



**Pierpont Board of Governors Retreat**  
**December 6, 2013**  
**8:00 AM**  
**Robert H. Mollohan Building**

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## **AGENDA**

- 8:30 – 9:30**                    **Light Breakfast (BOG and Cabinet)**
- 9:30 – 10:30**                   **Review of Proposed Draft of the Pierpont Board of Governors Bylaws**
- Approval of Finance/Audit Committee Meeting Minutes**
- **November 5, 2013**
  - **December 4, 2013**
- Selection of FORC Committee Members**
- 10:30 – 11:30**                   **HLC March Visit - Review and Prep**  
*(BOG, Cabinet, Council, and Criterion Team Leaders)*
- 11:30 – 12:30**                   **Lunch (Faculty, BOG, Cabinet, Council)**
- 12:30 – 1:00**                   **HLC Timeline and Overview (All)**
- 1:00 – 2:00**                   **Roundtable Review and Suggestions by Criterion (All)**  
*(Board members will each choose a separate criterion table to be evenly dispersed amongst the faculty)*
- 2:00 – 2:30**                   **Report from each Criterion Table (All)**
- 2:30 – 3:30**                   **Advance Technology Center Advisory Board Quarterly Meeting**  
*(Open Meeting - BOG, Cabinet, Council, Faculty, and ATC guests)*
- 3:30 – 4:30**                   **Board of Governors and Provost, CFO and President – Review of FSU Meetings and Open-ended Discussion**
- 4:30 – 5:00**                   **BOG One-on-One Time with the President**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**BYLAWS (draft)**

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**I. Composition, Role and Scope**

The composition, appointment, powers, duties and obligations of the Pierpont Community & Technical College Board of Governors (Board) shall be in accord with the provisions of the West Virginia Code, Chapter 18B, Article 2A. The Code provides that the Institutional Governing Board shall “determine, control, supervise and manage the financial business and education policies and affairs of the institution.”

**II. Officers**

The Board shall have the following officers: Chairperson, Vice-Chairperson, and Secretary.

1. All officers shall be elected in June, 2007 for the first year, thereafter at the June meeting of each year and take office on July 1. The Chairperson must be elected from among the layperson appointed by the Governor.
2. A majority vote of the members of the Board shall be required for election of Board officers.
3. Occupancy of vacant offices, should they occur between the yearly elections, require a majority vote of the board.

**III. Duties of Officers**

1. The Chairperson shall preside at all meetings of the Board and Executive Committee and shall be deemed an ex-officio member of any committees of the Board. The Chairperson has full voting power at all Board meetings and also as a committee member.
2. The Chairperson shall appoint all members to special committees, and name the Chairperson of each committee.

3. The Vice-Chairperson shall undertake the duties of the Chairperson whenever the Chairperson is absent.
4. The Secretary shall be appointed by the members of the Board and duties are requested by the Chairperson.

#### **IV. Special Committees**

##### **A. Appointment of Special Committees of the Board**

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee. Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings. Special committees may not act unilaterally for the Board. Committee members may conduct meetings via electronic conferencing.

#### **V. Meetings**

##### **A. Place of Meetings**

The Board shall hold meetings, have an office and keep the books of the college (except as may otherwise be provided by law) at such place or places as the Board shall determine from time to time by resolution of the Board or as may be designated in any notice of the meeting.

##### **B. Frequency of Meetings**

The Board shall hold at least 6 meetings in every fiscal year, including an annual meeting.

1. Due notice of time, place and date of each meeting shall be given to all Board member and the public at large.
2. Special meetings may be scheduled, with notice, by the Chairperson.
3. Of the twelve voting members of the Board at regular or special meetings, seven members shall constitute a quorum. In the event of vacancies, a majority of the Board will constitute the quorum.
4. For each regular meeting, the President of the college shall provide an agenda which will be distributed to the Board in a timely fashion. In addition, the Board may, at its own option, raise additional informational or action items.

5. Board meetings shall be operated according to Roberts Rules of Order. The presiding officer shall be charged with deciding all questions of order.

C. Attendance

It is the duty of each Board member to attend all regular scheduled meetings of the Board. Board members shall be permitted to attend via electronic means.

**VI. Order of Business**

The order of business at any regular meeting of the Board shall be as follows:

1. Call to Order
2. Last Call for Public Comment Sign Up
3. Special Recognitions/Updates
4. President's Report
5. Operation Reports
6. Committee of the Whole
7. Committee Reports
8. New Business
9. Old Business
10. Adjournment

**VII. Fiduciary Relationship to the Institution**

The members of the Board shall be in fiduciary relationship to the institution and shall not directly or indirectly act adversely to the interest of the college. In the event of any such adverse interest or condition shall arise prior to or after appointment, the Board member(s) shall immediately inform the Board and shall refrain from any consideration of the matters involving the conflict of interest.

**VIII. Standard of Care; Justifiable Reliance; Indemnification**

- A. A Board member shall perform his or her duties, including duties as a member of any committee of the Board, in good faith, in a manner the member reasonably believes to be in the best interests of the community college and with such care,

including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Board member shall be entitled to rely on good faith of information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:

1. One or more officers or employees of the community college whom the Board member reasonably believes to be reliable and competent in the matters presented.
  2. Counsel, public accountants or other persons as to matters which the Board member reasonably believes to be within the professional or expert competence of such person.
  3. A committee of the Board upon which the member does not serve.
- B. In discharging the duties of their respective positions, the Board, committees of the Board and individual members may, in considering the best interest of the community college, consider the effects of any action upon employees, upon suppliers and customers of the community college, and upon communities in which offices or other establishments of the community college are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of Section VIII-A.
- C. Board members are insured through the State Board of Risk and Insurance Management for any official actions they take.

## **IX. Duties and Powers**

Pierpont Community & Technical College Governing Board accepts the following duties and powers for the purpose of establishing, operating and maintaining the community college:

1. Appoint and fix the salary of, and adopt a Charter of Responsibility for the President, who shall serve at the pleasure of the Board; and evaluate the President consistent with State rules with the advice and consent of the Higher Education Policy.
2. Employ through the Office of the President such personnel as may be needed, establish policies governing their employment and dismissal and fix the amount of their compensation and benefits. In the employment, establishment of policies and fixing of compensation and benefits, the President and the Board may make no discrimination on account of sex, race, creed, color, or national origin.

