



BOARD

OF

GOVERNORS

June 28, 2016

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

June 28, 2016
Falcon Center Board Room, Locust Avenue Campus

1:00 PM ***Regional Academics Committee Meeting***
Hardway Hall Room 219

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

1:00 PM ***BOG Marketing Committee Meeting***
Falcon Center Board Room

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

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

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

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 28, 2016

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 17, 2016

Tab 1 – Informational
Tab 2 – Action Item

II. Special Recognitions/Updates

1. Welcome Dr. Johnny M. Moore, President-Elect

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

IV. Operation Reports

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

V. Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*) *Tab 3 – Informational*
 - a. April 30, 2016 Financial Report
2. Capital Projects Progress Report (*Tom Tucker*) *Tab 4 – Informational*
3. Five (5) Year Program Review – AAS Degree in Criminal Justice, AMSL/Interpreter Education Training and Food Service Management *Tab 5 – Action Item*
4. Five (5) Year Program Review – AAS Degree in Homeland Security *Tab 6 – Action Item*
5. Appointment of AY 2016-2017 Officers for the Board of Governors Committees (*Chairman, James Griffin*) *Tab 7 – Informational*

VI. Committee Reports

1. Audit/Finance Committee Report (Chair, Kyle Hamilton)
 - a. Summary of 30 Day Public Comment Period for BOG Policy #16 *Tab 8 – Action Item*
Tuition, Fees, Assessment, Payment and Refund of Fees
 - b. Approval of the FY 2017 Education & General Unrestricted Budget *Tab 9 – Action Item*
 - c. Approval of the FY 2017 Chargeback Agreement *Tab 10 – Action Item*
 - d. Approval of the FY 2017 Capital Projects Budget *Tab 11 – Action Item*
2. Board of Governors Nominating Committee (*Chair, Kyle Hamilton*)
 - a. Election of AY 2016-2017 Board of Governors Officers *Tab 12 – Action Item*
3. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
4. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

VII. New Business

- ✓ A meet and greet reception will be held in honor of Dr. Moore and his family on Thursday, August 11 from 4:00 to 5:30 PM in the Falcon Center Conference Rooms. Pierpont is partnering with the Marion County Chamber of Commerce on this event.
- ✓ The Quarterly Advanced Technology Center Advisory Board Meeting will be held at 1:00 PM on September 20, 2016, location to be determined
- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on September 20, 2016, location to be determined.
- ✓ The ATC open house and ribbon cutting ceremony is being planned in partnership with the Community and Technical College System Chancellor's office. The **tentatively** scheduled date is September 16, 2016.

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 17, 2016
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 17, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren 'Chip' VanAlsburg.

Board members absent were:

Keisha Marks and Jeff Tucker.

President's Cabinet members present were:

Interim President Dale Bradley, Lyla Grandstaff, Steve Leach, Rob Linger, Leslie Lovett, and Cyndee Sensibaugh. President-elect Dr. Johnny Moore attended by phone.

Others in Attendance:

Times WV Reporter - Michelle Dillon, and faculty and staff.

I. Call to Order

1. Opening Comment

Chairman Jim Griffin called the meeting to order in open session at 2:01 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 29, 2016 Meeting – Action Item

- a. The minutes of the Board of Governors meeting held on March 29, 2016 were presented for approval. Discussion was held on the motion.

Sharon Shaffer asked that a correction be made on a motion that she presented in the March 29, 2016 BOG meeting regarding the *Amendment to Resolution for the E & G Tuition and Fees Changes for AY 2016-2017*. Ms. Shaffer indicated that the minutes did not accurately reflect her motion and asked that they be corrected.

The written draft of the minutes offered for March 29, 2016 stated; “A motion was presented by Sharon Shaffer to amend the resolution to allow, as appropriate and necessary in addressing maintenance and operational costs, the ability to apply the Special Fee to all off campus facilities.” Ms. Shaffer specified that her motion should have been written; “A motion was presented by Sharon Shaffer to amend the resolution to permit that a special fee, in an amount determined by the Chief Financial Officer and Board Finance Committee, could be assessed to all off-campus location students, including those utilizing the MTEC facility, in the fall of 2016. The generated funds from the special fee would be applied towards the costs of facility maintenance and operational upkeep.”

Rick Pruitte offered a motion to approve the minutes, with the revision to the language of the motion presented by Ms. Shaffer in the March 29, 2016 BOG meeting regarding the *Amendment to Resolution for the E & G Tuition and Fees Changes for AY 2016-2017*. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion passed.


b. *Approval of Minutes from the April 21, 2016 Meeting – Action Item*

The minutes of the special meeting of the Board on April 21, 2016 were presented for approval. Chip VanAlsburg offered a motion to approve the minutes, as presented. There was no discussion on the motion. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

c. *Approval of Minutes from the April 25, 2016 Meeting – Action Item*

The minutes of the emergency teleconference meeting of the Board on April 25, 2016 were presented for approval. Barbara Pavel-Alvarez offered a motion to approve the minutes, as presented. There was no discussion on the motion. Earl McConnell seconded the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations

-  Lyla Grandstaff introduced Caitlyn Persinger to the Board. Ms. Persinger has filled the position of Registrar at Pierpont.

III. President's Report

Interim President Dale Bradley shared that May was a month of celebrations at Pierpont. Faculty and staff award receptions were held, as well as a student scholarship and academic awards reception. Graduation was held on May 13 in the Feaster Center and approximately 225 students marched. Dr. David Fryson, Mr. David Fryson, VP of the WVU Division of Diversity, Equity and Inclusion, was the keynote speaker for the commencement ceremony.

Mr. Bradley said that the revenues are in line with the spring projections and the fall enrollments look stable. Mr. Bradley also informed the Board that once the 2017 State Appropriation is received from the Governor's office a special meeting of the Board may be called to approve Pierpont's 2017 Budget.

In an update to Pierpont's organizational structure, Mr. Bradley informed the Board that Mr. Paul Schreffler, Dean of the School of Workforce Development and VP of the Center for Workforce Education, has accepted a Vice Chancellor of Workforce position with the Community & Technical College System in Kentucky.

With Paul's departure, David (Bo) Sellers has agreed to accept the additional duties as the Interim Director of Continuing Education and the North Central Advanced Technology Center (ATC) effective May 16, 2016. In this role Bo will oversee non-credit workforce activities and the daily operations of the ATC including overseeing the occupancy of ATC this summer in preparation for the ATC's full operation beginning with the Fall 2016 Term.

Dr. Gerald Bacza, Dean of the School of Business, Aviation and Technology has agreed to accept the additional duties as the Interim Dean of the School of Workforce effective May 16, 2016. In this role Gerry will provide academic oversight to the four academic programs housed within the School of Workforce. A search for a new Dean of the School of Workforce will begin and President-elect Dr. Johnny Moore will consider restructuring duties in this area.

Mr. Bradley announced that due to the uncertainty of the 2017 Budget the hiring of an Assistant Provost has been placed on an indefinite hold.

Mr. Bradley concluded his report. Chairman Griffin thanked Mr. Bradley and remarked that the commencement ceremony went well and that he also had an opportunity to attend the LPN Pinning Ceremony in Lewis County, which also was very nice.

IV. Operation Reports

1. *Academic Affairs:* Provost Leslie Lovett shared that faculty were recently recognized for years of service, earning degrees, national/state achievements and development and grant awards at the 2016 faculty awards reception. A list of the honors and awards was provided to the Board at the meeting.

Ms. Lovett also commented on the large number of graduates that walked at this year's commencement ceremony. The Provost will have the actual number of diplomas awarded near the end of June.

Other items that Ms. Lovett shared were that the suspension and probation letters are going out to students and the annual faculty evaluations are being completed.

2. *Faculty Senate:* David Beighley, FS President, reported that a meeting of the Faculty Senate was held on May 13 and the new 2016-2017 officers have been elected. Kari Coffindaffer will serve as the FS President, Michael Waide will serve as the FS Vice President, and Emily Ryan will serve as the Secretary.

Also at the FS meeting, the academic forgiveness and the transfer policies were reviewed and approved. The Committee slate for next year was approved.

Mr. Beighley offered thanks to Stephanie Slaubaugh for her work with the new HVAC system and serving as the ATC relocation logistics coordinator.

