



*BOARD*

*OF*

*GOVERNORS*

**February 26, 2015**

## SCHEDULE

### PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS MEETING

*and*

### NCWV Advanced Technology Center Advisory Board Meeting



**February 26, 2015**

**Falcon Center Board Room, Locust Avenue Campus**

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**1:00 PM NCWV Advanced Technology Center  
Advisory Board Meeting**  
*Falcon Center Board Room*

Chairman: Chip VanAlsburg

**2:00 PM Full Board Meeting**  
*Falcon Center Board Room*

Chairman: James E. Griffin

**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.”*

## AGENDA

### **Pierpont Community & Technical College BOARD OF GOVERNORS MEETING February 26, 2015**

#### **Call to Order**

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of BOG Meeting Minutes
  - a. November 18, 2014
  - b. December 1, 2014
  - c. December 16, 2014

*Tab 1 – Informational*

*Tab 2 – Informational*

*Tab 3 – Action Item*

*Tab 4 – Action Item*

*Tab 5 – Action Item*

#### **Special Recognitions/Updates**

- 🏆 Chip VanAlsburg serving as Chairman of the Board of Directors for the 2015 I-79 Development Council (*Dr. Doreen Larson*)
- 🏆 Matt Swain graduated in December from the FBI National Academy Program in Quantico, VA. (*Dr. Doreen Larson*)
- 🏆 Chef Jay Mahoney, Allison McCue, and the Pierpont Culinary Team were Silver Medal Winners at the American Culinary Federation Northeast Division West Virginia Hot Foods Competition in December (*Brian Floyd*)
- 🏆 New Classified Staff members Amanda Hawkinberry and Tracey Kennedy (*Mary Jo Rutherford*)

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

#### **Operation Reports**

1. WV Advisory Council of Faculty (ACF) Annual Report (*Amy Cunningham*)
2. Academic Affairs (*Leslie Lovett*)
3. Faculty Senate Report (*David Beighley*)
4. Office of Public Safety Report (*Chief Jack Clayton*)
5. Workforce Development Report (*Paul Schreffler*)

*Tab 6 – Informational*

## **Committee of the Whole**

1. Financial Report (*CFO, Dale Bradley*)
  - a. October 31, 2014 Financial Report *Tab 7 – Informational*
  - b. November 30, 2014 Financial Report *Tab 8 – Informational*
  - c. December 31, 2014 Financial Report *Tab 9 – Informational*
2. New Programs and Program Revisions (*Leslie Lovett*) *Tab 10 – Action Item*
3. Proposed New Policy No. 58 – Email Established as an Official Form of Communication – 30-Day Comment Summary (*Dale Bradley*) *Tab 11 – Action Item*
4. Proposed New Policy No. 59 – Furlough and Reduction in Employee Workforce Policy – 30-Day Comment Summary (*Dale Bradley*) *Tab 12 – Action Item*
5. Proposed New Policy No. 60 – Tobacco Free Campus Policy Open 30-Day Comment Period (*Dale Bradley*) *Tab 13 – Action Item*

## **Committee Reports**

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
  - a. Acceptance of the FY 2014 Audited Financial Statements *Tab 14 – Action Item*
  - b. Approval of the FY 2015-16 Capital Projects *Tab 15 – Action Item*
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

## **New Business**

## **Old Business**

## **Public Comment**

## Possible Executive Session

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

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

- ✓ **The next Pierpont Board of Governors Meeting will be held at 2:00 PM on March 17, 2015 in the Falcon Center Board Room, Locust Avenue, Fairmont**

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

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

**Tab**

**1**

## Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

**Tab**

**2**

## Acronyms Used in Higher Education

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

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

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

NCCRS	National College Credit Recommendation Service
NCMPR	National Council for Marketing and Public Relations
NETL	National Energy Technology Laboratory
NHCA	National Health Career Association
NISOD	National Institute for Staff and Organizational Development
NOCTI	National Occupational Competency Testing Institute
NSF	National Science Foundation
MPA	Master of Public Administration
OSHA	Occupational Safety and Health Administration
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
PIPE	Pierpont Institute of Energy Workforce Development of North Central WV
RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
RESA	Regional Education Service Agency
RHIA	Registered Health Information Administrator
RRT	Registered Respiratory Therapist
SAP	German Software Corporation, <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
WVAYC	West Virginia Association for Young Children
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**November 18, 2014**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on November 18, 2014, beginning at 2:00 PM at Veteran's Square Center for Workforce Education, Room 112.

*Board members present were:*

Chairman Jim Griffin, Linda Aman (via phone), Kelly Buchanan, Kyle Hamilton, Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, Jeff Tucker (via phone), Warren 'Chip' VanAlsborg and Gene Weaver (via phone).

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Stephen Leach, Rob Linger, Leslie Lovett, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

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

Chairman Jim Griffin called the meeting to order at 2:11 PM and announced last call for public sign up for comments to the Board.

**Executive Session**

A motion was made by Sharon Shaffer at 2:12 PM, 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. Chip VanAlsborg seconded the motion. All Agreed. Motion carried.




*Exiting Executive Session*

At 3:30 PM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

## **Approval of Minutes**

The minutes of the Board of Governors meeting held on October 21, 2014 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion passed.

## **Special Recognitions/Presentations**

-  Chairman Jim Griffin gave special recognition to Earl McConnell thanking him for his service as Chairman of the Board from July 1, 2012 to June 30, 2014. Chairman Griffin presented a plaque to Mr. McConnell to honor his past service.
-  Dr. Larson read a letter of appreciation, sent by J. Keith Burdette, Executive Director of the WV Development Office, to recognize the service of Tom Stose for his work with the National Business Aviation Association Aerospace Show held in Orlando, FL.
-  Mary Jo Rutherford, President of the Classified Staff Council, introduced the newest classified staff members to the Board. Mrs. Rutherford read bios for Shauntise Weeks (unable to attend) and Carly Satterfield (in attendance).

## **President's Report**

Dr. Doreen Larson provided an update on six goals established for the President's focus during the 2014-2015 academic year.

### **1. Completion of the North ATC**

Dr. Larson asked Dale Bradley to provide the Board with an ATC update. Mr. Bradley showed the construction progress through photos and stated that there have been some delays due to south wall foundation issues. The roof installation can only be completed with the temperature at 45 degrees and above.

### **2. Increase Enrollment and Manage Funding**

President Larson shared that the entire campus is working on helping students to enroll for spring. One initiative that has been very successful are program Showcases. Showcases have been held for Allied Health, Business, Aviation and Technology, School of Workforce, and Human Services.

Another outreach program from Admissions is a toolkit for High School Counselors. Blackboard Student Services will be available to students for spring enrollment and several Registration Express events will be held between now and January.

Pierpont continues to partner with area businesses to identify and initiate new programs. A state grant was received to launch a new program in data cabling and internet wiring, which will begin this spring. Training partner, TLTEK has identified the immediate need for over 200 technicians in the state of West Virginia.

Pierpont Airframe Structures Program will graduate a class this week at the RCB NAEC and those graduates will go straight into jobs at North Central West Virginia Airport companies.

The Budget Planning Team continues to work on balancing the budget for our current fiscal year and they have done great work in identifying savings in every area across the college. They continue to prioritize the needs of Pierpont students above all else. Meanwhile, every employee of Pierpont is working on doing more with less and going above and beyond.

### **3. Launch the Pierpont Foundation**

Dr. Larson said that the Pierpont Foundation continues to meet regularly and the minutes have been forwarded to the Board. Board members are being recruited for the Foundation, along with filling slots on the Foundation Executive Board. Confirmation of the Pierpont Foundation IRS tax exempt status will complete the formation process.

### **4. Complete the Current Strategic Plan, Develop the New Strategic and Budget Plan**

Pierpont held a Stakeholders meeting on November 7, for input into Pierpont's new Strategic Plan. Several members of the Board were present and Dr. Larson welcomed comments on the event.

At the Board of Governors Retreat on Dec. 1, Brian Floyd will provide the Board with information gathered from the Stakeholders meeting, along with the campus and student meetings. Dr. Larson recognized the quality and quantity of work put into the Stakeholders meeting by Brian Floyd and Daina LaClair.

### **5. Draft a Master Facility Plan**

Dr. Larson stated that Pierpont continues to address the short term space and maintenance issues for Pierpont programs. Pierpont and FSU will engage in longer term planning, in conjunction with the new strategic plan. Priorities continue to include finding appropriate space for the Vet Tech program, fully utilizing regional locations, and operating the ATC.


### **6. Implement an Independent Banner System**


A Banner Implementation Team meets weekly and keeps the project moving forward. Plans are to stand up the independent Banner database in the spring.


In closing, Dr. Larson informed the Board members about upcoming events:

- ASTP Graduation – 1:00 Friday, Nov. 21, at the Benedum Room
- Women of Hope event – 4:00 Tuesday, Dec. 2, at the Shaw House
- Pierpont/FSU Faculty and Staff Reception – 2:00 Wednesday, Dec. 3, at the Falcon Center Conference Rooms
- United Way Oldies Dance – 6:00 Friday, Dec. 5, at the Fairmont Elks.

## Operation Reports

 *Academic Affairs Annual Report:* Provost Leslie Lovett shared that she has meet with staff to discuss Gen. Ed. and space needs for programs. She has focused on articulation agreements, default management, best practices for credit transfers, a peer review online course, and quality matter course reviews.


 *Faculty Senate Report:* David Beighley reported that the Curriculum Committee meets twice a month and currently has received 18 curriculum proposals in the last 60 days. The Faculty Development Committee has called for nominations for the Faculty Development Awards. President Larson attended the past Faculty Senate meeting. At this meeting faculty expressed the desire to have a faculty and staff member appointed to the Budget Planning Committee. Dr. Larson responded by having David Beighley and Mary Jo Rutherford serve on the Committee.


 *Office of Public Safety Report:* Jack Clayton, Chief, stated that staffing levels have been an issue for the Office of Public Safety. Currently there are three vacant full-time positons and the 16-20 part-time positions usually filled by students only have four positons filled.

Emergency planning at regional facilities is a priority for the department. Meetings have been held at regional locations to develop and coordinate written emergency plans. Training for the ALICE program has been completed and will be taught to all faculty and staff. Bo Sellers of Pierpont attended the training and is now a certified ALICE instructor.

In partnership with Marion County 911 Center a tabletop exercise was completed and a physical drill will be conducted in the future.

The Board asked Officer Clayton to look into campus safety concerns and general policies that will address these concerns - taking into consideration student housing. Cindy Curry stated that she could research policies at the state level.

 *Pierpont Foundation Report:* Steve Leach provided a report in the November Board Book. A meeting has been held with Pride Philanthropy to discuss formulation of a board plan.

 *Workforce Development Report:* No report.

## **Committee of the Whole**

### ➤ *Financial Reports*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of September 30, 2014. All details of these financial reports were provided in the November 18, 2014 Board of Governors Book.

### ➤ *New Policy No. 58 – Email Established as an Official Form of Communication, Recommendation for 30-Day Public Comment Period*

Mr. Steve Leach brought forth a resolution to request approval of a 30-day Public Comment Period for a new Policy No. 58 – Email Established as an Official Form of Communication, being written to establish email as the institution's official form of communication and to provide the administration with authority to assign email to all faculty, staff and students. Access to, and training on, computers or kiosks would be provided, so that email can be reviewed on a regular and timely basis.

A copy of the policy was provided in the November 18, 2014 Board Book. After completion of the 30 day public comment period, this policy will be presented to the Pierpont Board of Governors for final consideration of approval.

Sharon Shaffer presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for the new Policy No. 58 – Email Established as an Official Form of Communication. Kyle Hamilton seconded the motion. All agreed. Motion passed.

