



BOARD

OF

GOVERNORS

May 17, 2016

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

May 17, 2016
Falcon Center Board Room, Locust Avenue Campus

12:00 PM ***Regional Academics Committee Meeting***
Hardway Hall Room 219

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

12:30 PM ***BOG Marketing Committee Meeting***
Falcon Center Board Room

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

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

Chip VanAlsbury – Chair
Earl McConnell – Vice Chair
Sharon Shaffer – Recording Secretary

2:00 PM ***Full Board Meeting***
Falcon Center Board Room

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

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 17, 2016


I. Call to Order

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Approval of BOG Meeting Minutes from
March 29, 2016, April 21, 2016, and April 25, 2016

Tab 1 – Informational

Tab 2 – Action Item

II. Special Recognitions/Updates

-  Introduction of Caitlyn Persinger – Registrar (*Lyla Grandstaff*)

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

IV. Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Faculty Senate (*David Beighley*)
3. Information Technology (*Rob Linger*)
4. Office of Public Safety (*Jack Clayton*)

V. Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*)
 - a. February 29, 2016 Financial Report
 - b. March 31, 2016 Financial Report
2. Approval of Recommended Respiratory Care AAS Program
Accreditation Changes
3. Approval of the Pierpont BOG Meeting Schedule for AY 2016-2017

Tab 3 – Informational

Tab 4 – Action Item

Tab 5 – Action Item

4. Research Study: “An Examination of African American Male Student Enrollment and Achievement at Pierpont” (*Brian Floyd*)

Tab 6 – Informational

VI. Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
 - a. Approval of 30 Day Public Comment Period for BOG Policy #16
Tuition, Fees, Assessment, Payment and Refund of Fees
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

Tab 7 – Action Item

VII. New Business

- ✓ Julia Pierpont Day Ceremonies will be held in Fairmont on May 28, 2016, program in planning from the Marion County Historical Society. Details forthcoming.
- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 28, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont. Board of Governors executive officers and Board committee officers and members for AY 2016-2017 will be nominated for approval.

VIII. Old Business

IX. Public Comment

X. Possible Executive Session

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

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

XI. Adjournment

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

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

Tab

1

Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

Tab

2

Pierpont Board of Governors Meeting Minutes

Regularly Scheduled Meeting

March 29, 2016

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 29, 2016
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 29, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Keisha Marks, Earl McConnell, Barbara Pavel-Alvarez, and Sharon Shaffer.

Board members absent were:

Rick Pruitte, Jeff Tucker, and Warren 'Chip' VanAlsbury.

President's Cabinet members present were:

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

Faculty and staff were also in attendance.

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors meeting the 2016-2017 Student Government Representative, Keisha Marks, was officially sworn in by Notary Public, Cyndee Sensibaugh.

I. Call to Order

Chairman Jim Griffin called the meeting to order at 2:02 PM.

- *Call for Public Comment*

Chairman Griffin announced last call for public sign up for comments to the Board.

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**X. Executive Session - 1**

Note: This portion of the agenda under "X. Possible Executive Session" was progressed to prelude Committee Reports.

- A. At 2:03 PM a motion was made by Earl McConnell that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Sharon Shaffer seconded the motion. All Agreed. Motion carried.

*Exiting Executive Session*

At 2:09 PM, a motion was made by Barbara Alvarez to exit Executive Session. The motion was seconded by Memori Dobbs. All agreed. Motion carried.

*Items Brought Forward from Executive Session*

There were no items brought forward from Executive Session.

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I. Call to Order (continued)

- *Approval of Minutes*

The minutes of the Board of Governors meeting held on February 16, 2016 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Earl McConnell seconded the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations



President Bradley introduced Keisha Marks as the incoming Student Government Representative to the Pierpont Board of Governors (Serving the 2016-2017 Term of Office)



President Bradley recognized Tori Bragg as the incoming Student Government Representative to the Pierpont Faculty Senate (Serving the 2016-2017 Term of Office).
Note: Tori was unable to attend due to class commitments.



President Bradley introduced Alex Vance, and recognized Laura Laratta, and Cody Haskiell as the incoming Student Government Representatives to the Pierpont House (Serving the 2016-2017 Term of Office).
Note: Laura and Cody were unable to attend due to class commitments.



Provost Lovett recognized the Pierpont Culinary Academy for winning the Silver medal at the 2016 American Culinary Federation Northeast Divisional Championships held in

Lancaster, PA. The Team also won the 2015-16 WV State Junior Hot Food Championship, which qualified them for the divisional competition.

Team Coaches: Jay Mahoney (Culinary Team Coach) and Allison McCue (Culinary Team Assistant Coach). Culinary Team Students: Sara Brumage (Team Captain and 2015 WV ACF Student of the Year Nominee), Lindsay Litton, Trevor Shorter, Shelby Wilkins, and Natalie Feltz-Watson (2014 WV ACF Student of the Year).



Provost Lovett recognized members of the Pierpont School of Health Careers – Deanne Broschious, Jodee Nelson, and Michael Waide for providing a medical clinic in rural Ghana over the spring break.

III. President's Report

Interim President Dale Bradley said that changes to the tuition and fee structure for AY 2016-2017 has been considered in response to the state's proposed budget reductions. A resolution addressing these changes will be brought before the Board in this meeting.

In the energy sector programs, a partnership grant with Chevron has been signed and a 3-D simulator was funded by EQT.

Mr. Bradley spoke kindly of Linda Cronin, who recently retired from Pierpont. Mrs. Cronin served as the EDGE Coordinator and the NCWV Consortium Coordinator. Linda was well respected throughout the region by many in the K-12 educational system.

As an update on the Advanced Technology Center construction, Mr. Bradley shared that "punch list" items are being worked on and furniture details are being finalized. A certificate of occupancy must be obtained from the Fire Marshal before equipment can be move into the building.

IV. Operation Reports

1. *Academic Affairs:* Provost Leslie Lovett said that the data collection for IPEDS is underway with the report due early April. Peer reviews are being completed. The posting for the Associate Provosts position has closed and five applicants are being considered. The projected announcement of the candidate chosen to fill the position is April 13. The TAACCCT Grant schedule for the Bridging the Gap Guided Career Pathways meetings will occur over the next 10 weeks. Commencement is scheduled for Friday, May 13. The keynote speaker will be Mr. David Fryson, VP of the WVU Division of Diversity, Equity and Inclusion.
2. *Classified Staff Council:* No report

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, 2016. Complete details were provided in the March 29, 2016 Board of Governors Book.

2. *Resolution for Post Audit Review for Certificate of Applied Science Licensed Practical Nurse – Action Item*

Provost Lovett presented a resolution to approve the Post Audit Review for the Certificate of Applied Science Licensed Practical Nurse Program. Provost Lovett stated that the program has been reviewed by the program coordinator and faculty, Dean of Health Careers, and the Vice President for Academic Affairs. Based on enrollment, need, program completion, and certification results, it is the consensus that this program of study be continued.

Provost Lovett provided the post audit review document detail electronically to the Board, prior to this meeting. Final consent to continue the Certificate of Applied Science Licensed Practical Nurse Program is pending with the review and approval by the West Virginia Council for Community and Technical College Education.

Sharon Shaffer offered a motion to approve the Post Audit Review for Certificate of Applied Science Licensed Practical Nurse Program, as presented, for continuation pending review and approval by the West Virginia Council for Community and Technical College Education. Earl McConnell seconded the motion. All agreed. Motion carried.

VI. Committee Reports

1. *Audit/Finance Committee*

a. Resolution for the E & G Tuition and Fees Changes for AY 2016-2017 – Action Item

Dale Bradley presented a resolution to approve the E & G Tuition and Fees Changes for AY 2016-2017. All changes in tuition and fees are to be provided to the West Virginia Council for Community and Technical College Education by April 1.

The following Tuition and Fees changes, in full detail, were presented for approval:

- **Increase to Education and General (E&G) Tuition Fee.** Given that the WV State Budget is yet to be finalized, it has been recommended by Dr. Sarah Tucker, Chancellor for the WV CTC System that Institutional Board of Governors approve AY 2016-17

E&G Tuition Fee increases with a contingency that allows for a reduction of up to 6.5% in the FY 2017 State Appropriations, therefore the following recommendations:

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

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

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

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

- **Establish a Reduced Non-Resident (Metro) Education and General Tuition Fee.**

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

5.3. Review of reduced, nonresident tuition and fees.

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

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

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

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

Sarah Armstrong Tucker.

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

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

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

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

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

- **Increase to Pierpont Program Fees:** Increase the Program Fees within the School of Human Services due to the fact that these Programs collectively missed the target Program Fee revenue for FY 2016 by approximately \$100,000. This was partially due to FY 2016 enrollment declines and also due to the original School of Human Services Program Fee amounts proposed for FY 2016 being reduced when brought before the Board of Governor's Finance and Audit Committee for approval last year. These increases are projected to increase total Program Fee revenues by \$24,000.

- Increase the following School of Human Services Program fees as identified below:

- From \$255 to \$275 per semester Applied Design Program Fee
- From \$255 to \$275 per semester Early Childhood Program Fee
- From \$265 to \$285 per semester Food Service Management Program Fee
- From \$255 to \$275 per semester Paralegal Studies Program Fee
- From \$205 to \$225 per semester Paraprofessional in Education Program Fee
- From \$205 to \$225 per semester Criminal Justice Program Fee
- From \$205 to \$225 per semester Homeland Security Program Fee
- From \$305 to \$325 per semester Emergency Medical Services Program Fee
- From \$155 to \$175 per semester Liberal Studies Program Fee
- From \$280 to \$300 per semester AMSL/Interpreter Education Program Fee

Due to information derived from the Academic Program Viability Review completed this past year it was identified that the Aviation Maintenance Program had the largest annual institutional subsidy when comparing revenue generated to total direct costs of program delivery. Based on this fact, a variety of options are being investigated to aid in lessening the institutions subsidy to this program. Given that the average costs to a

Pierpont student to complete the Aviation Maintenance Program is approximately \$11,000 - \$12,000 while the nearest competitors costs are approximately \$40,000 and good paying jobs are awaiting graduates of the program, one part of a solution to lessen the institutions subsidy of this program is increasing the Program Fees related to the Aviation Maintenance Program. To minimize the impact on students in any one academic year, these program fees will be increased gradually over a three year period. Increases proposed to the Program Fees related to the Aviation Maintenance Program for AY 2016-17 are as follows:

- Increase the Aviation Technology Fee from \$35 to \$40 per credit hour.
 - Increase the Aviation Maintenance Program Fee from \$225 to \$300 per semester.
- **Establish a New Program Fee for the New Advanced Welding Program.** With the opening of the North Central Advanced Technology Center the School of Workforce is starting a new Advanced Welding Program. With the start of this Program it is recommended that a new Program Fee equal to the Program Fees associated with other high cost technical programs within the School of Workforce be created. Establish an Advanced Welding Program Fee as follows:
 - Establish a \$350 per semester Advanced Welding Program Fee.
- **Residence Halls, meal plans, and apartment rate fees.** It is anticipated that Fairmont State University Board of Governors in their April 2016 Meeting will approve increases of approximately 4.5% for rooms in the dormitories and student apartments and 3% for meal plans for AY 2016 - 2017. The anticipated specific increases are identified in the attached “Fee Planning Schedule – Per Semester for AY 2016-17” within the section on “Room & Board Charges” and “Apartment and House Rental Rates”.
 - This item is being reported as an informational item based on the “Separation of Assets and Liabilities Agreement” on page 7 within the section on Auxiliary Enterprises, Item 1 states that “Assets and related liabilities of the Auxiliary Enterprises (Athletics, Bookstore, Conference Center, Convenience Store, Copy Center, Facilities (Parking and Security), Housing, and Recreation Center) are owned by FSU and all students of both FSU and PCTC [Pierpont] who attend class on the main campus and/or pay user fees will have access to these facilities and activities.” and further within the “Agreement” Item 4 in the same section states that “FSU is responsible for managing the operation of the Auxiliary Enterprises, and maintaining the Auxiliary facilities in good repair.”

