



***BOARD  
OF  
GOVERNORS***

**May 15, 2018**

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

**May 15, 2018**

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

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**11:00 AM**                    **BOG Enrollment Management & Communications Committee**  
**Hardway Building Room 219**

Memori Dobbs – Chair  
R. Travis Crigger – BOG Student Government Representative  
Larry Puccio, Jr. – BOG Member  
Natalie Stone – BOG Member  
Johnny M. Moore – Ex-officio  
Staff Liaisons – Michael Waide, Lyla Grandstaff, Bo Sellers  
Academic Deans - Jerry Bacza, David Beighley, Vickie Findley, Dennis Mills,

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

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

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Recent BOG Committee Meetings:

- ✓ BOG Finance/Audit and Administration Committee Meeting held on April 25, 2018
- ✓ BOG Executive Committee Phone Conference Meetings held on April 6, 20, 27, 2018
- ✓ BOG Academic and Student Affairs Committee Meeting held on May 9, 2018

**AGENDA**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**May 15, 2018**

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

1. Opening Comment (*Chairman, Chip VanAlsburg*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for March 27, 2018 **Tab 1 – Action Item**

**II. Recognitions – Informational**

1. Appreciation of the FirstEnergy Corporation and FirstEnergy Foundation’s check presentation to the Power Systems Institute (PSI) Program (*President Moore*)
2. Review of the Employee Recognition Awards **Tab 2 – Informational**

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

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

**V. Operation Reports** **Tab 3 – Informational**

1. Academic Affairs (*Michael Waide*)
2. Classified Staff Council (*Amanda Hawkinberry*)
3. Center for Workforce Education (*Kimberly Cale*)
4. Pierpont Foundation (*Steve Leach*)
5. Note: the Faculty Senate report will be presented under WV Code 6-9A-4(b)2A (*Kari Coffindaffer*)

**VI. Committee of the Whole**

1. Financial Report (*CFO, Dale Bradley*) **Tab 4 – Informational**
  - a. March 31, 2018 Financial Report
2. Resolution for Approval of the Board of Governor Meeting Schedule for the 2018-2019 Academic Year (*Dale Bradley*) **Tab 5 – Action Item**

3. Resolutions for the Acceptance and Approval of Five Year Program Reviews for Associates in Applied Sciences (AAS) Degrees and Associates of Arts (AA) Degrees (Michael Waide) **Tab 6 – Action Item**
- a. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Aviation Maintenance Program*
  - b. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Board of Governors Program*
  - c. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Drafting/Design Engineering Technology Program*
  - d. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Graphics Technology Program*
  - e. Approval of the Five Year Program Review for the Associate of Arts (AA) Degree in the *Liberal Studies Program*
  - f. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Occupational Development Program*
  - g. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Paralegal Studies Program*
  - h. Approval of the Five Year Program Review for the Associate in Applied Science (AAS) Degree in the *Technical Studies Program*

## VII. Committee Reports

- 1. Audit/Finance and Administration Committee Report (*Rick Pruitte, Chair*)
  - a. Resolution to Approve the Reallocation of the Musick Library Elevator Upgrade **Tab 7 – Action Item**
  - b. Resolution for Approval of the FY 2019 Capital Projects **Tab 8 – Action Item**
  - c. Resolution for Approval of the FY 2019 Unrestricted Education and General (E&G) Budget **Action Item**  
(*Supporting documents will be provided at Board meeting*)
  - d. Resolution for Approval of FY 2019 Pay Raise **Tab 9 – Action Item**

2. Academic and Student Affairs Committee Report (*Sharon Shaffer, Chair*)
3. Enrollment Management/Communications Committee Report (*Memori Dobbs, Chair*)
4. Executive Committee (*Chip VanAlsburg, Chair*)

## **VIII. New Business**

- ☐ The next regularly scheduled Advanced Technology Center Advisory Board Meeting will be held at 1:00 PM on June 19, 2018.
- ☐ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 19, 2018.
- ☐ In accordance with the WV Legislature House Bill 3215 §189B-2A-1, the Pierpont Board of Governors Executive Committee will bring forward recommendations and nominations for the election of the Pierpont Board of Governors Executive Officers for AY 2018-2019 at the June 19, 2018 BOG meeting. Chairman VanAlsburg will appoint an ad hoc Nominating Committee to submit recommendations to the Executive Committee.

The current officers are:

- Chair – Chip VanAlsburg
- Vice Chair – Sharon Shaffer
- Secretary – Rick Pruitte

- ☐ New appointments of the Pierpont Board of Governors Committees' chairs, members, and staff liaisons will be announced, by the Chairman of the Board, at the first BOG meeting of AY 2018-2019.

## **IX. Old Business**

## **X. Public Comment**

## **XI. Possible Executive Session**

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

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

## **XII. Adjournment**

### Pierpont Mission Statement

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

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**Tab**

**1**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
March 27, 2018  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on March 27, 2018, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

*Board members present:*

Thomas Barlow, Randy Travis Crigger, Memori Dobbs, Holly Kauffman (phone), Linda King, Larry Puccio, Jr. (phone), and Natalie Stone (phone), and Eugene Weaver (phone).

*Board Members Absent:*

Brian Bozarth, Rick Pruitte and Sharon Shaffer

*President's Cabinet Members Present:*

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

*Others in Attendance:*

Reporters from the Exponent Telegram and Times West Virginian newspapers and Pierpont's faculty and staff

**I. Call to Order – Open Session**

1. *Opening Comments*

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:07 PM. Mr. VanAlsburg informed that as some Board members were short on time and need to attend to other matters, the Board's agenda will be adjusted to bring forward all action items, and any Executive Session matters, prior to regular reports and recognitions.

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 February 20, 2018 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held February 20, 2018 were presented for approval. Thomas Barlow offered a motion to approve the minutes, as presented. Memori Dobbs seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

**VII. Committee Reports** (This portion of the Committee Reports was moved forward in the agenda.)

1. *Audit/Finance and Administration Committee Report*

In absence of Mr. Rick Pruitte, Chair, Mr. Dale Bradley, CFO, presented the Audit/Finance and Administration Committee Report

a. Approval of Tuition and Fee Changes for Academic Year 2018-2019 – Action Item

Mr. Bradley reviewed the proposed tuition and fee changes for academic year 2018-2019; including the education and general fee planning schedule per semester, the proposed special fees, the listing of program fees, and a memo from the WV Community and Technical College System Chancellor regarding FY 2018-19 tuition and fee increase requests. Complete details of all proposed tuition and fee changes for AY 2018-19 were included in the March 27, 2018 Board of Governors meeting book materials.

Natalie Stone offered a motion to approve the Tuition and Fee Changes for Academic Year 2018-2019, as presented. Tom Barlow seconded the motion. There was a short discussion on the Respiratory Care Program, after discussion all agreed to the motion. Motion passed.

**XI. Executive Session – Closed to the Public** (Announcement of Executive Session was moved forward in the agenda.)

1. Entering Executive Session:

At 2:23 PM, Tom Barlow moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Memori Dobbs seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 2:52 PM, Chairman VanAlsburg exited the Board from Executive Session and reconvened the Board meeting in open session

3. Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

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

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

Prior to the beginning of the Pierpont Community & Technical College Board of Governors meeting, President Johnny M. Moore publicly signed the National Association for Community College Entrepreneurship (NAACE) Presidents for Entrepreneurship Pledge, joining hundreds of other community college presidents across the country to advance entrepreneurship in local communities and on community college campuses. Chairman VanAlsbury, Board members, community members, and staff members served as witnesses to this pledge.

2. Ms. Vickie Findley, Interim Dean of the School of Health Careers, along with Provost Michael Waide, shared that the Pierpont Community & Technical College Emergency Medical Services (EMS) Program has been nominated for consideration as the West Virginia EMS Training Center of the Year. Attending to receive acknowledgement by the Board of Governors was Rusty Taylor - Asst. Professor. Ben Tacy - Program Coordinator was unable to attend.

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

President Moore informed the Board that Pierpont will be hosting the Tri-State Energy and Advanced Manufacturing (TEAM) Consortium Meeting on Wednesday, March 28<sup>th</sup> at the Advanced Technology Center. The TEAM Consortium consists of leaders from industry, higher education, and workforce and economic development organizations across 27 counties in Pennsylvania, Ohio, and West Virginia.

President Moore also highlighted upcoming events, conferences, and Pierpont's School of Health Careers Pinning Ceremony on April 20<sup>th</sup> and Pierpont's Commencement occurring on May 11<sup>th</sup>.

## **IV. Chairman's Report**

No report.

## **V. Operation Reports**

Operation Reports were provided, in detail and in advance, within the March 27, 2018 Board of Governors Book. Those reports were:

1. Academic Affairs
2. Classified Staff Council
3. Center for Workforce Education
4. Pierpont Foundation

## **VI. Committee of the Whole**

1. *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 January 31 and February 28, 2018. Complete details were provided in the March 27, 2018 Board of Governors Book.

## **VII. Committee Reports** (This portion of Committee Reports concludes from the agenda adjustment)

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

In absence of Sharon Shaffer, Chair, Lyla Grandstaff provided the Academic and Student Affairs Committee Report. The Committee has been focusing on enrollment programs, web page update, and organizational restructure for Student Services.

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

Memori Dobbs, Chair, shared that due to scheduling conflicts the Committee did not meet. No new report to provide.

## **VII. New Business**

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

## **VIII. Old Business**

There was no old business to review.

## **IX. Public Comment**

There were no signatures recorded for public comment.

## **XI. Executive Session – Closed to the Public** (Moved forward in this agenda)

## **XII. Adjournment**

There being no further business, Linda King offered a motion to adjourn the meeting at 3:04 PM. Chip VanAlsborg seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

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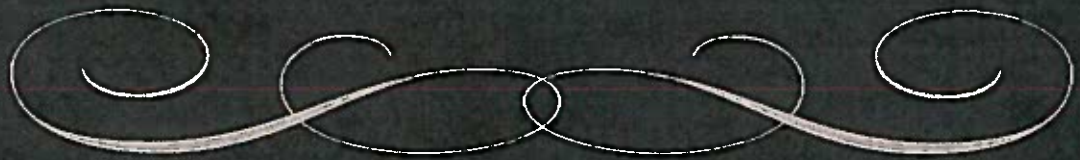
**Tab**

**2**



# 2018 EMPLOYEE RECOGNITION LUNCHEON

PIERPONT COMMUNITY & TECHNICAL COLLEGE



Friday, May 4, 2018 - 11:30 AM to 1:00 PM

Advanced Technology Center Rooms 216 A & B

## **WELCOME**

*Dr. Johnny M. Moore, President*

*Mr. Warren 'Chip' VanAlsburg, Chairman of the Board*

## **PRESENTATION OF AWARDS, HONORS, & RECOGNITIONS TO FACULTY & STAFF**

*Dr. Johnny M. Moore, President*

*Mr. Michael P. Waide, Provost*

## **PIERPONT PRIDE AWARD & ALL STARS**

*Dr. Johnny M. Moore, President*

# 2018 EMPLOYEE AWARD RECIPIENTS, HONOREES, & RECOGNITIONS

## PIERPONT COMMUNITY & TECHNICAL COLLEGE

### YEARS OF SERVICE – STAFF

(5 yrs.) Lauren Adams

### YEARS OF SERVICE – FACULTY

(25 yrs.) Vickie Findley

### FACULTY PROMOTIONS

David Beighley—Professor

Susan Coffindaffer—Assoc. Professor

Amy Cunningham—Professor

Matthew DeMaria—Asst. Professor

Karen Morris—Asst. Professor

Brooke Nassim-Sabat—Professor

Ben Tacy—Asst. Professor

### FACULTY TENURE

David Beighley

## NATIONAL and STATE RECOGNITIONS / CERTIFICATIONS, DEGREES, PRESENTATIONS, AUTHORSHIPS

### School of Business, Aviation, and Technology

**Martina Bachlechner:** \$5,000 NASA WV Space Grant Consortium with CTCS for "Physics 1104: Sound and Music; \$1,000 Foundations Grant : "Providing Tools for Learning How to Learn: Note-Taking and Self-Made Study; Presented at the 2017 Hi-Tec Conference, Salt Lake City, UT "Providing Tools for Learning How to Learn STEM"; Coordinator of STREAM Day, Girls Only STREAM Day, and WV Girls Day at Pierpont

**Matthew DeMaria** Participated as a National Science Foundation—CS (compact, connected, continuous, customizable and collective) Teaching Fellow as part of an initiative by the nationally recognized NSA's CAE2Y accreditation and hosted by the National CyberWatch National Conference.

