



BOARD

OF

GOVERNORS

November 15, 2016

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

November 15, 2016
Falcon Center Board Room, Locust Avenue Campus

10:00 AM

Marketing Committee Meeting
Education Building Room 303

Memori Dobbs – Chair and Classified Staff Representative
Linda Aman
Jeff Tucker
Keisha Marks – SGA Representative
Steve Leach – Staff Resource
Steve Santilli – Staff Resource

12:30 PM to 2:00 PM

Faculty and Staff Retirement Reception
Falcon Center Conference Rooms 2 & 3

All Board
Faculty and Staff

2:00 PM

Full Board Meeting
Falcon Center Board Room

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

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 15, 2016

I. Call to Order in Open Session

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Approval of BOG Meeting Minutes from September 20, 2016

Tab 1 – Informational
Tab 2 – Action Item

II. Special Recognitions/Updates

1. Recognition of Retiring Faculty and Staff (*Leslie Lovett*)
 - a. Barbara Pavel-Alvarez: Professor, Early Childhood Program Coordinator, and Faculty Senate Representative to the Board
 - b. Rosemarie Romesburg: Dean of School of Health Careers, Senior Professor and Program Coordinator of Medical Laboratory Technology
 - c. Jeani Hawkins, Dean of Regional Academics
 - d. Beverly Born, Asst. Dean School of Health Careers, Physical Therapy Assistant Program Coordinator
 - e. Jodee Nelson, Asst. Director, Clinical Director of Respiratory Care
2. Pierpont Paramedic Refresher Program Success Story of Stephanie Baker (*Ben Tacy*)
3. Welcome Jaclyn Buchanan, Student Services Coordinator (*Lyla Grandstaff*)

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

IV. Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Council (*Beverly Jones*)
3. Enrollment Management Task Force (*Brian Floyd*)
4. Faculty Senate (*Kari Coffindaffer*)
5. Information Technology (*Rob Linger*)
6. School of Workforce Development / Continuing Workforce Education (*Jerry Bacza and Bo Sellers*)

V. Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*) **Tab 3 – Informational**
 - a. August 31, 2016 and September 30, 2016 Financial Reports
2. HVAC Unit Replacements and Energy Efficiency at the Robert C. Byrd National Aerospace Education Center (*Dale Bradley*) **Tab 4 – Informational**
3. Pierpont Community & Technical College Mission Statement **Tab 5 – Action Item**
4. Missing Textbook Adoptions/Textbook Affordability Report (*Leslie Lovett*) **Tab 6 – Action Item**

VI. Committee Reports

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

VII. New Business

- ✓ Women of Hope Charity Event, November 29, 2016, 4:00 to 6:00 PM, at the Shaw House
- ✓ Faculty and Staff Holiday Reception, December 1, 2016, 2:00 to 4:00 PM, in the Falcon Center Conference Rooms
- ✓ The Pierpont Board of Governors Annual Retreat will be held on December 2, 2016 at the Robert H. Mollohan Center, 8:00 AM to 4:00 PM.
- ✓ Pierpont Graduates Reception, December 3, 2016, 2:00 to 3:30 PM, at the ATC Room 216
- ✓ The quarterly Advanced Technology Center Advisory Board meeting will be held during the December 2, 2016 Board Retreat. Time to be determined as the agenda develops.
- ✓ WV Community College Association “Drive-in” Conference, December 7, 2016, 9:00 AM to 4:00 PM, at the Southern ATC. Live video streaming will be available.
- ✓ All Board Social, December 8, 2016, 5:00 to 7:00 PM, at the Shaw House

VIII. Old Business

IX. Public Comment

X. Possible Executive Session

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

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

XI. Adjournment

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 20, 2016
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 20, 2016, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Keisha Marks, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, and Warren ‘Chip’ VanAlsburg.

Board members absent were:

Sharon Shaffer, and Jeff Tucker.

President’s Cabinet members present were:

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

Others in Attendance:

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

I. Call to Order

1. Opening Comment

Chairman Jim Griffin called the meeting to order in open session at 2:01 PM.

2. Call for Public Comment

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

3. Board Member Commitment

The declaration of Board Member Commitment was included in the Board Book.

4. Approval of Minutes from the June 28, 2016 Meeting – Action Item

- a. The minutes of the Board of Governors meeting held on June 28, 2016 were presented for approval.

Rick Pruitte offered a motion to approve the minutes, as presented. There was no discussion on the motion. Barbara Alvarez seconded the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. President Moore recognized the Physical Plant staff and thanked them for the outstanding job that they had done in assisting Pierpont with the move into the Advanced Technology Center in July. President Moore presented certificates of appreciation to Stephanie Slaubaugh, Jamie Colenaro, Eric Britton, Bill Ehrhart, Travis Frame, Ben Knight, Harry Martin, David Robertson, Roxanne Springer, Erin Taylor, James Varner, and Kenny Wetzel.
2. Chairman Griffin recognized the Pierpont Culinary Program for being named in the top five among the 50 Best Culinary Schools in the United States by Best Choice Schools. A news media clip was shown about the honor. Dean Brian Floyd shared that the Bridgeport Conference Center will place a plaque in their facility to recognize the Pierpont alumni and students that work there. Chairman Griffin presented the Pierpont Culinary Program with an honorary proclamation.
3. Michael Gardner was recognized as a newly-elected Student Government Association representative for Pierpont.

III. President's Report

President Moore thanked Chairman Griffin and the Board for welcoming him and his family to Pierpont and stated that they are excited to be a part of this 'winning team'.

President Moore informed the Board that he and Steve Leach just returned from Charleston where they met with 19 state delegates. They shared with the delegates Pierpont's goals and mission and expressed the value that Pierpont provides to West Virginia by serving 13 counties. Resource needs were also shared with the delegates.

President Moore stated that the theme for Pierpont this academic year is "Prepare to Win". Pierpont is working towards being a winning team in all areas, including; educational excellence, recruitment, enrollment, and the best environment for students, faculty and staff. Pierpont is already proving to be a winning team. The Culinary Program is ranked 5th in the nation and Pierpont has been recognized as having the highest economic impact in the state, at \$33.9 million. Pierpont is developing partnerships with other 4-year institutions and an Enrollment Task Force is being formed to develop a comprehensive and innovative approach to enrollment.

Dr. Moore thanked employees for outstanding jobs in obtaining grants and developing initiatives in distance learning.

Upcoming events and items discussed were the DOE Financial Aid Program review, the Advanced Technology Dedication Ceremony, and the 40 for 40 Initiative that will be launched in January to assist employees in wellness goals.

IV. Operation Reports

1. *Academic Affairs:* Leslie Lovett, Provost/VP, reported that Pierpont held Professional Development Week, providing lots of good information.

A state Consortium meeting was recently held in Charleston and Pierpont will hold the North Central WV Consortium Executive Committee and full-body Consortium meetings in October in preparation for the Compact submission.

Mrs. Lovett provided a Fall 2016 Enrollment Report for Regional Academics and also stated that all regional sites need updated signage. Mrs. Lovett informed that the Dean of Regional Academics, Jeani Hawkins, retired on September 2.

2. *Classified Staff Council:* Beverly Jones reported that the first Classified Staff Council (CSC) meeting was held on August 10 with Dr. Moore as guest. At the meeting, the ATC dedication ceremony and the retention of students were discussed.

A fundraiser to replenish the CSC Scholarship Fund will be conducted as a letter campaign. The CSC is working with the Pierpont Foundation on this campaign.

Information on the new Mercer salary structure can be found on the WV Higher Ed website. The website provides updates about the project to employees.

3. *Faculty Senate:* Kari Coffindaffer reported that the Faculty Senate (FS) met on September 9, and the new Committee structure was approved. The FS will meet in October to elect a new FS representative to the Board, as Barbara Pavel-Alvarez will be retiring in December.

The FS is addressing concerns about Learning Management Systems changes from Blackboard to Moodle and the effect this may have on the faculty. An ad hoc committee is being formed to monitor progress.

A handout of the minutes from the September 9 meeting was provided to the Board.

4. *Information Technology:* Rob Linger shared that it has been a busy summer for the employees of IT, working on the move into the ATC facility. The ATC technology is going well. There were some problems with software updates and audio visual equipment, but through working with faculty, the obstacles are being addressed.

