

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
August 21, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 21, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

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

Community and Technical College System Chancellor, James Skidmore, attended.

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 McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

Open Letter to the Board

Chairman McConnell presented a letter to the Board thanking each for their support and confidence in him to carry out the duties of his position. Chairman McConnell proposed the theme "Gaining Momentum" for the upcoming year. The Chairman stated that this theme would carry forward and build on the momentum that President Larson and the Pierpont staff have been doing over the past year. A copy of this letter was provided in the August 21, 2012 Board book.

Commitments by Board Members

Chairman McConnell provided an oath of Commitments by Board Members from the Association of Governing Boards of Universities and Colleges to the Board for review and consideration. This oath will be placed in each monthly Board of Governors book.

Approval of Minutes

The minutes of June 19, 2012 were presented for approval. Jim Griffin moved that the minutes of June 19, 2012 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- President Larson recognized and congratulated Barbara Alvarez for being chosen as a 2012-2013 Campus Community LINK Faculty Grant recipient for the promotion of the Preston County Pre-K Program.
- Dr. Larson introduced and welcomed Rod Mayhew to the staff of Pierpont. Rod began his career with Pierpont in July as the new Director of Marketing for the Office of Community Engagement.
- Dr. Larson congratulated Dr. Raymond Mainenti and Brian Floyd on their recent appointment as Pierpont's newest Deans. Dr. Mainenti will serve as the Dean of Academic Studies, and Mr. Floyd will serve as Dean of Human Services.
- Dr. Larson welcomed and recognized David Beighley on his appointment as the 2012-2013 President of Faculty Assembly.
- Chairman McConnell gave special recognition to President Larson for receiving the Marion County Chamber of Commerce 2012 Women's Achievement Award. Chairman McConnell also recognized Dr. Larson and Len Larson for their role as the 2012 United Way Campaign Co-chairs. Finally, Chairman McConnell applauded the outstandingly placed, exceptional quality Pierpont commercials that aired during the summer Olympics.

Recognition of the CTCS Chancellor

President Larson recognized Chancellor James Skidmore as a special guest to the Board meeting and offered the floor to him for comment. The Chancellor discussed the proposed 2014 budget cuts with the Board, and noted that higher education has been fortunate in the past years by not receiving budget cuts; however, due to the demands of Medicaid, the Governor has called for a 7.5 percent budget cut for AY 2014. The state community colleges will still need to react to employers needs and move towards independence. The CTCS has met to discuss options to present to the State legislators regarding the budget cuts. The Chancellor expressed hope that all of the community college Boards will support the decisions that the CTCS Council advocates to the legislature in addressing this funding reduction, as we move forward.

President's Report

President Larson opened her report by offering gratitude to Provost Lovett for her work in organizing Pierpont's Professional Development Week, and stated that the week's schedule was the best planned that we have had. Dr. Larson reported the first ever Adjunct Appreciation Dinner and Workshop was held during Professional Development to recognize our part-time faculty members who are critical to our growth and mission.

As enrollment reports are still being compiled, the President noted that classes continue to fill at the RCB National Aerospace Education Center, we have begun our first Power Systems Institute Program this fall, we have filled the new Mechatronics program, and there are 16 students enrolled in the LPN program in Braxton County.

Dr. Larson updated the Board on what lies ahead for Pierpont. This year we are focusing on 'Banner' and 'Budget'. It was agreed, last spring, by Dr. Rose and Dr. Larson to pursue a database that functions independently for each institution, to allow for processes and services appropriate for each school. A shared institutional IT team, partners with WV Net, and the CTCS Chancellors office are working together to move both institutions to independent data bases and related services. Staffing and facilities are also being reviewed to accommodate any adjustments needed in relation to the database changes.

Dr. Larson reported that the budget for FY 2013 is set and on target. With the loss of the former Senior VP of Student Services, Pierpont staff has stepped up and took on additional duties, thus eliminating the need to fund and replace this position. To continue the goal of promotion within Pierpont, two new Deans have been added from the current faculty ranks.

As the Governor has provided advance notice of a proposed 7.5 percent budget reduction for 2014, Dr. Larson stated that a three-part plan has been developed that will enable Pierpont to address the reduction by incorporating budget adjustments. The planned adjustments would include a moderate tuition increase, a draw on reserves, and a moderate reduction in operations budget. Dr. Larson stated that we need to appreciate the many years of stable funding and to do our part to assist the Governor with his plan to keep the economy strong.

Dr. Larson closed by recognizing the many positive comments received about the Pierpont commercials that aired during the Olympics. The high quality of these commercials and the timing came together as a team effort between staff, community talent and media.

Congratulations to Dr. Maria Rose

Dr. Larson asked the Board to extend its best wishes and sincere congratulations to Dr. Maria Rose upon her official Inauguration as President of Fairmont State University on August 25, 2012. Dr. Larson asked the Board for an Ad Hoc Motion to officially extend these well wishes.

Tom Stose presented a motion for the Board to extend its best wishes and congratulations to Dr. Maria Rose upon her inauguration. Chairman McConnell seconded the motion. All agreed. Motion carried.

Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education 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 May 31, 2013 and June 30, 2012. A detailed review was provided in the August 21, 2012 Board of Governors book.

➤ *Board of Governors Policy #38 – Faculty Sick Leave – 30-Day Comment Period Summary Review and Ruling*

Mr. Steve Leach presented a Resolution to the Board for approval of the draft revision of Policy #38 – Faculty Sick Leave (which was provided at the Board of Governors Meeting on June 19, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from June 20, 2012 to July 19, 2012.

Two comments were received from Staff, one comment was received from Faculty, and one comment was received from the President's Cabinet.

- Staff Comments

1. A comment was received from a staff member asking for clarification on the meaning of “six days” to specify whether the revision meant six consecutive days or *any* six days for illness. The staff member also asked about institutional work-related absences, and if this revision applied.
2. A comment was received from a staff member of the office of Human Resources stating that, as appropriate, the wording for all references to 5 days should be: “after an absence of five (5) or more consecutive days...” References that note six (6) days should be changed to say five (5) consecutive days.

The HR staff member also stated that the language for Faculty Responsibilities needs to clarify that after an absence of fourteen (14) consecutive calendar days employee will be removed from payroll.

- Faculty Comment
 1. A comment was received from a faculty member regarding the revision of striking out the word ‘consecutive’ under the Dean’s responsibilities section. The faculty member suggested that this strike out would mean that missing one day a month for six months would require a physician’s note to return to work.
- President’s Cabinet
 1. Comments were received from a member of the President’s Cabinet to clarify the revision regarding the language addressing the ‘six days’ and ‘consecutive’ strike-out. The Cabinet member stated that wording related to ‘six days’ should be considered consecutive days. References that note six (6) days should be changed to say five (5) consecutive days.

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

In review of the public comments received, it was recommended to clarify the language addressing the ‘six days’ reference and ‘consecutive’ strike-out reference.

Tom Stose presented a motion to incorporate the noted comments into the draft revision of Policy #38 and Accept the Resolution to approve the final draft of the Faculty Sick Leave policy (renamed Faculty Absence Due to Illness or Injury, henceforth). Sharon Shaffer Seconded the motion. All agreed. Motion carried.

➤ *Board of Governors Policy #46 – Mission Statement Review- Mandated Review*

Mr. Steven Leach presented a Resolution to the Board to inform that a review has been completed by the President and the President’s Cabinet on the Pierpont Mission Statement in accordance with Board of Governors Policy #46 Mission Statement Review. No immediate need for action to amend the existing Mission Statement was found.

Committee Reports

➤ *Finance/Audit Committee*

a. FY 2014 Capital Appropriation Request

Mr. Dale Bradley brought forth a Resolution for approval of the FY Capital Appropriation Request. A detailed report of the proposed FY 2014 Capital

Appropriation Request was provided in the August 21, 2012 Board of Governors Book.

Jim Griffin Moved to Approve the Capital Appropriation Request for FY 2014. Beverly Jones Seconded the motion. All agreed. Motion carried.

b. FY 2014 State Appropriations Request

Mr. Dale Bradley provided a detailed report to the Board on strategies and budget reductions that Pierpont would implement to comply with the projected 7.5% decrease in state appropriations for FY 2014. Correspondence addressing the FY Appropriation Request from the Department of Revenue, the Community and Technical College System, the WV Higher Education Policy Commission, and the Office of the President of Pierpont Community & Technical College was provided in the August 21, 2012 Board of Governors Book.

➤ *Off Campus/Regional Academics Committee Report*

Tom Stose provided a handout to the Board listing current and ongoing activities for regional campus operations. Mr. Stose provided updates for the ATC, Braxton County, Lewis County, Preston County, RCB National Aerospace Center, MTEC and the NCWV CTC/CTE Consortium.

➤ *Marketing Committee Report*

Sharon Shaffer reported that the Marketing Committee has been in communication and are targeting areas of need.

As a side item, Beverly Jones asked that the Board consider reviewing the joint institution's smoking policy.

Public Comment

No signatures were recorded.

New Business

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

Chairman Earl McConnell offered his recommendations of appointments to the Board of Governors Subcommittees for AY 2012-2013. They are:

- ✓ North Central Advanced Technology Center Advisory Board
Jim Griffin – Chair, Sharon Shaffer – Vice Chair, and Kyle Hamilton – Secretary.

- ✓ Audit/Finance Committee
 Kyle Hamilton – Chair, James Griffin, Rick Pruitte, Jeff Tucker, and Dale Bradley – Staff Resource
- ✓ Marketing Committee
 Sharon Shaffer – Chair, Linda Aman, Beverly Jones, and Sarah Hensley – Staff Resource
- ✓ Regional Academics/Off Campus Committee
 Tom Stose – Chair, Earl McConnell, Gene Weaver, Barbara Hendrey – Student Representative, Jeanie Hawkins – Staff Resource, and Leslie Lovett – Staff Resource

Tom Stose Moved accept the Board Subcommittee appointments as presented. Jim Griffin Seconded the Motion. All agreed. Motion carried.

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 3:55 PM. The next Pierpont Board of Governors Meeting will be held on September 18, 2012 at 2:00 PM, in the Falcon Center Board Room.