# PIERPONT
## COMMUNITY & TECHNICAL COLLEGE™

# *BOARD*

# *OF*

# *GOVERNORS*

**May 16, 2017**

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

### May 16, 2017

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

---

**10:00 AM**      **BOG Marketing Committee Meeting**
*Hardway Hall, Room 219, Locust Avenue*

Memori Dobbs – Chair
Linda Aman
Jeff Tucker
Steve Leach – Staff Resource
Bo Sellers – Staff Resource

---

**1:00 PM**      **BOG Regional Academics Committee Meeting**
*Hardway Hall, Room 219, Locust Avenue*

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

---

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

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

---

# AGENDA
## PIERPONT COMMUNITY & TECHNICAL COLLEGE
### BOARD OF GOVERNORS MEETING
**May 16, 2017**

___

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

    1.  Opening Comment *(Chairman, Jim Griffin)*
    2.  Last Call for Public Comment Sign Up
    3.  Board Member Commitment                          *Tab 1 – Informational*
    4.  Approval of BOG Meeting Minutes from March 28, 2017    *Tab 2 – Action Item*

**II.   Recognitions**

    1.  Review of the Faculty and Staff Recognition Luncheon Awards    *Tab 3 – Informational*

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

**IV.   Operation Reports**

    1.  Academic Affairs (*Brian Floyd*)
    2.  Classified Staff Council  *(Beverly Jones)*
    3.  Enrollment Management Task Force *(Brian Floyd)*
    4.  Foundation *(Steve Leach)*
    5.  Faculty Senate *(Kari Coffindaffer)*
    6.  Information Technology *(Rob Linger)*
    7.  RCB National Aerospace Education Center *(Tom Stose)*

**V.    Committee of the Whole**

    1.  Financial Report  *(CFO, Dale Bradley)*    *Tab 4 – Informational*
        a.  March 31, 2017 Financial Report

    2.  Missing Textbook Adoptions / Textbook Affordability Report    *Tab 5 – Informational*
        *(Brian Floyd)*

    3.  Approval of New Certificate in Applied Science (CAS) Programs    *Tab 6 – Action Item*
        for Cyber-Security and Veterinary Assistant Degrees *(Brian Floyd)*

___

4. Approval of the Three Year Program Post Audit Report for the **Tab 7 – Action Item**
   Petroleum Technology, Associate in Applied Science (AAS)
   and Certificate in Applied Science (CAS) Degree Programs
   *(Brain Floyd)*

5. Approval of the Five Year Program Review for the Certificate in **Tab 8 – Action Item**
   Applied Science (CAS) Degree in Laboratory Assistant *(Brian Floyd)*

6. Approval of the Board of Governors Meeting Schedule for the **Tab 9 – Action Item**
   2017-2018 Academic Year *(Dale Bradley)*


## VI.    Committee Reports

1. Audit/Finance Committee Report *(Chair, Kyle Hamilton)*

   a. Approval of Tuition and Fees Changes for AY 2017-18 **Tab 10 – Action Item**
      *(Dale Bradley)*

   b. Approval of Repurposing Campus-Wide Camera Security **Tab 11 – Action Item**
      System Funds *(Dale Bradley)*

2. Marketing Committee Report (*Chair, Memori Dobbs*)

3. Regional Academics Committee Report *(Chair, Sharon Shaffer)*


## VII.    New Business

- The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 20, 2017. Location: Falcon Center Board Room

- The Pierpont Board of Governors Officers Nominating Committee *(Kyle Hamilton-Chair, Sharon Shaffer and Chip VanAlsburg)* will bring forward nominations and election of the AY 2017-2018 Pierpont Board of Governors Executive Officers at the June 20, 2017 BOG meeting.

- Appointments of the AY 2017-2018 Pierpont Board of Governors Committees' chairs and members will be announced, by the Chairman of the Board, at the June 20, 2017 BOG meeting.

**VIII.    Old Business**


**IX.    Public Comment**


**X.    Possible Executive Session**

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

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


**XI.    Adjournment**

# Tab 1

# Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

# Tab 2

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**
**BOARD OF GOVERNORS MEETING**
**March 28, 2017**
**2:00 PM**

# MINUTES

## Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 28, 2017, beginning at 2:00 PM at the Advanced Technology Center, Room 216 A.

*Board members present were:*
Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton (phone), Earl McConnell, Zachery Moffatt, Beth Newcome, Sharon Shaffer, Warren 'Chip' VanAlsburg and Gene Weaver (phone)

*Board members absent were:*
Rick Pruitte and Jeff Tucker

*President's Cabinet members present were:*
President Johnny M. Moore, Dale Bradley, Brian Floyd, Lyla Grandstaff, Steve Leach, Rob Linger, and Cyndee Sensibaugh

*Others in Attendance:*
Alex Vance - SGA Representative, Leah Nestor - Times WV reporter, Pierpont faculty and staff

## Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors Meeting, the 2017-2018 Student Government Representative to the Pierpont Community & Technical College Board of Governors, Zackery Moffatt, was officially sworn in by Notary Public, Cyndee Sensibaugh.

## I. Call to Order

1. *Opening Comments*
   Chairman Jim Griffin called the meeting to order in open session at 2:03 PM.

2. *Call for Public Comment*
   Chairman Griffin announced last call for public sign up for comments to the Board.

3. *Board Member Commitment*
   The declaration of Board Member Commitment was included in the Board Book.

4. *Approval of Minutes from the February 21, 2017 Meeting – Action Item*

   a. The minutes of the Pierpont Board of Governors meeting held February 21, 2017 were presented for approval. Earl McConnell offered a motion to approve the minutes, as presented. Beth Newcome seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

## II. Special Recognitions/Presentations

1. Zachery Moffatt, newly elected Student Government representative to the Pierpont Board of Governors for AY 2017-2018, was introduced to the Board by Chairman James Griffin. Mr. Moffatt shared that he is pursuing a Board of Governors Degree at Pierpont and plans to further his education by obtaining an Education Degree at Fairmont State. He is a member of TBI and Alpha Fi. He was the senior class president in high school.

2. Michael Waide, Assoc. Professor MLT/Lab Asst., was recognized by Interim Dean, Vickie Findley, for being named to receive the National Award for Distinguished Achievement from the American Medical Technologists (AMT). Mr. Waide was nominated by the WV State Society for AMT for his distinguished service to the profession and discipline of clinical laboratory science.

## III. President's Report

President Moore shared that it has been a very busy year, with several trips made to Charleston and Washington during the ongoing legislative sessions. Because of the one-on-one meetings with state and federal legislators, Pierpont has received positive feedback.

President Moore then recognized Julie Gomez, Dual Enrollment Coordinator, sharing that she has been invited to present at the National Academic Advising Association (NACADA) being held in the UK in July. The theme at the NACADA will be: The Future of Academic Advising: Connecting and Consolidating Students' Experiences and Education.

President Moore announced that the VET Tech Program has received a letter of approval from the HLC for the Veterinary Assistant CAS program of study. This program has been previously named as a top 40 program in the country.

Dr. Moore allotted the remaining time for his report to Mr. Tom Stose, Director and Sr. Professor of the Robert C. Byrd National Aerospace Education Center (RCBNAEC), and to Mr. Steve Leach, VP of Organization and Development.

Mr. Leach provided a handout that updated the Board on the Pierpont Foundation activities. Several meeting have been held with energy companies regarding programs and staffing needs, and the required funding to fulfill these needs. The Pierpont Foundation is now working with a consultant to focus on funding priorities. Mr. Leach shared that the Foundation webpage is being developed and also provided a list of the current Foundation Board members.

Mr. Stose provided several handouts to the Board that highlighted the expansion and growth activities for the RCBNAEC. The Aviation Maintenance and the Aircraft Structures Training Programs were featured. Mr. Stose shared that several meetings have been held with aerospace industry partners to discuss their current needs for physical expansion, training and staffing. Funding of the programs remains a priority.

## IV. Operation Reports

1. *Student Government Association:* Alex Vance, President of the SGA and Pierpont alumnus, thanked the Board, staff, and faculty for their support and for the student and staff interaction. In his new role as President of the SGA, Mr. Vance is focusing on evaluating existing student apathy and finding ways to get students more involved, including students attending college on campuses located off of Locust Avenue. Chairman Griffin thanked Mr. Vance and encouraged him to ask for Board assistance at any time, to help bring about his goals for the Student Government.

2. *Academic Affairs:* Brian Floyd shared that summer and fall registration is now open, and planning is underway for the May 12th commencement. 300 students have applied for graduation and there may be 150 students walking. Pierpont is working on articulation agreements with Career and Technical Education Centers and enhancements for Dual Enrollment access. Meetings have been held with the Provosts of Pierpont and regional 4-year institutions to develop smooth program pathways. Mr. Floyd shared dates of upcoming events and calendar items with the Board.

3. *Center for Workforce Education*: No report.

4. *Classified Staff Council*: Beverly Jones reported that Classified Staff Council (CSC) met on March 27, with eight attendees. At the meeting Cindy Curry, AVP of Human Resources, provided a report on HR matters and the employee Mercer Scale was reviewed. Plans for an employee appreciation luncheon and the Classified Staff Scholarship fundraiser were discussed.

5. *Enrollment Management Task Force (EMTF):* Brian Floyd, Chair of the EMTF, acknowledged Lyla Grandstaff for her discovery of discrepancies on the Funnel data. The data is being reviewed in cooperation with Fairmont State. Enrollment trend lines are being studied and we hope to have more positive results as the data review

continues.

6. *Faculty Senate:*  Kari Coffindaffer reported that the Faculty Senate (FS) met on March 10. The Personnel Committee has released a faculty evaluation form for comment.  The next meeting will be held on April 21.

7. *Information Technology:*  Mr. Linger opened by thanking his staff for providing behind the scenes assistance at the upcoming SkillsUSA Competition on March 31 and April 1.  Mr. Linger shared that the redesign of the Pierpont website is narrowed to two competing companies. Webpage layout and structure meetings will be held with students invited to participate.    The new phone system will be managed in-house and the incoming/outgoing phone calls will be branded with Pierpont's name.  Roll out for the new system is expected in April at the ATC.   Work is being done on the Pierpont Foundation webpage and a Donate button will be accessible across the site.    The IT Department employees are continuing to participate in professional development.

