



***BOARD***

***OF***

***GOVERNORS***

**June 20, 2017**

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

**June 20, 2017**

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

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

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

**11:00 AM**     ***BOG Regional Academics  
Committee Meeting***  
*Hardway Hall Room 219*

Sharon Shaffer – Chair  
Earl McConnell  
Gene Weaver  
Brian Floyd – Interim Staff Resource  
Lyla Grandstaff – Staff Resource

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**1:00 PM**                     ***NCWV Advanced Technology Center Advisory Board Meeting***  
*Falcon Center Board Room, 1201 Locust Avenue*

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

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

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

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**AGENDA**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**June 20, 2017**

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**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
4. Approval of BOG Meeting Minutes from May 16, 2017

*Tab 1 – Informational*  
*Tab 2 – Action Item*

**II. Recognitions**

1. Mr. Keith Goldberg, Pierpont student, traveled to South Africa in May for the PTK International Scholar Laureate Program. (*David Beighley*)
2. Retirement of Ms. Leslie Lovett, Provost/VP Academic Services

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

**IV. Operation Reports**

1. Student Government Association (*Alex Vance*)
2. Academic Affairs (*handout will be provided*)
3. Center for Workforce Education (*Kimberly Cale*)
4. Classified Staff Council (*Beverly Jones*)
5. Information Technology (*Rob Linger*)
6. Pierpont Foundation (*Steve Leach*)
7. RCB NAEC (*Tom Stose*)

**V. Committee of the Whole**

1. Financial Report (*CFO, Dale Bradley*)
  - a. April 30, 2017 Financial Report
2. Resolution for Approval of a 30 Day Public Comment Period for Policy No. 35 – Gift Acceptance/Solicitation (*Steve Leach*)

*Tab 3 – Informational*

*Tab 4 – Action*

3. Resolution for Approval of a 30 Day Public Comment Period for New Policy No. 62 – Campus Solicitation (*Dale Bradley*) **Tab 5 – Action**
4. Naming of Appointments to the AY 2017-2018 Board of Governors Committees (*Chairman, James Griffin*) **Tab 6 – Informational**

## **VI. Committee Reports**

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
  - a. Approval of EMT Exam Fee Increases for AY 2017-18 **Tab 7 – Action Item**
  - b. Approval of FY 2018 Capital Projects **Tab 8 – Action Item**
  - c. Approval of FY 2018 Education and General Chargeback Agreement **Tab 9 – Action Item**
  - d. Approval of the FY 2018 Education and General Budget **Tab 10 – Action Item**
2. Board of Governors Officers – Nominating Committee (*Chair, Kyle Hamilton*)
  - a. Election of AY 2017-2018 Board of Governors Officers **Tab 11 – Action Item**
3. Marketing Committee Report (*Chair, Memori Dobbs*)
4. 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 September 19, 2017 in the Falcon Center Board Room.
-  The regular quarterly Advanced Technology Center Advisory Board Meeting will be held on September 19, 2017 at 1:00 PM in the Falcon Center Board Room.

## **VIII. Old Business**

## **IX. Public Comment**

## **X. Possible Executive Session**

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

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

## **XI. Adjournment**

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

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

**Tab**

**1**

## Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

**Tab**

**2**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
May 16, 2017  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 16, 2017, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

*Board members present were:*

Chairman Jim Griffin, Memori Dobbs, Kyle Hamilton, Earl McConnell, Beth Newcome, Rick Pruitte, Sharon Shaffer, Jeff Tucker (phone), Warren 'Chip' VanAlsborg

*Board members absent were:*

Linda Aman, Zachery Moffatt and Gene Weaver

*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:*

Leah Nestor - Times WV reporter, Pierpont faculty and staff

**I. Call to Order**

*1. Opening Comments*

Chairman Jim Griffin called the meeting to order in open session at 2:05 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 March 28, 2017 Meeting – Action Item*

- a. The minutes of the Pierpont Board of Governors meeting held March 28, 2017 were presented for approval. Warren 'Chip' VanAlsborg offered a motion to

approve the minutes, as presented. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

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

Dr. Moore shared the achievements recognized at the Faculty and Staff Recognition Luncheon Awards and gave special mention to Dale Bradley, who was given the Pierpont Pride Award. A copy of the program for the Faculty and Staff Recognition Luncheon was provided in the May 16, 2017 Board of Governors Book.

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

President Moore gave an overview of the successful 2017 commencement ceremony that took place on May 12. Pierpont had 184 participating in the ceremony, and after all transcripts are reviewed, there may be close to 220 students graduating. Dr. Moore praised Mrs. Natalie Tenant for serving as the keynote speaker and delivering an outstanding speech on resilience and highlighting the 100 percent job placement rates that some Pierpont programs are reaching. Dr. Moore shared that Pierpont paid respects with a moment of silence to student, Ashley Clark, who passed away only one week before graduation. At commencement, Miss Clark was posthumously awarded her degree. Professors, Melissa White and Michael Waide, accepted the degree on behalf of Miss Clark's family.

President Moore shared that David Beighley, Interim Dean of Human Services, and Lyla Grandstaff, AVP Enrollment Management, have been selected to attend the Council for Community and Technical College (CTCS) Deans' Academy on June 28. Dr. Moore will serve as a mentor to a Deans' Academy attendee from WVU Parkersburg. Dr. Moore stated that he encourages faculty and staff to grasp opportunities that will enable them to continue training and learning.

Dr. Moore shared that Pierpont will be in attendance at the annual National Institute for Staff and Organizational Development (NISOD) Conference at the end of May. Pierpont is pleased that William Shockley, Allison McCue, and Jay Mahoney will be receiving the NISOD 2017 Excellence Awards. Dr. Moore announced that at the NISOD Conference, Pierpont will be receiving a national award for being selected as a 2017 Promising Places to Work in Community Colleges. Criteria for receiving this award are; best-in-class student and staff recruitment and retention practices, inclusive learning and working environments, and meaningful community service and engagement opportunities.

## **IV. Operation Reports**

1. *Academic Affairs:* Brian Floyd gave his congratulations to all of the faculty award winners and also shared that the Phi Theta Kappa (PTH) Honors Society recently

held an induction ceremony, led by advisor David Beighley. At the ceremony 37 students were inducted into PTK.

Mr. Floyd informed that final exams ended May 12 and summer school begins on May 22. Discussions are continuing to outreach for partnerships with the region's community technical education centers (CTE's). There are eight CTE's in our region and Pierpont is looking to enhance college offerings at the centers. Progress is positive. Dr. Moore injected that Pierpont will work on opening pathways to 4-year institutions to help create a "college going culture".

2. *Classified Staff Council*: Beverly Jones, Chair, reported that Classified Staff Council (CSC) has met twice since the last BOG meeting, in April and May.

In April, the CSC elections were held. Positions filled were: Clerical/Secretarial, Executive/Administrative and Managerial, Professional/Non-faculty, Service/Maintenance, and Technical/Paraprofessional. The newly elected CS Council positions are: Chair, Amanda Hawkinberry; Board of Governors Representative, Memori Dobbs; and ACCE Representative, Anita Davis. These positions are effective on July 1, 2017. The new Mercer Salary Scale (effective on July 1) was reviewed and the effects that the new House Bill 2542 will have on classified staff was also discussed.

A classified staff luncheon was held in April and the annual CSC Scholarship Fundraiser is underway. Chairman Griffin attended the April and May meetings, as well as the classified staff luncheon. At the May meeting, Dr. Moore provided a state-of-the-college report.

3. *Enrollment Management Task Force (EMTF)*: Brian Floyd, Chair, informed that the EMTF meetings have concluded for the semester. The EMTF has helped to move Pierpont in a positive direction for engagement and enrollment strategies. At MTEC, this fall, students can earn AS degrees in Business, Criminal Justice and Board of Governors. Pierpont's marketing is focusing on highlighting these offerings. Mr. Floyd also discussed the EMTF timeline for the team's goals and outreach to other educational facilities.
4. *Pierpont Foundation*: Steve Leach shared that a Foundation meeting was held on May 10, at which Rusty Elliot was named Chair, Scott Radman was named Vice Chair, and Donna Metz was named Treasurer. Board members attended in person and via telephone. The Board is focusing on developing its mission statement and will work on priorities for Facilities, Programs, Scholarships, and Institutional Effectiveness. Letters have been sent out to the top 15 donors in West Virginia and personal contacts will be made. A Board working meeting is scheduled on May 24.
5. *Faculty Senate*: Kari Coffindaffer reported that the Faculty Senate (FS) met on May 12 and will meet again on August 11. The first meeting of the committee selections

was held and will be finalized at the first FS meeting in the fall semester. Two curriculum proposals were approved for Physics and Respiratory Care. Senate elections were held and the results were: FS Board of Governors representative, Linda King; FS Vice President, Susan Coffindaffer; FS Secretary, Emily Ryan; ACF representative, Amy Cunningham. Kari Coffindaffer remains as FS President. The terms begin on July 1. A career closet is being set up in Jaynes Hall room 207 and will be shared with Fairmont State. A Safety Committee has been established at the ATC to develop procedures and safety training modules for open access.

6. *Information Technology*: Mr. Linger recognized staff member Josh Smith for earning his certificate as a Certified Ethical Hacker. Mr. Smith was able to test for his certification at the ATC facility. The Ransomware attack, Ellucian database separation, and Google Drive were discussed. Work over the summer will focus on the Pierpont website rebuild and the Foundation webpage. IT will be staffed with all full-time employees in June.
7. *RCB National Aerospace Education Center*: 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 March 31, 2017. Complete details were provided in the May 16, 2017 Board of Governors Book.

2. *Missing Textbook Adoptions/Textbook Affordability Report - Informational*

Brian Floyd informed the Board that, in compliance with BOG Bookstore Policy #54, Section 2.2.7, a report has been compiled to be submitted to the WV Council for Community and Technical College Education System (WVCTCS) by November 1. Details of the report were provided in the May 16, 2017 Board Book.

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

Brian Floyd presented for approval the new Certificate in Applied Science (CAS) Programs for Cyber Security and Veterinary Assistant Degrees. Details of the Programs were provided in the May 16, 2017 Board Book.

The Programs were reviewed and approved by the School Deans, the Pierpont Faculty, Curriculum Committee, and Faculty Senate, Academic Affairs, and the Higher Learning Commission. West Virginia Council for Community and Technical

College Education System (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 of the ability to provide federal financial aid for students who will be enrolled in these programs of study.

- a. Certificate in Applied Science (CAS) Program for Cyber Security:  
Sharon Shaffer offered a motion to approve the Certificate in Applied Science (CAS) Program for Cyber Security, as presented. Earl McConnell seconded the motion. There was no discussion on the motion. All agreed. Motion passed.
  - b. Certificate in Applied Science (CAS) Program for Veterinary Assistant:  
Sharon Shaffer offered a motion to approve the Certificate in Applied Science (CAS) Program for Veterinary Assistant, as presented. Kyle Hamilton seconded the motion. There was no discussion on the motion. All agreed. Motion passed.
4. *Approval of the Three Year Program Post Audit Report for the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs – Action Item*

Brian Floyd presented for approval the Three Year Program Post Audit Report for the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs. Additional details of the Programs were provided to the Board members, electronically, on May 5, 2016.

The viability of the degree programs were reviewed by the program Advisory Board, program faculty, Acting Provost, and President. All agreed that the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs should continue and the Audit Report to be submitted to the WVCTCS.