### ➤ *New Policy No. 59 – Furlough and Reduction in Employee Workforce, Recommendation for 30-Day Public Comment Period*

Mr. Steve Leach brought forth a resolution to request approval of a 30-day Public Comment Period for a new Policy No. 59 – Furlough and Reduction in Employee Workforce.

A copy of the policy was provided in the November 18, 2014 Board Book. After completion of the 30 day public comment period, this policy will be presented to the Pierpont Board of Governors for final consideration of approval.

After discussion on the policy, Chip VanAlsbury presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for the new Policy No. 59 – Furlough and Reduction in Employee Workforce. Beverly Jones seconded the motion. All agreed. Motion passed.

## **Committee Reports**

### ➤ *Audit/Finance Committee*

#### A. Approval of Boiler Replacement at the Caperton Center

Dale Bradley presented for approval an additional item for the FY 2015 Capital Projects. The failure of a boiler unit at the Caperton Center necessitates a temporary boiler rental unit. An additional \$385,500 plus \$7,000 per month for temporary boiler rental was requested for approval from the FY 2015 Capital Projects budget. Estimated costs for the boiler rental is between \$21K - \$28K. Complete details were provided in the November 18, 2014 Board Book.

Sharon Shaffer presented a motion to approve the addition of \$385,500 plus \$7,000 per month for temporary boiler rental to the FY 2015 Capital Project budgets for the replacement of the boiler unit at the Caperton Center

### ➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that a Marketing Ad Hoc Committee has been developed with faculty and staff members to assist in prioritizing and strategizing. Faculty members Jim Davis and Rachel Beach join in this effort. A timeline has been discussed with the Marketing Committee staff resources to address tasks. A meeting will be held with Manahan marketing group to address budget cuts. Marketing efforts at regional locations will be assessed. Radio and social media outreach will increase. Kelly Buchanan shared that the Student Government Association has its own social media sites and that the Board members should join the SGA Instagram and twitter links.

### ➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, said that focus has been on enrollments. The Committee is looking into the up trends in dual enrollment courses and how to capture these students for future enrollments.

## **New Business**

- Smoke-Free Campus Policy

Chairman Griffin expressed the need to develop a smoke-free campus policy. He stated that Pierpont should take the initiative to draft a policy for co-approval with FSU. Dr. Larson agreed to write a draft of this policy for consideration.

- Board of Governors Retreat

The annual Board of Governors Retreat will be held at the Robert H. Mollohan Training Center on December 1, 2015, beginning at 8:00 AM.

- Quarterly ATC Advisory Board Meeting

Chairman Griffin announced that the quarterly ATC Advisory Board meeting previously scheduled for December 1, 2014 will be rescheduled for 1:00 PM on February 17, 2015.

## **Old Business**

No old business.

## **Public Comment**

No signatures were recorded.

## **Adjournment and Next Meeting**

The next regularly scheduled Pierpont Board of Governors meeting will be held on February 17, 2015. Location to be determined.

There being no further business, with a motion by Sharon Shaffer, the Chairman adjourned the meeting at 4:36 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Tab**

**4**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS RETREAT**  
**December 1, 2014**  
**8:30 AM – Robert H. Mollohan Building**

**MINUTES**

The Pierpont Community & Technical College Board of Governors held a working retreat on December 1, 2014, beginning at 8:30 AM at the Robert H. Mollohan Building.

Board of Governors members present were: Chairman James Griffin, Kyle Hamilton, Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Chip VanAlsbury.

Board of Governors members absent were: Linda Aman, Jeff Tucker, and Gene Weaver.

President's Cabinet members present were: President Dr. Doreen Larson, Dale Bradley, Steven Leach, Rob Linger, Leslie Lovett, Cyndee Sensibaugh, Jennifer Weist, and Ron Weist.

Guests included: Pierpont Deans and faculty.

**Board of Governors Areas of Focus**

Dr. Larson and the members of the Board discussed areas of focus relating to regional academics, enrollment, program planning, graduation rates, online learning, fees, and the Advanced Technology Center.

**Review of the FY 2014 Audited Financial Statements**

Representatives from Deloitte and Touche, LLP presented a review of the FY 2014 Audited Financial Statements and Independent Auditors Report. A resolution to accept this audit report will be presented at the February 2015 Board of Governors meeting.

**Marketing Recap**

Ron Weist provided an overview of the marketing campaign with the local high schools. Pierpont, in partnership with WBOY, had a presence at the high school football games tailgating, at which students were encouraged to stop and talk to Pierpont staff and register to win a Chrome Book. One Chrome Book was given away at each of the local high schools. This marketing campaign was a great success and generated interest in the school and contact information from potential students.

## **Strategic Planning Focus**

The Board members, the President, the President's Cabinet and Council, faculty and staff participated in breakout sessions to focus on priorities in Pierpont's strategic planning process.

Mr. Brian Floyd organized and directed the groups to four areas of focus. They were: Organizational Structure (Ron Weist – facilitator), Academic Excellence (Leslie Lovett – facilitator), Physical Facility and Virtual Infrastructure (Dale Bradley – facilitator), and Business, Industry, and Community Partnerships (Chip VanAlsborg – facilitator).

## **Adjournment and Next Meeting**

There being no further business, the retreat adjourned at 4:00 PM. The next scheduled Board of Governors meeting will be held on February 17, 2015 at 2:00 PM.

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*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**

**5**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**December 16, 2014**  
**3:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A teleconference meeting of the Pierpont Community & Technical College Board of Governors was held on December 16, 2014, beginning at 3:00 PM.

*Board members present were:*

Chairman Jim Griffin, Kyle Hamilton, Earl McConnell, Rick Pruitte, Sharon Shaffer, Jeff Tucker, and Gene Weaver.

*Board members absent were:*

Linda Aman, Kelly Buchanan, Beverly Jones, Barbara Pavel-Alvarez, and Chip VanAlsburg.

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Rob Linger, and Cyndee Sensibaugh.

**Call to Order**

Chairman Jim Griffin called the meeting to order at 3:10 PM and affirmed a quorum was present.

**Committee of the Whole**

- *Resolution for Approval of the FY 2015 Chargeback Agreement with Fairmont State University*

A copy of the FY 2015 Chargeback Agreement with Fairmont State University was provided to the Board members, via email, and to the public through the Pierpont Community & Technical College Board of Governors web page, prior to this meeting.

Dale Bradley informed that as the next regularly scheduled Pierpont Board of Governors meeting would not be held until February 17, 2015, this meeting was convened to move on the Resolution for Approval of the FY 2015 Chargeback Agreement.

Mr. Bradley provided a brief overview of the FY 2015 Chargeback Table. After discussion, Chairman Griffin called for a motion to approve the FY 2015 Chargeback Agreement.

Kyle Hamilton offered a motion to approve the FY 2015 Chargeback Agreement, as presented. Earl McConnell seconded the motion. .

Chairman Griffin asked that a roll call of the vote be taken. Cyndee Sensibaugh recorded the votes as follows:

Jim Griffin – Yes  
Earl McConnell – Yes  
Sharon Shaffer – Yes  
Kyle Hamilton – Yes  
Rick Pruitte – Yes  
Jeff Tucker – Yes  
Gene Weaver – Yes

All agreed. Motion carried

### **New Business**

No new business.

### **Old Business**

No old business.

### **Adjournment and Next Meeting**

The next regularly scheduled Pierpont Board of Governors meeting will be held on February 17, 2015 at the Falcon Center Board Room, Locust Avenue, Fairmont.

There being no further business the Chairman adjourned the meeting at 3:30 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

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**6**

# School of Workforce Development - Project Status Report

## *February 2014 – Board of Governors Meeting*

### **Industry-Sector Strategies**

- **Energy**

- ❖ Petroleum Technology

- Signed articulation agreement on Jan. 23 with Alderson-Broaddus University to allow our Petroleum Technology students to move seamlessly to the ABU Petroleum Management program. Held at FESCO facility near Bridgeport.
- As the WV Hub of the ShaleNET consortium, Pierpont has received \$15,000 in scholarship funding from the Chevron Corporation to be disbursed during this current semester.
  - ❖ Pierpont will receive the following ongoing scholarship support from Chevron:
    - \$15,000 for 2014
    - \$50,000 for 2015
    - \$50,000 for 2016
- Convened second follow-up meeting on January 15 with oil and gas companies that work in the midstream sector of this industry. Initial meeting on September 5 was a 'listening session' and discussion of workforce needs. Faculty from three colleges (Pierpont, Bridge Valley, and WVUP) presented proposed curriculum changes at this meeting for industry review and validation.
- Met Jan. 30 with staff at Stark State College to identify potential for collaboration activities, and review curriculum and training equipment in place at that school.
- Working to specify and acquire well training simulation tools and equipment through TAACCCT funding.
- Provided RigPass training to students at Mountaineer Challenge Academy.
- Provided RigPass training to inmates at Pruntytown facility.
- EQT has granted Pierpont an exclusion from its lease agreement at the 18 acre outdoor site. The exclusion will allow us to drill shallow training bores to 1300 feet total depth.

- ❖ NEW - Applied Process Technology Program

- This new program has been approved by the curriculum committee and faculty senate.
- This is an internal program improvement project, funded by the TAACCCT grant. It combines the old Mechatronics and Power Plant Technology programs, and adds a new track in Instrumentation and Control.
- Using the goals within the TAACCCT grant as a model for change, the content in the PPT and MECT programs have been modified to achieve course delivery efficiencies, and to meet the needs of the midstream O&G industry and advanced manufacturing sectors. New courses in Process Technology and Instrumentation and Control (I&C) are integrated into the new program to meet the evolving employment needs of industry.

- **Aerospace**

- ❖ In discussion with regional aerospace companies for a potential apprenticeship program for maintenance technicians. Potential to use National Institute for Manufacturing Science (NIMS) curriculum and partner with

RCBI to deliver.

- ❖ In March and April, we are delivering a six-week course to prepare civilian support technicians for A&P certification at the WV Air National Guard unit at the Martinsburg, WV airport. This unit is in transition to a different mission. Applied for and received a WV Advance grant in the amount of \$105,000, and working with Tom Stose and faculty at the aerospace center to implement this short-term, certification prep program.

- **ATC**

- ❖ Working with faculty on purchasing requirements and scheduling of equipment acquisition.
- ❖ Working with Dean Romesburg and School of Health Careers faculty on course and space scheduling for Fall 2015 at ATC.
- ❖ Scheduling School of Workforce Development courses at ATC for Fall 2015.

- **NEW Advanced Welding Program**

- ❖ Created and proposed a new degree program, approved by curriculum committee, now before faculty senate. This program includes an Advanced Skill Set, two CAS degree options (Applied Welding and Welding Technology), and an AAS Advanced Welding Professional degree. This has been developed with consultation and collaboration of CTE program professionals and is designed as a comprehensive Program of Study between the K-12 technical schools and the college.

- **Other Activities**

- ❖ Met on January 8 with representatives of the Randolph County Housing Authority / YouthBuild to discuss potential college partnership.
- ❖ Planning further educational offerings at Mountaineer Challenge Academy.
- ❖ Researching CDL training need (G+H Trucking, FedEX, Waste Management). DOL data indicates and companies confirm the need for additional CDL training programs. Offered a donation of rolling stock; performing research to identify the attendant issues, and creating a business plan for this training.
- ❖ Attended Fairmont Community Partnership Board meetings.
- ❖ Met with Matt Borrer, new regional representative from the WV Development Office.
- ❖ Participated in hiring committee for the technical programs' recruitment/outreach position funded by the TAACCCT grant.
- ❖ Participating in a search for a replacement for the Benedum-funded outreach position serving the PTRM program at Pierpont and Northern.
- ❖ Researching and identifying specifications for distance learning classrooms at the ATC.
- ❖ Participating in the WVCTCS Master Plan Steering Committee. Attended two sessions to date, draft plan of overall outcomes is in the final stages, but have not yet moved to identify detailed goals and measures.
- ❖ Participated in legislative informational session at South ATC on Jan. 12.
- ❖ Presented at the Governor's Energy Summit.

