



BOARD

OF

GOVERNORS

March 26, 2019

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

March 26, 2019

Pierpont Advanced Technology Center, Room 216 A
500 Galliher Drive, Fairmont, WV

1:00 PM **ATC Advisory Board Committee Meeting**
Pierpont Advanced Technology Center, Room 216 A

Sharon Shaffer – Chairwoman
Thomas Barlow – Vice Chair
Brian Bozarth – Recording Secretary

William Blandino, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, Warren “Chip” VanAlsborg, and L. Eugene Weaver – Members

2:00 PM **Full Board Meeting**
Pierpont Advanced Technology Center, Room 216 A

Warren “Chip” VanAlsborg – Chair
Sharon Shaffer – Vice Chair
Brian Bozarth – Secretary

Thomas Barlow, William Blandino, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver – Members

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Recent BOG Committee Meetings:

- ✓ BOG Academic and Student Affairs Committee held on March 12 , 2019
- ✓ BOG Finance/Audit and Administration Committee Meeting held on March 14, 2019
- ✓ Enrollment Management and Communications Committee held on March 20, 2019

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 26, 2019

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 19, 2019 **Tab 1 – Action Item**

II. Recognitions – Informational

1. Recognition of Dr. Paul Edwards, Father of the Community College in Fairmont, faculty member, Dean, Vice President and Provost.
2. Recognition of Kerry Marbury, All American football player at WVU and staff member of Pierpont Community & Technical College (formerly Fairmont State Community & Technical College), Coordinator of the Office of Multicultural Affairs, and creator of Pierpont’s Sign Language Interpreter Associates Degree. (*Steve Leach*)

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

IV. Operation Reports

1. Academic Affairs and Student Services (*Michael Waide and Lyla Grandstaff*)
Detail to be provided at meeting

V. Committee of the Whole

1. Resolution for Approval of Comments and Final Drafts of **Tab 2 – Action Item**
Modification of Number Identification Structure, Index Classification, and Format for all BOG Policies (*Kari Coffindaffer and Susan Coffindaffer: Co-Chairs of the BOG Policies Review Committee*)
 - a. Modification to Policy No 50 – Policy on Policies, with a New Index Classification of PP-1000
 - b. Adoption of Policy PP-1000.A – Classification Table, as an addendum to Policy PP-1000
 - c. Adoption of Policy PP-1000.B – Format, as an addendum to Policy PP-1000

2. Resolution for Acceptance of the Resignation of L. Eugene Weaver from the Pierpont Board of Governors Submitted March 11, 2019 *(Chairman VanAlsburg)* **Tab 3 – Action Item**
3. Financial Report *(CFO, Dale Bradley)* **Tab 4 - Informational**
 - a. January 31, 2019
 - b. February 28, 2019
4. Appointments to Board of Governors Committees: **Tab 5 - Informational**
 - a. Nominating Committee for BOG Executive Officers
 - b. Enrollment Management and Communications Committee *(Chairman VanAlsburg)*

VI. Committee Reports

1. Audit/Finance and Administration Committee Report *(Brian Bozarth, Chair)*
 - a. Approval of Tuition and Fee Changes for AY 2019-2020 **Tab 6 – Action Item**
2. Academic and Student Affairs Committee Report *(Sharon Shaffer, Chair)*
3. Enrollment Management/Communications Committee Report *(Linda King, Chair)*
4. Executive Committee *(Chip VanAlsburg, Chair)*

VII. New Business

- ☞ The next regularly scheduled BOG meeting will be held on May 14, 2019 at 2:00 PM at the Pierpont Advanced Technology Center

VIII. Old Business

- ☞ Pierpont Community & Technical College 2019 Commencement Ceremony, Thursday, May 9, 2019 at 6:30 PM at the Robinson Grand Performing Arts Theater, Clarksburg

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

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.

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 19, 2019
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 19, 2019, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, William Blandino, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, and Warren ‘Chip’ VanAlsburg

Board Members Absent:

Natalie Stone and Eugene Weaver

President’s Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Nancy Parks, Cyndee Sensibaugh, Robin Strader, and Michael Waide

Others in Attendance:

Pierpont’s Student Government Association Executive Officers, Pierpont faculty and staff.

Oath of Office Administered to New Student Government Representative

Prior to the opening of the Board of Governors meeting, William Blandino, Pierpont’s Student Government Representative to the Board for Spring 2019, took the Oath of Office and was sworn in by Notary Cyndee K. Sensibaugh. Mr. Blandino was elected on January 25, 2019 for a half-term ending May 9, 2019.

I. Call to Order – Open Session

1. Opening Comment

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:03 PM.

2. *Call for Public Comment*

Mr. VanAlsburg announced last call for public sign up for comments to the Board.

3. *Approval of Minutes from the November 13, 2018 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held November 13, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Approval of Minutes from the December 7, 2018 BOG Retreat – Action Item*

The minutes of the Pierpont Board of Governors Retreat held December 7, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations – Informational

1. Raven Thomas, Student Involvement Coordinator, presented the Spring 2019 executive officers of the Pierpont Student Government Association to the Board. They are:

- William Blandino, President and Student Government Representative to the Board of Governors
- Joshua Kenlaw, Vice President
- April Wallace, Secretary
- Sierra Thompson, Treasurer
- Zachary Summers, Communications Officer

Chairman VanAlsburg expressed his gratitude to the SGA officers for their involvement and for stepping up to serve in these important roles. President Moore thanked the SGA officers and shared that he had the pleasure to work with William Blandino during Higher Education Day at the Capitol, and he looks forward to working more with William and all of the officers. President Moore also thanked Raven Thomas for the work that she has done in bringing together the Pierpont SGA.

2. Dale Bradley, VP Finance and Administration/CFO welcomed and introduced Carolyn Fletcher as Pierpont's Director of Finance. Carolyn comes to Pierpont from Fairmont State University where she served as the Director of Accounting, a shared employee position in the Business Office. Carolyn will now be working exclusively for Pierpont.

III. President's Report – Informational

Dr. Johnny M. Moore shared that February 18, 2019 was designated as Advanced Technology Center (ATC) Day at the Capitol, and Pierpont's ATC was recognized at both the Senate and the House of Delegates. Dr. Moore noted that there are only two ATCs in the state and only 12 nationally. The President extended thanks and appreciation to Provost Michael Waide, ATC Director Travis Miller, and all of the faculty and staff that put in a lot of work and time to make this day a success. The display set up for Pierpont was well done, and took team effort.

IV. Operation Reports - Informational

The Operation Reports were provided, in advance, within the February 19, 2019 Board of Governors Book, and electronically on February 16, 2019. Staff members were on hand to answer any questions. The reports provided were:

1. *Academic Affairs and Student Services*
No additional comments
2. *Pierpont Foundation*
No additional comments

V. Committee of the Whole

1. *Resolution for Acceptance of Five Year Program Reviews – Action Item*

In accordance with WV Code §18B-2B-b and §18B-2A-4, Provost Michael Waide stated that he is pleased to bring forth a resolution for approval of Five Year Program Reviews for the following programs:

- a. AAS in Early Childhood
- b. AAS in Information Systems Technology
- c. AAS in Physical Therapy Assistant
- d. AAS in Health Information Technology
- e. AAS in Medical Laboratory Technology

Provost Waide noted that comprehensive details of the five year program reviews were provided to the Board, electronically, on February 7, 2019.

Sharon Shaffer offered a motion to approve the Five Year Program Reviews for 1) the AAS in Early Childhood; 2) the AAS in Information Systems Technology; 3) the AAS in Physical Therapy Assistant; 4) the AAS in Health Information Technology; and 5) the

AAS in Medical Laboratory Technology, as presented. Rick Pruitte seconded the motion.

Discussion on the motion focused on student pass rates and employment needs. Appreciation was given to all program coordinators and those that have completed work on the program reviews.

