



***BOARD  
OF  
GOVERNORS***

**February 16, 2021**

# MEETING SCHEDULE

## PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

February 16, 2021

### Zoom Conference Meeting

Join Zoom Meeting

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### 2:00 PM      Board of Governors Meeting

Thomas J. Barlow – Chair

Brooke Nissim Sabat – Vice Chair

Brian S. Bozarth – Secretary

Members: Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, Christopher Sunseri, and Warren “Chip” VanAlsborg. Three institutional BOG member positions are currently vacant.

**AGENDA**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**Tuesday, February 16, 2021**

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**I. Call to Order in Open Session**

1. Opening Comment (*Chair: Thomas Barlow*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes
  - a. Approval of BOG Meeting Minutes of November 17, 2020
  - b. Approval of BOG Retreat Minutes of December 4, 2020
  - c. Approval of BOG Meeting Minutes of December 18, 2020
  - d. Approval of BOG Emergency Meeting Minutes of January 6, 2021

***Tab 1 - Action Items***

**II. Recognitions – Informational**

1. Farewell to outgoing President Dr. Johnny M. Moore, serving Pierpont from June 30, 2016 through February 1, 2021
2. Welcome and introduction of Interim President Dr. Anthony Hancock. Dr. Hancock begins serving on January 25, 2021, with official duties beginning February 1, 2021, after the vacancy of the President’s position by Dr. Moore.
3. Announcement of resignation of Steven Leach, VP of Organization and Development/HR Director, on January 29, 2021. Mr. Leach will temporarily continue serve Pierpont on legislative matters. Mr. Leach has served both Pierpont and Fairmont State since 1994.

**III. President’s Report – Informational (*Dr. Anthony Hancock*)**

**IV. Operation Reports – Informational**

***Tab 2 - Informational***

1. Academic Affairs (Michael Waide)
2. Student Services (Lyla Grandstaff)
3. Student Government Association (Raven Thomas)

## **V. Committee of the Whole**

1. Resolution for Approval of Delegation of Powers to the President  
*(Thomas Barlow, Chairman)* **Tab 3 – Action Item**
2. Resolution for Review of Comments and Acceptance of  
the Amendment to Policy PP-3048: Research Involving Human Subjects  
*(Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional  
BOG Policies Committee)* **Tab 4 – Action Item**
3. Resolution for Approval of a 30-Day Public Comment Period  
for the Amendment of Policy PP-5016: Tuition, Fees, Assessment,  
Payment, and Refund of Fees  
*(Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional  
BOG Policies Committee)* **Tab 5 – Action Item**
4. December 31, 2020 Combined Finance Report  
*(Dale Bradley, CFO/VP for Finance and Administration)* **Tab 6 - Informational**

## **VI. Board Committee’s Reports**

1. Audit/Finance and Administration Committee (FA) Report *(Brian Bozarth, Chair)*
  - a. CARES ACT Report **Tab 7 - Informational**
2. Communications, Academic Affairs, Recruiting & Research Committee (CARR) Report  
*(Brooke Nissim-Sabat, Chair)*

## **VII. New Business**

1. Upcoming Meetings:
  - a. The next regularly scheduled ATC Advisory Board meeting is to be held on Tuesday, March 23, 2021 at 1:00 pm. The meeting will be held virtually.
  - b. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, March 23, 2021 at 2:00 pm. The meeting will be held virtually.

## **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**

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Mission Statement: To provide accessible, responsive, comprehensive education that works  
Vision: Empowering individuals to transform their lives through education  
Tagline: Education that works!

**Tab**

**1**

**BOG MEETING MINUTES OF NOVEMBER 17, 2020**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**November 17, 2020**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on November 17, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

*Board members present:*

Via videoconference: Thomas Barlow, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, and Christopher Sunseri

*Board Members Absent:* Brian Bozarth, Natalie Stone, and Warren ‘Chip’ VanAlsburg  
Three governor appointed BOG positions are vacant.

*President’s Cabinet Members Present:*

Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Steve Leach, Cyndee Sensibaugh, and Michael Waide

*Others in Attendance via videoconference:*

Guests from Suttle & Stalnaker: Sarah Crouse, Whitney Merrill, and Kelly Shafer. Pierpont faculty and staff: David Beighley, K. Biddle, Suzan Clemens, John Davis, Memori Dobbs, Carolyn Fletcher, Amanda Hawkinberry, Jennifer McConnell, Nancy Parks, Robin Strader, Shelley Tharp, and David Williams

**I. Call to Order – Open Session**

*1. Opening Comment*

Mr. Thomas Barlow, Chair, called the meeting to order in open session at 2:02 PM. Mr. Barlow noted the uptick in Covid-19 cases, and extended well wishes to all.

*2. Call for Public Comment*

Mr. Barlow, Chair, announced and inquired if there were any requests for public sign up of comments to the Board. No requests were announced or recorded.



3. *Approval of Minutes from the September 15, 2020, BOG Meeting – Action Item*

A motion was presented by Mr. Larry Puccio, Jr. to approve the Minutes from the September 15, 2020, Pierpont Community & Technical College Board of Governors Meeting, as presented. Ms. Brooke Nissim-Sabat seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

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

There were no recognitions presented.

## **III. President’s Report – Informational**

*COVID 19* - President Moore expressed that the Covid-19 Pandemic has created challenges for the faculty and staff to pivot on the fly. With the recent rise in cases, the institution is planning to restore remote learning and working from home beginning on November 23<sup>rd</sup> until January 4<sup>th</sup>. President Moore shared that the Covid-19 testing stats are available on the Pierpont website. Pierpont is waiting on guidance from the Community and Technical College System (CTCS) on Covid-19 testing for this Spring term.

## **IV. Operation Reports - Informational**

Operation Reports were tabled as employees continue their focus on efforts to deal with the COVID-19 Pandemic.

## **V. Committee of the Whole**

1. *Presentation and Acceptance of the FY 2020 Audited Financial Statements – Action Item (Suttle & Stalnaker, CPAs, and Dale Bradley, CFO/VP for Finance and Administration)*

Ms. Kelly Shafer and Ms. Sarah Crouse of Suttle & Stalnaker, PLLC, presented the Financial Statements for the Years ended June 30, 2020 and 2019, Independent Auditors Report, and the Report to the Governing Board. It was noted that the audit was performed remotely and the deadline of October 1, 2020 was met. The Independent Auditors opinion in the report was unmodified (clean) and the financial statements were presented fairly and in accordance with the accounting principles generally accepted in the United States. The Pierpont Board of Governors (BOG) were provided with a complete copy of the Audited Financial Statements and Reports electronically, and by USPS mail, prior to the BOG meeting.

Ms. Shafer and Ms. Crouse thanked Dale Bradley, Carolyn Fletcher, and Shelley Tharp for their work on the audit, noting that there were no difficulties encountered during the audit process. Mr. Barlow thanked the Business Office staff and Ms. Shaffer and Ms. Crouse for their work on the audit, noting the fine job performed. Mr. Bradley thanked Ms. Shafer, Ms. Crouse, and also Ms. Merrill for working with Pierpont noting that there were a few budget adjustments addressed. Mr. Bradley extended appreciation to Ms. Fletcher, Ms. Tharp and Ms. Mari Johnson for putting in so many extra hours to see that the audit was completed within the deadline.

A motion was offered by Mr. Rick Pruitte to accept the FY 2020 Audited Financial Statements, as presented. Ms. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

2. *Resolution for the Review of Comments and the Acceptance of the Repeal of Policy PP-3045: Shared Courses – Action Item  
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the repeal of Policy PP-3045: Shared Courses.

At the Pierpont Board of Governors meeting of September 15, 2020, a 30-Day Public Comment Period was established from September 16, 2020 through October 16, 2020, to provide the public the opportunity to address the proposed repeal of Policy PP-3045: Shared Courses.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Brooke Nissim-Sabat offered a motion to repeal Policy PP-3045: Shared Courses. Mr. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for the Review of Comments and the Acceptance of the Repeal of Policy PP-5024: Funding of Intercollegiate Activities – Action Item  
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the repeal of Policy PP-5024: Funding of Intercollegiate Activities.

At the Pierpont Board of Governors meeting of September 15, 2020, a 30-Day Public Comment Period was established from September 16, 2020 through October 16, 2020, to provide the public the opportunity to address the proposed repeal of Policy PP-5024: Funding of Intercollegiate Activities.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Brooke Nissim-Sabat offered a motion to repeal Policy PP-5024: Funding of Intercollegiate Activities. Mr. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *Resolution for the Review of Comments and the Acceptance of the Repeal of Policy PP-5044: Financial Partnership – Action Item  
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the repeal of Policy PP-5044: Financial Partnership.

At the Pierpont Board of Governors meeting of September 15, 2020, a 30-Day Public Comment Period was established from September 16, 2020 through October 16, 2020, to provide the public the opportunity to address the proposed repeal of Policy PP-5044: Financial Partnership.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received.

Ms. Brooke Nissim-Sabat offered a motion to repeal Policy PP-5044: Financial Partnership. Ms. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

5. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-3048: Research Involving Human Subjects – Action Item  
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for proposed changes to Policy PP-3048: Research Involving Human Subjects.

Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-3048: Research Involving Human Subjects requires updating. This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and eliminates provisions more appropriate for a handbook than a policy.

The proposed public comment period will be from November 18, 2020 through December 17, 2020.

The PRC, consisting of Pierpont administration, faculty and staff, evaluate existing BOG policies for amendment or repeal and development of new BOG policies, as needed.

Ms. Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for Policy PP-3048: Research Involving Human Subjects, as presented. Mr. Christopher Sunseri seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

6. *September 30, 2020 Combined Finance Report – Informational Item  
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the September 30, 2020 Combined Finance Report were provided in the November 17, 2020, Pierpont Board of Governors Book. It was noted that changes in projected revenues, based on enrollment declines, were made with a budget increase adjustment of \$50,000 to under projected revenues to the Central Fees Fund and the Student Programing Fund. A budget decrease adjustment of \$150,000 to the Auxiliary Enterprise Revenue and a budget decrease adjustment of \$18,000 to Other Operating Revenue helped to generate a positive balance of \$358,959.

## **VI. Board Committee Reports**

1. *Finance and Administration Committee Report (FA) – Informational  
(Dale Bradley, CFO/VP for Finance and Administration)*

In absence of Mr. Brian Bozarth, Chair of the FA Committee, Mr. Dale Bradley, presented the FA Committee Report.

- a. Review of the FY 2020 Audited Financial Statements Board of Governors Support Funds

The Board of Governors Support Funds from the FY 2020 Audited Financial Statements were further reviewed, by Mr. Bradley and Ms. Fletcher, highlighting the Debt Obligations Due to the Commission and the Debt Obligations Due to Fairmont State. Complete details of the Board of Governors Support Funds, within the FY 2020 Audited Financial Statements, were provided to the BOG members electronically, and by USPS mail, prior to the BOG meeting.

b. Review of the FY 2020 Composite Financial Index (CFI) Score Analysis

Pierpont's CFI Score for FY 2020 is 0.27 when including eligible Foundation Funds. The CFI for FY 2020 shows an improvement from FY 2019 of -0.84. When Other Postemployment Benefits (OPEB) is excluded, Pierpont's CFI for FY 2020 is 1.56. Complete details of the FY 2020 CFI Score Analysis was provided in the November 17, 2020 Board of Governors Book.

c. Institutional Comments/Review of Auditor's Management Comment Letter

A review of the Institutional Comments/Auditor's Management Comment Letter from the FY 2020 Audited Financial Statements provided a more in-depth discussion with the Board with Mr. Bradley and Ms. Fletcher. Complete details of the Auditor's Management Comment Letter was provided to the BOG members electronically, and by USPS mail, prior to the BOG meeting

2. *Communications, Academic Affairs, Recruiting and Research Committee (CARR) – Informational (Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat, Chair of the CARR Committee presented the CARR Committee Report.

Ms. Nissim-Sabat announced that the CARR Committee has six subcommittees. The next meeting will be held on December 1<sup>st</sup>, at which the subcommittee chairs will provide updates and prepare for the meeting on December 4<sup>th</sup> with the BOG.

Mr. Barlow thanked Ms. Nissim-Sabat for her work with the CARR Committee, and conveyed to fellow BOG members that the CARR Committee could use additional BOG members to become involved.

3. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational (Chip VanAlsbury)*

In absence of Mr. VanAlsbury, Chair of the GRPHR Committee, Mr. Steve Leach provided the GRPHR Report.

The newly elected legislators will be invited to attend a Pierpont virtual meeting, or a conference call, at the beginning of the year to welcome them and offer a Q&A

opportunity with the institution. The next Legislative Session begins on January 20, 2021.

## **VII. New Business**

### 1. Upcoming Meetings:

- a. A virtual Board of Governors Workshop/Retreat will be held on Friday, December 4, 2020
- b. The next regularly scheduled ATC Advisory Board meeting will be held on Friday, December 4, 2020 during the annual Board of Governors Workshop/Retreat

## **VIII. Old Business**

None.

## **IX. Public Comment**

There were no signatures recorded for public comment.

## **X. Executive Session – Closed Session**

No Executive Session was called.

## **XI. Adjournment**

There being no further business, Mr. Rick Pruitte offered a motion to adjourn the meeting at 3:53 PM. Ms. Nissim-Sabat seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Pierpont Mission Statement:** To provide accessible, responsive, comprehensive education that works.

**Pierpont Vision Statement:** Empowering individuals to transform their lives through education.

**Pierpont Tagline:** Education that Works.

**BOG MEETING MINUTES OF DECEMBER 4, 2020**

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

**December 4, 2020**

**8:00 AM**

**MINUTES**

**Notice of Meeting and Attendance**

An annual workshop for the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 4, 2020, beginning at 8:00 AM. The workshop was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

*Board members present:*

Via videoconference: Thomas Barlow, Brian Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, and Christopher Sunseri

*Board Members Absent:* Warren 'Chip' VanAlsbury

Three governor appointed BOG positions are vacant.

*President's Cabinet Members Present:*

Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Steve Leach, Cyndee Sensibaugh, and Michael Waide

*Others in Attendance via videoconference:*

Pierpont faculty and staff: David Beighley, Suzan Clemens, Kari Coffindaffer, John Davis, Memori Dobbs, Carolyn Fletcher, Amanda Hawkinberry, Jennifer McConnell, Nancy Parks, Robin Strader, Ashely Tennant, Shelley Tharp, and David Williams

**I. BOG Overview and Planning – Open Session**

1. *Call to Order and Request for Public Comment*

Mr. Barlow, Chair, called the meeting to order at 8:03 AM and inquired if there were any requests for public sign up of comments to the Board. No requests were announced or recorded.

2. Remarks from Thomas Barlow, BOG Chair

Mr. Barlow opened with comments related to the COVID 19 Pandemic, noting that as the winter months approach the dark times continue. Mr. Barlow shared that Pierpont has engaged an independent counsel to provide an overview of the



independent bonds shared with Fairmont State University. The Chair concluded by wishing all a Happy Holiday and Merry Christmas.

3. Remarks from Johnny M. Moore, Ph.D., President

President Moore asked all to not let their guard down over the holidays and to be diligent in keeping family and friends safe. State-wide testing for students, faculty and staff will be required prior to returning to campuses and then random testing of 10 percent of the institution's population will continue throughout the semester.

Dr. Moore expressed that we can emerge through COVID-19 by building stronger partnerships and working on new initiatives, like the NSF Project Vision grant opportunity. We will ensure that our new strategic plan and our budget are aligned with the priorities of the institution.

## II. 2021-2022 Budget Discussion

Mr. Bradley provided a current budget and enrollment overview and shared that the budget is balanced at this point. Discussion centered on future enrollments, conservative budget approach, strategic goals, and budget planning. Focus is being placed on personnel needs, follow up to the recent audit, spending, and bond payment process.

## III. Breakout Sessions – BOG Committees Working Groups

The Board members and institutional faculty and staff broke into separate BOG Committee workgroups to review the work of the committees from last semester and formalize action steps for the next semester.

At the end of the BOG Committee's workgroups the Chairs of each committee provided a summary.

1. *Communications, Academic Affairs, Recruiting and Research Committee (CARR) – Informational (Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat, Chair of the CARR Committee shared that over the past semester 6 subcommittees were formed within the CARR Committee to drive the goals of the committee. Work is being done on the strategic plan and program reviews.

2. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational (Chip VanAlsbury)*

In absence of Mr. VanAlsbury, Chair of the GRPHR Committee, Mr. Steve Leach shared that contact is being made with the newly elected state legislators and a Zoom meeting will be set up in the new year to provide a Pierpont information session to the legislators.

