

**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 13th.

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 VanAlsborg to serve on the FORC.

Should the FSU Board chair become the FORC chair, the Pierpont Board nominated Earl McConnell and Chip VanAlsborg 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 at 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.