



BOARD

OF

GOVERNORS

September 15, 2015

SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS MEETING

September 15, 2015

Falcon Center Board Room, Locust Avenue Campus

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

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

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

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

2:00 PM Full Board Meeting
Falcon Center Board Room
Chairman: James E. Griffin

4:00 PM *Pierpont BOG and Pierpont Foundation Board meet with Your Community Foundation, Inc.*
Falcon Center Board Room

AGENDA

Pierpont Community & Technical College BOARD OF GOVERNORS MEETING September 15, 2015

Call to Order

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of BOG Meeting Minutes (August 18, 2015)

Tab 1 – Informational
Tab 2 – Informational
Tab 3 – Action Item

Special Recognitions/Updates

-  Deferred.

President's Report (*Dale Bradley*)

Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Council Report (*Brittany Stout*)
3. Faculty Senate Report (*David Beighley*)
4. Workforce Development Report (*Paul Schreffler*)

Tab 4 – Informational

Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*)
 - a. July 31, 2015 Financial Report
2. Resolution to Amend Policy No. 53 – Information Technology Approval of a 30-Day Public Comment Period (*Rob Linger*)
3. Resolution to Establish New Policy No. 61 – Distance Learning Approval of a 30-Day Public Comment Period (*Leslie Lovett*)
4. Resolution to Approve Five Year Program Review (*Leslie Lovett*)
AAS Veterinary Technology Degree Program

Tab 5 – Informational

Tab 6 – Action Item

Tab 7 – Action Item

Tab 8 – Action Item

Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

New Business

Old Business

Public Comment

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.

- ✓ **The next Pierpont Board of Governors Meeting will be held at 2:00 PM on October 20, 2015 in the Falcon Center Board Room, Locust Avenue, Fairmont**

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

Acronyms Used in Higher Education

AA	Associate of Arts
AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ABE	Adult Basic Education
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACE	American Council on Education
AS	Associate of Science
AFA	Associate of Fine Arts
ALICE	Alert, Lockdown, Inform, Counter, and Evacuate
APPD	Applied Design
ASL	American Sign Language
ASTP	Airframe Structures Training Program
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATMAE	Association of Technology Management and Applied Engineering
ATE	Advanced Technical Education
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BFA	Bachelor of Fine Arts
BOE	Board of Education
BS	Bachelor of Science
BTG	Bridging the Gap
CAS	Certificate of Applied of Science
CASA	Court Appointed Special Advocates
CASE	Council for Advancement and Support of Education
CCA	Complete College America
CCCT	Community College and Career Training

CCRC	Community College Research Center
CE	Continuing Education
CEWD	Center of Energy Workforce Development
CFWV	College Foundation of West Virginia
CHEA	Council for Higher Education Accreditation
CITE	Center for Information Technology Education
CIQG	CHEA International Quality Group
CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education
CPT	Certified Phlebotomy Technicians
CRD	Council for Resource Development
CTCS	Community and Technical College System
CTE	Career and Technical Education (K-12)
CUPA HR	College and University Professional Association for Human Resources
CWE	Center for Workforce Education (old terminology – now School of Workforce Development)
DHHR	Department of Health and Human Resources
DOE	Department of Education
DOL	Department of Labor
EC	Early Childhood
EDGE	Earn a Degree Graduate Early
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
EMR	Emergency Medical Responder

EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ETA	Employment Training Administration (within DOL)
ERP	Enterprise Resource Planning
FAB	Fashion Advisory Board
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FF&E	Furniture, Fixtures, and Equipment
FOSM	Food Service Management
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HIT	Health Information Technology
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LLL	Life Long Learners
LPN	Licensed Practical Nurse
LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary
MLT	Medical Laboratory Technician
MSSC	Manufacturing Skill Standards Council
MTEC	Monongalia County Technical Education Center
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCATC	National Coalition of Advanced Technology Centers

NCCRS	National College Credit Recommendation Service
NCMPR	National Council for Marketing and Public Relations
NETL	National Energy Technology Laboratory
NHCA	National Health Career Association
NISOD	National Institute for Staff and Organizational Development
NOCTI	National Occupational Competency Testing Institute
NSF	National Science Foundation
MPA	Master of Public Administration
OSHA	Occupational Safety and Health Administration
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
PIPE	Pierpont Institute of Energy Workforce Development of North Central WV
RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
RESA	Regional Education Service Agency
RHIA	Registered Health Information Administrator
RRT	Registered Respiratory Therapist
SAP	German Software Corporation, S ystems, A pplications, and P roducts (in Data Processing) or S atisfactory A cademic P rogress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)

STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board

	(regional agency)
WVADE	West Virginia Association of Developmental Education
WVAYC	West Virginia Association for Young Children
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
August 18, 2015
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 18, 2015, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

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

Board members absent were:

Jeff Tucker. Also, one Board of Governors Member position and one Student Government Representative position are vacant.

President's Cabinet members present were:

Interim President Dale Bradley, Steve Leach, Rob Linger, Paul Schreffler and Cyndee Sensibaugh

Faculty and staff were also in attendance.

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors meeting the 2015-2017 Classified Staff Council Representative, Memori Dobbs, was officially sworn in by Notary Public, Cyndee Sensibaugh.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:00 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on June 17, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

- 🏆 Rob Linger, CIO, recognized his new staff members. Paige Buckhalter – Web Master, Reno Castelli – temporary position in System Management, and Dennis Mason – student intern at the IS Help Desk.

President's Report

Interim President Dale Bradley deferred his report.

Operation Reports

- 🏆 *Office of Public Safety Report:* Chief Jack Clayton reported that with the start of the school year, parking has been congested and temporary parking has been set up at the football parking lot. Adding to the congestion is the lot on Locust Avenue has not been completed by the highway department. Some warning citations have been issued to those parking in handicapped spots. A few employees have not had their parking permits activated, but this is being handled. An officer is stationed at the parking lot gate in the mornings to assist student and staff.

Emergency response plans are continuing to be developed at each institutional location and the Public Safety staff will be meeting with city officials to coordinate these efforts. Meetings have been held with the Braxton County Police Department and the Monongalia County School Board. The Physical Plant Occupational Safety staff is working with the Safety and Security team on this matter.

There has been a high rate of personnel turnover, and new staff is being hired. A new officer begins in September, one officer is at the police academy and one is slated for December graduation.

A question was asked of Chief Clayton to give an update on the status of campus security cameras. Chief Clayton stated that a meeting has been scheduled to look at maintenance and the installation of 200 online cameras. Cameras will be working at each entrance and exit.

Committee of the Whole

- *Financial Report - Informational*

Dale Bradley provided a summary of the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current

budget and year-to-date actual as of May 31, 2015 and June 30, 2015. Complete details were provided in the August 18, 2015 Board of Governors Book.