3. *Information Technology:* Rob Linger, CIO, reported that the Banner contract with Elucian is under review by the legal team at Elucian. As soon as the contract is finalized a consultant will be on hand. Test servers will be set up to consider the next instance of Banner.

Mr. Linger stated that the network system at the ATC is in preparation for set up. The plug installation in the data entry room is the next item to be completed. The ID card system company currently used at the Locust Avenue campus will be contracted to provide service for the ATC ID card system.

Mr. Linger shared that IT has seen a reduction in problems related to student's passwords. The IT Help Desk is available for any tech troubleshooting needs.

Lastly, Mr. Linger informed that a monthly newsletter is being generated campus-wide to all faculty and staff from the members of the IT department. This newsletter provides helpful information and updates.

4. *Office of Public Safety:* No report.

V. Committee of the Whole

1. *Financial Report - Informational*
 - a. 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 February 29, 2016. Complete details were provided in the May 17, 2016 Board of Governors Book.

- b. 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, 2016. Complete details were provided in the May 17, 2016 Board of Governors Book.

2. *Resolution for Approval of Recommended Respiratory Care AAS Program Accreditation Changes – Action Item*

Provost Lovett presented a resolution to approve the voluntary withdrawal and reapplication of accreditation for the Respiratory Care, Associate of Applied Science degree program through the Commission for Accreditation of Respiratory Care (CoARC).

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

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

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

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

Kyle Hamilton offered a motion to approve the voluntary withdrawal and reapplication of accreditation for the Respiratory Care, Associate of Applied Science degree program through the Commission for Accreditation of Respiratory Care (CoARC). No further discussion was held on the motion. Earl McConnell seconded the motion. All agreed. Motion carried.

3. *Resolution for Approval of the Pierpont BOG Meeting Schedule for AY 2016-2017 – Action Item*

Dale Bradley presented a resolution to approve the proposed Pierpont Board of Governors meeting schedule for AY 2016-2017. In accordance with *West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings*. The Board of Governors is required to hold a minimum of six (6) meetings per year.

The proposed meeting schedule, in which, unless otherwise amended by the authority of the Chairman of the Board of Governors and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at 2:00 PM on the third Tuesday of the month in September, November, February, May, and June. The meeting in March will be schedule for the fourth Tuesday of the month. A Board Retreat will be held in December 2016.

Earl McConnell offered a motion to approve the Pierpont Board of Governors meeting schedule for AY 2016-2017, as proposed. No further discussion was held on the motion. Kyle Hamilton seconded the motion. All agreed. Motion carried.

4. *Presentation of a Research Study: "An Examination of African American Male Student Enrollment and Achievement at Pierpont" – Informational*

Dean Brian Floyd presented a study to the Board on enrollments, persistence rates, graduation rates, financial aid, and GPAs of black or African American male student enrollment and achievement at Pierpont Community & Technical College.

VI. Committee Reports

1. *Audit/Finance Committee*

a. *Resolution for the Approval of a 30-Day Public Comment Period for BOG Policy #16 "Tuition, Fees, Assessment, Payment, and Refund of Fees" – Action Item*

Dale Bradley presented a resolution to approve a 30-Day Public Comment Period for proposed changes to BOG Policy #16 "Tuition, Fees, Assessment, Payment, and Refund of Fees". This policy modification keeps in step with Fairmont State University's policy changes to Policy #16 Tuition and Fees that has already been presented for a 30 day public comment period on April 14, 2016. Both institution share resources and this modification will close the loophole in the policy's refund structure.

Currently the institution offers an "add/drop" period at the beginning of each semester as an opportunity for students to make adjustments to class schedules without incurring penalties. Students who drop one or more classes during "add/drop" are eligible for a full reduction of tuition and fees originally

associated with the “dropped” course if the dropping of the courses changes them to less than full time status.

Continued adjustments to tuition and fee assessments based upon withdrawal from classes after the start of a semester requires on-going modifications to financial aid packages in order to remain compliant with Federal Title IV refund regulations.

Refunds provided to students who do not completely withdrawal from the institution, but instead drop one or more classes beyond the “add/drop” period results in additional administrative work, a loss of revenue to the institution and negatively impacts student retention efforts.

Therefore the addition of Section 7.3.a to Policy #16 clarifies that students who drop one or more classes beyond the “add/drop” period without a complete withdrawal from the institution will not receive a refund of tuition and fees.

Kyle Hamilton offered a motion to approve a 30-Day Public Comment Period for proposed changes to BOG Policy #16 “Tuition, Fees, Assessment, Payment, and Refund of Fees”. No further discussion was held on the motion. Sharon Shaffer seconded the motion. All agreed. Motion carried.

2. *Marketing Committee Report - Informational*

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

The marketing department is focusing on student graduates and highlighting honors. The marketing department is also finalizing institutional and market research data. This data will be compared with the December 2015 Institutional Viability Report. A meeting has been scheduled with network and cable broadcast companies to discuss services and pricing.

With the recent resignation of Dr. Paul Schreffler and the realignment of Bo Sellers position, Steve Santilli will temporarily assume Mr. Sellers public relations and marketing responsibilities.

3. *Regional Academics Committee Report - Informational*

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

As the Assistant Provost position has been placed on an indefinite hold, Provost Lovett is realigning staff to meet critical goals and adjust duties. Mrs. Shaffer gave thanks to Lisa Phillips who met with high school students to discuss dual credit and assist in application processing. Discussion was held on the pull-back of the MTEC

and Lewis County Medical Assistant Program and the withdrawal of the Program Coordinator. Chairman Griffin asked for a more detailed report at the next meeting as to why this program is not presently moving forward.

VII. New Business

1. The annual Julia Pierpont Day Ceremonies will be held on May 28 and is being planned by the Marion County Historical Society. More details will follow after the final program is prepared.
2. The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 28, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont. At this meeting the Board of Governors executive officers and Board committee officers and members for AY 2016-2017 will be nominated for approval.

Due to last year's resignation of Board member Gene Weaver that remains unfilled, a vacancy also continues on the Board of Governors Officers Nominating Committee. Mr. Weaver previously served as the BOG Officers Nominating Committee Chair. Chairman of the Board Jim Griffin appointed Kyle Hamilton to serve as the Chairman of the Nominating Committee. To fill the remaining vacancy on the Nominating Committee, Chairman of the Board Jim Griffin appointed Chip VanAlsburg to the position.

VIII. Old Business

No old business.

IX. Public Comment

No signatures were recorded.

Via conference phone, President-elect Dr. Moore thanked the Board and the staff for presenting the reports and stated that he is looking forward to working with all the members of the Board and the staff. He stated that he is looking forward to joining the team.

X. Executive Session

No Executive Session was called.

XI. Adjournment and Next Board of Governors Meeting

- ✓ The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on June 28, 2016 in the Falcon Center Board Room, Locust Avenue, Fairmont

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

Respectfully submitted by Cyndee K. Sensibaugh

Tab

3

**Board of Governors
Financial Report FY 2016
Pierpont Community & Technical College
as of April 30, 2016**

SUMMARY:

The projected effect on net assets for FY 2016 as of April 30, 2016 is an increase of \$157,965.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2016 is \$157,965. This represents a budget balance decrease of (\$1,278) from the March 31, 2016 Finance Report. As of this report date, approximately 88% of projected tuition and fees revenue and approximately 78% of overall revenues have been realized while approximately 66% of operating expenses have been incurred. The primary budget changes that impacted the budget from the March 31, 2016 Finance Report, are as follows:

- **Operating Revenues Budget:**
 - No changes.
- **Operating Expenses Budget:**
 - Increased by \$1,278. The significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the President decreased by (\$2,445) while the budget controlled by the Fund Managers decreased by (\$1,316). The combined effect of these two changes is a decrease of (\$3,761).
 - The “Benefits” expense budget controlled by the President decreased by (\$4,986) while the budget controlled by the Fund Managers decreased by (\$3). The combined effect of these two changes is decrease of (\$4,989).
 - The “Supplies and Other Services” expense budget controlled by the President increased by \$3,770 while the budget controlled by the Fund Managers increased by \$5,000. The combined effect of these two changes is an increase of \$8,770.
 - The “Assessment for Support Services” expense budget controlled by the President increased by \$1,258.