**Tab**

**7**

**Board of Governors**  
**Financial Report FY 2015**  
**Pierpont Community & Technical College**  
**as of October 31, 2014**

**SUMMARY:**

The projected effect on net assets for FY 2015 as of October 31, 2014 is an increase of \$7,841. However, this amount also includes a Board approved spend down of \$11,658 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2015 is an decrease of (\$3,817).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of October 31, 2014 is \$7,841. This represents a budget decrease of (\$2,728) from the September 30, 2014 Financial Report. As of this report date, approximately 41% of projected tuition and fees revenue and approximately 35 % of overall revenues have been realized while approximately 17% of operating expenses have been incurred (Due to the lack of a FY 15 Chargeback Agreement, no revenues or expenses related to chargeback have been incurred to date.). The primary budget changes that impacted the budget from the September 30, 2014 Financial Report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by (\$152,606). This significant activities accounting for this change are as follows:
    - The “Tuition and Fee” revenue budget controlled by the Fund Managers increased by \$500 in recognition of additional Course Fee revenues, while the “Tuition and Fee” revenue budget controlled by the President was reduced by (\$127,778) as a part of the overall budget reduction plan to address decreased student revenues.
    - The “Auxiliary Enterprise Revenue” budget was reduced by \$153,106 as part of the overall budget reduction plan to address decreased student revenues.
    - The “Other Operating Revenue” budget controlled by the President increased by \$127, 778 due to FSU’s agreement to pay chargeback costs on the services provided to their students at the National Aerospace Education Center.
- **Operating Expenses Budget:**
  - Decreased by (\$149,868). This significant activities accounting for this change are as follows:
    - The “Salary” expense budget controlled by the President increased by \$277.
    - The “Benefits” expense budget controlled by the President decreased by (\$9,139) and the budget controlled by the Fund Managers decreased by (\$5,672) primarily due to PEIA updates.

- The “Supplies and Other Services” expense budget controlled by the Fund Managers increased by \$500 in recognition of the \$500 in additional revenue from additional Course Fee revenues.
- The “Assessment for Support Services” expense budget controlled by the President increased (\$17,272) as the result of a correction to a duplicate labor chargeback budget entry and PEIA updates.
- The “Assessment for Auxiliary Fees & Debt Service decreased by (\$153,106) as part of the overall budget reduction plan to address decreased student revenues.

Of the adjusted projected effect on net assets of an increase of \$7,841 as of June 30, 2015; President’s Controlled Fund(s) are projected to have a budget deficit of (\$16,325); Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$24,165 with Board approved spending of \$11,658 in cash reserves. The Year-To-Date Actual Budget Balance is \$4,336,806.

**RESTRICTED FUNDS:**

The October 31, 2014 Restricted Fund Finance Report has a budget balance of \$31,499. This includes the recognition of \$25,000 from Nobel Energy for student scholarships and \$300,000 from a WV Advance Grant for Cabling and Fiber Optic Training

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

As of October 31, 2014

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	9,182,244	9,112,628	3,727,668	40.91
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	892,586	739,480	383,077	51.80
	Operating Costs Revenue	182,331	139,769	0	0.00
	Support Services Revenue	205,106	365,223	0	0.00
	Other Operating Revenues	381,394	397,917	21,501	5.40
	<b>Total:</b>	<b>11,708,662</b>	<b>11,620,017</b>	<b>4,132,246</b>	<b>35.56</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,888,571	6,944,606	1,693,741	24.39
	Benefits	1,537,276	1,544,289	370,624	24.00
	Student financial aid-scholarships	158,938	158,938	145,057	91.27
	Utilities	22,353	22,353	5,639	25.23
	Supplies and Other Services	2,644,212	2,647,220	625,219	23.62
	Equipment Expense	98,280	98,280	58,434	59.46
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	66,661	47.99
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,794,260	0	0.00
	Assessment for Student Activity Costs	147,949	147,949	0	0.00
	Assessment for Auxiliary Fees & Debt Service	892,586	739,480	0	0.00
	Assessment for Operating Costs	1,791,133	1,794,338	0	0.00
	<b>Total:</b>	<b>17,916,168</b>	<b>17,840,623</b>	<b>2,965,374</b>	<b>16.62</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,207,506)</b>	<b>(6,220,606)</b>	<b>1,166,872</b>	<b>(18.76)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	3,185,459	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	(88)	(1.22)
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,313,829)	0	0.00
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,277,791</b>	<b>6,277,791</b>	<b>3,185,371</b>	<b>50.74</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.30
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	<b>Total:</b>	<b>(49,345)</b>	<b>(49,345)</b>	<b>(15,438)</b>	<b>31.29</b>
<b>BUDGET BALANCE</b>		<b>20,940</b>	<b>7,841</b>	<b>4,336,806</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>20,940</b>	<b>7,841</b>	<b>4,336,806</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,599,777</b>	<b>1,599,777</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>11,658</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,609,059</u></b>	<b><u>1,595,960</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

\* Unrestricted Net Asset Balance is 9.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,565,171 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, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,162,822	8,035,044	3,553,890	44.23
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	182,331	139,769	0	0.00
	Support Services Revenue	205,106	365,223	0	0.00
	Other Operating Revenues	286,792	286,792	(1,220)	(0.43)
	<b>Total:</b>	<b>9,702,051</b>	<b>9,691,827</b>	<b>3,552,670</b>	<b>36.66</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,586,601	6,632,753	1,637,339	24.69
	Benefits	1,488,383	1,502,859	362,080	24.09
	Student financial aid-scholarships	147,438	147,438	141,057	95.67
	Utilities	22,253	22,253	5,546	24.92
	Supplies and Other Services	1,929,642	1,882,024	507,409	26.96
	Equipment Expense	52,156	52,156	51,705	99.14
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	66,661	47.99
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,794,260	0	0.00
	Assessment for Student Activity Costs	147,949	147,949	0	0.00
	Assessment for Operating Costs	1,791,133	1,794,338	0	0.00
	<b>Total:</b>	<b>15,900,426</b>	<b>15,924,941</b>	<b>2,771,795</b>	<b>17.41</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,198,375)</b>	<b>(6,233,113)</b>	<b>780,874</b>	<b>(12.53)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	3,185,459	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	(88)	(1.22)
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,313,829)	0	0.00
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,277,791</b>	<b>6,277,791</b>	<b>3,185,371</b>	<b>50.74</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.30
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,003)</b>	<b>(61,003)</b>	<b>(15,438)</b>	<b>25.31</b>
<b>BUDGET BALANCE</b>		<b>18,414</b>	<b>(16,325)</b>	<b>3,950,808</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>920,225</b>	<b>920,225</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>938,639</u></b>	<b><u>903,900</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

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

As of October 31, 2014

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,019,423	1,077,585	173,778	16.13
	Other Operating Revenues	94,602	111,125	22,722	20.45
	<b>Total:</b>	<b>1,114,025</b>	<b>1,188,710</b>	<b>196,500</b>	<b>16.53</b>
<b>OPERATING EXPENSE</b>					
	Salaries	301,970	311,853	56,402	18.09
	Benefits	48,893	41,430	8,544	20.62
	Student financial aid - scholarships	11,500	11,500	4,000	34.78
	Utilities	100	100	94	93.76
	Supplies and Other Services	714,570	765,196	117,810	15.40
	Equipment Expense	46,124	46,124	6,729	14.59
	Loan cancellations and write-offs	0	0	0	0.00
	<b>Total:</b>	<b>1,123,157</b>	<b>1,176,202</b>	<b>193,578</b>	<b>16.46</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(9,132)</b>	<b>12,507</b>	<b>2,921</b>	<b>23.36</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	0	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	<b>Total:</b>	<b>11,658</b>	<b>11,658</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>2,526</b>	<b>24,165</b>	<b>2,921</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>674,750</b>	<b>674,750</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>11,658</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>665,618</u></b>	<b><u>687,257</u></b>		

Pierpont Community and Technical College  
Board of Governors  
Financial Report  
For the period ending October 31, 2014

<b>New Grant Funds</b>	<b>325,000.00</b>
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Nobel Energy Scholarship	25,000.00
WV ADV Cable and Fiber Optic Training Grant	300,000.00

<b>Gifts</b>	<b>-</b>
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<b>Other Grant/Restricted Fund Related Changes</b>	<b>0.00</b>
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<b>Net Change</b>	<b>0.00</b>
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The (\$109,183) cash balance is due to the delay of moving cash from Undistributed receipts into revenue for expenses as of October 31, 2014. Moving forward we will try to get this done in a more timely manner.

Pierpont Community and Technical College  
Budget vs Actual Statement of Revenues and Expenses  
For the period ending October 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	13,288,376	13,288,376	3,322,036	25.00
	State/Local Grants and Contracts	4,732,577	5,059,577.14	830,283	16.41
	Private Grants and Contracts	416,000	416,000	226,558	54.46
	<b>Total:</b>	<b>18,436,953</b>	<b>18,763,953</b>	<b>4,378,878</b>	<b>23.34</b>
<b>OPERATING EXPENSE</b>	Salaries	981,795	981,936	220,497	22.46
	Benefits	139,447	140,296	40,958	29.19
	Student financial aid-scholarships	22,953,501	22,978,501	6,319,185	27.50
	Supplies and Other Services	469,737	455,479	92,478	20.30
	Equipment Expense	1,927,673	2,239,940	12,305	0.55
	<b>Total:</b>	<b>26,472,153</b>	<b>26,796,153</b>	<b>6,685,422</b>	<b>24.95</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,035,200)</b>	<b>(8,032,200)</b>	<b>(2,306,544)</b>	<b>28.72</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	2,216,447	27.71
	Investment Income	0	0	0	0.00
	Gifts	24,995	24,995	0	0.00
	<b>Total:</b>	<b>8,024,995</b>	<b>8,024,995</b>	<b>2,216,447</b>	<b>27.71</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(9,649)	(12,649)	(24,900)	196.85
	Construction Expenditures	(9,653)	(9,653)	(9,252)	95.85
	Transfers for Fin Aid Match	61,006	61,006	15,066	24.70
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>41,704</b>	<b>38,704</b>	<b>(19,086)</b>	<b>(49.31)</b>
<b>BUDGET BALANCE</b>		<b>31,499</b>	<b>31,499</b>	<b>(109,183)</b>	<b>(346.62)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>2,232,907</b>	<b>2,232,907</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>2,264,406</b>	<b>2,264,406</b>		

**Tab**

**8**

**Board of Governors  
Financial Report FY 2015  
Pierpont Community & Technical College  
as of November 30, 2014**

**SUMMARY:**

The projected effect on net assets for FY 2015 as of November 30, 2014 is an increase of \$176,583 (The Budget Balance of \$176,583 is only a temporary condition. As of this report date the FY 2015 Budget Reduction Plan is only partially implemented. Once full implementation is completed in December and January the Budget Balance will be back to closer in line with the October 31, 2014 Finance Report). However, this amount also includes a Board approved spend down of \$11,658 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2015 is an increase of \$164,925.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of November 30, 2014 is \$176,583. This represents a budget increase of \$168,742 from the October 31, 2014 Financial Report. As of this report date, approximately 43% of projected tuition and fees revenue and approximately 37 % of overall revenues have been realized while approximately 24% of operating expenses have been incurred (Due to the lack of a FY 15 Chargeback Agreement, no revenues or expenses related to chargeback have been incurred to date.). The primary budget changes that impacted the budget from the October 31, 2014 Financial Report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by (\$250,950). This significant activities accounting for this change are as follows:
    - The “Tuition and Fee” revenue budget controlled by the President was reduced by (\$250,950) as a part of the overall budget reduction plan to address decreased student revenues.
- **Operating Expenses Budget:**
  - Decreased by (\$194,083). This significant activities accounting for this change are as follows:
    - The “Salary” expense budget controlled by the President increased by \$225.
    - The “Benefits” expense budget controlled by the President decreased by (\$4,818) primarily due to PEIA updates.
    - The “Supplies and Other Services” expense budget controlled by the Fund Managers decreased by (\$6,800) in recognition of a correction to align Course Fee planned expenditures with Course Fee revenues while the President’s controlled “Supplies and Other Services” expense budget decreased by (\$155) to address a labor a portion of the “Salary” expense increase.
    - The “Assessment for Support Services” expense budget controlled by the President decreased (\$47,546) as the result of FSU implementation of their budget reduction plan.