Sharon Shaffer offered a motion to approve the continuation of the Petroleum Technology, Associate of Applied Science (AAS) and Certificate in Applied Science (CAS) Degree Programs, as presented. Earl McConnell seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

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

Brian Floyd presented for approval the Five Year Program Review for the Certificate in Applied Science (CAS) Degree in Laboratory Assistant. Additional details of the Programs were provided to the Board members, electronically, on May 5, 2016.

The viability, adequacy, necessity, and constancy of the degree program was reviewed by the program faculty, the appropriate School Dean, the Provost, third party reviewer, and the President. All agreed that the Laboratory Assistant (CAS)

Degree 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.

Kyle Hamilton offered a motion to approve the continuation, at the current level of activity, the Certificate in Applied Science (CAS) Degree in Laboratory Assistant, as presented. Beth Newcome seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

6. *Approval of the Board of Governors Meeting Schedule for the 2017-2018 Academic Year – Action Item*

Dale Bradley presented for approval the Board of Governors Meeting Schedule for the 2017-2018 Academic Year. The approved dates will be posted to the West Virginia Secretary of State's Meeting Notice webpage.

Kyle Hamilton offered a motion to approve the Board of Governors Meeting Schedule for the 2017-2018 Academic Year, as presented. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

## **VI. Committee Reports**

1. *Audit/Finance Committee - Informational*

Kyle Hamilton, Chair, announced that the minutes from the Audit/Finance Committee meeting of May 4, 2017 were forwarded electronically to all Board members.

a. *Approval of Tuition and Fees Changes for AY 2017-2018 – Action Item*

Dale Bradley presented for approval the recommended Tuition and Fees Changes for AY 2017-2018. Approval of the recommended fee changes will increase the Education and General Tuition Fee, establish Tuition Equity, and establish Pierpont Program Fees for new Certificate of Applied Science (CAS) degree programs. Complete details of each of the Tuition and Fee changes were provided in the May 16, 2017 Board of Governors Book.

1) Increase Education and General Tuition Fee:

Kyle Hamilton offered a motion to approve the increase to the Education and General Tuition Fee, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

2) Establish Tuition Equity:

Kyle Hamilton offered a motion to establish Tuition Equity, as presented. Warren 'Chip' VanAlsbury seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

3) New Certificate of Applied Science Pierpont Program Fees:

Kyle Hamilton offered a motion to approve the new CAS Pierpont Program Fees, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

Also reviewed were the residence hall, meal plans, and apartment rate fees, as an informational item.

*b. Approval of Repurposing Campus-Wide Camera Security System Funds – Action Item*

Dale Bradley presented for approval the recommendation of Repurposing Campus Wide Camera Security System Funds for an Exterior Door Access Control and Security Project. On February 17, 2015, the Pierpont BOG approved the FY 2015-2016 Capital Projects resolution that included \$350,000 for Infrastructure Item No. 3 - Campus Wide Camera Security System project. Complete details of Repurposing Campus-Wide Camera Security System Funds was provided in the May 16, 2017 Board of Governors Book.

Kyle Hamilton offered a motion to approve the Repurposing Campus Wide Camera Security System Funds, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, reported that a meeting was held earlier in the day, before the BOG meeting.

Ms. Dobbs informed the Board the committee will be evaluating strategies from past years to find ways to improve and build on successful marketing efforts. A television ad is currently broadcasting on Transferability with President Moore voicing the script. The geofencing sent to the ITT Tech students generated 50 hits with 7 direct contacts. The Marketing Department is looking into “bulk” purchasing for advertisement to evaluate wholesale pricing options.

The Director of Marketing recently attended a conference with the National Council on Public Relations and shared new ideas to approach students. It was noted that video ads generated three times more hits with students than other means. Ms. Dobbs stated that the Marketing Department will look into the pricing of purchasing equipment to create videos. The Board followed up with questions regarding the cost of purchasing equipment instead of contracting out services. Ms. Dobbs stated that research will be conducted on this matter.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, reported that the Regional Academics Committee met this day, prior to the BOG meeting.

Ms. Shaffer discussed the high volume of press and activity recently generating from the Robert C. Byrd National Aerospace Center (NAEC) and potential services growth in this area. Consideration of pilot programs between Pierpont and regional community technical education centers was discussed in further detail, and coordination of schedules for finals at regional sites should be reviewed. The marketing of two-year block programs at the MTEC facility needs developed.

**VII. New Business**

1. The Pierpont Board of Governors Officers Nominating Committee (*Kyle Hamilton-Chair, Sharon Shaffer and Chip VanAlsbury*) will bring forward nominations and election of the AY 2017-2018 Pierpont Board of Governors Executive Officers at the June 20, 2017 BOG meeting.
2. 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**

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 June 20, 2017 at 2:00 PM in the Falcon Center Board Room.

- ✓ An ATC Advisory Board meeting will be held at 1:00 PM, prior to the BOG meeting.

There being no further business, Chairman Griffin adjourned the meeting at 3:49 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Pierpont Mission Statement**

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

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

**Tab**

**3**

**Board of Governors  
Financial Report FY 2017  
Pierpont Community & Technical College  
as of April 30, 2017**

**SUMMARY:**

The projected effect on net assets for FY 2017 as of April 30, 2017 is a decrease of (\$99,381)

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of April 30, 2017 of (\$99,831) represents a budget balance decrease of \$15,576 from the March 31, 2017 Budget. The overall operating revenues budgets increased \$1,500 due to increased "Other Operating Revenues" under the Fund Manager's control. The operating expense budgets increased by \$17,576. \$18,831 of this increase was in salary and fringes. The other significant portion of the change in the budget balance was an increase in "Supplies and Other Services" and "Equipment Expense" totaling \$6,552 and an overall reduction to chargeback budgets of (\$8,307).

As of this report date, approximately 88% of projected tuition and fees revenue and approximately 81% of overall revenues have been realized while approximately 67% of operating expenses have been incurred. All expenditure items are in line with overall expenditures, except for Utilities and Equipment Expense. These 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 \$3,612,801.

**RESTRICTED FUNDS:**

There were no changes during April 2017, therefore the budget balanced remained at \$2,936.

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

Current Unrestricted

As of April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,397,301	8,107,137	7,164,649	88.37
	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	571,140	86.79
	Operating Costs Revenue	100,134	96,283	59,267	61.56
	Support Services Revenue	227,874	235,310	136,528	58.02
	Other Operating Revenues	382,138	391,056	163,798	41.89
	<b>Total:</b>	<b>10,644,683</b>	<b>10,351,282</b>	<b>8,388,827</b>	<b>81.04</b>
<b>OPERATING EXPENSE</b>	Salaries	6,905,964	6,668,389	4,559,716	68.38
	Benefits	1,429,171	1,597,813	995,401	62.30
	Student financial aid-scholarships	227,678	227,178	130,357	57.38
	Utilities	56,838	56,838	78,924	138.86
	Supplies and Other Services	2,731,809	2,598,883	1,523,855	58.63
	Equipment Expense	99,383	96,251	130,478	135.56
	Fees retained by the Commission	138,910	138,910	109,589	78.89
	Assessment for Faculty Services	810,000	810,000	248,234	30.65
	Assessment for Support Services	1,919,837	1,973,440	1,422,930	72.10
	Assessment for Student Activity Costs	122,001	122,001	94,252	77.26
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	557,273	84.69
	Assessment for Operating Costs	1,652,395	1,601,220	1,228,746	76.74
	<b>Total:</b>	<b>16,752,022</b>	<b>16,548,959</b>	<b>11,079,755</b>	<b>66.95</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,107,340)</b>	<b>(6,197,677)</b>	<b>(2,690,928)</b>	<b>43.42</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,323,000	7,177,334	7,177,334	100.00
	Gifts	30,000	30,000	16,554	55.18
	Investment Income	7,194	7,194	23,520	326.94
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(860,039)	79.03
	Fees assessed by Commission for other	0	0	(366)	0.00
	<b>Total:</b>	<b>6,271,974</b>	<b>6,126,308</b>	<b>6,357,003</b>	<b>103.77</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(7,165)	0.00
	Construction Expenditures	0	0	(3,056)	0.00
	Transfers for Financial Aid Match	(61,006)	(28,012)	(43,053)	153.69
	<b>Total:</b>	<b>(61,006)</b>	<b>(28,012)</b>	<b>(53,274)</b>	<b>190.18</b>
<b>BUDGET BALANCE</b>		<b>103,628</b>	<b>(99,381)</b>	<b>3,612,801</b>	<b>(3,635.29)</b>
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>103,628</b>	<b>(99,381)</b>		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,596,026	2,459,735		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>2,699,654</u></b>	<b><u>2,360,354</u></b>		

\* 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 15.48% of the current budgeted total operating expense. Management has established a target of 15% or \$2,383,638 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 April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	6,886,619	6,624,319	6,025,535	90.96
	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	0.00
	Operating Costs Revenue	100,134	96,283	59,267	61.56
	Support Services Revenue	227,874	235,310	136,528	58.02
	Other Operating Revenues	48,000	48,000	17,403	36.26
	<b>Total:</b>	<b>8,141,826</b>	<b>7,867,371</b>	<b>6,532,178</b>	<b>83.03</b>
<b>OPERATING EXPENSE</b>	Salaries	6,220,545	5,962,180	4,213,295	70.67
	Benefits	1,348,326	1,490,171	943,028	63.28
	Student financial aid-scholarships	216,178	216,178	119,357	55.21
	Utilities	52,839	52,839	77,303	146.30
	Supplies and Other Services	1,718,423	1,636,573	1,028,414	62.84
	Equipment Expense	23,207	23,207	57,409	247.38
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	109,589	78.89
	Assessment for Faculty Services	810,000	810,000	248,234	30.65
	Assessment for Support Services	1,919,837	1,973,440	1,422,930	72.10
	Assessment for Student Activity Costs	122,001	122,001	94,252	77.26
	Assessment for Operating Costs	1,652,395	1,601,220	1,228,746	76.74
	<b>Total:</b>	<b>14,222,661</b>	<b>14,026,718</b>	<b>9,542,557</b>	<b>68.03</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,080,835)</b>	<b>(6,159,347)</b>	<b>(3,010,379)</b>	<b>48.87</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,323,000	7,177,334	7,177,334	100.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	23,520	326.94
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(860,039)	79.03
	Fees assessed by Commission for other	0	0	(366)	0.00
	<b>Total:</b>	<b>6,241,974</b>	<b>6,096,308</b>	<b>6,340,449</b>	<b>104.00</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	0	0	0.00
	Construction Expenditures	0	0	(3,056)	0.00
	Transfers for Financial Aid Match	(61,006)	(28,012)	(43,053)	153.69
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	(386)	0	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,392)</b>	<b>(28,012)</b>	<b>(46,109)</b>	<b>164.61</b>
<b>BUDGET BALANCE</b>		<b>99,747</b>	<b>(91,051)</b>	<b>3,283,961</b>	<b>(3,606.72)</b>
<b>* Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,477,649</b>	<b>1,341,358</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,577,396</u></b>	<b><u>1,250,307</u></b>		