Of the adjusted projected effect on net assets of an increase of \$157,965 as of June 30, 2016; President’s Controlled Fund(s) are projected to have a budget surplus of \$164,367; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$6,403). The Year-To-Date Actual Budget Balance is \$3,636,864.

RESTRICTED FUNDS:

The April 30, 2016 Restricted Funds Finance Report has a budget balance of \$5,242. An LPN Nursing Sustainability Grant of \$164,971 was recognized while the FY 15 Perkins Vocational Grant was closeout for \$386.

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

As of April 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,185,948	8,208,815	7,195,455	87.66
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	739,480	727,263	654,692	90.02
	Operating Costs Revenue	100,134	100,134	65,774	65.69
	Support Services Revenue	297,874	298,343	152,277	51.04
	Other Operating Revenues	346,709	387,911	203,604	52.49
	Total:	10,549,345	10,601,666	8,292,335	78.22
OPERATING EXPENSE	Salaries	6,822,564	6,698,723	4,469,247	66.72
	Benefits	1,467,264	1,467,287	957,436	65.25
	Student financial aid-scholarships	218,938	218,938	250,114	114.24
	Utilities	56,838	56,838	13,075	23.00
	Supplies and Other Services	2,790,786	2,684,590	1,680,492	62.60
	Equipment Expense	103,740	99,383	48,431	48.73
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	87,723	63.15
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,955,182	1,356,281	69.37
	Assessment for Student Activity Costs	122,001	122,001	105,126	86.17
	Assessment for Auxiliary Fees & Debt Service	739,480	727,263	635,776	87.42
	Assessment for Operating Costs	1,597,901	1,582,085	1,306,224	82.56
	Total:	16,903,077	16,561,201	10,931,946	66.01
OPERATING INCOME / (LOSS)		(6,353,732)	(5,959,534)	(2,639,612)	44.29
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,530,761	7,229,531	7,229,531	100.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	30,000	30,085	100.28
	Investment Income	7,194	7,194	7,275	101.13
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(941,016)	86.47
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,178,505	6,325,875	102.39
TRANSFERS & OTHER	Capital Expenditures	0	0	(21,800)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(35,504)	58.20
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	0	7,904	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,006)	(49,400)	80.98
BUDGET BALANCE		34,997	157,965	3,636,864	
PERSONNEL BUDGET SAVINGS		0	117,247		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		34,997	275,212	3,636,864	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,633,628	1,633,628		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,668,625</u>	<u>1,908,840</u>		

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

* Unrestricted Net Asset Balance is 10.32% of the current budgeted total operating expense. Management has established a target of 15% or \$2,375,091 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, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,647,133	6,707,133	6,210,478	92.60
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	20,533	2.53
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	100,134	65,774	65.69
	Support Services Revenue	297,874	298,343	152,277	51.04
	Other Operating Revenues	51,700	50,700	25,310	49.92
	Total:	7,976,040	8,035,510	6,474,372	80.57
OPERATING EXPENSE					
	Salaries	6,209,852	6,025,975	4,125,575	68.46
	Benefits	1,394,452	1,383,041	912,179	65.95
	Student financial aid-scholarships	207,438	207,438	238,614	115.03
	Utilities	52,839	52,839	11,306	21.40
	Supplies and Other Services	1,735,280	1,657,577	1,225,915	73.96
	Equipment Expense	26,445	23,207	19,415	83.66
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	87,723	63.15
	Assessment for Faculty Services	810,000	810,000	22,021	2.72
	Assessment for Support Services	2,034,655	1,955,182	1,356,281	69.37
	Assessment for Student Activity Costs	122,001	122,001	105,126	86.17
	Assessment for Operating Costs	1,597,901	1,582,085	1,306,224	82.56
	Total:	14,329,773	13,958,255	9,410,380	67.42
OPERATING INOCME / (LOSS)		(6,353,732)	(5,922,746)	(2,936,008)	49.57
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,229,531	7,229,531	100.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	7,275	101.13
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(941,016)	86.47
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,148,505	6,295,790	102.40
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(21,099)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(35,504)	58.20
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	(386)	7,904	(2048.00)
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,392)	(48,699)	79.32
BUDGET BALANCE		34,997	164,367	3,311,083	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,025,553	1,025,553		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,060,550</u>	<u>1,189,920</u>		

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

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

As of April 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,538,815	1,501,682	984,977	65.59
	Other Operating Revenues	295,009	337,211	178,294	52.87
	Total:	1,833,825	1,838,894	1,163,271	63.26
OPERATING EXPENSE	Salaries	612,712	672,748	343,672	51.08
	Benefits	72,812	84,246	45,257	53.72
	Student financial aid - scholarships	11,500	11,500	11,500	100.00
	Utilities	3,999	3,999	1,769	44.23
	Supplies and Other Services	1,055,506	1,027,013	454,577	44.26
	Equipment Expense	77,295	76,176	29,016	38.09
	Loan cancellations and write-offs	0	0	0	0.00
	Total:	1,833,825	1,875,682	885,790	47.22
OPERATING INCOME / (LOSS)		(0)	(36,789)	277,481	(754.26)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	30,000	30,085	100.28
	Investment Income	0	0	0	0.00
	Total:	0	30,000	30,085	100.28
TRANSFERS & OTHER	Capital Expenditures	0	0	(701)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	0	386	(701)	(181.61)
BUDGET BALANCE		(0)	(6,403)	306,865	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		594,449	594,449		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>594,449</u>	<u>588,046</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
For the period ending April 30, 2016

New Grant Funds	164,971.00
LPN Nurse Sustainability Grant	164,971.00
Gifts	0.00
Other Grant/Restricted Fund Related Changes	385.71
FY 15 Perkins Vocational Grant closeout	385.71
Net Change	385.71

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 For the period ending April 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	13,220,783	8,783,603	6,102,230	69.47
	State/Local Grants and Contracts	3,930,424	4,606,480	2,356,663	51.16
	Private Grants and Contracts	445,499	594,832	605,984	101.87
	Total:	17,596,706	13,984,915	9,064,877	64.82
OPERATING EXPENSE	Salaries	839,770	1,796,908	626,561	34.87
	Benefits	59,082	197,757	103,472	52.32
	Student financial aid-scholarships	22,990,699	14,465,699	10,372,502	71.70
	Supplies and Other Services	340,490	477,035	183,789	38.53
	Equipment Expense	718,911	783,924	177,869	22.69
	Total:	24,948,951	17,721,322	11,464,194	64.69
	-				
OPERATING INCOME / (LOSS)		(7,352,245)	(3,736,407)	(2,399,317)	64.21
(EXPENSE)	Federal Pell Grant Revenues	8,000,000	4,500,000	3,395,090	75.45
	Investment Income	0	0	0	0.00
	Gifts	1,151	1,151	1,151	100.00
		8,001,151	4,501,151	3,396,242	75.45
	Capital Expenditures	(705,457)	(820,910)	(975,212)	118.80
	Construction Expenditures	401	401	401	0.00
	Transfers for Fin Aid Match	61,006	61,006	27,600	45.24
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	Total:	(644,050)	(759,503)	(947,211)	124.71
BUDGET BALANCE		4,856	5,242	49,714	948.47
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,430,880	1,430,880		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,435,736	1,436,122		
***	Approved Budget updated for FWS Student Labor/Fringes				

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**CAPITAL PROJECTS UPDATE
FY 2016**