3. Submit a Community College Master Plan and Compact to the Higher Education Policy Commission for its approval, submit proposed amendments to the Master Plan, and update and meet goals of the Compact.
4. Submit to the Higher Education Policy Commission each year an annual report on the institution's performance in relation to the Master Plan/Compact.
5. Approve the mission and program of the community college, and make policies providing for the admission and expulsion of students and the periodic review of the curriculum and courses of instruction, including developmental education and workforce training, in relation to the Master Plan/Compact.
6. Submit an annual budget for consideration and approval of the Higher Education Policy Commission, the approval of such submission to constitute a "formal act" under Open Meetings Law.
7. Analyze student costs and adopt tuition and fees schedule in accordance with policy and guidelines of the Higher Education Policy Commission.
8. Approve an administrative table of organization for the community college, as recommended by the President.
9. Accept and receive gifts of real and personal property and Federal, State and local moneys and grant, and expend the same.
10. Enter into contracts for services to high schools of member districts to provide area vocational-technical education and adult basic education services.
11. Determine the academic calendar for the community college.
12. Maintain records to substantiate all claims for State apportionment in accordance with regulations prescribed by the Higher Education Policy Commission and retain such records for a period of five years.
13. Review and approve monthly financial statements.
14. Cause an audit to be made as of the end of each fiscal year by an accountant licensed to practice public accounting in West Virginia, and publish annually a financial statement.
15. Recommend capital projects to the Higher Education Policy Commission for purchase or improvement of land, buildings and equipment.

16. Enter into agreements regarding the deposit, investment or withdrawal of the community college funds, in accordance with the rules and regulations of the Higher Education Policy Commission.
17. Award contracts for purchase of supplies, materials or services, subject to competitive bid requirements and other rules and regulations of the Higher Education Policy Commission and West Virginia statutes.
18. Approve and award associate degrees and certificates to graduates of the community college, upon certification of their completion of requirements by the President and faculty.
19. Form, join and provide for the expenses of associations of West Virginia Community College Boards, for the purpose of conducting community college board institutes and workshops and otherwise disseminating and exchanging information regarding community college Board duties, problems and common agendas of development.

**X. Amendments to Bylaws**

After the adoption of the by-laws by a two-thirds majority vote of the Board, the by-laws may be amended or repealed at a regular or special meeting of the Board. Copies of any proposed amendments must be mailed to each member of the Board at least seven (7) calendar days before it is voted upon, together with a statement of the name of the introducer and the meeting at which it is to be acted upon. Any proposed amendments must be adopted by a two-thirds majority vote of the Board.

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including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Board member shall be entitled to rely on good faith of information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:

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**X. Training**

In adherence with the West Virginia Legislature Code §18B-1D-9 the WV Council for Community and Technical College Education (Council) will coordinate periodic training and development opportunities for members of institutional governing boards under the Council's jurisdiction. Specifically, that code section requires that:

1. Within six months of beginning service on a governing board, a board member must complete at least three hours of training and development relating to their duties as a board member.
2. With the exception of the student members of a governing board, each board member must complete at least six hours of training and development within every two years of service.
3. The training and development is to address the following topics:
  - a. State goals, objectives and priorities for higher education,
  - b. The accountability system for higher education set forth in WV Code §18B-1D-1 et seq,
  - c. The general powers and duties of governing board members, and

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d. Ethical considerations arising from board membership.

4. By July 31 of each year, the Chair is to certify to the Council the number of hours of training and development each board member received during the preceding fiscal year.
5. If the certification indicates a board member did not complete the required training and development, then the Council is to certify to the Governor and the Secretary of State (for lay citizen members) that the member is disqualified from continued service as a board member and that the Governor must appoint a replacement. If a classified employee or faculty representative on a governing board does not meet the training and development requirement, then the institutional body that elected them shall be notified of their disqualification and asked to select a replacement.
6. The three hours of training in the first six months of service provision is to be interpreted as applying only to those governing board members beginning services on or after July 1 2009.
7. The six hours of training every two years of service provision is to be interpreted as beginning on July 1, 2009 for those members already in office on July 1, 2009 or as beginning with the start of service date, if appointed after July 1, 2009.

19.

X. Amendments to Bylaws

X.XI.

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**Page 6: [1] Formatted** **Cyndee Sensibaugh** **12/9/2013 12:45:00 PM**

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**Page 6: [2] Formatted** **Cyndee Sensibaugh** **12/9/2013 12:45:00 PM**

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**Page 6: [3] Formatted** **Cyndee Sensibaugh** **12/9/2013 12:45:00 PM**

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**Page 6: [4] Formatted** **Cyndee Sensibaugh** **12/9/2013 12:48:00 PM**

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**Pierpont Community and Technical College Board of Governors  
Finance/Audit Committee Meeting  
Tuesday, November 5, 2013**

The Pierpont Community & Technical College Board of Governors Finance/Audit Committee held a meeting on Tuesday, November 5, 2013, beginning at 10:00 AM in the Veteran's Square Board Room. Present at the meeting were Board of Governors members: Finance/Audit Committee Chair Kyle Hamilton, Jim Griffin, Rick Pruitte and Chairman of Pierpont's Board, Earl McConnell.

Absent from the meeting was Jeff Tucker.

Administration present included: President Dr. Doreen Larson, VP for Finance and Administration Dale Bradley, and Senior Administrative Assistant Dana Gribben.

Chairman Hamilton called the meeting to order and Mr. Bradley distributed the agenda for the meeting. The minutes from the October 3, 2013 Finance/Audit Committee Meeting were distributed for review prior to the meeting. Mr. Jim Griffin presented a motion to accept the minutes of the October 2013 meeting. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

Handouts for this meeting were once again presented to the group in electronic format.

**Review September 2013 Finance Reports**

Mr. Bradley reviewed the September 2013 Finance Reports.

- The report showed a slight improvement over the August Finance Report.
- There was a slight increase in expenses in the Fund Managers Report due to the Early Childhood Program. There was a need to make payment of the invoices covering the program's trip to Italy that had been approved in the previous fiscal year. These charges were covered by the use of reserves that had been approved in the previous fiscal year.
- There is also a change in the Restricted Funds due to grant money being spent. Mr. Bradley explained that grant money shows up in Deferred Revenues until it is actually spent, then it moves to Revenue.

