

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
October 15, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on October 15, 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, Kyle Hamilton, Barbara Hendrey, Beverly Jones, Sharon Shaffer, and Gene Weaver. Board members absent were: Rick Pruitte, and Jeff Tucker

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.

Commitments by Board Members

Chairman McConnell cited the oath of Commitments by Board Members written by the Association of Governing Boards of Universities and Colleges.

Approval of Minutes

The minutes of September 18, 2012 were presented for approval. Jim Griffin moved that the minutes of September 18, 2012 be Approved. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- President Larson welcomed Ryan Contraski, Student Government member for the Pierpont Faculty Assembly.
- President Larson read a letter of commendation from the Office of the Majority Leader, Brent Boggs, to the Board. Mr. Boggs recognized Pierpont as being in the top 15% of

colleges, universities, and trade schools in the nation that embraced military service members, veterans, and their spouses and working to ensure their academic success.

President's Report

President Larson began her report by thanking the Board members for adjusting their schedules to attend the meeting. The meeting date was moved to enable Provost Lovett and her team to attend the Higher Learning Commission (HLC)/Pioneer Pathways Institution meeting. Pierpont is part of a selected cohort of 2 and 4 year institutions that are creating, testing, and documenting the new accreditation process that will be required of all HLC institutions upon their next review. A full report on Pierpont's quality initiative, and the accreditation assurance process, will be provided as part of the agenda for the December Board of Governors Retreat.

President Larson stated that in addition to accreditation requirements of the Higher Learning Commission, many Pierpont programs also must meet accreditation standards of specifically professions.

These professional associations conduct thorough and intense reviews of college programs that include scrutiny of equipment and facilities, faculty ratios and credentials, student graduation and employment rates, appropriate curriculum, and current and future funding levels. These professional accreditations assure that Pierpont students are getting the quality of education needed to work, succeed, and advance within their chosen profession.

Last year, Pierpont received full accreditation for the Veterinary Technology program and the first accreditation for the Respiratory Therapy program. This fall Pierpont had a positive accreditation visit for the Physical Therapy Assistant program and this week the site team for the American Culinary Federation Education Foundation is evaluating Pierpont's Culinary Arts program. Later this fall, the Emergency Medical Services program will also be reviewed for accreditation.

President Larson reminded that Board that Pierpont is in the first year of implementing its Strategic Priorities. There are four Priorities: to position Pierpont as year-round, flexible, responsive college; to strengthen Pierpont's engagement throughout our service area; to commit Pierpont to a culture of completion; and to complete a Pierpont facility master plan.

Each Academic School, service divisions, and other departments are focusing on these 4 Priorities and reporting regularly. President Larson reviewed the Priorities with the Board.

Priority #1 - To position Pierpont as a year-round flexible, responsive college:

This fall, the School of Academic Studies launched a completely new remedial math curriculum. All remedial math is now organized into modules and students can progress at their own pace through the material.

Within that same school, English “stretch” courses are being offered that enroll students who scored close to the college cutoff in a college level English course, with added remedial instruction within the college level course. The pass rate in these English stretch courses is dramatically higher than those in the stand alone remedial courses and the pass rate for higher level English courses for these students is 98%.

The new Global Humanities course will be piloted this spring and the new modular reading and writing course is on track for fall 2013.

Pierpont has just received notice of state grant funding to hire a coordinator of a new program for training in Petroleum Technology. Pierpont and West Virginia Northern are partnering with the Marcellus Shale industries to develop the curriculum and provide hands on training.

Priority #2 - Strengthen Pierpont's engagement throughout our service area:

Pierpont received a diversity grant to help fund our three diversity outreach programs planned for spring. We have identified gaps in bandwidth at our regional sites and have solutions in progress to upgrade the bandwidth and also to use distance learning equipment more fully.

With the Foundation, Pierpont has secured over \$15,000 towards the ‘1863’ Video Project highlighting the role of Francis and Julia Pierpont in the formation of the state of West Virginia.

The major focus under this priority is to coordinate and collaborate with the Career and Technical Education Centers within our service area. In accordance with H.B. 436, Pierpont has formed a district consortium with the Career Centers of our 13 counties. Joan Smith, the Director of United Technical Center, is serving as co-chair of this consortium with Dr. Larson. At the past Consortium meeting, Pierpont’s faculty from the School of Business, Aviation and Technology present a workshop on programs that use science, technology, engineering and mathematics (STEM) skills. These STEM skills are also a priority in Career and Technical Center programs. Pierpont now employs 2 full-time recruiters along with a full-time adult outreach advisor. These new positions will provide resources to tailor recruiting and orientation to Pierpont students and to spread those activities through our service area.

Priority #3 - Commit to a culture of completion:

The School of Health Careers will pilot mandatory course attendance policies in at least one course in each of its programs. The school is using several attendance policy models and then analyzing the results to see what works best for Pierpont students.

The student service department is implementing the DegreeWorks software product. This product will automatically match student course completion with degree, certificate, and skill set standards so that students and advisors can easily review coursework and plan for timely completion and graduation. This software will be able to automatically graduate

many students and will also audit all student progress so that students can make the best course choices.

Pierpont's Quality Initiative July report has been filed and we are on track to make our next deadline in January 2013. Provost Lovett has recruited and assigned teams to each of 5 accreditation criterion to begin work on our Assurance Report.

In partnership with the Foundation and the Marion and Harrison Chambers of Commerce, Pierpont will hold a donor recognition event on November 15th, for supporters of the Math and Writing Tutorial Centers.