	<i>Project</i>	<i>Project Budget</i>	<i>Encumbrances & Expenses</i>	<i>Available Project Budget</i>	<i>Project Update</i>
In-Progress	Infrastructure - Camera Security System (Campuswide)	\$ 200,000.00	\$ -	\$ 200,000.00	
	Jaynes Hall - HVAC	\$ 2,000,000.00	\$ 1,780,560.26	\$ 219,439.74	Work started May 16, 2016 - Should be completed by Fall Semester
On-Going	Academic Fund	\$ 151,760.00	\$ 103,325.03	\$ 48,434.97	Various Academic Projects throughout the year. Carry-over from FY 15
	Landscaping	\$ 152,766.79	\$ 104,198.36	\$ 48,568.43	Various Projects for FY 16 - Carry-over from FY 15
	Small Projects	\$ 349,067.56	\$ 85,862.54	\$ 263,205.02	Various Projects for FY 16 - Carry-over from FY 15
Completed	Campus - ADA Restrooms	\$ 10,078.90	\$ 10,078.90	\$ -	Completed - Jaynes Hall Restroom Renovated
	Caperton Waterproofing	\$ 166,262.50	\$ 159,389.50	\$ 6,873.00	Completed August 2015
	Colebank Building HVAC	\$ 469,960.00	\$ 469,960.00	\$ -	Completed December 2015 (TIPS Consortium Contract)
	Education Building HVAC	\$ 488,580.00	\$ 488,580.00	\$ -	Completed June 2016
	Infrastructure - Signage	\$ 40,000.00	\$ 17,875.00	\$ 22,125.00	Entrance Signage Complete - Nov 2015
	Infrastructure - Paving	\$ 233,224.38	\$ 233,224.38	\$ -	Completed August 2015
	Infrastructure - Walkways	\$ 150,000.00	\$ 150,000.00	\$ -	Completed June 2016
	School House Museum Repairs	\$ 80,022.91	\$ 80,022.91	\$ -	Completed October 2015

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**Pierpont Community & Technical College Board of Governors
Meeting of June 28, 2016**

ITEM: Five (5) year Program Reviews

COMMITTEE: Committee of the Whole

**RECOMMENDED
RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year program reviews for the Associate of Applied Science (AAS) degrees in Criminal Justice, AMSL/Interpreter Education Training, and Food Service Management, with the recommendation to continue each program at the current level of activity.

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

BACKGROUND: WVCTC Title 133, Series 10, "Policy Regarding Program Review", requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.

AAS degrees in Criminal Justice, AMSL/Interpreter Education Training, and Food Service Management

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

Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the Interim President. All are in agreement that each program is of quality, has potential for growth, meets the mission of the college, and is needed by the citizens and industry of north central West Virginia.

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

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**Pierpont Community & Technical College Board of Governors
Meeting of June 28, 2016**

ITEM: Five (5) year Program Reviews

COMMITTEE: Committee of the Whole

**RECOMMENDED
RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year program review for the Associate of Applied Science (AAS) degree in Homeland Security, with the recommendation to discontinue the program and prepare a teach out plan.

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

BACKGROUND: WVCTC Title 133, Series 10, "Policy Regarding Program Review", requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.

AAS degree in Homeland Security

Recommendation: *Discontinuation of the program with the preparation of a teach out plan.*

The program has been reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the Interim President. All are in agreement that the program may be discontinued and a teach out plan be prepared.

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

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Pierpont Community & Technical College Board of Governors

Meeting of June 28, 2016

ITEM: Appointment of 2016-2017 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 2016-2017 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 2016-2017 officers for the Audit/Finance, Marketing, and Regional Academics Committees by June 30, preceding the commencement of the term.



PIERPONT BOARD OF GOVERNORS 2015 - 2016 OFFICERS & COMMITTEES

Pierpont Board of Governors Officers

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

North Central Advanced Technology Center Advisory Board Officers

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

Audit/Finance Committee

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

Marketing Committee

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

Regional Academics Committee

Sharon Shaffer – Chair
Earl McConnell
Vacant
Jeni Hawkins – Staff Resource
Leslie Lovett – Staff Resource

Presidential Evaluation Committee

Vacant – Chair
Kyle Hamilton
Rick Pruitte

Board of Governors Officers – Nominating Committee

Kyle Hamilton – Chair
Sharon Shaffer
Warren “Chip” VanAlsburg

North Central Advanced Technology Advisory Board – Nominating Committee

James Griffin
Sharon Shaffer

Transition Committee (established April 2015)

Chip VanAlsburg– Chair
James Griffin
Earl McConnell
Sharon Shaffer
Leslie Lovett – Staff Resource
Dale Bradley – Staff Resource

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**Pierpont Community & Technical College Board of Governors
Meeting of June 28, 2016**

ITEM: Policy #16 – Tuition, Fees, Assessment, Payment, and Refund of Fees

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve a final version of Policy #16 – Tuition, Fees, Assessment, Payment, and Refund of Fees. A draft revision of this policy was circulated for public comment for a period of 30-days. Any modifications to the draft revision are based on comments received during the announced 30-day public comment period.

STAFF MEMBER: Dale Bradley

BACKGROUND: At the Pierpont Board of Governors meeting of May 17, 2016, a 30-Day Public Comment Period was established from May 18, 2016 to June 16, 2016 to provide the public the opportunity to address the proposed recommended amendments to Policy #16 – Tuition, Fees, Assessment, Payment, and Refund of Fees. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

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

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

**SUMMARY OF COMMENTS RECIEVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

Policy No. 16 – Tuition, Fees, Assessment, Payment, and Refund of Fees

Number of Comments Received: None

Source of Comments Received

Legal Counsel

No comment.

Students

No comment.

Staff

No comment.

Faculty

No comment.

President's Cabinet

No comment.

General

No comment.

Notice: A complete written copy of the policy comments received during the 30-day comment period were, and are, available for public viewing at 320 Adams Street, Suite 406, Pierpont Community & Technical College, Fairmont, WV.

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

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

Effective Date: December 5, 2002

Amended: May 15, 2012

Repealed:

SECTION 1. GENERAL

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

SECTION 2. PURPOSE

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

SECTION 3. DEFINITIONS

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

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

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

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

SECTION 4. GOALS

- 4.1 Objectives.** Pierpont Community and Technical College shall enhance education opportunities for the widest range of state citizens by:
- 4.1.a** Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W. Va. Code §18B-1D-3(a)(2)(B); and
- 4.1.b** Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with, a clearly delineated public policy goal established by the Legislature ... or the WV Council. W. Va. Code § 18B-1D-3(a)(2)(B).

SECTION 5. TUITION AND FEES

5.1. Approval of Resident Tuition and Required Fee Increases.

- 5.1.a** The Pierpont Board can approve tuition and required fee increases for resident students each fiscal year up to five percent (5%) without WV Council approval.
- 5.1.a.1** The five percent (5%) tuition and fee increases that require only the approval of the Pierpont Board shall be based on required tuition and fee rates charged to all in-state resident students.
- 5.1.a.2** Special Fees approved by the Pierpont Board also require WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed five percent (5%). Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.
- 5.1.a.3** Program Fees approved by the Pierpont Board does not require WV Council's approval. However, these fees must be included

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

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

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

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

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

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

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

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

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

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

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

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

- 5.1.c.1** Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:
 - 5.1.c.2** The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and
 - 5.1.c.3** The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.
- 5.1.d** Pierpont must provide to the WV Council by April 1", any Board approved or proposed new tuition and fees for the next academic year. This report will specify:
- 5.1.d.1** Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;
 - 5.1.d.2** The estimated number of students who will be charged any new or proposed changes to existing special fees; and
 - 5.1.d.3** The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and
 - 5.1.d.4** The justification for tuition and fee increases that exceed a total of 5%

5.2 Review of Nonresident Tuition and Fees.

- 5.2.a** The Pierpont Board shall propose tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.
- 5.2.b** The WV Council will require Pierpont to report annually on the number of nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

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

5.3. Review of Reduced, Nonresident Tuition and Fees.

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

instruction as defined in 5.2.d.

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

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

SECTION 6. FEE CHARGES

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

SECTION 7. REFUND OF REGULAR FEES

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

Refund Schedule

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

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

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

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

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

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

Fall/Spring Semesters:

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

Summer Semesters:

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

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

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

SECTION 8. REFUND OF ROOM AND BOARD

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

SECTION 9. REGISTRATION PERIOD –LATE FEE

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

SECTION 10. INSTALLMENT PAYMENT PLANS

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

SECTION 11. USE OF CREDIT CARDS

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

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

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

SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

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

Tab

9

**Pierpont Community and Technical College
Board of Governors
Meeting of June 28, 2016**

ITEM: FY 2017 Unrestricted Education and General (E&G) Budget Approval

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors approves the attached Unrestricted Education & General (E&G) Budget for FY 2017.

