



***BOARD
OF
GOVERNORS***

March 27, 2018

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

March 27, 2018

Falcon Center Board Room
1201 Locust Avenue, Fairmont, WV 26554

1:00 PM **NCWV Advanced Technology Center Advisory Board Meeting**
Falcon Center Board Room

Chip VanAlsburg – Chairman
Thomas Barlow – Vice Chairman
Sharon Shaffer – Recording Secretary
Brian Bozarth, R. Travis Crigger, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver - Members

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2:00 PM **Full Board Meeting**
Falcon Center Board Room, 1201 Locust Avenue

Warren “Chip” VanAlsburg – Chairman
Sharon Shaffer – Vice Chairwoman
Rick Pruitte – Secretary
Thomas Barlow, Brian Bozarth, R. Travis Crigger, Memori Dobbs, Holly C. Kauffman, Linda King, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver - Members

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Recent BOG Committee Meetings:

- ✓ BOG Finance/Audit and Administration Committee Meeting held on March 15, 2018
- ✓ BOG Executive Committee Phone Conference Meeting held on March 16 & 23, 2018
- ✓ BOG Academic and Student Affairs Committee Meeting held on March 23, 2018

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 27, 2018

I. Call to Order in Open Session

1. Opening Comment (*Chairman, Chip VanAlsbury*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for February 20, 2018 **Tab 1 – Action Item**

II. Recognitions – Informational

1. Official Signing of the National Association for Community College Entrepreneurship (NAACE) Presidents for Entrepreneurship Pledge. (*President Moore*)

Pierpont Community & Technical College President, Johnny M. Moore takes the National Association for Community College Entrepreneurship (NAACE) Presidents for Entrepreneurship Pledge joining hundreds of other community college presidents across the country to advance entrepreneurship in local communities and on community college campuses.

2. Pierpont Community & Technical College Emergency Medical Services (EMS) Program nominated as the West Virginia EMS Training Center of the Year. (Michael Waide - Provost, Vickie Findley - Dean, Ben Tacy - Program Coordinator, and Rusty Taylor - Asst. Professor)

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

IV. Chairman’s Report – Informational (*Chip VanAlsbury*)

V. Operation Reports

Tab 2 – Informational

1. Academic Affairs and Student Services (*Lyla Grandstaff*)
2. Classified Staff Council (*Amanda Hawkinberry*)
3. Center for Workforce Education (*Kimberly Cale*)
4. Pierpont Foundation (*Steve Leach*)

VI. Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*)
 - a. January 31, 2018 Financial Report
 - b. February 28, 2018 Financial Report


Tab 3 – Informational

VII. Committee Reports

1. Audit/Finance and Administration Committee Report (*Rick Pruitte, Chair*)
 - a. Approval of Tuition and Fees Changes for Academic Year 2018-2019
2. Academic and Student Affairs Committee Report (*Sharon Shaffer, Chair*)
3. Enrollment Management and Communications Committee Report (*Memori Dobbs, Chair*)
4. Executive Committee (*Warren “Chip” VanAlsburg, Chair*)

Tab 4 – Action Item

VIII. New Business

-  The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on Tuesday, May 15, 2018.

IX. Old Business

X. Public Comment

XI. 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.

XII. Adjournment

Pierpont Mission Statement

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 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.

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Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 20, 2018
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 20, 2018, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present:

Thomas Barlow, Brian Bozarth, Randy Travis Crigger, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, and Eugene Weaver (phone).

Board Members Absent:

Chairman Warren 'Chip' VanAlsburg and Natalie Stone

President's Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Rob Linger, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Eddie Trizzino-Times WV reporter and Pierpont faculty and staff

I. Call to Order – Open Session

1. Opening Comments

As Chairman VanAlsburg was unable to be present, Sharon Shaffer, Vice Chairwoman, called the meeting to order in open session at 2:00 PM.

2. Call for Public Comment

Ms. Shaffer announced last call for public sign up for comments to the Board.

3. Approval of Minutes from the November 14, 2017 BOG Meeting – Action Item

The minutes of the Pierpont Board of Governors meeting held November 14, 2017 were presented for approval. Thomas Barlow offered a motion to approve the minutes, as presented. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Approval of Minutes from the December 1, 2017 BOG Retreat – Action Item*

The minutes of the Pierpont Board of Governors retreat held December 1, 2017 were presented for approval. Thomas Barlow offered a motion to approve the minutes, as presented. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

There were no recognitions or presentations.

III. President's Report

President Moore shared that over the past week he has, along with Steve Leach VP of Organization & Development, visited the state legislators during the interim session to discuss proposed House and Senate Bills. President Moore provided a quick update on the progression of those Bills.

President Moore also announced recent administrative staff changes. Michael P. Waide is serving as the Interim Provost and VP for Academic Affairs, Lyla Grandstaff has been promoted to VP of Student Services and Enrollment Management, Vickie Findley is serving as the Interim Dean of Health Careers, and Nancy Parks has taken on the role as the Higher Learning Commission Liaison and now serves as a member of the President's Cabinet.

Vice Chair, Sharon Shaffer, thanked President Moore for his report and those individuals stepping up to take on the new administrative roles.

IV. Chairman's Report

No report.

V. Consent Agenda

No Consent Agenda action taken, as reports were summarized at the request of Vice Chair Sharon Shaffer.

1. Operational Reports – Informational

Operation Reports were provided, in detail and in advance, within the February 20, 2018 Board of Governors Book. Those reports were:

- a. *Academic Affairs:* Mr. Michael Waide, Interim Provost and VP of Academic Affairs, highlighted key areas that each Pierpont School is working on and have accomplished. Focus was placed on the many articulation agreements that Pierpont has with 4-year institutions and recent communications with the health

care industry that may lead to WV Advanced Grant opportunities. A Board member asked for details about the method of communication of the articulation agreements with prospective students. Mr. Waide informed that Pierpont will provide a listing on the website and the articulation partner shares in the marketing and promotion. Mr. Waide discussed College Scheduler, DegreeWorks, upcoming FASFA workshops and general education courses. Board members were encouraged to attend upcoming events provided in the Board report.

Mrs. Lyla Grandstaff provided an overview of the Funnel Report for Fall 2018, early orientation, and continual communication efforts with students to assist with seamless transition to articulation.

Vice Chair Sharon Shaffer thanked Mr. Waide, Mrs. Grandstaff, and the Pierpont Deans for attending the Academic and Student Affairs Committee meeting. Ms. Shaffer also noted that as questions arise regarding student and institutional data, to please forward them to her for follow up with the Academic and Student Affairs Committee.

- b. *Pierpont Foundation:* Mr. Steve Leach, VP Organization and Development, was unavailable, therefore, Ms. Shaffer asked the Board to forward any questions to Mr. Leach. President Moore noted that he and a few of the members of the President's Cabinet will meet next week with the Benedum Foundation. In October 2017, the Benedum Foundation provided a grant of \$151,000 to implement the Pierpont Early College Academy pilot program. The upcoming meeting will generate discussion to expand the Pierpont Early College Academy to all community technical education centers in Pierpont's service region.

2. *Financial Report – Informational*

Mr. Dale Bradley summarized the financial 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 October 31, November 30, and December 31, 2017. Complete details were provided in the February 20, 2018 Board of Governors Book.

VI. Committee of the Whole

1. *Construction Projects Update – Informational Item*

Mr. Dale Bradley provided the construction projects update in absence of Mr. Tom Tucker. Mr. Bradley stated that there are no current capital projects ongoing. Some completed projects were highlighted.

Mr. Bradley discussed the Pierpont-only Vet Tech project. Fourteen firms submitted an Expression of Interest in the project, which are currently being evaluated. The objective is to be able to enter into negotiation by the end of February.

VII. Committee Reports

1. Audit/Finance and Administration Committee Report - Informational

Rick Pruitte, Chair, reported that the Audit/Finance and Administration Committee met on February 8, 2018. The Committee discussed restructuring the finance reports into bullet-point format. This is a work in progress. The Caperton Center plans were also on focus.

2. Academic and Student Affairs Committee Report - Informational

Sharon Shaffer, Chair, thanked Michael Waide for providing the substance of the Academic and Student Affairs Committee meeting topics in his report provided previously in the Academic Affairs Operation Report. Ms. Shaffer invited the CIO/VP of Information Systems to join future Committee meetings.

3. Enrollment Management and Communications Committee Report - Informational

Memori Dobbs, Chair, informed that the Enrollment Management and Communications Committee met earlier in the day and went over the Board of Governors Goals developed at the December 1, 2017 Board Retreat. To assist the Board with Goal #1 - Advocacy Outreach, a draft of a pocket sized handout was reviewed. After Committee discussion additional information was suggested and the Board was provided a copy of the handout and asked to provide feedback.