## V.  Committee of the Whole

1. *Financial Report - Informational*

   Dale Bradley provided a summary of the reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of January 31, 2017 and February 28, 2017. Complete details were provided in the March 28, 2017 Board of Governors Book.

## VI. Committee Reports

1. *Audit/Finance Committee - Informational*

   Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of March 16 were forwarded electronically to all Board members.

   Mr. Dale Bradley stated that Chancellor Sarah Tucker has provided an extension regarding the determination of the 2017-2018 Tuition rates.  The Board may call a special meeting in April to make a final decision.  Pierpont will have a better idea what the tuition and fees structure should be after enrollment data and State appropriation information is received.  Pierpont's goal is to hold the rate as low as possible. A rate over more than five percent will need approval from the West Virginia Community and Technical College Education System Council.

2. *Marketing Committee Report - Informational*

   Memori Dobbs, Chair, reported that a meeting was held on March 27. Mrs. Dobbs informed the Board that Mr. Bo Sellers will be serving as Marketing Director and he is currently attending an out of state marketing seminar. Radio and newsprint ads are running with scripts focusing on program sectors.

3. *Regional Academics Committee Report - Informational*

   Sharon Shaffer, Chair, reported that due to the quarterly ATC Advisory Board meeting scheduled prior to the BOG meeting, the Regional Academics Committee did not meet.

## VII. New Business

Chairman Griffin reminded the Board members to attend the May 12 graduation ceremony.

## VIII. Old Business

There was no old business to review.

## IX. Public Comment

There were no signatures recorded for public comment.

## X. Executive Session

1. Entering Executive Session:

   a. No Executive Session was called.

## XI. Adjournment and Next Board of Governors Meeting

✓ The next regularly scheduled meeting of the Board of Governors will be held on May 16, 2017 at 2:00 PM in the Falcon Center Board Room. Should the Board need to meet to approve the 2017-2018 Tuition and Fees Structure, prior to the scheduled May 16 BOG meeting, the Board will be notified and the meeting may be held by conference phone.

There being no further business, Chairman Griffin motioned to adjourn. Chip VanAlsburg seconded the motion. All agreed. Motion carried.  The meeting adjourned at 3:38 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

# Tab 3

# 2017 FACULTY & STAFF RECOGNITION LUNCHEON

## PIERPONT COMMUNITY & TECHNICAL COLLEGE

May 5, 2017 - 11:30 AM to 1:00 PM

Advanced Technology Center Rooms 216 A & B

### WELCOME
*Dr. Johnny M. Moore, President*
*Mr. Earl McConnell, Vice Chairman of the Board*

### PRESENTATION OF AWARDS, HONORS, & RECOGNITIONS TO FACULTY & STAFF
*Dr. Johnny M. Moore, President*
*Ms. Leslie Lovett, Provost*
*Mr. Brian Floyd, Acting Provost*

### PIERPONT PRIDE AWARD
*Dr. Johnny M. Moore, President*

# 2017 FACULTY & STAFF
# AWARD RECIPIENTS, HONOREES, & RECOGNITIONS

## PIERPONT COMMUNITY & TECHNICAL COLLEGE

**YEARS OF SERVICE – STAFF**

(5) Jasmine Bennett-Belknap

(5) Kimberly Cale

(5) Lisa Phillips

(5) Raime Santee

(5) Cyndee Sensibaugh

(10) Lynn Ebbert

(10) Christy Reger

(10) Mary Jo Rutherford

**YEARS OF SERVICE – FACULTY**

(20) Thomas Stose

(25) Brad Gilbert

(30) Anna Romano

(35) Dr. Gerald Bacza

**EMERITI FACULTY**

Dr. Beverly Born

Raymond Mainenti

Jodee Nelson

Barbara Pavel-Alvarez

Dr. Rosemarie Romesburg

**FACULTY PROMOTIONS**

Dr. Martina Bachlechner

Rachel Plybon Beach

Brian Floyd

Dr. Tina Sager

Michael Waide

Michael Walls

**EMERITI STAFF**

Dr. Clara Jean Hawkins

Nancy Keller

**FACULTY TENURE**

Deborah Benedetti

Dr. Kari Coffindaffer

Amy Cunningham

Brian Floyd

Pamela Hamiliton

**SERVICE RECOGNITIONS**

Fonda Hawley

## NATIONAL and STATE RECOGNITIONS / CERTIFICATIONS and PRESENTATIONS

### School of Health Careers:

**Michael Waide:** Natl. Award for Distinguished Achievement from American Medical Technologists (AMT); Board of Directors for WV State Society of the AMT

**Melissa White:** WV Board of American Society for Clinical Laboratory Science; Certified Allied Health Instructor for AMT; Elected to the Honor Society of PTK for Michigan State University

**Vickie Findley:** President-elect WV Health Information Management Association

**Michael Walls:** Director-at-Large - WV Society for Respiratory Care 2015-2017

**Amy Cunningham:** Board Liaison for Pierpont HIT Program and WV Health Information Mgmt. Assoc.

### School of Business, Aviation, & Technology:

**Matthew DeMaria:** Cisco Network Academy Instructor Certification for CCNA Track + Security; National Cyber Watch Partner; Certified Apple Educator; Comptia Academy Certification; Testout Instructor Designation; Microsoft Certified Professional & Trainer

**NSF Grant for Institute for Women in Trades, Technology and Sciences (IWITTS) Team:** *(Dr. Kari Coffindaffer, Dr. Martina Bachlechner, Dr. Gerald Bacza, Memori Dobbs, Julie Gomez, Linda King, Nancy Parks, and Chris Toothman)* to recruit and retain women in STEM disciplines

**Dr. Kari Coffindaffer and Dr. Martina Bachlechner:** HI-TEC proceedings published

http://www.highimpact-tec.org/proceedings-ebook.php Engaging STEM-shy Students through Artistic Context and Interactive Notebook

**Drafting/Design Engineering Technology Department:** *(Dr. Gerald Bacza, Dr. Kari Coffindaffer, and Chris Toothman)* Association of Technology, Management, and Applied Engineering (ATMAE) reaccreditation until 2020. Presentation before ATMAE Board of Directors

*School of Business, Aviation, & Technology (Continued):*

**Dr. Martina Bachlechner:** Accepted to present at the 2017 HI-TEC Conference in July at Salt Lake City, UT "Providing Tools for Learning How to Learn STEM"; Participated in BLENDKIT2017, a MOOC for Blended Learning at the University of Central Florida

*School of Human Services:*

**Jay Mahoney, Allison McCue and Maria Provencher- Pierpont Culinary Team:** Awarded Silver Medal at the ACF Northeast Regional Student Competition in New York (February 2017)

**Chef Ted Hastings:** 2017 Grand Champion of the Cast Iron Cook-Off

**Culinary Arts and Pastry and Baking Arts Program:** Recognized by *Best Colleges* as the #5 Culinary School in the United States

**Ironda Campbell:** Presented "Stereotypes, Halo Effects, Prototypes: Subliminal and Conspicuous Influences on Perception" at the 2017 League for Innovation in the Community College

**Brooke Nissim-Sabat:** Accepted to present at the WV Academy of Nutrition and Dietetics Conference and at the Try This WV Conference

**Natalie Sypolt:** Individual Artists Grant for Professional Development awarded by the WV Division of Culture and History and the WV Commission of the Arts

**Natalie Sypolt:** Pushcart Nomination for "The Sound of Holding Your Breath" from *Still: The Journal* and First Place in the Fiction Competition

**Dr. Susan Coffindaffer:** Certified as a Quality Matters Master Reviewer

**Nancy Parks and Leslie Lovett:** WV State Assessment Council Mini-Grant Recipients for Professional Development Activities

**Rachel Plybon Beach, Dr. Beth Newcome, and Brian Floyd:** Awarded $18,500 Grant on Phase 1 Digital Literacy and Technology Standards Initiative from State Perkins Leadership

*School of Workforce Development:*

**Mitchell Jordan:** Attended Siemens, PLC/VFD Training
**Dennis Mills:** Earned Certification for Petroleum Well Control Simulator

*National Institute for Staff and Organizational Development (NISOD) 2017 Excellence Awards:*
Jay Mahoney, Allison McCue and William Shockley

## PIERPONT RECOGNITIONS

*Brad Gilbert:* Awarded Sabbatical for Fall 2017 to complete his doctorial dissertation

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

# FACULTY AWARDS

## GREAT TEACHERS SEMINAR AWARD
**Amy Cunningham:** Coordinator/Associate Professor HIT, School of Health Careers
**Karen Morris:** Coordinator and Faculty Accounting, School of Business Aviation & Technology

## PIERPONT/FSU SGA's PIERPONT FACULTY MEMBER of the YEAR
**David Beighley:** Interim Dean, Human Services/Assoc. Prof. English/Lib. Studies & Interdisciplinary Coordinator/ PTK -Named as the first FSU & Pierpont Student Government Association's Pierpont Faculty Member of the Year

## AWARD FOR EXCELLENCE IN ACADEMIC ADVISING
**Karen Morris:** Coordinator and Faculty Accounting, School of Business Aviation & Technology

## FACULTY RECOGNITION AWARD
**Dr. Susan Woods Coffindaffer:** Assoc. Prof. & Program Coordinator Paralegal Studies, School of Human Services

## FOUNDATION FELLOW GRANT AWARD
**Dr. Martina E. Bachlechner:** Physics and STREAM Coordinator, School of Business, Aviation & Technology

## HAROLD AND ROSELYN WILLIAMSON STRAIGHT AWARD FOR TEACHING EXCELLENCE
**Linda King:** Prof. Mathematics /Dir. Tutorial Services, School of Human Services

## THE PAUL E. EDWARDS AWARD FOR TEACHING EXCELLENCE
**David M. Beighley:** Interim Dean, Human Services/Assoc. Prof. English/Lib. Studies & Interdisciplinary Coordinator/PTK

# THE PIERPONT PRIDE AWARD

Announcement of winner at close of program

# THANK YOU FROM PRESIDENT JOHNNY M. MOORE:

*It has been my honor and privilege to complete my first year at Pierpont Community & Technical College with such an outstanding group of faculty and staff members. 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 awaiting us in the next academic year as we continue to "Prepare to Win".*

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

# Tab 4

**SUMMARY:**

The projected effect on net assets for FY 2017 as of March 31, 2017 is a decrease of ($83,805)

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of March 31, 2017 of ($83,805) represents a budget balance improvement of $14,404 from the February 28, 2017 Budget. The overall operating revenues budgets increased $25,966. $22,000 of this increase was due to increased "Other Operating Revenues" under the Fund Manager's control. The operating expense budgets increased by $44,556. $43,335 of this increase was in salary and fringes, which are primarily associated with strategic changes made to address critical personnel extended absences. The other significant portion of the overall improvement in the budget balance was a reduction on the "Transfers for Financial Aid Match" of $32,994.