**Update on Fall AY 2013-2014 Enrollments**

Mr. Dale Bradley presented to the committee the two current documents FSU and PCTC Enrollment Headcounts and the FSU and PCTC Enrollment FTEs. Since enrollments are no longer tracked after the census date, this will be the final report for Fall 2013. As of the date of these documents, 10/13/2013:

- Headcounts were down 8.21%. This amount includes Z Campus and Dual Credit (high school students) for which we generate little to no revenue.
- High school students (dual enrollment) attend classes at a reduced rate.



- Z Campus, or our prison programs, generally only cover costs.
- When the Z Campus and Dual Credit students are removed, headcount for Fall 2013 is down 12.14%. This percentage can be referred to as the revenue generating students.

A member inquired if we knew why the enrollments were down.

- There are questions if Pierpont students were directed properly when they arrived on campus for the Fall semester.
- Inquiries to the institution have been auto defaulted to Fairmont State.
- High schools are graduating fewer students.

What steps is the institution taking to correct this?

- Ron Weist is now on board to assist with marketing and recruitment at all locations. A marketing firm has been secured.
- The institution is now planning Welcome Wednesdays for potential students to come in and do registration express with the college.
- Our satellite centers' enrollment numbers are actually growing and holding steady.

#### **Update on Fall Revenues**

Mr. Dale Bradley presented to the committee the FY 2014 Pierpont Fee Revenue Analysis dated 11/1/2013. This document shows Pierpont's E&G Revenues running approximately \$686,882 behind projections.

- There was a question if this would negatively impact our ability to meet our bond debt obligations. Our financial situation will not impact Pierpont's bond payments. Will impact our ability to complete future projects.

This Budgetary Advisory Group has been formed and has met numerous times. The goal that the group is looking to reduce the budget by is \$670,722. This amount was determined by averaging two different revenue projection analyses.

#### **Update on Actions of Budget Planning Committee**

The Budgetary Advisory Group formed a few months ago has been having regular standing meetings in order to develop a plan to reduce the budget. The meetings were also held in order for Mr. Bradley to educate the group on financial issues before the plan was formulated. He provided to the Committee the final Budget Reduction Plan that the group put together and reviewed each piece of the plan. Dr. Larson has approved this plan and has met with David Beighley, Senate President and Mary Jo Rutherford, Classified Staff Council President, to discuss and explain these budget reductions.

Mr. Jim Griffin presented a motion to accept the budget reduction plan that was presented at the meeting. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

### **Update on FY2014 Chargeback Agreement**

Mr. Bradley moved on the working draft Chargeback Agreement between Fairmont State University and for Fiscal Year 2014. A few points regarding the progress on the document:

- The University has verbally agreed to the cost of teaching services for each institution being measured equally. It has been agreed to use 21 credits hours as identified in BOG Policy #37 in the teaching charge calculation instead of 12 credit hours for FSU Faculty and 15 credit hours for Pierpont Faculty. This model works except in the case of the NAEC where faculty full load per semester is based on 19 contact hours per semester instead of credit hours. Testing will be conducted to determine how to handle teaching at the NAEC.
- The institutions are still in discussions regarding Capital and Infrastructure fees.

Mr. Bradley will continue to keep the Committee updated on the agreement.

### **Dr. Larson Report on Meeting with Senator Prezioso**

Dr. Doreen Larson reported on a meeting that she and Dr. Maria Rose had with Senator Prezioso regarding issues between the two institutions.

- He wants both institutions to make every effort to keep relationships between the two colleges positive.
- The subject of the renting of space at the Atrium Building was brought up. Dr. Larson explained that Pierpont was told there was no room to house the Petroleum Technology program on the Locust Avenue campus therefore making it necessary to find another location.
- Senator Prezioso also hinted that there may be a mid-year budget reduction for state institutions.

### **Chairman McConnell Report on Meeting with FSU Board Member John Meyers**

Chairman Earl McConnell met with Fairmont State University Board Member John Myers to discuss the issue of the inability for Pierpont to view financial information that is directly related to the fees Pierpont students pay to the University. Mr. Myers reported to Chairman McConnell he was going to try and secure access for Pierpont for one account.

Chairman McConnell and Mr. Bradley decided they would draft a response back to Mr. Myers detailing the fees that are transferred to the University. Pierpont hasn't been given any information regarding the details of what accounts these fees are transferred into.

### **Request for Legislative Change in WV State Code to Allow the Option of a Per Credit Hour Tuition and Fee Schedule**

Mr. Bradley moved on to a potential action item/document regarding a Request for Legislative Change in WV State Code to Allow the Option of a Per Credit Hour Tuition and Fee Schedule. This request for will include every Community College in the state and will carry with it input from Council Bruce Walker. Members from Board of Governors from each institution will meet with the Governor on the issue.

Mr. Jim Griffin presented a motion to move forward with this issue and present the Legislative Change document as an action item at the November 19, 2013 Board Meeting. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

The Request for Legislative Change in WV State Code to Allow the Option of a Per Credit Tuition and Fee Schedule will be an Action Item to go before the Board at the November Meeting.

#### **Higher Learning Commission (HLC) Financial Review Documents Submission October 24, 2013**

Mr. Dale Bradley confirmed to the Committee the Financial Documentation due at the Higher Learning Commission was submitted and verified received on October 24, 2013. This documentation was necessary in order to explain the reasons our Composite Financial Indicator in the "zone" for the previous year.

#### **December Date for Auditor's Presentation of 2013 Financial Audit to the Finance Committee**

Mr. Bradley informed the group that the Auditors would like to make a formal presentation to the Pierpont Finance Committee. This would be an individual presentation, not a joint presentation with Fairmont State. It was decided to schedule the session on the same day as the Fairmont State University session – December 4, 2013. Pierpont's session will start at 10:30am.

#### **Action Items for Board of Governors' Meeting**

The next Pierpont Board of Governors' meeting is scheduled for Tuesday, November 19, 2013. The action item(s) presented from the Audit and Finance Committee will be as follows:

- Request for Legislative Change in WV State Code to Allow the Option of a Per Credit Hour Tuition and Fee Schedule.

#### **Future Finance and Audit Committee Meeting**

The monthly Finance and Audit Committee meetings will not resume until Tuesday, February 4, 2014. It was decided that meeting and all future meetings will take place at the Veteran's Square Board Room. They will continue to start at 11:30am.

