

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 21, 2013
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 21, 2013, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members:

Chairman Earl McConnell, Linda Aman (by phone), Jim Griffin, Kyle Hamilton (by phone), Beverly Jones, Rick Pruitte, Sharon Shaffer, Tom Stose, Gene Weaver and from the Student Government Association were Jessica Cale (2013-2014) and Barbara Hendrey (2012-2013).

Board members absent were:

Jeff Tucker

Chairman Earl McConnell welcome as a special guest, Jay Rogers, City Manager of Fairmont.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Sarah Hensley, Rob Linger and Paul Schreffler.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

Moment of Silence

Prior to the start of the meeting, Jim Griffin called for a moment of silence for the citizens of Oklahoma who are mourning the loss of lives and dealing with the devastation of an F5 tornado.

Approval of Minutes

The minutes of April 24, 2013 were presented for approval. Mr. Jim Griffin offered a Motion that the minutes of April 24, 2013 be Approved, as presented. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- *Mr. James Savchuck* was recognized for saving the life of a student at the Caperton Center in Clarksburg by his astute observation that the student was unresponsive. Mr. Savchuck 's quick action enabled the staff to call for immediate medical attention. According to EMS personnel, the student was in grave danger and Mr. Savchuck's prompt action likely saved the student's life.
- *Jessica Cale* was formally introduced as the 2013-2014 Student Government Representative to the Pierpont Board of Governors. Jessica is enrolled as a student in Pierpont's Medical Laboratory Assistant Certificate program and is beginning the Medical Laboratory Technology program. Jessica is a member of the Rugby team and is involved in campus club sports, serving as the Vice President of the Club. She is an active member of the Shinnston Community Band and interns at Pierpont's Center for Workforce Education.
- *Barbara Hendrey* was thanked for her service to the Board as the 2012-2013 Student Government Representative. Barbara has proven herself as a worthy advocate to represent Pierpont's student body, and actively participated in matters before the Board. Barbara served on the Audit/Finance Committee. Barbara graduated on May 10th with an Associate of Applied Science in Pierpont's Veterinary Technology program.

President's Report

Dr. Doreen Larson focused her report to the Board on Pierpont's stated strategic vision – our vision to transform Pierpont from a best-kept secret to a well-known asset.

A key term in that vision statement is "asset." It is Pierpont's aspiration to become not only a source of quality education, but to truly act as an agent of positive change in our communities. Pierpont is committed to sharing our assets and we have many.

An example of our vision that is quickly becoming reality is the Pierpont Center at MTEC project. Pierpont has a critical need for programming space in Morgantown. MTEC also had a need to expand and had land available on their site. Pierpont was able to leverage our capital assets in partnerships with the Monongalia Board of Education to use the land available and the MTEC labor available to construct a facility that was affordable to both partners and can be shared for programming. The Pierpont Center at MTEC will truly be a new asset to the Morgantown area, our MTEC partners and new and continuing Pierpont students.

Dr. Larson then highlighted the Pierpont Center at Veterans' Square. After many discussions, plans, and paperwork, Pierpont received the final approval needed at the May CTCS Council meeting permitting us to enter into a 5-year lease agreement for classroom and administrative space at Veterans' Square in downtown Fairmont. There is energy, creativity, teamwork, and optimism afoot in the city of Fairmont and Pierpont is jumping into that mix with enthusiasm.

Pierpont Community & Technical College will lease vacant space at Veterans' Square in downtown Fairmont which will enable it to begin establishing an independent Fairmont City Campus. Pierpont proposes to enter into a five year lease for a total of 26,923 additional square feet in Veterans' Square. This space will be leased in phases as programs/services are transitioned to Veterans' Square from the campus it currently shares with Fairmont State University.

In the first phase, Pierpont will lease 10,962 square feet beginning July 1, 2013, and in the second phase beginning July 1, 2014, Pierpont will lease an additional 15,961 square feet. Pierpont currently leases 11,995 square feet on the ground floor which houses the Center for Workforce Education (CWE). With the additional space leased in phases one and two, Pierpont will have a total of 38,918 square feet available to establish its Downtown Center.

An additional 16,949 square feet will become available within two years when the new State Office Complex is completed across the street from Veterans' Square. The state offices currently in Veterans' Square will move into the new State Complex.

Due to Pierpont's CWE already being located in the facility, Pierpont's information technology infrastructure is already in place and only needs to be extended to the additional leased spaces. Faculty and staff parking is available in the private parking under Veterans Plaza and is included in the lease costs. Student parking is available in the City of Fairmont parking garage across the street from Veterans Square as well as other City lots adjacent to the facility.

Because the facility was redesigned as an office complex with large open spaces for modularized furniture, Pierpont can effectively utilize the space with minimal interior modifications. Most of the office furnishings and program specific equipment will be transferred to the facility as programs relocate, thereby minimizing the cost for new furnishings.

The CWE staff and services will operate cooperatively with the various academic programs transferred to Veterans Square until the CWE staff and services are relocated to the North Central West Virginia Advanced Technology Center in 2015.

The space at Veterans' Square is an important complement to the North ATC project underway at the I-79 High Tech Park. There are many Pierpont programs needing new space that are not included in the North ATC facility. Fortunately, several of these programs lend themselves to location in a downtown environment. Pierpont's Applied Design would be the first to locate downtown.

