



***BOARD  
OF  
GOVERNORS***

**February 21, 2017**

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

**February 21, 2017**  
**Falcon Center Board Room, Locust Avenue Campus**

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**1:00 PM**

***Marketing Committee Meeting***  
*Hardway Hall Room 219*

Memori Dobbs – Chair and Classified Staff Representative  
Linda Aman  
Jeff Tucker  
Keisha Marks – SGA Representative  
Steve Leach – Staff Resource  
Steve Santilli – Staff Resource  
Bo Sellers – Staff Resource

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**1:00 PM**

***Regional Academics Committee Meeting***  
*Education Building Room 303*

Sharon Shaffer– Chair  
Earl McConnell  
Leslie Lovett – Staff Resource  
Lyla Grandstaff – Staff Resource

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**2:00 PM**

***Full Board Meeting***  
*Falcon Center Board Room*

James E. Griffin – Chairman  
Earl McConnell – Vice Chair  
Sharon Shaffer – Secretary

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**AGENDA**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**February 21, 2017**

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**I. Call to Order in Open Session**

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment **Tab 1 – Informational**
4. Approval of BOG Meeting Minutes from November 15, 2016 **Tab 2 – Action Item**  
and BOG Retreat Minutes of December 2, 2016

**II. Special Recognitions**

1. Keisha Marks outgoing student BOG representative. Keisha honorably represented the Pierpont student body from March 2016 to January 2017.
2. Alex Vance outgoing House of Representative student. Alex honorably represented the Pierpont student body from March 2016 to January 2017.

**III. President’s Report** (*Dr. Johnny M. Moore*)

**IV. Operation Reports**

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Council (*Beverly Jones*)
3. Enrollment Management Task Force (*Brian Floyd*)
4. Faculty Senate (*Kari Coffindaffer*)
5. Information Technology (*Rob Linger*)
6. WV Advisory Council of Faculty (ACF) Annual Report (*Amy Cunningham*)

**V. Committee of the Whole**

1. FY 2016 Audited Financial Statements Presentation and **Tab 3 – Action Item**  
Acceptance (*Suttle & Stalaker, PLLC Certified Public Accountants*)
2. Financial Report (*CFO, Dale Bradley*) **Tab 4 – Informational**
  - a. November 30, 2016 and December 31, 2016 Financial Reports

3. Resolution for Delegation of Powers to the President (*Chairman Griffin*) **Tab 5 – Action Item**
4. Capital Projects Update (Stephanie Slaubaugh)

## **VI. Committee Reports**

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
2. Marketing Committee Report (*Chair, Memori Dobbs*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

## **VII. New Business**

- ☞ The next quarterly scheduled ATC Advisory Board Meeting will be held at 1:00 PM on March 28, 2017. Location: Advanced Technology Center, pending Board agreement.
- ☞ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on March 28, 2017. Location: Advanced Technology Center, pending Board agreement.

## **VIII. Old Business**

## **IX. Public Comment**

## **X. Possible Executive Session**

\_\_\_\_\_ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

\_\_\_\_\_ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

## **XI. Adjournment**

*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.*

**Tab**

**1**

## Commitments by Board Members

I commit myself fully to the public trust I assume as a member of this Board.

In all matters, I commit to first seek to understand, then to be understood.

I commit to faithfully attend meetings, to be prepared to fully engage in the Board's business and to contribute my comments to the Board's discussion.

I commit to keep confidential matters confidential.

I commit to avoid any conflict of interest and to always act in a confidential manner.

I commit to consistently act in a manner, which evidences objectivity, fairness and my allegiance to the state's institutions.

I commit to refrain from making personal comments during board meetings, to be respectful of the views of others and to present my own views in a positive and constructive manner.

I commit to vote my conscience on issues brought before the Board, to voice my views in a responsible and supportive manner, to respect the final decisions of the Board and in expressing a dissenting view, to do so in a constructive manner.

I commit to honor and respect the positions of the Board chair and the President to serve as the official spokespersons for the Board.

I commit to build and maintain strong relationships with other Board members and the President, to seek the views of other Board members and to seek and accept constructive comments from other Board members and the President.

I commit to place my trust in my fellow Board members and to be worthy of their trust in return.

**Tab**

**2**



BOG Meeting Minutes  
November 15, 2016

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**November 15, 2016**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 15, 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, Keisha Marks, Earl McConnell, Beth Newcome, Rick Pruitte, Sharon Shaffer (phone at 3:20 pm), and Warren 'Chip' VanAlsburg (phone)

*Board members absent were:*

Jeff Tucker

*President's Cabinet members present were:*

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, Bo Sellers, and Cyndee Sensibaugh

*Others in Attendance:*

Faculty, staff, students, and community members

**Oath of Office Administered to New Board Member**

Prior to the start of the Board of Governors meeting the Faculty Senate Representative, Beth Newcome, was officially sworn in by Notary Public, Cyndee Sensibaugh. On October 14, 2016, Ms. Newcome was elected to fulfill the remaining term of retiring board member Barbara Pavel-Alvarez that expires on June 30, 2017.

**I. Call to Order**

*1. Opening Comment*

Chairman Jim Griffin called the meeting to order in open session at 2:00 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 September 20, 2016 Meeting – Action Item*

- a. The minutes of the Board of Governors meeting held on September 20, 2016 were presented for approval.

Rick Pruitte offered a motion to approve the minutes, as presented. Earl McConnell seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

## **II. Special Recognitions/Presentations**

1. A faculty and staff retirement reception was held immediately prior to the Board of Governors meeting to honor retiring faculty and staff. Chairman Griffin, President Johnny M. Moore, and Provost Leslie Lovett recognized and presented plaques to:
  - a. Barbara Pavel-Alvarez: Professor, Early Childhood Program Coordinator, and Faculty Senate Representative to the Board
  - b. Rosemarie Romesburg: Dean of School of Health Careers, Senior Professor and Program Coordinator of Medical Laboratory Technology
  - c. Jeani Hawkins, Dean of Regional Academics
  - d. Beverly Born, Asst. Dean School of Health Careers, Physical Therapy Assistant Program Coordinator
  - e. Jodee Nelson, Asst. Director, Clinical Director of Respiratory Care

At the Board meeting, Chairman Griffin again thanked the retirees for their years of dedicated service to Pierpont and wished them well.

2. Dean Brian Floyd introduced the Pierpont EMT Program Staff, Ben Tacy and Rusty Taylor, to introduce Stephanie Baker and share her success story. Ms. Baker recently completed the Pierpont Paramedic Refresher Program and because of the training she received at Pierpont, Ms. Baker was able to save the life of an infant born prematurely. Chairman Griffin thanked Ms. Baker for the wonderful life-saving work she does for the citizens of West Virginia and for sharing her story.
3. Lyla Grandstaff introduced Jaclyn Buchanan, Pierpont's new Student Services Coordinator. Chairman Griffin and the Board members welcomed Ms. Buchanan.

## **III. President's Report**

President Moore shared that over 200 people attended the North Central Advanced Technology Center (ATC) dedication ceremony, including U.S. Senator Joe Manchin and Governor Earl Ray Tomblin. Dr. Moore thanked the ATC Dedication Ceremony Committee (Kimberly Cale, Vickie, Hedrick, Steve Leach, Rob Linger, Steve Santilli, Bo Sellers, and Cyndee Sensibaugh) for their work on this successful event.

President Moore stated that Pierpont will have a positive impact on the state job sector. With the opening of the ATC as a state workforce educational facility, Pierpont will be positioned to continue momentum in offering progressive-technology training opportunities.

President Moore informed that consultants with Financial Aid Services and Ellucian have completed site visits and employee interviews. Financial Aid Services is evaluating Pierpont's financial aid office and student services operations and Ellucian is evaluating Pierpont's IT and database structure. Final report summaries will be presented at the December 2, 2016 Board of Governors Retreat.

President Moore shared that Pierpont will be hosting the Robert C. Byrd Traveling Exhibit at the ATC from January 23 to February 17, 2017. The exhibit honors the 100<sup>th</sup> anniversary of the birth of Senator Robert C. Byrd. The Robert C. Byrd Center for Congressional History and Education has designed a major traveling exhibit called "Robert C. Byrd: Senator, Statesman, West Virginian". The exhibit will tour the state for a period of two years, culminating in a celebration of Senator Byrd's 100<sup>th</sup> birthday in November 2017 at the state capital in Charleston.

President Moore congratulated the School of Health Careers for being awarded continuing accreditation for ten (10) years for the Medical Laboratory Technician (MLT) and Health Information Management (HIT) programs.

President Moore noted that Kari Coffindaffer, Assistant Dean of Business, Aviation, and Technology and Coordinator of Graphics Technology Program, was selected to participate in the Institute for Women in Trades, Technology and Science (iWITTS) online training to increase the enrollment of women in STEM classes.

President Moore closed his report by announcing upcoming events.

#### **IV. Operation Reports**

1. *Academic Affairs:* Leslie Lovett, Provost/VP, shared her congratulations to the HIT and MLT programs for receiving their 10 year accreditation status. Ms. Lovett also shared that the Licensed Practical Nurse (LPN) program 3-year audit was approved by the CTCS Council.

Ms. Lovett updated that work is being performed in Lewis County on revision of charts and Higher Learning Commission (HLC) dual enrollment instructor credentials. The HLC is scheduled to perform a site visit in October 2017.

2. *Classified Staff Council:* Beverly Jones reported that Classified Staff Council (CSC) meetings were held on September 28 and October 18. Cindy Curry, VP of Human Resources attended the meetings to discuss Title IX training, OASIS, and Kronos

changes. The CSC is working on updating the bylaws and the annual letter/scholarship fundraiser. Mary Jo Rutherford has replaced Kimberly Cale as the CSC Vice Chair.

3. *Enrollment Management Task Force (EMTF)*: Brian Floyd, Chair of the EMTF, and Lyla Grandstaff gave an overview of the purpose of the EMTF. With the top priority focused on enrollment, the EMTF will be looking at: Who are our students, and who is missing? A handout entitled “Pierpont Student Portrait” was provided to the Board with an overview on student backgrounds, ages, and field of study. The EMTF will be finding ways to develop partnerships and multiple pathways to reverse negative enrollment trends. These efforts will be matched with recruiting and marketing strategies.

