



BOARD

OF

GOVERNORS

November 14, 2017

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

November 14, 2017

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

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

Warren "Chip" VanAlsburg – Chairman
Sharon Shaffer – Vice Chairwoman
Rick Pruitte – Secretary

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 14, 2017

I. Call to Order in Open Session

1. Opening Comment (*Chairman, Chip VanAlsburg*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Approval of BOG Meeting Minutes of September 19, 2017
5. Approval of BOG Meeting and Working Group Minutes of October 17, 2017

Tab 1 – Informational

Tab 2 – Action Item

Tab 3 – Action Item

II. Recognitions – Informational

1. Acknowledgement of the graduating members of the Pierpont Leadership Institute for Fall 2017 (*Dr. Johnny M. Moore, Chip VanAlsburg, Brian Floyd*)
 - Ironda Campbell, Dr. Kari Coffindaffer, Matthew DeMaria, Caitlin Rexrode, Mary Jo Rutherford, Emily Ryan, and Sandra Thomas

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

IV. Chairman’s Report – Informational (*Chip VanAlsburg*)

V. Approval of Consent Agenda – Action Item

1. Operation Reports
 - a. Academic Affairs (*Brian Floyd*)
 - b. Center for Workforce Education (*Kimberly Cale*)
 - c. Classified Staff Council (*Amanda Hawkinberry*)
 - d. Faculty Senate (*Susan Coffindaffer*)
 - e. Information Technology (*Rob Linger*)
 - f. Pierpont Foundation (*Steve Leach*)
 - g. RCB NAEC (*Tom Stose*)
2. Financial Report (*CFO, Dale Bradley*)
 - a. August 31, & September 30, 2017 Financial Report

Tab 4 – Informational

Tab 5 – Informational

VI. Committee of the Whole

1. Presentation and Acceptance of the FY 2017 Audited Financial Statements (*Dale Bradley*)
(Kelly Shafer & Sarah Crouse, Suttle & Stalnaker, PLLC) **Tab 6 – Action Item**
2. Resolution for Approval of Comments and Final Draft of
a. Policy No. 9 – Sexual Harassment (Dale Bradley) **Tab 7 – Action Item**
3. Resolution for Approval of Comments and Final Draft of
a. Policy No. 52 – Degree Definitions (Brian Floyd) **Tab 8 – Action Item**
4. Restructuring and Appointments of the AY 2017-2018 Board of Governors Committees (*Chairman, VanAlsbury*) **Tab 9 – Informational**

VII. Committee Reports

1. Audit/Finance Committee Report (*Dale Bradley, CFO*)
2. Marketing Committee Report (*Memori Dobbs, Chair*)
3. Regional Academics Committee Report (*Sharon Shaffer, Chair*)

VIII. New Business

- 📅 NCWV Advanced Technology Center Advisory Board quarterly meeting will be held within the agenda of the Pierpont Board of Governors Retreat on Friday, December 1, 2017, NCWV Advanced Technology Center, Room 216 A
- 📅 Pierpont Board of Governors Retreat will be held at 8:30 AM on Friday, December 1, 2017, NCWV Advanced Technology Center, Room 216 A

IX. Old Business

X. Public Comment

XI. 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.

XII. 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
September 19, 2017
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 19, 2017, beginning at 2:00 PM in the Falcon Center Board Room, Locust Avenue.

Board members present were:

Chairman Warren 'Chip' VanAlsburg, Thomas Barlow, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Natalie Stone, and Eugene Weaver. The Student Government Representative-Elect, Randy Travis Crigger, was also present.

President's Cabinet members present were:

President Johnny M. Moore, Dale Bradley, Brian Floyd, Lyla Grandstaff, Steve Leach, Rob Linger, and Cyndee Sensibaugh

Others in Attendance:

Leah Nestor - Times WV reporter, Pierpont faculty and staff

Oath of Office Administered to New Board Members

Prior to the start of the Board of Governors meeting the new Board members appointed on August 7, 2017 by WV Governor Jim Justice to the Pierpont Community & Technical College Board of Governors were officially sworn in by Notary Public, Cyndee Sensibaugh. The newly appointed Board members are: Thomas J. Barlow, Brian S. Bozarth, Holly C. Kauffman, Larry J. Puccio, Jr. and Natalie Stone. Also sworn in was the Faculty Senate Representative, Linda A. King, elected by the Pierpont Faculty Senate on May 12, 2017.

I. Call to Order

1. Opening Comments

Chairman VanAlsburg called the meeting to order in open session at 2:02 PM.

2. Call for Public Comment

Chairman VanAlsburg 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 June 20, 2017 Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held June 20, 2017 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

5. *Approval of Minutes from the June 26, 2017 Emergency BOG Meeting – Action Item*

The minutes of the emergency Pierpont Board of Governors meeting held June 26, 2017 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. *Welcome to New Pierpont Community & Technical College Board of Governors Members Appointed August 7, 2017 by Governor Jim Justice, and the Faculty Senate Representative Elected on May 12, 2017.*

Chairman VanAlsburg welcomed the newly appointed Lay members for Pierpont: Thomas J. Barlow, Brian S. Bozarth, Holly C. Kauffman, Larry J. Puccio, Jr. and Natalie Stone. Chairman VanAlsburg also welcomed Linda King, the new Faculty Senate Representative.

2. *Recognition and Thanks to the Founding Pierpont Community & Technical College Board of Governors Members for Completion of Their Service*

Chairman VanAlsburg offered his thanks and gratitude to the founding Pierpont Community & Technical College Board of Governors members for completion of their service. The founding Board members all served from August 1, 2008 to August 7, 2017. They are: Linda Aman, James E. Griffin, Kyle Hamilton, Earl McConnell, and Jeff Tucker.

Prior to the start of the Pierpont Board of Governors meeting, a public Appreciation and Welcome Reception was held to honor the retiring Board members and to welcome the newly appointed Board members. At the reception, each retiring Board member received an honorary plaque thanking them for their outstanding and dedicated service.

3. *Veterinary Technology Program Ranked in the Top 30 Veterinary Technology Programs in the Nation*

Dean of Health Careers, Michael Waide, introduced the faculty of the Pierpont Veterinary Technology Program and congratulated the program for being recognized as a Vet-Tech Top 30 College in the nation by VeterinarianEDU.org. Anna Romano, Bobbi Loveridge, and Adam Evans received the Board's congratulations and appreciation.

4. *Introduction of New Pierpont Employees*

The following employees were introduced to the Board:

- 🏛️ School of Business, Aviation, and Technology (*Dean, Dr. Gerald Bacza*)
 - Jeremy Wilson - Instructor

- 🏛️ School of Health Careers (*Dean, Michael Waide*)
 - Casey Conaway – Licensed Practical Nursing
 - Sherri Craddock – Medical Laboratory Assistant
 - Bryanna Ordiway – Physical Therapist Assistant

- 🏛️ School of Workforce Development (*Lynn Ebbert for Dean, Robert Dennis Mills*)
 - Judy Dolan - Instructor
 - Nathan Rakestraw – Program Coordinator/Instructor

5. *Introduction of the Pierpont Leadership Institute Fall 2017 Members*

Provost Brian Floyd and President Moore introduced the first class of the Pierpont Leadership Institute (PLI). They are: Ironda Campbell, Dr. Kari Coffindaffer, Matthew DeMaria, Caitlin Rexrode, Mary Jo Rutherford, Emily Ryan, and Sandra Thomas. Dr. Moore shared that the PLI was designed to support faculty and staff and to further develop leaders within the institution.

III. President's Report

Due to time constraints, the President tabled his report.

IV. Operation Reports

1. *Student Government Association:* SGA President, Alex Vance, shared that he is pleased that Randy Travis Crigger is representing the Pierpont student body as the student-elect for the Board. Mr. Vance outlined the Fall 2017 – Spring 2018 SGA Strategic Plan, focusing on the Mission, Initiatives and Plan of Action. Mr. Vance highlighted better communication plans, removing stagnant members, and taking an active role in the Pierpont and FSU admissions offices, boards, committees and panels that have a direct student impact.

2. *Academic Affairs:* Brian Floyd, Provost and VP of Academic Affairs, provided a handout and reviewed details of the upcoming Higher Learning Commission (HLC) accreditation site visit. Mr. Floyd shared that David Beighley, Linda King, Nancy Parks, Cyndee Sensibaugh and Michael Waide are serving as criteria leaders to provide the required HLC Assurance Argument documentation and evidence by the October 2nd deadline. The HLC accreditation team will be at Pierpont on October 30th and 31st.

Mr. Floyd informed that the Veterinary Technology Program and the Licensed Practical Nursing Program are currently undergoing their on-site accreditation visits.

Mr. Floyd gave an overview of the Career and Technical Education (CTE) partnership planning with the Monongalia Technical Education Center (MTEC) through the Pierpont Early College Academy. This will be a pilot program to launch Pierpont's goal of engaging all of the regions CTEs and comprehensive high schools in the Pierpont Early College Academy.

3. *Center for Workforce Education:* Kimberly Cale, Director, shared that the Airframe Structures Program starts the semester with eight students and the Red Hat classes will begin on October 2nd. Mrs. Cale highlighted several upcoming events; Homestyle of Shinnston, WV will hold an interior design workshop for Pierpont employees, an employment fair will be held October 6th at the ATC, and the Marion County Technical Center brought 19 instructors to tour the ATC on September 18th.

The CWE was named 29th out of 200 colleges for online sales with UGOTCLASS (one of three, third party providers for online classes).

4. *Classified Staff Council:* In absence of Chair, Amanda Hawkinberry, Mary Jo Rutherford provides the report. The CSC met on August 30th and appointed Mary Jo Rutherford to serve as Vice Chair and Leah Ellyson to serve as Secretary from the July 1, 2017 to June 30, 2019 term of office. Committee assignments will be discussed at the September 29th meeting.

CSC goals are: rotating locations of the CSC meetings, establishment of a mentoring program for new classified staff members, updating the CSC Constitution, and fundraising.

5. *Faculty Senate:* Dr. Kari Coffindaffer, President, shared that at the August 8th FS meeting the FS Committee slate for academic year 2017-18 was approved and committee chairs were elected. They are: Academic Appeals Board – Matthew DeMaria, Admissions and Credits – Mitchell Jordan, Curriculum – Susan Coffindaffer, Faculty Development – Harmony Garletts, Faculty Personnel – Pamela Hamilton, Faculty Welfare – Debra Benedetti, and General Education – Nicholas George. At

the September 8th FS meeting the 17-18-92 Health Careers ECG Advanced Skill Set Curriculum was approved.

6. *Information Technology:* Mr. Linger, CIO and VP of Information Systems, informed that the Board members will each receive a link to a tree test building tool to aid in evaluation of how the website is navigated by consumers. The tool will assist in shaping the menu structure on the new website. Mr. Linger informed that the DegreeWorks employee training has been delayed due to the recent hurricane in Florida and will be rescheduled. DegreeWorks will tie into the Banner system and aid students in tracking classes and degree pathways to graduation.
7. *Pierpont Foundation:* Steve Leach, VP Organization and Development, gave an overview of the funds raised in 2016-2017 and pending requests for this year.
8. *RCB National Aerospace Education Center:* Dr. Gerald Bazca, Dean of the School of Business, Aviation and Technology introduced Tom Stose, Director of the RCBNAEC, to provide the report. Mr. Stose shared that he has recently served as a presenter at the WV Airport Managers Conference and the WV State Technology Conference. Bombardier has met with Pierpont students to discuss temporary employment and testing. Pratt and Whitney has offered students internships and jobs while in training. For the Fall semester 40 new freshman and 14 sophomore are enrolled with 2 new high school students in the early entry program.

V. Committee of the Whole

1. Financial Report - Informational

Dale Bradley provided a summary of the reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of May 31 and June 30, 2017. Complete details were provided in the September 19, 2017 Board of Governors Book.

2. Resolution for Approval of a 30 Day Public Comment Period for Policy No. 52 – Degree Definition – Action Item

Brian Floyd presented a resolution to approve a 30 day public comment period for Policy No. 52 – Degree Definition, language in the existing policy has become outdated and in need of clarification and formatting revisions. The public comment period will be from September 20, 2017 to October 19, 2017.

Sharon Shaffer offered a motion to approve a 30 day public comment period for Policy No. 52- Degree Definitions, as presented. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

3. *Resolution for Approval of a 30 Day Public Comment Period for Policy No. 9 – Sexual Harassment – Action Item*

Dale Bradley presented a resolution to approve a 30 day public comment period for Policy No. 9 – Sexual Harassment. The public comment period will be from September 20, 2017 to October 19, 2017.

In alignment with the Sexual Harassment (Title IX) Policy, approved in May 2017 by the Board of Governors of Fairmont State University, Pierpont Community & Technical College seeks to modify its Sexual Harassment Policy to comply with federal, state, and local laws and regulations. Specifically, this policy upholds WV Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education Office for Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); applicable federal court decisions. The Sexual Harassment (Title IX) Policy amends the current Policy No. 9 Sexually Harassment and replaces current Policy No. 42 Consensual Romantic or Sexual Relationships.

Sharon Shaffer offered a motion to approve a 30 day public comment period for Policy No. 9 – Sexual Harassment, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

4. *Resolution for Approval of Comments and Final Draft of Policy No. 35 – Gift Acceptance/Solicitation – Action Item*

Steve Leach brought forth a resolution to approve the proposed amendment and final draft of Policy 35 – Gift Acceptance/Solicitation.

At the Pierpont Board of Governors meeting of June 20, 2017, a 30-Day Public Comment Period was established from June 21, 2017 to July 20, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #35 – Gift Acceptance. 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

One comment for a grammatical correction was received during the 30-day public comment period.

Sharon Shaffer offered a motion to accept and approve Policy No. 35 – Gift Acceptance/Solicitation, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

5. *Resolution for Approval of Comments and Final Draft of New Policy No. 62 – Campus Solicitation – Action Item*

Dale Bradley brought forth a resolution to approve the proposed amendment and final draft of new Policy 62 – Campus Solicitation.

At the Pierpont Board of Governors meeting of June 20, 2017, a 30-Day Public Comment Period was established from June 21, 2017 to July 20, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #62 – Campus Solicitation. 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

Two comments for a grammatical correction were received during the 30-day public comment period. Mr. Bradley also added modifications to be made to Section 2: Definitions – 2.5: “University” should be changed to “College”, and Section 5: Procedures for Non-Commercial Solicitation – 5.1.2: “university” should be changed to “college”.