#### **IV. Advanced Technology Center Advisory Board Quarterly Meeting**

The Pierpont Community & Technical College Board of Governors paused the BOG meeting to convene into the NCWV Advanced Technology Center Advisory Board Quarterly Meeting. Minutes for the NCWV ATC Advisory Board Meeting are provided in a separate document.

#### **V. President and the Board Members**

1. Call for Executive Session – Closed Session

At 1:01 PM, Jillian Sole moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel matters, which if discussed in public might adversely affect the reputation of any person. Ms. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

2. Exiting Executive Session – Open Session

At 1:58 PM, Jillian Sole moved to exit Executive Session and return to Open Session. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

3. Action Items from Executive Session

There were no action items brought forward from Executive Session, however, it was noted that an update of the Delegation of BOG Powers and Duties to the President will be brought through resolution at an upcoming BOG meeting in 2021.

#### **VI. Adjournment**

There being no further business, Mr. Larry Puccio, Jr. offered a motion to adjourn the meeting at 1:59 PM. Ms. Jillian Sole seconded the motion. All agreed. Motion carried.

*Attendance in this workshop provided 4 hours of CEU's for BOG members*

*Respectfully submitted by Cyndee K. Sensibaugh*

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**BOG MEETING MINUTES OF DECEMBER 18, 2020**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**December 18, 2020**  
**3:15 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 18, 2020, beginning at 3:15 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

**I. Call to Order – Open Session**

*1. Opening Comment*

Thomas Barlow, Chair, called the meeting to order in open session at 3:15 PM.

*Board members present:*

Via videoconference: Thomas J. Barlow, Brian S. Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Jillian Sole, Christopher Sunseri and Warren VanAlsborg

*Board Members Absent:*

Natalie Stone and Larry J. Puccio, Jr. Three governor-appointed IBOG positions are vacant.

*President's Cabinet Members Present:*

Via videoconference: President Johnny M. Moore and Cyndee Sensibaugh

*2. Call for Public Comment*

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

**II. Executive Session – Closed Session**

*1. Entering Executive Session – Closed Session*

At 3:17 PM Brooke Nissim-Sabat 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, which if discussed in public might adversely affect the reputation of any person. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *Exiting Executive Session – Back to Open Session*

At 4:39 PM, Brooke Nissim-Sabat motioned to exit Executive Session and return to Open Session. Warren VanAlsburg seconded the motion. All agreed. Motion carried.

3. *Items brought forward from Executive Session*

a. Hiring an Interim President

Brooke Nissim-Sabat brought forward, from Executive Session, a motion for the Board to begin the process of hiring an Interim President to temporarily fill the Pierpont President position that will be vacated by Johnny M. Moore, Ph.D. on February 1, 2021. Dr. Moore has accepted a position with Arkansas State University – Newport as their new Chancellor. Brian Bozarth seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

**III. Adjournment**

There being no further business, Brooke Nissim-Sabat offered a motion to adjourn the meeting at 4:42 PM. Jillian Sole seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

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**BOG MEETING MINUTES OF JANUARY 6, 2021**

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

**January 6, 2021**

**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

An emergency meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on January 6, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

**I. Call to Order – Open Session**

*1. Opening Comment*

Thomas Barlow, Chair, called the meeting to order in open session at 2:02 PM.

*Board members present:*

Via videoconference: Thomas J. Barlow, Brian S. Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Larry J. Puccio, Jr., Jillian Sole, Natalie Stone, and Christopher Sunseri

*Board Members Absent:*

Warren VanAlsburg. Three governor-appointed IBOG positions are vacant.

*President's Cabinet Members Present:*

Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Steve Leach, Cyndee Sensibaugh, and Michael Waide

*2. Call for Public Comment*

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

**II. Executive Session – Closed Session**

*1. Entering Executive Session – Closed Session*

At 2:03 PM Brooke Nissim-Sabat 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, which if discussed in public might adversely affect the reputation of any person. Rick

Pruitt seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *Exiting Executive Session – Back to Open Session*

At 2:15 PM, Brooke Nissim-Sabat motioned to exit Executive Session and return to Open Session. Larry Puccio, Jr. seconded the motion. All agreed. Motion carried.

3. *Items brought forward from Executive Session*

a. Approval of Interim President

Brooke Nissim-Sabat brought forward, from Executive Session, a motion for the Board to approve the hiring Dr. Anthony Hancock as the Interim President to temporarily fill the position that will be vacated by Johnny M. Moore, Ph.D. on February 1, 2021. Dr. Moore has accepted a position with Arkansas State University – Newport as their new Chancellor. Jillian Sole seconded the motion.

Chairman, Thomas Barlow asked that a roll call be conducted to record the vote. The votes are recorded as follows:

Thomas J. Barlow – Yea  
Brian S. Bozarth – Yea  
Brooke Nissim-Sabat – Yea  
Rick Pruitt – Yea  
Larry J. Puccio, Jr. – Yea  
Jillian Sole – Yea  
Natalie Stone – Yea  
Christopher Sunseri – Yea  
Warren VanAlsburg - Absent

There was no further discussion on the motion. All agreed. Motion carried.

**III. Other Items**

1. Appreciation and Recognition of President Johnny M. Moore, Ph.D.

Chairman Barlow publicly expressed his gratitude to Dr. Moore for his service as President to Pierpont Community & Technical College. Mr. Barlow noted the successful relationships that Dr. Moore has built over the years within the community and with Pierpont’s partners throughout Pierpont’s 13-county region.

President Moore expressed his appreciation to Pierpont’s Board, administration, faculty, staff and students and shared that he is taking with him lifelong friends.



#### **IV. Adjournment**

There being no further business, Brooke Nissim-Sabat offered a motion to adjourn the meeting at 2:22 PM. Jillian Sole seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Pierpont Mission Statement:** To provide accessible, responsive, comprehensive education that works.

**Pierpont Vision Statement:** Empowering individuals to transform their lives through education.

**Pierpont Tagline:** Education that Works.

**Tab**

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## ACADEMIC AFFAIRS REPORT

## OFFICE OF ACADEMIC AFFAIRS

### SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES

Dean Beighley

The faculty and staff of Pierpont's School of General Education and Professional Studies have been actively engaged in a multitude of activities since the December 4, 2020 Board of Governors Retreat, as exemplified by the following School highlights:

Pierpont's Culinary Program has again received national recognition, this time earning its highest ever ranking (#4) by *Best Value Schools* and (#5) by *Best Choice Schools* in the publications' lists of best culinary schools in the country. This is another testament to the exceptionalism that's become the program standard due to the work of Pam Hamilton, Chef Natalie Feltz, Chef Jay Mahoney, Chef Allison McCue, and Brooke Nissim-Sabat. Kudos, all.

Pierpont's Laboratory Preschool opened January 19, hosting 12 students for the Spring 2021 term. Director Lori Barrett continues to oversee extensive protocols to ensure student health with proper social-distancing measures being instituted along with daily sanitizing.

The School of General Education and Professional Studies has again establishing 200 Jaynes Hall as an open computer lab for students, faculty, and staff to utilize during the Spring 2021 term. Staffed by Work Study students, the lab will operate on the following schedule:

- Monday – 9:00am-8:00pm
- Tuesday – 9:00am-4:00pm
- Wednesday – 9:00am-8:00pm
- Thursday – 9:00am-4:00pm
- Friday – 9:00am-8:00pm

The School of General Education and Professional Studies contributed to the successful implementation of the College's first Intercession, instructing 88 students in the following courses:

- COM 2200: *Introduction to Human Communication* (20 students)
- ENGL 1104: *Written English I* (15 students)
- ENGL 1108: *Written English II* (15 students)
- MTH 1207: *Fundamental Concepts of Mathematics* (12 students)
- MTH 1208: *Technical Mathematics* (12 students)
- PSYG 1101: *Introduction to Psychology* (8 students)
- EC 2240: *Infant and Toddler Development* (6 students)
  - Kudos to Janet Cole, whose instruction of EC 2240 during the Intercession was particularly impactful to one local business and community as explained below:
    - This week I opened our community's first child care center in over a decade. It has not been easy, but we have, so far, successfully conquered every obstacle. One of those obstacles was attaining the state mandated 40 hours by every caregiver working with children under the age of 2. I

could not have accomplished this without YOU. You agreed to the crazy idea of teaching what should have been a 12-week course in a winter session. Had you said no, our center could not have opened its infant and toddler room until late summer. (Due to the pandemic, WVIT training has not been offered in a year, and we just received notification today that it will not be offered again until July.) By saying yes, you helped so many families in our community who have been unable to find quality child care. You provided a way. I will be forever grateful.

– Jena Whitson, Director of Peas in a Pod Childcare and Learning Center (Jane Lew, WV)

Program Coordinators are currently working to implement Summer 2021 and Fall 2021 course schedules. Of note, this planning is presuming return to “normal” but will be structured to offer more online General Education courses due to successes seen from implementation due to COVID-19 response.

### **SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY**

*Dean Coffindaffer*

A small electrical upgrade at the ATC replacing 4 breaker boxes will allow our programs to connect either 60 or 100 amp training equipment in room 216. The work is anticipated to be completed by March 1<sup>st</sup>.

We are currently working on a Meta-Major for Design Technology combining the departments of Applied Design, Drafting/Design and Graphics Technology, the benefit for students is a soft start providing a place to further refine their career explorations and minimize the number of courses students take outside their final majors.

BAT piloted a graduation survey to all students graduating with a degree this fall. There were 26 graduates and 7 submissions. This is an ongoing process prompted by the ATMAE accreditation visit in March 2020, where the Graphics Technology and Drafting /Design programs were awarded continued accreditation through 2026 with an update report due in two years.

#### **Applied Design:**

Applied Design has submitted their 5-year and is continuing to work with Graphics and Drafting on the proposed Design Technology Meta Major.

#### **Applied Process Technology:**

APT had 11 students participate in onsite internships over winter intercession. 2 were Learn and Earn positions. All students were recommended for hire by the respective companies. These students are now either completed the degree or finishing their final semester of classes.

Mr. Furr is retiring after this semester. Industry partners are anxious to find a faculty member to take his place that has his level of experience and insight into the industry. I will be meeting with First Energy tomorrow (1/29) regarding this.

Covid has led to challenges with staffing. Any class that exceeded staffing was converted to online to reduce section sizes and numbers. With Mr. Furr leaving, and our department already wholly dependent upon adjunct staffing, there will be a struggle to provide all of the necessary courses for next semester.

**Aviation:**

Aviation has been planning for expansion of the program to a target of 150 students. High school students from Harrison, and Taylor county are participating in classes at the NAEC and meetings are ongoing to add Marion County students to that cohort.

**Business:**

The Business Department has been working very closely this month with Dual Enrollment to get six sections of FINC 2230 staffed and up and running.

This semester was the first semester of the First Energy Educate to Elevate Program which is a collaboration between First Energy and Pierpont. First Energy Call Center employees will be participating in a cohort model schedule through the business management program where they will take 2, consecutive 8-week courses each semester. The business management program saw an increase of 17 students through this program, and we expect an additional 5 - 10 students to join in the summer and fall semesters, respectively.

**Drafting/Design Technology:**

The new Civil 3D class was approved by Faculty Senate in May 2020 and will be in the catalog for Fall 2021. We are adding 2 new CAD certificate options with the proposed Meta-major in Design Technologies. Adding a civil track and architectural track to go along with the Mechanical CAD certificate we already have. The Drafting and Design program was contacted to participate in the proposed NSF Project Vision. The Drafting and Design program is finishing up our ATMAE summary for continued Accreditation.

**Electric Utility Program:**

We begin the spring 2021 semester with 36 enrolled EUT students. With the successful completion of their fourth semester the class of 2021 will have 25 graduates. We anticipate all of them to be offered positions with a FirstEnergy company.

We held our virtual Electric Utility Technology Information Session on November 21<sup>st</sup> with 67 invited and 50 actual attendees. Student Services, Financial Aid, Program Coordinator and a representative from FirstEnergy were in attendance. There are three Technical Evaluations planned for March with approximately 20 candidates each. FirstEnergy is currently tracking 54 candidates' progress. FirstEnergy is anticipating no substation recruits for fall. We do anticipate

another class of 10-15 linemen. The current Mon Power training classes continue in-person with all Covid-19 policies in place. As we continue our Covid-19 pedagogy I am encouraged with the student's ability to stay engaged and actively learn the subject matter.

**Graphics Technology:**

Graphics Technology is working this month on increasing industry representation on their Industrial Advisory Council and tracking recent graduates.

**Information Systems:**

Two Apprenticeships in Motion grants were awarded for the spring semester providing 4 students the opportunity to work in the field while taking classes. The grants will encompass a year of study and includes some tuition assistance. The Industry partners for the grants are Global Science & Technology and Precision Telecom Technology.

**Welding:**

The welding program is going well the students are really picking up on the welding and cutting processes. We just got done with an art project making sculptures like an airplane, motorcycle, jeep, horseshoe cross, dogs, humming bird, all from TIG process We will be working on certification plate later in the semester.

**SCHOOL OF HEALTH SCIENCES**

*Acting Dean Michael Waide*

**Physical Therapist Assistant:**

The Physical Therapist Assistant Program has returned to class this semester under an online and hybrid schedule. Students are socially distanced in labs and wear personal protective equipment during all face to face interactions. They appear happy to be in the laboratory setting.

Nine of first year students attended West Virginia's Physical Therapy Lobby Day virtually, today, January 22, 2021. During the two hour meeting, they were able to interact with senators, delegates, and the board of directors from the West Virginia Physical Therapy Association while discussing current legislative issues potentially impacting physical therapy in the state of West Virginia. Physical Therapy students from Wheeling Jesuit, Marshall, and West Virginia Universities were also in attendance.

Currently our second year students are in the clinical setting completing their first rotation of the semester. They seem excited and are representing Pierpont well. We are hopeful that COVID numbers will decrease and students will be able to attend more inpatient rotations later in the spring.

**Medical Laboratory Technology:**

The MLT program offered MLAB 1101 and MLAB 1102 as online courses in winter intersession to try and recruit more students to Pierpont and the MLT Program for Spring 2021 admission. Both faculty and enrolled students gave positive reviews for the courses and student engagement.

The MLT program gained 2 new students to the program. However, two returning students have left the program. Our first-year cohort includes 6 students with a former student planning to return this summer.

#### Faculty Activities/Meetings

- All MLT program courses are being offered F2F for the Spring semester. Students and faculty prefer this method of delivery for our courses due to the technical nature of our program. The hands-on labs are beneficial for understanding course content and allow practice of psychomotor skills. The spring courses are off to a good start!
- The second year MLT students are currently at clinical affiliates completing clinical practicums. The Clinical Education Coordinator, Sherri Craddock, has visited all students this week to review their progress and speak with clinical instructors.
- Many of the programs clinical affiliates have donated expired supplies which are being used in campus labs for both MLT students and general microbiology. These supplies are greatly appreciated by faculty and students. They allow students to practice using materials that are currently used in medical diagnostics and scientific research.
- Melissa White received notice that the program accreditation (NAACLS) 5-year Interim report submitted in Sept. 2020 has met all requirements. The Interim Report will be forwarded to the NAACLS review committee in February and accreditation action conveyed to our program in May 2021.

#### Health Sciences:

The Health Sciences degree has opened up the window of opportunity for potential students to get into this degree by utilizing their WV state license or accreditation. Traditionally, students with a national certification were eligible for HLCA 1179 National Certification (6 credit hours.) This course was used for the required skill set or certification component of the curriculum.

Students, who come to Pierpont C&TC, start in the Health Sciences degree and start on required general education courses. During that time, students are applying to other health programs or they will continue with a Health Sciences degree. It has been noted that students wish to obtain the Health Sciences degree in addition to their other health professional program. The students can earn 2-3 skill sets or certificates, the AAS in Health Sciences and the AAS in their professional chosen field. Students can obtain a skill set and begin to work in a health care setting while they are continuing their education.



### **Health Information Technology:**

The Health Information Technology Program has had a busy year. The program went through their national site visit with The Commission on Accreditation of Health Informatics and Information Management (CAHIIM). A self-study report was submitted in August of 2021 and a virtual site visit was performed on December 7 and 8, 2020. The virtual site visit was very successful and the program came through with flying colors. Only a few recommendations and clarifications were noted. The program forwarded our responses, and assignments were revised or changed to reflect the appropriate Blooms level taxonomy as suggested.

The Site visit Team noted the following HIT program strengths:

- Amy Cunningham is a strength of the program. In a time of a lot change and restructuring she has been a stable force for the program and students. She participates in a lot of college-wide activities and committees, as well as lead an HIT program and the medical administrative assistant advanced skill set program.
- The program has many different articulation agreements. The articulation agreements allow for the students to have the option to continue their education to advanced degrees.
- The college provides extensive resources that are easily linked into the LMS. This capability allows for students to easily access any resource that they might need to be successful not only in their courses, but also in life with the food bank and clothing options available.
- The administration is supportive of the program of the program and provides faculty with needed, or requested, resources for program success. The faculty and administration have longevity with Pierpont. This shows stability at the college and for the program.
- The program has a very strong advisory board. All members are Pierpont alumni and care about the program and how it evolves as the profession changes. The advisory board is committed to students by hosting them for PPE and hiring them after graduation.