As of this report date, approximately 88% of projected tuition and fees revenue and approximately 80% of overall revenues have been realized while approximately 60% of operating expenses have been incurred. All expenditure items are in line with overall expenditures, except for Utilities and Equipment Expense. The over budget expenditures are primary associated with the ATC and requires realigning expenditure budget categories in FY 2018 to reflect actual expenditures. The Year-To-Date Actual Budget Balance is $2,498,303.

**RESTRICTED FUNDS:**

There were $31,595 in grants recognized which included a WV Advance Grant of $26,595 for expansion of the National Aerospace Education Center (NAEC) eight week Aircraft Structure Training Program (ASTP) and a $5,000 grant from the WV Department of Education for the Sign Language Interpreter Retreat in June 2017. There were a variety of clean up actions to restricted funds during March, but the result was the budget balanced remained at $2,936.

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

As of March 31, 2017

| | | Approved Budget | Current Budget | YTD Actual | YTD Actual to Current Budget |
|---|---|---|---|---|---|
| **OPERATING REVENUE** | Tuition and Fees | 8,397,301 | 8,107,137 | 7,120,718 | 87.83 |
| | Student Activity Support Revenue | 69,200 | 53,459 | 0 | 0.00 |
| | Faculty Services Revenue | 810,000 | 810,000 | 293,445 | 36.23 |
| | Auxiliary Enterprise Revenue | 658,036 | 658,036 | 571,021 | 86.78 |
| | Operating Costs Revenue | 100,134 | 96,283 | 51,067 | 53.04 |
| | Support Services Revenue | 227,874 | 235,310 | 112,786 | 47.93 |
| | Other Operating Revenues | 382,138 | 389,556 | 156,433 | 40.16 |
| | **Total:** | **10,644,683** | **10,349,782** | **8,305,471** | **80.25** |
| **OPERATING EXPENSE** | Salaries | 6,905,964 | 6,701,013 | 4,060,524 | 60.60 |
| | Benefits | 1,429,171 | 1,546,358 | 885,330 | 57.25 |
| | Student financial aid-scholarships | 227,678 | 227,178 | 127,457 | 56.10 |
| | Utilities | 56,838 | 56,838 | 69,621 | 122.49 |
| | Supplies and Other Services | 2,731,809 | 2,593,931 | 1,376,658 | 53.07 |
| | Equipment Expense | 99,383 | 94,651 | 120,556 | 127.37 |
| | Fees retained by the Commission | 138,910 | 138,910 | 82,192 | 59.17 |
| | Assessment for Faculty Services | 810,000 | 810,000 | 248,234 | 30.65 |
| | Assessment for Support Services | 1,919,837 | 1,986,486 | 1,220,010 | 61.42 |
| | Assessment for Student Activity Costs | 122,001 | 122,001 | 92,565 | 75.87 |
| | Assessment for Auxiliary Fees & Debt Service | 658,036 | 658,036 | 547,508 | 83.20 |
| | Assessment for Operating Costs | 1,652,395 | 1,596,481 | 1,096,450 | 68.68 |
| | **Total:** | **16,752,022** | **16,531,883** | **9,927,104** | **60.05** |
| **OPERATING INCOME / (LOSS)** | | **(6,107,340)** | **(6,182,101)** | **(1,621,633)** | - |
| **NONOPERATING REVENUE** | State Appropriations | 7,323,000 | 7,177,334 | 4,906,953 | 68.37 |
| **(EXPENSE)** | Gifts | 30,000 | 30,000 | 15,054 | 50.18 |
| | Investment Income | 7,194 | 7,194 | 23,520 | 326.94 |
| | Assessment for E&G Capital & Debt Service Costs | (1,088,220) | (1,088,220) | (796,365) | 73.18 |
| | Fees assessed by Commission for other | 0 | 0 | (366) | - |
| | **Total:** | **6,271,974** | **6,126,308** | **4,148,796** | - |
| **TRANSFERS & OTHER** | Capital Expenditures | 0 | 0 | (7,165) | - |
| | Construction Expenditures | 0 | 0 | (3,056) | - |
| | Transfers for Financial Aid Match | (81,006) | (28,012) | (18,638) | 66.54 |
| | **Total:** | **(81,006)** | **(28,012)** | **(28,859)** | - |
| **BUDGET BALANCE** | | **103,628** | **(83,805)** | **2,498,303** | - |
| **PERSONNEL BUDGET SAVINGS** | | **0** | **0** | | |
| **PROJECTED EFFECT ON NET ASSETS AT JUNE 30** | | **103,628** | **(83,805)** | | |
| * **Add: UNRESTRICTED NET ASSETS - Beginning of Year** | | **2,596,026** | **2,459,735** | | |
| **Less: USE OF RESERVE** | | **0** | **0** | | |
| **Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year** | | **2,699,654** | **2,375,930** | | |

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

Unrestricted Net Asset Balance is 15.50% of the current budgeted total operating expense. Management has established a target of 15% or $2,381,077 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, 2017

| | | Approved Budget | Current Budget | YTD Actual | YTD Actual to Current Budget |
|---|---|---|---|---|---|
| **OPERATING REVENUE** | Tuition and Fees | 6,886,619 | 6,624,319 | 6,017,757 | 90.84 |
| | Student Activity Support Revenue | 69,200 | 53,459 | 0 | 0.00 |
| | Faculty Services Revenue | 810,000 | 810,000 | 293,445 | 36.23 |
| | State/Local Grants and Contracts | 0 | 0 | 0 | - |
| | Operating Costs Revenue | 100,134 | 96,283 | 51,067 | 53.04 |
| | Support Services Revenue | 227,874 | 235,310 | 112,786 | 47.93 |
| | Other Operating Revenues | 48,000 | 48,000 | 14,288 | 29.77 |
| | **Total:** | **8,141,826** | **7,867,371** | **6,489,343** | **82.48** |
| | | | | | |
| **OPERATING EXPENSE** | Salaries | 6,220,545 | 5,994,804 | 3,759,131 | 62.71 |
| | Benefits | 1,348,326 | 1,438,716 | 839,798 | 58.37 |
| | Student financial aid-scholarships | 216,178 | 216,178 | 116,457 | 53.87 |
| | Utilities | 52,839 | 52,839 | 68,198 | 129.07 |
| | Supplies and Other Services | 1,718,423 | 1,631,521 | 931,635 | 57.10 |
| | Equipment Expense | 23,207 | 23,207 | 52,916 | 228.02 |
| | Loan cancellations and write-offs | 0 | 0 | 0 | - |
| | Fees retained by the Commission | 138,910 | 138,910 | 82,192 | 59.17 |
| | Assessment for Faculty Services | 810,000 | 810,000 | 248,234 | 30.65 |
| | Assessment for Support Services | 1,919,837 | 1,986,466 | 1,220,010 | 61.42 |
| | Assessment for Student Activity Costs | 122,001 | 122,001 | 91,344 | 74.87 |
| | Assessment for Operating Costs | 1,652,395 | 1,596,481 | 1,096,450 | 68.68 |
| | **Total:** | **14,222,661** | **14,011,142** | **8,506,365** | **60.71** |
| **OPERATING INOCME / (LOSS)** | | **(6,080,835)** | **(6,143,771)** | **(2,017,022)** | - |
| | | | | | |
| **NONOPERATING REVENUE (EXPENSE)** | State Appropriations | 7,323,000 | 7,177,334 | 4,906,953 | 68.37 |
| | State Fiscal Stabilization Funds | 0 | 0 | 0 | - |
| | Gifts | 0 | 0 | 0 | - |
| | Investment Income | 7,194 | 7,194 | 23,520 | 326.94 |
| | Assessment for E&G Capital & Debt Service Costs | (1,088,220) | (1,088,220) | (796,365) | 73.18 |
| | Fees assessed by Commission for other | 0 | 0 | (366) | - |
| | **Total:** | **6,241,974** | **6,096,308** | **4,133,742** | - |
| | | | | | |
| **TRANSFERS & OTHERS** | Capital Expenditures | 0 | 0 | 0 | - |
| | Construction Expenditures | 0 | 0 | (3,056) | - |
| | Transfers for Financial Aid Match | (61,006) | (28,012) | (18,638) | 66.54 |
| | Transfers for Capital Projects | 0 | 0 | 0 | - |
| | Transfers - Other | (386) | 0 | 0 | - |
| | One-time use of reserve | 0 | 0 | 0 | - |
| | **Total:** | **(61,392)** | **(28,012)** | **(21,694)** | - |
| | | | | | |
| **BUDGET BALANCE** | | **99,747** | **(75,475)** | **2,095,026** | - |
| * **Add: UNRESTRICTED NET ASSETS - Beginning of Year** | | 1,477,649 | 1,341,358 | | |
| **Less: USE OF RESERVE** | | <u>0</u> | <u>0</u> | | |
| **Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year** | | <u>1,577,396</u> | <u>1,265,883</u> | | |