4. *Faculty Senate*: Kari Coffindaffer reported that the Faculty Senate (FS) met on October 14 and November 15, and the new committee chairpersons were chosen. They are:

Admissions and Credits: Pam Hamilton  
Faculty Development: Harmony Garletts  
Curriculum: Susan Coffindaffer  
Faculty Welfare: Vickie Findley  
General Education: Nicholas George  
LMS Ad-hoc: Martina Bachlechner  
Personnel: Vickie Findley

Also, as previously noted, Beth Newcome was elected to fill the remainder of Barbara Alvarez’s term on the Board of Governors.

Ms. Coffindaffer updated the Board on the committee’s activities, the Faculty Development Awards submission deadlines, and the application deadline for promotion and tenure.

5. *Information Technology*: Mr. Linger shared a brief update of the Ellucian consultant on-site visit, with a full report to be provided at the December 2 Board of Governors Retreat. A recommendation for future direction of Pierpont’s database structure and its functionality will be presented at the Retreat.

Mr. Linger informed of vacant staffing needs with the resignation of an employee accepting a new position and other positions that have not been filled.

6. *School of Workforce Development/Continuing Workforce Education*: Jerry Bacza shared that faculty and staff have met with First Energy to review curriculum for line and substation workers. Through this review, Math and Psychology courses have been added to the curriculum. Mr. Bacza discussed meetings with industry partners and program improvement actions. Mr. Bacza acknowledged the students of the 3D printing courses for their creativity and work in making the plaques that were presented to the VIPs at the ATC dedication ceremony. Bo Sellers informed

that over the past year and during the time of moving into the ATC, the CWE provided over 82,000 contact hours to the public. Mr. Sellers offered thanks and congratulations to his dedicated team.

## **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 August 31, 2016 and September 30, 2016. Complete details were provided in the November 15, 2016 Board of Governors Book.

### *2. HVAC Unit Replacements and Energy Efficiency at the Robert C. Byrd National Aerospace Education Center (NAEC) – Informational*

Mr. Dale Bradley informed the Board that in FY 2012 Pierpont and FSU began addressing upgrade needs at the NAEC. The majority of the long-term plans for improvements have been completed. Replacement of the HVAC system was identified as a high priority capital improvement need to the WV Council for Community and Technical Education (WV Council) and a request for funding of this project was submitted. The WV Council approved and provided shared funds. Some funds were delayed until the majority of the HVAC replacement activity was completed. Now, \$150,000 in shared funds has been provided by the WV Council to finish the HVAC project. Three HVAC units were listed as lower priority, located in specialized limited use labs, and have not been replaced. With the securing of the \$150,000 in funds, the Physical Plant will now move forward with the replacement of the three units. Should there be any leftover funds after the replacement of the units, it will be used in energy efficiency upgrades at the NAEC. . Further detail was provided in the November 15, 2016 Board of Governors Book.

### *3. Pierpont Community & Technical College Mission Statement Review – Action Item*

President Moore submitted for approval the continuation of the existing Mission Statement, Philosophy, and Objectives of Pierpont Community & Technical College.

In accordance with Board of Governors Policy #46 – Mission Statement Review Policy, which mandates that the Institution’s Mission Statement be reviewed every five years, the Pierpont President’s Cabinet reviewed the Mission Statement, Philosophy and Objectives of Pierpont Community & Technical College, at the September 27, 2016 President’s Cabinet Meeting, and based on this review, the President and his Cabinet recommended to the Board that no action or modification is needed to the existing Policy, Philosophy and Objectives of the College and, that the current Policy, Philosophy and Objectives of Pierpont Community & Technical

College, are closely aligned with the 2015-2020 Strategic Goals and Priorities of the Institution. Further detail was provided in the November 15, 2016 Board of Governors Book.

Earl McConnell offered a motion to approve the continuation of the existing Mission Statement, Philosophy, and Objectives of Pierpont Community & Technical College, as presented. Kyle Hamilton seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Missing Textbook Adoptions/Textbook Affordability Report - Informational*

Leslie Lovett presented the Missing Textbook Adoptions/Textbook Affordability Report information that was submitted by Pierpont to the West Virginia Council for Community & Technical College Education (WVCTCS) for the November 1, 2016 reporting cycle.

Ms. Lovett informed the Board that the Pierpont BOG Bookstore Policy #54, Section 2.2.7., requires the Bookstore to compile a report regarding missing textbook adoptions by June 1, each year. Last year, the Bookstore revised the deadline dates for textbooks/materials to be selected for courses, faculty to be assigned to courses, and the dates for assigned materials and textbooks to be posted on the web and in the Bookstore. WVCTCS recently provided a new reporting form for the collection of the Annual Institutional Textbook Report to be submitted to the WVCTCS before the annual November 1st report date.

Further detail was provided in the November 15, 2016 Board of Governors Book.

## **VI. Committee Reports**

1. *Audit/Finance Committee*

Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of November 3, were forwarded electronically to all Board members. There were no other items to report.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, reported that a meeting was held earlier in the day and the committee discussed retention aspects, in-house services, publicizing tutoring services, employee health and wellness, updating the website, and sharing the faculty and employee marketing toolkits.

The fall open house event was promoted through radio and weekly ads in papers. Pierpont partnered with WBOY at football tailgates events. At the tailgate events, there were 22 interviews conducted for on-air broadcasts promoting Pierpont.

Pierpont's ATC dedication ceremony generated multiple favorable media reports and the Fairmont News printed an editorial on Dr. Moore. Building upon this momentum, the Marketing team will keep the message consistent that the ATC is a state-wide training facility.

Geofencing was sent to former students affected by the ITT closure. These students had a .058 click-through rate, 40 percent better than national average, and they were shown the "I CAN" promotional materials. Geofencing will continue and Pierpont will track the returns.

For consistent branding, Pierpont flags were placed on the Locust Avenue and ATC campuses. Branding will also be addressed at Caperton Center and other locations. A board member requested consideration be given to working with the campus Columns paper and including items in this publication.

3. *Regional Academics Committee Report - Informational*

Earl McConnell provided the report for Chair, Sharon Shaffer. Mr. McConnell reported that the Committee met on November 14 and discussed staffing and student needs, programs and enrollment at the MTEC facility, and advanced marketing efforts for the regional areas. Dual credit course offering at area high schools was also discussed.

## **VII. New Business**

Chairman Griffin reviewed the list of upcoming events provided in the November 15 Board Book, highlighting the Board of Governors Annual Retreat on December 2, the Pierpont Graduates Reception on December 3, and the WV Community College Association Annual Conference of December 7.

## **VIII. Old Business**

No old business.

## **IX. Public Comment**

There was one signature recorded for public sign up. Due to the item presented for discussion, Chairman Griffin asked for a motion to take the matter into Executive Session.



## **X. Executive Session**

### 1. Entering Executive Session:

At 3:40 PM, Earl McConnell moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

### 2. Exiting Executive Session

At 4:25 PM, Earl McConnell presented a motion to exit Executive Session. Rick Pruitte seconded the motion. All agreed. Motion carried.

### 3. Items Brought Forward from Executive Session

No items were brought forward from Executive Session.

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

- ✓ The Pierpont Community & Technical College Board of Governors Retreat will be held on December 2 at 8:00 AM at the Robert H. Mollohan Research Center room 232.
- ✓ The next meeting of the Pierpont Community & Technical College Board of Governors will be held on February 21 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Kyle Hamilton motioned to adjourn. Earl McConnell seconded the motion. All agreed. Motion carried. The meeting adjourned at 4:26 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

**BOG Retreat Minutes**  
**December 2, 2016**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS ANNUAL RETREAT  
December 2, 2016  
8:00 AM to 4:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

The annual retreat of the Pierpont Community & Technical College Board of Governors was held on December 2, 2016, beginning at 8:00 AM at the Robert H. Mollohan Research Center, Room 232.

*Board members present were:*

Chairman Jim Griffin, Memori Dobbs, Kyle Hamilton, Earl McConnell, Beth Newcome, Rick Pruitte, and Sharon Shaffer

*Board members absent were:*

Linda Aman, Keisha Marks, Jeff Tucker and Chip VanAlsburg

*President's Cabinet and Council members present were:*

President Johnny M. Moore, Jerry Bacza, Dale Bradley, Kari Coffindaffer, Brian Floyd, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, Rosemarie Romesburg, Bo Sellers, and Cyndee Sensibaugh

*Others in Attendance:*

Vickie Findley and Michael Walls

**Opening Welcome from the Chairman and the President**

Chairman Jim Griffin welcomed the Board members and the President's Cabinet and Council to the 2016 Board of Governors Retreat. Chairman Griffin asked the attendees that as they go through the day to keep focus on three critical areas; enrollment, retention, and budget. Chairman Griffin shared that the Governor has announced an additional 2 percent budget cut to higher education, and these tough financial times require everyone to "think outside the box".

President Johnny M. Moore thanked everyone for attending the Board retreat and expressed the need for everyone to work and think as a team. President Moore encouraged forward momentum and to be "dialed in". Once everyone is thinking and acting as a team and are dialed in, the momentum of the game is changed. President Moore stated that Pierpont has an excellent Strategic Plan and it can make a significant difference on how we operate and make the necessary tweaks and changes.

## **2015- 2020 Strategic Plan: Where are we?**

Brian Floyd provided a Strategic Plan overview and informed the Board that the President's Cabinet and Council have been engaged in reviewing the Strategic Plan progress.

Mr. Floyd presented a handout with focus on items completed; planning and funding for the ATC, a 5 year budget plan, communication efforts with business, industry, faculty and staff, specific committees and task forces formed, events, and successful accreditations received.

Mr. Floyd outlined a proposed accountability plan for reporting, priority repositioning with annual evaluations and better use of the tracking software.

## **Budget: What do we need to do?**

Dale Bradley reviewed OPEB liability, CFI ratios, enrollment trends, and budget management over the past and future years due to the state reductions. The TACCCT Grant, chargeback fees, and human resources services were also discussed.