The CAHIIM site Visit Team also listed the following suggestions for improvement.

- The administration should consider providing the program director additional release time. The program director is advising students, coordinating PPE site placements for students, teaching, participating in college committees, coordinating the medical administrative assistant advanced skill set, and running the HIT program.
- The College of Health Sciences should look at the restructuring of the advising process of the students who have not declared a specific major. All health science students interested in HIT should be advised by the HIT faculty.
- Continue the momentum of providing online courses for students.

The Program is currently on the March agenda for the Health Information Management

Accreditation Council (HIMAC) meeting and then the Board meeting in March for final approval.

Currently the program has 13 students both full-time and part-time scheduled for May 2021 graduation. The students have all had their degree audits and are all ready for degree completion!

With the small graduating class of 2020, the Program still has an employment rate of 86% either working or continuing their education.

The Program continues to grow our articulation agreements with 4-year institutions. Currently we have articulation agreements with the following institutions:

1. St. Joseph's College of Maine
2. University of Illinois Chicago (UIC)
3. SUNY
4. IUPUI
5. University of Cincinnati
6. WVU – (drafting stage)

All are online programs excluding WVU.

The program is currently collaborating with our national association, American Health Information Management Association (AHIMA) with their micro-credential. This would allow students to who complete the AHIMA 13 course Medical Coding and Reimbursement Online program to transfer the credit to the HIT program here at Pierpont. This would be a huge win for HIT students and professionals. It would allow learners to have the opportunity to maximize their time and monetary investment. Students who receive the AHIMA Medical Coding and Reimbursement Micro-credential would only need to complete 24 remaining credits at Pierpont to receive their AAS in Health Information Technology. Also, Pierpont students who take the mapped courses, would also be eligible to receive the AHIMA Micro-credential. AHIMA is excited to work with a community college on this venture! At this point, AHIMA is only partnering with Purdue Global, so Pierpont would be the ***first*** community college listed on their site as a partner. The HIT Program Coordinator has been in close communication with AHIMA and mapped all courses to the HIT program. This collaboration is awaiting approval from Pierpont Administration.

The Program is also working on stackable education to help learners and working adults achieve their goals more efficiently.

The program continues in moving forward with online delivery for the entire program as recommended by CAHIIM.

**Licensed Practical Nursing:**

The LPN program has been working diligently to obtain accreditation at Ruby Memorial Hospital in Morgantown, West Virginia. The LPN program has never used this facility in the past.

This, Spring semester 2021 the LPN program has been successful in finding clinical sites for all 43 students. Students have been placed with clinical instructors at Ruby Memorial Hospital in Morgantown, WV, United Health Care Center, Bridgeport, WV and Stonewall Jackson Hospital in Weston, WV.

The LPN program has 23 students completing their last semester of courses and will graduate in May 2021 and be eligible to sit for state licensure in early June.

**Emergency Medical Services:**

The Emergency Medical Services (EMS) program has overcome one of, if not the sole most difficult academic years in program history due to COVID-19. Not only were faculty and students faced with the challenge not being able to engage in experiential learning for a demanding hands-on profession, they were also faced with the inability to participate in the practicum setting which has numerous requirements as set forth by accrediting bodies. Students were given extended time frames to complete practicum, and only two (2) were not able to meet the deadline due to their personal choices and choosing to not continue. 2020 on campus was able to have a retention of 77% of the 30 original students. 20 of 21 of them have attempted certification examination with a total overall passing thus far of 65%, and two (2) additional are finishing their studying to attempt their exit examinations. Students who were not successful at their first examination attempt have an additional five (5) attempts over the next 2 years. 2020 off-campus is still wrapping up as both satellite programs had to be extended due to significant COVID-19 outbreaks to students, instructors, and clinical sites.

The 2021 cohort is looking very promising thus far. The on-campus cohort has begun with 32 eager students and the off-campus program is at 8 students. The previous satellite in Charleston is no longer continuing as Pierpont C&TC EMS faculty worked directly with Bridge Valley C&TC to assist them in obtaining their own accreditation and they are hosting their first Paramedic program currently. 2021 focuses are on student assessment and evaluation of cut scores for “high-stakes” examinations, as well as continuing efforts with the flipped-classroom delivery and tentatively planning for curriculum proposals to restructure some courses and to develop overlapping cohorts, beginning Fall 2021.

**Respiratory Care:**

The AAS Respiratory Care Program is pleased to report the first year Respiratory Care students have declared their majors, enrolled in their first-year courses, and are currently participating in hybrid lectures and in-person lab courses.

Second-year Respiratory Care students are continuing to attend clinical rotations at more than 10 clinical sites including a mandatory NICU/PICU rotation at WVU Medicine Children’s

Hospital. Students in clinical rotations will be getting “fit-tested” for MSA R100 masks to be used during patient care. Two clinical affiliates are scheduling recruiting days and WVU Medicine plans to offer several more student positions in addition to the three students already working on Student Licenses.

Second-year Respiratory Care students will be participating in Kettering Review Seminars three-day board review seminar and taking a proctored Self-Assessment Examination (SAE) required by COARC both in April.

On January 30, 2021, Program Director, Hollie McDaniel-Brown, RRT was invited to present in a national webinar with the CEO of COARC, Tom Smalling, CEO of Trajecsyst, Brian Bright, and Director of Clinical Education, Gloria Hoerning, of Nassau Community College on “Creating Compliance and Accountability with Accreditation Requirements for Clinical Experience Record-Keeping in a Virtual Environment.” The webinar was recorded and will be used by COARC in the future. With the successful attendance of over 300+ attendees from programs across the country, this may be the first in a series of webinars developed by the team.

#### **Veterinary Technology:**

The Veterinary Technology Student Association are resuming their monthly pet washes for the community. The program continues to have high interest, and the job placement rate for our graduates continues to be 100%

#### **OFFICE OF STUDENT SUCCESS AND COMPLETION**

*Memori Dobbs*

In the Fall of 2019, an at-risk early alert system was developed to identify, as early as possible in the semester, students who are at-risk of not succeeding. Instructors and staff look for signs such as non-attendance, late and missing assignments, poor quiz results, non-participation, and erratic behavior to set the process in motion. This action notifies the Office of Student Success & Completion to initiate the early intervention process. From the beginning of Fall 2019 to the end of Fall 2020, 303 students were serviced with interventions ranging from phone calls, text messages, emails, face-to-face meetings, advisement with the Director of SS&C, tutorial services, Student Lingo workshops, sessions with Counseling & Disability services, social engagement through the Office of Student Activities, and Financial Aid counseling.

The Office of Student Success & Completion initiatives include assessing and minimizing barriers to student academic engagement in online courses. Meetings with our three Schools and staff are in progress to continue the initiative. A barrier currently identified accounts to at-risk students not having proper technology at home to support their learning. Plans are underway to begin implementation of a robust laptop lease program to increase virtual learning

experiences. The laptop initiative will give students power to access and connectivity, which will help lead to their success.

## **ACADEMY FOR TEACHING EXCELLENCE, ASSESSMENT, AND INCLUSION**

*Nancy Parks*

### **Teaching Excellence**

The Office produced a Fall 2020 Finals Edition of the faculty newsletter and created two comprehensive learning modules for faculty for Professional Development week in January. Modules consisted of a 3-part presentation on James Lang's text *Small Teaching* and a two-part Innovative Educators webinar on "Moving Your Course On-Line." Director facilitated four synchronous faculty discussions were hosted in TEAMS, including two evening sessions. Over 50 faculty participated. Membership in the Blackboard Community increased from 22 enrollees, Fall 2020, to 41 on January 26. Additional modules include local and national information related to *Diversity/Equity/Inclusion in higher education and considerations for student retention and success; Student Engagement; On-Line Discussions; Textbook Reading; and Importance of Empathy*. Materials are added weekly by Director and "colleague contributors" and on-line discussions are moderated daily.

Director continues to consult with individual faculty who are referred by Dean or who seek out assistance independently.

### **Assessment**

The Director attended meetings of General Education, which yielded committee endorsement of select graduation assessments, as well as recommendation to streamline Gen Ed outcomes. On December 15, Director participated in a national webinar hosted by ETS on assessment issues pre- and post-pandemic: "*Where We've Been, Where We Are, Where We're Going*." This synchronous webinar garnered over 300 views, helping to keep Pierpont on the forefront of assessment issues nationally.

Melissa White, MLT coordinator and faculty, also participated and provided program-specific information as to how the Pierpont program was able to stay viable when similar programs nationwide had to suspend operations.

### **Inclusion**

The Office provided advising services to all Board of Governors advisees, who accounted for 30 of Pierpont's 101 Fall 2020 graduates and included 13 of the college's 16 graduates of color. The Director continued conversations with Upper Level Education of New Orleans and created an infographic about admissions and degree requirements to be shared with prospective students exiting that program.

On Jan. 29, Director served as moderator for Diversity panel discussion for School of Health Sciences. The Office is in initial conversations with Pierpont Foundation about a computer program for at-risk students (meeting on schedule for 1/27.)

Director is scheduled to speak at academic School meetings to discuss institutional priorities of increasing open educational resources, diversity in program admissions, and the creation of prior learning assessments.

Director continues to participate in Human Rights Commission in Fairmont, WV.

**CENTER FOR WORKFORCE**

*Kimberly Cale and Lauren Huffman*

***Strategic task-100% increase in continuing education courses and creation of 5 basic courses in year one and 200% increase in continuing education programs in year two.***

***On Ground Courses scheduled***

**Home Inspector** This 80 hour course in partnership with Home Inspector Training Institute provides the knowledge and skills necessary for the certification of Home Inspectors for the state of West Virginia. With successful completion, each graduating student will have received instruction which meets Pre-Licensure Requirements of the West Virginia State Fire Commission for the Certification of Home Inspectors in the state of West Virginia.

There are 2 separate sections scheduled for 2021

- April 26 – May 6
- Sept 20 – Sept 30

**Red Hat Mining course** Pierpont's 80-hour "new miner" course is designed to prepare students for the WV Office of Miner's Health and Safety's certification exam, which is required for a job as an entry-level underground coal miner. Trainees will be exposed to a general orientation in mining, mining health and safety, mine gases and ventilation, roof and ribs, haulage, emergency response, accident prevention and hazard recognition, and miner and operator rights and responsibilities.

There are 5 separate sections of this course scheduled for 2021

- March 1 – March 19
- May 3 – May 21
- July 12 – July 30
- Sept 13 – Oct 1
- Nov 1 – Nov 19

**TEAS Science Prep** This 4 week course was developed as a tool to increase Science scores on the TEAS entrance exam.

There are 3 separate sessions scheduled for 2021.

- March 2 – March 23
- May 25 – June 15

Sept 7 – Sept 28

### ***Online Courses scheduled***

**Autism Mentor Training Program** The WV Autism Training Center’s Autism Mentor online training is designed to provide aides working in West Virginia public schools with information needed to help satisfy the state requirements of Autism Mentors according to Policy 5314.01 in the state code. The course will provide 30 hours of instruction in ASD characteristics, behavior techniques, classroom strategies, social supports, and other topics relevant to helping students with ASD. The Autism Mentor training is also open to teachers, professionals, parents, or other stakeholders to meet the training needs of the broader community.

CWE has had 82 completers in this program. The current course which began Jan 11, has 24 students enrolled. MOU has been sent to The Autism Training Center for additional 2021 dates.

**Teacher Recertification** is in a teach out phase as the WV BOE has changed their requirements. All transcripts must be received by the WV BOE by Feb 1.

### ***Upcoming Courses***

**Strategic Task World Education** MOU in development for 5 courses as hybrid with Pierpont instructor to count toward FTE.

**World Ed** hybrid course - Online Medical Billing and Coding CWE is working with a third party provider World Education, and Paula Nixon to create an online Medical Billing and coding using World Ed curriculum and Pierpont’s platform. This course will be promoted in Feb. Following the Medical Billing and Coding course launch, will begin Dental Assistant and courses in IT.

**Medical Surveyor** CWE is working with Healthcare Management Solutions to provide an Online Medical Surveyor. MOU is in development now. Plan to have the class promoted in Feb.

**Contract Training** CWE is working with Triad Engineering. Triad Engineering has 60 students needing part 48 miner training. MOU is in development now.

### ***Strategic Task Increasing Social Media with marketing facebook/ twitter/ and other social media sites***

Social Media promotion for all classes occurring through CWE Facebook, and Pierpont Facebook and social media platforms.

**Testing Center** updates to all PSI stations have been completed and in person testing for EMT and PSI have been taking place for the last month. EMT will finish their testing on Feb 8.

Lauren Huffman continues to proctor all remote exams.

### **Testing Numbers – October 2020 to January 2021**

ATI TEAS (remote)- 137

PSI (In person, twice per month)- 30

Accuplacer (remote)- 4

*For Accuplacer testing- Due to the difficulty of applicants being able to acquire, schedule and test, the academic eligibility requirement for the Electrical Utility Technology program is waived for the Fall 2021 cohort.*

Pearson- The number of exams given through Pearson Vue vary. Numbers can be higher due to the end of semester testing for students in certain classes. (Ex: CompTIA, Cisco, NREMT, Paramedic)

### **Other News**

- Our testing center application is listed on our Testing Center page on the website - <https://www.pierpont.edu/testing/atc>
- We currently keep the website update regularly with testing center dates/times for remote exams at this time. (ex: ATI TEAS)
- Step-by-step training guides and documents have been created for proctors for all testing vendors.
- A virtual calendar is in progress for our website for students to access.
- Technical updates/requirements are being performed – some issues will be in progress until in person testing resumes.

### **eLEARNING**

*Robin Strader*

As we kick off the Spring 21 semester, Robin assisted faculty with content updates and related issues in their courses while also assisting students with questions and course access issues. Beginning Spring 21, all online courses now have a consistent template. The feedback received at the end of Fall 20 regarding the template was positive. Students commented that having items in the same location in all courses eased stress levels, and they didn't have to spend time looking for things such as the syllabus because they knew where it would be.

Final design work is underway on AVMT-2205. This course will be presented to the FAA for approval to be offered online. Access to Lexis Nexis for the Paralegal program has been established. Students can now access the legal database from anywhere to perform research.

Throughout the Spring semester, eLearning will be releasing a Strategies for Online Success initiative. The initiative will consist of interactive modules for students in Blackboard, design guides and best practices for faculty, and a knowledge base site for faculty.



## **STUDENT SERVICES REPORT**



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Office of Student Service and Enrollment Management  
304-367-4907

February 8, 2021

## Office of Student Services and Enrollment Management Report to the Board of Governors (BOG)

### **Enrollment**

- Students recruited (FTF, Readmit, & transfer students) - slightly up

### **Recruiting**

- Fall '21 recruiting ongoing
- 400 apps for fall '21
- 2nd round of WV College tour (virtual) in Feb.

### **Marketing**

- primarily focused on new website
- refresh concise brand standards
- once branding is finalized, we'll be adding branding
- Utilizing new video email platform

### **Student Activities**

- Welcome Week-ish events concluded: Virtual Yoga, Virtual Trivia, Virtual Cooking Kits, Craft Kits
- Diversity Summit upcoming
- Food Pantry has started transition to Student Activities

### **Registrar**

#### ***Electronic Transcripts***

- Went live end of November 2020.
- Processed almost 300 requests electronically.

#### **DegreeWorks**

- Currently testing (Registrar's Office)
- Testing to begin soon with program directors
- All faculty to be live by end of the semester or summer
- Roll out to all campus Fall 2021

*Education that Works!*

- Purchased software in December that assists students with the registration process
- Replacing CollegeScheduler
- Roll out is planned to be within 3-6 months
- **Curriculog**
- Purchased software to streamline curriculum process (new programs, modifications to programs, new courses, etc.)
- Roll out to be summer-fall 2021

### **Financial Aid**

- Working on HEERF Reporting that is due February 1.
- Veteran Affairs survey/audit is wrapping up.
- ECAR update with DOE for transfer of presidency and new CAS programs for approval (next week).
- Winter IPEDS due February (will finalize next week).
- 2019-2020 Statewide Single Audit - wrapping up and cleanup is almost complete
- 2020-2021 - we will prepare our process for Summer Aid
- 2021-2022 - we are in the test phase of pulling in ISIRs and developing our coding. We anticipate tracking ISIRs in production by mid-late February and communication to students will begin. We must do a community survey this year for budget adjustments.
- DOE approval expires June 30, 2021. We must submit our recertification request on March 31st, 2021.
- **Invests Grant:**
- 2019-2020 - We paid out \$845,355
- 2020-2021 - Paid out 1,021,200 and have \$158,806 accepted that we're waiting on drug screenings for and \$186,831 offered to students that hasn't been accepted yet but could be used for 12 week or 8 wk. part of term attendance.
- **Other recent notables:**
- Our default rate has decreased from 27% to 15% in 4 years now that we're on our own and managing that.
- Our Federal Loan borrowing has decreased to a combination of Invests Grant and proper student borrowing counseling from the Fin Aid office.