Sharon Shaffer offered a motion to accept and approve new Policy No. 62 – Campus Solicitation, as presented with incorporation of the recommended changes to Sections 2 and 5. Larry Puccio, Jr. seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

6. *Identification of Vacated Appointments on the AY 2017-2018 Board of Governors Committees – Informational Item*

Chairman VanAlsburg announce that with the transition of Board members in August 2017, the vacancies created on the BOG Committees will be considered at the October 17, 2017 Board of Governors Workshop, to better align with the objectives of the institution. A proposed draft of the Committees restructuring will be distributed prior to the Workshop.

VI. Committee Reports

1. *Audit/Finance Committee*

As the committee chair for this position is currently vacant, Dale Bradley gave the report. Mr. Bradley announced that the minutes from the Audit/Finance Committee meeting of September 7, 2017 were forwarded electronically to all Board members, and asked for questions or comments. Hearing none, Mr. Bradley concluded his report.

2. *Marketing Committee Report - Informational*

Memori Dobbs, Chair, informed that the Marketing Committee will suspend meeting until the new BOG Committee structure has been formed.

3. *Regional Academics Committee Report - Informational*

Sharon Shaffer, Chair, informed that the Regional Academics Committee will suspend meeting until the new BOG Committee structure has been formed.

VII. New Business

1. Vet Tech On Site Accreditation Visit, September 20 – 22
2. Pierpont BOG Working Group, October 17, 1:00 PM to 4:00 PM, ATC Room 216A
3. Higher Learning Commission On Site Accreditation Visit, October 30 – 31
4. The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on November 14, 2017 in the Falcon Center Board Room.
5. The Annual Board of Governors Retreat will be held on December 1, 2017 at the Advanced Technology Center

VIII. Old Business

There was no old business to review.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session

1. Entering Executive Session:

At 3:38 PM, Sharon Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session

At 4:06 PM, the Sharon Shaffer offered a motion for the Board to exit Executive Session. Memori Dobbs seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

No items were brought forward from Executive Session.

XI. Adjournment

There being no further business, Chairman VanAlsbury offered a motion to adjourn the meeting at 4:07 PM. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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

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

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD of GOVERNORS MEETING and WORKSHOP
October 17, 2017
1:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting and workshop of the Pierpont Community & Technical College Board of Governors (BOG) was held on October 17, 2017, beginning at 1:00 PM in Room 216 A of the North Central West Virginia Advanced Technology Center, 500 Galliher Drive, Fairmont, WV.

Board members present were:

Chairman Warren ‘Chip’ VanAlsburg, Thomas Barlow, Memori Dobbs, Holly Kauffman, Linda King, Natalie Stone, and Eugene Weaver.

Board members absent were: Brian Bozarth, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, and Randy Travis Crigger

President’s Cabinet members present were:

President Johnny M. Moore, Dale Bradley, Brian Floyd, Lyla Grandstaff, Steve Leach, Rob Linger, and Cyndee Sensibaugh

I. Call to Order

1. Opening Comments

Chairman VanAlsburg called the meeting to order in open session at 1:12 PM.

President Moore provided opening comments.

Dr. Moore shared that at the October 13th WV Community College Association Conference, Pierpont Community & Technical College (Pierpont) was proud to have BOG representatives in attendance (the only community college to do so).

Dr. Moore outlined the focus of the day’s workshop to better align the BOG Committees with the needs and mission of the institution.

2. Call for Public Comment

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

II. Committee of the Whole

1. *Resolution for Approval of a 30 Day Public Comment Period for Amendment to Policy No. 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 Policy No. 16 – Tuition, Fees, Assessment, Payment, and Refund of Fees. The public comment period will be from October 18, 2017 to November 16, 2017.

Language in the existing policy needs updated to reflect changes in legislation enacted in HB 2815 during the 2017 Legislative Session identifying when WV Council for Community and Technical Education System must approve Board of Governors approved tuition and fees increases.

In addition to general clarifications proposed throughout, there are specific proposed changes providing additional definitions and clarification in section 7 “Refunds of Regular Fees”. The proposed changes also remove the 10 percent refund penalty during the “Add/Drop” period.

Complete details of the proposed changes were previous provided in the Board materials (electronically and in paper copy).

Thomas Barlow offered a motion to approve a 30 day public comment period for Policy No. 16 – Tuition, Fees, Assessment, Payment, and Refund of Fees, as presented. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

III. Primary Focus Items

1. *Academics - Informational*

Brian Floyd, Provost and VP Academic Affairs, gave an overview of the Provost’s role, communication to the BOG members from Academics, and the upcoming Higher Learning Commission (HLC) on-site visit of October 30 and 31. Mr. Floyd also reviewed annual program review cycles and the pilot program for the Pierpont Early College Academy.

2. *Enrollment/Retention - Informational*

Lyla Grandstaff, AVP of Enrollment and Student Services, provided an overview of focus areas for enrollment and retention. Work is underway for a comprehensive Student Success Center. The WV Tour is underway and Pierpont’s recruiters are on the road. Mrs. Grandstaff ran through the process that a student goes through to become a student at Pierpont. Mrs. Grandstaff is currently analyzing a scheduling

tool to provide an easier process for class scheduling.

A BOG member expressed the need for Pierpont to focus recruitment efforts within each of the 13-counties of Pierpont's service region. To reach out to the county VIPs - to know who Pierpont is and what we do.

3. *Financial - Informational*

Dale Bradley, VP Administration/CFO, reviewed focus areas of the financial structure and Pierpont's relationship and obligations with Fairmont State University for bonds and auxiliaries.

BOG members expressed the desired focus to continue to partner with FSU, to ensure that Pierpont's budget supports the Mission of the institution, and that funds are invested into student recruitment.

IV. Proposed Board of Governors Committees Restructuring

Chairman VanAlsburg provided an overview of the proposed realignment of the BOG Committees. A draft of the proposal was provided, previously, with the Board meeting materials. The new proposed structure will consist of the following Committees:

1. Executive Committee
2. Academic and Student Affairs
3. Finance/Audit and Administration
4. Enrollment Management and Communications (Marketing)

Naming of Appointments to the Board of Governors Committees

Chairman VanAlsburg recommended that the official naming of the appointments to the proposed BOG Committees be postponed until the on-site visit by the HLC has occurred. Chairman VanAlsburg asked for any comments or suggestions regarding the Committees be sent to him. The approval of the implementation of the new BOG Committees structure is proposed for the December 1, 2017 BOG Retreat Agenda.

V. Closing Comments

Chairman VanAlsburg asked the BOG members to bring three or four bullet points to discuss with the HLC reviewers, as the Board's perspective adds to the effectiveness in running the institution.

Chairman VanAlsburg stated that in the future the BOG meetings will work towards becoming more streamlined and purposeful.

President Moore thanked all Board members for their attendance and asked for any questions to be forwarded to him.

VII. Adjournment

There being no further business, Chairman VanAlsburg called the meeting adjourned at 3:15 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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

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

Tab

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ACADEMIC AFFAIRS REPORT



Academic Affairs
Report to BOG
November 14, 2017

⇒ Accreditation

- Higher Learning Commission (HLC) visit October 30-31
 - 4yr Scheduled Comprehensive Evaluation complete
 - Visits to Locust Ave, Caperton, and RCB National Aerospace Center
 - Should have preliminary feedback in 3-4 weeks

- Vet Tech site visit
 - *Critical (4) deficiencies, major (8) deficiencies and recommendations*
 - *The College must complete the renovation project that will expand the Veterinary Technology Facility and continue with plans to build a new kennel.*
 - *Efforts continue to be made to analyze performance of graduates on the VTNE, with the goal of consistently achieving pass rates and domain scores at least equal to the national average of first time criterion candidates.*
 - *Accreditation status will be determined after the November 10th board of directors meeting and the conclusion of a 30-day time frame (November 20) in which to rebut any factual inconsistencies or provide additional evidence.*

- LPN site visit
 - *The recommendation of the executive director was to grant the Pierpont LPN program CONTINUED ACCREDITATION. This was granted October 20, 2017.*
 - *Pierpont's 3-year NCLEX pass rate is 93%. The national average is 83%.*

⇒ Career & Technical Education (CTE) Partnership Planning

- Pierpont Early College Academy launched October 16, 2017
- MTEC has enrolled 21 students so far
- Benedum Foundation has awarded \$151,000 for the 1st year pilot
- Meetings scheduled with the remaining CTEs Nov/Dec
- Goal to have remaining six CTEs and three comprehensive high schools online by Fall 2018

⇒ WV CTCS Workforce Matrix submitted

- Pierpont had 535 credit and non-credit Skill Set registrations in AY16-17, 504 completed. This totaled 32,995.5 total contact hours

- Additionally, Pierpont 132 registrations for Entrepreneurship Courses, 132 completed and these totaled 2853 contact hours

⇒WV HEPC State Reauthorization submitted

- AY16-17 reporting data
- Includes: Enrollments, Crime statistics, Tuition & Fees, Grad. & Retention rates, and End of program testing for Certificates and Associate Degrees

⇒Carl D. Perkins Core Indicator data submitted

- Overall 25 different end of program exams and certifications
- 192/249 or 77.11% of students passed their exams
- Pierpont used \$11,524 of Perkins funds to purchase end of program exams
- The following had a 100% pass rate: EMS Certificate, Lab Asst. Phlebotomy Exam, APPD Interior Design, Interpreter/AMSL, ASCP or AMT Med Lab Tech, Rad Tech, Resp. Care, and Elec. Utility Tech.

⇒HLC Requirement for Publication of Institutional Student Data submitted

- Student outcome and student achievement data should be made available to the public through the institution’s website including: graduation rates, retention rates, licensure rates, and data about students after graduation (such as transfer to four baccalaureate program, employment, etc.).
- The data can be found at: <https://www.pierpont.edu/academics/reports>

⇒WV CTCS Missing Textbook Adoptions/Textbook Affordability Report submitted

- Pierpont BOG Bookstore Policy #54 section 2.2.7. requires the Bookstore to compile a report regarding missing textbook adoptions by June 1 each year. The report is to be forwarded to the Board of Governor’s for review (*Pierpont BOG Approved May, 2017*). The report on textbook adoptions is then forwarded annually to the West Virginia Council for Community & Technical College System (WVCTCS) by November 1.

Semester	Deadline Dates for Faculty to be Assigned to Courses	Percentage of Deadline Met	Deadline Date for Textbooks and Course Material Selection	Percentage of Deadline Met	Date Assigned Textbooks and Materials Posted
Summer 2016	21-Mar-16	100%	15-Apr-16	100%	21-Apr-16
Fall 2016	21-Mar-16	100%	15-Apr-16	99%	21-Apr-16
Spring 2017	10-Oct-16	100%	17-Oct-16	96%	17-Oct-16

CENTER FOR WORKFORCE EDUCATION REPORT

BOG REPORT NOV 14, 2017

CONTINUING EDUCATION

- Several High Schools will be touring the ATC - Grafton High School, United High School
- Federal Acquisition Management course ongoing - 18 students This course ends Dec. 7th
- ASTP graduation Nov 10
- Working with EMT -- *EMT Bridge (hybrid) and Advanced Care Technician Practicum--with Jan Care*
- Red Hat completed 10/20 9 graduates next class 12/04/2017
- Updating PAN Proctor contract to include newly acquired PSI testing this will increase our testing seats by 30-40 per month. Installation of programming and training to occur next week.
- Working with Amazon- want to rent ATC facility for 3 days of training in the coming year. Needing computer space for 20 students. Proposed dates during Winter break, spring break, and summer.
- Marketing - beginning a new marketing campaign, postcards developed highlighting continuing education programming. Will send information to stop out/drop out list from main campus in an effort to retain the student.
- Working with third party provider World Education to market courses to vocational/veteran rehabilitation. Marketing list developed contains Workforce Development Offices, Veteran's Affairs offices, Workers Compensation Attorneys, Vocational Rehabilitation Centers and Counselors, and Career Counselors in our 13 county area.
- Recently, updated the www.pierpont/ce website.

CLASSIFIED STAFF COUNCIL REPORT



Classified Staff Council

BOG Report

Falcon Center Board Room

2:00 p.m.

November 14, 2017

Chairperson VanAlsburg, Board Of Governors Members and President Moore:

The Pierpont Classified Staff Council has met twice since the last Board of Governors meeting.

The Classified Staff Council would like thank President Moore and Board of Governors Member Thomas Barlow for attending our September meeting. The Staff Council appreciates your continued support and interest in our council.

Chairperson Amanda Hawkinberry reported that there has been \$286.00 raised through three payroll pledges for the Classified Staff Scholarship. Shannon Carnes volunteered to contact American Destinations to ask questions about setting up a bus-trip/tour as a way to raise money for the Scholarship fund. An idea was presented to use the company Fan Cloth as a fundraiser to increase our Classified Staff Scholarship fund. The company would put Pierpont's logo on several items: polo's, jackets, t-shirts, active wear, lunch bags, Yeti cups, book bags, and more. Our goal would be to sell 250 items to raise \$1,500. That money would fund two full-time scholarships and one part-time scholarship. We are currently waiting on approval to proceed with this fundraiser.

A Classified Staff Team Drive was created in Google to share information with staff. This will allow easy access to important information that staff can update and access at any time. Agendas, minutes, directory, and mentoring information will be housed in the Team Drive.

Anita Davis volunteered to work on updating the constitution but this project has put on hold.

President Moore supported Chairperson Amanda Hawkinberry's idea on having Classified Staff meetings at our regional locations. This will allow staff members to get tours our regional campuses and create unity within ALL of our Classified Staff.

Memori Dobbs reported that the September BOG meeting started off with recognition of departing BOG members and welcoming our new BOG members. Pierpont was awarded a grant for over \$1 million from The Appalachian Regional Commission to help increase the number of displaced coal miners. First Energy hired 20 students from the EUT program. The Regional Academics Committee is focusing on ways to build enrollment for non-traditional and high school students, tracking student data, class scheduling, and identifying new programs.

Anita Davis reported that the group met in Wheeling at WV Northern on September 18. During the meeting they discussed institutional policies. ACCE members discussed the pros and cons of adding non-classified staff to Classified Staff Councils to create "Staff Councils" at their October 16 meeting.