All agreed to the motion. Motion carried.

2. *Resolution for Acceptance of a 30 Day Public Comment Period – Action Item for the Modification of Number Identification Structure, Index Classification, and Format for all BOG Policies*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee, brought forth a resolution to approve a 30-day public comment period for the modification of number identification structure, index classification, and format for all Board of Governors policies. The new format proposed meets the request made by the President for uniformity, consistency, and categorization of the Pierpont BOG Policies. The public comment period proposed will be from February 20, 2019 to March 21, 2019. Policies up for comment period are:

- a. Modification to Policy No. 50 – *Policy on Policies* language and index classification. Policy No. 50's new index classification will be PP-1000.
- b. Adoption of New Policy PP-1000.A – Classification Table, as an addendum to PP-1000.
- c. Adoption of New Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000.

The Pierpont Board of Governors Policies Review Committee (PRC) was established by the President in October 2017 to develop and evaluate the policies of Pierpont Community & Technical College, in accordance with the Higher Education Policy Commission (HEPC) Series 4 – Rules and Administrative Procedures §135-4 and Pierpont Community & Technical College Policy No. 50 Policy on Policies.

The PRC, consisting of Pierpont administration, faculty and staff, evaluate existing BOG policies for amendment or repeal and development of new BOG policies, as needed. Any identified amendments or repeals recommended, or any new policies proposed, are presented to the BOG Executive Committee, and may also be presented to other applicable BOG Committees as deemed necessary for review, prior to any resolution being presented to the full Pierpont Board of Governors.

The resolution and draft policies were presented, electronically, to the BOG Executive Committee on January 14, 2019.

Sharon Shaffer offered a motion to approve the 30 day public comment period for 1) modification to Policy No. 50 – *Policy on Policies* language and index classification, changing Policy No. 50's index classification to PP-1000; 2) adoption of new Policy PP-1000.A – Classification Table, as an addendum to PP-1000; and 3) adoption of new Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000, as presented Tom Barlow seconded the motion. All agreed. Motion carried.

3. *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, 2018, November 30, 2018, and December 31, 2018. Complete details were provided in the February 19, 2018 Board of Governors Book.

VI. Committee Reports

1. *Audit/Finance and Administration Committee Report – Informational*

Brian Bozarth, Chair, stated that the Committee met on February 7, 2019 and there were no outstanding items to report.

2. *Academic and Student Affairs Committee Report - Informational*

Sharon Shaffer, Chair, stated no items to report.

3. *Enrollment Management and Communications Committee Report - Informational*

Linda King, Chair, state that the Committee met on February 13, 2019, and provided a handout of the notes from the meeting. A calendar of public relations events was reviewed. Linda thanked Bo Sellers for his work with the Committee and the events.

VII. New Business

1. The quarterly ATC Advisory Board meeting will be held on March 26, 2019, at 1:00 PM at the Pierpont Advanced Technology Center
2. The next regularly scheduled BOG meeting will be held on March 26, 2019 at 2:00 PM at the Pierpont Advanced Technology Center
3. Pierpont Community & Technical College 2019 Commencement Ceremony, Thursday, May 9, 2019 at 6:30 PM at the Robinson Grand Performing Arts Theater, Clarksburg

VIII. Old Business

There was no old business to review.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed to the Public

1. Entering Executive Session:

At 2:31 PM, Sharon Shaffer 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 4:23 PM, Chairman VanAlsburg motioned to exit Executive Session and return to Open Session. Tom Barlow seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

XII. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 4:24 PM. Holly Kauffman seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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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.

Tab

2

**Pierpont Community & Technical College Board of Governors
Meeting of March 26, 2019**

- ITEM:** Modification of number identification structure, index classification, and format for all Board of Governors Policies
- Modification to Policy No. 50 – *Policy on Policies* language and index classification. Policy No. 50’s new index classification will be PP-1000.
 - Adoption of New Policy PP-1000.A – Classification Table, as an addendum to PP-1000.
 - Adoption of New Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved that the Pierpont Board of Governors:

- A. Approve the modification to Policy No. 50 – *Policy on Policies* language and index classification. Policy No. 50’s new index classification will be PP-1000
- B. Approve the adoption of New Policy PP-1000.A – Classification Table, as an addendum to PP-1000
- C. Approve the adoption of New Policy PP-1000.B – Format, as an addendum to PP-1000

Drafts of the amended policy and proposed new policy addendums were circulated for public comment for a period of 30-days. Any modifications to the draft revisions are based on comments received during the announced 30-day public comment period.

STAFF MEMBER: Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee.

BACKGROUND:

At the Pierpont Board of Governors meeting of February 19, 2019, a 30-Day Public Comment Period was established from February 20, 2019 to March 21, 2019 to provide the public the opportunity to address the proposed recommended amendments to Policy #50 – Policy on Policies (identified henceforward as Policy PP-1000 - Policy on Policies); and addendum PP-1000.A – Classification Table; and addendum PP-1000.B – Format.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received during the 30-day public comment period.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECEIVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD
March 26, 2019**

**Policy No. 50 – Policy on Policies
New Index Classification to be PP-1000**

Number of Comments Received: None

Source of Comments Received

- a. Legal Counsel

- b. Board of Governors

- c. Students

- d. Staff

- e. Faculty

- f. President's Cabinet

- g. General

Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in the President's Office of Pierpont Community & Technical College, 500 Galliher Drive, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
PP-1000

SHORT TITLE: Policy on Policies

REFERENCE: West Virginia Code §18B-1-6(c)(3)

Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*

EFFECTIVE DATE:

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE

This policy is established to meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, *Rules and Administrative Procedures*.

SECTION 2. SCOPE AND APPLICABILITY

This policy establishes the process for adoption, amendment, or repeal of any rules, guidelines, administrative procedures, and policy statements by the Board of Governors (the "Board") of Pierpont Community & Technical College (the "College") that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens.

SECTION 3. DEFINITIONS

3.1 **Rule.** Any regulation, guideline, directive, standard, statement of policy, or interpretation of general application and future effect that has institution-wide effect or affects the rights, privileges or interests of employees, students, or citizens.

- 3.2 **Administrative Procedure.** Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- 3.3 **Issuances.** Documents developed and distributed as official rules, guidelines, and policy statements that establish the policies, responsibilities, and general procedures governing Pierpont.
- 3.4 **Unit.** Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, and Technology.
- 3.5 **Department.** Area of the organization directed by a Director/Manager who reports to a member of the President’s Cabinet, such as Admissions, Marketing, and eLearning.
- 3.6 **Program.** – Area of the organization within a department or unit developed to deal with all aspects of a particular function.

SECTION 4. POLICY

- 4.1 **Resolution of Conflicts between Council and Pierpont Rules and Policies.** It is the policy of the College to comply with the mandates of Title 135, Procedural Rule, Series 4, *Rules and Administrative Procedures*, of the West Virginia Council for Community and Technical College Education (the “Council”). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- 4.2 **Documentation.** Administrative issuances of general college-wide interest will be documented as part of Pierpont’s Policy on Policies (POP) system.
- 4.3 **Applicability.** Issuances will be clear, concise, and direct on matters of college-wide effect that:
 - 4.3.1 Establish or define rules, guidelines, or policy statements,
 - 4.3.2 Publish program and institutional administrative decisions,
 - 4.3.3 Effect formal delegation of authority,
 - 4.3.4 Assign functional or operational responsibility and establish organizational structure, or
 - 4.3.5 Provide relevant information for college-wide distribution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 **Types of Issuances.** The following types of issuances will be used.
- 5.1.1 **Pierpont Community & Technical College Policy (PP).** Pierpont Policy will be used to publish rules, guidelines, and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
 - 5.1.2 **Pierpont Emergency Policy (PEP).** Pierpont Emergency Policy will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until a PC&TCP (Pierpont College Policy) is developed and approved.
 - 5.1.5 **Pierpont Institutional Procedure (PIP).** Pierpont Institutional Procedure will be used to publish institutional procedures which are narrow in scope and a limited to a specific unit or department.
- 5.2 **Exclusions.** The following are not rules with institution-wide effect and, therefore, are not part of the POP system and are not subject to the provisions of Title 135, Series 4.
- 5.2.1 Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Pierpont for internal instructions or procedures governing unit, department, or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the POP system.
 - 5.2.2 Academic curricular policies that do not constitute a mission change for the institution.
 - 5.2.3 Day-to-day correspondence.
 - 5.2.4 Specific case or transaction documents and their supporting papers.
 - 5.2.5 Specific task/project assignments, operational directives, or approved documents.
 - 5.2.6 Technical documentation, such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.

