

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 19, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 19, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

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

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Steve Leach, 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 May 15, 2012 were presented for approval. Sharon Shaffer moved that the minutes of May 15, 2012 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

President Dr. Doreen Larson recognized and commended each member of the Board of Governors for their outstanding 100% completion of Continuing Education training hours. The Board met, and well-exceeded, the required training hours for the past two years of service.

Dr. Larson introduced and welcomed Dana Gribben to the staff of Pierpont. Dana began her service in mid-May as the Senior Administrative Assistant for Academic Affairs working for the Provost and also for the Vice President of Finance.

President's Report

President Larson was proud to say that Pierpont received notice that we are one of 18 colleges in the nation to participate in “Advancing the Humanities: A National Endowment for the Humanities Bridging Cultures Project.” With this project, Pierpont faculty will design a humanities literature course that will focus on work in various global cultures. Through reading and study, students will explore the impact of globalization on their career choices.

At the June Community and Technical College Council Retreat the Pierpont developmental faculty was recognized for taking the lead in fashioning and implementing innovations in developmental education that are serving as models across the state. Pierpont was also noted for its breadth and depth of dual enrollment offerings within our service region.

Dr. Larson credited Doug Furr, Power Plant instructor, who has secured all 15 Power Plant graduate students internship employment at First Energy. That is 100 percent placement!

Dr. Larson discussed partnerships developed with the North Central WV Airport in Bridgeport and the Monongalia Technical Education Center in Morgantown. Mr. Tom Stose then provided an update to the Board on the status of the soft hanger runway project at the airport.

Continuing discussions to address gaps between available jobs and skilled applicants, Dr. Larson explained that regional barriers need to be addressed. As industries rely on natural resources like rivers and geographical areas such as the Marcellus Shale deposits, Pierpont is partnering WV Northern CC to provide mining and drilling training, green up programs, and ShaleNet programs, as well as with First Energy PSI programs in Ohio and Pennsylvania. This regional approach, one that crosses state lines, utilizes colleges and campuses, and highlights the prime location of North Central WV, is the key to filling these open jobs.

Pierpont is in the final design phase of the Pierpont Institute of Power and Energy (PIPE) Program, and soon will engage a diverse advisory team for this project.

Dr. Larson informed the Board that Pierpont continues to be in good budget position. Continued enrollment growth and modest increases in tuition have provided the opportunity to increase funding in areas to strengthen the college. Pierpont has fully funded the Mercer step increase for classified staff, approved faculty promotions have been funded, new full-time and adjunct faculty positions have been funded, support has been recommended for more courses at regional campuses, and a marketing operations budget has been established.

Dr. Larson updated the Board on staffing reorganization and reassignments implemented upon the vacant VP of Enrollment Services position. This shift has reflected a budget savings and better recruitment services for both institutions.

Dr. Larson applauded and thanked Dale Bradley and Rick Porto for their work on the refunding of the revenue bonds that will realize a savings of over \$11 million over the life of the Bonds.

In closing, Dr. Larson showed a video produced by Bob Tinnell for the Culinary Arts program featuring the Entrepreneurship in Pastry Arts Symposium coordinated by Brian Floyd through grant funding.

Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Kim Pellillo presented the Foundation 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 April 30, 2012. A detailed review was provided in the June 19, 2012 Board of Governors book.

- *Board of Governors Policy #38 – Faculty Sick Leave – Recommendation for 30-Day Comment Period*

Mr. Steve Leach brought forth a Resolution to approve the announcement of a 30-day public comment period for Board of Governors Policy #38 – Faculty Sick Leave.

Language in the existing policy needs clarification in addressing the guidelines established in the WV Council Community and Technical College Education Policy 135-38 and the Higher Education Policy Commission Series 38. The revisions proposed will clarify the rights and responsibilities of faculty members that are absent due to a n illness or injury and are unable to carry out their duties.

A detailed copy of the recommended policy revision was provided in the June 19, 2012 Board of Governors Book.

Sharon Shaffer presented a Motion to Approve the 30-day Public Comment Period for the proposed revisions to Board of Governors Policy #38 – Faculty Sick Leave. Tom Stose Seconded the motion. All agreed.

➤ *Missing Textbook Adoption Report*

Ms. Leslie Lovett presented a Resolution to the Board to accept the Missing Textbook Adoption Report and forward the same to the West Virginia Council for Community and Technical College Education.

Bookstore Policy #54 Section 2.2.7 requires the bookstore to compile a report regarding missing textbook adoptions by June 1 of each year and to forward this report to the Board of Governors for review and submission to the WVCCTC. Textbook adoptions for AY 2012-2013 achieved a 96% success rate by the end of March 2012.