Dr. Larson stated that there are two major facility projects for Pierpont underway. Site work is progressing for the Advanced Technology Center for Pierpont. The building plans for the Advance Technology Center are nearing completion and construction bids are scheduled to be posted in November, all things being equal. The expansion with the Mon County Technical Center (MTEC) continues on time and on budget. Academic Affairs has begun program planning for two new daytime classrooms and seven new evening classrooms located at the MTEC facility.

President Larson reviewed the State Measures and Strategic Plan Data with the Board. The Strategic Plan and State Measures data is being compiled and will be used to provide a metric overview of our Initiatives.

President Larson stated that all teams at Pierpont are working hard and producing results, especially the faculty. Pierpont's success and growth relies on its faculty and leaders to strive for excellence, to be innovative, and to place the success of their students before all else. Dr. Larson asked the Board to consider a motion from the Finance Committee to approve a 1% raise. The majority of the recipients of this raise will be the full and part time faculty.

President Larson finalized her report by providing an update on the 2012 Marion County United Way Campaign. Specifically, President Larson acknowledged the extraordinary work of Dale Bradley in coordinating the United Way John Veasey Golf Outing. Dale and his team had a record number of golfers and produced record results.

Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report
- Mary Jo Rutherford presented the Classified Staff Report
- Nancy Lawler presented the 2012-2013 Advisory Council of Faculty Issues Report
- Kerri Coffindaffer presented the Faculty Assembly Report
- Jessica Nardo presented the Student Government 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 August 31, 2012. A detailed review was provided in the October 15, 2012 Board of Governors book.

➤ *Capital Projects Update*

Tom Tucker provided an update of the Capital Projects for FY 2013. A summary of the project's completion status was provided in the October 15, 2012 Board of Governors Book.

Mr. Tucker reviewed the American with Disabilities Act Facilities Action and Plans with the Board. Mr. Tucker and Mr. Scott Ullum have met to address the progress for ADA improvements to the campus. Ramps and additional handicapped parking have been added. ADA bathroom upgrades are being added, with the goal of having two ADA compliant restrooms in each building. Tables have been added to lecture halls. A detailed overview of the actions and plans was provided in the October 15, 2012 Board of Governors Book.

➤ *Board of Governors Policy #19 – Procedures Regarding Freedom of Information Act Request. Request for Approval of Nomenclature Language Update.*

Mr. Steve Leach brought a Resolution before the Board for approval of nomenclature changes to Board of Governors Policy #19. In the ongoing process of reviewing policies, minor (non-substantive) corrections can be made without the necessity of a 30-day public comment period. The recommended nomenclature revisions to Board of Governors Policy #19 – Procedures Regarding Freedom of Information Act Requests, was included in the October 15, 2012 Board of Governors Book.

Mr. Kyle Hamilton presented a motion to Approve the recommended non-substantive revisions to the Board of Governors Policy #19. Mr. Tom Stose Seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Finance/Audit Committee*

a. One-Time Use of E&G Capital Funding

Mr. Dale Bradley presented a Resolution to the Board for approval of the One-Time Use of E&G Capital Funds for specific projects for each institution - due to these

funds becoming available because of effective preparations for and competitive bidding of the East Bond Projects.

A total of \$1,224,500 of the East Bonds \$2.5 million will be used to support activities previously designated for funding by E&G Capital Funds. The newly supported projects for these now available funds are: the Feaster Center pool area repairs and Natatorium HVAC upgrade for the University, and the Pierpont Center shared education classroom facility at MTEC. A detailed summary was provided in the October 15, 2012 Board of Governors Book.

Mr. Kyle Hamilton moved to Approve the One-Time Use of E&G Capital Funds for the projects, as indicated. Mr. Jim Griffin Seconded the motion. All agreed. Motion carried.

b. FY 2013 Pay Raise

Mr. Dale Bradley presented a Resolution to the Board for Approval of a 1% FY 2013 Employee Pay Raise for eligible employees not receiving the Mercer salary scale step increase, or other equity salary adjustments.

Pierpont's President, Administration and Board of Governors in the FY 2013 budget planning process reserved sufficient funds to address an across the board raise of 1% to eligible employees.

Pierpont has met the salary policy requirements concerning faculty promoted in rank, and Mercer salary scale funding for classified staff.

A detailed review of employees eligible to receive the 1% FY 2013 Pay Raise was included in the October 15, 2012 Board of Governors Book.

Mr. Jim Griffin moved to Approve the 1% Pay Increase for FY 2013, as specified for eligible employees. Mr. Tom Stose Seconded the motion. All agreed. Motion carried.

➤ *Off Campus/Regional Academics Committee Report*

- Mr. Tom Stose reported that the Advance Technology Center ground work is progressing, with construction scheduled to begin in the fall.
- Online and dual credit courses are available in Braxton County, and the LPN laboratory is complete.
- The MTEC site work continues, with projection to begin shell work in October. The faculty have raised concerns about access to Wi-Fi in the building.
- The North Central WV Community and Technical College/Career Technical Education Consortium has reviewed and modified their bylaws.

➤ *Marketing Committee Report*

No report.

Public Comment

No signatures were recorded.

New Business

No new business to report.

Old Business

No old business to report.

Executive Session

No executive session called.

Adjournment and Next Meeting

There being no further business, Tom Stose made a motion to adjourn. Jim Griffin seconded the motion. All Agreed. The Board meeting was adjourned at 3:30 PM.

The next Pierpont Board of Governors Meeting will be held on Tuesday, November 20, 2012 at 2:00 PM, at the Alan B. Mollohan Building, 2nd Floor, in Pierpont's Advanced Glance Alliance Center.