



*BOARD*

*OF*

*GOVERNORS*

February 25, 2014

# Schedule/Agenda

## Meeting of the Pierpont Community & Technical College Board of Governors

February 25, 2014

Pierpont Center at Veteran's Square  
320 Adams Street, Room 112, Fairmont, WV

**1:30 PM**      **Regional Academics Committee Meeting**  
*Pierpont Center at Veterans Square*

Members:

Vacant (*Chair*)  
Jessica Cale (*Student Representative*)  
Earl McConnell  
Gene Weaver

Staff Resource:

Jeanie Hawkins  
Leslie Lovett

**1:30 P.M.**      **Marketing Committee Meeting**  
*Pierpont Center at Veterans Square*

Members:

Sharon Shaffer (*Chair*)  
Linda Aman  
Beverly Jones  
Chip VanAlsborg

Staff Resource:

Ron Weist

**2:00 PM**      **Full Board Meeting**  
*Pierpont Center at Veterans Square  
CWE, Room 112*

**Legislated purpose for Pierpont  
Community and Technical College**

**H. B. 3215 – establishing community  
colleges, 18B – 3C-8 Legislative  
findings and intent**

*“The primary goal of the Legislature is to create a statewide network of independently accredited community and technical colleges that focus on technical education, workforce training, and lifelong learning for the Twenty-First Century.”*

*“A necessary precedent to accomplishing the legislative goal is to change the way that leaders at all levels of education, including institutional governing boards, view community and technical colleges. Specifically, that the mission of technical colleges is different from that of traditional four-year colleges in what they accomplish and how they can achieve it effectively and that the state cannot compete successfully in today’s information-driven, technology-based economy if community and technical colleges continue to be viewed as add-ons or afterthoughts attached to baccalaureate institutions.”*

**Pierpont Community & Technical College**  
**Board of Governors Meeting**  
**February 25, 2014**

**Call to Order**

- |   |                              |
|---|------------------------------|
| 1. Opening Comment ( <i>Chairman, Earl McConnell</i> )          |                              |
| 2. Last Call for Public Comment Sign Up                         |                              |
| 3. Board Member Commitment                                      | <i>Tab 1 – Informational</i> |
| 4. Higher Education Acronyms                                    | <i>Tab 2 – Informational</i> |
| 5. Approval of BOG Meeting Minutes ( <i>November 19, 2013</i> ) | <i>Tab 3 – Action Item</i>   |
| 6. Approval of BOG Retreat Minutes ( <i>December 6, 2013</i> )  | <i>Tab 4 – Action Item</i>   |

**Special Recognitions**

- Welcome to Lieutenant Colonel Joel E. Miltenberger, West Virginia Employer Support of the Guard and Reserve (ESGR) Coordinator with guest ESGR volunteer. Lt. Col. Miltenberger will officially present the signed Statement of Support for the Guard and Reserve to Pierpont.
  
- Congratulations to Chef Mahoney (Head Coach), Chef McCue (Asst. Coach) and the Pierpont Culinary Team (Pamela Stephens (Captain), Joseph Friend, Donald Griseto, William Prunty, and Sarah Johnson (alternate)) for qualifying for the ACF Northeast Regional Competition that will be held in Providence, RI on April 11-15. The team scored ACF Bronze Medals in the competition.
  
- Congratulations to Tracey Corbin, EMS Instructor, for being named the 2013 Outstanding EMS Educator by the Marion County Rescue Squad.
  
- Special Recognition to Leslie Lovett, Dana Gribben, and Laura Williams for the immense work and time that they put into bringing the electronic Pierpont Academic Catalog together, and integrating it within the new Pierpont website at <http://pierpont.edu/catalogs>.

**President's Report** (*Dr. Doreen M. Larson*)

- |  |                              |
|--|------------------------------|
|  <i>Power of 32 e-newsletter ShaleNET article</i> | <i>Tab 5 – Informational</i> |
|--|------------------------------|

**Operation Reports**

1. Academic Affairs (*Leslie Lovett*)
2. Center for Workforce Education Report (*Paul Schreffler*)

3. Classified Staff Report (*Mary Jo Rutherford*)
4. Faculty Senate Report (*David Beighley*)
5. Office of Public Safety Report (*Jack Clayton*)
6. Regional Academics Report (*Jeani Hawkins*)
7. Student Government Report (*Sean Rafferty*)

### **Committee of the Whole**

- |  |                                     |
|--|-------------------------------------|
| 1. Financial Report - ( <i>CFO, Dale Bradley</i> )             |                                     |
| <i>a.</i> Oct., Nov., and Dec. 2013 Combined Financial Reports | <b><i>Tab 6 – Informational</i></b> |
| 2. Capital Projects Update – ( <i>Tom Tucker</i> )             |                                     |
| 3. Resolution for Approval of the Pierpont BOG Bylaws          | <b><i>Tab 7 – Action Item</i></b>   |
| 4. Fulfillment of Regional Academics Committee Vacant Chair    | <b><i>Tab 8 – Action Item</i></b>   |

### **Committee Reports**

- |  |                                   |
|--|-----------------------------------|
| 1. Audit/Finance Committee Report ( <i>Chair, Kyle Hamilton</i> )    |                                   |
| <i>a.</i> Resolution to Accept the 2013 Audited Financial Statements | <b><i>Tab 9 – Action Item</i></b> |
| 2. Regional Academics Committee Report ( <i>Jeani Hawkins</i> )      |                                   |
| 3. Marketing Committee Report ( <i>Chair, Sharon Shaffer</i> )       |                                   |

### **New Business**

- 🕒 North Central Advanced Technology Center Advisory Board Meeting scheduled for March 18, 2014 at 1:00 PM, Pierpont Center at Veteran’s Square CWE Room 112.

### **Old Business**

### **Public Comment**

### **Possible Executive Session**

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

\_\_\_\_\_ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving

commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

The next Board of Governors meeting will be held on March 18, 2014 - 2:00 PM – at the Pierpont Center at Veteran’s Square, CWE Room 112.

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

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

**Tab**

**1**

## Commitments by Board Members

I commit myself fully to the public trust I assume as a member of this Board.

In all matters, I commit to first seek to understand, then to be understood.

I commit to faithfully attend meetings, to be prepared to fully engage in the Board's business and to contribute my comments to the Board's discussion.

I commit to keep confidential matters confidential.

I commit to avoid any conflict of interest and to always act in a confidential manner.

I commit to consistently act in a manner, which evidences objectivity, fairness and my allegiance to the state's institutions.

I commit to refrain from making personal comments during board meetings, to be respectful of the views of others and to present my own views in a positive and constructive manner.

I commit to vote my conscience on issues brought before the Board, to voice my views in a responsible and supportive manner, to respect the final decisions of the Board and in expressing a dissenting view, to do so in a constructive manner.

I commit to honor and respect the positions of the Board chair and the President to serve as the official spokespersons for the Board.

I commit to build and maintain strong relationships with other Board members and the President, to seek the views of other Board members and to seek and accept constructive comments from other Board members and the President.

I commit to place my trust in my fellow Board members and to be worthy of their trust in return.

**Tab**

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## Acronyms Used in Higher Education

AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ACCE	Advisory Council of Classified Employees
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACE	American Council on Education
AS	Associate of Science
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATMAE	Association of Technology Management and Applied Engineering
ATE	Advanced Technical Education
BOE	Board of Education
BTG	Bridging the Gap
CAS	Certificate of Applied of Science
CASE	Council for Advancement and Support of Education
CCA	Complete College America
CCCT	Community College and Career Training
CCRC	Community College Research Center
CE	Continuing Education
CEWD	Center of Energy Workforce Development
CFWV	College Foundation of West Virginia
CITE	Center for Information Technology Education
CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education

CRD	Council for Resource Development
CTCS	Community and Technical College System
CTE	Career and Technical Education (K-12)
CUPA HR	College and University Professional Association for Human Resources
CWE	Center for Workforce Education (old terminology – now School of Workforce Development)
DOE	Department of Education
DOL	Department of Labor
EDGE	Earn a Degree Graduate Early
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
ERP	Enterprise Resource Planning
ETA	Employment Training Administration (within DOL)
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary

MTEC	Monongalia County Technical Education Center
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCATC	National Coalition of Advanced Technology Centers
NCMPR	National Council for Marketing and Public Relations
NETL	National Energy Technology Laboratory
NISOD	National Institute for Staff and Organizational Development
NSF	National Science Foundation
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
PIPE	Pierpont Institute of Energy Workforce Development of North Central WV
PSI	Power Systems Institute
RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance

SAP	German Software Corporation, <u>S</u> ystems, <u>A</u> pplications, and <u>P</u> roducts (in Data Processing) or <u>S</u> atisfactory <u>A</u> cademic <u>P</u> rogress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)
STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board (regional agency)
WVADE	West Virginia Association of Developmental Education
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
November 19, 2013  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 19, 2013, beginning at 2:00 PM at the Pierpont Center at Veteran's Square, Room 112.

Present at the meeting were Board members:

Chairman Earl McConnell, Barbara Alvarez, Linda Aman (via phone), Jessica Cale, Jim Griffin, Kyle Hamilton, Beverly Jones, Rick Pruitte, Sharon Shaffer, Jeff Tucker (via phone), Chip VanAlsborg, and Gene Weaver.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**

Chairman McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

**Approval of Minutes**

The minutes of October 15, 2013 were presented for approval. Jim Griffin offered a motion that the minutes of October 15, 2013 be approved, as presented. Kyle Hamilton seconded the motion. Discussion on the motion was opened by Sharon Shaffer.

Ms. Shaffer asked that further clarification be made on the Audit/Finance Committee item "Acceptance of Marion Regional Development Corporation Land Donation".

Ms. Shaffer asked that language addressing the motion to approve the resolution be amended. It was recommended to amend the language "moved to approve the acceptance of the MRDC donation of property" to "moved to approve the resolution to accept the MRDC donation of property".

Ms. Shaffer noted that in the Audit/Finance Committee item “Approval of FY 2014 Capital Projects” - paragraph three, there was a typographical error in the amount \$100,000. The figure was written as \$100.000 and needed corrected.

Ms. Shaffer also noted that the location of the meeting scheduled for the month of November should be written in the minutes as “the Robert C. Byrd Aerospace Education Center”, not as currently stated in the minutes at “the Pierpont Center at Veteran’s Square Executive Conference Room”. The meeting location change was made after the October 15<sup>th</sup> Board of Governors meeting occurred.

Chairman McConnell concurred that the Board Minutes for October 15, 2013 should be amended to incorporate the necessary edits.

All agreed to approve the Minutes for October 15, 2013, with the recommended modifications. Motion carried.

### **Executive Session**

A motion was made at 2:16 PM by Jim Griffin that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

### **Exiting Executive Session**

At 2:38 PM, the Board exited Executive Session. There were no items for discussion or review from Executive Session.

### **Special Recognitions/Presentations**

The Board members welcomed Mrs. Barbara Pavel-Alvarez as the newest Board of Governors member. Mrs. Alvarez will serve as the Faculty Senate Representative, finishing out the current term of Mr. Thomas Stose. Mr. Stose tendered his resignation as the Faculty Senate Board representative on October 8, 2013.

Mrs. Alvarez was sworn in as a member of the Pierpont Board of Governors by notary Cyndee Sensibaugh, prior to the Call to Order of the Board meeting.

### **President’s Report**

Dr. Larson provided a summary of the President’s goals and achievements to date. Provided below is the complete transcript of Dr. Larson’s progress report.

**Progress Report on Goals – Dr. Doreen Larson  
(November 19, 2013)**

**Goal 1: Successfully Achieve Accreditation from HLC**

- Quality Initiative project was submitted on time and is awaiting final acceptance from HLC. That report, “The Pathways QI Milestone Report” is included in your material and will be presented by Provost Lovett.
- The Assurance Report is also meeting all benchmarks and all criterion teams are writing and gathering evidence at this point.
- Attending the Fall HLC Pathways meeting in St. Charles, Illinois with the lead faculty team to identify and ensure the administrative support needed for final phase of accreditation.
- Have scheduled a discussion session with HLC representative to begin planning for ATC location and student services and Allied Health relocations
- All new locations and programs are at full approval status with HLC
- All residual location and program approval issues have been resolved
- Spring site visit is scheduled for March 3-5, 2014 (remember NO vacations!!)

**Goal 2: Achieve Enrollment Efficiency and Develop New Programs**

- Steps were put into place to facilitate spring enrollment for continuing students with good success, although overall spring enrollment is fluctuating at this time.
- A partnership for recruiting with WVU is in progress including co-marketing at MTEC
- The American Sign Language (ASL) and Sign Language Interpreter Program (ITTP) programs will be relocated entirely to MTEC to grow and promote the programs
- The “Welcome Wednesday” enrollment express event calendar is established for spring with events at Locust Avenue, Career and Technical Centers and regional Pierpont locations.
- The Airframe Structures Program graduated a class in October and will start another in January.
- The Petroleum Technology Program will continue the fall cohort and start a new cohort in spring 2014.
- Students utilizing EDGE (Career and Tech High School credits) increased from 36 last year to over 50 at this time this year.
- Students participating in Dual Enrollment with Pierpont increased this fall.
- Enrollment services positions are being filled and contiguous space in Hardway is gradually being turned over to Pierpont Enrollment Services.

**Goal 3: Maintain and Develop Facilities and Budget Resources Needed to Provide High Quality Education**

- The North ATC is fully under construction. Weekly contractor meetings are being held and benchmarks are being established.

