

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
August 20, 2013
9:00 AM

MINUTES

Appointments to the Board by Governor Tomblin and Swearing in of Members

On August 7, 2013, Governor Earl Ray Tomblin made the following appointments to the Pierpont Board of Governors:

Kyle Hamilton for the term ending June 30, 2016; Earl McConnell for the term ending June 30, 2016; Lewis Weaver for the term ending June 30, 2016; Jeff Tucker for the term ending June 30, 2016; Sharon Shaffer for the term ending June 30, 2016; and Warren “Chip” VanAlsburg for the unexpired term of Dixie Copley ending June 30, 2014. These appointments require the advice and consent of the Senate.

Prior to the start of the Board meeting, these members were officially sworn in by Cyndee Sensibaugh, Notary Public.

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 20, 2013, beginning at 9:00 AM at Pierpont Center at Veteran’s Square in CWE Room 112.

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, Jeff Tucker, Chip VanAlsburg, and Gene Weaver.

Board members absent were:

President’s Cabinet members present were:

President Doreen Larson, Dale Bradley, Sarah Hensley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, 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.

Review of Commitments by Board Members and Acronyms Used in Higher Education

Chairman McConnell called attention to the Commitments by Board Members and Acronyms Used in Higher Education documents that were included in the August 20, 2013 Board Book. He asked the members to review them on their own time.

Approval of Minutes

The minutes of June 18, 2013 were presented for approval. Mr. Kyle Hamilton offered a motion that the minutes of June 18, 2013 be approved, as presented. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

The minutes of June 24, 2013 were presented for approval. Mr. Jim Griffin moved that the minutes of June 24, 2013 be approved, as presented. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- **Chip VanAlsburg:** The Board members welcomed Warren ‘Chip’ VanAlsburg to the Board. Mr. VanAlsburg is the General Manager of Frontier Communications for North Central West Virginia. He has a wife, Teresa, and three children. Chip resides in Bridgeport.
- **Jacob Tennant:** Although Jacob was unable to attend the Board meeting due to work commitments, the Board welcomed Jacob Tennant as Pierpont’s IT Development Specialist. Jacob was a very recent graduate of Pierpont with an AAS in Information Systems. He has a wife, Elizabeth, and a daughter who is currently a Pierpont student.
- **Ron Weist:** Ron is taking on a new role as Pierpont’s Director of Enrollment Research and Planning. Ron will provide leadership in applied research and analysis. He will manage vendors, marketing, branding and graphics, and advertising. He will serve as the immediate resource for media relations.

Ron has served the past seven years as a director in the Continuing Workforce Education Department. Ron and his wife, Jennifer – also a Pierpont employee, reside in Pleasant Valley with their two children.

- **Bo Sellers:** Bo is adding to his responsibilities as the Director of Workforce Solutions by also serving as an Ambassador for Pierpont by leading Community Engagement and Outreach. Bo consults with regional industries to provide development opportunities to many of the state’s employers and government agencies.

- Sarah Hensley: Sarah transitioned to a part-time position in July to serve as the Executive Director for Internal Communication. She will be looking to improve staff, faculty, and student awareness of changes and issues, promoting Pierpont pride, and ensuring that the lines of communication are open. Sarah will also focus on clarifying emergency communication procedures for all Pierpont locations.

President's Evaluation Committee Report

Gene Weaver, Chair of the President's Evaluation Committee, provided comments on the President's evaluation that was recently completed.

Mr. Weaver stated that President Larson received an excellent evaluation from the Board and commended the President for her commitment to Pierpont's curriculum, and future endeavors. Mr. Weaver remarked on President Larson's energy and drive and her success in connecting with the community and providing awareness of Pierpont throughout the region.

President's Report

President Larson began her report by welcoming Chip VanAlsburg to the Board and thanking all of the Board members for adjusting their schedule to accommodate the time change.

President Larson stated that Provost Leslie Lovett and her team put together an excellent schedule of events for Professional Development Week for the faculty and staff. The kickoff was held at the Robert H. Mollohan Center and included new staff and faculty introductions, Title IX, and student records privacy (FERPA) training. Also included was Google Apps email training and accreditation working sessions. Dr. Larson thanked Chairman McConnell for attending and providing welcome remarks to the faculty and staff.

President Larson discussed the FY 2015 State Appropriation Request agenda item. Included with the request is a summary of anticipated consequences of a budget reduction and also a document that states Pierpont's future financial concerns. Within the request, Pierpont has asked for the ability to pilot a per-credit-hour tuition model that will aid in lowering overall tuition rates and provide a more diverse funding stream in the short and long term.

Pierpont's tuition is in the middle range for tuition costs for WV community colleges. Pierpont's students have significant fees for construction bonds and auxiliary services added to their tuition costs. Currently, these fees do not contribute to operational funds. The additional costs of these fees are calculated in the tuition costs, while most of WV community colleges do not have these fees included in their tuition costs. Pierpont is using

these dollars wisely and is doing everything possible to ensure that the students are receiving their full money's worth.

Dr. Larson stated that Dale Bradley will be working over the next months to adjust the budget to anticipate another reduction in appropriations.

In closing, President Larson thanked the Board for their support over the past year and then provided a Prezi presentation on the five newly established Presidential performance goals she has set for next year.

Operation Reports

- Leslie Lovett provided a report on Academic Affairs
- Paul Schreffler presented the Center for Workforce Education Report
- Sean Rafferty provided a Student Government Report

Committee of the Whole

➤ *Financial Report*

Dale Bradley provided two independent 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, 2013 and June 30, 2013. A complete summary of both reports was provided in the August 20, 2013 Board of Governors book.

