

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**September 16, 2014**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 16, 2014, beginning at 2:00 PM in the Pierpont Center at Veteran's Square Room G112.

*Board members present were:*

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

*Board members absent were:*

Jeff Tucker and Gene Weaver.

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Stephen Leach, Rob Linger, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**

Chairman Jim Griffin called the meeting to order at 2:07 PM 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 August 19, 2014 were presented for approval. Rick Pruitte offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion passed.

**Special Recognitions/Presentations**

 Dr. Larson announced the news that Paul Schreffler, Vice President and Dean, has earned a Doctor of Management in Community College Policy and Administration from the University of Maryland University College, and gave an overview of this Program.

## **President's Report**

Dr. Larson provided an update on the six goals established by the Board for the President for academic year 2014-2015.

### **1. Completion of the North ATC**

Dr. Larson stated that the North ATC is progressing satisfactorily and weather permitting we will be under roof prior to the first snowfall. Dr. Larson thanked the work crews on site for their personal commitment to the project. The contractors involved in the project understand the positive impact that this facility will have on the region and they go above and beyond to support the timeline of the project and provide the highest quality of materials and labor. Dr. Larson also thanked Mr. Blaine McVicker for his excellent project leadership.

### **2. Increase Enrollment and Manage Funding**

Dr. Larson informed the Board that the fall enrollment numbers will be finalized around October 15. She stated that Pierpont will be down in enrollment. There was a large increase in high school dual credit enrollment throughout the service region. Dr. Larson encouraged the attendees to spread the word about the dual credit program in West Virginia. While in high school, students can take college courses that fulfill their high school requirements and provide a head start on college credit. These courses are offered at a reduced tuition rate and will transfer to any college or university in West Virginia, and often into other states as well.

Dr. Larson stated that along with the dramatic increase in enrollment in the Petroleum Tech program and the First Energy Power Systems Institute, enrollment in the Allied Health programs remains strong and a second cohort of LPN students has been added at Braxton. Courses are full also at the RCB National Aerospace Education Center in the Associate programs and also the non-credit Airframe Structures program.

Areas experiencing lower enrollment are some of the regional campuses and returning students, in general. Dr. Larson reminded the Board that Pierpont had record-breaking numbers of graduates recently, which has had an impact on returning student enrollment. An intense analysis of enrollment is being performed and adjustments will be made for the spring courses. The implementation of Pierpont's independent Banner system is on schedule for fall 2015.

Dr. Larson reminded the Board that last year, Dale Bradley established a Budget Adjustment Committee consisting of members from across the campus departments. This group will develop a plan to address the budget shortfall expected as a result of lowered enrollment and large cuts in state appropriations over the past two years.

To help the work of this group, some decisions have been made at the cabinet level. Pierpont has deferred replacing the Webmaster position, at this time, and Rob Linger is picking up Web duties.

Dr. Larson stated that with her experience in Banner implementation and innovation for student services, she will now directly supervise Jennifer Weist during this implementation period. Dr. Larson has also asked Ron Weist to step in as an interim Registrar, under her supervision.

This interim plan highlights the Banner project as a top priority and Dr. Larson's direct involvement will streamline all aspects of the project. Pierpont will be able to defer the expense of hiring a new registrar until after the Banner system is in place and the move to the ATC is completed. At that time, Pierpont will be in a much better position to review the student services organization and ongoing staffing needs. Dr. Larson thanked Ron Weist for taking on the registrar duties, and thanked the colleagues in Organizational Development for taking up Mr. Weist's work in marketing.

### **3. Launch the Pierpont Foundation**

Dr. Larson informed the Board that the Pierpont Foundation continues to add members. The major focus of the Foundation, at this time, is engagement in the strategic planning process. On behalf of the Pierpont Foundation, Blair Montgomery will serve as the guest speaker at the next meeting of the Classified Staff Council.

### **4. Complete the current Strategic Plan, Develop the new Strategic and Budget Plan**

Dr. Larson shared some of the accomplishments from the first reports provided by each college division on the current strategic priorities of Flexibility, Completion, 13-County Outreach, and Facilities.