- 5.2.7 Brochures or pamphlets approved by the administration for informational release to the general public.
- 5.2.8 Periodic advisory or informational material of short-term value.

SECTION 6. GENERAL PROVISIONS

- 6.1 **Proposal.** Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal, or distribution of an issuance may propose such issuance through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Pierpont's governance process.
- 6.2 **Resolution of Major Differences during Development Process.** Any major differences arising during the POP development process which cannot be resolved will be referred to the President or the President's designee for decision.
- 6.3 **Policy Numbering.** The numbering of Pierpont's issuances will be consistent with the Classification Table for Pierpont's POP system, PP-1000.A. Numbering details and general format for issuances are included as Attachment B (PP-1000.B).
- 6.4 **Track Changes.** Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.
- 6.5 **Periodic Review.** Policies shall be reviewed on a regular basis with a time frame for review of each policy to be determined by the President or the President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

SECTION 7. RESPONSIBILITIES

7.1 Cabinet-level Administrators

- 7.1.1 **Development of New Policies and Review of Existing Policies.** The cabinet-level administrators and their designees are responsible for coordinating with the President or the President's designee to develop new policies or review existing policies to ensure compliance with applicable laws, rules, and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.
- 7.1.2 **Oversight.** The cabinet-level administrators and their designees responsible

for oversight of an approved policy will establish an internal system for periodic review, revision, or cancellation. The last review date will be printed on the issuance prior to approval.

- 7.2 **Operational Management.** The President's Office will be responsible for operational management of the POP system, which will include drafting, revising, or assisting with the revision of policies; adherence to format and good editorial standards; maintenance of master reference files of all issuances; assignment of policy numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.
- 7.3 **Procedure for Adoption, Amendment, or Repeal of Rules, Guidelines, or Policy Statements Subject to the POP system**
- 7.3.1 **Institution-Wide Effect.** The procedures set forth in this section (7.3) shall only apply to the adoption, amendment, or repeal of any rule, guideline, or policy statement by the President or the Board with institution-wide effect.
- 7.3.2 **Compliance with Procedure.** Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended, or repealed by the President or the Board unless the provisions in this section have been met.
- 7.3.3 **Non-Substantive Changes.** The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines, or policy statements transferred to Pierpont's jurisdiction by the West Virginia Higher Education Policy Commission (HEPC) or the West Virginia Council for Community and Technical College Education (Council) to reflect the effect of the transfer. The President may, without following the procedures in this section, adapt existing policies to the classifications, numbering system, and general format set forth in PP-1000.A and PP-1000.B, as long as the adaptation does not require any substantive changes.
- 7.3.4 **Notice to Interested Parties.** If the President or the Board determines that a rule, guideline, or policy statement should be adopted, amended, or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the Assistant to the President shall notify the Chancellor and those persons representing student, faculty, and classified employees at the College, as well as other interested parties, and shall solicit comments and suggestions regarding the determination.

- 7.3.5 **Comment Period.** Any rule, guideline, or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the Assistant to the President to the same parties listed in 7.3.4 of this section for a period of not less than thirty (30) calendar days, with a date noted when written comments on the draft are to be returned to the Assistant to the President.
- 7.3.6 **Public Access.** A final draft of the rule, guideline, or policy statement being considered shall be posted on the Board's pages of the Pierpont website, using strike and insert to designate changes made. All written comments will be available for public review in the office of the Assistant to the President.
- 7.3.7 **Public Hearing on Request.** Upon a request by affected constituencies, individuals, or parties, the Board may schedule a public hearing regarding adoption, amendment, or repeal of the rule, guideline, or policy statement.
- 7.3.8 **Board Action.** At the close of the comment period, the proposed rule, guideline, or policy statement shall then be presented to the appropriate Board committee. If no written comments are received during the comment period, the Board may proceed to the adoption, amendment, or repeal of the rule, guideline, or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption, or the Board may choose to submit the policy for an additional 30-day comment period.
- 7.3.9 **Final Draft Sent to President or the President's Designee.** A final draft of the rule, guideline, or policy statement shall be sent by the President or the President's designee to the parties listed in 7.3.4 of this section with an explanation of any changes, a summary of the comments received, and a decision concerning each issue raised.
- 7.3.10 **Approval by the Chancellor.** Except as otherwise provided, the adoption, amendment, or repeal of any rule, guideline, or policy statement shall not be effective until approved by the Chancellor. Approval by the Chancellor or Council shall not be withheld unless the rule, guideline, or policy is inconsistent with state or federal law or the policies and mission of the Council. If the Chancellor notifies the Board of any specific or general objections to the rule, guideline, or policy statement, the Board or the President will address the objections. If the President or the Board disagrees with the objections, either may appeal to the Council. If the Chancellor has not listed any objections to a rule, guideline, or policy

statement within thirty (30) days of receipt of its final version, it shall be deemed approved.

7.3.11 **Public Access.** All proposed and approved rules, guidelines, and other policy statements shall be available for public viewing at no cost. They will be posted on the Board of Governors pages of the Pierpont website (<https://www.pierpont.edu/about/governance/board-governors/bog-policies>), according to the classification and numbering system established in the Policy on Policies.

7.4 **Pierpont Emergency Policy.** In the case of an emergency, the President or the Board may adopt, amend, or repeal a rule, guideline, or policy statement without first following the procedures set out in this policy.

7.4.1 **Emergency Defined.** For the purpose of this section, an emergency exists when the adoption, amendment, or repeal of a rule, guideline, or policy statement is necessary

7.4.1.1 for the immediate preservation of public peace, health, safety, or welfare,

7.4.1.2 to comply with a time limitation established by a state or federal law or regulation or a directive or rule of the Council,

7.4.1.3 to prevent substantial harm to the public interest, or

7.4.1.4 to deal with a financial exigency.

7.4.2 **Communication to the Chancellor.** The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.

7.4.3 **Limited Duration.** Any adoption, amendment, or repeal of a rule, guideline, or policy statement under the emergency procedure policy shall remain in effect no longer than three (3) months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.

SECTION 8. CANCELLATION

This policy cancels and replaces existing BOG Policy #50, made effective on September 7, 2006.

SECTION 9. REVIEW STATEMENT

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

Attachments: PP-1000.A, Classification Table
PP-1000.B, Format for Pierpont Community & Technical College Policy (PP)

Distribution: Board of Governors (12 members)
<https://www.pierpont.edu/about/governance/board-governors/bog-policies>

Revision Notes:

CURRENT POLICY ON POLICIES

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 50
TITLE: POLICY ON POLICIES

Effective Date September 7, 2006

Amended:

Repealed:

It is the policy of the Pierpont Community & Technical College Board of Governors to follow the process as outlined in Series 4, established by the Higher Education Policy Commission, effective July 31, 2006, for adoption, amendment or repeal of rules, guidelines and other policy statements.