- *Resolution to Accept the Five Year Program Review for Business AAS Degree Program – Action Item*

Prior to this Board meeting, Provost Leslie Lovett provided the Business AAS Degree Five-Year Program Review documents electronically to the Board. In absence of Provost Lovett, Dean Gerald Bacza brought forth a resolution to approve the Five Year Program Review for the Business AAS Degree Program and continuation of this program at its current level of activity. The Business AAS Degree Program viability has been reviewed by the Program Advisory Board, faculty, Dean of Business Aviation and Technology, Vice President of Academic Affairs, and the Interim President.

Dean Bacza noted that the name of the program was changed from AAS in Business Technology to AAS in Business. Three tracks were identified within the program, including Accounting, Business Management and Office Administration.

Sharon Shaffer presented a motion to approve the five-year program review report for the Business AAS Degree Program and to continue the program, as presented, at its current level of activity. Rick Pruitte seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, and Mr. Dale Bradley, Interim President/CFO, presented the report.

🔖 *Approval of the FY 2017 State Appropriations Request*

A resolution was presented for approval of the FY 2017 State Appropriations Request. Recommendations were made by the WV State Budget Office and directions were provided by the WV Higher Education Policy Commission for submission of the FY 2017 base budget to be prepared at no more than the FY 2016 base budget of \$7,530,634. Therefore, upon Board approval, Pierpont will submit the FY 2017 State Appropriation Request at 100% of the FY 2016 base budget. A complete summary was provided to the Board as a handout at the meeting and online at the Pierpont website in the August 18, 2015 Board book.

Earl McConnell presented a motion to approve the FY 2017 State Appropriations Request, as presented. Linda Aman seconded the motion. All agreed. Motion carried.

☛ Approval of the FY 2017 Capital Appropriations Request

A resolution was presented for approval of the FY 2017 Capital Appropriations Request. This request is evaluated by the State CTCS (HEPC) staff and is placed on a state-wide CTCS (HEPC) prioritized list for funding. Pierpont and Fairmont State are required to submit separate and unduplicated projects; however, the institutions Separation of Assets Agreement require joint responsibility for all co-owned Education and General Buildings. Therefore, the submissions are being reviewed and approved by each institution's governing board. A complete summary was provided to the Board as a handout at the meeting and online at the Pierpont website in the August 18, 2015 Board book.

Kyle Hamilton presented a motion to approve the FY 2017 Capital Appropriations Request, as presented. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, provided handouts on the Marketing and Media Schedule for 2015-2016 and Marketing/Media Schedule Talking Points.

➤ *Regional Academics Committee Report*

No report.

Executive Session

At 2:29 PM a motion was made by Sharon Shaffer that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Linda Aman seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:57 PM, the Board exited Executive Session.

Items Brought Forward from Executive Session

- A. Modification of the Appointment of the Interim President of Pierpont Community & Technical College to the Permanent Interim President – Action Item

A call for a motion was brought forward from Executive Session to amend that Mr. Dale Bradley; currently serving as the temporary Interim President of Pierpont Community & Technical College from June 18, 2015 until September 1, 2015, will

now serve as the permanent Interim President until at which time a new President is selected. A national search for the next President will be conducted.

Kyle Hamilton presented a motion to accept Mr. Dale Bradley as the permanent Interim President of Pierpont Community & Technical College until at which time a new President is selected. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

B. Approval to Empower the Interim President to Address Internal Department and Staffing Changes

A motion was made by Earl McConnell to empower the Interim President to incorporate internal department and staffing changes due to the departure of the Associate Vice President of Student Services and the Interim Registrar. The motion also includes the authorization to create a new Assistant Provost position through an internal search. Kyle Hamilton seconded the motion. All agreed. Motion carried.

New Business

🕒 **Organizational Restructuring and Student Services Transitional Plan**

President Bradley gave a presentation on the restructuring and transition of the Student Services Center due to the expected departure of the current Associate VP of Student Services and the recent departure of the Interim Registrar.

The Associate VP of Student Services will transition into the Assistant VP of Enrollment Management. The Registrar/Bursar position will report to the Assistant VP of Enrollment Management. A new Assistant Provost position will be created by conducting an internal search.

🕒 **Chairman Griffin announced upcoming events and conferences. Board members were encouraged to attend.**

Old Business

No old business.

Public Comment

No signatures were recorded.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on September 15, 2015 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman called for a motion to adjourn the meeting. Kyle Hamilton offered a motion to adjourn. Rick Pruitte seconded the motion. All agreed. Motion carried. The Board meeting was adjourned at 4:22 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Tab

4

School of Workforce Development - Project Status Report

September 2015 – Board of Governors Meeting

Industry-Sector Strategies

- **Energy**

- ❖ *Petroleum Technology*

- Pierpont serves as the WV Hub for the ShaleNET consortium of community colleges. As such, we were invited to submit a funding request to the Chevron corporation for this company's 2015 round of Appalachian Partnership Initiative (API) support. We recently submitted a request that included \$50,000 for scholarship dollars and \$61,080 to support the salary and benefits of a career counselor/case manager. Research has shown that both scholarships and closely engaged case management is pivotal in attracting and retaining adult students in technical programs.
- Awarded \$33,998 from the EQT Foundation for purchase of computer software and hardware. This grant facilitates the installation of an enhanced virtual reality system that will be used to train students in the operation of typical systems and equipment that are in place at a gas well site. This system is capable of providing education and practice in both the hard and soft skills necessary for the lease operator role for multiple companies that operate in this region.
- Met with representatives of companies in the pipeline and production side of the gas industry, who were concerned with the lack of skilled corrosion technicians available in this region. In attendance at this meeting were representatives from MSES, EQT, Dominion, Columbia/NiSource, Mountaineer Gas, Williams, as well as representatives from the National Association of Corrosion Engineers (NACE) and the WV Public Service Commission, who is responsible for the regulation of pipelines in the state. We performed an initial needs analysis and discussed a partnership that could potentially address this shortfall in workforce training.
- Similarly, the project to address the need for skilled employees that perform gas measurement roles in the industry has progressed. Together, we have identified content, both online and instructor-led, that could be included in such a skill set. The WVCTCS has licensed curriculum from the Southern Gas Association that all agreed is the standard for this industry. Pierpont will apply for TAACCCT funding to initially offer this skill set as an accelerated "boot camp" program.
- Students have successfully completed summer internships at Noble, Dominion, Southwestern, and other companies. A survey targeted to both students and the companies involved has been sent and will be reported upon at the September 16 Petroleum Industry Advisory Committee meeting, to be held at WV Northern Community College.
- Offering a two-week ShaleNET certification course in November at 3000 Technology Drive. This is an evening class, 5:30-9:30 pm each weekday. Course content includes First Aid/CPR, PEC RigPass, Forklift, and Aerial Work Platform (Manlift) certifications.
- Scheduled 8 RigPass courses at Pruntytown Correctional Center and 6 RigPass courses at Salem Correctional Center.