Members of Classified Staff were appointed to the following committees:

Legislative Affairs

- Anita Davis
- Beverly Jones

Election

- Anita Davis

Staff Development

- Amanda Hawkinberry
- Mary Jo Rutherford
- Leah Ellyson
- Bo Sellers

Website

- Leah Ellyson

Special Events

- Mary Jo Rutherford
- Beverly Jones

Mary Jo Rutherford reported that the Pierpont Leadership Institute is going very well. Members of PLI attended the WVCCA Conference on October 13 at New River Community and Technical College where Fonda Hawley was recognized as the Outstanding Contributor. Mary Jo went on to explain that the 8-week course highlights the leader in 'you'. She recommends this program to all Classified Staff.

The Council would like to invite our Board Members to our next Classified Staff Council meeting on November 29, 2017 at 1:00 p.m. at the Robert C. Byrd National Aerospace Education Center.

FACULTY SENATE REPORT



MEMORANDUM

To: Pierpont Community and Technical College Board of Governors
From: Kari Coffindaffer, Faculty Senate President
Date: November 3, 2017
Subject: Faculty Senate Update

Pierpont Faculty Senate convened Tuesday, October 13, 2017 at noon.

- **Curriculum Proposal 17-18-03 Petroleum Technology was approved unanimously.**

This proposal will consolidate, re-title, and arrange courses to align the PTRM curriculum with the model schedules of other Energy programs at Pierpont and at other State community and technical colleges. This proposal deletes five courses, adds five courses (two of which are new), and retitles ten courses. These revisions will make more efficient use of existing faculty and classroom resources and meet updated requirements of the industry. These revisions may also maximize the transferability of Pierpont credits to other universities for our graduates, as well as allow students from other colleges to transfer credits to Pierpont.

The next meeting of Faculty Senate will be Friday, November 10th at 1:00pm.

INFORMATION TECHNOLOGY REPORT



From the Office of the CIO

November Board Report
Information Provided to HLC

Lewis County:

1. Upgraded fiber internet speed to 50mb over the summer
2. Upgraded Wi-Fi and working on adding additional AP's for added coverage.
3. There is one Pierpont owned computer lab at this location.
4. There are no distance learning rooms yet.

Caperton:

1. 100mb fiber internet.
2. Upgraded Wi-Fi
3. There are no Pierpont owned distance learning rooms yet.
- 4 Most space is shared with FSU, one independent Pierpont computer lab.

Byrd:

1. 50mb fiber internet.
2. Upgraded and extended Wi-Fi for better coverage.
3. Re-Imaged the computer lab for better performance.

MTEC:

1. 100mb fiber internet
2. Upgraded Wi-Fi
3. One Laptop Computer lab

ATC:

1. 100mb fiber internet
2. Four computer labs

Practical... Possible... Pierpont



3. Two distance learning classrooms
4. One student study lab
5. One testing lab

Braxton:

1. Wi-Fi Upgraded to improve speed and coverage on both floors
2. Network port added to main hallway to allow for the install of a new Xerox printer
3. Cables run to all 2nd floor classrooms to add connectivity, the ports themselves still need installed. (By the end of this week or the beginning of next week, the third floor classrooms will also have network connectivity.)
4. Distance learning room, instructor machine repaired.
5. Meeting with Grandview also took place to work on improving the usability of the distance learning gear.
6. Inventory of current gear at Braxton taken by the helpdesk

These items are all great steps forward to improve utilization of our Braxton location.

Also, earlier in the summer an order to increase the bandwidth to the Braxton location was made. This takes the bandwidth from 10MB/sec to 50MB/sec. This will improve systems performance and improve the student experience.

Institutional technology projects (current):

Pierpont has a number of current projects that are currently in progress.

A new website is under development that will simplify the user experience for current and prospective students. This new site will be more marketing focused and will highlight metrics and outcomes directly on each programs page. The navigation is being overhauled, content is being distilled, and data is being organized for this new site.

A new phone system role out is in progress that will increase brand identity for Pierpont. The Dialpad phone system will also allow Faculty to only hand out their office number to students. With this new system, students will be able to call or text Faculty at the office number. This will allow students to use the form of communications they are most comfortable with while allowing Faculty to maintain a proper level of privacy. In addition to these benefits, Pierpont will have full control over the phone system configuration for faster service times and flexible phone queue adjustments during peak traffic times.

A dedicated IT team member is being trained to maintain Degreeworks.

Institutional Research has been moved under the IT umbrella to assist the institution with consolidating data, defining data definitions, and improving Institutional data consistency.

Institutional technology projects (future):

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1201 Locust Ave
Fairmont, WV 26554

www.pierpont.edu

Plans are being developed to create an annual Technology Survey for all students, faculty, and staff. This survey will help guide the development of future Technology Plans that will also align with Pierpont's strategic plan. Bandwidth will continue to be monitored and grow with the need of each location. The infrastructure in place on the back bone of the network has the capability to expand to any level needed within the current lifecycle of existing equipment.

Banner separation activities are expected in 2018. IT will assist in acquiring training for Pierpont staff. Staffing in IT may need adjusted as well depending on maintenance agreements with FSU IT. Banner separation is an ambitious project, but it is the most important project for the institution. We have the infrastructure in place to handle the separation technologically, so training and personnel will be the focus.

Rob Linger
Chief Information Officer

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Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution

PIERPONT FOUNDATION REPORT

Pierpont Foundation
Report
October 30, 2017 to present

Pierpont Foundation Report:

- Steve Leach stated that meetings were held with Mon Health Medical Center CEO, Chevron, Benedum Foundation, and Mike Ross.
- Steve Leach shared that the Board of Trustees of the Claude Worthington Benedum Foundation Inc., authorized a grant in the amount of \$151,000, to pilot a program that would enable career and technical education students to enroll in community college courses during their senior year. The announcement of the Claude Worthington Benedum Foundation grant award for the Pierpont Early College Academy was held on October 16, 2017 at the ATC.
- Steve Leach reported that the Department of Commerce's Economic Development Administration (EDA) has granted \$767,442 investment to support the Powering Up the Aerospace Workforce in Coal Impacted Communities in West Virginia. This project is assistance to support the Aviation Technician Program.
- Dr. Johnny Moore presented on the Higher Learning Commission (HLC) visit to the institution will be held on October 30-31, 2017. The institution has been compiling the requested information for the site visit by the Provost, Directors, faculty and staff. During the HLC site visit they will meet with the Board of Governors members, Foundation Board members, faculty, staff and students.
- Dr. Johnny Moore shared with the Foundation board each community college tuition and fees chart for 2017 and the surrounding four year institutions tuition and fees chart for 2017.
- Foundations provided a summary report on the Pierpont Endowments and Non-Endowments thru September 2017.
- Foundation meeting will be held on Thursday, November 16th, Dr. Johnny Moore, President cordially invites you to the first annual Pierpont Presentation. This reception will be held from 5:00 to 6:30PM at the North Central Advanced Technology Center, 500 Galliher Drive, Fairmont. During this gathering we will highlight the important progress Pierpont has made, and share our strategic plan for the future. I believe your relationship with the College is paramount to our success. Please confirm your attendance by November 10th, to Vickie Hedrick at Vickie.Hedrick@pierpont.edu or Office: [304-367-4692](tel:304-367-4692).

2017 PIERPONT FOUNDATION MEMBERS

Dr. Johnny M. Moore – President

Julius D. Aloï, CPA/CFE

Rusty Elliott - Chair

Steve W. Fairley - Vice Chair

Michael Malfregeot

James Merrill

Donna Metz - Treasurer

Christa Pierpont

Natalie Tennant

Scott Radman - Secretary

Bob Tinnell - Fundraising

Steve Leach – Staff Member

Vickie Hedrick – Staff Member

PIERPONT ENDOWMENTS - CHANGES THRU SEPTEMBER 2017

FUND	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 9/30/2017
Higinbotham/Quintrell (074)	\$ 12,639.85	\$ 183.01	\$ -	\$ (150.00)	\$ -	\$ 12,672.86
Honce (140)	70,882.61	1,026.37		(650.00)		71,258.98
Hermits Hollow (155)	40,649.85	588.61		(350.00)		40,888.46
Ruth Marie Skaggs (163)	14,234.70	206.13		(100.00)		14,340.83
Rhodes Culinary Arts (220)	114,852.15	1,663.03		(1,300.00)		115,215.18
Nesselroad (221)	20,758.31			(250.00)		20,508.31
Rhodes Dietary Management (281)	106,025.68			(1,950.00)		104,075.68
Christie (318) (St. Institutions Phase II)	45,783.57			(575.00)		45,208.57
Edwards (358)	16,061.31					16,061.31
Stonestreet (394)	45,600.06					45,600.06
Shell (434) (Not endowed)	5,000.00					5,000.00
Prezioso (456) (Not endowed)	10,541.32					10,541.32
Claypole (479) (not endowed)	2,329.10					2,329.10
Southwestern Energy Company Scholars Program (502)	266,195.80			(2,500.00)		263,695.80
	<u>\$ 771,554.31</u>	<u>\$ 3,667.15</u>	<u>\$ -</u>	<u>\$ (7,825.00)</u>	<u>\$ -</u>	<u>\$ 767,396.46</u>

PIERPONT NON-ENDOWMENTS - CHANGES THRU SEPTEMBER 2017

	BALANCE 6/30/2017	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 9/30/2017
Life Long Learners (028)	\$ 6,638.02	\$ 23,055.50	\$ 23,055.50		\$ (15,089.54)	\$ 14,603.98
Pratt & Whitney Scholarship (137)	11,575.84	3,500.00	3,500.00	(995.00)		14,080.84
Culinary Arts (216)	11,086.92	7,125.23	7,125.23		(4,135.63)	14,076.52
Workforce Development Initiatives (262) **	5,000.00					5,000.00
Culinary Arts Study Abroad Program (301)	962.33					962.33
Silent Adventures (Hearing impaired) (382)	3,200.00					3,200.00
Respiratory Therapy Financial Assistance (400)	24.83					24.83
Pierpont C & TC Fund (401)	13,911.90		113,006.75		(12,951.25)	113,967.40
Montgomery Honorary Scholarship (403)	3,710.00					3,710.00
Pierpont Veterans' Education (404)	11,663.68					11,663.68
Pierpont Classified Staff (421)	274.57		50.70			325.27
Pierpont Classified Staff Events Fund (437)	644.22					644.22
Faculty Textbooks Scholarships (463)	999.00					999.00
Oil and Gas Industry Scholarship (465)	1,000.00		500.00	(250.00)		1,250.00
Spring Awards' Dinner (473)	500.00				(500.00)	-
Bombardier Scholarship Fund (475)	3,005.00		2,000.00	(1,000.00)		4,005.00
Nobel Energy Scholarship (476)	2,250.00			(1,125.00)		1,125.00
Lockheed Martin - Aviation Tech Degree (490)	3,500.00			(1,000.00)		2,500.00
Engine & Airframe Solutions Worldwide (496)	1,005.00			(995.00)		10.00
Pierpont RCB National Aerospace Education Center (497)	10,000.00		2,000.00	(1,000.00)		11,000.00
Shentel Foundation Scholarship (499)	2,000.00		1,000.00	(500.00)		2,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	110,405.47		27,504.00	(39,777.57)		98,131.90
Pierpont School of Human Services Scholarship Fund (515)	550.00		4,250.00	(46,642.57)		4,800.00
	<u>\$ 203,906.78</u>	<u>\$ -</u>	<u>\$ 183,992.18</u>	<u>\$ (46,642.57)</u>	<u>\$ (32,676.42)</u>	<u>\$ 308,579.97</u>

ROBERT C. BYRD

NATIONAL AEROSPACE EDUCATION CENTER REPORT

Memorandum

Robert C. Byrd National Aerospace
Education Center

To: Pierpont Board of Governors
From: Thomas A. Stose Director
Date: 11/01/2017
Re: November Meeting update on the Aerospace Center

The Robert C. Byrd National Aerospace Education Center has been very busy in the past month. I have listed the activities of the center below for your review.

Conducted an informational session and tour of the Aerospace Center for the Council of Economic Advisors – Executive Office of the President.

Ms. Shaw has been very dedicated to increasing enrollment at the aerospace center and has attended college fairs all over the state for the past month.

We met with the students of the Randolph Technical Center for aerospace career presentation.

Attended Senator Moore Capito's press announcement. The college and the aerospace center was awarded a grant of 1,784,750 dollars for update and improvement of aviation training programs at the center.

Attended announcement ceremony for the opening of air routes from Clarksburg to Chicago and Dulles starting November 1st.

Attended the Workforce employment and training fair at the ATC in Whitehall.

Attended the Workforce employment and training fair at the at WV Wesleyan College in Buckhannon.

Attended the Veteran and Dependent Job Fair at the Hazel McQuain Community Center in Morgantown.

Hosted a HLC Reviewer visit at the Robert C. Byrd National Aerospace Education Center.

Attended ribbon cutting ceremony for the opening day of the new jet service for North Central West Virginia Regional Airport.

Tab

5

COMBINED AUGUST 31, 2017 FINANCIAL REPORT

Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of August 31, 2017

SUMMARY:

The projected effect on net assets for FY 2018 as of August 31, 2017 is a decrease of (\$23,501)

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of August 31, 2017 of (\$23,501) represents a budget balance increase of \$8,800 from the July 31, 2017 Finance Report. The overall operating revenues budget in August decreased by (\$45,187). There was a decrease of (\$33,729) in the budget for "Tuition and Fees" while the "Student Activity Support Revenue" revenue budget decreased by (\$28,459).

Offsetting these revenue budget decreases was a \$17,000 increase to the "Other Operating Revenues" revenue budget.

The overall operating expense budgets decreased by (\$53,987). This reduction in operating budget costs were the result of a \$26,608 increase in the "Salaries" budget to add labor budget for Federal Work Study. There was a reduction in the "Benefits" budget of (\$33,661) due to PEIA updates. The "Supplies and Other Services" budget decreased by (\$52,628). The "Equipment Expense" budget increased by \$7,440. The "Assessment for Support Services" budget decreased by (\$1,142) while the "Assessment for Operating Costs" decreased by (\$603).