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

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

b. Amendment to Resolution for the E & G Tuition and Fees Changes for AY 2016-2017 – Action Item

After Board discussion on the proposed resolution, a decision was made to amend the section addressing “*Establish a new fee and increase an existing Special Fee*” that is limited to the establishment of a specific funding source to be used to address maintenance and operational costs for the North Central Advanced Technology Center. A recommendation was made to modify the proposed resolution to allow, as appropriate and necessary in addressing maintenance and operational costs, the ability to apply the Special Fee to all off campus facilities.

A motion was presented by Sharon Shaffer to amend the resolution to allow, as appropriate and necessary in addressing maintenance and operational costs, the ability to apply the Special Fee to all off campus facilities. The motion was seconded by Kyle Hamilton. All agreed. Motion carried.

The amended resolution was presented as stated:

- **Establish a new fee and increase an existing Special Fee.** Establish a Pierpont Facilities Fee to create tuition equity at the North Central Advanced Technology Center and establish a specific funding source to be used to help address maintenance and operational cost for Pierpont independently owned or managed facilities. This fee as identified below will only be charged at this time to students enrolled in educational, academic and training programs based at the North Central Advanced Technology Center who are not subject to the tuition and fee structure for the Locust Avenue Campus. Should in the future it be determined that it is appropriate and necessary, this fee can be expanded to students at other off campus locations.

A motion was presented by Sharon Shaffer to accept the amended resolution that includes the ability, as appropriate and necessary in addressing maintenance and operational costs, to apply the Special Fee to all off campus facilities. The motion was seconded by Earl McConnell. All agreed. Motion carried.

2. Marketing Committee Report - Informational

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met prior to the Board of Governors meeting.

Mrs. Alvarez shared that campaigns continue to focus on retention. Advertisements are running in the local papers and radio, and the Pierpont Alumni and Friends web page offers opportunities to share alumni success stories. Marketing Director, Steve Santilli, attended the National Conference of Marketing and Public Relations in St. Louis where he presented the Pierpont Faculty Marketing Toolkit. Over 100 people attended this well-received session.

Pierpont will host an open house on April 9. There are 312 participants registered to attend. Memori Dobbs is creating a video designed for student success that will be shown during this Open House.

Mrs. Alvarez informed the Board that Pierpont has ended its contract with Bulldog Creative Services, and noted that the company was very helpful and encouraging in helping Pierpont independently continue its marketing plan.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Committee Chair, reported that the committee met prior to the Board of Governors meeting.

Ms. Shaffer shared that as some regional programs have recently experienced decreased enrollment, new strategies are being developed. Dual Credit programs have seen a 13.7 percent increase in enrollment. Distance learning options should be developed, along with marketing and focus on additional classes offered, with advanced notice to our regional students.

Sharon acknowledged and praised the work that Lisa Phillips, Program Manager for Off-Campus South, undertakes in handling these regional locations independently.

4. *President Search Committee Report – Informational*

James Griffin, Committee Chair, reported that the search committee has been working diligently to select the next president for Pierpont. Two finalists have been chosen to visit the campus in April. Dr. Melissa Denardo will be on campus April 4 and Dr. Johnny Moore will be on campus April 7. The interview schedule will be posted on the presidential search webpage. The Pierpont and FSU faculty, staff and students and members of the community are encouraged to attend the interview sessions.

VII. New Business

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

VII. Old Business

-  No old business.

IX. Public Comment

 No signatures were recorded.

X. Executive Session - 2

- B. At 3:16 PM a motion was made by Earl McConnell that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:53 PM, a motion was made by Earl McConnell to exit Executive Session. The motion was seconded by Sharon Shaffer. All agreed. Motion carried.

Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

XI. Adjournment and Next Board of Governors Meeting

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

There being no further business, the Chairman entertained a motion to adjourn. Sharon Shaffer offered a motion to adjourn the Board meeting. Earl McConnell seconded the motion. All agreed. Motion carried. The meeting adjourned at 3:53 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Board of Governors Meeting Minutes

Special Meeting

April 21, 2016

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Special Meeting of the
BOARD OF GOVERNORS
April 21, 2016
2:00 PM

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College Board of Governors was held on April 21, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Keisha Marks, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, and Sharon Shaffer

Board members absent were:

Jeff Tucker and Warren 'Chip' VanAlsbury.

President's Cabinet members present were:

Cyndee Sensibaugh

I. Call to Order

Chairman Jim Griffin called the meeting to order at 2:00 PM in open session.

- *Call for Public Comment*

Chairman Griffin announced last call for public sign up for comments to the Board.

II. Executive Session

- A. At 2:01 PM a motion was made by Sharon Shaffer that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Rick Pruitte seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 2:33 PM, a motion was made by Sharon Shaffer to exit Executive Session. The motion was seconded by Keisha Marks. All agreed. Motion carried.

Items Brought Forward from Executive Session

There were no items brought forward from Executive Session. The Board re-convened in open session.

III. Committee of the Whole

1. *President Search Committee Report*

a. Recommendation for the Next President of Pierpont – Action Item

Sharon Shaffer informed the Board that the President Search Committee met on April 19, 2016 to discuss the president finalists and to review evaluation forms. The forms were submitted by local community members, Pierpont and Fairmont State faculty, staff, and students, the Pierpont Board of Governors and the Presidential Search Committee.

The President Search Committee presented, for approval, the recommendation of Dr. Johnny M. Moore to serve as the next president of Pierpont Community & Technical College.

Barbara Alvarez offered a motion to approve Dr. Johnny M. Moore as the next president of Pierpont Community & Technical College. Kyle Hamilton seconded the motion. All agreed. Motion carried.

Final approval of Dr. Johnny M. Moore's selection to serve as Pierpont's next president will be considered on April 28, 2016 at the Council meeting of the WV Council for Community and Technical College Education.

Chairman Griffin thanked the committee for their work in selecting the third president of Pierpont.

IV. Public Comment

No signatures were recorded for public comment.

V. Adjournment

There being no further business, the Chairman entertained a motion to adjourn. Rick Pruitte offered a motion to adjourn the Board meeting. Sharon Shaffer seconded the motion. All agreed. Motion carried. The meeting adjourned at 2:37 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Board of Governors Meeting Minutes

Emergency Meeting

April 25, 2016

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Special Meeting of the
BOARD OF GOVERNORS
April 25, 2016
2:00 PM

MINUTES

Notice of Meeting and Attendance

An emergency teleconference meeting of the Pierpont Community & Technical College Board of Governors was held on April 25, 2016, beginning at 9:00 AM.

A role call was taken by Cyndee Sensibaugh. A quorum was verified.

Board members present were:

Chairman Jim Griffin, Memori Dobbs, Keisha Marks, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Jeff Tucker.

Board members absent were:

Linda Aman, Kyle Hamilton, and Warren 'Chip' VanAlsbury.

President's Cabinet members present were:

Cyndee Sensibaugh

Others present were:

Ryan Quinn of the Charleston Gazette Mail

I. Call to Order

Chairman Jim Griffin called the meeting to order at 9:02 AM in open session.

II. Executive Session

- A. At 9:03 AM a motion was made by Earl McConnell that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Sharon Shaffer seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 9:38 AM, a motion was made by Sharon Shaffer to exit Executive Session. The motion was seconded by Rick Pruitte. All agreed. Motion carried.

Items Brought Forward from Executive Session

The items brought forward from Executive Session will be addressed in open session. The Board reconvened in open session.

III. Committee of the Whole

1. *Approval of Presidential Contract for Dr. Johnny M. Moore – Action Item*

As a follow up from discussions held in executive session, Sharon Shaffer offered a motion to grant consent to Chairman James Griffin authorizing him to speak on behalf of the Board of Governors in the negotiation and finalization of the president's contract with Dr. Johnny M. Moore. This motion also includes the action required to follow up with the WV Community and Technical College System Council and state legal counsel, so that the approval of the final contract will be included on the Council agenda at the April 28, 2016 meeting.

Rick Pruitte seconded the motion. All agreed. Motion carried.

IV. Adjournment

There being no further business, the Chairman entertained a motion to adjourn. Sharon Shaffer offered a motion to adjourn the Board meeting. Rick Pruitte seconded the motion. All agreed. Motion carried. The meeting adjourned at 9:42 AM.

Respectfully submitted by Cyndee K. Sensibaugh

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING – MAY 17, 2016
Committee of the Whole
Financial Report for February 29, 2016

Board of Governors
Financial Report FY 2016
Pierpont Community & Technical College
as of February 29, 2016

SUMMARY:

The projected effect on net assets for FY 2016 as of February 29, 2016 is an increase of \$164,119.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of February 29, 2016 is \$164,119. This represents a budget balance increase of \$24,230 from the January 31, 2016 Finance Report. As of this report date, approximately 87% of projected tuition and fees revenue and approximately 76% of overall revenues have been realized while approximately 53% of operating expenses have been incurred. The primary budget changes that impacted the budget from the January 31, 2016 Finance Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$97,065. The significant activities accounting for this change are as follows:
 - The “Tuition and Fees” revenue budget controlled by the President increased by \$60,000 due to the correction of an error. Tuition and fee revenue was increased to correct waivers budget to match revenue with expenses.
 - The “Other Operating Revenue” budget controlled by the Fund Managers increased by \$37,065 to recognize increased revenues for the Emergency Management Services Program.
- **Operating Expenses Budget:**
 - Increased by \$72,835 The significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the President increased by \$12,838 as the result of adjustments to position split funding between state appropriations and restricted TAACCCT Grant funds (Position 569, Position 940, and Position 890).
 - The “Benefits” expense budget controlled by the President increased by \$2,311 while the budget controlled by the Fund Managers increased by \$9,780 as the result of adjustments to position split funding between state appropriations and restricted TAACCCT Grant funds (Position 569, Position 940, Position 955 and Position 890) and PEIA updates to positions in Student Services, President’s Office, School of Health Careers, Veterinary Technology and Early Childhood.
 - The “Supplies and Other Services” expense budget controlled by the Fund Managers increased by \$37,056 as the result of the recognition of increased revenues for the Emergency Management Services Program.