**Jeremy Wilson** Passed CompTIA A+ and Cisco Instructor Certifications

### School of Health Careers

**Hollie McDaniel-Brown:** Completed Master of Science in Respiratory Care /Therapeutics, at Canisius College, Buffalo NY in August 2017

**Sheri Craddock:** Presented "CLSI Venipuncture Standards 2017" at the WV Society of American Medical Technologists in April

**Amy Cunningham:** WV Advisory Council for Faculty Representative; Educator Liaison to the Board of Directors for the WV Health Information Management Association; Presented (and received approval of) conversion of the AHIMA professional certifications at the State BOG/RBA meeting in October; Presenter at STREAM Day

**Vickie Findley:** President of the WV HIM Assoc.

**Brianna Ordiway:** Serves as the WV Physical Therapy Assoc. Caucus Rep.; Liaison WVPTA and American Physical Therapy Assoc.

**Benjamin Tacy:** Completes Masters in Education at FSU in May 2018

**Rusty Taylor:** Completed MA in Instructional Design and Technology from WVU in December 2017

**Melissa White:** Completed MA in Biomedical Laboratory Diagnostics from Michigan State in December 2018; Presented "Human Gut Microbiome" at the WVSSAMT Conference in April 2018; Board of Directors for the WV State Society of Clinical Laboratory Science; Planning Committee for the National Clinical Laboratory Educators Conference

# 2018 EMPLOYEE AWARD RECIPIENTS, HONOREES, & RECOGNITIONS

## PIERPONT COMMUNITY & TECHNICAL COLLEGE

### School of Human Services

- Ironda Campbell:** Completed Ed.D in Community College Leadership from Morgan State University in March; Presented "Model: Engaging Students in Examination, Resolution, Dichotomy, of Ethical Dilemmas" at 2018 League for Innovation in the Community College Conference; Presented "I Am Who I Am: The Power of Positive Communication: at Girls Only STREAM Day;
- Susan Coffindaffer:** Certified Quality Matters Program Reviewer; Re-certified by Quality Matters as a Master Reviewer
- Natalie Feltz-Watson:** Completed MBA in Project Management from FSU in July 2017; Received Certification as a Certified Pastry Culinarian from ACF in December
- Fonda Hawley:** 2017 WVCTCS /WVCCA Conference Outstanding Contributor Award
- Ruby Losh:** Presented "ASL Idioms and Phrases" at the WV Schools for the Deaf and Blind; Received Certification in ASL Structure, Language, and Change from Georgetown University
- Rachel Plybon-Beach:** Presented "STEM by Design" with Beth Newcome at the 2018 League for Innovation in the Community College Conference; Presented "Navigating a Path in Digital Literacy" at the WV Statewide Technology Conference in July 2017; Presented at the 2017 WV Student Success Summit; Organized and hosted the 2018 WV Assoc. of Family and Consumer Sciences Annual Conference; Co-authored the COHS Cengage and Jobs for the Future \$20,000 Appalachian Regional Commission Grant
- Natalie Sybolt:** Appalachian Studies Association Conference Presenter; WV Teachers of English/National Writing Project Conference Presenter; Rural Women's Studies Association Presenter; Women of Appalachia Project Participant; Authored "The Sound of Holding Your Breath" a collection stories that has been accepted for publication and will come out in November 2018

### National Institute for Staff and Organizational Development (NISOD) Awards 2017 & 2018

- |                       |                             |                        |                             |
|-----------------------|-----------------------------|------------------------|-----------------------------|
| <b>Jay Mahoney:</b>   | 2017 NISOD Excellence Award | <b>Bill Shockley:</b>  | 2017 NISOD Excellence Award |
| <b>Allison McCue:</b> | 2017 NISOD Excellence Award | <b>Ashley Tennant:</b> | 2018 NISOD Excellence Award |

## PIERPONT RECOGNITIONS

**2017 Inaugural WVCTCS Deans Academy:** David Beighley and Lyla Grandstaff

**Fall 2017 Inaugural Pierpont Leadership Institute:** Ironda Campbell, Dr. Kari Coffindaffer, Matthew DeMaria, Caitlin Rexrode, Mary Jo Rutherford, Emily Ryan, and Sandra Thomas

**Pierpont Classified Staff Council:** Amanda Hawkinberry-Chair; Mary Jo Rutherford-Vice Chair; Leah Ellison-Secretary; Beverly Jones-Clerical; Anita Davis-Exec/Admin/ Managerial & ACCE Rep.; Justin Mowery-Professional Non-Faculty; Memori Dobbs-Classified Staff Council Board of Governors Representative

**Higher Learning Commission Team Leaders and Support Staff and Faculty**

**SkillsUSA Coordinators and Support Staff and Faculty**

**STREAM Day, Girls Only STREAM Day, and WV Girls Day at Pierpont Coordinators and Support Staff and Faculty**





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## 2017-18 FACULTY AWARDS

### AWARD FOR EXCELLENCE IN ACADEMIC ADVISING

**Jennifer Ellison:** Asst. Professor of Mathematics, School of Business, Aviation and Technology

### FACULTY RECOGNITION AWARD

**Melissa White:** Asst. Professor & MLC Program Coord., School of Health Careers

### FOUNDATION FELLOW GRANT AWARD

**Dr. Martina Bachlechner:** Physics & STREAM Coordinator, School of Business, Aviation and Technology

### GREAT TEACHERS SEMINAR AWARD

**Casey Conaway:** Asst. Prof. of Nursing, School of Health Careers

**Hollie McDaniel Brown:** Dir. Clinical Education, Asst. Prof. Respiratory Care, School of Health Careers

### HAROLD AND ROSELYN WILLIAMSON STRAIGHT AWARD FOR TEACHING EXCELLENCE

**Susan Woods Coffindaffer:** Asst. Professor & Program Coord., Paralegal Studies, School of Human Services

### OUTSTANDING ADJUNCT AWARD

**Ted Hastings:** Adjunct Faculty Food Services, School of Human Services

### THE PAUL E. EDWARDS AWARD FOR TEACHING EXCELLENCE

**Brooke Nissim-Sabat:** Assoc. Prof. of Foods & Nutrition, Public Policy Coordinator of WV Academy of Nutrition & Dietetics, School of Human Services

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## THE INNAUGURAL 2018 PIERPONT ALL STARS

and

## THE PIERPONT PRIDE AWARD

*Announcement of winners at close of program*

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### THANK YOU FROM PRESIDENT DR. JOHNNY M. MOORE:

*Thank you for the passion that you bring to your work each day and for the commitment you give to ensure the success of Pierpont's students and the institution. I look forward to the opportunities that await us in the next academic year as we Prepare to Win Championships!*

*Johnny M. Moore, Ph. D., President*

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**Tab**

**3**

# Academic Affairs Report

## OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs has finalized a comprehensive articulation agreement with Glenville State College; we continue to map out additional programs to articulate with Glenville State. We are in the process of finalizing a comprehensive articulation agreement with Alderson Broaddus University and St. Francis University (Pittsburgh; online). All of these articulations are 2+2 articulations. The Office of Academic Affairs has finalized an MOU with RCBI for the Machinist (AAS) degree to be offered in Fall 2018. We are finalizing the MOU with RCBI for the Advanced Welding (AAS) to be housed at RCBI and started in Fall 2018. In Fall 2018, we will revise our CAS degree in welding to offer a comprehensive 1-year degree in basic welding with all of the essential training in Fall 2019. We are reviewing a formal partnership to be a Lincoln Electric affiliated school. We have collaborated with WV Northern Community College and are finalizing the Mining Maintenance (AAS) degree to be unveiled and implemented in Fall 2018 in partnership with Murray Energy. The School of Health Careers has partnered with YouthBuild of Randolph to create pathways between its MedPrep courses and our advanced skill sets and certifications.

In addition to these partnerships, the Office of Academic Affairs is completing the following tasks:

1. Completing of faculty contracts for AY 2018-2019;
2. Completing of annual faculty evaluations and deans' evaluations;
3. Reviewing of faculty workloads for AY 2018-2019 and review of adjunct budgets after maximizing faculty workloads;
4. Updating of Core Transfer Agreement and Course Equivalencies with HEPC and CTCS after implementation of our revised General Education core;
5. Compiling Schools' requests for Perkins funds and developing a strategy for nontraditional participation and nontraditional completion;
6. Exploring creating partnerships with other 4-year schools to help with unique programming (i.e., intercession term in December/January) to offer Pierpont students even more opportunities;
7. Recruiting faculty for registration events throughout the summer;
8. Re-creating the faculty mentoring program for Fall 2018;
9. Re-designing our guided pathway sheets with Complete College America;
10. Developing a draft agenda for faculty professional development week for Fall 2018;
11. Finalizing five-year-review of the identified academic programs for CTCS;
12. Finalizing revised curricula (with the revision of our general education);
13. Updating our academic catalog;
14. Working in 3 phases to roll-out our online learning: (1) Gen Ed; (2) supplemental Gen Ed; and (3) entire programs;
15. Finalizing our Benedum Foundation grant application for Early College Academy;
16. Collaborating with our dual enrollment coordinator and Early College coordinator to expand our offerings in high schools and CTEs; and
17. Finalizing the details for Commencement (May 11, 2018)

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

## **SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY**

*Dean Bacza*

The School of Business, Aviation and Technology has been working on the following activities:

- Working with the Business faculty to revise their curriculum and skill set.
- Met with the BAT faculty to discuss the General Studies Core requirements. All programs are in compliance or are making minor curriculum changes to do so.
- All BAT phones were migrated to Dial Pad.
- Reviewing adjunct budget
- Worked with Martina Bachlechner on STREAM Day activities
- Drafting/Design Engineering Technology, Aviation Maintenance and Graphics Technology completed their 5 year program reviews. These were submitted to Provost Waide.
- The Math Department developed a new Statistics course for approval. They are also working on additional Math courses to be approved on the state transfer list.
- New curriculum proposals were developed for Drafting/Design Engineering Technology, Graphics Technology, Information Systems, Business, Art, Science and Math. These were approved by the curriculum committee and Faculty Senate.
- Worked with the registrar to remove adjunct names from the fall schedule and replace the names with staff.
- Worked with the staff to complete the Skills USA 2018 competition
- Working on faculty annual evaluations.
- Participated in the Student Academic Awards reception
- Working on various articulation agreements
- Trying to end a very busy spring semester and register students for the fall 2018 semester.

## **SCHOOL OF HEALTH CAREERS**

*Interim Dean Vickie Findley*

### **Health Careers Pinning**

The School of Health Careers hosted a school-wide, collaborative pinning ceremony on Friday, April 20<sup>th</sup> at the Robert H. Mollohan Research Center. Soon-to-be graduating student in health careers received professional pins, a practice dating back to Florence Nightingale and the pinning of nurses. The School's keynote speaker was Dr. Pellet, the president of Glenville State College. More than 450 guests were in attendance.

### **Accreditation Site-Visits**

The site visitors for the ***Emergency Medical Services*** will be present on May 16-17, 2018.

The ***Respiratory Care*** faculty hosted a site visit April 30 and May 1; there were no citations and the program anticipates "provisional accreditation" to be awarded at the CoARC board's July 2018 meeting.

### **Respiratory Care**

Respiratory Care Program received no citations on their recent site visit from CoARC. The program will hopefully be on the CoARC board meeting agenda in July for approval. Accolades to the Program

Director, Michael Walls, and Clinical Coordinator, Hollie McDaniel Brown, for all their hard work in assembling the material for the visit.

### **Electrocardiography**

ECG skill set, which started this Spring, will celebrate 13 students completers. The Fall there will be two sections offered with 21 students registered for the program. Hollie Brown, program coordinator, has worked with West Virginia University Hospital to offer the course for additional training for their ECG technicians to have them certified. This skill set will also be offered at Monongahela Vocational Technical Center in Morgantown this Fall.