As of this report date, the institution has realized approximately 44% of projected tuition and fees revenue and approximately 40% of overall revenues while incurring approximately 12% of operating expenses. The Year-To-Date Actual Budget Balance is \$3,173,811.

RESTRICTED FUNDS:

Changes to Restricted Funds during August 2017 consisted of recognition of a \$257,287 Carl D. Perkins Grant for FY 18, and a \$3,000 STreAM Days STEM Initiative Grant. There was a reduction of (\$15,841) to remove budgets carried forward in the Restricted Audit Adjustment Fund. The result was a \$14,635 improvement to improve the Budget Balance to \$7,106.

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

Current Unrestricted

As of August 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	8,070,921	3,514,033	43.54
	Student Activity Support Revenue	53,459	25,000	0	0.00
	Faculty Services Revenue	310,000	310,000	0	0.00
	Auxiliary Enterprise Revenue	658,036	658,036	305,874	46.48
	Operating Costs Revenue	96,283	96,283	57	0.06
	Support Services Revenue	200,748	187,769	4,659	2.48
	Other Operating Revenues	368,528	385,528	20,783	5.39
	Total:	9,786,260	9,733,537	3,845,406	39.51
OPERATING EXPENSE	Salaries	6,769,482	6,779,083	353,997	5.22
	Benefits	1,461,475	1,486,032	83,604	5.63
	Student financial aid-scholarships	237,752	237,752	782,441	329.10
	Utilities	56,838	56,838	23,503	41.35
	Supplies and Other Services	2,610,733	2,556,848	222,066	8.69
	Equipment Expense	96,251	103,691	19,514	18.82
	Fees retained by the Commission	103,326	103,326	25,832	25.00
	Assessment for Faculty Services	310,000	310,000	0	0.00
	Assessment for Support Services	1,820,626	1,804,295	93,004	5.15
	Assessment for Student Activity Costs	122,001	122,001	33,436	27.41
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	0	0.00
	Assessment for Operating Costs	1,542,743	1,542,140	179,984	11.67
	Total:	15,789,264	15,760,042	1,817,380	11.53
OPERATING INCOME / (LOSS)		(6,003,004)	(6,026,505)	2,028,026	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	1,397,807	20.00
	Gifts	126,000	126,000	0	0.00
	Investment Income	7,194	7,194	5,561	77.31
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(1,058,220)	(242,145)	22.88
	Fees assessed by Commission for other	0	0	0	0.00
	Total:	6,064,010	6,064,010	1,161,223	19.15
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00
	Construction Expenditures	0	0	0	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31
	Total:	(61,006)	(61,006)	(15,438)	25.31
BUDGET BALANCE		0	(23,501)	3,173,811	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(23,501)		
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,561,262		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,537,761</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664
The projected value will be finalized after October 2017 with the conclusion of the FY 17 financial audit.

* Unrestricted Net Asset Balance is 23.58% of the current budgeted total operating expense. Management has established a target of 15% or \$2,265,301
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 August 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,624,752	3,086,723	46.59
	Student Activity Support Revenue	53,459	25,000	0	0.00
	Faculty Services Revenue	310,000	310,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	96,283	96,283	57	0.06
	Support Services Revenue	200,748	187,769	4,659	2.48
	Other Operating Revenues	48,000	48,000	740	1.54
	Total:	7,323,242	7,291,803	3,092,179	42.41
OPERATING EXPENSE					
	Salaries	6,083,213	6,077,509	322,213	5.30
	Benefits	1,346,231	1,381,086	75,099	5.44
	Student financial aid-scholarships	226,752	226,752	779,441	343.74
	Utilities	52,839	52,839	22,701	42.96
	Supplies and Other Services	1,665,308	1,636,849	138,062	8.43
	Equipment Expense	23,207	23,207	13,381	57.66
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	103,326	103,326	25,832	25.00
	Assessment for Faculty Services	310,000	310,000	0	0.00
	Assessment for Support Services	1,820,626	1,804,295	93,004	5.15
	Assessment for Student Activity Costs	122,001	122,001	33,436	27.41
	Assessment for Operating Costs	1,542,743	1,542,140	179,984	11.67
	Total:	13,296,246	13,280,004	1,683,152	12.67
OPERATING INOCME / (LOSS)		(5,973,004)	(5,988,200)	1,409,027	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	1,397,807	20.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	96,000	96,000	0	0.00
	Investment Income	7,194	7,194	5,561	77.31
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(1,058,220)	(242,145)	22.88
	Fees assessed by Commission for other	0	0	0	0.00
	Total:	6,034,010	6,034,010	1,161,223	19.24
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	0	0.00
	Construction Expenditures	0	0	0	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,006)	(15,438)	25.31
BUDGET BALANCE		0	(15,196)	2,554,812	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	2,174,706		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>2,159,510</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664
The projected value will be finalized after October 2017 with the conclusion of the FY 17 financial audit.

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

As of August 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,484,454	1,446,170	427,310	29.55
	Other Operating Revenues	320,528	337,528	20,043	5.94
	Total:	1,804,982	1,783,698	447,353	25.08
OPERATING EXPENSE					
	Salaries	686,269	701,574	31,784	4.53
	Benefits	115,244	104,946	8,505	8.10
	Student financial aid - scholarships	11,000	11,000	3,000	27.27
	Utilities	3,999	3,999	802	20.06
	Supplies and Other Services	945,425	919,999	84,005	9.13
	Equipment Expense	73,044	80,484	6,133	7.62
	Loan cancellations and write-offs	0	0	0	0.00
	Assessment for Student Activity Costs	0	0	0	0.00
	Total:	1,834,982	1,822,002	134,229	7.37
OPERATING INCOME / (LOSS)		(30,000)	(38,304)	313,125	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	0	0.00
	Investment Income	0	0	0	0.00
	Total:	30,000	30,000	0	0.00
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	0	0	0	0.00
BUDGET BALANCE		(0)	(8,304)	313,125	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,364,872</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of August 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	658,036	305,874	46.48
	Total:	658,036	658,036	305,874	46.48
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	0	0.00
	Total:	658,036	658,036	0	0.00
OPERATING INCOME / (LOSS)		0	0	305,874	
BUDGET BALANCE		0	0	305,874	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Pierpont Community and Technical College
Board of Governors
For the period ending August 31, 2017

New Grant Funds	260,287
Perkins Vocational Grant FY 2018	257,287
STrEaM Days STEM Initiative	3,000
Gifts	0
Other Grant/Restricted Fund Related Changes	(15,841)
Remove Budgets Carried Forward in Restricted Audit Adjustment Fund	(15,841)
Net Change	(15,841)

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

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	7,632,770	1,830,556	23.98
State/Local Grants and Contracts	2,995,907	3,256,195	409,409	12.57
Private Grants and Contracts	632,568	632,568	148,847	23.53
Total:	11,261,246	11,521,533	2,388,812	20.73
OPERATING EXPENSE				
Salaries	755,239	845,702	33,793	4.00
Benefits	61,540	89,442	8,825	9.87
Student financial aid-scholarships	14,475,756	14,475,756	3,512,981	24.27
Supplies and Other Services	190,550	234,530	5,135	2.19
Equipment Expense	325,210	408,517	404	0.10
Total:	15,808,295	16,053,948	3,561,139	22.18
OPERATING INCOME / (LOSS)	(4,547,049)	(4,532,415)	(1,172,327)	
NONOPERATING REVENUE				
(EXPENSE) Federal Pell Grant Revenues	4,500,000	4,500,000	1,454,347	32.32
Gifts	1,059	1,059	0	0.00
	4,501,059	4,501,059	1,454,347	32.31
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(22,544)	0	0.00
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	61,006	61,006	0	0.00
Indirect Cost Recoveries	0	0	0	0.00
Transfers - Other	0	0	0	0.00
Total:	38,462	38,462	0	0.00
BUDGET BALANCE	(7,528)	7,106	282,020	
Add: RESTRICTED NET ASSETS - Beginning of Year	0	0		
PROJECTED RESTRICTED NET ASSETS - End of Year	(7,528)	7,106		

*Approved budget is listed at the current budget due to no approvals being required for restricted funds.

COMBINED SEPTEMBER 30, 2017 FINANCIAL REPORT

**Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of September 30, 2017**

SUMMARY:

The projected effect on net assets for FY 2018 as of September 30, 2017 is a decrease of (\$47,632).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of September 30, 2017 of (\$47,632) represents a budget balance decrease of (\$24,131) from the August 31, 2017 Finance Report. The overall operating revenues budget in September decreased by (\$161). There was a decrease of (\$161) in the budget for "Support Services Revenue" revenue due to a transfer of budget from a chargeback position to a non-chargeback position.

The overall operating expense budgets increased by \$23,970. This increase in operating budget costs were the result the following. There was a (\$43,210) decrease in the "Salaries" budget. A \$62,153 increase in the "Benefits" budget resulting from several PEIA updates and other benefits related adjustments. The "Supplies and Other Services" budget decreased by (\$3,298). The "Assessment for Support Services" budget increased by \$8,325.

As of this report date, the institution has realized approximately 43% of projected tuition and fees revenue and approximately 40% of overall revenues while incurring approximately 20% of operating expenses. The Year-To-Date Actual Budget Balance is \$1,715,757.

RESTRICTED FUNDS:

Changes to Restricted Funds during August 2017 consisted of recognition of a \$250 WVCIA State Grant and a \$30,913 College Transition Grant. The net effect was no change to the Budget Balance of \$7,106.

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

Current Unrestricted

As of September 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	8,070,921	3,465,057	42.93%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	8,208	2.65%
	Auxiliary Enterprise Revenue	658,036	658,036	299,547	45.52%
	Operating Costs Revenue	96,283	96,283	57	0.06%
	Support Services Revenue	200,748	187,607	4,659	2.48%
	Other Operating Revenues	368,528	385,528	24,066	6.24%
	Total:	9,786,260	9,733,376	3,801,593	39.06%
OPERATING EXPENSE	Salaries	6,769,482	6,735,873	1,063,610	15.79%
	Benefits	1,461,475	1,548,185	225,362	14.56%
	Student financial aid-scholarships	237,752	237,752	786,996	331.02%
	Utilities	56,838	56,838	24,041	42.30%
	Supplies and Other Services	2,610,733	2,553,550	429,454	16.82%
	Equipment Expense	96,251	103,691	23,151	22.33%
	Fees retained by the Commission	103,326	103,326	25,832	25.00%
	Assessment for Faculty Services	310,000	310,000	26,570	8.57%
	Assessment for Support Services	1,820,626	1,812,620	93,004	5.13%
	Assessment for Student Activity Costs	122,001	122,001	41,702	34.18%
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	250,830	38.12%
	Assessment for Operating Costs	1,542,743	1,542,140	179,984	11.67%
	Total:	15,789,264	15,784,012	3,170,535	20.09%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,050,636)	631,058	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	1,397,807	20.00%
	Gifts	126,000	126,000	0	0.00%
	Investment Income	7,194	7,194	9,870	137.20%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(1,058,220)	(294,996)	27.88%
	Fees assessed by Commission for other	0	0	(549)	0.00%
	Total:	6,064,010	6,064,010	1,112,132	18.34%
TRANSFERS & OTHER	Capital Expenditures	0	0	(11,995)	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Total:	(61,006)	(61,006)	(27,433)	44.97%
BUDGET BALANCE		0	(47,632)	1,715,757	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(47,632)		
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,561,262		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,513,630</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664
The projected value will be finalized after October 2017 with the conclusion of the FY 17 financial audit.

* Unrestricted Net Asset Balance is 23.54% of the current budgeted total operating expense. Management has established a target of 15% or \$2,268,896 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 September 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,624,752	3,012,444	45.47%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	8,208	2.65%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	96,283	57	0.06%
	Support Services Revenue	200,748	187,607	4,659	2.48%
	Other Operating Revenues	48,000	48,000	740	1.54%
	Total:	7,323,242	7,291,642	3,026,108	41.50%
OPERATING EXPENSE					
	Salaries	6,083,213	6,034,537	980,049	16.24%
	Benefits	1,346,231	1,442,963	208,233	14.43%
	Student financial aid-scholarships	226,752	226,752	783,996	345.75%
	Utilities	52,839	52,839	23,209	43.92%
	Supplies and Other Services	1,665,308	1,636,849	310,189	18.95%
	Equipment Expense	23,207	23,207	14,871	64.08%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	25,832	25.00%
	Assessment for Faculty Services	310,000	310,000	26,570	8.57%
	Assessment for Support Services	1,820,626	1,812,620	93,004	5.13%
	Assessment for Student Activity Costs	122,001	122,001	41,702	34.18%
	Assessment for Operating Costs	1,542,743	1,542,140	179,984	11.67%
	Total:	13,296,246	13,307,233	2,687,638	20.20%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,015,591)	338,469	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	1,397,807	20.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	9,870	137.20%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(1,058,220)	(294,996)	27.88%
	Fees assessed by Commission for other	0	0	(549)	0.00%
	Total:	6,034,010	6,034,010	1,112,132	18.43%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(11,995)	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(27,433)	44.97%
BUDGET BALANCE		0	(42,587)	1,423,168	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	2,174,706		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>2,132,119</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664
The projected value will be finalized after October 2017 with the conclusion of the FY 17 financial audit.