- Final programming and interior space design, security, technology infrastructure, equipment and furnishings are now being completed by the Pierpont ATC team led by Paul Schreffler.
- Steve Leach will take the position of Transformational Leader for Pierpont to administer the \$2.3 million dollars of grant funding provided by the TAACCCT grant to Pierpont. 60% of his salary will be shifted to grant funding. Other positions are being planned and posted as appropriate.
- A full-time staff person will be located at MTEC to provide ongoing student services and additional technology infrastructure is being developed at MTEC to further expand educational options at that location.
- The Veterans Square location for Pierpont has been able to promote and support Patriot's Day celebration, Veterans Day activities and host a facility ribbon cutting. Student satisfaction with the space and the ability to create within the facility is very high.
- Replacement of the retaining wall at the Merchant Street facility is underway.
- The Budget Adjustment team successfully identified areas of savings across the campus and the budget is balanced at this time. Every area of the college contributed to the savings and salaries and promotions were maintained. One part-time position at the Cabinet level was discontinued.
- Working to promote the code change needed to utilize a per credit hour tuition option.
- Pierpont has successfully acquired over \$600,000 in state grant funding for 2013/14 and over \$100,000 in private grant and scholarship funding.
- Federal funding for 2013/14 includes \$800,000 for this fiscal year from the TAACCCT grant and \$220,000 in Perkins grant funding.
- The 1863 video project is approaching full funding.

#### **Goal 4: Implement the Strategic Priority Projects**

- Progress reports from each Academic area are included in the November Board report from Academic Affairs documenting the extraordinary work of our faculty and staff in achieving our strategic goals.
- Successfully hosted the statewide WVCCA/WVADE conference within budget and with positive reviews of the venue, speakers, and overall theme.
- Weekly "Pierpont Possibilities" updates keep the campus informed of priorities and project progress
- Strategic dashboard is in progress and will be ready for Board retreat on Dec. 6.
- Campus-wide mini retreats to discuss the priorities and begin to establish new areas of focus are being scheduled
- Planning in progress for BOG retreat on Dec. 6, 2013
- Continue to meet weekly with the Pierpont BOG Chair
- Meet monthly with the President of the Faculty Senate
- Rotating my schedule to allow for regular visits to all regional and Locust Ave. locations

### **Goal 5: Continue Strong Community Engagement**

- The United Way Golf outing coordinated by Pierpont exceeded last year's revenues
- Pierpont supported the Black Heritage Festival Youth Night and Saturday events
- Pierpont provided giveaways and information at the weekly Fairmont Farmers Market events
- Pierpont partnered with WBOY- TV to highlight 5 high school games in the region. Pierpont provided a tent, giveaways and "Monty" at the games.
- Breakfast on Patriot Day was provided by Pierpont
- Coffee, hot chocolate and cookies were provided by Pierpont for Veterans Day in Fairmont. Pierpont sponsored the Veterans Day breakfast in partnership with the South Fairmont Rotary.
- We purchased and placed patriotic lighting on the Veterans Plaza
- Hosted a successful ribbon-cutting and open house for Veterans Square facility

### **Goal 6: Facilitate Productive Relations with FSU**

- Established regular meetings of President, Provosts and CFOs from Pierpont and FSU
- Independent Banner instance remains on schedule
- 2013/2014 Chargeback agreement is nearing agreement
- Agreement mutually drafted regarding the instructional chargeback rate
- Agreement has mutually drafted regarding staff shifts and chargebacks for 2013/14
- MOU has been drafted with the Fairmont State Foundation for interim services
- Asset allocation from the Fairmont State Foundation to Pierpont has been negotiated
- Awaiting final space designation decisions from FSU

### **President's Activities:**

- Board member of Youth Academy
- Board member of Seven Stories Theater Association
- Executive Board member of the Marion Chamber of Commerce
- Executive Board member of the WV Women's Health Initiative
- Co-Chair of the North Central West Virginia CTE/CTC Consortium
- Chair of the Chancellors subcommittee on Cross Counseling for Middle School Students
- President of the WV Chapter of the American Association of Community Colleges
- Member of the AACC Commission on Diversity, Equity, and Inclusion
- Selected to the spring slate for the AACC Board of Directors
- Continue to attend numerous local community events
- Continue to compete in local races
- Continue to participate in student/intramural activities
- Hosted the fall dinner for the Student Government officers
- Continued professional development in communication technology and rural community college issues



End.

Chairman Earl McConnell complimented Dr. Larson on the outstanding job that she is doing for Pierpont. Mr. McConnell recognized the great success of the WVCCA WVADE Conference that Pierpont hosted for the state in late October, and on the Veteran's Day activities held at Veteran's Square with the free hot cocoa and cookies for the public.

## **Operation Reports**

- Leslie Lovett provided an in-depth annual Strategic Plan Report for Academic Affairs outlining each of the schools progress on their strategic priorities. The complete report was provided to the Board in the November Board Book.
- Paul Schreffler presented the Center for Workforce Education Report and provided detail in the November Board Book.
- Mary Jo Rutherford provided the Classified Staff Report
- No Faculty Senate Report provided
- Jessica Cale provided the Student Government Report in Sean Rafferty's absence

## **Committee of the Whole**

### ➤ *Financial Report*

Dale Bradley provided for review, the Combined Financial Report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for FY 2014 as of September 30, 2013. Complete detail was provided in the November 19, 2013 Board of Governors book.

### ➤ *Pathways Quality Initiative Milestone Report*

Leslie Lovett provided a review of the Higher Learning Commission (HLC) Pathways Cohort 2 Quality Initiative Milestone Report. Projects include: Practical, Possible, General Education and Developmental Math Redesign. Complete detail of the report was provided in the November 19, 2013 Board of Governors book.

Dr. Larson thanked Leslie for her dedicated, professional work with the HLC Pioneer Pathways project.

### ➤ *Pierpont Board of Governors Delegation of Powers to the President*

Cyndee Sensibaugh presented a Resolution to the Board for approval of the agreement enumerating the powers, duties, and responsibly of the Board of Governors, and the

powers, duties and responsibilities of the President of Pierpont Community & Technical College. The duties outlined in the agreement represent control of all broad institutional policy, the day-to-day operation of the institution, and the implementation of policy.

The designated powers are set forth in the West Virginia Code 18B-2A-4 for each public higher institution in the state.

Sharon Shaffer moved to approve the Resolution to accept the agreement enumerating the powers, duties, and responsibly of the Board of Governors, and the powers, duties and responsibilities of the President of Pierpont Community & Technical College. Rick Pruitte seconded the motion. All agreed. Motion carried.

## **Committee Reports**

### ➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, began his report by welcoming all Board members to attend the Audit/Finance Committee meetings. Mr. Hamilton yielded to Doreen Larson.

#### A. Request WV Code Change – Per Credit Hour Tuition

Doreen Larson presented a Resolution that the Pierpont Board of Governors requests a legislative change to *WV State Code §18B-10-1 Enrollment, tuition and other fees at education institutions; refund of fees*, to allow each governing Board of each community college to enact the tuition model most appropriate for their community of students. A copy of this Code was provided in the November Board book.

In October 2013, the WV CTCS Board of Governors Community College Chair Association unanimously agreed to advocate for a change in the code language that would provide an option to charge tuition for every credit a student receives. Each Board will review their unique student demographics, funding sources and circumstance, and tuition rates to determine the model best suited for their institution and its students.

Kyle Hamilton moved to approve the Resolution that the Pierpont Board of Governors requests a legislative change to *WV State Code §18B-10-1 Enrollment, tuition and other fees at education institutions; refund of fees*, to allow each governing Board of each community college to enact the tuition model most appropriate for their community of students. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

B. Amendment to President’s Contract for Cell Phone Stipend

Dale Bradley brought forth a Resolution that the Pierpont Board of Governors approve a change to President Dr. Doreen Larson’s annual compensation contract to eliminate a cell phone stipend, effective October 31, 2013. This contractual amendment is from recommendations developed by the Budget Planning Committee tasked with establishing a comprehensive budget reduction plan. This recommended reduction will represent \$9,400 annual savings and impact a total of 17 employees.

Kyle Hamilton moved to approve the Resolution to change to President Dr. Doreen Larson’s annual compensation contract to eliminate a cell phone stipend, effective October 31, 2013. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

➤ *Off Campus/Regional Academics Committee Report*

No Report.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that the marketing firm Manahan Group has been hired and a new marketing plan and budget has been developed. The marketing plan will focus on community partnerships, increasing enrollments, and reaching students at technical centers and non-traditional students. Progress in this area will be tracked as we move forward.

**Public Comment**

No signatures were recorded.

**New Business**

Jim Griffin gave a moment of recognition and thanks to Tom Stose, outgoing Board of Governors member, and noted that he was of great value to the Board. Chairman McConnell and the Board concurred.

As Mr. Stose was the Chair of the Regional Academics Committee, consideration will be given soon to fill this vacancy.

**Old Business**

No old business.

### **Adjournment and Next Meeting**

There being no further business, Chip VanAlsburg made a motion to adjourn. Jim Griffin seconded the motion. All Agreed. The Board meeting was adjourned at 3:30 PM.

The Pierpont Board of Governors Retreat will be held on December 6, 2013 at 8:00 AM at the Robert H. Mollohan Building.

The North Central Advanced Technology Center Advisory Board Meeting will also be held at the BOG Retreat at 2:30 PM.

**Tab**

**4**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS RETREAT**  
**December 6, 2013**  
**8:30 AM – Robert H. Mollohan Building**

**MINUTES**

The Pierpont Community & Technical College Board of Governors held a working retreat on December 6, 2013, beginning at 8:30 AM at the Robert H. Mollohan Building.

Board of Governors members present were: Chairman Earl McConnell, James Griffin, Kyle Hamilton, Beverly Jones, Barbara Pavel-Alvarez, Jeff Tucker, Chip VanAlsburg.

Board of Governors members absent were: Linda Aman, Jessica Cale, Rick Pruitte, Sharon Shaffer, and Gene Weaver.

President's Cabinet members present were: President Dr. Doreen Larson, Dale Bradley, Sarah Hensley, Steven Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Guests included: Pierpont Deans and faculty.

**President's Presentation**

Dr. Larson welcomed all to the third annual Pierpont Board of Governors Retreat and asked everyone to give personal introductions.

**Review of Proposed Draft of the Pierpont Board of Governors Bylaws**

Mr. Steve Leach reviewed the proposed draft of the Pierpont Board of Governors Bylaws with the Board members. Recommendations were made for revisions to the draft. Once revisions have been made in tracking format, an amended draft will be sent to the Board members. Final approval of the Bylaws draft will be due on Friday, December 13<sup>th</sup>.

The Pierpont Board of Governors Bylaws final draft will be presented as a Resolution for approval at the February 2014 Board of Governors meeting.

**Approval of Audit/Finance Committee Meetings Minutes**

Mr. Dale Bradley presented for review and approval, by the Audit/Finance Committee members, the minutes of the meetings held on November 5, 2013 and December 4, 2013.

Mr. Jim Griffin offered a motion to approve the November 5, 2013 Audit/Finance Committee Meeting minutes, as presented. Mr. Jeff Tucker seconded the motion. All agreed. Motion carried.

Mr. Jim Griffin offered a motion to approve the December 4, 2013 Audit/Finance Committee Meeting minutes, as presented. Mr. Jeff Tucker seconded the motion. All agreed. Motion carried.

### **Selection of FORC Committee Members**

The December 8, 2009 E & G Joint Ownership and Joint Use Agreement, by and between Pierpont Community & Technical College and Fairmont State University, provides the guidelines for the selection of Facility and Operations Resolution Committee (FORC) Members.

The FORC will address facility or operational issues that are not able to be resolved by the administrations of the respective institutions. These issues may be referred, by mutual agreement of the two presidents of the institutions, to the FORC. The FORC will consist of five (5) members, they are:

Two (2) members of the FSU BOG appointed by the chair of the FSU BOG  
Two (2) members of the Pierpont BOG appointed by the chair of the Pierpont BOG  
One (1) chair who shall serve annually and who shall be the chair of the respective BOG

Alternately, each year, from January 1 to December 31, the chair of the FORC shall be the governing chair of one of the institutions. At the end of the current FORC chair's term, the other institution's chair will then serve for a one year term as the FORC chair.

Should Earl McConnell, Pierpont chair, become the FORC chair, the Pierpont Board nominated Beverly Jones and Chip VanAlsborg to serve on the FORC.

Should the FSU Board chair become the FORC chair, the Pierpont Board nominated Earl McConnell and Chip VanAlsborg to serve on the FORC.

Discussion took place on the importance of a Board layperson or Board institutional member serving on the FORC.

Chairman McConnell will consider the nominations and decide by Monday, December 9, 2013 on the appointments to the FORC.

## **Independent Auditor's Report for Year End June 30, 2013**

Kyle Hamilton distributed and reviewed the Audit Report for Year End June 30, 2013. The Audit was performed by Suttle & Stalnaker, CPAs, who rendered an unqualified opinion. Recommendations were discussed and the final report will be presented officially to the Board at the February 2014 Board of Governors meeting.

## **Higher Learning Commission Accreditation Visit – Review and Prep**

Leslie Lovett introduced Pierpont's HLC criteria team members and leaders. The HLC Accreditation visit is scheduled to take place on March 3 – 5, 2014. Mrs. Lovett provided a proposed review of the HLC auditor's agenda and schedule.

Mrs. Lovett discussed the procedures for the preparation and uploading of required documentation for HLC. She then prepared the Board with a question and answer dialog on topics that will be asked by the HLC auditors during their visit, and asked the Board to make themselves available during this time.

## **Roundtable Review and Suggestions by Criterion**

The Board members, the President, the President's Cabinet and Council, faculty and staff participated in breakout sessions to develop the evidence needed to comply with each of the five HLC Criteria. A report from each breakout was given.

## **Advance Technology Center Advisory Board Meeting**

The quarterly ATC Advisory Board meeting was held at the Board Retreat. Minutes are provided separately from this record.

## **Board of Governors, Provost, CFO, and President – Review of FSU Meetings and Open-Ended Discussions.**

A group discussion was held to focus on improving communications between Pierpont and Fairmont State.

## **Adjournment and Next Meeting**

There being no further business, the retreat adjourned at 5:00 PM. The next scheduled Board of Governors meeting will be held on February 18, 2014 at 2:00 PM in the Pierpont Center at Veteran's Square Board Room.