School of Health Careers:

- Health Careers faculty worked diligently prior to the Fall semester to engage and reenroll students into Pierpont classes. Faculty attended Welcome Wednesdays throughout the summer, including the Health Careers Welcome Wednesday.
- The School of Health Careers is targeting their transition to the ATC as one of this year's school goals. A plan for the move and committees have been established. The committees tasks include: (1) instrumentation and equipment, (2) IT/communication, (3) facilities and furniture, (4) scheduling, (5) moving logistics and (6) supply allocation. Meetings will be held throughout the year.

School of Academic Studies:

- English 1104 is now using MY SKILLS LAB, a Pearson software program, to enhance grammar and writing skills. We are also using a new text, *Nexus: A Rhetorical Reader for Writers*.
- English 0097 is using a new software program, CONNECT from McGraw-Hill. This online program enhances basic grammar, sentence, paragraph, and essay skills. The

new text being used is *English Skills with Readings*. This program was piloted in a couple of English 0097 sections during the 2013-2014 academic year, and was highly successful for students. (*Pass rates approached 75%*).

Enrollment and Planning Department:

- Fall photo-shoot with CTC students scheduled for October 6<sup>th</sup>. Images will be used in updated marketing and EDGE materials.
- Working with Blackboard Student Services on a Fall-to-Spring “Re-Registration” outreach campaign targeting unregistered students.

School of Business, Aviation and Technology

- Explore offering an on-line Skills Certificate in Design Technology (combining web design/creation and CAD/engineering graphics)
- Work with Dean Trisel and Chair Kim Murphy to complete a formal 2+2 agreement with the associate and baccalaureate degree in Graphic Technology
- Work with Professor Bachlechner on the creation on a STEM hub at Pierpont Community and Technical college

School of Workforce Development:

- Discussion regarding Early Childhood Advanced Skill Set that will be offered to practitioners as noncredit offering, then converted to credit via Series 3 rule upon matriculation
- First blended course (safety course for technical programs) is being offered in Fall 2014 semester

Academic Affairs Division:

- Academic Affairs and Deans to work on plan for retention and completion as cited by WVCTCS
- Business Dept starting club and news letter
- E-Learning QM team meeting on 9/18 to policy plan and implementation
- On-line courses to be QM approved (fall 2015)

School of Human Services:

- 2<sup>nd</sup> Floor expansion of Merchant Street is underway. EMS program assisting with space planning.
- First School to hold meetings on new strategic plan development.
- Faculty engage in training on Lumens non-credit student system.

Information Technology Services:

- Student email has been transferred to Google mail
- New website has been delivered and is under review for content accuracy
- Banner work ongoing (see Banner update)

New Strategic Plan Development:

Pierpont will host a large stakeholders meeting on November 7, 2014 to engage business and community organizations in the development of the strategic plan. This input will then be used at the December Board of Governors Retreat, while working with the faculty and staff to outline the new plan.

**5. Draft a Master Facility Plan**

Dr. Larson informed the Board that Pierpont is in the process of gathering data on space, density of use, and program enrollment at Locust Ave and Regional locations. An RFP for a Master plan has not been posted, as of this time. The required basic maintenance of the Vet Tech facilities has been completed; however, ongoing issues of adequate animal and instructional spaces have not been resolved. Pierpont continues to upgrade the HVAC system at the RCB National Aerospace Education Center and renovating the space at Merchant Street. Technology upgrades and equipment installation are ongoing at MTEC including the installation of projectors in each classroom.

**6. Implement an Independent Banner System**

Dr. Larson stated that Pierpont is on track to implement the independent Banner system in January 2015 for service to students enrolling for fall 2015. An MOU with WVNet has been finalized to create the needed Pierpont files from the combined FSU/Pierpont files. Pierpont is exploring options for FSU to host the Pierpont Banner system after separation for ease of interface and staff cost savings. Work has begun to create an “active directory” that will accommodate the Pierpont database. This directory will enable Pierpont students to use the Rec Center, Library, etc., but still have their information in a separate database. The directory will also allow for shared staff in the business office and other areas to service both institutions.