## **Counseling Disability Services**

- **Freshman Seminar – College 101:** Eight-week, 3-credit hour, hybrid, web-based class. In development and being taught to a focus group this semester
- **College 101 for High School:** Eight-week, web-based class focusing on study skills, currently being taught by instructors to 9th grade classes in the West Greene School District in Pennsylvania.
- **Campus-Wide Mental Health Initiative:**
  - Student Resource website;
  - Faculty-Staff informational and training website;
  - Monthly student, faculty, staff outreach emails
  - Red-Folder Project (informational handouts at campus locations for faculty & staff to give to students);
  - Received a \$5,000 grant from WV Higher Education Policy Commission
- KOGNITO online simulation-based training program for faculty & staff on interacting with students (1-year subscription)
- **Instructional videos for disability services:** Informational videos for faculty explaining disability issues (e.g., completing an accommodation letter, accommodations for internships/clinicals).

Lyla Grandstaff  
Vice President Student Services and Enrollment Management  
Pierpont Community & Technical College

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

## Student Government Association Operational Report

### Feb. BOG Meeting

Since the start of the global pandemic, Student Government has adapted to serve our student body. Meetings and events were quickly moved to online platforms and modalities in order to meet students' needs while also being mindful of health and safety circumstances.

Since last March, Student Government has worked to engage students and boost morale in many ways, including the Feel-Good Friday's email campaign, virtual paint nights, partnering with the Office of Counseling and Disability Services to increase awareness of resources, and much more.

Current and future Student Government efforts include:

1. Supporting the Pierpont Pride Food Pantry and Clothing Closet overseen by Student Activities
2. Identify student concerns and areas where improvement is possible
3. Increase diversity and inclusion efforts by creating an environment within SGA that is welcoming to all students.
4. Highlighting and celebrating Black History Month as well as Women's History Month.

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# **Pierpont Community & Technical College Board of Governors**

## **Meeting of February 16, 2021**

**ITEM:** Pierpont Community & Technical College  
Delegation of Powers to the President

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the agreement enumerating the powers, duties and responsibilities of the Board of Governors and the powers, duties and responsibilities of the President of the Pierpont Community & Technical College.

**STAFF MEMBER:** Cyndee K. Sensibaugh, Executive  
Assistant to the President and the Board  
of Governors

**BACKGROUND:** 18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

The Delegation of Powers Agreement provides enumeration of those powers, duties, and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of Pierpont Community & Technical College.

Given its legal responsibility for the institutions, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are designated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.



**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
DELEGATION OF POWERS TO THE INTERIM PRESIDENT  
February 16, 2021**

18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state. This document enumerates those powers, duties and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of Pierpont Community & Technical College. Given its legal responsibility for the institutions, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

***THE PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS RETAINS THE FOLLOWING POWERS AND DUTIES:***

- Determining and controlling the financial, business and education policies and affairs of the institution.
- Approving the master plans for the institution.
- Approving budget requests for submission to the Community and Technical College Council.
- Reporting to the Chancellor the results of the program reviews conducted each year.
- Soliciting voluntary support.
- Appointing and compensating the President for Council approval.
- Disciplining or terminating the President.
- Conducting written performance evaluations of the President consistent with state code and rules.
- Submitting to the Policy Commission and Council by November 1 each year an annual report on the institutions' performance in relation to the master plans and compacts.
- Delegating with prescribed standards and limitations, its powers to the President when the delegation is deemed necessary and prudent and notify the Chancellor of the delegation.
- Adopting, amending or repealing rules, guidelines, or policy statements of the governing board consistent with rules of the Council.
- Fixing tuition and fees, consistent with Council rules.
- Issuing and redeeming revenue bonds.
- Approving capital projects consistent with any guidelines of the Council.
- Adopting salary policies for faculty, classified and non-classified employees and the President and informing the Council.
- All the powers, duties and responsibilities delegated to the President by previous governing boards unless such powers, duties and responsibilities are specifically removed or revoked by action of the Pierpont Community & Technical College Board of Governors.

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*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Thomas J. Barlow*  
*Chairman of the Board of Governors*  
*Pierpont Community & Technical College*

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*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Anthony Hancock, Ph.D.*  
*Interim President*  
*Pierpont Community & Technical College*

**THE PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS DELEGATES**  
**THE FOLLOWING DUTIES AND RESPONSIBILITIES TO THE INTERIM PRESIDENT OF**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE:**

The duties and responsibilities enumerated below are delegated to the President until further notice and unless revoked by action of the Pierpont Community & Technical College Board of Governors.

- Supervising and managing the financial, business, and education policies and affairs of Pierpont Community & Technical College.
- Developing a master plan for the institution.
- Updating and meeting goals of the institutional compact.
- Directing the preparation of budget requests for submission to the Community & Technical College Council.
- Periodically reviewing, at least every five years, all academic programs at the institution and addressing the viability, adequacy and necessity of each program in relation to the master plan and compact.
- Conducting periodic studies of the college's graduates and their employers to determine placement patterns and effectiveness of the education experience.
- Ensuring that the sequence and availability of academic programs and courses are such that students may complete programs in a normal time frame.
- Utilizing faculty, students, and classified employees in planning and decision making when those groups are affected.
- Administering management of a personnel system, consistent with Council rules, including classification, compensation, and discipline.
- Soliciting and utilizing or expending voluntary support.
- Entering into contracts on behalf of the institution.
- Purchasing or acquiring all materials, supplies, equipment and printing required.
- Preparing by November 1 of each year an annual report on the institution's performance in relation to the master plan and compact.
- Conducting non-mandatory fund transfers.
- In consultation with the Chancellor, maintaining and updating a consistent method of conducting personnel transactions.
- Acquiring legal services as needed, in consultation with the Board.
- Granting tenure, promotion, and sabbatical leaves (except when requested by the President).
- Hearing student appeals when appropriate.
- Granting tuition and fee waivers.
- Cooperating with the President of Fairmont State University per agreements.
- All other powers, duties and responsibilities delegated to the President by previous governing boards unless such powers, duties and responsibilities are specifically removed or revoked by action of the Pierpont Community & Technical College Board of Governors.

\_\_\_\_\_  
*Signed* \_\_\_\_\_ *Date*  
*Thomas J. Barlow*  
*Chairman of the Board of Governors*  
*Pierpont Community & Technical College*

\_\_\_\_\_  
*Signed* \_\_\_\_\_ *Date*  
*Anthony Hancock, Ph.D.*  
*Interim President*  
*Pierpont Community & Technical College*

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF FEBRUARY 16, 2021**

**ITEM:** Policy PP-3048: Research Involving Human Subjects

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the final draft of the proposed amendments to Policy PP-3048: Research Involving Human Subjects. A draft of this policy was circulated for public comment for a period of 30 days. Revisions in the final draft are based on comments received during the announce 30-day public comment period.

**STAFF MEMBER:** Susan Coffindaffer and Kari Coffindaffer, Co-Chairs of the Institutional BOG Policies Review Committee

**BACKGROUND:** At the Pierpont Board of Governors meeting of November 17, 2020, a 30-Day Public Comment Period was established from November 18, 2020 to December 17, 2020, to provide the public the opportunity to address the proposed recommended amendments to Policy PP-3048: Research Involving Human Subjects.

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.

There were 3 comments received. A summary of those comments follows this resolution.

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

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

*Policy No. PP-3048  
Research Involving Human Subjects*

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Number of Comments Received: 3

Source of Comments Received:

Legal Counsel

1. Revisions to the Draft of Policy PP-3048 were recommended by Kristin A. Boggs, General Counsel of the WV Higher Education Policy Commission and the WV Community and Technical College System. They are as follows:
  - REFERENCES: Delete the text “applicable West Virginia state statutes and regulations;”
  - Section 3, 3.2 Institutional Review Board: Edits on the clarification of the committee responsible
  - Section 3, 3.3 IRB Research Handbook: Edits on procedures of the party responsible for maintaining and amending the handbook
  - Section 3, 3.4 Protocol: Edits for clarification on protocol standard
  - Section 3, 3.5 Research: Edits for clarification on research code reference and research standards
  - Section 6, 6.1 IRB Charge and Goals: addition of “human subjects” to the text for clarification

Staff

No comments received.

Faculty

1. A comment was received from a faculty member asking for clarification on Section 6, 6.2 Mandatory Training, in relationship to the current advice and practice of receiving alternative free training.

2. A comment was received from a faculty member regarding Section 6, 6.2 Mandatory Training, recommending that vendors providing training should not be named in the policy, as the vendor options routinely change as Pierpont looks for cost saving measures.

#### President's Cabinet

No comments received.

#### General

No comments received.

*Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in the President's Office at Pierpont Community & Technical College, 500 Galliher Drive, Fairmont, WV.*

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**

**Board of Governors Policies and Procedures**

**PP-3048**

**SHORT TITLE:** Research Involving Human Subjects

**REFERENCES:** West Virginia Code §§ 18B-1-6; Federal Regulations 45 C.F.R. § 46, 21 C.F.R. § 50 (Protection of Human Subjects), 21 C.F.R. § 56 (Institutional Review Boards), 38 C.F.R. § 16, and 45 C.F.R. §§ 160, 162, and 164; and the principles of the Belmont Report

**EFFECTIVE:**

**AMENDED:**

**REPEALED:**

**REVIEWED:** June 10, 2020; October 28, 2020

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**SECTION 1. PURPOSE**

This policy establishes the policy and procedure for research or externally-funded educational projects involving human subjects, which are sponsored by or associated with Pierpont Community & Technical College (Pierpont).

**SECTION 2. SCOPE AND APPLICABILITY**

This policy applies to (1) all Pierpont faculty, staff, and students using college facilities or the facilities of an off-campus site for the purpose of conducting research or for externally funded projects involving human subjects; (2) persons who are not College employees or students but who wish to use College facilities for such projects; and (3) persons who wish to conduct projects with College employees or students as subjects, regardless of the project's location.

**SECTION 3. DEFINITIONS**

**3.1 Human Subjects.** Living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with an individual or (2) identifiable private information (See 45 C.F.R. § 46.102[e]).

- 3.2 Institutional Review Board (IRB).** The standing committee of Pierpont's Faculty Senate that is responsible for the ethical conduct of research involving human subjects; and that reviews, monitors, and approves human subject research; protects the rights and welfare of human subjects; and assures that clinical research is conducted according to federal regulations, state law, and IRB policies.
- 3.3 IRB Research Handbook.** A handbook containing all procedures and policies of the IRB process at Pierpont, which will be reviewed and maintained by the Institutional Review Board and amended as necessary to respond to changes in Federal, State, or Institutional Policies.
- 3.4 Protocol.** The formal design or plan of a research activity must include the elements specified in the procedures outlined in the **IRB Research Handbook**.
- 3.5 Research.** A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. (45 C.F.R. § 46.102[l]) An activity that meets this standard is defined as research for the purposes of this policy (e.g., dissertation research). If an activity uses human subjects' data that is regularly and routinely gathered at the institution and does not require new, additional, or significantly altered data gathering procedures, or if the activity is not sponsored by an external agency or does not test a hypothesis, it likely does not constitute research (e.g., assessment of student learning or public health surveillance activities).

#### **SECTION 4. POLICY**

Pierpont Community & Technical College (Pierpont) is committed to the protection of students, employees, and others who may conduct or participate in research or externally-funded educational projects involving human subjects, which are sponsored by, or associated with, the college. Pierpont maintains an Institutional Review Board (IRB) to ensure that its students, faculty, staff, and administrators, as well as individuals involved in college-approved and sanctioned research or educational projects, are protected from unnecessary harm and risk.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

The Institutional Review Board is a Standing Committee of Pierpont's Faculty Senate, which governs the makeup and charge of the Institutional Review Board.



## SECTION 6. GENERAL PROVISIONS

- 6.1 **IRB Charge and Goals.** Pierpont's Institutional Review Board (IRB) is charged with protecting those involved in human subjects' research and educational projects and with rendering decisions consistent with the regulations of the United States Department of Health and Human Services and the Office for Human Research Protections (OHRP) and the requirements of federal grant agencies and the State of West Virginia. The IRB shall be empowered and responsible to ensure that:
- 6.3.1 **Protection of Participants.** The IRB will ensure that the rights and welfare of research participants are protected.
  - 6.3.2 **Minimization of Risks.** The IRB will consider and minimize risks to research participants.
  - 6.3.3 **Maximization of Benefits.** The IRB will identify and maximize the potential for benefit.
  - 6.3.4 **Consent.** The IRB will ensure that all volunteer research subjects have been provided with enough information to give legally effective informed consent and have agreed to participate.
  - 6.3.5 **Ethical Compliance.** The IRB will ensure that research is conducted in an ethical manner in compliance with established standards.
  - 6.3.6 **Legal Compliance.** All proposed research or educational projects involving human subjects will be reviewed by the IRB to ensure compliance with all applicable law, rules, and regulations.
- 6.2 **Mandatory Training.** All members of the Institutional Review Board must either complete responsible conduct of human research training by July 1 for the upcoming academic year or hold a valid certification that covers the upcoming academic year.
- 6.3 **Response Time.** All research conducted pursuant to this this policy must be approved by Pierpont's IRB, and the IRB will respond to all research projects within two weeks of the proposal.
- 6.4 **Handbook.** The Institutional Review Board will determine procedures and exemptions and will publish an *IRB Research Handbook* that contains all procedures and policies of the IRB process at Pierpont. The IRB will review the handbook annually and amend it as necessary in response to applicable changes in Federal, State, or Institutional Policies.

## **SECTION 7. RESPONSIBILITIES**

Pierpont's Institutional Review Board (IRB) is responsible for the interpretation and application of this policy.

## **SECTION 8. CANCELLATION**

This policy does not cancel an existing policy.

## **SECTION 9. REVIEW STATEMENT**

This policy shall be reviewed every five (5) years from the effective date or within one year from a change in 45 C.F.R. Part 46. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

**Attachments:** None

**Distribution:** Members of the Board of Governors, President of the College, Vice President of Finance and Administration, and Assistant to the President

**Revision Notes:** October 28, 2020—This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and eliminates provisions more appropriate for a handbook than a policy.

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF FEBRUARY 16, 2021**

<b>ITEM:</b>	Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for proposed Amendments to Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees
<b>STAFF MEMBER:</b>	Susan Coffindaffer and Kari Coffindaffer, Co-Chairs of the Institutional BOG Policies Review Committee
<b>BACKGROUND:</b>	Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees requires updating.
<b>PUBLIC COMMENT PERIOD:</b>	<b>Proposed for February 17, 2021 through March 18, 2021</b>

All comments are to be made in writing to:

*Cyndee K. Sensibaugh*  
*Executive Assistant to the President*  
*Pierpont Community & Technical College*  
*500 Galliher Drive*  
*Fairmont, WV 26554*  
[Cyndee.Sensibaugh@Pierpont.edu](mailto:Cyndee.Sensibaugh@Pierpont.edu)

*The proposed policy will be available for public viewing on the Pierpont Community & Technical College website at [www.Pierpont.edu/About/Governance/BoardofGovernorsPolicies](http://www.Pierpont.edu/About/Governance/BoardofGovernorsPolicies)*

**BOG POLICY PP-5016:  
TUITION, FEES, ASSESSMENT, PAYMENT AND REFUND OF FEES  
WITH AMENDMENTS**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-5016**

**SHORT TITLE:** Tuition, Fees, Assessment, Payment, and Refund of Fees

**REFERENCE:** W. Va. §§ 18B-1-6, 18B-1D-3, 18B-10-1, and 18B-10-8

**EFFECTIVE:** December 5, 2002

**AMENDED:** May 15, 2012; June 28, 2016; December 1, 2017

**REPEALED:**

**REVIEWED:**

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**SECTION 1. PURPOSE**

This policy establishes the guidelines for Pierpont Community & Technical College Board of Governors (BOG) to approve tuition and fees, tuition and fee increase, tuition and fee reporting, refunds, and deferred payment plans, as required by the West Virginia Council for Community and Technical College Education (WV Council).

**SECTION 2. SCOPE**

This policy governs the assessment, payment, and refund of tuition and fees at Pierpont Community & Technical College (Pierpont) and applies to all students in matters related to payment and refund of tuition, fees, or both in credit and no-credit courses, training sessions, and other activities where tuition or fees are assessed.