That process is as follows:

This rule shall apply to the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect. It shall not apply to policies, guidelines, or directives established for individual units, divisions, departments or schools of the institution which deal solely with the internal management or responsibilities of that unit, division, department, or school.

If a governing board or the president determines that a rule, guideline or policy statement should be adopted, amended, or repealed concerning a subject matter under the governing board's jurisdiction, excluding academic curriculum policies which do not constitute a mission change, the Assistant to the President shall notify the Chancellor, those persons representing student, faculty, and classified employees at the institution, as well as other interested parties, and solicit comments and suggestions regarding the intent to adopt, amend or repeal.

Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form to the same individuals and parties and a date noted when written comments on the draft are to be returned to the Assistant to the President. The public comment period will be of at least thirty days duration.

A final draft of the rule, guideline or policy statement being considered shall be posted on the Board of Governors pages of the Pierpont website, using strike and insert to designate changes made; and all comments received in writing will be available for public review in the office of the Assistant to the President. The proposed rule, guideline, or policy statement shall then be presented to the appropriate committee of the governing board. The committee of the governing board may endorse the adoption, amendment, or repeal and make a recommendation to the governing board for final adoption, amendment, or repeal.

Upon request by the affected constituencies, individuals, or parties, the governing board or presidents may schedule a public hearing regarding adoption, amendment, or repeal of the rule, guideline, or policy statement.

All proposed and approved rules, guidelines and other policy statements can be accessed (viewed) by the public at no cost. They will also be posted on the Board of Governors pages of the Pierpont website, www.pierpont.edu. The rules, guidelines or policy statements shall be enumerated in a manner that makes them easily identifiable.

The president, without following the procedures in this rule, may make editorial, non-substantive changes in rules or policies transferred to the institution's jurisdiction by the Council to reflect the effect of the transfer; and may make editorial, non-substantive changes in previous institution-level rules or policies (pre Board of Governors.)

The Chancellor shall be notified of any rule, guideline, or policy statement adopted by the board. If the Chancellor notifies the board of any specific or general objections to the rule, guideline, or policy statement, the board or president will address the objections. If the president and/or governing board disagree with the objections they may appeal to the Council. If the Chancellor has not listed any objections to a rule, guideline, or policy statement within thirty (30) days of receipt of its final version it shall be deemed approved. Approval by the Chancellor or Council shall not be withheld unless the rule, guideline, or policy is inconsistent with state or federal law or the policies and mission of the Council.

In the case of an emergency, the board may adopt, amend, or repeal a rule, guideline, or policy statement without first following the procedure set out in this rule. For the purpose of this section, an emergency exists when the adoption, amendment, or repeal of a rule, guideline, or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council or legislature, or to prevent substantial harm to the public interest, or to deal with financial exigency. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor.

Any adoption, amendment, or repeal of a rule, guideline, or policy statement under the emergency procedure as described shall remain in effect no longer than three (3) months and shall expire unless the board has completed final approval under the normal process set out in this rule.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECIEVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD
March 26, 2019**

**Policy No. PP-1000.A – Classification Table
Addendum to PP-1000 (Policy #50)**

Number of Comments Received: None

Source of Comments Received

- a. Legal Counsel

- b. Board of Governors

- c. Students

- d. Staff

- e. Faculty

- f. President’s Cabinet

- g. General

Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in the President’s Office of Pierpont Community & Technical College, 500 Galliher Drive, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
PP-1000.A

SHORT TITLE: Classification Table

REFERENCE: PP-1000, POP Development System

EFFECTIVE DATE:

AMENDED:

REPEALED:

REVIEWED:

1000 GENERAL

Policies related to general administrative issues, such as the Policy on Policies (POP) Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms or Buildings, Records/Documents, Tobacco Use, Solicitation, Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment, such as Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas (regardless of the particular school or program), academic services, and academic issues, such as School-to-Work/Tech Prep, Academic Programs, eLearning, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

4000 STUDENT SERVICES

Policies relating to services provided to or for students, such as Student Conduct,

Activities, Student Government Association, Grievances, Family Educational Rights and Privacy Act (FERPA), Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues and physical plant, such as Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE, AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce, and community development, such as Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY

Policies relating to Computer Center/Services, Instructional Technologies, Interactive/Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, Web Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to the general operations of Pierpont Community & Technical College.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECIEVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD
March 26, 2019**

**Policy No. PP-1000.B – Format
Addendum to PP-1000 (Policy #50)**

Number of Comments Received: None

Source of Comments Received

- a. **Legal Counsel**

- b. **Board of Governors**

- c. **Students**

- d. **Staff**

- e. **Faculty**

- f. **President’s Cabinet**

- g. **General**

Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in the President’s Office of Pierpont Community & Technical College, 500 Galliher Drive, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-1000.B

SHORT TITLE: Format for Pierpont Community & Technical College Policy (PP)

REFERENCE: PP-1000, Policy on Policies (POP) Development System

EFFECTIVE:

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE

This policy establishes the format and procedures for preparation and publication of Pierpont Community & Technical College Policy.

SECTION 2. DEFINITION

Pierpont Community & Technical College Policy (PP) will be used to publish policy statements, administrative decisions, general guidelines or procedures, and other college administrative information of a continuing nature.

SECTION 3. NUMBERING

The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (PP) and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required. For example, if a policy has two attachments, those attachments will be identified as PP-Policy Number.A and PP-Policy Number.B.

SECTION 4. STANDARD FORMAT

4.1 General

This attachment illustrates the standard layout and paragraphing for all Pierpont

Community & Technical College Policies in this manual. Standard sections within each policy include Purpose, Scope and Applicability, Definitions, Policy, Background or Exclusions, General Provisions, Responsibilities, Cancellations, and Review Statement. The first page must use the standard Pierpont Community & Technical College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy short title, and page number. Policies will use a page size of 8½ x 11 inches, 1-inch margins on all sides, Century Gothic font type, and 11-point font size.

4.2 Content

Pierpont Community & Technical College Policies must include the following headings. If a heading does not apply, the preparer should indicate so by inserting "Not Applicable" under the heading.

SHORT TITLE: Short name identifying the subject of the policy

REFERENCE: Include references when they improve understanding or when they cite higher directives that require or govern the policy.

EFFECTIVE: Insert the date the policy became effective.

AMENDED: Insert the date the policy was amended.

REPEALED: Insert the date the policy was repealed.

REVIEWED: Insert the date the policy was last reviewed.

SECTION 1. PURPOSE

Describe the primary reason for the policy in broad-based terms. Why has this policy been written?

SECTION 2. SCOPE AND APPLICABILITY

Identify the departments, people, or items affected by the policy.

SECTION 3. DEFINITIONS

Provide the specific meaning of a word, term, or phrase as used in the policy.

SECTION 4. POLICY

State the guidelines. What does the policy do? List the specific points.

SECTION 5. BACKGROUND OR EXCLUSIONS

Provide background or exclusions in this section if either is needed for understanding.

SECTION 6. GENERAL PROVISIONS

Include information required for clarity that will not fit under other headings.

SECTION 7. RESPONSIBILITIES

Specify who does what, when, how, and where. Use sub-headings for the what, when, how, and where if necessary for clarity. Reference may be made to the College catalog; faculty, staff, or student manuals; or similar documents for specific responsibility or procedures.

SECTION 8. CANCELLATION

Identify any previous policy that is being superseded.

SECTION 9. REVIEW STATEMENT

All policies shall be reviewed on a regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments: Identify any official summary statements, forms, or attachments that have been included with the policy.

Distribution: Identify the individuals, groups, or units to whom the policy has been distributed.

Revision Notes: These notes, which include the date of the revision, identify changes made to the policy in order to describe or clarify the policy provisions, to identify any changes in management responsibilities and/or titles, and to correct any grammatical or typographical errors.

4.3 Paragraphing

4.3.1 **Legal Numbering System.** A legal numbering system will be used for paragraphs.

