

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 19, 2013
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 19, 2013, beginning at 2:00 PM at the Pierpont Center at Veteran's Square, Room 112.

Present at the meeting were Board members:

Chairman Earl McConnell, Barbara Alvarez, Linda Aman (via phone), Jessica Cale, Jim Griffin, Kyle Hamilton, Beverly Jones, Rick Pruitte, Sharon Shaffer, Jeff Tucker (via phone), Chip VanAlsborg, and Gene Weaver.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, 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.

Approval of Minutes

The minutes of October 15, 2013 were presented for approval. Jim Griffin offered a motion that the minutes of October 15, 2013 be approved, as presented. Kyle Hamilton seconded the motion. Discussion on the motion was opened by Sharon Shaffer.

Ms. Shaffer asked that further clarification be made on the Audit/Finance Committee item "Acceptance of Marion Regional Development Corporation Land Donation".

Ms. Shaffer asked that language addressing the motion to approve the resolution be amended. It was recommended to amend the language "moved to approve the acceptance of the MRDC donation of property" to "moved to approve the resolution to accept the MRDC donation of property".

Ms. Shaffer noted that in the Audit/Finance Committee item “Approval of FY 2014 Capital Projects” - paragraph three, there was a typographical error in the amount \$100,000. The figure was written as \$100.000 and needed corrected.

Ms. Shaffer also noted that the location of the meeting scheduled for the month of November should be written in the minutes as “the Robert C. Byrd Aerospace Education Center”, not as currently stated in the minutes at “the Pierpont Center at Veteran’s Square Executive Conference Room”. The meeting location change was made after the October 15th Board of Governors meeting occurred.

Chairman McConnell concurred that the Board Minutes for October 15, 2013 should be amended to incorporate the necessary edits.

All agreed to approve the Minutes for October 15, 2013, with the recommended modifications. Motion carried.

Executive Session

A motion was made at 2:16 PM by Jim Griffin 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. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 2:38 PM, the Board exited Executive Session. There were no items for discussion or review from Executive Session.

Special Recognitions/Presentations

The Board members welcomed Mrs. Barbara Pavel-Alvarez as the newest Board of Governors member. Mrs. Alvarez will serve as the Faculty Senate Representative, finishing out the current term of Mr. Thomas Stose. Mr. Stose tendered his resignation as the Faculty Senate Board representative on October 8, 2013.

Mrs. Alvarez was sworn in as a member of the Pierpont Board of Governors by notary Cyndee Sensibaugh, prior to the Call to Order of the Board meeting.

President’s Report

Dr. Larson provided a summary of the President’s goals and achievements to date. Provided below is the complete transcript of Dr. Larson’s progress report.

**Progress Report on Goals – Dr. Doreen Larson
(November 19, 2013)**

Goal 1: Successfully Achieve Accreditation from HLC

- Quality Initiative project was submitted on time and is awaiting final acceptance from HLC. That report, “The Pathways QI Milestone Report” is included in your material and will be presented by Provost Lovett.
- The Assurance Report is also meeting all benchmarks and all criterion teams are writing and gathering evidence at this point.
- Attending the Fall HLC Pathways meeting in St. Charles, Illinois with the lead faculty team to identify and ensure the administrative support needed for final phase of accreditation.
- Have scheduled a discussion session with HLC representative to begin planning for ATC location and student services and Allied Health relocations
- All new locations and programs are at full approval status with HLC
- All residual location and program approval issues have been resolved
- Spring site visit is scheduled for March 3-5, 2014 (remember NO vacations!!)

Goal 2: Achieve Enrollment Efficiency and Develop New Programs

- Steps were put into place to facilitate spring enrollment for continuing students with good success, although overall spring enrollment is fluctuating at this time.
- A partnership for recruiting with WVU is in progress including co-marketing at MTEC
- The American Sign Language (ASL) and Sign Language Interpreter Program (ITTP) programs will be relocated entirely to MTEC to grow and promote the programs
- The “Welcome Wednesday” enrollment express event calendar is established for spring with events at Locust Avenue, Career and Technical Centers and regional Pierpont locations.
- The Airframe Structures Program graduated a class in October and will start another in January.
- The Petroleum Technology Program will continue the fall cohort and start a new cohort in spring 2014.
- Students utilizing EDGE (Career and Tech High School credits) increased from 36 last year to over 50 at this time this year.
- Students participating in Dual Enrollment with Pierpont increased this fall.
- Enrollment services positions are being filled and contiguous space in Hardway is gradually being turned over to Pierpont Enrollment Services.

Goal 3: Maintain and Develop Facilities and Budget Resources Needed to Provide High Quality Education

- The North ATC is fully under construction. Weekly contractor meetings are being held and benchmarks are being established.