**SECTION 3. DEFINITIONS**

- 3.1 **Add/Drop Period.** The period that begins the first day of the term where students can make changes to their schedules. The length of this period is based on the length of the term.
- 3.2 **Auxiliary Fees.** Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.

- 3.3 **Business Day.** Day that the institution is in session. The institution is generally not in session on observed holidays.
- 3.4 **Capital Fees.** Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.
- 3.5 **Deferred Payment Plans.** Payment plans approved to allow for payment of tuition and fees at less than full payment prior to the start of classes.
- 3.6 **Educational and General Fees.** Charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.
- 3.7 **Full Cost of Instruction.** The direct, functional expenditures from the institutional audit for both instruction and student services expenditures.
- 3.8 **Full Withdrawals; also known as Complete Withdrawals.** This term refers to the act of withdrawing from all classes in a given term
- 3.9 **Full-time equivalent students.** A calculation completed on an annual basis by WV Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows: end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.
- 3.10 **Higher Education Price Index (HEPI).** A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Common Fund Institute.
- 3.11 **Individual Course Drop(s).** The act of dropping one or more courses during the term, but not withdrawing from all courses.
- 3.12 **Median Family Income.** Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households' income for a region.
- 3.13 **Net college costs.** The total cost to the student for tuition, room and board minus

the amount of any financial aid a student may receive.

- 3.14 **Program Fees.** Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
- 3.15 **Reduced Nonresident Tuition and Fees.** A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.
- 3.16 **Required Tuition and Fees.** Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the WV Council.
- 3.17 **Special Fees.** Operational or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.
- 3.18 **Traditional Refund Terms.** Fall/Spring – Sixteen (16) Weeks, [Fall/Spring Twelve \(12\) Weeks](#), Fall/Spring Eight (8) Weeks, Summer Ten (10) ~~Week and Summer Week~~, [Summer Five \(5\) Weeks and Winter Intersession \(5\) weeks](#).

#### SECTION 4. POLICY

- 4.1 **General.** Pierpont Community & Technical College will assess tuition and fees and approve refunds, as authorized by and in compliance with the West Virginia Code.
- 4.2 **Objectives.** Pierpont Community & Technical College shall enhance education opportunities for the widest range of state citizens by:
  - 4.2.1 **In-State Tuition.** Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt. [See W. Va. Code § 18B-1D-3(a)(2)(B).]
  - 4.2.2 **Out-of-State Tuition.** Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction, unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council. [See W. Va. Code § 18B-1D-3(a)(2)(B).]
  - 4.2.3 **Reduced Out-of-State Tuition.** Establishing tuition and fee rates for out-of-state students whom reside in the counties bordering Pierpont's service region at levels which, at a minimum, cover the full cost of instruction.

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unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council. [See W. Va. Code § 18B-1D-3(a)(2)(B).]

## SECTION 5. BACKGROUND OR EXCLUSIONS

~~?? Other schools include:~~

The institution shall operate on an ~~strictly cash basis~~ accrual basis with all payments and obligations being collected or a payment plan established prior to the start of classes except as provided herein.

Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

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## SECTION 6. GENERAL PROVISIONS

### 6.1 Approval of Resident Tuition and Required Fee Increases.

6.1.1 **BOG Approval.** The BOG can approve, without WV Council approval, tuition and required fee increases for resident students each fiscal year up to ten percent (10%) in any one year or where the increase would be no more than seven percent (7%) per year, averaged over a rolling three year period calculated by averaging the proposed increase with the increase for the immediate two previous years.

6.1.1.1 **Basis for Increases.** ~~The I~~tuition and fee increases as identified in Section 6.1.1 that require only the approval of the BOG shall be based on required tuition and fee rates charged to all in-state resident students.

6.1.1.2 **Special Fees.** ~~Terrible wording here.~~ Special Fees approved by the BOG also requires WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed the amounts identified in Section ~~5~~6.1.1. Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees must be included in both reports to WV Council discussed in sections 6.1.1.4 and 6.1.2.24 and 6.

Commented [DB1]: Wording comes directly from WV Council Tuition Policy

6.1.1.3 **Program Fees.** Program Fees approved by BOG do not require WV Council's approval. However, these fees must be included in both reports to WV Council discussed in sections ~~65.1.e1.4~~ and ~~56.1.e2.2~~.

6.1.1.4 **Reporting Requirements.** Pierpont must provide to the WV Council, by the date established by the WV Council, any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

6.1.1.4.1 **Rates and Fees.** Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

6.1.1.4.2 **Number of Students.** The estimated number of students who will be charged any new or proposed changes to existing special fees;

6.1.1.4.3 **Projected Revenue Increases.** The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

6.1.1.4.4 **Justification.** The justification for tuition and fee increases that exceed the amounts identified in Section 6.1.1.

6.1.2 **WV Council Approval.** ~~All~~ Tuition and fee increases in excess of the amounts identified in Section 6.1.1 require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding the amounts identified in Section 6.1.1.4 -and 6.1.2.2.

6.1.2.1 **Benchmarks and Guidelines.** The benchmarks and guidelines may include, but are not limited to such items as:

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

- 6.1.2.1.2 **Achievement of Benchmarks.** Continued achievement of benchmarks in the approved institutional compact.
  - 6.1.2.1.3 **Comparison of Change in Net Tuition with Change in Median Household Income.** Comparison of the most recent year change in the average West Virginia student's net tuition with change in the West Virginia's median household income to determine whether a community and technical college education is costing families more or less over time and thus impacting the ability of families to pay for college;
  - 6.1.2.1.4 **Funding.** Institutional and state funding per full-time equivalent student;
  - 6.1.2.1.5 **History.** Most recent three-year history of tuition and fee increases;
  - 6.1.2.1.6 **High Cost Programs.** Institutional implementation of new, high cost programs as defined by the WV Council;
  - 6.1.2.1.7 **Student-Generated Revenue.** Total sources of student generated revenue, including special and program fees; and,
  - 6.1.2.1.8 **Other Factors.** Other factors as requested or deemed relevant by the WV Council or in response to any new statutory language
- 6.1.2.2 **Reporting Requirements.** In responding to the guidelines and benchmarks provided by the WV Council, Pierpont shall provide the WV Council with an annual report by ~~April~~<sup>August 31<sup>st</sup></sup> that specifies the following information from the most recent academic year:
- 6.1.2.2.1 **Tuition and Fees.** Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:
  - 6.1.2.2.2 **Number of Students.** The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

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and

6.1.2.2.3 **Total Revenue Generated.** The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

## 6.2 **Review of Nonresident Tuition and Fees.**

### 6.2.1 **Full Cost of Instruction and System Average.**

6.2.1.1 **Full Cost of Instruction.** Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for Pierpont taking the total instruction and student services expenses divided by the Pierpont's full-time equivalent students.

6.2.1.2 **System Average.** The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full-time equivalent students for the entire system.

6.2.1.3 **Source of Calculations.** Both calculations shall be provided to the Pierpont annually by the WV Council.

6.2.2 **Tuition and Fee Rates.** The BOG shall propose tuition and required fee rates for out-of-state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council. The BOG may choose to set nonresident tuition based on the lower of the Pierpont's full cost of instruction or the system average full cost of instruction.

### 6.2.3 **WV Council Reporting.**

6.2.3.1 **Nonresident Tuition and Fee Rates.** Pierpont will report all nonresident tuition and fee rates to the WV Council.

6.2.3.2 **Nonresident Students.** The WV Council will require Pierpont to report annually on the number of nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

6.2.4 **Reciprocity Agreements.** In order to provide additional educational opportunities to West Virginia residents, Pierpont may enter into reciprocity agreements with nearby out-of-state higher education institutions whereby institutions make available programs and courses that are not available at Pierpont.

6.2.4.1 **Resident Tuition and Fee Rates.** The BOG may enter into reciprocal regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.

6.2.4.2 **WV Council Approval.** Reciprocity agreements shall be approved by the WV Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.

6.2.4.3 **Charging of Tuition and Required Fees.** Tuition and required fees for nonresident students subject to reciprocity agreements shall be charged by Pierpont in a manner that is consistent with the WV Council approved reciprocity agreement.

### 6.3. Review of Reduced Nonresident Tuition and Fees.

6.3.1 **Reduced Nonresident Tuition and Required Fees.** The BOG may propose a reduced, nonresident tuition and required fee rates for out-of-state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.

6.3.2 **Limitation on Rate Reduction.** This reduced, nonresident tuition and fees rate must cover the full cost of instruction as defined in 6.2.32.

6.3.3 **Criteria for Reduced Rate.** There must be clear, specific criteria provided by the Pierpont Board to govern what students will be charged this reduced, nonresident tuition rate—i.e. geographic location such as out of state surrounding counties bordering Pierpont's service region.

6.3.4 **WV Council Reporting Requirement.** Pierpont must report any proposed or changes to the reduced, nonresident tuition rates to the WV Council, along with the submission of resident and nonresident tuition and fee rates as outlined in section [6.1.1.4](#) and [6.1.2.25-1-d](#).

## 6.4 Fee Charges

**6.4.1 Twelve or More Credit Hours.** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.

**6.4.2 Fewer than Twelve Credit Hours.** Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.

**6.4.3 Summer and Nontraditional Terms.** Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section [6.4.2](#).

**6.4.4 Requirements of Bonding Obligations.** In view of existing bonding obligations, it is necessary for Pierpont to establish rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.

**6.4.5 Special Fees for Designated Purposes.** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.

**6.4.6 Publication of Fees.** All regular, program, and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.

**6.4.7 BOG Approval.** All fees charged to students, both regular, program, and special, must have approval by the BOG prior to assessment and collection.

**6.4.8 Fees for Noncredit [Workforce Training and Community Service Courses](#).** Fees shall be established and charged for all noncredit [workforce training](#) [and](#) community service courses in an amount that strives to ~~insure~~[ensure](#) that the offering is self-supporting whenever possible.

## 6.5 Refund of Regular Fees

### 6.5.1 Full Withdrawals

**6.5.1.1 Date Determinations.** Students who officially withdraw from **all** classes shall receive a refund of tuition and fees in accordance with the following schedule(s). Refunds are determined from the

first day of the term. The student's official withdrawal date is certified by the Registrar's Office. The Registrar's Calendar identifies each specific date(s) within each specific academic term.

**6.5.1.2 Refund Formula.** Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in according with the following schedule:

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6.5.1.2.1. **Complete Withdrawal through the Add/Drop Period during the first week or up to 10% of the term.** A student who withdraws during the Add/Drop Period of a term is entitled to a refund of 100% first week

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6.5.1.2.2 **Complete Withdrawal after the Add/Drop Period or up to 10% of the term.** A student who withdraws after the Add/Drop Period up to ten percent (10%) of a term is entitled to a refund of 90%.

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6.5.1.2.23. **Complete Withdrawal after completing between 11% and up to 25% of a term.** A student who withdraws after completing ~~between~~ 11% and up to 25% of a term is entitled to a refund of 75%.

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6.5.1.2.34. **Complete Withdrawal after completing between 26% and up to 50% of a term.** A student who completes ~~between~~ 26% and up to 50% of a term is entitled to a refund of 50%.

6.5.1.2.45. **Complete Withdrawal after completing more than 50% of a term.** A student who withdraws after completing 50% of the term is not entitled to a refund.

6.5.1.3 **Full Withdrawal Refund Schedules.** The following refund schedule represents the times and refund percentages of regular fees:

**Fall/Spring Sixteen (16) Week Term**

Complete withdrawal during <del>the Add/Drop Period</del>	<u>100%</u>
<u>Complete withdrawal during the first and second weeks</u>	90%
Complete withdrawal during the third and fourth weeks	75%
Complete withdrawal during the fifth through eighth weeks	50%
Complete withdrawal after the eighth week	No Refund

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**Fall/Spring Twelve (12) Week Term**

Complete withdrawal during the Add/Drop Period 100%  
Complete withdrawal by Wednesday of the second week 75%  
Complete withdrawal during after Wednesday of the second week or during the third week 50%  
Complete withdrawal during the fourth through sixth weeks 50%  
Complete withdrawal after the sixth week No Refund

**Fall/Spring Eight (8) Week Term**

Complete withdrawal during the Add/Drop Period 100%  
Complete withdrawal during the first week 90%  
Complete withdrawal during by Wednesday of the second-third week 75%  
Complete withdrawal after Wednesday of during the third week or during the fourth week 50%  
Complete withdrawal after fourth week No Refund

**Summer Ten (10) Week Term**

Complete withdrawal during the Add/Drop Period 100%  
Complete withdrawal during the first and second weeks 90%  
Complete withdrawal during the second and third weeks 75%  
Complete withdrawal during the fourth and fifth weeks 50%  
Complete withdrawal after the fifth week No Refund

**Summer/Winter Intersession Five (5) Week Term**

Complete withdrawal during the Add/Drop Period 100%  
Complete withdrawal during the first three days 90%  
Complete withdrawal during the fourth and fifth days 75%  
Complete withdrawal during the sixth through tenth days 50%  
Complete withdrawal after tenth day No Refund

6.5.1.42 **Requirements of Federal Title IV Financial Aid.** Students receiving financial who completely withdraw from **all** classes shall receive a refund in accordance with the Higher Education Act Return to Title IV regulations.

6.5.1.42.1 **Recalculation of Aid Eligibility.** According to federal law, the institution must recalculate Federal Title IV financial



aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester.

6.5.1.42.2 **Order of Return of Aid.** Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education.

6.5.1.42.3 **Period for Return of Aid.** Funds must be returned within 45 days after the date of withdrawal determination. The withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution.

6.5.1.42.4 **Responsibility to Recover Funds.** The return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution, which is responsible for notifying the student and recovering the funds.

## 6.5.2 Individual Course Drop.

6.5.2.1 **During Add/Drop Period.** Schedule adjustments made through the add/drop period may result in an adjustment to tuition/fees. Full tuition and fees are assessed for students in 12 or more credit hours. Students enrolled in 1-11 credit hours at the end of the add/drop period will be charged for those credits in which they are enrolled.

### 6.5.2.2 Add/Drop Periods **Refund Schedule**

~~Fall/Spring Sixteen (16) Week Terms — Five (5) Business Days~~

~~Fall/Spring Twelve (12) Week Terms~~

~~Fall/Spring Eight (8) Week Terms — Three (3) Business Days~~

~~Summer Ten (10) Week Terms — Four (4) Business Days~~

~~Summer Five (5) Week Terms — Two (2) Business Days~~

6.5.2.3 **Full Refund.** ~~Effective beginning with the spring 2018 semester, During the add/drop period, the student will incur no penalty for individual dropped courses and there will be receive a 100% refund for those individual dropped courses each individual course dropped during the respective add/drop periods. Refer to the~~

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~~Registrar's Calendar for specific date(s) within each specific academic term.~~

6.5.2.42 **After Add/Drop Period.** Students will not be eligible for a refund of tuition and fees, for an individual course drop(s) after the add/drop period, unless they completely withdraw from all classes.

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6.5.2.53- **Title IV Funds.** Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

#### 6.5.32.64 **Noncredit Course**

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**6.5.3.1 Noncredit Course 80 Contact Hours or More.** For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 6.5.1.27-2. shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

6.5.32.46.1.1 **Refund.** A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdraw shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the ~~third-party~~ third-party provider's return policy for books and materials.

6.5.32.614.2 **No Refund.** A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

6.5.43 **Non-Traditional Term Refunds.** Non-traditional term refunds will be handled individually and will be based on the refund schedule and number of days in the non-traditional term.

## 6.6 Refund of Room and Board

- 6.6.1 **Room Refunds.** Room refunds, if any, shall be based on the housing contract signed by the student.
- 6.6.2 **Board Refunds.** Board refund shall be prorated based upon the date of official withdrawal.
- 6.6.3 **Calculation of Refund.** All room and board refunds are calculated from the first day of the formal registration period.

#### 6.7 **Registration Period – Late Fee**

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

#### 6.8 **Installment Pay Plans**

- 6.8.1 **Fall and Spring Terms.** Student fee deferred payment plans will be offered for ~~all fall and spring~~ terms.
- 6.8.2 **Amount Available for Deferral.** All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.

6.8.3 **Balance of Fees Due.** After all financial aid is applied to the student's account, the balance of student fees must be paid ~~prior to the third-quarter point of the term unless an alternative as identified in the - payment plan is established.~~

6.8.4 **Interest.** Interest on the deferred amount may be charged at a rate not to exceed the legal limit.

6.8.5 **Room and Board.** Room and board and other non-course related charges may be divided into installments as determined by the institution.

#### 6.9 **Use of Credit Cards**

6.9.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.