### **Medical Administrative Assistant**

5 students are completing the skill set in its entirety at the Monongahela County Vocational Technical Center in Morgantown. The skill set will be offered in Braxton County in the Fall.

### **Medical Laboratory Technology**

Medical Laboratory Technology Program celebrates 100% pass rate for 2017 graduates. The program will graduate 9 students this semester. The students have been very active in community services. The students organized the recent Central Blood Bank blood drive, made a MLT promotional video (which has already been used for student recruitment), and visited the Quest Diagnostic and Central Blood Bank technical center in Pittsburgh, PA.

### **Health Information Technology**

Health Information Technology students have been engaged in a community service project. This project entails working with Monongahela Valley Association of Health Center with a medical record purging project. Students from the first and second year classes have spent a considerable amount of time sorting through old patient records for destruction. The students have also been working on a scanning project with the Program Director, Amy Cunningham. The students have been scanning student files from the various health career programs. This project allows the students to get hands on experience prepping charts, indexing, scanning and quality control checks. The program will be graduating 13 students.

### **Veterinary Technology and Veterinary Assistant**

Veterinary Technology Program continues to provide a valuable service to the community by offering the Pet Washes. The Vet Tech program anticipates meeting with the authorized architect to conduct a needs assessment for physical space prior to its interim report to the accreditor June 1, 2018.

### **Physical Therapist Assistant**

The PTA program will graduate 10 students for the Class of 2018; the program has a 100% pass rate for the class of 2017 on the national licensure exam. There is a 100% employment rate for the class of 2017. Members from the PTA first and second year classes participated in a 5K run to support the West Virginia Physical Therapy Association on Saturday April 21st. Assistant Professor Bryanna Ordiway was re-elected to the PTA caucus to represent the state of West Virginia on a national level.

### **Radiologic Technology (Technical Studies)**

The Radiologic Technology will graduate a total of eleven PCTC-enrolled graduates this May and has a 100% first attempt pass rate on the national certification exam ([www.arrt.org](http://www.arrt.org)). 100% of students participated in various community service events including American Heart Association Heart Walk, American Cancer Society/Wings of Hope Bake Sale and Fundraiser Raffle, Angel Tree Christmas Gift Sponsorship, Active Shooter Drill Mock Patients and a Spaghetti Dinner. Of the PCTC-enrolled students, three were on the First Place Student Quiz Bowl Team at the 2017 WV Society of Rad Techs Annual Conference, one won 2<sup>nd</sup> place in the 2017 WVSRT-sponsored Research Paper Competition, one was awarded an Anne Bramer Scholarship by the UHC Auxiliary, one received the Snively Memorial Scholarship, one received a Timmons Memorial Scholarship, one received the Clinical Excellence Award, one received the Academic Excellence Award, and one received the WVSRT Student Excellence Award.

### **Laboratory Assistant and Phlebotomy**

Laboratory Assistant will be awarding certificates to 20 students. 44 students will be awarded the Phlebotomy skill set.

### **Health Sciences**

Health Sciences program will be graduating 24 students this Spring. This program continues to grow.

### **SCHOOL OF HUMAN SERVICES**

*Interim Dean Beighley*

- Students within the Food Service Management Program (Culinary Arts / Pastry and Baking Arts) helped prepare a meal for a segment on Anthony Bourdain's CNN show, *Parts Unknown*, focusing on West Virginia that aired April 29. Students can be seen interacting with Bourdain and guests. We're proud of those students and excited for their opportunity to meet one of the world's foremost chefs.
- Early Childhood Program students in the EC 1105: *Development of the Young Child* class participated in the Week of the Young Child on April 17. Week of the Young Child was created by the National Association for the Education of Young Children (NAEYC) to celebrate early learning, children, and families. The students created gross motor stations for children and families and provided information on making healthy choices.
- Food Service Management students will be interning throughout the country this summer, with notable locations at the following:
  - The Greenbrier and the Greenbrier Sporting Club (White Sulphur Springs)
  - Wheeling Island Hotel & Casino
  - Sugar Pie Bakery (Charleston)
  - Amy's Cakes and Cones (Lewisburg)
  - Bourbon Prime (Morgantown)
  - Hash Browns and New Grounds (food truck associated with Cody's – North Central WV)
  - The Stanley Hotel (Estes Park, Colorado)
- Human Services faculty played an instrumental role in planning, organizing and overseeing events for the April 13-14 SkillsUSA competition. Many thanks to Lori Barrett, Les Boggess, Janet Cole, Pam Hamilton, Ted Hastings, Jay Mahoney, Allison McCue, Mary Jo Rutherford, Brooke Nissim-Sabat, Betty Smith, and Natalie Watson for their contributions.

- Human Services Program Coordinators have been charged with revising program model schedules to align with the General Education Resolution approved by Faculty Senate. Final drafts of these changes were submitted to the Provost on March 23. Particular thanks to Susan Coffindaffer, Curriculum Committee Chair, for overseeing this process.
- The School of Human Services continues to be actively engaged in discussions with counterparts from West Virginia University, Glenville State College, Alderson Broaddus University, and St. Francis University regarding program articulations.
- Human Services faculty were well-represented at the League for Innovation in the Community College annual conference held in National Harbor, MD on March 18-21. Ironda Campbell presented "Model: Engaging Students in Examination, Resolution, and Dichotomy of Ethical Dilemmas." Rachel Plybon-Beach and Dr. Beth Newcome's presentation "STEM by Design" was accepted, but neither were able to attend the conference.
- Human Services faculty presented on the topics of oral communication and written communication at Pierpont's April 2018 Girls Only STREAM event hosted at the Advanced Technology Center. Many thanks to Ironda Campbell and Debra Lupica-Scott for their presentations.

### **Phi Theta Kappa**

Phi Theta Kappa inducted 36 new members during the April 26 induction ceremony hosted at the Advanced Technology Center. PTK recognized its outgoing student officers (Travis Crigger, President; Skyler Mowery, Vice President; April Wallace, Secretary) for their contributions during the 2017-2018 academic year. Jennifer Ellison was installed as a co-advisor.

### **SCHOOL OF WORKFORCE DEVELOPMENT**

*Interim Dean Mills*

#### **GENERAL EDUCATION**

Kudos to the diligent and dedicated faculty of the Curriculum Committee and the General Education Committee. Our 15-credit common core will be implemented in Fall 2018. Re-designing our programs to ensure that all Pierpont students receive a common foundation of education will help us to address our "transfer" mission more comprehensively, as well as help our own students transfer in to and out of programs with minimal loss of credits.

Faculty are to be commended for their participation in this effort and their willingness to make some tough decisions in their programs. Programs have updated their model curricula and schedules. The expansion and ownership of our general education courses has also allowed us to expand our course offerings for dual enrollment.



# Classified Staff Council Report



## Classified Staff Council

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

Attached you will find approved minutes from our March meeting.

Classified Staff Council Meeting  
03/21/2018 1:00pm  
Caperton Center

Present:	Anita Davis	Bo Sellers
	Leah Ellyson	Christy Reger
	Deb Barker	Amanda Hawkinberry
	Tracy Kennedy	Mary Jo Rutherford
	Jill Sole	Beverly Jones
	Lynn Ebbert	Shannon Carnes
	Memori Dobbs	Annette Shaw

I. Call to Order

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

II. Approval of February Minutes

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

III. Old Business

a. Goals

i. Fundraising

The Fundraiser closed on March 2<sup>nd</sup>. The items were received on the 20<sup>th</sup> and are now being delivered. 200 items were sold in total. Our profit from the fundraiser was initially \$1,200. We paid an additional \$50 to the company to presort the items. Our total profit on the Fundraiser is \$1,150. This money will go towards the scholarship fund.

Shannon Carnes followed up on the bus trip fundraiser. There was much discussion about the bus trip to New York, and further discussion about bus trips to other places, like Lancaster and Hershey, Pennsylvania. Amanda will send out a survey to see which option seems most popular, and we will go from there.

IV. New Business

a. BOG Report

i. The next BOG meeting will be held Tuesday, March 27<sup>th</sup>.

b. ACCE Report

i. The March 9<sup>th</sup> meeting was cancelled. The next meeting will be on April 9<sup>th</sup> in Morgantown.

c. Afternoon Tea/Staff Recognition

i. It was determined the Special Events Committee will begin to handle this event.

d. Scholarship

i. Special Events Fund = \$644.24

Classified Staff Program Fund (Scholarship) = \$507.27 (without the fundraiser's \$1,120.00 added).

There was a discussion on wanting to form a committee to work on scholarships. Mary Jo Rutherford stated she would update the application for approval. Bev made a motion for two full-time and two part-time scholarships for the 2018-2019 academic year. Memori Dobbs seconded the motion. There was no discussion on the motion. The motion passed.

VI. Adjournment

Mary Jo made a motion to adjourn the meeting. Memori (?) seconded the motion. The meeting was adjourned.

Respectfully Submitted,  
Leah Ellyson  
Secretary

# Center for Workforce Education Report

# Center for Workforce Education

MAY 15, 2018

## Currently scheduled classes

- Red Hat - scheduled 5/7/2018 – 5/27/2018
- Teacher recertification is increasing, WVBOE recommends teachers call Pierpont for their recertification needs. Social Media posting is working well as advertising for this market.
- Federal Acquisition Management class scheduled July –Dec. Marketing has begun and will continue up to class date.
- Full schedule of brokered online courses

## Testing Center

- TEAS Testing continues to sell out. We have been scheduling 3 test monthly with 22 seats.
- PSI Testing continues to sell out. Currently offering 16 seats a week.
- Testing center very busy at semester end with capstone testing.

## Marketing and Retention

- 1578 postcards went out on April 20th to stop out / drop out students from 2015 through now, in an effort to assist with retention. We are tracking the success of this campaign by comparing the list of mailing to our daily enrollment for the next 2 months.
- Reviewing non-credit offerings for credit conversion. This will allow for a smooth transition for certificate students to enroll as degree seeking and be able to transition credit for the course already taken.
- Upon learning that Pierpont students would benefit greatly in all courses by increasing their keyboarding skills, a free keyboarding skill enhancement has been created using Google Classroom and the Lumens registration system. We are currently surveying students on content and user friendliness. This will be available Summer 2018 to anyone with a Google email account. (staff will be able to use as well as students)

## Contract training

- WVU-H Proposal for ECG up to 17 employees to be trained (following up)
- Active proposal to Pratt & Whitney for excel training. They are currently reviewing the contract and determining the number of employees that need training. (following up)
- Phone conference was held with Thrasher Eng. 3/19 for surveyor training. They are assessing need. (following up)
- Proposal sent to Euro Tec
- Beginning discussions with Ascension Recovery Services

## Upcoming Courses

- Met with WVU Ext. 3/22 for collaboration on OSHA training. Awaiting MOU to move forward with Summer classes.(following up)
- WV Bankers Association has ask Pierpont to assist with trainings. Conference call held to discuss partnership. They are conducting surveys to local banks to judge the level of interest in this area. (following up)

# Pierpont Foundation Report

## Pierpont Foundation Report

President Dr. Johnny Moore shared that over the past few weeks he has, along with Steve Leach, Vice President of Organization and Development, visited the state legislators during the interim session to discuss proposed House and Senate Bills. Senate Bill 552 has been withdrawn and Pierpont Community & Technical College will maintain independent accreditation status.

- Steve Leach reported that Pierpont Foundation received a \$20,000 donation from Oil and Gas Company.
- Steve Leach reported that a donation was received for \$1,000 for the Ruth Marie Skaggs Scholarship Fund.
- Pierpont received a donation from Chevron in the amount of \$155,000 to continue and enhance Chevron's support for energy-related programs at Pierpont Community & Technical College. This will benefit full and part-time students studying within the Petroleum Technology and Applied Process technology programs.
- Pierpont received a \$500.00 donation from West Virginia Desk and Derrick Club
- Pierpont received a \$1,000.00 donation from Community Foundation.
- Pierpont received a \$200.00 donation from OH-WV Youth Leadership Association. This is for the Culinary Arts.
- Pierpont has received a \$1,000.00 from Shentel Foundation for the Shentel Foundation Scholarship.
- Classified Staff Scholarship which benefits (Employees and Employee dependents) was held in March 2018. These scholarships will be given out at the beginning of Fall 2018. The total amount is still being calculated.
- Foundations provided a summary report on the Pierpont Foundation Endowments and Non-Endowments through April 23, 2018.