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

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

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FEB 6, 2014 | EDUCATION

### ShaleNET: Building Capacity for High Demand Jobs



A key initiative of the Power of 32 is to match education programs to jobs with the goal of increasing gainful employment across the region. A very successful strategy to achieve this goal is ShaleNET — launched in 2010 with a \$4.964M Community Based Job Training grant awarded to Westmoreland County Community College by the US Department of Labor Employment and Training Administration.

According to Laura Fisher, senior vice president, workplace and special projects at the Allegheny Conference on Community Development, the original ShaleNET grant was focused on noncredit, pre-employment, entry level training to respond quickly to oil and natural gas industry needs. This original grant exceeded all of its benchmarks and goals. In just 26 months, ShaleNET served over 9,500 people and, with 20 recognized training providers in four states, the program has trained over 3,000 people and more than 1,650 are employed in the industry.

In October 2012, a second \$15M grant was received to build capacity for the highest demand occupations in upstream, midstream, and downstream activities.

"The second federal grant expands ShaleNET to continue developing the education pipeline to help people build a long-term career," explains Fisher. "The grant is being used to align certificate and two-

year degree programs in a stackable credential model that will meet many different occupational needs across all natural gas."

ShaleNET uses a hub and spoke system for delivering training. Pennsylvania College of Technology, the lead for the new \$15M ShaleNET grant, and Westmoreland Community College have recently been joined by two new Hubs — Navarro College in Corsicana, TX and Stark State College in Canton, OH.

ShaleNET's success is a result of collaborative model. "We start with industry input to determine the occupational needs and then build out the capacity in our education and training community to address increasing demand across other occupations," says Fisher.

"We are really looking at where the industry demand is and then trying to align our education and training system to be able to respond quickly and effectively; and that's what we seeing happening," she adds.

ShaleNET has had a major impact on the region by training and employing people who already live here and by attracting people to the region. "We have had a lot of success in getting underemployed people and veterans into jobs," says Fisher.

"Initially, because these are a high-skilled, high demand occupations, there was talk that people would be coming from Texas and Oklahoma," recalls Fisher. "What we now see is that the vast majority of people working in the natural gas industry in our region are local. And what's also interesting is that there are people who have moved here permanently, so we are also growing our overall tax base and our skilled working population."

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## Recent News & Updates

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FEB 6, 2014 | EDUCATION

### Matching Education to Jobs



A key player in the drive to match education to jobs is Pierpont Community & Technical College in Fairmont, WV, a training provider for ShaleNET.

"I can't overstate how important it is to match education to real jobs and to take a regional approach to break down barriers that exist within states and across lines," says Dr. Doreen Larson, president of Pierpont. "Because so many employers are crossing the region, we can tell our students that they might not be able to stay in West Virginia, but they can stay in the region."

Pierpont can also tell students that its two energy-related programs have 100% employment rates for graduates.

One program is the Power Systems Institute (PSI) Associate of Applied Science degree in Electric Utility Technology, a unique, two-year program, in partnership with First Energy, which combines classroom learning with hands-on training. Students who successfully complete the program are well qualified for careers, such as line workers and substation electricians, in the electric utility industry.

According to Dr. Larson, the program is truly regional and is offered at community colleges in West Virginia, Maryland and Ohio. First Energy provides the technical training onsite and then the community colleges provide wrap around education (for in-state tuition rates) in general studies, math and physics resulting in an Associate Degree.

Another program at Pierpont with excellent employment opportunities

is the Associate of Applied Science degree program in Petroleum Technology. This regional one-year certificate program is designed to prepare students for technician-level jobs in the upstream and midstream segments of the oil and gas industry. Like the Power Systems Institute, the program combines courses in general education with courses specific to the petroleum industry. Pierpont partnered with West Virginia Northern Community College in Wheeling to offer the program.

A large part of the success of this program is a result of collaboration between the colleges and the industry. With a combination of industry investment and grants, Pierpont is building an Advanced Technology Center, with drilling simulation, being constructed at an Industrial Park off I-79.

"To work with companies you have to take a regional approach," adds Larson. "That's the way they think and that's the way the economy works; the economy doesn't start and stop at a border."

In the end, these programs have had an economic impact on the region. "We are keeping talented and bright people in the region and developing a pipeline into good jobs."

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### Linking Talent to Opportunity



In 2010, Patrick Gerity, vice president for continuing education, workforce and community development at Westmoreland County Community College (WCCC), and Byron Kohut, director for the Western Hub ShaleNET at WCCC, were successful in receiving a \$4.964M grant from the US Department of Labor Employment and Training Administration. The result of that grant was the creation of ShaleNET, a workforce and continuing education program to address recruitment, training, placement, and retention for high priority occupations in the natural gas and oil drilling and production industry.

ShaleNET has four major partners that developed the ShaleNET training program: WCCC, Pennsylvania College of Technology, the Allegheny Conference on Community Development and the PIOGA (Pennsylvania Independent Oil & Gas Association).

"We've been running the program in PA, OH, WV and NY for the past three years and we have trained over 3,000 students," says Gerity.

Now, Gerity and Kohut are working with the original ShaleNET partners, plus two new partners — Navarro College (TX) and Stark State College (OH) on a second \$15M grant that expands the program to offer Certificate Associate degrees.

One key offering is the Petroleum and Industrial Process Operations Technology (PIPOT) program, which addresses four skilled jobs in the natural gas and oil industry – measurement, instrumentation, controls

and electronics. Another offering is the Mechatronics System program, which is more tailored to the manufacturing process.

What's more, WCCC is in the final five months of construction for a new 72,000-square-foot Advanced Technology Center at the former Sony Technology Center in Mt. Pleasant, Westmoreland County, PA. According to Gerity, the technology center and the technology programs create a pipeline to good jobs.

Gerity and Kohut work on a daily basis with the gas, oil and manufacturing industry regionally and nationally to provide the curriculum and help determine the need. "The curriculum we have developed has been vetted by the industry," says Gerity. "We want to make sure that we are preparing our student for the jobs that these companies have; we want them to hire our graduates."

Over the last three years, WCCC has built a valuable, regional network in the energy industry.

"We also work with the industry by providing a forum for the gas and oil industry to address the community," adds Kohut. "We have meetings every quarter and an annual forum that gives stage to the gas industry. The audience is other industry, government officials, higher education and community members. It's an opportunity to talk about the technical needs of the industry."

At a recent meeting, an energy rep superintendent told Kohut that WCCC's program is forging relationships with industry at an unprecedented rate. "We have the tech workforce that they need to hire," Kohut says. "The role of community college is to provide rapid response for entry-level, good paying jobs based on Certificate and Associate degrees."

The goal of WCCC and ShaleNET to link talent to opportunities has a positive impact on the region.

"There is a talent shortage here," Gerity concludes. "And we want to build capacity to meet those needs. We are on a ground floor level, but as companies move in to the region, it's our students that will leave these programs and get these jobs."



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FEB 6, 2014 | EDUCATION

### Partnership to Create Educational Programs



In December 2013, Chevron and [Benedum Foundation](#) and [Western Area Career and Technology Center](#) (WACTC) announced a partnership to create educational programs to support the oil and gas industry.

According to James Denova, vice president of the Claude Worthington Benedum Foundation, "the grant will be used to create a technical college that will offer Associates degrees in welding and advanced manufacturing, which are high demand occupations in the energy field. WACTC will be one of three high school career centers in the region to start a privately licensed technical college."

Read a recent article about the partnership by Justine Coyne in the [Pittsburgh Business Times](#).

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**Board of Governors  
Financial Report FY 2014  
Pierpont Community & Technical College  
as of October 31, 2013**

**SUMMARY:**

The projected effect on net assets for FY 2014 as of October 31, 2013 is an increase of \$133,438. However, this amount also includes a Board approved spend down of \$3,174,427 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$3,040,989).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of October 31, 2013 is \$133,438. This represents a budget increase of \$47,778 from the September 30, 2013 Financial Report. As of this report date, approximately 45% of projected tuition and fees revenue and approximately 38 % of overall revenues have been realized while approximately 15% of operating expenses have been incurred. The primary budget changes that impacted the budget from the September 30, 2013 Report, are as follows:

- **Operating Revenues Budget:**
  - Increased by \$10,796. The significant activities accounting for this change are as follows:
    - The “Tuition and Fees” revenue budget controlled by the Fund Managers increased by \$7,818. This is the result of recognition of increased course fee revenue in the Off Campus North Organization.
    - The “Other Operating Revenue” budget controlled by the Fund Managers increased by \$2,978. This is the result of recognition of increased revenue in the North Central District Consortium Organization.
- **Operating Expenses Budget:**
  - Decreased by (\$41,231). The significant activities accounting for this change are as follows:
    - The “Salaries” expense budget controlled by the Fund Managers increased by \$1,471 due to a transfer of budget from supplies to labor in the Flight Program.
    - The “Benefits” expense budget controlled by the President decreased by (\$14,484) due to PEIA updates to full time positions. This was offset by a \$161 increase in the Fund Manager “Benefits” expense budget associated with the above transfer from supplies to labor. The net effect was a decrease of (\$14,323) to the “Benefits” expense budget.
    - The “Student Financial Aid-Scholarships” expense budget increased by \$11,500 within the North Central District Consortium Org. This increase was offset by decreases to supplies as well as other operating revenue updates.
    - The “Supplies and Other Services” expense budget decreased by (\$4,835) due to a variety of budget transfers.

- The “Equipment Expense” expense budget decreased by (\$1,750) to correct negative budget lines and was offset as a part of the above transfers associated with supplies.
  - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$42,924) due to the transfer of budgets across a variety of areas for the University and the result of PEIA updates to full time employees and vacant positions.
  - The “Assessment for Operating Costs” expense budget increased by \$9,629 primarily due to budget reduction plan changes at the Caperton Center. A full time and part time custodial position were reduced to zero and replaced by contracted services.
- **Transfers & Others**
    - Increased by \$4,250. This was due to the following change:
      - The “Indirect Cost Recoveries” budget decreased by (\$4,250) due to the removal of a budget carried forward by the grants/accounting office. This update was offset by an equal decrease to supplies expense.
      - The “Transfer for Capital Projects” increased by \$2,801,131 as a result of the Board Approval of reserve funding for the construction of the Advanced Technology Center.
      - The “One Time Use of Reserves” increased by \$2,801,131 to cover the funds transferred for the construction of the Advanced Technology Center.

Of the adjusted projected effect on net assets of an increase of \$133,438 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$133,439; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$1) with Board approved spending of \$3,174,427 in cash reserves. The Year-To-Date Actual Budget Balance is \$2,528,287.

**RESTRICTED FUNDS:**

The Budget Balance as of October 31, 2013 is \$1,024. This represents no change from the September 30, 2013 report, however there were a variety of changes within the operating revenue and operating expenses with the recognition of Year One(1) of the Trade Adjustment Assistance Community College and Career Training (TAA CCCT) Grant of \$978,776 and a \$12,000 Perkins Program of Study Grant.

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

Current Unrestricted

As of October 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	10,051,808	9,836,453	4,384,975	44.58
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	1,109,517	488,223	44.00
	Operating Costs Revenue	147,418	137,596	0	0.00
	Support Services Revenue	285,524	269,299	0	0.00
	Other Operating Revenues	441,447	378,534	108,344	28.62
	<b>Total:</b>	<b>13,466,523</b>	<b>13,143,989</b>	<b>4,981,541</b>	<b>37.90</b>
<b>OPERATING EXPENSE</b>	Salaries	6,981,332	7,021,166	1,724,727	24.56
	Benefits	1,562,905	1,512,962	349,455	23.10
	Student financial aid-scholarships	140,844	158,344	115,005	72.63
	Utilities	13,199	12,999	4,839	37.22
	Supplies and Other Services	2,774,211	2,573,111	528,999	20.56
	Equipment Expense	168,231	246,089	93,005	37.79
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	34,728	25.00
	Assessment for Faculty Services	1,357,439	1,357,439	9,930	0.73
	Assessment for Support Services	3,347,820	3,032,044	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	0	0.00
	Assessment for Auxiliary Fees & Debt Service	1,127,737	1,109,517	0	0.00
	Assessment for Operating Costs	2,198,885	2,205,995	(12,849)	(0.58)
	<b>Total:</b>	<b>19,964,337</b>	<b>19,543,749</b>	<b>2,847,837</b>	<b>14.57</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,497,814)</b>	<b>(6,399,761)</b>	<b>2,133,704</b>	<b>(33.34)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,810,425	7,810,425	3,280,379	42.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	2,617	36.37
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	0	0.00
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,277,837</b>	<b>3,282,996</b>	<b>52.30</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Transfers for Financial Aid Match	(61,006)	(61,006)	(30,503)	50.00
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	326,733	3,174,427	0	0.00
	<b>Total:</b>	<b>219,977</b>	<b>255,362</b>	<b>(2,888,413)</b>	<b>(1,131.11)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>133,438</b>	<b>2,528,287</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>0</b>	<b>133,438</b>	<b>2,528,287</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,056,925</b>	<b>5,056,925</b>		
<b>Less: USE OF RESERVE</b>		<b><u>326,733</u></b>	<b><u>3,174,427</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,730,192</u></b>	<b><u>2,015,936</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