6.9.2 To the extent allowed by law or policy of the credit card company, the institution is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

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

6.11 **Deferral of Fees during a Legal Work Stoppage.** Any student adversely, financially affected by a legal work stoppage may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the Pierpont Board.

### SECTION 7. RESPONSIBILITIES

The student is responsible for tuition and fees incurred as part of their enrollment at the institution. The institution retains the right to pursue the collection of any unpaid tuition and fees through any legal means necessary.~~Pierpont's-~~

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### SECTION 8. CANCELLATION

Not applicable

**SECTION 9. REVIEW STATEMENT**

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

**Attachments:**

**Distribution:**

**Revision Notes:** These notes, which include the date of the revision, identify changes made to the policy in order to describe or clarify the policy provisions, to identify any changes in management responsibilities and/or titles, and to correct any grammatical or typographical errors.

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**BOG POLICY PP-5016:  
TUITION, FEES, ASSESSMENT, PAYMENT AND REFUND OF FEES  
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**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-5016**

**SHORT TITLE:** Tuition, Fees, Assessment, Payment, and Refund of Fees

**REFERENCE:** W. Va. §§18B-1-6, 18B-1D-3, 18B-10-1, and 18B-10-8

**EFFECTIVE:** December 5, 2002

**AMENDED:** May 15, 2012; June 28, 2016; December 1, 2017

**REPEALED:**

**REVIEWED:**

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**SECTION 1. PURPOSE**

This policy establishes the guidelines for Pierpont Community & Technical College Board of Governors (BOG) to approve tuition and fees, tuition and fee increase, tuition and fee reporting, refunds, and deferred payment plans, as required by the West Virginia Council for Community and Technical College Education (WV Council).

**SECTION 2. SCOPE**

This policy governs the assessment, payment, and refund of tuition and fees at Pierpont Community & Technical College (Pierpont) and applies to all students in matters related to payment and refund of tuition, fees, or both in credit and no-credit courses, training sessions, and other activities where tuition or fees are assessed.

**SECTION 3. DEFINITIONS**

3.1 **Add/Drop Period.** The period that begins the first day of the term where students can make changes to their schedules. The length of this period is based on the length of the term.

3.2 **Auxiliary Fees.** Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.



- 3.3 **Business Day.** Day that the institution is in session. The institution is generally not in session on observed holidays.
- 3.4 **Capital Fees.** Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.
- 3.5 **Deferred Payment Plans.** Payment plans approved to allow for payment of tuition and fees at less than full payment prior to the start of classes.
- 3.6 **Educational and General Fees.** Charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.
- 3.7 **Full Cost of Instruction.** The direct, functional expenditures from the institutional audit for both instruction and student services expenditures.
- 3.8 **Full Withdrawals; also known as Complete Withdrawals.** This term refers to the act of withdrawing from all classes in a given term
- 3.9 **Full-time equivalent students.** A calculation completed on an annual basis by WV Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows: end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.
- 3.10 **Higher Education Price Index (HEPI).** A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Common Fund Institute.
- 3.11 **Individual Course Drop(s).** The act of dropping one or more courses during the term, but not withdrawing from all courses.
- 3.12 **Median Family Income.** Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households' income for a region.
- 3.13 **Net college costs.** The total cost to the student for tuition, room and board minus

the amount of any financial aid a student may receive.

- 3.14 **Program Fees.** Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
- 3.15 **Reduced Nonresident Tuition and Fees.** A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.
- 3.16 **Required Tuition and Fees.** Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the WV Council.
- 3.17 **Special Fees.** Operational or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.
- 3.18 **Traditional Refund Terms.** Fall/Spring Sixteen (16) Weeks, Fall/Spring Twelve (12) Weeks, Fall/Spring Eight (8) Weeks, Summer Ten (10) Week, Summer Five (5) Weeks and Winter Intersession (5) weeks.

#### **SECTION 4. POLICY**

- 4.1 **General.** Pierpont Community & Technical College will assess tuition and fees and approve refunds, as authorized by and in compliance with the West Virginia Code.
- 4.2 **Objectives.** Pierpont Community & Technical College shall enhance education opportunities for the widest range of state citizens by:
  - 4.2.1 **In-State Tuition.** Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt. [See W. Va. Code § 18B-1D-3(a)(2)(B).]
  - 4.2.2 **Out-of-State Tuition.** Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction, unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council. [See W. Va. Code § 18B-1D-3(a)(2)(B).]
  - 4.2.3 **Reduced Out-of-State Tuition.** Establishing tuition and fee rates for out-of-state students whom reside in the counties bordering Pierpont's service region at levels which, at a minimum, cover the full cost of instruction,

unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Council. [See W. Va. Code § 18B-1D-3(a)(2)(B).]

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

The institution shall operate on an accrual basis with all payments and obligations being collected or a payment plan established prior to the start of classes except as provided herein.

Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

## **SECTION 6. GENERAL PROVISIONS**

### **6.1 Approval of Resident Tuition and Required Fee Increases.**

6.1.1 **BOG Approval.** The BOG can approve, without WV Council approval, tuition and required fee increases for resident students each fiscal year up to ten percent (10%) in any one year or where the increase would be no more than seven percent (7%) per year, averaged over a rolling three year period calculated by averaging the proposed increase with the increase for the immediate two previous years.

6.1.1.1 **Basis for Increases.** Tuition and fee increases as identified in Section 6.1.1 that require only the approval of the BOG shall be based on required tuition and fee rates charged to all in-state resident students.

6.1.1.2 **Special Fees.** Special Fees approved by the BOG also requires WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed the amounts identified in Section 6.1.1. Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees must be included in both reports to WV Council discussed in sections 6.1.1.4 and 6.1.2.2.

6.1.1.3 **Program Fees.** Program Fees approved by BOG do not require WV Council's approval. However, these fees must be included in both

reports to WV Council discussed in sections 6.1.1.4 and 6.1.2.,2.

6.1.1.4 **Reporting Requirements.** Pierpont must provide to the WV Council, by the date established by the WV Council, any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

6.1.1.4.1 **Rates and Fees.** Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

6.1.1.4.2 **Number of Students.** The estimated number of students who will be charged any new or proposed changes to existing special fees;

6.1.1.4.3 **Projected Revenue Increases.** The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

6.1.1.4.4 **Justification.** The justification for tuition and fee increases that exceed the amounts identified in Section 6.1.1.

6.1.2 **WV Council Approval.** Tuition and fee increases in excess of the amounts identified in Section 6.1.1 require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding the amounts identified in Section 6.1.1.4 and 6.1.2.2.

6.1.2.1 **Benchmarks and Guidelines.** The benchmarks and guidelines may include, but are not limited to such items as:

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

6.1.2.1.2 **Achievement of Benchmarks.** Continued achievement of benchmarks in the approved institutional compact.

6.1.2.1.3 **Comparison of Change in Net Tuition with Change in Median Household Income.** Comparison of the most

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

- 6.1.2.1.4 **Funding.** Institutional and state funding per full-time equivalent student;
- 6.1.2.1.5 **History.** Most recent three-year history of tuition and fee increases;
- 6.1.2.1.6 **High Cost Programs.** Institutional implementation of new, high cost programs as defined by the WV Council;
- 6.1.2.1.7 **Student-Generated Revenue.** Total sources of student generated revenue, including special and program fees; and,
- 6.1.2.1.8 **Other Factors.** Other factors as requested or deemed relevant by the WV Council or in response to any new statutory language

6.1.2.2 **Reporting Requirements.** In responding to the guidelines and benchmarks provided by the WV Council, Pierpont shall provide the WV Council with an annual report by April 1<sup>st</sup> that specifies the following information from the most recent academic year:

- 6.1.2.2.1 **Tuition and Fees.** Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:
- 6.1.2.2.2 **Number of Students.** The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and
- 6.1.2.2.3 **Total Revenue Generated.** The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

## 6.2 **Review of Nonresident Tuition and Fees.**

## 6.2.1 **Full Cost of Instruction and System Average.**

6.2.1.1 **Full Cost of Instruction.** Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for Pierpont taking the total instruction and student services expenses divided by the Pierpont's full-time equivalent students.

6.2.1.2 **System Average.** The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full-time equivalent students for the entire system.

6.2.1.3 **Source of Calculations.** Both calculations shall be provided to the Pierpont annually by the WV Council.

6.2.2 **Tuition and Fee Rates.** The BOG shall propose tuition and required fee rates for out-of-state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council. The BOG may choose to set nonresident tuition based on the lower of the Pierpont's full cost of instruction or the system average full cost of instruction.

## 6.2.3 **WV Council Reporting.**

6.2.3.1 **Nonresident Tuition and Fee Rates.** Pierpont will report all nonresident tuition and fee rates to the WV Council.

6.2.3.2 **Nonresident Students.** The WV Council will require Pierpont to report annually on the number of nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

6.2.4 **Reciprocity Agreements.** In order to provide additional educational opportunities to West Virginia residents, Pierpont may enter into reciprocity agreements with nearby out-of-state higher education institutions whereby institutions make available programs and courses that are not available at Pierpont.

6.2.4.1 **Resident Tuition and Fee Rates.** The BOG may enter into reciprocal

regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.

6.2.4.2 **WV Council Approval.** Reciprocity agreements shall be approved by the WV Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.

6.2.4.3 **Charging of Tuition and Required Fees.** Tuition and required fees for nonresident students subject to reciprocity agreements shall be charged by Pierpont in a manner that is consistent with the WV Council approved reciprocity agreement.

### 6.3. **Review of Reduced Nonresident Tuition and Fees.**

6.3.1 **Reduced Nonresident Tuition and Required Fees.** The BOG may propose a reduced, nonresident tuition and required fee rates for out-of-state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.

6.3.2 **Limitation on Rate Reduction.** This reduced, nonresident tuition and fees rate must cover the full cost of instruction as defined in 6.2.2.

6.3.3 **Criteria for Reduced Rate.** There must be clear, specific criteria provided by the Pierpont Board to govern what students will be charged this reduced, nonresident tuition rate. i.e. geographic location such as out of state surrounding counties bordering Pierpont's service region.

6.3.4 **WV Council Reporting Requirement.** Pierpont must report any proposed or changes to the reduced, nonresident tuition rates to the WV Council, along with the submission of resident and nonresident tuition and fee rates as outlined in section 6.1.1.4 and 6.1.2.2.

### 6.4 **Fee Charges**

6.4.1 **Twelve or More Credit Hours.** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.

6.4.2 **Fewer than Twelve Credit Hours.** Undergraduate students taking fewer

than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.

- 6.4.3 **Summer and Nontraditional Terms.** Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section 6.4.2.
- 6.4.4 **Requirements of Bonding Obligations.** In view of existing bonding obligations, it is necessary for Pierpont to establish rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.4.5 **Special Fees for Designated Purposes.** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.4.6 **Publication of Fees.** All regular, program, and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.
- 6.4.7 **BOG Approval.** All fees charged to students, both regular, program, and special, must have approval by the BOG prior to assessment and collection.
- 6.4.8 **Fees for Noncredit Workforce Training and Community Service Courses.** Fees shall be established and charged for all noncredit workforce training and community service courses in an amount that strives to ensure that the offering is self-supporting whenever possible.

## 6.5 Refund of Regular Fees

### 6.5.1 Full Withdrawals

6.5.1.1 **Date Determinations.** Students who officially withdraw from **all** classes shall receive a refund of tuition and fees in accordance with the following schedule(s). Refunds are determined from the first day of the term. The student's official withdrawal date is certified by the Registrar's Office. The Registrar's Calendar identifies each specific date(s) within each specific academic term.

6.5.1.2 **Refund Formula.** Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in



according with the following schedule:

6.5.1.2.1 **Complete Withdrawal through the Add/Drop Period of the term.** A student who withdraws during the Add/Drop Period of a term is entitled to a refund of 100%.

6.5.1.2.2 **Complete Withdrawal after the Add/Drop Period up to 10% of the term.** A student who withdraws after the Add/Drop Period up to ten percent (10%) of a term is entitled to a refund of 90%.

6.5.1.2.3 **Complete Withdrawal after completing 11% and up to 25% of a term.** A student who withdraws after completing 11% and up to 25% of a term is entitled to a refund of 75%.

6.5.1.2.4 **Complete Withdrawal after completing 26% and up to 50% of a term.** A student who completes 26% and up to 50% of a term is entitled to a refund of 50%.

6.5.1.2.5 **Complete Withdrawal after completing more than 50% of a term.** A student who withdraws after completing 50% of the term is not entitled to a refund.

6.5.1.3 **Full Withdrawal Refund Schedules.** The following refund schedule represents the times and refund percentages of regular fees:

**Fall/Spring Sixteen (16) Week Term**

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the second week	90%
Complete withdrawal during the third and fourth weeks	75%
Complete withdrawal during the fifth through eighth weeks	50%
Complete withdrawal after the eighth week	No Refund

**Fall/Spring Twelve (12) Week Term**

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal by Wednesday of the second week	90%
Complete withdrawal after Wednesday of the second week or during the third week	75%
Complete withdrawal during the fourth through sixth weeks	50%

Complete withdrawal after the sixth week No Refund

**Fall/Spring Eight (8) Week Term**

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the first week	90%
Complete withdrawal by Wednesday of the third week	75%
Complete withdrawal after Wednesday of the third week or during the fourth week	50%
Complete withdrawal after fourth week	No Refund

#### **Summer Ten (10) Week Term**

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the first week	90%
Complete withdrawal during the second and third weeks	75%
Complete withdrawal during the fourth and fifth weeks	50%
Complete withdrawal after the fifth week	No Refund

#### **Summer/Winter Intersession Five (5) Week Term**

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the first three days	90%
Complete withdrawal during the fourth and fifth days	75%
Complete withdrawal during the sixth through tenth days	50%
Complete withdrawal after tenth day	No Refund

6.5.1.4 **Requirements of Federal Title IV Financial Aid.** Students receiving financial who completely withdraw from **all** classes shall receive a refund in accordance with the Higher Education Act Return to Title IV regulations.

6.5.1.4.1 **Recalculation of Aid Eligibility.** According to federal law, the institution must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester.

6.5.1.4.2 **Order of Return of Aid.** Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education.

6.5.1.4.3 **Period for Return of Aid.** Funds must be returned within 45 days after the date of withdrawal determination. The withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution.

6.5.1.4.4 **Responsibility to Recover Funds.** The return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution, which is responsible for notifying the student and recovering the funds.

## 6.5.2 **Individual Course Drop.**

6.5.2.1 **During Add/Drop Period.** Schedule adjustments made through the add/drop period may result in an adjustment to tuition/fees. Full tuition and fees are assessed for students in 12 or more credit hours. Students enrolled in 1-11 credit hours at the end of the add/drop period will be charged for those credits in which they are enrolled.

6.5.2.2 **After Add/Drop Period.** Students will not be eligible for a refund of tuition and fees, for an individual course drop after the add/drop period, unless they completely withdraw from all classes.

6.5.2.3 **Title IV Funds.** Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

## 6.5.3 **Noncredit Course.**

6.5.3.1 **Noncredit Courses 80 Contact Hours or More.** For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 6.5.1.2. shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

6.5.3.1.1 **Refund.** A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdraw shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the third-party provider's return policy for books and materials.

6.5.3.1.2 **No Refund.** A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

6.5.4 **Non-Traditional Term Refunds.** Non-traditional term refunds will be handled individually and will be based on the refund schedule and number of days in the non-traditional term.

## 6.6 **Refund of Room and Board**

6.6.1 **Room Refunds.** Room refunds, if any, shall be based on the housing contract signed by the student.

6.6.2 **Board Refunds.** Board refund shall be prorated based upon the date of official withdrawal.

6.6.3 **Calculation of Refund.** All room and board refunds are calculated from the first day of the formal registration period.

## 6.7 **Registration Period – Late Fee**

6.7.1 **Assessment of Late Fee.** A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established. A late fee not to exceed fifty dollars (\$50) shall be imposed on all late registrants. The president of Pierpont or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.

6.7.2 **Exception.** An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or a designee must approve the exception with the evidence documented and held on file supporting the decision.

6.7.3 **Regular Registration Period for Evening, Saturday, Off-campus, Extension, and Other Special Classes.** The first two class meetings shall be considered the regular registration period for nontraditional students registering for evening, Saturday, off-campus, extension, and other special classes. In addition, a late registration period may be established which shall not

exceed the third and fourth class meetings. A late fee of not to exceed fifty dollars (\$50) shall be imposed on all late registrants.

## 6.8 **Installment Pay Plans**

- 6.8.1 **Fall and Spring Terms.** Student fee deferred payment plans will be offered for Fall and Spring terms.
- 6.8.2 **Amount Available for Deferral.** All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 6.8.3 **Balance of Fees Due.** After all financial aid is applied to the student's account, the balance of student fees must be paid as identified in the payment plan established.
- 6.8.4 **Interest.** Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 6.8.5 **Room and Board.** Room and board and other non-course related charges may be divided into installments as determined by the institution.