**Pierpont Community and Technical College Board of Governors  
Finance/Audit Committee Meeting  
Wednesday, December 4, 2013**

The Pierpont Community & Technical College Board of Governors Finance/Audit Committee held a meeting on Wednesday, December 4, 2013, beginning at 11:30 AM in the Falcon Center Board Room. Present at the meeting were Board of Governors members: Finance/Audit Committee Chair Kyle Hamilton, Jim Griffin and Jeff Tucker.

Absent from the meeting was Rick Pruitte and Chairman of Pierpont's Board, Earl McConnell.

Administration present included: President Dr. Doreen Larson, VP for Finance and Administration Dale Bradley, and Senior Administrative Assistant Dana Gribben.

Chairman Hamilton called the meeting to order and Mr. Bradley distributed two items for discussion.

**Fee Transfers FY 2014**

As an informational item to the committee, an updated report entitled Fee Transfers FY 2014 was distributed. This spreadsheet detailed the actual fee transfers, including the transfer of E&G Capital and Infrastructure for Pierpont's share of the bond debt, that were agreed upon at the last joint meeting between Fairmont State University and Pierpont BOG Finance Committees.

Mr. Bradley explained to the committee that the report presented to the joint committees reflecting the fee revenue as of September 16, 2013 on which Pierpont's commitment to transfer various auxiliary, capital and student fees had been based, neglected to realize that both FSU and Pierpont operate on an accrual and not a cash basis. Therefore both institutions actual cash amounts in each fund type are less than the revenue reflected in the original report. Some students still owe both institutions money. In addition, it is both institutions standard practice to hold 10% cash reserves in each fund type for potential student refunds. Therefore when the actual transfer was to occur on November 12, 2013 the amounts actually transferred were the cash balances in each fund type less the 10% reserve for refunds and not the revenue amounts agreed to that were based on the September 16, 2013 report. Both Institutions CFO's agreed to this change in the transfer and this information has also been shared with the FSU BOG Finance Committee. This did not impact the E&G Capital and Infrastructure Fees as the only amounts agreed to be transferred were Pierpont's portion of the 1<sup>st</sup> Half Payment on current Bond Debt.

**North Central West Virginia (NCWV) District Consortium**

Mr. Bradley distributed to the committee information regarding the NCWV District Consortium Financial status. He and Dr. Larson provided a brief summary to the committee as to what the function of the Consortium is and how Pierpont became the fiscal manager for the group as the

result of legislative action.

When the Tech Prep Funding for the high schools was eliminated, the West Virginia Legislature established code that reformed the consortiums in order to continue work in the area high schools, preparing and educating students about the programs available at the community colleges. In order to have some level of operating budget each partner that participates pays a fee to the consortium, based on the number of CTE programs that they offer. Pierpont is in the North Central WV Consortium and Dr. Larson actually Co-Chairs the Consortium as identified in State Code.

Prior to this code change the accounting functions for these activities were managed by RESA. With the code change and Pierpont's leadership role, internal accounts were established to manage the funds in question.

#### **NCWV Consortium Reserve Use Request**

The reformed Consortium was established in 2012 and contributions from each of the high schools/partners were made into the Pierpont managed account. The remaining balance of RESA funds were also transferred into this account. There was minimal spending that occurred out from the account last year as they were in the first year of establishing this new structure and therefore a cash reserve from this exists.

The Consortium has made formal request to use these reserve funds for marketing activities that are planned in the high schools. The amount of cash reserves remaining is \$17,810.00 and the request is for the entire amount.

Because Pierpont is now the fiscal manager for the Consortium and also because this account impacts Pierpont's financial reports, it is necessary for the Finance and Audit Committee to approve this request to use their reserves.

Finance and Audit Committee Chair, Kyle Hamilton presented a motion to approve the use of the Consortium's reserves in the amount of \$17,810.00 for marketing purposes. Mr. Jeff Tucker seconded the motion. All agreed. Motion carried.

The Finance and Audit Committee has approves the spending of minor amounts of cash reserves therefore, a formal action before the full Board is not necessary.

#### **Finance and Audit Committee Meeting Minutes**

During an Executive Session at the last Pierpont Board of Governors meeting, Board members requested access to the Finance and Committee Meeting Minutes prior to Board meetings.

The Committee has decided that the minutes will be completed and sent out for electronic approval within a week of the Finance Committee meetings. Once the minutes are approved, they will either be sent out to the Board Members with the official Board Book or will be sent prior to meetings under separate cover.

Without any further business, the meeting was adjourned.

**Future Finance and Audit Committee Meeting**

The monthly Finance and Audit Committee meetings will not resume until Tuesday, February 4, 2014. It was decided that meeting and all future meetings will take place at the Veteran's Square Board Room. They will continue to start at 11:30am.

limited to, facility construction and renovation priorities, facility space allocation, and operational procedures affecting co-located institutions.

In the event, which is expected to be rare, that facility or operational issues cannot be resolved by the administrations of the respective institutions, the issue may be referred by mutual agreement of the two presidents of the institutions to the Facility and Operations Resolution Committee (FORC). The FORC will consist of five (5) members, namely:

- Two (2) members of the FSU-BoG appointed by the chair of the FSU-BoG
- Two (2) members of the PCTC-BoG appointed by the chair of the PCTC-BoG
- One (1) chair who shall serve annually and who shall be the chair of the respective BoG. Beginning in January 2010, the chair of the FORC shall be the chair of the \_\_\_\_\_-BoG. This individual shall serve through December 31, 2010, at which time the chair of the \_\_\_\_\_-BoG shall assume the chair of the FORC.

4. Joint ownership of the E&G and Infrastructure Capital Assets and Liabilities shall be reflected on each Institution's Financial Statements at the end of each year. The percentage of ownership of assets and liabilities will be assigned and based on the average fall term census date credit hour enrollments (FTE) over the most recent ten (10) years.
5. All land assets will be owned by FSU and land deeds will stay in the name of FSU Board of Governors.
6. Should either institution, after paying off all E&G and Auxiliary bond debt, upon proper acknowledgement of its ongoing obligations under existing bond covenants, decide to build and move its own campus, that institution agrees to sell its ownership rights to the E&G building assets to the other institution at an agreed upon price.
7. All new capital projects that are provided to FSU and PCTC through state appropriations, bonding and/or student capital fee initiatives, that add to the joint ownership of assets and liabilities on a shared campus, will be assigned proportionately based on the average fall term census date credit hour enrollments (FTE) over the most recent ten (10) years. Any capital project designated to only FSU or only to PCTC and not located on a shared campus will be added to the assets and liabilities of the institution to which the capital project is specified.



