Approve New Policy No. 59 – Furlough and Reduction in Employee Workforce before the Board.

Earl McConnell presented a motion to approve New Policy No. 59 Furlough and Reduction in Employee Workforce. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Policy No. 59 – Furlough and Reduction in Employee Workforce is effective immediately.

➤ *Resolution for Action to Approve New Policy No. 60 – Tobacco Free Campus – 30 Day Comment Summary*

Mr. Dale Bradley presented a Resolution for Action to Approve New Policy No. 60 – Tobacco Free Campus with review of comments submitted during the 30 day public comment period established from February 27, 2015 to March 28, 2015. Details of comments received during this time were provided in the April 28, 2015 Board of Governors book. The final draft of this policy warranted no modifications based on the comments received during the 30 day public comment period.

Thirteen comments were submitted, altogether, with two comments submitted on behalf of faculty of both Pierpont Community & Technical College and Fairmont State University, three comments submitted on behalf of the staff of both institutions, and eight comments submitted on behalf of the students of both institutions.

Comments provided to the Board were not directly related to content revision of the policy, but general questions and opinions about the policy, itself. These comments were forwarded, electronically, to the Board as they were received.

In discussion on the policy, Board members asked how the policy will be enforced. Mr. Bradley stated that warnings can be provided to offenders by faculty and staff. Any fines would be subject to the President's and the Office of Campus Safety and Security's discretion. Mr. Bradley further stated that employees will need to be aware of enforcing this policy. The Fairmont State Board of Governors will consider this Tobacco Free Campus Policy as an action item in an upcoming Board meeting. Both institutions had input in the scripting of this policy and both will be partners in the enforcement of it.

Beverly Jones presented a motion to approve New Policy No. 60 – Tobacco Free Campus. Chip VanAlsborg seconded the motion. All agreed. Motion carried.

## **Committee Reports**

### ➤ *Audit/Finance Committee*

No report.

### ➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met on April 27 and discussed an internal marketing tool kit for faculty that will include guidelines for adherence to branding, social media policy, media and photos guidelines, and other information faculty can use to promote and publicize programs and activities in development.

Several quarter-page ads ran in the Progress Editions of the Times WV and the Exponent Telegram, as well as, full and half-page ads in area newspapers to promote April 25th Open House event.

Steve Leach is meeting with Bulldog Create Services to begin planning for marketing services with them. This group will help with CLARUS Corporation report implementation.

Ms. Pavel-Alvarez noted that way-finding signs and better branding in classrooms would help to more clearly distinguish Pierpont programs and classrooms and the concept of a classroom branding kit was discussed.

The marketing team is working with WV Metro News to run radio ads in the Pierpont service area and is investigating social and digital advertising.

Steve Santilli continued the Marketing Committee Report by providing an overview of the key finding of the CLARUS Listening Session. One area of focus was to ensure that marketing and promotional materials contain a consistent brand logo and color palate. Also on the marketing checklist was to promote and develop events planning in advance and social media planning. Improving internal communications and awareness will also be a point of focus.

Rachel Beach presented a proposal for new Pierpont branding and signage updates on the Locust Avenue campus.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported the committee meeting was cancelled due scheduling conflicts. She shared that Regional Academics Dean, Jeani Hawkins, is working on the validity to relocate the Braxton campus LPN program to the Lewis County campus.

**New Business**

➤ President Dr. Doreen M. Larson's Resignation

Chairman Griffin announced that he has received a letter on April 22, 2015 announcing Dr. Larson's resignation as she has accepted a position with Edison Community College in Piqua, OH. Further details will be discussed in Executive Session. Chairman Griffin thanked Dr. Larson for her contributions and the significant strides Pierpont has made under her leadership and wished her the best of success.

➤ Kelly Buchanan, Student Government Association Board of Governors Representative, Graduation

Kelly Buchanan, Student Government Association Board of Governors Representative, shared that she will graduate in May and was thankful for having the opportunity to serve on the Pierpont Board of Governors. Miss Buchanan will be traveling before entering the workforce and has an opportunity volunteer in Peru with a Vet Tech spay and neuter project. Miss Buchanan announced that there is a fundraiser available to assist with the expenses associated with her trip. Chairman Griffin thanked Miss Buchanan for serving on Board and wished her success.

➤ Upcoming Events

Upcoming events were announced and listed in the April 28 Board book.



## **Old Business**

No old business.

## **Public Comment**

No signatures were recorded.

## **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. Rick Pruitt seconded the motion. All Agreed. Motion carried.

### *Exiting Executive Session*

At 4:25 PM, the Board exited Executive Session.

### *Items Brought Forward from Executive Session*

Chairman Griffin announced that the Board discussed the acceptance of President Dr. Doreen Larson's official resignation and the plans to search for an interim President. Meetings will be held with the Chancellor of the Community and Technical College System of West Virginia and the Pierpont/Fairmont State Human Resources Vice President to discuss the process of hiring an interim President.

### *Acceptance of President Dr. Doreen M. Larson's Resignation*

A motion was brought forth by Sharon Shaffer to accept President Dr. Doreen Larson's resignation, effective June 30, 2015, and to begin the process of hiring an interim President. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

## **Adjournment and Next Meeting**

A special meeting of the Pierpont Board of Governors will be held on Tuesday, May 5, 2015 at 1:00 PM in the Falcon Center Board Room.

The next regularly scheduled Pierpont Board of Governors meeting will be held on May 19, 2015 at 2:00 PM in the Falcon Center Board Room. An Advanced Technology Center

Advisory Board meeting will be held prior to the Board of Governors meeting, on May 19, at 1:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman called to adjourn the meeting. Sharon Shaffer offered a motion to adjourn. Rick Pruitt seconded the motion. All agreed. Motion carried. The Board meeting was adjourned at 4:29 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*