- The “Assessment for Support Services” expense budget controlled by the President increased by \$12,094 as the result of multiple PEIA updates within FSU’s Enrollment Services and Physical Plant areas.
- The “Assessment for Operating Costs” expense budget controlled by the President decreased by (\$1,253) as the result of a transfer of FSU Information Technology operating costs to labor.

Of the adjusted projected effect on net assets of an increase of \$164,119 as of June 30, 2016; President’s Controlled Fund(s) are projected to have a budget surplus of \$166,841; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$2,722). The Year-To-Date Actual Budget Balance is \$3,296,283.

RESTRICTED FUNDS:

The February 29, 2016 Restricted Funds Finance Report has a budget balance of \$4,856. A WV Advance Grant for \$28,406 for the Manufacturing Skills Institute was recognized. A WV Technical Program Development Grant for \$220,000 was recognized. An XTO Energy for Oil and Gas Training of \$10,000 was recognized and a Cyert Center Visitation Grant of \$1,000 was closed out.

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

As of February 29, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,185,948	8,208,815	7,103,131	86.53
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	739,480	727,263	655,749	90.17
	Operating Costs Revenue	100,134	100,134	52,177	52.11
	Support Services Revenue	297,874	301,818	112,241	37.19
	Other Operating Revenues	346,709	387,911	159,369	41.08
	Total:	10,549,345	10,605,141	8,103,199	76.41
OPERATING EXPENSE					
	Salaries	6,822,564	6,697,917	3,446,414	51.46
	Benefits	1,467,264	1,470,914	743,186	50.53
	Student financial aid-scholarships	218,938	218,938	229,028	104.61
	Utilities	56,838	56,838	10,733	18.88
	Supplies and Other Services	2,790,786	2,680,885	1,289,845	48.11
	Equipment Expense	103,740	99,383	44,786	45.06
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	87,723	63.15
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,953,386	1,061,306	54.33
	Assessment for Student Activity Costs	122,001	122,001	100,568	82.43
	Assessment for Auxiliary Fees & Debt Service	739,480	727,263	594,911	81.80
	Assessment for Operating Costs	1,597,901	1,582,085	1,067,666	67.48
	Total:	16,903,077	16,558,521	8,698,186	52.53
OPERATING INCOME / (LOSS)		(6,353,732)	(5,953,380)	(594,988)	9.99
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,229,531	4,744,379	65.62
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	30,000	30,085	100.28
	Investment Income	7,194	7,194	5,861	81.46
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(839,654)	77.16
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,178,505	3,940,671	63.78
TRANSFERS & OTHER					
	Capital Expenditures	0	0	(21,800)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(35,504)	58.20
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	0	7,904	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,006)	(49,400)	80.98
BUDGET BALANCE		34,997	164,119	3,296,283	
PERSONNEL BUDGET SAVINGS		0	2,523		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		34,997	166,643	3,296,283	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,633,628	1,633,628		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,668,625</u>	<u>1,800,271</u>		

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

* Unrestricted Net Asset Balance is 10.32% of the current budgeted total operating expense. Management has established a target of 15% or \$2,374,689 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President
As of February 29, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,647,133	6,707,133	6,222,170	92.77
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	100,134	52,177	52.11
	Support Services Revenue	297,874	301,818	112,241	37.19
	Other Operating Revenues	51,700	50,700	24,695	48.71
	Total:	7,976,040	8,038,984	6,431,816	80.01
OPERATING EXPENSE					
	Salaries	6,209,852	6,028,420	3,175,806	52.68
	Benefits	1,394,452	1,387,163	707,772	51.02
	Student financial aid-scholarships	207,438	207,438	214,778	103.54
	Utilities	52,839	52,839	9,422	17.83
	Supplies and Other Services	1,735,280	1,653,807	932,466	56.38
	Equipment Expense	26,445	23,207	17,676	76.17
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	87,723	63.15
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,953,386	1,061,306	54.33
	Assessment for Student Activity Costs	122,001	122,001	100,568	82.43
	Assessment for Operating Costs	1,597,901	1,582,085	1,067,666	67.48
	Total:	14,329,773	13,959,256	7,397,205	52.99
OPERATING INOCME / (LOSS)		(6,353,732)	(5,920,272)	(965,389)	16.31
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,229,531	4,744,379	65.62
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	5,861	81.46
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(839,654)	77.16
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,148,505	3,910,586	63.60
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(21,099)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(35,504)	58.20
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	(386)	7,904	(2048.00)
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,392)	(48,699)	79.32
BUDGET BALANCE		34,997	166,841	2,896,498	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,025,553	1,025,553		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,060,550</u>	<u>1,192,394</u>		

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

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

As of February 29, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,538,815	1,501,682	880,960	58.66
	Other Operating Revenues	295,009	337,211	134,674	39.94
	Total:	1,833,825	1,838,894	1,015,634	55.23
OPERATING EXPENSE					
	Salaries	612,712	669,497	270,608	40.42
	Benefits	72,812	83,751	35,414	42.28
	Student financial aid - scholarships	11,500	11,500	14,250	123.91
	Utilities	3,999	3,999	1,311	32.78
	Supplies and Other Services	1,055,506	1,027,078	357,379	34.80
	Equipment Expense	77,295	76,176	27,109	35.59
	Loan cancellations and write-offs	0	0	0	0.00
	Total:	1,833,825	1,872,001	706,071	37.72
OPERATING INCOME / (LOSS)		(0)	(33,108)	309,563	(935.02)
NONOPERATING REVENUE (EXPENSE)					
	Gifts	0	30,000	30,085	100.28
	Investment Income	0	0	0	0.00
	Total:	0	30,000	30,085	100.28
TRANSFERS & OTHER					
	Capital Expenditures	0	0	(701)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	0	386	(701)	(181.61)
BUDGET BALANCE		(0)	(2,722)	338,947	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		594,449	594,449		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>594,449</u>	<u>591,727</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
For the period ending February 29, 2016

New Grant Funds	248,406.00
WV Advance Welding Program	220,000.00
WV Advance Manufacturing Skills Institute	28,406.00
Gifts	0.00
Other Grant/Restricted Fund Related Changes	9,000.00
XTO Energy for Oil and Gas Training	10,000.00
Cyert Center Visitation grant closed	(1,000.00)
Net Change	0.00

Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
For the period ending February 29, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	13,220,783	8,783,603	5,724,922	65.18
	State/Local Grants and Contracts	3,930,424	4,441,509	2,178,418	49.05
	Private Grants and Contracts	445,499	594,832	586,310	98.57
	Total:	17,596,706	13,819,944	8,489,650	61.43
OPERATING EXPENSE	Salaries	839,770	1,631,825	495,137	30.34
	Benefits	59,082	197,074	80,165	40.68
	Student financial aid-scholarships	22,990,699	14,465,699	9,584,021	66.25
	Supplies and Other Services	340,490	451,764	129,996	28.78
	Equipment Expense	718,911	784,844	168,684	21.49
	Total:	24,948,951	17,531,206	10,458,003	59.65
OPERATING INCOME / (LOSS)		(7,352,245)	(3,711,262)	(1,968,353)	53.04
(EXPENSE)	Federal Pell Grant Revenues	8,000,000	4,500,000	3,378,674	75.08
	Investment Income	0	0	0	0.00
	Gifts	1,151	1,151	0	0.00
		8,001,151	4,501,151	3,378,674	75.06
	Capital Expenditures	(705,457)	(846,040)	(676,678)	79.98
	Construction Expenditures	401	0	401	0.00
	Transfers for Fin Aid Match	61,006	61,006	27,600	45.24
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	Total:	(644,050)	(785,034)	(648,677)	82.63
BUDGET BALANCE		4,856	4,856	761,644	15685.15
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,430,880	1,430,880		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,435,736	1,435,736		
***	Approved Budget updated for FWS Student Labor/Fringes				

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING – MAY 17, 2016
Committee of the Whole
Financial Report for March 31, 2016

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

SUMMARY:

The projected effect on net assets for FY 2016 as of March 31, 2016 is an increase of \$159,242.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2016 is \$159,242. This represents a budget balance decrease of (\$4,877) from the February 29, 2016 Finance Report. As of this report date, approximately 87% of projected tuition and fees revenue and approximately 77% of overall revenues have been realized while approximately 60% of operating expenses have been incurred. The primary budget changes that impacted the budget from the February 29, 2016 Finance Report, are as follows:

- **Operating Revenues Budget:**
 - Decreased by (\$3,475). The significant activities accounting for this change are as follows:
 - The “Support Services Revenue” budget controlled by the President decreased by (\$3,475) due to a PEIA adjustment to the Off-Campus South Organization.
- **Operating Expenses Budget:**
 - Increased by \$1,402 The significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the Fund Managers increased by \$4,567 as the result of the transfer of operating budget to labor.
 - The “Benefits” expense budget controlled by the President increased by \$864 due to PEIA updates in Student Services and Off-Campus South Organizations. While the budget controlled by the Fund Managers increased by \$498 as the result of the transfer of operating budget to labor. The combined effect of these two changes is \$1,362.
 - The “Supplies and Other Services” expense budget controlled by the Fund Managers decreased by (\$5,065) as the result of the transfer of operating budget to labor.
 - The “Assessment for Support Services” expense budget controlled by the President increased by \$538 as the result of multiple PEIA updates within FSU’s Enrollment Services, Information Technology and Physical Plant areas.

Of the adjusted projected effect on net assets of an increase of \$159,242 as of June 30, 2016; President’s Controlled Fund(s) are projected to have a budget surplus of \$161,964; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$2,722). The Year-To-Date Actual Budget Balance is \$2,164,494.

RESTRICTED FUNDS:

The February 29, 2016 Restricted Funds Finance Report has a budget balance of \$4,856. There were no changes.