\* Unrestricted Net Asset Balance is 27.43% of the current budgeted total operating expense. Management has established a target of 15% or \$2,765,135 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 October 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,832,006	8,808,006	4,019,819	45.64
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	137,596	0	0.00
	Support Services Revenue	285,524	269,299	0	0.00
	Other Operating Revenues	352,683	286,792	99,681	34.76
	<b>Total:</b>	<b>11,030,220</b>	<b>10,914,282</b>	<b>4,119,500</b>	<b>37.74</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,632,008	6,721,866	1,645,458	24.48
	Benefits	1,509,007	1,465,932	337,162	23.00
	Student financial aid-scholarships	140,844	146,844	113,505	77.30
	Utilities	12,899	12,899	4,774	37.01
	Supplies and Other Services	1,922,193	1,836,880	411,647	22.41
	Equipment Expense	61,838	181,308	68,881	37.99
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	34,728	25.00
	Assessment for Faculty Services	1,357,439	1,357,439	9,930	0.73
	Assessment for Support Services	3,347,820	3,032,044	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	0	0.00
	Assessment for Operating Costs	2,198,885	2,205,995	(12,849)	(0.58)
	<b>Total:</b>	<b>17,474,667</b>	<b>17,275,291</b>	<b>2,613,236</b>	<b>15.13</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,444,447)</b>	<b>(6,361,009)</b>	<b>1,506,263</b>	<b>(23.68)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,810,425	7,810,425	3,280,379	42.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	2,617	36.37
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	0	0.00
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,277,837</b>	<b>3,282,996</b>	<b>52.30</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	(30,503)	50.00
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	277,616	3,078,747	0	0.00
	<b>Total:</b>	<b>166,610</b>	<b>216,611</b>	<b>(2,831,633)</b>	<b>(1307.25)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>133,439</b>	<b>1,957,626</b>	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,329,289	4,329,289		
Less: USE OF RESERVE		<u>277,616</u>	<u>3,078,747</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,051,673</u>	<u>1,383,981</u>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

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

As of October 31, 2013

Page 5P

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,219,802	1,028,447	365,156	35.51
	Other Operating Revenues	88,764	91,742	8,663	9.44
	<b>Total:</b>	<b>1,308,566</b>	<b>1,120,189</b>	<b>373,819</b>	<b>33.37</b>
<b>OPERATING EXPENSE</b>	Salaries	349,324	299,300	79,269	26.48
	Benefits	53,898	47,030	12,292	26.14
	Student financial aid - scholarships	0	11,500	1,500	
	Utilities	300	100	64	64.20
	Supplies and Other Services	852,018	736,231	117,351	15.94
	Equipment Expense	106,393	64,781	24,124	37.24
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,361,933</b>	<b>1,158,941</b>	<b>234,601</b>	<b>20.24</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(53,367)</b>	<b>(38,752)</b>	<b>139,218</b>	<b>(359.25)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	95,680	0	0.00
	<b>Total:</b>	<b>53,367</b>	<b>38,751</b>	<b>(56,779)</b>	<b>(146.52)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(1)</b>	<b>82,439</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>723,456</b>	<b>723,456</b>		
<b>Less: USE OF RESERVE</b>		<b><u>49,117</u></b>	<b><u>95,680</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>674,339</u></b>	<b><u>627,775</u></b>		



Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending October 31, 2013

<b>New Grant Funds</b>	<b>990,776.00</b>
Trade Adjustment Assistance Community College and Career Training Grnt (TAACCCT) Year 1	978,776.00
Perkins Program of Study Grant	12,000.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>-</b>
<b>Net Change</b>	<b>-</b>

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending October 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,907,294	5,276,056	37.94
	State/Local Grants and Contracts	4,144,425	4,131,904	1,473,923	35.67
	Private Grants and Contracts	756,414	801,414	331,200	41.33
	Other Operating Revenue	0	0	0	
	<b>Total:</b>	<b>17,829,357</b>	<b>18,840,612</b>	<b>7,081,179</b>	<b>37.58</b>
<b>OPERATING EXPENSE</b>	Salaries	1,170,667	1,658,072	154,710	9.33
	Benefits	124,698	138,409	25,546	18.46
	Student financial aid-scholarships	23,573,120	23,573,120	9,313,436	39.51
	Supplies and Other Services	534,686	588,798	133,418	22.66
	Equipment Expense	426,435	850,664	87,482	10.28
	<b>Total:</b>	<b>25,829,606</b>	<b>26,809,062</b>	<b>9,714,592</b>	<b>36.24</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,000,249)</b>	<b>(7,968,450)</b>	<b>(2,633,413)</b>	<b>33.05</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	2,979,795	37.25
	Investment Income	0	(0)	(0)	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>2,979,795</b>	<b>37.25</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(33,283)	(91,532)	(61,882)	67.61
	Transfers for Fin Aid Match	61,006	61,006	30,505	50.00
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(1)	(1)	
	<b>Total:</b>	<b>26,619</b>	<b>(30,526)</b>	<b>(31,378)</b>	<b>102.79</b>
<b>BUDGET BALANCE</b>		<b>26,370</b>	<b>1,024</b>	<b>315,005</b>	
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,568,792</b>	<b>1,568,792</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,595,162</b>	<b>1,569,816</b>		

**Board of Governors  
Financial Report FY 2014  
Pierpont Community & Technical College  
as of November 30, 2013**

**SUMMARY:**

The projected effect on net assets for FY 2014 as of November 30, 2013 is an increase of \$254,789. However, this amount also includes a Board approved spend down of \$3,174,427 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,919,638).

**NOTE: No chargeback revenue (payment for services to FSU) or chargeback expenditures (payment for services from FSU) have been processed through the end of November due to no Chargeback Agreement for FY 2014 having been executed between the two institutions. The non-payment of these revenue and lack of processing of these expenditures will have a significant impact on Pierpont's financial condition and will become more noticeable the longer there is no executed FY 2014 Chargeback Agreement.**

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of November 30, 2013 is \$254,789. This represents a budget increase of \$121,351 from the October 31, 2013 Financial Report. As of this report date, approximately 46% of projected tuition and fees revenue and approximately 39% of overall revenues have been realized while approximately 22% of operating expenses have been incurred. The primary budget changes that impacted the budget from the October 31, 2013 Report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by (\$321,823). The significant activities accounting for this change are as follows:
    - The "Tuition and Fees" revenue budget controlled by the President decreased by (\$267,755). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment.
    - The "Operating Costs Revenue" budget controlled by the President decreased by (\$20,339). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment.
    - The "Support Services Revenue" budget controlled by the President decreased by (\$33,729). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment.
- **Operating Expenses Budget:**
  - Decreased by (\$443,175). The significant activities accounting for this change are as follows:
    - The "Salaries" expense budget controlled by the President decreased by (\$285,401). This is the result of implementation of the budget

reduction plan developed in response to the decline in Fall enrollment. \$100,000 of this decrease was the result of an increase to the labor savings plan (Budget Labor Sweep). This was offset by an increase of \$12,723 in the “Salaries” expense budget controlled by the Fund Managers. The net reduction to the “Salaries” expense budget was (\$272,678).

- The “Benefits” expense budget controlled by the President decreased by (\$25,592). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment. This was offset by a \$2,051 increase in the Fund Manager “Benefits” expense budget. The net effect was a decrease of (\$23,541) to the “Benefits” expense budget.
- The “Utilities” expense budget controlled by the President decreased by (\$500). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment.
- The “Supplies and Other Services” expense budget controlled by the President decreased by (\$109,523) while the Fund Managers budget also decreased by (\$8,415). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment. The total decrease was (\$117,938).
- The “Equipment Expense” expense budget controlled by the President decreased by (\$9,800). This is the result of implementation of the budget reduction plan developed in response to the decline in Fall enrollment. This was offset by a \$1,669 increase in the Fund Manager “Equipment Expense” expense budget. The net effect was a decrease of (\$8,131) to the “Equipment Expense” budget.
- The “Assessment for Support Services” expense budget controlled by the President decreased by (\$20,387) due to a position in Enrollment Services changing from a chargeback to non-chargeback and the transfer of budgets between two University Organizations.

Of the adjusted projected effect on net assets of an increase of \$254,789 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$262,818; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$8,029) with Board approved spending of \$3,174,427 in cash reserves. The Year-To-Date Actual Budget Balance is \$913,644.

**RESTRICTED FUNDS:**

The Budget Balance as of October 31, 2013 is \$1,024. This represents no change from the October 31, 2013 Report, however there were a variety of changes within the operating revenue and operating expenses with the recognition of a \$5,000 General Education Assessment Grant.

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

Current Unrestricted

As of November 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	10,051,808	9,568,698	4,412,156	46.11
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	1,109,517	487,298	43.92
	Operating Costs Revenue	147,418	117,257	0	0.00
	Support Services Revenue	285,524	235,570	0	0.00
	Other Operating Revenues	441,447	378,534	111,144	29.36
	<b>Total:</b>	<b>13,466,523</b>	<b>12,822,165</b>	<b>5,010,598</b>	<b>39.08</b>
<b>OPERATING EXPENSE</b>	Salaries	6,981,332	6,748,488	2,326,175	34.47
	Benefits	1,562,905	1,489,421	472,086	31.70
	Student financial aid-scholarships	140,844	158,344	116,658	73.67
	Utilities	13,199	12,499	5,877	47.02
	Supplies and Other Services	2,774,211	2,455,173	689,789	28.10
	Equipment Expense	168,231	237,958	100,267	42.14
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	34,728	25.00
	Assessment for Faculty Services	1,357,439	1,357,439	9,930	0.73
	Assessment for Support Services	3,347,820	3,011,657	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	68,560	39.14
	Assessment for Auxiliary Fees & Debt Service	1,127,737	1,109,517	436,437	39.34
	Assessment for Operating Costs	2,198,885	2,205,995	(12,849)	(0.58)
	<b>Total:</b>	<b>19,964,337</b>	<b>19,100,574</b>	<b>4,247,657</b>	<b>22.24</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,497,814)</b>	<b>(6,278,409)</b>	<b>762,940</b>	<b>(12.15)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,810,425	7,810,425	3,280,379	42.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	2,617	36.37
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(243,880)	15.84
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,277,837</b>	<b>3,039,116</b>	<b>48.41</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Transfers for Financial Aid Match	(61,006)	(61,006)	(30,503)	50.00
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	326,733	3,174,427	0	0.00
	<b>Total:</b>	<b>219,977</b>	<b>255,362</b>	<b>(2,888,413)</b>	<b>(1,131.11)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>254,789</b>	<b>913,644</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>0</b>	<b>254,789</b>	<b>913,644</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,056,925</b>	<b>5,056,925</b>		
<b>Less: USE OF RESERVE</b>		<b><u>326,733</u></b>	<b><u>3,174,427</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,730,192</u></b>	<b><u>2,137,287</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

\* Unrestricted Net Asset Balance is 28.11% of the current budgeted total operating expense. Management has established a target of 15% or \$2,698,659 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 November 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,832,006	8,540,251	4,017,250	47.04
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	117,257	0	0.00
	Support Services Revenue	285,524	235,570	0	0.00
	Other Operating Revenues	352,683	286,792	96,306	33.58
	<b>Total:</b>	<b>11,030,220</b>	<b>10,592,459</b>	<b>4,113,556</b>	<b>38.83</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,632,008	6,436,465	2,222,009	34.52
	Benefits	1,509,007	1,440,340	456,032	31.66
	Student financial aid-scholarships	140,844	146,844	115,158	78.42
	Utilities	12,899	12,399	5,789	46.69
	Supplies and Other Services	1,922,193	1,727,356	510,392	29.55
	Equipment Expense	61,838	171,508	74,269	43.30
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	34,728	25.00
	Assessment for Faculty Services	1,357,439	1,357,439	9,930	0.73
	Assessment for Support Services	3,347,820	3,011,657	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	68,560	39.14
	Assessment for Operating Costs	2,198,885	2,205,995	(12,849)	(0.58)
	<b>Total:</b>	<b>17,474,667</b>	<b>16,824,088</b>	<b>3,484,016</b>	<b>20.71</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,444,447)</b>	<b>(6,231,629)</b>	<b>629,539</b>	<b>(10.10)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,810,425	7,810,425	3,280,379	42.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	2,617	36.37
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(243,880)	15.84
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,277,837</b>	<b>3,039,116</b>	<b>48.41</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	(30,503)	50.00
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	277,616	3,078,747	0	0.00
	<b>Total:</b>	<b>166,610</b>	<b>216,611</b>	<b>(2,831,633)</b>	<b>(1307.25)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>262,818</b>	<b>837,022</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,329,289</b>	<b>4,329,289</b>		
<b>Less: USE OF RESERVE</b>		<b><u>277,616</u></b>	<b><u>3,078,747</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,051,673</u></b>	<b><u>1,513,361</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

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

As of November 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,219,802	1,028,447	394,906	38.40
	Other Operating Revenues	88,764	91,742	14,838	16.17
	<b>Total:</b>	<b>1,308,566</b>	<b>1,120,189</b>	<b>409,744</b>	<b>36.58</b>
<b>OPERATING EXPENSE</b>	Salaries	349,324	312,023	104,166	33.38
	Benefits	53,898	49,081	16,054	32.71
	Student financial aid - scholarships	0	11,500	1,500	13.04
	Utilities	300	100	88	88.05
	Supplies and Other Services	852,018	727,816	179,397	24.65
	Equipment Expense	106,393	66,450	25,998	39.12
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,361,933</b>	<b>1,166,969</b>	<b>327,204</b>	<b>28.04</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(53,367)</b>	<b>(46,780)</b>	<b>82,540</b>	<b>(176.44)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	95,680	0	0.00
	<b>Total:</b>	<b>53,367</b>	<b>38,751</b>	<b>(56,779)</b>	<b>(146.52)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(8,029)</b>	<b>25,761</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>723,456</b>	<b>723,456</b>		
<b>Less: USE OF RESERVE</b>		<b><u>49,117</u></b>	<b><u>95,680</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>674,339</u></b>	<b><u>619,747</u></b>		

Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending November 30, 2013

<b>New Grant Funds</b>	<b>5,000.00</b>
General Education Assessment Grant	5,000.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>0.00</b>
<b>Net Change</b>	<b>0.00</b>



Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending November 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,907,294	5,349,652	38.47
	State/Local Grants and Contracts	4,144,425	4,136,904	1,487,568	35.96
	Private Grants and Contracts	756,414	801,414	366,626	45.75
	Other Operating Revenue	0	0	0	
	<b>Total:</b>	<b>17,829,357</b>	<b>18,845,612</b>	<b>7,203,846</b>	<b>38.23</b>
<b>OPERATING EXPENSE</b>	Salaries	1,170,667	1,642,820	196,354	11.95
	Benefits	124,698	139,029	33,724	24.26
	Student financial aid-scholarships	23,573,120	23,573,120	9,430,000	40.00
	Supplies and Other Services	534,686	605,403	151,005	24.94
	Equipment Expense	426,435	853,691	91,755	10.75
	<b>Total:</b>	<b>25,829,606</b>	<b>26,814,062</b>	<b>9,902,838</b>	<b>36.93</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,000,249)</b>	<b>(7,968,450)</b>	<b>(2,698,992)</b>	<b>33.87</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	2,985,974	37.32
	Investment Income	0	(0)	0	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>2,985,974</b>	<b>37.32</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(33,283)	(91,532)	(61,882)	67.61
	Transfers for Fin Aid Match	61,006	61,006	30,506	50.00
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(1)	(1)	
	<b>Total:</b>	<b>26,619</b>	<b>(30,526)</b>	<b>(31,377)</b>	<b>102.79</b>
<b>BUDGET BALANCE</b>		<b>26,370</b>	<b>1,024</b>	<b>255,605</b>	
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,568,792</b>	<b>1,568,792</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,595,162</b>	<b>1,569,816</b>		

**Board of Governors  
Financial Report FY 2014  
Pierpont Community & Technical College  
as of December 31, 2013**

**SUMMARY:**

The projected effect on net assets for FY 2014 as of December 31, 2013 is an increase of \$269,087. However, this amount also includes a Board approved spend down of \$3,174,427 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,905,340).