## 6.9 **Use of Credit Cards**

- 6.9.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.
  - 6.9.2 To the extent allowed by law or policy of the credit card company, the institution is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.
- 6.10 **Enrollment above the Normal Full-Time Credit Load.** Pierpont shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.
- 6.11 **Deferral of Fees during a Legal Work Stoppage.** Any student adversely, financially affected by a legal work stoppage may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the Pierpont Board.

## **SECTION 7. RESPONSIBILITIES**

The student is responsible for tuition and fees incurred as part of their enrollment at the institution. The institution retains the right to pursue the collection of any unpaid tuition and fees through any legal means necessary.

## **SECTION 8. CANCELLATION**

Not applicable

## **SECTION 9. REVIEW STATEMENT**

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

### **Attachments:**

### **Distribution:**

**Revision Notes:** These notes, which include the date of the revision, identify changes made to the policy in order to describe or clarify the policy provisions, to identify any changes in management responsibilities and/or titles, and to correct any grammatical or typographical errors.

**BOG POLICY pp-5016:  
TUITION, FEES, ASSESSMENT, PAYMENT AND REFUND OF FEES**

**CURRENT POLICY**

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

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

**Effective Date: December 5, 2002**

**Amended: May 15, 2012; December 1, 2017**

**Repealed:**

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**SECTION 1. GENERAL**

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

**SECTION 2. PURPOSE**

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

**SECTION 3. DEFINITIONS**

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



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

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

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

## **SECTION 4. GOALS**

- 4.1 Objectives.** Pierpont Community and Technical College shall enhance education opportunities for the widest range of state citizens by:

**4.1.a** Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W. Va. Code §18B-1D-3(a)(2)(B); and

**4.1.b** Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with, a clearly delineated public policy goal established by the Legislature ... or the WV Council. W. Va. Code § 18B-1D-3(a)(2)(B).

## **SECTION 5. TUITION AND FEES**

- 5.1. Approval of Resident Tuition and Required Fee Increases.**

**5.1.a** The Pierpont Board can approve tuition and required fee increases for resident students each fiscal year up to ten percent (10%) in any one year or where the increase would be no more than seven percent (7%) per year, averaged over a rolling three year period calculated by averaging the proposed increase with the increase for the immediate two previous years without WV Council approval.

**5.1.a.1** The tuition and fee increases as identified in Section 5.1.a that require only the approval of the Pierpont Board shall be based on required tuition and fee rates charged to all in-state resident students.

**5.1.a.2** Special Fees approved by the Pierpont Board also require WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed the amounts identified in Section 5.1.a . Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected

student population to be charged. These fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

**5.1.a.3** Program Fees approved by the Pierpont Board does not require WV Council's approval. However, these fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

**5.1.b** All tuition and fee increases in excess of the amounts identified in Section 5.1.a require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding the amounts identified in Section 5.1.a. The benchmarks and guidelines may include, but are not limited to such items as:

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

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

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

**5.1.b.4** Institutional and state funding per full-time equivalent student;

**5.1.b.5** Most recent three year history of tuition and fee increases;

**5.1.b.6** Institutional implementation of new, high cost programs as defined by the WV Council;

**5.1.b.7** Total sources of student generated revenue, including special and program fees; and,

**5.1.b.8** Other factors as requested or deemed relevant by the WV Council, or in response to any new statutory language

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

**5.1.c.1** Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:

**5.1.c.2** The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

**5.1.c.3** The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

**5.1.d** Pierpont must provide to the WV Council by the date established by the WV Council, any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

**5.1.d.1** Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

**5.1.d.2** The estimated number of students who will be charged any new or proposed changes to existing special fees; and

**5.1.d.3** The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

**5.1.d.4** The justification for tuition and fee increases that exceed the amounts identified in Section 5.1.a.5.2 **Review of Nonresident Tuition and Fees.**

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

**5.2.b** The WV Council will require Pierpont to report annually on the number of nonresident students. At no time should the admission of nonresident

students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

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

### **5.3. Review of Reduced, Nonresident Tuition and Fees.**

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

instruction as defined in 5.2.d.

- 5.3.c** There must be clear, specific criteria provided by the Pierpont Board to govern what students will be charged this reduced, nonresident tuition rate .i.e. geographic location such as out of state surrounding counties bordering the Pierpont's service region.
- 5.3.d** Pierpont must report any proposed or changes to the reduced, nonresident tuition rates to the WV Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

## **SECTION 6. FEE CHARGES**

- 6.1** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.
- 6.2** Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 6.3** Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section 6.2 of this rule.
- 6.4** In view of existing bonding obligations, it is necessary for Pierpont to establish rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.5** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.6** All regular, program and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.
- 6.7** All fees charged to students, both regular, program and special, must have approval by the Pierpont Board prior to assessment and collection.
- 6.8** Fees shall be established and charged for all noncredit community service courses in an amount that strives to insure that the offering is self-supporting whenever possible.

## **SECTION 7. REFUND OF REGULAR FEES**

- 7.1** Definitions.

- 7.1.a Full Withdrawals; also known as Complete Withdrawals.** This term refers to the act of withdrawing from all classes in a given term
- 7.1.b. Individual Course Drop(s).** The act of dropping one or more courses during the term, but not withdrawing from all courses.
- 7.1.c. Add/Drop Period.** The period that begins the first day of the term where students can make changes to their schedules. The length of this period is based on the length of the term.
- 7.1.d Traditional Refund Terms.** Fall/Spring – Sixteen (16) Weeks, Fall/Spring Eight (8) Weeks, Summer Ten (10) Week and Summer Five (5) Weeks.
  - 7.1.d.1** Non-traditional term refunds will be handled individually and will be based on the refund schedule and number of days in the non-traditional term.
- 7.1.e Business Day.** Day that the institution is in session. The institution is generally not in session on observed holidays.

**7.2 Full Withdrawals**

**7.2.a** Students who officially withdraw from **all** classes shall receive a refund of tuition and fees in accordance with the following schedule(s). Refunds are determined from the first day of the term. The students’s official withdrawal date is certified by the Registrar’s Office. The Registrar’s Calendar identifies each specific date(s) within each specific academic term.

**7.2.b Full Withdrawal Refund Schedules**

**7.2.b.1** Fall/Spring Sixteen (16) Week Term:

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

**7.2.b.2.**Fall/Spring Eigh (8) Week Term:

Complete withdrawal during first week	90%
Complete withdrawal during second week	75%
Complete withdrawal during third through fourth weeks	50%
Complete withdrawal after fourth week	No Refund

**7.2.b.3** Summer Ten (10) Week Term:

Complete withdrawal during first and second weeks	90%
Complete withdrawal during third week	75%

Complete withdrawal during fourth and fifth weeks	50%
Complete withdrawal after fifth week	No Refund

**7.2.b.4. Summer Five (5) Week Term:**

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

**7.2.c** Students receiving financial assistance who completely withdraw from **all** classes shall receive a refund in accordance with the Higher Education Act Return of Title IV Funds regulations.

**7.2.c.1.** According to federal law, the institution must calculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester. Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Withdrawal date is defined as the actual date the student began the institution’s withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution. The return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

**7.3** Individual Course Drop(s).

**7.3.a** Students will not be eligible for a refund of tuition and fees, for individual course drop(s) after the add/drop period, unless they completely withdraw from all classes.

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

**7.3.b.1** Effective beginning with the spring 2018 semester, during the add/drop period the student will incur no penalty for individual dropped courses and there will be a 100% refund for those individual dropped courses during the respective add/drop periods. Refer to the Registrar’s Calendar for specific date(s) within each specific academic term.



**7.3.c. Add/Drop Periods:**

Fall/Spring Sixteen (16) Week Terms	Five (5) Business Days
Fall/Spring Eight (8) Week Terms	Three (3) Business Days
Summer Ten (10) Week Terms	Four (4) Business Days
Summer Five (5) Week Terms	Two (2) Business Days

- 7.4** Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- 7.5** For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 7.2. shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:
- 7.5.a.** A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdraw shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the third party provider's return policy for books and materials.
- 7.5.a.** A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

**SECTION 8. REFUND OF ROOM AND BOARD**

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

**SECTION 9. REGISTRATION PERIOD –LATE FEE**

- 9.1** A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established. A late fee not to exceed fifty dollars (\$50) shall be imposed on all late registrants. The president of Pierpont or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.

- 9.2** An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or a designee must approve the exception with the evidence documented and held on file supporting the decision.
- 9.3** The first two class meetings shall be considered the regular registration period for nontraditional students registering for evening, Saturday, off-campus, extension and other special classes. In addition, a late registration period may be established which shall not exceed the third and fourth class meetings. A late fee of not to exceed fifty dollars (\$50) shall be imposed on all late registrants.

## **SECTION 10. INSTALLMENT PAYMENT PLANS**

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

## **SECTION 11. USE OF CREDIT CARDS**

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

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

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

## **SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE**

- 13.1** Any student adversely, financially affected by a legal work stoppage may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the Pierpont Board.

**Tab**

**6**

**Board of Governors  
Budget Report FY 2021  
Pierpont Community & Technical College  
as of December 31, 2020**

**SUMMARY:**

The projected effect on net assets for FY 2021 as of December 31, 2020 is an increase of \$85,120.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of December 31, 2020 of \$85,120 represents a \$273,839 decrease to the September 30, 2020 Budget Report.

The December 31, 2020 Operating Revenue Budget was decreased \$588,990 to adjust for the fall revenue shortfall. The primary changes were due to the following adjustments made in the fall to recognize changes to projected revenues based on enrollment declines:

- A budget decrease of approximately \$568,280 to Tuition and Fee Revenue to correct previous over projected revenues to the Education and General Fees Fund.
- A budget decrease of approximately \$710 to Other Operating Revenues to recognize changes to projected revenues based on enrollment declines.

The December 31, 2020 Operating Expense Budget is \$287,310 less than the September 30, 2020 Budget Report. These reductions along with the reduction of the budget balance were taken due to the decline in projected revenues based on enrollment declines. The primary changes were as follows:

- A budget decrease of approximately \$217,207 to Salaries and a budget decrease of \$67,824 to associated Benefits.
- A budget decrease of \$2,279 to Supplies and Other Services.

The December 31, 2020 Transfers & Other Budget is \$7,841 less than the September 30, 2020 Budget Report. The primary changes were as follows:

- The Capital Expenditures Budget increased by \$22,290 to increase the small projects budget for infrastructure repairs.
- The Transfers for Financial Aid Match decreased by \$30,131 to correct the previously over budgeted amount.

As of this report date, the YTD Actuals reflect the following:

- The institution has realized approximately 46% of projected tuition and fees revenue.
- The institution has realized approximately 48% of overall revenues.
- The institution has incurred approximately 39% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$1,240,264.

**SPENDING COMPARISON**

In a review of spending to date for FY 21 as of December 2020 and spending during the same period in FY 20, the institution spent approximately \$498,728 less this year through December than was spent through December 2019.

**RESTRICTED FUNDS:**

The Restricted Budget Balance as of December 31, 2020 is \$124,140.

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted (Including Depreciation)**  
**As of December 31, 2020**

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	7,980,754	7,516,099	3,490,005	46.43%
	Auxiliary Enterprise Revenue	607,765	457,000	205,632	45.00%
	Other Operating Revenues	368,528	303,253	251,741	83.01%
	<b>Total:</b>	<b>8,957,047</b>	<b>8,276,352</b>	<b>3,947,378</b>	<b>47.69%</b>
<b>OPERATING EXPENSE</b>	Salaries	7,953,377	7,681,915	3,172,489	41.30%
	Benefits	1,744,293	1,649,838	686,480	41.61%
	Student financial aid-scholarships	248,252	248,252	74,997	30.21%
	Utilities	193,062	193,062	69,145	35.81%
	Supplies and Other Services	4,269,338	4,318,448	1,462,209	33.86%
	Equipment Expense	84,286	82,975	35,917	43.29%
	Fees retained by the Commission	101,407	101,407	51,741	51.02%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	213,706	46.76%
	<b>Total:</b>	<b>15,301,780</b>	<b>14,832,897</b>	<b>5,766,684</b>	<b>38.88%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,344,733)</b>	<b>(6,556,545)</b>	<b>(1,819,306)</b>	<b>27.75%</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,820,129	7,820,129	3,284,454	42.00%
	Gifts	115,000	115,000	10,000	8.70%
	Investment Income	69,846	69,846	5,970	8.55%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(240,289)	46.64%
	Fees assessed by Commission for other	0	0	(565)	0.00%
	<b>Total:</b>	<b>7,141,755</b>	<b>7,489,830</b>	<b>3,059,570</b>	<b>40.85%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(296,016)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(397,022)</b>	<b>(448,165)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>400,000</b>	<b>485,120</b>	<b>1,240,264</b>	<b>255.66</b>
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>0</b>	<b>85,120</b>	<b>1,240,264</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>2,304,867</b>	<b>2,304,867</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>2,304,867</b>	<b>2,389,987</b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288

\* Unrestricted Net Asset Balance is 15.72% of the current budgeted total operating expense. Management has established a target of 15% or \$2,199,481 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 December 31, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	6,490,298	5,981,222	3,046,911	50.9%
	Other Operating Revenues	48,000	5,000	207,218	414.4%
	<b>Total:</b>	<b>6,538,298</b>	<b>5,986,222</b>	<b>3,254,129</b>	<b>54.36%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	7,358,801	7,083,871	2,921,138	41.24%
	Benefits	1,650,956	1,561,782	644,810	41.29%
	Student financial aid-scholarships	237,252	237,252	74,997	31.61%
	Utilities	190,063	190,063	67,867	35.71%
	Supplies and Other Services	3,200,846	3,252,235	1,296,425	39.86%
	Equipment Expense	24,706	23,395	32,109	137.25%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	51,741	51.02%
	<b>Total:</b>	<b>12,864,031</b>	<b>12,550,005</b>	<b>5,089,087</b>	<b>40.55%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,325,733)</b>	<b>(6,563,783)</b>	<b>(1,834,958)</b>	<b>27.96%</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,820,129	7,820,129	3,284,454	42.00%
	Gifts	96,000	96,000	10,000	10.42%
	Investment Income	69,846	69,846	5,970	8.55%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(240,289)	46.64%
	Fees assessed by Commission for other	0	0	(565)	0.00%
	<b>Total:</b>	<b>7,122,755</b>	<b>7,470,830</b>	<b>3,059,570</b>	<b>40.95%</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	(296,016)	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(397,022)</b>	<b>(425,875)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>400,000</b>	<b>481,172</b>	<b>1,224,612</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>0</b>	<b>81,172</b>	<b>1,224,612</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,250,395</b>	<b>1,250,395</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,250,395</u></b>	<b><u>1,331,567</u></b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288.