4.3.2 **Section Headings.** Section headings will be in capitalized and bold letters.

4.3.3 **Subparagraph Headings.** Headings for subparagraphs will be capitalized and will follow the numbering system below:

SECTION 1. SECTION HEADING

1.1 First Subparagraph

1.1.1 Second Subparagraph

4.3.3 **No Subparagraphs.** If a section or subparagraph does not have multiple subparagraphs, the text will begin in line with the margin of the section heading or subparagraph.

4.4 Margins

4.4.1 **Page Margins.** Use 1-inch margins at the left, right, top, and bottom of the page.

4.4.2 **Subparagraphs.** Indent each subparagraph 0.5 inches from the left margin.

4.5 Page Numbering Format

4.5.1 **Format.** Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: "Page 2 of 5."

4.5.2 **Position.** The position of page numbers is within the footer at the right-hand margin of every page.

4.6 Font Type and Size

The font type must be Century Gothic, and the font size should be 11 points.

SECTION 5. CORRECTIONS OR REVISIONS

5.1 Corrections

Corrections will be processed for publication by the President's Office.

"Corrections" differ from "revisions" in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc., but do not revise policy intent.

5.2 Revisions

Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

5.3 Cancellation

Revised policies will replace and supersede existing policies.

SECTION 6. FILING

Pierpont's administrative issuances will be filed in accordance with the Classification Table (POP Development System PP-1000.A). The official policy document will be maintained in the President's Office.

SECTION 7. PROCESSING FOR PUBLICATION

7.1 **Responsibilities of Recommending Party.** The recommending Individual, Group, and/or Unit will:

7.1.1 **Coordination.** Coordinate proposed issuances with other offices affected by the policy.

7.1.2 **Research.** Research the existing policies to minimize duplication, redundancy, and omissions.

7.1.3 **Printed Hard Copy.** Follow policy format and prepare a printed hard copy for the President's Office using appropriate word processing software.

7.2 **Responsibilities of the President's Office.** The President's Office will:

7.2.1 **Policy Numbering and Distribution.** Assure proper format and coordination, assign policy numbers, and reproduce and distribute the policy.

7.2.2 **Indexing.** Maintain and issue a current index of Pierpont's administrative policies.

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**Pierpont Community & Technical College Board of Governors
Meeting of March 26, 2019**

ITEM: Resignation of L. Eugene Weaver from the Pierpont
Community & Technical College Board of Governors

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved that the Pierpont Community & Technical College Board of Governors accept the official resignation of L. Eugene Weaver from the Pierpont Community & Technical College Board of Governors.

REQUESTOR: Warren "Chip" VanAlsbury, Chairman of the Board

BACKGROUND: On March 11, 2019, Board member L. Eugene Weaver officially submitted a letter of resignation to the Pierpont Community & Technical College Chairman of the Board, Warren VanAlsbury.

Mr. Weaver has dutifully and faithfully fulfilled his role on the Pierpont Board over many years. He served his initial term and reappointed terms as a Board member from August 1, 2008 until June 17, 2015, when he resigned due to family needs. Mr. Weaver was again appointed for a term of office on January 30, 2017 until June 30, 2020. Mr. Weaver announced his official resignation on March 11, 2019, due to personal health matters.

**L. EUGENE WEAVER
554 SAPPS RUN ROAD
FAIRMONT, WV 26554
304-657-0617**

March 11, 2019

Warren VanAlsburg, Chairman
Pierpont Community & Technical College
Board of Governors
1201 Locust Avenue
Fairmont, WV 26554

Dear Chairman VanAlsburg:

It is with a heavy heart that I must write to let you know that, effective immediately, I must resign my appointment as a member of the Pierpont Community & Technical College Board of Governors.

Over the past year, I have been handling personal health issues and must focus my needs and attention to my wellness.

I have truly enjoyed my service as a member of the Pierpont Community & Technical College Board Governors over the many years and terms of office. I valued being able to make a difference in the institution through my participation on Board committees and serving as Chair on a few.

I wish the very best for Pierpont Community & Technical College and its students, faculty, staff, and of course my fellow Board members.

Sincerely,

A handwritten signature in blue ink that reads "L. Eugene Weaver". The signature is written in a cursive style with a large initial "L" and "W".

L. Eugene Weaver

Tab

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JANUARY 31, 2019 FINANCIAL REPORT

**Board of Governors
Financial Report FY 2019
Pierpont Community & Technical College
as of January 31, 2019**

SUMMARY:

The projected effect on net assets for FY 2019 as of January 31, 2019 is a decrease of (\$539,339).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of January 31, 2019 of (\$539,339) represents a budget balance improvement of \$26,136 from the December 31, 2019 Budget.

There was no change to the overall Operating Revenue Budget.

There was a \$26,136 decrease to the Operating Expense Budget. The "Salaries" budget decreased by \$34,004 due to reductions to several labor positions that offset additional labor costs for a temporary part time Registrar Assistant position needed for BANNER transition and the funding of a Financial Aid Director position created in December. The "Benefits" budget increased by \$9,518 due to the changes above and PEIA updates. The "Assessment for Support Services" budget decreased by (\$1,650) due to wage budget reductions on positions in the Library.

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

- The institution has realized approximately 80% of projected tuition and fees revenue.
- The institution has realized approximately 77% of overall revenues
- The institution has incurred approximately 43% 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 \$4,448,469.

RESTRICTED FUNDS:

There were two grants totaling \$650 recognized during the month, however this resulted in no changes to the Restricted Funds Budget Balance during this period.

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

Current Unrestricted

As of January 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	8,081,052	6,481,765	80.21%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	Auxiliary Enterprise Revenue	607,765	607,765	566,476	93.21%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	218,446	59.26%
	Total:	9,190,740	9,432,405	7,279,457	77.17%
OPERATING EXPENSE	Salaries	7,272,095	7,164,552	3,662,218	51.12%
	Benefits	1,580,613	1,750,042	758,618	43.35%
	Student financial aid-scholarships	237,752	237,752	160,369	67.45%
	Utilities	120,399	120,399	95,379	79.22%
	Supplies and Other Services	2,639,974	2,914,247	1,006,702	34.54%
	Equipment Expense	85,889	85,732	41,716	48.66%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,519,946	386,783	25.45%
	Assessment for Student Activity Costs	97,001	27,107	19,175	70.74%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	457,444	75.27%
	Assessment for Operating Costs	1,560,922	1,587,181	525,375	33.10%
	Total:	16,177,331	16,424,955	7,120,222	43.35%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,992,550)	159,234	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	4,853,643	67.00%
	Gifts	126,000	126,000	1,550	1.23%
	Investment Income	7,194	7,194	40,732	566.19%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(593,922)	68.80%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,514,217	6,514,217	4,301,445	66.03%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	(12,211)	152.63%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(12,211)	20.02%
BUDGET BALANCE		(533,380)	(539,339)	4,448,469	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(539,339)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,027,882</u>	<u>2,825,302</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 \$2,263,654 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, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,521,812	5,685,518	87.18%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	48,000	48,000	5,237	10.91%
	Total:	6,830,812	6,944,804	5,703,525	82.13%
OPERATING EXPENSE					
	Salaries	6,575,508	6,491,754	3,369,116	51.90%
	Benefits	1,471,245	1,641,693	708,221	43.14%
	Student financial aid-scholarships	226,752	226,752	178,786	78.85%
	Utilities	116,400	116,400	94,086	80.83%
	Supplies and Other Services	1,741,407	1,853,528	613,722	33.11%
	Equipment Expense	23,207	23,207	20,776	89.52%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,519,946	386,783	25.45%
	Assessment for Student Activity Costs	97,001	27,107	19,175	70.74%
	Assessment for Operating Costs	1,560,922	1,587,181	525,375	33.10%
	Total:	13,787,363	13,897,800	5,922,482	42.61%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,952,996)	(218,957)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,244,243	7,244,243	4,853,643	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	40,732	566.19%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(593,922)	68.80%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,484,217	6,484,217	4,299,895	66.31%
TRANSFERS & OTHERS					
	Capital Expenditures	0	(8,000)	(12,211)	152.63%
	Construction Expenditures	0	0	0	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	0	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(12,211)	20.02%
BUDGET BALANCE		(533,340)	(529,785)	4,068,727	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,641,366</u>	<u>1,448,300</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, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,441,964	1,559,241	796,247	51.07%
	Other Operating Revenues	320,528	320,596	213,209	66.50%
	Total:	1,762,492	1,879,837	1,009,456	53.70%
OPERATING EXPENSE	Salaries	696,587	672,798	293,102	43.56%
	Benefits	109,368	108,349	50,397	46.51%
	Student financial aid - scholarships	11,000	11,000	(18,416)	-167.42%
	Utilities	3,999	3,999	1,293	32.33%
	Supplies and Other Services	913,660	1,060,719	392,980	37.05%
	Equipment Expense	62,682	62,525	20,941	33.49%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,919,390	740,296	38.57%
OPERATING INCOME / (LOSS)		(34,804)	(39,554)	269,159	
NONOPERATING REVENUE (EXPENSE)	Gifts	30,000	30,000	1,550	5.17%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,550	5.17%
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	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	0	0.00%
BUDGET BALANCE		(4,804)	(9,554)	270,709	
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>1,368,372</u>	<u>1,363,622</u>		