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

# Pierpont Community & Technical College
## Actual vs Budget Statement of Revenues and Expenses
### Current Unrestricted - Fund Manager
As of March 31, 2017

|  |  | Approved Budget | Current Budget | YTD Actual | YTD Actual to Current Budget |
|---|---|---|---|---|---|
| **OPERATING REVENUE** | Tuition and Fees | 1,510,682 | 1,482,819 | 1,102,961 | 74.38 |
|  | Other Operating Revenues | 334,138 | 341,556 | 142,145 | 41.62 |
|  | **Total:** | **1,844,821** | **1,824,375** | **1,245,107** | **68.25** |
| **OPERATING EXPENSE** | Salaries | 685,419 | 706,209 | 301,392 | 42.68 |
|  | Benefits | 80,845 | 107,642 | 45,532 | 42.30 |
|  | Student financial aid - scholarships | 11,500 | 11,000 | 11,000 | 100.00 |
|  | Utilities | 3,999 | 3,999 | 1,423 | 35.59 |
|  | Supplies and Other Services | 1,013,386 | 962,411 | 445,023 | 46.24 |
|  | Equipment Expense | 76,176 | 71,444 | 67,639 | 94.67 |
|  | Loan cancellations and write-offs | 0 | 0 | 0 | - |
|  | Assessment for Student Activity Costs | 0 | 0 | 1,221 | - |
|  | **Total:** | **1,871,325** | **1,862,705** | **873,231** | **46.88** |
| **OPERATING INCOME / (LOSS)** |  | **(26,505)** | **(38,330)** | **371,876** | **-** |
| **NONOPERATING REVENUE (EXPENSE)** | Gifts | 30,000 | 30,000 | 15,054 | 50.18 |
|  | Investment Income | 0 | 0 | 0 | - |
|  | **Total:** | **30,000** | **30,000** | **15,054** | **50.18** |
| **TRANSFERS & OTHER** | Capital Expenditures | 0 | 0 | (7,165) | - |
|  | Indirect Cost Recoveries | 0 | 0 | 0 | - |
|  | Transfers - Other | 386 | 0 | 0 | - |
|  | One-time use of reserve | 0 | 0 | 0 | - |
|  | **Total:** | **386** | **0** | **(7,165)** | **-** |
| **BUDGET BALANCE** |  | **3,881** | **(8,330)** | **379,765** | **-** |
| **Add: UNRESTRICTED NET ASSETS - Beginning of Year** |  | 1,107,604 | 1,107,604 |  |  |
| **Less: USE OF RESERVE** |  | 0 | 0 |  |  |
| **Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year** |  | 1,111,485 | 1,099,274 |  |  |

Pierpont Community and Technical College
Board of Governors
Financial Report
For the period ending March 31, 2017


**New Grant Funds**                                                31,595

WV Advance - ASTP Expansion                                        26,595
WVDE IDEA Interpreter Retreat - 2017                                5,000


**Gifts**                                                              0


**Other Grant/Restricted Fund Related Changes**                    7,759

Remove WVDE IDEA Interpreter Retreat - 2016                         (734)
Update Federal Work Study Budget for 2016 Carry Over               8,589
Remove Perkins Leadership 2015 Budget                               (97)


**Net Change**                                                    39,354

# Pierpont Community and Technical College
## Budget vs Actual Statement of Revenues and Expenses
### For the period ending March 31, 2017

| | | Approved Budget | Current Budget | YTD Actual | YTD Actual to Current Budget |
|---|---|---|---|---|---|
| **OPERATING REVENUE** | Federal Grants and Contracts | 7,962,032 | 7,970,621 | 6,247,364 | 78.38 |
| | State/Local Grants and Contracts | 3,456,272 | 3,479,536 | 1,555,657 | 44.71 |
| | Private Grants and Contracts | 534,359 | 831,443 | 426,794 | 51.33 |
| | Total: | 11,952,664 | 12,281,600 | 8,229,815 | 67.01 |
| **OPERATING EXPENSE** | Salaries | 1,176,692 | 1,252,543 | 416,486 | 33.25 |
| | Benefits | 90,407 | 134,102 | 87,107 | 64.96 |
| | Student financial aid-scholarships | 14,457,749 | 14,505,851 | 10,359,360 | 71.42 |
| | Supplies and Other Services | 364,099 | 466,683 | 135,896 | 29.12 |
| | Equipment Expense | 404,219 | 428,822 | 143,467 | 33.46 |
| | Total: | 16,493,167 | 16,788,001 | 11,142,316 | 66.37 |
| **OPERATING INCOME / (LOSS)** | | (4,540,503) | (4,506,401) | (2,912,501) - | |
| | Federal Pell Grant Revenues | 4,500,000 | 4,500,000 | 3,373,302 | 74.96 |
| **(EXPENSE)** | Investment Income | 0 | 0 | 0 | 0.00 |
| | Gifts | 0 | 0 | 0 | 0.00 |
| | | 4,500,000 | 4,500,000 | 3,373,302 | 74.96 |
| | Capital Expenditures | (18,526) | (21,538) | 0 | 0.00 |
| | Construction Expenditures | 0 | 0 | 0 | 0.00 |
| | Transfers for Fin Aid Match | 61,006 | 30,875 | 18,638 | 60.37 |
| | Indirect Cost Recoveries | 0 | 0 | 0 | 0.00 |
| | Transfers - Other | 0 | 0 | 0 | 0.00 |
| | Total: | 42,480 | 9,337 | 18,638 | 199.61 |
| **BUDGET BALANCE** | | 1,978 | 2,936 | 479,439 - | |
| * Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year | | 1,004,053 | 1,004,053 | | |
| ** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year | | 1,006,031 | 1,006,989 | | |

# Tab 5

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**
**BOARD OF GOVERNOR'S REPORT**
**May 15, 2017**

**INFORMATIONAL ITEM**

**Item:**                          Missing Textbook Adoptions/Textbook Affordability Report

**Committee:**                Committee of the Whole

**Staff Member:**           Brian Floyd

**Background:**             Pierpont BOG Bookstore Policy #54 section 2.2.7. requires the Bookstore to compile a report regarding missing textbook adoptions by June 1 each year. The report is to be forwarded to the Board of Governor's for review. The report on textbook adoptions is then forwarded annually to the West Virginia Council for Community & Technical College Education (WVCTCE) by November 1.

Last year, the Bookstore revised the deadline dates for textbooks/materials to be selected for courses, faculty to be assigned to courses, and the dates for assigned materials and textbooks to be posted on the web and in the Bookstore.

WVCTCS recently provided a new reporting form for the collection of the Annual Institutional Textbook Report that is to be submitted to the WVCTCS before the annual November 1st report date.

This informational item presents the information that will be submitted by Pierpont to the WVCTCS for the November 1, 2017 reporting cycle.

| Semester | Deadline Dates for Faculty to be Assigned to Courses | Percentage of Deadline Met | Deadline Date for Textbooks and Course Material Selection | Percentage of Deadline Met | Date Assigned Textbooks & Materials Posted |
|---|---|---|---|---|---|
| Summer 2016 | March 28, 2016 | 100% | April 1, 2016 | 100% | March 28, 2016 |
| Fall 2016 | March 28, 2016 | 100% | April 1, 2016 | 93% | March 28, 2016 |
| Spring 2017 | October 10 2016 | 100% | October 10, 2015 | 97% | October 10, 2016 |

Additional Information

- Course textbook titles are kept for a minimum of three years, although programs that have software based textbooks/materials are allowed to update more frequently due to technology updates instituted by publishers.
- Bound for Success Follett Bookstore is shared/operated by Fairmont State University (FSU), and offers textbooks in the format of used, new, rental, and ebook whenever possible. During this reporting cycle period for Summer 2016-Spring 2017.
- In addition, $15,000 in scholarship money for books is annually provided by Follett. Faculty are encouraged to also look at Open Source materials to reduce textbook costs for students.

# Tab 6

**Pierpont Community & Technical College Board of Governors**
**Meeting of May 16, 2017**

| | |
|---|---|
| **ITEM:** | New Programs and Program Revisions |
| **COMMITTEE:** | Committee of the Whole |
| **RECOMMENDED RESOLUTION:** | Resolved, that the Pierpont Community & Technical College Board of Governors approves Pierpont the ability to offer CAS degree programs in Cyber-Security and Veterinary Assistant pending approval of the US Department of Education for financial aid. |
| **STAFF MEMBER:** | Brian A. Floyd, Acting Provost |
| **BACKGROUND:** | Pierpont seeks School Dean, Faculty Curriculum Committee, Faculty Senate, Academic Affairs and Board of Governors approval of new CAS or AAS degree programs. Notifies the WVCTCS, and seeks approval from the Higher Learning Commission and US Department of Education before beginning AAS and CAS programs of study. |

The following programs of study have been approved by School Deans, the Pierpont Faculty Curriculum Committee and Faculty Senate, Academic Affairs and the Higher Learning Commission. WVCTCS has been notified of the programs and has sent a letter of confirmation, the US Department of Education has been notified and Pierpont is awaiting approval for the ability to provide federal financial aid for students who will be enrolled in those programs of study.

CAS Program in Cyber-Security

This program creates a 30 credit hour, 450 contact hour Certificate of Applied Science Cyber-Security degree. All courses of the program are contained in the AAS Information Systems Cyber-Security Track. This program is designed for graduates of nationally accredited Information Systems programs of study and is an add –on credential. The program will be selective to maintain integrity and is expected to attract individuals already working in the Information Systems field,

DOL data suggests it is a much faster than average growing profession (18%) with a 2016 median pay of $92,600, and is a very attractive program with the I-79 Corridor of Information Technology.

<u>CAS Program in Veterinary Assistant</u>

Students can obtain a 30 credit, 650 clock hour Veterinary Assistant Certificate in Applied Science in two semesters that allows them to improve their ability to become employed or allow for advancement in current position.

DOL data suggests it is a faster than average growing profession (9%) with a 2015 median pay of $24,000.

The certificate will provide students who possess admissions scores below the admission benchmarks for the Veterinary Technology program an opportunity to improve their subsequent admission scores. The certificate will provide a clear path for those students not accepted into the Veterinary Technology program. The certificate was designed to include 13 hours of course credit, 11 credit hours in general education courses and 2 credit hours in Veterinary Technology, which could transfer into the Veterinary Technology program.

