

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

August 19, 2014

9:00 AM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 19, 2014, beginning at 9:00 AM in the Falcon Center Board Room.

Present at the meeting were Board members:

Chairman Jim Griffin, Linda Aman, Kelly Buchanan, Kyle Hamilton (via phone), Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, Jeff Tucker, Chip VanAlsburg (via phone), and Gene Weaver.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Stephen Leach, Rob Linger, Leslie Lovett, Paul Schreffler, Cyndee Sensibaugh, and Jennifer Weist.

Guests in attendance were: Howard Clark, Eleanor Millman, and Michael O'Connor.

Faculty and staff were also in attendance.

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors meeting the 2014-2015 Student Government Representative, Kelly Buchanan, was officially sworn in by Notary Public, Cyndee Sensibaugh.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 9:02 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 June 17, 2014 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Earl McConnell seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

There were numerous special recognitions and introductions of new Pierpont staff members.

- 🏆 Dr. Larson introduced Kelly Buchanan, as the incoming Student Government Representative and Michael O’Conner as the incoming Faculty Senate Representative.
- 🏆 Dr. Larson welcomed Mr. Howard Clark, President, and Ms. Eleanor Millman, Director, of the Clark Opportunity Foundation. Mr. Clark recognized the members of his Board and thanked them for their work. He spoke of partnerships formed with high schools and community colleges throughout the region and emphasized the importance of internships for students in their field of study to develop employment skills.
- 🏆 Dr. Larson congratulated Leslie Lovett and Rachel Beach for winning the National Institute for Staff and Organizational Development (NISOD) 2014 Award. Dr. Larson presented each with the NISOD Excellence Award Medallion and Program.
- 🏆 Mrs. Leslie Lovett introduced new faculty members from the School of Health Careers: Adam Evans, Associate Professor – Vet Tech. (not in attendance), and Rita Robinson, Assistant Professor - LPN.
- 🏆 Mrs. Lovett also introduced Karen Wigal, Instructor of the LPN Program and reported that seven students sat for their Boards and all seven passed.
- 🏆 Mr. Stephen Leach introduced new Office of Organization and Development staff member Stephen Santilli, Advanced Manufacturing Coordinator, who is working under the Trade Adjustment Assistance for Community College and Career Training (TAACCCT) Grant.
- 🏆 Mr. Rob Linger introduced new Information Technology staff members Joshua Smith, IT Development Specialist, and Mrs. Harmony Garletts, E-Learning Specialist.
- 🏆 Mr. Paul Schreffler introduced new Center for Workforce Education staff members Ms. Brittany Stout, Information Specialist, Miranda Kessel, Recruiting Coordinator, and Mrs. Megan Echols, Administrative Assistant. Mr. Schreffler also presented the first Above and Beyond Award to Mrs. Kimberly Cale, Director of Operations, for her outstanding support and excellent work during the time when she was the sole staff member handling all the functions of the office.
- 🏆 Mrs. Jennifer Weist introduced new Student Services staff members Cynthia Hudok, Director of Financial Aid, Jennifer Hawkinberry, Advising Coordinator (not in attendance), Brandi Smith, Career Services Coordinator, Jessica Cale, Tele-Counselor (not in attendance).

President's Report

Dr. Larson opened her report to the Board by providing highlights of the past week's events including Professional Development Week and the Caperton Center Convocation. She spoke of new programs in Land Management and Cable Wiring as a result of employers hearing about Pierpont's strength in partnerships.

Dr. Larson informed the Board that the West Virginia Legislators will be in North Central West Virginia during August 25-27 and Pierpont was chosen as a site on their touring agenda. It is anticipated that the Joint Finance and Joint Education Committees will be visiting the Petroleum Tech Program on August 26th. Pierpont has 50 students enrolled in this program for fall.

Dr. Larson stated that she acknowledges the teamwork across the college. Pierpont has faced budget cuts and has responded with reductions in expenses, but many departments and offices that have enabled Pierpont to weather the budget reductions, via strong teamwork and innovation.

In a short period of time, Pierpont stood up an entirely new Student Services Center. Between last fall and today, the staff – particularly the classified staff and student workers in the department have gone above and beyond to recruit and enroll students.

Every Wednesday, students and their families are welcomed, have questions answered, receive testing and advising, along with financial aid assistance, and finally course registration. Several faculty members have participated over the summer to help advise students in specialty areas. This department has integrated Career Services into Student Services and will be providing Career Services in the classrooms.

Dr. Larson shared that two employees at the RCB Aerospace Education Center were recognized for 20 years of service. She noted that classes are full at the center and four scholarship recipients, that were Career Tech graduates, are attending for the first time this fall. The close connection between the Pierpont programs at the Center and the growing businesses at the Regional Airport was emphasized to the students from the very first meeting of the fall. Representatives from HQ Aero and Pratt Whitney told students what they expect from Pierpont graduates and that there are jobs for each and every one of these students when they complete the program. For two years in a row, every student graduating from the Pierpont Airframe and Power Plant Program has been employed immediately. That is the power of teamwork with employers.