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

As of September 30, 2017

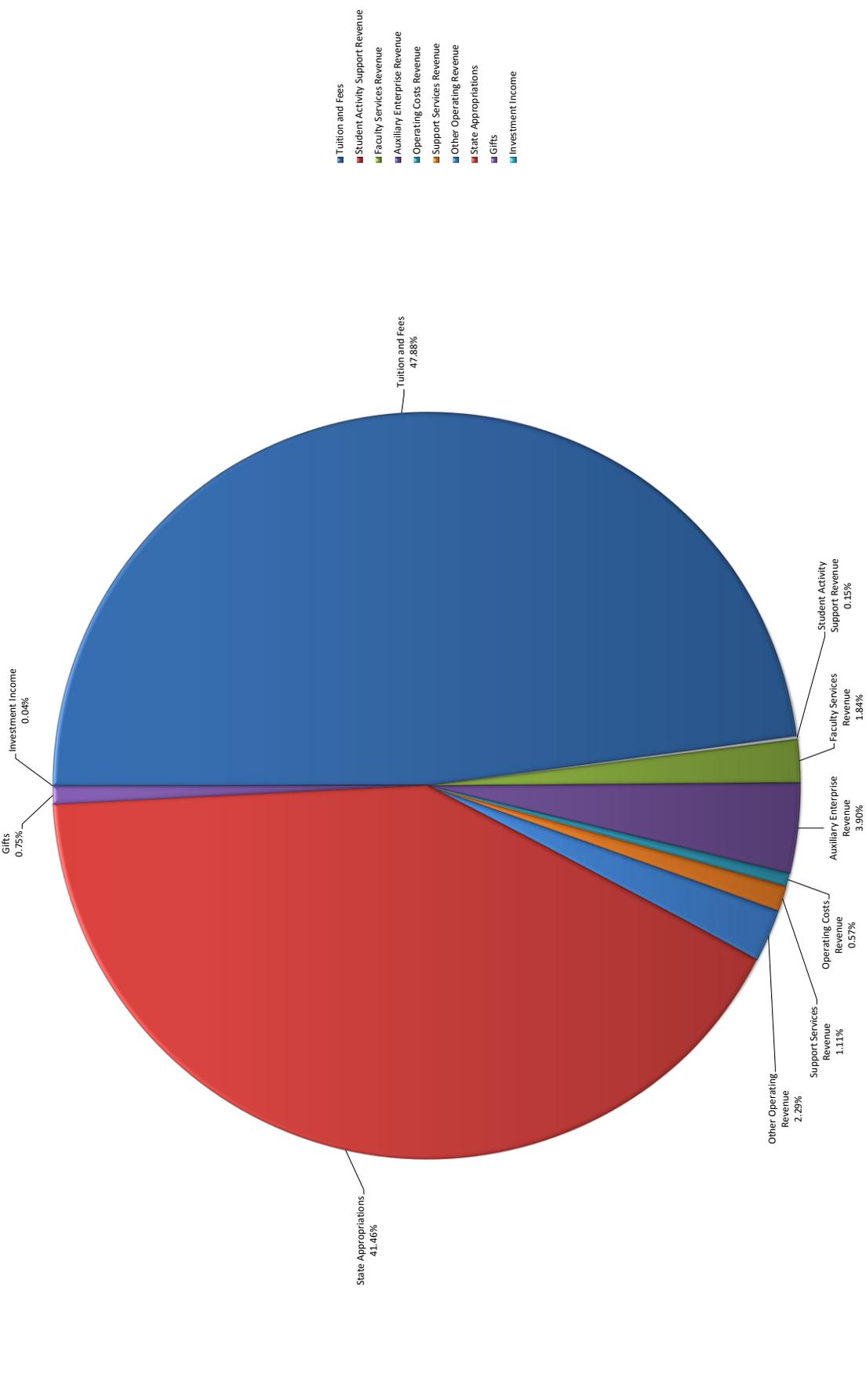
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,484,454	1,446,170	452,613	31.30%
	Other Operating Revenues	320,528	337,528	23,326	6.91%
	Total:	1,804,982	1,783,698	475,939	26.68%
OPERATING EXPENSE					
	Salaries	686,269	701,336	83,561	11.91%
	Benefits	115,244	105,222	17,129	16.28%
	Student financial aid - scholarships	11,000	11,000	3,000	27.27%
	Utilities	3,999	3,999	832	20.79%
	Supplies and Other Services	945,425	916,702	119,265	13.01%
	Equipment Expense	73,044	80,484	8,281	10.29%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,834,982	1,818,743	232,067	12.76%
OPERATING INCOME / (LOSS)		(30,000)	(35,045)	243,872	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	0	0.00%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	0	0.00%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	0	0.00%
BUDGET BALANCE		(0)	(5,045)	243,872	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,368,131</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

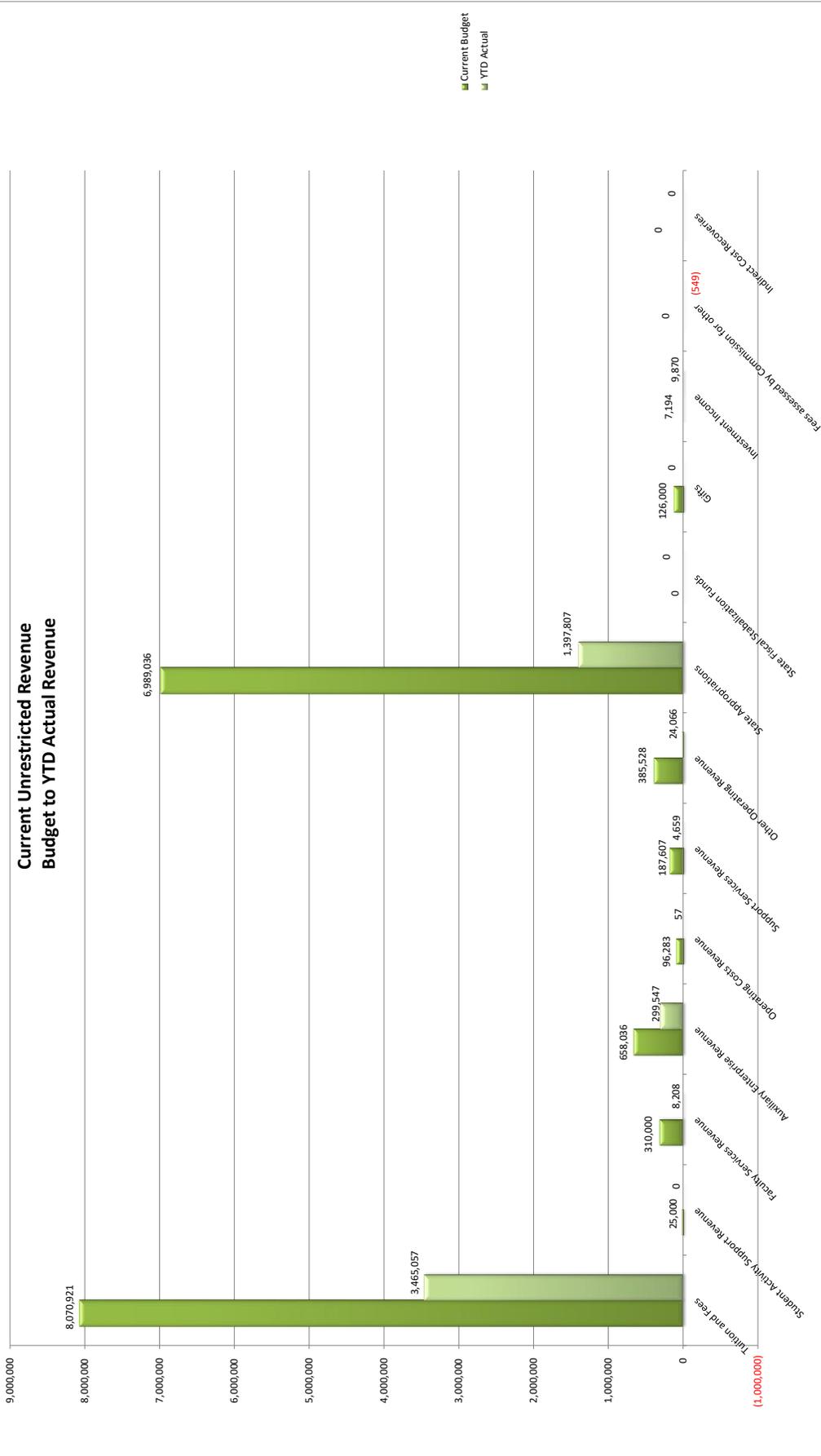
As of September 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	658,036	299,547	45.52%
	Total:	658,036	658,036	299,547	45.52%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	250,830	38.12%
	Total:	658,036	658,036	250,830	38.12%
OPERATING INCOME / (LOSS)		0	0	48,717	
BUDGET BALANCE		0	0	48,717	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

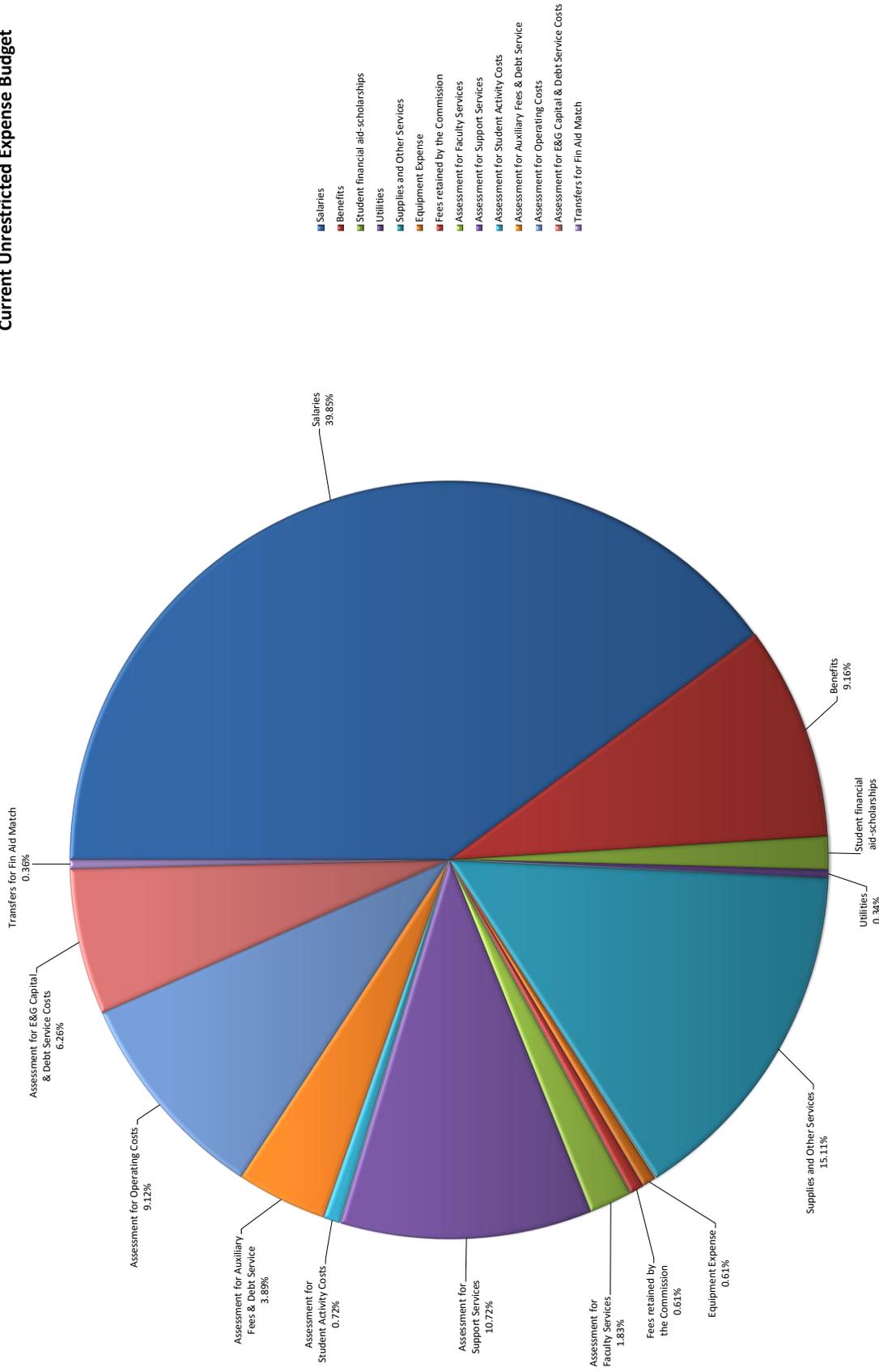
Current Unrestricted Revenue Budget



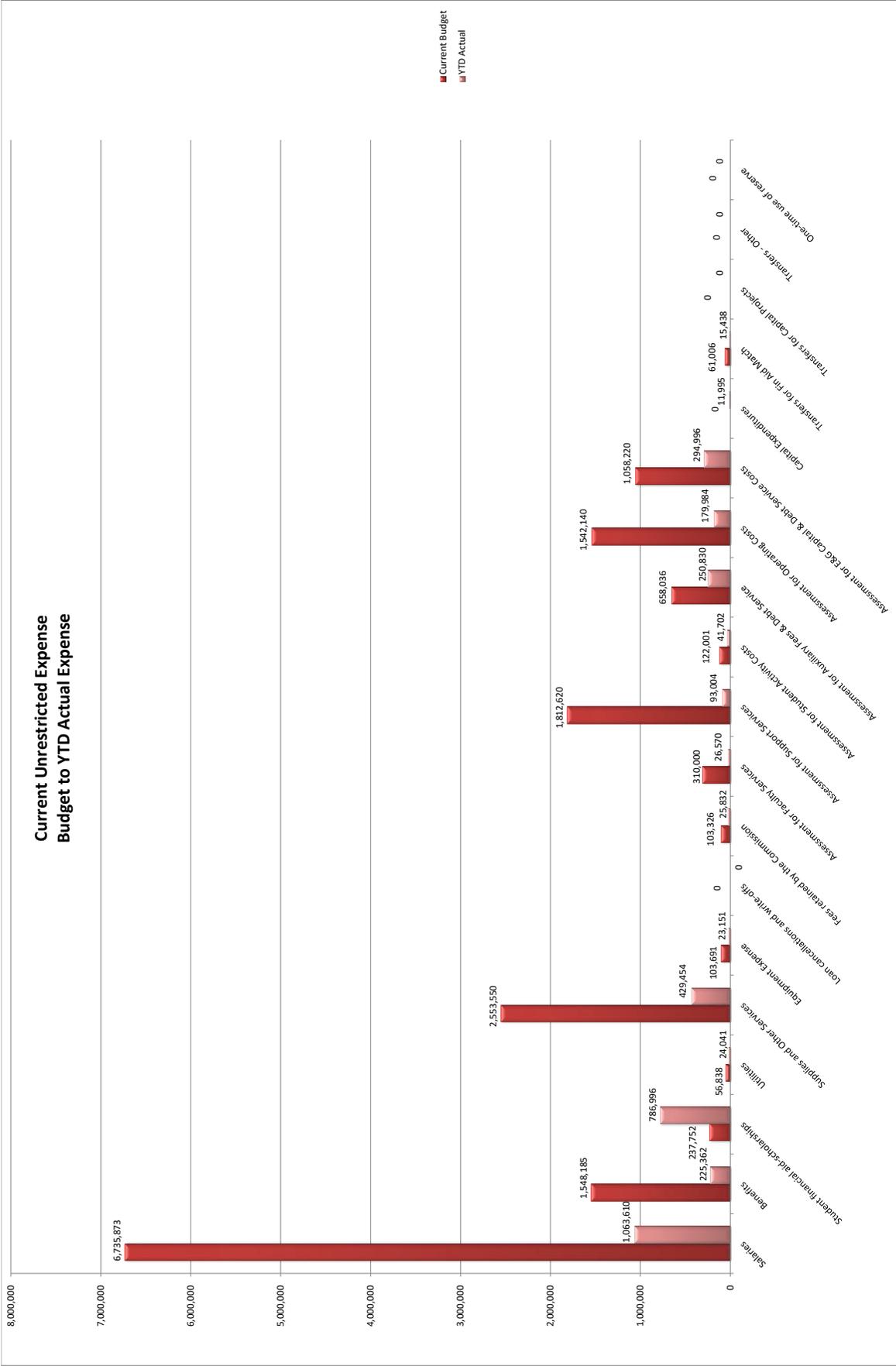
Current Unrestricted Revenue Budget to YTD Actual Revenue