- The “Assessment for Student Activity Costs” budget controlled by the President decreased by (\$25,341) as part of the overall budget reduction plan to address decreased student revenues.
- The “Assessment for Operating Costs” budget controlled by the President decreased by (\$109,648) as the result of FSU implementation of their budget reduction plan.

Of the adjusted projected effect on net assets of an increase of \$176,583 as of June 30, 2015; President’s Controlled Fund(s) are projected to have a budget surplus of \$145,617; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$30,965 with Board approved spending of \$11,658 in cash reserves. The Year-To-Date Actual Budget Balance is \$2,936,364.

**NOTE:**

*The Budget Balance of \$176,583 is only a temporary condition. As of this report date the FY 2015 Budget Reduction Plan is only partially implemented. Once full implementation is completed in December and January the Budget Balance will be back to closer in line with the October 31, 2014 Finance Report.*

**RESTRICTED FUNDS:**

The November 30, 2014 Restricted Fund Finance Report has a budget balance of \$377,141.

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

As of November 30, 2014

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	9,182,244	8,861,678	3,760,377	42.43
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	892,586	739,480	383,057	51.80
	Operating Costs Revenue	182,331	139,769	0	0.00
	Support Services Revenue	205,106	365,223	0	0.00
	Other Operating Revenues	381,394	397,917	23,741	5.97
	<b>Total:</b>	<b>11,708,662</b>	<b>11,369,067</b>	<b>4,167,175</b>	<b>36.65</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,888,571	6,944,831	2,249,049	32.38
	Benefits	1,537,276	1,539,471	480,652	31.22
	Student financial aid-scholarships	158,938	158,938	146,871	92.41
	Utilities	22,353	22,353	6,729	30.10
	Supplies and Other Services	2,644,212	2,640,265	784,102	29.70
	Equipment Expense	98,280	98,280	66,787	67.96
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	66,661	47.99
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,746,714	0	0.00
	Assessment for Student Activity Costs	147,949	122,608	54,721	44.63
	Assessment for Auxiliary Fees & Debt Service	892,586	739,480	328,066	44.36
	Assessment for Operating Costs	1,791,133	1,684,690	0	0.00
	<b>Total:</b>	<b>17,916,168</b>	<b>17,646,540</b>	<b>4,183,638</b>	<b>23.71</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,207,506)</b>	<b>(6,277,473)</b>	<b>(16,463)</b>	<b>0.26</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	3,185,459	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	(88)	(1.22)
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,088,220)	(232,544)	21.37
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,277,791</b>	<b>6,503,400</b>	<b>2,952,827</b>	<b>45.40</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	<b>Total:</b>	<b>(49,345)</b>	<b>(49,345)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>20,940</b>	<b>176,583</b>	<b>2,936,364</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>20,940</b>	<b>176,583</b>	<b>2,936,364</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,599,777</b>	<b>1,599,777</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>11,658</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,609,059</u></b>	<b><u>1,764,702</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

\* Unrestricted Net Asset Balance is 9.46% of the current budgeted total operating expense. Management has established a target of 15% or \$2,536,059 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, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,162,822	7,784,094	3,551,715	45.63
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	182,331	139,769	0	0.00
	Support Services Revenue	205,106	365,223	0	0.00
	Other Operating Revenues	286,792	286,792	(1,220)	(0.43)
	<b>Total:</b>	<b>9,702,051</b>	<b>9,440,877</b>	<b>3,550,495</b>	<b>37.61</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,586,601	6,632,978	2,176,475	32.81
	Benefits	1,488,383	1,498,041	469,663	31.35
	Student financial aid-scholarships	147,438	147,438	142,871	96.90
	Utilities	22,253	22,253	6,630	29.79
	Supplies and Other Services	1,929,642	1,881,869	633,182	33.65
	Equipment Expense	52,156	52,156	59,842	114.74
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	66,661	47.99
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,746,714	0	0.00
	Assessment for Student Activity Costs	147,949	122,608	54,721	44.63
	Assessment for Operating Costs	1,791,133	1,684,690	0	0.00
	<b>Total:</b>	<b>15,900,426</b>	<b>15,737,658</b>	<b>3,610,046</b>	<b>22.94</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,198,375)</b>	<b>(6,296,780)</b>	<b>(59,551)</b>	<b>0.95</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	3,185,459	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	(88)	(1.22)
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,088,220)	(232,544)	21.37
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,277,791</b>	<b>6,503,400</b>	<b>2,952,827</b>	<b>45.40</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,003)</b>	<b>(61,003)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>18,414</b>	<b>145,617</b>	<b>2,893,276</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>920,225</b>	<b>920,225</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>938,639</u></b>	<b><u>1,065,842</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

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

As of November 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,019,423	1,077,585	208,662	19.36
	Other Operating Revenues	94,602	111,125	24,962	22.46
	<b>Total:</b>	<b>1,114,025</b>	<b>1,188,710</b>	<b>233,624</b>	<b>19.65</b>
<b>OPERATING EXPENSE</b>					
	Salaries	301,970	311,853	72,574	23.27
	Benefits	48,893	41,430	10,989	26.52
	Student financial aid - scholarships	11,500	11,500	4,000	34.78
	Utilities	100	100	99	98.76
	Supplies and Other Services	714,570	758,396	150,920	19.90
	Equipment Expense	46,124	46,124	6,945	15.06
	Loan cancellations and write-offs	0	0	0	0.00
	<b>Total:</b>	<b>1,123,157</b>	<b>1,169,402</b>	<b>245,527</b>	<b>21.00</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(9,132)</b>	<b>19,307</b>	<b>(11,903)</b>	<b>(61.65)</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	0	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	<b>Total:</b>	<b>11,658</b>	<b>11,658</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>2,526</b>	<b>30,965</b>	<b>(11,903)</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>674,750</b>	<b>674,750</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>11,658</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>665,618</u></b>	<b><u>694,057</u></b>		

Pierpont Community and Technical College  
Budget vs Actual Statement of Revenues and Expenses  
Current Restricted  
For the period ending November 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	13,288,376	13,288,376	3,428,223	25.80
	State/Local Grants and Contracts	4,732,577	5,059,786.38	1,340,619	26.50
	Private Grants and Contracts	416,000	416,000	242,470	58.29
	<b>Total:</b>	<b>18,436,953</b>	<b>18,764,163</b>	<b>5,011,312</b>	<b>26.71</b>
<b>OPERATING EXPENSE</b>	Salaries	981,795	1,014,446	290,573	28.64
	Benefits	139,447	154,076	52,449	34.04
	Student financial aid-scholarships	22,953,501	22,978,501	6,402,451	27.86
	Supplies and Other Services	469,737	393,457	122,890	31.23
	Equipment Expense	1,927,673	1,922,890	31,141	1.62
	<b>Total:</b>	<b>26,472,153</b>	<b>26,463,370</b>	<b>6,899,505</b>	<b>26.07</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,035,200)</b>	<b>(7,699,207)</b>	<b>(1,888,193)</b>	<b>24.52</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	2,227,191	27.84
	Investment Income	0	0	0	0.00
	Gifts	24,995	24,995	0	0.00
		<b>8,024,995</b>	<b>8,024,995</b>	<b>2,227,191</b>	<b>27.84</b>
	Construction Expenditures	(9,653)	(9,653)	(9,252)	95.85
	Transfers for Fin Aid Match	61,006	61,006	15,066	24.70
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>51,353</b>	<b>51,353</b>	<b>5,814</b>	<b>11.32</b>
<b>BUDGET BALANCE</b>		<b>41,148</b>	<b>377,141</b>	<b>344,812</b>	<b>91.43</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>2,232,907</b>	<b>2,232,907</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>2,274,055</b>	<b>2,610,048</b>		

**Tab**

**9**

**Board of Governors  
Financial Report FY 2015  
Pierpont Community & Technical College  
as of December 31, 2014**

**SUMMARY:**

The projected effect on net assets for FY 2015 as of December 31, 2014 is a decrease of (\$3,026). However, this amount also includes a Board approved spend down of \$11,658 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2015 is an decrease of (\$14,684).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of December 31, 2014 is (\$3,026). This represents a budget decrease of (\$179,609) from the November 30, 2014 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 30% of operating expenses have been incurred (Due to the lack of a FY 15 Chargeback Agreement, no revenues or expenses related to chargeback have been incurred to date.). The primary budget changes that impacted the budget from the November 30, 2014 Financial Report, are as follows:

- **Operating Revenues Budget:**

- Decreased by (\$871,481). This significant activities accounting for this change are as follows:
  - The “Tuition and Fee” revenue budget controlled by the President was reduced by (\$867,414) as a part of the overall budget reduction plan to address decreased student revenues while the Fund Manager’s “Tuition and Fee” revenue budget increased by \$8,337 in recognition of additional course fee revenues realized.
  - The “Operating Costs Revenue” budget controlled by the President decreased by (\$25,532) due to the overall budget reduction plan to address decreased student revenues.
  - The “Support Services Revenue” budget controlled by the President increased by \$1,448 due to a correction to the Director of Tutoring’s position.
  - The “Other Operating Revenue” budget controlled by the President increased by \$10,000 due to a mid-year adjustment in the student services organization, while the Fund Manager controlled “Other Operating Revenue” budget increased by \$1,680 in recognition of additional revenues realized.

- **Operating Expenses Budget:**

- Decreased by (\$691,872). This significant activities accounting for this change are as follows:
  - The “Salary” expense budget controlled by the President decreased by (\$330,680) as a part of the overall budget reduction plan to address decreased student revenues while the Fund Manager’s “Salary” expense

budget increased by \$13,735 due to the recognition of increased revenues identified above.

- The “Benefits” expense budget controlled by the President decreased by (\$62,579) primarily due to the overall budget reduction plan to address decreased student revenues while the Fund Manager’s “Benefits” expense budget increased by \$1,497 related to the increased in “Salary” expense budget identified above.
- The “Supplies and Other Services” expense budget controlled by the Fund Managers decreased by (\$5,216) due to a transfer to labor while the President’s controlled “Supplies and Other Services” expense budget decreased by (\$298,330) as a part of the overall budget reduction plan to address decreased student revenues
- The “Assessment for Support Services” expense budget controlled by the President decreased (\$121,573) primarily as the result of the change to the chargeback percentage. Until agreement was reached between the two institutions on the percentage to be used for FY 2015, the Banner Finance System had a higher chargeback rate then was ultimately agreed upon.
- The “Assessment for Operating Costs” budget controlled by the President increased by \$130,988 as the result of the chargeback percentage change and the reversal of the estimated change to chargeback. Until agreement was reached between the two institutions on the percentage to be used for FY 2015, the Banner Finance System had the higher chargeback rate that FSU wanted and Pierpont had to insert an estimated value for the change in chargeback in order to have Financial Statements reflective of Pierpont’s budget plan.

Of the adjusted projected effect on net assets of a decrease of (\$3,026) as of June 30, 2015; President’s Controlled Fund(s) are projected to have a budget deficit of (\$33,992); Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$30,966 with Board approved spending of \$11,658 in cash reserves. The Year-To-Date Actual Budget Balance is \$1,714,272.