## **Enrollment Outlook and Plans**

Lyla Grandstaff, Memory Dobbs, and Brian Floyd discussed work being done by the Enrollment Task Force (ETF) to beef up inquiries, enrollment, and admits. The goal of the ETF is to get back to the 2015 enrollment levels. A handout was provided to the Board outlining plans to aid in this effort. The ETF will: analyze student profiles, study best practices of successful college recruitment and retention plans, develop enrollment targets for Fall 2017 and semester benchmarks, collaborate with program coordinators and faculty, align services and staff to meet program goals and strategies, and gather feedback.

## **Advanced Technology Advisory Board Meeting**

An Advanced Technology Advisory Board Meeting was held. Minutes for this meeting are provided separately.

## **Respiratory Care Program Update**

Mr. Michael Walls, Program Director, provide electronic documents relevant to the discussion on the Respiratory Care Program to Board members prior the retreat. Mr. Walls gave an overview of the history of the Respiratory Care program, current program statistics and reports, CoARC Accreditation status, and future program focus and goals.

## **Banner Implementation: Where are we? / Financial Aid Services and Ellucian Site Visits Follow Up**

Rob Linger and Lyla Grandstaff shared summaries of two consultant's site visits from separate companies: Financial Aid Services and Ellucian. The consultants came to campus in October to interview employees and scrutinize how we offer services, and how to improve them. Financial Aid Services evaluated Pierpont's financial aid services, while Ellucian evaluated Pierpont's IT services with a focus on the best way to obtain our own separate Banner system, independent of Fairmont State.

## **Staffing Matters and Solutions**

Leslie Lovett presented an overview of staffing needs. President Cabinet members were asked to provide staffing shortage areas and needs for future employees. Focus was given to working with a limited budget and realigning positions.

## **Dismissal**

The Retreat concluded at 4:10 PM

*Respectfully submitted by Cyndee K. Sensibaugh*

**Tab**

**3**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 21, 2017**

**ITEM:** Acceptance of the Independent Auditor’s Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College’s Finance Statements as of and for the year ended June 30, 2016.

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors accept the Financial Statements and the Independent Auditor’s Report for FY 2016.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Suttle & Stalnaker PLLC presented the audit report and provided a copy of the FY 2016 Audited Financial Statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of the business-type activities of Pierpont, as of June 30, 2016 and 2015, and the changes in financial position and cash flows thereof for the years then ended in accordance with generally accepted accounting principles.

The following are comments about the College’s FY 2016 Financial Statements from Management:

- Fiscal year 2016 is the second year for reporting of Governmental Accounting Board Statement No. 68, *Accounting and Financial Reporting for Pensions-an Amendment of GASB Statement No. 27*. As with the 2015 audit, all WV State Agencies were delayed in issuing financial audits due to waiting on the issuance of the WV Consolidated Public Retirement Board’s State Teachers System audit. The audit

provides the schedules of employer allocations and pensions amounts by employer needed for the GASB No. 69 accrual entries. After the release of the audit, the determination of the entries had to be finalized by the audit firms and financial statements updated. The College received final drafts of the audit on December 21, 2016 and issued the audited financial statements January 31, 2017. Pierpont issues its audit by October 31<sup>st</sup> normally.

- The financial statements include Management Discussion and Analysis, the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position (SRECNP), and Statement of Cash Flows, and the footnotes. Staff prepare all of these items as preparation for the annual audit.
- The 2016 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Pierpont Community & Technical College and Fairmont State University sharing with interested bond holders of both institutions commitment toward bond debt, operating budgets of bond related auxiliaries, and repair and renovation of all Shared Education and General Facilities. This information is found in financial statement note 16.
- During fiscal year 2016 Pierpont experienced decreases in revenues due to enrollment declines. Full-time Equivalent (FTE) enrollment decreased from 1,613 for Fall 2014 to 1,512 for Fall 2015. Headcount enrollment decreased from 2,311 for Fall 2014 to 2,181 for Fall 2015.
- Construction of the North Central Advanced Technology Center (ATC) began in October 2013. During fiscal year 2016, Pierpont expended \$1,133,825 on construction costs. During fiscal year 2016, Pierpont received \$500,000 from shared E&G Capital and Infrastructure funds to support ATC construction.



- The other postemployment benefits (OPEB) liability has accrued since fiscal year 2008 for a total unfunded liability of \$3,495,913 at June 30, 2015. Additional OPEB liability for fiscal year 2016 was recorded for \$178,326 for a total unfunded liability of \$3,674,239 as of June 30, 2016. The State of West Virginia has instituted several measures to reduce the OPEB liability and the projected elimination of the liability by fiscal year 2037. Reductions to the OPEB liability should begin in the current fiscal year.
- The 2016 fiscal year net position including OPEB liability increased by \$1,293,225 or 5.04%. This increase can be attributed to a variety of factors including; an increase in the net investment in Capital Assets of \$1,589,142; a decrease in funds restricted for scholarships of \$8,128; a decrease in funds restricted for capital projects of \$990,952; unrestricted fund manager funds increased by \$513,155, and unrestricted primary operating funds (president controlled funds) increased by \$192,834 after the increase in OPEB liability of \$178,326.
- Pierpont's Composite Financial Index (CFI) improved from a negative (0.30) with OPEB liability in fiscal year 2015 to 0.61 with OPEB liability in fiscal year 2016. The CFI without OPEB liability improved from 0.84 in fiscal year 2015 to 1.87 in fiscal year 2016. The Higher Learning Commission expects a CFI for public higher education institutions that is above 1.1.

**Tab**

**4**

Financial Report  
November 30, 2016

**Board of Governors  
Financial Report FY 2017  
Pierpont Community & Technical College  
as of November 30, 2016**

**SUMMARY:**

The projected effect on net assets for FY 2017 as of November 30, 2016 is a decrease of (\$79,834)

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of November 30, 2016 is (\$79,834). This represents a budget balance decrease of (\$23) from the October 31, 2016 Budget. As of this report date, approximately 45% of projected tuition and fees revenue and approximately 39% of overall revenues have been realized while approximately 29% of operating expenses have been incurred. The primary budget changes that impacted the budget from October 31, 2016, are as follows:

- **Operating Revenues Budget:**
  - Increased by \$1,271.
    - The “Support Services Revenue” budget controlled by the President increased by \$1,271 as a result of PEIA adjustments. The placeholder for anticipated PEIA increase for FY 17 was removed and the actual increase was updated per position subject to chargeback to FSU.
- **Operating Expenses Budget:**
  - Increased by \$1,294. The significant activities accounting for this change are as follows:
    - The “Salary” expense budget controlled by the President decreased by (\$102,240) due to the removal of placeholder values for anticipated PEIA increases for FY 17. The actual PEIA increase were updated per position and are reflected in an increased Benefits budget.
    - The “Benefits” expense budget controlled by the President increased by \$82,371 while the budget controlled by the Fund Managers increased by \$2,712 due to the removal of placeholder values for anticipated PEIA increases for FY 17 and the implementation of actual PEIA increased costs for FY 17.
    - The “Supplies and Other Services” expense budget controlled by the President decreased by (\$15,150) resulting from a budget transfer from supplies to labor. Due to the timing of this transfer the off-setting increase to labor and fringe benefits will be reflected in December’s report.
    - The “Assessment for Support Services” expense budget controlled by the President increased by \$35,183 due to the removal of placeholder values for anticipated PEIA increases for FY 17 and the implementation of actual PEIA increased costs for FY 17 as well as PEIA updates and the transfer of operating budget to labor.

- The “Assessment for Operating Costs” expense budget controlled by the President decreased by (\$1,582) due to the transfer of operating budget to labor.

Of the adjusted projected effect on net assets of a decrease of (\$79,834) as of June 30, 2017; President’s Controlled Fund(s) are projected to have a budget deficit of (\$72,758); Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$7,076). The Year-To-Date Actual Budget Balance is \$1,948,097.

**RESTRICTED FUNDS:**

The November 30, 2016 Restricted Fund Finance Report reflects the recognition of a Chevron Appalachian ShaleNET Grant of \$297,083. The Report also reflects the close and cleanup of four different grants including the Perkins Allocation FY 2017, the BTG Match Funds, College Transition and the LPN Grant FY 2011. With these changes the November 30, 2016 budget balance improved by \$957 to \$2,935.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses

Current Unrestricted

As of November 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,397,301	8,394,233	3,780,510	45.04
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	Auxiliary Enterprise Revenue	658,036	658,036	298,296	45.33
	Operating Costs Revenue	100,134	96,283	14,846	15.42
	Support Services Revenue	227,874	226,188	64,364	28.46
	Other Operating Revenues	382,138	368,556	27,496	7.46
	<b>Total:</b>	<b>10,644,683</b>	<b>10,606,755</b>	<b>4,185,511</b>	<b>39.46</b>
<b>OPERATING EXPENSE</b>	Salaries	6,905,964	7,001,650	1,990,501	28.43
	Benefits	1,429,171	1,552,481	432,302	27.85
	Student financial aid-scholarships	227,678	227,178	74,431	32.76
	Utilities	56,838	56,838	29,295	51.54
	Supplies and Other Services	2,731,809	2,641,105	735,914	27.86
	Equipment Expense	99,383	94,651	72,624	76.73
	Fees retained by the Commission	138,910	138,910	54,795	39.45
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,996,803	640,633	32.08
	Assessment for Student Activity Costs	122,001	122,001	52,694	43.19
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	273,708	41.59
	Assessment for Operating Costs	1,652,395	1,598,714	572,321	35.80
	<b>Total:</b>	<b>16,752,022</b>	<b>16,898,367</b>	<b>4,929,217</b>	<b>29.17</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,107,340)</b>	<b>(6,291,612)</b>	<b>(743,707)</b>	<b>11.82</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,323,000	7,323,810	3,076,000	42.00
	Gifts	30,000	30,000	13,554	45.18
	Investment Income	7,194	7,194	9,073	126.13
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(377,781)	34.72
	Fees assessed by Commission for other	0	0	(183)	0.00
	<b>Total:</b>	<b>6,271,974</b>	<b>6,272,784</b>	<b>2,720,663</b>	<b>43.37</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(7,165)	0.00
	Construction Expenditures	0	0	(3,056)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(18,638)	30.55
	<b>Total:</b>	<b>(61,006)</b>	<b>(61,006)</b>	<b>(28,859)</b>	<b>47.31</b>
<b>BUDGET BALANCE</b>		<b>103,628</b>	<b>(79,834)</b>	<b>1,948,097</b>	<b>(2,440.18)</b>
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>103,628</b>	<b>(79,834)</b>	<b>1,948,097</b>	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		<b>2,596,026</b>	<b>2,596,026</b>		
Less: USE OF RESERVE		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>2,699,654</u></b>	<b><u>2,516,192</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239  
The projected value will be finalized after the conclusion of the FY 16 financial audit.

