

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**June 17, 2015**  
**9:00 AM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 17, 2015, beginning at 9:00 AM in the Falcon Center Board Room.

*Board members present were:*

Chairman Jim Griffin, Linda Aman, Kyle Hamilton, Beverly Jones, Earl McConnell (via phone), Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Jeff Tucker

*Board members absent were:*

Kelly Buchanan, Warren 'Chip' VanAlsburg, and Gene Weaver

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Steve Leach, Rob Linger, Leslie Lovett, Cyndee Sensibaugh, and Jennifer Weist

Faculty and staff were also in attendance.

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

Chairman Jim Griffin called the meeting to order at 9:10 AM 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 19, 2015 were presented for approval. Barbara Pavel-Alvarez offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

**Special Recognitions/Presentations**

 Dr. Larson recognized Mary Jo Rutherford for her service on the Classified Staff Council. Mrs. Rutherford is completing her service of eight years (4 terms) as the Chair of the Classified Staff Council. She previously served as Secretary.

- 🏆 Dr. Larson recognized Brittany Stout as the incoming Chair of the Classified Staff Council. Mrs. Stout will serve for the 2015-2017 term.
- 🏆 Dr. Larson recognized Beverly Jones for her service on the Classified Staff Council and the WV Advisory Council of Classified Employees. Mrs. Jones is completing seven years of service as the classified staff representative to the Pierpont Board of Governors.
- 🏆 Dr. Larson recognized Memori Dobbs as the incoming Classified Staff Council Representative to the Board of Governors. Mrs. Dobbs will serve for the 2015-2017 term.

Chairman Griffin thanked Mrs. Rutherford and Mrs. Jones for the contributions they gave to Pierpont for the success of the institution. The Chairman also welcomed Mrs. Dobbs and Mrs. Stout to their new roles.

## **President's Report**

Dr. Larson provided an overview of major projects related to the 2014-15 Priorities. Reports from each school and department providing detailed listing of projects were given to the Board.

Related to the goal of becoming more flexible, Pierpont is on track to implement a separate Banner system in January 2016. This separate database will allow Pierpont to implement changes in policy and procedure that will support its mission of accessibility and economic development.

Pierpont was able to organize and offer several new programs with alternative and accelerated schedules to help students gain employment quickly. The facilities at Veterans Square and the Atrium were used to launch programs in Landman, the Power Systems Institute, and Petroleum Technology. The opening of the ATC will consolidate these programs and allow for even further creative and flexible scheduling.

The High School “game of the week” project was a major success in efforts to raise awareness of Pierpont programs throughout the 13 county service area. WBOY has been a generous and supportive partner and through this partnership Pierpont has been able to participate in game day assemblies and game night events and promotions.

Dr. Larson stated that Chairman Griffin has noted the success and impact of the LPN program in Braxton County and Pierpont continues to provide support and resources to sustain that program.

Pierpont has seen dramatic results from the changes in development education course offerings. A state report noted that in mathematics, Pierpont students improved from a 17% pass rate to a 70% pass rate in the Gateway math courses over the past year. There were similar improvements in English success, as well.

Pierpont instituted college-wide attendance standards and once the independent Banner system is implemented, other policies aimed at raising student success and completion rates for Pierpont students will be created.

Dr. Larson stated that the location, programming, and design of the North Central Advanced Technology Center will provide dramatic support for workforce training, business and industry use, and raise a general awareness of the opportunities available for work and quality of life in this region of West Virginia.

Formal notification has been given that Pierpont Foundation is an official tax-exempt entity. The Pierpont Foundation has a Foundation Board, By-Laws, Foundation Donors, and even a small corpus ready to go.

Dr. Larson said that this would be her final report to the Pierpont Board of Governors, and that it was pleasure and honor to work with the Board. Dr. Larson offered appreciation for the support and guidance, particularly of the Board Chairs. She stated that she has learned and grown through her work with each of the members of the Board and they had a lasting impact on her personal and professional career. Dr. Larson shared that she could not have asked for a better support group for her first presidency.