STAFF MEMBER: Dale Bradley

BACKGROUND: The Finance Committee has met with Administration and reviewed the changes proposed to the FY 2017 Unrestricted E&G Budget. Attached is the FY 2017 Budget Planning document that was used in the Finance Committee review.

The proposed FY 2017 Unrestricted E&G Budget is also attached including a comparison identifying changes from the current May 31, 2016 Unrestricted E&G Budget.

The initial FY 2016 Unrestricted E&G Budget reflects a 1.29% increase in State Appropriation of \$93,469 and a 2.18% increase in Tuition and Fees which is the net result of Tuition and Fee increases and the establishment of the Metro Tuition and Fee rate, 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 3%.

The FY 2017 initial budget has a budget balance of \$103,629 without the use of cash reserves.

A budget comparison has been completed for all E&G Unrestricted Funds. This analysis compares

the current FY 2016 Unrestricted E&G Budget as of May 31, 2016 to the initial FY 2017 Unrestricted E&G Budget and reflects the differences between the two.

A summary of the comparison between the current budget and the proposed FY 2017 budget identifies a projected increased revenue plan of approximately \$20,925; a projected increased spending plan of approximately \$174,486 which includes an increase in salaries due to the large number of employee previously covered by various grants that are either concluded at the end of the current fiscal year or phased out on March 31, 2017 (FY 2017). These employees funding was previously associated with the Restricted Finance Reports. There is no clearly identified cost increase related to the operation of the North Central Advanced Technology Center as all of the costs of operation and leasing of Veterans Square have been transfer to the Advanced Technology Center, except for \$31,861 cost increase in "Supplies and Other Services.

Finally, approving this budget plan for FY 2017 allows for the Mercer Step Pay raises for Classified Staff to move forward and effective as soon as possible under the new OASIS system and faculty promotions to be effective with the beginning of their AY 2016-17 contracts.

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

	Current Year 17	Prior Year 16	Period Jul	Current Unrestricted LEVEL 2	
	Budgeted Current year			Actual Current Year	Actual To Budgeted Current Year
					Prior Actual To Prior Year End
OPERATING REVENUES					
Tuition and Fees	8,397,300.79			0.00	0.00
Student Activity Support Revenue	69,200.00			0.00	0.00
Faculty Services Revenue	810,000.00			0.00	0.00
Operating Costs Revenue	100,133.84			0.00	0.00
Support Services Revenue	227,873.61			0.00	0.00
Other Operating Revenues	382,138.34			0.00	0.00
					1.19
Subtotal:	9,986,646.58			0.00	0.00
OPERATING EXPENSES					
Salaries	6,905,964.00			0.00	0.00
Benefits	1,429,171.00			0.00	0.00
Student financial aid - scholarships	227,678.00			0.00	0.00
Utilities	56,838.42			0.00	0.00
Supplies and Other Services	2,731,808.72			0.00	0.00
Equipment Expense	99,383.20			0.00	0.00
Fees retained by the Commission	138,910.00			0.00	0.00
Assessment for Faculty Services	809,999.68			0.00	0.00
Assessment for Support Services	1,919,837.13			0.00	0.00
Assessment for Student Activity Costs	122,001.00			0.00	0.00
Assessment for Operating Costs	1,652,395.16			0.00	0.00
					8.73
Subtotal:	16,093,986.31			0.00	0.00
NONOPERATING REVENUES (EXPENSES)					
State appropriations	7,323,000.00			0.00	0.00
Gifts	30,000.00			0.00	0.00
Investment Income	7,194.00			0.00	0.00
Assessment for E&G Capital & Debt Service Costs	-1,088,220.00			0.00	0.00
					20.83
Subtotal:	6,271,974.00			0.00	0.00
TRANSFERS & OTHER					
Capital Expenditures	0.00			0.00	0.00
Transfers for Financial Aid Match	-61,006.00			0.00	0.00
Transfers - Other	0.00			0.00	0.00
					0.00
Subtotal:	-61,006.00			0.00	0.00
OPERATING INCOME/LOSS	-6,107,339.73			0.00	0.00
BALANCE	103,628.27			0.00	0.00
					157.42

FZRPR03

Fund %

JUN-15-16

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

	Current Year 17	Prior Year 16	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
OPERATING REVENUES						
Tuition and Fees			6,886,618.55	0.00	0.00	41.59
Student Activity Support Revenue			69,200.00	0.00	0.00	
Faculty Services Revenue			810,000.00	0.00	0.00	0.00
Operating Costs Revenue			100,133.84	0.00	0.00	0.00
Support Services Revenue			227,873.61	0.00	0.00	0.00
Other Operating Revenues			48,000.00	0.00	0.00	0.00
Subtotal:			8,141,826.00	0.00	0.00	37.09
OPERATING EXPENSES						
Salaries			6,220,545.00	0.00	0.00	9.01
Benefits			1,348,326.00	0.00	0.00	9.48
Student financial aid - scholarships			216,178.00	0.00	0.00	0.69
Utilities			52,839.00	0.00	0.00	14.80
Supplies and Other Services			1,718,422.85	0.00	0.00	7.11
Equipment Expense			23,207.14	0.00	0.00	25.25
Fees retained by the Commission			138,910.00	0.00	0.00	25.00
Assessment for Faculty Services			809,999.68	0.00	0.00	0.00
Assessment for Support Services			1,919,837.13	0.00	0.00	0.00
Assessment for Student Activity Costs			122,001.00	0.00	0.00	2.31
Assessment for Operating Costs			1,652,395.16	0.00	0.00	0.00
Subtotal:			14,222,660.96	0.00	0.00	6.19
NONOPERATING REVENUES (EXPENSES)						
State appropriations			7,323,000.00	0.00	0.00	20.83
Investment Income			7,194.00	0.00	0.00	0.00
Assessment for E&G Capital & Debt Service Costs			-1,088,220.00	0.00	0.00	2.33
Subtotal:			6,241,974.00	0.00	0.00	23.70
TRANSFERS & OTHER						
Capital Expenditures			0.00	0.00		0.00
Transfers for Financial Aid Match			-61,006.00	0.00	0.00	0.00
Transfers - Other			-385.92	0.00	0.00	0.00
Subtotal:			-61,391.92	0.00	0.00	0.00
OPERATING INCOME/LOSS			-6,080,834.96	0.00	0.00	-49.19
BALANCE			99,747.12	0.00	0.00	166.21

FZRPR03

Fund %

JUN-15-16

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

		Current Year 17	Prior Year 16	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
OPERATING REVENUES	Tuition and Fees			1,510,682.24	0.00	0.00	29.87
	Other Operating Revenues			334,138.34	0.00	0.00	1.35
	Subtotal:			1,844,820.58	0.00	0.00	25.71
OPERATING EXPENSES	Salaries			685,419.00	0.00	0.00	5.00
	Benefits			80,845.00	0.00	0.00	5.36
	Student financial aid - scholarships			11,500.00	0.00	0.00	0.00
	Utilities			3,999.42	0.00	0.00	2.12
	Supplies and Other Services			1,013,385.87	0.00	0.00	8.08
	Equipment Expense			76,176.06	0.00	0.00	6.57
	Subtotal:			1,871,325.35	0.00	0.00	6.60
NONOPERATING REVENUES (EXPENSES)	Gifts			30,000.00	0.00	0.00	0.00
	Subtotal:			30,000.00	0.00	0.00	0.00
TRANSFERS & OTHER	Capital Expenditures			0.00	0.00		0.00
	Transfers - Other			385.92	0.00	0.00	
	Subtotal:			385.92	0.00	0.00	0.00
OPERATING INCOME/LOSS				-26,504.77	0.00	0.00	102.51
BALANCE				3,881.15	0.00	0.00	91.84

FZRPR03

Fund %

JUN-15-16

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

	Current Year 17	Prior Year 16	Period Jul	Auxiliary		
				Auxiliary - PC&TC -Clearing & Adj.		
			Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End
OPERATING REVENUES Auxiliary enterprise revenue			658,036.00	0.00	0.00	44.43
Subtotal:			658,036.00	0.00	0.00	44.43
OPERATING EXPENSES Assessment for Auxiliary Fees & Debt Service			658,036.00	0.00	0.00	2.10
Subtotal:			658,036.00	0.00	0.00	2.10
 OPERATING INCOME/LOSS			 0.00	 0.00	 0.00	 *****
 BALANCE			 0.00	 0.00	 0.00	 1537.58