\* 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 April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,510,682	1,482,819	1,139,114	76.82
	Other Operating Revenues	334,138	343,056	146,395	42.67
	<b>Total:</b>	<b>1,844,821</b>	<b>1,825,875</b>	<b>1,285,509</b>	<b>70.41</b>
<b>OPERATING EXPENSE</b>					
	Salaries	685,419	706,209	346,421	49.05
	Benefits	80,845	107,642	52,373	48.65
	Student financial aid - scholarships	11,500	11,000	11,000	100.00
	Utilities	3,999	3,999	1,622	40.55
	Supplies and Other Services	1,013,386	962,311	495,440	51.48
	Equipment Expense	76,176	73,044	73,069	100.03
	Loan cancellations and write-offs	0	0	0	0.00
	Assessment for Student Activity Costs	0	0	0	0.00
	<b>Total:</b>	<b>1,871,325</b>	<b>1,864,205</b>	<b>979,925</b>	<b>52.57</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(26,505)</b>	<b>(38,330)</b>	<b>305,584</b>	<b>(797.24)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	30,000	30,000	16,554	55.18
	Investment Income	0	0	0	0.00
	<b>Total:</b>	<b>30,000</b>	<b>30,000</b>	<b>16,554</b>	<b>55.18</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	(7,165)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	386	0	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>386</b>	<b>0</b>	<b>(7,165)</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>3,881</b>	<b>(8,330)</b>	<b>314,973</b>	<b>(3,781.05)</b>
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,107,604</b>	<b>1,107,604</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,111,485</u></b>	<b><u>1,099,274</u></b>		

Pierpont Community and Technical College  
Board of Governors  
Financial Report  
For the period ending April 30, 2017

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

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 For the period ending April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	7,962,032	7,970,621	6,292,575	78.95
	State/Local Grants and Contracts	3,456,272	3,479,536	1,610,302	46.28
	Private Grants and Contracts	534,359	831,443	432,168	51.98
	<b>Total:</b>	<b>11,952,664</b>	<b>12,281,600</b>	<b>8,335,045</b>	<b>67.87</b>
<b>OPERATING EXPENSE</b>	Salaries	1,176,692	1,252,543	459,793	36.71
	Benefits	90,407	134,102	95,899	71.51
	Student financial aid-scholarships	14,457,749	14,505,851	10,888,294	75.06
	Supplies and Other Services	364,099	466,683	146,287	31.35
	Equipment Expense	404,219	428,822	147,813	34.47
	<b>Total:</b>	<b>16,493,167</b>	<b>16,788,001</b>	<b>11,738,087</b>	<b>69.92</b>
	-				
<b>OPERATING INCOME / (LOSS)</b>		<b>(4,540,503)</b>	<b>(4,506,401)</b>	<b>(3,403,042)</b>	<b>75.52</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	4,500,000	4,500,000	3,375,123	75.00
	Investment Income	0	0	0	0.00
	Gifts	0	0	0	0.00
	<b>Total:</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>3,375,123</b>	<b>75.00</b>
	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	43,053	139.44
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>42,480</b>	<b>9,337</b>	<b>43,053</b>	<b>461.10</b>
<b>BUDGET BALANCE</b>		<b>1,978</b>	<b>2,936</b>	<b>15,134</b>	<b>515.47</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,004,053</b>	<b>1,004,053</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,006,031</b>	<b>1,006,989</b>		

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**4**

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

**ITEM:** Policy No. 35 – Gift Acceptance

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for Policy No. 35 – Gift Acceptance

**STAFF MEMBER:** Steve Leach

**BACKGROUND:** Language in the existing Gift Acceptance Policy has become outdated and needs clarification and formatting revisions.

**PUBLIC COMMENT PERIOD:** June 21, 2017 to July 20, 2017

All comments are to be made in writing to:

*Cyndee K. Sensibaugh  
Executive Assistant to the President  
Pierpont Community & Technical College  
Hardway Building, Room 201  
1201 Locust Avenue  
Fairmont, WV 26554  
[Cyndee.Sensibaugh@Pierpont.edu](mailto:Cyndee.Sensibaugh@Pierpont.edu)*

*A written copy of the proposed policy is available for public viewing at:  
Hardway Building, Room 201  
1201 Locust Avenue, Fairmont WV.*

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 35**  
**TITLE: GIFT ACCEPTANCE POLICY**

**Effective Date: April 21, 2005**

**Amended:**

**Repealed:**

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**SECTION 1: GENERAL**

**POLICIES FOR GIFT ~~SOLICITATION~~ACCEPTANCE AND SOLICITATION**

**1.1** \_\_\_—All gifts of cash, securities, real estate, personal property, or equipment intended for the benefit of Pierpont Community & Technical College (Pierpont) must be made to the ~~Fairmont State~~Pierpont Foundation, Inc.

**1.2** \_\_\_—In order to ensure coordination and focus of institutional fundraising efforts, no general or group solicitation of funds may be undertaken by any individual or department of Pierpont Community & Technical College on behalf of Pierpont or any of its subdivisions without explicit written approval by the ~~Vice President for Institutional Advancement~~President of the institution or the President's designee (for any solicitation of off-campus entities or individuals) or the ~~Vice President for Student Affairs~~Office of the President (for any solicitation that takes place solely on campus).

**1.3** \_\_\_—In order to avoid multiple appeals, the solicitation of large gifts from individuals, foundations, or corporations must be cleared through the ~~Vice President for Institutional Advancement~~President of the institution or the President's designee.

**1.4** \_\_\_—The ~~Vice President for Institutional Advancement~~President of the institution or the President's designee and the Foundation Board of Directors require the explicit written terms on all donated assets or funds by a donor with a prior stipulation that these assets are given for a restricted purpose or use by the Foundation, including language that will permit a different or modified use, if changed conditions indicate the need for it.

**1.5** \_\_\_—Restrictive clauses that violate any federal or state laws pertaining to discrimination on the basis of race, creed, color, nationality, or sex will not be allowed.

**SECTION 2: GIFTS-IN-KIND**

**2.1** \_\_\_ Gifts-in-kind are non-cash donations of materials or long-lived assets. Gifts of material or long-lived assets that serve the purpose of the organization should be reported at their fair-market value. Gifts-in-kind might include such items as equipment, software, printed materials, and food or other items used for hosting dinners. For items such as equipment and software, report the discounted value, if any—that is, the value the organization would have paid if it had purchased the item outright from an outside vendor.

2.2 Caution should be exercised to ensure that only gifts that are convertible to cash or that have value to the organization are accepted. Gifts with fair-market values of more than \$5,000 should be recorded at the values placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions. Gifts of \$5,000 or less may be reported at the value declared by the donor or, if there is expertise on the staff other than that of the development officer, as placed on the gift by such an expert. Organizations may obtain the appraiser's calculated amount from IRS Form 8283, on which the donor must obtain the donee's signature for all such gifts.

2.3 An offer of a gift of tangible property may be accepted initially and conditionally on behalf of the ~~Fairmont State~~Pierpont Foundation with the understanding that the following shall ordinarily govern:

~~(a)2.3.1~~ ~~the~~The gift is made in accordance with regulations of the Internal Revenue Service;

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~~(b)2.3.2~~ ~~the~~The acceptance of such gifts of tangible property shall not involve significant additional expense for their present or future use, display, maintenance, or administration unless such expenses are covered by funds provided for that purpose;

~~(c)2.3.3~~ ~~no~~No financial or other burdensome obligation or expense is or will be directly or indirectly incurred by ~~Fairmont State~~the Pierpont Foundation as a result thereof;

~~(d)2.3.4~~ ~~the~~The acceptance of such gifts of real property will be accompanied by a recent Phase I Environmental Audit, which will typically include three components (1) site reconnaissance, (2) town record inspection, and (3) state record inspection. The purpose of an environmental audit is to detect the presence of toxic waste or hazardous materials;

~~(e)2.3.5~~ ~~sufficient~~Sufficient space is available;

~~(f)2.3.6~~ ~~G~~Gifts of tangible personal property (such as equipment and books) will not be accepted if made on the condition, or understanding or expectation, that the items will be loaned back to the donor or persons designated by the donor for life or extended periods of time to be determined by the donor;

~~(g)2.3.7~~ ~~As~~ As a general rule, ~~Fairmont State~~the Pierpont Foundation officers and Pierpont employees should not furnish valuations or appraisals to donors in connection with gifts-in-kind to ~~Fairmont State~~the Pierpont Foundation.

2.4 **Important Note:** Since gifts of tangible property could create a hardship to Pierpont as explained in ~~(a) through (g)~~Section 2.3 above, gifts-in-kind must be reviewed and approved by the President's Cabinet and be recommended for acceptance ~~from~~by the President of the

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~~institution or the President's designee of Pierpont to the Vice President for Institutional Advancement.~~

### **SECTION 3: DONATIONS OF MATERIAL TO RUTH ANN MUSICK LIBRARY**

~~3.1~~ The Ruth Ann Musick Library welcomes gifts of books, archival materials, or other appropriate items that support the mission of the Library of ~~Pierpont Community & Technical College and Fairmont State University and Pierpont Community & Technical College (Library).~~ Gifts appropriate for the general collection should support the curriculum or build the general academic stature of the Library. Gifts that are accepted for the Archives generally should relate to the cultural heritage and historical development of West Virginia, and in particular, the service area of Pierpont ~~Community & Technical College and Fairmont State University.~~

~~(a)~~3.1.1- The Library accepts donations that will strengthen the collections. In some instances, it is appropriate for a librarian to examine the materials prior to acceptance. Materials that duplicate existing holdings or are not appropriate will not be added to the collections, and may be offered to other libraries or to students and faculty.

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~~(b)~~3.1.2- The Library reserves the right to determine the retention of all items in a major donation. Items not added to the collections will be given to other libraries, offered to students and faculty, or discarded. Items not added to the collection may be returned to the donor, upon the special request of that donor.

~~(c)~~3.1.3- The appraisal of donations to the Library is the responsibility of the donor. The Library, as an interested party, cannot make appraisals of donations made to it. For any gifts valued at over \$5,000, for which an external appraisal is necessary, the Pierpont Foundation is responsible for officially receiving the gift and for handling paperwork for the Internal Revenue Service.

~~(d)~~3.1.4- The Library will acknowledge all donations with a letter from the Director of Library Services with a general description of the donation. It is the responsibility of the donor to provide a detailed inventory of the donation or a listing of titles if these are desired. Unusual or unique gifts will be acknowledged publicly unless the donor requests anonymity.

~~(e)~~3.1.5- When appropriate, the Director of Library Services will request that the Pierpont Foundation acknowledge unique or unusual gifts.

~~(f)~~3.1.6- The Library shall determine the type of cataloging, the location of materials, and the circulating status after receiving the donation. The Library does not necessarily keep multiple items in a donation together as a unit.

~~(g)~~3.1.7- The Library will provide a bookplate and notice in the online catalog acknowledging the donation if the donor so desires.

~~(h)~~3.1.8- All materials donated to the Library will be accessible by the public, either in the general collections or for research in the Archives.

~~(i)~~3.1.9- Researchers using material in the Archives have the right to make single copies of items within the restrictions of the fair use copyright guidelines.

~~(j)~~3.1.10- It is the responsibility of the donor to make arrangements for the transportation of the material to the Library.

~~(k)~~3.1.11- All major donations are accepted subject to the final approval of the Director of Library Services.

**Any exceptions to this policy must be agreed upon in writing prior to the receipt of the donation.**

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**5**

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

**ITEM:** New Policy No. 62 – Campus Solicitation

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for New Policy No. 62 – Campus Solicitation.

The Fairmont State University Board has completed a 30 day public comment period and has approved this Campus Solicitation Policy at their April, 20, 2017 Board of Governors Meeting.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** In alignment with the Campus Solicitation Policy approved on April 20, 2017 by the Board of Governors of Fairmont State University, Pierpont Community & Technical College seeks to implement a Campus Solicitation Policy to establish a protocol regulating solicitation on campus in order to avoid disruption of business operations or disturbance of faculty, staff, visitors, and students. Attorneys at the Higher Education Policy Commission have assisted in developing and authoring this policy.

