

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 15, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 15, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

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

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, 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 April 17, 2012 were presented for approval. Sharon Shaffer moved that the minutes of April 17, 2012 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

President Dr. Doreen Larson announced special recognitions for Dr. Jodi Rust and Nancy Parks. Dr. Rust is presenting at the Distance Learning Administration Conference June 3-6 in Jekyll Island, GA. Ms. Parks has received the Service & Achievement Award at the 2012 Women of Color Luncheon.

President's Report

President Larson began her report by informing the Board that Dr. Jodi Rust has accepted a new position in Wisconsin to pursue adult and distance learning. She will be leaving Pierpont in mid-June.

Pierpont's Commencement was held on May 11th and went very well. Dr. Larson thanked Provost Lovett, Vickie Hedrick, and Jennifer Weist for their planning, as well as the deans and student services staff for their assistance in making the ceremony a success.

Dr. Larson announced that as we focus on student success, retention, and graduation, several members of the Board and President's Cabinet attended a workshop on college completion and student success at the beginning of May. This workshop demonstrated the use of data to drive decisions regarding programming and services to students. In keeping with Pierpont's strategic priorities, a dashboard measure highlighted at this workshop will be used to evaluate the context of student retention and graduation.

Pierpont is implementing several strategies to overcome barriers that prevent a connection between workforce needs and skilled workers. A full-time student advisor has been hired and assigned to work with the adult students at the career and technical centers. The advisor rotates hours among the centers in our 13-county service region. Along with working with the students, the advisor provides updated program material, financial aid information, and general college information. Pierpont will also take the lead in organizing the District Consortia that coordinates existing and new program development between the career-technical system and the community college system.

Connection with middle and high school counselors is vital, so Pierpont will host workshops as part of the in-service counselor training to focus on defining middle skill jobs and identifying pathways to employment opportunities.

Dr. Larson stated that as so many of Pierpont's programs are industry related and technology based, it is important for us to perform regular review and audits to assure alignment with industry and appropriate curriculum and training equipment. As part of the Board Agenda program audits and review will be presented to assure a commitment to academic quality and fiscal management.

Dr. Larson announced that the Veterinary Technology program has received formal notice of re-accreditation. New space and equipment has been secured to allow for expansion of this program.

Pierpont is engaged in bond refunding with Fairmont State and has received a Moody's rating of A1. Pierpont has experienced enrollment growth, good record of asset management, and has an experienced administration and faculty – these factors helped us obtain the high bond rating.

Dr. Larson closed by announcing calendar activities that Pierpont will be participating in.

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
- Student Government Report – No 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 March 31, 2012. A detailed review was provided in the May 15, 2012 Board of Governors book.

- *Capital Projects Update*

Tom Tucker, Interim AVP for Facilities Management, presented an updated summary of the ongoing capital projects for FY 2012 to the Board. A detailed report was provided in the May 15, 2011 Board of Governors Book.

- *Board of Governors Policy #16 - Assessment, Payment, and Refund of Fees – 30-Day Comment Summary Review and Ruling*

Mr. Dale Bradley presented a Resolution to the Board for approval of the draft revision of Policy #16 – Assessment, Payment, and Refund of Fees (which was provided at the Board of Governors Meeting on March 20, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from March 21, 2012 to April 19, 2012.

Two (2) comments were received from the WV Legal Counsel, and one (1) comment was received from the President’s Cabinet.

- Legal Counsel Comments

1. A recommendation for additional clarification and detail was received from HEPC Legal Counsel in reference to two (2) policy sections. Section 9 – *Enrollment Above the Normal Full-Time Course Load* and Section 10 – *Deferral of Fees During a Legal Work Stoppage*. In Section 9 it states that “Pierpont shall **adopt penalties...**” and in Section 10 it states “...in accordance with **procedures established**”. Counsel asks what penalty will be adopted and what action will be taken?
2. HEPC Legal Counsel indicated nomenclature changes to the following sections: Section 4.1.b (change the word ‘shall’ to ‘will’); and Section 5.3.b (change ‘5.2.d’ to ‘5.2.c’).

- President's Cabinet Comments

1. A comment was received from the President's Cabinet addressing the non-credit offerings of the institution. This modification to the Draft for policy changes was submitted for Board consideration.

Workforce Education Suggested Changes to Policy #16:

7.6 For any non-credit course with a duration of 80 contact hours or more the standard refund schedule, as defined in Sections 7.1.a-d, shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

7.6.1 A student who withdraws during or immediately after the first full class session of a non-credit traditional course, or the first week of a non-credit online course, is entitled to a 100% refund. For non-credit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdrawal shall be deducted from the refund. For third party provided non-credit online course, the student will follow the third party provider's return policy for books and materials.