FZRPR03

Fund %

JUN-15-16

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

Comparison of the May 31, 2016 to the FY 2017 Initial Budget

Current Unrestricted

		Budget FY 2016 May 31, 2016	Budget FY 2017 7/1/2016	Difference
OPERATING REVENUE	Tuition and Fees	8,217,815	8,397,301	179,486
	Student Activity Support Revenue	69,200	69,200	0
	Faculty Services Revenue	810,000	810,000	0
	State/Local Grants and Contracts	0	0	0
	Auxiliary Enterprise Revenue	727,263	658,036	(69,227)
	Operating Costs Revenue	100,134	100,134	0
	Support Services Revenue	298,343	227,874	(70,469)
	Other Operating Revenues	401,003	382,138	(18,865)
	Total:	10,623,758	10,644,683	20,925
OPERATING EXPENSE	Salaries	6,707,616	6,905,964	198,348
	Benefits	1,463,051	1,429,171	(33,880)
	Student financial aid-scholarships	218,938	227,678	8,740
	Utilities	56,838	56,838	0
	Supplies and Other Services	2,699,948	2,731,809	31,861
	Equipment Expense	99,383	99,383	0
	Loan cancellations and write-offs	0	0	0
	Fees retained by the Commission	138,910	138,910	0
	Assessment for Faculty Services	810,000	810,000	(0)
	Assessment for Support Services	1,945,454	1,919,837	(25,617)
	Assessment for Student Activity Costs	122,001	122,001	0
	Assessment for Auxiliary Fees & Debt Service	727,263	658,036	(69,227)
	Assessment for Operating Costs	1,588,209	1,652,395	64,186
	Total:	16,577,612	16,752,022	174,411
OPERATING INCOME / (LOSS)		(5,953,854)	(6,107,339)	(153,486)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,229,531	7,323,000	93,469
	State Fiscal Stabilization Funds	0	0	0
	Gifts	30,000	30,000	0
	Investment Income	7,194	7,194	0
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	0
	Reappropriated State Funding	0	0	0
	Total:	6,178,505	6,271,974	93,469
TRANSFERS & OTHER	Capital Expenditures	0	0	0
	Transfers for Fin Aid Match	(61,006)	(61,006)	0
	Indirect Cost Recoveries	0	0	0
	Transfers for Capital Projects	0	0	0
	Transfers - Other	0	0	0
	One-time use of reserve	0	0	0
	Total:	(61,006)	(61,006)	0
BUDGET BALANCE		163,645	103,629	(60,017)

**FY 2017 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS**

PERMANENT BUDGET ADJUSTMENTS:

Revenue Adjustments:

State Appropriation

93,469

Additional Revenue Estimated Based on 7% E&G Tuition Increase (5% Overall)

349,367

Additional Revenue Estimated Based on Metro Rate

48,220

State Appropriation Allocated for Pay Raises

0

State Appropriation Allocated for Oasis Billing

0

State Appropriation allocated for PEIA Increase (0%)

0

State Fiscal Stabilization Funds

0

Tuition & Fee Decline - Enrollment Projections - 3% Decrease

(149,729)

Enrollment Growth/(Decline) (FY 2016 Shortfall)

(68,372)

Revenue Adjustments Sub-total:

272,955

Chargeback Percentage Shift:

-Chargeback Revenue - Chargeback Percentage Shift

0

-Chargeback Expense - Chargeback Percentage Shift (Reduction to Expense)

0

Chargeback Percentage Shift Sub-total:

0

SWEEP Budget:

(43,941)

SWEEP Budget Sub-total:

(43,941)

Budget Reserve:

Reserve for Labor

0

Pierpont Operations Fee - Reserve for Operating Budget

0

Budget Reserve Sub-total:

0

Pay Raises 0%:

0

-Chargeback Revenue - Pay Raises

0

-Chargeback Expense - Pay Raises

0

Pay Raises Sub-total:

0

Mandatory Pay Raise Costs

Mercer Scale Cost for Step Movement

(22,965)

- Chargeback Revenue - Mandatory Pay Raise Costs-Mercer Scale/Mandated Raise

4,152

- Chargeback Expense - Mandatory Pay Raise Costs-Mercer Scale/Mandated Raise

(11,602)

Oasis Billing (fee increase)

0

State Minimum Wage Increase

0

- Chargeback Revenue - State Minimum Wage Increase

0

- Chargeback Expense - State Minimum Wage Increase

0

Faculty Promotions

(40,099)

Reclassification of Classified and Non-Classified Employees

0

- Chargeback Revenue - Reclassification of Classified and Non-Classified Employees

0

- Chargeback Expense - Reclassification of Classified and Non-Classified Employees

0

Mandatory Pay Raise Costs Sub-total:

(70,514)

PEIA Rate Increase 0%:

Rate Increase to Employer Paid Premiums

0

- Chargeback Revenue - Active Employee PEIA Rate Increase

0

- Chargeback Expense - Active Employee PEIA Rate Increase

0

PEIA Rate Increase Sub-total:

0

PERMANENT BUDGET ADJUSTMENTS:		
	Annual Increment (\$60.00 per pay after 3 yrs of service)	
	Increment Increase	(5,975)
	-Chargeback Revenue - Increment Increase	164
	-Chargeback Expense - Increment Increase	<u>2,161</u>
	Annual Increment Sub-total:	(3,650)
	Post Retirement Employment Prep Program:	
	Post Retirement Cost Estimate	0
	- Chargeback Revenue - Post Retirement Employment Program	0
	- Chargeback Expense - Post Retirement Employment Program (<i>Reduction to UNIV Expense</i>)	<u>0</u>
	Phased Retirement Sub-total:	0
	Faculty:	
	General Education Faculty (2)	0
	Adjunct Faculty - Health Careers LPN Cohort (<i>50% E&G</i>)	0
	Health Careers Faculty:	0
	Pos 172 Savings (Adj with retirement of B. Born)	27,137
	Stipend (Additional Coordinator Duties for Pos 165 E. Ryan)	(5,132)
	Pos 808 Savings (Adj with retirement of J. Nelson)	78
	Pos 221 Increase (Adj with retirement of S. Grudi)	<u>(3,645)</u>
	Faculty Sub-total:	18,438
	Staff:	
	Assistant Provost (<i>need in addition to reserves held for position</i>)	(22,836)
	Student Services - Pos 992 (<i>savings with reduction for years of service</i>)	7,039
	Regional Academics Savings:	
	Pos 985 Savings (Vacant) (5971XX-7452XX)	44,849
	Chargeback Revenue - Loss of Revenue	(31,143)
	Adjunct Pos A00025 (3100XX-7453XX)	59,441
	Student Pos S00030 (3100XX-7454XX)	360
	Chargeback Revenue - Loss of Revenue	(250)
	Adjunct Pos A00008 (3100XX-7456XX)	<u>62,981</u>
	Regional Academic Savings Sub-Total	136,238
Current Request	Financial Aid Counselor	(14,787)
	Counselor (Graduate Assistant)	0
	Program Asst II	<u>(37,000)</u>
	Current Student Services Staff Request Sub-total:	(51,787)
Stand up BANNER	Program Coordinator	0
	Program Coordinator/Program Specialist	0
	Information System Specialist	0
	Program Specialist	<u>0</u>
	Stand Up BANNER Student Services Staff Request Sub-total:	0
	Staff Sub-total:	68,654