IT has a new employee, Kirk Bebout. Kirk has developed a system to see how many walk-ins were being served by handing out lollipops. Based on the calculations of spent lollipops, approximately 260 people were served at the beginning of the school year.

During the first week in October, Ellucian will be on campus to conduct interviews with the staff of Pierpont and Fairmont State. The goal is to look at where we are now, how we interact and operate, and where we want to go. A follow up report will be presented to the Board.

V. Committee of the Whole

1. Financial Report - Informational

- a. Dale Bradley provided a summary of the reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of June 29, 2016 and July 31, 2016. Complete details were provided in the September 20, 2016 Board of Governors Book.

VI. Committee Reports

1. Audit/Finance Committee

Kyle Hamilton, Chair, stated that the minutes from the Finance Committee meeting held September 8 were shared electronically and asked for any questions. Hearing none, Mr. Hamilton completed his report.

2. Marketing Committee Report - Informational

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met on September 19 and discussed bringing about consistent branding in signage and flags on campus. The new “I Can” theme is replacing the “Get In, Get Out, Earn More” theme. Current promotions are: tailgating at high school football games with WBOY and conducting interviews at each game for airing during the sports reviews in the evening news.

The WV Tour is underway in all counties in the state and the Pierpont recruiters are attending high school and college fairs. Pierpont will hold an Open House on October 29 and marketing is being developed for this event.

With the closure of ITT, Pierpont will Geofence in the Pittsburgh and Huntington areas to reach former ITT students. Ads will pop up with links to the Pierpont website and contact information.

With the retirement of Mrs. Alvarez in December, Chairman Griffin asked Memori Dobbs to serve as the new Chair of the Marketing Committee. Mrs. Dobbs accepted.

3. *Regional Academics Committee Report - Informational*

No report.

VII. New Business

1. The ATC open house and ribbon cutting ceremony is being planned in partnership with the Community and Technical College System Chancellor's office. The official scheduled date is October 31, at 2:00PM.
2. The Pierpont Community & Technical College Board of Governors Retreat will be held on Friday, December 2, from 8:00 am to 4:00 pm, at the Robert H. Mollohan Training Center. Chairman Griffin asked Board members to provide suggested agenda items to Cyndee Sensibaugh.

VIII. Old Business

No old business.

IX. Public Comment

There was one signature recorded for public sign up. Due to the item presented for discussion, Chairman Griffin asked for a motion to take the matter into Executive Session.

X. Executive Session

1. Entering Executive Session:

At 3:07 PM, Earl McConnell 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. There was no discussion on the motion. Mr. Kyle Hamilton seconded the motion. All agreed. Motion carried.

2. Exiting Executive Session

At 3:58 PM, Earl McConnell presented a motion to exit Executive Session. Rick Pruitte seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

No items were brought forward from Executive Session.

XI. Adjournment and Next Board of Governors Meeting

- ✓ The next meeting of the Pierpont Community & Technical College Board of Governors will be held on November 15 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman motioned to adjourn. Earl McConnell seconded the motion. All agreed. Motion carried. The meeting adjourned at 3:59 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Tab

3

Combined Financial Report
August 31, 2016

Board of Governors
Financial Report FY 2017
Pierpont Community & Technical College
as of August 31, 2016

SUMMARY:

The projected effect on net assets for FY 2017 as of August 31, 2016 is a decrease of (\$105,480)

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of August 31, 2016 is (\$105,480). This represents a budget balance improvement of \$16,709 from the July 31, 2016 Budget. As of this report date, approximately 42% of projected tuition and fees revenue and approximately 37% of overall revenues have been realized while approximately 3% of operating expenses have been incurred. The primary budget changes that impacted the budget from July 31, 2016, are as follows:

- **Operating Revenues Budget:**
 - There were no changes to revenue budgets.
- **Operating Expenses Budget:**
 - Decreased by (\$16,709). The significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the President increased by \$713 resulting from transferring budget from supplies to labor. The budget controlled by the Fund Managers increased by \$13,445 due to the transfer of budget from supplies to labor. The combined effect was an increase of \$14,158.
 - The “Benefits” expense budget controlled by the President decreased by (\$9,732) due to multiple PEIA updates for vacancies and benefits changes. The budget controlled by the Fund Managers decreased by (\$3,335) due to the transfer of budget from supplies to labor and multiple PEIA updates for vacancies and benefits changes. The combined effect of these two changes is a decrease of (\$13,067).
 - The “Supplies and Other Services” expense budget controlled by the Fund Managers decreased by (\$14,811) resulting from transferring budget from supplies to labor.
 - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$2,989) due to PEIA updates within the FSU Physical Plant.

Of the adjusted projected effect on net assets of a decrease of (\$105,480) as of June 30, 2017; President’s Controlled Fund(s) are projected to have a budget deficit of (\$110,732); Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$5,252. The Year-To-Date Actual Budget Balance is \$3,945,258.

RESTRICTED FUNDS:

The August 31, 2016 Restricted Fund Finance Report reflects a budget balance of \$1,978.

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

Current Unrestricted

As of August 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,397,301	8,391,872	3,558,985	42.41
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	Auxiliary Enterprise Revenue	658,036	658,036	298,562	45.37
	Operating Costs Revenue	100,134	100,134	458	0.46
	Support Services Revenue	227,874	227,874	11,985	5.26
	Other Operating Revenues	382,138	376,834	1,410	0.37
	Total:	10,644,683	10,618,209	3,871,400	36.46
OPERATING EXPENSE	Salaries	6,905,964	7,143,989	258,854	3.62
	Benefits	1,429,171	1,445,653	66,687	4.61
	Student financial aid-scholarships	227,678	227,678	65,313	28.69
	Utilities	56,838	56,838	2,399	4.22
	Supplies and Other Services	2,731,809	2,673,864	196,678	7.36
	Equipment Expense	99,383	94,651	26,466	27.96
	Fees retained by the Commission	138,910	138,910	27,397	19.72
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,911,452	132,261	6.92
	Assessment for Student Activity Costs	122,001	122,001	34,284	28.10
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	194,243	29.52
	Assessment for Operating Costs	1,652,395	1,652,395	126,673	7.67
	Total:	16,752,022	16,935,467	1,131,257	6.68
OPERATING INCOME / (LOSS)		(6,107,340)	(6,317,258)	2,740,144	(43.38)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,323,000	7,323,810	1,464,762	20.00
	Gifts	30,000	30,000	0	0.00
	Investment Income	7,194	7,194	2,084	28.97
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(254,567)	23.39
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,271,974	6,272,784	1,212,279	19.33
TRANSFERS & OTHER	Capital Expenditures	0	0	(7,165)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Total:	(61,006)	(61,006)	(7,165)	11.74
BUDGET BALANCE		103,628	(105,480)	3,945,258	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		103,628	(105,480)	3,945,258	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		2,596,026	2,596,026		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,699,654</u>	<u>2,490,546</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239. The projected value will be finalized by October 2016 with the conclusion of the FY 16 financial audit.