To identify service area needs and strategies, Pierpont's Institutional Research staff member will be working out of the Student Services Center on Thursdays to assist with any data research needs of the office. Communities in remote locations will receive a print out of the program and class schedules, and the open door policy will be emphasized.

Marketing will be updating the signs at the regional site locations and consideration is being given to adding a sign at the Advanced Technology Center (ATC) to face the I79 traffic.

An opportunity for students to take the ACT Residual Test at the ATC testing site was discussed. The ACT Residual test scores are only valid at the college administering the test. It is advantageous to those students that were unable to test on a national test date and wish to attend Pierpont.

VIII. New Business

1. The quarterly meeting of the NCWV Advanced Technology Center Advisory Board will meet Tuesday, March 27, 2018 at 1:00 PM in the Falcon Center Board Room.

This meeting was moved from the published meeting site at the ATC due to scheduling conflicts.

2. The regularly scheduled Pierpont CTC Board of Governors Meeting will be held on Tuesday, March 27, 2018 at 2:00 PM in the Falcon Center Board Room. This meeting was moved from the published meeting site at the ATC due to scheduling conflicts.

IX. Old Business

There was no old business to review.

X. Public Comment

There were no signatures recorded for public comment.

XI. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:01 PM, Tom Barlow 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. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 3:55PM, Tom Barlow offered a motion for the Board to exit Executive Session and return to Open Session. Memori Dobbs seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

A motion was made by Tom Barlow to approve the drafting of a letter that will be signed by all members of the Pierpont Board of Governors and sent to West Virginia's Governor and Legislators declaring that the Pierpont Community & Technical College Board of Governors does not support Senate Bill 552, that proposes to place Pierpont as a division of Fairmont State University. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

XII. Adjournment

There being no further business, Larry Puccio, Jr. offered a motion to adjourn the meeting at 3:58 PM. Memori Dobbs seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

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Tab

2

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT TO THE BOARD MARCH 27, 2018

OFFICE OF ACADEMIC AFFAIRS

The Schools' reports to the Board of Governors of Pierpont Community & Technical College are summarily reported below.

General Education:

All schools are updating their curriculum to reflect the new General Education Core.

Skills USA:

Skills USA competition will be held on the main campus and the ATC on April 13 and 14, with approximately 800 students participating in the competitions. All health career events will be held at the ATC.

SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY

Dean Gerald "Jerry" Bacza

Faculty:

Business Faculty, Katie Roehrer, and Beverly Oliver, will be attending the League for Innovation Conference March 18-21,

Information System Faculty, Matthew DeMaria and Jeremy Wilson are developing a new course for Cyber Security.

Math department has developed a new Statistic course for approval as well as working on additional Math course for the state transfer list.

New curriculum proposals were developed for Drafting/Design, Graphics Technology, Art, Science and Math.

Martina Bachlechner is working on West Virginia Girls day for 8th grade female students. This event will take place at the ATC on Tuesday March 20th.

SCHOOL OF HEALTH CAREERS

Interim Dean Vickie Findley

Open House:

School of Health Careers Open House was held on Saturday March 3, 2018 with about 25 students in attendance. Mr. Adcock, CEO of Fairmont Regional Medical Center, served as the guest speaker for the event. All health career faculty were present, as well as student

volunteers to assist with the event. Financial Aid held a FAFSA workshop immediately following the open house.

Health Careers Pinning

The School of Health Careers will be hosting a school-wide, collaborative pinning ceremony on Friday, April 20th with tentative times between 5-8pm at the Robert H. Mollohan Research Center. Soon-to-be graduating student in health careers will be receiving professional pins, a practice dating back to Florence Nightingale and the pinning of nurses. The School has invited Dr. Pellet, the president of Glenville State College, to be the keynote speaker.

ECG Skill Set:

The ECG skill set is having its first class this semester. Ruby Memorial and Pierpont Community and Technical College have entered into a Memorandum of Understanding (MOU) to train existing employees in this field. With this MOU, Ruby will be interviewing students for ECG Technicians positions.

Veterinary Technology:

The first initial report to the accreditors was completed and submitted March 1st. Interim Provost Michael Waide provided a commentary regarding the status of the space for Vet Tech.

“The state community college system refinanced some bond debt, resulting in approximately \$7 million in revenue. The system designated and approved approximately \$900,000 for the Vet Tech program at Pierpont for the purposes of capital improvement. There is a possibility of an additional \$200,000.

SCHOOL OF HUMAN SERVICES

Interim Dean David Beighley

Human Services Coordinators/Faculty involved with General Education planning and the Faculty Senate General Education Committee have been integral in the development of the "General Education Resolution" approved by Faculty Senate on March 9 which revised Pierpont's general education curriculum to enhance internal and external transferability of credits. Particular thanks to Rachel Plybon-Beach, Debbie Benedetti, Ironda Campbell, Susan Coffindaffer, Pamela Hamilton, Debra Lupica-Scott, and Dr. Beth Newcome for their work on this initiative.

Human Services Program Coordinators have been charged with revising program model schedules to align with the General Education Resolution approved by Faculty Senate. Final

drafts of these changes will be submitted to the Provost on March 23. Particular thanks to Susan Coffindaffer, Curriculum Committee Chair, for overseeing this process.

The School of Human Services has been actively engaged in discussions with counterparts from West Virginia University, Glenville State College, and Alderson Broaddus University regarding program articulations.

Human Services Program Coordinators/Faculty have been working with Tim Toller and other representatives from Skills USA to coordinate events for the April 13-14 Skills USA competition.

Early Childhood Program:

The Early Childhood Program has been very active in community outreach/service projects. Partnering with Mountain Creative, the Early Childhood programs hosted a United Way: Empty Bowls event on February 21. Over 60 families attended the event and were able to paint bowls for a \$15 donation to the Empty Bowls project, raising nearly \$1000 for the United Way of Marion County.

The Early Childhood program also hosted its annual Literacy Night on March 8. This event, open to the public, allowed children the opportunity to visit Pierpont's Laboratory Preschool and enter the world within the children's book, *Nibbles, The Book Monster*. Pierpont's EC Practicum students created life-sized, interactive "worlds" corresponding to each chapter in the book; children attending Literacy Night were able to move from world to world and follow the journey Nibbles took in the book. All children received a complimentary copy of *Nibbles, The Book Monster*. Approximately 20 families attend the Literacy Night. Many thanks to Program Coordinator Lori Barrett and EC faculty Janet Cole for organizing these unique learning experiences that help so many in the local community.

Food Service Management: Culinary Arts / Pastry and Baking Arts:

The Culinary Arts / Pastry and Baking Arts programs are hosting culinary dinners on Tuesday mornings/afternoons through the end of April. Each week's dinner is themed around a different regional cuisine.

Faculty and students from the Culinary Arts program assisted in preparing food for an episode of CNN's *Parts Unknown* focused on West Virginia and hosted by Chef Anthony Bourdain. Air date for this episode has not been determined, but is tentatively scheduled for early April 2018.

Phi Theta Kappa:

The 2017-2018 enrollment period for Phi Theta Kappa is now open through April 20. This year's Phi Theta Kappa induction ceremony will be held April 26 from 6:30-8:00 at the Advanced Technology Center. All Board of Governors members, faculty, staff, and administration are invited to attend.

SCHOOL OF WORKFORCE DEVELOPMENT

Interim Dean Robert "Denny" Mills

The School of Workforce Development presently is working with RCBI on possible partnerships to create two new degree programs: (1) Machinist and (2) Advanced Welding with Lincoln Electric. If approved by the curriculum committee and faculty senate, Pierpont would be granting the associates degree with provision of general education and technical courses. Pierpont and Northern has met and curriculum is well under way for the Murray Energy Mining Maintenance Program.

Student Services:

Vice President Lyla Grandstaff and Interim Provost Michael Waide attended a workshop, "Effectively Leveraging Data in Enrollment Management" in Baltimore MD March 5 to March 8. With this information, The Strategic Enrollment Task force will be able to better utilize the institutional data to make enrollment decisions.

Program Manager Raime Santee, and Program Assistant Sierra Spitzer, will be attending a Customer Service Training Certification program in Chicago March 19 to March 22. With this customer service training, both employees will be able to train the institution on customer service practices in higher education.

Department wide professional development was held on March 15th. ALICE training was conducted for the staff by campus police. Brent Sturm with Jobs for WV graduates spoke to the group on retention and persistence.

Financial Aid:

Fall aid packages have been mailed to potential students.

FAFSA workshops continue to be offered in our service region

Registrar:

College Scheduler training is occurring and the fall and summer schedule has been updated.

Recruiting and Admission

Recruiters are now making high school visits and talking with potential students.