**PUBLIC COMMENT PERIOD:** **June 21, 2017 to July 20, 2017**

**All comments are to be made in writing to:**

***Cyndee K. Sensibaugh  
Executive Assistant to the President  
Pierpont Community & Technical College  
Hardway Building, Room 201  
1201 Locust Avenue  
Fairmont, WV 26554  
[Cyndee.Sensibaugh@Pierpont.edu](mailto:Cyndee.Sensibaugh@Pierpont.edu)***

***A written copy of the proposed policy is available for public viewing at:  
Hardway Building, Room 201  
1201 Locust Avenue, Fairmont WV.***

**PIERPONT COMMUNITY AND TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY #62**  
**TITLE: CAMPUS SOLICITATION**

**Effective Date:**

**Amended:**

**Repealed:**

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**SECTION 1: PURPOSE**

1.1 The purpose of this procedure is to establish a protocol regulating solicitation on the campuses of Pierpont Community & Technical College (Pierpont) in order to avoid disruption of business operations or disturbance of faculty, staff, visitors, and students.

1.2 As part of this policy, the policy is entitled to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the West Virginia Constitution. Pierpont Community & Technical College encourages and supports open, vigorous, and civil debate across the full spectrum of society's issues as they present themselves to this community.

1.3 Pierpont Community & Technical College has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. The purpose and intent of this regulation is to place reasonable limitations on solicitation activities occurring on Pierpont's properties so that the college may fulfill its primary mission to provide opportunities for learning, training, and furthering education that enrich the lives of individuals. This policy provides the applicable rules and procedures for any form of solicitation on campus.

**SECTION 2: DEFINITIONS**

2.1 "Charitable Contribution" means a pledge or grant of anything of value to a charitable organization, where the value of the pledge or grant exceeds the value of anything received in return.

2.2 "Charitable Organization" means a person who is or holds itself out to be a benevolent, educational, philanthropic, humane, patriotic, religious, or eleemosynary organization, or any person who solicits or obtains contributions solicited from the public for charitable purposes, or any person who in any manner employs any appeal for contributions which may be reasonably interpreted to suggest that any part of these contributions will be used for charitable purposes. A chapter, branch area, office or similar affiliate or any person soliciting contributions within the

state for a charitable organization which has its principal place of business outside the state is a charitable organization for the purposes of this article.

2.3 “Commercial Solicitation” means any proposal to sell, seeking or asking for an offer to buy, dissemination of information for the purpose of facilitating the sale of goods or services, any activity which attempts to raise funds, whether through sale of goods and services or donations, for any entity that is not a charitable organization, or the dissemination or collection of surveys for a commercial purpose.

2.4 “Distribution” means individuals handing materials to other individuals who may refrain from receiving them. Leaving materials unattended on a surface or vehicle to be picked up is considered littering, not distribution.

2.5 “Non-Commercial Solicitation” means any hand distribution of leaflets, brochures or other written materials designed for informational and not commercial purposes. This definition does not include the dissemination of information for purposes of the administrative, academic, research, or extension activities of the University.

2.6 “Non-Institutional Groups” means a group of individuals, other than Student or Institutional Groups that are legally separate entities from the College, even though some of the members of participants may be Pierpont personnel, alumni, or students.

2.7 “Student” means any person from the time he or she accepts admission to Pierpont up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a credit earning course offered by Pierpont.

2.8 “Student Group” means a group of students who have satisfied Pierpont’s procedures and requirements for registration or recognition.

2.9 “Institutional Group” means an administrative or academic unit, department or center within Pierpont.

### **SECTION 3: GENERAL PROCEDURES**

3.1 When reservations of space for solicitation are required, reservations will be confirmed if the space is available and not otherwise reserved or scheduled. In addition, the use of the space for solicitation may be subject to the reasonable time, place, or manner limits listed in this section. Pierpont does not impose restrictions on any forms of solicitation because of the content or viewpoint of the expression or the possible reaction to that expression. In addition, Pierpont does not assume any obligation or responsibility for the content of materials distributed by Students, Student Groups, or Non-Institutional Groups or individuals.

3.2 Groups and individuals can reserve space, in advance, by contacting the Falcon Center Activities Center for the Falcon Center and Locust Avenue campus outdoor space, or the administrator responsible for scheduling the use of the facility where the solicitation is to take place. The number of groups and individuals that may be scheduled for use of the space shall be controlled by space availability as determined in the discretion of the Director, of Falcon Center, or his/her designee, giving due consideration to the provisions of section 3.4 below.

3.3 Except for institutional-approved vendors, groups may not conduct commercial solicitation or solicitation for charitable contributions at Pierpont-sponsored or hosted events held at the Falcon Center and/or the parking lots surrounding this facility.

3.4 The following apply to all forms of solicitation activities:

3.4.1 Groups and individuals may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The rights of way on streets and sidewalks must be maintained.

3.4.2 Groups and individuals may not block or otherwise interfere with ingress and egress into and out of institutional buildings.

3.4.3 Groups and individuals shall not obstruct, disrupt, interrupt or attempt to force the cancelation of any Pierpont-sponsored event or activity, or by users authorized to use the College's facilities.

3.4.4 Groups and individuals shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.

3.4.5 Classes, meetings, ceremonies, scheduled activities, educational activities, and other essential Pierpont Community & Technical College processes shall not be disrupted.

3.4.6 The use of public address systems or amplified sound will not be allowed without prior approval from Falcon Center.

3.4.7 The safety of members of the campus community, collectively and individually, must be protected at all times.

3.4.8 Solicitation activities shall not damage College property or its grounds, including lawns, shrubs, or trees.

3.4.9 Groups and individuals must comply with all applicable institutional policies, regulations, and rules, and with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

3.4.10 Groups and individuals shall comply with the directions of Pierpont's officials when enforcing these provisions.

3.5 Groups and individuals participating in solicitation activities, whether sponsored or not, are accountable for compliance with the provisions of this regulation. Violations of this regulation may be grounds for disciplinary action. Institutional Groups, Student Groups, and Students who sponsor non-institutional participants may be held accountable for such participant's compliance with this regulation. In addition, since non-institutional individuals or groups are not subject to Pierpont's disciplinary procedures, their failure to comply with these provisions may result in appropriate action under State or Federal law.

#### **SECTION 4: PRIORITY FOR USE**

4.1 The use of space for solicitation shall be reserved according to the following priorities:

4.1.1 Consistent with Pierpont's mission, to provide opportunities for learning, training, and furthering education, will have the highest priority for the use of space.

4.1.2 Institutional groups' uses for activities other than providing opportunities for learning, training, and furthering education, will have next highest priority in the use of space.

4.1.3 Student Groups, students, sponsored Non-Institutional Groups, and individuals will have the next highest priority.

4.1.4 Un-sponsored Non-Institutional Groups and individuals will have the lowest priority.

4.2 A reserved use shall have priority over any unscheduled use, even when reserving space is not required by this regulation.

#### **SECTION 5: PROCEDURES FOR NON-COMMERCIAL SOLICITATION**

5.1 Institutional and Student Groups, Students, and Sponsored Participants

5.1.1 Institutional and Student Groups, Students, and their sponsored Non- Institutional Groups and individuals may conduct non-commercial solicitation without reserving space in any outdoor area of the campus and the common areas of the campus, the use of which is not otherwise restricted, reserved, or scheduled. However, a member of the College or Student Group, or the student sponsoring the Non-University groups, or individuals must be present at all times with these participants while conducting such activity.

5.1.2 Although not required, to further the effectiveness of the use, these groups and individuals are encouraged to reserve space for the solicitation. Advance reservation enables the university to help ensure that the solicitation does not conflict with a reserved or scheduled use, takes place in constructive and effective manner, and to assist the groups and individuals in seeing that the activity does not disrupt Pierpont's educational activities and essential processes.

## 5.2 Un-sponsored Non- Institutional Groups and Individuals

Non-institutional groups or individuals desiring to conduct non-commercial solicitation must reserve space at least 48 hours in advance of the activity. Reservations will be approved on a space-available basis.

## 5.3 Procedures Specific to Campus Housing

Institutional and Student Groups, Students, and Non- Institutional Groups and individuals may engage in non-commercial solicitation in campus housing facilities upon the following conditions:

5.3.1 All groups and non-residents desiring to conduct non-commercial solicitation must reserve space in the desired campus housing facility by contacting Pierpont Community & Technical College/Fairmont State University Housing Office at least 48 hours in advance of the activity. Students who reside in campus housing do not have to reserve space for non-commercial solicitation for the housing facility in which they reside.

5.3.2 The solicitation may occur only within the lobby, waiting parlor or other common area(s) as designated by the Residence Director, but never in individual residents' living quarters. Solicitation will not be allowed to disrupt the campus housing environment.

5.3.3 Students who reside in campus housing may engage in door-to-door non-commercial solicitation in the campus housing facility in which they reside, consistent with normal community interactions. The following organizations may be permitted to

engage in scheduled and pre-approved door-to-door canvassing of residence halls: Student representatives of the Student Government Association (SGA) and student candidates for office of the SGA. Representatives of the above groups must follow established procedures for scheduling access to halls and apartment buildings, and checking in with building staff. For further inquiries about scheduling access for canvassing in the residence halls, please contact the Housing Office at 304-367-4216.

5.3.4 Bulletin boards in campus housing areas may be used for noncommercial solicitation only in accordance with any content and viewpoint neutral rules issues by Pierpont Community & Technical College/Fairmont State University Housing.

## **SECTION 6: PROCEDURES FOR COMMERCIAL SOLICITATION**

6.1 Institutional and Student Groups, and Students may conduct commercial solicitation on College premises subject to the conditions below. Non-Institutional Groups and individuals are prohibited from engaging in commercial solicitation unless sponsored by an Institutional Group, Student Group, or Student.

6.2 All commercial solicitation must be conducted under the following conditions:

6.2.1 Students and members of the College or Student Group must conduct all commercial solicitation on behalf of the sponsored Non-Institutional Groups and individuals. However, this provision shall not prohibit an Institutional Group from contracting with Non-Institutional Groups to conduct commercial solicitation on College premises, so long as the contract is signed by a Pierpont employee with proper signatory authority.

6.2.2 Groups and individuals must reserve space to conduct commercial solicitation. Groups and individuals can reserve outdoor space by contacting Falcon Center or a Pierpont facility by contacting the administrator responsible for scheduling the use of the facility. Groups and individuals must request the use of such space at least 48 hours in advance of the activity.

6.2.3 Food offered for sale or given away in connection with the solicitation must comply with all applicable health code standards.

6.3 Procedures Specific to Campus Housing

**6.3.1 Non-Institutional Groups or individuals may not conduct commercial solicitation in Campus Housing.**

6.4 Residents of campus housing facilities are not permitted to use their rooms for commercial solicitation, to have product demonstrations or parties, to advertise their room number for sale purposes, or to regularly conduct a business from their rooms. However, residents may sell their used personal possessions, and may advertise their room or phone number for this purpose. Residents are allowed to use their rooms to perform services that are within the scope of their Institutional employment.

6.5 Nothing in this section shall prevent a student from inviting anyone into his or her residence hall living quarters for the purposes of that student considering or pursuing the invitee's goods or services.

6.6 Bulletin boards in campus housing facilities may be used for commercial solicitation only in accordance with any content and viewpoint-neutral rules issued by Pierpont Community & Technical College/Fairmont State University Housing.

## **SECTION 7: PROCEDURES FOR SOLICITATION OF CHARITABLE CONTRIBUTIONS**

7.1 Institutional and Student Groups, Students, and their sponsored Non-Institutional Groups and individuals may conduct solicitations of charitable contributions. However, a member of the Institutional or Student Group or the student sponsoring the Non-Institutional Group or individuals must be present at all times with these participants while conducting such activity. Unsponsored Non-Institutional Groups and individuals are prohibited from conducting independent solicitations of charitable contributions.