* Unrestricted Net Asset Balance is 15.95% of the current budgeted total operating expense. Management has established a target of 15% or \$2,441,615 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, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,886,619	6,912,319	3,158,724.25	45.70
	Student Activity Support Revenue	69,200	53,459	0.00	0.00
	Faculty Services Revenue	810,000	810,000	0.00	0.00
	State/Local Grants and Contracts	0	0	0.00	0.00
	Operating Costs Revenue	100,134	100,134	458.22	0.46
	Support Services Revenue	227,874	227,874	11,984.90	5.26
	Other Operating Revenues	48,000	48,000	0.00	0.00
	Total:	8,141,826	8,151,785	3,171,167.37	38.90
OPERATING EXPENSE					
	Salaries	6,220,545	6,449,625	221,931.11	3.44
	Benefits	1,348,326	1,368,933	58,896.52	4.30
	Student financial aid-scholarships	216,178	216,178	59,812.92	27.67
	Utilities	52,839	52,839	2,174.78	4.12
	Supplies and Other Services	1,718,423	1,698,369	141,095.29	8.31
	Equipment Expense	23,207	23,207	21,350.02	92.00
	Loan cancellations and write-offs	0	0	0.00	0.00
	Fees retained by the Commission	138,910	138,910	27,397.25	19.72
	Assessment for Faculty Services	810,000	810,000	0.00	0.00
	Assessment for Support Services	1,919,837	1,911,452	132,261.41	6.92
	Assessment for Student Activity Costs	122,001	122,001	34,284.00	28.10
	Assessment for Operating Costs	1,652,395	1,652,395	126,673.46	7.67
	Total:	14,222,661	14,443,909	825,876.76	5.72
OPERATING INOCME / (LOSS)		(6,080,835)	(6,292,124)	2,345,290.61	(37.27)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,323,000	7,323,810	1,464,762.00	20.00
	State Fiscal Stabilization Funds	0	0	0.00	0.00
	Gifts	0	0	0.00	0.00
	Investment Income	7,194	7,194	2,084.18	28.97
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(254,567.00)	23.39
	Reappropriated State Funding	0	0	0.00	0.00
	Total:	6,241,974	6,242,784	1,212,279.18	19.42
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	0.00	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0.00	0.00
	Transfers for Capital Projects	0	0	0.00	0.00
	Transfers - Other	(386)	(386)	0.00	0.00
	One-time use of reserve	0	0	0.00	0.00
	Total:	(61,392)	(61,392)	0.00	0.00
BUDGET BALANCE		99,747	(110,732)	3,557,569.79	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,477,649	1,477,649		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,577,396</u>	<u>1,366,917</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239
The projected value will be finalized by October 2016 with the conclusion of the FY 16 financial audit.

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

As of August 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,510,682	1,479,554	400,261	27.05
	Other Operating Revenues	334,138	328,834	1,410	0.43
	Total:	1,844,821	1,808,388	401,671	22.21
OPERATING EXPENSE	Salaries	685,419	694,364	36,923	5.32
	Benefits	80,845	76,720	7,791	10.15
	Student financial aid - scholarships	11,500	11,500	5,500	47.83
	Utilities	3,999	3,999	224	5.61
	Supplies and Other Services	1,013,386	975,495	55,583	5.70
	Equipment Expense	76,176	71,444	5,116	7.16
	Loan cancellations and write-offs	0	0	0	0.00
	Total:	1,871,325	1,833,522	111,137	6.06
OPERATING INCOME / (LOSS)		(26,505)	(25,134)	290,534	(1,155.93)
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	(7,165)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	386	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	386	386	(7,165)	(1,856.60)
BUDGET BALANCE		3,881	5,252	283,369	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,107,604	1,107,604		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,111,485</u>	<u>1,112,856</u>		

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

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

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 For the period ending August 31, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	7,962,032	7,962,032	2,015,463	25.31
	State/Local Grants and Contracts	3,456,272	3,456,272	66,671	1.93
	Private Grants and Contracts	534,359	534,359	122,392	22.90
	Total:	11,952,664	11,952,664	2,204,525	18.44
OPERATING EXPENSE	Salaries	1,176,692	1,255,878	47,899	3.81
	Benefits	90,407	105,858	11,725	11.08
	Student financial aid-scholarships	14,457,749	14,457,749	3,763,842	26.03
	Supplies and Other Services	364,099	269,462	8,130	3.02
	Equipment Expense	404,219	404,219	57,096	14.13
	Total:	16,493,167	16,493,167	3,888,691	23.58
	-				
OPERATING INCOME / (LOSS)		(4,540,503)	(4,540,503)	(1,684,166)	37.09
(EXPENSE)	Federal Pell Grant Revenues	4,500,000	4,500,000	1,616,656	35.93
	Investment Income	0	0	0	0.00
	Gifts	0	0	0	0.00
		4,500,000	4,500,000	1,616,656	35.93
	Capital Expenditures	(18,526)	(18,526)	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:	42,480	42,480	0	0.00
BUDGET BALANCE		1,978	1,978	(67,510)	(3413.53)
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,004,053	1,004,053		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,006,031	1,006,031		

Combined Financial Report
September 30, 2016

Board of Governors
Financial Report FY 2017
Pierpont Community & Technical College
as of September 30, 2016

SUMMARY:

The projected effect on net assets for FY 2017 as of September 30, 2016 is a decrease of (\$52,779)

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of September 30, 2016 is (\$52,779). This represents a budget balance improvement of \$52,701 from the August 31, 2016 Budget. As of this report date, approximately 43% of projected tuition and fees revenue and approximately 37% of overall revenues have been realized while approximately 15% of operating expenses have been incurred. The primary budget changes that impacted the budget from August 31, 2016, are as follows:

- **Operating Revenues Budget:**
 - Decreased by (\$6,807).
 - The “Operating Costs Revenue” budget controlled by the President decreased by (\$3,850) due to a transfer from supplies to labor.
 - The “Support Services Revenues” budget controlled by the President decreased by (\$2,957) due to a transfer from supplies to labor and a PEIA update.
- **Operating Expenses Budget:**
 - Decreased by (\$59,508). The significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the President decreased by (\$37,781) due to transfers from supplies to labor and the correction of funding on a granted funded position. The position had been incorrectly budgeted in Education and General funding resulting from transferring budget from supplies to labor.
 - The “Benefits” expense budget controlled by the President decreased by (\$9,842) due to multiple PEIA updates for vacancies and benefits changes as well as the correction of funding on a granted funded position.
 - The “Supplies and Other Services” expense budget controlled by the President decreased by (\$13,698) resulting from transferring budget from supplies to labor.
 - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$20) due to PEIA updates within FSU’s Physical Plant, Enrollment Services, and Business Office.
 - The “Assessment for Operating Costs” expense budget controlled by the President increased by \$1,834 due to a budget increase in FSU’s IT Department.

Of the adjusted projected effect on net assets of a decrease of (\$52,779) as of June 30, 2017; President's Controlled Fund(s) are projected to have a budget deficit of (\$58,031); Fund Manager's Controlled Fund(s) are projected to have a budget surplus of \$5,252. The Year-To-Date Actual Budget Balance is \$2,601,042.

RESTRICTED FUNDS:

The September 30, 2016 Restricted Fund Finance Report reflects a recognition of a \$5,000 Grant from the WV Department of Education for a Sign Language Interpreter Seminar. The budget balance of \$1,978 remains unchanged from the previous month.

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

Current Unrestricted

As of September 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,397,301	8,391,872	3,643,706	43.42
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	Auxiliary Enterprise Revenue	658,036	658,036	300,735	45.70
	Operating Costs Revenue	100,134	96,283	1,859	1.93
	Support Services Revenue	227,874	224,917	21,031	9.35
	Other Operating Revenues	382,138	376,834	5,353	1.42
	Total:	10,644,683	10,611,402	3,972,683	37.44
OPERATING EXPENSE	Salaries	6,905,964	7,106,208	940,776	0.00
	Benefits	1,429,171	1,435,811	219,349	0.00
	Student financial aid-scholarships	227,678	227,678	69,563	30.55
	Utilities	56,838	56,838	2,678	4.71
	Supplies and Other Services	2,731,809	2,660,166	317,670	11.94
	Equipment Expense	99,383	94,651	44,164	0.00
	Fees retained by the Commission	138,910	138,910	27,397	19.72
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,911,432	260,148	13.61
	Assessment for Student Activity Costs	122,001	122,001	43,094	0.00
	Assessment for Auxiliary Fees & Debt Service	658,036	658,036	252,693	38.40
	Assessment for Operating Costs	1,652,395	1,654,229	318,905	19.28
	Total:	16,752,022	16,875,959	2,496,437	0.00
OPERATING INCOME / (LOSS)		(6,107,340)	(6,264,557)	1,476,247	(23.57)
					0.00
					0.00
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,323,000	7,323,810	1,464,762	0.00
	Gifts	30,000	30,000	0	0.00
	Investment Income	7,194	7,194	4,001	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(315,174)	28.96
	Fees assessed by Commission for other	0	0	(183)	0.00
	Total:	6,271,974	6,272,784	1,153,406	18.39
					0.00
TRANSFERS & OTHER	Capital Expenditures	0	0	(7,165)	0.00
	Construction Expenditures	0	0	(2,808)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(18,638)	30.55
	Total:	(61,006)	(61,006)	(28,611)	46.90
BUDGET BALANCE		103,628	(52,779)	2,601,042	(4,928.14)
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		103,628	(52,779)	2,601,042	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		2,596,026	2,596,026		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,699,654</u>	<u>2,543,247</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239. The projected value will be finalized by October 2016 with the conclusion of the FY 16 financial audit.

