

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 18, 2014
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 18, 2014, beginning at 2:00 PM at Veteran's Square Center for Workforce Education, Room 112.

Board members present were:

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

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Stephen Leach, Rob Linger, Leslie Lovett, 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 2:11 PM and announced last call for public sign up for comments to the Board.

Executive Session

A motion was made by Sharon Shaffer at 2:12 PM, 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. Chip VanAlsborg seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:30 PM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

Approval of Minutes

The minutes of the Board of Governors meeting held on October 21, 2014 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

- 🏆 Chairman Jim Griffin gave special recognition to Earl McConnell thanking him for his service as Chairman of the Board from July 1, 2012 to June 30, 2014. Chairman Griffin presented a plaque to Mr. McConnell to honor his past service.
- 🏆 Dr. Larson read a letter of appreciation, sent by J. Keith Burdette, Executive Director of the WV Development Office, to recognize the service of Tom Stose for his work with the National Business Aviation Association Aerospace Show held in Orlando, FL.
- 🏆 Mary Jo Rutherford, President of the Classified Staff Council, introduced the newest classified staff members to the Board. Mrs. Rutherford read bios for Shauntise Weeks (unable to attend) and Carly Satterfield (in attendance).

President's Report

Dr. Doreen Larson provided an update on six goals established for the President's focus during the 2014-2015 academic year.

1. Completion of the North ATC

Dr. Larson asked Dale Bradley to provide the Board with an ATC update. Mr. Bradley showed the construction progress through photos and stated that there have been some delays due to south wall foundation issues. The roof installation can only be completed with the temperature at 45 degrees and above.

2. Increase Enrollment and Manage Funding

President Larson shared that the entire campus is working on helping students to enroll for spring. One initiative that has been very successful are program Showcases. Showcases have been held for Allied Health, Business, Aviation and Technology, School of Workforce, and Human Services.

Another outreach program from Admissions is a toolkit for High School Counselors. Blackboard Student Services will be available to students for spring enrollment and several Registration Express events will be held between now and January.

Pierpont continues to partner with area businesses to identify and initiate new programs. A state grant was received to launch a new program in data cabling and internet wiring, which will begin this spring. Training partner, TLTEK has identified the immediate need for over 200 technicians in the state of West Virginia.

Pierpont Airframe Structures Program will graduate a class this week at the RCB NAEC and those graduates will go straight into jobs at North Central West Virginia Airport companies.

The Budget Planning Team continues to work on balancing the budget for our current fiscal year and they have done great work in identifying savings in every area across the college. They continue to prioritize the needs of Pierpont students above all else. Meanwhile, every employee of Pierpont is working on doing more with less and going above and beyond.

3. Launch the Pierpont Foundation

Dr. Larson said that the Pierpont Foundation continues to meet regularly and the minutes have been forwarded to the Board. Board members are being recruited for the Foundation, along with filling slots on the Foundation Executive Board. Confirmation of the Pierpont Foundation IRS tax exempt status will complete the formation process.

4. Complete the Current Strategic Plan, Develop the New Strategic and Budget Plan

Pierpont held a Stakeholders meeting on November 7, for input into Pierpont's new Strategic Plan. Several members of the Board were present and Dr. Larson welcomed comments on the event.

At the Board of Governors Retreat on Dec. 1, Brian Floyd will provide the Board with information gathered from the Stakeholders meeting, along with the campus and student meetings. Dr. Larson recognized the quality and quantity of work put into the Stakeholders meeting by Brian Floyd and Daina LaClair.

5. Draft a Master Facility Plan

Dr. Larson stated that Pierpont continues to address the short term space and maintenance issues for Pierpont programs. Pierpont and FSU will engage in longer term planning, in conjunction with the new strategic plan. Priorities continue to include finding appropriate space for the Vet Tech program, fully utilizing regional locations, and operating the ATC.

6. Implement an Independent Banner System

A Banner Implementation Team meets weekly and keeps the project moving forward. Plans are to stand up the independent Banner database in the spring.

In closing, Dr. Larson informed the Board members about upcoming events:

- ASTP Graduation – 1:00 Friday, Nov. 21, at the Benedum Room
- Women of Hope event – 4:00 Tuesday, Dec. 2, at the Shaw House
- Pierpont/FSU Faculty and Staff Reception – 2:00 Wednesday, Dec. 3, at the Falcon Center Conference Rooms
- United Way Oldies Dance – 6:00 Friday, Dec. 5, at the Fairmont Elks.

Operation Reports

 *Academic Affairs Annual Report:* Provost Leslie Lovett shared that she has meet with staff to discuss Gen. Ed. and space needs for programs. She has focused on articulation agreements, default management, best practices for credit transfers, a peer review online course, and quality matter course reviews.

 *Faculty Senate Report:* David Beighley reported that the Curriculum Committee meets twice a month and currently has received 18 curriculum proposals in the last 60 days. The Faculty Development Committee has called for nominations for the Faculty Development Awards. President Larson attended the past Faculty Senate meeting. At this meeting faculty expressed the desire to have a faculty and staff member appointed to the Budget Planning Committee. Dr. Larson responded by having David Beighley and Mary Jo Rutherford serve on the Committee.