PERMANENT BUDGET ADJUSTMENTS:		
Funding Changes in Labor (Move Positions from Grant Funding):		
POS# 718 Vacant (Former M. Edwards)		\$0.00
POS# 893 Doug Furr		(16,623)
POS# 956 Harmony Garletts		(10,060)
POS #787 Bo Sellers		(10,855)
POS #787 Bo Sellers		(8,903)
POS# 890 Paige Buckhalter		(2,192)
POS# 979 Brittany Stout		(10,387)
POS# 569 Matthew Demaria		(14,162)
POS# 895 Susan Coffindaffer		(14,392)
POS# 914 Ron Wallsmith		(82,324)
POS# 932 Mitchell Jordan		(8,239)
POS# 936 Donna Gentry		(17,470)
POS# 855 Deanne Broschious		<u>26,298</u>
	Funding Changes in Labor Sub-total:	(169,309)
Assessment Services:		
-Chargeback Revenue - Assessment Services		<u>0</u>
	Assessment Services Sub-total:	0
Budget Shortages:		
		0
		<u>0</u>
	Budget Shortages Sub-total:	0
Budget Cut(Increases) Initiatives:		
Operating Budget Cuts:		
Continuing Education at Veteran's Square general operations (3100XX-7510XX)		10,000
Pierpont 5k Race Discontinuation (3100XX-7530XX)		2,700
Pierpont 5k Race Discontinuation (3100XX-7530XX)(Revenue Decrease)		<u>(2,700)</u>
	Operating Budget Cuts Sub-total:	10,000
Academic Program Cuts/(Increases):		
Radiological Technology - UHC/Ruby		<u>(100,000)</u>
	Academic Program Cuts (Increases) Sub-total:	(100,000)
Utility Fee Increases:		
-Chargeback Expense - Utility Increases		<u>0</u>
	Utility Fee Increases Sub-total:	0
Establishment/Update of Operation Budget:		
Targeted Budget Reductions		0
		<u>0</u>
	Establishment/Update of Operation Budget Sub-total:	0

PERMANENT BUDGET ADJUSTMENTS:		
Pierpont Operations Fee:		
Increase to Operations Fee Revenue		<u>0</u>
	Pierpont Operations Fee Sub-total:	0
Lease Updates:		
Increased Operations Fee Revenue Applied to Veteran's Square Lease		0
Veteran's Square Lease Expiration (3100XX)		297,545
Veteran's Square Lease Renewal -1st Floor (3100XX)		0
WVHTC Training Center Lease Renewal		<u>0</u>
	Lease Updates Sub-total:	297,545
Advanced Technology Center:		
Operation Costs (transfer of budget from Vet Sq Lease to only open the 2nd floor)		<u>(297,545)</u>
	Advanced Technology Center Sub-total:	(297,545)
Custodial Costs:		
-Chargeback Expense - Decrease to Expense (Pos labor savings on remaining budget due to retirement)		23,960
-Chargeback Expense - Decrease to Expense (Pos labor savings - FT pos going to Op Shop coverage)		13,421
-Chargeback Expense - Increase to Custodial Personnel (Op Shop)		(74,702)
-Chargeback Expense - Increase to Custodial Supplies		<u>(5,112)</u>
	Custodial Costs Sub-total:	(42,433)
Audit Contract Costs:		
Financial Statement Audit Costs		<u>0</u>
	Audit Contract Costs Sub-total:	0
Annual BRIM Premium:		
-Chargeback Expense - Brim Premium		<u>0</u>
	Annual BRIM Premium Sub-total:	0
HERA Assessment:		
Annual HERA Assessment		<u>0</u>
	HERF Assessment Sub-total:	0
Collection Costs:		
Student Debt Collection Costs		<u>0</u>
	Collection Costs Sub-total:	0
Degree Works:		
Transfer Equivalency		<u>(1,600)</u>
	Degree Works Sub-total:	(1,600)
ADA Costs:		
Disability Accommodations		<u>0</u>
	ADA Costs Sub-total:	0

PERMANENT BUDGET ADJUSTMENTS:		
Banner Implementation:		
Ellucian Contract		<u>0</u>
	Banner Implementation Sub-total:	0
Tuition Waivers & Scholarships Costs:		
Full Ride Scholarships (Montgomery)		0
Combined Ability Scholarship		106
		(8,846)
Waivers Due to Increase of Fee		0
Yellow Ribbon Waiver		<u>0</u>
Francis Pierpont Waiver		(8,740)
	Tuition Waiver Costs Sub-total:	
SEOG & Federal Work Study:		
SEOG Matching Contributions		0
FWS Matching Contributions		<u>0</u>
	SEOG & Federal Work Study Sub-total:	0
PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:		(70,139)
FY 16 ONE-TIME BUDGETS REMOVED:		
Removal of One-time FY 2016 Budgets:		
Fund Manager Controlled		
One-time Use of Reserves -		0
	<i>Removal of FY 16 One-time Budgets - Fund Manager Controlled Sub-total</i>	0
President Controlled		
One-time Use of Reserves -		0
Respiratory Care		3,500
Med Lab Tech		2,500
	<i>Removal of FY 16 One-time Budgets - President Controlled Sub-total</i>	<u>6,000</u>
	Removal of One-time FY 2016 Budgets Sub-total:	6,000
FY 16 ONE-TIME BUDGETS REMOVED SECTION SUB-TOTAL:		6,000
PROPOSED CHANGES RELATED TO PIERPONT DECISIONS:		
Pierpont's Proposed Agreement		
-Chargeback Expense		<u>0</u>
	Pierpont's Proposed Agreement Sub-total:	0
PROPOSED CHANGES RELATED TO PIERPONT DECISIONS SECTION SUB-TOTAL:		0
FY 2017 Budget After Projections:		100,493
Budget Deficit Reduction Actions:		
Use of Budget Reserves		0
FY 2017 Net Budget After Projections and Reserve Spending:		<u>100,493</u>

Tab

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 28, 2016**

ITEM: Approval of the FY 2017 Chargeback Agreement.

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Pierpont Community and Technical College Board of Governors approves the attached Chargeback Agreement for FY 2017 between Fairmont State University and Pierpont Community and Technical College; Chargeback Table and estimated chargeback budget.

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 2017 Chargeback discussion were occurring it was agreed that there would be no changes to chargeback from FY 2016.

Chargeback Agreement for Fiscal Year 2017

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.

Central Fees (fees assessed for services such as New Student Fees and Late Fees) are in a transition year in 2017. 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 2016, 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 2016, 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 2017.