* Unrestricted Net Asset Balance is 16.01% of the current budgeted total operating expense. Management has established a target of 15% or \$2,432,688 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, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,886,619	6,912,319	3,212,231	46.47
	Student Activity Support Revenue	69,200	53,459	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	96,283	1,859	1.93
	Support Services Revenue	227,874	224,917	21,031	9.35
	Other Operating Revenues	48,000	48,000	0	0.00
	Total:	8,141,826	8,144,978	3,235,120	39.72
OPERATING EXPENSE	Salaries	6,220,545	6,411,844	863,240	13.46
	Benefits	1,348,326	1,359,091	205,526	0.00
	Student financial aid-scholarships	216,178	216,178	64,063	0.00
	Utilities	52,839	52,839	2,414	4.57
	Supplies and Other Services	1,718,423	1,684,671	214,717	12.75
	Equipment Expense	23,207	23,207	26,288	113.28
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	27,397	19.72
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	1,919,837	1,911,432	260,148	13.61
	Assessment for Student Activity Costs	122,001	122,001	36,603	30.00
	Assessment for Operating Costs	1,652,395	1,654,229	318,905	0.00
	Total:	14,222,661	14,384,401	2,019,301	14.04
OPERATING INOCME / (LOSS)		(6,080,835)	(6,239,423)	1,215,819	0.00
					0.00
					0.00
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,323,000	7,323,810	1,464,762	20.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	4,001	55.61
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(315,174)	28.96
	Fees assessed by Commission for other	0	0	(183)	0.00
	Total:	6,241,974	6,242,784	1,153,406	0.00
TRANSFERS & OTHERS	Capital Expenditures	0	0	0	0.00
	Construction Expenditures	0	0	(2,808)	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(18,638)	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	(386)	(386)	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	(61,392)	(61,392)	(21,446)	34.93
BUDGET BALANCE		99,747	(58,031)	2,347,779	(4,045.72)
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,477,649	1,477,649		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,577,396</u>	<u>1,419,618</u>		

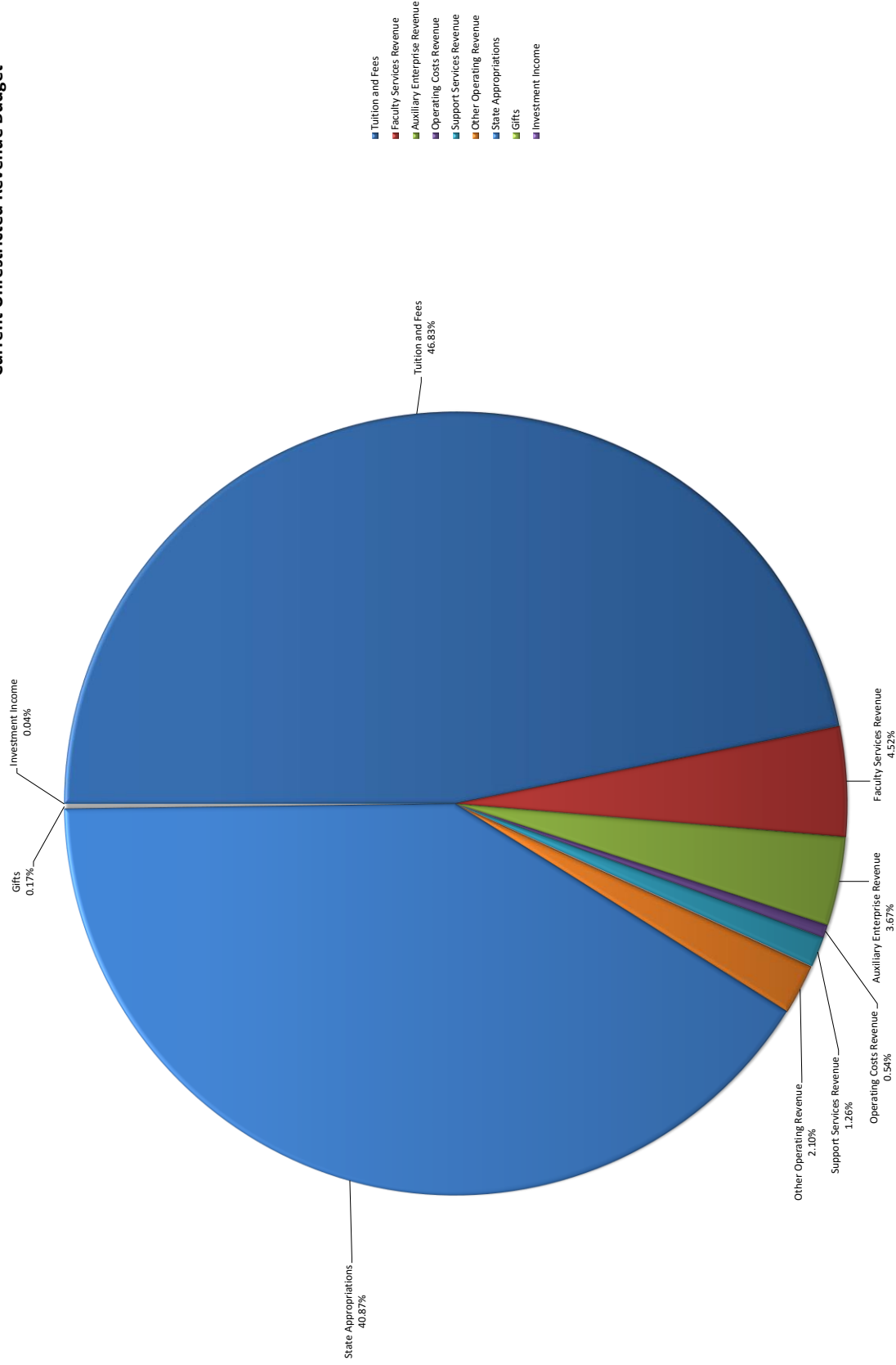
* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$3,674,239. The projected value will be finalized by October 2016 with the conclusion of the FY 16 financial audit.