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

As of December 31, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,490,456	1,534,877	443,094	28.87%
	Other Operating Revenues	320,528	298,253	44,523	14.93%
	<b>Total:</b>	<b>1,810,984</b>	<b>1,833,130</b>	<b>487,617</b>	<b>26.60%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	594,576	598,044	251,351	42.03%
	Benefits	93,337	88,056	41,670	47.32%
	Student financial aid - scholarships	11,000	11,000	0	0.00%
	Utilities	2,999	2,999	1,278	42.61%
	Supplies and Other Services	1,068,492	1,066,213	165,784	15.55%
	Equipment Expense	59,580	59,580	3,808	6.39%
	Loan cancellations and write-offs	0	0	0	0.00%
	<b>Total:</b>	<b>1,829,984</b>	<b>1,825,892</b>	<b>463,891</b>	<b>25.41%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(19,000)</b>	<b>7,238</b>	<b>23,726</b>	<b>327.80%</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	19,000	19,000	0	0.00%
	Investment Income	0	0	0	0.00%
	<b>Total:</b>	<b>19,000</b>	<b>19,000</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	<b>Total:</b>	<b>0</b>	<b>(22,290)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>3,948</b>	<b>23,726</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,013,520</b>	<b>1,013,520</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,013,520</u></b>	<b><u>1,017,468</u></b>		

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

As of December 31, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	607,765	457,000	205,632	45.00%
	<b>Total:</b>	<b>607,765</b>	<b>457,000</b>	<b>205,632</b>	<b>45.00%</b>
<b>OPERATING EXPENSE</b>	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	213,706	46.76%
	<b>Total:</b>	<b>607,765</b>	<b>457,000</b>	<b>213,706</b>	<b>46.76%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>0</b>	<b>0</b>	<b>(8,074)</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>	<b>(8,074)</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b><u>40,952</u></b>	<b><u>40,952</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>40,952</u></b>	<b><u>40,952</u></b>		

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

**Current Restricted**

As of December 31, 2020

		Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	4,707,483	1,533,381	32.57%
	State and Local Grants and Contracts	3,349,015	1,305,830	38.99%
	Private Grants and Contracts	386,348	74,598	19.31%
	Other Operating Revenues	0	0	0.00%
	<b>Total:</b>	<b>8,442,846</b>	<b>2,913,809</b>	<b>34.51%</b>
<b>OPERATING EXPENSE</b>	Salaries	886,600	86,813	9.79%
	Benefits	112,611	9,457	8.40%
	Student financial aid-scholarships	8,654,050	3,904,678	45.12%
	Utilities	0	3,000	
	Supplies and Other Services	1,509,366	91,965	6.09%
	Equipment Expense	145,792	12,297	8.43%
	<b>Total:</b>	<b>11,308,419</b>	<b>4,108,210</b>	<b>36.33%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(2,865,573)</b>	<b>(1,194,401)</b>	<b>41.68%</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenue	2,650,000	1,263,894	47.69%
	Gifts	5,605	0	0.00%
	Federal CARES Act Revenue	428,198	482,846	112.76%
	Federal CARES Act Expense	0	(428,199)	0.00%
	<b>Total:</b>	<b>3,083,803</b>	<b>1,318,541</b>	<b>42.76%</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	(532,477)	0	0.00%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers - Indirect Cost	(22,888)	0	0.00%
	Transfer - for Capital Projects	0	0	0.00%
	<b>Total:</b>	<b>(524,490)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>(306,260)</b>	<b>124,140</b>	
<b>Add: RESTRICTED NET ASSETS - Beginning of Year</b>		<b>0</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>		
<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>		<b>(306,260)</b>		

**Tab**

**7**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 16, 2021**

**ITEM:** Summary of CARES Act I Spending and Student Distributions as of January 31,2021

**COMMITTEE:** Finance and Audit Committee

**INFORMATION ITEM:** Pierpont received \$1,154,796 in CARES Act Funding in FY 2020. \$577,398 in student portion for direct distribution to qualifying students and \$577,398 in the institutional portion. Attached is a summary of detail related to how the student portion was distributed and how the institutional portion was distributed and spent.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Pierpont made distribution of the student portion to eligible students for the following needs.

- Food
- Housing
- Childcare
- Technology
- Utilities
- Medical Expenses
- Course Materials

Each of the above needs were assigned an award amount and number of these needs the student identified needing assistance with determined total amount the student was awarded.

Pierpont spent and distributed the institutional portion in the following categories.

- Housing and Meal Student Refunds – Spring 2020
- E-Learning Fees Scholarships – Summer 2020
- Personal Protective Equipment (PPE), Miscellaneous Equipment and Supplies
- Qualifying Adjunct Faculty Costs

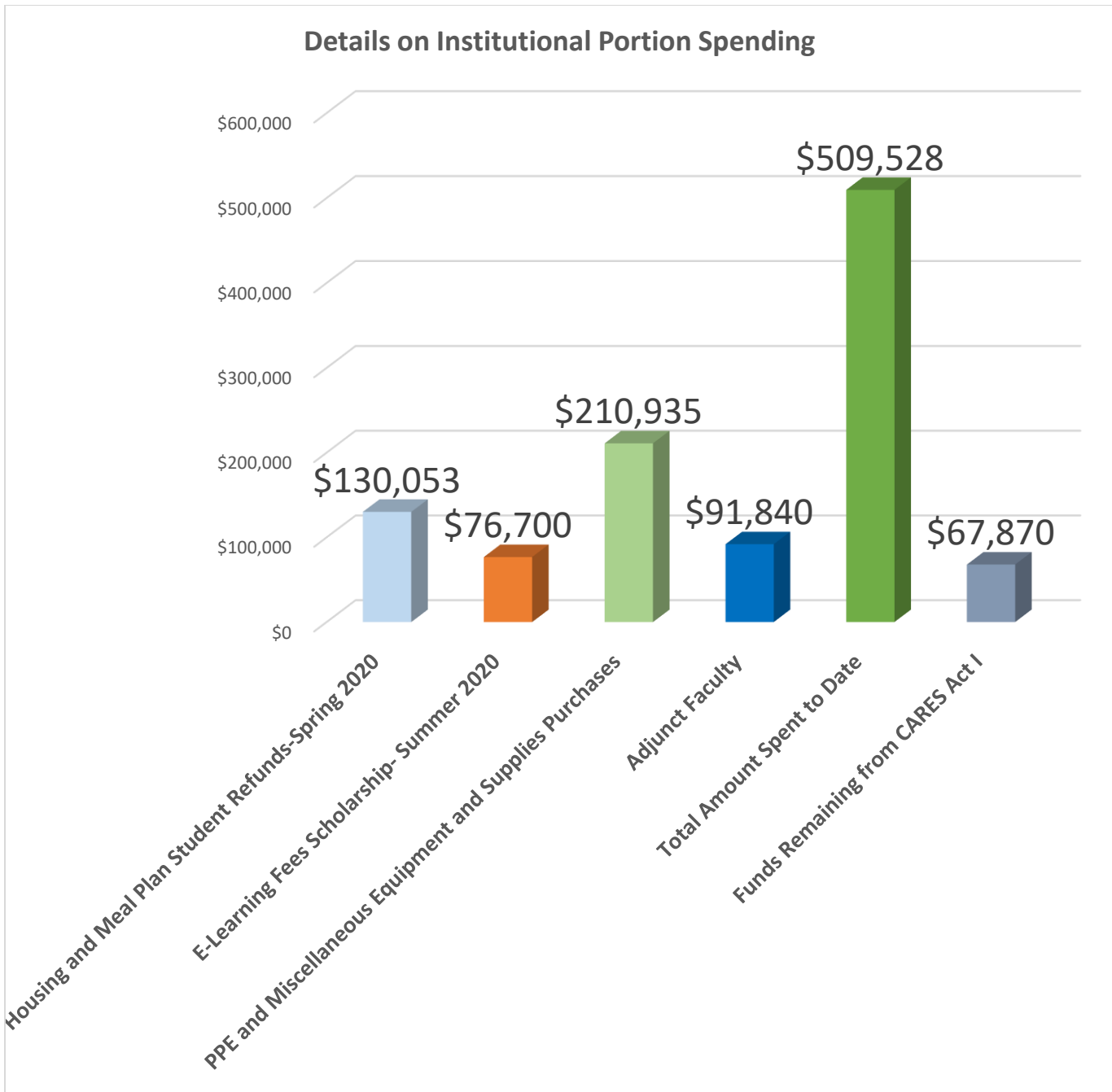
# Pierpont Community & Technical College

## CARES Act I

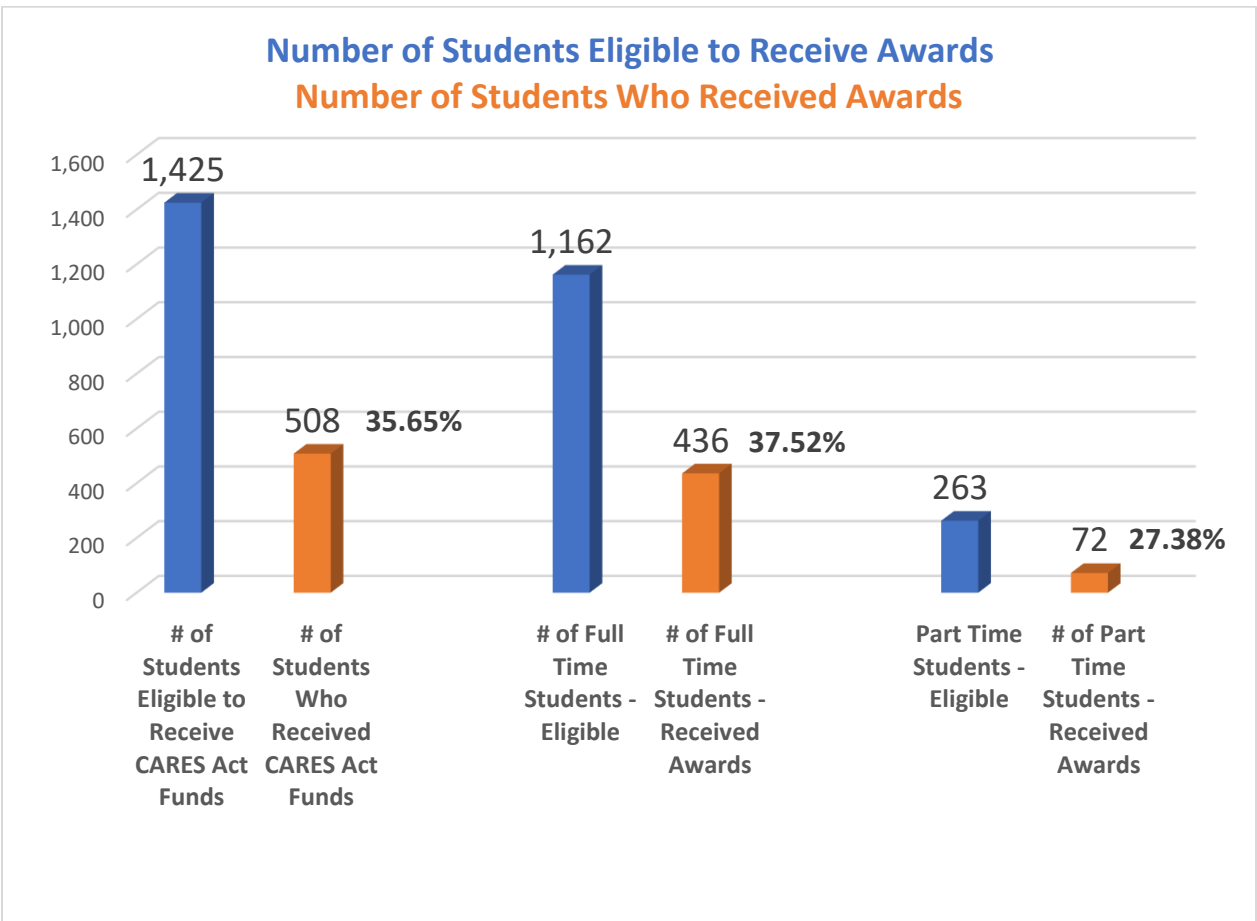
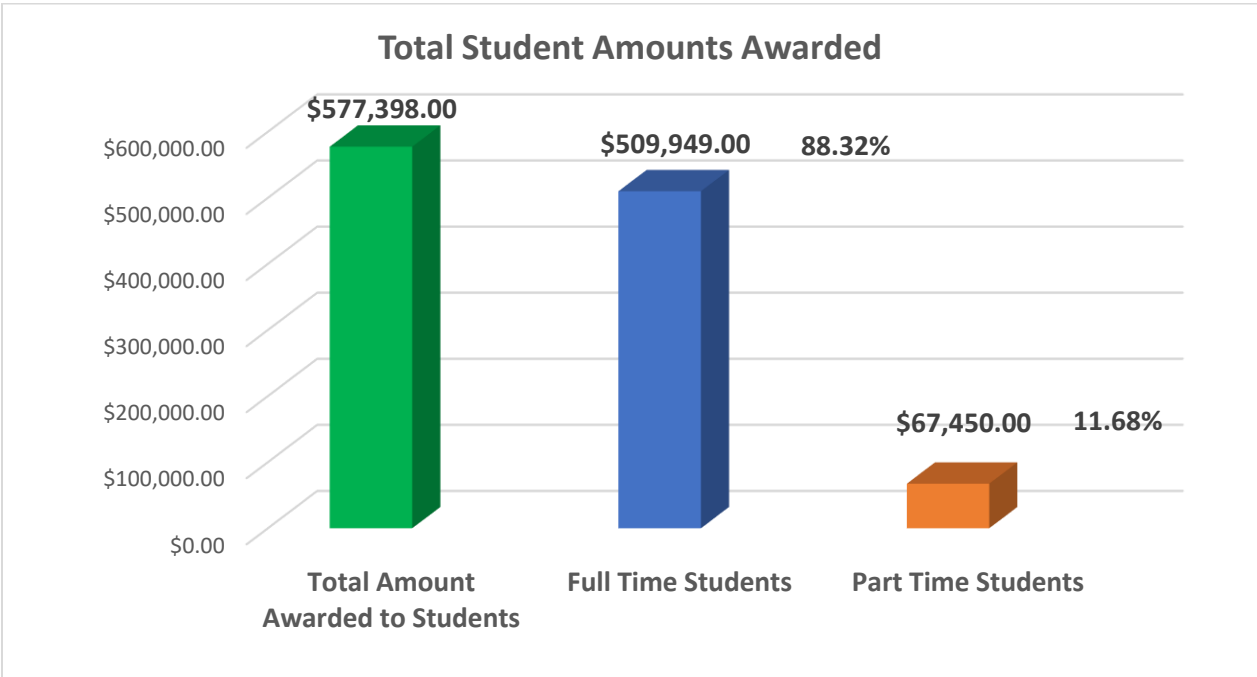
### Summary Report

January 31, 2021

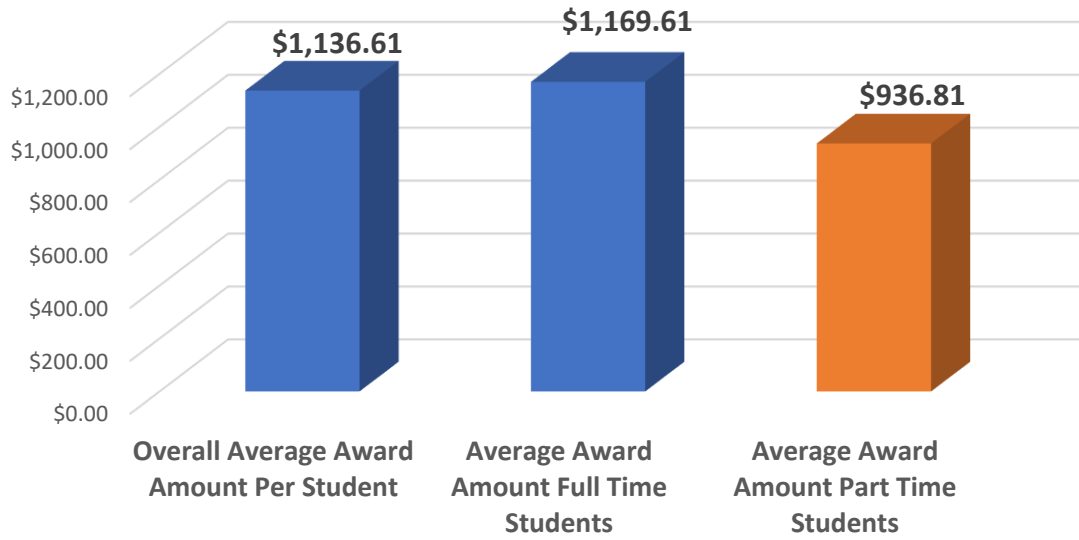
### Institutional Portion \$577,398



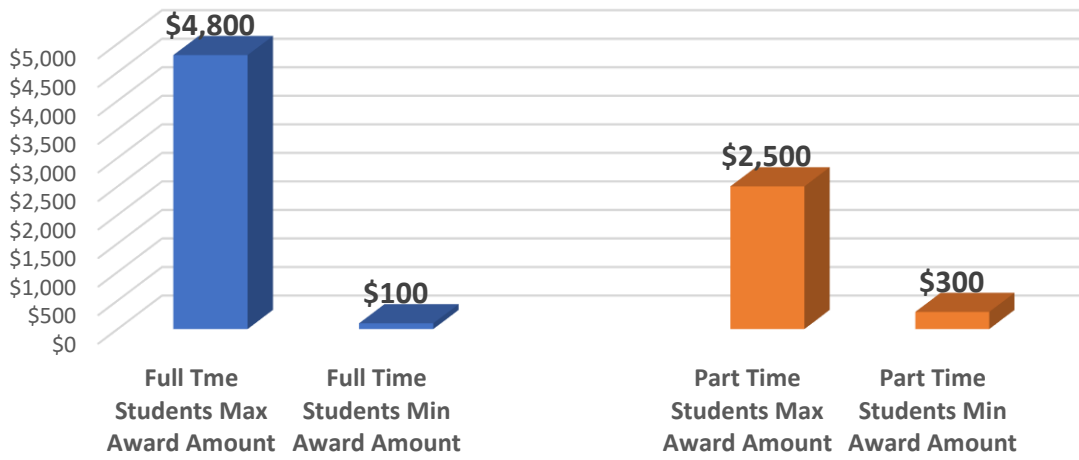
## Student Portion - \$577,398



### Average Award Amounts



### Maximum and Minimum Award Amounts



### Enrollment Status of Students Receiving CARES Act Funds