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

As of March 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,185,948	8,208,815	7,121,124	86.75
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	739,480	727,263	654,590	90.01
	Operating Costs Revenue	100,134	100,134	58,583	58.50
	Support Services Revenue	297,874	298,343	131,613	44.11
	Other Operating Revenues	346,709	387,911	162,618	41.92
	Total:	10,549,345	10,601,666	8,149,061	76.87
OPERATING EXPENSE					
	Salaries	6,822,564	6,702,484	3,955,665	59.02
	Benefits	1,467,264	1,472,276	852,665	57.91
	Student financial aid-scholarships	218,938	218,938	249,289	113.86
	Utilities	56,838	56,838	12,049	21.20
	Supplies and Other Services	2,790,786	2,675,820	1,531,505	57.23
	Equipment Expense	103,740	99,383	46,427	46.72
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	87,723	63.15
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,953,925	1,209,261	61.89
	Assessment for Student Activity Costs	122,001	122,001	102,228	83.79
	Assessment for Auxiliary Fees & Debt Service	739,480	727,263	616,650	84.79
	Assessment for Operating Costs	1,597,901	1,582,085	1,181,909	74.71
	Total:	16,903,077	16,559,923	9,867,392	59.59
OPERATING INCOME / (LOSS)		(6,353,732)	(5,958,257)	(1,718,332)	28.84
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,229,531	4,744,379	65.62
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	30,000	30,085	100.28
	Investment Income	7,194	7,194	7,275	101.13
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(849,514)	78.06
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,178,505	3,932,225	63.64
TRANSFERS & OTHER					
	Capital Expenditures	0	0	(21,800)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(35,504)	58.20
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	0	7,904	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,006)	(49,400)	80.98
BUDGET BALANCE		34,997	159,242	2,164,494	
PERSONNEL BUDGET SAVINGS		0	62,712		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		34,997	221,954	2,164,494	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,633,628	1,633,628		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,668,625</u>	<u>1,855,582</u>		

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

* Unrestricted Net Asset Balance is 10.32% of the current budgeted total operating expense. Management has established a target of 15% or \$2,374,899 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, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,647,133	6,707,133	6,210,591	92.60
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	100,134	58,583	58.50
	Support Services Revenue	297,874	298,343	131,613	44.11
	Other Operating Revenues	51,700	50,700	25,310	49.92
	Total:	7,976,040	8,035,510	6,446,629	80.23
OPERATING EXPENSE					
	Salaries	6,209,852	6,028,420	3,651,635	60.57
	Benefits	1,394,452	1,388,027	812,823	58.56
	Student financial aid-scholarships	207,438	207,438	237,789	114.63
	Utilities	52,839	52,839	10,408	19.70
	Supplies and Other Services	1,735,280	1,653,807	1,106,524	66.91
	Equipment Expense	26,445	23,207	17,829	76.83
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	87,723	63.15
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,953,925	1,209,261	61.89
	Assessment for Student Activity Costs	122,001	122,001	102,228	83.79
	Assessment for Operating Costs	1,597,901	1,582,085	1,181,909	74.71
	Total:	14,329,773	13,960,659	8,440,150	60.46
OPERATING INOCME / (LOSS)		(6,353,732)	(5,925,149)	(1,993,520)	33.65
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,229,531	4,744,379	65.62
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	7,275	101.13
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(849,514)	78.06
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,148,505	3,902,140	63.46
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(21,099)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(35,504)	58.20
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	(386)	7,904	(2048.00)
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,392)	(48,699)	79.32
BUDGET BALANCE		34,997	161,964	1,859,921	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,025,553	1,025,553		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,060,550</u>	<u>1,187,517</u>		

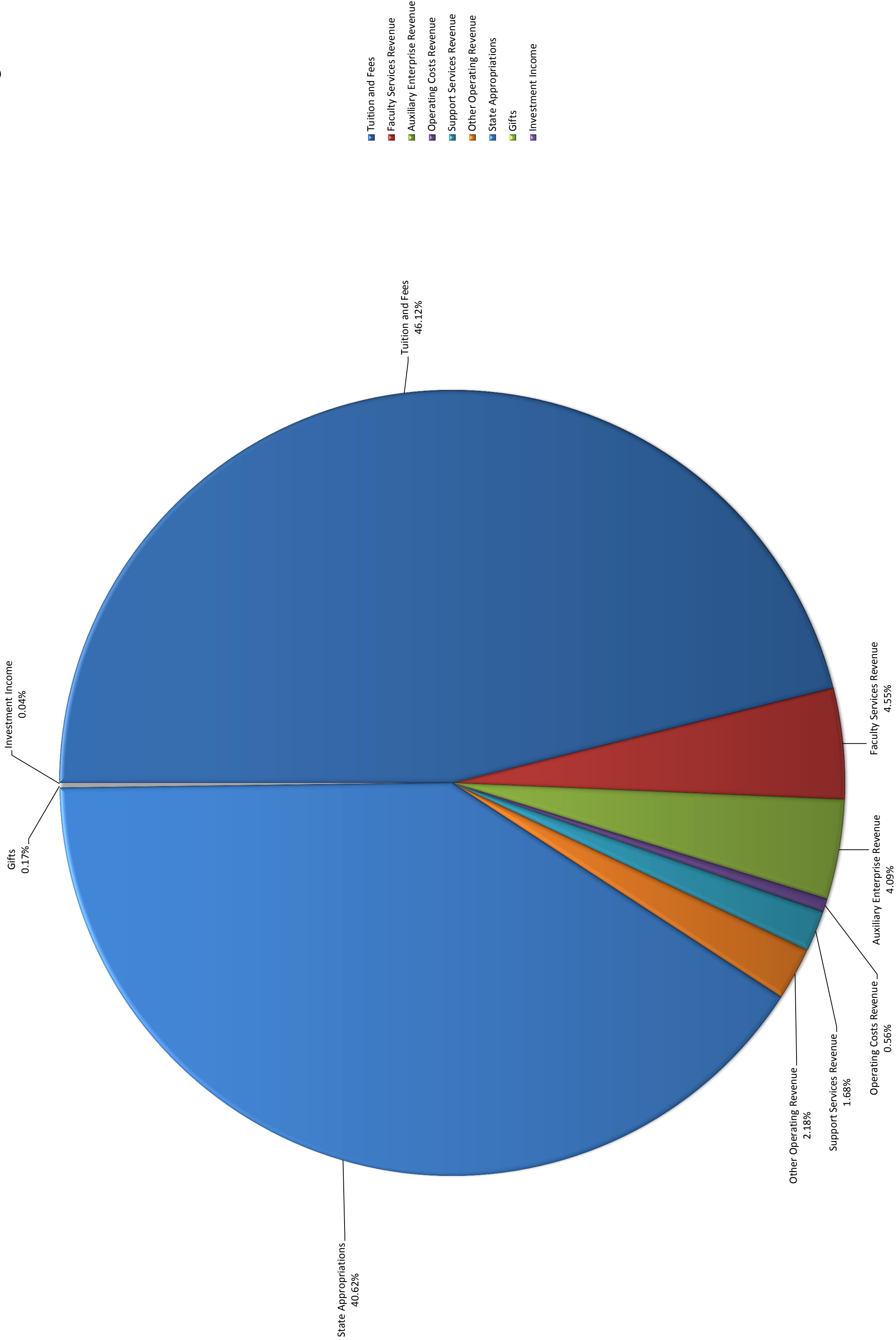
* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$3,495,913.

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

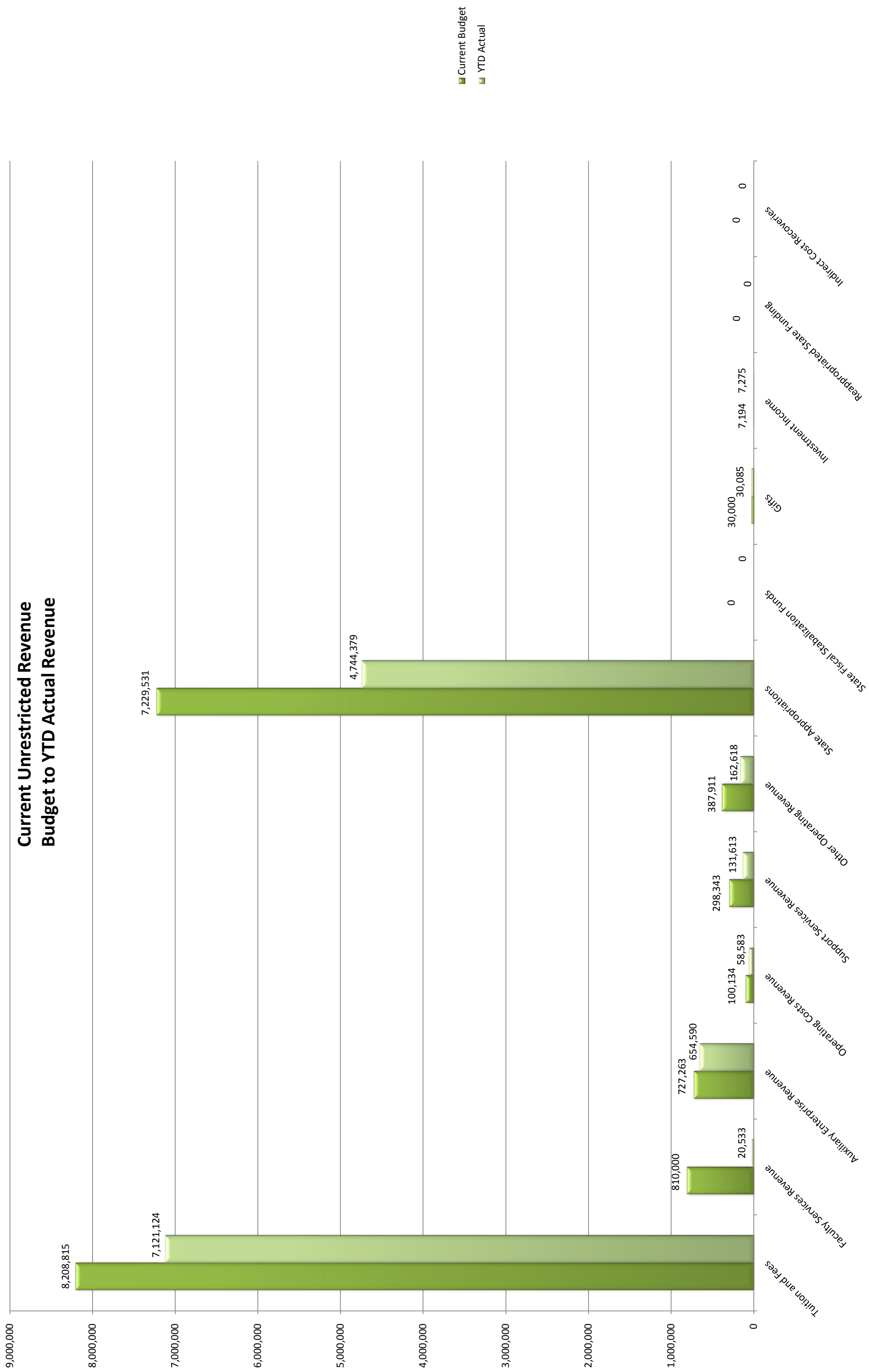
As of March 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,538,815	1,501,682	910,534	60.63
	Other Operating Revenues	295,009	337,211	137,308	40.72
	Total:	1,833,825	1,838,894	1,047,842	56.98
OPERATING EXPENSE					
	Salaries	612,712	674,064	304,031	45.10
	Benefits	72,812	84,249	39,842	47.29
	Student financial aid - scholarships	11,500	11,500	11,500	100.00
	Utilities	3,999	3,999	1,640	41.02
	Supplies and Other Services	1,055,506	1,022,013	424,982	41.58
	Equipment Expense	77,295	76,176	28,598	37.54
	Loan cancellations and write-offs	0	0	0	0.00
	Total:	1,833,825	1,872,001	810,593	43.30
OPERATING INCOME / (LOSS)		(0)	(33,108)	237,249	(716.60)
NONOPERATING REVENUE (EXPENSE)					
	Gifts	0	30,000	30,085	100.28
	Investment Income	0	0	0	0.00
	Total:	0	30,000	30,085	100.28
TRANSFERS & OTHER					
	Capital Expenditures	0	0	(701)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	0	386	(701)	(181.61)
BUDGET BALANCE		(0)	(2,722)	266,633	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		594,449	594,449		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>594,449</u>	<u>591,727</u>		