Orientation dates are being finalized with April 21st as our first orientation day.

Early College Academy:

Meetings are being held within the 13 county service regions to promote and expand the Early College Academy in the Career and Technical Centers. Marion County will be the next county to offer this program

Funnel Report: Fall 2018 (as of February 5, 2018)

	Inquiries	Applicants	Active Admits
1st Time FR	2234	663	522
Other	412	240	241

**Source: Office of Student Services*

CLASSIFIED STAFF COUNCIL REPORT



Classified Staff Council

Pierpont Community & Technical College Board of Governors:

Attached you will find approved minutes from our November, December, January, and February meetings.

Classified Staff Council Meeting
November 29, 2017 1:45pm-2:45pm
Robert C. Byrd National Aerospace Education Center

Present: Amanda Hawkinberry

Jasmine Bennett-Belknap
Memori Dobbs
Shannon Carnes
Lynn Ebbert
Beverly Jones
Anita Davis
Christy Reger
Annette Shaw
Leah Ellyson

I. Call to Order

The meeting was called to order by Amanda Hawkinberry, Chair.

II. Approval of October Minutes

Amanda called for a motion to approve the October minutes as written. Memori Dobbs made a motion to approve the minutes from the October meeting. There was no discussion on the motion. The motion passed.

III. Old Business

a. Goals

i. Fundraising

Shannon Carnes handed out information she had gathered about the potential bus trip to New York as a fundraiser. She reported it would be around \$250 per bus plus additional payments. If the trip included a Broadway show, there would need to be at least 15 people attending. The trip has a red eye option. The bus would leave at 10pm and arrive in New York at 7am. If the red eye option is chosen, the attendees will spend the whole day on their own without the bus. Amanda requested a price on the red eye option, and Shannon said she would look into it.

Amanda reported that there was a meeting at Pierpont where they discussed the FanCloth fundraiser and she believes it went over well. We are now waiting on new information from Bo Sellers to see if we can begin to promote and begin the fundraiser. If so, we will attempt to make it an annual fundraiser.

ii. Mentoring/Directory

Amanda brought a sample of how the Directory will look when completed. In a binder were three categories; a staff handbook, a staff directory, and her completed certificates, which she updates regularly. She reported the Staff Handbook needs updated. She also reported that the Staff Directory still needs edited. She will send the information to Leah Ellyson to edit for layout. There was much discussion on the project and how we can produce these binders for incoming staff members. There was much agreement this is a great idea. The

discussion concluded with discussion of the Team Drive, where the directory would always be available online to all staff members, and updates could easily be made.

iii. Committee Update

There was a brief review on committee programs and their members. Members were able to sign up for committees if they were interested. Amanda will send out the finalized list of all committees & members.

Shannon suggested she may provide a training course for Excel and Blackboard and there was much agreement this would be a very beneficial course.

iv. December's Meeting

It was decided that December's meeting would be informal and fall on Wednesday, December 13 around 11:15/11:30am at a restaurant.

IV. New Business

a. BOG Report

Memori reported the BOG Report. The Academic Affairs reported that the Vet Tech. site visit identified a couple of deficiencies and Pierpont will complete a renovation to expand the Vet. Tech. Facility with a new kennel to the recommended size. They are looking at classrooms in Wallman Hall for this.

LPN Program was granted continued accreditation on October 20, 2017. Pierpont Early College Academy launched on October 16, 2017 with MTEC and UTC. \$151,000 from the Benedum Foundation was awarded for the 1st year pilot.

The Continuing Education reported they are working with EMT Program Coordinators to develop an EMT Bridge (hybrid) and Advanced Care Technician Practicum with Jan Care. They are also working with Amazon, who contacted them to rent the ATC space for a 3 day training next year.

CFO reported Pierpont experienced decreases in revenues during the fiscal year of 2017.

Head count enrollment decreased from 2,181 for Fall 2015 to 1,937 for Fall 2016.

BOG approved the final version of Policy #9: Sexual Harassment, and #52: Degree Definitions.

b. ACCE

- Teri Wells, from Southern WV Community & Technical College, has been promoted into a non-classified staff position at the college. This employment status change prevents Teri from serving on Classified Staff Council and as Chair of ACCE.
- Southern WVCTC has elected Chris Gray as the new ACCE representative.
- On Nov. 16, ACCE conducted elections for new Chair and Vice Chair. Amy Pitzer, Concord University, has been re-elected as Chair and Bethany Perry, from Mountwest C&TC, has been elected the new Vice Chair.
- On Nov. 17, Amy Pitzer presented the annual ACCE report to the WV Higher Education Policy Commission.

Series 55, Legislative Rule on Human Resources Administration (please review attachments)

Background: House Bill 2542, passed during the 2017 Regular Legislative Session, repealed and/or amended sections of West Virginia Code relating to higher education human resources administration. Prior to the 2017 Legislative Session, Commission staff had been working on completing a new compensation and classification program. In addition to the requirements to promulgate a rule to properly implement the Compensation Management Program, rules applicable to human resources administration in West Virginia higher education had become outdated.

At the November 17, 2017 WVHEPC meeting, the Commission requested the rule be approved for filing with the Secretary of State's Office for a 30-day public comment period.

The comment period is open until December 15 for Series 55—the new rules on higher education employees. Feel free to directly submit your comments to the Secretary of State's Office, and/or, email me by Dec. 10 to include your feedback into ACCE's formal response.

ACCE Annual Reports / Presentations

Amy Pitzer, Chair of Advisory Council of Classified Employees, will present annual reports and our feedback on the proposed rules for higher education employees at the following meetings:

- **Monday, December 4 - Legislative Oversight Commission on Education Accountability Meeting**
- **Thursday, December 7 - WV Council for Community and Technical College Education Meeting (ATC, BridgeValley)**

-

The next ACCE meeting is scheduled for December 6, located at WVU Tech in Beckley, WV.

VI. Adjournment

Shannon Carnes made a motion to adjourn the meeting. Amanda Hawkinberry seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Leah Ellyson
Secretary

Classified Staff Council Meeting
December 13, 2017 11:00am
Poke Dot, Fairmont

Present: Amanda Hawkinberry
Memori Dobbs
Shannon Carnes
Lynn Ebbert
Beverly Jones
Anita Davis
Mary Jo Rutherford
Jill Sole
Tracy Kennedy
Leah Ellyson

- I. Call to Order
The meeting was called to order by Amanda Hawkinberry, Chair.
- II. Approval of November Minutes
Amanda called for a motion to approve the November minutes as written. Anita Davis commented on changes under the ACCE section. Shannon Carnes commented on changes under the Fundraisers section. Shannon Carnes made a motion to approve the minutes from the November meeting with the proposed changes. Mary Jo Rutherford seconded the motion. There was no discussion on the motion. The motion passed.
- III. Old Business
 - a. Goals
- i. Fundraising
Shannon did not have any further updates on the fundraiser but will be in contact soon about sample trips.
Amanda brought a draft of the images that would be sold on FanCloth for another fundraiser. She spoke with the bookstore manager about selling these items. The manager stated we could do the fundraiser this year if it ends on December 31st, but it was concluded there would not be enough time. We are now waiting for a response on if we can do this fundraiser near the end of January and beginning of February. Amanda also stated \$250 from this fundraiser would generate enough money for two scholarships. She brought this idea up at the President's Council Meeting so they are aware of the fundraiser.
- IV. New Business
 - a. BOG Report
Memori Dobbs reported that the BOG has not had another meeting since our last meeting. In the retreat, they discussed their goals for the Board in 2018, which included Advocacy Outreach. They determined they would develop a brochure to hand out at different events. They will also be working to enhance financial literacy, student and faculty demand, foundation investments and professional developments. Their next meeting will be held on February 20th.
 - b. ACCE
Anita Davis reported that the last ACCE meeting was scheduled for December 6 and located at WVU Tech in Beckley, WV. President Carolina Long spoke about transporting the Montgomery campus to Beckley in less than 6 weeks. There was also conversation about PEIA, career advance, salary compression and inequality.

VI. Adjournment

Shannon Carnes made a motion to adjourn the meeting. Amanda Hawkinberry seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Leah Ellyson
Secretary

Classified Staff Council Meeting
January 31, 2018 1:00pm
303 ED

Present: Debbie Barker
Annette Shaw
Christy Reger
Cindy Curry
Justin Mowrey
Memori Dobbs
Jasmine Bennett-Belknap
Beverly Jones
Anita Davis
Mary Jo Rutherford
Leah Ellyson

I. Call to Order

The meeting was called to order by Mary Jo Rutherford.