7.2 Groups and individuals must reserve space to conduct solicitation of charitable contributions. Groups and individuals can reserve outdoor space by contacting the Falcon Center or a campus facility by contacting the administrator responsible for scheduling the use of the facility. Groups and individuals must request the use of such space at least 48 hours in advance of the activity.

7.3 If the solicitation is to be conducted in a campus facility the group may be required to sign a Facility Use Agreement.

7.4 Food given away in connection with solicitation may not be prepared at the place of distribution, and must comply with all applicable health code standards. Goods and services offered for sale must comply with applicable State and Federal health and safety laws and regulations.

## **SECTION 8: EXCLUSIONS**

8.1 Nothing in this regulation shall be deemed to affect the activities of Institutional Groups whose official activities include selling or promoting the sale of goods or services or taking surveys.

8.2 Nothing in this regulation shall prohibit Pierpont from barring solicitation on Institutional property that are non-public forums. These areas are not traditionally open to the public for speech, such as libraries, office space, residence halls, laboratories, and classrooms, which may be limited to Institutional uses.

**Tab**

**6**

# Pierpont Community & Technical College Board of Governors

## Meeting of June 20, 2017

**ITEM:** Appointment of 2017-2018 Academic Year Board Committee Officers for the Audit/Finance, Marketing, and Regional Academics. *This is an informational item.*

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Chair of Pierpont Community & Technical College Board of Governors present the appointment of the AY 2017-2018 Audit/Finance, Marketing, and Regional Academics Committee officers.

**STAFF MEMBER:** James E. Griffin, Board Chair

**BACKGROUND:**

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014:

### **IV. Special Committees**

#### **A. Appointment of Special Committees of the Board**

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee. Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings. Special committees may not act unilaterally for the Board. Committee members may conduct meetings via electronic conferencing.

Therefore, the Chair of the Pierpont Board of Governors will announce the appointment of the AY 2017-2018 officers for the Audit/Finance, Marketing, and Regional Academics Committees by June 30, preceding the commencement of the term.



## PIERPONT BOARD OF GOVERNORS 2016 – 2017 OFFICERS & COMMITTEES

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### **Pierpont Board of Governors Executive Officers**

James Griffin – Chair  
Earl McConnell – Vice Chair  
Sharon Shaffer – Secretary

### **Board of Governors Executive Officers – Nominating Committee**

Kyle Hamilton – Chair  
Sharon Shaffer  
Warren “Chip” VanAlsburg

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### **Audit/Finance Committee**

Kyle Hamilton – Chair  
James Griffin  
Earl McConnell  
Rick Pruitte  
Chip VanAlsburg  
Dale Bradley – Staff Resource

### **Marketing Committee**

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

**Regional Academics Committee**

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

**Presidential Evaluation Committee**

Vacant – Chair  
Kyle Hamilton  
Rick Pruitte

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**North Central Advanced Technology Center Advisory Board Officers**

Chip VanAlsburg - Chair  
Earl McConnell - Vice Chair  
Sharon Shaffer – Recording Secretary

**North Central Advanced Technology Center Advisory Board – Nominating Committee**

James Griffin  
Sharon Shaffer

**Tab**

**7**

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

**ITEM:** Approval of Changes to Emergency Medical Services Program Exam Fees 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 Emergency Medical Services Program Testing Fees changes identified below for Academic Year 2017-2018.

**BACKGROUND:**

- These increases in Certification Testing Fees in the Emergency Medical Services Program were not identified at the time of the May 16, 2017 Board of Governors Meeting when all other fees changes for Academic Year 2017-2018 were presented for approval. These fee increases are necessary due to cost increases paid for the exams.
  - Increase the EMT Basic Exam Fee (per course fee) by \$10 to \$80
  - Increase the EMT – P (Paramedic) National Registry Exam Fee by \$15 to \$125

**Tab**

**8**

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

**ITEM:** FY 2018 Capital Projects

**COMMITTEE:** Finance Committee

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

**STAFF MEMBER:** Dale Bradley

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

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

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

# CAPITAL PROJECT PLAN FY 2018

## INFRASTRUCTURE PRIORITY LIST

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

### 2018 Capital Projects Descriptions

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#### Infrastructure Projects

**1 Landscaping**

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

**2 Small Projects**

See #1 E&G Projects

**3 Security Camera System**

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

**4 Paving**

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

**5 Infrastructure & Utility Maintenance Upgrades**

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

**6 Main Loop Striping**

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

# CAPITAL PROJECT PLAN FY 2018

## E&G PRIORITY LIST

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

### 2018 Capital Projects Descriptions

#### E&G Projects

**1 Small Projects**

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

**2 Academic Fund**

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

**3 Musick Library Roof Renewal**

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

**4 Musick Library - Chiller Replacement**

Current Chiller is problematic and has exhausted its life span.

**5 Musick Library - Elevator Upgrades**

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

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

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

**7 Infrastructure - Paving**

See Explanation on Infrastructure Request.

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

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

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

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

**Tab**

**9**

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

**ITEM:** Approval of the FY 2018 Chargeback Agreement.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Be it resolved that the Pierpont Community and Technical College Board of Governors approve the attached Chargeback Agreement for FY 2018 between Fairmont State University and Pierpont Community and Technical College.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** The legal basis for the attached chargeback agreement is found within WV Code §18B-3C-12 ***“Relationship between Independent Community and Technical Colleges and Former Sponsoring Institutions”***.

Within WV Code §18B-3C-12 it states:

***“The former sponsoring institution and the community and technical college shall agree to the fees the former sponsoring institution may charge for administrative overhead costs. The fee schedule model agreed to by the institutions shall delineate services to be provided and the fees to be charged to the community and technical colleges for the services. The fee schedule shall be based upon the reasonable and customary fee for any service, shall bear a rational relationship to the cost of providing the service.”***

Due to the uncertainty of State Appropriations at the time FY 2018 Chargeback discussion were occurring it was agreed that there would be no changes to the chargeback rate from FY 2017. However, there were some individual chargeback changes in personnel, etc. The net effect of these changes was a chargeback budget savings of approximately \$170,000 for Pierpont.

## **Chargeback Agreement for Fiscal Year 2018**

Fairmont State University (FSU)  
Pierpont Community & Technical College (PIERPONT)

Accounting for both the FSU and PIERPONT will be on an independent profit model basis, and financial records will be maintained on a stand-alone basis. This document is intended to establish the contractual services which will be provided by both institutions. Chargeback services will occur from each institution to the other. Thus contract services will be provided by PIERPONT to FSU and FSU to PIERPONT. The definition of Chargeback services is services from one institution to the other and/or services provided from the Administrative, Academic Support, Student Service, and Physical Plant support areas of the University to the Community and Technical College and vice versa. Chargeback services costs range from the collection of fees for the payment of debt and operating expenses, to teaching services, to the everyday upkeep of the facilities so that both the University and Community and Technical College students enjoy and take advantage of both academic learning, student services, and student activities offered by Fairmont State University and Pierpont Community and Technical College for its student bodies.

### **Revenues:**

- R.1.0.** All tuition revenues will be posted to the institution in which the student is enrolled.
- R.1.1.** Required Auxiliary, Capital, and Student Activity Fee revenues will be recorded as revenues to the institution in which the student is enrolled. Under this contract agreement all (100%) of these revenues will be transferred as an expense to the Capital, Auxiliary, and Student Activity Funds from which the Operating, Capital, and Debt Service Expenditures are paid. Most of these fees are pledged on revenue bonds and must be transferred to maintain compliance with bond covenants.
- R.1.2.** User (Housing Rents/M Meal Plans) Fees collected from students of either institution will be deposited directly to the appropriate auxiliary revenue account, and not recorded as revenues by separate institution; however a report shall be shared with each institution at the conclusion of each semester identifying the fees paid by fee type by the students of each institution. A detailed list of the fee types for which a report shall be prepared will be identified each semester.

In regard to Central Fees (those assessed for services, such as New Student Fees and Late Fees), it has been agreed to that Pierpont will take responsibility for the collection of their program application fees and those revenues will be deposited to a Pierpont fund.

The New Student Fee and Late Fee collected from University and Pierpont students will continue to be deposited into a University fund until Pierpont establishes their own student database (scheduled for fall 2017 term 201810). Pierpont has agreed to support the Welcome Weekend (4135XX), Student Health Services (4140XX), and Registrars (5160XX) budgets funded by the New Student Fee and Late Fee until the database split and they begin to provide for their own services funded by these fees.

- R.1.3.** Grant revenues will be deposited in the institutions fund to which the grant was awarded.
- R.1.4.** Student payments made via lockbox, web, etc. will be deposited to the four-year clearing fund and will be moved daily to the appropriate operating state fund for each institution.
- R.1.5** Interest income will be allocated by HEPC to both institutions based on current allocation methods.

**Expenditures:**

- E. 1.0.** Direct expenditures will be assigned directly to either FSU or PIERPONT.
- E. 1.1** Full and part-time faculty personnel services and fringe benefit expenditures will be paid from the institution where they are employed.
- E. 1.1a.** Teaching service expenses will be charged back from one institution to the other based on the number of credit hours taught, except in the case of the National Aerospace Education Center (NAEC). This chargeback process has been automated for instructional salary and benefit costs and is based on the teaching chargeback formula utilizing a faculty load of 21 credit hours per semester for UNIVERSITY and PIERPONT faculty as outlined in each institution's Board of Governors Policy # 37, except in the case of the faculty at the NAEC where faculty full load per semester is based on a 19 contact hours per semester model instead of 21 credit hours. This contact hour model shall be used in the teaching chargeback formula in determining teaching service expenses at the NAEC. The teaching chargeback formula process reviews the faculty member, their salary and benefit costs, courses taught, the student being taught, and the number of student credit hours being taught. The result is a report on each faculty member (full or part-time) indicating the charge and chargeback values allocated to each institution for the credit hours taught to both PIERPONT and FSU students. The teaching chargeback services calculation will be performed once each semester. If required by the State Auditor this teaching services chargeback report will be provided to substantiate the values being charged by each institution to the other.
- E. 1.2.** Support service charge back for salary and benefit costs.

The salary and benefit chargeback services from each institution to the other for Support Services will be based on the percentage of total credit hours (FTE enrollment) calculated for the PIERPONT and FSU students. When appropriate certain services may be negotiated at a different chargeback rate than the percentage of total credit hours. This is reflected on the attached chargeback table. The total credit hour enrollment percentages will be determined based on enrollments from the prior academic year's fall and spring terms at census dates.
- E.1.2a.** Support service charge back for staff located in the academic schools or departments will not be charged back to the other institution in FY 2018, except in the case where one

institution is responsible for the delivery of academic programs for the other institution. In these instances a negotiated chargeback rate will be established for those specific areas and reflected on the attached chargeback table.

**E.1.3.** Operating (Non-Labor) expenses for all support offices listed in the Support Service and Operating Cost Chargeback Table are funded based on percentages listed in this table. The organization manager of those offices has budget authority to expend against these budgets during the fiscal year. All unspent budgets at the end of each fiscal year are not carried forward to future fiscal years. Therefore, unspent budget increases the fund balance of both institutions. These fund balances are under the direct control of the respective Presidents of each institution.

**E.1.4.** Academic operating costs are funded directly by E&G revenues received by each institution and will not be charged back to the other institution in FY 2018, except in the case where one institution is responsible for the delivery of academic programs for the other institution. In these instances a negotiated chargeback rate will be established for those specific areas and reflected on the attached chargeback table.