**NOTE: No chargeback revenue (payment for services to FSU) or chargeback expenditures (payment for services from FSU) have been processed through the end of December due to no Chargeback Agreement for FY 2014 having been executed between the two institutions. The non-payment of these revenue and lack of processing of these expenditures will have a significant impact on Pierpont's financial condition and will become more noticeable the longer there is no executed FY 2014 Chargeback Agreement.**

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of December 31, 2013 is \$269,087. This represents a budget increase of \$14,298 from the November 30, 2013 Financial Report. As of this report date, approximately 47% of projected tuition and fees revenue and approximately 40% of overall revenues have been realized while approximately 28% of operating expenses have been incurred. The primary budget changes that impacted the budget from the November 30, 2013 Report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by (\$78,632). The significant activities accounting for this change are as follows:
    - The "Tuition and Fees" revenue budget controlled by the President decreased by (\$97,766). This is a continuation of implementation of the budget reduction plan developed in response to the decline in Fall enrollment.
    - The "Operating Costs Revenue" budget controlled by the President increased by \$15,134. This is the result of correcting a budget reduction that was implemented incorrectly as part of the budget reduction plan developed in response to the decline in Fall enrollment.
- **Operating Expenses Budget:**
  - Decreased by (\$93,197). The significant activities accounting for this change are as follows:
    - The "Salaries" expense budget decreased by (\$93,344). This is the result of continued implementation of the budget reduction plan developed in response to the decline in Fall enrollment. With the awarding of the TAA CCCT Grant, a portion of certain employee's salaries have been transferred to the grant as they will be performing grant related duties.

- The “Benefits” expense budget decreased by (\$10,896). This is the result of salaries changes identified above as well as the PEIA updates to vacant positions.
  - The “Supplies and Other Services” expense budget controlled by the President increased by \$19,031. . This is the result of correcting a budget reduction that was implemented incorrectly as part of the budget reduction plan developed in response to the decline in Fall enrollment. This is directly related to the budget increase in “Operating Costs Revenue” identified above in the operating revenues budget changes.
  - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$7,988) due to updates to FSU temporary and phased retirement positions.
- **Transfers & Other:**
  - Decreased by (\$273). The significant activities accounting for this change are as follows:
    - The “Transfers for Fin Aid Match” budget decreased by (\$267) due to transfers for financial aid match due to budget carryover adjustments.

Of the adjusted projected effect on net assets of an increase of \$269,087 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$277,116; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$8,029) with Board approved spending of \$3,174,427 in cash reserves. The Year-To-Date Actual Budget Balance is (\$40,618).

**NOTE: No revenue from the payment for services from Fairmont State University has been received through the end of December. This non-payment will have significant impact on financial conditions and will continue to become more pronounced until a FY 2014 Chargeback Agreement is executed.**

**RESTRICTED FUNDS:**

The Budget Balance as of December 31, 2013 is (\$2,864). This represents is a change of \$3,888 from the November 30, 2013 Report due to carry forward of financial aid match expense budget.

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

Current Unrestricted

As of December 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	10,051,808	9,474,932	4,433,653	46.79
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	1,109,517	491,379	44.29
	Operating Costs Revenue	147,418	132,391	0	0.00
	Support Services Revenue	285,524	235,570	0	0.00
	Other Operating Revenues	441,447	378,534	158,537	41.88
	<b>Total:</b>	<b>13,466,523</b>	<b>12,743,533</b>	<b>5,083,569</b>	<b>39.89</b>
<b>OPERATING EXPENSE</b>	Salaries	6,981,332	6,655,144	2,926,446	43.97
	Benefits	1,562,905	1,478,525	590,386	39.93
	Student financial aid-scholarships	140,844	158,344	117,561	74.24
	Utilities	13,199	12,499	6,975	55.80
	Supplies and Other Services	2,774,211	2,474,204	890,864	36.01
	Equipment Expense	168,231	237,958	168,920	70.99
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	69,455	50.00
	Assessment for Faculty Services	1,357,439	1,357,439	9,930	0.73
	Assessment for Support Services	3,347,820	3,003,669	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	68,560	39.14
	Assessment for Auxiliary Fees & Debt Service	1,127,737	1,109,517	436,437	39.34
	Assessment for Operating Costs	2,198,885	2,205,995	(12,849)	(0.58)
	<b>Total:</b>	<b>19,964,337</b>	<b>19,007,377</b>	<b>5,272,685</b>	<b>27.74</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,497,814)</b>	<b>(6,263,844)</b>	<b>(189,116)</b>	<b>3.02</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,810,425	7,810,425	3,280,379	42.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	3,702	51.46
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(243,880)	15.84
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,277,837</b>	<b>3,040,201</b>	<b>48.43</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Transfers for Financial Aid Match	(61,006)	(61,273)	(30,503)	49.78
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	326,733	3,174,427	0	0.00
	<b>Total:</b>	<b>219,977</b>	<b>255,095</b>	<b>(2,888,413)</b>	<b>(1,132.29)</b>
		<b>0</b>	<b>269,087</b>	<b>(37,328)</b>	
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>		
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>269,087</b>	<b>(37,328)</b>	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,056,925	5,056,925		
Less: USE OF RESERVE		<u>326,733</u>	<u>3,174,427</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,730,192</u>	<u>2,151,585</u>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

\* Unrestricted Net Asset Balance is 28.25% of the current budgeted total operating expense. Management has established a target of 15% or \$2,684,679 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, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,832,006	8,446,485	4,020,633	47.60
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	132,391	0	0.00
	Support Services Revenue	285,524	235,570	0	0.00
	Other Operating Revenues	352,683	286,792	97,606	34.03
	<b>Total:</b>	<b>11,030,220</b>	<b>10,513,826</b>	<b>4,118,239</b>	<b>39.17</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,632,008	6,343,017	2,799,201	44.13
	Benefits	1,509,007	1,429,548	570,826	39.93
	Student financial aid-scholarships	140,844	146,844	116,061	79.04
	Utilities	12,899	12,399	6,887	55.54
	Supplies and Other Services	1,922,193	1,746,387	650,475	37.25
	Equipment Expense	61,838	171,508	138,378	80.68
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	69,455	50.00
	Assessment for Faculty Services	1,357,439	1,357,439	9,930	0.73
	Assessment for Support Services	3,347,820	3,003,669	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	68,560	39.14
	Assessment for Operating Costs	2,198,885	2,205,995	(12,849)	(0.58)
	<b>Total:</b>	<b>17,474,667</b>	<b>16,730,891</b>	<b>4,416,924</b>	<b>26.40</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,444,447)</b>	<b>(6,217,064)</b>	<b>(298,685)</b>	<b>4.80</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,810,425	7,810,425	3,280,379	42.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	3,702	51.46
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(243,880)	15.84
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,277,837</b>	<b>3,040,201</b>	<b>48.43</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,273)	(30,503)	49.78
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	277,616	3,078,747	0	0.00
	<b>Total:</b>	<b>166,610</b>	<b>216,344</b>	<b>(2,831,633)</b>	<b>(1308.86)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>277,116</b>	<b>(90,117)</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,329,289</b>	<b>4,329,289</b>		
		<u><b>277,616</b></u>	<u><b>3,078,747</b></u>		
		<u><b>4,051,673</b></u>	<u><b>1,527,659</b></u>		
<b>Less: USE OF RESERVE</b>					

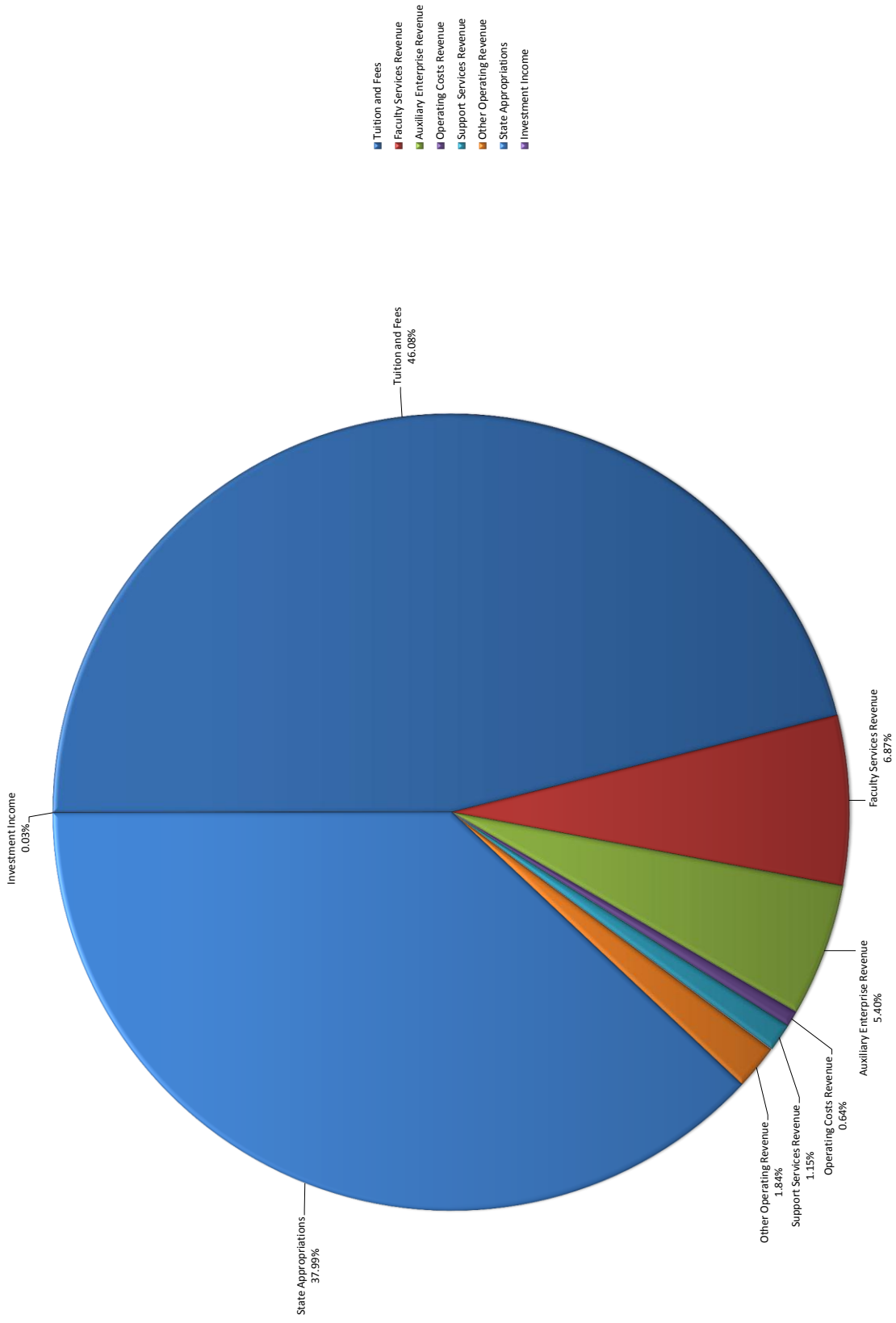
\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