\* The projected Unrestricted Net Asset Balance is 15.99% of the current budgeted total operating expense. Management has established a target of 15% or \$2,436,050  
as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - President

As of November 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	6,886,619	6,912,319	3,199,863	46.29
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	96,283	14,846	15.42
	Support Services Revenue	227,874	226,188	64,364	28.46
	Other Operating Revenues	48,000	48,000	12,090	25.19
	<b>Total:</b>	<b>8,141,826</b>	<b>8,146,249</b>	<b>3,291,162</b>	<b>40.40</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,220,545	6,314,660	1,830,959	29.00
	Benefits	1,348,326	1,457,566	407,463	27.95
	Student financial aid-scholarships	216,178	216,178	68,931	31.89
	Utilities	52,839	52,839	28,630	54.18
	Supplies and Other Services	1,718,423	1,669,521	510,986	30.61
	Equipment Expense	23,207	23,207	35,085	151.18
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	54,795	39.45
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,996,803	640,633	32.08
	Assessment for Student Activity Costs	122,001	122,001	52,694	43.19
	Assessment for Operating Costs	1,652,395	1,598,714	572,321	35.80
	<b>Total:</b>	<b>14,222,661</b>	<b>14,400,398</b>	<b>4,202,496</b>	<b>29.18</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,080,835)</b>	<b>(6,254,150)</b>	<b>(911,333)</b>	<b>14.57</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,323,000	7,323,810	3,076,000	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	9,073	126.13
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(377,781)	34.72
	Fees assessed by Commission for other	0	0	(183)	0.00
	<b>Total:</b>	<b>6,241,974</b>	<b>6,242,784</b>	<b>2,707,109</b>	<b>43.36</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	0.00
	Construction Expenditures	0	0	(3,056)	
	Transfers for Financial Aid Match	(61,006)	(61,006)	(18,638)	30.55
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	(386)	(386)	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,392)</b>	<b>(61,392)</b>	<b>(21,694)</b>	<b>35.34</b>
<b>BUDGET BALANCE</b>		<b>99,747</b>	<b>(72,758)</b>	<b>1,774,082</b>	<b>(2,438.34)</b>
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,477,649</b>	<b>1,477,649</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,577,396</u></b>	<b><u>1,404,891</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239. The projected value will be finalized after the conclusion of the FY 16 financial audit.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of November 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,510,682	1,481,915	580,647	39.18
	Other Operating Revenues	334,138	320,556	15,406	4.81
	<b>Total:</b>	<b>1,844,821</b>	<b>1,802,471</b>	<b>596,053</b>	<b>33.07</b>
<b>OPERATING EXPENSE</b>					
	Salaries	685,419	686,990	159,542	23.22
	Benefits	80,845	94,915	24,839	26.17
	Student financial aid - scholarships	11,500	11,000	5,500	50.00
	Utilities	3,999	3,999	665	16.62
	Supplies and Other Services	1,013,386	971,585	224,928	23.15
	Equipment Expense	76,176	71,444	37,540	52.54
	Loan cancellations and write-offs	0	0	0	0.00
	Assessment for Student Activity Costs	0	0	0	0.00
	<b>Total:</b>	<b>1,871,325</b>	<b>1,839,933</b>	<b>453,014</b>	<b>24.62</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(26,505)</b>	<b>(37,462)</b>	<b>143,039</b>	<b>(381.82)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	30,000	30,000	13,554	45.18
	Investment Income	0	0	0	0.00
	<b>Total:</b>	<b>30,000</b>	<b>30,000</b>	<b>13,554</b>	<b>45.18</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	(7,165)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	386	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>386</b>	<b>386</b>	<b>(7,165)</b>	<b>(1,856.60)</b>
<b>BUDGET BALANCE</b>		<b>3,881</b>	<b>(7,076)</b>	<b>149,428</b>	<b>(2,111.67)</b>
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,107,604</b>	<b>1,107,604</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,111,485</u></b>	<b><u>1,100,528</u></b>		



Pierpont Community and Technical College  
Board of Governors  
Financial Report  
For the period ending November 30, 2016

<b>New Grant Funds</b>	<b>297,083.00</b>
Chevron Appalachian/Michigan Business Unit (AMBU) - ShaleNET	297,083.00
<b>Gifts</b>	<b>0.00</b>
<b>Other Grant/Restricted Fund Related Changes</b>	<b>(76,142.15)</b>
Perkins Allocation FY 2017 - <i>closed grant fund</i>	(21,792.70)
BTG Match Funds - <i>closed grant fund</i>	(50,000.00)
College Transition - <i>removed budget carried forward</i>	(5,307.81)
TPD LPN Grant FY 2011 - <i>budget clean up</i>	958.36
<b>Net Change</b>	<b>958.36</b>

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 For the period ending November 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	7,962,032	7,962,032	3,135,407	39.38
	State/Local Grants and Contracts	3,456,272	3,436,630	859,705	25.02
	Private Grants and Contracts	534,359	831,442	213,887	25.72
	<b>Total:</b>	<b>11,952,664</b>	<b>12,230,105</b>	<b>4,208,998</b>	<b>34.42</b>
<b>OPERATING EXPENSE</b>	Salaries	1,176,692	1,283,973	182,797	14.24
	Benefits	90,407	118,846	39,491	33.23
	Student financial aid-scholarships	14,457,749	14,507,749	5,017,573	34.59
	Supplies and Other Services	364,099	453,842	49,838	10.98
	Equipment Expense	404,219	422,127	91,543	21.69
	<b>Total:</b>	<b>16,493,167</b>	<b>16,786,537</b>	<b>5,381,243</b>	<b>32.06</b>
	-				
<b>OPERATING INCOME / (LOSS)</b>		<b>(4,540,503)</b>	<b>(4,556,432)</b>	<b>(1,172,245)</b>	<b>25.73</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	4,500,000	4,500,000	1,761,783	39.15
	Investment Income	0	0	0	0.00
	Gifts	0	0	0	0.00
		<b>4,500,000</b>	<b>4,500,000</b>	<b>1,761,783</b>	<b>39.15</b>
	Capital Expenditures	(18,526)	(1,638)	0	0.00
	Construction Expenditures	0	0	0	0.00
	Transfers for Fin Aid Match	61,006	61,006	18,638	30.55
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>42,480</b>	<b>59,368</b>	<b>18,638</b>	<b>31.39</b>
<b>BUDGET BALANCE</b>		<b>1,978</b>	<b>2,936</b>	<b>608,176</b>	<b>20713.39</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,004,053</b>	<b>1,004,053</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,006,031</b>	<b>1,006,989</b>		

Financial Report  
December 31, 2016

**Board of Governors  
Financial Report FY 2017  
Pierpont Community & Technical College  
as of December 31, 2016**

**SUMMARY:**

The projected effect on net assets for FY 2017 as of December 31, 2016 is a decrease of (\$55,651)

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of December 31, 2016 is (\$55,651). This represents a budget balance increase of \$24,183 from the November 30, 2016 Budget. As of this report date, approximately 45% of projected tuition and fees revenue and approximately 40% of overall revenues have been realized while approximately 36% of operating expenses have been incurred. The primary budget changes that influenced the budget from November 30, 2016, are as follows:

- **Operating Revenues Budget:**
  - No changes.
- **Operating Expenses Budget:**
  - Decreased by (\$24,183). The significant activities accounting for this change are as follows:
    - The “Salary” expense budget controlled by the President increased by \$8,527 due to a variety of corrections related to positions funded by grants that were not corrected at the beginning of the fiscal year.
    - The “Benefits” expense budget controlled by the President decreased by (\$19,212) related to the above described salary changes and PEIA budget adjustments related to positions in Business Technology and Early Childhood.
    - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$13,498) due to adjustments made by FSU and PEIA budget adjustments related to positions at the Caperton Center and Enrollment Services.

Of the adjusted projected effect on net assets of a decrease of (\$55,651) as of June 30, 2017; President’s Controlled Fund(s) are projected to have a budget deficit of (\$48,574); Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$7,076). The Year-To-Date Actual Budget Balance is \$949,827.

**RESTRICTED FUNDS:**

The December 31, 2016 Restricted Fund Finance Report reflects the recognition of changes to the College Transition Project of \$12,141. With the recognition of these funds there were a variety of changes to revenues and expenses, but the overall budget balance did not change and remained at \$2,936.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses

Current Unrestricted

As of December 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,397,301	8,394,233	3,821,711	45.53
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	Auxiliary Enterprise Revenue	658,036	658,036	298,019	45.29
	Operating Costs Revenue	100,134	96,283	40,150	41.70
	Support Services Revenue	227,874	226,188	79,235	35.03
	Other Operating Revenues	382,138	368,556	31,606	8.58
	<b>Total:</b>	<b>10,644,683</b>	<b>10,606,755</b>	<b>4,270,720</b>	<b>40.26</b>
<b>OPERATING EXPENSE</b>	Salaries	6,905,964	7,010,177	2,497,845	35.63
	Benefits	1,429,171	1,533,269	538,871	35.15
	Student financial aid-scholarships	227,678	227,178	74,431	32.76
	Utilities	56,838	56,838	36,843	64.82
	Supplies and Other Services	2,731,809	2,641,105	907,247	34.35
	Equipment Expense	99,383	94,651	98,036	103.58
	Fees retained by the Commission	138,910	138,910	54,795	39.45
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,983,304	781,112	39.38
	Assessment for Student Activity Costs	122,001	122,001	53,298	43.69
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	276,135	41.96
	Assessment for Operating Costs	1,652,395	1,598,714	688,910	43.09
	<b>Total:</b>	<b>16,752,022</b>	<b>16,874,184</b>	<b>6,007,524</b>	<b>35.60</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,107,340)</b>	<b>(6,267,429)</b>	<b>(1,736,804)</b>	<b>27.71</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,323,000	7,323,810	3,076,000	42.00
	Gifts	30,000	30,000	14,554	48.51
	Investment Income	7,194	7,194	11,613	161.43
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(385,662)	35.44
	Fees assessed by Commission for other	0	0	(183)	0.00
	<b>Total:</b>	<b>6,271,974</b>	<b>6,272,784</b>	<b>2,716,322</b>	<b>43.30</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(7,997)	0.00
	Construction Expenditures	0	0	(3,056)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(18,638)	30.55
	<b>Total:</b>	<b>(61,006)</b>	<b>(61,006)</b>	<b>(29,692)</b>	<b>48.67</b>
<b>BUDGET BALANCE</b>		<b>103,628</b>	<b>(55,651)</b>	<b>949,827</b>	<b>(1,706.77)</b>
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>103,628</b>	<b>(55,651)</b>	<b>949,827</b>	
* <b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>2,596,026</b>	<b>2,459,735</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>2,699,654</u></b>	<b><u>2,404,084</u></b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239