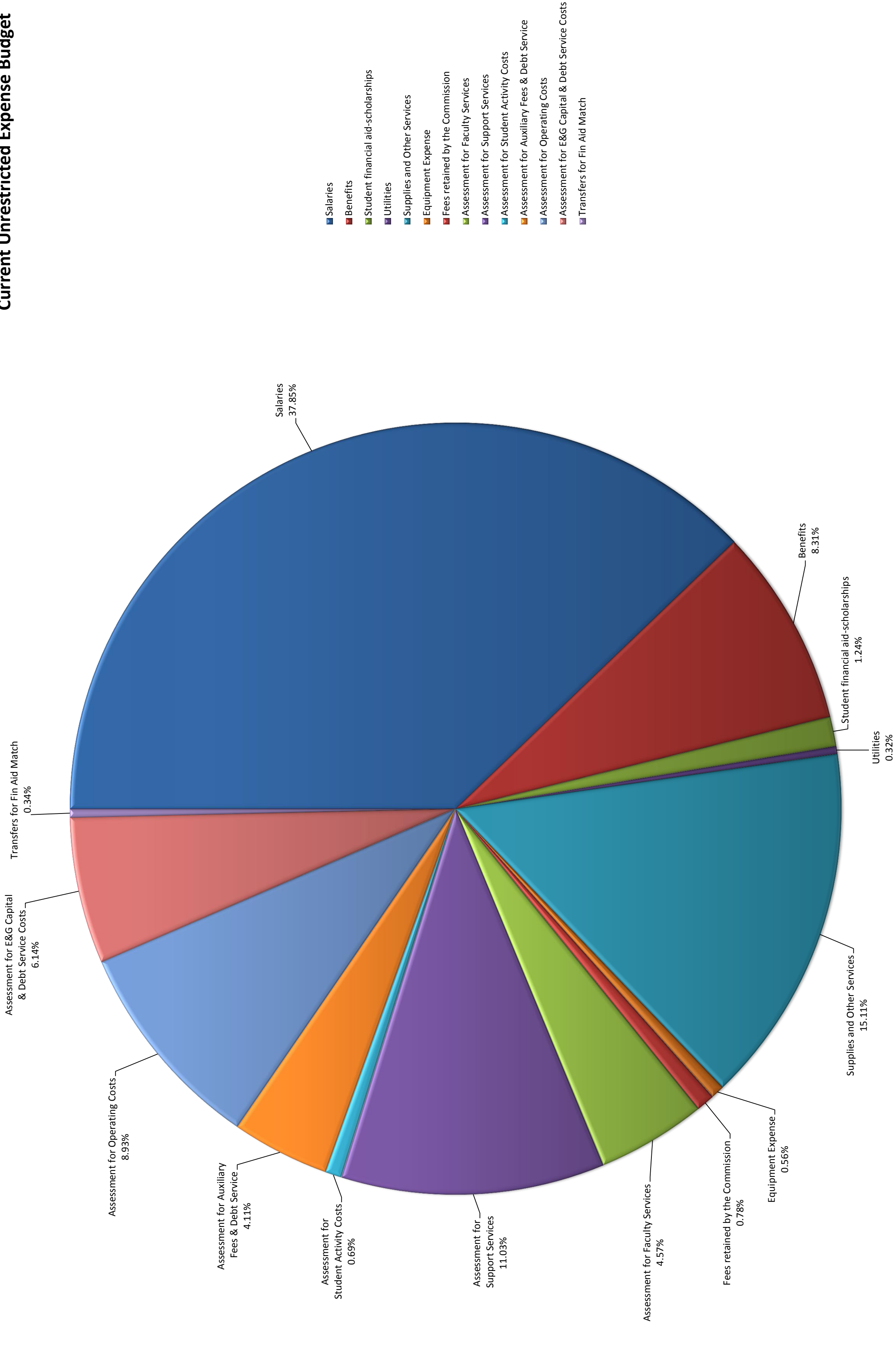
Current Unrestricted Revenue Budget



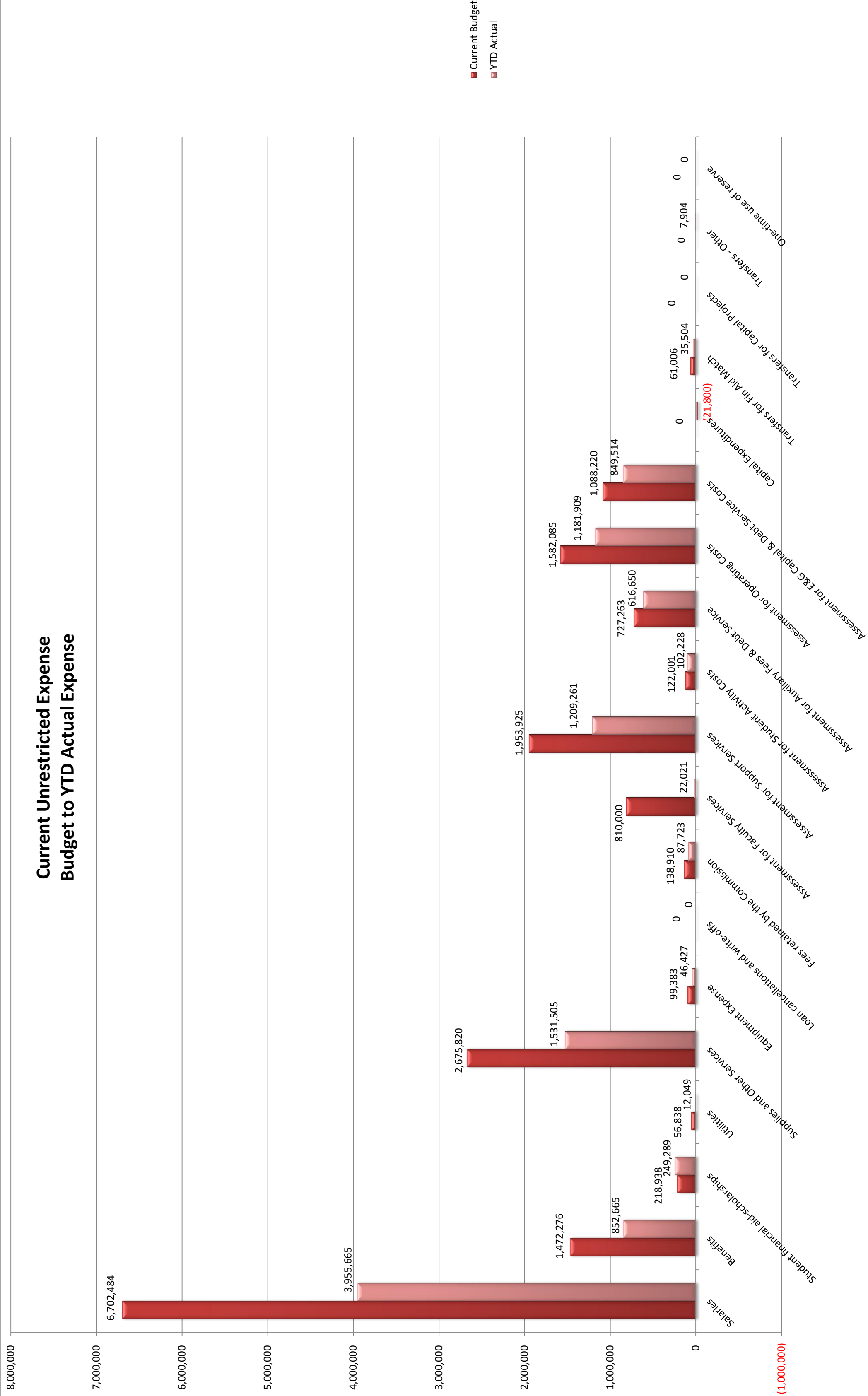
Current Unrestricted Revenue
Budget to YTD Actual Revenue