II. Approval of December Minutes

Mary Jo called for a motion to approve the December minutes as written. Anita Davis made a motion to approve the minutes from the December meeting. Beverly Jones seconded the motion. There was no discussion on the motion. The motion passed.

III. Old Business

b. Goals

v. Fundraising

Mary Jo reported that Amanda Hawkinberry would email updates about the fundraisers.

IV. New Business

a. BOG Report

Memori Dobbs reported that the BOG will meet again on February 20th.

b. ACCE

Anita Davis reported that the last ACCE meeting was scheduled for January 24th at Marshal University Graduate College. In their meeting, they spoke about unifying the staff, instead of separating classified & nonclassified. They spoke about PEIA house senate bills. She said she would be sending a link for staff to track and learn more about the bills. Their next meeting will be February 19th in Charleston. Meanwhile, Anita will send more emails about legislative sessions.

c. Cindy Curry: HR Update

Cindy answered any questions the staff might have had for her. She spoke on how they are currently working on Policies 63 & 64. Both are out for comment now and will be

open until February 2nd. There were many questions and much discussion about both policies.

VI. Adjournment

Anita made a motion to adjourn the meeting. Justin Mowrey seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Leah Ellyson
Secretary

Classified Staff Council Meeting
February 28, 2018 1:00pm
303 ED

Present: Debbie Barker

Annette Shaw
Christy Reger
Memori Dobbs
Beverly Jones
Lisa
Anita Davis
Amanda Hawkinberry
Mary Jo Rutherford
Leah Ellyson

I. Call to Order

The meeting was called to order by Amanda Hawkinberry, Chair.

II. Approval of January Minutes

Amanda called for a motion to approve the January minutes as written. Anita Davis made a motion to approve the minutes from the January meeting. Memori Dobbs seconded the motion. There was no discussion on the motion. The motion passed.

III. Old Business

a. Goals

i. Fundraising

Amanda reported that the fundraiser has been extended until March 2nd. Currently, 179 items have been sold and there has been a \$1,000 profit. It was agreed that we would discuss having another similar fundraiser in October.

IV. New Business

a. BOG Report

Memori reported that the BOG met on February 20th in the Falcon Center. During the meeting, there was much discussion about Bill 552 and how the cabinet could levy against it. BOG wrote and signed a letter that supported the Presidents' and cabinet's decision to levy Bill 552.

It was reported that FSU & PC&TC will have separate Gen. Ed. courses beginning in Fall 2018.

The Pierpont Foundation received a \$20,000 donation from an oil & gas company who remained anonymous, a \$1,000 from Ruth Marie (?) Scholarship, and a \$155,000 donation from Chevron.

b. ACCE Report

Anita Davis reported that the last ACCE meeting was on February 19th at Marshal University Graduate College. In their meeting, they discussed Bill 18b-6-6. They read over the Bill and determined it was not written following state codes. ACCE wrote a letter about these illegal

changes, however they noticed afterward that the Bill's changes never proceeded past that point.

They established that they would be going to the capital between sessions and meetings in Charleston to make contacts and speak to representatives. The next meeting will be on March 9th in South Charleston.

c. Website Committee Update

Amanda reported that the Website Committee met last week. They have access to TeamDrive and will set up a spreadsheet once the new website has come out, which should be up by spring break (March 12-16).

d. Faculty & Staff Recognition Luncheon

It was reported that the Luncheon will be on April 11th at the ATC. There was discussion of separating Classified & Nonclassified. There was discussion about "Tea at 2," a separate meeting for Classified Staff. Amanda will reach out to Classified Staff about this.

e. Location of Next Meeting

Caperton Center

V. Other issues/concerns

- Discussion was had about new scholarships, and getting them out at least by April or May. It was decided we would look into this more during the next meeting.
- It was requested that President Moore be extended a personal invitation to the Classified Staff Council Meeting to discuss updates and answer questions.
- Amanda will send out the Committee Members Sheet to everyone, as a reminder of the Committees they are on.

VI. Adjournment

Beverly Jones made a motion to adjourn the meeting. Anita Davis seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Leah Ellyson
Secretary

CENTER FOR WORKFORCE EDUCATION REPORT

Center for Workforce Education

MARCH 27TH

Currently scheduled classes

- Red Hat - currently 5 enrolled. Pierpont's 80-hour "new miner" course is designed to prepare students for the WV Office of Miner's Health and Safety's certification exam, which is required for a job as an entry-level underground coal miner. Previous classes over the last few months have had low enrollment, however have had very high employment.
- CWE offered a Natural Gas 101 course for 24 Mountaineer Challenge Academy cadets on 2/21/2018.
- Real Estate 4/3 - 7/19 Pierpont C &TC is an approved training provider of pre-licensing education by the West Virginia Real Estate Commission. This program is designed to prepare students with knowledge and skills necessary to start a new career and business as a licensed real estate professional.
- Red Hat 5/7 - 5/27
- Teacher recertification is increasing, WVBOE recommends teachers call Pierpont for their recertification needs.

Testing Center

- TEAS Testing continues to sell out. We have increased offerings from 2x monthly to 3 x monthly
- PSI Testing continues to sell out. We have increasing offerings from 5 seats 2x a week to 8 seats 2x a week. Can increase again if needed to 10 seats 2x week

Marketing and Retention

- 1578 postcards going out to stop out / drop out students from 2015 through now, in an effort to assist with retention. We are hopeful that if a student has ended degree seeking opportunities they can continue their education through certificate trainings and seek employment or reenter the college as a degree seeking student.
- Reviewing non-credit offerings for credit conversion. This will allow for a smooth transition for certificate students to enroll as degree seeking and be able to transition credit for the course already taken.
- Marketing materials are being updated for the Federal Acquisitions Management course and we will be attending the DyNet conference to promote the course. Offered July-Dec

Contract training

- WVU-H Proposal for ECG up to 17 employees to be trained
- Active proposal to Pratt & Whitney for excel training. They are currently reviewing the contract and determining the number of employees that need training.
- Meeting with Thrasher Eng. 3/19 for surveyor training. This is a need that Thrasher has discussed with Workforce WV and reached out to Pierpont to assist with training.
- Meeting with WVU Ext. 3/22 for collaboration on OSHA training

Community Outreach

Tracey Kennedy is working with Sharron Adams, Matthew Borrer, Lori Turner and Adam Mouse for an Apprenticeship Summit Meeting to be held at the Mollahan building

PIERPONT FOUNDATION REPORT

PIERPONT ENDOWMENTS - CHANGES THRU FEBRUARY 2018

FUND	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 2/28/2018
Higinbotham/Quintrell (074)	\$ 12,639.85	\$ 846.39	-	\$ (300.00)	-	13,186.24
Honce (140)	70,882.61	4,760.15	-	(650.00)	-	74,992.76
Hermits Hollow (155)	40,649.85	2,732.58	-	(650.00)	-	42,732.43
Ruth Marie Skaggs (163)	14,234.70	963.12	1,500.00	(200.00)	-	16,497.82
Rhodes Culinary Arts (220)	114,852.15	7,720.22	-	(2,600.00)	-	119,972.37
Rhodes Dietary Management (281)	106,025.68	7,094.05	-	(3,250.00)	-	109,869.73
Christie (318) (St. Institutions Phase II)	45,783.57	1,573.34	-	(2,000.00)	-	45,356.91
Edwards (358)	16,061.31	840.69	500.00	-	-	17,402.00
Stonestreet (394)	45,600.06	2,997.87	6,650.00	(1,945.00)	(946.60)	52,356.33
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,541.32	-	-	-	-	10,541.32
Claypole (479) (not endowed)	2,329.10	-	500.00	(500.00)	-	2,329.10
Southwestern Energy Company Scholars Program (502)	266,195.80	17,889.52	-	(5,000.00)	-	279,085.32
	\$ 750,796.00	\$ 47,417.93	\$ 9,150.00	\$ (17,095.00)	\$ (946.60)	\$ 789,322.33

