



*BOARD*

*OF*

*GOVERNORS*

**March 29, 2016**

# MEETING SCHEDULE

## PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

March 29, 2016

Falcon Center Board Room, Locust Avenue Campus

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*12:45 PM      Regional Academics Committee Meeting  
Hardway Hall Room 219*

Sharon Shaffer – Chair  
Earl McConnell  
Leslie Lovett – Staff Resource  
Jeani Hawkins – Staff Resource

*1:00 PM      BOG Marketing Committee Meeting  
Falcon Center Board Room*

Barbara Pavel-Alvarez - Chair  
Linda Aman  
Memori Dobbs  
Jeff Tucker  
Steve Leach – Staff Resource  
Steve Santilli – Staff Resource  
Bo Sellers – Staff Resource

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### *Full Board Meeting*

*2:00 PM*

*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**  
**March 29, 2016**

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**I. Call to Order**

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 (February 16, 2016) *Tab 2 – Action Item*

**II. Special Recognitions/Updates**

-  Introduction of Keisha Marks – Incoming Student Government Representative to the Pierpont Board of Governors (Serving the 2016-2017 Term of Office)  
(*President Bradley*)
-  Introduction of Tori Bragg – Incoming Student Government Representative to the Pierpont Faculty Senate (Serving the 2016-2017 Term of Office). *Note: Tori was unable to attend due to class commitments, but she will attend a Board meeting in the fall.*  
(*President Bradley*)
-  Introduction of Alex Vance, Laura Laratta, and Cody Haskiell – Incoming Student Government Representatives to the Pierpont House (Serving the 2016-2017 Term of Office). *Note: Laura and Cody were unable to attend due to class commitments.*  
(*President Bradley*)
-  Recognition of the Pierpont Culinary Academy Accomplishments: Silver medalists at the 2016 American Culinary Federation Northeast Divisional Championships held in Lancaster, PA. and the 2015-16 WV State Junior Hot Food Champions.  
Team Coaches: Jay Mahoney (Culinary Team Coach) and Allison McCue (Culinary Team Assistant Coach). Culinary Team Students: Sara Brumage (Team Captain and 2015 WV ACF Student of the Year Nominee), Lindsay Litton, Trevor Shorter, Shelby Wilkins, and Natalie Feltz-Watson (2014 WV ACF Student of the Year).  
(*Provost Lovett*)
-  Recognition of Pierpont Health Careers Faculty – Deanne Broschious, Jodee Nelson, and Michael Waide for providing a medical clinic in rural Ghana over the spring break.  
(*Provost Lovett*)

**III. President's Report** (*Dale Bradley*)

**IV. Operation Reports**

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Council (*Brittany Stout*)

**V. Committee of the Whole**

1. Financial Report (*CFO, Dale Bradley*) *Tab 3 – Informational*
  - a. January 31, 2016 Financial Report
2. Post Audit Review for Certificate of Applied Science  
Licensed Practical Nurse (*Leslie Lovett*) *Tab 4 – Action Item*

**VI. Committee Reports**

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*) *Tab 5 – Action Item*
  - a. Approval of E&G Tuition and Fees Changes for AY 2016-17
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)
4. President Search Committee Report (*Chair, James Griffin*)

**VII. New Business**

- ✓ The next quarterly scheduled ATC Advisory Board Meeting will be held at 1:00 PM on May 17, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont
- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on May 17, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont

**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**



**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
February 16, 2016  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 16, 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, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren 'Chip' VanAlsburg .

*Board members absent were:*

Earl McConnell, Jeff Tucker. Also, one Board of Governors Member position and one Student Government Representative position are vacant.

*President's Cabinet members present were:*

Interim President Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**

Chairman Jim Griffin called the meeting to order at 2:00 PM and announced last call for public sign up for comments to the Board.

**Approval of Minutes**

The minutes of the Board of Governors meeting held on October 20, 2015 were presented for approval. Rick Pruitte offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion passed.

The minutes of the Board of Governors Retreat held on December 4, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

## **Special Recognitions/Presentations**

- Interim President Dale Bradley introduced Chris Deweese, CPA, and Sarah Crouse, CPA, of Suttle and Stalnaker, PLLC. Mr. Bradley also introduced Carolyn Fletcher, Director of Accounting, and Cindy Smith, Financial Reporting Manager, of the Pierpont & Fairmont State Business Office. They have worked together and will be presenting the Pierpont Community & Technical College Financial Statements for FY 2015.

## **Committee of the Whole**

This portion of the agenda under “Committee of the Whole” was progressed, by consent, to allow the auditors to present the financial statements in a more accommodating schedule.

### *1. FY 2015 Audited Financial Statements Presentation and Acceptance – Action Item*

Chris Dewese and Sarah Crouse, of Suttle and Stalnaker, PLLC, presented and reviewed the FY 2015 Audited Financial Statements. It was noted that Pierpont Community & Technical College received no unmodified opinions and that there were no compliance findings or internal control items discovered.

President Bradley thanked Suttle and Stalnaker for their work in preparing the financial statements for FY 2015. He also thanked Ms. Fletcher and Ms. Smith for their assistance in preparing the financial statements and for their work, each day, for Pierpont.

Kyle Hamilton presented a motion to approve the FY 2015 Audited Financial Statements, as presented. Sharon Shaffer seconded the motion. All agreed. Motion carried.