Current Unrestricted Expense Budget



Current Unrestricted Expense
Budget to YTD Actual Expense

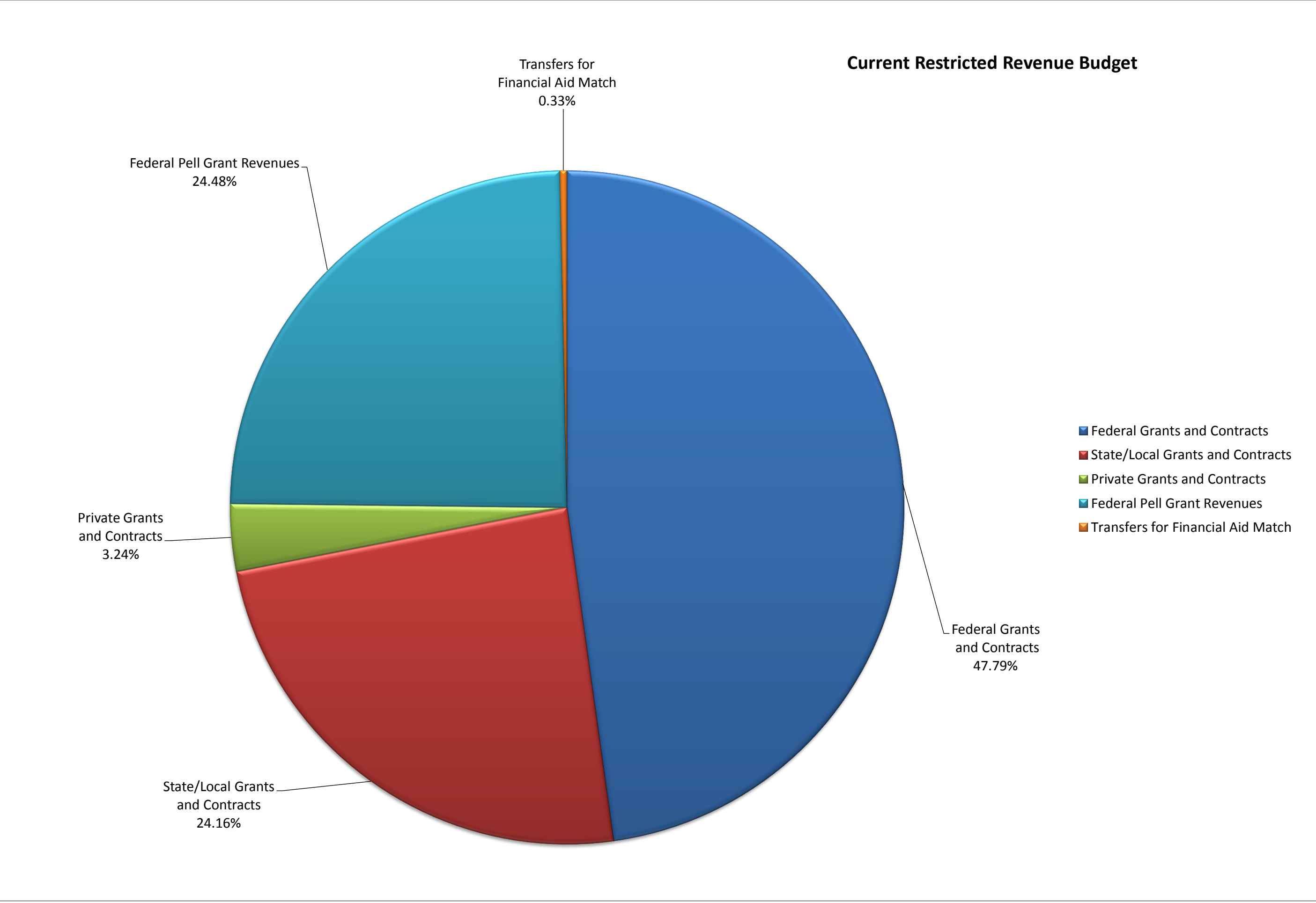


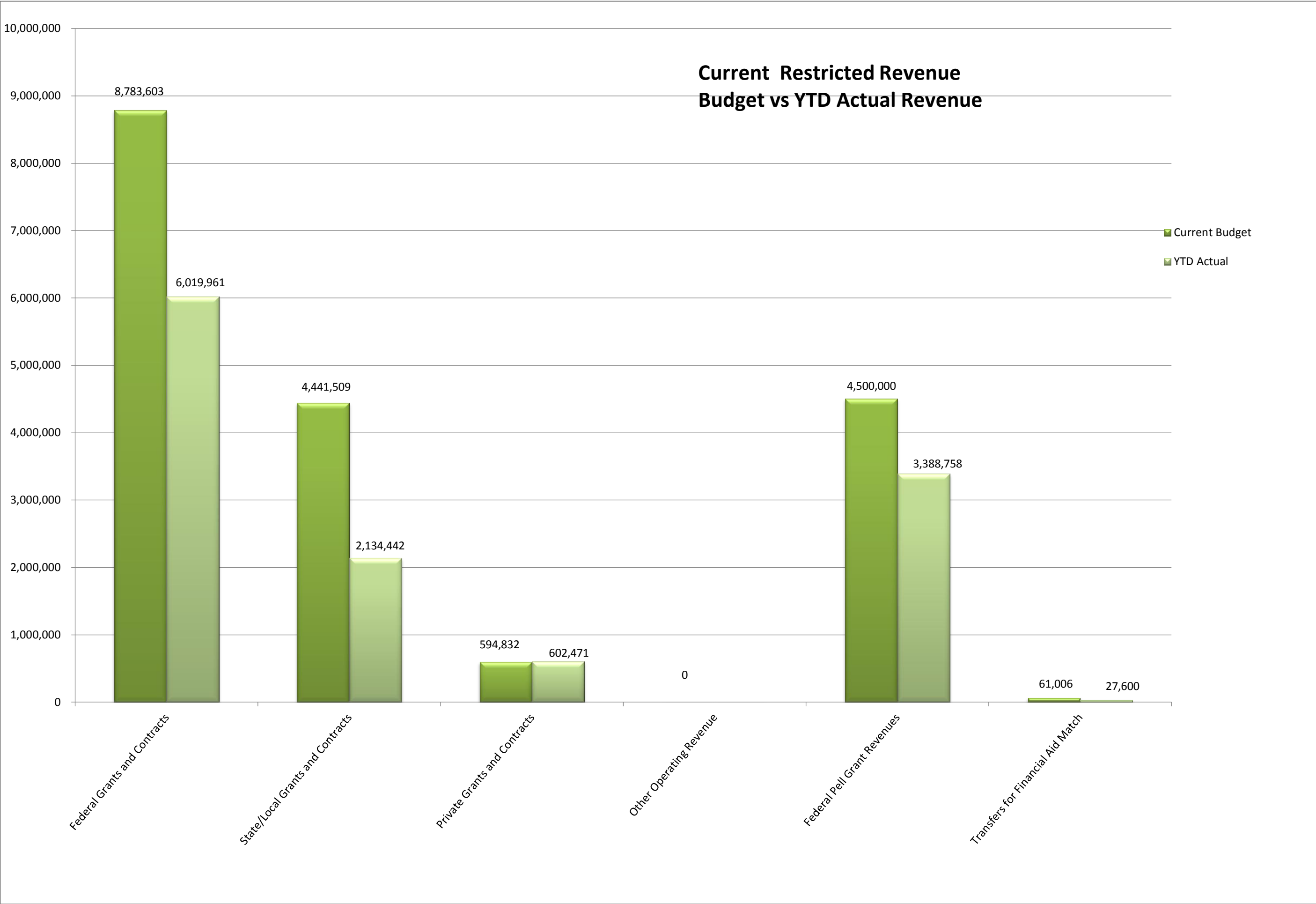
Pierpont Community and Technical College
Board of Governors
Financial Report
For the period ending March 31, 2016

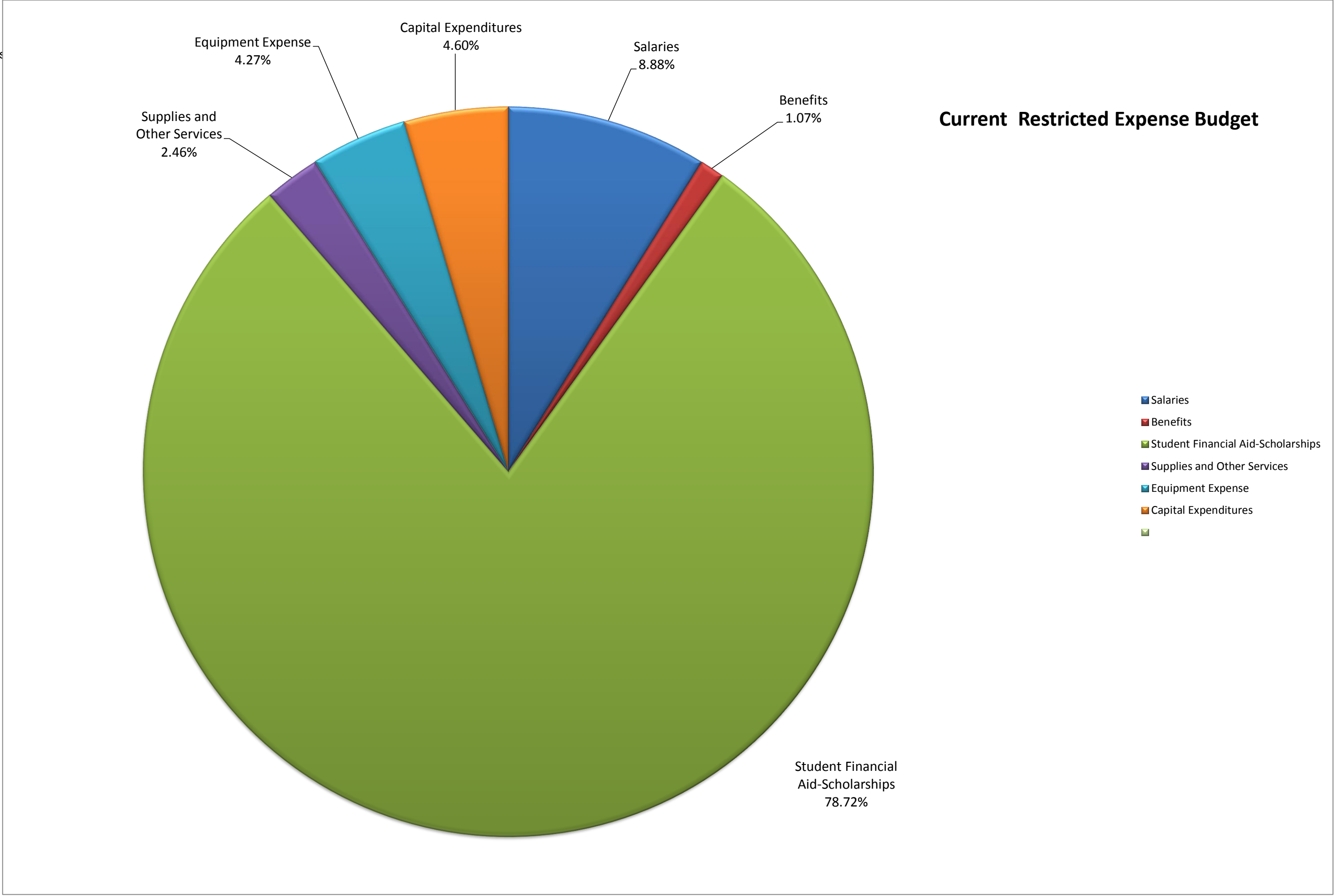
New Grant Funds	-
Gifts	0.00
Other Grant/Restricted Fund Related Changes	0.00
Net Change	0.00