**PIERPONT ENDOWMENTS - CHANGES THRU MARCH 2018**

FUND	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 3/31/2018
Higinbotham/Quintrell (074)	\$ 12,639.85	\$ 791.03	\$ -	\$ (300.00)	\$ -	13,130.88
Honce (140)	70,882.61	4,447.66	-	(1,300.00)	-	74,030.27
Hermits Hollow (155)	40,649.85	2,553.16	-	(650.00)	-	42,553.01
Ruth Marie Skaggs (163)	14,234.70	893.85	1,500.00	(200.00)	-	16,428.55
Rhodes Culinary Arts (220)	114,852.15	7,215.41	-	(2,300.00)	-	119,767.56
Rhodes Dietary Management (281)	106,025.68	6,632.75	-	(3,250.00)	-	109,408.43
Christie (318) (St. Institutions Phase II)	45,783.57	1,382.91	-	(2,000.00)	-	45,166.48
Edwards (358)	16,061.31	767.63	500.00	-	-	17,328.94
Stonestreet (394)	45,600.06	2,780.32	6,650.00	(1,945.00)	(946.60)	52,138.78
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,541.32	-	-	-	-	10,541.32
Claypole (479) (not endowed)	2,329.10	-	500.00	(500.00)	-	2,329.10
Southwestern Energy Company Scholars Program (502)	266,195.80	16,717.74	-	(5,000.00)	-	277,913.54
	\$ 750,796.00	\$ 44,182.46	\$ 9,150.00	\$ (17,445.00)	\$ (946.60)	\$ 785,736.86

**PIERPONT NON-ENDOWMENTS - CHANGES THRU MARCH 2018**

	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 3/31/2018
Life Long Learners (028)	\$ 14,603.98	-	\$ 15,603.50	-	-	\$ 19,931.26
Pratt & Whitney Scholarship (137)	14,080.84	-	-	(945.00)	-	13,135.84
Culinary Arts (216)	14,076.52	-	200.00	-	(4,939.95)	9,336.57
Workforce Development Initiatives (262)**	5,000.00	-	-	-	-	5,000.00
Culinary Arts Study Abroad Program (301)	962.33	-	-	-	-	962.33
Silent Adventures (Hearing impaired) (382)	3,200.00	-	-	-	-	3,200.00
Respiratory Therapy Financial Assistance (400)	24.83	-	-	-	-	24.83
Pierpont C & TC Fund (401)	113,967.40	-	177,894.52	-	(26,738.60)	265,123.32
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	11,663.68	-	-	(2,000.00)	-	9,663.68
Pierpont Classified Staff (421)	325.27	-	215.00	-	-	540.27
Pierpont Classified Staff - Events Fund (437)	644.22	-	-	-	-	644.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	1,500.00	-	-	(500.00)	-	1,000.00
Spring Awards' Dinner (473)	-	-	-	-	-	-
Bombardier Scholarship Fund (475)	4,005.00	-	-	(495.00)	-	3,510.00
Nobel Energy Scholarship (476)	2,250.00	-	10,000.00	(2,250.00)	-	10,000.00
Lockheed Martin - Aviation Tech Degree (490)	2,500.00	-	2,000.00	(1,945.00)	-	2,555.00
Engine & Airframe Solutions Worldwide (496)	10.00	-	-	-	-	10.00
Pierpont RCB National Aerospace Education Center (497)	11,000.00	-	-	(1,000.00)	-	10,000.00
Shentel Foundation Scholarship (499)	3,000.00	-	-	(500.00)	-	2,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	98,563.55	-	27,504.00	(33,499.66)	-	92,567.89
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	-	-	2,372.00	-	(1,531.45)	840.55
Pierpont Benedum Academy Fund	-	-	151,000.00	-	(9,120.00)	141,880.00
Foundation Board Fund	-	-	1,500.00	-	-	1,500.00
Pierpont Administration Fund	-	-	4,000.00	-	-	4,000.00
	\$ 306,886.62	\$ -	\$ 392,289.02	\$ (43,134.66)	\$ (52,606.22)	\$ 603,434.76

Faculty Senate Report  
to be Presented under  
WV Code 6-9A-4(b)2A

**Tab**

**4**

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

**SUMMARY:**

The projected effect on net assets for FY 2018 as of March 31, 2018 is a decrease of (\$43,546).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of March 31, 2018 of (\$43,546) represents a budget balance improvement of \$2,090 from the February 28, 2018 Finance Report. The overall operating revenues budget in March remained unchanged.

The overall operating expense budgets decreased by \$2,090. This decrease in operating budget costs were primarily the result of adjustments to salary and fringe benefits. There was a decrease to the "Salaries" budget of (\$17,639) due to moving an employee funding from Unrestricted Funds to grant Funds. This savings was offset by an increase to the "Benefits" budget of \$14,134 as the result of PEIA updates. There was a slight increase to the "Assessment for Support Services" of \$1,415 due to FSU position vacancies and associated PEIA updates.

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

- The institution has realized approximately 87% of projected tuition and fees revenue.
- The institution has realized approximately 82% of overall revenues
- The institution has incurred approximately 64% 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 \$1,646,527.
- The actual Tuition and Fee Revenue is running approximately \$200,000 short of projections.

**RESTRICTED FUNDS:**

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

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

Current Unrestricted

As Of March 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,099,205	7,839,907	6,786,805	86.57%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	Auxiliary Enterprise Revenue	658,036	597,036	571,676	95.75%
	Operating Costs Revenue	96,283	85,520	40,789	47.70%
	Support Services Revenue	200,748	187,607	109,760	58.51%
	Other Operating Revenues	368,528	399,918	98,364	24.60%
	<b>Total:</b>	<b>9,786,260</b>	<b>9,444,989</b>	<b>7,707,748</b>	<b>81.61%</b>
<b>OPERATING EXPENSE</b>	Salaries	6,769,482	6,768,256	4,291,538	63.41%
	Benefits	1,461,475	1,559,128	948,064	60.81%
	Student financial aid-scholarships	237,752	237,752	188,281	79.19%
	Utilities	56,838	120,399	85,334	70.88%
	Supplies and Other Services	2,610,733	2,434,975	1,355,278	55.66%
	Equipment Expense	96,251	106,189	83,738	78.86%
	Fees retained by the Commission	103,326	103,326	77,495	75.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,810,642	1,207,319	66.68%
	Assessment for Student Activity Costs	122,001	97,001	89,153	91.91%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	551,609	92.39%
	Assessment for Operating Costs	1,542,743	1,541,835	1,023,638	66.39%
	<b>Total:</b>	<b>15,789,264</b>	<b>15,686,539</b>	<b>10,028,008</b>	<b>63.93%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,003,004)</b>	<b>(6,241,550)</b>	<b>(2,320,259)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	6,989,036	6,989,036	4,682,654	67.00%
	Gifts	126,000	126,000	1,049	0.83%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(718,540)	83.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	<b>Total:</b>	<b>6,064,010</b>	<b>6,259,010</b>	<b>3,992,418</b>	<b>63.79%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(1,291)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	<b>Total:</b>	<b>(61,006)</b>	<b>(61,006)</b>	<b>(25,631)</b>	<b>42.01%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(43,546)</b>	<b>1,646,527</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>0</b>	<b>(43,546)</b>		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		<b>3,561,262</b>	<b>3,372,641</b>		
Less: USE OF RESERVE		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>3,561,262</u></b>	<b><u>3,329,095</u></b>		

\* 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 March 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	6,614,752	6,393,473	5,829,838	91.18%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	40,789	47.70%
	Support Services Revenue	200,748	187,607	109,760	58.51%
	Other Operating Revenues	48,000	48,000	1,370	2.85%
	<b>Total:</b>	<b>7,323,242</b>	<b>7,049,600</b>	<b>6,082,112</b>	<b>86.28%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,083,213	6,062,199	3,977,261	65.61%
	Benefits	1,346,231	1,448,827	885,102	61.09%
	Student financial aid-scholarships	226,752	226,752	183,281	80.83%
	Utilities	52,839	116,400	83,605	71.83%
	Supplies and Other Services	1,665,308	1,514,949	904,922	59.73%
	Equipment Expense	23,207	23,207	32,511	140.09%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	77,495	75.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,810,642	1,207,319	66.68%
	Assessment for Student Activity Costs	122,001	97,001	89,153	91.91%
	Assessment for Operating Costs	1,542,743	1,541,835	1,023,638	66.39%
	<b>Total:</b>	<b>13,296,246</b>	<b>13,255,137</b>	<b>8,590,847</b>	<b>64.81%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(5,973,004)</b>	<b>(6,205,537)</b>	<b>(2,508,736)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	6,989,036	6,989,036	4,682,654	67.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(718,540)	83.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	<b>Total:</b>	<b>6,034,010</b>	<b>6,229,010</b>	<b>3,991,369</b>	<b>64.08%</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(527)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	<b>Total:</b>	<b>(61,006)</b>	<b>(61,006)</b>	<b>(24,868)</b>	<b>40.76%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(37,533)</b>	<b>1,457,766</b>	
<b>* Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>2,174,706</b>	<b>1,986,085</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>2,174,706</u></b>	<b><u>1,948,552</u></b>		

\* 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 March 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,484,454	1,446,435	956,967	66.16%
	Other Operating Revenues	320,528	351,918	96,994	27.56%
	<b>Total:</b>	<b>1,804,982</b>	<b>1,798,353</b>	<b>1,053,961</b>	<b>58.61%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	686,269	706,057	314,277	44.51%
	Benefits	115,244	110,301	62,962	57.08%
	Student financial aid - scholarships	11,000	11,000	5,000	45.45%
	Utilities	3,999	3,999	1,729	43.23%
	Supplies and Other Services	945,425	920,026	450,356	48.95%
	Equipment Expense	73,044	82,982	51,227	61.73%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	<b>Total:</b>	<b>1,834,982</b>	<b>1,834,366</b>	<b>885,551</b>	<b>48.28%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(30,000)</b>	<b>(36,013)</b>	<b>168,410</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	30,000	30,000	1,049	3.50%
	Investment Income	0	0	0	0.00%
	<b>Total:</b>	<b>30,000</b>	<b>30,000</b>	<b>1,049</b>	<b>3.50%</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>(764)</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>(0)</b>	<b>(6,013)</b>	<b>168,695</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,373,176</b>	<b>1,373,176</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,373,176</u></b>	<b><u>1,367,163</u></b>		