Chairman Griffin thanked Dr. Larson for the many outstanding contributions she has given to Pierpont and that she has left footprints in the sand in the community.

## Operation Reports

 *Academic Affairs Annual Report:* Provost Leslie Lovett thanked Board members for their participation in the May commencement ceremony and Mr. VanAlsborg for serving as the Board representative speaker.

Provost Lovett shared that over the past month, scholarships have been given to high school and EDGE students at the school awards ceremonies. Provost Lovett and her staff have also participated in STEM initiatives meetings, Prior Learning Credit legislative and state meetings on transfer credit course match, TAACCCT grant meetings, and will attend the Campus Safety Summit. Work is beginning on policies and manuals for the future HLC visit.

 *Classified Staff Council Report:* Mary Jo Rutherford, Classified Staff Council Chair, stated that a meeting was held on May 21, at which a review was done on the recent election and nomination process and results.

Mrs. Rutherford presented Dr. Larson with a Pierpont mug in appreciation of her support to the Classified Staff Council over the years. Mrs. Rutherford stated on a personal note that it was a pleasure and an honor to serve for the past eight years and wished the Board all the best as they move forward. Chairman Griffin thanked Mrs. Rutherford for her service and her informative reports over the years.

Mrs. Rutherford thanked the outgoing members of the Classified Staff Council, while Chairman Griffin thanked Mrs. Rutherford for her commitment and service as Chair of the Classified Staff Council these past years.

- 🏛️ *Pierpont Foundation Report:* Steve Leach informed that the Pierpont Foundation has received approval as a 501c3, tax exempt organization.
- 🏛️ *Workforce Development Report:* Paul Schreffler gave an overview of his report that was previously provided in the June 17, 2015 Board book.

## **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 April 30, 2015. Complete details were provided in the June 17, 2015 Board of Governors Book.

- *Resolution to Accept the Five Year Program Review for Applied Design AAS Degree Program – Action Item*

Provost Leslie Lovett provided the five-year program review documents in the June 17, 2015 Board book, and also electronically to the Board, prior to this meeting. After review of the Applied Design AAS Degree Program viability by the Program Advisory Board, external reviewer, faculty, Dean of Human Services, Vice President of Academic Affairs, and the President, a recommendation was made to continue the Applied Design AAS Degree Program at its current level of activity.

Sharon Shaffer presented a motion to approve the five-year program review report for Applied Design AAS Degree Program and to continue the program, as presented, at its current level of activity. Beverly Jones seconded the motion. All agreed. Motion carried.

- *Resolution to Accept the Five Year Program Review for Emergency Medical Services AAS Degree and CAS Programs – Action Item*

Provost Leslie Lovett provided the five-year program review documents in the June 17, 2015 Board book, and also electronically to the Board, prior to this meeting. After review of the Emergency Medical Services AAS Degree and CAS Programs viability by the Program Advisory Board, national accrediting agency, faculty, Dean of Human Services, Vice President of Academic Affairs, and the President, a recommendation was made to continue the Emergency Medical Services AAS Degree and CAS Programs at their current level of activity.

Sharon Shaffer presented a motion to approve the five-year program review report for Emergency Medical Services AAS Degree and CAS Programs and to continue the programs, as presented, at their current level of activity. Rick Pruitte seconded the motion. All agreed. Motion carried.

- *Resolution to Accept the Five Year Program Review for Paralegal Studies AAS Degree Program – Action Item*

Provost Leslie Lovett asked to table the approval of the five-year program review for the Paralegal Studies AAS Degree Program, as the full report is incomplete.

Chairman Griffin consented to table the five-year program review for the Paralegal Studies AAS Degree Program until the report is finalized.

- *Resolution to Accept the Three Year Program Post Audit for Electrical Utility Technology AAS Degree Program – Action Item*

Provost Leslie Lovett provided the three-year program post audit documents in the June 17, 2015 Board book, and also electronically to the Board, prior to this meeting. After review of the Post Audit for Electrical Utility Technology AAS Degree Program viability by the Program Advisory Board, faculty, Dean of Workforce Development, Vice President of Academic Affairs, and the President, a recommendation was made to approve the audit report and continue the Electrical Utility Technology AAS Degree at its current level of activity.