- ❖ *Power Systems Institute*

- We have seen growth in this program, and we now have 30 students that entered in the fall 2015 semester. Pierpont has signed an MOU with First Energy that specifies the terms for the company's payment of tuition, fees, and books for students in this program. This investment by First Energy in their future employees is a great example of a public/private partnership that benefits the students, the college, and the company.

- ❖ *Applied Process Technology*

- We have seen significant growth in this program as well. This program is the result of work in redesigning the Mechatronics and Power Plant programs to meet the needs of a broader spectrum of industries. The program also incorporated content and skills needed in the midstream sector of the oil and gas industry. There are three areas of concentration in this program: Advanced Manufacturing, Energy Plant Operations, and Instrumentation/Control. Due to the growth in enrollment and limited space on campus, the fluids and mechanical labs were moved to Veterans' Square,

which will suffice until the ATC is completed.

- ❖ **Bridge Courses**

- In partnership with the Math and English departments, and funded by the TAACCCT grant, we created and offered summer “Bridge” courses for those students wishing to enter technical programs. These one- and two-week short courses, held prior to the start of regular classes, achieved significant improvement in competencies and COMPASS scores, and helped to acclimate and prepare students for college-level work.

- **Health Care**

- ❖ **Medical Coding Courses**

- Thanks to Vickie Findley, we have been able to provide ICD-10 and CDI training to several regional health care providers. The medical records coding system is undergoing significant change, and Pierpont is at the forefront of providing professional development to coding specialists, office managers, and physicians.

- **Cybersecurity**

- ❖ Applied for and received a \$200,000 WV Advance Grant. This will be used to acquire equipment to upgrade our current Cisco computer networking program (in the School of Business, Aviation, and Technology), and to equip space identified at the ATC for a new program focused on cybersecurity. This field is seeing an increasing demand for a skilled and qualified workforce.

- **Aerospace**

- ❖ The next Aircraft Structures Training Program is slated to run from October 19 through December 18.
- ❖ Student application deadline is September 21.

- **Mountaineer Challenge Academy**

- ❖ Offering HUSV 1199 Intro to Higher Education (aka College 101) to cadets at MCA.
- ❖ Interest and potential to offer additional college-prep or college-level courses at this facility.

- **OTHER**

- ❖ CE staff members are contributing members of the Classified Staff Council.
- ❖ Anita Davis will be a guest speaker on the Education panel at the Diversity and Inclusion Conference (9/29).
- ❖ I will be a presenter at the WV Society of Human Resource Management (SHRM) Conference at the Bridgeport Conference Center on 9/25.
- ❖ Thanks to Rachel Beach, a two-day training session in Sensory Design will be offered through the Disability Action Center on October 22 and 23.

Tab

5

Board of Governors
Financial Report FY 2016
Pierpont Community & Technical College
as of July 31, 2015

SUMMARY:

The projected effect on net assets for FY 2016 as of July 31, 2015 is an increase of \$57,962.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of July 31, 2015 is \$57,962. This represents a budget increase of \$22,965 from the original budget approved for FY 2016. As of this report date, approximately 37% of projected tuition and fees revenue and approximately 32 % of overall revenues have been realized while approximately 4% of operating expenses have been incurred. The primary budget changes that impacted the budget from the original approved budget for FY 2016, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$4,590. This was due to a variety of corrective changes since the original budget was approved:
 - The "Tuition and Fee" revenue budget controlled by the Fund Managers increased by \$10,000.
 - The "Support Service Revenue" budget controlled by the President decreased by (\$5,409).
- **Operating Expenses Budget:**
 - Decreased by (\$18,375). This was due to a variety of corrective changes since the original budget was approved:
 - The "Salary" expense budget decreased by (\$10,349).
 - The "Benefits" expense budget decreased by (\$15,990).
 - The "Supplies and Other Services" expense budget increased by \$13,297.
 - The "Assessment for Support Services" expense budget decreased (\$3,144).
 - The "Assessment for Operating Costs" expense budget decreased by (\$2,188).

Of the adjusted projected effect on net assets of an increase of \$57,961 as of June 30, 2016; President's Controlled Fund(s) are projected to have a budget surplus of \$51,485; Fund Manager's Controlled Fund(s) are projected to have a budget surplus of \$6,477. The Year-To-Date Actual Budget Balance is \$4,080,187.

RESTRICTED FUNDS:

The Restricted Funds Finance Report for July 31, 2015 was not yet available.