**E.1.5.** Support staff actual liability costs.

The liability costs incurred annually from employee benefits provided to support staff, such as retiree health premiums, severance payable, etc. will be allocated to the institutions based on the percentage of total credit hours calculated for the PIERPONT and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

**E.1.6.** Support staff accrued liabilities.

Accrued liabilities (sick leave, annual leave, severance payable, etc.) required to be recorded on the financial statements annually for all support staff will be allocated to the institutions based on the percentage of total credit hours calculated for the PIERPONT and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

**E.1.6a.** PEIA retiree and severance payables in the current year.

Payout of PEIA retiree and severance costs incurred during the year will be allocated to the institutions based on percentage of total credit hours calculated for the PIERPONT and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

**E.1.7.** Expenditure supporting documentation.

Specific expenditure details shall be made available to each institution as support for any chargeback invoices presented for payment. The method by which this information is

made available shall be mutually agreed to by both institutions.

**E.1.8. Chargeback Table**

The attached chargeback table will be utilized for FY 2018.

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Chairperson  
Fairmont State  
Board of Governors

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Chairperson  
Pierpont Community & Technical College  
Board of Governors

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President  
Fairmont State University

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President  
Pierpont Community & Technical College

**FY 2018 CHARGEBACK ORGANIZATIONS**

<b>FY</b>	<b>COA</b>	<b>ORG</b>	<b>ORG TITLE</b>	<b>OWNER</b>	<b>FUND</b>	<b>FSU %</b>	<b>PCTC %</b>	<b>% Total</b>
2018	1	1001XX	Human Resources	U	6001XX	69.44	30.56	100
2018	1	1001XX	Human Resources	U	9000XX	69.44	30.56	100
2018	1	2390XX	Caperton Center-Administration	U	6001XX	69.44	30.56	100
2018	1	2390XX	Caperton Center-Administration	U	9000XX	69.44	30.56	100
2018	1	2391XX	Caperton Center - Instruction	U	6001XX	69.44	30.56	100
2018	1	2391XX	Caperton Center - Instruction	U	9000XX	69.44	30.56	100
2018	1	3110XX	Business Office	U	6001XX	69.44	30.56	100
2018	1	3110XX	Business Office	U	9000XX	69.44	30.56	100
2018	1	3130XX	Mailroom	U	6001XX	69.44	30.56	100
2018	1	3130XX	Mailroom	U	9000XX	69.44	30.56	100
2018	1	3158XX	Institutional Administrative Costs	U	6001XX	69.44	30.56	100
2018	1	3158XX	Institutional Administrative Costs	U	9000XX	69.44	30.56	100
2018	1	3165XX	General Institutional	U	6001XX	69.44	30.56	100
2018	1	3165XX	General Institutional	U	9000XX	69.44	30.56	100
2018	1	3400XX	Physical Plant Administration	U	6001XX	69.44	30.56	100
2018	1	3400XX	Physical Plant Administration	U	9000XX	69.44	30.56	100
2018	1	3401XX	Recycling	U	6001XX	69.44	30.56	100
2018	1	3401XX	Recycling	U	9000XX	69.44	30.56	100
2018	1	3405XX	Custodial Services	U	6001XX	69.44	30.56	100
2018	1	3405XX	Custodial Services	U	9000XX	69.44	30.56	100
2018	1	3407XX	Operations and Maintenance-MATEC	U	6001XX	69.44	30.56	100
2018	1	3407XX	Operations and Maintenance-MATEC	U	9000XX	69.44	30.56	100
2018	1	3412XX	Utilities	U	6001XX	69.44	30.56	100
2018	1	3412XX	Utilities	U	9000XX	69.44	30.56	100
2018	1	3425XX	Receiving and Storage	U	6001XX	69.44	30.56	100
2018	1	3425XX	Receiving and Storage	U	9000XX	69.44	30.56	100
2018	1	5006XX	Enrollment Services 5% CB	U	6001XX	95.00	5.00	100
2018	1	5006XX	Enrollment Services 5% CB	U	9000XX	95.00	5.00	100
2018	1	5007XX	Enrollment Services 20% CB	U	6001XX	80.00	20.00	100
2018	1	5007XX	Enrollment Services 20% CB	U	9000XX	80.00	20.00	100
2018	1	5010XX	Enrollment Services	U	6001XX	69.44	30.56	100
2018	1	5010XX	Enrollment Services	U	9000XX	69.44	30.56	100
2018	1	6130XX	CIO - Telephone	U	6001XX	69.44	30.56	100
2018	1	6130XX	CIO - Telephone	U	9000XX	69.44	30.56	100
2018	1	6150XX	Library	U	6001XX	69.44	30.56	100
2018	1	6150XX	Library	U	9000XX	69.44	30.56	100
2018	1	6170XX	CIO - Information Technology	U	6001XX	69.44	30.56	100
2018	1	6170XX	CIO - Information Technology	U	9000XX	69.44	30.56	100
2018	1	6171XX	Business Applications	U	6001XX	69.44	30.56	100
2018	1	6171XX	Business Applications	U	9000XX	69.44	30.56	100
2018	1	6173XX	Teaching & Learning Commons	U	6001XX	69.44	30.56	100
2018	1	6173XX	Teaching & Learning Commons	U	9000XX	69.44	30.56	100
2018	1	6174XX	Networks	U	6001XX	69.44	30.56	100
2018	1	6174XX	Networks	U	9000XX	69.44	30.56	100
2018	1	6209XX	Business Office - Computer Charges	U	6001XX	69.44	30.56	100
2018	1	6209XX	Business Office - Computer Charges	U	9000XX	69.44	30.56	100
2018	1	6250XX	Library-CB 10%	U	6001XX	90.00	10.00	100
2018	1	6250XX	Library-CB 10%	U	9000XX	90.00	10.00	100
2018	1	6370XX	CIO - Information Technology CB 20%	U	6001XX	80.00	20.00	100
2018	1	6370XX	CIO - Information Technology CB 20%	U	9000XX	80.00	20.00	100
2018	1	6373XX	Teaching & Learning Commons CB 20%	U	6001XX	80.00	20.00	100
2018	1	6373XX	Teaching & Learning Commons CB 20%	U	9000XX	80.00	20.00	100

**FY 2018 CHARGEBACK ORGANIZATIONS**

<b>FY</b>	<b>COA</b>	<b>ORG</b>	<b>ORG TITLE</b>	<b>OWNER</b>	<b>FUND</b>	<b>FSU %</b>	<b>PCTC %</b>	<b>% Total</b>
2018	1	7225XX	Tutoring	C	3100XX	69.44	30.56	100
2018	1	7225XX	Tutoring	C	3103XX	69.44	30.56	100
2018	1	7225XX	Tutoring	C	5971XX	69.44	30.56	100
2018	1	7410XX	C&TC General Administration	C	3100XX	69.44	30.56	100
2018	1	7410XX	C&TC General Administration	C	3103XX	69.44	30.56	100
2018	1	7410XX	C&TC General Administration	C	5971XX	69.44	30.56	100
2018	1	7420XX	Off-Campus Credit Programs	C	3100XX	69.44	30.56	100
2018	1	7420XX	Off-Campus Credit Programs	C	3103XX	69.44	30.56	100
2018	1	7420XX	Off-Campus Credit Programs	C	5971XX	69.44	30.56	100
2018	1	7452XX	Off Campus Courses - North	C	3100XX	69.44	30.56	100
2018	1	7452XX	Off Campus Courses - North	C	3103XX	69.44	30.56	100
2018	1	7452XX	Off Campus Courses - North	C	5971XX	69.44	30.56	100
2018	1	7454XX	Off-Campus Courses - South	C	3100XX	69.44	30.56	100
2018	1	7454XX	Off-Campus Courses - South	C	3103XX	69.44	30.56	100
2018	1	7454XX	Off-Campus Courses - South	C	5971XX	69.44	30.56	100
2018	1	7470XX	Dual-Credit Programs	C	3100XX	69.44	30.56	100
2018	1	7470XX	Dual-Credit Programs	C	3103XX	69.44	30.56	100
2018	1	7470XX	Dual-Credit Programs	C	5971XX	69.44	30.56	100

**Tab**

**10**

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

**ITEM:** FY 2018 Unrestricted Education and General  
(E&G) Budget Approval

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approve the attached FY 2018 Unrestricted Education & General (E&G) Budget. Further, should the FY 2018 State Appropriation differ from the amount identified in the attached FY 2018 Unrestricted E&G Budget, the President is authorized to make the necessary budget adjustment to the FY 2018 Unrestricted E&G Budget to address the FY 2018 State Appropriation differences.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** The Finance Committee has met with Administration and reviewed the changes proposed to the FY 2018 Unrestricted E&G Budget. The Finance Committee's review utilized the attached FY 2018 Budget Planning document.

Also attached is a comparison identifying changes in the FY 2018 Unrestricted E&G Budget to the current April 30, 2017 Unrestricted FY 2017 E&G Budget.

The FY 2018 Unrestricted E&G Budget reflects the following actions/assumptions:

- No change in State Appropriation.
- An overall 0.10% reduction in Tuition and Fees Revenue that is the net effect resulting from a 5% Tuition and Fee increase; the establishment of the Tuition Equity Structure; adjustments to Tuition and Fee revenue to address the shortfall in the current

year's Tuition and Fee revenues and an estimated enrollment decline of 6%.

The FY 2018 Unrestricted E&G Budget has a budget balance of \$1,812 without the use of cash reserves.

The budget comparison of the current April 30, 2017 Unrestricted FY 2017 E&G Budget to the FY 2018 Unrestricted E&G Budget reflects the differences between the two.

A summary of this comparison identifies the following differences:

- A projected decreased revenue plan of approximately \$566,081.
  - \$500,000 of this decrease in projected revenue is a correction to the projected Faculty Services Revenue. This change reflects more accurately the actual revenue received as teaching services provided by Pierpont to Fairmont State University continue to lessen each year as the institutions become less dependent on the faculty of the other.
- A projected decreased spending plan of approximately \$670,268.
  - \$500,000 of this decrease in projected expenditures is a correction to the projected Assessment for Faculty Services. This change reflects more accurately the actual expenditures paid as teaching services provided by Fairmont State University to Pierpont continue to lessen each year as the institutions become less dependent on the faculty of the other.
  - This decreased spending plan includes increases in salaries and fringes of approximately \$38,000. This includes a combination of vacant positions eliminated and a number of employees previously covered by various grants.
  - This decreased spending plan includes projected decreases in

chargeback service payments to FSU  
of approximately \$195,327.

In summary, the FY 2018 Unrestricted E&G Budget  
plans for both reduced revenues and expenditures in  
FY 2018.