Dr. Larson said that Pierpont's faculty continues to respond to the adjustments in developmental education required at the state level. Integrated developmental skills and embedded skill models were quickly added to the curriculum and aligned with degree programs. This fall, all new students will be given a common writing assignment. This assignment will provide evidence of writing skills and knowledge of career professionalism. One of the general education outcomes for students –based upon employer input – was the development of professional behaviors and attitudes.

Students not only get an early sense of the importance of writing and professional behavior, but they also sense the college-wide teamwork that goes with coordinating a common writing assignment - not just an English assignment – but one that takes place in every freshman course. Dr. Larson offered that if any members of the Board would care to submit a sample, Pierpont’s faculty team would conduct an assessment.


Dr. Larson stated that computers and computer-related technology is key to connecting with our students, and with each other. Pierpont is making good progress on our database separation, along with working with FSU and our shared IT staff to provide efficient and robust technology services. We are using the efficiencies of Google technology in new ways and will market ourselves to high school students as a “Google-School.”

Pierpont’s TAACCCT grant team also continues to be noteworthy on the state level. To date, we have led the state in hiring and coordinating our grant activities. The grant team is partnering with the Workforce Investment Boards in Pierpont’s service region to create options for adults that are unemployed or underemployed. That team works closely with the Workforce Development team to promote Pierpont’s energy programs and develop programs in manufacturing. This fall, Pierpont has record numbers of enrollment in the Petroleum Tech Program and the First Energy Power Systems Institute.


Dr. Larson informed the Board that this fall Pierpont will be teaming with WBOY to be involved on a weekly basis with the region’s high schools. The marketing and PR team have an engagement plan that will brand Pierpont as the “college of the future” for these high school students.

Dr. Larson thanked Chairman Griffin for attending the opening session of Professional Development Week. Chairman Griffin’s assurance of Board support and Board confidence in the direction of Pierpont, and his recognition of the hard work of all Pierpont employees, was inspiring and also underscored that from the highest levels – the Board and the Board Chairman – Pierpont is a team.

Operation Reports

 *Academic Affairs Annual Report:* Leslie Lovett gave a summary of the Professional Development Week and provided information from the Office of Career Services. She also provided handouts on the ALICE Training Institute and “7 Tips for Setting up Your Classroom”.


 *Workforce Development Report:* Paul Schreffler briefly reviewed his report that was previously provided in the August Pierpont Board of Governors Book.

 *Office of Public Safety:* Chief Jack Clayton and Officer Matt Swain presented the quarterly report. As a member of the Benedum Airport Board, Chief Clayton thanked Pierpont for the training offered through the Benedum Airport Industries. This training has directly contributed to growth in this industry.

Officer Clayton gave an in-depth review of the ALICE Training Program. ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. ALICE will teach individuals tactics to use for survival. It is a train the trainer program.

A Student Welfare Committee has been formed to bring together processes for students to use in reporting issues.

The campus police department is a full-service agency and one of its own officers, Matt Swain, has had the honor of being selected to attend the FBI Police Academy training.

 *Pierpont Foundation Report:* Steve Leach informed the Board about financial gifts and grants received over the past year. He also briefly reviewed the Foundation meeting notes that were previously provided in the August Pierpont Board of Governors Book.

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 May 31, 2014 and June 30, 2014. Complete details of these financial reports were provided in the August 19, 2014 Board of Governors Book.

➤ *New Policy No. 56 – Erosion and Sediment Control: 30 Day Comment Summary Review*

Ms. Stephanie Slaubaugh was available for discussion on the Resolution to approve the final version of Policy #56 – Erosion and Sediment Control. This final draft includes modifications based on any comments received during the announced 30-day public comment period.

At the Pierpont Board of Governors meeting of May 20, 2014, a 30-Day Public Comment Period was established from May 21, 2014 to June 19, 2014 to provide the public the opportunity to address the proposed new BOG Policy 56 – Erosion and Sediment Control. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

No comments were received during the 30-day public comment period. Therefore, no modifications were made to the initial draft of the new BOG Policy #56 – Erosion and Sediment Control.

Sharon Shaffer presented a motion to approve the new BOG Policy #56 – Erosion and Sediment Control, as presented. Linda Aman seconded the motion. All agreed. Motion passed.

➤ *New Policy No. 57 – Illicit Discharge and Elimination: 30 Day Comment Summary Review*

Ms. Stephanie Slaubaugh was available for comments on the Resolution to approve the final version of Policy #57 – Illicit Discharge Detection and Elimination. This final draft includes modifications based on any comments received during the announced 30-day public comment period.

At the Pierpont Board of Governors meeting of May 20, 2014, a 30-Day Public Comment Period was established from May 21, 2014 to June 19, 2014 to provide the public the opportunity to address the proposed new BOG Policy #57 – Illicit Discharge Detection and Elimination. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

No comments were received during the 30-day public comment period. Therefore, no modifications were made to the initial draft of the new Policy #57 – Illicit Discharge Detection and Elimination.