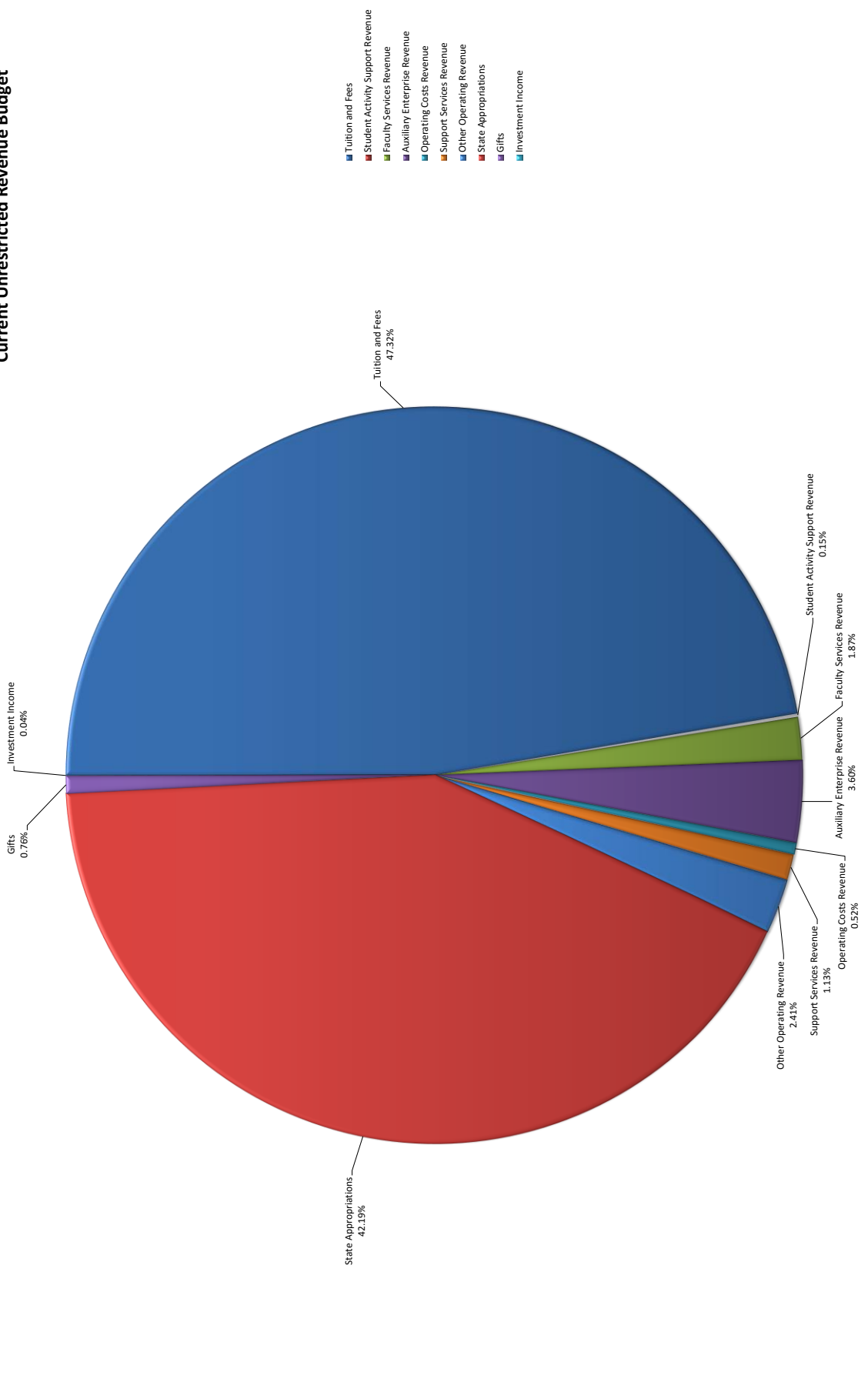
Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Auxiliary - Pierpont C&TC - Clearing

As of March 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	658,036	597,036	571,676	95.75%
	<b>Total:</b>	<b>658,036</b>	<b>597,036</b>	<b>571,676</b>	<b>95.75%</b>
<b>OPERATING EXPENSE</b>	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	551,609	92.39%
	<b>Total:</b>	<b>658,036</b>	<b>597,036</b>	<b>551,609</b>	<b>92.39%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>0</b>	<b>0</b>	<b>20,067</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>	<b>20,067</b>	<b>0.00%</b>
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b><u>13,380</u></b>	<b><u>13,380</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>13,380</u></b>	<b><u>13,380</u></b>		

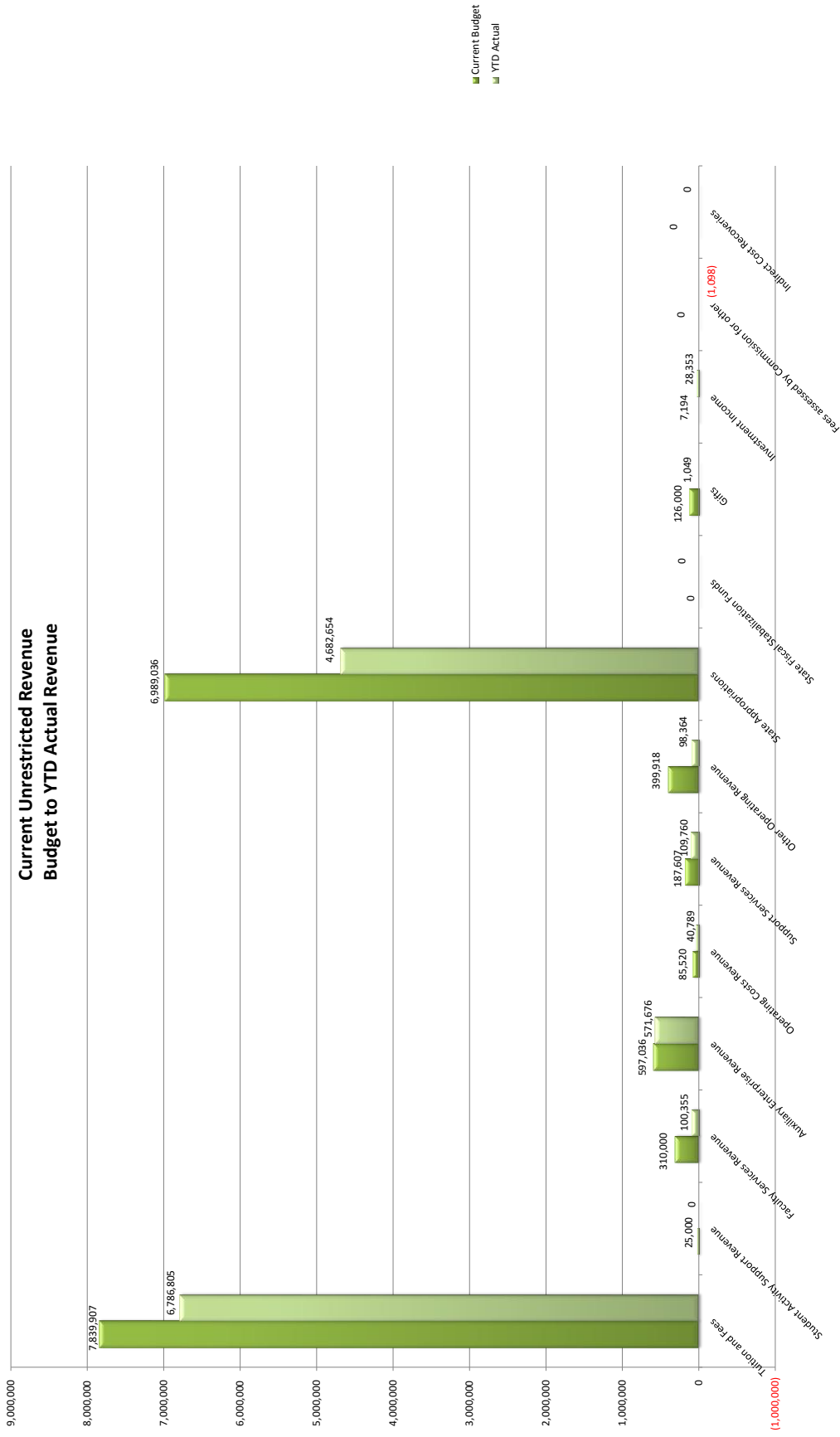


# Current Unrestricted Revenue Budget

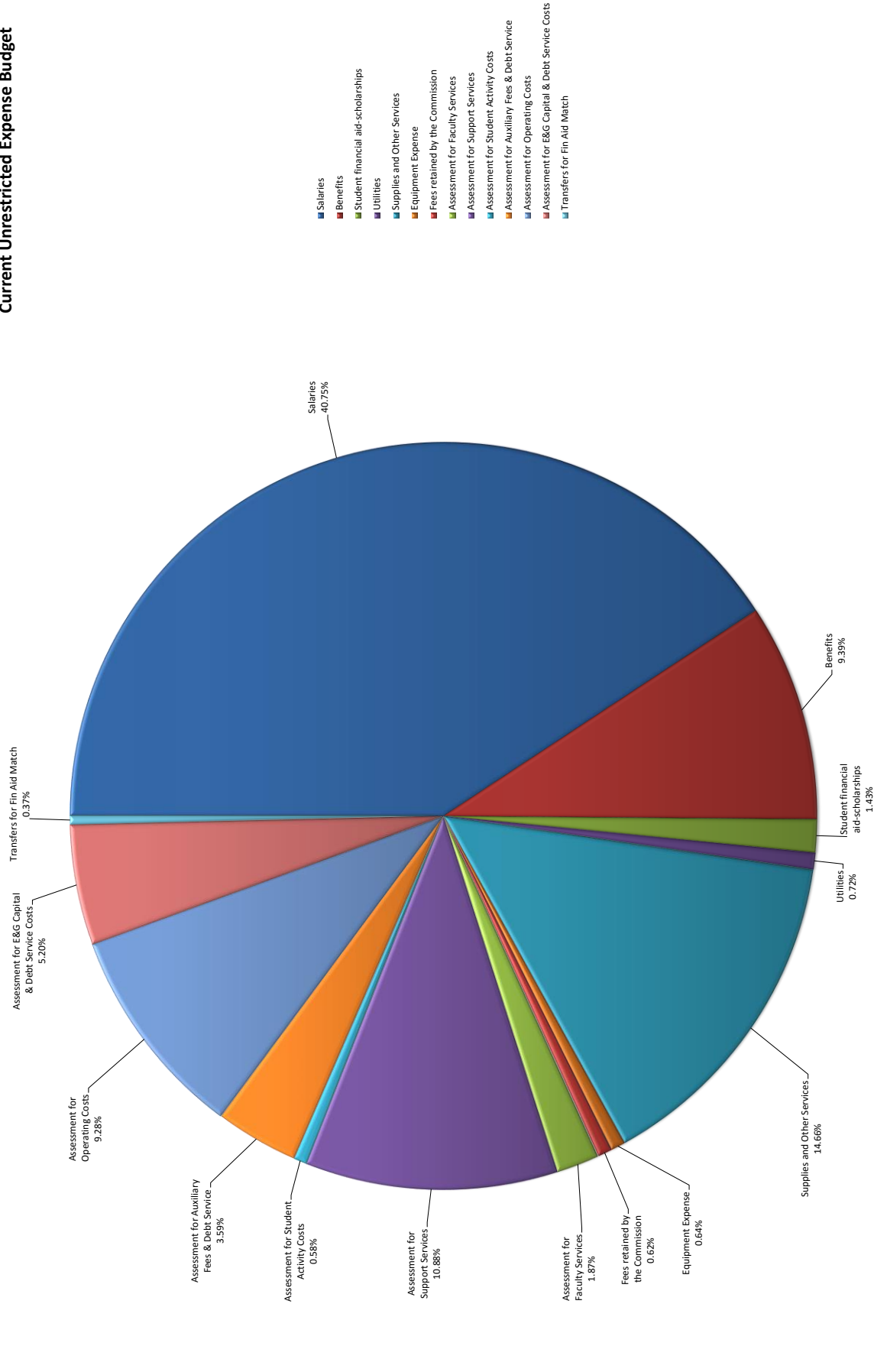


- Tuition and Fees
- Student Activity Support Revenue
- Faculty Services Revenue
- Auxiliary Enterprise Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- Gifts
- Investment Income