\* Unrestricted Net Asset Balance is 15.17% of the current budgeted total operating expense. Management has established a target of 15% or \$2,432,422 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - President

As of December 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	6,886,619	6,912,319	3,196,640	46.25
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	96,283	40,150	41.70
	Support Services Revenue	227,874	226,188	79,235	35.03
	Other Operating Revenues	48,000	48,000	12,580	26.21
	<b>Total:</b>	<b>8,141,826</b>	<b>8,146,249</b>	<b>3,328,605</b>	<b>40.86</b>
<b>OPERATING EXPENSE</b>	Salaries	6,220,545	6,323,187	2,296,984	36.33
	Benefits	1,348,326	1,438,354	508,336	35.34
	Student financial aid-scholarships	216,178	216,178	68,931	31.89
	Utilities	52,839	52,839	36,082	68.29
	Supplies and Other Services	1,718,423	1,669,521	608,461	36.45
	Equipment Expense	23,207	23,207	51,377	221.39
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	54,795	39.45
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,983,304	781,112	39.38
	Assessment for Student Activity Costs	122,001	122,001	53,298	43.69
	Assessment for Operating Costs	1,652,395	1,598,714	688,910	43.09
	<b>Total:</b>	<b>14,222,661</b>	<b>14,376,215</b>	<b>5,148,285</b>	<b>35.81</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,080,835)</b>	<b>(6,229,966)</b>	<b>(1,819,681)</b>	<b>29.21</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,323,000	7,323,810	3,076,000	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	11,613	161.43
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(385,662)	35.44
	Fees assessed by Commission for other	0	0	(183)	0.00
	<b>Total:</b>	<b>6,241,974</b>	<b>6,242,784</b>	<b>2,701,768</b>	<b>43.28</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	0	(832)	0.00
	Construction Expenditures	0	0	(3,056)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(18,638)	30.55
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	(386)	(386)	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,392)</b>	<b>(61,392)</b>	<b>(22,527)</b>	<b>36.69</b>
<b>BUDGET BALANCE</b>		<b>99,747</b>	<b>(48,574)</b>	<b>859,561</b>	<b>(1,769.58)</b>
<b>* Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,477,649</b>	<b>1,341,358</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,577,396</u></b>	<b><u>1,292,784</u></b>		

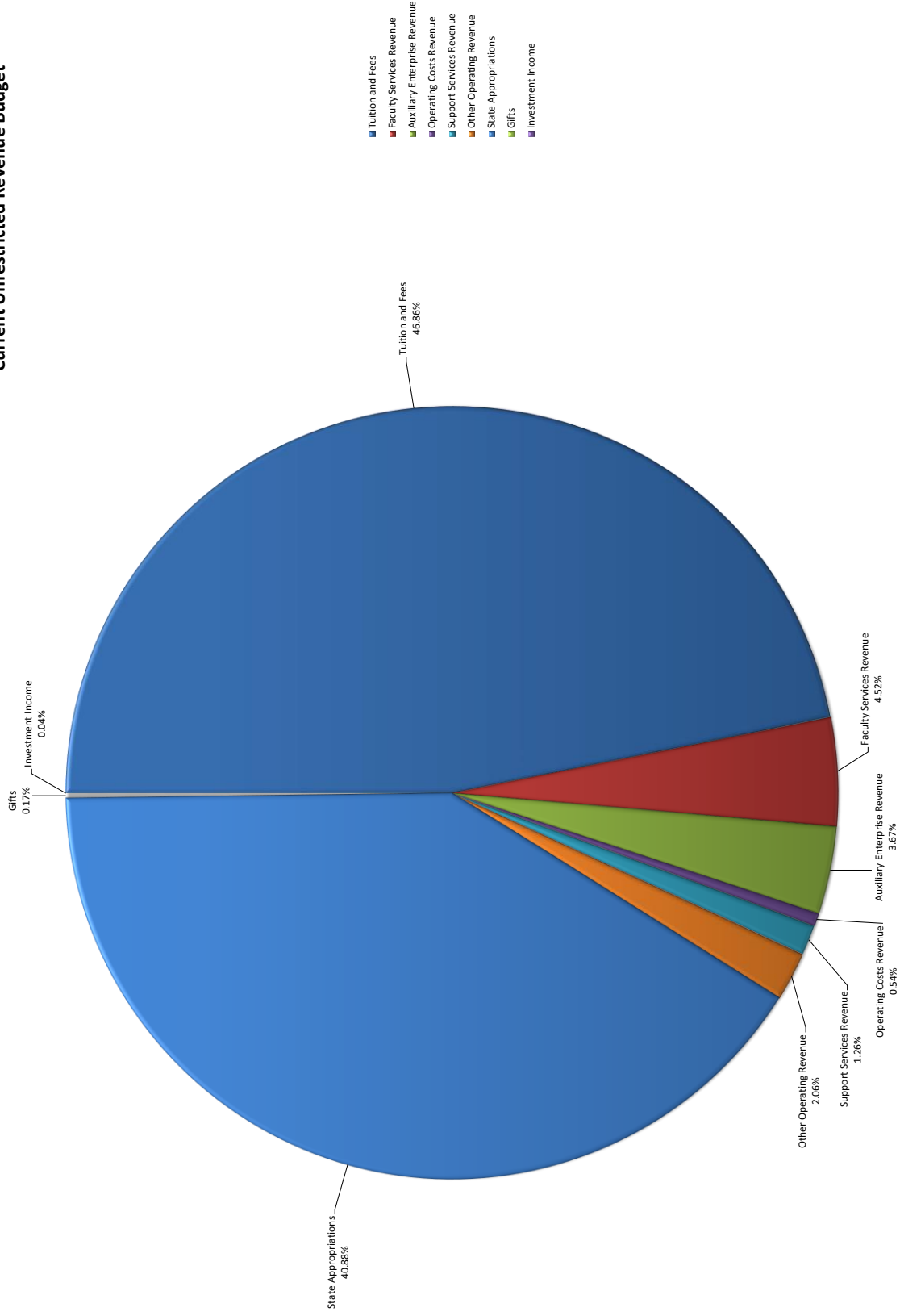
\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of December 31, 2016

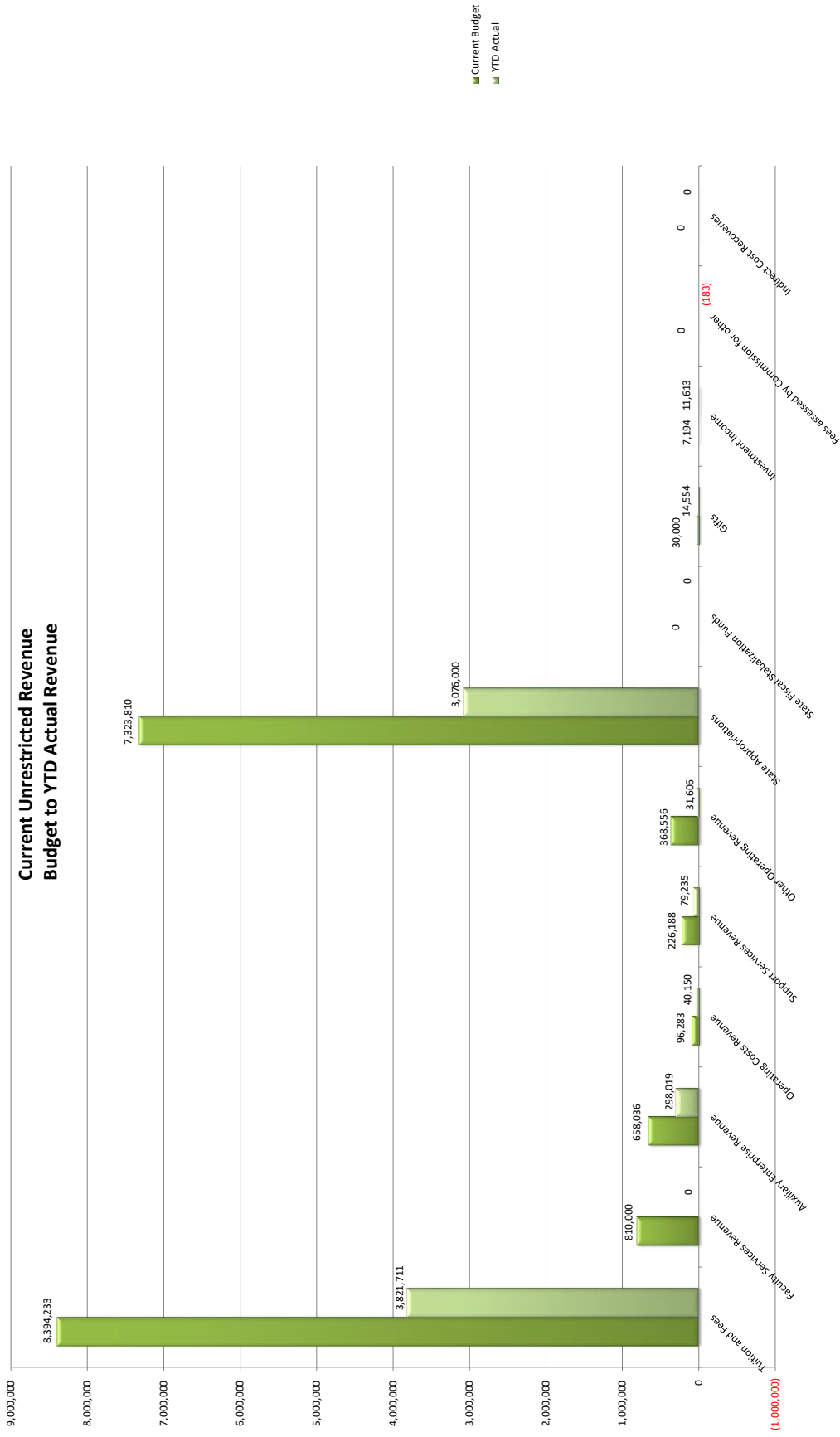
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,510,682	1,481,915	625,071	42.18
	Other Operating Revenues	334,138	320,556	19,026	5.94
	<b>Total:</b>	<b>1,844,821</b>	<b>1,802,471</b>	<b>644,097</b>	<b>35.73</b>
<b>OPERATING EXPENSE</b>					
	Salaries	685,419	686,990	200,861	29.24
	Benefits	80,845	94,915	30,536	32.17
	Student financial aid - scholarships	11,500	11,000	5,500	50.00
	Utilities	3,999	3,999	761	19.03
	Supplies and Other Services	1,013,386	971,585	298,787	30.75
	Equipment Expense	76,176	71,444	46,659	65.31
	Loan cancellations and write-offs	0	0	0	0.00
	Assessment for Student Activity Costs	0	0	0	0.00
	<b>Total:</b>	<b>1,871,325</b>	<b>1,839,933</b>	<b>583,103</b>	<b>31.69</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(26,505)</b>	<b>(37,462)</b>	<b>60,993</b>	<b>(162.81)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	30,000	30,000	14,554	48.51
	Investment Income	0	0	0	0.00
	<b>Total:</b>	<b>30,000</b>	<b>30,000</b>	<b>14,554</b>	<b>48.51</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	(7,165)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	386	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>386</b>	<b>386</b>	<b>(7,165)</b>	<b>(1,856.60)</b>
<b>BUDGET BALANCE</b>		<b>3,881</b>	<b>(7,076)</b>	<b>68,382</b>	<b>(966.36)</b>
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,107,604</b>	<b>1,107,604</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,111,485</u></b>	<b><u>1,100,528</u></b>		