<b>Monday, March 4, 2013</b>			
<b>Time</b>			
8:00-8:30	<b>Meeting with President and Sr Leadership:</b> President, VP Instruction and Student Services, VP Finance and Administrative Services, and VP for Development and Foundation ( <i>all team members</i> )		
8:45-9:45	<b>Meeting on Assurance Process:</b> Dean Instructional Support and Improvement, Dean Student Services, Faculty Art History, Faculty Biology, Director Institutional Research, ( <i>all team members</i> )		
10:00-11:00	<b>Facilities Review:</b> Director of Facilities + 1 staff, ( <i>2 team members</i> )	<b>Distance and Correspondence Review:</b> 2 staff ( <i>2 team members</i> )	<b>Federal Compliance:</b> Director Institutional Research, Director Financial Aid, Controller ( <i>Team chair</i> )
11:15-12:15	<b>Area of Focus A: Strategic Planning</b> Meetings and Interviews ( <i>2 team members + team chair</i> )	<b>Area of Focus B: Program Review</b> Meetings and Interviews ( <i>2 team members</i> )	
12:30-1:30	Lunch with Foundation Board ( <i>all team members</i> )		
1:45-3:30	<b>Area of Focus A: Strategic Planning</b> Meetings and Interviews ( <i>2 team members + team chair</i> )	<b>Area of Focus C: Assessment</b> Meetings and Interviews ( <i>2 team members</i> )	
3:15-4:15	<b>Open Forum Discussion: Criteria 3&amp;4</b> ( <i>3 team members</i> )	Drop-in Session ( <i>Team Chair + 1 team member</i> )	
<b>Tuesday, March 5, 2013</b>			
8:00-9:00	Team Breakfast at hotel		
9:15-10:15	<b>Open Forum Discussion: Criteria 1&amp;2</b> ( <i>3 team members</i> )	Drop-in Session ( <i>1 team member</i> )	Foundation Board Member ( <i>Team Chair</i> )
10:15-11:15	<b>Open Forum Discussion: Criteria 5 and Institutional Priorities</b> ( <i>2 team members</i> )	Faculty Senators ( <i>2 team members</i> )	Branch Campus visit follow-up: ( <i>Team Chair</i> )
11:30-12:30	Lunch and Meeting with District Governing Board ( <i>all team members</i> )		
12:30-12:45	Exit Meeting with President ( <i>all team members</i> )		

1. Customary Meetings and Reviews shaded in blue
2. Areas of Focus meeting and interviews shaded in peach (note these will be areas where more information is needed, to be determined ~10 days prior to visit)
3. Open Forum Discussions shaded in green (listed as Strategic Conversations on original schedule – folks who worked on those sections of assurance argument should come, but also open to campus)
4. Other elements not shaded



**Monday, April 15, 2013**

**HLC Visiting Team**

7:00-7:45	Team Breakfast at Hotel		
8:00-8:30	<b>Meeting with President and Sr Leadership: President's Suite All Team Members</b>		
8:45-9:45	<b>Meeting on Assurance Process: President's Suite All Team Members</b>		
10:00-11:00	<b>Facilities Review: 2 team members</b>	<b>Distance and Correspondence Review: 2 team members</b>	<b>Federal Compliance: Team Chair</b>
11:15-12:15	<b>Area of Focus A: Programmatic Assessment 1 team member + Team Chair</b>	<b>Area of Focus B: Strategic Planning 2 team members</b>	<b>Student Leadership: 11:30-12:15 2 team members</b>
12:30-1:30	<b>Lunch with Governing Board Members: President's Suite – dining room: All Team Members</b>		
1:45-2:30	<b>Area of Focus A (cont): Learning Assessment: 2 team members</b>	<b>Previous HLC experience: 2 team members</b>	<b>Community Leaders: 2:00-3:00 President's Suite 1 team member + Team Chair</b>
3:15-4:15	<b>Open Forum Discussion: Criteria 3&amp;4 2 team members</b>	<b>Drop-in Session: 1 team member + Team Chair</b>	<b>Multi-Campus Visit: 1 team member</b>
6:00pm	Team dinner at restaurant		

**Tuesday, April 16, 2013**

8:00-9:00	Team Breakfast at hotel		
9:15-10:15	<b>Open Forum Discussion: Criteria 1&amp;2 2 team members</b>	<b>Drop-in Session: 2 team members</b>	<b>Area of Focus C: Student Retention 3 team members</b>
10:15-11:15	<b>Open Forum Discussion: Criteria 5 and Institutional Priorities 2 team members</b>	<b>Faculty Senate – 11:00-12:00 President Suite 3 team members + Team Chair</b>	<b>Multi-Campus visit: Follow up meetings if needed 1 team member</b>
12:00-12:30	<b>Exit Meeting with President - President Suite All Team Members</b>		
12:30-3:00	Lunch on campus (Bistro Order in Food Court) – then travel to Hotel		

1. Customary Meetings and Reviews shaded in blue
2. Areas of Focus meeting and interviews shaded in peach (note: these will be areas where more information is needed; to be determined ~10 days prior to visit)
3. Open Forum Discussions shaded in green (listed as Strategic Conversations on original schedule – folks who worked on those sections of assurance argument should come, but also open to campus)
4. Other elements not shaded

What the days will look like

Introduction of individuals

Think about how you would answer these questions, (a mention of documents, policies procedures, frequency of the events, and where the evidence might be that a function, statement etc would be recorded ie, minutes etc.