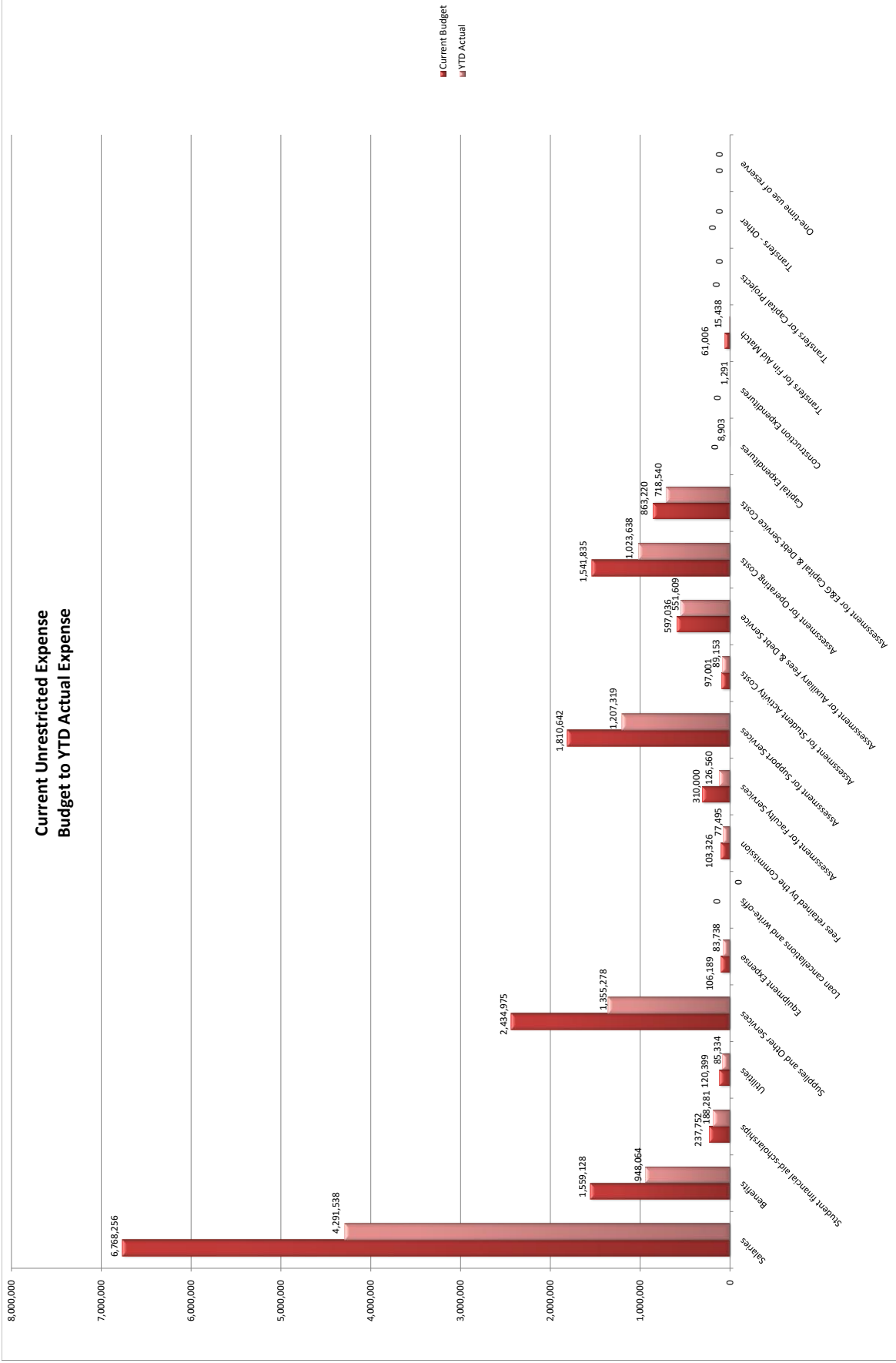
### Current Unrestricted Revenue Budget to YTD Actual Revenue



# Current Unrestricted Expense Budget



### Current Unrestricted Expense Budget to YTD Actual Expense



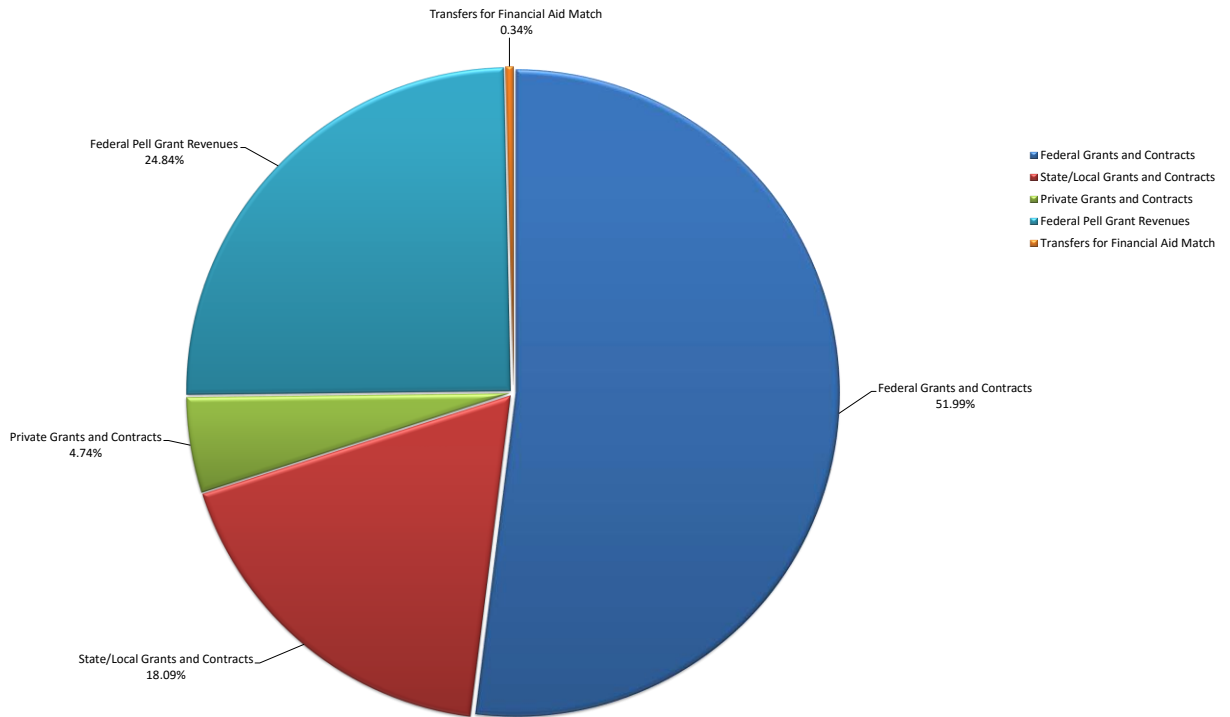
Pierpont Community and Technical College  
Board of Governors  
For the period ending March 31, 2018

<b>New Grant Funds</b>	<b>0</b>
No New Grants	0
<b>Gifts</b>	<b>0</b>
<b>Other Grant/Restricted Fund Related Changes</b>	<b>0</b>
<b>Net Change</b>	<b>0</b>

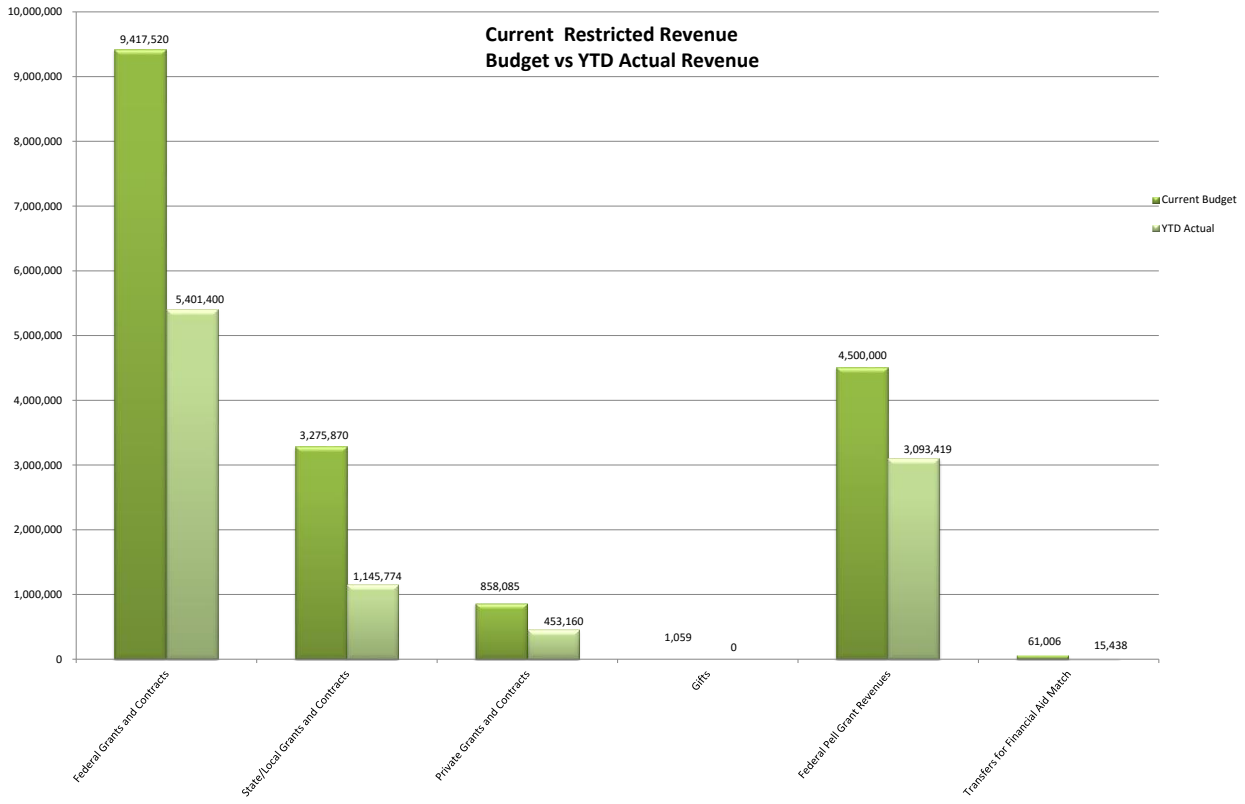
Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 For the period ending March 31, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
Federal Grants and Contracts	7,632,770	9,417,520	5,401,400	57.35%
State/Local Grants and Contracts	2,995,907	3,275,870	1,145,774	34.98%
Private Grants and Contracts	632,568	858,085	453,160	52.81%
<b>Total:</b>	<b>11,261,246</b>	<b>13,551,476</b>	<b>7,000,335</b>	<b>51.66%</b>
<b>OPERATING EXPENSE</b>				
Salaries	755,239	1,087,588	200,317	18.42%
Benefits	61,540	97,461	40,568	41.62%
Student financial aid-scholarships	14,475,756	14,538,106	9,590,528	65.97%
Supplies and Other Services	190,550	319,454	116,748	36.55%
Equipment Expense	325,210	490,586	110,484	22.52%
<b>Total:</b>	<b>15,808,295</b>	<b>16,533,194</b>	<b>10,058,643</b>	<b>60.84%</b>
<b>OPERATING INCOME / (LOSS)</b>	<b>(4,547,049)</b>	<b>(2,981,718)</b>	<b>(3,058,309)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
Federal Pell Grant Revenues	4,500,000	4,500,000	3,093,419	68.74%
Gifts	1,059	1,059	0	0.00%
<b>Total:</b>	<b>4,501,059</b>	<b>4,501,059</b>	<b>3,093,419</b>	<b>68.73%</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	(22,544)	(1,573,241)	(60,523)	3.85%
Construction Expenditures	0	0	0	0.00%
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31%
Indirect Cost Recoveries	0	0	0	0.00%
Transfers - Other	0	0	0	0.00%
<b>Total:</b>	<b>38,462</b>	<b>(1,512,235)</b>	<b>(45,085)</b>	<b>2.98%</b>
<b>BUDGET BALANCE</b>	<b>(7,528)</b>	<b>7,106</b>	<b>(9,974)</b>	
<b>Add: RESTRICTED NET ASSETS - Beginning of Year</b>	<b>(13,518)</b>	<b>(13,518)</b>		
<b>PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>(21,046)</b>	<b>(6,412)</b>		