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

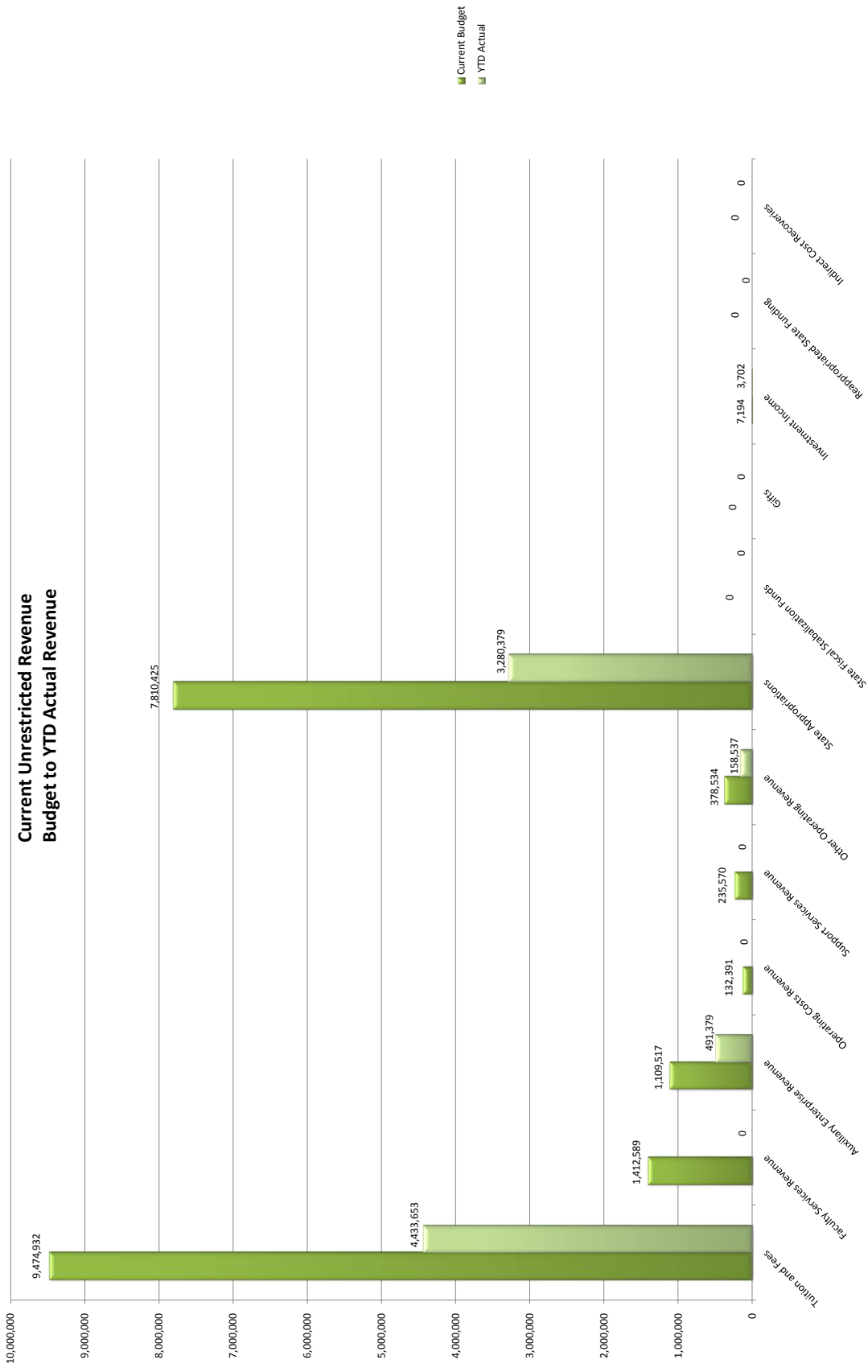
As of December 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,219,802	1,028,447	413,020	40.16
	Other Operating Revenues	88,764	91,742	60,931	66.42
	<b>Total:</b>	<b>1,308,566</b>	<b>1,120,189</b>	<b>473,951</b>	<b>42.31</b>
<b>OPERATING EXPENSE</b>	Salaries	349,324	312,127	127,244	40.77
	Benefits	53,898	48,977	19,560	39.94
	Student financial aid - scholarships	0	11,500	1,500	13.04
	Utilities	300	100	88	88.05
	Supplies and Other Services	852,018	727,816	240,389	33.03
	Equipment Expense	106,393	66,450	30,543	45.96
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,361,933</b>	<b>1,166,969</b>	<b>419,324</b>	<b>35.93</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(53,367)</b>	<b>(46,780)</b>	<b>54,627</b>	<b>(116.77)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	95,680	0	0.00
	<b>Total:</b>	<b>53,367</b>	<b>38,751</b>	<b>(56,779)</b>	<b>(146.52)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(8,029)</b>	<b>(2,152)</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>723,456</b>	<b>723,456</b>		
<b>Less: USE OF RESERVE</b>		<b><u>49,117</u></b>	<b><u>95,680</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>674,339</u></b>	<b><u>619,747</u></b>		

# Current Unrestricted Revenue Budget

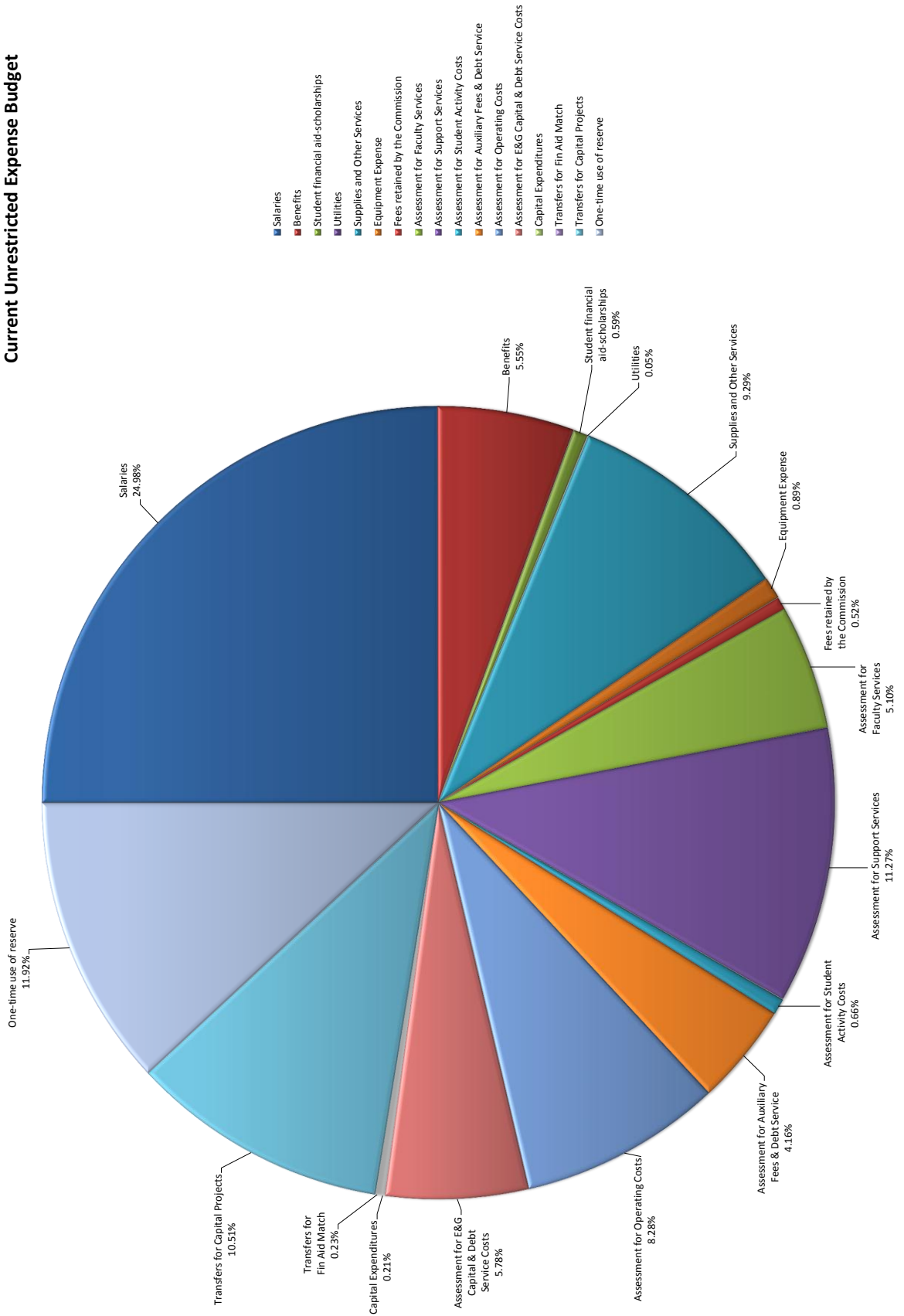


### Current Unrestricted Revenue Budget to YTD Actual Revenue

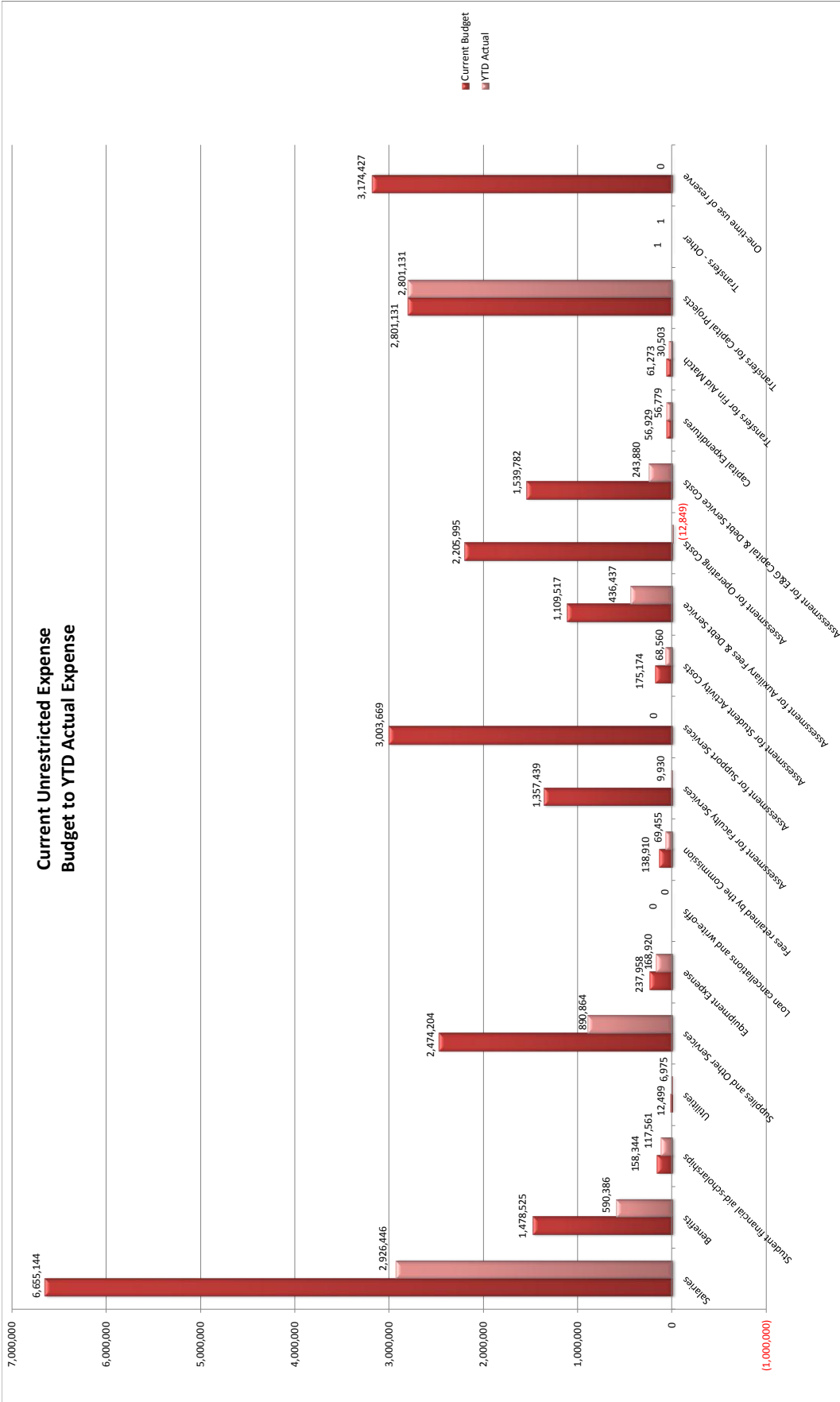




# Current Unrestricted Expense Budget



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



Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending December 31, 2013

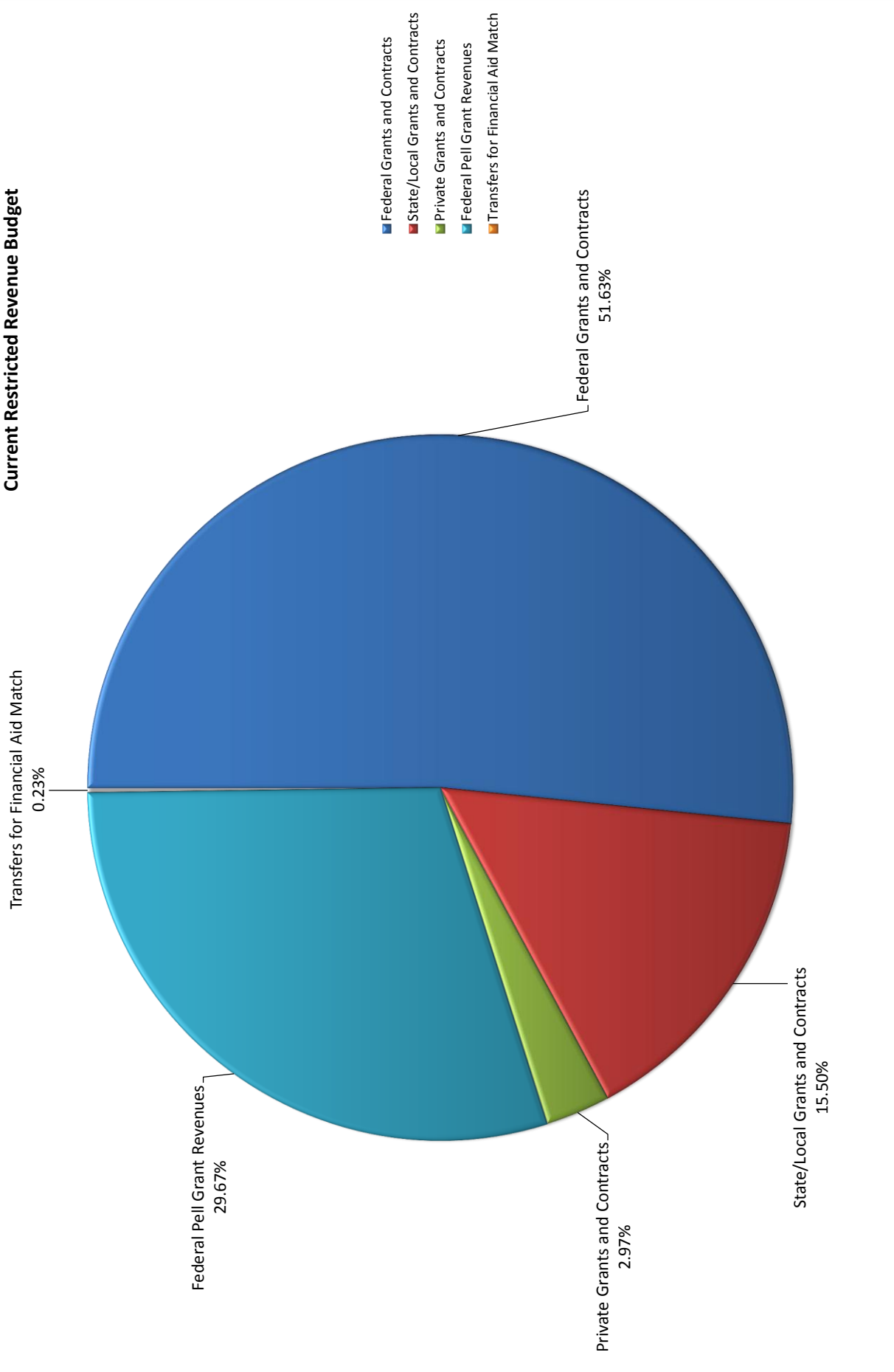
<b>New Grant Funds</b>	-
<b>Other Grant/Restricted Fund Related Changes</b>	<b>3,888.00</b>
FWS	2,822.00
SEOG	1,066.00
<b>Net Change</b>	<b>3,888.00</b>