PIERPONT NON-ENDOWMENTS - CHANGES THRU FEBRUARY 2018

	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 2/28/2018
Life Long Learners (028)	\$ 14,603.98	-	\$ 13,107.00	-	-	\$ 19,190.07
Pratt & Whitney Scholarship (137)	14,080.84	-	-	(945.00)	-	13,135.84
Culinary Arts (216)	14,076.52	-	200.00	-	(4,939.95)	9,336.57
Workforce Development Initiatives (262)**	5,000.00	-	-	-	-	5,000.00
Culinary Arts Study Abroad Program (301)	962.33	-	-	-	-	962.33
Silent Adventures (Hearing impaired) (382)	3,200.00	-	-	-	-	3,200.00
Respiratory Therapy Financial Assistance (400)	24.83	-	-	-	-	24.83
Pierpont C & TC Fund (401)	113,967.40	-	177,332.66	-	(26,738.60)	264,561.46
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	11,663.68	-	-	(2,000.00)	-	9,663.68
Pierpont Classified Staff (421)	325.27	-	182.00	-	-	507.27
Pierpont Classified Staff - Events Fund (437)	644.22	-	-	-	-	644.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	1,500.00	-	-	(500.00)	-	1,000.00
Spring Awards' Dinner (473)	-	-	-	-	-	-
Bombardier Scholarship Fund (475)	4,005.00	-	-	(495.00)	-	3,510.00
Nobel Energy Scholarship (476)	2,250.00	-	10,000.00	(2,250.00)	-	10,000.00
Lockheed Martin - Aviation Tech Degree (490)	2,500.00	-	2,000.00	(1,945.00)	-	2,555.00
Engine & Airframe Solutions Worldwide (496)	10.00	-	-	-	-	10.00
Pierpont RCB National Aerospace Education Center (497)	11,000.00	-	-	(1,000.00)	-	10,000.00
Shentel Foundation Scholarship (499)	3,000.00	-	-	(500.00)	-	2,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	98,563.55	-	27,504.00	(27,874.66)	-	98,192.89
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	-	-	2,048.00	-	(1,131.45)	916.55
Pierpont Benedum Academy Fund	-	-	151,000.00	-	-	151,000.00
Foundation Board Fund	-	-	1,000.00	-	-	1,000.00
Pierpont Administration Fund	-	-	4,000.00	-	-	4,000.00
	\$ 306,886.62	\$ -	\$ 388,373.66	\$ (37,509.66)	\$ (41,330.91)	\$ 616,419.71

Tab

3

COMBINED FINANCIAL REPORT FOR JANUARY 31, 2018

Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of January 31, 2018

SUMMARY:

The projected effect on net assets for FY 2018 as of January 31, 2018 is a decrease of (\$42,422).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of January 31, 2018 of (\$42,422) represents a budget balance decrease of (\$4,470) from the December 31, 2017 Finance Report. The overall operating revenues budget in January decreased by (\$9,814) due reduction in chargeback revenues based on budget reductions from decreases in enrollments.

The overall operating expense budgets decreased by (\$5,074). This decrease in operating budget costs were primarily the result of adjustments to salary and fringe benefits. There was a decrease to the "Salaries" budget of (\$3,657) and a decrease to the "Benefits" budget of (\$1,266) as the result of PEIA updates.

As of this report date, the YTD Actuals reflect the following:

- The institution has realized approximately 86% of projected tuition and fees revenue.
- The institution has realized approximately 81% of overall revenues
- The institution has incurred approximately 50% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$3,871,802.
- The actual Tuition and Fee Revenue is running approximately \$190,000 short of projections.

RESTRICTED FUNDS:

Changes to Restricted Funds during January 2018 consisted of recognition of a \$155,510 Chevron AMBU II Grant. The net effect was no change to the Budget Balance of \$7,106.

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

Current Unrestricted

As of January 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	7,851,871	6,730,468	85.72%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	Auxiliary Enterprise Revenue	658,036	597,036	567,916	95.12%
	Operating Costs Revenue	96,283	85,520	38,626	45.17%
	Support Services Revenue	200,748	187,607	80,312	42.81%
	Other Operating Revenues	368,528	385,528	89,455	23.20%
	Total:	9,786,260	9,442,562	7,607,131	80.56%
OPERATING EXPENSE	Salaries	6,769,482	6,762,253	3,251,202	48.08%
	Benefits	1,461,475	1,556,684	738,536	47.44%
	Student financial aid-scholarships	237,752	237,752	160,511	67.51%
	Utilities	56,838	120,399	66,227	55.01%
	Supplies and Other Services	2,610,733	2,445,775	1,115,982	45.63%
	Equipment Expense	96,251	102,889	72,963	70.91%
	Fees retained by the Commission	103,326	103,326	77,495	75.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,808,039	882,410	48.80%
	Assessment for Student Activity Costs	122,001	97,001	79,052	81.50%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	483,580	81.00%
	Assessment for Operating Costs	1,542,743	1,541,835	739,769	47.98%
	Total:	15,789,264	15,682,989	7,794,286	49.70%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,240,426)	(187,155)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	4,682,654	67.00%
	Gifts	126,000	126,000	549	0.44%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(634,211)	73.47%
	Fees assessed by Commission for other	0	0	(549)	0.00%
	Total:	6,064,010	6,259,010	4,076,796	65.13%
TRANSFERS & OTHER	Capital Expenditures	0	0	(1,210)	0.00%
	Construction Expenditures	0	0	(1,191)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Total:	(61,006)	(61,006)	(17,839)	29.24%
BUDGET BALANCE		0	(42,422)	3,871,802	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(42,422)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,330,219</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.36% of the current budgeted total operating expense. Management has established a target of 15% or \$2,262,893 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 January 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,393,473	5,844,272	91.41%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	38,626	45.17%
	Support Services Revenue	200,748	187,607	80,312	42.81%
	Other Operating Revenues	48,000	48,000	1,370	2.85%
	Total:	7,323,242	7,049,600	6,064,934	86.03%
OPERATING EXPENSE					
	Salaries	6,083,213	6,060,117	3,014,746	49.75%
	Benefits	1,346,231	1,448,245	689,872	47.64%
	Student financial aid-scholarships	226,752	226,752	155,511	68.58%
	Utilities	52,839	116,400	64,753	55.63%
	Supplies and Other Services	1,665,308	1,514,949	753,513	49.74%
	Equipment Expense	23,207	23,207	29,685	127.91%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	77,495	75.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,808,039	882,410	48.80%
	Assessment for Student Activity Costs	122,001	97,001	79,052	81.50%
	Assessment for Operating Costs	1,542,743	1,541,835	739,769	47.98%
	Total:	13,296,246	13,249,870	6,613,366	49.91%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,200,270)	(548,432)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	4,682,654	67.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(634,211)	73.47%
	Fees assessed by Commission for other	0	0	(549)	0.00%
	Total:	6,034,010	6,229,010	4,076,247	65.44%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(1,210)	0.00%
	Construction Expenditures	0	0	(427)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(17,075)	27.99%
BUDGET BALANCE		0	(32,266)	3,510,740	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>1,953,819</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

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

As of January 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,484,454	1,458,399	886,196	60.76%
	Other Operating Revenues	320,528	337,528	88,085	26.10%
	Total:	1,804,982	1,795,927	974,281	54.25%
OPERATING EXPENSE					
	Salaries	686,269	702,136	236,456	33.68%
	Benefits	115,244	108,439	48,665	44.88%
	Student financial aid - scholarships	11,000	11,000	5,000	45.45%
	Utilities	3,999	3,999	1,473	36.84%
	Supplies and Other Services	945,425	930,826	362,469	38.94%
	Equipment Expense	73,044	79,682	43,278	54.31%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,834,982	1,836,083	697,340	37.98%
OPERATING INCOME / (LOSS)		(30,000)	(40,156)	276,941	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	549	1.83%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	549	1.83%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	(764)	0.00%
BUDGET BALANCE		(0)	(10,156)	276,726	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,363,020</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of January 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	597,036	567,916	95.12%
	Total:	658,036	597,036	567,916	95.12%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	483,580	81.00%
	Total:	658,036	597,036	483,580	81.00%
OPERATING INCOME / (LOSS)		0	0	84,336	
BUDGET BALANCE		0	0	84,336	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Pierpont Community and Technical College
Board of Governors
For the period ending January 31, 2018

New Grant Funds	155,517
Chevron AMBU II Grant	155,517
Gifts	0
Other Grant/Restricted Fund Related Changes	0
Net Change	0

Pierpont Community and Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Restricted
 For the period ending January 31, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	9,417,520	4,754,038	50.48%
State/Local Grants and Contracts	2,995,907	3,275,870	1,044,709	31.89%
Private Grants and Contracts	632,568	858,085	438,760	51.13%
-				
Total:	11,261,246	13,551,476	6,237,508	46.03%
OPERATING EXPENSE				
Salaries	755,239	1,087,588	161,494	14.85%
Benefits	61,540	97,461	33,775	34.65%
Student financial aid-scholarships	14,475,756	14,538,106	8,729,442	60.05%
Supplies and Other Services	190,550	319,454	99,837	31.25%
Equipment Expense	325,210	490,586	66,708	13.60%
Total:	15,808,295	16,533,194	9,091,256.17	54.99%
OPERATING INCOME / (LOSS)	(4,547,049)	(2,981,718)	(2,853,748)	
NONOPERATING REVENUE				
(EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	2,962,085	65.82%
Gifts	1,059	1,059	0	0.00%
	4,501,059	4,501,059	2,962,085	65.81%
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(1,573,241)	(47,828)	3.04%
Construction Expenditures	0	0	0	0.00%
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31%
Indirect Cost Recoveries	0	0	0	0.00%
Transfers - Other	0	0	0	0.00%
Total:	38,462	(1,512,235)	(32,390)	2.14%
BUDGET BALANCE	(7,528)	7,106	75,947	
* Add: RESTRICTED NET ASSETS - Beginning of Year	(13,518)	(13,518)		
** PROJECTED RESTRICTED NET ASSETS - End of Year	(21,046)	(6,412)		

COMBINED FINANCIAL REPORT FOR FEBRUARY 28, 2018

**Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of February 28, 2018**

SUMMARY:

The projected effect on net assets for FY 2018 as of February 28, 2018 is a decrease of (\$45,637).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of January 31, 2018 of (\$45,637) represents a budget balance decrease of (\$3,215) from the January 31, 2018 Finance Report. The overall operating revenues budget in February increased by \$2,426 due recognition of additional revenues in “Other Operating Revenue’ within the Fund Manager Funds.