## **President’s Report**

Interim President Dale Bradley shared that on February 1<sup>st</sup>, the Marion County Historical Society and the Marion County Convention and Visitors Bureau hosted a celebration of the 202<sup>nd</sup> birthday of Francis H. Pierpont. At this event, Pierpont was presented with a replica 10” bronze statue and an 18” x 24” lithograph of Francis Pierpont by Travis Henline, site manager of the West Virginia Independence Hall in Wheeling. These items were on display at the Board meeting.

President Bradley shared that he, Chairman James Griffin, Vice Chairman Earl McConnell and VP Steve Leach met with 13 state delegates, 8 state senators, and a representative from the Governor’s office in January during the interim sessions to bring awareness to Pierpont’s continued need for operational funding of the Advanced Technology Center.

President Bradley noted that they were well received and the legislators had positive comments about Pierpont, however, no funding promises could be made due to the tight constraints on the state budget this year.

Chairman Griffin thanked President Bradley and Steve Leach for their work in setting up and conducting the meetings with the legislators. He expressed that Pierpont's case was well received and it was worth the time spent to speak with all of the legislators. Chairman Griffin also shared that a follow up letter has been sent out to the legislators in Pierpont's service region.

President Bradley stated that upon learning of a possible 6.5% budget reduction in state appropriations for FY 2017 (approximately \$470,000) and at the request of Chancellor Tucker, a memo was sent to the Community and Technical College System (CTCS) outlining the impact that an additional reduction in funding would have on Pierpont.

President Bradley informed that the 2015 Higher Education Policy Commission (HEPC) Report Card is available and provided some statistical highlights.

Student academic lists and grants were also reviewed.

## **Operation Reports**

- 🏛️ *Academic Affairs:* Provost Leslie Lovett provided a handout and reviewed December 2015 graduate totals by degrees with the Board. She also shared that Pierpont will be providing CTCS with plans to improve graduation, retention, and certification pass rates as focus is placed on state reauthorization. Other items reviewed were the Higher Learning Commission's new Pathways accreditation four year site visit scheduled for October 30-31, 2017 and the Respiratory Care student review schedule of February 29 through March 2, 2016.
- 🏛️ *Classified Staff Council:* Brittany Stout, Chair, informed that the Council has met regularly, except in December due to illness, and that the Secretary position vacated by Carly Satterfield has been filled by Amanda Hawkinberry. The Council has been working on reviewing their bylaws and planning a bus trip to DC in the spring for the Cherry Blossom Festival. All Board members were invited to attend Council meetings.
- 🏛️ *Faculty Senate:* David Beighley, President, reported that the Faculty Senate met on February 9. Agenda items discussed were the budget/enrollment update, open administrative positions - including the search for a new president and registrar, the Faculty Development Awards, and operational reports. There were four curriculum proposals review and approved. Mr. Beighley acknowledged the work completed by the Legislative Advocacy Committee for Higher Education Day. Those serving on this committee were Emily Ryan, Chair, Rachel Beach, and Amy Cunningham.

- 🏛️ *Office of Public Safety:* Matt Swain, Deputy Chief of Police, gave the report in absence of Chief Jack Clayton. Mr. Swain reported that the biggest challenge this semester has been parking. The weather has added to this issue, but there are additional parking spots available at the tennis court area which may be helpful for the May graduation. Sidewalk clearing and the repairs on the parking garage gates are being addressed. The security camera system upgrade is still in the works, but budget constraints have held up this project. The Office of Public Safety is down by four staff members and hope to fill these vacancies soon. Also discussed was the follow up on the tobacco free campus policy and its enforcement.
- 🏛️ *Workforce Development:* Paul Schreffler, Dean of the School of Workforce and VP of Workforce Development, provided his report in the February 16, 2016 Board of Governors Book. Focus was placed on grants and program partnerships.

## **Committee of the Whole**

### *2. Financial Report - Informational*

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 September 30, 2015, October 31, 2015, November 30, 2015 and December 31, 2015. Complete details were provided in the February 16, 2016 Board of Governors Book.

### *3. FY 2016 Capital Projects Progress Report – Informational*

In absence of Mr. Thomas Tucker, Ms. Stephanie Slaubaugh offered a review of the capital projects progress for FY 2016. Items highlighted were the Education Building and Jaynes Hall HVAC systems, as well as the infrastructure walkways. Complete details of these projects were provided in the February 16, 2016 Board of Governors Book.

## **Committee Reports**

### ➤ *Audit/Finance Committee*

#### *a. Approval of the Replacement of the Jaynes Hall Pedestrian Bridge – Action Item*

Kyle Hamilton, Committee Chair, deferred to Dale Bradley, CFO/President, to offer for approval the replacement of the Jaynes Hall pedestrian bridge. Mr. Bradley informed the Board that the Jaynes Hall pedestrian bridge had been written up as a violation during the BRIM safety inspection. An assessment provided by a contracted structural engineer was to perform a complete replacement. The proposed time to complete the replacement is during the summer of 2016. Therefore, Mr. Bradley presented for

approval an additional \$250,000 in infrastructure funds to the FY 2016 Capital Project budgets for replacement of the Jaynes Hall pedestrian bridge.

A motion was presented by Kyle Hamilton to approve an additional \$250,000 in infrastructure funds to the FY 2016 Capital Project budgets for replacement of the Jaynes Hall pedestrian bridge. Sharon Shaffer seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met just before the Board of Governors meeting. Mrs. Alvarez shared that marketing is focusing on the retention campaign with ads in all local papers throughout the region, three versions of radio ads, and TV commercials. Mrs. Alvarez informed that Steve Santilli will serve as a panelist at the NCMPR conference to discuss the creation of Pierpont's Faculty Marketing Tool Kit and Student Retention Tool Kit. Marketing pieces have been designed for school programs and Higher Education Day. Social media coverage has been completed for the Culinary Academy competitions. Mrs. Alvarez also noted that the branding recommendations of the CLARUS Report have been followed through.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, shared that the Committee did not meet this month and that there was no report. The Committee will plan to meet before the next Board meeting on March 29<sup>th</sup>.