 *Office of Public Safety Report:* Jack Clayton, Chief, stated that staffing levels have been an issue for the Office of Public Safety. Currently there are three vacant full-time positons and the 16-20 part-time positions usually filled by students only have four positons filled.

Emergency planning at regional facilities is a priority for the department. Meetings have been held at regional locations to develop and coordinate written emergency plans. Training for the ALICE program has been completed and will be taught to all faculty and staff. Bo Sellers of Pierpont attended the training and is now a certified ALICE instructor.

In partnership with Marion County 911 Center a tabletop exercise was completed and a physical drill will be conducted in the future.

The Board asked Officer Clayton to look into campus safety concerns and general policies that will address these concerns - taking into consideration student housing. Cindy Curry stated that she could research policies at the state level.

 *Pierpont Foundation Report:* Steve Leach provided a report in the November Board Book. A meeting has been held with Pride Philanthropy to discuss formulation of a board plan.

 *Workforce Development Report:* No report.

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 September 30, 2014. All details of these financial reports were provided in the November 18, 2014 Board of Governors Book.

➤ *New Policy No. 58 – Email Established as an Official Form of Communication, Recommendation for 30-Day Public Comment Period*

Mr. Steve Leach brought forth a resolution to request approval of a 30-day Public Comment Period for a new Policy No. 58 – Email Established as an Official Form of Communication, being written to establish email as the institution's official form of communication and to provide the administration with authority to assign email to all faculty, staff and students. Access to, and training on, computers or kiosks would be provided, so that email can be reviewed on a regular and timely basis.

A copy of the policy was provided in the November 18, 2014 Board Book. After completion of the 30 day public comment period, this policy will be presented to the Pierpont Board of Governors for final consideration of approval.

Sharon Shaffer presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for the new Policy No. 58 – Email Established as an Official Form of Communication. Kyle Hamilton seconded the motion. All agreed. Motion passed.

➤ *New Policy No. 59 – Furlough and Reduction in Employee Workforce, Recommendation for 30-Day Public Comment Period*

Mr. Steve Leach brought forth a resolution to request approval of a 30-day Public Comment Period for a new Policy No. 59 – Furlough and Reduction in Employee Workforce.

A copy of the policy was provided in the November 18, 2014 Board Book. After completion of the 30 day public comment period, this policy will be presented to the Pierpont Board of Governors for final consideration of approval.

After discussion on the policy, Chip VanAlsborg presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for the new Policy No. 59 – Furlough and Reduction in Employee Workforce. Beverly Jones seconded the motion. All agreed. Motion passed.

Committee Reports

➤ *Audit/Finance Committee*

A. Approval of Boiler Replacement at the Caperton Center

Dale Bradley presented for approval an additional item for the FY 2015 Capital Projects. The failure of a boiler unit at the Caperton Center necessitates a temporary boiler rental unit. An additional \$385,500 plus \$7,000 per month for temporary boiler rental was requested for approval from the FY 2015 Capital Projects budget. Estimated costs for the boiler rental is between \$21K - \$28K. Complete details were provided in the November 18, 2014 Board Book.

Sharon Shaffer presented a motion to approve the addition of \$385,500 plus \$7,000 per month for temporary boiler rental to the FY 2015 Capital Project budgets for the replacement of the boiler unit at the Caperton Center

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that a Marketing Ad Hoc Committee has been developed with faculty and staff members to assist in prioritizing and strategizing. Faculty members Jim Davis and Rachel Beach join in this effort. A timeline has been discussed with the Marketing Committee staff resources to address tasks. A meeting will be held with Manahan marketing group to address budget cuts. Marketing efforts at regional locations will be assessed. Radio and social media outreach will increase. Kelly Buchanan shared that the Student Government Association has its own social media sites and that the Board members should join the SGA Instagram and twitter links.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, said that focus has been on enrollments. The Committee is looking into the up trends in dual enrollment courses and how to capture these students for future enrollments.

New Business

- Smoke-Free Campus Policy

Chairman Griffin expressed the need to develop a smoke-free campus policy. He stated that Pierpont should take the initiative to draft a policy for co-approval with FSU. Dr. Larson agreed to write a draft of this policy for consideration.

- Board of Governors Retreat

The annual Board of Governors Retreat will be held at the Robert H. Mollohan Training Center on December 1, 2015, beginning at 8:00 AM.

- Quarterly ATC Advisory Board Meeting

Chairman Griffin announced that the quarterly ATC Advisory Board meeting previously scheduled for December 1, 2014 will be rescheduled for 1:00 PM on February 17, 2015.

Old Business

No old business.

Public Comment

No signatures were recorded.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on February 17, 2015. Location to be determined.

There being no further business, with a motion by Sharon Shaffer, the Chairman adjourned the meeting at 4:36 PM.

Respectfully submitted by Cyndee K. Sensibaugh