# Current Unrestricted Revenue Budget



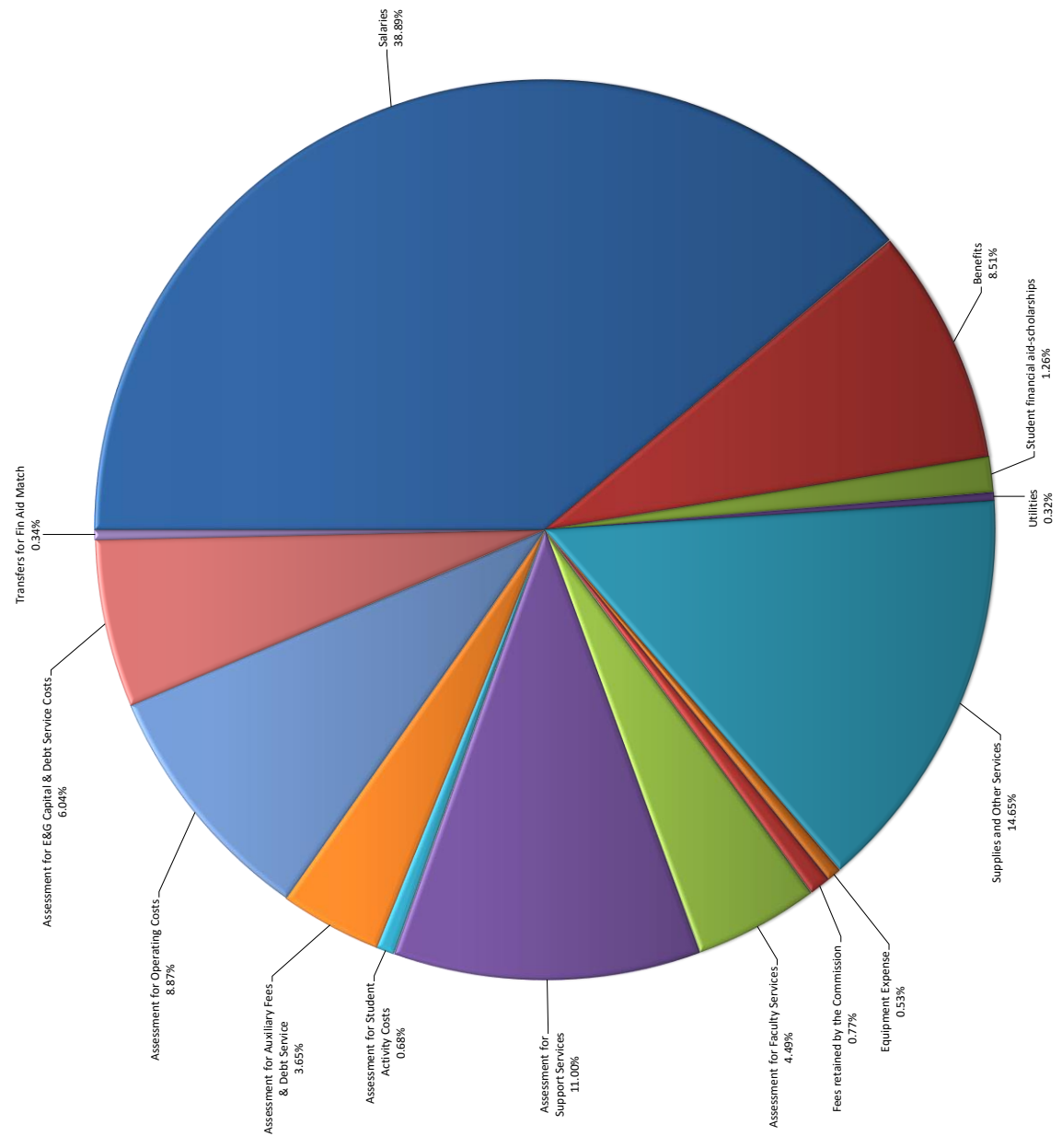


### Current Unrestricted Revenue Budget to YTD Actual Revenue

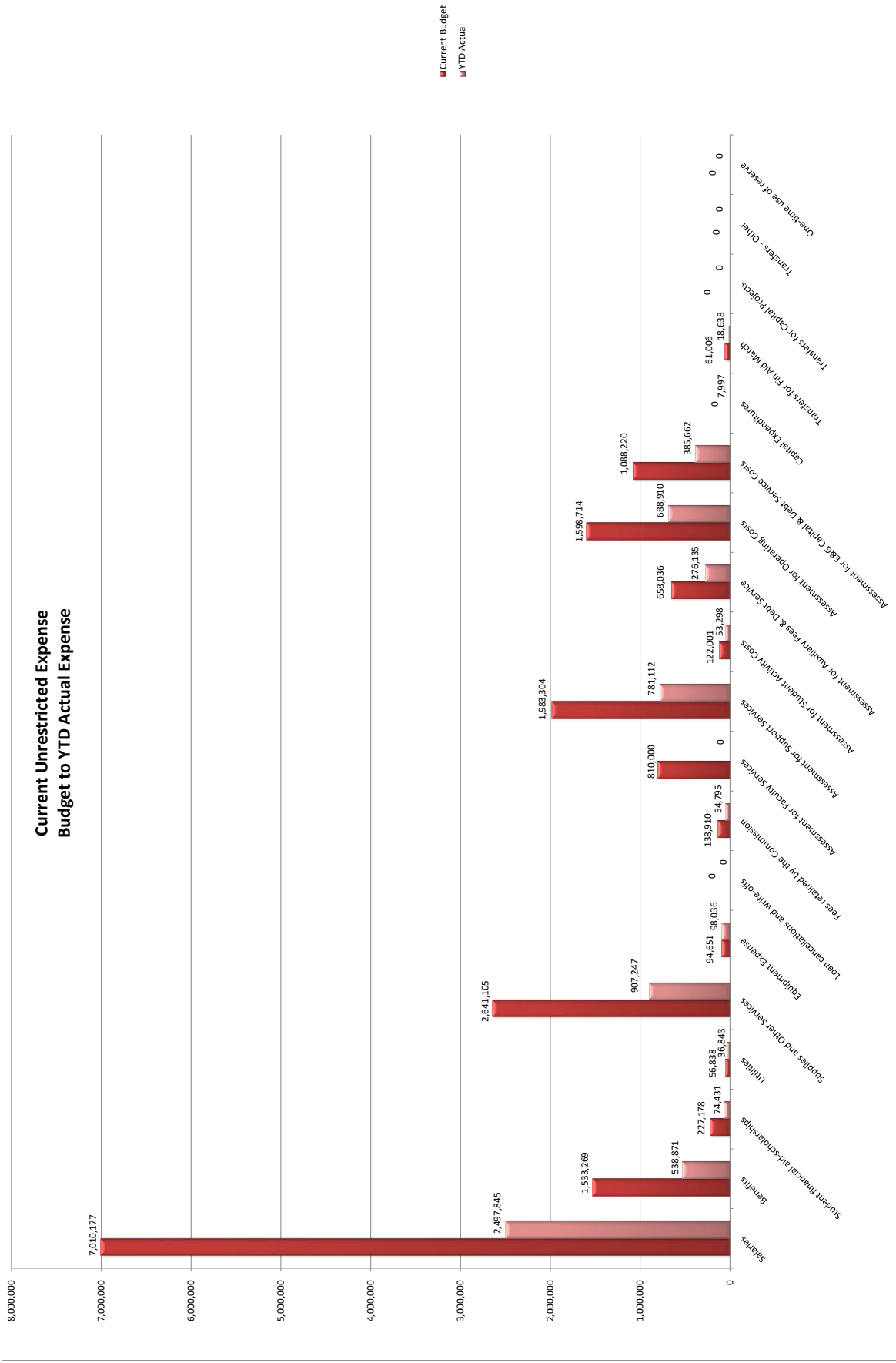


# Current Unrestricted Expense Budget

- Salaries
- Benefits
- Student financial aid-scholarships
- Utilities
- Supplies and Other Services
- Equipment Expense
- Fees retained by the Commission
- Assessment for Faculty Services
- Assessment for Support Services
- Assessment for Student Activity Costs
- Assessment for Auxiliary Fees & Debt Service
- Assessment for Operating Costs
- Assessment for E&G Capital & Debt Service Costs
- Transfers for Fin Aid Match