The overall operating expense budgets increased by \$5,640. This increase in operating budget costs were primarily the result of adjustments to salary and fringe benefits. There was a increase to the “Salaries” budget of \$23,642 and a decrease to the “Benefits” budget of (\$11,690) as the result of PEIA updates along with a (\$10,800) reduction in the “Supplies and Other Services” expense budget.

As of this report date, the YTD Actuals reflect the following:

- The institution has realized approximately 86% of projected tuition and fees revenue.
- The institution has realized approximately 81% of overall revenues
- The institution has incurred approximately 57% of operating expenses.
 - All directly related operating expense areas, Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,683,630.
- The actual Tuition and Fee Revenue is running approximately \$200,000 short of projections.

RESTRICTED FUNDS:

There were no changes to Restricted Funds during February 2018. Therefore there was no change to the Budget Balance of \$7,106.

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

Current Unrestricted

As of February 28, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	7,839,907	6,778,794	86.47%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	Auxiliary Enterprise Revenue	658,036	597,036	572,503	95.89%
	Operating Costs Revenue	96,283	85,520	39,551	46.25%
	Support Services Revenue	200,748	187,607	93,989	50.10%
	Other Operating Revenues	368,528	399,918	94,365	23.60%
	Total:	9,786,260	9,444,988	7,679,557	81.31%
OPERATING EXPENSE	Salaries	6,769,482	6,785,895	3,775,871	55.64%
	Benefits	1,461,475	1,544,994	853,311	55.23%
	Student financial aid-scholarships	237,752	237,752	169,120	71.13%
	Utilities	56,838	120,399	75,650	62.83%
	Supplies and Other Services	2,610,733	2,434,975	1,269,883	52.15%
	Equipment Expense	96,251	106,189	78,540	73.96%
	Fees retained by the Commission	103,326	103,326	77,495	75.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,809,227	1,048,687	57.96%
	Assessment for Student Activity Costs	122,001	97,001	85,957	88.61%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	531,304	88.99%
	Assessment for Operating Costs	1,542,743	1,541,835	892,920	57.91%
	Total:	15,789,264	15,688,629	8,985,299	57.27%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,243,641)	(1,305,742)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	4,682,654	67.00%
	Gifts	126,000	126,000	549	0.44%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(696,003)	80.63%
	Fees assessed by Commission for other	0	0	(549)	0.00%
	Total:	6,064,010	6,259,010	4,015,004	64.15%
TRANSFERS & OTHER	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(1,291)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Total:	(61,006)	(61,006)	(25,631)	42.01%
BUDGET BALANCE		0	(45,637)	2,683,630	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(45,637)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,327,004</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,263,739 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 February 28, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,393,473	5,837,097	91.30%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	39,551	46.25%
	Support Services Revenue	200,748	187,607	93,989	50.10%
	Other Operating Revenues	48,000	48,000	1,370	2.85%
	Total:	7,323,242	7,049,600	6,072,362	86.14%
OPERATING EXPENSE					
	Salaries	6,083,213	6,079,838	3,500,306	57.57%
	Benefits	1,346,231	1,435,480	796,603	55.49%
	Student financial aid-scholarships	226,752	226,752	164,120	72.38%
	Utilities	52,839	116,400	74,144	63.70%
	Supplies and Other Services	1,665,308	1,514,949	849,447	56.07%
	Equipment Expense	23,207	23,207	29,992	129.24%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	77,495	75.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,809,227	1,048,687	57.96%
	Assessment for Student Activity Costs	122,001	97,001	85,957	88.61%
	Assessment for Operating Costs	1,542,743	1,541,835	892,920	57.91%
	Total:	13,296,246	13,258,015	7,646,231	57.67%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,208,415)	(1,573,869)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	4,682,654	67.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(696,003)	80.63%
	Fees assessed by Commission for other	0	0	(549)	0.00%
	Total:	6,034,010	6,229,010	4,014,455	64.45%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(527)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(24,868)	40.76%
BUDGET BALANCE		0	(40,411)	2,415,718	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>1,945,674</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

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

As of February 28, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,484,454	1,446,435	941,697	65.10%
	Other Operating Revenues	320,528	351,918	92,995	26.43%
	Total:	1,804,982	1,798,353	1,034,692	57.54%
OPERATING EXPENSE	Salaries	686,269	706,057	275,566	39.03%
	Benefits	115,244	109,514	56,708	51.78%
	Student financial aid - scholarships	11,000	11,000	5,000	45.45%
	Utilities	3,999	3,999	1,507	37.67%
	Supplies and Other Services	945,425	920,026	420,436	45.70%
	Equipment Expense	73,044	82,982	48,548	58.50%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,834,982	1,833,579	807,764	44.05%
OPERATING INCOME / (LOSS)		(30,000)	(35,226)	226,928	
NONOPERATING REVENUE (EXPENSE)	Gifts	30,000	30,000	549	1.83%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	549	1.83%
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	(764)	0.00%
BUDGET BALANCE		(0)	(5,226)	226,713	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,367,950</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of February 28, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	597,036	572,503	95.89%
	Total:	658,036	597,036	572,503	95.89%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	531,304	88.99%
	Total:	658,036	597,036	531,304	88.99%
OPERATING INCOME / (LOSS)		0	0	41,199	0.00%
BUDGET BALANCE		0	0	41,199	0.00%
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Pierpont Community and Technical College
Board of Governors
For the period ending February 28, 2018

New Grant Funds	0
Gifts	0
Other Grant/Restricted Fund Related Changes	0
Net Change	0

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 For the period ending February 28, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	9,417,520	5,018,387	53.29%
State/Local Grants and Contracts	2,995,907	3,275,870	1,065,702	32.53%
Private Grants and Contracts	632,568	858,085	448,527	52.27%
-				
Total:	11,261,246	13,551,476	6,532,616	48.21%
OPERATING EXPENSE				
Salaries	755,239	1,087,588	179,648	16.52%
Benefits	61,540	97,461	37,631	38.61%
Student financial aid-scholarships	14,475,756	14,538,106	9,146,423	62.91%
Supplies and Other Services	190,550	319,454	113,044	35.39%
Equipment Expense	325,210	490,586	103,899	21.18%
Total:	15,808,295	16,533,194	9,580,644.09	57.95%
OPERATING INCOME / (LOSS)	(4,547,049)	(2,981,718)	(3,048,028)	
NONOPERATING REVENUE				
(EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	3,078,053	68.40%
Gifts	1,059	1,059	0	0.00%
	4,501,059	4,501,059	3,078,053	68.39%
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(1,573,241)	(45,070)	2.86%
Construction Expenditures	0	0	0	0.00%
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31%
Indirect Cost Recoveries	0	0	0	0.00%
Transfers - Other	0	0	0	0.00%
Total:	38,462	(1,512,235)	(29,632)	1.96%
BUDGET BALANCE	(7,528)	7,106	393	
Add: RESTRICTED NET ASSETS - Beginning of Year	(13,518)	(13,518)		
PROJECTED RESTRICTED NET ASSETS - End of Year	(21,046)	(6,412)		

Tab

4

**Pierpont Community & Technical College
Board of Governors
Meeting of March 27, 2018**

ITEM: Approval of Tuition and Fees Changes for Academic Year 2018-2019

COMMITTEE: Finance Committee

STAFF MEMBER: Dale Bradley

RECOMMENDED ACTION: Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition and Fees changes identified below for Academic Year 2018-2019.

ATTACHMENTS: The Education and General Fee Planning Schedule – Per Semester (Attachment F), the Proposed Special Fees (Attachment G), the Listing of Program Fees (Attachment H) identifying the proposed fee changes for Academic Year 2018-2019. Also attached is the Memo concerning “FY 2018-19 Tuition and Fee Increase Requests” dated February 28, 2018 from Chancellor Sarah Armstrong Tucker.

