

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 18, 2013
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 18, 2013, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members:

Chairman - Earl McConnell, Linda Aman, Jessica Cale, Jim Griffin, Kyle Hamilton, Beverly Jones, Rick Pruitte, Sharon Shaffer, Tom Stose (by phone), Jeff Tucker (by phone) and Gene Weaver.

President's Cabinet members present were:

Dale Bradley, Sarah Hensley, Steve Leach, Rob Linger, Leslie Lovett, and Cyndee Sensibaugh

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.

Motion to Amend the Order of the Agenda

As circumstances warranted the timely exit of some of the Board members from this meeting, a motion was made by Sharon Shaffer to amend the order of the items on the published Board of Governors Agenda to permit the Action Items to be covered as the first items of business. This motion was seconded by Rick Pruitte. All agreed. Motion carried.

Approval of Minutes

The minutes of May 21, 2013 were presented for approval. Sharon Shaffer offered a Motion that the minutes of May 21, 2013 be approved, as presented. Jim Griffin seconded the motion. All agreed. Motion carried.

Committee of the Whole (action items)

3. Board Officers and Committees Appointments Review for AY 2013-2014

Gene Weaver offered nominations to fill the positions of Board Officers for AY 2013-2014 as follows:

Chair – Earl McConnell
Vice Chair – Kyle Hamilton
Secretary – Sharon Shaffer

Earl McConnell opened the floor for recommendations to be presented for other nominees. There were no other nominations from the floor.

Jim Griffin offered a motion to accept and close the nominations. Kyle Hamilton seconded this motion.

Earl McConnell entertained a motion and Gene Weaver moved that Sharon Shaffer will serve as the 2013-2014 Board Secretary, Kyle Hamilton will serve as the 2013-2014 Board Vice Chair, and Earl McConnell will serve as the 2013-2014 Board Chair. The motion was seconded by Kyle Hamilton. All agreed. Motion carried.

Appointments to the Board Committee's positions will be tabled until the Chairman has conducted independent counsel with prospective appointees.

4. AY 2013-2014 Textbook Adoptions Report

Ms. Leslie Lovett provided, in accordance with Bookstore Policy #54 Section 2.2.7, a report instructed to be compiled annual by June 1st and forwarded to the Board of Governors for review.

Committees tasked with the preparation of this report achieved a combined 97% textbook adoption for all known classes covering the entire 2013-2014 academic year. This percentage was reported to the Bookstore on May 30, 2013. Out of 4,396 textbook course section requests issued by the Bookstore to both institutions, two (2) Pierpont courses representing four (4) section titles are missing and being followed up on.

The institutional Board of Governors must submit a report on textbook adoptions to the WV Council for Community and Technical College Education System annually by November 1st.

Kyle Hamilton offered a motion to accept the Missing Textbook Adoptions Report and forward the same to the WV Council for Community and Technical College Education System. Sharon Shaffer seconded the motion. All agreed. Motion carried.

5. Policy #15 – Grade Point Average for Associate and Baccalaureate Degrees Resolution for Nomenclature Revisions

Stephen Leach brought forth a Resolution to Amend Policy #15 - Grade Point Average for Associate and Baccalaureate Degrees

In the on-going process of reviewing and revising Pierpont Community & Technical College's Board of Governors Policies, minor (non-substantive) corrections can be made without the necessity of a 30-day public comment period. The Higher Education Legal Division's General Counsel has recommended that proposed nomenclature changes be presented to the Pierpont BOG for approval via a resolution.

A detailed review of the recommended nomenclature changes to this policy was provided in the June 18, 2013 Board of Governors book.

Sharon Shaffer presented a motion to accept the proposed nomenclature revisions to Policy #15, and to retitle the policy as "Policy #15 – Grade Point Average for Certificate of Applied Science and Associates Degrees. Beverly Jones seconded the motion. All agreed. Motion carried.

6. *Resolution to Establish the School of Workforce Development and Resolution to Establish the Position of Academic Dean / Director of Workforce Development*

Leslie Lovett brought forth a Resolution to establish the School of Workforce Development.

Resolve that the Pierpont Board of Governors approve the creation of a new academic division of the college, which shall be named the School of Workforce Development, which shall incorporate and administer the following AAS and/or CAS technical degree programs:

- Mechatronics, AAS degree
- Power Plant Technology, AAS (approved for Fall 2013) and CAS degrees
- Electrical Utility Technology, AAS degree (Power Systems Institute)
- Petroleum Technology, AAS (approved for Fall 2013) and CAS (January 2014 approval expected by US Department of Education)
- Welding Management (under development, start date and approval have not been determined)
- And all other technical and continuing education programs, credit or noncredit, offered under contract for business and industry clientele.

Sharon Shaffer offered a motion to approve the creation of a new academic division of the college, which shall be named the School of Workforce Development, which shall incorporate and administer AAS and/or CAS technical degree programs. Rick Pruitte seconded the motion. All agreed. Motion carried.

Be it further resolved that the Vice President for Workforce Development will serve in the role of academic Dean for this school, as well as Director of the Advanced Technology Center.

Sharon Shaffer offered a motion to approve that the Vice President for Workforce Development will serve in the role of academic Dean for this school, as well as Director of the Advanced Technology Center. Jim Griffin seconded the motion. All agreed. Motion carried.

Committee Reports (action items)

1. Audit/Finance Committee

a. Approval to Complete Campus and Facilities Master Plan

At the May 2013 West Virginia Council for Community and Technical College Education (CTCS) Council meeting, Pierpont was directed to complete an independent Facilities Master Plan and report to the CTCS by January 2015.