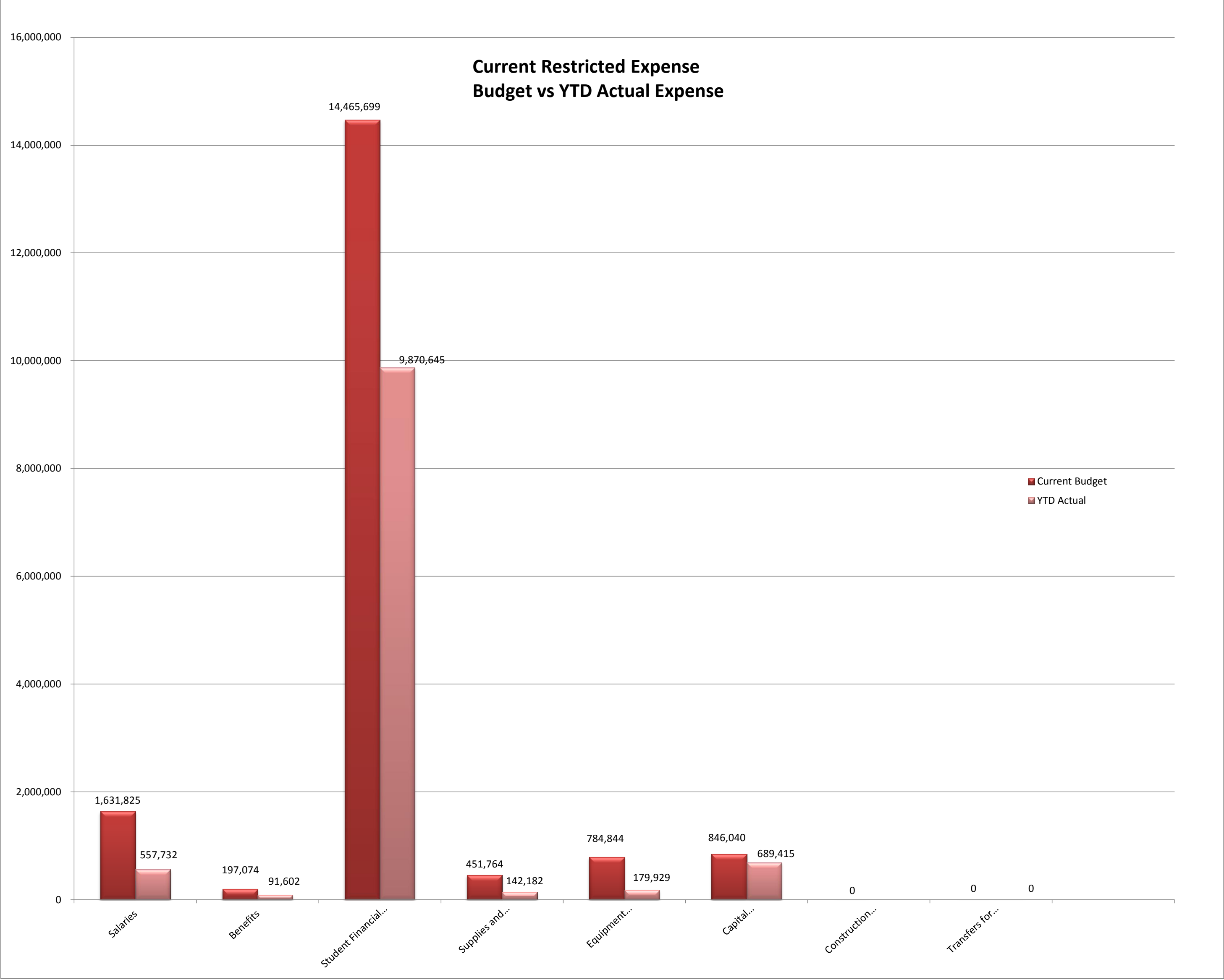
Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
For the period ending March31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	13,220,783	8,783,603	6,019,961	68.54
	State/Local Grants and Contracts	3,930,424	4,441,509	2,134,442	48.06
	Private Grants and Contracts	445,499	594,832	602,471	101.28
	Total:	17,596,706	13,819,944	8,756,874	63.36
OPERATING EXPENSE	Salaries	839,770	1,631,825	557,732	34.18
	Benefits	59,082	197,074	91,602	46.48
	Student financial aid-scholarships	22,990,699	14,465,699	9,870,645	68.23
	Supplies and Other Services	340,490	451,764	142,182	31.47
	Equipment Expense	718,911	784,844	179,929	22.93
	Total:	24,948,951	17,531,206	10,842,090	61.84
OPERATING INCOME / (LOSS)		(7,352,245)	(3,711,262)	(2,085,216)	56.19
(EXPENSE)	Federal Pell Grant Revenues	8,000,000	4,500,000	3,388,758	75.31
	Investment Income	0	0	0	0.00
	Gifts	1,151	1,151	0	0.00
		8,001,151	4,501,151	3,388,758	75.29
	Capital Expenditures	(705,457)	(846,040)	(689,415)	81.49
	Construction Expenditures	401	0	401	0.00
	Transfers for Fin Aid Match	61,006	61,006	27,600	45.24
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	Total:	(644,050)	(785,034)	(661,414)	84.25
BUDGET BALANCE		4,856	4,856	642,129	13223.87
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,430,880	1,430,880		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,435,736	1,435,736		
***	Approved Budget updated for FWS Student Labor/Fringes				









Tab

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**Pierpont Community & Technical College Board of Governors
Meeting of May 17, 2016**

ITEM: Respiratory Care Program Accreditation Change

COMMITTEE: Committee of the Whole

**RECOMMENDED
RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approves voluntary withdrawal and reapplication of accreditation for the Respiratory Care, Associate of Applied Science degree program through the Commission for Accreditation of Respiratory Care (CoARC).

STAFF MEMBER: Leslie J. Lovett, Provost and Vice President for Academic Affairs

BACKGROUND: The Respiratory Care AAS program currently has probationary accreditation with the Commission for Accreditation of Respiratory Care (CoARC). Due to failure to meet the threshold of achieving the national examination success rate for graduating student of 80%, the Administration, along with Pierpont's Respiratory Care program have made the difficult decision to undergo voluntary withdrawal of accreditation with CoARC.

In 2014, the Respiratory Care program implemented curricular changes to strengthen the program by redesigning the program from 18 months to 24 months in order to give students additional laboratory time and adding assignments containing higher level application and critical thinking.

Sector advisory board members met with Administration and expressed the continued need for the program in the community and spoke highly of program graduates working in the field. In addition, comments provided in the 2015 accreditation site visit contained positive program statements and accolades.

Based on placement of successful graduates in the workforce, program need in the community, Continual Program improvement goals and assessment and a positive accreditation site visit, the Administration and Respiratory Care program believe program reapplication for accreditation following voluntary withdrawal of accreditation with CoARC is warranted.

Tab

5

**Pierpont Community & Technical College
Board of Governors Meeting
May 17, 2016**

ITEM: Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2016-2017

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 2:00 PM on the third Tuesday of the month in September, November, February, May, and June. The meeting in March will be schedule for the fourth Tuesday of the month. A Board Retreat will be held in December 2016.

Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2016-2017, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.

STAFF MEMBER: Dale Bradley, Interim President

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.*



Meeting Dates for the Pierpont Board of Governors Academic Year 2016-2017

2016

September 20th

November 15th

December 2nd – *BOG Retreat: 8:00 am to 4:00 pm, Location TBD*

2017

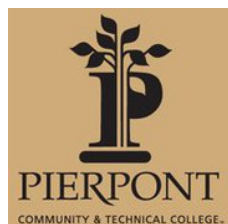
February 21st

March 28th

May 16th

June 20th

Meetings start at 2:00 PM, unless otherwise noted.



Pierpont Community & Technical College

Board of Governors Meeting Dates & Agenda Book Deadlines

2016 - 2017

Meeting Date

Agenda Book Deadline

2016

September 20, 2016

September 9, 2016

November 15, 2016

November 4, 2016

December 2, 2016 – (BOG Retreat: 8:00 am to 4:00 pm, location TBD)

2017

February 21, 2017

February 10, 2017

March 28, 2017

March 17, 2017

May 16, 2017

May 5, 2017

June 20, 2017

June 9, 2017

Tab

6

AFRICAN AMERICAN MALE STUDENTS AT PIERPONT



An Examination of Black or African American Male Student Enrollment and Achievement at Pierpont Community & Technical College Relative to Regional and National Comparisons

Brian A. Floyd
Dean School of Human Services

Presentation will be provided at the May 17, 2016 Pierpont Board of Governors Meeting

March 2016

Tab

7

**Pierpont Community and Technical College
Board of Governors
Meeting of May 17, 2016**

ITEM:	Changes to Policy #16 – Tuition, Fees, Assessment, Payment, and Refund of Fees
COMMITTEE:	Finance Committee
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed changes to Policy #16 – Tuition, Fees, Assessment, Payment, and Refund of Fees
STAFF MEMBER:	Dale Bradley
BACKGROUND:	<p>Currently the institution offers an “add/drop” period at the beginning of each semester as an opportunity for students to make adjustments to class schedules without incurring penalties. Students who drop one or more classes during “add/drop” are eligible for a full reduction of tuition and fees originally associated with the “dropped” course if the dropping of the courses changes them to less than full time status.</p> <p>Continued adjustments to tuition and fee assessments based upon withdrawal from classes after the start of a semester requires on-going modifications to financial aid packages in order to remain compliant with Federal Title IV refund regulations.</p> <p>Refunds provided to students who do not completely withdraw from the institution, but instead drop one or more classes beyond the “add/drop” period results in additional administrative work, a loss of revenue to the institution and negatively impacts student retention efforts.</p> <p>Therefore the addition of Section 7.3.a to Policy #16 clarifies that students who drop one or more</p>

classes beyond the “add/drop” period without a complete withdrawal from the institution will not receive a refund of tuition and fees.