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

As of July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,185,948	8,195,948	3,052,211	37.24
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	739,480	739,480	301,008	40.71
	Operating Costs Revenue	100,134	100,134	0	0.00
	Support Services Revenue	297,874	292,464	0	0.00
	Other Operating Revenues	346,709	346,709	2,500	0.72
	Total:	10,549,345	10,553,935	3,355,719	31.80
OPERATING EXPENSE					
	Salaries	6,822,564	6,812,215	451,658	6.63
	Benefits	1,467,264	1,451,274	104,493	7.20
	Student financial aid-scholarships	218,938	218,938	1,659	0.76
	Utilities	56,838	56,838	1,828	3.22
	Supplies and Other Services	2,790,786	2,804,084	142,247	5.07
	Equipment Expense	103,740	103,740	11,348	10.94
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	138,910	138,910	29,241	21.05
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,034,655	2,031,511	0	0.00
	Assessment for Student Activity Costs	122,001	122,001	2,515	2.06
	Assessment for Auxiliary Fees & Debt Service	739,480	739,480	13,849	1.87
	Assessment for Operating Costs	1,597,901	1,595,712	0	0.00
	Total:	16,903,077	16,884,702	758,838	4.49
OPERATING INCOME / (LOSS)		(6,353,732)	(6,330,767)	2,596,881	(41.02)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,530,761	1,506,152	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(22,846)	2.10
	Reappropriated State Funding	0	0	0	
	Total:	6,449,735	6,449,735	1,483,306	23.00
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	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	0.00
BUDGET BALANCE		34,997	57,962	4,080,187	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		34,997	57,962	4,080,187	
* 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>1,691,590</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 10.12% of the current budgeted total operating expense. Management has established a target of 15% or \$2,421,783 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 July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,647,133	6,647,133	2,728,354	41.05
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	100,134	100,134	0	0.00
	Support Services Revenue	297,874	292,464	0	0.00
	Other Operating Revenues	51,700	51,700	0	0.00
	Total:	7,976,040	7,970,631	2,728,354	34.23
OPERATING EXPENSE	Salaries	6,209,852	6,206,810	427,902	6.89
	Benefits	1,394,452	1,380,929	100,379	7.27
	Student financial aid-scholarships	207,438	207,438	1,659	0.80
	Utilities	52,839	52,839	1,783	3.37
	Supplies and Other Services	1,735,280	1,735,280	99,889	5.76
	Equipment Expense	26,445	26,445	8,742	33.06
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	138,910	138,910	29,241	21.05
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,034,655	2,031,511	0	0.00
	Assessment for Student Activity Costs	122,001	122,001	2,515	2.06
	Assessment for Operating Costs	1,597,901	1,595,712	0	0.00
	Total:	14,329,773	14,307,874	672,110	4.70
OPERATING INOCME / (LOSS)		(6,353,732)	(6,337,244)	2,056,244	(32.45)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,530,761	7,530,761	1,506,152	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(22,846)	2.10
	Reappropriated State Funding	0	0	0	
	Total:	6,449,735	6,449,735	1,483,306	23.00
TRANSFERS & OTHERS	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	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	0.00
BUDGET BALANCE		34,997	51,485	3,539,550	
* 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>1,077,038</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 July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,538,815	1,548,815	323,856	20.91
	Other Operating Revenues	295,009	295,009	2,500	0.85
	Total:	1,833,825	1,843,825	326,356	17.70
OPERATING EXPENSE	Salaries	612,712	605,405	23,756	3.92
	Benefits	72,812	70,345	4,113	5.85
	Student financial aid - scholarships	11,500	11,500	0	
	Utilities	3,999	3,999	45	1.13
	Supplies and Other Services	1,055,506	1,068,804	42,358	3.96
	Equipment Expense	77,295	77,295	2,606	3.37
	Loan cancellations and write-offs	0	0	0	
	Total:	1,833,825	1,837,348	72,879	3.97
OPERATING INCOME / (LOSS)		(0)	6,477	253,478	3913.81
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	0	
	Total:	0	0	0	
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	0	0	0	
	Total:	0	0	0	
BUDGET BALANCE		(0)	6,477	253,478	
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>600,926</u>		

Tab

6

**Pierpont Community & Technical College Board of Governors
Meeting of September 15, 2015**

ITEM: Policy #53 – Information Technology

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed changes to Policy #53- Information Technology

STAFF MEMBER: Rob Linger

BACKGROUND: Language in the existing Information Technology Policy #53 needs updated to address the changes within the Pierpont Community and Technical College and the Fairmont State Information Technology and Email systems. The proposed revisions will provide the Board of Governors the option of applying the recommended amendments to this policy.

**PUBLIC COMMENT PERIOD:
September 16, 2015 to October 15, 2015**

All comments are to be made in writing to:

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

Cyndee.Sensibaugh@Pierpont.edu

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

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 53
TITLE: INFORMATION TECHNOLOGY

Effective Date: October 24, 2007

Amended:

Repealed:

SECTION 1: SCOPE

- 1.1 This policy establishes a base line for Pierpont Community & Technical College's expectations of our user community. It applies to all users of the Fairmont State Information Technology Environment (FSITE), including all faculty, staff, students, contractors, consultants, temporaries, as well as those who represent themselves as being connected in any way with Pierpont and/or who make use of Pierpont computing and/or information technology (IT) resources. All FSITE users are expected to be familiar with and comply with this policy. Violations of policies governing the use of FSITE may result in restriction of access to Pierpont information technology resources in addition to any disciplinary action that may be applicable under other Pierpont policies, guidelines, or procedures, up to and including dismissal.
- 1.2 Use of any FSITE resource implies consent to the Information Technology Policy at Pierpont Community & Technical College.

SECTION 2: DEFINITIONS

- 2.1 The FSITE includes but is not limited to all personal computers connected to "the network" on any Pierpont campus or which utilize any Fairmont State technological resource from any destination worldwide.
- 2.2 Unified Computer Account (UCA) is the username to log in to Pierpont computer systems.

SECTION 3: ACCEPTABLE USE

- 3.1 The basic premise of this policy is that responsible and acceptable use of FSITE does not extend to whatever an individual is technologically capable of doing. Instead, certain principles provide a guide to users regarding responsible and acceptable behaviors and users are responsible for knowing and understanding them. These principles and guidelines include, but are not limited to:
 - 3.1.1 Authorized users of FSITE or Pierpont sponsored resources are those individuals who have been granted a UCA and password. The UCA and password combination is an individual's identity and license to access and use the components of FSITE for which they are specifically authorized.
 - 3.1.2 Authorized users will abide by institutional policies along with applicable local, state and federal laws or regulations.
 - 3.1.3 The resources of FSITE are finite and shared. Appropriate and responsible use

of these resources must be consistent with the common good. The FSITE may NOT be used for commercial or profit-making purposes.

- 3.1.4 Pierpont reserves the right to limit access to the FSITE when investigating cases of suspected abuse or when violations have occurred.
- 3.1.5 The College does not monitor or generally restrict the content of material stored on or transferred through the components of the FSITE. However, use of the FSITE is intended for work-related purposes and not to serve as a public forum. Pierpont reserves the right to restrict or deny usage of the FSITE in those situations where it is determined that a specific usage is not work-related or supportive of the institution's mission or does not abide by institutional policies, local, state and federal laws or regulations.
- 3.1.6 Users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.
- 3.2 Individuals using FSITE resources and services must be identified through an authorized UCA. In the case of multiple user systems, individuals may not knowingly access or use another person's UCA or knowingly allow another person to use his or her UCA. Users should log out of shared systems and take reasonable precautions to secure access to office computers. The FSITE and services may not be used intentionally to misuse or gain unauthorized access to another user's UCA or systems inside or outside of the FSITE.
- 3.3 Computer users may use only legally obtained, licensed data or software in compliance with Pierpont copyright policies as well as license or other agreements and applicable copyright or intellectual property laws. Pierpont is a member of EDUCAUSE and users are expected to adhere to the Code of Software and Intellectual Rights which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. (See: "Using Software: A Guide to the Legal and Ethical Use of Software for Members of the Academic Community," Educom/ITAA, 1992. <http://www.educause.edu/ir/library/html/code.html>)"
- 3.4 Users of the FSITE must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data without the consent of the individual or individuals involved, except as permitted as part of their employment or educational requirements, and then only to the extent necessary. Members of the Pierpont community may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information which they need not access as part of their campus function. All faculty members, staff, students and other Pierpont community members must take necessary precautions to protect the confidentiality of personal and/or confidential information available to them.