### Current Restricted Revenue Budget

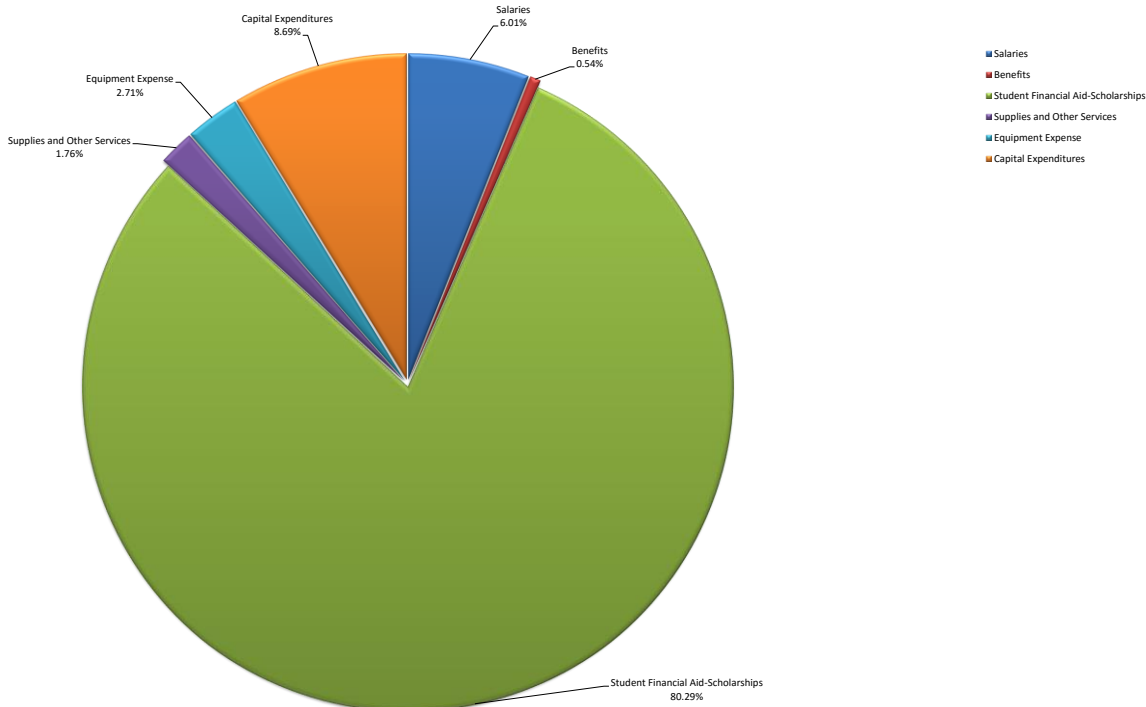


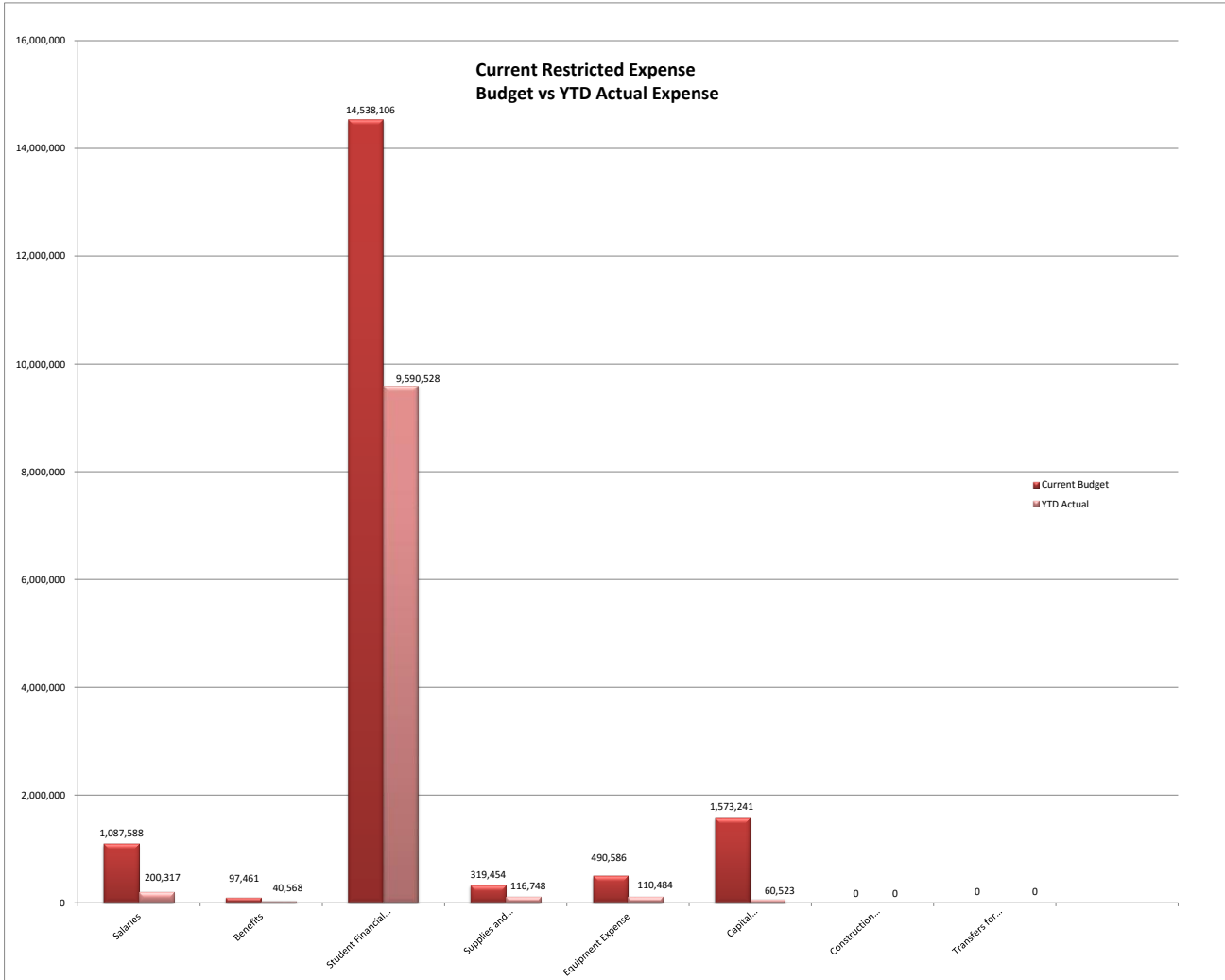
**Current Restricted Revenue  
Budget vs YTD Actual Revenue**





**Current Restricted Expense Budget**





**Tab**

**5**

**Pierpont Community & Technical College  
Board of Governors Meeting  
May 15, 2018**

**ITEM:** Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2018-2019

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College's Board of Governors approve the proposed meeting schedule, in which, unless otherwise amended by the authority of the Chairman of the Board of Governors and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at the regularly scheduled time of 2:00 PM on the third Tuesday of the month in September 2018, February 2018, May 2018, and June 2018. To accommodate the Thanksgiving holiday, the November 2018 meeting will be held on the second Tuesday of the Month. The meeting in March 2019 will be scheduled for the fourth Tuesday of the month, to align with the state budget reporting requirements. A Board Retreat will be held in December 2018.

Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2018-2019, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.

**STAFF MEMBER:** Dale R. Bradley, VP Finance and Administration/CFO

**BACKGROUND:** *In accordance with West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings.* The Board of Governors is required to hold a minimum of six (6) meetings per year.



***Scheduled dates for the  
PIERPONT BOARD OF GOVERNORS MEETINGS\*  
&  
ADVANCED TECHNOLOGY CENTER ADVISORY BOARD MEETINGS\*\*  
Academic Year 2018-2019***

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**2018**

September 18<sup>th</sup>

- Also the ATC Advisory Board

November 13<sup>th</sup>

December 7<sup>th</sup>

- BOG Retreat: 8:00 am to 4:00 pm, ATC Room 216-A
- ATC Advisory Board will also meet at the BOG Retreat

**2019**

February 19<sup>th</sup>

March 26<sup>th</sup>

- Also the ATC Advisory Board

May 14<sup>th</sup>

June 18<sup>th</sup>

- Also the ATC Advisory Board

*\*Board of Governors meetings start at 2:00 PM, unless otherwise noted.*

*\*\*Advanced Technology Center Meetings start at 1:00 PM, unless otherwise noted.*



**Pierpont Community & Technical College**  
**Board of Governors Meeting Dates**  
&  
**Agenda Book Deadlines**  
**2018 – 2019**

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**Meeting Date**

**Agenda Book Deadline**

**2018**

September 18, 2018

September 7, 2018

November 13, 2018

November 2, 2018

December 7, 2018 – (BOG Retreat: 8:00 am to 4:00 pm, location ATC Room 216 A)

**2019**

February 19, 2019

February 8, 2019

March 26, 2019

March 15, 2019

May 14, 2019

May 3, 2019

June 18, 2019

June 7, 2019

**Tab**

**6**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Aviation Maintenance, Associates in  
Applied Science (A.A.S.) Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A.S. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Aviation Maintenance, Associates in  
Applied Science (A.A.S.) program has been  
reviewed by the program advisory  
committee, external reviewer, program  
faculty, Dean of the School, Vice President  
for Academic Affairs and the President. All  
are in agreement that the program is of  
quality.



**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Board of Governors, Associates in  
Applied Science (A.A.S.) Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A.S. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Board of Governors, Associates in  
Applied Science (A.A.S.) program has been  
reviewed by the program advisory  
committee, external reviewer, program  
faculty, Dean of the School, Vice President  
for Academic Affairs and the President. All  
are in agreement that the program is of  
quality.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

<b>ITEM:</b>	Five Year Program Review: Drafting/Design Engineering Technology, Associates in Applied Science (A.A.S.) Degree program
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that the Pierpont Community & Technical College Board of Governors approve the 5-year program review of the program as an A.A.S. Degree;
<b>STAFF MEMBER:</b>	Michael Paul Waide
<b>BACKGROUND:</b>	The Drafting/Design Engineering Technology, Associates in Applied Science (A.A.S.) program has been reviewed by the program advisory committee, external reviewer, program faculty, Dean of the School, Vice President for Academic Affairs and the President. All are in agreement that the program is of quality.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Graphics Technology, Associates in Applied  
Science (A.A.S.) Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A.S. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Graphics Technology, Associates in  
Applied Science (A.A.S.) program has been  
reviewed by the program advisory  
committee, external reviewer, program  
faculty, Dean of the School, Vice President  
for Academic Affairs and the President. All  
are in agreement that the program is of  
quality.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Liberal Studies, Associates in Arts (A.A.)  
Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Liberal Studies, Associates in Arts  
(A.A.) program has been reviewed by the  
program advisory committee, external  
reviewer, program faculty, Dean of the  
School, Vice President for Academic Affairs  
and the President. All are in agreement that  
the program is of quality.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Occupational Development, Associates in  
Applied Science (A.A.S.) Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A.S. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Occupational Development, Associates  
in Applied Science (A.A.S.) program has  
been reviewed by the program advisory  
committee, external reviewer, program  
faculty, Dean of the School, Vice President  
for Academic Affairs and the President. All  
are in agreement that the program is of  
quality.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Paralegal Studies, Associates in  
Applied Science (A.A.S.) Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A.S. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Paralegal Studies, Associates in Applied  
Science (A.A.S.) program has been  
reviewed by the program advisory  
committee, external reviewer, program  
faculty, Dean of the School, Vice President  
for Academic Affairs and the President. All  
are in agreement that the program is of  
quality.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 15, 2018**

**ITEM:**

Five Year Program Review:  
Technical Studies, Associates in Applied  
Science (A.A.S.) Degree program

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the 5-year program review of the  
program as an A.A.S. Degree;

**STAFF MEMBER:**

Michael Paul Waide

**BACKGROUND:**

The Technical Studies, Associates in  
Applied Science (A.A.S.) program has been  
reviewed by the program advisory  
committee, external reviewer, program  
faculty, Dean of the School, Vice President  
for Academic Affairs and the President. All  
are in agreement that the program is of  
quality.

**Tab**

**7**



**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 15, 2018**

**ITEM:** Approve Reallocating of Musick Library Elevator Upgrade Funds.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors approve the reallocation of the \$125,000 restricted funds approved in FY'17-18 for Elevator Upgrades to the Musick Library to complete HVAC Chiller Replacement at the Caperton Center.

**ATTACHMENTS:** Original June 20, 2017 Capital Projects Approval Board of Governors Action Item and EAST Bond Project List Revised that identifies the awarding of \$114,882 to Fairmont State University for the Musick Library Elevator Upgrades.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** On June 20, 2017, the Board of Governors approved the FY'17-18 Capital Projects agenda item that included E&G Priority List Item No. 5 Musick Library Elevator Upgrades. Funding for this project was set at \$125,000.

Fairmont State University was recently notified that the Higher Education Policy Commission's EAST Bond refunding proceeds would cover the costs of the Musick Elevator Upgrades.

Due to the HVAC Chiller at the Caperton Center failing, it is proposed that the \$125,000 previously allocated to the Musick Library Elevator Upgrades, now covered by EAST Bond refunding, be reallocated to the Caperton Center Chiller Replacement Project.