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

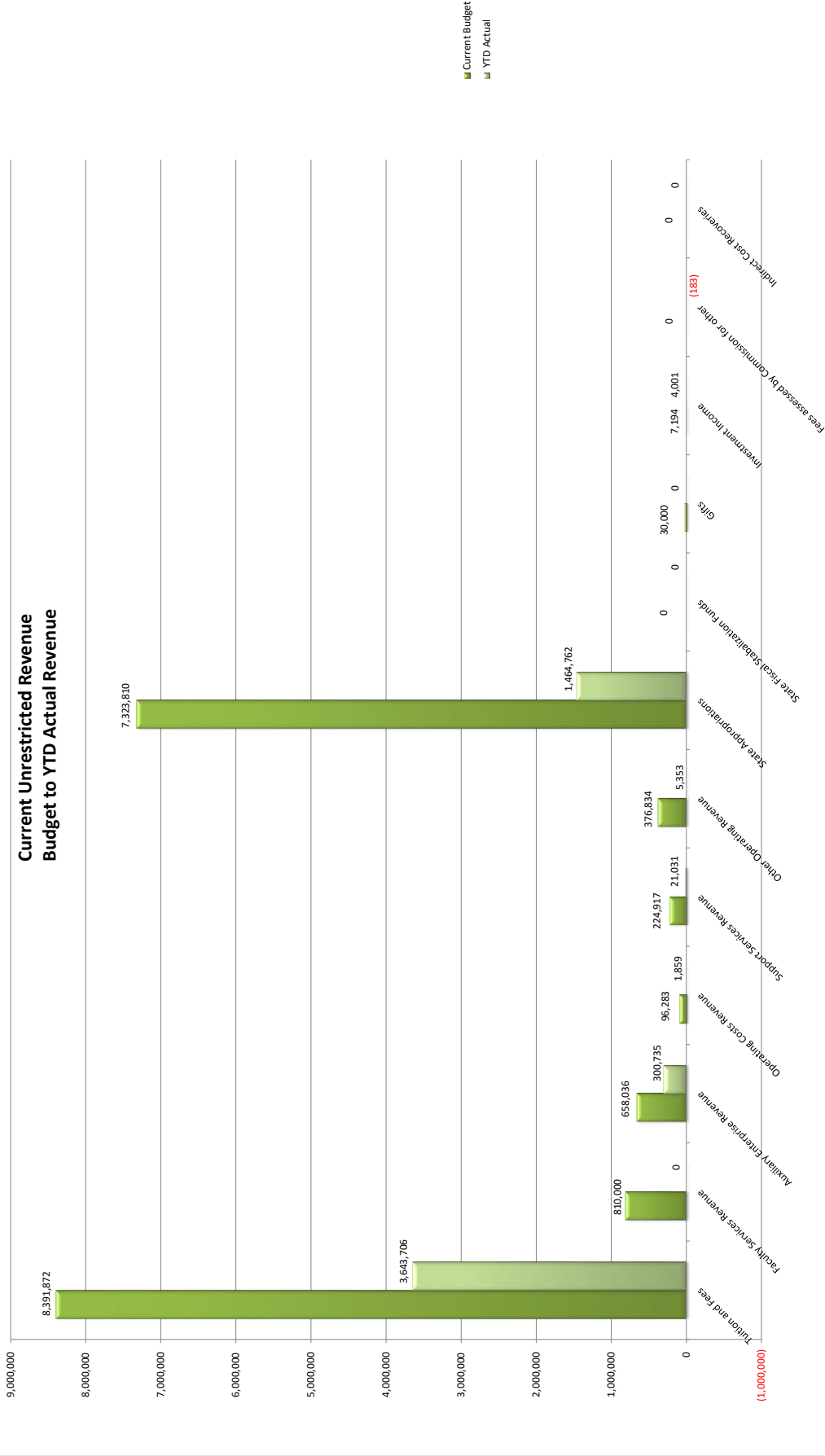
As of September 30, 2016

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,510,682	1,479,554	431,476	29.16
	Other Operating Revenues	334,138	328,834	5,353	1.63
	Total:	1,844,821	1,808,388	436,828	0.00
OPERATING EXPENSE	Salaries	685,419	694,364	77,536	11.17
	Benefits	80,845	76,720	13,823	18.02
	Student financial aid - scholarships	11,500	11,500	5,500	47.83
	Utilities	3,999	3,999	264	6.60
	Supplies and Other Services	1,013,386	975,495	102,953	10.55
	Equipment Expense	76,176	71,444	17,875	25.02
	Loan cancellations and write-offs	0	0	0	0.00
	Assessment for Student Activity Costs	0	0	6,491	0.00
	Total:	1,871,325	1,833,522	224,443	12.24
OPERATING INCOME / (LOSS)		(26,505)	(25,134)	212,386	0.00
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	(7,165)	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	386	386	0	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	386	386	(7,165)	0.00
BUDGET BALANCE		3,881	5,252	205,221	3,907.70
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,107,604	1,107,604		0.00
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,111,485</u>	<u>1,112,856</u>		0.00