**PUBLIC COMMENT PERIOD:
May 18, 2016 to June 16, 2016**

All comments are to be made in writing to:

**Cyndee K. Sensibaugh
Executive Assistant to the President
Pierpont Center at Veteran’s Square
320 Adams Street, Suite 406
Fairmont, WV 26554**

Cyndee.Sensibaugh@Pierpont.edu

A written copy of the proposed policy revision is available for public viewing in the Office of the President at 320 Adams Street, Suite 406, Fairmont, WV

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 16

TITLE: TUITION, FEES, ASSESSMENT, PAYMENT, and REFUND OF FEES

Effective Date: December 5, 2002

Amended: May 15, 2012

Repealed:

SECTION 1. GENERAL

- 1.1 Scope -- This rule establishes policy regarding tuition, fees, assessment, payment and refund of fees.
- 1.2 Authority West Virginia Code § 18B-1-6, §18B-1D-3 §18B-10-
- 1.3 Effective Date December 5, 2002

SECTION 2. PURPOSE

- 2.1 The purpose of this policy is to establish the guidelines for Pierpont Community & Technical College Board of Governors to approve tuition and fees, tuition and fee increases, tuition and fee reporting, refunds and deferred payment plans as required by the West Virginia Council for Community and Technical College Education.

SECTION 3. DEFINITIONS

- 3.1 **Auxiliary Fees.** Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.
- 3.2 **Capital Fees.** Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.
- 3.3 **Deferred Payment Plans.** Payment plans approved to allow for payment of tuition and fees at less than full payment prior to the start of classes.
- 3.4 **Educational and General Fees.** Charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from

students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.

- 3.5 Full Cost of Instruction.** The direct, functional expenditures from the institutional audit for both instruction and student services expenditures.
- 3.6 Full-time equivalent students.** A calculation completed on an annual basis by WV Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows: end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.
- 3.7 Higher Education Price Index (HEPI).** A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Common Fund Institute.
- 3.8 Median Family Income.** Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households income for a region.
- 3.9 Net college costs.** The total cost to the student for tuition, room and board minus the amount of any financial aid a student may receive.
- 3.10 Peer Institution.** A higher education institution located in another state that is similar to a West Virginia community and technical college and is one of twenty colleges selected to be a peer institution.
- 3.11 Program Fees.** Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
- 3.12 Reduced Nonresident Tuition and Fees.** A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.
- 3.13 Required Tuition and Fees.** Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the WV Council.

- 3.14. Special Fees.** Operational or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.

SECTION 4. GOALS

- 4.1 Objectives.** Pierpont Community and Technical College shall enhance education opportunities for the widest range of state citizens by:

4.1.a Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W. Va. Code §18B-1D-3(a)(2)(B); and

4.1.b Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with, a clearly delineated public policy goal established by the Legislature ... or the WV Council. W. Va. Code § 18B-1D-3(a)(2)(B).

SECTION 5. TUITION AND FEES

- 5.1. Approval of Resident Tuition and Required Fee Increases.**

5.1.a The Pierpont Board can approve tuition and required fee increases for resident students each fiscal year up to five percent (5%) without WV Council approval.

5.1.a.1 The five percent (5%) tuition and fee increases that require only the approval of the Pierpont Board shall be based on required tuition and fee rates charged to all in-state resident students.

5.1.a.2 Special Fees approved by the Pierpont Board also require WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed five percent (5%). Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

5.1.a.3 Program Fees approved by the Pierpont Board does not require WV Council's approval. However, these fees must be included

in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

5.1.b All tuition and fee increases in excess of five percent (5%) require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding five percent (5%). The benchmarks and guidelines may include, but are not limited to such items as:

5.1.b.1 The HEPI, or other appropriate inflationary benchmarks, which any new state allocations to the institution's base budget for the next fiscal year did not offset;

5.1.b.2 Continued achievement of benchmarks in the approved institutional compact.

5.1.b.3 Comparison of the most recent year change in the average West Virginia student's net tuition with change in the West Virginia's median household income to determine whether a community and technical college education is costing families more or less over time and thus impacting the ability of families to pay for college;

5.1.b.4 Institutional distance from peer equity levels;

5.1.b.5 Institutional and state funding per full-time equivalent student;

5.1.b.6 Most recent three year history of tuition and fee increases;

5.1.b.7 Institutional implementation of new, high cost programs as defined by the WV Council;

5.1.b.8 Total sources of student generated revenue, including special and program fees; and,

5.1.b.9 Other factors as requested or deemed relevant by the WV Council, or in response to any new statutory language

5.1.c In responding to the guidelines and benchmarks provided by the WV Council, Pierpont shall provide the WV Council with an annual report by August 31' that specifies the following information from the most recent academic year:

5.1.c.1 Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:

5.1.c.2 The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.c.3 The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

5.1.d Pierpont must provide to the WV Council by April 1", any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

5.1.d.1 Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

5.1.d.2 The estimated number of students who will be charged any new or proposed changes to existing special fees; and

5.1.d.3 The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.d.4 The justification for tuition and fee increases that exceed a total of 5%

5.2 Review of Nonresident Tuition and Fees.

5.2.a The Pierpont Board shall propose tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.

5.2.b The WV Council will require Pierpont to report annually on the number of nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

- 5.2.c** Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for Pierpont taking the total instruction and student services expenses divided by the Pierpont's full time equivalent students. The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full time equivalent students for the entire system. Both calculations shall be provided to the Pierpont annually by January 31st. Pierpont will report all nonresident tuition and fee rates. Nonresident tuition and fees will be reviewed by WV Council staff to determine if current proposed nonresident total tuition and fees fall below the *lower of* the most recent reported System average or Pierpont's full cost of instruction.
- 5.2.d** The Pierpont Board may choose to set nonresident tuition based on the lower of the Pierpont's full cost of instruction or the system average full cost of instruction.
- 5.2.e** In order to provide additional educational opportunities to West Virginia residents, Pierpont may enter into reciprocity agreements with nearby out-of-state higher education institutions whereby institutions make available programs and courses that are not available at Pierpont.
- 5.2.e.1** The Pierpont Board may enter into reciprocal regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.
- 5.2.e.2** Reciprocity agreements shall be approved by the WV Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.
- 5.2.e.3** Tuition and required fees for nonresident students subject to reciprocity agreements shall be charged by Pierpont in a manner that is consistent with the WV Council approved reciprocity agreement.

5.3. Review of Reduced, Nonresident Tuition and Fees.

- 5.3.a** The Pierpont Board may propose a reduced, nonresident tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.
- 5.3.b** This reduced, nonresident tuition and fees rate must cover the full cost of

instruction as defined in 5.2.d.

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

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

SECTION 6. FEE CHARGES

- 6.1** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.
- 6.2** Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 6.3** Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section 6.2 of this rule.
- 6.4** Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, and an operations fee, but shall not pay the athletic fee, the student programs fee, the activities fee or the student activities center fee. An off-campus location for purposes of the specific fees discussed in this section (6.4) is defined as any location other than the main campus.
- 6.5** In view of existing bonding obligations, it is necessary for Pierpont to establish rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.6** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.7** All regular, program and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.
- 6.8** All fees charged to students, both regular, program and special, must have approval by the Pierpont Board prior to assessment and collection.
- 6.9** Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting.

SECTION 7. REFUND OF REGULAR FEES

- 7.1** Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in accordance with the following schedule.
- 7.1.a** A student who withdraws during the first week or ten percent (10%) of the term is entitled to a refund of 90%.
- 7.1.b** A student who withdraws after completing ten percent (10%) up to twenty-five percent (25%) of the term is entitled to a refund of 75%.
- 7.1.c** A student who withdraws after completing twenty-five percent (25%) up to fifty percent (50%) of the term is entitled to a refund of 50%.
- 7.1.d** A student who withdraws after completing fifty percent (50%) of the term is not entitled to a refund.
- 7.2** Summer Terms and Nontraditional Periods
- 7.2.a** Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year.
- 7.3** The specific refund time lines and refund percentages of regular fees for semester, summer and nontraditional periods are represented on the following refund schedule:

Refund Schedule

Refund Full 16 Week Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	75%
5th Week	50%
6th Week	50%
7th Week	50%
8th Week	50%
Refund 8 Week Regular Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	75%
3rd Week	50%
4th Week	50%

Refund 10 Week Summer Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	50%
5th Week	50%
Refund 5 Week Summer Term (50% of Term)	
Week	% Refund
3 days	90%
4th & 5th days	75%
6th - 10th days	50%

Non-traditional term refunds will continue to be handled individually and will be based on the refund schedule and number of days in the term

According to federal law, the institution must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester. Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution. The Return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

7.3.a Schedule adjustments made through the first week of class (add/drop period) may result in an adjustment to tuition/fees. Full tuition/fees are assessed for students in 12 or more credit hours. Students enrolled in 1-11 credit hours at the end of add/drop period will be charged for those credits in which they are enrolled.

Students who officially withdraw from **all** classes after the add/drop period is over shall receive a refund of tuition and fees in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Enrollment Services Office.

Fall/Spring Semesters:

Complete withdrawal during first and second weeks	90%
Complete withdrawal during third and fourth weeks	75%
Complete withdrawal during fifth through eighth weeks	50%
Complete withdrawal after eighth week	No refund

Summer Semesters:

Complete withdrawal during first three days of summer	90%
Complete withdrawal during fourth and fifth day	75%
Complete withdrawal during sixth through tenth day	50%
Complete withdrawal after tenth day	No refund

Effective beginning with the fall 2016 semester, students who do **not** officially withdraw from **all** classes after Late Registration (add/drop period) will not be eligible for any refund of tuition and fees.

- 7.4** Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- 7.5** A withdrawal fee may be charged by Pierpont not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.
- 7.6** For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 7.1. a-d shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:
- 7.6.1** A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdraw shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the third party provider's return policy for books and materials.
- 7.6.2** A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

SECTION 8. REFUND OF ROOM AND BOARD

- 8.1** Room refunds, if any, shall be based on the housing contract signed by the student.
- 8.2** Board refund shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of the formal registration period.

SECTION 9. REGISTRATION PERIOD –LATE FEE

- 9.1** A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established. A late fee not to exceed fifty dollars (\$50) shall be imposed on all late registrants. The president of Pierpont or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.
- 9.2** An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or a designee must approve the exception with the evidence documented and held on file supporting the decision.
- 9.3** The first two class meetings shall be considered the regular registration period for nontraditional students registering for evening, Saturday, off-campus, extension and other special classes. In addition, a late registration period may be established which shall not exceed the third and fourth class meetings. A late fee of not to exceed fifty dollars (\$50) shall be imposed on all late registrants.

SECTION 10. INSTALLMENT PAYMENT PLANS

- 10.1** Student fee deferred payment plans will be offered for fall and spring terms.
- 10.2** All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 10.3** After all financial aid is applied to the student's account, the balance of student fees must be paid prior to the third quarter point of the term.
- 10.4** Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 10.5** Room and board and other non-course related charges may be divided into installments as well.

SECTION 11. USE OF CREDIT CARDS

- 11.1** The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.
- 11.2** To the extent allowed by law or policy of the credit card company, the institution is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

SECTION 12. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

- 12.1** Pierpont shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.

SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

- 13.1** Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the Pierpont Board.