## **New Business**

- 🏆 Pierpont Pride Week pizza party and the unveiling of Dr. Doreen Larson's portrait (President 2010 – 2015).

Chairman Griffin announced that the Pierpont Pride Week pizza party and the unveiling of President Doreen Larson's portrait will be held on March 10, 2016 from 11:30 AM to 1:00 PM in Hardway Hall room 236.

## **Old Business**

- 🏆 No old business.

## **Public Comment**

- 🏆 No signatures were recorded.

## **Executive Session**

At 3:42 PM a motion was made by Sharon Shaffer that 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. Rick Pruitte seconded the motion. All Agreed. Motion carried.

### *Exiting Executive Session*

At 3:57 PM, a motion was made by Warren 'Chip' VanAlsbury to exit Executive Session. The motion was seconded by Sharon Shaffer. All agreed. Motion carried.

### *Items Brought Forward from Executive Session*

There were no items brought forward from Executive Session.

## **Adjournment and Next Meeting**

The next regularly scheduled Pierpont Board of Governors meeting will be held on March 29, 2016 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman adjourned the meeting at 4:50 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Tab**

**3**

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

**SUMMARY:**

The projected effect on net assets for FY 2016 as of January 31, 2016 is an increase of \$139,890.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of January 31, 2016 is \$139,890. This represents a budget balance increase of \$11,336 from the December 31, 2015 Finance Report. As of this report date, approximately 88% of projected tuition and fees revenue and approximately 77% of overall revenues have been realized while approximately 45% of operating expenses have been incurred. The primary budget changes that impacted the budget from the December 31, 2015 Finance Report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by **(\$88,132)**. The significant activities accounting for this change are as follows:
    - The “Tuition and Fees” revenue budget controlled by the Fund Managers decreased by **(\$91,590)** primarily due to Program Fee revenue budget reductions for the School of Business, Aviation, the School of Human Services, and the School of Health Careers due to enrollment declines.
    - The “Support Services Revenue” budget controlled by the President increased by **\$3,458** as the result of a PEIA update to a vacant position chargedback to FSU.
- **Operating Expenses Budget:**
  - Decreased by **(\$99,468)**. The significant activities accounting for this change are as follows:
    - The “Salary” expense budget controlled by the President increased by **\$4,874** as the result of a planned payment to a faculty position performing the role of Program Coordinator required with the elimination of the School of Academic Studies related restructuring while the Fund Manager controlled budget increased by **\$14,588** as the result of moving budget from supplies and equipment to labor. These two changes combine for a total “Salary” expense budget increase of **\$19,462**.
    - The “Benefits” expense budget controlled by the President decreased by **(\$4,290)** as the result of PEIA updates to a filled vacancy in student services area while the budget controlled by the Fund Managers increased by **\$739** as result of the move of budget from supplies to labor identified above. These two changes combine for a total “Benefits” expense budget decrease of **(\$3,551)**.



- The “Supplies and Other Services” expense budget controlled by the President decreased by **(\$3,327)** as the result of the move of budget from supplies to labor identified above while the Fund Manager controlled budget decreased by **(\$105,797)** resulting from the move of budget from supplies to labor and decreased Program Fee revenue budgets for the School of Business, Aviation, the School of Human Services, and the School of Health Careers due to enrollment declines. These two changes combine for a total “Supplies and Other Services” expense budget reduction of **(\$109,124)**.
- The “Equipment Expense” budget controlled by the Fund Managers decreased by **(\$1,119)** as result of moving budget from equipment to labor as identified above.
- The “Assessment for Support Services” expense budget controlled by the President decreased by **(\$5,136)** as the result of multiple PEIA updates within FSU’s Enrollment Services, Business Office, Information Technology and Physical Plant areas.

Of the adjusted projected effect on net assets of an increase of \$139,890 as of June 30, 2016; President’s Controlled Fund(s) are projected to have a budget surplus of \$132,832; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$7,058. The Year-To-Date Actual Budget Balance is \$4,898,790.

**RESTRICTED FUNDS:**

The January 31, 2016 Restricted Funds Finance Report has a budget balance of \$4,856. A grant from the Chevron-Appalachian Partnership of \$111,083 in support of the energy sector programs was recognized.

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

As of January 31, 2016

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,185,948	8,148,815	7,138,144	87.60
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	739,480	727,263	663,037	91.17
	Operating Costs Revenue	100,134	100,134	44,297	44.24
	Support Services Revenue	297,874	301,818	97,579	32.33
	Other Operating Revenues	346,709	350,846	104,318	29.73
	<b>Total:</b>	<b>10,549,345</b>	<b>10,508,076</b>	<b>8,067,906</b>	<b>76.78</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,822,564	6,685,079	2,935,847	43.92
	Benefits	1,467,264	1,458,823	638,965	43.80
	Student financial aid-scholarships	218,938	218,938	213,705	97.61
	Utilities	56,838	56,838	9,223	16.23
	Supplies and Other Services	2,790,786	2,643,820	1,062,835	40.20
	Equipment Expense	103,740	99,383	36,337	36.56
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	58,482	42.10
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,941,292	912,739	47.02
	Assessment for Student Activity Costs	122,001	122,001	94,820	77.72
	Assessment for Auxiliary Fees & Debt Service	739,480	727,263	536,307	73.74
	Assessment for Operating Costs	1,597,901	1,583,338	919,212	58.06
	<b>Total:</b>	<b>16,903,077</b>	<b>16,485,685</b>	<b>7,440,493</b>	<b>45.13</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,353,732)</b>	<b>(5,977,609)</b>	<b>627,413</b>	<b>(10.50)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,530,761	7,229,531	5,045,609	69.79
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	30,000	30,085	100.28
	Investment Income	7,194	7,194	4,467	62.10
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(794,888)	73.04
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,449,735</b>	<b>6,178,505</b>	<b>4,285,273</b>	<b>69.36</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	(21,800)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	0	7,904	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,006)</b>	<b>(61,006)</b>	<b>(13,896)</b>	<b>22.78</b>
<b>BUDGET BALANCE</b>		<b>34,997</b>	<b>139,890</b>	<b>4,898,790</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>34,997</b>	<b>139,890</b>	<b>4,898,790</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,633,628</b>	<b>1,633,628</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>1,668,625</u></b>	<b><u>1,773,518</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$3,495,913