Dale Bradley presented a Resolution to the Board for authorization for Pierpont to move forward in completion of a Campus and Facilities Master Plan and to further authorize the use of \$100,000 from the E & G Capital Reserves for the purpose of completing this plan.

Jim Griffin presented a motion to allocate \$100,000 from the E & G Capital Reserves for the completion of a Pierpont Campus and Facilities Master Plan. Mr. Kyle Hamilton seconded the motion. All agreed. Motion carried.

b. Approval of E & G Capital Funds for Veteran's Square – Phase 1

In preparation to relocate some Pierpont academic programs and administrative offices to the leased facility located at Veteran's Square in Fairmont, some remodeling and improvements, and the purchase of equipment and furnishings to utilize this space are needed.

Dale Bradley presented a Resolution to the Board for approval of the use of \$175,000 from the E & G Capital Reserves for the purpose of remodeling, administrative fees, furniture, fixtures and equipment for Phase 1 of the Veteran's Square leased facility. A complete estimated cost breakdown was provided in the June 18, 2013 Board of Governors Book. An increase in cost for this Phase is not expected.

Jim Griffin offered a motion to authorize the allocation of \$175,000 from the E & G Capital Reserves for the purpose of remodeling, administrative fees, furniture, fixtures and equipment for Phase 1 of the Veteran's Square leased facility. Kyle Hamilton seconded the motion. All agreed. Motion carried.

Executive Session

Mr. Jim Griffin moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Exiting Executive Session

Executive Session was exited with the following motion.

Items Presented for a Motion from Executive Session

Gene Weaver offered a motion to accept the annual Board evaluation of President Dr. Doreen M Larson. Kyle Hamilton seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

There were no special recognitions.

Operation Reports

President's Report

Provost Leslie Lovett provided the President's summary on the Cabinet Retreat held June 10-11, 2013 for Dr. Doreen Larson.

On June 10th and 11th, the President's Cabinet held their annual retreat. During an ice breaker, using the Myers-Briggs Type Indicator, the Cabinet members learned the personality trait that they possess at work (and most likely at home). The personality types were: Analyzer, Controller, Persuader, and Stabilizer. Dr. Lovett asked the Board members to do some homework to try to determine what type of personality each of the cabinet members were strongest in. Dr. Lovett asked the Board to mull over the answers until the next board meeting.

Dr. Lovett reported that at the Cabinet Retreat Vice President Schreffler shared an article and findings on the "The Post Traditional Learners" and Dr. Larson reviewed the American Association of community College's "21st Century AACC Report, *Reclaiming the American Dream*. After discussion of each article the group reviewed the 2012-2013 strategic plan and noted the projects that were finished, and those that might be carried into next year. Additional priorities were also suggested for the upcoming year.

Dr. Lovett stated that on day two of the Cabinet Retreat the President's Council members were invited to attend. The new check list process for grant approvals was shared by Vice President Leach. Organizational changes and responsibilities beginning in 2013-2014 were reviewed and discussed in anticipation of additional locations, and new programs of study.

The remainder of the retreat involved paring down the strategic priorities for 2013-2014. These goals continue Pierpont's focus on Institutional Flexibility; Culture of Completion; 13-County Outreach; Facility Planning; and HLC Accreditation. A draft of the Strategic Priorities for 2013-2014 was provided to each Board member.

Pierpont faculty, staff, and administration also participated in the statewide announcement of the Petroleum Technology initiatives in partnership with WV Northern Community College held at the Mollohan Building, and Julia Pierpont Day with breakfast and speakers at the Center of Workforce Education followed up with the laying of wreath's in remembrance at the Woodlawn Cemetery.

Operation Reports - Continued

- ✓ Leslie Lovett provided a report for Academic Affairs.

Committee of the Whole – Continued (informational items)

1. 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 April 30, 2013. A complete summary was provided in the June 18, 2013 Board of Governors book.

2. Construction Projects Progress Report

Tom Tucker provided a progress report of the Capital Projects for FY 2013, and of the facilities construction completion status. Mr. Tucker stated that staff is preparing to move into the renovated Turley Center in July; Hardway Hall renovations are on schedule; and the Caperton Center project has gone out to bid. A summary report was provided in the June 18, 2013 Board of Governors book.

Committee Reports - Continued (informational items)

2. Off Campus/Regional Academics Committee Report

Mr. Tom Stose reported that a quote has been provided on the cost of furnishing the MTEC facility and Rachel Beach is looking into obtaining additional quotes. The drywall is up at MTEC and the facility is on target for a Fall start up.

3. Marketing Committee Report

No report.

Public Comment

No signatures were recorded.

New Business

- Chairman McConnell informed the Board that consideration is being given to hold a Board of Governors Meeting on July 16, 2013. More information will follow after July .4, 2013.
- Rob Linger informed the Board that meetings are being held with Fairmont State to discuss the Banner shared database. Pierpont is on track to have its independent Banner system ready by December 2014. Mr. Linger further informed the Board that Pierpont's email services are undergoing a switch to Google apps that will enable a tie-in to Blackboard. This will not affect current email addresses and phone numbers.

Old Business

No old business to report.

Adjournment and Next Meeting

There being no further business, Sharon Shaffer made a motion to adjourn. Rick Pruitte 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 Tuesday, August 20, 2013 at 2:00 PM, with the location to be determined.