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**Pierpont Community & Technical College**

**FY 2018**

**Unrestricted Education and General (E&G) Budget**

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 18	Prior Year 17	Period Jul	Current Unrestricted LEVEL 2		
		Budgeted Current year			Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End
<b>OPERATING REVENUES</b>	Tuition and Fees	8,099,205.31			0.00	0.00	37.65
	Student Activity Support Revenue	53,459.00			0.00	0.00	
	Faculty Services Revenue	310,000.00			0.00	0.00	0.00
	Operating Costs Revenue	96,283.40			0.00	0.00	0.00
	Support Services Revenue	199,689.30			0.00	0.00	0.00
	Other Operating Revenues	368,528.00			0.00	0.00	0.00
	<b>Subtotal:</b>	<b>9,127,165.01</b>			<b>0.00</b>	<b>0.00</b>	<b>34.53</b>
<b>OPERATING EXPENSES</b>	Salaries	6,814,796.00			0.00	0.00	6.50
	Benefits	1,489,625.00			0.00	0.00	7.05
	Student financial aid - scholarships	237,752.16			0.00	0.00	1.55
	Utilities	56,838.42			0.00	0.00	1.43
	Supplies and Other Services	2,610,732.89			0.00	0.00	4.26
	Equipment Expense	96,251.20			0.00	0.00	2.25
	Fees retained by the Commission	103,326.00			0.00	0.00	0.00
	Assessment for Faculty Services	309,999.68			0.00	0.00	0.00
	Assessment for Support Services	1,836,590.17			0.00	0.00	0.00
	Assessment for Student Activity Costs	122,001.00			0.00	0.00	0.00
	Assessment for Operating Costs	1,542,743.17			0.00	0.00	0.00
	<b>Subtotal:</b>	<b>15,220,655.69</b>			<b>0.00</b>	<b>0.00</b>	<b>4.24</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State appropriations	7,177,334.00			0.00	0.00	20.41
	Gifts	30,000.00			0.00	0.00	0.00
	Investment Income	7,194.00			0.00	0.00	-10.91
	Assessment for E&G Capital & Debt Service Costs	-1,058,220.00			0.00	0.00	0.00
	Fees assessed by Commission for other	0.00			0.00		0.00
	<b>Subtotal:</b>	<b>6,156,308.00</b>			<b>0.00</b>	<b>0.00</b>	<b>23.14</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0.00			0.00		100.00
	Construction Expenditures	0.00			0.00		0.00
	Transfers for Financial Aid Match	-61,006.00			0.00	0.00	0.00
	Transfers - Other	0.00			0.00		
	<b>Subtotal:</b>	<b>-61,006.00</b>			<b>0.00</b>	<b>0.00</b>	<b>13.41</b>
<b>OPERATING INCOME/LOSS</b>		<b>-6,093,490.68</b>			<b>0.00</b>	<b>0.00</b>	<b>-63.29</b>
<b>BALANCE</b>		<b>1,811.32</b>			<b>0.00</b>	<b>0.00</b>	<b>146.37</b>

FZRPR03

Fund %

JUN-12-17

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 18	Prior Year 17	Period Jul	Current Unrestricted Pierpont C and TC - President		
		Budgeted Current year			Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End
<b>OPERATING REVENUES</b>	Tuition and Fees	6,614,751.55			0.00	0.00	39.65
	Student Activity Support Revenue	53,459.00			0.00	0.00	
	Faculty Services Revenue	310,000.00			0.00	0.00	0.00
	Operating Costs Revenue	96,283.40			0.00	0.00	0.00
	Support Services Revenue	199,689.30			0.00	0.00	0.00
	Other Operating Revenues	48,000.00			0.00	0.00	0.00
	<b>Subtotal:</b>	<b>7,322,183.25</b>			<b>0.00</b>	<b>0.00</b>	<b>36.58</b>
<b>OPERATING EXPENSES</b>	Salaries	6,128,527.00			0.00	0.00	6.70
	Benefits	1,374,381.00			0.00	0.00	7.12
	Student financial aid - scholarships	226,752.16			0.00	0.00	1.69
	Utilities	52,839.00			0.00	0.00	1.27
	Supplies and Other Services	1,665,307.61			0.00	0.00	5.52
	Equipment Expense	23,207.14			0.00	0.00	3.26
	Fees retained by the Commission	103,326.00			0.00	0.00	0.00
	Assessment for Faculty Services	309,999.68			0.00	0.00	0.00
	Assessment for Support Services	1,836,590.17			0.00	0.00	0.00
	Assessment for Student Activity Costs	122,001.00			0.00	0.00	0.00
	Assessment for Operating Costs	1,542,743.17			0.00	0.00	0.00
	<b>Subtotal:</b>	<b>13,385,673.93</b>			<b>0.00</b>	<b>0.00</b>	<b>4.39</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State appropriations	7,177,334.00			0.00	0.00	20.41
	Investment Income	7,194.00			0.00	0.00	-10.91
	Assessment for E&G Capital & Debt Service Costs	-1,058,220.00			0.00	0.00	0.00
	Fees assessed by Commission for other	0.00			0.00		0.00
	<b>Subtotal:</b>	<b>6,126,308.00</b>			<b>0.00</b>	<b>0.00</b>	<b>23.20</b>
<b>TRANSFERS &amp; OTHER</b>	Construction Expenditures	0.00			0.00		0.00
	Transfers for Financial Aid Match	-61,006.00			0.00	0.00	0.00
	Transfers - Other	0.00			0.00		
	<b>Subtotal:</b>	<b>-61,006.00</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME/LOSS</b>		<b>-6,063,490.68</b>			<b>0.00</b>	<b>0.00</b>	<b>-52.66</b>
<b>BALANCE</b>		<b>1,811.32</b>			<b>0.00</b>	<b>0.00</b>	<b>146.51</b>

FZRPR03

Fund %

JUN-12-17

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 18	Prior Year 17	Period Jul	Current Unrestricted Pierpont C and TC Fund Managers		
				Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End
<b>OPERATING REVENUES</b>	Tuition and Fees			1,484,453.76	0.00	0.00	27.12
	Other Operating Revenues			320,528.00	0.00	0.00	0.00
	<b>Subtotal:</b>			<b>1,804,981.76</b>	<b>0.00</b>	<b>0.00</b>	<b>24.15</b>
<b>OPERATING EXPENSES</b>	Salaries			686,269.00	0.00	0.00	4.16
	Benefits			115,244.00	0.00	0.00	5.95
	Student financial aid - scholarships			11,000.00	0.00	0.00	0.00
	Utilities			3,999.42	0.00	0.00	10.24
	Supplies and Other Services			945,425.28	0.00	0.00	1.82
	Equipment Expense			73,044.06	0.00	0.00	1.42
	<b>Subtotal:</b>			<b>1,834,981.76</b>	<b>0.00</b>	<b>0.00</b>	<b>2.85</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Gifts			30,000.00	0.00	0.00	0.00
	<b>Subtotal:</b>			<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures			0.00	0.00		100.00
	Transfers - Other			0.00	0.00		
	<b>Subtotal:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>OPERATING INCOME/LOSS</b>				<b>-30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>155.72</b>
<b>BALANCE</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>144.67</b>

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Fund %

JUN-12-17

**FY 2018 BUDGET PLANNING DOCUMENT  
PIERPONT COMMUNITY & TECHNICAL COLLEGE  
EDUCATION & GENERAL FUNDS**

**PERMANENT BUDGET ADJUSTMENTS:**

<b>Revenue Adjustments:</b>		
State Appropriation - Restore to FY 17 Original Amount		0
State Appropriation - 2% Reduction (Current St App \$7,177,334)		\$0.00
State Appropriation - 4% Reduction (Current St App \$7,177,334)		\$0.00
State Appropriation - 6% Reduction (Current St App \$7,177,334)		\$0.00
Additional Revenue Estimated Based on E&G Tuition Increase - 5% less \$11 Auxiliary Inc		237,834
Additional Revenue Estimated Based on Tuition Equity - Instructional Fee Increase - Full Implementation		68,000
Enrollment Growth/(Decline) - 6%		<u>(285,401)</u>
	<b>Revenue Adjustments Sub-total:</b>	<b>20,433</b>
<b>SWEEP Budget:</b>		
		<u>56,908</u>
	<b>SWEEP Budget Sub-total:</b>	<b>56,908</b>
<b>Mandatory Pay Raise Costs</b>		
Move to minimum under new salary structure		(19,721)
- Chargeback Revenue - Mandatory Pay Raise Costs-Mercer Scale/Mandated Raise		3,000
- Chargeback Expense - Mandatory Pay Raise Costs-Mercer Scale/Mandated Raise		<u>(13,700)</u>
	<b>Mandatory Pay Raise Costs Sub-total:</b>	<b>(30,421)</b>
<b>Annual Increment (\$60.00 per pay after 3 yrs of service)</b>		
Increment Increase		(7,608)
-Chargeback Revenue - Increment Increase		496
-Chargeback Expense - Increment Increase		<u>(2,230)</u>
	<b>Annual Increment Sub-total:</b>	<b>(9,342)</b>
<b>Faculty:</b>		
Pos# 000936 - Salary & Fringe Increase Costs - Interim Dean School of Workforce		(28,475)
Pos# 000546 - Salary & Fringe Increase Costs - Acting Provost		(23,464)
Pos# 000633 - Salary & Fringe Increase Costs - Acting Dean School of Human Services		(28,502)
Pos# T00675 - Salary & Fringe Budget Savings - Liberal Studies Program Coordinator		3,605
Pos# 000885 - Salary & Fringe Increase Costs - New Dean School of Health Careers		(18,328)
New Pos - Replace Program Coordinator MLT & Lab Assistant		(60,454)
Pos# 000217 - Salary & Fringe Budget Savings - Dean School of Health Careers		122,234
Pos# C10217 - Salary & Fringe Budget Savings - School of Health Careers Dean Stipend		13,668
Pos# 000755 - Salary & Fringe Budget Savings - Not Refilling Vacancy in Sign Language		52,608
Additional Sign Language Adjunct Faculty		(15,000)
Pos# 000831 - Salary & Fringe Budget Savings - Early Childhood Inst & Director		10,952
Pos# 000080 - Salary & Fringe Budget Savings - Early Childhood Prof & Coord		13,930
Pos# 000873 - Salary & Fringe Increase Costs - Instructor & Program Coordinator Practicum Coordinator (Pastry/Baking)		(1,996)
Pos# 000958 - Salary & Fringe Increase Costs - Accreditation & Internship Coordinator/Instructor		<u>(11,390)</u>
	<b>Faculty Sub-total:</b>	<b>29,388</b>
<b>Staff:</b>		
Pos# P201 Part-Time IT Help Desk Elimination		5,576
Pos # 000892 - Elimination - Dual Credit Coordinator (Net Savings After Loss of Chargeback Revenue)		15,942
Pos # 000961 - Director Financial Aid - Non-funding for FY 18		84,353
Add New Temp Appt - Faculty Advisors (Org 7203XX)		(11,365)
Pos # 000941 - Elimination - Academic Advisor		50,721
Pos # 000721 - Program Assistant - Full Time to Part Time (\$12.56 Per Hr)		12,904
Pos# T00092 - Judicial Officer Salary & Fringe		(13,668)
Pos # 000953 - Funding Source Change to Economic Development (Fund 3161XX)		56,390
Pos # 000494 - Funding Source Change to Economic Development (Fund 3161XX)		<u>(37,557)</u>
	<b>Staff Sub-total:</b>	<b>238,410</b>
<b>Funding Changes in Labor (Move Positions from Grant Funding):</b>		
Pos# 893 D Furr		(58,332)
Pos# 956 H Garletts		(30,789)
Pos# 857 S Leach		(66,872)
Pos# 955 S Santilli		(32,823)
Pos# 787 B Sellers		(25,467)
Pos# 787 B Sellers - Workforce ED Portion 16%		(10,865)
Pos# 890 P Buckhalter		(6,765)
Pos# 979 M Jouvonal		(28,708)
Pos# 569 M Demaria		(43,199)
Pos# 932 M Jordan		(39,908)
Pos# 975 S Clemens		(36,080)
Pos# 911 S Carnes		<u>(22,446)</u>
	<b>Funding Changes in Labor Sub-total:</b>	<b>(402,254)</b>