\* Unrestricted Net Asset Balance is 10.37% of the current budgeted total operating expense. Management has established a target of 15% or \$2,363,763 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, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	6,647,133	6,647,133	6,280,416	94.48
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	100,134	44,297	44.24
	Support Services Revenue	297,874	301,818	97,579	32.33
	Other Operating Revenues	51,700	50,700	24,695	48.71
	<b>Total:</b>	<b>7,976,040</b>	<b>7,978,984</b>	<b>6,467,519</b>	<b>81.06</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,209,852	6,015,582	2,705,092	44.97
	Benefits	1,394,452	1,384,852	607,771	43.89
	Student financial aid-scholarships	207,438	207,438	199,455	96.15
	Utilities	52,839	52,839	8,388	15.88
	Supplies and Other Services	1,735,280	1,653,807	787,170	47.60
	Equipment Expense	26,445	23,207	11,968	51.57
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	58,482	42.10
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,941,292	912,739	47.02
	Assessment for Student Activity Costs	122,001	122,001	94,820	77.72
	Assessment for Operating Costs	1,597,901	1,583,338	919,212	58.06
	<b>Total:</b>	<b>14,329,773</b>	<b>13,933,266</b>	<b>6,327,116</b>	<b>45.41</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,353,732)</b>	<b>(5,954,282)</b>	<b>140,403</b>	<b>(2.36)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,530,761	7,229,531	5,045,609	69.79
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	4,467	62.10
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(794,888)	73.04
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,449,735</b>	<b>6,148,505</b>	<b>4,255,188</b>	<b>69.21</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	(21,099)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	(386)	7,904	(2048.00)
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,006)</b>	<b>(61,392)</b>	<b>(13,195)</b>	<b>21.49</b>
<b>BUDGET BALANCE</b>		<b>34,997</b>	<b>132,832</b>	<b>4,382,396</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,025,553</b>	<b>1,025,553</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>1,060,550</u></b>	<b><u>1,158,385</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$3,495,913.

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

As of January 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,538,815	1,501,682	857,728	57.12
	Other Operating Revenues	295,009	300,146	79,623	26.53
	<b>Total:</b>	<b>1,833,825</b>	<b>1,801,829</b>	<b>937,350</b>	<b>52.02</b>
<b>OPERATING EXPENSE</b>	Salaries	612,712	669,497	230,755	34.47
	Benefits	72,812	73,971	31,195	42.17
	Student financial aid - scholarships	11,500	11,500	14,250	123.91
	Utilities	3,999	3,999	835	20.88
	Supplies and Other Services	1,055,506	990,013	275,665	27.84
	Equipment Expense	77,295	76,176	24,370	31.99
	Loan cancellations and write-offs	0	0	0	0.00
	<b>Total:</b>	<b>1,833,825</b>	<b>1,825,156</b>	<b>577,070</b>	<b>31.62</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(0)</b>	<b>(23,328)</b>	<b>360,280</b>	<b>(1544.44)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	30,000	30,085	100.28
	Investment Income	0	0	0	0.00
	<b>Total:</b>	<b>0</b>	<b>30,000</b>	<b>30,085</b>	<b>100.28</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(701)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>0</b>	<b>386</b>	<b>(701)</b>	<b>(181.61)</b>
<b>BUDGET BALANCE</b>		<b>(0)</b>	<b>7,058</b>	<b>389,665</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>594,449</b>	<b>594,449</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>594,449</u></b>	<b><u>601,507</u></b>		

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

<b>New Grant Funds</b>	<b>111,083.00</b>
Chevron-Appalachian Partnership Initiative	111,083.00
<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 January 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	13,220,783	8,783,603	5,440,672	61.94
	State/Local Grants and Contracts	3,930,424	4,194,103	1,792,374	42.74
	Private Grants and Contracts	445,499	584,832	556,562	95.17
	<b>Total:</b>	<b>17,596,706</b>	<b>13,562,538</b>	<b>7,789,607</b>	<b>57.43</b>
<b>OPERATING EXPENSE</b>	Salaries	839,770	1,430,079	429,370	30.02
	Benefits	59,082	179,594	67,898	37.81
	Student financial aid-scholarships	22,990,699	14,465,699	9,292,670	64.24
	Supplies and Other Services	340,490	415,858	108,397	26.07
	Equipment Expense	718,911	782,570	169,108	21.61
	<b>Total:</b>	<b>24,948,951</b>	<b>17,273,800</b>	<b>10,067,443</b>	<b>58.28</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,352,245)</b>	<b>(3,711,262)</b>	<b>(2,277,836)</b>	<b>61.38</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	4,500,000	3,288,459	73.08
	Investment Income	0	0	0	0.00
	Gifts	1,151	1,151	0	0.00
	<b>Total:</b>	<b>8,001,151</b>	<b>4,501,151</b>	<b>3,288,459</b>	<b>73.06</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(705,457)	(846,040)	(675,828)	79.88
	Construction Expenditures	401	0	401	0.00
	Transfers for Fin Aid Match	61,006	61,006	(7,904)	(12.96)
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>(644,050)</b>	<b>(785,034)</b>	<b>(683,331)</b>	<b>87.04</b>
<b>BUDGET BALANCE</b>		<b>4,856</b>	<b>4,856</b>	<b>327,292</b>	<b>6740.18</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,430,880</b>	<b>1,430,880</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,435,736</b>	<b>1,435,736</b>		
***	<b>Approved Budget updated for FWS Student Labor/Fringes</b>				