Sharon Shaffer presented a motion to approve the audit report for Electrical Utility Technology AAS Degree Program and to continue the program, as presented, at its current level of activity. Kyle Hamilton seconded the motion. All agreed. Motion carried.

- *Resolution to Accept the Three Year Program Post Audit for Mechatronics Technology AAS Degree Program – Action Item*

Provost Leslie Lovett provided the three-year program post audit documents in the June 17, 2015 Board book, and also electronically to the Board, prior to this meeting. After review of the Post Audit for Mechatronics Technology AAS Degree Program viability by the Program Advisory Board, faculty, Dean of Workforce Development, Vice President of Academic Affairs, and the President, a recommendation was made to approve the audit report and continuation of the Mechatronics Technology AAS Degree Program as a concentration in the new Applied Process Technology AAS Degree Program at its current level of activity.

Sharon Shaffer presented a motion to approve the audit report and continuation of the Mechatronics Technology AAS Degree Program as a concentration in the new Applied

Process Technology AAS Degree Program at its current level of activity. Beverly Jones seconded the motion. All agreed. Motion carried.

- *Pierpont Logo for Locust Avenue Shared Signage – Informational*

Steve Leach provided a photo, for an example, of the shared monument sign that will be placed at the entrances of the Locust Avenue campus, incorporating the names and logos of Pierpont Community & Technical College and Fairmont State University. Mr. Leach and Dale Bradley are working with Fairmont State and hope to have the signs installed by the Fall semester.

- *Resolution to Approve the Pierpont Board of Governors Meeting Dates for AY 2015-2016 – Action Item*

Cyndee Sensibaugh presented the proposed dates for the Pierpont Board of Governors meetings for AY 2015-2016. Chairman Griffin recommended to accept the dates, as proposed. Discussion was held on the March date that may conflict with the schedule of Spring Break. Chairman Griffin noted that timely adjustments may be made in the meeting schedule, as needed, throughout the year.

Sharon Shafer offered a motion to accept the Pierpont Community & Technical College's Board of Governors meeting schedule for Academic Year 2015-2016, as presented. Beverly Jones seconded the motion. All agreed. Motion carried.

- *Appointment of AY 2015-2016 Officers for the Audit/Finance, Marketing, Regional Academics and Transition Committees - Informational*

Chairman Jim Griffin presented the appointment AY 2015-2016 Board committee officers for the Audit/Finance, Marketing, Regional Academics, and Transition Committees. Chairman Griffin stated that the committee officers will remain in the positions that they are currently serving. Chairman Griffin chose to appoint the new Classified Staff Board of Governors representative, Memori Dobbs, to the Marketing Committee. Mrs. Dobbs will replace outgoing Classified Staff Board of Governors representative, Beverly Jones.

The 2015-2016 Pierpont Board of Governors Committees members are:

Audit/Finance Committee

Kyle Hamilton – Chair  
James Griffin  
Earl McConnell  
Rick Pruitte  
Warren 'Chip' VanAlsburg  
Dale Bradley – Staff Resource

Marketing Committee

Barbara Pavel-Alvarez – Chair  
Linda Aman  
Memori Dobbs  
Jeff Tucker  
Steve Leach – Staff Resource  
Steve Santilli – Staff Resource  
Bo Sellers – Staff Resource

Regional Academics Committee

Sharon Shaffer – Chair  
Earl McConnell  
Vacant - Board  
Jeni Hawkins – Staff Resource  
Leslie Lovett – Staff Resources

Transition Committee

Chip VanAlsburg – Chair  
James Griffin  
Earl McConnell  
Sharon Shaffer  
Dale Bradley – Staff Resource  
Leslie Lovett – Staff Resource

**Committee Reports**

➤ *Board of Governors Nominating Committee*

- Resolution to Approve the Board of Governors Nominating Committee's Election of AY 2015-2016 Board of Governors Officers – Action Item

On behalf of Committee Chair Gene Weaver, Kyle Hamilton presented for approval the election and establishment of the Board of Governors Officers for the 2015-2016 Academic Year. The nominees presented were:

Chair of the Board – James Griffin  
Vice Chair of the Board – Earl McConnell  
Secretary of the Board – Sharon Shaffer

A motion was made by Kyle Hamilton to accept the nominees for the offices, as presented. Rick Pruitte seconded the motion. All agreed. Motion carried.