Current Unrestricted Expense Budget



**Current Unrestricted Expense
Budget to YTD Actual Expense**



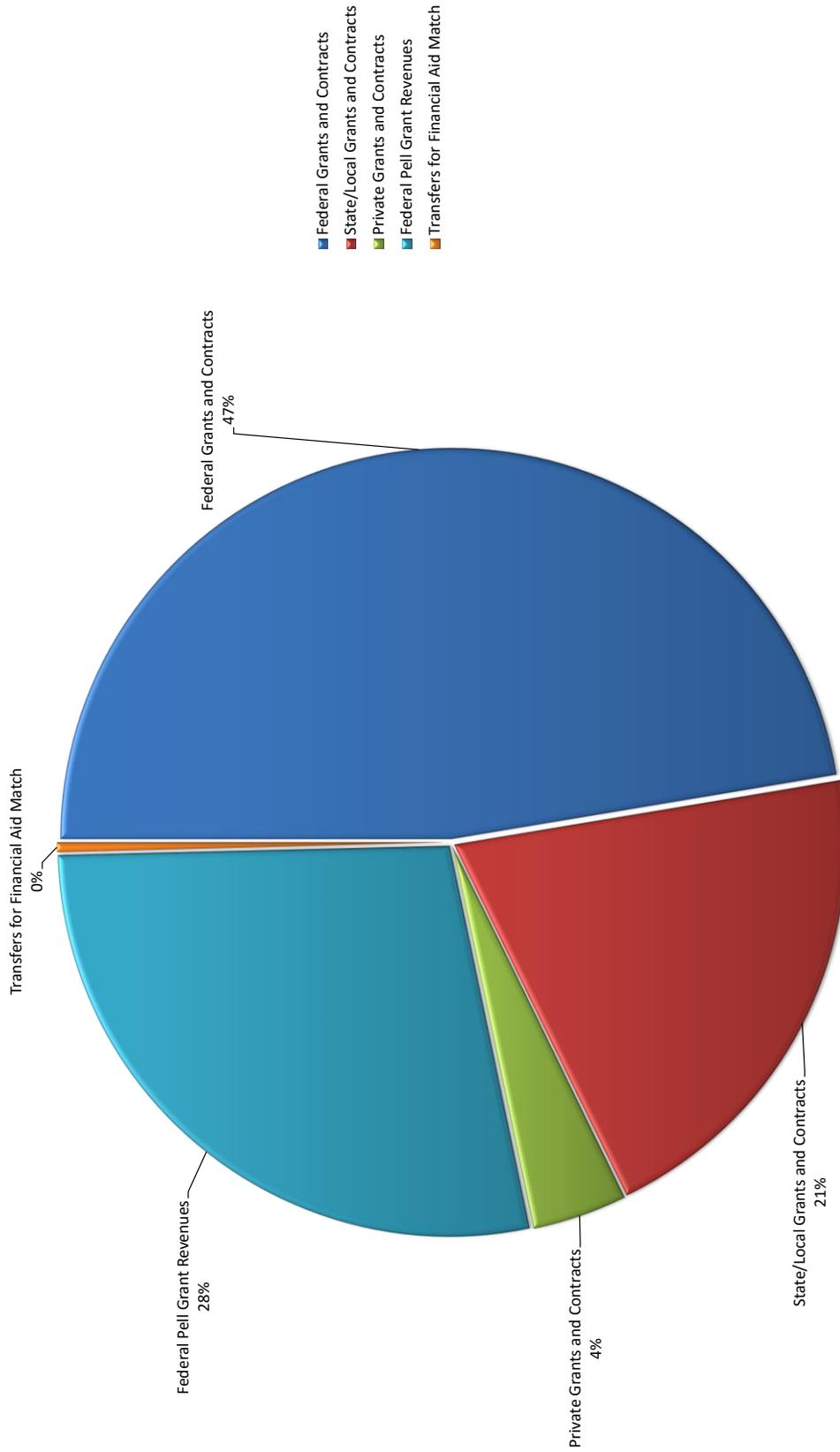
Pierpont Community and Technical College
Board of Governors
For the period ending September 30, 2017

New Grant Funds	31,163
WVCIA State Grant	250
College Transition Project	30,913
Gifts	0
Other Grant/Restricted Fund Related Changes	0
Net Change	0

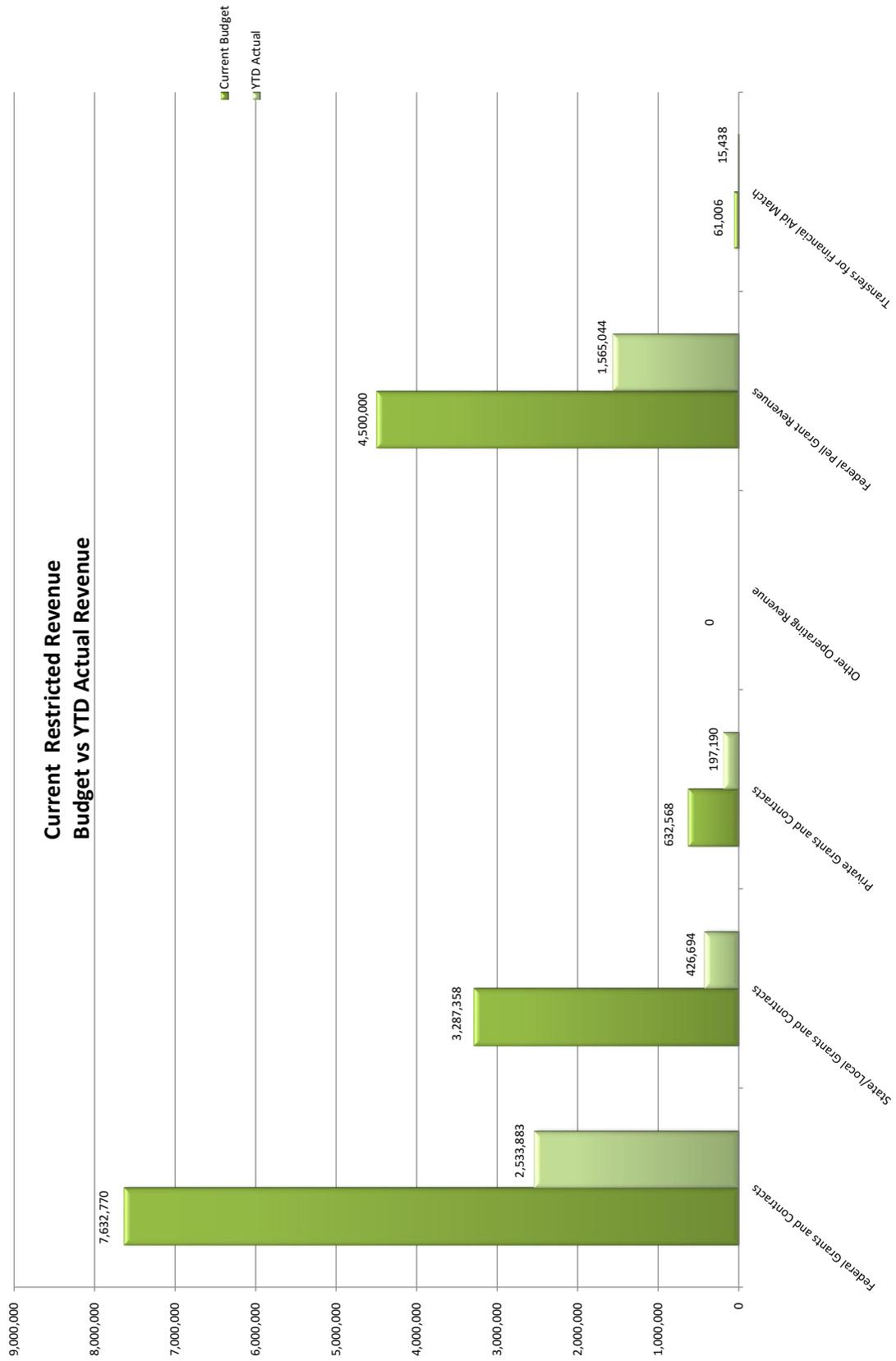
Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 For the period ending September 30, 2017

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	7,632,770	2,533,883	33.20
State/Local Grants and Contracts	2,995,907	3,287,358	426,694	12.98
Private Grants and Contracts	632,568	632,568	197,190	31.17
Total:	11,261,246	11,552,696	3,157,767	27.33
OPERATING EXPENSE				
Salaries	755,239	845,702	75,410	8.92
Benefits	61,540	89,442	17,602	19.68
Student financial aid-scholarships	14,475,756	14,475,756	4,359,102	30.11
Supplies and Other Services	190,550	265,693	16,264	6.12
Equipment Expense	325,210	408,517	404	0.10
Total:	15,808,295	16,085,111	4,468,782	27.78
OPERATING INCOME / (LOSS)	(4,547,049)	(4,532,415)	(1,311,015)	28.93
NONOPERATING REVENUE				
(EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	1,565,044	34.78
Gifts	1,059	1,059	0	0.00
	4,501,059	4,501,059	1,565,044	34.77
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(22,544)	0	0.00
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31
Indirect Cost Recoveries	0	0	0	0.00
Transfers - Other	0	0	0	0.00
Total:	38,462	38,462	15,438	40.14
BUDGET BALANCE	(7,528)	7,106	269,467.40	0.00
Add: RESTRICTED NET ASSETS - Beginning of Year	0	0		
PROJECTED RESTRICTED NET ASSETS - End of Year	(7,528)	7,106		