Expense Budget Increase for Carry Forward of FWS and SEOG cash balance from aid year 2012-2013

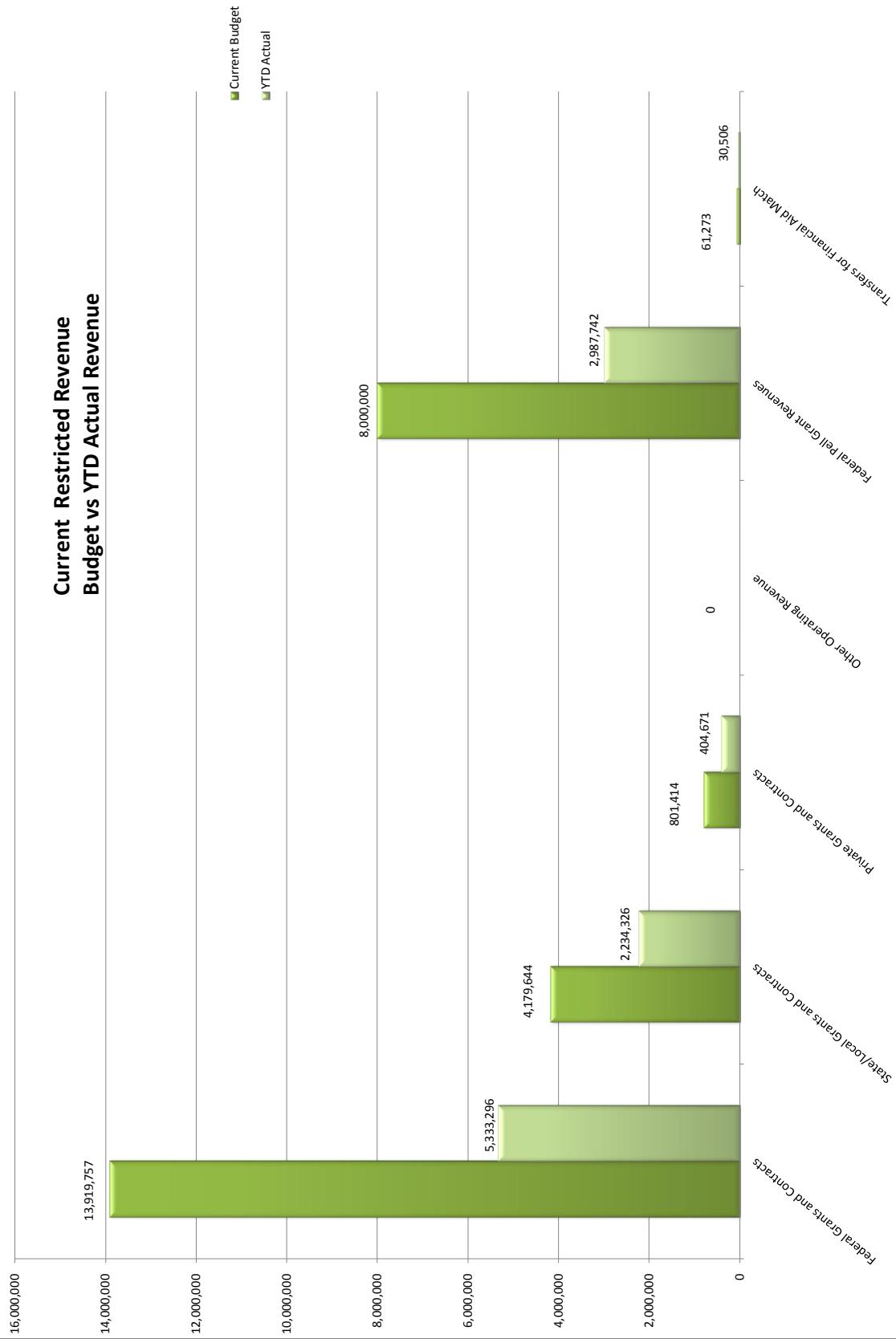
Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending December 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,919,757	5,333,296	38.31
	State/Local Grants and Contracts	4,144,425	4,179,644	2,234,326	53.46
	Private Grants and Contracts	756,414	801,414	404,671	50.49
	Other Operating Revenue	0	0	0	
	<b>Total:</b>	<b>17,829,357</b>	<b>18,900,815</b>	<b>7,972,292</b>	<b>42.18</b>
<b>OPERATING EXPENSE</b>	Salaries	1,170,667	1,638,102	275,229	16.80
	Benefits	124,698	141,642	43,808	30.93
	Student financial aid-scholarships	23,573,120	23,586,843	9,470,369	40.15
	Supplies and Other Services	534,686	653,468	166,396	25.46
	Equipment Expense	426,435	853,366	103,255	12.10
	<b>Total:</b>	<b>25,829,606</b>	<b>26,873,420</b>	<b>10,059,057</b>	<b>37.43</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,000,249)</b>	<b>(7,972,605)</b>	<b>(2,086,765)</b>	<b>26.17</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	2,987,742	37.35
	Investment Income	0	(0)	0	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>2,987,742</b>	<b>37.35</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(33,283)	(91,532)	(61,882)	67.61
	Transfers for Fin Aid Match	61,006	61,273	30,506	49.79
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(1)	(1)	
	<b>Total:</b>	<b>26,619</b>	<b>(30,259)</b>	<b>(31,377)</b>	<b>103.69</b>
<b>BUDGET BALANCE</b>		<b>26,370</b>	<b>(2,864)</b>	<b>869,601</b>	<b>(30366.01)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,568,792</b>	<b>1,568,792</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,595,162</b>	<b>1,565,928</b>		

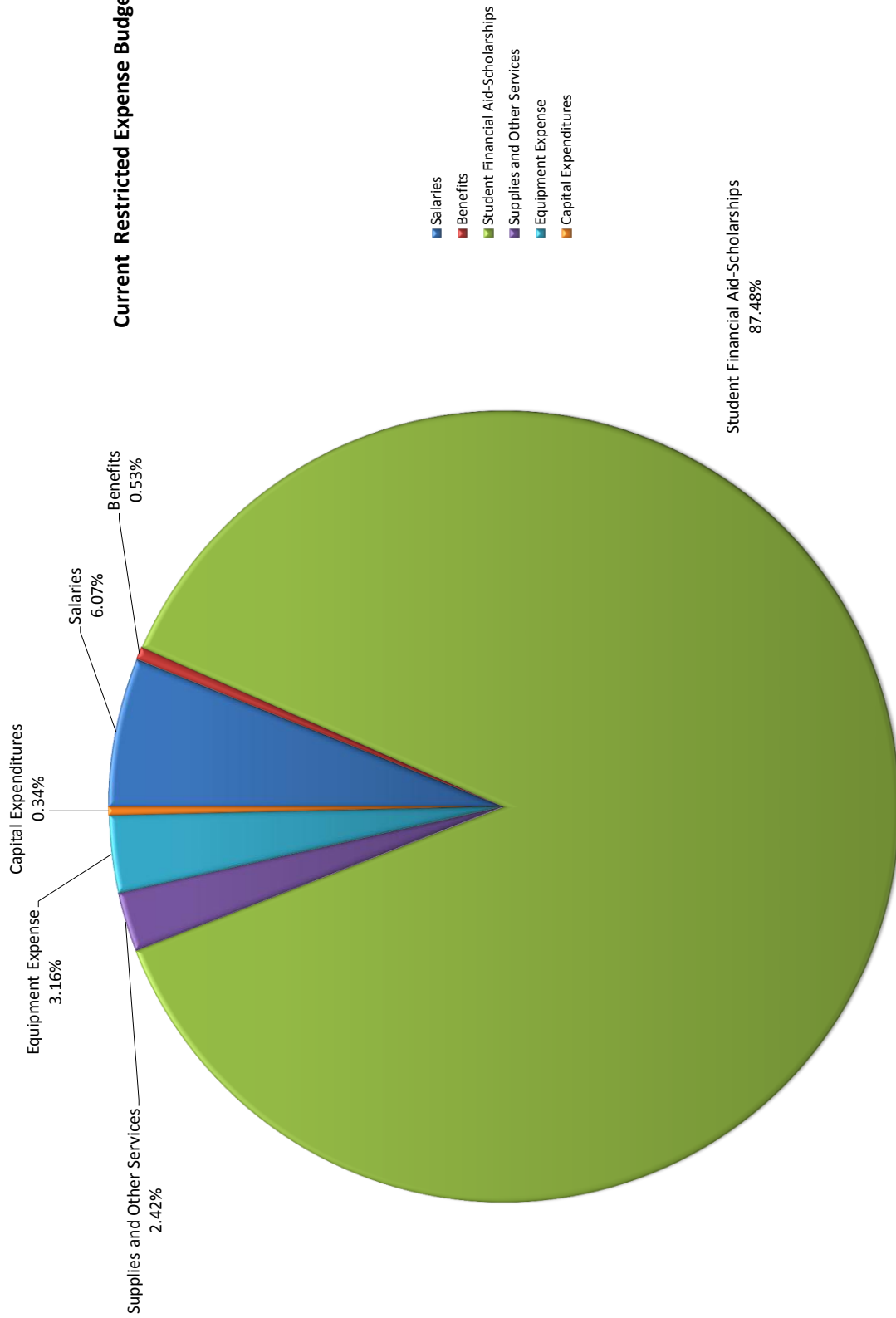
### Current Restricted Revenue Budget



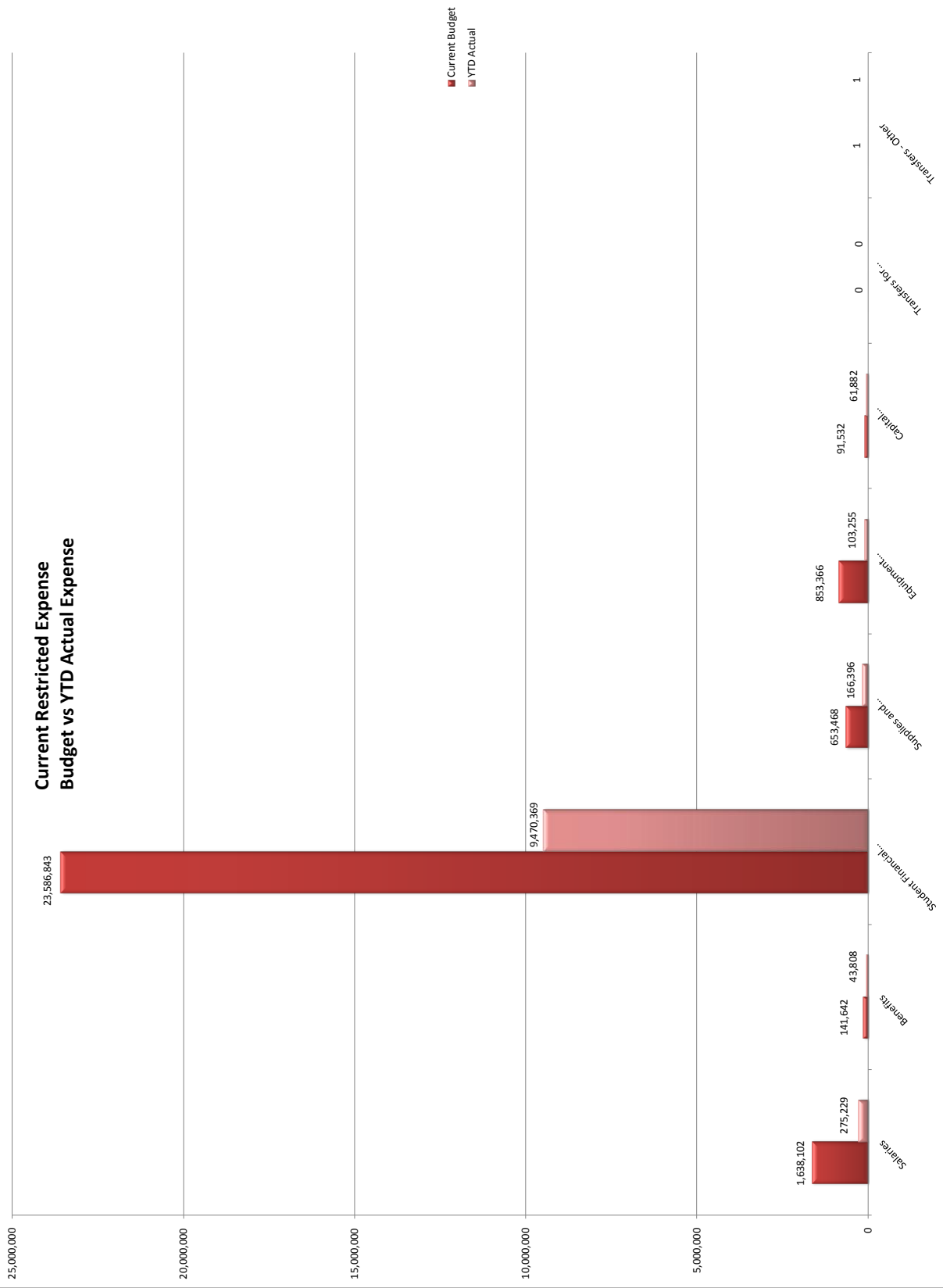
### Current Restricted Revenue Budget vs YTD Actual Revenue



### Current Restricted Expense Budget



### Current Restricted Expense Budget vs YTD Actual Expense





**Tab**

**7**

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

## **Meeting of February 25, 2014**

**ITEM:** Pierpont Community & Technical College  
Adoption of the Pierpont Board of  
Governors Bylaws

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of  
Governors approve the revised Pierpont  
Community & Technical College Board of  
Governors Bylaws, as amended at the  
Pierpont Board of Governors Retreat on  
December 6, 2013.