- 3.5 Users of Pierpont e-mail or other electronic communications shall not employ a false identity, nor send e-mail anonymously with the intent to deceive or harass.
- 3.6 The FSITE shall not be used for purposes that cause, or could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted/unsolicited interference with others' use of computing systems and services.
- 3.6.1 This provision explicitly prohibits the posting of unsolicited electronic mail to lists of individuals, and the inclusion on electronic mail lists of individuals who have not requested membership on the lists. Students ~~may be required to accept~~will automatically be members~~hip~~ in an electronic mailing list for a class in which they are registered or for the purpose of official communications between authorized Pierpont personnel and an identified group of students. Faculty and staff ~~may be~~are required to accept membership in an electronic mailing list for the purpose of official Pierpont communications, which are not prohibited.
- 3.6.2 Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.
- 3.6.3 Marketing emails for Institutional use is excluded from this provision, provided all required State and Federal guidelines pertaining to mass emailing are followed.
- 3.7 FSITE resources and services may not be used in an obscene, harassing or otherwise inappropriate manner. University computing systems will not be used to unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. Any sexually explicit or pornographic material may NOT be viewed, obtained or sent from any computer connected to the FSITE unless it is being done so for an acceptable academic purpose. Should there be a question as to appropriate use of sexually explicit or pornographic material for academic purposes, final determination will be made by the Vice President for Academic Affairs.

SECTION 4: E-MAIL

- 4.1 Eligibility
A Pierpont UCA provides access to a number of information systems, including Google Apps for Education~~FSMail~~, Pierpont's e-mail system. All individuals and organizations with a Pierpont UCA are eligible to receive a ~~Pierpont e-mail~~FSMail e-mail account. In order to keep a Pierpont e-mail account, the group or individual must maintain eligibility for a Pierpont UCA account. UCA accounts may be termed "inactive" or "purged", in which case access to the ~~email~~FSMail system would be revoked and, in the case of "purged" accounts, all e-mail irrevocably deleted.
- 4.1.1 A UCA may be determined "inactive" if it goes unused for a period of 12 months.
- 4.2 Requirements

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All eligible faculty, staff and students must create and maintain a ~~Pierpont n FSMail~~ e-mail account. Contractors to Pierpont may be required to have and maintain an ~~FSMail~~ account as well. This is required to facilitate Pierpont's communication of academic, administrative and emergency information. Exceptions may be made for employees without regular access to computing resources. It is permissible to forward mail from the ~~Pierpont FSMail~~ account to another email account as long as that account is checked regularly. However, it is not advisable to do so, since e-mail communications may contain sensitive information that should not be transmitted out of Pierpont systems.

4.3 Maximum Message Size

Outgoing and incoming e-mails may be limited in size, including the text and all attachments. Messages over the limit will not be delivered or received, and users will be informed that their message was not delivered or received. The limit includes the extra space to allow for overhead space that is taken up when sending attachments.

4.4 Unsolicited and Mass E-mail and LISTSERVS

Mass e-mails should only be used to communicate Pierpont sponsored activities, security alerts, policy changes, or information that benefits Pierpont business or academic missions. Mass e-mails should relay time-critical, important Pierpont information and should be used sparingly.

4.4.1 There are recommended limitations for Mass Email Interface Users, and overuse can lead to suspension of access. Users must also follow guidelines for Email content as defined below in the Email Message section.

4.4.2 Users are not permitted to spam using Pierpont's e-mail service.
~~FSMail users may not send mass amounts of e-mail directly through the FSMail system. Sending e-mail to a large number of willing recipients is best accomplished via Pierpont's LISTSERV service.~~

4.4.3 ~~Any faculty or permanent staff member of Pierpont may own listservs.~~

~~Students and student organizations may own lists with a faculty or staff member's sponsorship. Standard email groups are maintained by IT and are available for all Faculty and Staff to utilize. Custom email groups can be created by individuals within their account.~~

4.4.4 ~~It is the responsibility of the list owner to manage all administrative tasks associated with the list operation as well as clearly define the purpose of the list for list members and monitor the list to ensure that its use is consistent with its purpose. It is the responsibility of everyone to know how to subscribe and unsubscribe to an individual list. The Office of Information Technology does not have the capabilities to remove an individual from a list not owned by the department. (Once you subscribe to a listserv, you will receive a message explaining how to unsubscribe). The Pierpont email system and the email groups within are for official use only.~~

4.4.5 ~~List owners may not subscribe individuals who have not requested membership to a list, with the exception of academic units adding students, faculty and/or staff to a list for educational purposes.~~

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~~Professors may require their students to join a course list.
Departments may add staff to a list as a condition of employment.
Alumni and other individuals affiliated with, but not employed by, the
university may be included in electronic mail lists, but may opt out by request
to the sender.~~

4.5 Backups

The [FSMail Pierpont email](#) system is backed up ~~each night~~ 3 times per day, with a full or incremental backup.

Each night's backup is kept for 10 days. These backups ~~are~~ may be used for disaster recovery and policy compliance purposes ~~only~~. ~~No requests to retrieve e-mail messages from the backups will be granted.~~

4.6 Virus Protection

The [FSMail Google Apps](#) system has a virus scanner that scans all incoming and outgoing e-mail for viruses, and removes them when found. However, this virus scanner cannot guarantee that all e-mail will be virus-free. Thus, all e-mail users should have their own anti-virus software on their computers. Anti-virus software is available at no charge to members of the Pierpont community via the IT Department. Pierpont is not liable for any damage caused by viruses or any other hostile code delivered through the [FSMail email](#) system.

4.7 Inappropriate Usage

E-mail users should only use the e-mail services in an appropriate manner.

Inappropriate usage may result in revocation of access to [FSMail Pierpont email](#). Inappropriate usage includes, but is not limited to:

- Unauthorized attempts to access another's e-mail account
- Transmission of sensitive or proprietary information to unauthorized persons or organizations
- Transmission of obscene or harassing messages to any individual(s)
- Transmission of copyrighted materials in violation of the rights of the copyright holder
- Solicitation for personal or private gain.
- Any illegal or unethical activity or any activity that could adversely affect Pierpont

4.8 Privacy and Applicability of Laws and Policies

This policy clarifies the applicability of law and certain other Pierpont policies to electronic mail. Users are reminded that all usage of Pierpont's information technology resources, including electronic mail, is subject to all Pierpont policies. Pierpont encourages the use of electronic mail and respects the privacy of users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of its contents. Nonetheless, electronic mail and data stored on the Pierpont's network of computers and servers may be accessed by the Office of Information Technology for the following purposes:

- Troubleshooting hardware and software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information

- Investigating reports of violation of Pierpont policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail
- Other purposes deemed necessary by the Office of Information Technology with the approval of the Chief Information Officer and the President.