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

As of January 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	566,476	93.21%
	Total:	607,765	607,765	566,476	93.21%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	457,444	75.27%
	Total:	607,765	607,765	457,444	75.27%
OPERATING INCOME / (LOSS)		0	0	109,032	
BUDGET BALANCE		0	0	109,032	
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
Current Restricted
For the period ending January 31, 2019

New Grant Budgets

2018 Culinary Boot Camp - Budget Established	400
ProStart Advisory Group - Budget Established	250

NET CHANGE -

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

For the period ending January 31, 2019

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	9,359,942	9,359,942	4,294,208	45.88
State/Local Grants and Contracts	3,239,699	3,205,686	821,809	25.64
Private Grants and Contracts	660,794	671,358	268,384	39.98
Total:	13,260,435	13,236,986	5,384,401	40.68
OPERATING EXPENSE				
Salaries	883,164	859,274	121,489	14.14
Benefits	101,363	91,045	23,598	25.92
Student financial aid-scholarships	14,487,843	14,487,843	7,610,299	52.53
Supplies and Other Services	292,157	338,782	84,804	25.03
Equipment Expense	417,486	442,869	178,096	40.21
Total:	16,182,013	16,219,813	8,018,286	49.44
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(2,633,885)	88.30
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	2,633,079	58.51
Gifts	6,184	6,184	940	15.20
Total:	4,506,184	4,506,184	2,634,019	58.45
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(278,148)	18.05
Construction Expenditures	0	0	0	
Transfers for Fin Aid Match	61,006	61,006	25,683	42.10
Indirect Cost Recoveries	0	0	0	
Transfers - Other	0	0	0	
Total:	(1,472,754)	(1,479,691)	(252,465)	17.06
BUDGET BALANCE	111,852	43,667	(252,331)	(577.86)
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	18,080		

FEBRUARY 28, 2019 FINANCIAL REPORT

Board of Governors
Financial Report FY 2019
Pierpont Community & Technical College
as of February 28, 2019

SUMMARY:

The projected effect on net assets for FY 2019 as of February 28, 2019 is a decrease of (\$532,387).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of February 28, 2019 of (\$532, 387) represents a budget balance improvement of \$6,952 from the January 31, 2019 Budget.

In response to Spring 2019 enrollment declines, the "Tuition and Fees" revenue budget was reduced by (\$364,894).

There was a (\$371,846) decrease to the Operating Expense Budget. The "Salaries" budget decreased by (\$290,185) due to reductions to several labor positions that were not going to be refilled and from various other labor positions that had excess budget on the position. The "Benefits" budget decreased by (\$66,671) due to the changes above and PEIA updates. The "Supplies and Other Services" budget increased by \$6,057 due to PEIA adjustments and the transfer of budget from a non-chargeback organization to a chargeback organization...

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

- The institution has realized approximately 85% of projected tuition and fees revenue.
- The institution has realized approximately 81% of overall revenues
- The institution has incurred approximately 54% 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 \$2,881,588.

RESTRICTED FUNDS:

There was a grant totaling \$2,000 recognized during the month, however this resulted in no changes to the Restricted Funds Budget Balance during this period.

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

Current Unrestricted

As of February 28, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	7,716,158	6,527,117	84.59%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	Auxiliary Enterprise Revenue	607,765	607,765	571,134	93.97%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	225,926	61.29%
	Total:	9,190,740	9,067,511	7,336,946	80.81%
OPERATING EXPENSE	Salaries	7,272,095	6,874,367	4,104,031	59.70%
	Benefits	1,580,613	1,683,371	883,263	52.47%
	Student financial aid-scholarships	237,752	248,252	170,037	68.49%
	Utilities	120,399	120,399	101,534	84.33%
	Supplies and Other Services	2,639,974	2,882,700	1,264,471	43.86%
	Equipment Expense	85,889	85,732	42,554	49.64%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,526,003	768,517	50.38%
	Assessment for Student Activity Costs	97,001	27,107	20,103	74.16%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	498,254	81.98%
	Assessment for Operating Costs	1,560,922	1,587,181	863,197	54.39%
	Total:	16,177,331	16,053,109	8,722,404	54.33%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,985,598)	(1,385,457)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	4,853,643	67.00%
	Gifts	126,000	126,000	1,550	1.23%
	Investment Income	7,194	7,194	50,479	701.68%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(625,858)	72.50%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,514,217	6,514,217	4,279,256	65.69%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	(12,211)	152.63%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(12,211)	20.02%
BUDGET BALANCE		(533,380)	(532,387)	2,861,588	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(532,387)		
Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,027,882</u>	<u>2,832,254</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 \$2,263,654 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, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,447,812	6,156,918	5,710,192	92.74%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	48,000	48,000	5,237	10.91%
	Total:	6,830,812	6,579,910	5,728,199	87.06%
OPERATING EXPENSE	Salaries	6,575,508	6,209,413	3,767,046	60.67%
	Benefits	1,471,245	1,576,110	823,692	52.26%
	Student financial aid-scholarships	226,752	237,252	188,454	79.43%
	Utilities	116,400	116,400	99,975	85.89%
	Supplies and Other Services	1,741,407	1,821,981	838,026	46.00%
	Equipment Expense	23,207	23,207	21,313	91.84%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,526,003	768,517	50.36%
	Assessment for Student Activity Costs	97,001	27,107	20,103	74.16%
	Assessment for Operating Costs	1,560,922	1,587,181	863,197	54.39%
	Total:	13,787,363	13,534,886	7,396,765	54.65%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,954,976)	(1,668,568)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	4,853,643	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	50,479	701.68%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(625,858)	72.50%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,484,217	6,484,217	4,277,706	65.97%
TRANSFERS & OTHERS	Capital Expenditures	0	(8,000)	(12,211)	152.63%
	Construction Expenditures	0	0	0	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	0	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(12,211)	20.02%
BUDGET BALANCE		(533,340)	(531,765)	2,596,929	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,641,366</u>	<u>1,446,320</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, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,984	1,559,241	816,924	52.39%
	Other Operating Revenues	320,528	320,596	220,689	68.84%
	Total:	1,762,482	1,879,837	1,037,613	55.20%
OPERATING EXPENSE					
	Salaries	696,587	684,954	336,985	50.68%
	Benefits	109,368	107,281	59,571	55.54%
	Student financial aid - scholarships	11,000	11,000	(18,416)	-167.42%
	Utilities	3,999	3,999	1,558	38.97%
	Supplies and Other Services	913,660	1,060,719	426,445	40.20%
	Equipment Expense	62,682	62,525	21,241	33.97%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,910,458	827,384	43.31%
OPERATING INCOME / (LOSS)		(34,804)	(30,622)	210,229	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	1,550	5.17%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,550	5.17%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	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	0	0.00%
BUDGET BALANCE		(4,804)	(822)	211,779	
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>1,368,372</u>	<u>1,372,554</u>		