**Current Unrestricted Expense  
Budget to YTD Actual Expense**



Pierpont Community and Technical College  
Board of Governors  
Financial Report  
For the period ending December 31, 2016

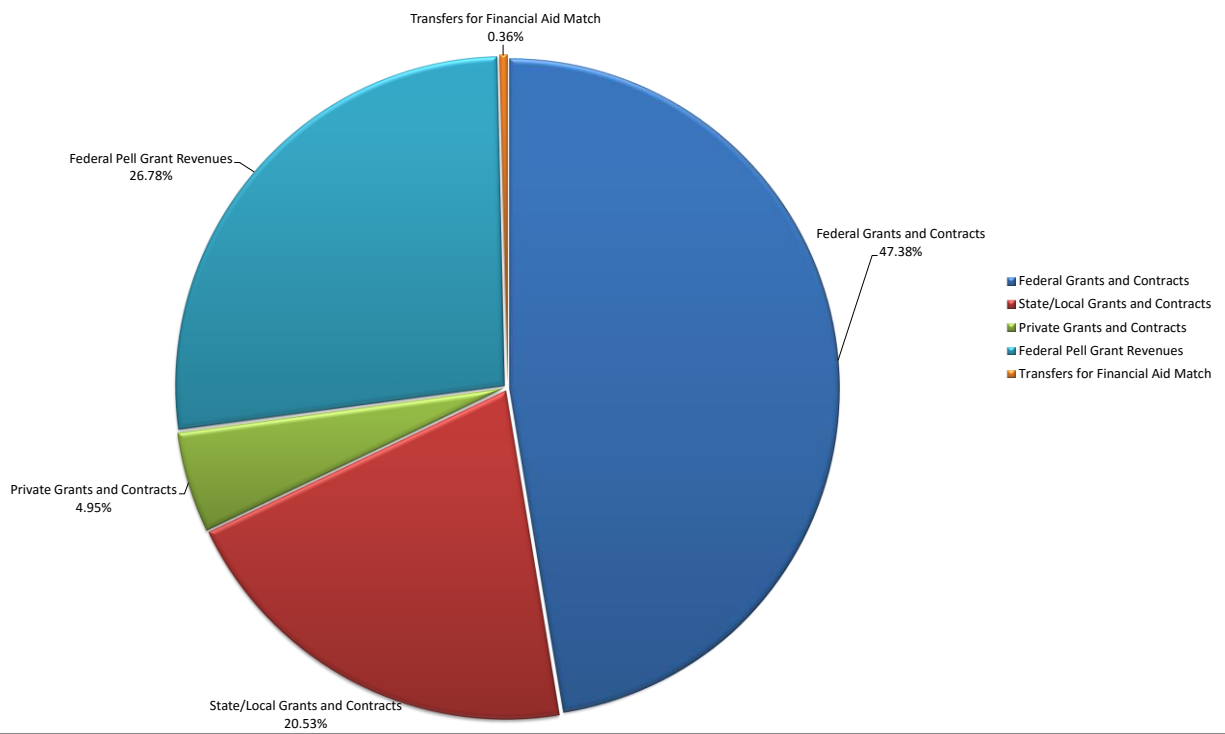
<b>New Grant Funds</b>	<b>12,140.90</b>
College Transition Project	12,140.90
<b>Gifts</b>	<b>0.00</b>
<b>Other Grant/Restricted Fund Related Changes</b>	<b>0.00</b>
<b>Net Change</b>	<b>0.00</b>

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 For the period ending December 31, 2016

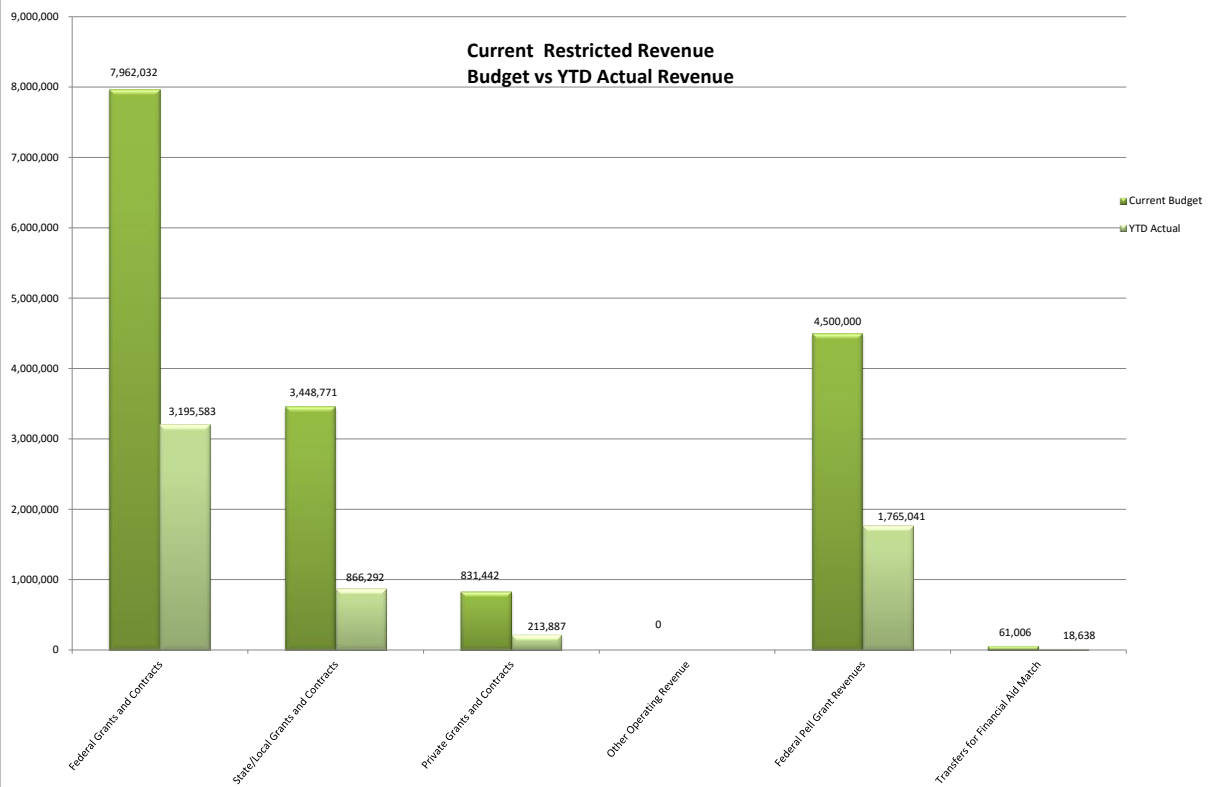
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	7,962,032	7,962,032	3,195,583	40.14
	State/Local Grants and Contracts	3,456,272	3,448,771	866,292	25.12
	Private Grants and Contracts	534,359	831,442	213,887	25.72
	<b>Total:</b>	<b>11,952,664</b>	<b>12,242,246</b>	<b>4,275,761</b>	<b>34.93</b>
<b>OPERATING EXPENSE</b>	Salaries	1,176,692	1,282,185	240,606	18.77
	Benefits	90,407	124,862	50,877	40.75
	Student financial aid-scholarships	14,457,749	14,505,851	5,599,942	38.60
	Supplies and Other Services	364,099	463,653	53,751	11.59
	Equipment Expense	404,219	422,127	91,616	21.70
	<b>Total:</b>	<b>16,493,167</b>	<b>16,798,678</b>	<b>6,036,792</b>	<b>35.94</b>
	-				
<b>OPERATING INCOME / (LOSS)</b>		<b>(4,540,503)</b>	<b>(4,556,432)</b>	<b>(1,761,031)</b>	<b>38.65</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	4,500,000	4,500,000	1,765,041	39.22
	Investment Income	0	0	0	0.00
	Gifts	0	0	0	0.00
		<b>4,500,000</b>	<b>4,500,000</b>	<b>1,765,041</b>	<b>39.22</b>
	Capital Expenditures	(18,526)	(1,638)	0	0.00
	Construction Expenditures	0	0	0	0.00
	Transfers for Fin Aid Match	61,006	61,006	18,638	30.55
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>42,480</b>	<b>59,368</b>	<b>18,638</b>	<b>31.39</b>
<b>BUDGET BALANCE</b>		<b>1,978</b>	<b>2,936</b>	<b>22,648</b>	<b>771.36</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,004,053</b>	<b>1,004,053</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,006,031</b>	<b>1,006,989</b>		