BACKGROUND:

- **Education and General Tuition Fees.** Pierpont is proposing to freeze the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees at last year’s rates except for an increase in the Auxiliary Facilities Fee for Campus Police:
 - Increase the Auxiliary Facilities Fee for Campus Police by \$10 per semester.
- **Tuition Equity:** Based on the above Auxiliary Fee increase in order to avoid tuition inequity for students not subject to paying the Auxiliary Facilities Fee and insuring all students pay the same overall Education and General Tuition and Fees, the following special fee increase is proposed:
 - Increase the Pierpont Facilities Fee by \$10 per semester.
- **Pierpont Special Fees:** Pierpont is proposing establishing a new special fee for Fairmont State University transient students who enroll in Pierpont classes, but due to our shared database with Fairmont State University pay no Education and General Fees to Pierpont. The following proposed fee is the same amount as the Education and General portion of Pierpont’s overall Education and General Tuition and Fees:
 - Establish the Community College Education Fee of \$86 Per Credit Hour:
- **Pierpont Program Fees:** Increase two Respiratory Care Program specific fees and establish

three new Respiratory Care Program specific fees for the Respiratory Care Program currently seeking re-accreditation. Establish a new Machinist Technology Fee for the new Machinist Technology concentration within the A.A.S. in Applied Process Technology and increase the Aviation Maintenance Program Fee to aid in addressing direct costs of program delivery.

- The Respiratory Care Program is seeking re-accreditation by CoARC. Pierpont had voluntarily withdrew our accreditation over a year ago due to students not achieving the necessary board certification pass rates required by CoARC. Two of the below fees need increased as the cost of the service paid for by the fee has increased. The other three fees are requested as the services available through these fees will aid in accomplishing the following:
 - Improve student retention resulting in increased student graduation rates.
 - Improve student-learning experiences to better prepare students for national board exams.
 - Encourage students to attempt their national board exams resulting in improved pass rates required by CoARC Accreditor.
 - Conform to recommended clinical site monitoring as recommended by CoARC accreditor.
 - Maintain adequate finances to align with increasing cost of self-assessment exit exam and board review seminar.
 - Maintain quality within the program to meet the demanding and evolving Respiratory profession scope of practice.

Therefore, the Respiratory Care Program requests the following program specific fee changes:

- Increase the Respiratory Care National Board Exam Review Fee (One-Time Fee) from \$410 to \$425.
 - Increase the Respiratory Care Self-Assessment Exam Fee (One-Time Fee) from \$50 to \$65.
 - Establish the Respiratory Care Trajecsys Online Portal Fee (One-Time Fee) of \$100.
 - Establish the Respiratory Care Board Testing Fee (One-Time Fee) of \$200.
 - Establish the Respiratory Care Practice Clinic Simulations Fee (One-Time Fee) of \$75.
- Pierpont is working on a collaboration with the Robert C. Byrd Institute (RCBI) located adjacent to the Robert C. Byrd National Aerospace Education Center at the North Central West Virginia Airport for the delivery of a Mechanist Technology concentration that RCBI currently delivers in partnership with another West Virginia Community & Technical College. RCBI is seeking a local Community & Technical College partner that can deliver support services for students enrolled in the program

close by. This fee, transferred to RCBI, is for the purchase of program books, tools, supplies, equipment and necessary CAD/CAM software upgrades and cover initial drug screening costs.

Therefore, the Applied Process Technology Program requests the following program specific fee for the Mechanist Technology concentration:

- Establish the Machinist Technology Fee (Per Credit Hour Fee) of \$160 per credit hour for program specific courses.
- In addition to the above Machinist Technology partnership there is also ongoing discussion with RCBI concerning the delivery of Pierpont's Advanced Welding Program. Should this partnership be finalized in time for the Fall 2018 Term there is a need for a similar program specific technology fee for welding courses that would be delivered by RCBI. Therefore the following request for a program specific fee for the Advanced Welding Program:
- Establish the Welding Technology Fee (Per Credit Hour Fee) of \$160 per credit hour for program specific courses.
- Another new program in partnership with the mining industry and WV Northern Community College is discussion phase as well. The program would be a Mining Maintenance in Technical Studies. Should this program be finalized in time for the Fall 2018 Term two program specific fees are needed. Therefore the following requests for a program specific fees for Mining Maintenance:
- Establish a \$350 per semester Mining Maintenance Program Fee.
 - Establish the Mining Technology Fee (Per Credit Hour Fee) of \$160 per credit hour for program specific courses
- Pierpont is in the process of updating the Academic Program Viability Review. While updating the Viability Review it is clear that the Aviation Maintenance Program has the largest institutional subsidy of any academic program when comparing total direct costs of program delivery. Based on this fact, options need investigated to aid in lessening the institutions subsidy to this program. Given that the average costs to a Pierpont student to complete the Aviation Maintenance Program is approximately \$11,000 - \$12,000 while the nearest competitors costs are approximately \$45,000 - \$50,000 and that good paying jobs are awaiting graduates of the program, an increase in the Program Fee for Aviation Maintenance is being requested. To minimize the impact on students in any one academic year, the institution intends to implement a phasing in of program specific fee increases over time. The increase proposed to the Program Fee for the Aviation Maintenance Program for AY 18-19 is as follows:
- Increase the Aviation Maintenance Program Fee from \$300 to \$400 per semester.

ATTACHMENT F

Fee Planning Schedule- Per Semester
Academic Year 2018-19

Institution: Pierpont Community & Technical College

Student Institutional Level: Community College, Undergraduate
(Community College, Undergraduate)

I. Regular Fees Charged to All Students	Resident 2015-16	Resident 2016-17	Resident 2017-18	Resident 2018-19	Increase (Decrease)	Non-Resident 2015-16	Non-Resident 2016-17	Non-Resident 2017-18	Non-Resident 2018-19	Increase (Decrease)	Reduced Non-Resident (Metro) 2015-16	Reduced Non-Resident (Metro) 2016-17	Reduced Non-Resident (Metro) 2017-18	Reduced Non-Resident (Metro) 2018-19	Increase (Decrease)	Projected Revenue Increase* 2018-19
a. Tuition and Required Education and General Fees	\$1,597	\$1,709	\$1,815	\$1,815	\$0	\$3,953	\$4,230	\$4,497	\$4,497	\$0	\$0	\$3,172	\$3,385	\$3,385	\$0	
b. Required Educational and General Capital Fees																
i. System E&G Capital Fees	\$205	\$205	\$205	\$205	\$0	\$800	\$800	\$800	\$800	\$0	\$0	\$800	\$800	\$800	\$0	
ii. Special Institutional E&G Capital Fees	\$69	\$89	\$89	\$89	\$0	\$195	\$195	\$195	\$195	\$0	\$0	\$195	\$195	\$195	\$0	
c. Auxiliary and Auxiliary Capital Fees																
i. Standard Auxiliary Fees	\$229	\$229	\$240	\$250	\$10	\$229	\$229	\$240	\$250	\$10	\$0	\$229	\$240	\$250	\$10	\$16,310
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
iii. Auxiliary Capital Fee	\$110	\$110	\$110	\$110	\$0	\$110	\$110	\$110	\$110	\$0	\$0	\$110	\$110	\$110	\$0	
Total Student Fee Request	\$2,230	\$2,342	\$2,459	\$2,469	\$10	\$5,287	\$5,564	\$5,842	\$5,852	\$10	\$0	\$4,506	\$4,730	\$4,740	\$10	
Percentage of Increase Requested Over Previous Year Three-year Average Increase		5.02%	5.00%	0.41%	3.47%		5.24%	5.00%	0.17%	3.47%		#DIV/0!	4.97%	0.21%	#DIV/0!	

* Please provide projected revenue increases for any change in tuition.