1. How was the Board established is this an elected position? What is the make up/composition of the Board and how is it structured?
2. What is the function of the Board?
3. What is the average number of meetings the Board convenes annually, or functions attended?
4. What is the process for the review of the mission of the institution, what constituents participate in the process?
5. How are you assured that the institution is working toward the mission?
6. How is the responsibility of the day to day operation of the college assigned?
7. Are there examples of decisions the governing board has made to preserve and/or enhance the institution, what is the process for coming to those decisions?
8. How does the Board ethically preserve its independence from donors, elected officials, and others who do not have the best interest of the institution at heart?
9. How are ethical decisions and behaviors assured when board members or any constituent are involved in decision-making? |
10. Are there examples of how the Board members maintain an ethical approach in their duties and service?
11. What are some examples of how the Board interacts with both internal and external constituents? This may include students, staff, businesses, community members etc, to gather information and act on a decision?
12. How does the Board educate itself in matters of Higher Education and initiatives and policies surrounding higher ed in order to make appropriate decisions?
13. What decisions of importance or decisions in general have the Board acted on?
14. How is the Board involved in academic programing, policies, and practice?
15. What role does the Board play in capital and financial matters, including budget planning?
16. What policies and procedures are used to assure that the Board, faculty, administration, staff and students are involved in institutional governance?
17. Are there any institutional improvements that have been based on BoG recommendation during your time on the Board?
18. Any there other comments you would like to add about your Board experience or the institution?

This afternoon we will be looking at Criterion 2-5 briefly and will be soliciting the same type of responses based on the standards and their content.

# Criterion One. Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

## Core Components

1.A. The institution's mission is broadly understood within the institution and guides its operations.

1. The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.

2. The institution's academic programs, student support services, and enrollment profile are consistent with its stated mission.

3. The institution's planning and budgeting priorities align with and support the mission. (This sub-component may be addressed by reference to the response to Criterion 5.C.1.)

1.B. The mission is articulated publicly.

1. The institution clearly articulates its mission through one or more public documents, such as statements of purpose, vision, values, goals, plans, or institutional priorities.

2. The mission document or documents are current and explain the extent of the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development, and religious or cultural purpose.

3. The mission document or documents identify the nature, scope, and intended constituents of the higher education programs and services the institution provides.

1.C. The institution understands the relationship between its mission and the diversity of society.

1. The institution addresses its role in a multicultural society.

2. The institution's processes and activities reflect attention to human diversity as appropriate within its mission and for the constituencies it serves.

1.D. The institution's mission demonstrates commitment to the public good.

1. Actions and decisions reflect an understanding that in its educational role the institution serves the public, not solely the institution, and thus entails a public obligation.

2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.

3. The institution engages with its identified external constituencies and communities of interest and responds to their needs as its mission and capacity allow.

## **Criterion Two. Integrity: Ethical and Responsible Conduct**

The institution acts with integrity; its conduct is ethical and responsible.

### **Core Components**

2.A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows fair and ethical policies and processes for its governing board, administration, faculty, and staff.

2.B. The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

2.C. The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

2.D. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

2.E. The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

# Criterion Three.

## Teaching and Learning: Quality, Resources, and Support

The institution provides high quality education, [wherever and however its offerings are delivered](#).

### Core Components

3.A. The institution's degree programs are appropriate to higher education.

1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
2. The institution articulates and differentiates learning [goals](#) for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
3. The institution's program quality and learning [goals](#) are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as [dual credit](#), through contractual or consortial arrangements, or any other modality).

3.B. The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

1. The general education program is appropriate to the mission, educational offerings, and degree levels of the institution.
2. The institution articulates the purposes, content, and intended learning [outcomes](#) of its undergraduate general education requirements. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.
3. Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments.
4. The education offered by the institution recognizes the human and cultural diversity of the world in which students live and work.
5. The [faculty](#) and students contribute to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission.

3.C. The institution has the [faculty](#) and staff needed for effective, high-quality programs and student services.

1. The institution has sufficient numbers and continuity of [faculty](#) members to carry out both the classroom and the non-classroom roles of [faculty](#), including oversight of the curriculum and



expectations for student performance; establishment of academic credentials for instructional staff; involvement in [assessment](#) of student learning.

2. All [instructors](#) are appropriately credentialed, including those in [dual credit](#), contractual, and consortial programs.

3. [Instructors](#) are evaluated regularly in accordance with established institutional policies and procedures.

4. The institution has processes and resources for assuring that [instructors](#) are current in their disciplines and adept in their teaching roles; it supports their professional development.

5. [Instructors](#) are accessible for student inquiry.

6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

3.D. The institution provides support for student learning and effective teaching.

1. The institution provides student support services suited to the needs of its student populations.

2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.

3. The institution provides academic advising suited to its programs and the needs of its students.

4. The institution provides to students and [instructors](#) the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution's offerings).

5. The institution provides to students guidance in the effective use of research and information resources.

3.E. The institution fulfills the claims it makes for an enriched educational environment.

1. Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students.

2. The institution demonstrates any claims it makes about contributions to its students' educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose, and economic development.

## **Criterion Four.**

### **Teaching and Learning: Evaluation and Improvement**

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

#### **Core Components**

4.A. The institution demonstrates responsibility for the quality of its educational programs.

1. The institution maintains a practice of regular program reviews.
2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning.
3. The institution has policies that assure the quality of the credit it accepts in transfer.
4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs (e.g., Peace Corps and Americorps).

4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.
3. The institution uses the information gained from assessment to improve student learning.

4. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

4.C. The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.

1. The institution has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings.

2. The institution collects and analyzes information on student retention, persistence, and completion of its programs.

3. The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.

4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence, and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)



## **Criterion Five.**

### **Resources, Planning, and Institutional Effectiveness**

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

#### **Core Components**

5.A. The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future.

1. The institution has the fiscal and human resources and physical and technological infrastructure sufficient to support its operations wherever and however programs are delivered.
2. The institution's resource allocation process ensures that its educational purposes are not adversely affected by elective resource allocations to other areas or disbursement of revenue to a superordinate entity.
3. The goals incorporated into mission statements or elaborations of mission statements are realistic in light of the institution's organization, resources, and opportunities.
4. The institution's staff in all areas are appropriately qualified and trained.
5. The institution has a well-developed process in place for budgeting and for monitoring expense.

5.B. The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.

1. The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.
2. The governing board is knowledgeable about the institution; it provides oversight for the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.
3. The institution enables the involvement of its administration, faculty, staff, and students in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort.

5.C. The institution engages in systematic and integrated planning.

1. The institution allocates its resources in alignment with its mission and priorities.

2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.

3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.

4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.

5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

5.D. The institution works systematically to improve its performance.

1. The institution develops and documents evidence of performance in its operations.

2. The institution learns from its operational experience and applies that learning to improve its institutional effectiveness, capabilities, and sustainability, overall and in its component parts.