Review of the past two years of admission data for the Veterinary Technology Program shows that 16 (2015) and 17 (2016) students who were not accepted into the program never enrolled into Pierpont. These students had shown interest but had no further avenue to pursue their education. The certificate should provide some of these students an avenue to attend college and work in the field they desire. This should improve with enrollment.

Further review shows that in there are students who take non-restricted Veterinary Technology courses and leave the college prior to completion of any certificate or degree. In the application pool for 2015, sixteen students enrolled at Pierpont for VETT courses, but only 8 applied the following year. Three students left the college with VETT course credits after being denied admission into the Veterinary Technology program. In 2016, sixteen students enrolled at Pierpont for VETT courses. 3 students left the college with VETT course credits after being declined admission into the Veterinary Technology program. This certificate would reduce the number of students who do not get admitted into the Veterinary Technology program and leaving the college without a certificate or AAS. This should improve retention.

Veterinary assistants are not required to be licensed to practice in the state of West Virginia. However, the National Association of Veterinary Technicians in America (NAVTA) has created a Veterinary Assistants certifying exam and the program will seek to become an approved NAVTA training program.

# Tab 7

**Pierpont Community & Technical College Board of Governors Meeting**
**May 16, 2017**

| | |
|---|---|
| **ITEM:** | Three Year Program Post Audit: Petroleum Technology, Associate in Applied Science (AAS) and Certificate in Applied Science (CAS) degree programs |
| **COMMITTEE:** | Committee of the Whole |
| **RECOMMENDED RESOLUTION:** | Resolved, that the Pierpont Community & Technical College Board of Governors approves the audit report and continuation of the Petroleum Technology Associate in Applied Science (AAS) and Certificate in Applied Science (CAS) degree programs of study. |
| **STAFF MEMBER:** | Brian Floyd |
| **BACKGROUND:** | The viability of the Petroleum Technology Associate in Applied Science (AAS) and Certificate in Applied Science (CAS) degree programs have been reviewed by the program Advisory Board, program faculty, Acting Provost, and President. All are in agreement, that the program should continue and the audit report to be submitted to the WV Council for Community & Technical College Education. |

# Tab

# 8

**Pierpont Community & Technical College Board of Governors**
**Meeting of May 16, 2017**

| | |
|---|---|
| **ITEM:** | Five (5) year Program Reviews |
| **COMMITTEE:** | Committee of the Whole |
| **RECOMMENDED RESOLUTION:** | Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year program review for the Certificate in Applied Science (CAS) degree in Laboratory Assistant, with the recommendation to continue each program at the current level of activity. |
| **STAFF MEMBER:** | Brian A. Floyd, Acting Provost |
| **BACKGROUND:** | WVCTC Title 133, Series 10, "Policy Regarding Program Review", requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution. |

CAS degree in Laboratory Assistant

Recommendation: *Continuation of the program at current level of activity.*

Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost, third party reviewer and President. All are in agreement that the Laboratory Assistant program is of quality, has potential for growth, meets the mission of the college, and is needed by the citizens and industry of north central West Virginia.

The executive summary for the programs, and the full text review, with pertinent appendices were available for review by the Board of Governors.

# Tab

# 9

**Pierpont Community & Technical College**
**Board of Governors Meeting**
**May 16, 2017**

| | |
|---|---|
| **ITEM**: | Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2017-2018 |
| **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 2017, February 2018, May 2018, and June 2018. To accommodate the Thanksgiving holiday, the November 2017 meeting will be held on the second Tuesday of the Month. The meeting in March 2018 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 2017. |
| | Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2017-2018, 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. |

# PIERPONT
### COMMUNITY & TECHNICAL COLLEGE™

## *Scheduled dates for the*

### *PIERPONT BOARD OF GOVERNORS MEETINGS\**
### *&*
### *ADVANCED TECHNOLOGY CENTER ADVISORY BOARD MEETINGS\*\**

## *Academic Year 2017-2018*

---

# 2017

## September 19th
- ATC Advisory Board

## November 14th

## December 1st
- BOG Retreat: 8:00 am to 4:00 pm, ATC Room 216-A
- ATC Advisory Board will also meet at the BOG Retreat

# 2018

## February 20th

## March 27th
- ATC Advisory Board

## May 15th

## June 19th
- 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.*

# Tab 10

**Pierpont Community & Technical College**
**Board of Governors**
**Meeting of May 16, 2017**

| | |
|---|---|
| **ITEM:** | Approval of Tuition and Fees Changes for Academic Year 2017-2018 |
| **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 2017-2018. |
| **ATTACHMENTS:** | Fee Planning Schedules with fees for Academic Year 2017-2018 including FSU Housing and Meal Plan changes and "Attachment E" from the memo regarding "FY 2016-17 Tuition and Fee Increase Requests" dated March 1, 2016 from Chancellor Sarah Armstrong Tucker. |

**BACKGROUND:**

- **Increase Education and General Tuition Fee.** Increase 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 as follows:

  - Increase the Resident Education and General Tuition by $106 per semester
  - Increase the Reduced Non-Resident Metro Education and General Tuition by $214 per semester.
  - Increase the Non-Resident Education and General Tuition by $267 per semester.
  - Increase the Auxiliary Fees to all students subject to the fees by $11 per semesters as follows:
    - Increase the Falcon Center Student Activity Fee by $5 per semester.
    - Increase the Facilities Fee for Safety & Parking by $6 per semester.

- **Tuition Equity.** Currently under Pierpont's existing tuition and fee structures, depending on where and how students enroll in classes they could pay three different Education and General Tuition and Fee structures. There has been two potential fee structures for years (On-Campus or Off-Campus), but with the addition of the Advanced Technology Center there is now a third potential fee structure. No fee structure is greater than the above Board of Governors approved Education and General Tuition and Fees, however students could pay less.

  The differences in the fee structures exists as the result of auxiliary services the student is paying or not paying for such as the Falcon Center, On-Campus Parking; Student Programs and Health Care Services. This has not been a significant issue previously, but as more students

want comprehensive services they are unwilling to pay additional for those services even though they are paying a discounted tuition and fee structure that is absent the costs associated with the services.

Therefore to eliminate this tuition inequity, to insure all student pay the same Education and General Tuition and Fee structure as published and eliminate controversy with students/parents whom are receiving a discounted tuition when they want additional services for which they are not charged, Pierpont will establish a new special fee and increase an existing Special Fee as follows;

- o Establish a Pierpont Facilities Fee II of $29 per semester to create tuition equity at off campus locations excluding the North Central Advanced Technology Center. This fee along with the current Pierpont Facilities to be used to help address maintenance and operational cost for the North Central Advanced Technology Center and other non-Locust Avenue Campus Locations. This fee will be charged to students enrolled in educational, academic and training programs based at locations other than the North Central Advanced Technology Center and who are not subject to the tuition and fee structure for the Locust Avenue Campus.

- o Increase the Pierpont Facilities Fee by $1 per semester.

- o Increase the Off-Campus Instruction Fee by $9 per credit hour up to $96 per semester.

- **Pierpont Program Fees:** Establish Program Fees for the following new Certificate of Applied Science program offerings:

  - o In the School of Human Services:

    - $325 per semester Emergency Medical Services (CAS) Program Fee

  - o In the School of Business, Aviation and Technology:

    - $225 per semester Cyber Security (CAS) Program Fee

  - o In the School of Health Careers:

    - $185 per semester Veterinary Assistant (CAS) Program Fee.

  - o Establish two Information Systems Certification Exam Fees. The certifications associated with these fees are the industry standard among IT professionals. Students with these certifications are able to secure employment immediately upon obtaining the certification. The Programs Academic Advisory Committee comprised of local industry stakeholders have recommended our students should possess these certifications upon graduation. These certifications will become a way of benchmarking the program's effectiveness.

    - Establish the CompTIA A+ Certification Exam Fee of $220 Per Courses (Maximum of two courses or $440) (First Year of Program).

- Establish the International Council of Electronic Commerce Consultants (EC Council) Certified Network Defender Certification Exam Fee of $450 Per Course (Maximum of two courses or $900) (Second Year of Program).

- **Residence Halls, Meal Plans, and Apartment Rate Fees.** Fairmont State University Board of Governors in their April 2017 Meeting approved increases of approximately 4% for rooms in the dormitories and student apartments and 3% for meal plans for AY 2017 - 2018. The specific increases are identified in the attached "Fee Planning Schedule – Per Semester for AY 2017-18" within the section on "Room & Board Charges" and "Apartment and House Rental Room Rates".

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

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

**Fee Planning Schedule- Per Semester**
**Academic Year 2017-18**

Institution:  **Pierpont Community & Technical College**

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

| I. Regular Fees Charged to All Students | Resident 2016-17 | Resident 2017-18 | Increase (Decrease) | Non-Resident 2016-17 | Non-Resident 2017-18 | Increase (Decrease) | Reduced Non-Resident (Metro) 2016-17 | Reduced Non-Resident (Metro) 2017-18 | Increase (Decrease) | Projected Revenue Increase * 2016-17 |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Tuition and Required Education and General Fees | $1,709 | $1,815 | $106 | $4,230 | $4,497 | $267 | $3,171 | $3,385 | $214 | $237,834 |
| b. Required Educational and General Capital Fees | | | | | | | | | | |
| i. System E&G Capital Fees | $205 | $205 | $0 | $800 | $800 | $0 | $800 | $800 | $0 | |
| ii. Special Institutional E&G Capital Fees | $89 | $89 | $0 | $195 | $195 | $0 | $195 | $195 | $0 | |
| c. Auxiliary and Auxiliary Capital Fees | | | | | | | | | | |
| i. Standard Auxiliary Fees | $229 | $240 | $11 | $229 | $240 | $11 | $229 | $240 | $11 | $27,531 |
| ii. Mandatory Auxiliary Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | |
| iii. Auxiliary Capital Fee | $110 | $110 | $0 | $110 | $110 | $0 | $110 | $110 | $0 | |
| Total Student Fee Request | $2,342 | $2,459 | $117 | $5,564 | $5,842 | $278 | $4,505 | $4,730 | $225 | |
| Percentage of Increase Requested Over Previous Year | | | 5.0% | | | 5.0% | | | 4.99% | |