**Tab**

**4**

**Pierpont Community & Technical College Board of Governors  
Meeting of March 29, 2016**

**ITEM:** Post Audit Review: Certificate of Applied Science,  
Licensed Practical Nurse

**COMMITTEE:** Committee of the Whole

**RECOMMENDED  
RESOLUTION:** Resolved, that the Pierpont Community & Technical  
College Board of Governors approve the  
continuation of this program pending West Virginia  
Council for Community and Technical College  
Education approval.

**STAFF MEMBER:** Leslie J. Lovett

**BACKGROUND:** The Certificate of Applied Science program in  
Licensed Practical Nursing has been reviewed by  
the program Coordinator and faculty, Dean of Health  
Careers and the Vice President for Academic  
Affairs. Based on enrollment, need, program  
completion and certification results, it is the  
consensus that this program of study be continued.



**Tab**

**5**

**Pierpont Community & Technical College  
Board of Governors  
Meeting of March 29, 2016**

- ITEM:** Tuition and Fees Changes for the Academic Year 2016-2017
- 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 2016-2017.
- ATTACHMENTS:** Fee Planning Schedules with fees for Academic Year 2016-2017 including FSU Housing and Meal Plan changes and “Attachment E” from the memo regarding “FY 2016-17 Tuition and Fee Increase Requests” dated March 1, 2016 from Chancellor Sarah Armstrong Tucker.

**BACKGROUND:**

- **Increase to Education and General (E&G) Tuition Fee.** Given that the WV State Budget is yet to be finalized, it has been recommended by Dr. Sarah Tucker, Chancellor for the WV CTC System that Institutional Board of Governors approve AY 2016-17 E&G Tuition Fee increases with a contingency that allows for a reduction of up to 6.5% in the FY 2017 State Appropriations, therefore the following recommendations:

If there is no reduction in Pierpont’s FY 2017 State Appropriations Resident (In-State) E&G Tuition Fees and the Non-Resident (Out-of-State) E&G Tuition Fees would increase as follows:

- Increase the In-State E&G Tuition by \$112 per semester.
- Increase the Out-of-State E&G Tuition by \$277 per semester.

Should Pierpont’s FY 2017 State Appropriations be reduced up to 6.5% Resident (In-State) E&G Tuition Fees and the Non-Resident (Out-of-State) E&G Tuition Fees could increase up to the following (The final amount of E&G Tuition Fee would be determined based on the actual amount of Pierpont’s FY 2017 State Appropriation reduction):

- Increase the In-State E&G Tuition by up to \$224 per semester.
- Increase the Out-of-State E&G Tuition by up to \$553 per semester.

- **Establish a Reduced Non-Resident (Metro) Education and General Tuition Fee.** As part of Pierpont’s recruitment plan to improve overall enrollment, Pierpont will establish a Reduced Non-Resident (Metro) Education and General Tuition Fee Structure. This Fee Structure will be 75% of Pierpont’s Non-Resident Tuition and Required Education and General Fees plus Non-Resident Required Educational and General Capital Fees and Non-Resident Auxiliary and Auxiliary Capital Fees. The authority of the Board of Governors to establish a reduced non-resident tuition and fee is identified in West Virginia Council for Community and Technical College Education Policy - Series 32 - Tuition and Fees - Section 5.3. Section 5.3 specifically states the following:

5.3. Review of reduced, nonresident tuition and fees.

5.3.a. A governing board may propose a reduced, nonresident tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, covers the full cost of instruction as defined in 5.2.c. unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council.

5.3.b. There must be clear, specific criteria provided by each Governing Board to govern what students will be charged this reduced, nonresident tuition rate .i.e. geographic location such as out of state surrounding counties bordering the West Virginia institution.

5.3.c. Each institution must report any proposed or changes to the reduced, nonresident tuition rates to the Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

Pierpont’s Reduced Non-Resident (Metro) Education and General Tuition Fee will be \$4,505 or up to \$4,713 per semester or \$9,010 or up to \$9,426 annually depending on Pierpont’s amount of increase in Education and General Tuition Fee. Pierpont’s full cost of instruction is \$6,839 annually and the System Average full cost of instruction is \$5,761 annually as calculated and identified in “Attachment E” in the memo regarding “FY 2016-17 Tuition and Fee Increase Requests” dated March 1, 2016 from Chancellor Sarah Armstrong Tucker.

Pierpont’s Reduced Non-Resident (Metro) Education and General Tuition Fee will only be available to students whom reside in the counties bordering Pierpont’s service region which includes Fayette and Greene Counties in Pennsylvania and Garrett County Maryland.