**NORTH CENTRAL ADVANCED TECHNOLOGY CENTER  
ADVISORY BOARD MEETING**

**December 6, 2013**

**2:30 PM**

***Robert H. Mollohan Center  
1000 Galliher Drive, Fairmont, WV***

**AGENDA**

1. Call to Order – James Griffin, Chair
2. Last call for Public Comment Sign-Up
3. Introduction of Guests/Special Recognitions
4. Approval of Minutes from the September 17, 2013 Meeting
5. ATC Progress Report (Blaine McVicker, Clerk of the Works)
6. Review of ATC Budget (Dale Bradley)
7. Public Comment /Additional Items
8. Next Quarterly Meeting Date – March 18, 2014 at 1:00 PM (prior to BOG meeting)
9. Adjournment

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**North Central Advanced Technology Center Advisory Board**

James Griffin, Chair; Sharon Shaffer, Vice Chair; Kyle Hamilton, Recording Secretary  
Dr. Doreen Larson, President, Pierpont Community & Technical College

**North Central Advanced Technology Center  
Advisory Board Executive Committee Meeting  
September 17, 2013 - 1:00 PM  
Pierpont Center at Veteran's Square Board Room  
MINUTES**

**Notice of Meeting**

A meeting of the North Central Advanced Technology Center Advisory Board was held on September 17, 2013, beginning at 1:00 PM at the Pierpont Center at Veteran's Square Board Room.

**Attendance**

Executive Officers in attendance: James Griffin, Chair, and Sharon Shaffer (via teleconference), Vice Chair. Executive Officers absent: Kyle Hamilton, Recording Secretary

Advisory Board members in attendance: Beverly Jones, Earl McConnell, Rick Pruitte, Tom Stose, Chip VanAlsborg, and Gene Weaver. Advisory Board members absent: Linda Aman, Jessica Cale, and Jeff Tucker.

Others present: Chancellor James Skidmore (via teleconference), President Doreen Larson, Pierpont faculty and staff.

**Call to Order and Announcement of Public Comment**

Chairman Jim Griffin called the meeting to order and gave notification to sign up for public comment.

**Introduction of Guest/Special Recognition**

Chairman Griffin welcomed Chancellor, Jim Skidmore and thanked him for joining the meeting via teleconference.

**Approval of Minutes**

Chairman Griffin presented the minutes of the last ATC Advisory Board Meeting, held June 18, 2013 for approval. Earl McConnell moved to accept the minutes as presented to the Board. Rick Pruitte seconded the motion. All agreed.

## **ATC Progress Report**

President Larson informed the Board that on September 16<sup>th</sup> the ATC project bid was awarded. A pre-construction meeting will be held and will include the architects and the Clerk of the Works. The tentative date for this meeting is October 4<sup>th</sup>. Construction of the ATC should begin soon after the pre-construction meeting to take advantage of good weather.

Chancellor Skidmore stated that he was pleased that bid was awarded with most of the alternates included. The additional student classrooms and the medical laboratory technology space, as well as the student services area were included for completion in the bid budget. The alternate space for the President/Board administrative offices will be constructed as a shell build-out only.

The Chancellor stressed the importance of scheduling a meeting with Pierpont faculty to review IT fiber and security system needs prior to the drywall installation. A working group had been established to consider all technology and equipment needs. The establishment of the official ATC name will also be discussed.

Chairman Griffin thanked the Chancellor for his time and work on the ATC project.

Dale Bradley informed that Pierpont's additional \$2.5 million funding for the ATC project will be presented at the Board of Governors meeting at 2:00 PM following this meeting.

## **Public Comment/Additional Items**

No public comment requests were recorded.

## **Next Meeting and Adjournment**

The next quarterly ATC Board meeting is tentatively scheduled for December 6, 2013 in combination with the Board of Governors Retreat at the Robert H. Mollohan Center. There being no further business the meeting adjourned at 1:15 PM.

H. B. 3215 – establishing community colleges, 18B – 3C-8 Legislative findings and intent:

The primary goal of the Legislature is to create a statewide network of independently accredited community and technical colleges that focus on technical education, workforce training, and lifelong learning for the Twenty-First Century. A necessary precedent to accomplishing the legislative goal is to change the way that leaders at all levels of education, including institutional governing boards, view community and technical colleges. Specifically, that the mission of technical colleges is different from that of traditional four-year colleges in what they accomplish and how they can achieve it effectively and that the state cannot compete successfully in today's information-driven, technology-based economy if community and technical colleges continue to be viewed as add-ons or afterthoughts attached to baccalaureate institutions."

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS RETREAT  
December 6, 2013  
8:30 AM – Robert H. Mollohan Building**

**MINUTES**

The Pierpont Community & Technical College Board of Governors held a working retreat on December 6, 2013, beginning at 8:30 AM at the Robert H. Mollohan Building.

Board of Governors members present were: Chairman Earl McConnell, James Griffin, Kyle Hamilton, Beverly Jones, Barbara Pavel-Alvarez, Jeff Tucker, Chip VanAlsburg.

Board of Governors members absent were: Linda Aman, Jessica Cale, Rick Pruitte, Sharon Shaffer, and Gene Weaver.

President's Cabinet members present were: President Dr. Doreen Larson, Dale Bradley, Sarah Hensley, Steven Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Guests included: Pierpont Deans and faculty.

**President's Presentation**

Dr. Larson welcomed all to the third annual Pierpont Board of Governors Retreat and asked everyone to give personal introductions.

**Review of Proposed Draft of the Pierpont Board of Governors Bylaws**

Mr. Steve Leach reviewed the proposed draft of the Pierpont Board of Governors Bylaws with the Board members. Recommendations were made for revisions to the draft. Once revisions have been made in tracking format, an amended draft will be sent to the Board members. Final approval of the Bylaws draft will be due on Friday, December 13<sup>th</sup>.

The Pierpont Board of Governors Bylaws final draft will be presented as a Resolution for approval at the February 2014 Board of Governors meeting.

**Approval of Audit/Finance Committee Meetings Minutes**

Mr. Dale Bradley presented for review and approval, by the Audit/Finance Committee members, the minutes of the meetings held on November 5, 2013 and December 4, 2013.