Attachment G

West Virginia Council for Community and Technical College Education Proposed Special Fees Academic Year 2018-19

Special Fees and Charges	Rate Per Semester 2017-18	Requested Rate Per Semester 2018-19	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2018-19 *
Pierpont Community and Technical College					
Application Fee - Competitive Programs	\$20	\$20	\$0	0	\$0
Board of Governor's Degree Evaluation	\$300	\$300	\$0	0	\$0
Credential Fee - Placement	\$3	\$3	\$0	0	\$0
Credit Conversion Fee	\$22	\$22	\$0	0	\$0
Credit for Life Experience Evaluation	\$300	\$300	\$0	0	\$0
Diploma Replacement	\$50	\$50	\$0	0	\$0
Duel Credit fee (per credit hour)	\$84	\$84	\$0	0	\$0
E-Learning Fee	\$50	\$50	\$0	0	\$0
Exam for Course Credit (per credit hour)	\$22	\$22	\$0	0	\$0
Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped)	\$50	\$50	\$0	0	\$0
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0
Late Payment Fee	\$50	\$50	\$0	0	\$0
Late Registration	\$50	\$50	\$0	0	\$0
New Student Fee	\$120	\$120	\$0	0	\$0
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0	\$0
Off-Campus Instruction (per credit hour up to 12 hours max)	\$22	\$22	\$0	0	\$0
Pierpont Facilities Fee (per semester)	\$151	\$161	\$10	100	\$2,000
Pierpont Facilities Fee II (per semester)	\$29	\$29	\$0	0	\$0
Priority Transcript Fee	\$9	\$9	\$0	0	\$0
Reinstatement Fee	\$25	\$25	\$0	0	\$0
Returned Check Fee	\$15	\$15	\$0	0	\$0
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	0	\$0
Violation of Tobacco Free Campus Policy - 2nd Offense	\$50	\$50	\$0	0	\$0
Violation of Tobacco Free Campus Policy - 3rd Offense	\$100	\$100	\$0	0	\$0
Community College Education Fee	\$0	\$86	\$86	50	\$12,900

Attachment H

West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2018-19

Program Fees and Charges	Rate Per Semester 2017-18	Requested Rate Per Semester 2018-19	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2018-19 *
Pierpont Community and Technical College				
Aviation Technology Fee (per credit hour)	\$40	\$40	\$0	\$0
Culinary Arts membership (per year)	\$85	\$85	\$0	\$0
Culinary Arts Professional Tool Kit	\$260	\$260	\$0	\$0
Cisco Academy Fee (Per Course)	\$56	\$56	\$0	\$0
Information Systems Program				
- CompTIA A+ Exam Fee (Per Course)	\$220	\$220	\$0	\$0
- Certified Network Defender Exam Fee (Per Course)	\$450	\$450	\$0	\$0
Respiratory Care Program				
- Resp Care National Board Exam Review Fee (one time fee)	\$410	\$425	\$15	\$300
- Resp Care Self-Assessment Exam Fee (one time fee)	\$50	\$65	\$15	\$300
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$0	\$100	\$100	\$2,000
- Resp Care Board Testing Fee (one time fee and non-refundable)	\$0	\$200	\$200	\$4,000
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$0	\$75	\$75	\$1,500
School of Human Services				
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0
- EMT Basic Exam Fee (per course fee)	\$80	\$80	\$0	\$0
- EMT - P (Paramedic) National Registry Exam Fee	\$125	\$125	\$0	\$0
- EMS - FIDP (Field Internship Database Program) Fee	\$100	\$100	\$0	\$0
CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0
Math Lab Fee (per course fee)	\$55	\$55	\$0	\$0
LPN NCLEX Review Fee (one time fee)	\$245	\$245	\$0	\$0
LPN Comprehensive Predictor Test Fee (one time fee)	\$45	\$45	\$0	\$0
School of Human Services - End of Program Fee (one time fee)	\$25	\$25	\$0	\$0
Paralegal Studies - End of Program Fee (one time fee)	\$250	\$250	\$0	\$0
Program Fee - Applied Design (per semester)	\$275	\$275	\$0	\$0
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0
Program Fee - Food Service Management (per semester)	\$285	\$285	\$0	\$0
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0
Program Fee - Paraprofessional in Education (per semester)	\$225	\$225	\$0	\$0
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0
Program Fee - Homeland Security (per semester)	\$225	\$225	\$0	\$0

Attachment H

West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2018-19

Program Fees and Charges	Rate Per Semester 2017-18	Requested Rate Per Semester 2018-19	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2018-19 *
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0
Program Fee - Emergency Medical Services (CAS) (per semester)	\$325	\$325	\$0	\$0
Program Fee - Liberal Studies (per semester)	\$175	\$175	\$0	\$0
Program Fee - AMSL/Interpreter Education (per semester)	\$300	\$300	\$0	\$0
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Advanced Welding (per semester)	\$350	\$350	\$0	\$0
- Welding Technology Fee (per credit hour)	\$0	\$160	\$160	\$57,600
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0
- Mechanist Technology Fee (per credit hour)	\$0	\$160	\$160	\$57,600
Program Fee - Mining Maintenance (per semester)	\$0	\$350	\$350	\$10,500
Program Fee - Aviation Maintenance (per semester)	\$300	\$400	\$100	\$10,000
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0
Program Fee - Information Systems (per semester)	\$225	\$225	\$0	\$0
Program Fee - Cyber Security (CAS) (per semester)	\$225	\$225	\$0	\$0
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - Veterinary Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$185	\$0	\$0
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - License Practical Nurse (per semester)	\$185	\$185	\$0	\$0
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0
Program Fee - Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Robert L. Brown, Chair · Sarah Armstrong Tucker, Chancellor

TO Community and Technical College Presidents

FROM Sarah Armstrong Tucker, Chancellor

DATE February 28, 2018

SUBJECT **FY 2018-19 TUITION AND FEE INCREASE REQUESTS**

West Virginia Code §18B-10-1 requires the Council to approve tuition and fee increase recommendations approved by institutional governing boards in excess of ten percent and above seven percent over any three-year rolling period. Additionally, the code requires the Council to review all tuition and fees. Legislative Rule, Series 32 Tuition and Fees §135-32-5.1.a provides guidelines that the Council may take into consideration tuition increases.

Please provide a concise justification based on the following areas if requesting an increase in excess of seven percent for Fiscal Year (FY) 2018-19:

- The institutional impact of inflation - the 2017 HEPI inflation rate was 3.7 percent;
- The institution's rate of student financial aid participation (see *Attachment A*);
- FY 2018 state funding per annualized full-time equivalent student (AFTE) (see *Attachment B*);
- Total Education and General Funding which includes the FY 2018 projected E&G tuition revenue (excluding capital and auxiliary tuition and fees) plus FY 2018 state funding (see *Attachment C*);
- Most recent five year history of tuition and fees increases including the five-year average (see *Attachment D*); and,
- Institutional implementation of new technical programs. Provide a detailed list of new technical programs implemented for FY 2014 through FY 2018, the date of implementation, and total cost of faculty and equipment.

Series 32, Tuition Rule section §135-32-5.2 and 5.3 requires Council staff to conduct a review of non-resident, as well as reduced non-resident (metro), tuition and fees. Non-resident and reduced non-resident (metro) tuition and fees must cover the full cost of instruction at the *lesser of* either the *institution's* full cost or the *system average's* full cost of instruction. The full cost of instruction calculation adds the expenses from the FY 2017 audit in instruction and student services then divides by the annualized full-time equivalent students.

FY 2018-19 TUITION AND FEE INCREASE REQUESTS

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Attachment E provides this analysis and includes a comparison of the FY 2017-18 non-resident and reduced non-resident tuition and fees (metro). The analysis identifies any rate that is lower than either the institution's or system's average. The lower rate must be corrected by submitting a change for FY 2018-19. This same consideration must be made for any *new* FY 2018-19 non-resident or reduced non-resident tuition and fees.

INSTRUCTIONS FOR COMPLETING THE EXCEL SPREADSHEETS

Please complete attached Excel files labeled Attachment F, Attachment G, and Attachment H, and include ***all tuition and fees, special fees, and program fees.***

- **Attachment F**

Report existing and proposed required tuition and fees. If the proposed increase is above ten and above seven percent over any three-year rolling period percent, please provide revenue projections.

- **Attachment G**

To streamline the reporting process, Council staff included existing FY 2017-18 special fees as previously reported. Please review your respective institution's data to ensure accuracy and use this Excel file to update *column C* for any proposed changes to existing special fees. For new special fees, *blank lines have been provided for input.*

NOTE: **Any** proposed new special fees must include *the projected number of students impacted and estimated revenue generated.* WV Code §135-32-5.1.b.2 requires approval by the Council if a special fee is charged to more than 50 percent of students.

- **Attachment H**

To streamline the reporting process, Council staff included existing FY 2017-18 program fees as previously reported. Please review your respective institution's data to ensure accuracy and use this schedule to update *column C* for any proposed changes to existing program fees. For new program fees, *blank lines have been provided for input.*

NOTE: **Any** proposed new program fees must include the estimated revenue generated.

Please base your FY 2019 budget request on the Governor's FY 2019 Budget Bill and submit it by April 2, 2019. If the Governor's Budget Bill is altered in relation to appropriations for the community and technical colleges, the Council will hold a special meeting to adjust tuition and fee increase requests, if necessary.

Should you have questions or need additional information, please contact John Signore or Ed Magee at 304-558-0281.

cc: Chief Financial Officers