Mr. Bradley reported that Pierpont is working with a new audit firm Stalnaker and Suttle and a completed audit should be expected in October or November.

➤ *Construction Projects Progress Report*

Tom Tucker provided an update on the progress of the capital projects for FY 2013. A complete summary of the report was provided in the August 20, 2013 Board of Governors book.

President Larson, the Board and Dale Bradley thanked Mr. Tucker for the tremendous work being performed by the Physical Plant over this past summer. With the construction to Hardway Hall, physically moving staff to swing space to allow for a seamless process to continue work flow, the employees of the physical plant went above and beyond their duties of their regular work load.

➤ *FY 2015 State Appropriation Request*

Dale Bradley informed the Board that Pierpont was instructed by the WV Cabinet Secretary Department of Revenue to prepare two (2) versions of Pierpont's FY 2015

State Appropriations request within the new State accounting system wvOASIS. The first version would be submitted at 100% of the current FY 2014 base budget. The second version would incorporate a 7.5% reduction to the State Appropriation. If the 7.5% State Appropriation reduction became a reality for FY 2015, a loss of 15% or \$1,219,060 would occur over two years. The submission due date is August 21, 2013.

Documents provide to the Board at the August 20, 2013 meeting included the cover memorandum to Pierpont's AY 2014 State Appropriations submission detailing additional appropriations requests for FY 2015, and also included the memorandum identifying major issues (\$1 million minimum) that should be considered and reviewed for financial impact for FY 2016 – FY 2019.

Copies of the instructional letters received by Robert S. Kiss, WV Cabinet Secretary, and Ed Magee, CFO of WV Higher Education Institutions, were also provided in the August 20, 2013 Board Book.

➤ *FY 2015 Capital Appropriation Request*

Dale Bradley presented for approval the FY 2015 E & G Capital Appropriation Request.

Annually, prior to September 1st, a report on capital project priorities is required to be submitted to the State CTCS (HEPC) for evaluation. This report will include priority projects that have a relation to the campus master plan and for which funding is requested, or for which institutional funding is planned/committed, and/or for which funding has been provided and the project is in progress.

The priority projects list to be submitted to the State includes: Early Learning and Childcare Facility/EMS; Morgantown Facility classroom space; Vet Tech expansion; Culinary Center expansion; and new facility, including land acquisition, for instructional space.

A complete summary detailing funding request amount was include in the August 20, 2013 Board Book.

A motion to approve the submission of the updated FY 2015 E & G Capital Appropriation Request, as provided, was presented by Sharon Shaffer. Jim Griffin seconded the motion. All agreed. Motion carried.

➤ *Appointment of AY 2013-2014 Marketing, Audit/Finance, and Regional Academics Sub-Committee Officers*

Chairman McConnell presented his nominations to the Board Sub-Committee Officers positions for AY 2013/2014. They are, as follows:

Audit/Finance Committee: Kyle Hamilton – Chair, James Griffin, Rick Pruitte, Jeff Tucker, Earl McConnell, and Dale Bradley – Staff Resource

Marketing Committee: Sharon Shaffer – Chair, Linda Aman, Chip VanAlsburg, Beverly Jones, and Ron Weist – Staff Resource

Regional Academics Committee: Tom Stose – Chair, Gene Weaver, Earl McConnell, Jessica Cale, Jeani Hawkins – Staff Resource, and Leslie Lovett – Staff Resource

Jim Griffin moved to accept the nominees to the Board Sub-Committees, as presented. Tom Stose seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Dale Bradley reported that the Pierpont and Fairmont State Audit/Finance Committees met jointly in July to resolve the impasse of the existing Chargeback Agreement between the two institutions. Each institution was to prepare documentation to share with each Audit/Finance Committee that provides suggestions to aid in developing a new Chargeback Agreement. Kyle Hamilton drafted and shared the recommendations of Pierpont with Fairmont State. Pierpont is waiting for response from FSU.

Earlier in the summer the Chancellors, the Presidents, and the Board Chairs met to discuss steps to address this impasse. Pierpont continues to keep the communication lines open to move both institutions forward.

➤ *Off Campus/Regional Academics Committee Report*

Mr. Tom Stose reported that Braxton County LPN class has started with 11 new students. The MTEC facility fire inspection is scheduled for this day, August 20, and the health inspection is completed. The North Central West Virginia CTC/CTE Consortium met and discussed budget, goals, and officers.

➤ *Marketing Committee Report*

Ms. Sharon Shaffer reported that the Marketing Committee met and discussed areas of focus for Ron Weist, new staff resource. The Committee will redefine their purpose and work with Marketing and expand their role. Sharon reminded everyone to attend the MTEC Ribbon Cutting Ceremony on Saturday, August 25.

Public Comment

No signatures were recorded.

New Business

- President Larson reported on the WVCCA/WVADA 2013 Annual Conference to be hosted by Pierpont Community & Technical College on October 23-25, 2013 at the Bridgeport Conference Center in Bridgeport, WV, and encouraged everyone to register. Information on the Conference was provide in the August 20, 2013 Board Book.
- President Larson reviewed the upcoming calendar of events with the Board.

Old Business

No old business to report.

Executive Session

No Executive Session called.

Adjournment and Next Meeting

There being no further business, Ms. Sharon Shaffer made a motion to adjourn. Mr. Jim Griffin seconded the motion. All Agreed. The Board meeting was adjourned at 11:25 AM.

The next Pierpont Board of Governors Meeting will be held on Tuesday, September 17, 2013 at 2:00 PM in the Pierpont Center at Veteran's Square Executive Conference Room. Prior to the Board meeting, a North Central Advance Technology Center Advisory Board Meeting will be held at 1:00 PM in this location.