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

# Attachment H
## West Virginia Council for Community and Technical College Education
### Listing of Program Fees
### Academic Year 2017-18
### Table Twelve

| Program Fees and Charges | Rate Per Semester 2016-17 | Requested Rate Per Semester 2017-18 | Increase/ (Decrease) | Projected Revenue Due to Fee Change 2017-18 * |
|---|---|---|---|---|
| **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) | $0 | $220 | $220 | $17,600 |
| - Certiofied Network Defender Exam Fee (Per Course) | $0 | $450 | $450 | $9,000 |
| Respiratory Care Program | | | | |
| - Resp Care National Board Exam Review Fee (per course fee) | $410 | $410 | $0 | $0 |
| - Resp Care Self-Assessment Exam Fee (per course fee) | $50 | $50 | $0 | $0 |
| School of Human Services | | | | |
| - School of Human Services - End of Program Exam Fee (one-time fee) | $25 | $25 | $0 | $0 |
| - Culinary Foods Lab Fee (per course fee) | $120 | $120 | $0 | $0 |
| - EMT Basic Exam Fee (per course fee) | $70 | $70 | $0 | $0 |
| - EMT - P (Paramedic) National Registry Exam Fee | $110 | $110 | $0 | $0 |
| - EMS - FIDP (Field Internship Database Program) Fee | $100 | $100 | $0 | $0 |
| CTC Materials Fee (per course fee) | $25 | $25 | $0 | $0 |
| Math Lab Fee (per course fee) | $55 | $55 | $0 | $0 |
| LPN NCLEX Review Fee (one time fee) | $245 | $245 | $0 | $0 |
| LPN Comprehensive Predictor Test Fee (one time fee) | $45 | $45 | $0 | $0 |
| School of Human Services - End of Program Fee (one time fee) | $25 | $25 | $0 | $0 |
| Paralegal Studies - End of Program Fee (one time fee) | $250 | $250 | $0 | $0 |
| Program Fee - Applied Design (per semester) | $275 | $275 | $0 | $0 |
| Program Fee - Early Childhood (per semester) | $275 | $275 | $0 | $0 |
| Program Fee - Food Service Management (per semester) | $285 | $285 | $0 | $0 |
| Program Fee - Paralegal Studies (per semester) | $275 | $275 | $0 | $0 |
| Program Fee - Paraprofessional in Education (per semester) | $225 | $225 | $0 | $0 |
| Program Fee - Criminal Justice (per semester) | $225 | $225 | $0 | $0 |
| Program Fee - Homeland Security (per semester) | $225 | $225 | $0 | $0 |
| Program Fee - Emergency Medical Services (per semester) | $325 | $325 | $0 | $0 |

# Attachment H

**West Virginia Council for Community and Technical College Education**
**Listing of Program Fees**
**Academic Year 2017-18**
**Table Twelve**

| Program Fees and Charges | Rate Per Semester 2016-17 | Requested Rate Per Semester 2017-18 | Increase/ (Decrease) | Projected Revenue Due to Fee Change 2017-18 * |
|---|---|---|---|---|
| Program Fee - Emergency Medical Services (CAS) (per semester) | $0 | $325 | $325 | $9,750 |
| 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 - Applied Process Technology (per semester) | $350 | $350 | $0 | $0 |
| Program Fee - Aviation Maintenance (per semester) | $300 | $300 | $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) | $0 | $225 | $225 | $6,750 |
| Program Fee - Health Science (per semester) | $185 | $185 | $0 | $0 |
| Program Fee - Physical Therapist Assistant (per semester) | $185 | $185 | $0 | $0 |
| Program Fee - Health Information Technology (per semester) | $185 | $185 | $0 | $0 |
| Program Fee - Veterinary Technology (per semester) | $185 | $185 | $0 | $0 |
| Program Fee - Veterinary Assistant (CAS) (per semester) | $0 | $185 | $185 | $5,550 |
| Program Fee - Medical Labiratory 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 |
| Program Fee - Advanced Welding (per semester) | $350 | $350 | $0 | $0 |

**West Virginia Council for Community and Technical College Education**
**Proposed Special Fees**
**Academic Year 2017-18**

| Special Fees and Charges | Rate Per Semester 2016-17 | Requested Rate Per Semester 2017-18 | Increase/ (Decrease) | Estimated Number of Students Impacted by Fee Change * | Projected Revenue Due to Fee Change 2017-18 * |
|---|---|---|---|---|---|
| **Pierpont Community and Technical College** | | | | | |
| Application Fee - Competitive Programs | $20 | $20 | $0 | 0 | $0 |
| Board of Governor's Degree Evaluation | $300 | $300 | $0 | 0 | $0 |
| Credential Fee - Placement | $3 | $3 | $0 | 0 | $0 |
| Credit Conversion Fee | $22 | $22 | $0 | 0 | $0 |
| Credit for Life Experience Evaluation | $300 | $300 | $0 | 0 | $0 |
| Diploma Replacement | $50 | $50 | $0 | 0 | $0 |
| Duel Credit fee (per credit hour) | $84 | $84 | $0 | 0 | $0 |
| E-Learning Fee (per credit hour) | $50 | $50 | $0 | 0 | $0 |
| Exam for Course Credit (per credit hour) | $22 | $22 | $0 | 0 | $0 |
| Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped) | $50 | $50 | $0 | 0 | $0 |
| ID Card Replacement Fee | $20 | $20 | $0 | 0 | $0 |
| Late Payment Fee | $50 | $50 | $0 | 0 | $0 |
| Late Registration | $50 | $50 | $0 | 0 | $0 |
| New Student Fee | $120 | $120 | $0 | 0 | $0 |
| Occupational Develop/Tech Studies Degree Evaluation | $150 | $150 | $0 | 0 | $0 |
| Off-Campus Instruction (per credit hour up to 12 hours max) | $13 | $22 | $9 | 340 | $68,000 |
| Priority Transcript Fee | $9 | $9 | $0 | 0 | $0 |
| Reinstatement Fee | $25 | $25 | $0 | 0 | $0 |
| Returned Check Fee | $15 | $15 | $0 | 0 | $0 |
| Senior Citizens Audit Fee (per credit hour) | $22 | $22 | $0 | 0 | $0 |
| Violation of Tobacco Free Campus Policy - 2nd Offense | $50 | $50 | $0 | 0 | $0 |
| Violation of Tobacco Free Campus Policy - 3rd Offense | $100 | $100 | $0 | 0 | $0 |
| Pierpont Facilities Fee (per semester) | $150 | $151 | $1 | 0 | $2,500 |

**Fee Planning Schedule- Per Semester**
**Academic Year 2017-18**

Institution: Fairmont State University

| III. Room and Board Charges | Rate Per Semester 2014-15 | Rate Per Semester 2015-16 | Rate Per Semester 2016-17 | Rate Per Semester 2017-18 | Increase (Decrease) | Estimated Revenue 2016-17 | Estimated Revenue Increase 2017-18 | Estimated Number of Students 2017-18 | Estimated Revenue 2017-18 |
|---|---|---|---|---|---|---|---|---|---|
| **Price per bed:** | | | | | | | | | |
| Bryant Place - Singles | 2,714 | 2,888 | 3,015 | 3,136 | 121 | 1,403,653 | 56,146 | | 1,459,799 |
| Bryant Place - Doubles | 2,291 | 2,439 | 2,548 | 2,650 | 102 | 790,980 | 31,639 | | 822,619 |
| Bryant Place - Triples | 2,234 | 2,371 | N/A | | - | 0 | 0 | | 0 |
| Prichard - Double | 2,013 | 2,145 | 2,242 | 2,332 | 90 | 652,362 | 26,094 | | 678,456 |
| Morrow - Double | 2,013 | 2,145 | 2,242 | 2,332 | 90 | 708,899 | 28,356 | | 737,255 |
| Pence - Double | 2,013 | 2,145 | 2,242 | 2,332 | 90 | 98,648 | (492,196) | | 98,648 |
| Pence - Single | | | | 3,562 | | | 313,456 | | 313,456 |
| University Terrace - Semi-Suite | | | 2,790 | 2,902 | 112 | 757,764 | 30,311 | | 788,075 |
| **Note: Damage Deposit Dorms $200.00** | | | | | | | | | |
| **Board:** | | | | | | | | | |
| 12 Meal Bronze Plan with $225 Flex (5 day) | 1,748 | 1,800 | 1,854 | 1,910 | 56 | 1,116,108 | 33,483 | | 1,149,591 |
| 12 Meal Silver Plan with $325 Flex (5 day) | | 1,890 | 1,944 | 2,002 | 58 | | | | |
| 12 Meal Gold Plan with $425 Flex (5 day) | | 1,980 | 2,034 | 2,095 | 61 | | | | |
| 12 Meal Platinum Plan with $525 Flex (5 day) | | 2,070 | 2,124 | 2,188 | 64 | | | | |
| 15 Meal Bronze Plan with $65 Flex (5 day) | 1,722 | 1,774 | 1,827 | 1,882 | 55 | 133,387 | 4,002 | | 137,389 |
| 15 Meal Silver Plan with $165 Flex (5 day) | | 1,864 | 1,917 | 1,975 | 58 | | | | |
| 15 Meal Gold Plan with $265 Flex (5 day) | | 1,954 | 2,007 | 2,067 | 60 | | | | |
| 15 Meal Platinum Plan with $365 Flex (5 day) | | 2,044 | 2,097 | 2,160 | 63 | | | | |
| 15 Meal Bronze Plan with $150 Flex (7 day) | 1,813 | 1,867 | 1,923 | 1,981 | 58 | 1,599,944 | 47,998 | | 1,647,942 |
| 15 Meal Silver Plan with $250 Flex (7 day) | | 1,957 | 2,013 | 2,073 | 60 | | | | |
| 15 Meal Gold Plan with $350 Flex (7 day) | | 2,047 | 2,103 | 2,166 | 63 | | | | |
| 15 Meal Platinum Plan with $450 Flex (7 day) | | 2,137 | 2,193 | 2,259 | 66 | | | | |
| 19 Meal Bronze Plan with $75 Flex (7 day) | 1,887 | 1,944 | 2,002 | 2,062 | 60 | 576,668 | 17,300 | | 593,968 |
| 19 Meal Silver Plan with $175 Flex (7 day) | | 2,034 | 2,092 | 2,155 | 63 | | | | |
| 19 Meal Gold Plan with $275 Flex (7 day) | | 2,124 | 2,182 | 2,248 | 65 | | | | |
| 19 Meal Platinum Plan with $375 Flex (7 day) | | 2,214 | 2,272 | 2,340 | 68 | | | | |
| **University Terrace Apartments** | | | | | | | | | |
| 75 Meal Plan with $75 Flex | | | 488 | 503 | 15 | | 68,359 | | 68,359 |
| 100 Meal Plan with $100 Flex | | | 650 | 670 | 20 | | 91,052 | | 91,052 |
| **Univ Terrace Semi-Suite Units with 11.5 month contracts** | | | | | | | | | |
| 12 Meal Plan with $225 Flex (7 day) | | | 2,200 | 2,266 | 66 | | | | 308,176 |