- **Establish a new fee and increase an existing Special Fee.** Establish a Pierpont Facilities Fee to create tuition equity at the North Central Advanced Technology Center and establish a specific funding source to be used to help address maintenance and operational cost for the North Central Advanced Technology Center. This fee as identified below will only be charged to students enrolled in educational, academic and training programs based at the North Central Advanced Technology Center who are not subject to the tuition and fee structure for the Locust Avenue Campus.

- Establish a Pierpont Facilities Fee of \$150 per semester.

Due to increased costs associated with replacing student, faculty and staff ID Cards increase the related fee as follows:

- Increase the ID Card Replacement Fee by \$5 from \$15 to \$20.

- **Increase to Pierpont Program Fees:** Increase the Program Fees within the School of Human Services due to the fact that these Programs collectively missed the target Program Fee revenue for FY 2016 by approximately \$100,000. This was partially due to FY 2016 enrollment declines and also due to the original School of Human Services Program Fee amounts proposed for FY 2016 being reduced when brought before the Board of Governor's Finance and Audit Committee for approval last year. These increases are projected to increase total Program Fee revenues by \$24,000.
  - Increase the following School of Human Services Program fees as identified below:
    - From \$255 to \$275 per semester Applied Design Program Fee
    - From \$255 to \$275 per semester Early Childhood Program Fee
    - From \$265 to \$285 per semester Food Service Management Program Fee
    - From \$255 to \$275 per semester Paralegal Studies Program Fee
    - From \$205 to \$225 per semester Paraprofessional in Education Program Fee
    - From \$205 to \$225 per semester Criminal Justice Program Fee
    - From \$205 to \$225 per semester Homeland Security Program Fee
    - From \$305 to \$325 per semester Emergency Medical Services Program Fee
    - From \$155 to \$175 per semester Liberal Studies Program Fee
    - From \$280 to \$300 per semester AMSL/Interpreter Education Program Fee

Due to information derived from the Academic Program Viability Review completed this past year it was identified that the Aviation Maintenance Program had the largest annual institutional subsidy when comparing revenue generated to total direct costs of program delivery. Based on this fact, a variety of options are being 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 \$40,000 and good paying jobs are awaiting graduates of the program, one part of a solution to lessen the institutions subsidy of this program is increasing the Program Fees related to the Aviation Maintenance Program. To minimize the impact on students in any one academic year, these program fees will be increased gradually over a three year period. Increases proposed to the Program Fees related to the Aviation Maintenance Program for AY 2016-17 are as follows:

- Increase the Aviation Technology Fee from \$35 to \$40 per credit hour.
- Increase the Aviation Maintenance Program Fee from \$225 to \$300 per semester.
- **Establish a New Program Fee for the New Advanced Welding Program.** With the opening of the North Central Advanced Technology Center the School of Workforce is starting a new Advanced Welding Program. With the start of this Program it is recommended that a new Program Fee equal to the Program Fees associated with other high cost technical programs within the School of Workforce be created. Establish an Advanced Welding Program Fee as follows:
  - Establish a \$350 per semester Advanced Welding Program Fee.
- **Residence Halls, meal plans, and apartment rate fees.** It is anticipated that Fairmont State University Board of Governors in their April 2016 Meeting will approve increases of approximately 4.5% for rooms in the dormitories and student apartments and 3% for meal

plans for AY 2016 - 2017. The anticipated specific increases are identified in the attached “Fee Planning Schedule – Per Semester for AY 2016-17” within the section on “Room & Board Charges” and “Apartment and House Rental Rates”.

- This item is being reported as an informational item based on the “Separation of Assets and Liabilities Agreement” on page 7 within the section on Auxiliary Enterprises, Item 1 states that “Assets and related liabilities of the Auxiliary Enterprises (Athletics, Bookstore, Conference Center, Convenience Store, Copy Center, Facilities (Parking and Security), Housing, and Recreation Center) are owned by FSU and all students of both FSU and PCTC [Pierpont] who attend class on the main campus and/or pay user fees will have access to these facilities and activities.” and further within the “Agreement” Item 4 in the same section states that “FSU is responsible for managing the operation of the Auxiliary Enterprises, and maintaining the Auxiliary facilities in good repair.”

Pierpont students who access or utilize these specific facilities and/or services pay the same rates as FSU students as established by the Fairmont State University Board of Governors.

**Note:** *Should the Fairmont State University Board of Governors take an action other than what is currently anticipated regarding room & board and meal plans, an informational item detailing the specific action taken will be provided at the May 17, 2016 Board Meeting.*

**Fee Planning Schedule- Per Semester  
Academic Year 2016-17**

**Institution: Pierpont Community & Technical College**

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

I. Regular Fees Charged to All Students	Resident 2015-16	Resident 2016-17	Increase (Decrease)	Non-Resident 2015-16	Non-Resident 2016-17	Increase (Decrease)	Reduced Non-Resident (Metro) 2015-16	Reduced Non-Resident (Metro) 2016-17	Increase (Decrease)	Projected Revenue Increase * 2016-17
<b>a. Tuition and Required Education and General Fees</b>	\$1,597	\$1,709	\$112	\$3,953	\$4,230	\$277	\$0	\$3,172	\$3,172	\$348,000
<b>b. Required Educational and General Capital Fees</b>										
i. System E&G Capital Fees	\$205	\$205	\$0	\$800	\$800	\$0	\$0	\$800	\$800	
ii. Special Institutional E&G Capital Fees	\$89	\$89	\$0	\$194	\$194	\$0	\$0	\$194	\$194	
<b>c. Auxiliary and Auxiliary Capital Fees</b>										
i. Standard Auxiliary Fees	\$229	\$229	\$0	\$229	\$229	\$0	\$0	\$229	\$229	
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
iii. Auxiliary Capital Fee	\$110	\$110	\$0	\$110	\$110	\$0	\$0	\$110	\$110	
<b>Total Student Fee Request</b>	\$2,230	\$2,342	\$112	\$5,286	\$5,562	\$277	\$0	\$4,505	\$4,505	
Percentage of Increase Requested Over Previous Year			5.0%			5.2%			#DIV/0!	