Sharon Shaffer Moved to Accept the Missing Textbook Adoption Report and forward this report to the West Virginia Council for Community and Technical College Education. Tom Stose Seconded the motion. All agreed.

Committee Reports

➤ *Finance/Audit Committee*

a. Approval of the Unrestricted Budget for FY 2013

Mr. Dale Bradley brought forth a Resolution for approval of the Unrestricted Education & General Budget for FY 2013. A detailed report of the proposed FY2013 Unrestricted E&G Budget was provided in the June 19, 2012 Board of Governors Book.

Kyle Hamilton Moved to Approve and Adopt the Unrestricted Education & Budget for FY 2013. Rick Pruitte Seconded the motion. All agreed.

b. Approval of the Pierpont/FSU Chargeback Agreement for FY 2013

Mr. Dale Bradley presented a Resolution for approval of the FY 2013 Chargeback Agreement between Pierpont and Fairmont State University. A detailed report of this Agreement, including the Chargeback Table and the estimated Chargeback Budget, was provided in the June 19, 2012 Board of Governors Book.

Sharon Shaffer Moved to Accept and Approve the Pierpont/FSU Chargeback Agreement for FY 2013. Kyle Hamilton Seconded the motion. All agreed.

c. Approval of the Capital Projects for FY 2013

Mr. Dale Bradley presented a Resolution for approval of the Capital Projects for FY 2013. A detailed report of the FY 2012 Continuing Capital Projects and the FY 2013 Proposed Capital Projects was included in the June 19, 2012 Board of Governors Book.

Kyle Hamilton Moved to Approve the Capital Projects for AY 2013, as presented. Sharon Shaffer Seconded the motion. All agreed.

d. Savings from Refunding of Revenue Bonds

Mr. Dale Bradley presented, as an informational item, the Savings from the Refunding of Outstanding Revenue Bonds. Both the Pierpont and the Fairmont State Boards of Governors approved in February 2012 the refunding of outstanding revenue bonds.

The details of the bond refunding have been finalized and the interest rates have been determined. Based on this Bond Refunding the institutions have saved over \$550,000 annually and over \$11.5 million over the life of the Bonds.

A detailed Bond Refunding Savings Summary was provided in the June 19, 2012 Board of Governors Book.

➤ *Board of Governors Nominating Committee*

Gene Weaver, Chair of the Nominating Committee, entrusted Sharon Shaffer to provide the Nominating Committee report to the Board.

As Chairman James Griffin has met his office term limits, a new Board Chair will need to be appointed. Ms. Shaffer and the entire Board of Governors, along with President Larson, faculty, and staff thanked Chairman Griffin for his devoted and excellent service to the Board as Chairman. Chairman Griffin will remain in service to the Board as a continuing Board Member.

Sharon Shaffer read the Nominating Committee's recommendations. The nomination presented for the new Board of Governors Chair was Mr. Earl McConnell. The nomination presented for the new Board of Governors Vice Chair was Mr. Kyle Hamilton. The nomination presented for the continuing Board of Governors Secretary was Mrs. Beverly Jones.

Ms. Sharon Shaffer presented a Motion to Accept the Nominating Committee's recommendations for new Board officers, with service in these positions beginning on July 1, 2012.

Mr. Tom Stose Seconded the Motion. All agreed.

Public Comment

No signatures were recorded.

New Business

- *Appointment of AY 2012-2013 Marketing, Audit/Finance, Off-Campus/Regional Academic Subcommittee Officers*

Chairman-elect Earl McConnell will consider appointment of Subcommittee Officers at the next Board of Governors meeting in August.

- *Pierpont BOG Meeting Dates for AY 2012-2013*

Proposed dates were provide to the Board of Governors in the June 19th Board Book for the Board of Governors Meetings for AY 2012-2013. After review, it was unanimously agreed to accept the dates as presented.

- *Bob Heffner Scholarship Kick-Off*

Immediately following the Board of Governors meeting, the Bob Heffner Scholarship Kick-Off event was held in the Falcon Center and all Board members were encouraged to attend.

- *Final Expressions of Gratitude to Chairman James Griffin*

Mr. Earl McConnell expressed, once again, his gratitude to James Griffin for his excellent service to the Board as Chairman over the past four years. Chairman Griffin received a standing round of applause.

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 3:10 PM. The next Pierpont Board of Governors Meeting will be held on August 21, 2012 at 2:00 PM, in the Falcon Center Board Room.