

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING**

**June 17, 2014**

**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 17, 2014, beginning at 2:00 PM at Robert H. Mollohan Training Center, Room 232/233.

*Present at the meeting were Board members:*

Chairman Earl McConnell, Linda Aman, Jim Griffin, Kyle Hamilton, Beverly Jones, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Gene Weaver.

*Board members absent were:* Jessica Cale, Jeff Tucker, and Chip VanAlsborg.

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Steven Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

*Guests in attendance were:* Chelsie Baker, Reporter for the Times West Virginian.

Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**

Chairman McConnell called the meeting to order at 2:05 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 May 20, 2014 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. All agreed. Motion passed.

**Special Recognitions/Presentations**

There were no special recognitions.

## President's Report


Dr. Larson thanked the Board for the very positive evaluation presented at the last Board of Governors meeting. As part of the President's self-evaluation, Dr. Larson proposed six goals that she will focus on in the 2014-2015 academic year. They are:


1. Complete and open the North Central Advanced Technology Center
2. Stabilize enrollment and increase external funding
3. Establish the Pierpont Foundation
4. Develop a new Five-Year Strategic Plan and Five-Year Budget Plan
5. Complete a first draft of a Ten-Year Master Facilities Plan
6. Implement an independent student BANNER system for Pierpont.

These six goals will be the format of the President's Board updates and reports.

Dr. Larson commented that Pierpont has an exciting year ahead with many major facilities and programs coming to fruition. Pierpont has an excellent foundation, faculty and staff, as affirmed by the HLC Accreditation Report.

## Operation Reports

 Academic Affairs Annual Report: Leslie Lovett provided extensive detail on the achievements and activities of Pierpont's Academic Schools over the past year. The Academic Affairs annual report, orated by Ms. Lovett, will be sent to the Board members via email soon after this June 17, 2014 Board meeting.

 Classified Staff Annual Report: Megan Echols and Mary Jo Rutherford gave the Annual Classified Staff Report that highlighted the classified staff demographics in an electronic presentation. To gather information for this report the classified staff employees answered the following questions.

- Who are we?
- What are your contributions?
- What are your challenges?
- What are your goals for next year?

One item of note from the presentation was that the classified staff will continue to keep communication open with the Board.

## Committee of the Whole

➤ *Financial Reports*

Dale Bradley provided reports 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 April 30, 2014. Complete details of these financial reports was provided in the June 17, 2014 Board of Governors book.

➤ *AY 2014-2015 Missing Textbook Adoptions Report*

Ms. Leslie Lovett brought forth a resolution to request approval of the Missing Textbook Adoptions Report. This report is provided annually, by November 1, to the West Virginia Council for Community and Technical College Education.

Through the efforts of the Pierpont and FSU Administrations, the Bookstore Advisory Committee, the Bookstore, and the academic leadership of both institutions, a rate of 92.7% for textbook adoptions was achieved for all know classes for the entire academic year 2014-2015.

Sharon Shaffer presented a motion to accept the Missing Textbook Adoptions Report and forward the same to the West Virginia Council for Community and Technical College Education. Rick Pruitte seconded the motion. All agreed. Motion passed.

➤ *Five Year Program Review – AAS Information Systems Technology*

Ms. Leslie Lovett brought forth a resolution to request approval of the Five Year Program Review for the Associate of Applied Science (AAS) Degree in Information Systems Technology with the recommendation to continue the program at the current level of activity.

WVCTC Title 113, Series 10, Policy Regarding Program Review, requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity, and constancy with the mission of the programs at the institution.

Sharon Shaffer presented a motion to approve the resolution to request approval of the Five Year Program Review for the Associate of Applied Science (AAS) Degree in Information Systems Technology with the recommendation to continue the program at the current level of activity. Kyle Hamilton seconded the motion. All agreed. Motion passed.

➤ *Appointment of AY 2014-2015 Audit/Finance, Marketing, and Regional Academics Committees Officers*

Chairman Earl McConnell announced the appointment of the Officers for the Audit/Finance, Marketing, and Regional Academics Committees for AY 2014-2015.