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

As of February 28, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	571,134	93.97%
	Total:	607,765	607,765	571,134	93.97%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	498,254	81.98%
	Total:	607,765	607,765	498,254	81.98%
OPERATING INCOME / (LOSS)		0	0	72,880	
BUDGET BALANCE		0	0	72,880	
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
Current Restricted
For the period ending February 28, 2019

New Grant Budgets

Established Nuts, Bolts & Thingamajigs Award	2,000.00
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NET CHANGE

Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
Current Restricted
For the period ending February 28, 2019

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	9,359,942	9,359,942	4,404,333	47.06
State/Local Grants and Contracts	3,239,699	3,205,686	1,222,644	38.14
Private Grants and Contracts	660,794	673,358	307,317	45.64
Total:	13,260,435	13,238,986	5,934,294	44.82
OPERATING EXPENSE				
Salaries	883,164	859,274	139,197	16.20
Benefits	101,363	91,045	28,174	30.95
Student financial aid-scholarships	14,487,843	14,487,843	7,797,612	53.82
Supplies and Other Services	292,157	340,782	100,942	29.62
Equipment Expense	417,486	442,869	178,096	40.21
Total:	16,182,013	16,221,813	8,244,022	50.82
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(2,309,728)	77.43
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	2,676,577	59.48
Gifts	6,184	6,184	940	15.20
Total:	4,506,184	4,506,184	2,677,517	59.42
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(197,857)	12.84
Construction Expenditures	0	0	0	
Transfers for Fin Aid Match	61,006	61,006	25,683	42.10
Indirect Cost Recoveries	0	0	0	
Transfers - Other	0	0	0	
Total:	(1,472,754)	(1,479,691)	(172,174)	11.64
BUDGET BALANCE	111,852	43,667	195,615	447.97
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	18,080		

Tab

5



PIERPONT BOARD OF GOVERNORS 2018 – 2019 OFFICERS & COMMITTEES

Pierpont Board of Governors Executive Officers (Named 6/19/18)

Warren “Chip” VanAlsburg – Chair
Sharon Shaffer – Vice Chair
Brian Bozarth – Secretary

BOG COMMITTEES

Named 11/13/2018

Executive Committee

Warren VanAlsburg – Chair
Brian Bozarth – BOG Member
Holly Kauffman – BOG Member
Linda King – BOG Faculty Senate Representative
Rick Pruitte – BOG Member
Sharon Shaffer – BOG Member
Johnny M. Moore – President
Cyndee K. Sensibaugh – EA to the President and BOG

Academic and Student Affairs Committee

Sharon Shaffer – Chair
Thomas Barlow – BOG Member
Lyla Grandstaff – VP Student Services, Staff Resource
Nancy Parks – Ex. Director, Institutional Effectiveness & Accreditation, Staff Resource
Michael Waide – Provost, Staff Resource
Kimberly Cale – Director, Continuing Education, Staff Resource
Academic Deans
Johnny M. Moore, Ex Officio

Finance/Audit and Administration Committee

Brian Bozarth – Chair
Rick Pruitte – BOG Member
Larry Puccio, Jr. – BOG Member
L. Eugene Weaver – BOG Member
Dale Bradley – VP/ CFO, Staff Resource
Steve Leach – VP Organization & Development, Staff Resource
Johnny M. Moore, Ex Officio

Enrollment Management and Communications Committee

Linda King - Chair
Memori Dobbs – BOG Classified Staff Representative
William Blandino – BOG Student Representative (replacing Travis Crigger)
Natalie Stone – BOG Member
Lyla Grandstaff – VP Student Services
Robin Strader – Interim Executive Director of Information Systems/Dir. eLearning
Bo Sellers – Marketing Director, Staff Resource
Johnny M. Moore, Ex Officio

Ad Hoc Committees

Nominating Committee for BOG Executive Officers

Brian Bozarth – BOG Member (replacing Holly Kauffman)
Linda King – BOG Faculty Senate Representative
Rick Pruitte – BOG Member

Presidential Evaluation Committee

Holly Kauffman, Chair
Linda King
Natalie Stone
Thomas Barlow
Larry Puccio, Jr.
Sharon Shaffer

NORTH CENTRAL ADVANCE TECHNOLOGY CENTER ADVISORY BOARD

North Central Advanced Technology Center Advisory Board Officers (Named 6/19/18)

Sharon Shaffer – Chair

Thomas Barlow – Vice Chair

Brian Bozarth – Recording Secretary

North Central Advanced Technology Center Advisory Board – Nominating Committee

Sharon Shaffer – Chair

Thomas Barlow – ATC Advisory Board Member

Brian Bozarth – ATC Advisory Board Member

Tab 6

**Pierpont Community & Technical College
Board of Governors
Meeting of March 26, 2019**

ITEM: Approval of Tuition and Fees Changes for Academic Year 2019-2020

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 2019-2020.

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 2019-20. Also attached is the Memo concerning “FY 2019-20 Tuition and Fee Increase Requests” dated February 28, 2019 from Chancellor Sarah Armstrong Tucker.

BACKGROUND:

- **Education and General Tuition Fees.**
 - Pierpont is proposing no increase to 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 for AY 2019-20.
- **Pierpont Special Fees:**
 - With the establishment of Pierpont’s independent instance of Banner, Pierpont no longer needs the special fee for Fairmont State University transient students who enroll in Pierpont classes. In the future, any such students will pay Pierpont’s standard tuition rates. The following fee is to be eliminated for AY 2019-20:
 - Community College Education Fee of \$86 Per Credit Hour
 - In order to be more in line with competitors concerning the offering of High School Dual Credit Courses Pierpont is proposing the following:
 - Reduce the Dual Credit Course Fee from \$84 per credit hour to \$25 per credit hour.

- In order to assist in addressing costs associated with graduation, Pierpont is proposing the following increase to the one time new student fee
 - Increase the New Student Fee by \$10 from \$120 to \$130 per student.
- **Pierpont Program Fees:**
 - Pierpont has worked 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 Machinist Technology Program that RCBI previously delivered in partnership with another West Virginia Community & Technical College. Originally, the Machinist Technology Program was to be a concentration within the Applied Process Technology Program. However as the institution moved forward with implementation, it was determined that Machinist Technology Program should become an independent Associate Degree. Therefore Pierpont is proposing the following:
 - Establish a \$350 per semester Machinist Technology Program Fee. This program fee is in line with all other similar workforce focused programs.
 - Pierpont's Welding Technology Program is being established in the Fall 2019 Term at the Advanced Technology Center (ATC). This Program was previously to have been offered in partnership with RCBI at their facility. However, that partnership could not be finalized. Under the original plan, the Board of Governors approved the establishment of Welding Technology Fee of \$160 per credit hour. With the Program now being offered exclusively at the ATC, the following change is proposed:
 - Change the Welding Technology Fee of \$160 from a per credit hour fee to a flat course fee for program specific courses. This change will reduce the fee from \$480 for a three-credit course to \$160 for a three-credit course.
 - During the past year, Pierpont in partnership with the mining industry and WV Northern Community College established a Mining Maintenance in Technical Studies Program. The Board of Governors approved the establishment of Mining Technology Fee of \$160 per credit hour. With an additional year of knowledge in running the Program, the following change is proposed:
 - Change the Mining Technology Fee of \$160 from a per credit hour fee to a flat course fee for program specific courses. This change will reduce the fee from \$480 for a three-credit course to \$160 for a three-credit course.
 - Additionally the following changes to other program specific fees are proposed
 - Reduce the Applied Design Program fee from \$275 per semester to \$225 per semester.
 - Increase the Food Service Management Program Fee from \$285 per semester

to \$300 per semester in order to address increases in the costs of cooking supplies.

