

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**May 17, 2016**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 17, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

*Board members present were:*

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren 'Chip' VanAlsburg.

*Board members absent were:*

Keisha Marks and Jeff Tucker.

*President's Cabinet members present were:*

Interim President Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, and Cyndee Sensibaugh. President-elect Dr. Johnny Moore attended by phone.

*Others in Attendance:*

Times WV Reporter - Michelle Dillon, and faculty and staff.

**I. Call to Order**

*1. Opening Comment*

Chairman Jim Griffin called the meeting to order in open session at 2:01 PM.

*2. Call for Public Comment*

Chairman Griffin announced last call for public sign up for comments to the Board.

*3. Board Member Commitment*

The declaration of Board Member Commitment was included in the Board Book.

*4. Approval of Minutes from the March 29, 2016 Meeting – Action Item*

- a. The minutes of the Board of Governors meeting held on March 29, 2016 were presented for approval. Discussion was held on the motion.

Sharon Shaffer asked that a correction be made on a motion that she presented in the March 29, 2016 BOG meeting regarding the *Amendment to Resolution for the E & G Tuition and Fees Changes for AY 2016-2017*. Ms. Shaffer indicated that the minutes did not accurately reflect her motion and asked that they be corrected.

The written draft of the minutes offered for March 29, 2016 stated; “A motion was presented by Sharon Shaffer to amend the resolution to allow, as appropriate and necessary in addressing maintenance and operational costs, the ability to apply the Special Fee to all off campus facilities.” Ms. Shaffer specified that her motion should have been written; “A motion was presented by Sharon Shaffer to amend the resolution to permit that a special fee, in an amount determined by the Chief Financial Officer and Board Finance Committee, could be assessed to all off-campus location students, including those utilizing the MTEC facility, in the fall of 2016. The generated funds from the special fee would be applied towards the costs of facility maintenance and operational upkeep.”

Rick Pruitte offered a motion to approve the minutes, with the revision to the language of the motion presented by Ms. Shaffer in the March 29, 2016 BOG meeting regarding the *Amendment to Resolution for the E & G Tuition and Fees Changes for AY 2016-2017*. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion passed.


b. *Approval of Minutes from the April 21, 2016 Meeting – Action Item*

The minutes of the special meeting of the Board on April 21, 2016 were presented for approval. Chip VanAlsburg offered a motion to approve the minutes, as presented. There was no discussion on the motion. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

c. *Approval of Minutes from the April 25, 2016 Meeting – Action Item*

The minutes of the emergency teleconference meeting of the Board on April 25, 2016 were presented for approval. Barbara Pavel-Alvarez offered a motion to approve the minutes, as presented. There was no discussion on the motion. Earl McConnell seconded the motion. All agreed. Motion carried.

## II. Special Recognitions/Presentations

-  Lyla Grandstaff introduced Caitlyn Persinger to the Board. Ms. Persinger has filled the position of Registrar at Pierpont.

### III. President's Report

Interim President Dale Bradley shared that May was a month of celebrations at Pierpont. Faculty and staff award receptions were held, as well as a student scholarship and academic awards reception. Graduation was held on May 13 in the Feaster Center and approximately 225 students marched. Dr. David Fryson, Mr. David Fryson, VP of the WVU Division of Diversity, Equity and Inclusion, was the keynote speaker for the commencement ceremony.

Mr. Bradley said that the revenues are in line with the spring projections and the fall enrollments look stable. Mr. Bradley also informed the Board that once the 2017 State Appropriation is received from the Governor's office a special meeting of the Board may be called to approve Pierpont's 2017 Budget.

In an update to Pierpont's organizational structure, Mr. Bradley informed the Board that Mr. Paul Schreffler, Dean of the School of Workforce Development and VP of the Center for Workforce Education, has accepted a Vice Chancellor of Workforce position with the Community & Technical College System in Kentucky.

With Paul's departure, David (Bo) Sellers has agreed to accept the additional duties as the Interim Director of Continuing Education and the North Central Advanced Technology Center (ATC) effective May 16, 2016. In this role Bo will oversee non-credit workforce activities and the daily operations of the ATC including overseeing the occupancy of ATC this summer in preparation for the ATC's full operation beginning with the Fall 2016 Term.

Dr. Gerald Bacza, Dean of the School of Business, Aviation and Technology has agreed to accept the additional duties as the Interim Dean of the School of Workforce effective May 16, 2016. In this role Gerry will provide academic oversight to the four academic programs housed within the School of Workforce. A search for a new Dean of the School of Workforce will begin and President-elect Dr. Johnny Moore will consider restructuring duties in this area.

Mr. Bradley announced that due to the uncertainty of the 2017 Budget the hiring of an Assistant Provost has been placed on an indefinite hold.