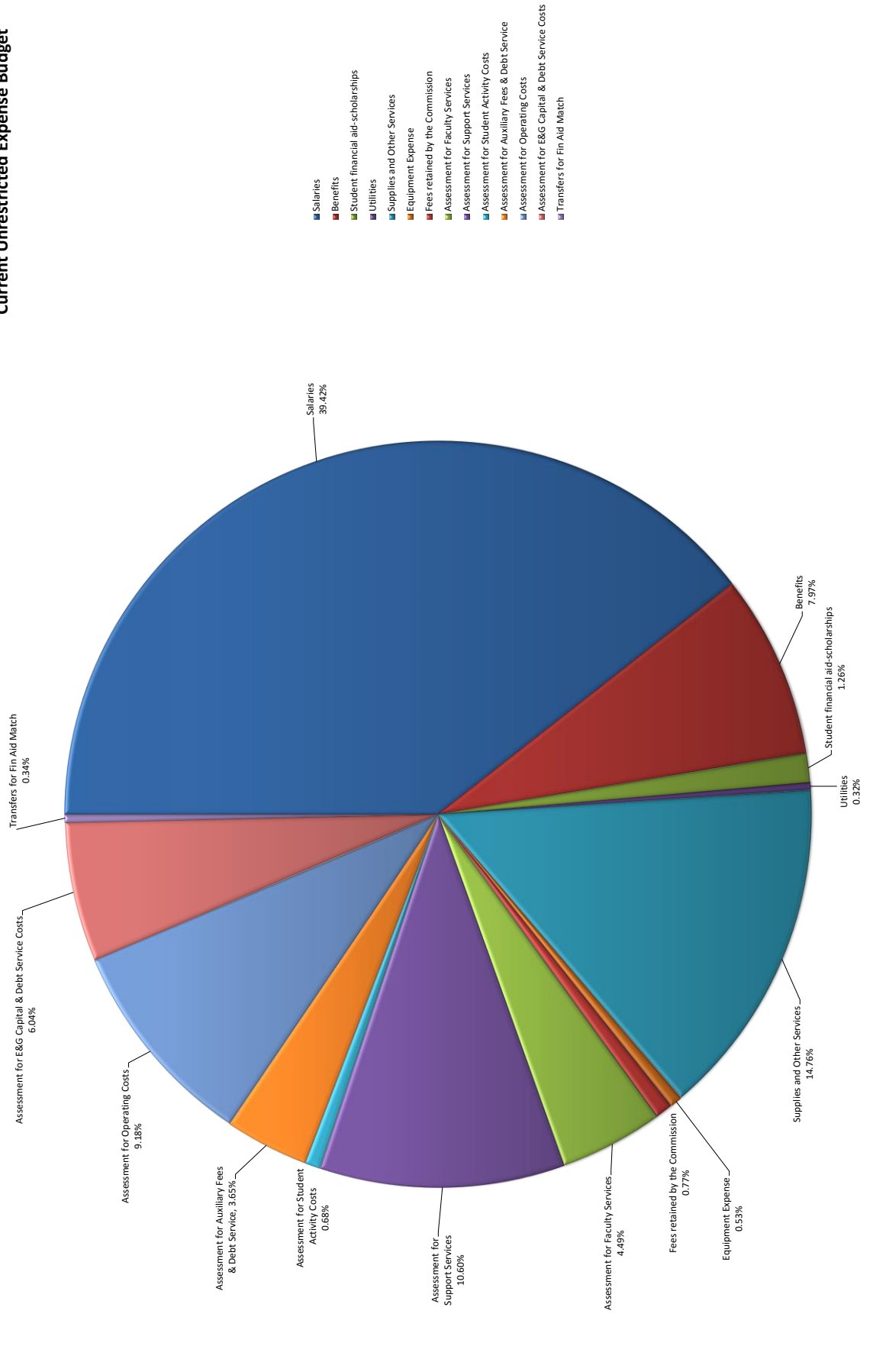
Current Unrestricted Revenue Budget



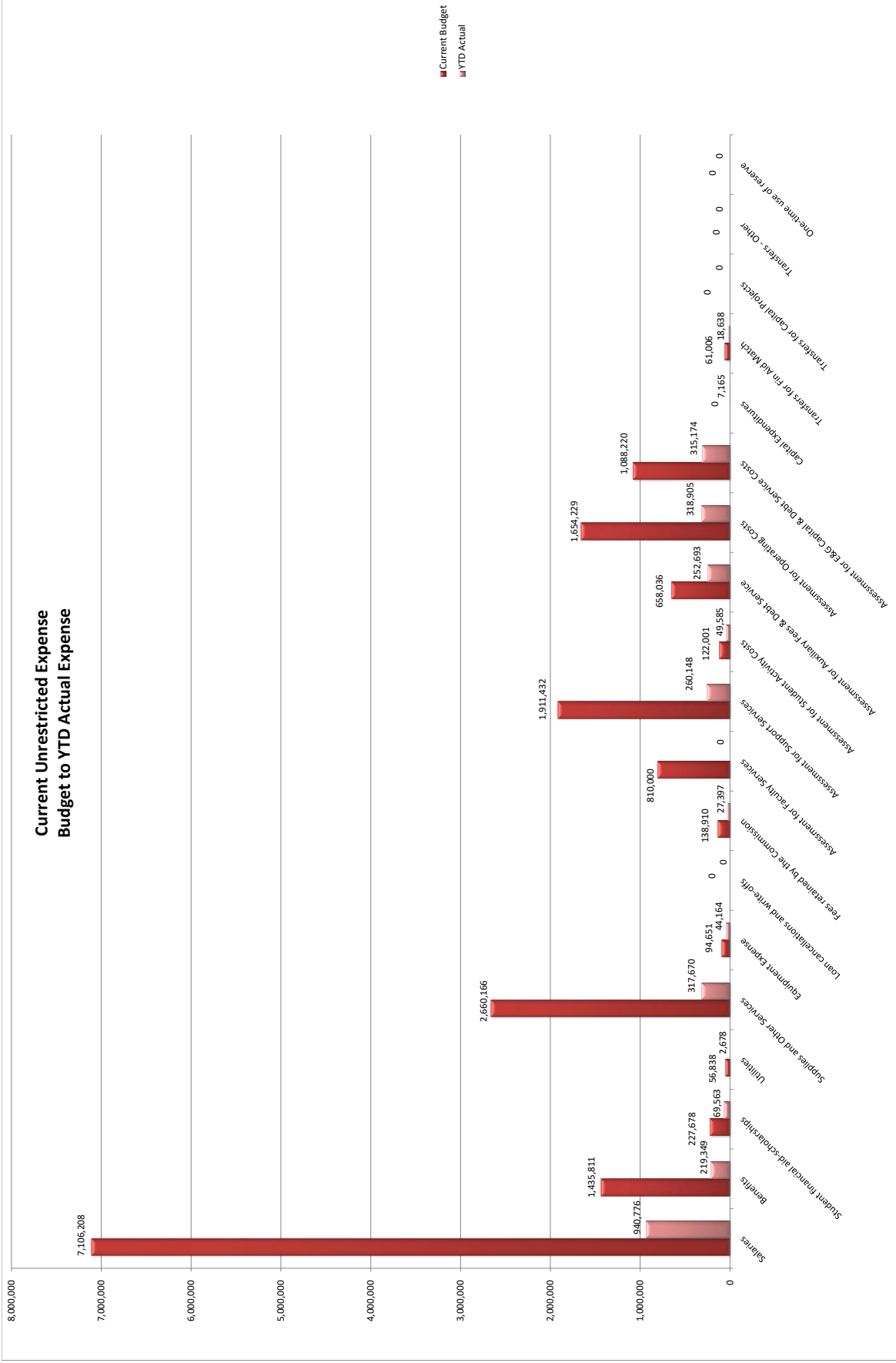
Current Unrestricted Revenue Budget to YTD Actual Revenue



Current Unrestricted Expense Budget



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



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

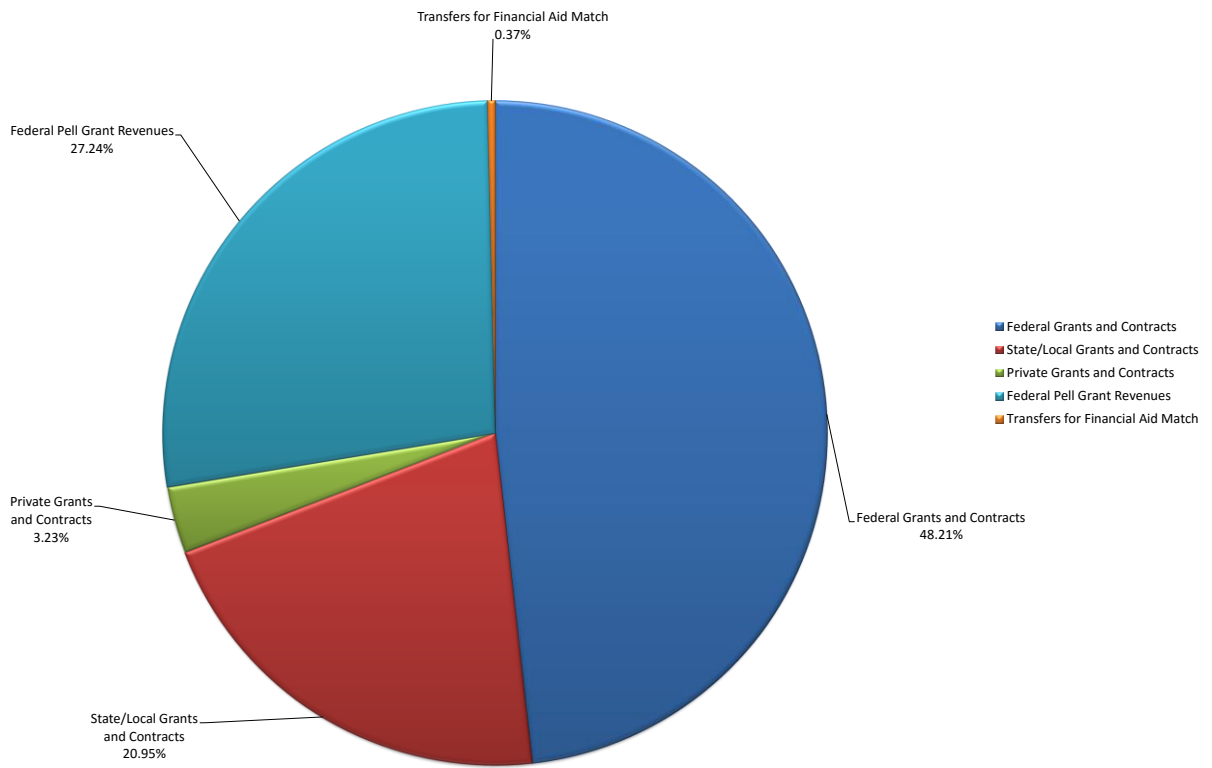
New Grant Funds	5,000.00
WVDE Sign Language Interpreter Grant	5,000.00
Gifts	0.00
Other Grant/Restricted Fund Related Changes	0.00
Net Change	0.00

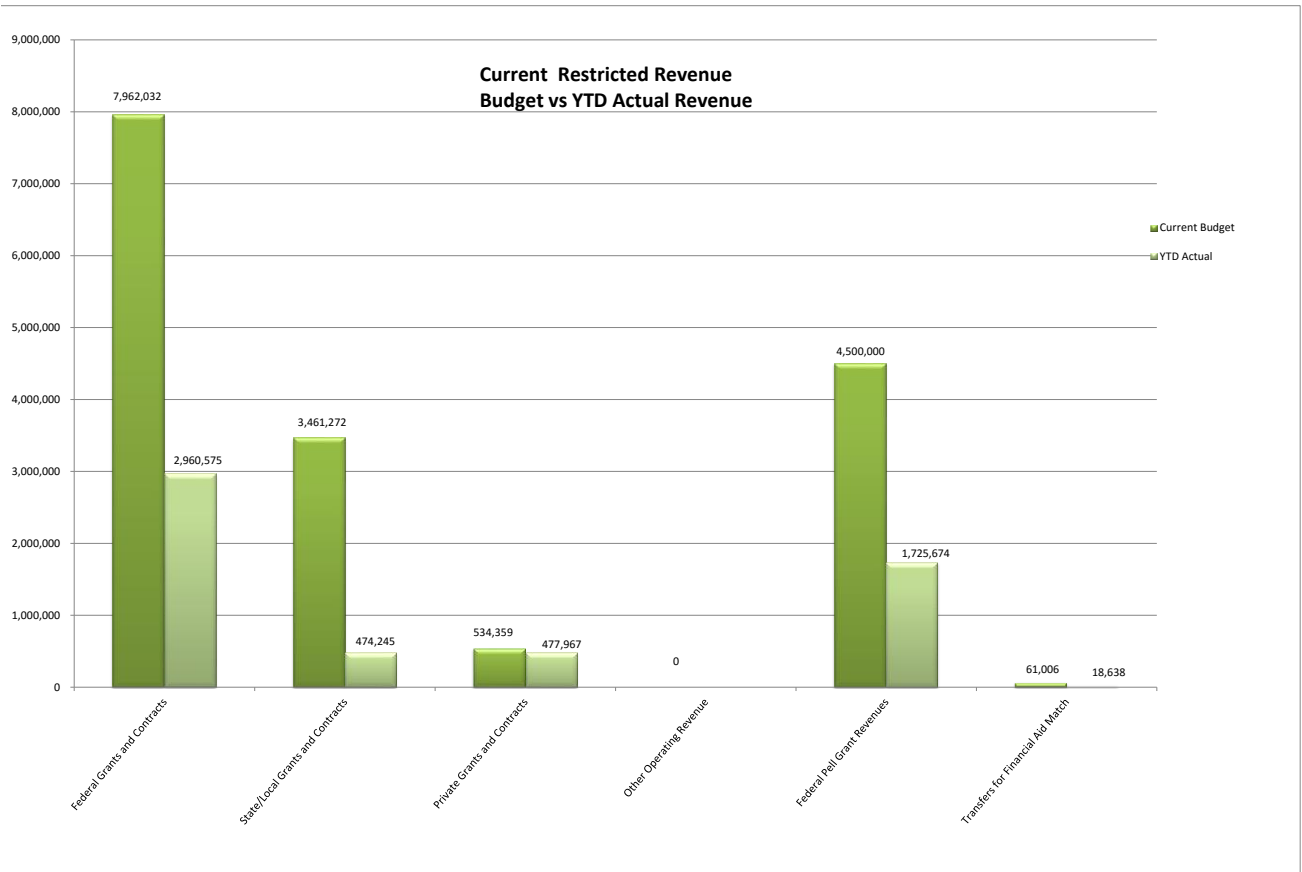
Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 For the period ending September 30, 2016