- Final programming and interior space design, security, technology infrastructure, equipment and furnishings are now being completed by the Pierpont ATC team led by Paul Schreffler.
- Steve Leach will take the position of Transformational Leader for Pierpont to administer the \$2.3 million dollars of grant funding provided by the TAACCCT grant to Pierpont. 60% of his salary will be shifted to grant funding. Other positions are being planned and posted as appropriate.
- A full-time staff person will be located at MTEC to provide ongoing student services and additional technology infrastructure is being developed at MTEC to further expand educational options at that location.
- The Veterans Square location for Pierpont has been able to promote and support Patriot's Day celebration, Veterans Day activities and host a facility ribbon cutting. Student satisfaction with the space and the ability to create within the facility is very high.
- Replacement of the retaining wall at the Merchant Street facility is underway.
- The Budget Adjustment team successfully identified areas of savings across the campus and the budget is balanced at this time. Every area of the college contributed to the savings and salaries and promotions were maintained. One part-time position at the Cabinet level was discontinued.
- Working to promote the code change needed to utilize a per credit hour tuition option.
- Pierpont has successfully acquired over \$600,000 in state grant funding for 2013/14 and over \$100,000 in private grant and scholarship funding.
- Federal funding for 2013/14 includes \$800,000 for this fiscal year from the TAACCCT grant and \$220,000 in Perkins grant funding.
- The 1863 video project is approaching full funding.

Goal 4: Implement the Strategic Priority Projects

- Progress reports from each Academic area are included in the November Board report from Academic Affairs documenting the extraordinary work of our faculty and staff in achieving our strategic goals.
- Successfully hosted the statewide WVCCA/WVADE conference within budget and with positive reviews of the venue, speakers, and overall theme.
- Weekly "Pierpont Possibilities" updates keep the campus informed of priorities and project progress
- Strategic dashboard is in progress and will be ready for Board retreat on Dec. 6.
- Campus-wide mini retreats to discuss the priorities and begin to establish new areas of focus are being scheduled
- Planning in progress for BOG retreat on Dec. 6, 2013
- Continue to meet weekly with the Pierpont BOG Chair
- Meet monthly with the President of the Faculty Senate
- Rotating my schedule to allow for regular visits to all regional and Locust Ave. locations

Goal 5: Continue Strong Community Engagement

- The United Way Golf outing coordinated by Pierpont exceeded last year's revenues
- Pierpont supported the Black Heritage Festival Youth Night and Saturday events
- Pierpont provided giveaways and information at the weekly Fairmont Farmers Market events
- Pierpont partnered with WBOY- TV to highlight 5 high school games in the region. Pierpont provided a tent, giveaways and "Monty" at the games.
- Breakfast on Patriot Day was provided by Pierpont
- Coffee, hot chocolate and cookies were provided by Pierpont for Veterans Day in Fairmont. Pierpont sponsored the Veterans Day breakfast in partnership with the South Fairmont Rotary.
- We purchased and placed patriotic lighting on the Veterans Plaza
- Hosted a successful ribbon-cutting and open house for Veterans Square facility

Goal 6: Facilitate Productive Relations with FSU

- Established regular meetings of President, Provosts and CFOs from Pierpont and FSU
- Independent Banner instance remains on schedule
- 2013/2014 Chargeback agreement is nearing agreement
- Agreement mutually drafted regarding the instructional chargeback rate
- Agreement has mutually drafted regarding staff shifts and chargebacks for 2013/14
- MOU has been drafted with the Fairmont State Foundation for interim services
- Asset allocation from the Fairmont State Foundation to Pierpont has been negotiated
- Awaiting final space designation decisions from FSU

President's Activities:

- Board member of Youth Academy
- Board member of Seven Stories Theater Association
- Executive Board member of the Marion Chamber of Commerce
- Executive Board member of the WV Women's Health Initiative
- Co-Chair of the North Central West Virginia CTE/CTC Consortium
- Chair of the Chancellors subcommittee on Cross Counseling for Middle School Students
- President of the WV Chapter of the American Association of Community Colleges
- Member of the AACC Commission on Diversity, Equity, and Inclusion
- Selected to the spring slate for the AACC Board of Directors
- Continue to attend numerous local community events
- Continue to compete in local races
- Continue to participate in student/intramural activities
- Hosted the fall dinner for the Student Government officers
- Continued professional development in communication technology and rural community college issues

End.

Chairman Earl McConnell complimented Dr. Larson on the outstanding job that she is doing for Pierpont. Mr. McConnell recognized the great success of the WVCCA WVADE Conference that Pierpont hosted for the state in late October, and on the Veteran's Day activities held at Veteran's Square with the free hot cocoa and cookies for the public.