Mr. Bradley concluded his report. Chairman Griffin thanked Mr. Bradley and remarked that the commencement ceremony went well and that he also had an opportunity to attend the LPN Pinning Ceremony in Lewis County, which also was very nice.

### IV. Operation Reports

1. *Academic Affairs:* Provost Leslie Lovett shared that faculty were recently recognized for years of service, earning degrees, national/state achievements and development and grant awards at the 2016 faculty awards reception. A list of the honors and awards was provided to the Board at the meeting.

Ms. Lovett also commented on the large number of graduates that walked at this year's commencement ceremony. The Provost will have the actual number of diplomas awarded near the end of June.

Other items that Ms. Lovett shared were that the suspension and probation letters are going out to students and the annual faculty evaluations are being completed.

2. *Faculty Senate:* David Beighley, FS President, reported that a meeting of the Faculty Senate was held on May 13 and the new 2016-2017 officers have been elected. Kari Coffindaffer will serve as the FS President, Michael Waide will serve as the FS Vice President, and Emily Ryan will serve as the Secretary.

Also at the FS meeting, the academic forgiveness and the transfer policies were reviewed and approved. The Committee slate for next year was approved.

Mr. Beighley offered thanks to Stephanie Slaubaugh for her work with the new HVAC system and serving as the ATC relocation logistics coordinator.

3. *Information Technology:* Rob Linger, CIO, reported that the Banner contract with Elucian is under review by the legal team at Elucian. As soon as the contract is finalized a consultant will be on hand. Test servers will be set up to consider the next instance of Banner.

Mr. Linger stated that the network system at the ATC is in preparation for set up. The plug installation in the data entry room is the next item to be completed. The ID card system company currently used at the Locust Avenue campus will be contracted to provide service for the ATC ID card system.

Mr. Linger shared that IT has seen a reduction in problems related to student's passwords. The IT Help Desk is available for any tech troubleshooting needs.

Lastly, Mr. Linger informed that a monthly newsletter is being generated campus-wide to all faculty and staff from the members of the IT department. This newsletter provides helpful information and updates.

4. *Office of Public Safety:* No report.

## **V. Committee of the Whole**

1. *Financial Report - Informational*
  - a. Dale Bradley provided a summary of the reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets

for the current budget and year-to-date actual as of February 29, 2016. Complete details were provided in the May 17, 2016 Board of Governors Book.

- b. Dale Bradley provided a summary of the reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of March 31, 2016. Complete details were provided in the May 17, 2016 Board of Governors Book.

2. *Resolution for Approval of Recommended Respiratory Care AAS Program Accreditation Changes – Action Item*

Provost Lovett presented a resolution to approve the voluntary withdrawal and reapplication of accreditation for the Respiratory Care, Associate of Applied Science degree program through the Commission for Accreditation of Respiratory Care (CoARC).

The Respiratory Care AAS program currently has probationary accreditation with the Commission for Accreditation of Respiratory Care (CoARC). Due to failure to meet the threshold of achieving the national examination success rate for graduating student of 80%, the Administration, along with Pierpont's Respiratory Care program have made the difficult decision to undergo voluntary withdrawal of accreditation with CoARC.

In 2014, the Respiratory Care program implemented curricular changes to strengthen the program by redesigning the program from 18 months to 24 months in order to give students additional laboratory time and adding assignments containing higher level application and critical thinking.

Sector advisory board members met with Administration and expressed the continued need for the program in the community and spoke highly of program graduates working in the field. In addition, comments provided in the 2015 accreditation site visit contained positive program statements and accolades.

Based on placement of successful graduates in the workforce, program need in the community, Continual Program Improvement goals and assessment, and a positive accreditation site visit, the Administration and Respiratory Care program believe program reapplication for accreditation following voluntary withdrawal of accreditation with CoARC is warranted.

Kyle Hamilton offered a motion to approve the voluntary withdrawal and reapplication of accreditation for the Respiratory Care, Associate of Applied Science degree program through the Commission for Accreditation of Respiratory Care (CoARC). No further discussion was held on the motion. Earl McConnell seconded the motion. All agreed. Motion carried.

3. *Resolution for Approval of the Pierpont BOG Meeting Schedule for AY 2016-2017 – Action Item*

Dale Bradley presented a resolution to approve the proposed Pierpont Board of Governors meeting schedule for AY 2016-2017. In accordance with *West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings*. The Board of Governors is required to hold a minimum of six (6) meetings per year.

The proposed meeting schedule, in which, unless otherwise amended by the authority of the Chairman of the Board of Governors and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at 2:00 PM on the third Tuesday of the month in September, November, February, May, and June. The meeting in March will be schedule for the fourth Tuesday of the month. A Board Retreat will be held in December 2016.