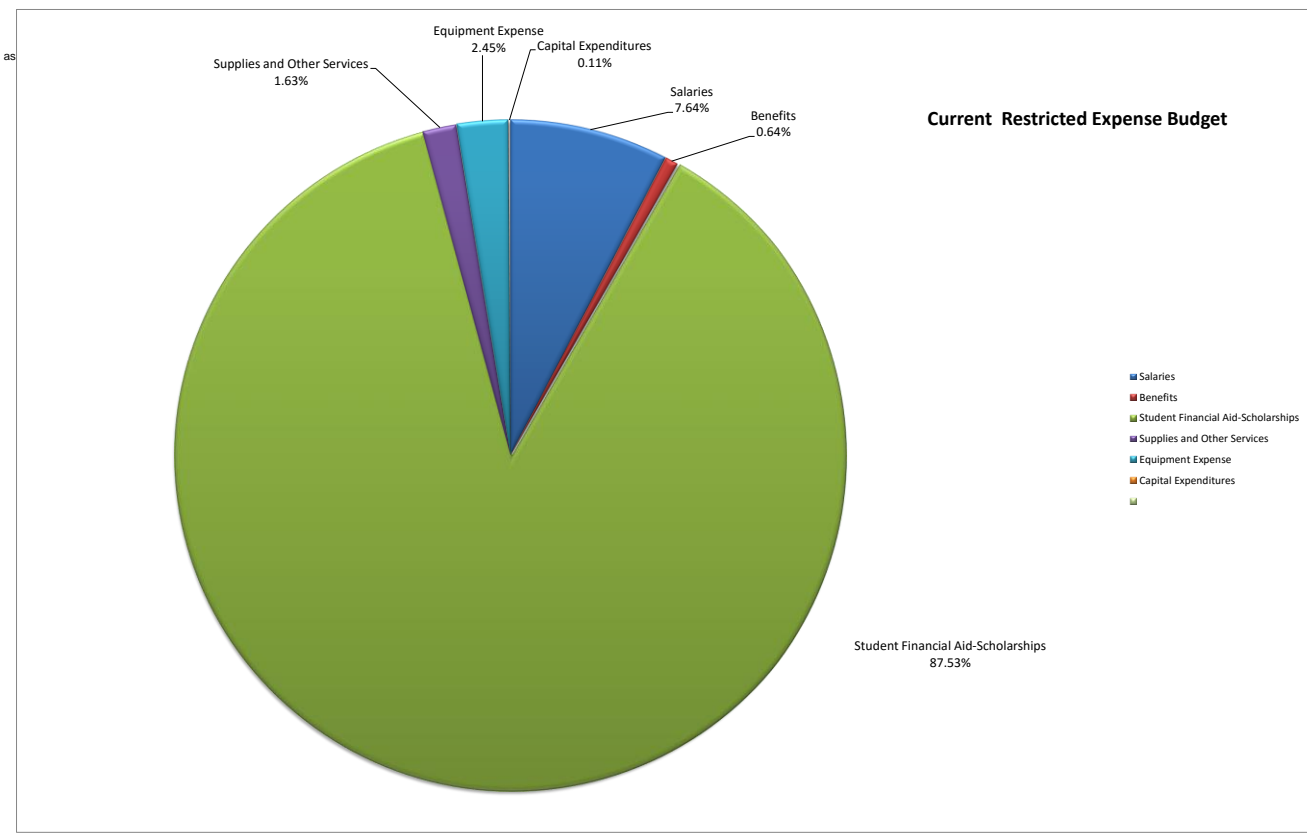
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	7,962,032	7,962,032	2,960,575	37.18
	State/Local Grants and Contracts	3,456,272	3,461,272	474,245	13.70
	Private Grants and Contracts	534,359	534,359	477,967	89.45
	Total:	11,952,664	11,957,664	3,912,787	32.72
OPERATING EXPENSE	Salaries	1,176,692	1,261,278	113,035	8.96
	Benefits	90,407	106,268	25,103	23.62
	Student financial aid-scholarships	14,457,749	14,457,749	4,852,629	33.56
	Supplies and Other Services	364,099	268,652	13,467	5.01
	Equipment Expense	404,219	404,219	58,687	14.52
	Total:	16,493,167	16,498,167	5,062,920	30.69
	-				
OPERATING INCOME / (LOSS)		(4,540,503)	(4,540,503)	(1,150,134)	25.33
(EXPENSE)	Federal Pell Grant Revenues	4,500,000	4,500,000	1,725,674	38.35
	Investment Income	0	0	0	0.00
	Gifts	0	0	0	0.00
		4,500,000	4,500,000	1,725,674	38.35
	Capital Expenditures	(18,526)	(18,526)	0	0.00
	Construction Expenditures	0	0	0	0.00
	Transfers for Fin Aid Match	61,006	61,006	18,638	30.55
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	Total:	42,480	42,480	18,638	43.87
BUDGET BALANCE		1,978	1,978	594,178	30043.75
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,004,053	1,004,053		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,006,031	1,006,031		