7.6.2. A student who withdrawals after the start of the second full class session of a non-credit traditional course, or the start of the second week of a non-credit online course, is not entitled to a refund.

A detailed review of these comments was provided in the May 15, 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 and discussion of the public comments received from Legal Counsel, it was recommended not to incorporate Comment #1, but it was agreed to accept Comment #2 into the policy revision.

In review and discussion of the public comment received from the President's Cabinet, it was recommended to accept Comment #1 into the policy revision.

Sharon Shaffer presented a Motion to incorporate Legal Counsel Comment #2 (referencing nomenclature changes) and President's Cabinet Comment #1 (addressing the non-credit offerings of the institution), into the draft revision of Policy #16 and Accept the Resolution to approve the final draft of the Assessment, Payment, and Refund of Fees Policy. Tom Stose Seconded the motion. All agreed.

- *Three Year Post Audit - Power Plant Technology, Certificate in Applied Science (C.A.S.) Degree Program*

Ms. Leslie Lovett presented a Resolution to the Board to approve the Continuation of the Power Plant Technology (C.A.S.) Program at the current level of activity. The Program has been reviewed by the program advisory committee, faculty, Dean of Business Aviation and Technology, Vice President of Academic Affairs, and the President. All agree on the quality and need of this Program. A detailed report was immediately available for the Board's review.

Tom Stose Moved that the Power Plant Technology Certificate in Applied Science Degree Program be Continued. Sharon Shaffer Seconded the motion. All agreed.

- *Five Year Program Review- American Sign Language, Certificate in Applied Science (C.A.S.) Degree Program*

Ms. Leslie Lovett presented a Resolution to the Board to approve the Discontinuation of the American Sign Language Certificate in Applied Science Degree Program as a (C.A.S.) Degree and Approve the core course curriculum to be offered as an Advanced Skill Set, and as required first year core course work necessary for progression in the Associate in Applied Science (A.A.S.) Interpreter Training Program, pending approval from the WV Council for Community and Technical College System.

This program has been reviewed by the program advisory committee, faculty, Dean of Academic Studies, Vice President of Academic Affairs, and the President. All agree on the quality of this Program and, in line with the recommendation of the US DOE metrics, agree that the curriculum be restructured into an Advanced Skill Set and required as first year core course work necessary for progression in the Associate in Applied Science (A.A.S.) Interpreter Training Program. A detailed report was immediately available for the Board's review.

Sharon Shaffer Moved to Discontinue the American Sign Language Certificate in Applied Science Degree Program as a (C.A.S.) Degree and Approve the core course curriculum be offered as an Advanced Skill Set, and required first year core course work necessary for progression in the Associate in Applied Science (A.A.S.) Interpreter Training Program, pending approval from the WV Council for Community and Technical College System. Tom Stose Seconded the motion. All agreed.

- *Five Year Program Review – Laboratory Assistant, Certificate in Applied Science (C.A.S.) Degree Program*

Ms. Leslie Lovett presented a Resolution to the Board to approve the Continuation of the Laboratory Assistant Program (C.A.S.) Program at the current level of activity. The Program has been reviewed by the program advisory committee, faculty, Dean of Health Careers, Vice President of Academic Affairs, and the President. All agree

on the quality and need of this Program. A detailed report was immediately available for the Board's review.

Sharon Shaffer Moved that the Laboratory Assistant Certificate in Applied Science Degree Program be Continued. Tom Stose Seconded the motion. All agreed.

Committee Reports

➤ *Finance/Audit Committee*

Dale Bradley announced that the ATC site bids have opened.

➤ *Off Campus/Regional Academics Operations Committee Report*

Tom Stose, Chair, informed the Board that the Committee has no new items to report.

➤ *Marketing Committee Report*

Sharon Shaffer, Interim Chair, reported that the Committee is performing a self-evaluation to focus on meeting the needs of Pierpont and carrying out the responsibilities of the Marketing Committee. The Committee also will be reaching out to develop a relationship with the faculty senate in each of the service area high schools.

Public Comment

No signatures were recorded.

New Business

➤ *Nominating Committee*

With the recent passing of Board member, Dixie Copley, Chairman Griffin made recommendation to fill the vacancy and restructure the Nominating Committee. Board members Gene Weaver, Earl McConnell and Sharon Shaffer were asked to serve on the Nominating Committee. All agreed.

Old Business

No old business announced.

Executive Session

No executive session called.

Adjournment and Next Meeting

There being no further business, the Board meeting was adjourned at 3:00 PM. The next Pierpont Board of Governors Meeting will be held on June 19, 2012 at 2:00 PM, in the Falcon Center Board Room.