Mr. Jim Griffin offered a motion to approve the November 5, 2013 Audit/Finance Committee Meeting minutes, as presented. Mr. Jeff Tucker seconded the motion. All agreed. Motion carried.

Mr. Jim Griffin offered a motion to approve the December 4, 2013 Audit/Finance Committee Meeting minutes, as presented. Mr. Jeff Tucker seconded the motion. All agreed. Motion carried.

### **Selection of FORC Committee Members**

The December 8, 2009 E & G Joint Ownership and Joint Use Agreement, by and between Pierpont Community & Technical College and Fairmont State University, provides the guidelines for the selection of Facility and Operations Resolution Committee (FORC) Members.

The FORC will address facility or operational issues that are not able to be resolved by the administrations of the respective institutions. These issues may be referred, by mutual agreement of the two presidents of the institutions, to the FORC. The FORC will consist of five (5) members, they are:

Two (2) members of the FSU BOG appointed by the chair of the FSU BOG  
Two (2) members of the Pierpont BOG appointed by the chair of the Pierpont BOG  
One (1) chair who shall serve annually and who shall be the chair of the respective BOG

Alternately, each year, from January 1 to December 31, the chair of the FORC shall be the governing chair of one of the institutions. At the end of the current FORC chair's term, the other institution's chair will then serve for a one year term as the FORC chair.

Should Earl McConnell, Pierpont chair, become the FORC chair, the Pierpont Board nominated Beverly Jones and Chip VanAlsbury to serve on the FORC.

Should the FSU Board chair become the FORC chair, the Pierpont Board nominated Earl McConnell and Chip VanAlsbury to serve on the FORC.

Discussion took place on the importance of a Board layperson or Board institutional member serving on the FORC.

Chairman McConnell will consider the nominations and decide by Monday, December 9, 2013 on the appointments to the FORC.

### **Independent Auditor's Report for Year End June 30, 2013**

Kyle Hamilton distributed and reviewed the Audit Report for Year End June 30, 2013. The Audit was performed by Suttle & Stalnaker, CPAs, who rendered an unqualified opinion. Recommendations were discussed and the final report will be presented officially to the Board at the February 2014 Board of Governors meeting.

### **Higher Learning Commission Accreditation Visit - Review and Prep**

Leslie Lovett introduced Pierpont's HLC criteria team members and leaders. The HLC Accreditation visit is scheduled to take place on March 3 - 5, 2014. Mrs. Lovett provided a proposed review of the HLC auditor's agenda and schedule.

Mrs. Lovett discussed the procedures for the preparation and uploading of required documentation for HLC. She then prepared the Board with a question and answer dialog on topics that will be asked by the HLC auditors during their visit, and asked the Board to make themselves available during this time.

### **Roundtable Review and Suggestions by Criterion**

The Board members, the President, the President's Cabinet and Council, faculty and staff participated in breakout sessions to develop the evidence needed to comply with each of the five HLC Criteria. A report from each breakout was given.

### **Advance Technology Center Advisory Board Meeting**

The quarterly ATC Advisory Board meeting was held within the Board Retreat. Minutes are provided separately from this record.

### **Board of Governors, Provost, CFO, and President - Review of FSU Meetings and Open-Ended Discussions.**

A group discussion was held to focus on improving communications between Pierpont and Fairmont State.

### **Adjournment and Next Meeting**

There being no further business, the retreat adjourned at 5:00 PM. The next scheduled Board of Governors meeting will be held on February 18, 2014 at 2:00 PM in the Pierpont Center at Veteran's Square Board Room.



*The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.*

*Pierpont Community & Technical College strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.*

**North Central Advanced Technology Center  
Advisory Board Executive Committee Meeting  
December 6, 2013 – 2:30 PM  
Robert H. Mollohan Training Center  
MINUTES**

**Notice of Meeting**

A meeting of the North Central Advanced Technology Center Advisory Board was held on December 6, 2013 at the Robert H. Mollohan Training Center, Fairmont, WV. The meeting began at 3:00 PM.

**Attendance**

*Executive Officers in attendance:* James Griffin, Chair and Kyle Hamilton, Recording Secretary.  
*Executive Officers absent:* Sharon Shaffer, Vice Chair.

*Advisory Board members in attendance:* Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Jeff Tucker, and Chip VanAlsburg.

*Advisory Board members absent:* Linda Aman, Jessica Cale, Rick Pruitte, and Gene Weaver.

*Others present:* Blaine McVicker (ATC Clerk of the Works), President Doreen Larson, Pierpont faculty and staff.

**Call to Order and Announcement of Public Comment**

Chairman Jim Griffin called the meeting to order and gave notification to sign up for public comment.

**Introduction of Guest/Special Recognition**

Chairman Griffin welcomed and introduced Blaine McVicker and thanked him for attending.

**Approval of Minutes**

Chairman Griffin presented for approval the minutes of the last ATC Advisory Board Meeting, held on September 17, 2013. Earl McConnell moved to accept the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion carried.

**ATC Progress Report**

Blain McVicker informed the Board that the job is going well with Phase One under way. Thirty

ton of structure rebar has been received and the dirt has been moved out of the site. Updates will be given to the Board when benchmark events are near and photo ops for media are ideal. This will include concrete work, window installation, and other visual progress.

Mr. McVicker asked the Board for one day's notice of intent to visit the site to ready safety equipment and area. He stated that the contractors and architects are a great team to work with. On a sad note, the ATC general contractor, Rodney Blosser, suffered a fatal heart attack on December 2<sup>nd</sup>.

The architects are designing a brochure with renderings of the project that will include interior views.

### **ATC Budget Review**

Dale Bradley discussed and answered questions regarding the ATC Budget. Mr. Bradley has sent a request to Rich Donovan for a comprehensive budget that will list financial allotments for furnishings and equipment for the ATC. The Board stated that bringing in used furnishings to the new facility is not ideal. Staff and faculty members informed that some existing furnishings may not work with the new facility architectural design.

Dr. Larson stated that she can discuss the line item budget with the Chancellor, Projection to have this information is before March 2014.

### **Public Comment/Additional Items**

No public comment requests were recorded.

### **Next Meeting and Adjournment**

The next quarterly ATC Board meeting is tentatively scheduled for March 18, 2014 at 1:00 PM, prior to the Board of Governors meeting at the Pierpont Center at Veteran's Square, Board Room. There being no further business the meeting adjourned at 3:25 PM.

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