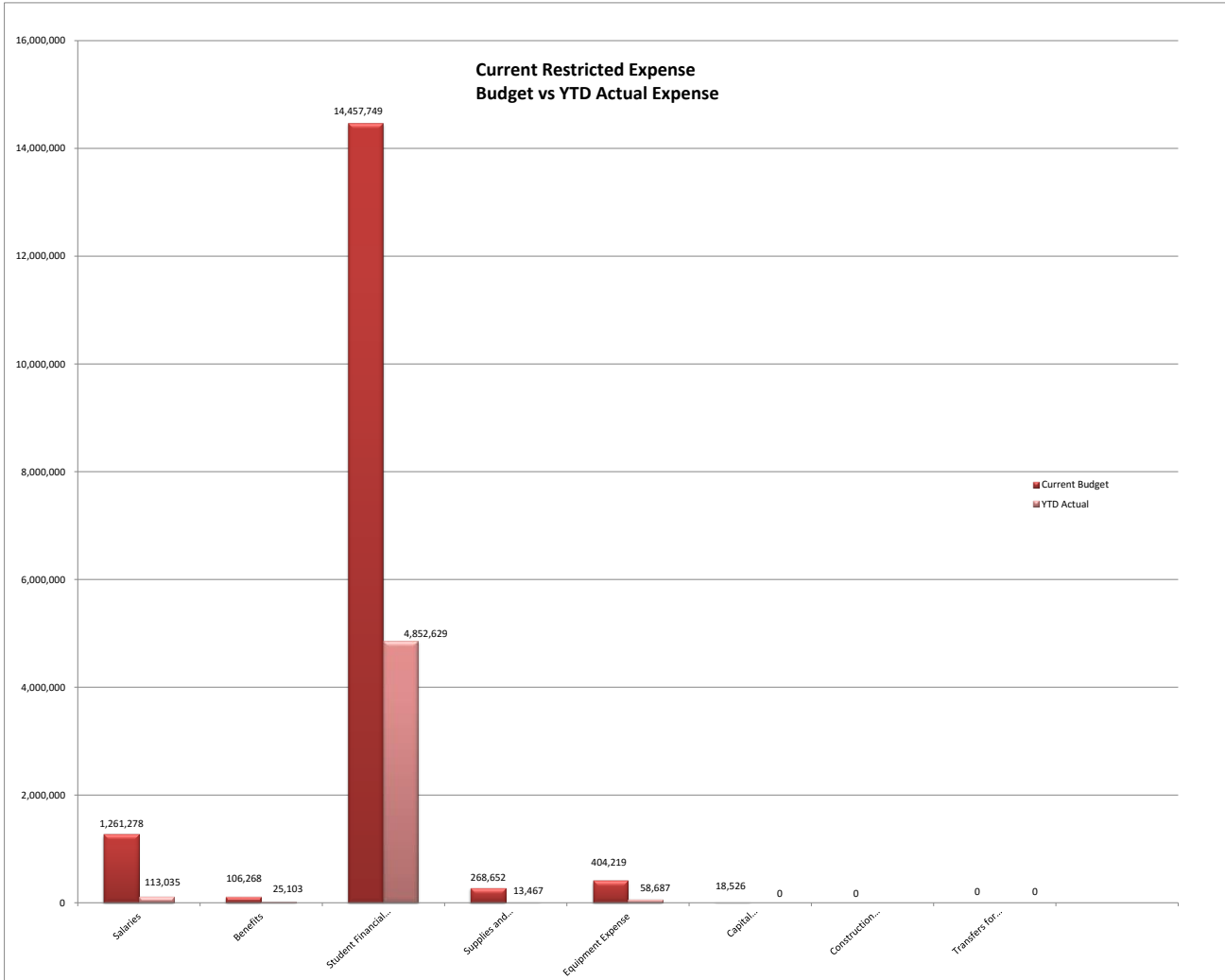
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Current Restricted Revenue Budget









Tab

4

**Pierpont Community and Technical College
Board of Governors
Meeting of November 15, 2016**

ITEM: \$150,000 for HVAC Unit Replacements and Energy Efficiency at the Robert C. Byrd National Aerospace Education Center (NAEC).

COMMITTEE: Committee of the Whole

INFORMATION ITEM:

STAFF MEMBER: Dale Bradley

BACKGROUND: In FY 2012 Pierpont and FSU began a long term plan to address needed infrastructure improvements at the Robert C. Byrd National Aerospace Education Center. The majority of these improvements have gradually been completed over the past four years. One of the needed infrastructure improvements was the replacement of all HVAC Units at the facility.

At the time this plan was begun Pierpont identified the replacement of these HVAC Units as a High Priority Capital Project need to the WV Council for Community & Technical College Education and requested funding to assist in addressing these costs. The WC Council approved providing Pierpont \$150,000 in cost share funds toward the replacement of HVAC Units at the NAEC. These funds were delayed in coming to the institution until the majority of the HVAC replacement activity had been completed and have now been provided to Pierpont.

There are three HVAC Units associated with specialized limited use lab areas at the NAEC that were identified as lower priority than other HVAC

Units due to their limited use and therefore have yet to be replaced.

With the securing of this \$150,000 Physical Plant will now move forward with the replacement of these three HVAC Units. Any funds remaining after replacement of the three Units (initial estimate is \$130,000 to \$140,000 for the three replacement units) will be used in energy efficiency upgrades at the NAEC.

Tab

5

**Pierpont Community & Technical College Board of Governors
Meeting of November 15, 2016**

ITEM: Pierpont Board of Governors Policy #46 –
Mission Statement Review Policy

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community &
Technical College Board of Governors approve
the continuation of the existing Mission
Statement, Philosophy and Objectives of
Pierpont Community & Technical College.

STAFF MEMBER: Dr. Johnny M. Moore, President

BACKGROUND: In accordance with Board of Governors Policy
#46 – Mission Statement Review Policy, which
mandates that the Institution’s Mission
Statement be reviewed every five years, the
Pierpont President’s Cabinet has, at the
September 27, 2016 President’s Cabinet Meeting,
reviewed the Mission Statement, Philosophy and
Objectives of Pierpont Community & Technical
College, and based on this review, the President
and his Cabinet recommends no action or
modification be made to the existing Policy,
Philosophy and Objectives of the College. And,
that the current Policy, Philosophy and
Objectives of Pierpont Community & Technical
College, are closely aligned with the 2015-2020
Strategic Goals and Priorities of the Institution.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 46
TITLE: MISSION STATEMENT REVIEW POLICY

Effective Date: December 15, 2005, Revised: April 5, 2007

Amended:

Repealed:

It is the policy of the Pierpont Community & Technical College Board of Governors that Pierpont Community & Technical College and Fairmont State University will each review its mission statement every five years, or as needed. If one decides to review its mission statement, the Board shall also consider the mission statement of the other before taking action. The intent of this policy is to ensure that any revision of a mission statement does not create gaps or overlap in the two mission statements, does not result in a lack of certain services, and minimizes direct competition.



PRESIDENT'S CABINET MEETING
Tuesday, September 27, 2016
Hardway Hall Room 219
9:00 AM

AGENDA

CABINET LEADER: Bo

1. IT Report – Standing Item (Rob)
2. Enrollment – Standing Item (Lyla)
3. ATC Progress Report – Standing Item (Bo/Dale)
 - Ribbon Cutting/Grand Opening (Steve/Cyndee/Bo)
4. TAACCCT Grant Report – Standing Item (Steve)
5. Other Items
 - Regional Facility Rental Rates
 - TEAS Testing
 - Faculty Development Fund Availability for 2016-2017 (Leslie)
 - Review of Pierpont's Mission Statement (All)
 - Placement on BOG Agenda in November
 - Faculty and Staff Vacations (Dr. Moore)
 - The Christmas Toy Shop (Dr. Moore)
 - Distribution on November 25, drop off beginning on November 14.
 - Homecoming Parade - September 29 (Cyndee)
 - Follow Up on the WVCCA Drive-In Conference – December 7 (Cyndee)
 - 30 Minute Presentation
 - Outstanding Contributor

Future Cabinet Meetings

October 4
October 11
October 18
October 25

Tab

6

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNOR'S REPORT
November 15, 2016**

INFORMATIONAL ITEM

Item:	Missing Textbook Adoptions/Textbook Affordability Report
Committee:	Committee of the Whole
Staff Member:	Leslie Lovett
Background:	<p>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. The report on textbook adoptions is then forwarded annually to the West Virginia Council for Community & Technical College Education (WVCTCE) by November 1.</p> <p>Last year, the Bookstore revised the deadline dates for textbooks/materials to be selected for courses, faculty to be assigned to courses, and the dates for assigned materials and textbooks to be posted on the web and in the Bookstore.</p> <p>WVCTCS recently provided a new reporting form for the collection of the Annual Institutional Textbook Report that is to be submitted to the WVCTCS before the annual November 1st report date.</p> <p>This informational item presents the information that was submitted by Pierpont to the WVCTCS for the November 1, 2016 reporting cycle.</p>

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 & Materials Posted
Summer 2015	March 17, 2015	100%	April 15, 2015	100%	April 21, 2015
Fall 2016	March 17, 2015	100%	April 15, 2015	99%	April 21, 2015
Spring 2016	October 12, 2015	100%	October 19, 2015	93%	October 19, 2015

Additional Information

- Course textbook titles are kept for a minimum of three years, although programs that have software based textbooks/materials are allowed to update more frequently due to technology updates instituted by publishers.
- Bound for Success Follett Bookstore is shared/operated by Fairmont State University (FSU), and offers textbooks in the format of used, new, rental, and ebook whenever possible. During this reporting cycle period for Summer 2015-Spring 2016.
- In addition, \$15,000 in scholarship money for books is annually provided by Follett. Faculty are encouraged to also look at Open Source materials to reduce textbook costs for students.