Dr. Larson concluded her report by stating that she will take a short vacation and then she will be presenting at the Rural Community College Alliance conference in Prescott, Arizona. Provost Leslie Lovett will serve as the acting President during this time.

*Board Comment on the President's Report*

Within the perspective of the President's Report, Board member Barbara Pavel-Alvarez circulated a Pierpont/FSU space sharing report that outlined the allotted percentage of space currently assigned to each institution. It was noted that, although Pierpont pays for 34% of instructional space, only 17% of instructional space has been granted to Pierpont by FSU. Requests for additional space allocations have not been agreed. Chairman Griffin thanked Mrs. Alvarez for bringing this matter before the Board, and stated that the Board will continue to address the unavailability of instructional space in the near future. The Board will consider inclusion of this matter as part of Pierpont's strategic plan.

## Operation Reports

- 🏛️ *Academic Affairs Annual Report:* In the absence of Leslie Lovett, Dr. Larson provided a handout and gave an overview of the Academic Affairs report.
- 🏛️ *Classified Staff Report:* Mary Jo Rutherford reported that one full time student scholarship for \$500 and one part time student scholarship for \$250 have been awarded from the Classified Staff Scholarship Fund. Boxes have been placed throughout the campuses to collect donation items for the Vet. Tech program. The next scheduled meeting for the Classified Staff will be held on October 18. Blair Montgomery and Jim Griffin will be the guest speakers.
- 🏛️ *Faculty Senate Report:* David Beighley reported that policies for Administrative Withdrawals and Attendance have been approved. The next Faculty Senate meeting will be held on October 9.
- 🏛️ *Workforce Development Report:* Paul Schreffler was working in Charleston; therefore, the Workforce Development report was tabled until the next Board meeting.

## Committee of the Whole

### ➤ *Financial Reports*

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 July 31, 2014. Mr. Bradley noted that there was a needed correction to the document provided in the September Board of Governors Book. On the Financial Report FY 2015, bullet point number 3, under Operating Revenues Budget, it should show an increase of \$32,963, not a decrease as indicated by the brackets surrounding the number. All details of these financial reports were provided in the September 16, 2014 Board of Governors Book.

## Committee Reports

### ➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, stated that there were no action items to bring before the Board. A copy of the Finance Committee meeting minutes had previously been provided. Mr. Hamilton called for comments on those minutes and other topics. No comments were brought forward.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that a meeting of the Marketing Committee had been held on September 11. At this meeting Pierpont's partnership with WBOY for Friday night high school football games and Pierpont's presence at the games was discussed. Pierpont has been setting up a tent at these games and encouraging students to register to win a Chrome Book. Through this marketing effort, many potential contacts have been gathered.

Also discussed was the new role that Ron Weist will be filling as Registrar, and the transfer of his current marketing duties to other Pierpont staff members. Mrs. Pavel-Alvarez stated that those persons taking ownership of Mr. Weist's marketing duties will be invited to serve on the Marketing Committee.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported that the Regional Academics Committee meeting has been postponed to September 17 at 1:30 PM at the Caperton Center, Room 216. Sharon invited all to attend.

**New Business**

1. Chairman Griffin announced that the Board of Governor Retreat, previously scheduled for December 5, 2014, has been moved to December 1, 2014 at the Robert H. Mollohan Center.

**Old Business**

1. Chairman Griffin reminded the Board that the WVADE WVCCA 2014 Conference will be held on October 15-17.

**Public Comment**

No signatures were recorded.

**Executive Session**

A motion was made 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 3:38 PM, 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 Pierpont Board of Governors meeting will be held on October 21, 2014 at the Falcon Center Board Room on Locust Avenue.

There being no further business, Chip VanAlsburg made a motion to adjourn. Sharon Shaffer seconded the motion. All agreed. The Board meeting was adjourned at 3:40 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*