Chairperson
Fairmont State
Board of Governors

Chairperson
Pierpont Community & Technical College
Board of Governors

President
Fairmont State University

President
Pierpont Community & Technical College

FY 2017 CHARGEBACK ORGANIZATIONS

FY	COA	ORG	ORG TITLE	OWNER	FUND	FSU %	PCTC %	% Total
2017	1	1001XX	Human Resources	U	6001XX	69.44	30.56	100
2017	1	1001XX	Human Resources	U	9000XX	69.44	30.56	100
2017	1	1211XX	Public Relations - Labor	U	6001XX	95.00	5.00	100
2017	1	1211XX	Public Relations - Labor	U	9000XX	95.00	5.00	100
2017	1	2390XX	Caperton Center-Administration	U	6001XX	69.44	30.56	100
2017	1	2390XX	Caperton Center-Administration	U	9000XX	69.44	30.56	100
2017	1	2391XX	Caperton Center - Instruction	U	6001XX	69.44	30.56	100
2017	1	2391XX	Caperton Center - Instruction	U	9000XX	69.44	30.56	100
2017	1	3110XX	Business Office	U	6001XX	69.44	30.56	100
2017	1	3110XX	Business Office	U	9000XX	69.44	30.56	100
2017	1	3130XX	Mailroom	U	6001XX	69.44	30.56	100
2017	1	3130XX	Mailroom	U	9000XX	69.44	30.56	100
2017	1	3158XX	Institutional Administrative Costs	U	6001XX	69.44	30.56	100
2017	1	3158XX	Institutional Administrative Costs	U	9000XX	69.44	30.56	100
2017	1	3165XX	General Institutional	U	6001XX	69.44	30.56	100
2017	1	3165XX	General Institutional	U	9000XX	69.44	30.56	100
2017	1	3400XX	Physical Plant Administration	U	6001XX	69.44	30.56	100
2017	1	3400XX	Physical Plant Administration	U	9000XX	69.44	30.56	100
2017	1	3401XX	Recycling	U	6001XX	69.44	30.56	100
2017	1	3401XX	Recycling	U	9000XX	69.44	30.56	100
2017	1	3405XX	Custodial Services	U	6001XX	69.44	30.56	100
2017	1	3405XX	Custodial Services	U	9000XX	69.44	30.56	100
2017	1	3407XX	Operations and Maintenance-MATEC	U	6001XX	69.44	30.56	100
2017	1	3407XX	Operations and Maintenance-MATEC	U	9000XX	69.44	30.56	100
2017	1	3412XX	Utilities	U	6001XX	69.44	30.56	100
2017	1	3412XX	Utilities	U	9000XX	69.44	30.56	100
2017	1	3425XX	Receiving and Storage	U	6001XX	69.44	30.56	100
2017	1	3425XX	Receiving and Storage	U	9000XX	69.44	30.56	100
2017	1	5006XX	Enrollment Services 5% CB	U	6001XX	95.00	5.00	100
2017	1	5006XX	Enrollment Services 5% CB	U	9000XX	95.00	5.00	100
2017	1	5007XX	Enrollment Services 20% CB	U	6001XX	80.00	20.00	100
2017	1	5007XX	Enrollment Services 20% CB	U	9000XX	80.00	20.00	100
2017	1	5008XX	Enrollment Services-10%CB	U	6001XX	90.00	10.00	100
2017	1	5008XX	Enrollment Services-10%CB	U	9000XX	90.00	10.00	100
2017	1	5010XX	Enrollment Services	U	6001XX	69.44	30.56	100
2017	1	5010XX	Enrollment Services	U	9000XX	69.44	30.56	100
2017	1	5142XX	ADA Administration 10% CB	U	6001XX	90.00	10.00	100
2017	1	5142XX	ADA Administration 10% CB	U	9000XX	90.00	10.00	100
2017	1	6130XX	CIO - Telephone	U	6001XX	69.44	30.56	100
2017	1	6130XX	CIO - Telephone	U	9000XX	69.44	30.56	100
2017	1	6150XX	Library	U	6001XX	69.44	30.56	100
2017	1	6150XX	Library	U	9000XX	69.44	30.56	100
2017	1	6170XX	CIO - Information Technology	U	6001XX	69.44	30.56	100
2017	1	6170XX	CIO - Information Technology	U	9000XX	69.44	30.56	100
2017	1	6171XX	Business Applications	U	6001XX	69.44	30.56	100
2017	1	6171XX	Business Applications	U	9000XX	69.44	30.56	100
2017	1	6173XX	Teaching & Learning Commons	U	6001XX	69.44	30.56	100
2017	1	6173XX	Teaching & Learning Commons	U	9000XX	69.44	30.56	100
2017	1	6174XX	Networks	U	6001XX	69.44	30.56	100
2017	1	6174XX	Networks	U	9000XX	69.44	30.56	100
2017	1	6209XX	Business Office - Computer Charges	U	6001XX	69.44	30.56	100
2017	1	6209XX	Business Office - Computer Charges	U	9000XX	69.44	30.56	100

FY 2017 CHARGEBACK ORGANIZATIONS

FY	COA	ORG	ORG TITLE	OWNER	FUND	FSU %	PCTC %	% Total
2017	1	6370XX	CIO - Information Technology CB 20%	U	6001XX	80.00	20.00	100
2017	1	6370XX	CIO - Information Technology CB 20%	U	9000XX	80.00	20.00	100
2017	1	6373XX	Teaching & Learning Commons CB 20%	U	6001XX	80.00	20.00	100
2017	1	6373XX	Teaching & Learning Commons CB 20%	U	9000XX	80.00	20.00	100
2017	1	6473XX	Teaching & Learning Commons CB 50%	U	6001XX	50.00	50.00	100
2017	1	6473XX	Teaching & Learning Commons CB 50%	U	9000XX	50.00	50.00	100
2017	1	7225XX	Tutoring	C	3100XX	69.44	30.56	100
2017	1	7225XX	Tutoring	C	3103XX	69.44	30.56	100
2017	1	7225XX	Tutoring	C	5971XX	69.44	30.56	100
2017	1	7410XX	C&TC General Administration	C	3100XX	69.44	30.56	100
2017	1	7410XX	C&TC General Administration	C	3103XX	69.44	30.56	100
2017	1	7410XX	C&TC General Administration	C	5971XX	69.44	30.56	100
2017	1	7420XX	Off-Campus Credit Programs	C	3100XX	69.44	30.56	100
2017	1	7420XX	Off-Campus Credit Programs	C	3103XX	69.44	30.56	100
2017	1	7420XX	Off-Campus Credit Programs	C	5971XX	69.44	30.56	100
2017	1	7452XX	Off Campus Courses - North	C	3100XX	69.44	30.56	100
2017	1	7452XX	Off Campus Courses - North	C	3103XX	69.44	30.56	100
2017	1	7452XX	Off Campus Courses - North	C	5971XX	69.44	30.56	100
2017	1	7454XX	Off-Campus Courses - South	C	3100XX	69.44	30.56	100
2017	1	7454XX	Off-Campus Courses - South	C	3103XX	69.44	30.56	100
2017	1	7454XX	Off-Campus Courses - South	C	5971XX	69.44	30.56	100
2017	1	7470XX	Dual-Credit Programs	C	3100XX	69.44	30.56	100
2017	1	7470XX	Dual-Credit Programs	C	3103XX	69.44	30.56	100
2017	1	7470XX	Dual-Credit Programs	C	5971XX	69.44	30.56	100

Tab

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 28, 2016**

ITEM: FY 2017 Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves the \$1,740,000 in FY 2017 Capital Project budgets consisting of \$1,325,000 from Education and General Capital Funds and \$415,000 from Infrastructure Funds.

STAFF MEMBER: Dale Bradley

BACKGROUND: New projects to be funded by E&G Capital Fee and Infrastructure Fee reserves amount to \$1,740,000 (See attached FY 2017 Proposed Capital Projects list and narrative explaining the need for the new projects).

CAPITAL PROJECT PLAN FY 2017

E&G PRIORITY LIST

Priority	Building	Project	Amount
1	Campus Wide	Small Projects	\$ 125,000.00
2	Campus Wide	Academic Fund	\$ 100,000.00
3	Turley Center	Roof Renewal	\$ 400,000.00
4	Wallman Hall	Roof Renewal	\$ 300,000.00
5	Colebank Hall	Elevator Upgrades	\$ 125,000.00
6	Education Building	Elevator Upgrades	\$ 125,000.00
7	Jaynes Hall	Elevator Upgrades	\$ 150,000.00
			\$ 1,325,000.00

2017 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 decide how this is spent.

3 Turley Center Roof Renewal

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

4 Wallman Hall Roof Renewal

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

5 Colebank Hall Elevator Upgrades

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

6 Education Building Elevator Upgrades

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

7 Jaynes Hall Elevator Upgrades

The Jaynes Hall elevator is dated and in need of an update.

**CAPITAL PROJECT PLAN
FY 2017**

INFRASTRUCTURE PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Campus Wide	Landscaping	\$ 100,000.00
2	Campus Wide	Small Projects	\$ 30,000.00
3	Campus Wide	Security Camera System	\$ 75,000.00
4	Infrastructure	Paving	\$ 150,000.00
		Feaster - Back Lot	
		Striping & Sealing	
		Hunt Haught Hall Lot & Loop	
5	Infrastructure	Infrastructure & Utility Maintenance/Upgrades	\$ 50,000.00
6	Infrastructure	Main Loop Striping	\$ 10,000.00
			\$ 415,000.00

2017 Capital Projects Descriptions

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 2017**

FACILITIES PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Parking Garage	Maintenance	\$ 50,000.00
2	Parking Garage	Lighting Upgrade	\$ 55,000.00
			\$ 105,000.00

2017 Capital Projects Descriptions

Facilities Projects

1 Parking Garage Maintenance

The Parking Garage requires continuous caulking of floors in garage and upkeep including: pressure washing and painting.

2 Parking Garage Lighting Upgrade

Upgrade lighting to increase lighting levels. Original budget of \$55,000 would not cover the cost of the light fixtures. Various light fixtures have been tried to see which is most efficient and provides the best lighting throughout the parking garage.

Tab

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Pierpont Community & Technical College Board of Governors

Meeting of June 28, 2016

ITEM: Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2016-2017 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 2016-2017 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.



PIERPONT BOARD OF GOVERNORS 2015 – 2016 OFFICERS & COMMITTEES

Pierpont Board of Governors Officers

James Griffin – Chair (began service in term AY 2014-2015)

Earl McConnell – Vice Chair

Sharon Shaffer – Secretary