4.8.1 The system administrator will need approval from the Chief Information Officer (or someone designated by the CIO), and the President's Office to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information.

4.8.2 The Office of Information Technology may also retrieve electronic mail messages delivered to Pierpont account holders, or otherwise prevent distribution of a message to Pierpont e-mail accounts, if it is determined that distribution of the message(s) violates local or federal law, Pierpont policy, or places Pierpont at risk of violation of privacy-related laws. The system administrator will need approval from the CIO (or someone designated by the CIO), to retrieve specific mail messages, and the extent of the access will be limited to what is reasonably necessary to retrieve the information.

4.8.3 Individuals' privacy should be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on institutionally-owned equipment or systems. Users of electronic mail systems should be aware that in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.

4.8.4 Users of electronic mail services should be aware that even if the sender and recipient have discarded their copies of an electronic mail record, there might be back-up copies of such electronic mail that can be retrieved.

4.8.5 Pierpont electronic mail services may, subject to the above, be used for incidental personal purposes provided such use does not interfere with Pierpont operation of information technologies or electronic mail services, burden Pierpont with incremental costs, or interfere with the user's employment or other obligations to Pierpont. Electronic mail may constitute a public record like other documents subject to disclosure as a result of litigation.

4.9 Liability

Pierpont provides ~~the FSMail~~ e-mail service to facilitate the sending and receiving of e-mail within the Pierpont community and to the world. The Office of Information Technology makes all reasonable effort to ensure that e-mail is sent, received, and stored appropriately. However, the Office of Information Technology provides no assurances that e-mail will be sent or received using the

system, and cannot be held liable for missing messages or any consequences of that message not being sent, delivered, or stored.

4.9.1 Pierpont acts as a common carrier of e-mail messages, and does not examine the content of e-mail messages, except as noted above. As such, Pierpont cannot be held liable for the content of any e-mail message sent, received, or stored on the ~~FSMail~~-Pierpont system, or for any consequences of that message being sent, delivered, or stored. Pierpont is also not liable for any damage caused by viruses or other hostile code delivered through the ~~FSMail~~Pierpont email system.

SECTION 5: WEB CONTENT

- 5.1 The content of all pages must adhere to Pierpont policies and be in compliance with the institution's Copyright and Privacy policies and local, state and federal laws.
- 5.2 None of the pages located on Pierpont servers can be used to promote personal financial activity, commercial activity, non-profit organizations not directly affiliated with Pierpont, political groups or religious groups, unless permitted by other College policy or regulation.

SECTION 6: ENFORCEMENT

- 6.1 Computer activity may be monitored by authorized individuals for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of the FSITE, the contents of user files may also be inspected upon the approval of the Office of Information Technology or someone designated by the CIO.
- 6.2 Violations of Pierpont policies governing the use of the FSITE may result in restriction or termination of access to FSITE systems and resources or termination of employment or expulsion. In addition, disciplinary action may be applicable under other Pierpont policies, guidelines, procedures, or collective bargaining agreements, up to and including imprisonment. At the discretion of the manager of the computer system or service in question, or designee, in collaboration with the appropriate authority, computer use privileges may be temporarily or permanently revoked pending the outcome of an investigation of misuse, or finding of violation of this rule. Where practical and appropriate, 24-hour notice will be given in advance of revocation.
- 6.3 All data, programs, and files placed on or contained in the FSITE computer systems are subject to Pierpont's copyright, patent, and privacy policies. Additional rules may be in effect at specific computer facilities at the discretion of the directors of those facilities.

ORIGINAL POLICY #53
INFORMATION TECHNOLOGY

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 53
TITLE: INFORMATION TECHNOLOGY

Effective Date: October 24, 2007

Amended:

Repealed:

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 - 3.1.2 Authorized users will abide by institutional policies along with applicable local, state and federal laws or regulations.
 - 3.1.3 The resources of FSITE are finite and shared. Appropriate and responsible use

of these resources must be consistent with the common good. The FSITE may NOT be used for commercial or profit-making purposes.

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- 3.4 Users of the FSITE must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data without the consent of the individual or individuals involved, except as permitted as part of their employment or educational requirements, and then only to the extent necessary. Members of the Pierpont community may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information which they need not access as part of their campus function. All faculty members, staff, students and other Pierpont community members must take necessary precautions to protect the confidentiality of personal and/or confidential information available to them.

- 3.5 Users of Pierpont e-mail or other electronic communications shall not employ a false identity, nor send e-mail anonymously with the intent to deceive or harass.
- 3.6 The FSITE shall not be used for purposes that cause, or could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted/unsolicited interference with others' use of computing systems and services.
- 3.6.1 This provision explicitly prohibits the posting of unsolicited electronic mail to lists of individuals, and the inclusion on electronic mail lists of individuals who have not requested membership on the lists. Students may be required to accept membership in an electronic mailing list for a class in which they are registered or for the purpose of official communications between authorized Pierpont personnel and an identified group of students. Faculty and staff may be required to accept membership in an electronic mailing list for the purpose of official Pierpont communications.
- 3.6.2 Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.
- 3.7 FSITE resources and services may not be used in an obscene, harassing or otherwise inappropriate manner. University computing systems will not be used to unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. Any sexually explicit or pornographic material may NOT be viewed, obtained or sent from any computer connected to the FSITE unless it is being done so for an acceptable academic purpose. Should there be a question as to appropriate use of sexually explicit or pornographic material for academic purposes, final determination will be made by the Vice President for Academic Affairs.

SECTION 4: E-MAIL

- 4.1 Eligibility
A Pierpont UCA provides access to a number of information systems, including FSMail, Pierpont's e-mail system. All individuals and organizations with a Pierpont UCA are eligible to receive an FSMail e-mail account. In order to keep a Pierpont e-mail account, the group or individual must maintain eligibility for a Pierpont UCA account. UCA accounts may be termed "inactive" or "purged", in which case access to the FSMail system would be revoked and, in the case of "purged" accounts, all e-mail irrevocably deleted.
- 4.1.1 A UCA may be determined "inactive" if it goes unused for a period of 12 months.
- 4.2 Requirements
All eligible faculty, staff and students must create and maintain an FSMail e-mail account. Contractors to Pierpont may be required to have and maintain an FSMail account as well. This is required to facilitate Pierpont's communication of academic, administrative and emergency information.

Exceptions may be made for employees without regular access to computing resources. It is permissible to forward mail from the FSMail account to another email account as long as that account is checked regularly. However, it is not advisable to do so, since e-mail communications may contain sensitive information that should not be transmitted out of Pierpont systems.

4.3 Maximum Message Size

Outgoing and incoming e-mails may be limited in size, including the text and all attachments. Messages over the limit will not be delivered or received, and users will be informed that their message was not delivered or received. The limit includes the extra space to allow for overhead space that is taken up when sending attachments.