Fee Charts Room and Board Fees 17-18

# Fee Planning Schedule- Per Semester
## Academic Year 2017-18

### Institution: Fairmont State University

| IV. Apartment and House Rental Room Rates | Rate Per Semester 2014-15 | Rate Per Semester 2015-16 | Rate Per Semester 2016-17 | Rate Per Semester 2017-18 | Increase (Decrease) | Estimated Revenue 2016-17 | Estimated Revenue Increase 2017-18 | Estimated Number of Students 2017-18 | Estimated Revenue 2017-18 |
|---|---|---|---|---|---|---|---|---|---|
| **Listed as Per Unit Price:** | | | | | | | | | |
| University Terrace Apartment - Single | N/A | N/A | 4,286 | 4,457 | 171 | 95,620 | 13,309 | | 108,929 |
| University Terrace Apartment - Double | N/A | N/A | 7,150 | 7,436 | 286 | 173,388 | 22,328 | | 195,716 |
| University Terrace Apartment - Quad | N/A | N/A | 13,508 | 14,048 | 540 | 851,679 | 231,141 | | 1,082,820 |
| University Terrace Apartment - Semi Suite | N/A | N/A | N/A | 2,902 | 2,902 | N/A | 763,806 | | 763,806 |
| Note: Damage Deposit Apartments $200.00 | | | | | | | | | |
| | | | | | | | | | |
| **Per bed price:** | | | | | | | | | |
| University Terrace Apartment - Single | N/A | N/A | 4,286 | 4,457 | | | | | |
| University Terrace Apartment - Double | N/A | N/A | 3,575 | 3,718 | | | | | |
| University Terrace Apartment - Quad | N/A | N/A | 3,377 | 3,512 | | | | | |
| University Terrace Apartment - Semi Suite | N/A | N/A | N/A | 2,902 | | | | | |

Fee Charts Housing Fees 17-18

# Tab 11

**Pierpont Community and Technical College**
**Board of Governors**
**Meeting of May 16, 2017**

| | |
|---|---|
| **ITEM:** | Approve Repurposing Campus Wide Camera Security System Funds |
| **COMMITTEE:** | Finance Committee |
| **RECOMMENDED RESOLUTION:** | Be it resolved that the Board of Governors approve the repurposing of the $350,000 restricted funds approved in FY'15-16 for a Campus Wide Camera Security System for an Exterior Door Access Control and Security Project. |
| **ATTACHMENTS:** | Original February 17, 2015 FY 2015 & 16 Capital Projects Approval Board of Governors Action Item and the Exterior Door Access Control and Security Project – Pricing Summary. |
| **STAFF MEMBER:** | Dale Bradley |
| **BACKGROUND:** | On February 17, 2015 the Board of Governors approved the FY'15-16 Capital Projects agenda item that included Infrastructure Item No. 3 Campus Wide Camera Security System. Funding for this project was set at $350,000 ($200,000 in FY' 16, $75,000 in FY'17, and $75,000 in FY'18). This system to be built incrementally to allow security to monitor and record areas in Student Housing, Falcon Center, Feaster Center, Parking Garage, Academic, and Administrative buildings on campus.<br><br>After discussion by the Facilities Administrative Council from December 2016 to March 2017, and based on the recommendations from the ad hoc team in January 2017 composed of representatives from the physical plant, police, residence life and information technology charged with evaluating security on campus, the recommendation is to repurpose these funds for building security. |

In order to increase campus security the proposal is to control access to campus buildings after normal working hours established by each building manager. To provide access control and to ensure that faculty, staff and students can still access all of the building after normal working hours the proposal is that all buildings on campus have at least one designated secure door equipped with card access control and monitored by a security camera. All other doors in the building are to be re-keyed in order to maintain strict key control and prevent open access to campus buildings to individuals not affiliated with either institution.

**Pierpont Community and Technical College
Board of Governors
Meeting of February 17, 2015**


ITEM:                                     FY 2015 & 16 Capital Projects

COMMITTEE:                                Finance Committee


RECOMMENDED RESOLUTION:                   *Resolved,* that the Pierpont Community & Technical
                                          College Board of Governors approves the
                                          $3,890,000 in FY 2015 & 16 Capital Project
                                          budgets consisting of $3,200,000 from Education
                                          and General Capital Funds and $690,000 from
                                          Infrastructure Funds.

STAFF MEMBER:                             Dale Bradley


BACKGROUND:                               A couple of years have passed since new capital
                                          projects recommendations have come to the Boards
                                          for approval. There are a number of projects that
                                          need to be addressed. These projects are listed and
                                          prioritized on the attached document.
                                          Unfortunately, funding for all of these projects is
                                          not available, so highlighted in green are those
                                          projects that are recommended to occur with the
                                          funding available at this time. Please note: The
                                          projects highlighted on the E&G Capital list total
                                          $3,200,000. These projects are targeted to begin in
                                          the summer of 2016 because of the necessary
                                          planning and bid process needing to occur. As well,
                                          these building repairs will need to be done over the
                                          summer months and the buildings will need to be
                                          unoccupied during construction. We anticipate that
                                          all of the funding required for the Education and
                                          Jaynes Hall buildings will be available by the start
                                          of these projects in the summer of 2016 (currently
                                          there is $2,054,103 available). If the E&G Capital
                                          projects totaling $3,200,000 are approved we will
                                          be moving forward with hiring the A&E firm to
                                          plan these HVAC replacements for the summer of
                                          2016.

Infrastructure projects highlighted in green on the attached list total $690,000. There is $693,800 in Infrastructure funds available to begin these projects once approved.

Our projection for FY 2015 for E&G Capital Fee Revenue in excess of debt service payments is approximately $1,404,007. In FY 2013 this value was $1,912,375.

Our projection for FY 2015 for Infrastructure Fee Revenue in excess of debt service payments is approximately $436,750. In FY 2013 this value was $617,820.

Enrollment declines over the past two years have made it difficult to address the short and long term maintenance needs for the co-owned facilities supported by the E&G Capital and Infrastructure fees. Besides the attached short term list the facilities team is pulling together a 20-year project schedule showing the repair and replacement needs of our current E&G facilities and the infrastructure projects that will need to be dealt with. This information will be shared in the next couple of months.

Additionally the Higher Education Policy Commission has hired a consulting firm (Sightlines) to review and report on the facilities across all HEPC institutions. Our facilities staff has been working with Sightlines for the past four months and their report is being finalized for presentation to the Boards of Governors for the co-owned campus prior to final submission to the Higher Education Policy Commission.

# CAPITAL PROJECT PLAN

# FY 2015

## E&G PRIORITY LIST

| Priority | Building | Project | Notes | Amount |
|---|---|---|---|---|
| 1 | Campus Wide | Small Projects | Needed yearly for various small projects - already funded FY 15 | $ 175,000.00 |
| 2 | Campus Wide | Academic Fund | Needed yearly for academic projects - already funded FY 15 | $ 100,000.00 |
| 3 | Hazardous Waste Bldg | Building Replacement | Already funded FY 15 | $ 40,000.00 |
| 4 | Caperton Center | Boiler Replacement & Controls | Already funded FY 15 | $ 400,000.00 |
| 5 | Education & Jaynes | HVAC Evaluation & Design | | $ 200,000.00 |
| 6a | Education Bldg | HVAC Unit 1 | life cycle renewal | $ 400,000.00 |
| 6b | Education Bldg | HVAC Unit 2 | life cycle renewal | $ 400,000.00 |
| 6c | Education Bldg | HVAC Unit 3 | life cycle renewal | $ 400,000.00 |
| 7 | Jaynes Hall | HVAC Replacement | life cycle renewal | $ 1,800,000.00 |
| 8a | Colebank Hall | HVAC - AHU 4 & Control Panel | | $ 400,000.00 |
| 8b | Colebank Hall | HVAC - AHU 2 & 3 | | $ 800,000.00 |
| 8c | Colebank Hall | HVAC - AHU 1 | | $ 400,000.00 |
| 9 | Turley Center | Roof Renewal | | $ 400,000.00 |
| 10 | Wallman Hall | Roof Renewal | | $ 300,000.00 |
| 11 | Education Bldg | Elevator Upgrades | | $ 125,000.00 |
| 12 | Colebank Hall | Elevator Upgrades | | $ 125,000.00 |
| 13 | Musick Library | Elevator Upgrades | | $ 150,000.00 |
| 14 | Hardway Hall | Roof Renewal & Waterproof | | $ 600,000.00 |
| 15 | Musick Library | MMA & MMA Chairs | | $ 150,000.00 |
| 16 | Wallman Hall | Painting - Classroom & Tower Room | | $ 100,000.00 |
| 17 | Jaynes Hall | Interior Painting & Classroom | | $ 240,000.00 |
| 18 | Hunt Haught Hall | Window Replacement | | $ 750,000.00 |
| 19 | Jaynes Hall | Window Replacement | | $ 525,000.00 |
| 20 | Parking Garage | Elevator Addition | | $ 300,000.00 |
| | | | | $ 9,280,000.00 |

# 2015 Capital Projects Descriptions

## E&G Projects

### 1 Small Projects

Addressing various office and classroom renovation/upgrades along with other miscellaneous projects. Provide drainage for lot 14, replace concrete, sidewalks, catch basins, and drains.