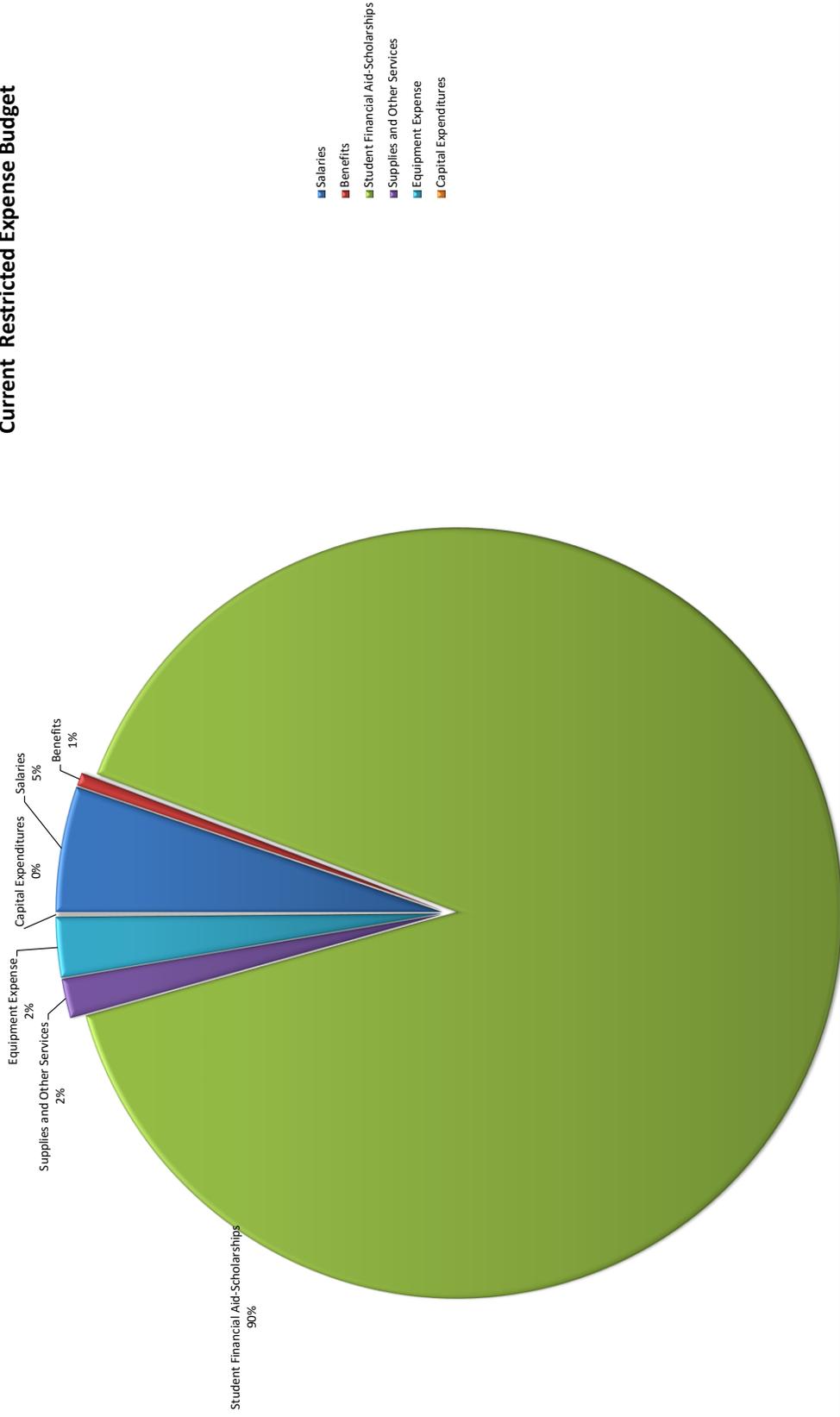
Current Restricted Revenue Budget



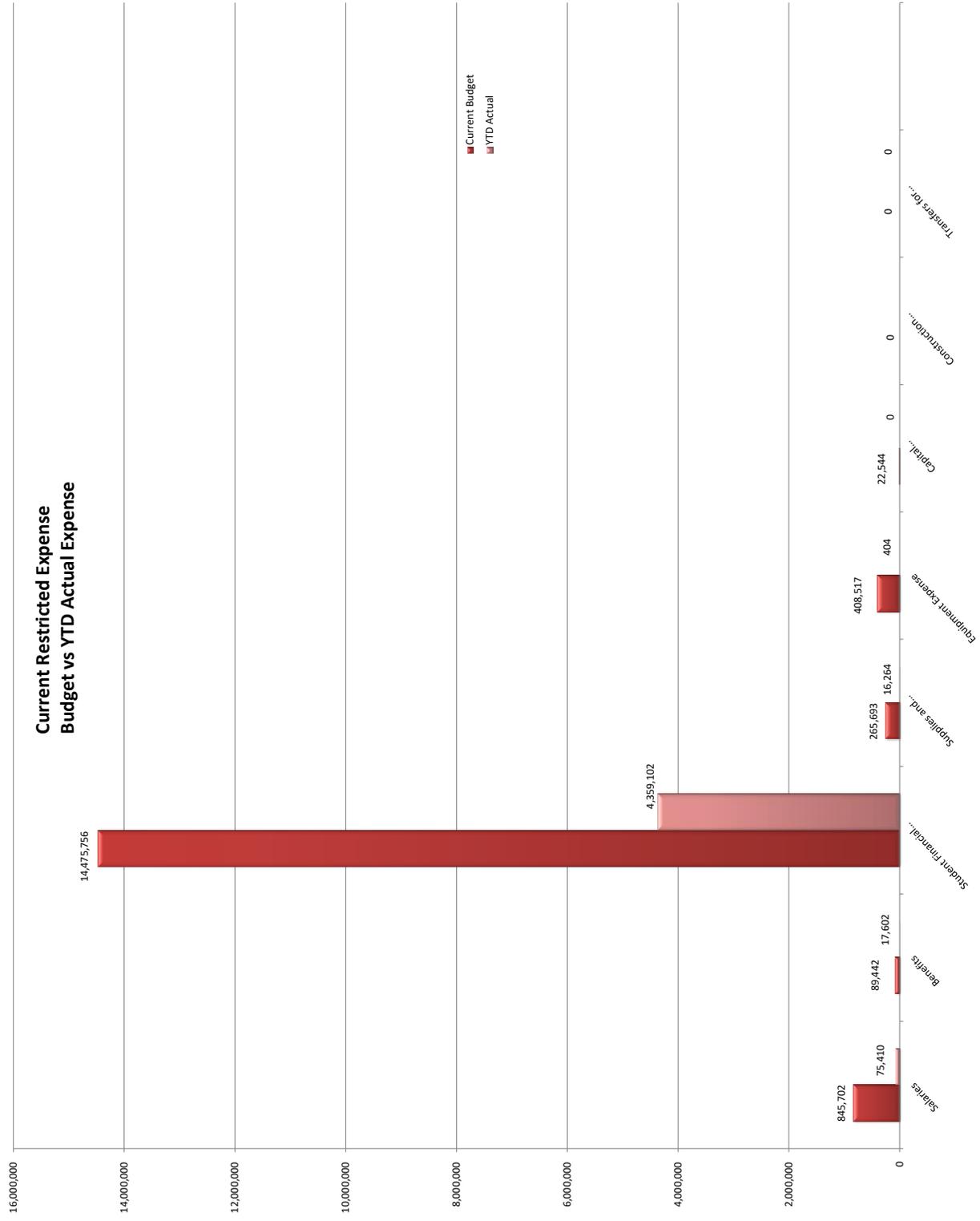
Current Restricted Revenue Budget vs YTD Actual Revenue



Current Restricted Expense Budget



Current Restricted Expense Budget vs YTD Actual Expense



Tab

6

**Pierpont Community and Technical College
Board of Governors
Meeting of November 14, 2017**

ITEM: Acceptance of the Independent Auditor’s Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College’s Finance Statements as of and for the year ended June 30, 2017

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors accept the Financial Statements and the Independent Auditor’s Report for FY 2017.

STAFF MEMBER: Dale Bradley

BACKGROUND: Suttle & Stalnaker PLLC presented the audit report and provided a copy of the FY 2017 Audited Financial Statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of the business-type activities of Pierpont, as of June 30, 2017 and 2016, and the changes in financial position and cash flows thereof for the years then ended in accordance with generally accepted accounting principles.

The following are comments about the College’s FY 2017 Financial Statements from Management:

- Pierpont issues its Audited FY 2017 Financial Statements October 6, 2017 ahead of the October 15, 2017 completion date established by the HEPC. The combined WV Higher Education Funds Audit was completed and sent to the WV Department of Administration before the October 31, 2017 deadline.

- The financial statements include Management Discussion and Analysis, the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position (SRECNP), and the Statement of Cash Flows, and the footnotes. Staff prepare all of these items as preparation for the annual audit.
- The 2016 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Pierpont Community & Technical College and Fairmont State University sharing with interested bond holders of both institutions commitment toward bond debt, operating budgets of bond related auxiliaries, and repair and renovation of all Shared Education and General Facilities. This information is found in financial statement note 16.
- During fiscal year 2017 Pierpont experienced decreases in revenues due to enrollment declines. Full-time Equivalent (FTE) enrollment decreased from 1,512 for Fall 2015 to 1,375 for Fall 2016. Headcount enrollment decreased from 2,181 for Fall 2015 to 1,937 for Fall 2016.
- Pierpont began operation of the North Central Advanced Technology Center (ATC) in August 2016. Pierpont recognized payments made and expenses incurred on behalf of Pierpont for construction and capitalized equipment at the ATC in the amount of \$13,493,191 net of accumulated depreciation.
- The other postemployment benefits (OPEB) liability has accrued since fiscal year 2008 for a total unfunded liability of \$3,674,239 at June 30, 2016. Additional OPEB liability for fiscal year 2017 was recorded for \$82,425 for a total unfunded liability of \$3,756,664 as of June 30, 2016. The State of West Virginia has instituted several measures to reduce the OPEB liability and the projected elimination of the liability by fiscal year 2037. However the implementation of new GASB rules in the upcoming year regarding OPEB for will likely increase the liability.

- The 2017 fiscal year net position including OPEB liability increased by \$14,590,748 or 54.18%. This increase can be attributed to the following factors including; an increase in the net investment in Capital Assets of \$14,126,764; a increase in funds restricted for scholarship of \$30,648; a decrease in funds restricted for capital projects of \$383,652; unrestricted fund managers funds increased by \$265,572, and unrestricted primary operating funds (president controlled funds) increased by \$548,784 after the increase in OPEB liability of \$82,425.
- Pierpont's Composite Financial Index (CFI) improved from 0.61 with OPEB liability in fiscal year 2016 to 1.83 with OPEB liability in fiscal year 2017. The CFI without OPEB liability improved from 1.87 in fiscal year 2016 to 3.14 in fiscal year 2017. The Higher Learning Commission expects a CFI for public higher education institutions that is above 1.1.

Tab

7

**Pierpont Community & Technical College Board of Governors
Meeting of November 14, 2017**

ITEM: Policy #9 – Sexual Harassment (Title IX)

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve a final version of Policy #9 – Sexual Harassment (Title IX). 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 September 19, 2017, a 30-Day Public Comment Period was established from September 20, 2017 to October 19, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #9 – Sexual Harassment (Title IX). 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.

Policy #9 – Sexual Harassment (Title IX) amends the current Policy #9 and replaces current Policy # 42 – Consensual Romantic or Sexual Relationships.

A comment was received during the 30-day public comment period addressing two items in the policy.

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

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

Policy No. 9 – Sexual Harassment

Number of Comments Received: One

Source of Comments Received

Legal Counsel

No comment.

Board of Governors

A comment was received from one BOG member addressing two items in the policy.

1. In Section 3.1: In the last bullet under example; Student A grabs Student B... the word “garbs” should be written as “grabs”.
2. In Section 3.5: Before the examples – probably should make a statement like “Some examples of Intimate Partner Violence include: “

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 are available for public viewing at Pierpont Community & Technical College , 201 Hardway Hall, 1201 Locust Avenue, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 9
TITLE: SEXUAL HARASSMENT - draft

Effective Date: July 1, 2002

Amended:

Repealed:

SECTION 1. GENERAL

1.1 Scope

This rule defines sexual harassment and sex and gender discrimination and provides guidelines for filing complaints regarding sexual harassment and sex and gender discrimination.

1.2 Authority

This policy complies with federal, state and local laws and regulations. Specifically, this policy upholds: West Virginia Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education' Office for Civil Rights; Title VII of the Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); Applicable federal court decisions. This policy replaces policies 09, "Sexual Harassment," and 42, "Consensual Romantic or Sexual Relationships."

1.3 Investigation and Resolution

All alleged violations of this policy will be promptly, thoroughly, and impartially addressed using Pierpont Community & Technical College Title IX Investigative and Resolution Procedures.

1.4 Effective Date: Upon passage

SECTION 2. POLICY

- 2.1 It is the policy of the Pierpont Community & Technical College Board of Governors to maintain a work and educational environment free from all forms of sexual harassment and sex or gender discrimination of any employee, applicant for employment, student, guest or visitor. Sexual harassment is expressly prohibited. It is the responsibility of Pierpont Community & Technical College to strive to maintain an environment free of such conduct and to take prompt, thorough and impartial measures to stop the harassment, remedy its effects and prevent its recurrence once the institution receives notice of sexual harassment or sex or gender based discrimination.

SECTION 3. DEFINITION

3.1 Sexual Harassment

Sexual Harassment is:

- unwelcome sexual, sex-based and/or gender/gender identity-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator, Title IX Investigator or a deputy.

Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment. A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
 - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
 - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Romantic or sexual relationships between a faculty member and current student, or between a supervisor and employee or between two people where one has authority or power over the other are by their nature discriminatory and are prohibited. Exceptions are recognized for employees or students in established marriages, partnerships or relationships.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in an employee's office or on the exterior of a residence hall door
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her/his class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She/He probes for explicit details, and demands that students answer her/him, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- Student A grabs Student B by the hair then grabs the Student B's breast and then places their mouth on it. While this is sexual harassment, it is also sexual violence.

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force¹.

Sexual Contact includes:

- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

3.2 Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is:

- any sexual intercourse

¹ The use of force is not "worse" than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well, as it is our expectation that those who use physical force (restrict, battery, etc.) would face not just the sexual misconduct charge, but charges under the code for the additional assaultive behavior.

- however slight,

- with any object,
- by a person upon another person,
- that is without consent and/or by force².

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

3.3 Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

3.4 Additional Applicable Definitions:

- Consent:
 - Consent is
 - clear, and
 - knowing, and
 - voluntary, affirmative and conscious,
 - words or actions,
 - that give permission for specific sexual activity.
 - Consent is active, not passive.
 - Silence, in and of itself, cannot be interpreted as consent.

² *Id.*

- Consent can be given by words or actions, as long as those words or actions

create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
 - In order to give consent, one must be of legal age.
 - Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
 - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
 - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy.]
- Force:
 - Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”).
 - Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
 - Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.

- This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

3.5 Related Misconduct Offenses (Will Fall Under this Policy When Sex or Gender-Based)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
 - Repeated and/or severe
 - Aggressive behavior
 - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other. Some examples of Intimate Partner Violence include:
 - A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
 - An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
 - A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
 - Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.
- Stalking
 - Repetitive and menacing,
 - Pursuit, following, harassing, and/or interfering with the peace and/or safety of another.
 - Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

3.7 Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy.

SECTION 4. SANCTIONS

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in [as appropriate] the Student Handbook, the Faculty Handbook, and the Staff Handbook.

The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

4.1 Student Sanctions (Listed Below and Defined in the Student Handbook)

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions

4.2 Employee Sanctions (Listed Below and Defined in the Faculty and Employee Handbooks)

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of/Ineligibility for Raise or Pay Increase
- Suspension with Pay
- Suspension without Pay
- Revocation of Tenure
- Termination

4.3 Sanctioning for Sexual Misconduct

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

SECTION 5. ADDITIONAL POLICY PROVISIONS

5.1 Attempted Violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

5.2 False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* and the Faculty and Staff handbooks to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

5.3 Amnesty for Victims and Witnesses

The College community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy

violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

5.4 Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

SECTION 6. REPORTING AND FILING COMPLAINTS

6.1 Reporting Requirements

All College employees (faculty, staff, and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at the College:

6.2 Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional psychologists, counselors and staff
- On-campus health service providers and staff
- On-campus Victim Advocate
- Off-campus:

- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources,
- Local or state assistance agencies,
- Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit timely anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

6.3 Mandatory Reporting

All College employees have a duty to report sexual harassment or discrimination of which they become aware, unless they fall under the “Confidential Reporting” section. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, Title IX Investigator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will also be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as small as possible to preserve a reporting party’s rights and privacy

Reports or complaints may be filed with, as appropriate, the Title IX Coordinator or Title IX Investigator. Reports can be made via email, phone, in writing or in person. Reports may also be made online at <https://www.pierpont.edu/faculty-staff/shared-administration/human-resources>.

6.4 Title IX Coordinator

The Title IX Coordinator oversees the College's compliance with Title IX, including the resolution process described in the *Title IX Investigation and Resolution Process*.