Budget Cut/(Increases) Initiatives:		
Reduction to Budget Reserve Org 7405 General Institutional		12,328
Reduction to Faculty Services Revenue		(500,000)
Reduction to Assessment for Faculty Services		<u>500,000</u>
	Operating Budget Cuts Sub-total:	<u>12,328</u>
Academic Program Cuts/(Increases):		
Radiological Technology - UHC/Ruby		<u>(6,500)</u>
	Academic Program Cuts (Increases) Sub-total:	<u>(6,500)</u>
Audit Contract Costs:		
Financial Statement Audit Costs (Org 7411XX)		<u>115,000</u>
	Audit Contract Costs Sub-total:	<u>(15,000)</u>
Annual BRIM Premium:		
FY 2018 Brim Premium Increase (Org 7411XX)		(9,930)
-Chargeback Expense - Brim Premium		0
	Annual BRIM Premium Sub-total:	<u>(9,930)</u>
HERA Assessment:		
Annual HERA Assessment		<u>35,584</u>
	HERF Assessment Sub-total:	<u>35,584</u>
Collection Costs:		
Student Debt Collection Costs (Org 7411XX)		<u>15,000</u>
	Collection Costs Sub-total:	<u>(15,000)</u>
Tuition Waivers & Scholarships Costs:		
Full Ride Scholarships (Montgomery)		(1,792)
Combined Ability Scholarship		0
Waivers Due to Increase of Fee		(8,783)
Yellow Ribbon Waiver		0
Francis Pierpont Waiver		0
	Tuition Waiver Costs Sub-total:	<u>(10,575)</u>
<b>PROPOSED CHANGES RELATED TO PIERPONT DECISIONS:</b>		
Pierpont's Proposed Agreement		
-Chargeback Expense		<u>197,022</u>
	Pierpont's Proposed Agreement Sub-total:	<u>197,022</u>
FY 2018 Net Budget After Projections and Reserve Spending:		<u>0</u>

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

Comparison of the April 30, 2017 to the FY 2018 Initial Budget

Current Unrestricted

		Budget FY 2017 April 30, 2017	Budget FY 2018 Proposed	Difference	% Change
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,107,137	8,099,205	(7,932)	-0.10%
	Student Activity Support Revenue	53,459	53,459	0	0.00%
	Faculty Services Revenue	810,000	310,000	(500,000)	-61.73%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	96,284	1	0.00%
	Support Services Revenue	235,310	199,689	(35,621)	-15.14%
	Other Operating Revenues	391,056	368,528	(22,528)	-5.76%
	<b>Total:</b>	<b>9,693,246</b>	<b>9,127,165</b>	<b>(566,081)</b>	<b>-5.84%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,668,389	6,814,796	146,407	2.20%
	Benefits	1,597,813	1,489,625	(108,188)	-6.77%
	Student financial aid-scholarships	227,178	237,752	10,574	4.65%
	Utilities	56,838	56,838	0	0.00%
	Supplies and Other Services	2,598,883	2,610,733	11,850	0.46%
	Equipment Expense	96,251	96,251	(0)	0.00%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	138,910	103,326	(35,584)	-25.62%
	Assessment for Faculty Services	810,000	310,000	(500,000)	-61.73%
	Assessment for Support Services	1,973,440	1,836,590	(136,850)	-6.93%
	Assessment for Student Activity Costs	122,001	122,001	0	0.00%
	Assessment for Operating Costs	1,601,220	1,542,743	(58,477)	-3.65%
	<b>Total:</b>	<b>15,890,923</b>	<b>15,220,655</b>	<b>(670,268)</b>	<b>-4.22%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,197,677)</b>	<b>(6,093,490)</b>	<b>104,187</b>	<b>-1.68%</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,177,334	7,177,334	0	0.00%
	Gifts	30,000	30,000	0	0.00%
	Investment Income	7,194	7,194	0	0.00%
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,058,220)	30,000	-2.76%
	Fees assessed by Commission for other	0	0	0	0.00%
	<b>Total:</b>	<b>6,126,308</b>	<b>6,156,308</b>	<b>30,000</b>	<b>0.49%</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Fin Aid Match	(28,012)	(61,006)	(32,994)	117.79%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	<b>Total:</b>	<b>(28,012)</b>	<b>(61,006)</b>	<b>(32,994)</b>	<b>117.79%</b>
<b>BUDGET BALANCE</b>		<b>(99,381)</b>	<b>1,812</b>	<b>101,193</b>	<b>-101.82%</b>

**Tab**

**11**

# Pierpont Community & Technical College Board of Governors

## Meeting of June 20, 2017

**ITEM:** Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2017-2018 Academic Year.

**COMMITTEE:** Pierpont Community & Technical College Board of Governors Nominating Committee

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors Nominating Committee present for approval the election and establishment the Board of Governors Officers for the 2017-2018 Academic Year.

**STAFF MEMBER:** Kyle Hamilton, Committee Chair

### **BACKGROUND:**

*In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment. Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30, preceding the commencement of the term. Each board of governors shall elect one of it appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.*

**§18B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment.**

(a) *Findings.* -

The Legislature finds that the State of West Virginia is served best when the membership of each governing board includes the following:

(1) The academic expertise and institutional experience of faculty members and a student of the institution governed by the board;

(2) The technical or professional expertise and institutional experience of a classified employee of the institution governed by the board;

(3) An awareness and understanding of the issues facing the institution governed by the board; and

(4) The diverse perspectives that arise from a membership that is balanced in terms of gender and varied in terms of race and ethnic heritage.

(b) *Boards of governors established.* -

A board of governors is continued at each of the following institutions: Bluefield State College, Blue Ridge Community and Technical College, Bridgemont Community and Technical College, Concord University, Eastern West Virginia Community and Technical College, Fairmont State University, Glenville State College, Kanawha Valley Community and Technical College, Mountwest Community and Technical College, Marshall University, New River Community and Technical College, Pierpont Community and Technical College, Shepherd University, Southern West Virginia Community and Technical College, West Liberty University, West Virginia Northern Community and Technical College, the West Virginia School of Osteopathic Medicine, West Virginia State University, West Virginia University and West Virginia University at Parkersburg.

(c) *Board membership.* -

(1) An appointment to fill a vacancy on the board or reappointment of a member who is eligible to serve an additional term is made in accordance with the provisions of this section.

(2) The Board of Governors for Marshall University consists of sixteen persons. The Board of Governors for West Virginia University consists of seventeen persons. **The boards of governors of the other state institutions of higher education consist of twelve persons.**

**(3) Each board of governors includes the following members:**

(A) A full-time member of the faculty with the rank of instructor or above duly elected by the faculty of the respective institution;

(B) A member of the student body in good academic standing, enrolled for college credit work and duly elected by the student body of the respective institution; and

(C) A member from the institutional classified employees duly elected by the classified employees of the respective institution;

(4) For the Board of Governors at Marshall University, thirteen lay members appointed by the Governor, by and with the advice and consent of the Senate, pursuant to this section;

(5) For the Board of Governors at West Virginia University, twelve lay members appointed by the Governor, by and with the advice and consent of the Senate, pursuant to this section, and additionally:

(A) The Chairperson of the Board of Visitors of West Virginia University Institute of Technology;

(B) A full-time faculty member representing the extension service at the institution or a full-time faculty member representing the health sciences, selected by the faculty senate. (6) For each board of governors of the other state institutions of higher education, nine lay members appointed by the Governor, by and with the advice and consent of the Senate, pursuant to this section.

(A) Of the nine members appointed by the Governor, no more than five may be of the same political party. Of the thirteen members appointed by the Governor to the governing board of Marshall University, no more than eight may be of the same political party. Of the twelve members appointed by the Governor to the governing board of West Virginia University, no more than seven may be of the same political party.

(B) Of the nine members appointed by the Governor, at least five shall be residents of the state. Of the thirteen members appointed by the Governor to the governing board of Marshall University, at least eight shall be residents of the state. Of the twelve members appointed by the Governor to the governing board of West Virginia University, at least seven shall be residents of the state.

(7) In making lay appointments, the Governor shall consider the institutional mission and membership characteristics including the following:

(A) The need for individual skills, knowledge and experience relevant to governing the institution;

(B) The need for awareness and understanding of institutional problems and priorities, including those related to research, teaching and outreach;

(C) The value of gender, racial and ethnic diversity; and

(D) The value of achieving balance in gender and diversity in the racial and ethnic characteristics of the lay membership of each board.

**(d) Board member terms. -**

(1) The student member serves for a term of one year. Each term begins on July 1.

(2) The faculty member serves for a term of two years. Each term begins on July 1. Faculty members are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

(3) The member representing classified employees serves for a term of two years. Each term begins on July 1. Members representing classified employees are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

(4) The appointed lay citizen members serve terms of four years each and are eligible to succeed themselves for no more than one additional term, except that citizen members who are appointed to fill unexpired terms are eligible to succeed themselves for two full terms after completing an unexpired term.

(5) A vacancy in an unexpired term of a member shall be filled for the unexpired term within thirty days of the occurrence of the vacancy in the same manner as the original appointment or election. **Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30 preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.**

(6) The appointed members of the boards of governors serve staggered terms of up to four years except that four of the initial appointments to the governing boards of community and technical colleges that became independent July 1, 2008, are for terms of two years and five of the initial appointments are for terms of four years.

**(e) Board member eligibility, expenses. -**

(1) A person is ineligible for appointment to membership on a board of governors of a state institution of higher education under the following conditions:

(A) For a baccalaureate institution or university, a person is ineligible for appointment who is an officer, employee or member of any other board of governors; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office or public employment under the government of this state or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to article twelve of this chapter; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission. This subsection does not prevent the representative from the faculty, classified employees, students or the superintendent of a county board of education from being members of the governing boards.

(B) For a community and technical college, a person is ineligible for appointment who is an officer, employee or member of any other board of governors; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this state or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to article twelve of this chapter; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission. This subsection does not prevent the representative from the faculty, classified employees or students from being members of the governing boards.

(2) Before exercising any authority or performing any duties as a member of a governing board, each member shall qualify as such by taking and subscribing to the oath of office prescribed by section five, article IV of the Constitution of West Virginia and the certificate thereof shall be filed with the Secretary of State.

(3) A member of a governing board appointed by the Governor may not be removed from office by the Governor except for official misconduct, incompetence, neglect of duty or gross immorality and then only in the manner prescribed by law for the removal of the state elective officers by the Governor.

(4) The members of the board of governors serve without compensation, but are reimbursed for all reasonable and necessary expenses actually incurred in the performance of official duties under this article upon presentation of an itemized sworn statement of expenses.

(5) The president of the institution shall make available resources of the institution for conducting the business of its board of governors. All expenses incurred by the board of governors and the institution under this section are paid from funds allocated to the institution for that purpose. *Note: WV Code updated with legislation passed through the [2013 1st Special Session](#)*

*The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.*

To: Cyndee Sensibaugh  
P.C. & T.C. Assistant to the President

Fr: Kyle Hamilton  
Nominating Committee Chairman

Re: 2017-2018 Slate of Executive officers

Cyndee:

The Nominating Committee held a meeting on May 16, 2017 following the full board meeting that day. With input from individual board members the committee settled on the following slate for 2017-2018:

- Chairman – Warren “Chip” VanAlsberg
- Vice Chairman – Sharon Shaffer
- Secretary – Rick Pruitte

Please include this report in the agenda for the next meeting. Thank you.

Kyle Hamilton  
Chairman, Nominating Committee



**PIERPONT BOARD OF GOVERNORS  
2016 - 2017 OFFICERS & COMMITTEES**

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**Pierpont Board of Governors Executive Officers**

James Griffin – Chair (began serving as Chair in AY 2014-15)

Earl McConnell – Vice Chair

Sharon Shaffer – Secretary



**PIERPONT BOARD OF GOVERNORS  
2017 - 2018 OFFICERS & COMMITTEES**

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**Pierpont Board of Governors Executive Officers**

\_\_\_\_\_ – Chair

\_\_\_\_\_ – Vice Chair

\_\_\_\_\_ – Secretary