### 2 Academic Fund

This fund is established every year. The Academic Deans for both instititutions decide how this is spent.

### 3 Hazardous Waste Building Replacement

The existing building is in very poor condition due to the exposure to varies hazardous waste materials over the years. The enclosure is dilapidating and no longer serving its purpose and needs to be replaced.

### 4 Caperton Center Boiler Replacement & Controls

We have chronic issues with the boilers at Caperton Center. This equipment has reached the end of its life-cycle and needs to be replaced. We also cannot view or control this equipment remotely, so controls will be added to improve functionality.

### 5 Education & Jaynes Hall - A&E for HVAC Evaluation & Design

Contract with engineering firm to assess the existing HVAC equipment at Education Building and Jaynes Hall and propose a new mechanical system solution with recommendations and cost estimates.

### 6a Education HVAC Unit 1

The HVAC unit 1 (located on the roof) is structurally failing and require constant maintenance to keep in working order. This unit is over 25 yrs old and has exceeded its expected life span and requires replacement.

### 6b Education HVAC Unit 2

The HVAC 2 unit (located on the roof) is structurally failing. A special coating has been installed to try and repair to unit and keep it from leaking into the building. This unit is over 25 years old and has exceeded its expected life span and requires replacement.

### 6c Education HVAC Unit 3

The HVAC 3 unit is structurally failing and requires constant maintenance to keep in working order. This unit is over 25 years old and has exceeded its expected life span and requires replacement.

### 7 Jaynes Hall HVAC Replacement

Determine the best solution to renovate the entire buildings HVAC and proceed with a complete overhaul of the buildings mechanical systems. The existing equipment has reached the end of its life cycle and needs to be replaced in its entirety. Due to the complexity of this project it cannot be broken down into phases; the scope requires more than just equipment replacement.

**8a    Colebank Hall HVAC AHU 4 & Control Panel**

   The Air Handling Unit that serves the third floor of Colebank has reached the end of its life-cycle and needs to be replaced as well as the current control panel.

**8b    Colebank Hall HVAC AHU 2 & 3**

   The two Air Handling Units that serve the second floor Gym has reached the end of its life-cycle and needs to be replaced. This equipment is heavily used due to special events.

**8c    Colebank Hall HVAC AHU 1**

   The Air Handling Unit that serves the first floor of Colebank has reached the end of its life-cycle and needs to be replaced.

**9    Turley Center Roof Renewal**

   Turley Center roof warranty expired 5/28/2010. We have known leaks on the system at the lapped joints of the rubber membrane. These systems are past their expected life and require replacement.

**10    Wallman Hall Roof Renewal**

   Wallman Hall roof warranty expired 6/05/2001. We have known leaks in this system. The roof has exceeded its expected life and must be replaced.

**11    Education Building Elevator Upgrades**

   The Education elevator is original to the building. It is very important to have this elevator upgraded.

**12    Colebank Hall Elevator Upgrades**

   The Colebank Hall rear elevator is functional but is due for upgrades. Propose a elevator modernization package: including controller, tank, pump, solid state starter, valve, fixtures, door operator, battery backup and fire service operation. With an alternate for a cab upgrade.

**13    Musick Library Elevator Upgrades**

   The Musick Library elevator is functional but is due for upgrades. Propose a elevator modernization package.

**14    Hardway Hall Roof Renewal & Waterproof**

   Hardway Hall roof warranty expired 2/22/1996. These systems are past their expected life and are due for replacement. The exterior envelope of this building including : brick, stone lintels, and terra cotta all need repaired, cleaned, and waterproofing applied to seal these materials as a necessary preventative measure.

**15    Musick Library MMA & MMB Chairs**

   The stationary chairs in the Musick Library Multi-Media A&B Classrooms are due for replacement. The chairs are in poor condition and are out dated. It is becoming extremely hard to find parts to maintain and keep operational.

**16    Wallman Hall Painting - Classroom & Tower Room**

Some painting was incorporated in the Wallman Hall Renovation in 2013. However some classrooms remain and need the walls patched and painted. As well, the Tower Room needs plaster repair, paint, and other upgrades.

**17    Jaynes Hall - Interior Painting & Classroom**

With the help of student work the hallways and stairwells were painted over last summer. This year we need to proceed with patching and painting of the classroom walls.

**18    Hunt Haught Hall Window Replacement**

The window systems are original to the building and are in poor condition. The existing are not energy efficient, some panels are loose, and gaskets have failed.

**19    Jaynes Hall Window Replacement**

The replacement windows at Jaynes Hall are in poor condition. The windows need to be replaced with a newer higher efficiency window.

**20    Parking Garage Elevator Addition**

When the Parking Garage was constructed a third elevator shaft was put in place for expansion at a later date. Due to the heavy traffic use the third elevator is needed. To install this elevator it will require extensive work with the elevator pit, mechanical relocation, and other coordination issues.

# CAPITAL PROJECT PLAN
# FY 2015

## INFRASTRUCTURE PRIORITY LIST

| Priority | Building | Project | Notes | Amount |
|---|---|---|---|---|
| 1 | Campus Wide | Landscaping | Already funded FY 15 | $ 100,000.00 |
| 2 | Campus Wide | Small Projects | Already funded FY 15 | $ 22,000.00 |
| 3 | Campus Wide | Camera Security System | | $ 350,000.00 |
| 4 | Infrastructure | Walks Around Hardway | | $ 150,000.00 |
| 5 | Signage | Entrance Signage Update | | $ 40,000.00 |
| 4 | Infrastructure | Paving | | $ 150,000.00 |
| 7 | Infrastructure | Road to Tennis Court | Funds remaining in Current Paving Budget to fund this. | $ 40,000.00 |
| 8 | Campus Wide | Veterans Memorial Wall | Not currently funded | $ 20,000.00 |
| 9 | Campus Wide | Emergency Phones | | $ 100,000.00 |
| | | | | $ 972,000.00 |

# 2015 Capital Projects Descriptions

**Infrastructure Projects**

1  **Landscaping**

   Provide miscellaneous landscaping and required equipment for campus.  Trying to get away from annuals and utilize perennials.

2  **Small Projects**

   See #1 E&G Projects

3  **Campus-wide Camera Security System**
   This would be an ongoing project.  Prepare an RFP to select a campus wide camera security system to be incrementally expanded on over a period of time to provide monitoring of our Student Housing, Falcon Center, Feaster Center, Parking Garage, Academic, and Administrative buildings on all campuses.  The funds allocated in this fiscal year will be used to purchase the base system and put in place a number of cameras in locations that will allow security to record activity in key locations.  Since we are starting this project from ground zero, the growth of the number of cameras across the campus will take several years to accomplish.  Before any investment of these funds, a comprehensive report will come before both boards for final approval.

4  **Infrastructure:  Walks Around Hardway**
   The concrete sidewalks around Hardway Hall are deteriorating and need replaced.  They require constant maintenance and are a safety hazard.

5  **Signage: Entrance Signage Update**

   The entrance signs at both Locust avenue entrances need to be updated so that both institutions are clearly identified at the main entrances to the shared campus.

6  **Infrastructure - Paving Projects**

   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.

7  **Infrastructure - Road to Tennis Courts**

   In 2012 Phase I of the rehabilitation and paving of the tennis court access road was completed.  Phase II includes continuing the drainage ditch, road widening, and paving of the remaining road and small parking lot.

8  **Veterans Memorial Wall**

9  **Emergency Phone Upgrades**

   Upgrade Emergency Phone Systems, as needed, throughout campus to develop a more secure and safe campus.

> **Overview:**
> On January 4th and 5th, a team from the physical plant, public safety, residence life, and IT joined with multiple vendor representatives in order to evaluate building security on the main campus and to prepare the following proposal. It is being proposed that all buildings on campus have at least one designated secure door equiped with card access control and monitored by a security camera, and that all other doors be rekeyed in order to maintain strict key control. Below is the resulting summary of the costs to do this.

**Category**

| Description | Amount | SubTotals | Primary and Optional Totals | Project Total |
|---|---|---|---|---|
| **Secure Doors - Primary** | | | | |
| Door Access Control | $110,259 | | | |
| Cameras | $14,970 | | | |
| Heartland Virtualized Network Manager | $3,500 | | | |
| Heartland Remote Installation Support (estimate) | $4,500 | | | |
| New ID cards - FSU (1000 cards) | $2,550 | | | |
| New ID cards - PCTC (250 cards) | $700 | | | |
| Contingency (10%) | $12,523 | | | |
| Primary Secure Doors Total = | | $149,002 | | |
| | | | | |
| **Secure Doors - Optional** | | | | |
| Door Access Control | $31,868 | | | |
| Cameras | $4,460 | | | |
| Contingency (10%) | $3,633 | | | |
| Optional Secure Doors - Primary Total = | | $39,961 | | |
| Primary and Optional Secure Doors Total = | | | $188,963 | |
| **Secure Doors - Residence Halls** | | | | |
| Door Access Control | $40,281 | | | |
| Cameras | $6,350 | | | |
| New ID cards - FSU (1000 cards) | $2,550 | | | |
| New ID cards - PCTC (250 cards) | $700 | | | |
| Contingency (10%) | $4,663 | | | |
| Residence Halls Primary Secure Doors Total = | | $54,544 | | |
| | | | | |
| **Secure Doors - Residence Halls Optional** | | | | |
| Door Access Control | $28,548 | | | |
| Cameras | $7,321 | | | |
| Contingency (10%) | $3,587 | | | |
| Residence Halls Optional Secure Doors - Primary Total = | | $39,455 | | |
| Residence Halls Primary and Optional Secure Doors Total = | | | $93,999 | |
| Grand Total = | | | | $282,963 |