4.4 Unsolicited and Mass E-mail and LISTSERVS

Mass e-mails should only be used to communicate Pierpont sponsored activities, security alerts, policy changes, or information that benefits Pierpont business or academic missions. Mass e-mails should relay time-critical, important Pierpont information and should be used sparingly.

4.4.1 There are recommended limitations for Mass Email Interface Users, and overuse can lead to suspension of access. Users must also follow guidelines for Email content as defined below in the Email Message section.

4.4.2 Users are not permitted to spam using Pierpont's e-mail service. FSMail users may not send mass amounts of e-mail directly through the FSMail system. Sending e-mail to a large number of willing recipients is best accomplished via Pierpont's LISTSERV service:

4.4.3 Any faculty or permanent staff member of Pierpont may own listservs.

Students and student organizations may own lists with a faculty or staff member's sponsorship.

4.4.4 It is the responsibility of the list owner to manage all administrative tasks associated with the list operation as well as clearly define the purpose of the list for list members and monitor the list to ensure that its use is consistent with its purpose. It is the responsibility of everyone to know how to subscribe and unsubscribe to an individual list. The Office of Information Technology does not have the capabilities to remove an individual from a list not owned by the department. (Once you subscribe to a listserv, you will receive a message explaining how to unsubscribe).

4.4.5 List owners may not subscribe individuals who have not requested membership to a list, with the exception of academic units adding students, faculty and/or staff to a list for educational purposes. Professors may require their students to join a course list. Departments may add staff to a list as a condition of employment. Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.

4.5 Backups

The FSMail system is backed up each night, with a full or incremental backup. Each night's backup is kept for 10 days. These backups are used for disaster recovery purposes only. No requests to retrieve e-mail messages from the backups will be granted.

4.6 Virus Protection

The FSMail system has a virus scanner that scans all incoming and outgoing e-mail for viruses, and removes them when found. However, this virus scanner cannot guarantee that all e-mail will be virus-free. Thus, all e-mail users should have their own anti-virus software on their computers. Anti-virus software is available at no charge to members of the Pierpont community via the IT Department. Pierpont is not liable for any damage caused by viruses or any other hostile code delivered through the FSMail system.

4.7 Inappropriate Usage

E-mail users should only use the e-mail services in an appropriate manner. Inappropriate usage may result in revocation of access to FSMail. Inappropriate usage includes, but is not limited to:

- Unauthorized attempts to access another's e-mail account
- Transmission of sensitive or proprietary information to unauthorized persons or organizations
- Transmission of obscene or harassing messages to any individual(s)
- Transmission of copyrighted materials in violation of the rights of the copyright holder
- Solicitation for personal or private gain.
- Any illegal or unethical activity or any activity that could adversely affect Pierpont

4.8 Privacy and Applicability of Laws and Policies

This policy clarifies the applicability of law and certain other Pierpont policies to electronic mail. Users are reminded that all usage of Pierpont's information technology resources, including electronic mail, is subject to all Pierpont policies. Pierpont encourages the use of electronic mail and respects the privacy of users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of its contents. Nonetheless, electronic mail and data stored on the Pierpont's network of computers and servers may be accessed by the Office of Information Technology for the following purposes:

- Troubleshooting hardware and software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information
- Investigating reports of violation of Pierpont policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail
- Other purposes deemed necessary by the Office of Information Technology with the approval of the Chief Information Officer and the President.

4.8.1 The system administrator will need approval from the Chief Information Officer (or someone designated by the CIO), and the President's Office to

access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information.

- 4.8.2 The Office of Information Technology may also retrieve electronic mail messages delivered to Pierpont account holders, or otherwise prevent distribution of a message to Pierpont e-mail accounts, if it is determined that distribution of the message(s) violates local or federal law, Pierpont policy, or places Pierpont at risk of violation of privacy-related laws. The system administrator will need approval from the CIO (or someone designated by the CIO), to retrieve specific mail messages, and the extent of the access will be limited to what is reasonably necessary to retrieve the information.
- 4.8.3 Individuals' privacy should be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on institutionally-owned equipment or systems. Users of electronic mail systems should be aware that in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.
- 4.8.4 Users of electronic mail services should be aware that even if the sender and recipient have discarded their copies of an electronic mail record, there might be back-up copies of such electronic mail that can be retrieved.
- 4.8.5 Pierpont electronic mail services may, subject to the above, be used for incidental personal purposes provided such use does not interfere with Pierpont operation of information technologies or electronic mail services, burden Pierpont with incremental costs, or interfere with the user's employment or other obligations to Pierpont. Electronic mail may constitute a public record like other documents subject to disclosure as a result of litigation.

4.9 Liability

Pierpont provides the FSMail e-mail service to facilitate the sending and receiving of e-mail within the Pierpont community and to the world. The Office of Information Technology makes all reasonable effort to ensure that e-mail is sent, received, and stored appropriately. However, the Office of Information Technology provides no assurances that e-mail will be sent or received using the system, and cannot be held liable for missing messages or any consequences of that message not being sent, delivered, or stored.

- 4.9.1 Pierpont acts as a common carrier of e-mail messages, and does not examine the content of e-mail messages, except as noted above. As such, Pierpont cannot be held liable for the content of any e-mail message sent, received, or stored on the FSMail system, or for any consequences of that message being sent, delivered, or stored. Pierpont is also not liable for any damage caused by viruses or other hostile code delivered through the FSMail

system.

SECTION 5: WEB CONTENT

- 5.1 The content of all pages must adhere to Pierpont policies and be in compliance with the institution's Copyright and Privacy policies and local, state and federal laws.
- 5.2 None of the pages located on Pierpont servers can be used to promote personal financial activity, commercial activity, non-profit organizations not directly affiliated with Pierpont, political groups or religious groups, unless permitted by other College policy or regulation.

SECTION 6: ENFORCEMENT

- 6.1 Computer activity may be monitored by authorized individuals for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of the FSITE, the contents of user files may also be inspected upon the approval of the Office of Information Technology or someone designated by the CIO.
- 6.2 Violations of Pierpont policies governing the use of the FSITE may result in restriction or termination of access to FSITE systems and resources or termination of employment or expulsion. In addition, disciplinary action may be applicable under other Pierpont policies, guidelines, procedures, or collective bargaining agreements, up to and including imprisonment. At the discretion of the manager of the computer system or service in question, or designee, in collaboration with the appropriate authority, computer use privileges may be temporarily or permanently revoked pending the outcome of an investigation of misuse, or finding of violation of this rule. Where practical and appropriate, 24-hour notice will be given in advance of revocation.
- 6.3 All data, programs, and files placed on or contained in the FSITE computer systems are subject to Pierpont's copyright, patent, and privacy policies. Additional rules may be in effect at specific computer facilities at the discretion of the directors of those facilities.