**RESTRICTED FUNDS:**

The December 31, 2014 Restricted Fund Finance Report has a budget balance of \$33,133.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of December 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	9,182,244	8,002,601	3,765,130	47.05
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	892,586	739,480	383,062	51.80
	Operating Costs Revenue	182,331	114,237	0	0.00
	Support Services Revenue	205,106	366,671	0	0.00
	Other Operating Revenues	381,394	409,597	24,241	5.92
	<b>Total:</b>	<b>11,708,662</b>	<b>10,497,586</b>	<b>4,172,433</b>	<b>39.75</b>
<b>OPERATING EXPENSE</b>	Salaries	6,888,571	6,627,886	2,810,004	42.40
	Benefits	1,537,276	1,478,389	599,954	40.58
	Student financial aid-scholarships	158,938	158,938	149,736	94.21
	Utilities	22,353	22,353	7,844	35.09
	Supplies and Other Services	2,644,212	2,336,720	975,777	41.76
	Equipment Expense	98,280	78,565	70,806	90.12
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	66,661	47.99
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,625,141	0	0.00
	Assessment for Student Activity Costs	147,949	122,608	62,088	50.64
	Assessment for Auxiliary Fees & Debt Service	892,586	739,480	376,014	50.85
	Assessment for Operating Costs	1,791,133	1,815,678	0	0.00
	<b>Total:</b>	<b>17,916,168</b>	<b>16,954,668</b>	<b>5,118,885</b>	<b>30.19</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,207,506)</b>	<b>(6,457,082)</b>	<b>(946,452)</b>	<b>14.66</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,584,426	7,584,426	3,185,459	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	525	7.30
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,088,220)	(525,260)	48.27
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,277,791</b>	<b>6,503,400</b>	<b>2,660,724</b>	<b>40.91</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	<b>Total:</b>	<b>(49,345)</b>	<b>(49,345)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>20,940</b>	<b>(3,026)</b>	<b>1,714,272</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>20,940</b>	<b>(3,026)</b>	<b>1,714,272</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,599,777</b>	<b>1,599,777</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>11,658</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,609,059</u></b>	<b><u>1,585,093</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

\* Unrestricted Net Asset Balance is 9.87% of the current budgeted total operating expense. Management has established a target of 15% or \$2,432,278 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, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,162,822	6,916,680	3,551,535	51.35
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	182,331	114,237	0	0.00
	Support Services Revenue	205,106	366,671	0	0.00
	Other Operating Revenues	286,792	296,792	(720)	(0.24)
	<b>Total:</b>	<b>9,702,051</b>	<b>8,559,380</b>	<b>3,550,815</b>	<b>41.48</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,586,601	6,302,298	2,719,348	43.15
	Benefits	1,488,383	1,435,462	586,347	40.85
	Student financial aid-scholarships	147,438	147,438	145,736	98.85
	Utilities	22,253	22,253	7,741	34.78
	Supplies and Other Services	1,929,642	1,583,539	794,404	50.17
	Equipment Expense	52,156	32,442	62,728	193.36
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	66,661	47.99
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,625,141	0	0.00
	Assessment for Student Activity Costs	147,949	122,608	62,088	50.64
	Assessment for Operating Costs	1,791,133	1,815,678	0	0.00
	<b>Total:</b>	<b>15,900,426</b>	<b>15,035,769</b>	<b>4,445,053</b>	<b>29.56</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,198,375)</b>	<b>(6,476,390)</b>	<b>(894,238)</b>	<b>13.81</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	3,185,459	42.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	525	7.30
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,088,220)	(525,260)	48.27
	Reappropriated State Funding	0	0	0	0.00
	<b>Total:</b>	<b>6,277,791</b>	<b>6,503,400</b>	<b>2,660,724</b>	<b>40.91</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	0	0	0	0.00
	<b>Total:</b>	<b>(61,003)</b>	<b>(61,003)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>18,414</b>	<b>(33,992)</b>	<b>1,766,486</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>920,225</b>	<b>920,225</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>938.639</u></b>	<b><u>886.233</u></b>		

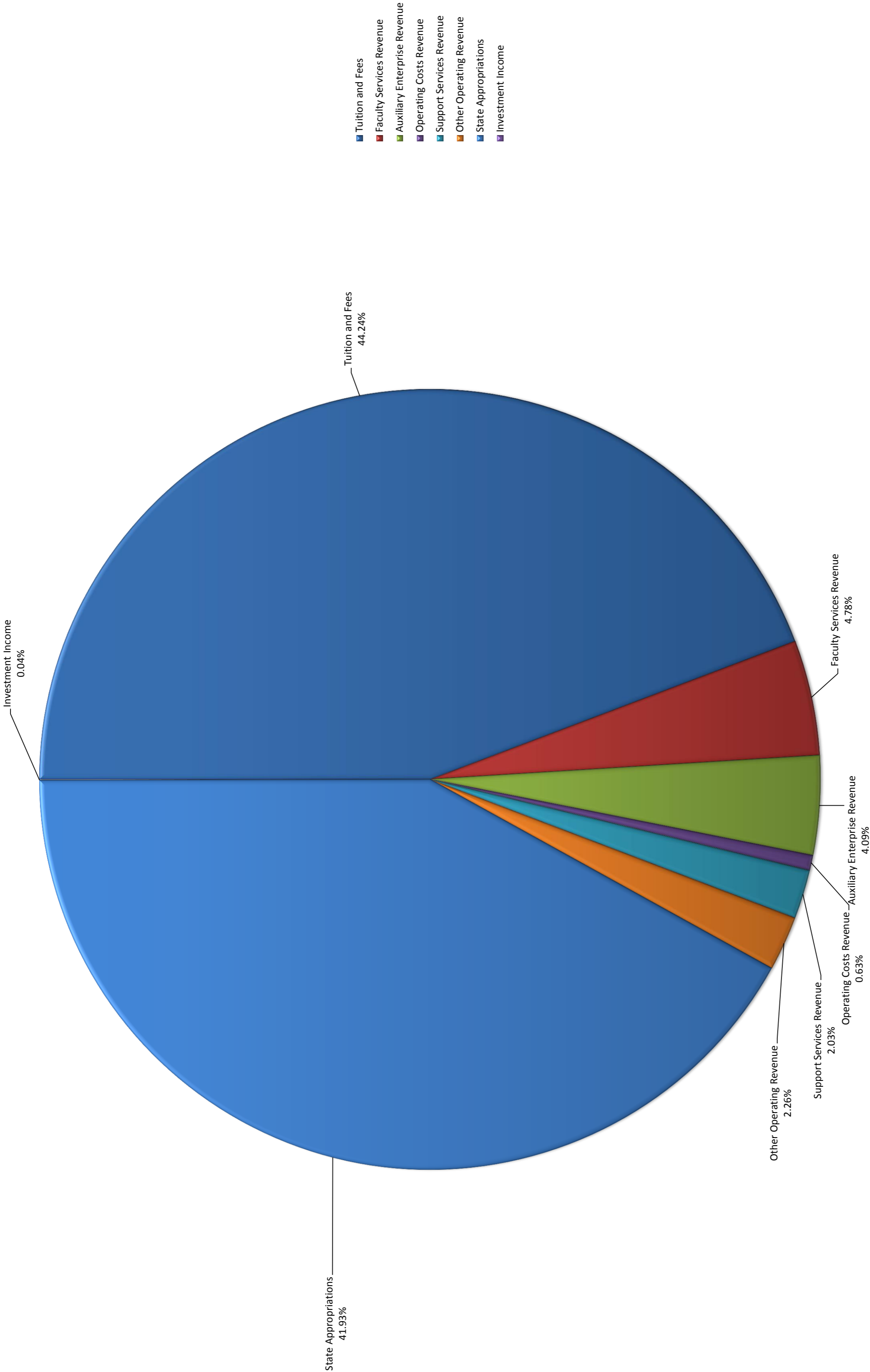
\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

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

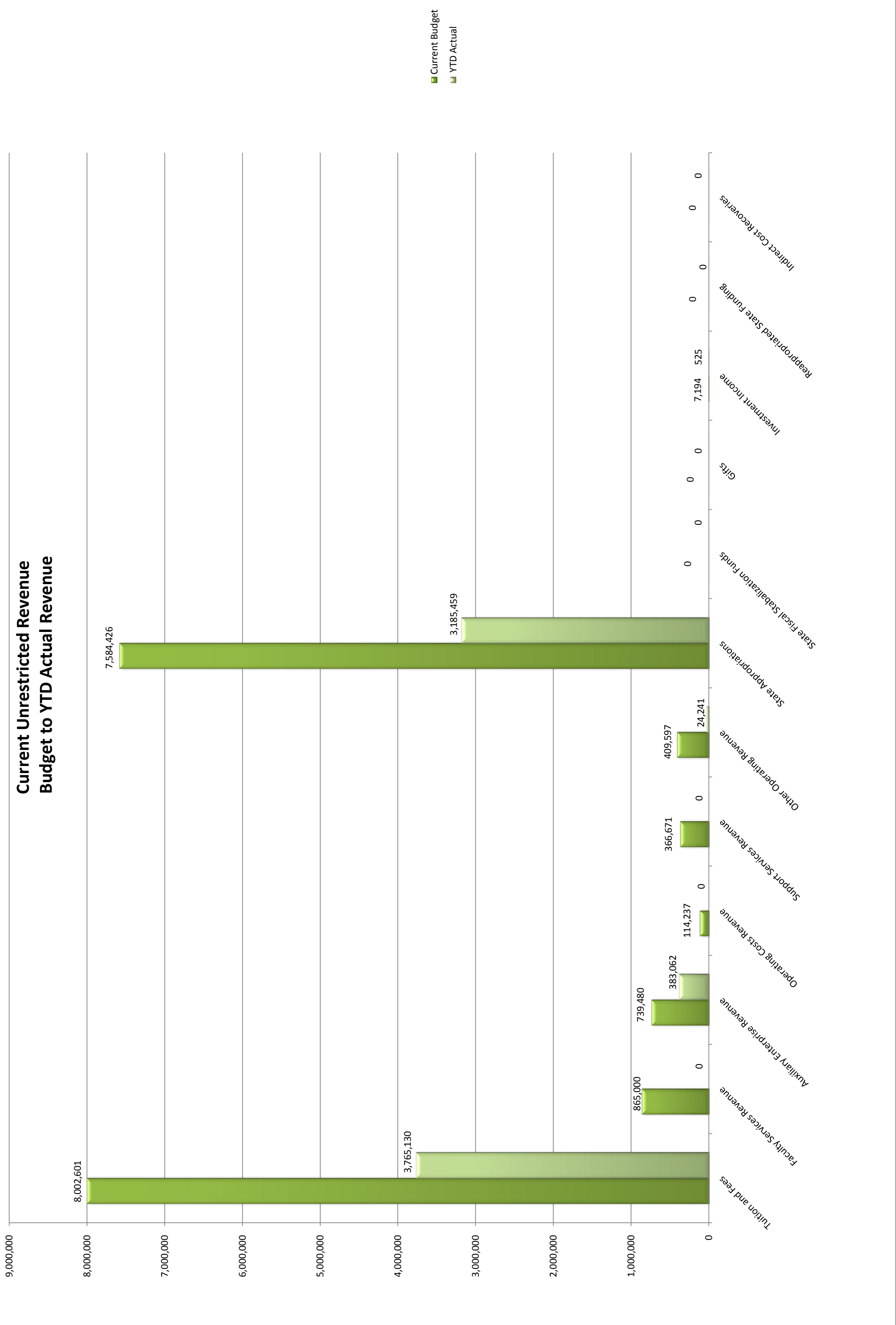
As of December 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,019,423	1,085,921	213,595	19.67
	Other Operating Revenues	94,602	112,805	24,962	22.13
	<b>Total:</b>	<b>1,114,025</b>	<b>1,198,726</b>	<b>238,556</b>	<b>19.90</b>
<b>OPERATING EXPENSE</b>					
	Salaries	301,970	325,588	90,656	27.84
	Benefits	48,893	42,927	13,607	31.70
	Student financial aid - scholarships	11,500	11,500	4,000	34.78
	Utilities	100	100	104	103.76
	Supplies and Other Services	714,570	753,180	181,373	24.08
	Equipment Expense	46,124	46,124	8,079	17.52
	Loan cancellations and write-offs	0	0	0	0.00
	<b>Total:</b>	<b>1,123,157</b>	<b>1,179,419</b>	<b>297,818</b>	<b>25.25</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(9,132)</b>	<b>19,308</b>	<b>(59,262)</b>	<b>(306.93)</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	0	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	<b>Total:</b>	<b>11,658</b>	<b>11,658</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>2,526</b>	<b>30,966</b>	<b>(59,262)</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>674,750</b>	<b>674,750</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>11,658</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>665,618</u></b>	<b><u>694,058</u></b>		