Inquiries about and reports regarding sexual harassment issues and/or these procedures may be made internally to:

Title IX Coordinator:

Cindy Curry

Human Resources Office
324 Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554
304.367.4386

Cindy.Curry@pierpont.edu

or

Jessica Kropog-Furgason

Chief Title IX Investigator
Public Safety
Falcon Center

1201 Locust Avenue
Fairmont, WV 26554

Jessica.Kropog@pierpont.edu

Individuals may also contact the Department of Education's Office for Civil Rights, who oversee enforcement of Title IX:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Phone: (877) 521-2172
Fax: (202) 453-6012
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Employees may also contact the Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>

U.S. Equal Employment Opportunity Commission Pittsburgh
Area Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
Phone: 412-395-5902
Fax: 412-395-5749

Tab

8

**Pierpont Community & Technical College Board of Governors
Meeting of November 14, 2017**

ITEM: Policy #52 – Degree Definitions

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve a final version of Policy #52 – Degree Definitions. 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: Brian Floyd

BACKGROUND: At the Pierpont Board of Governors meeting of September 19, 2017, a 30-Day Public Comment Period was established from September 20, 2017 to October 19, 2017 to provide the public the opportunity to address the proposed recommended amendments to Policy #52 – Degree Definitions. 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. 52 – Degree Definitions

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 are available for public viewing at Pierpont Community & Technical College , 201 Hardway Hall, 1201 Locust Avenue, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 52
TITLE: Degree Definitions

Effective Date: September 27, 2006

Amended:

Repealed:

SECTION 1: GENERAL

- 1.1 This policy defines the degrees that may be awarded by Pierpont Community & Technical College (Pierpont) and is intended to be used in design of all degrees programs at the College.
- 1.2 Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education (WVCTCE); Series 11 Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs:
 - 1.2.1 Certificate and Associate Degree programs are central to the mission of community and technical colleges. They are a means through which the institution develops and maintains integrity in its educational programs. Appropriately defined, these degrees become an integrating force for the institution, set academic standards and goals for achievement of students, and establish the relationship between the college and other institutions at community colleges and baccalaureate college levels.
 - 1.2.2 The Associate Degree is recognized by Baccalaureate Degree granting institutions and by employers as a critical indicator that a student has demonstrated proficiencies at levels deemed appropriate to enter upper-division college programs or to enter a field of work. Certificate of Applied Science and Associate degree programs must consist of a coherent and sequenced set of courses, including an evaluation procedure that assesses the outcomes of the learning process.
 - 1.2.3 All degree programs must include a complement of general education requirements appropriate to the level of degree.

SECTION 2: DEFINITIONS

- 2.1 Degree Program: A degree program is an area of study approved by Pierpont, the WVCTCE, the Higher Learning Commission (HLC), and the U. S. Department of Education (USDOE) when applicable, and listed on the official WVCTCE inventory of degree programs. That degree, which is an award signifying a rank or level of educational attainment and which is conferred on students who have successfully completed a degree program, is represented by the official degree designation, e.e. A.A. – Associate in Arts,

A.S. – Associate in Science, A.A.S – Associate in Applied Science, or C.A.S. – Certificate in Applied Science. The degree program completed would be listed on the student's diploma.

2.1.1 For students to earn the degrees, the program must consist of a coherent and sequenced set of courses, including an evaluation procedure that assesses the outcomes of the learning process. The program must state the proficiency outcomes required for the students to transfer to baccalaureate institutions and/or achieve career goals.

2.1.2 Certificate and associate degree programs must include a full complement of general education requirements appropriate to the level of the degree, including essential communication and computation skills.

2.2 Associate Degree: A program of study equivalent to two years of full-time study consisting of major and liberal studies (general education) components.

2.2.1 The Associate in Arts (AA) Degree: The purpose and intent of this degree are to prepare the student to transfer to an upper division baccalaureate degree program. It gives emphasis to those majoring in the arts, humanities, social sciences, and similar areas. While a student may enter directly into employment upon attainment of this degree, the goal of programs that award this degree is successful transfer with junior status. The degree designator consists of 60 credit hours, unless otherwise required by accrediting agencies.

2.2.1a General Education in this degree designation includes an emphasis in arts, humanities, social sciences, and similar areas. A substantial component of this degree, at least 24 semester hours of coursework, shall be in general education.

2.2.2 The Associate in Science (AS) Degree: The purpose and intent of this degree are to prepare the student to transfer to an upper division baccalaureate degree program. It gives emphasis to those majoring in the areas with substantial undergraduate requirements in mathematics, natural sciences, and similar areas. While a student may enter directly into employment upon attainment of this degree, the goals of programs that award this degree is successful transfer with junior status. The degree designation consists of 60 credit hours unless otherwise required by accrediting agencies.

2.2.2a General Education in this degree designation includes an emphasis in agriculture, engineering, and technology, and the sciences with a substantial undergraduate requirement in mathematics and the natural sciences. A large component of this degree, at least 24 semester hours of coursework, shall be in general education.

2.2.3 The Associate in Fine Arts (AFA) Degree: The dual purpose and intent of this degree is to prepare students to enter directly into employment in a specific art-related career while also preparing students for transfer to an upper division baccalaureate program. It gives emphasis to those majoring in areas with substantial emphasis in the

arts. While a student may enter directly into employment upon attainment of this degree, the goal of programs that award this degree is successful transfer with junior status. The degree designation consists of 60 credit hours unless otherwise required by accrediting agencies.

2.2.3a General Education in this degree designation includes an emphasis in art-related areas. A large component of this degree, at least 24 semester hours of coursework, shall be in general education.

2.2.4 The Associate in Applied Science (AAS) Degree: The dual purpose and intent of this degree is to prepare students to enter directly into employment in a specific career. It gives emphasis to those majoring in occupational programs designed with and through employer advisory committees. It is the goal of this degree to achieve acceptance as an employment credential. While a student may be able to achieve successful transfer of some or all of the courses within this degree, the goal of programs that award this degree is successful employment. The degree designation consists of 60 credit hours unless otherwise required by accrediting agencies.

2.2.4a General Education in this degree designation includes a basic foundation for life-long learning and future career changes, and at least 15 semester hours of coursework for this degree shall be in general education, unless otherwise required by the accrediting agency. General education shall include communication and computation skills and other general education coursework related to the specific occupational career area.

2.3 Certificate of Applied Science (CAS) Degree: A program of study equivalent to at least one but less than two years of full time study consisting of major and general education components.

2.3.1 Certificate of Applied Science (CAS) Degree: A certificate program in applied science is a coherent, specializes curriculum designed for students in search of a specific body of knowledge for personal/career development or professional continuing education. The purpose and intent of the certificate degree program are to prepare the student to enter directly into employment in a specific career and meet the documented workforce needs of local employers. Generally, certificate programs provide the foundation for the Associate in Applied Science (AAS) Degree for occupational programs. Like the AAS degree, the goal of certificates is to achieve acceptance as an employment credential. The degree designation consists of 30 credit hours, unless otherwise required by accrediting agencies.

2.3.1a General Education in this degree designation includes at least 6 semester hours of coursework, including courses in essential communication and computation skills.

2.4 Program of Study: A program of study is a defined curriculum within an approved degree program. An institution should include the program of study on the student

transcript. The program of study is identified by a distinct Classification of Instructional Programs (CIP) Code.

- 2.5 Concentration: Concentrations provide a thematic focus of study that enables the student to spend time and effort to acquire depth in a particular discipline, in addition to meeting the normal breadth of requirements for the associate's degree. A student might choose a concentration to begin early preparation for a specific academic area that they might wish to later pursue in a bachelor degree program. Typically, approximately 12-18 credit hours would be expected for a concentration within an associate degree program. Concentrations should appear on the student transcript.
- 2.6 Advanced Skill Certificate: A series of courses or competencies that prepare individuals for a specific skill and carry value of 12 or more but less than 30 credit hours, or non-credit contact hours equivalent to 12 or more but less than 30 credit hours. Certificates may be contained within a degree program, or be a standalone certificate that is not financial aid eligible.
- 2.7 Skills Set Certificate: A series of courses or competencies that prepare individuals for a specific skill and carry value fewer than 12 credit hours or non-credit contact hours equivalent to fewer than 12 credit hours. Certificates may be contained within a degree program, or be a standalone certificate that is not financial aid eligible.

SECTION 3: BOARD POLICY

- 3.1 Requirements for Associate Degrees offered by Pierpont are limited to a maximum of 60 semester hours of credit and must meet requirements outlined in West Virginia Council for Community and Technical College Education Series 11. The degree program of study shall include major and general education components. Exceptions to this policy, for programs established prior to 2011, must be approved by the President, as appropriate, and approved by the Board of Governors. Exceptions will be approved by the WVCTCE.
- 3.2 Requirements for CAS Degrees offered by Pierpont are limited to a maximum of 30 credit hours and must meet requirements outlined in West Virginia Council for Community and Technical College Education Series 11. The degree program of study shall include major and general education components. All AA; AS degrees must follow Series 11, Intent to Plan guidelines. Board approved programs must be pre-approved by the Higher Learning Commission (HLC) and the U.S. Department of Education.

Tab

9

Pierpont Community & Technical College Board of Governors Meeting of November 14, 2017

ITEM: Restructuring and Appointments of the AY 2017-2018 Pierpont Community & Technical College Board of Governors Committees Officers and Members.

This is an informational item.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that due to vacancies created in August 2017 to the Pierpont Board of Governors Committees by the new appointments and reappointments to the Pierpont BOG by West Virginia Governor Jim Justice, the Chair of Pierpont Community & Technical College Board of Governors presents the restructuring and appointments of the AY 2017-2018 Pierpont Board of Governors Committees Officers and Members.

STAFF MEMBER: Warren 'Chip' VanAlsburg, Board Chair

BACKGROUND:

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

IV. Special Committees

A. Appointment of Special Committees of the Board

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

Therefore, the Chair of the Pierpont Board of Governors will announce the appointment of the AY 2017-2018 officers and members for the Board of Governors Committees by June 30, preceding the commencement of the term.



PIERPONT BOARD OF GOVERNORS 2017 – 2018 OFFICERS & COMMITTEES

Pierpont Board of Governors Executive Officers

Warren “Chip” VanAlsburg – Chair
Sharon Shaffer – Vice Chair
Rick Pruitte – Secretary

Board of Governors Executive Officers – Nominating Committee

Vacant – Chair
Sharon Shaffer
Warren “Chip” VanAlsburg

Audit/Finance Committee

Vacant – Chair
Member
Member
Rick Pruitte
Chip VanAlsburg
Dale Bradley – Staff Resource

Marketing Committee

Memori Dobbs - Chair
Member
Member
Steve Leach – Staff Resource
Bo Sellers – Staff Resource

Regional Academics Committee

Sharon Shaffer – Chair

Member

Gene Weaver

Brian Floyd – Staff Resource

Lyla Grandstaff – Staff Resource

Presidential Evaluation Committee

Vacant – Chair

Member

Rick Pruitte

North Central Advanced Technology Center Advisory Board Officers

Chip VanAlsburg - Chair

Vacant - Vice Chair

Sharon Shaffer – Recording Secretary

North Central Advanced Technology Center Advisory Board – Nominating Committee

Member

Sharon Shaffer

Meeting formally six times per year, the Pierpont Board of Governors incorporates the following standing committees. Board members serve on at least one committee.

The chair and vice chair of the board serve as *ex officio* members of all standing committees, serving on some as full members. The president of the college also serves in an *ex officio* capacity on all committees with the exception when the Executive Committee is discussing the President's Review and Compensation. Non-BOG members who possess particular skills or expertise may be invited to assist standing committees, but do not have voting power.

BOG Committees

1. Executive Committee
2. Academic and Student Affairs Committee
3. Finance/Audit and Administration Committee
4. Enrollment Management and Communications (Marketing) Committee

Executive Committee

Chair: Warren "Chip" VanAlsburg

Members:

1. Sharon Shaffer
2. Rick Pruitte
3. Memori Dobbs
4. Holly Kauffman

Staff Liaison: President, Executive Assistant to Board of Governors

Committee Purpose: The Executive Committee is empowered to determine and act upon any matter within the jurisdiction of the Board, except to grant degrees or make removals from office, and such determinations and actions shall be the determinations and actions of the Board and shall be reported to the Board at its next meeting. The charge of the committee is to review and make recommendations, when necessary, to the Full Board on:

- Acts for the Board between Board Meetings Board Governance Matters including
- President Reviews and Compensation
- Board of Governors Operational and Membership Matters
- College Legal Matters

Academic and Student Affairs Committee

Chair Sharon Shaffer

Members:

1. Thomas Barlow
2. Linda King

Staff Liaison: Provost, VP Student Affairs, Academic Deans

Committee Purpose: The Academic and Student Affairs Committee will oversee and ensure the highest standards of academic achievement on all campuses and sites. The committee will insure that implementation of the Strategic plan and continuous improvement in appropriate areas are defined and set forth with objectives and metrics, including the long-term analyses of retention and graduation rates.

The charge of the committee is to review and make recommendations, when necessary, to the Full Board on:

- Major curricular and educational policy issues
- Academic Programs and Review, including Degree Approvals
- Honorary Degree Approvals
- Tenure, promotion, emeritus/a status
- Diversity and Educational Equity
- Student Affairs
- Faculty Senate and Staff Council
- Institutional Research

Finance/Audit and Administration Committee

Chair: Rick Pruitte

Members:

1. Holly Kauffman
2. L. Eugene Weaver
3. Brian Bozarth

Staff Liaison: President, CFO, CIO

Committee Purpose: The Finance and Administration Committee provides oversight for the college's finances, business, and facilities activities. The committee advises the Board of Governors on the state of the college's financial operations, budgetary allocations, student fees, personnel policies, investment performance strategy and returns, and facilities. The committee serves to ensure the college operates within available resources and applicable federal, state, and college policies in a manner supportive of the college's strategic plan.

The charge of the committee is to review and make recommendations, when necessary, to the Full Board on:

- Annual College Budget, and any mid-year adjustments
- Quarterly and year-end financial conditions
- Information Technology
- Capital Facilities

Enrollment Management and Communications (Marketing) Committee

Chair: Memori Dobbs

Members:

1. Natalie Stone
2. Larry Puccio, Jr.
3. Randy “Travis” Crigger (Student Rep)

Staff Liaison: VP Enrollment, Student Affairs, PR & Marketing Director, VP Organizational Development

Committee Purpose: The Enrollment and Communications Committee will oversee the college's enrollment, financial aid, and communications and marketing strategies. The committee also reviews the long-term analysis of enrollment trends and the market forces impacting the recruitment of students.

The charge of the committee is to review and make recommendations, when necessary, to the Full Board on:

- Communications
- Marketing and Branding
- State Relations
- Federal Relations
- Philanthropy
- Alumni Relations
- Vibrant Communities