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**Pierpont Community & Technical College Board of Governors
Meeting of September 15, 2015**

ITEM:	NEW Policy #61 – Distance Learning
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed new Policy No. 61 - Distance Learning.
STAFF MEMBER:	Leslie Lovett
BACKGROUND:	The purpose of this policy is to provide guidance for the development, approval, teaching and support for all distance-delivered courses at Pierpont Community & Technical College.

Distance-delivered courses and programs are those defined by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in the *2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)* and the regulations of the U.S. Department of Education. All distance-delivered courses and programs will meet the standards established in the “Quality Matters” Program and by the College as described in the Distance Learning Manual.

**PUBLIC COMMENT PERIOD:
September 16, 2015 to October 15, 2015**

All comments are to be made in writing to:

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

Cyndee.Sensibaugh@Pierpont.edu

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

PIERPONT COMMUNITY AND TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 61
TITLE: Distance Learning

Reference: Higher Learning Commission of the North Central Association of Colleges and Schools, 2011 Guidelines for the Evaluation of Distance Education (On-Line Learning).

Effective Date:

Amended:

Repealed:

SECTION 1. PURPOSE

- 1.1. The purpose of this policy is to provide guidance for the development, approval, teaching and support for all distance-delivered courses at Pierpont Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1. This policy applies to all distance-delivered courses and programs taught by either full- or part-time faculty at Pierpont Community and Technical College. Distance-delivered courses and programs are those defined by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in the *2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)* and the regulations of the U.S. Department of Education.

SECTION 3. DEFINITIONS

- 3.1. Correspondence – is a method of course delivery in which all or part of the instructional materials are provided by mail or electronic transmission, including examinations on materials, to students who are separated from the instructor.
- 3.2. Distance-delivered Courses – are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.
- 3.3. Distance-delivered Programs – are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.
- 3.4. Compressed – is a method of course delivery in which the instruction is provided in a concentrated time format typically meeting less than the standard semester.

- 3.5. Hybrid or Blended or Flipped Classroom – is a method of course delivery which combines the traditional face-to-face instructional environment and other methods of delivery that significantly utilize technology to deliver instruction.
- 3.6. Interactive – is a method of course delivery in which all or part of the instruction and interaction with students occurs via closed-circuit, interactive classrooms (ICR).
- 3.7. Online – is a method of course delivery in which all or part of the instruction and interaction occurs via internet technologies.
- 3.8. Quality Matters – is a faculty-centered, peer review process designed to certify the quality of online and blended courses.
- 3.9. Traditional – is a method of course delivery in which instruction is provided synchronously in the standard classroom environment requiring students to be physically present in the same location as the instructor; includes practica, internships, and clinicals.

SECTION 4. POLICY

- 4.1. All distance-delivered courses and programs will meet the standards established in the “Quality Matters” program (QM) and by the College as described in the Distance Learning Manual. This manual shall be developed and maintained by the Office of the Chief Academic Officer within the Academic Affairs Unit and will establish the standards, processes, procedures, and guidelines required for the development, approval, teaching, and support for all distance-delivered courses and programs. The standards, processes, procedures, and guidelines shall adhere to the HLC’s 2011 Guidelines for the Evaluation of Distance Education and the Quality Matters program.
- 4.2. Categories of courses and appropriate BANNER codes shall be established and defined for each type of distance-delivered course including but not limited to
 - 4.2.1. online,
 - 4.2.2. correspondence,
 - 4.2.3. hybrid,
 - 4.2.4. web-enhanced,
 - 4.2.5. compressed, and
 - 4.2.6. traditional.
- 4.3. The established categories and codes shall be included in the Distance Learning Manual.
- 4.4. The Distance Learning Manual will be reviewed and updated annually.

- 4.5. All distance-delivered courses shall undergo an initial approval and any subsequent renewal process required as provided for in the Distance Learning Manual before they are listed in the course schedule and offered for student enrollment.
- 4.6. All distance-delivered courses shall be comparable to traditional campus-based courses, when applicable, in terms of
- 4.6.1. syllabi, including learning outcomes,
 - 4.6.2. textbooks,
 - 4.6.3. grading, and
 - 4.6.4. methods of evaluation.
- 4.7. All full and part-time faculty must receive approved training and/or faculty development to meet QM certification for distance-delivered courses as provided for in the Distance Learning Manual prior to being assigned to a distance-delivered course.
- 4.8. Each distance-delivered course shall undergo review every three years for purposes of renewal of approval.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1. All distance-delivered courses developed and offered prior to the adoption of this policy must be reviewed and approved based on the standards, processes, procedures and guidelines required by the Distance Learning Manual by no later than the end of the Fall 2016 term.
- 5.2. All faculty who have taught distance-delivered courses prior to the adoption of this policy must receive the required training and/or professional development and attain QM certification prior to being assigned any additional distance-delivered courses.

SECTION 6. GENERAL PROVISIONS

- 6.1. All distance-delivered courses developed and offered by Pierpont Community & Technical College shall be reviewed and approved in accordance with the requirements of the Distance Learning Manual.
- 6.2. All faculty teaching distance-delivered courses are required to undergo training and attain QM certification prior to being assigned to teach a distance-delivered course.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1. The Vice President for Academic Affairs and the e-Learning Specialist are responsible for the development, implementation, and maintenance of the Distance Learning Manual and ensuring compliance with the provisions of this policy.

SECTION 8. REVIEW STATEMENT

- 8.1. This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

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**Pierpont Community & Technical College Board of Governors Meeting
September 15, 2015**

- ITEM:** Five Year Program Review
Veterinary Technology (AAS) degree program
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year report and continuation of the Veterinary Technology Associate in Applied Science (AAS) program at its current level of activity.
- STAFF MEMBER:** Leslie Lovett
- BACKGROUND:** The Veterinary Technology Associate in Applied Science degree program viability has been reviewed by the program Advisory Board, external reviewer, faculty, Dean of Health Careers, Vice President for Academic Affairs and the Interim President. All are in agreement, that the program is of quality, with the possibility of growth, and is applicable to the citizens and industry in north central West Virginia.
- The institution also recognizes that a comprehensive review/report of all Certificate in Applied Science (CAS), Associate in Arts (AA) and Associate in Applied Science (AAS) degrees is due December 2015 to the Board of Governors.

SUPPORTING DOCUMENTATION
FOR APPROVAL OF THE 5-YEAR
PROGRAM REVIEW OF THE
AAS VETERINARY TECHNOLOGY
DEGREE PROGRAM WAS PROVIDED
ELECTRONICALLY ON SEP.8,2015.