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

### **BACKGROUND:**

On December 6, 2013, at the Board of Governors Retreat a proposed draft of the Pierpont Board of Governors Bylaws was presented and reviewed. Recommendations were made for revisions to the draft. Those revisions have been incorporated into the Bylaws and an amended draft was sent to the Board members for review on December 9, 2013 and on January 28, 2014.

This Resolution has been offered to the Pierpont Board of Governors for consideration of approval and acceptance of the revised Pierpont Board of Governors Bylaws. Upon adoption of these Pierpont Community & Technical College Board of Governors Bylaws they become effective.

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

**BYLAWS (draft)**

---

**I. Composition, Role and Scope**

The composition, appointment, powers, duties and obligations of the Pierpont Community & Technical College Board of Governors (Board) shall be in accord with the provisions of the West Virginia Code, Chapter 18B, Article 2A. The Code provides that the Institutional Governing Board shall “determine, control, supervise and manage the financial business and education policies and affairs of the institution.”

**II. Officers**

The Board shall have the following officers: Chairperson, Vice-Chairperson, and Secretary.

1. All officers shall be elected in June, 2007 for the first year, thereafter at the June meeting of each year and take office on July 1. The Chairperson must be elected from among the layperson appointed by the Governor.
2. A majority vote of the members of the Board shall be required for election of Board officers.
3. Replacement of Board Officer vacancies, should they occur between the yearly elections, require a majority vote of the board.

**III. Duties of Officers**

1. The Chairperson shall preside at all meetings of the Board and Executive Committee and shall be deemed an ex-officio member of any committees of the Board, except the Nominating Committee. The Chairperson shall be a member of the Finance Committee. The Chairperson has full voting power at all Board meetings and also as a committee member.
2. The Chairperson shall appoint all members to special committees, and name the Chairperson of each committee.

3. The Vice-Chairperson shall undertake the duties of the Chairperson whenever the Chairperson is absent.
4. The Secretary shall be elected by the members of the Board and duties are requested by the Chairperson.

#### **IV. Special Committees**

##### **A. Appointment of Special Committees of the Board**

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

#### **V. Meetings**

##### **A. Place of Meetings**

The Board shall hold meetings, have an office and keep the books of the college (except as may otherwise be provided by law) at such place or places as the Board shall determine from time to time by resolution of the Board or as may be designated in any notice of the meeting.

##### **B. Frequency of Meetings**

The Board shall hold at least 6 meetings in every fiscal year, including an annual meeting.

1. Due notice of time, place and date of each meeting shall be given to all Board member and the public at large.
2. Special meetings may be scheduled, with notice, by the Chairperson.
3. Of the twelve voting members of the Board at regular or special meetings, seven members shall constitute a quorum. In the event of vacancies, a majority of the Board will constitute the quorum.
4. For each regular meeting, the President of the college shall provide an agenda which will be distributed to the Board in a timely fashion. In addition, the Board may, at its own option, raise additional informational or action items.

5. Board meetings shall be operated according to Roberts Rules of Order. The presiding officer shall be charged with deciding all questions of order.

#### C. Attendance

It is the duty of each Board member to attend all regular scheduled meetings of the Board. Board members shall be permitted to attend via electronic means.

### **VI. Order of Business**

The order of business at any regular meeting of the Board shall be as follows:

1. Call to Order
2. Last Call for Public Comment Sign Up
3. Special Recognitions/Updates
4. President's Report
5. Operation Reports
6. Committee of the Whole
7. Committee Reports
8. New Business
9. Old Business
10. Adjournment

### **VII. Fiduciary Relationship to the Institution**

The members of the Board shall be in fiduciary relationship to the institution and shall not directly or indirectly act adversely to the interest of the college. In the event of any such adverse interest or condition shall arise prior to or after appointment, the Board member(s) shall immediately inform the Board and shall refrain from any consideration of the matters involving the conflict of interest.

### **VIII. Standard of Care; Justifiable Reliance; Indemnification**

- A. A Board member shall perform his or her duties, including duties as a member of any committee of the Board, in good faith, in a manner the member reasonably believes to be in the best interests of the community college and with such care,

including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Board member shall be entitled to rely on good faith of information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:

1. One or more officers or employees of the community college whom the Board member reasonably believes to be reliable and competent in the matters presented.
  2. Counsel, public accountants or other persons as to matters which the Board member reasonably believes to be within the professional or expert competence of such person.
  3. A committee of the Board upon which the member does not serve.
- B. In discharging the duties of their respective positions, the Board, committees of the Board and individual members may, in considering the best interest of the community college, consider the effects of any action upon students, employees, upon suppliers and customers of the community college, and upon communities in which offices or other establishments of the community college are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of Section VIII-A.
- C. Board members are insured through the State Board of Risk and Insurance Management for any official actions they take.

## **IX. Duties and Powers**

Pierpont Community & Technical College Governing Board accepts the following duties and powers for the purpose of establishing, operating and maintaining the community college:

1. Appoint and fix the salary of, and adopt a Charter of Responsibility for the President, who shall serve at the pleasure of the Board; and evaluate the President consistent with State rules with the advice and consent of the Higher Education Policy.
2. Employ through the Office of the President such personnel as may be needed, establish policies governing their employment and dismissal and fix the amount of their compensation and benefits. In the employment, establishment of policies and fixing of compensation and benefits, the President and the Board shall make no discrimination on account of sex, race, creed, color, or national origin.

3. Submit a Community College Master Plan and Compact to the Higher Education Policy Commission for its approval, submit proposed amendments to the Master Plan, and update and meet goals of the Compact.
4. Submit to the Higher Education Policy Commission each year an annual report on the institution's performance in relation to the Master Plan/Compact.
5. Approve the mission and program of the community college, and make policies providing for the admission and expulsion of students and the periodic review of the curriculum and courses of instruction, including developmental education and workforce training, in relation to the Master Plan/Compact.
6. Submit an annual budget for consideration and approval of the Higher Education Policy Commission, the approval of such submission to constitute a "formal act" under Open Meetings Law.
7. Analyze student costs and adopt tuition and fees schedule in accordance with policy and guidelines of the Higher Education Policy Commission.
8. Approve an administrative table of organization for the community college, as recommended by the President.
9. Accept and receive gifts of real and personal property and Federal, State and local moneys and grant, and expend the same.
10. Enter into contracts for services to high schools of member districts to provide area vocational-technical education and adult basic education services.
11. Determine the academic calendar for the community college.
12. Maintain records to substantiate all claims for State apportionment in accordance with regulations prescribed by the Higher Education Policy Commission and retain such records for a period of five years.
13. Review and approve monthly financial statements.
14. Cause an audit to be made as of the end of each fiscal year by an accountant licensed to practice public accounting in West Virginia, and publish annually a financial statement.
15. Recommend capital projects to the Higher Education Policy Commission for purchase or improvement of land, buildings and equipment.

16. Enter into agreements regarding the deposit, investment or withdrawal of the community college funds, in accordance with the rules and regulations of the Higher Education Policy Commission.
17. Award contracts for purchase of supplies, materials or services, subject to competitive bid requirements and other rules and regulations of the Higher Education Policy Commission and West Virginia statutes.
18. Approve and award associate degrees and certificates to graduates of the community college, upon certification of their completion of requirements by the President and faculty.
19. Form, join, and provide for the expenses of associations of West Virginia Community College Boards, for the purpose of conducting community college board institutes and workshops and otherwise disseminating and exchanging information regarding community college Board duties, problems and common agendas of development.

## **X. Training**

In adherence with the West Virginia Legislature Code §18B-1D-9 the WV Council for Community and Technical College Education (Council) will coordinate periodic training and development opportunities for members of institutional governing boards under the Council's jurisdiction. Specifically, that code section requires that:

1. Within six months of beginning service on a governing board, a board member must complete at least three hours of training and development relating to their duties as a board member.
2. With the exception of the student members of a governing board, each board member must complete at least six hours of training and development within every two years of service.
3. The training and development is to address the following topics:
  - a. State goals, objectives and priorities for higher education,
  - b. The accountability system for higher education set forth in WV Code §18B-1D-1 et seq,
  - c. The general powers and duties of governing board members,  
and



- d. Ethical considerations arising from board membership.
4. By July 31 of each year, the Chair is to certify to the Council the number of hours of training and development each board member received during the preceding fiscal year.
5. If the certification indicates a board member did not complete the required training and development, then the Council is to certify to the Governor and the Secretary of State (for lay citizen members) that the member is disqualified from continued service as a board member and that the Governor must appoint a replacement. If a classified employee or faculty representative on a governing board does not meet the training and development requirement, then the institutional body that elected them shall be notified of their disqualification and asked to select a replacement.
6. The three hours of training in the first six months of service provision is to be interpreted as applying only to those governing board members beginning services on or after July 1 2009.
7. The six hours of training every two years of service provision is to be interpreted as beginning on July 1, 2009 for those members already in office on July 1, 2009 or as beginning with the start of service date, if appointed after July 1, 2009.

**X. Amendments to Bylaws**

**XI.**

After the adoption of the Bylaws by a two-thirds majority vote of the Board, the Bylaws may be amended or repealed at a regular or special meeting of the Board. Copies of any proposed amendments must be mailed to each member of the Board at least seven (7) calendar days before it is voted upon, together with a statement of the name of the introducer and the meeting at which it is to be acted upon. Any proposed amendments must be adopted by a two-thirds majority vote of the Board.

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

## **Meeting of February 25, 2014**

**ITEM:** Fulfillment of the Pierpont Community & Technical College Board of Governors Regional Academics Committee Chair Vacancy.

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors review and approve the fulfillment of the vacant Regional Academics Committee Chair.

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

### **BACKGROUND:**

A vacancy in the position of Chair of the Regional Academics Committee occurred on October 8, 2013, when Pierpont Community & Technical College Board of Governors member Mr. Thomas Stose tendered his resignation. Mr. Stose served as the Faculty Senate representative to the Pierpont Board of Governors.

The fulfillment of this vacant position on the Regional Academics Committee is selected and approved by the Pierpont Board of Governors.

This Resolution has been presented to the Pierpont Board of Governors that they may review and approve the fulfillment of the vacant Regional Academics Committee Chair.



## **PIERPONT BOARD OF GOVERNORS 2013 – 2014 OFFICERS & COMMITTEES**

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### **Pierpont Board of Governors Officers**

Earl McConnell – Chair  
Kyle Hamilton – Vice Chair  
Sharon Shaffer – Secretary

### **North Central Advanced Technology Center Advisory Board Officers**

Jim Griffin - Chair  
Sharon Shaffer - Vice Chair  
Kyle Hamilton - Secretary

### **Audit/Finance Committee**

Kyle Hamilton – Chair  
James Griffin  
Rick Pruitte  
Jeff Tucker  
Earl McConnell  
Dale Bradley – Staff Resource

### **Marketing Committee**

Sharon Shaffer - Chair  
Linda Aman  
Chip VanAlsborg  
Beverly Jones  
Ron Weist – Staff Resource

### **Regional Academics/Off Campus Committee**

Vacant – Chair  
Gene Weaver  
Earl McConnell  
Jessica Cale

Jeani Hawkins – Staff Resource  
Leslie Lovett – Staff Resource

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### **Presidential Evaluation Committee**

Eugene Weaver – Chair  
Kyle Hamilton  
Rick Pruitte

### **Board of Governors Officers – Nominating Committee**

Gene Weaver - Chair  
Sharon Shaffer  
Kyle Hamilton

### **North Central Advanced Technology Advisory Board – Nominating Committee**

Jim Griffin  
Sharon Shaffer

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 25, 2014**

**ITEM:** Acceptance of the Independent Auditor's Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College's Finance Statements as of and for the year ended June 30, 2013.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors accepts the Financial Statements and the Independent Auditor's Report for FY 2013.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Chris DeWeese and Adam Carr of Deloitte & Touche LLP presented the audit report of the College's prepared financial statements to the Board of Governors Finance Committee on December 4, 2013 and a copy of the FY 2013 Audited Financial Statements were provided to the Board at the December 6, 2013 Retreat.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of Pierpont Community and Technical College. Pierpont was provided an unqualified opinion (the best opinion possible).

Highlights of the FY 2013 Financial Statements include:

- Total Net Position (Net Assets) increased by 23.64% or \$4,749,019.
- Total Current Assets increased by 7.22% or \$758,351 resulting primarily from an increase in cash and cash equivalents of \$952,856.
- Total Non-Current Assets increased 21.80% or \$4,688,826.

- Total Current Liabilities increased by 26.30% or \$867,109.
- Total Non-Current Liabilities decreased by 1.96% or \$168,951.
- OPEB liability increased by \$62,776 or 1.97% to \$3,255,697. With this increase the Total Unrestricted Net Position (Assets) decreased by \$253,550 to \$1,748,530. When the OPEB liability is excluded the Total Unrestricted Net Position (Assets) decreased by \$190,774 to \$5,004,227. \$2,800,000 of the Unrestricted Net Position (Assets) is designated for the Advanced Technology Center.
- The 2013 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Fairmont State University and Pierpont Community and Technical College for sharing with interested bond holders of both institutions related to both institutions commitment toward bond debt, and repair and renovation of all shared Education and General Facilities.