Operation Reports

- Leslie Lovett provided an in-depth annual Strategic Plan Report for Academic Affairs outlining each of the schools progress on their strategic priorities. The complete report was provided to the Board in the November Board Book.
- Paul Schreffler presented the Center for Workforce Education Report and provided detail in the November Board Book.
- Mary Jo Rutherford provided the Classified Staff Report
- No Faculty Senate Report provided
- Jessica Cale provided the Student Government Report in Sean Rafferty's absence

Committee of the Whole

➤ *Financial Report*

Dale Bradley provided for review, the Combined Financial Report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for FY 2014 as of September 30, 2013. Complete detail was provided in the November 19, 2013 Board of Governors book.

➤ *Pathways Quality Initiative Milestone Report*

Leslie Lovett provided a review of the Higher Learning Commission (HLC) Pathways Cohort 2 Quality Initiative Milestone Report. Projects include: Practical, Possible, General Education and Developmental Math Redesign. Complete detail of the report was provided in the November 19, 2013 Board of Governors book.

Dr. Larson thanked Leslie for her dedicated, professional work with the HLC Pioneer Pathways project.

➤ *Pierpont Board of Governors Delegation of Powers to the President*

Cyndee Sensibaugh presented a Resolution to the Board for approval of the agreement enumerating the powers, duties, and responsibly of the Board of Governors, and the

powers, duties and responsibilities of the President of Pierpont Community & Technical College. The duties outlined in the agreement represent control of all broad institutional policy, the day-to-day operation of the institution, and the implementation of policy.

The designated powers are set forth in the West Virginia Code 18B-2A-4 for each public higher institution in the state.

Sharon Shaffer moved to approve the Resolution to accept the agreement enumerating the powers, duties, and responsibly of the Board of Governors, and the powers, duties and responsibilities of the President of Pierpont Community & Technical College. Rick Pruitte seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, began his report by welcoming all Board members to attend the Audit/Finance Committee meetings. Mr. Hamilton yielded to Doreen Larson.

A. Request WV Code Change – Per Credit Hour Tuition

Doreen Larson presented a Resolution that the Pierpont Board of Governors requests a legislative change to *WV State Code §18B-10-1 Enrollment, tuition and other fees at education institutions; refund of fees*, to allow each governing Board of each community college to enact the tuition model most appropriate for their community of students. A copy of this Code was provided in the November Board book.

In October 2013, the WV CTCS Board of Governors Community College Chair Association unanimously agreed to advocate for a change in the code language that would provide an option top charge tuition for every credit a student receives. Each Board will review their unique student demographics, funding sources and circumstance, and tuition rates to determine the model best suited for their institution and its students.

Kyle Hamilton moved to approve the Resolution that the Pierpont Board of Governors requests a legislative change to *WV State Code §18B-10-1 Enrollment, tuition and other fees at education institutions; refund of fees*, to allow each governing Board of each community college to enact the tuition model most appropriate for their community of students. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

B. Amendment to President’s Contract for Cell Phone Stipend

Dale Bradley brought forth a Resolution that the Pierpont Board of Governors approve a change to President Dr. Doreen Larson’s annual compensation contract to eliminate a cell phone stipend, effective October 31, 2013. This contractual amendment is from recommendations developed by the Budget Planning Committee tasked with establishing a comprehensive budget reduction plan. This recommended reduction will represent \$9,400 annual savings and impact a total of 17 employees.

Kyle Hamilton moved to approve the Resolution to change to President Dr. Doreen Larson’s annual compensation contract to eliminate a cell phone stipend, effective October 31, 2013. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

➤ *Off Campus/Regional Academics Committee Report*

No Report.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that the marketing firm Manahan Group has been hired and a new marketing plan and budget has been developed. The marketing plan will focus on community partnerships, increasing enrollments, and reaching students at technical centers and non-traditional students. Progress in this area will be tracked as we move forward.

Public Comment

No signatures were recorded.

New Business

Jim Griffin gave a moment of recognition and thanks to Tom Stose, outgoing Board of Governors member, and noted that he was of great value to the Board. Chairman McConnell and the Board concurred.

As Mr. Stose was the Chair of the Regional Academics Committee, consideration will be given soon to fill this vacancy.

Old Business

No old business.

Adjournment and Next Meeting

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

The Pierpont Board of Governors Retreat will be held on December 6, 2013 at 8:00 AM at the Robert H. Mollohan Building.

The North Central Advanced Technology Center Advisory Board Meeting will also be held at the BOG Retreat at 2:30 PM.