**Notes:** Pierpont's Reduced Non-Resident (Metro) Education and General Tuition Fee will be \$9,010 annually. Pierpont's full cost of instruction is \$6,839 annually and the System Average full cost of instruction is \$5,761 annually. Pierpont's Reduced Non-Resident (Metro) Education and General Tuition Fee will only be available to students who reside in the counties bordering Pierpont's service region which includes Fayette and Greene Counties in Pennsylvania and Garrett County Maryland.

**Fee Planning Schedule- Per Semester  
Academic Year 2016-17**

**Institution:** Pierpont Community & Technical College

**Student Institutional Level:** Community College, Undergraduate

	Resident 2015-16	Resident 2016-17	Increase (Decrease)	Non-Resident 2015-16	Non-Resident 2016-17	Increase (Decrease)	Reduced Non- Resident (Metro) 2015-16	Reduced Non- Resident (Metro) 2016-17	Increase (Decrease)	Projected Revenue Increase * 2016-17
<b>I. Regular Fees Charged to All Students</b>										
a. Tuition and Required Education and General Fees	\$1,597	\$1,821	\$224	\$3,953	\$4,506	\$553	\$0	\$3,380	\$3,380	\$694,000
b. Required Educational and General Capital Fees										
i. System E&G Capital Fees	\$205	\$205	\$0	\$800	\$800	\$0	\$0	\$800	\$800	
ii. Special Institutional E&G Capital Fees	\$89	\$89	\$0	\$194	\$194	\$0	\$0	\$194	\$194	
c. Auxiliary and Auxiliary Capital Fees										
i. Standard Auxiliary Fees	\$229	\$229	\$0	\$229	\$229	\$0	\$0	\$229	\$229	
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
iii. Auxiliary Capital Fee	\$110	\$110	\$0	\$110	\$110	\$0	\$0	\$110	\$110	
<b>Total Student Fee Request</b>	\$2,230	\$2,453	\$224	\$5,286	\$5,839	\$553	\$0	\$4,713	\$4,713	
Percentage of Increase Requested Over Previous Year			10.0%			10.5%			#DIV/0!	

**Notes:** Pierpont's Reduced Non-Resident (Metro) Education and General Tuition Fee will be \$9,010 annually. Pierpont's full cost of instruction is \$6,839 annually and the System Average full cost of instruction is \$5,761 annually. Pierpont's Reduced Non-Resident (Metro) Education and General Tuition Fee will only be available to students who reside in the counties bordering Pierpont's service region which includes Fayette and Greene Counties in Pennsylvania and Garrett County Maryland.

## Attachment E

### West Virginia Council for Community and Technical College Education 2015-16 Non-Resident and Reduced Non-Resident (Metro) Tuition and Fee Analysis Full Cost of Instruction Calculated Using FY 2015 Audited Financials

Institution	Instruction	Student Services	Full Cost of Instruction	AY 2015 AFTES	Instructional Costs Per AFTE	AY 2015-16 Tuition Rates	
						Non-Resident Tuition *	Reduced Non-Resident Tuition *
Blue Ridge CTC	\$6,120,230	\$1,390,738	\$7,510,968	2,046	\$3,670	\$6,672	N/A
BridgeValley CTC**	\$11,824,293	\$1,129,231	\$12,953,524	1,446	\$8,961	\$9,172	N/A
Eastern WV CTC	\$988,382	\$383,021	\$1,371,403	467	\$2,938	\$6,816	N/A
Mountwest CTC	\$6,965,949	\$2,504,696	\$9,470,645	1,566	\$6,049	\$9,216	\$6,312
New River CTC	\$7,150,224	\$1,399,682	\$8,549,906	1,629	\$5,249	\$4,834	N/A
Pierpont CTC	\$9,262,827	\$1,452,902	\$10,715,729	1,567	\$6,839	\$10,574	N/A
Southern WV CTC	\$6,434,393	\$1,223,030	\$7,657,423	1,315	\$5,822	\$4,858	N/A
WV Northern CTC	\$5,064,201	\$1,059,291	\$6,123,492	1,363	\$4,493	\$10,360	\$7,280
WVU - Parkersburg	\$12,251,000	\$1,405,000	\$13,656,000	2,142	\$6,375	\$11,436	\$6,192
System Average / Total Costs	\$66,061,499	\$11,947,591	\$78,009,090	13,541	\$5,761	\$8,215	

\* Any Institution rates in red are below the lower of the institutional or system average cost of instruction and must increase for AY 2016



## Attachment G

### West Virginia Council for Community and Technical College Education Proposed Special Fees Academic Year 2016-17

Special Fees and Charges	Rate Per Semester 2015-16	Requested Rate Per Semester 2016-17	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2016-17 *
<b>Pierpont Community and Technical College</b>					
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 (per credit hour)	\$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	\$15	\$20	\$5	300	\$1,500
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)	\$13	\$13	(\$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
Pierpont Facilities Fee (per semester)	\$0	\$150	\$150	150	\$45,000