as of

### Current Restricted Revenue Budget

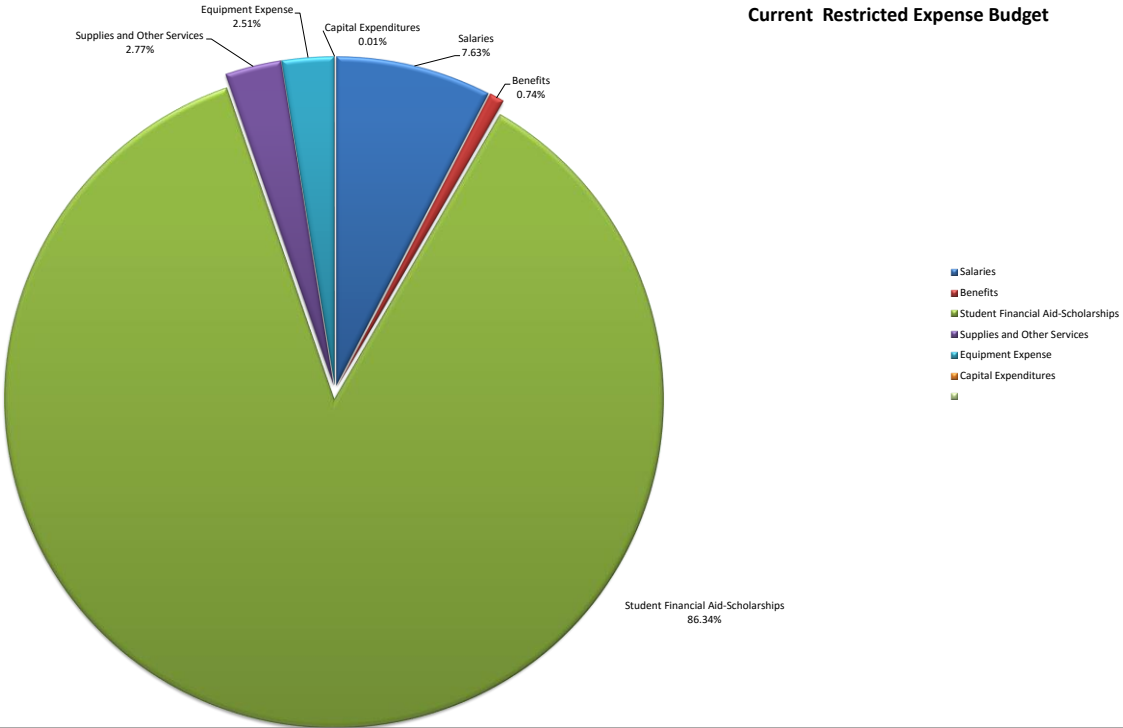


**Current Restricted Revenue  
Budget vs YTD Actual Revenue**

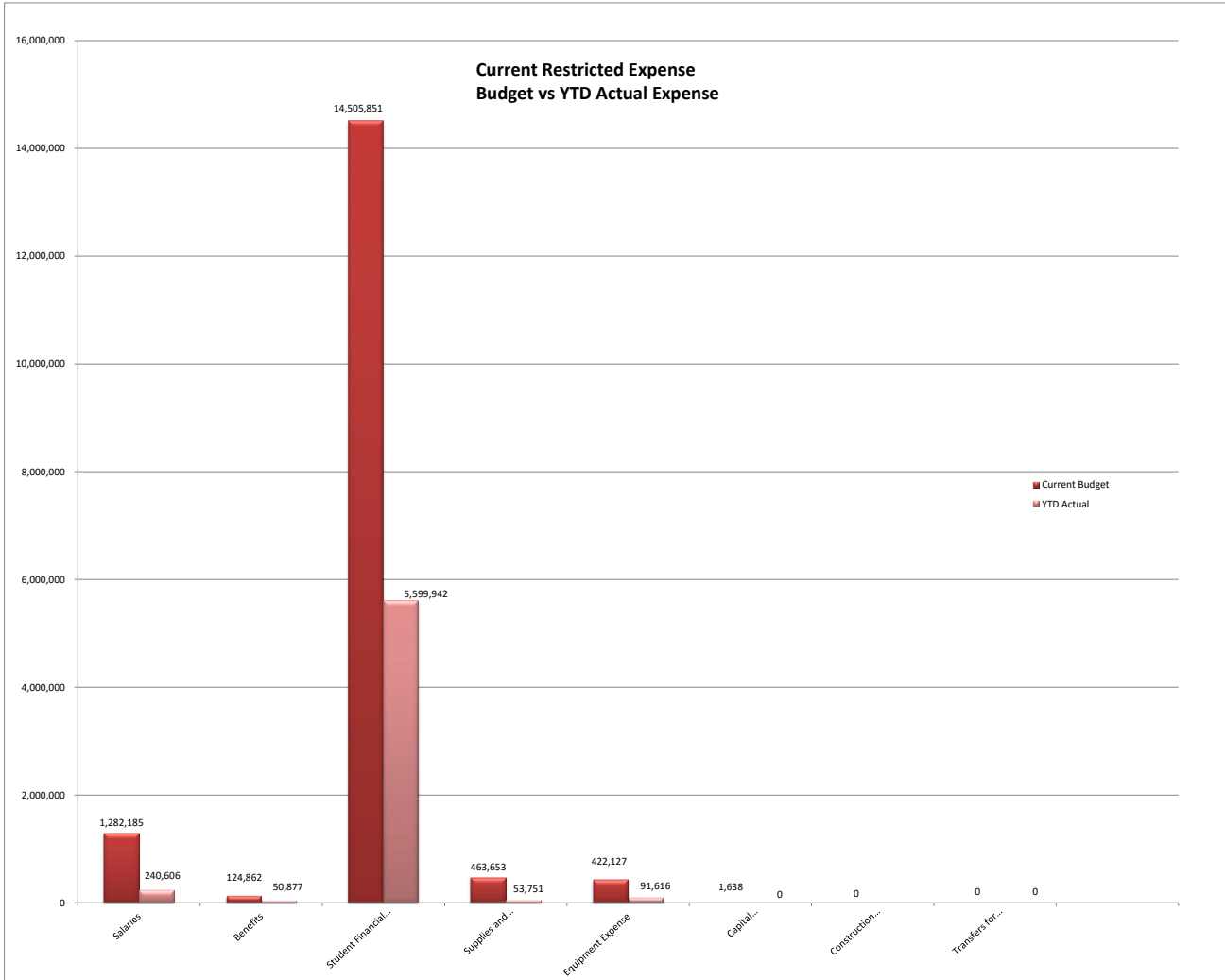


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### Current Restricted Expense Budget







**Tab**

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# **Pierpont Community & Technical College Board of Governors**

## **Meeting of February 21, 2017**

**ITEM:** Pierpont Community & Technical College  
Delegation of Powers to the President

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the agreement enumerating the powers, duties and responsibilities of the Board of Governors and the powers, duties and responsibilities of the President of the Pierpont Community & Technical College.

**STAFF MEMBER:** Cyndee K. Sensibaugh, Executive  
Assistant to the President and the Board  
of Governors

**BACKGROUND:** 18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

The Delegation of Powers Agreement provides enumeration of those powers, duties, and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of Pierpont Community & Technical College.

Given its legal responsibility for the institutions, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are designated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
DELEGATION OF POWERS TO PRESIDENT  
February 21, 2017**

18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state. This document enumerates those powers, duties and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of Pierpont Community & Technical College. Given its legal responsibility for the institutions, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

***The Pierpont Community & Technical College Board of Governors retains the following powers and duties:***

- Determining and controlling the financial, business and education policies and affairs of the institution.
- Approving the master plans for the institution.
- Approving budget requests for submission to the Community and Technical College Council.
- Reporting to the Chancellor the results of the program reviews conducted each year.
- Soliciting voluntary support.
- Appointing and compensating the President for Council approval.
- Disciplining or terminating the President.
- Conducting written performance evaluations of the President consistent with state code and rules.
- Submitting to the Policy Commission and Council by November 1 each year an annual report on the institutions' performance in relation to the master plans and compacts.
- Delegating with prescribed standards and limitations, its powers to the President when the delegation is deemed necessary and prudent and notify the Chancellor of the delegation.
- Adopting, amending or repealing rules, guidelines, or policy statements of the governing board consistent with rules of the Council.
- Fixing tuition and fees, consistent with Council rules.
- Issuing and redeeming revenue bonds.
- Approving capital projects consistent with any guidelines of the Council.
- Adopting salary policies for faculty, classified and non-classified employees and the President and informing the Council.
- All the powers, duties and responsibilities delegated to the President by previous governing boards unless such powers, duties and responsibilities are specifically removed or revoked by action of the Pierpont Community & Technical College Board of Governors.

\_\_\_\_\_  
*Signed* \_\_\_\_\_ *Date*  
*James E. Griffin*  
*Chairman of the Board of Governors*  
*Pierpont Community & Technical College*

\_\_\_\_\_  
*Signed* \_\_\_\_\_ *Date*  
*Johnny M. Moore, Ph. D.*  
*President*  
*Pierpont Community & Technical College*

***The Pierpont Community & Technical College Board of Governors chooses to delegate the following duties and responsibilities to the President of the Pierpont Community & Technical College:***

The duties and responsibilities enumerated below are delegated to the President until further notice and unless revoked by action of the Pierpont Community & Technical College Board of Governors.

- Supervising and managing the financial, business, and education policies and affairs of Pierpont Community & Technical College.
- Developing a master plan for the institution.
- Updating and meeting goals of the institutional compact.
- Directing the preparation of budget requests for submission to the Community & Technical College Council.
- Periodically reviewing, at least every five years, all academic programs at the institution and addressing the viability, adequacy and necessity of each program in relation to the master plan and compact.
- Conducting periodic studies of the college's graduates and their employers to determine placement patterns and effectiveness of the education experience.
- Ensuring that the sequence and availability of academic programs and courses are such that students may complete programs in a normal time frame.
- Utilizing faculty, students, and classified employees in planning and decision making when those groups are affected.
- Administering management of a personnel system, consistent with Council rules, including classification, compensation, and discipline.
- Soliciting and utilizing or expending voluntary support.
- Entering into contracts on behalf of the institution.
- Purchasing or acquiring all materials, supplies, equipment and printing required.
- Preparing by November 1 of each year an annual report on the institution's performance in relation to the master plan and compact.
- Conducting non-mandatory fund transfers.
- In consultation with the Chancellor, maintaining and updating a consistent method of conducting personnel transactions.
- Acquiring legal services as needed, in consultation with the Board.
- Granting tenure, promotion, and sabbatical leaves (except when requested by the President).
- Hearing student appeals when appropriate.
- Granting tuition and fee waivers.
- Cooperating with the President of Fairmont State University per agreements.
- All other powers, duties and responsibilities delegated to the President by previous governing boards unless such powers, duties and responsibilities are specifically removed or revoked by action of the Pierpont Community & Technical College Board of Governors.

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*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_  
*James E. Griffin*  
*Chairman of the Board of Governors*  
*Pierpont Community & Technical College*

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*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Johnny M. Moore, Ph. D.*  
*President*  
*Pierpont Community & Technical College*