- The Licensed Practical Nursing Program requests the following changes to address costs changes in program specific certification exams:
 - The LPN NCLEX Comprehensive Predictor Test Fee, a one-time fee of \$45, will be eliminated for new students beginning with the fall term, but will remain in place for the existing second year students for AY 2019-20.
 - The LPN NCLEX Review Fee, a one-time fee of \$245, will be eliminated for new students beginning with the fall term, but will remain in place for the existing second year students for AY 2019-20.
 - Establish a new LPN NCLEX Review Fee to replace both of the above fee of \$550 for new students beginning with the fall term. This change will accommodate the use of a new review system, which will result in increased certification pass rates. Student will utilize this system throughout their entire time in the program; therefore, it is a one-time fee.
- The Information Systems Program has changed the focus of the security concentration of the program. With this change in focus, a different certification exam is needed which is also less expensive. Therefore the Program is proposing the following change:
 - Change the name of the current Certified Network Defender Exam Fee to the CompTIA Security+ Exam Fee and reduce the fee from \$450 to \$190 with a maximum annual cost of \$380 per student.

ATTACHMENT F

Fee Planning Schedule- Per Semester Academic Year 2019-20

Institution: Pierpont Community & Technology College

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

	Resident 2016-17	Resident 2017-18	Resident 2018-19	Resident 2019-20	Increase (Decrease)	Non-Resident 2016-17	Non-Resident 2017-18	Non-Resident 2018-19	Non-Resident 2019-20	Increase (Decrease)	Reduced Non-Resident (Metro) 2016-17	Reduced Non-Resident (Metro) 2017-18	Reduced Non-Resident (Metro) 2018-19	Reduced Non-Resident (Metro) 2019-20	Increase (Decrease)	Projected Revenue Increase * 2019-20
I. Regular Fees Charged to All Students																
a. Tuition and Required Education and General Fees	\$1,709	\$1,815	\$1,815	\$1,815	\$0	\$4,230	\$4,497	\$4,497	\$4,497	\$0	\$3,171	\$3,385	\$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	\$800	\$800	\$800	\$800	\$0	
ii. Special Institutional E&G Capital Fees	\$89	\$89	\$89	\$89	\$0	\$195	\$195	\$195	\$195	\$0	\$195	\$195	\$195	\$195	\$0	
c. Auxiliary and Auxiliary Capital Fees																
i. Standard Auxiliary Fees	\$229	\$240	\$250	\$250	\$0	\$229	\$240	\$250	\$250	\$0	\$229	\$240	\$250	\$250	\$0	
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	\$110	\$110	\$110	\$110	\$0	
Total Student Fee Request	\$2,342	\$2,459	\$2,469	\$2,469	\$0	\$5,564	\$5,842	\$5,852	\$5,852	\$0	\$4,505	\$4,730	\$4,740	\$4,740	\$0	
Percentage of Increase Requested Over Previous Year Three-year Average Increase		5.01%	0.40%	0.00%	1.80%		5.01%	0.17%	0.00%	1.73%		4.99%	0.21%	0.00%	1.74%	
* 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 2019-20

Special Fees and Charges	Rate Per Semester 2018-19	Requested Rate Per Semester 2019-20	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2019-20 *
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
Dual Credit fee (per credit hour)	\$84	\$25	(\$59)	550	(\$144,000)
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	\$130	\$10	500	\$5,000
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)	\$161	\$161	\$0	0	\$0
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 (per credit hour)	\$86	\$0	(\$86)	90	(\$23,000)

Total Revenue Change:

(\$162,000)

Attachment H

West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2019-20

Program Fees and Charges	Rate Per Semester 2018-19	Requested Rate Per Semester 2019-20	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2019-20 *
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
- CompTIA Security+ Exam Fee (Per Course)	\$450	\$190	(\$260)	(\$3,000)
Respiratory Care Program				
- Resp Care National Board Exam Review Fee (per course fee)	\$425	\$425	\$0	\$0
- Resp Care Self-Assessment Exam Fee (per course fee)	\$65	\$65	\$0	\$0
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0
- Resp Care Board Testing Fee (one time fee)	\$200	\$200	\$0	\$0
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0
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) (To be phased out in AY 20-21)	\$245	\$245	\$0	\$0
LPN Comprehensive Predictor Test Fee (one time fee) (To be phased out in AY 20-21)	\$45	\$45	\$0	\$0
LPN NCLEX Review Fee (one time fee) (Replacement)	\$0	\$550	\$550	\$22,000
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	\$225	(\$50)	(\$1,700)
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0

Attachment H

West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2019-20

Program Fees and Charges	Rate Per Semester 2018-19	Requested Rate Per Semester 2019-20	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2019-20 *
Program Fee - Food Service Management (per semester)	\$285	\$300	\$15	\$1,350
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
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 course)	\$160	\$160	\$0	\$4,000
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Machinst Technology	\$0	\$350	\$350	\$7,000
- Machinst Technology Fee (per credit hour)	\$160	\$160	\$0	\$0
Program Fee - Mining Maintenance (per semester)	\$350	\$350	\$0	\$0
- Mining Technology Fee (per course)	\$160	\$160	\$0	\$4,000
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0
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

Attachment H

**West Virginia Council for Community and Technical College Education
Listing of Program Fees
Academic Year 2019-20**

Program Fees and Charges	Rate Per Semester 2018-19	Requested Rate Per Semester 2019-20	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2019-20 *
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
	\$0	\$0	\$0	\$0

Total Revenue Change:

\$36,650



WEST VIRGINIA
COMMUNITY & TECHNICAL
COLLEGE SYSTEM

TO Community and Technical College Presidents

FROM Sarah Armstrong Tucker, Chancellor

DATE February 28, 2019

SUBJECT **FY 2019-20 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) 2019-20:

- The institutional impact of inflation - the 2018 HEPI inflation rate was 2.8 percent;
- The institution's rate of student financial aid participation ([Attachment A](#));
- FY 2019 state funding per annualized full-time equivalent student (AFTE) ([Attachment B](#));
- Total Education and General Funding which includes the FY 2019 projected E&G tuition revenue (excluding capital and auxiliary tuition and fees) plus FY 2019 state funding ([Attachment C](#));
- Most recent five year history of tuition and fees increases including the five-year average ([Attachment D](#)); and,
- Institutional implementation of new technical programs. Provide a detailed list of new technical programs implemented for FY 2015 through FY 2019, 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 2018 audit in instruction and student services then divides by the annualized full-time equivalent students.

FY 2019-20 TUITION AND FEE INCREASE REQUESTS

February 28, 2019

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Attachment E provides this analysis and includes a comparison of the FY 2018-19 non-resident and reduced non-resident tuition and fees (metro). The analysis identifies any rate that is lower than either the institution or system average. The lower rate must be corrected by submitting a change for FY 2019-20. This same consideration must be made for any *new* FY 2019-20 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 2018-19 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 2018-19 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.

FY 2019-20 TUITION AND FEE INCREASE REQUESTS

February 28, 2019

Page 3

Base your FY 2020 request on the Governor's FY 2020 Budget Bill. 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.

Please submit recommendations to John Signore at John.Signore@wvhepc.edu by **April 1, 2019**.

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

cc: Chief Financial Officers