## Attachment H

### West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2016-17 Table Twelve

Program Fees and Charges	Rate Per Semester 2015-16	Requested Rate Per Semester 2016-17	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2016-17 *
<b>Pierpont Community and Technical College</b>				
Aviation Technology Fee (per credit hour)	\$35	\$40	\$5	\$5,600
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
Respiratory Care Program				
- Resp Care National Board Exam Review Fee (per course fee)	\$410	\$410	\$0	\$0
- Resp Care Self-Assessment Exam Fee (per course fee)	\$50	\$50	\$0	\$0
School of Human Services				
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0
- EMT Basic Exam Fee (per course fee)	\$70	\$70	\$0	\$0
- EMT - P (Paramedic) National Registry Exam Fee	\$110	\$110	\$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)	\$255	\$275	\$20	\$600
Program Fee - Early Childhood (per semester)	\$255	\$275	\$20	\$2,500
Program Fee - Food Service Management (per semester)	\$265	\$285	\$20	\$3,000
Program Fee - Paralegal Studies (per semester)	\$255	\$275	\$20	\$1,000
Program Fee - Paraprofessional in Education (per semester)	\$205	\$225	\$20	\$200
Program Fee - Criminal Justice (per semester)	\$205	\$225	\$20	\$3,300
Program Fee - Homeland Security (per semester)	\$205	\$225	\$20	\$450
Program Fee - Emergency Medical Services (per semester)	\$305	\$325	\$20	\$1,300
Program Fee - Liberal Studies (per semester)	\$155	\$175	\$20	\$11,500
Program Fee - AMSL/Interpreter Education (per semester)	\$280	\$300	\$20	\$300
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0

## Attachment H

**West Virginia Council for Community and Technical College Education**  
**Listing of Program Fees**  
**Academic Year 2016-17**  
**Table Twelve**

Program Fees and Charges	Rate Per Semester 2015-16	Requested Rate Per Semester 2016-17	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2016-17 *
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Advanced Welding (per semester)	\$0	\$350	\$350	\$14,000
Program Fee - Aviation Maintenance (per semester)	\$225	\$300	\$75	\$8,250
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 - 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 - 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

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**Fee Planning Schedule- Per Semester  
Academic Year 2016-17**

**Institution:** Pierpont Community & Technical College

III. Room and Board Charges	Rate Per Semester 2013-14	Rate Per Semester 2014-15	Rate Per Semester 2015-16	Rate Per Semester 2016-17	Increase (Decrease)	Estimated Revenue Per Semester 2015-16	Estimated Revenue Per Semester 2016-17	Estimated Number of Students 2016-17	Estimated Annual Revenue 2016-17	Increase %
Bryant Place (singles) (per bed price)	2,584	2,714	2,888	3,018	130	693,120	755,501	240	1,448,621	4.50%
Bryant Place (doubles) (per bed price)	2,182	2,291	2,439	2,549	110	39,024	42,536	16	81,560	4.50%
Bryant Place (triples) (per bed price)	2,128	2,234	2,234	2,335	101	321,696	350,649	144	672,345	4.50%
Prichard (double) (per bed price)	1,917	2,013	2,145	2,242	97	32,175	35,071	15	67,246	4.50%
Morrow (double) (per bed price)	1,917	2,013	2,145	2,242	97	349,635	381,102	163	730,737	4.50%
Pence (double) (per bed price)	1,917	2,013	2,145	2,242	97	304,590	332,003	142	636,593	4.50%
Note: Damage Deposit Dorms \$200.00										
Board - 15 Meal Plan with 65 points (5-day)	1,672	1,722	1,774	1,827	53	129,502	137,272	73	266,774	3.00%
Board - 19 Meal Plan with 75 points (7-day)	1,832	1,887	1,944	2,002	58	559,872	593,464	288	1,153,336	3.00%
Board - new 15 Meal Plan with 150 points (7-day)	1,760	1,813	1,867	1,923	56	1,553,344	1,646,545	832	3,199,889	3.00%
Board - new 12 Meal Plan with 225 points (5-day)	1,697	1,748	1,800	1,854	54	1,083,600	1,148,616	602	2,232,216	3.00%

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**Fee Planning Schedule- Per Semester  
Academic Year 2016-17**

**Institution:** Pierpont Community & Technical College

	Rate Per Semester 2013-14	Rate Per Semester 2014-15	Rate Per Semester 2015-16	Rate Per Semester 2016-17	Increase (Decrease)	Estimated Revenue 2013-14	Estimated Revenue Increase 2014-15	Estimated Number of Students 2014-15	Estimated Revenue 2014-15	Increase %
<b>IV. Apartment and House Rental Room Rates</b>										
1 Bedroom (unfurnished) (Apartment Price)	3,314	3,529	3,896	4,071	175	46,752	2,104	6	48,856	4.50%
2 Bedroom (unfurnished) (Apartment Price)	4,944	5,092	5,708	5,965	257	901,864	40,584	158	942,448	4.50%
2 Bedroom (furnished) (Apartment Price)	5,440	5,794	6,452	6,742	290	296,792	13,356	46	310,148	4.50%
3 Bedroom (furnished) (Apartment Price)	7,599	8,094	9,045	9,452	407	36,180	1,628	6	37,808	4.50%
Note: Damage Deposit Apartments \$200.00										
Notes:										
Per bed prices:										
2 Bedroom (unfurnished)	2,472	2,546	2,854	2,982	128					4.50%
2 Bedroom (furnished)	2,720	2,897	3,226	3,371	145					4.50%
3 Bedroom (furnished)	2,533	2,698	3,015	3,151	136					4.50%
All rates now include utility costs of \$24 per student or \$144 per semester										