Dr. Larson thanked Rachel Beach, Pierpont's faculty in Applied Design, for spearheading this project, utilizing her expertise in facility design, and for her patience with the red tape and processes needed to make a project of this nature become a reality.

Dr. Larson then provided a brief PowerPoint presentation on the Veteran's Square project with Rachel Beach on the plans for the renovation of the space with a close up view of office and classroom space. Rachel showed the color schemes and artwork to the Board.

Barbara Hendrey asked about transportation for students to get from the Fairmont Campus to the Veterans Square location. Brian Floyd stated that the faculty is looking at this very closely and is working with the Transit Authority, and there is parking downtown available. Meal plans were also discussed to look at alternatives and the student by student needs.

Jay Rogers stated that the city is looking at how to revitalize downtown Fairmont, and that Pierpont will be the game changer, the partner to bring a positive change. Fairmont needed this partner in Pierpont. Mr. Rogers then presented a banner to welcome Pierpont to Veterans Square.

Dr. Larson stated that work on the building will begin almost immediately, with the building being used as early as June 20th to celebrate the first 150 years of the great state of West Virginia.

Dr. Larson then wished the graduates much success and in thanked the Pierpont faculty, staff and administration for their commitment to student success. As of May, there are almost 500 new Pierpont graduates – the most valuable resource that Pierpont has to offer.

Operation Reports

- Leslie Lovett provided an annual school report for the Academic Affairs.
- Paul Schreffler presented the Center for Workforce Education report
- Joyce Ross and Miwa Edwards gave a slide presentation for the 2012 Annual Classified Staff Council report
- There was no Faculty Assembly report provided
- There was no Student Government 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 March 31, 2013. A complete summary was provided in the May 21, 2013 Board of Governors book.

➤ *Capital Projects Update*

Tom Tucker provided a progress report of the Capital Projects for FY 2013, and of the facilities construction completion status. Dr. Larson thanked Mr. Tucker for the beautiful work that the Physical Plant did on the Commencement Program. A summary report was provided in the May 21, 2013 Board of Governors book.

➤ *Five Year Program Reviews*

Ms. Leslie Lovett provided, in accordance with WVCTC Title 133, Series 10, a 5-year program review for the following:

- Programs waiting for receipt of review by the Office of Academic Affairs are – Associate of Applied Science, Para-Educational and Paraprofessional in Education Certificate of Applied Science. A report will be given at the June Board of Governors meeting on the status of these programs.
- Programs given additional time to gather information until July 31, 2013 are – Associate of Applied Science, Paralegal, and Associate of Applied Science, Respiratory Care.
- Programs reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the President with a recommendation of continuation of the programs at the current level of activity are – AAS Degrees in Aviation Maintenance Technology, Early Childhood, Drafting/Design Engineering Technology, and Graphics Technology.

Jim Griffin offered a Motion to Accept the recommended continuation of the programs at the current level of activity for the AAS Degrees in Aviation Maintenance Technology, Early Childhood, Drafting/Design Engineering Technology, and Graphics Technology. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Finance/Audit Committee*

a. FY 2014 Unrestricted Education and General (E&G) Budget Approval

Mr. Dale Bradley presented a Resolution to the Board for Approval of the FY 2014 Unrestricted Education and General (E&G) Budget. Mr. Bradley provided documentation that was presented to the Audit/Finance Committee for review. A budget comparison has been completed for all Unrestricted Funds, including a comparison of the President-controlled and Fund Manager-controlled funds.

Approving the budget will also allow for the Mercer Step Pay raises to be effective on July 1, 2013 and faculty promotions to be effective with the beginning of their AY 2013-2014 contracts.

Complete financial documentation detail was provided to the Board at this May 21, 2013 Board of Governors meeting.

Mr. Jim Griffin presented a Motion to Accept the FY 2014 Unrestricted Education and General (E&G) Budget, as presented. Mr. Kyle Hamilton seconded the motion. All agreed. Motion carried.

➤ *Off Campus/Regional Academics Committee Report*

Mr. Tom Stose reported that there will be an MTEC open house scheduled in the Fall. The ATC redesign is complete and bids are scheduled.

➤ *Marketing Committee Report*

Ms. Sharon Shaffer reported that there will be a press release event held at the Robert H. Mollohan building on May 29 to announce the new Petroleum Technology program. Also, the Pierpont Marketing staff will be restructuring, with Sarah Hensley taking a part time position for internal communications for Pierpont.

Public Comment

No signatures were recorded.

New Business

Dr. Larson announced that Julia Pierpont Day will be held on May 25th at the Center for Workforce Education and a ceremony at Woodlawn Cemetery. Dr. Larson invited all Board members to attend.

Old Business

No old business to report.

Executive Session

Mr. Jim Griffin moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Exiting Executive Session

Jim Griffin provided a motion to exit Executive Session. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Items Presented for a Motion from Executive Session

Kyle Hamilton provided a motion to authorize approval for the Pierpont Administration to move forward in leasing of property for the Pierpont Community & Technical College, Petroleum Technology Program. Jim Griffin seconded the motion. All agreed. Motion carried.

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 3:50 PM. The next Pierpont Board of Governors Meeting will be held on Tuesday, June 18, 2013 at 2:00 PM, in the Falcon Center Board Room.