**Pierpont Community and Technical College  
Board of Governors  
Meeting of June 20, 2017**

**ITEM:** FY 2018 Capital Projects

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Pierpont Community & Technical College Board of Governors approves \$1,700,000 in FY 2018 Capital Project budgets consisting of \$1,350,000 from Education and General Capital Funds and \$350,000 from Infrastructure Funds.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** The projection of E&G Capital Fee revenue in excess of debt service payments is \$1,356,397.

The projection of Infrastructure Fee revenue in excess of debt service payments is \$373,533.

Attached is a list of capital project needs for the upcoming fiscal year that are necessary to the operation and maintenance of the physical plant of the institution's shared facilities and grounds.

**CAPITAL PROJECT PLAN  
FY 2018**

**INFRASTRUCTURE PRIORITY LIST**

<b>Priority</b>	<b>Building</b>	<b>Project</b>	<b>Amount</b>
1	Campus Wide	Landscaping	\$ 100,000.00
2	Campus Wide	Small Projects	\$ 20,000.00
3	Campus Wide	Security Camera System	\$ 75,000.00
4	Infrastructure	Paving (To be combined with E&G Funding)	\$ 110,000.00
		Areas to be paved include:	
		Parking Areas @ AB, CD, EFG and Roadway	
		Parking Lot #23 Squibb Wilson Blvd; Parking Lot #7 Top of Squibb Wilson Blvd	
5	Infrastructure	Infrastructure & Utility Maintenance/Upgrades	\$ 35,000.00
6	Infrastructure	Main Loop Striping	\$ 10,000.00
			<b>\$ 350,000.00</b>

**2018 Capital Projects Descriptions**

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**Infrastructure Projects**

**1 Landscaping**

Provide miscellaneous landscaping and required equipment for campus. Roads & Grounds Services, Mowing, Clearing of Roadways, Purchase of Salt.

**2 Small Projects**

See #1 E&G Projects

**3 Security Camera System**

This would be an ongoing project. Planning and phasing of a Campus-Wide Camera Security System.

**4 Paving**

Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.

**5 Infrastructure & Utility Maintenance Upgrades**

Routine maintenance and upgrades to campus infrastructure including sidewalks, steps, and utility lines.

**6 Main Loop Striping**

Yearly re-striping of the campus main loop and parking lots (as needed).

**CAPITAL PROJECT PLAN  
FY 2018**

**E&G PRIORITY LIST**

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Campus Wide	Small Projects	\$ 150,000.00
2	Campus Wide	Academic Fund	\$ 100,000.00
3	Musick Library	Roof Renewal (One Portion)	\$ 225,000.00
4	Musick Library	Chiller Replacement	\$ 175,000.00
5	Musick Li brary	Elevator Upgrades	\$ 125,000.00
6	Education	Southwest Corner - Replace Concrete & Recaulk Surrounding Area & Steps	\$ 150,000.00
7	Infrastructure	Paving (Combined with Infrastructure Paving Funds)	\$ 290,000.00
8	Hunt Haught Hall	Condensing Unit AHU 2	\$ 25,000.00
9	Hunt Haught Hall	Restroom ADA Compliant	\$ 110,000.00
			<b>\$ 1,350,000.00</b>

**2018 Capital Projects Descriptions**

**E&G Projects**

**1 Small Projects**

Addressing various projects which are above and beyond regular maintenance items. Supplements the Physical Plant operating budget.

**2 Academic Fund**

This fund is established every year. The Academic Deans for both institutions determine how this funding is awarded to projects/schools.

**3 Musick Library Roof Renewal**

Roof Renewal of South Portion of original building. Previous roof renewal on this portion of building was 1997.

**4 Musick Library - Chiller Replacement**

Current Chiller is problematic and has exhausted its life span.

**5 Musick Library - Elevator Upgrades**

Current Elevator is in need of upgrades due to obsolete parts on current elevator.

**6 Education - Infrastructure - Southwest Corner - Concrete & Recaulking & Steps**

The Southwest Corner of the building has deteriorated and needs to be repaired and replaced to reduce tripping hazards.

**7 Infrastructure - Paving**

See Explanation on Infrastructure Request.

**8 Hunt Haught Hall Condensing Unit AHU 2**

The current condensing unit is problematic and has exhausted its life span.

**9 Hunt Haught Hall - Restroom ADA Compliant**

Hunt Haught Hall does not currently have sufficient ADA assessable restroom facilities.

EAST LOTTERY BONDS 2017

PROJECT CODE	INSTITUTION	PROJECT	AWARD AMOUNT
022018BSC1	BLUEFIELD STATE	SIDEWALK STEP REPAIRS	850,000.00
022018FSU1	FAIRMONT STATE	MUSICK LIBRARY HVAC AHU#1 REPLACEMENT	200,000.00
022018FSU2	FAIRMONT STATE	MUSICK LIBRARY ELEVATOR UPGRADES	114,882.00
022018FSU3	FAIRMONT STATE	HAIRWAY HALL ELEVATOR UPGRADE	100,000.00
022018FSU4	FAIRMONT STATE	HUNT HAUGHT HALL HVAC	185,118.00
022018GSC1	GLENVILLE STATE	CAMPUS-WIDE ELECTRICAL UPGRADE AND POWER DISTRIBUTION	150,000.00
022018GSC2	GLENVILLE STATE	ELEVATOR UPGRADE REPLACEMENT	350,000.00
022018GSC3	GLENVILLE STATE	UPGRADE FIBER NETWORK & HARD WIRE CAMPUS PHONE SYSTEM	150,000.00
022018GSC4	GLENVILLE STATE	FINE ARTS BUILDING STATE LIGHTS REPLACEMENT	250,000.00
022018MUN1	MARSHALL	OLD MAIN ELEVATOR	900,000.00
022018MUN2	MARSHALL	OLD MAIN ROOF REPLACEMENT & EXTERIOR REPAIRS	950,000.00
022018MUN3	MARSHALL	MUMC HVAC	200,000.00
022018SUN1	SHEPHERD	BUTCHER CENTER ELEVATOR REPLACEMENT	175,000.00
022018WLU1	WEST LIBERTY	LIBRARY ELEVATOR	200,000.00
022018WLU2	WEST LIBERTY	ELEVATOR - MULTIPLE BUILDINGS	725,000.00
022018WVVS1	WEST VIRGINIA STATE	COLE COMPLEX HVAC UPGRADES	350,000.00
022018WVVS2	WEST VIRGINIA STATE	HILL HALL HVAC UPGRADES & BOILER	300,000.00
022018WVVS3	WEST VIRGINIA STATE	FERGUSON LINCOLN BOILER REPLACEMENT	175,000.00
022018WVVS4	WEST VIRGINIA STATE	UPGRADE CAMPUS ELEVATORS TO ADA AND FIRE MARSHALL STANDARD	175,000.00
022018WVU1	WEST VIRGINIA UNIVERSITY	ROOFTOP AIR HANDLERS (HSC)	600,000.00
022018WVU2	WEST VIRGINIA UNIVERSITY	HVAC FOR ACADEMIC INSTRUCTIONAL GYMNASIUM (PSC)	250,000.00
022018WVU3	WEST VIRGINIA UNIVERSITY	NORTH/SOUTH ELECTRICAL FEED (HSC)	530,000.00
022018WVU4	WEST VIRGINIA UNIVERSITY	GROUND FLOOR AIR HANDLER REPLACEMENT	450,000.00
TOTAL			8,330,000.00

**Tab**

**8**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 15, 2018**

**ITEM:** FY 2019 Capital Projects

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors approve \$1,520,000 in FY 2019 Capital Project budgets consisting of \$1,300,000 from Education and General Capital Funds and \$320,000 from Infrastructure Funds.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Attached is a list of capital project needs for the upcoming fiscal year that are necessary to the operation and maintenance of the physical plant of the institution's shared facilities and grounds.

**CAPITAL PROJECT PLAN  
FY 2019**

**INFRASTRUCTURE PRIORITY LIST**

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Campus Wide	Landscaping	\$ 100,000.00
2	Campus Wide	Small Projects	\$ 20,000.00
3	Infrastructure	Paving	\$ 150,000.00
4	Infrastructure	Infrastructure & Utility Maintenance/Upgrades	\$ 50,000.00
			<b>\$ 320,000.00</b>

**2019 Capital Projects Descriptions**

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**Infrastructure Projects**

- 1 Landscaping**  
Provide miscellaneous landscaping and required equipment for campus. Roads & Grounds Services, Mowing, Clearing of Roadways, Purchase of Salt.
- 2 Small Projects**  
See #1 E&G Projects
- 4 Paving**  
Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.
- 5 Infrastructure & Utility Maintenance Upgrades**  
Routine maintenance and upgrades to campus infrastructure including sidewalks, steps, and utility lines.



**CAPITAL PROJECT PLAN  
FY 2019**

**E&G PRIORITY LIST**

<b>Priority</b>	<b>Building</b>	<b>Project</b>	<b>Amount</b>
1	Campus Wide	Small Projects	\$ 125,000.00
2	Campus Wide	Academic Fund	\$ 100,000.00
3	Hunt Haught Hall	AHU #1 & Condensing Unit	\$ 250,000.00
4	Education Building	Boiler Replacement	\$ 375,000.00
5	Colebank Hall	Boiler Replacement	\$ 150,000.00
6	Engineering Technology	Window Replacement 1st & 2nd Floor	\$ 200,000.00
			<b>\$ 1,200,000.00</b>

**2019 Capital Projects Descriptions**

**E&G Projects**

**1 Small Projects**

Addressing various projects which are above and beyond regular maintenance items. Supplements the Physical Plant operating budget.

**2 Academic Fund**

This fund is established every year. The Academic Deans for both institutions determine how this funding is awarded to projects/schools.

**3 Hunt Haught Hall - AHU #1 & Condensing Unit**

This equipment has reached its end of lifecycle and needs to be replaced in kind

**4 Education Building - Boiler Replacement**

This equipment is original to the building and is beyond its expected lifecycle. The existing equipment requires routine repairs and parts are becoming sparse. The existing should be replaced in kind with new high efficiency boilers.

**5 Colebank Hall - Boiler Replacement**

This equipment has reached the end of its lifecycle. The existing should be replaced in kind with a new high efficiency boiler.

**6 Engineering Technology - Window Replacement 1st & 2nd Floor**

The existing windows on the 1st and 2nd floor are original to the building. Many of the seals are bad causing the windows to leak and appear cloudy. They are inefficient single panes of glass; many no longer function properly and require replacement.

**Tab**

**9**

**Pierpont Community & Technical College  
Board of Governors  
Meeting of May 15, 2018**

**ITEM:** FY 2019 Pay Raise

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Whereas, Pierpont’s Administration and Board of Governors implemented full funding of the West Virginia Higher Education Classified Salary Schedule bringing all classified employees to the minimum within their pay range effective July 1, 2018 and provided salary increase for faculty promoted in rank with the beginning of their AY 2017-18 faculty contract, and

Whereas, Pierpont’s President having met the two Pierpont Salary Policy (Board of Governor’s Policy #25) requirements concerning faculty promoted in rank and the West Virginia Higher Education Classified Salary Schedule funding for classified staff now brings forward a general salary increase plan for Board approval, and

Whereas, Pierpont’s Administration and Board of Governors in the FY 2019 budget planning process reserved sufficient funds to address an across the board raise,

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves a 5% pay increase up to a maximum of \$2,550 for FY 2019 for eligible Pierpont employees that is to be effective July 7, 2018 (The beginning of the first pay period in FY 2019).

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** The 2018 WV Legislature provided additional state appropriations of \$233,810 to fund a raise for

Pierpont employees. Pierpont's President, Administration and Board of Governor's has determined that a 5% across the board raise up to a maximum of \$2,550 is appropriate and practical for all eligible employees. The projected cost of this raise for employees paid through President Controlled Unrestricted Funds is \$234,034.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-classified staff, except the President, beginning employment prior to December 31, 2017 and who have not received a promotion or equity salary increase in excess of \$4,000 since January 1, 2018 will be considered eligible.
- Adjunct Faculty will be considered eligible to receive the 5% raise effective in the Fall 2018 semester.