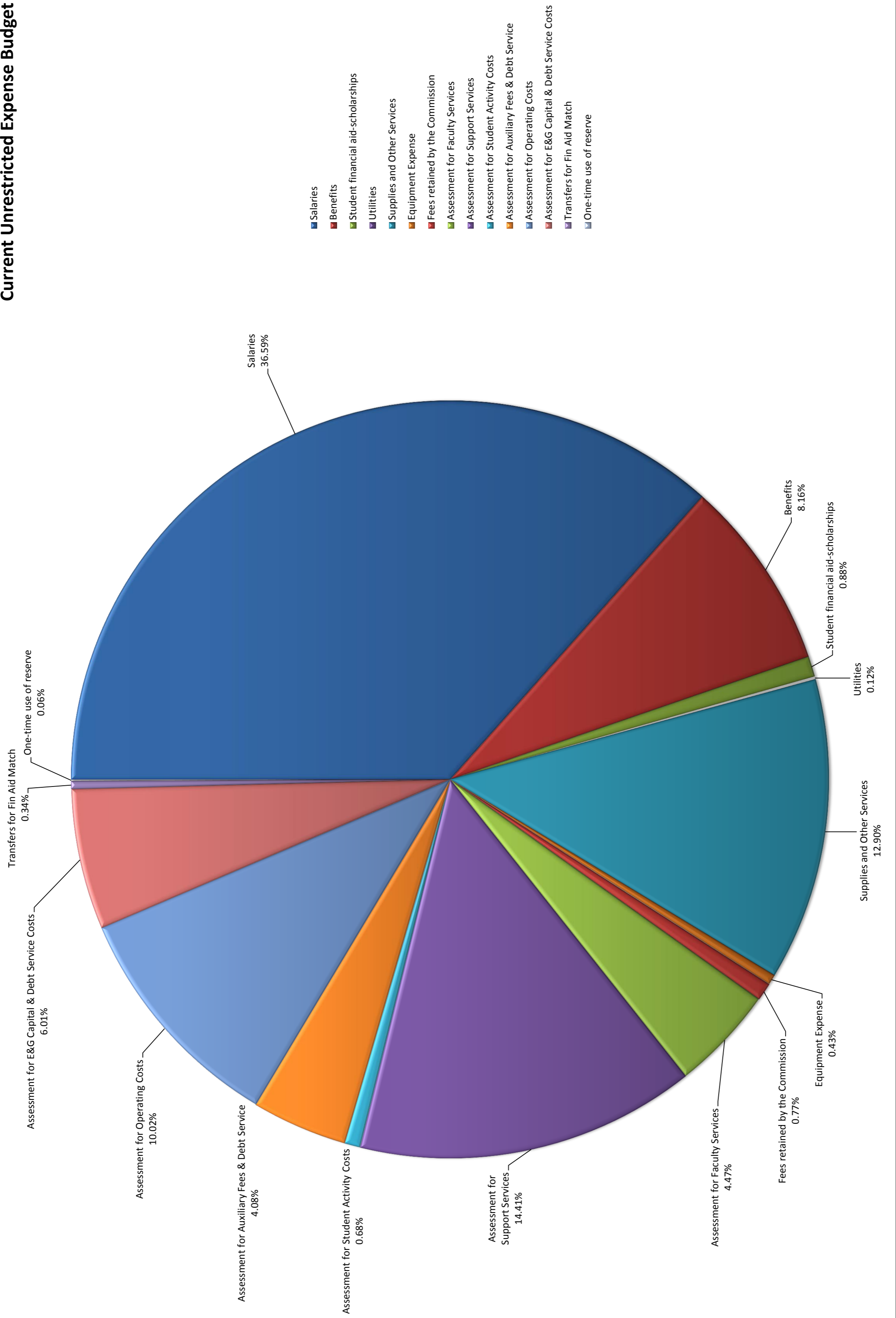
Current Unrestricted Revenue Budget

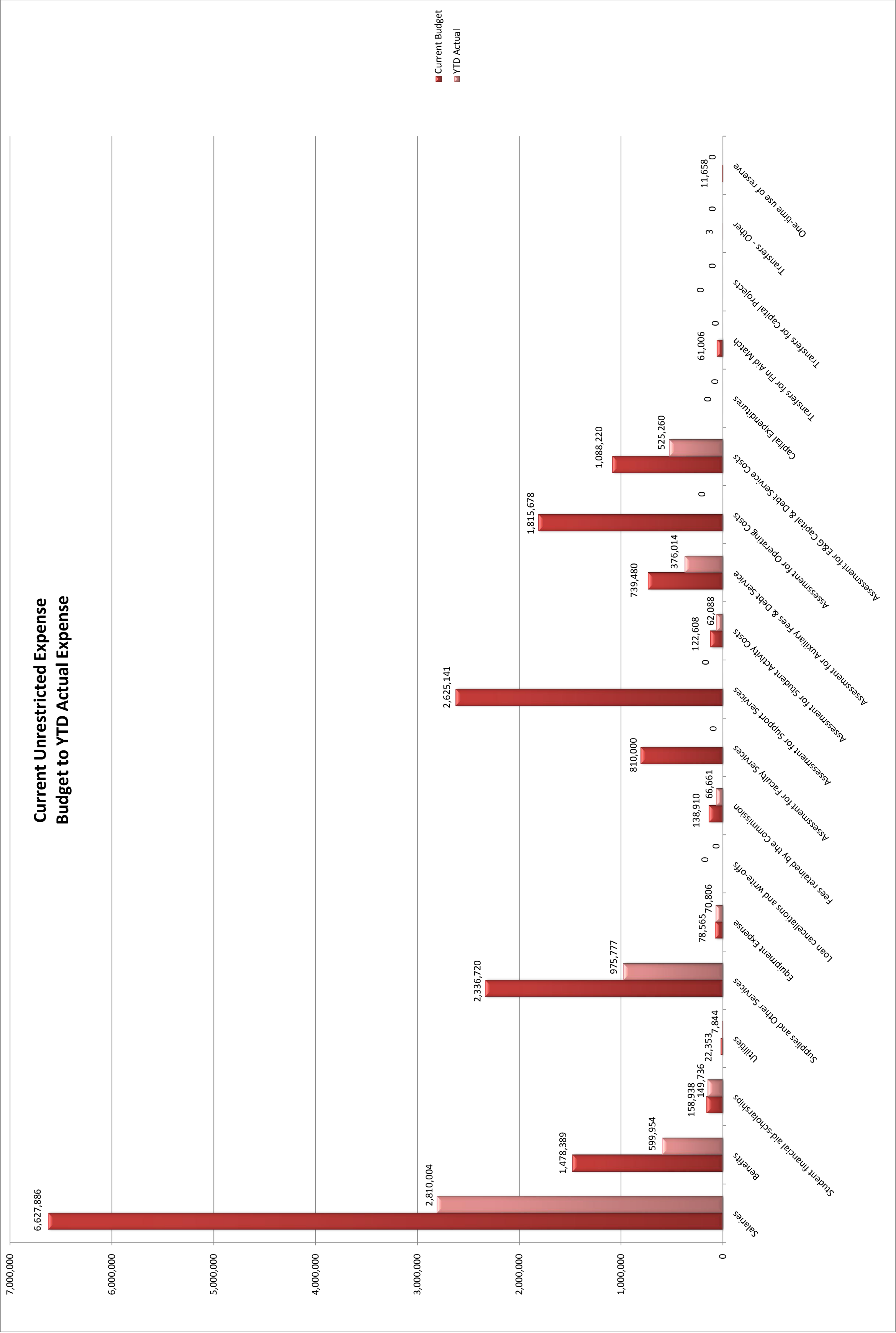


Current Unrestricted Revenue  
Budget to YTD Actual Revenue



Current Unrestricted Expense Budget

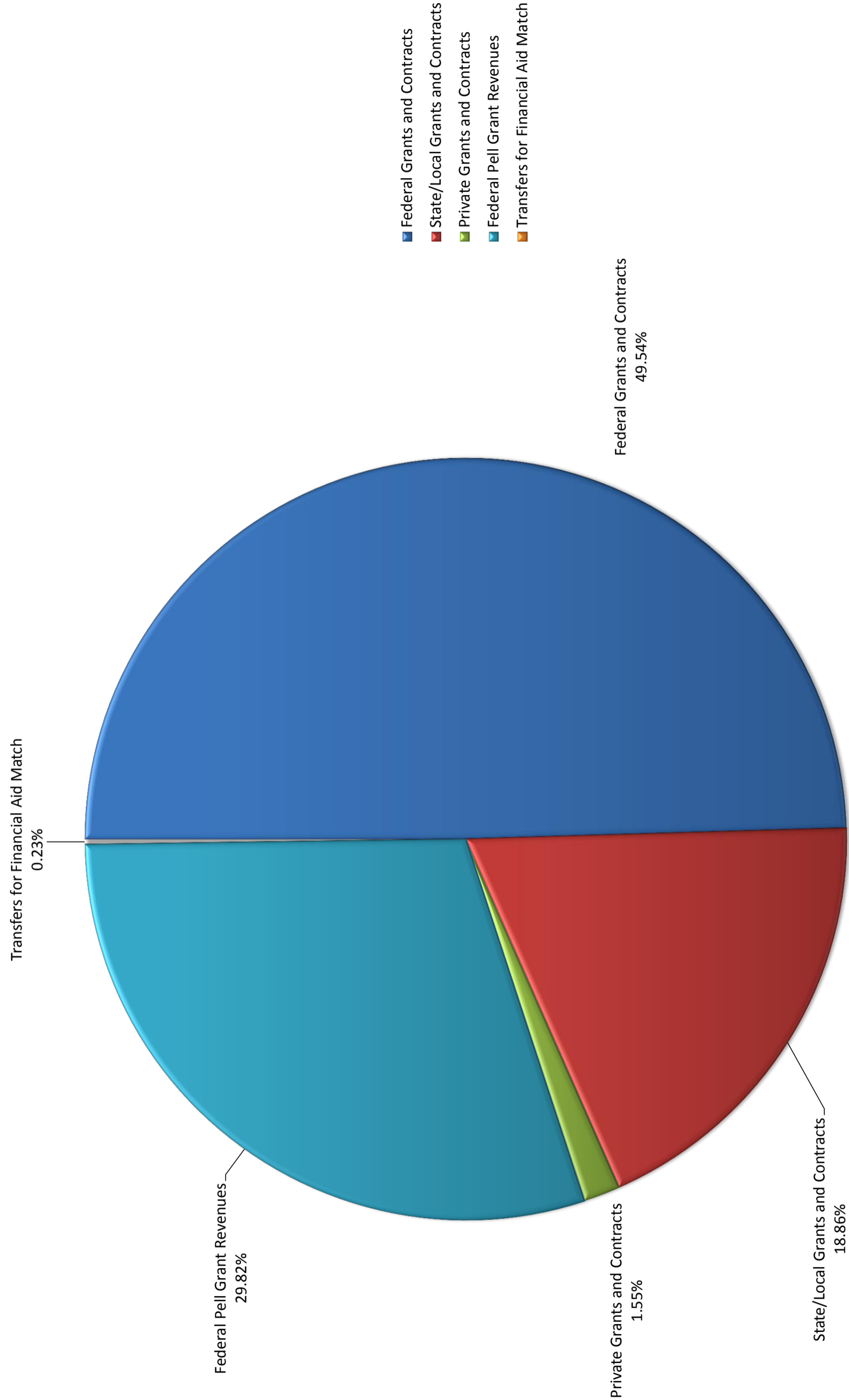


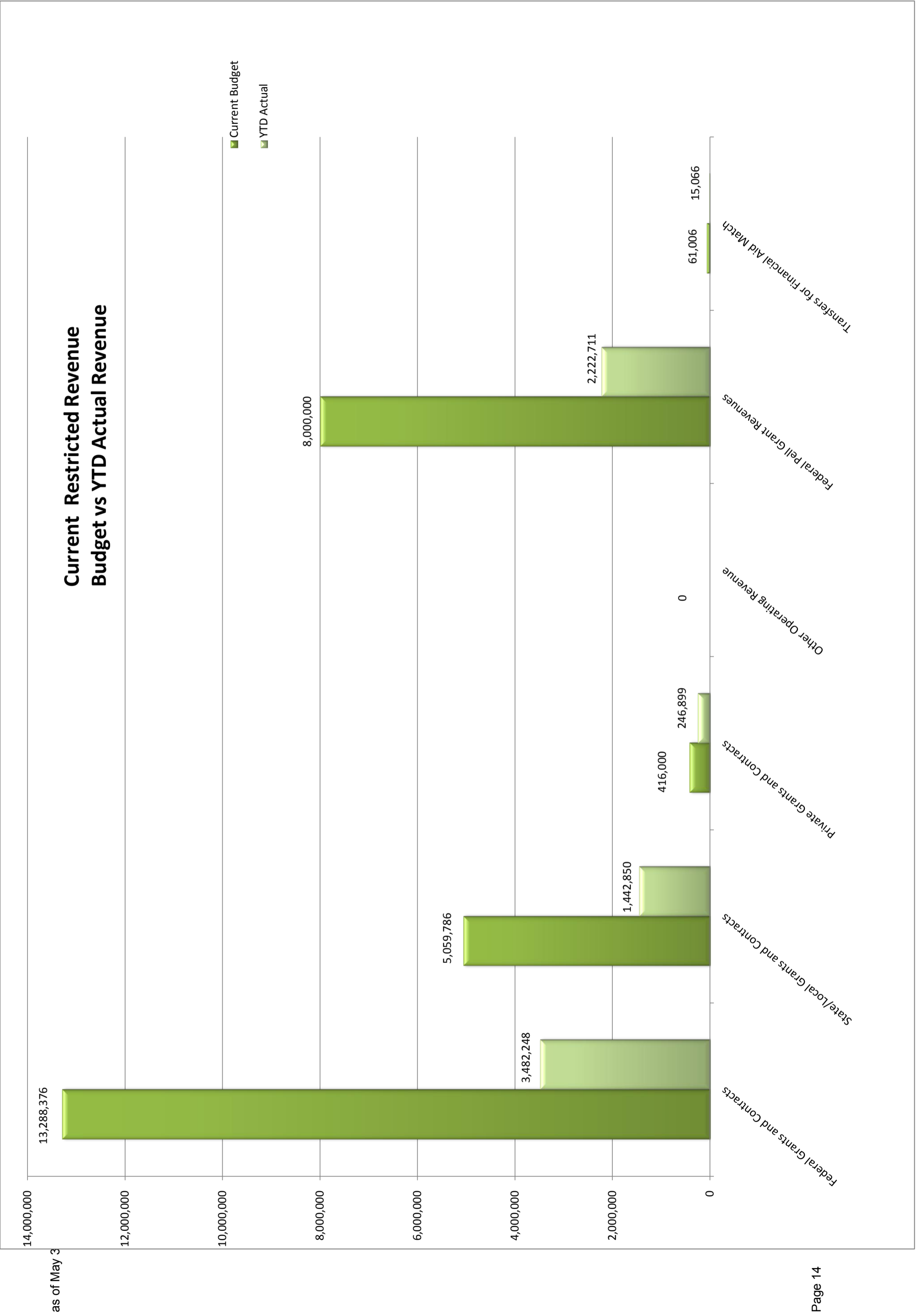


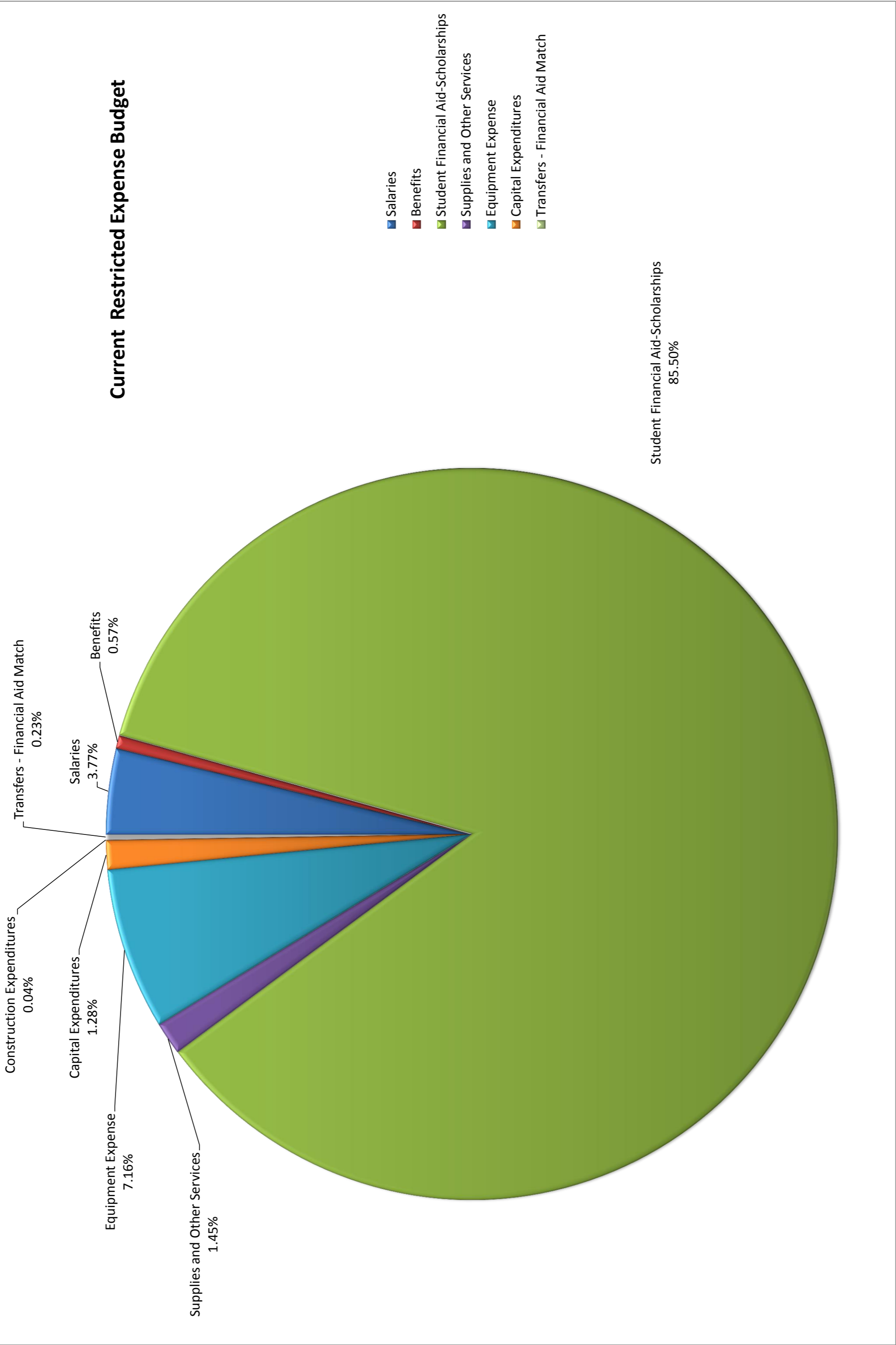
Pierpont Community and Technical College  
Budget vs Actual Statement of Revenues and Expenses  
Current Restricted  
For the period ending December 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	13,288,376	13,288,376	3,482,248	26.21
	State/Local Grants and Contracts	4,732,577	5,059,786.38	1,442,850	28.52
	Private Grants and Contracts	416,000	416,000	246,899	59.35
	<b>Total:</b>	<b>18,436,953</b>	<b>18,764,163</b>	<b>5,171,996</b>	<b>27.56</b>
<b>OPERATING EXPENSE</b>	Salaries	981,795	1,014,433	359,164	35.41
	Benefits	139,447	154,089	63,824	41.42
	Student financial aid-scholarships	22,953,501	22,978,501	6,393,391	27.82
	Supplies and Other Services	469,737	390,545	146,702	37.56
	Equipment Expense	1,927,673	1,925,785	53,574	2.78
	<b>Total:</b>	<b>26,472,153</b>	<b>26,463,353</b>	<b>7,016,653</b>	<b>26.51</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,035,200)</b>	<b>(7,699,190)</b>	<b>(1,844,657)</b>	<b>23.96</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	2,222,711	27.78
	Investment Income	0	0	0	0.00
	Gifts	24,995	24,995	0	0.00
		<b>8,024,995</b>	<b>8,024,995</b>	<b>2,222,711</b>	<b>27.78</b>
	Capital Expenditures		(344,024)	(356,258)	103.56
	Construction Expenditures	(9,653)	(9,653)	(9,252)	95.85
	Transfers for Fin Aid Match	61,006	61,006	15,066	24.70
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>51,353</b>	<b>(292,671)</b>	<b>(350,444)</b>	<b>119.74</b>
<b>BUDGET BALANCE</b>		<b>41,148</b>	<b>33,133</b>	<b>27,610</b>	<b>83.33</b>
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		<b>2,232,907</b>	<b>2,232,907</b>		
Pag Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<b>2,274,055</b>	<b>2,266,040</b>		