- Audit/Finance Committee
  - Chair – Kyle Hamilton
  - Member – Jim Griffin
  - Member – Earl McConnell
  - Member – Rick Pruitte
  - Member – Chip VanAlsburg
  - Staff Resource – Dale Bradley
  
- Marketing Committee
  - Chair – Barbara Pavel-Alvarez
  - Member – Linda Aman
  - Member – Beverly Jones
  - Member – Jeff Tucker
  - Staff Resource – Ron Weist
  
- Regional Academics
  - Chair – Sharon Shaffer
  - Member – Earl McConnell
  - Gene Weaver
  - Staff Resource – Jeanie Hawkins
  - Staff Resource – Leslie Lovett

These appointments become effective on July 1, 2014.

➤ *Pierpont Board of Governors Meeting Schedule for AY 2014-2015*

Chairman McConnell brought forth a resolution to approve the proposed Pierpont Community & Technical College Board of Governors meeting schedule for AY 2014-2015.

In accordance with the West Virginia Legislature House Bill 3215 §189B-2A-2. Meeting. The Board of Governors is required to hold a minimum of six (6) meetings per year.

The proposed schedule maintains the established meeting schedule of the third Tuesday of the month at 2:00 PM in August, September, October, November, February, March, April, May and June. A flex date and time is set in December for the Board's annual training retreat.

Barbara Pavel-Alvarez presented a motion to approve the proposed Pierpont Community & Technical College Board of Governors meeting schedule for AY 2014-2015. Jim Griffin seconded the motion. All agreed. Motion passed.

## Committee Reports

### ➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, yielded the floor to Dale Bradley to present the Audit/Finance Committee Report

- Resolution for Approval of the Capital Projects for FY 2015

Dale Bradley presented a resolution requesting that the Pierpont Board of Governors approve the \$477,000 Capital Projects budgets for FY 2015.

Capital Projects include \$40,000 for Robert C Byrd Aerospace Education Center gutter repairs, \$197,000 campus-wide small projects, \$100,000 campus-wide academic fund and \$100,000 campus-wide landscaping, and \$40,000 for replacement of the hazardous waste building. A spreadsheet and descriptive detail was provided at the June 17, 2014 Board meeting.

On behalf of the Audit/Finance Committee, Jim Griffin moved to approve the resolution for \$477,000 Capital Projects budgets for Fiscal Year 2015, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

### ➤ *Board of Governors Nomination Committee*

- Election of AY 2014-2015 Board of Governors Officers

Mr. Gene Weaver, Committee Chair, offered a resolution to approve the recommendations brought forward from the Board of Governors Nominating Committee for the establishment of the Board of Governors Officers for the 2014-2015 Academic Year.

*In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment. Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30 preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.*

The Board of Governors Officers presented for the 2014-2015 Academic Year were:

Chair – Jim Griffin  
Vice Chair – Earl McConnell  
Secretary – Sharon Shaffer

Kyle Hamilton entertained a motion to accept the nominations, as presented, for the establishment of the Board of Governors Officers for the 2014-2015 Academic Year. Rick Pruite seconded the motion. All agreed. Motion passed.

➤ *Regional Academics Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that she has attended the Academic Affairs Regional Academics meeting to aid in focusing the Committee's future plans.

The Board expressed interest in focusing on this Committee's goals, and it was suggested to provide the newly named Regional Academics Committee Chair for AY 2014-2015, Sharon Shaffer, meeting notes of the Academic Affairs Regional Academics meetings.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that no meeting was held in June; however, budget information has been shared electronically.

## **New Business**

1. Linda Aman discussed the possibility of working with the FBI for any potential hiring efforts for Pierpont students. Linda stated that she would personally explore this possibility.
2. Linda Aman asked Pierpont Administration to consider scholarships for women in prison.

## **Old Business**

No old business was discussed.

## **Public Comment**

No signatures were recorded.

## **Executive Session**

A motion was made at 3:30 PM 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. Gene Weaver seconded the motion. All Agreed. Motion carried.

### **Exiting Executive Session**

At 3:50 PM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

### **Appreciation to Chairman Earl McConnell**

Jim Griffin publicly thanked Chairman Earl McConnell for his leadership as the Board Chair during the past two years, and noted that under his guidance the Pierpont Board of Governors received accolades from the HLC accreditation report.

### **Adjournment and Next Meeting**

There being no further business, Jim Griffin made a motion to adjourn. Linda Aman seconded the motion. All Agreed. The Board meeting was adjourned at 3:55 PM.

The next regularly scheduled Pierpont Board of Governors meeting will be held on August 19, 2014 at the Pierpont Center at Veteran's Square, Room 112 at 2:00 PM.