Sharon Shaffer presented a motion to approve the new BOG Policy #57 – Illicit Discharge Detection and Elimination, as presented. Linda Aman 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

- Approval of Addition Project to FY 2015 Capital Projects

Dale Bradley presented a Resolution requesting that the Pierpont Board of Governors approve the addition of \$49,000 to the FY 2015 Capital Projects budgets for the replacement of an HVAC Unit at the National Aerospace Education Center. A spreadsheet and descriptive detail was provided in the August 19, 2014 Board Book.

Sharon Shaffer moved to approve the addition of \$49,000 to the FY 2015 Capital Projects budgets for the replacement of an HVAC Unit at the National Aerospace

Education Center, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

- Approval of FY 2016 Capital Appropriations Request

Dale Bradley presented a Resolution to approve the updated E&G Capital Appropriation Request for FY 2016. Pierpont and Fairmont State University are required to submit separate and unduplicated project priorities to the CTCS (HEPC) staff annually, prior to September 1st. The submitted project priorities relate to the campus Master Plan and require planned committed funding, or funding previously provided to projects in progress.

The Separation of Assets Agreement requires Pierpont and Fairmont State University to be jointly responsible for all co-owned Education and General buildings, therefore, the submissions on behalf of both institutions are reviewed and approved by both institutional governing boards.

There is no guarantee that the lists submitted to CTCS (HEPC) will receive funding. A spreadsheet and descriptive detail was provided in the August 19, 2014 Board Book.

Sharon Shaffer moved to approve the updated E&G Capital Appropriation Request for FY 2016 for Pierpont and Fairmont State University, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

- Approval of FY 2016 State Appropriations Request

Dale Bradley presented a Resolution to approve the submission of the FY 2016 State Appropriations Request at the FY 2015 Appropriation amount of \$7,584,426.

Detailed documents were provided to the Board at this meeting consisting of: 1) a cover memorandum from Robert Kiss, Cabinet Secretary of the WV Department of Revenue, detailing the FY 2016 Appropriation Request; 2) appropriation request instructions sent by Dr. Ed Magee, Vice Chancellor for Finance at HEPC; 3) Pierpont's memorandum to the CTCS Chancellor detailing additional funding requests for FY 2016; and 4) Pierpont's memorandum to the CTCS Chancellor related to the FY 2016 Appropriations Request submission for Pierpont's current impact statement and major financial issues.

The FY 2016 State Appropriation Request for Pierpont is due before the end of August.

Sharon Shaffer moved to approve the submission of the FY 2016 State Appropriations Request at the FY 2015 Appropriation amount of \$7,584,426, as presented. Rick Pruitte seconded the motion. All agreed. Motion passed.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that how information is delivered to future Pierpont students is being reinvented. Pierpont will have a presence at the high school football games by partnering with WBOY in tailgating activities. We will market Pierpont as a 'Google' school.

A drawing event is in the works to give away Chrome Books. When students register to receive information about Pierpont they are entered into the drawing.

The Committee will be reaching out to each school to help in developing a marketing plan and discuss ways to revamp programs to create fast tracks.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported that she has attended the Academics Affairs Regional Academics meeting and thanked the group for the invite.

The Committee has been reviewing enrollment data to determine areas of decline and possible reasons. It is important to continue to align courses with industry demands and look into financial aid issues.

The Committee stated that future needs of way finding signs would be brought to the attention of the Department of Highways.

Student capacity at the regional sites was discussed, along with staffing levels at these sites. Suggestions were made to realign course times and days, as well as staff, to serve the student needs.

The Regional Academics Committee will next meet on September 9, 2014 at 1:00 PM at the Caperton Center.

New Business

1. Chairman Griffin announced that the WVADE WVCCA 2014 Conference will be held on October 15-17. Early registration closes on September 15th.
2. The next regularly scheduled Pierpont Board of Governors meeting will be held on September 16, 2014 at the Pierpont Center at Veteran's Square, Room 112 at 2:00 PM.
3. Linda Aman was approached by an insurance company looking to recruit 15 students.

Old Business

1. Linda Aman stated that she has followed up on the prospect of Pierpont possibly working with the FBI for potential hiring of Pierpont students. Although there are no availabilities at this time, she will continue to look into future opportunities.

Public Comment

No signatures were recorded.

Executive Session

A motion was made at 10:53 AM by Earl McConnell 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. Sharon Shaffer seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 11:51 AM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

Adjournment and Next Meeting

The next regularly scheduled, quarterly, Advanced Technology Center Advisory Board meeting will be held on September 16, 2014 at the Pierpont Center at Veteran's Square, Room 112 at 1:00 PM.

The next regularly scheduled Pierpont Board of Governors meeting will be held on September 16, 2014 at the Pierpont Center at Veteran's Square, Room 112 at 2:00 PM.

There being no further business, Rick Pruitte made a motion to adjourn. Sharon Shaffer seconded the motion. All agreed. The Board meeting was adjourned at 11:53 AM.