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, yielded the floor to Mr. Dale Bradley, CFO.

- Approval of the FY 2015 and 2016 Capital Projects Budget Modification – Action Item

Mr. Dale Bradley presented a FY 2015 and 2016 Capital Projects Budget Modification for review and approval. The modification will be made to the FY 2015-2016 Capital Projects Budget from Education and General Capital Funds and from Infrastructure Funds. A complete summary was provided to the Board in the June 17, 2015 Board book.

Kyle Hamilton presented a motion to approve the FY 2015 and 2016 Capital Projects Budget Modification, as presented. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported a Resource Fair for Workforce West Virginia's Rapid Response Team will be held on June 30. This Fair is being held for all unemployed coal miners, industry related individuals, and family members affected by recent layoffs. This will be an opportunity for Pierpont to reach out to assist those affected to plan new goals and possibly build enrollment.

An update will be given at the Cabinet/Council Strategic Planning Retreat on the outcomes of the CLARUS Report and future marketing plans and the marketing tool kit. The Marketing Committee team met with Bulldog Creative group to discuss marketing efforts and collaboration. A proposal will be forthcoming. The team has also met with representatives from newsprint, radio, network television, cable, outdoor advertising, and social media to determine the best mix while working within budget constraints.

➤ *Regional Academics Committee Report*

No report.

**New Business**

⚠ Resignation of Pierpont Community & Technical College Board Member – Action Item

- Chairman Griffin announced that a letter of resignation was received the previous week by Board member, Lewis Eugene Weaver. Due to personal commitments, Mr. Weaver will be resigning as a member of the Pierpont Community & Technical College Board of Governors effective this day, June 17, 2015. Chairman Griffin

expressed his appreciation for the commitment Mr. Weaver had given to the Board over the years.

A motion was made by Sharon Shaffer to accept the resignation of Mr. Lewis Eugene Weaver from the Pierpont Community & Technical College Board of Governors, effective June 17, 2015. Kyle Hamilton seconded the motion. All agreed. Motion carried.

Chairman Griffin shared upcoming events and encouraged Board members to attend:

- ✓ Farewell reception for Dr. Doreen and Len Larson immediately following the Board meeting at 11:30 AM in the Falcon Center Conference Rooms.
- ✓ The quarterly North Central West Virginia Advance Technology Center Advisory Board Meeting will be held on August 18, 2015 at 1:00 PM in the Falcon Center Board Room.

### **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. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

#### *Exiting Executive Session*

At 10:47 AM, the Board exited Executive Session.

#### *Items Brought Forward from Executive Session*

- A. Appointment of a Temporary Interim President of Pierpont Community & Technical College – Action Item

A call for a motion was brought forward from Executive Session to accept Mr. Dale Bradley to serve as the temporary Interim President of Pierpont Community & Technical College from June 18, 2015 until September 1, 2015.

Sharon Shaffer presented a motion to accept Mr. Dale Bradley as the temporary Interim President of Pierpont Community & Technical College from June 18, 2015 until September 1, 2015. Rick Pruitte seconded the motion. All agreed. Motion carried.

B. Annual Evaluation of the President of Pierpont Community & Technical College – Informational Item

Chairman Griffin announced that the annual evaluation of the President has been completed for Dr. Doreen Larson with a satisfactory rating.

**Adjournment and Next Meeting**

The next regularly scheduled Pierpont Board of Governors meeting will be held on August 18, 2015 at 2:00 PM in the Falcon Center Board Room. The NCWV Advanced Technology Center Advisory Board meeting will be held at 1:00 PM prior to the Board of Governors meeting.

There being no further business, the Chairman called the meeting adjourned. The Board meeting was adjourned at 10:55 AM.

*Respectfully submitted by Cyndee K. Sensibaugh*