Earl McConnell offered a motion to approve the Pierpont Board of Governors meeting schedule for AY 2016-2017, as proposed. No further discussion was held on the motion. Kyle Hamilton seconded the motion. All agreed. Motion carried.

4. *Presentation of a Research Study: "An Examination of African American Male Student Enrollment and Achievement at Pierpont" – Informational*

Dean Brian Floyd presented a study to the Board on enrollments, persistence rates, graduation rates, financial aid, and GPAs of black or African American male student enrollment and achievement at Pierpont Community & Technical College.

## **VI. Committee Reports**

1. *Audit/Finance Committee*

a. *Resolution for the Approval of a 30-Day Public Comment Period for BOG Policy #16 "Tuition, Fees, Assessment, Payment, and Refund of Fees" – Action Item*

Dale Bradley presented a resolution to approve a 30-Day Public Comment Period for proposed changes to BOG Policy #16 "Tuition, Fees, Assessment, Payment, and Refund of Fees". This policy modification keeps in step with Fairmont State University's policy changes to Policy #16 Tuition and Fees that has already been presented for a 30 day public comment period on April 14, 2016. Both institution share resources and this modification will close the loophole in the policy's refund structure.

Currently the institution offers an "add/drop" period at the beginning of each semester as an opportunity for students to make adjustments to class schedules without incurring penalties. Students who drop one or more classes during "add/drop" are eligible for a full reduction of tuition and fees originally

associated with the “dropped” course if the dropping of the courses changes them to less than full time status.

Continued adjustments to tuition and fee assessments based upon withdrawal from classes after the start of a semester requires on-going modifications to financial aid packages in order to remain compliant with Federal Title IV refund regulations.

Refunds provided to students who do not completely withdrawal from the institution, but instead drop one or more classes beyond the “add/drop” period results in additional administrative work, a loss of revenue to the institution and negatively impacts student retention efforts.

Therefore the addition of Section 7.3.a to Policy #16 clarifies that students who drop one or more classes beyond the “add/drop” period without a complete withdrawal from the institution will not receive a refund of tuition and fees.

Kyle Hamilton offered a motion to approve a 30-Day Public Comment Period for proposed changes to BOG Policy #16 “Tuition, Fees, Assessment, Payment, and Refund of Fees”. No further discussion was held on the motion. Sharon Shaffer seconded the motion. All agreed. Motion carried.

## 2. *Marketing Committee Report - Informational*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met prior to the Board of Governors meeting.

The marketing department is focusing on student graduates and highlighting honors. The marketing department is also finalizing institutional and market research data. This data will be compared with the December 2015 Institutional Viability Report. A meeting has been scheduled with network and cable broadcast companies to discuss services and pricing.

With the recent resignation of Dr. Paul Schreffler and the realignment of Bo Sellers position, Steve Santilli will temporarily assume Mr. Sellers public relations and marketing responsibilities.

## 3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Committee Chair, reported that the committee met prior to the Board of Governors meeting.

As the Assistant Provost position has been placed on an indefinite hold, Provost Lovett is realigning staff to meet critical goals and adjust duties. Mrs. Shaffer gave thanks to Lisa Phillips who met with high school students to discuss dual credit and assist in application processing. Discussion was held on the pull-back of the MTEC



and Lewis County Medical Assistant Program and the withdrawal of the Program Coordinator. Chairman Griffin asked for a more detailed report at the next meeting as to why this program is not presently moving forward.

## **VII. New Business**

1. The annual Julia Pierpont Day Ceremonies will be held on May 28 and is being planned by the Marion County Historical Society. More details will follow after the final program is prepared.
2. The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 28, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont. At this meeting the Board of Governors executive officers and Board committee officers and members for AY 2016-2017 will be nominated for approval.

Due to last year's resignation of Board member Gene Weaver that remains unfilled, a vacancy also continues on the Board of Governors Officers Nominating Committee. Mr. Weaver previously served as the BOG Officers Nominating Committee Chair. Chairman of the Board Jim Griffin appointed Kyle Hamilton to serve as the Chairman of the Nominating Committee. To fill the remaining vacancy on the Nominating Committee, Chairman of the Board Jim Griffin appointed Chip VanAlsburg to the position.

## **VIII. Old Business**

No old business.

## **IX. Public Comment**

No signatures were recorded.

Via conference phone, President-elect Dr. Moore thanked the Board and the staff for presenting the reports and stated that he is looking forward to working with all the members of the Board and the staff. He stated that he is looking forward to joining the team.

## **X. Executive Session**

No Executive Session was called.



**XI. Adjournment and Next Board of Governors Meeting**

- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 28, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont

There being no further business, the Chairman entertained a motion to adjourn. Earl McConnell offered a motion to adjourn the Board meeting. Kyle Hamilton seconded the motion. All agreed. Motion carried. The meeting adjourned at 3:53 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*