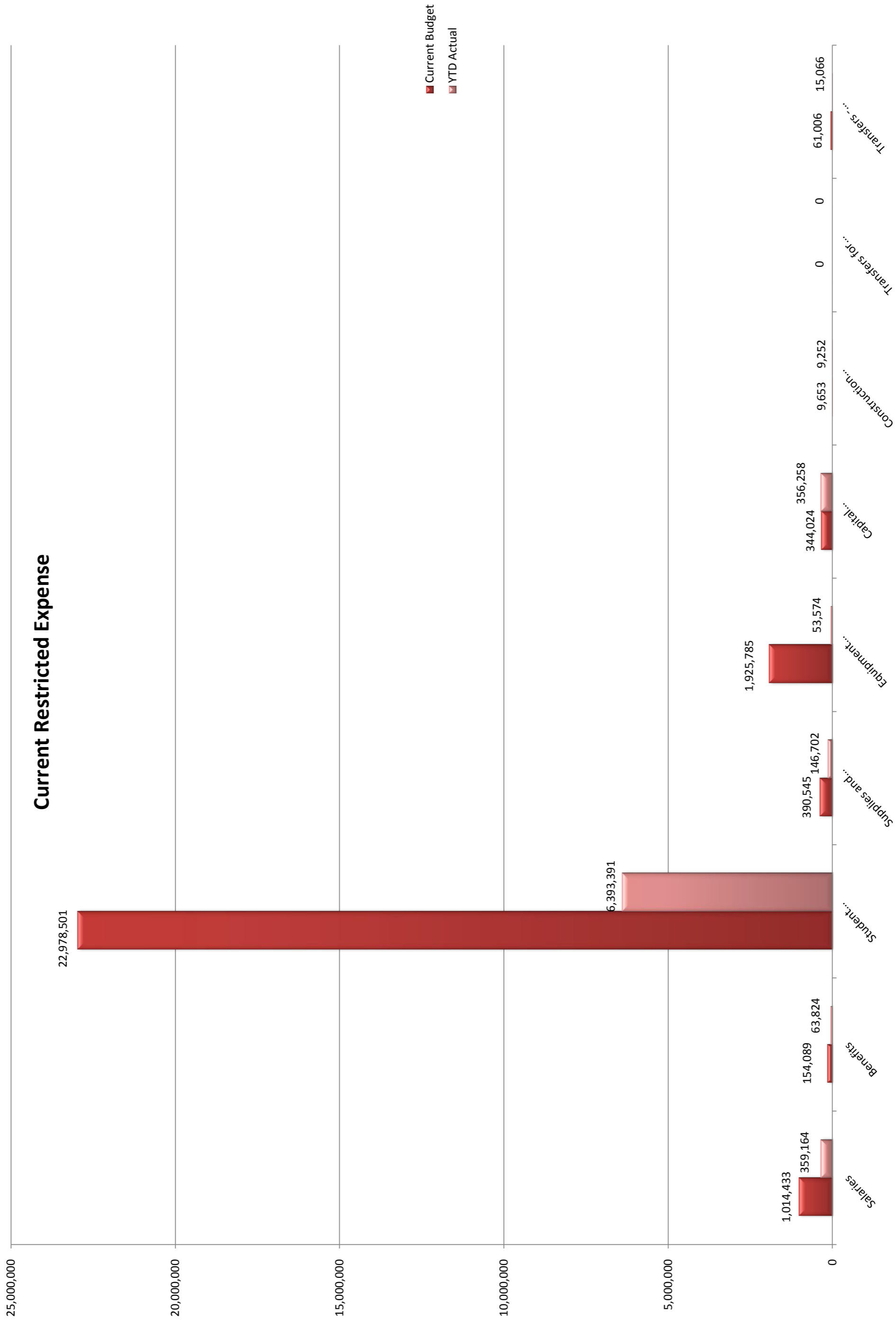
Current Restricted Revenue Budget







Current Restricted Expense



**Tab**

**10**

**Pierpont Community & Technical College Board of Governors  
Meeting of February 26, 2015**

**ITEM:** New Programs and Program Revisions

**COMMITTEE:** Committee of the Whole

**RECOMMENDED  
RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approves Pierpont the ability to offer AAS degree programs in (1) Health Sciences, (2) Business, and (3) Applied Process in Technology, and approves the discontinuation of the (a) AAS in Office Management and Technology, (b) AAS in Mechatronics Technology, and (c,d) AAS and CAS in Power Plant Technology, pending approval and notification to the WVCTCS, and the NCA Higher Learning Commission.

**STAFF MEMBER:** Leslie J. Lovett, Provost and Vice President for Academic Affairs

**BACKGROUND:** Pierpont seeks Board approval of new degree programs before sending the information to the WVCTCS, Higher Learning Commission and US Department of Education for their approval.

The following programs of study have been approved by the Pierpont Faculty Curriculum Committee and Faculty Senate:

AAS in Business

The name of the current *AAS Business Technology Program* will change to the *AAS in Business Program*. In addition changes will redesign the current program of study. The major will have Three tracks of study (1) Business Management (currently General Business), (2) Office Administration (currently Administrative Office Management) and (3) Office Administration (currently Administrative Office Management) which is under the AAS Office Management and Technology Program). The program will also reduce from 66 to 60 credit hours and aligns course offerings for cost savings.

The AAS Office Management and Technology Program will be discontinued as a major, and the Medical Office Management track under the major will become an Advanced Skill Set that can be taken alone or as courses in the new AAS in Health Science degree.

### AAS in Health Sciences

This program uses current course offerings to provide an AAS degree for students interested in preparing for entry into a competitive health care program, will aid in job placement, and can provide a pathway for baccalaureate education. Two new courses Bioethics and Health Care Management Capstone are created for the major. Students complete Health Careers courses and a Skill Set/Advanced Skill Set while enrolled in the program. The program is 60 credits in length.

The Bioethics courses will be cross-listed as a Humanities course and when seats are available interested Liberal Studies students may use the course as an elective. An Advanced Skill Set in Medical Administrative Assistant is also placed within this curriculum. Students who may have been interested in the discontinued AAS Office Management and Technology Program will be directed to this major of study.

### AAS in Applied Process in Technology

This program creates a new AAS degree with three tracks of study (1) Process and Power Plant Operations (previously Power Plant Technology), (2) Advanced Manufacturing (previously Mechatronics) and (3) Instrumentation (new). The program will have 40 credit hours which are the same for each track and an additional 20 credit hours in each track that are unique. The approach will allow students to complete the first year of courses and finalize the track of interest at the start of the second year. The alignment of courses will also help with cost savings.

The CAS degree in Power Plant Technology, and the AAS in Power Plant Technology, and the AAS in Mechatronics will be discontinued.

**Tab**

**11**

**Pierpont Community & Technical College Board of Governors**  
**Meeting of February 26, 2015**

**ITEM:** New Policy No. 58 – Email Established as an Official Form of Communication

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors Review and approve comments submitted for the new proposed Policy No. 58 – Email Established as an Official Form of Communication. A final draft would include modifications based on any comments received during the announced 30-day public comment period.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** At the Pierpont Board of Governors meeting of November 18, 2014, a 30-Day Public Comment Period was established from November 19, 2014 to December 18, 2014 to provide the public the opportunity to address the proposed new BOG Policy 58 – Email Established as an Official Form of Communication. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

Comments were received during the 30-day public comment period and are provided with this resolution. Modifications were made to the initial draft of the new Policy No. 58 – Email Established as an Official Form of Communication, for consideration by, and approval of, the Pierpont Community & Technical College Board of Governors.

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

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

**New Policy No. 58 – Email Established as an  
Official Form of Communication**

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**Number of Comments Received:** One comment was submitted by a member of the President's Cabinet.

**Source of Comments Received:**

**Legal Counsel**

No comments received.

**Staff**

No comments received.

**Faculty**

No comments received.

**President's Cabinet**

A member of the President's Cabinet provided the following comments in an email:

“FSU is in the process of implementing a duplicate BOG Policy. As a part of their review they have had extensive discussions with faculty and staff. A result of these discussions there has been suggested revisions to their proposed policy. I have reviewed their suggested changes and believe that many of these changes would improve our proposed policy.

I have included those suggested revision that I believe would improve our proposed policy in the attached document” (see attached).

**General**

No comments received.

*Notice: A complete written copy of the policy comments received during the 30-day comment period were, and are, available for public viewing at 320 Adams Street, Suite 406, Pierpont Community & Technical College, Fairmont, WV.*

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures

POLICY # 58

TITLE: EMAIL ESTABLISHED AS THE OFFICIAL FORM OF COMMUNICATIONS FOR THE COLLEGE

Effective Date:

Amended:

Repealed:

SECTION 1. PURPOSE/INTENT

- 1.1 To establish and ensure that Pierpont Community & Technical College campus email is an official method of communication between, faculty, staff, and students and to ensure that email messages from the College directed to faculty, staff, and students are delivered, accessible to the intended recipient and retrieved by the recipient.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all constituents of Pierpont Community & Technical College for whom a campus email account is provided, including but not limited to students, staff, faculty and others assigned institutional email accounts.

SECTION 3. DEFINITIONS

- 3.1 **Campus Email Account:** An email account provided by the College (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.

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- 3.2 **Campus Directory** – the online address book associated with the faculty/staff/student email system.

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SECTION 4. POLICY

- 4.1 **Institutional Communications:** Pierpont C&TC will utilize institutionally-issued email accounts to convey institutional-related, critical, and/or time sensitive information to faculty, staff, and students. Automated communications from our student information system will also be sent exclusively to the campus email address. In some instances, email communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:

Comment [U1]: Moved original 4.2 to this location for clarity.

4.1.1 Announcement of policy or regulatory changes.

4.1.2 Human Resources or employment-related notifications/deadlines.

4.1.3 Information from the State ERP.

4.1.4 Financial Aid or registration notifications/deadlines.

4.1.5 Class or work schedule changes.

4.1.6 Inclement weather advisories/instructions.

4.1.7 Mandatory training or meeting notifications.

4.1.8 Any other information deemed relevant and/or necessary to employees or students, or Pierpont community members.

**4.2 Confidentiality:** ~~Email messages originating from the College or via automated campus or student information system processes will be sent exclusively to the campus email address. Communications from Pierpont faculty/staff to students must originate from an official College account. College email correspondence might contain information protected by various regulations like FERPA or may simply include communications intended to remain confidential or private in nature. For this reason, the college will not access this content unless for just cause such as when requested by law enforcement or legal counsel. All messages contained within the College's email system are the property of and proprietary to the institution except when that conflicts with intellectual property rights outlined in Pierpont's Board of Governors Policy No. 55.~~

4.2 To ensure institutional legal compliance and protect privacy, faculty and staff should take necessary precautions when using the college email system. Employees are asked not to automatically forward college email to an external account. Doing so creates additional risk that this correspondence might be accessed by third-parties not authorized to view such content. Since college email can be accessed from smart phones and other portable devices it is important to be aware that most apps used for this purpose copy email content directly to the device. Therefore, pass codes should be set on all smart phones and mobile devices used to access college email to protect this information if the device is lost or stolen. The College Information Technology department should also be notified if the device is lost or stolen.

4.3 **Distribution Lists:** College email distribution lists will be used ONLY to disseminate information directly related to the business of the institution (re: Board of Governors Policy No. 53, "Information Technology")

~~4.4 Students may configure their campus email account to forward College email to a preferred email address. Faculty and staff are expected to use the College-provided email tools and are prohibited from forwarding email indiscriminately to an external email account. All messages contained within the College's email system are the property of and proprietary to the institution.~~

~~4.5.4.4 Campus Directory:~~ All official faculty and staff campus accounts will be maintained in the campus directory.

~~4.6 Email communication from Pierpont faculty/staff to students must originate from an official College account.~~

## SECTION 5. RESPONSIBILITIES AND PROCEDURES

5.1 **Information Technology Division:** Information Technology is responsible for the maintenance of the campus directory and campus email system, including the creation of accounts.

5.2 **Business Units:** Institutional business units must ensure that messages are appropriately addressed to campus email addresses.

5.3 **Other Applicable Policies:** The use of institutional accounts shall be governed and in accordance with all institutional and Information Technology guidelines and policies, including the Board of Governors Policy No. 53 on acceptable use of this medium. Intellectual property rights are

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Comment [U2]: Rewritten section incorporates original 4.4 & 4.6. The term "forwarded indiscriminately" was replaced with "automatically forward email" to address possible confusion. Statement on intellectual property rights added to address and potential concerns.

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governed and in accordance with Board of Governors Policy No. 55.

**5.4 — Faculty, Staff and Students:** Faculty, staff, and students must maintain their campus and/or preferred email address to ensure that they receive their email and ~~are encouraged to~~should check their accounts daily.

~~5.5.4~~ Faculty, staff and students are responsible for responding to email notifications sent by authorized parties to their official email accounts in a timely manner. Failure to read and respond appropriately to an email communication in a timely manner (except in instances of system downtime) does not release the employee or student from the obligation of knowing and timely compliance with its content and requirements. To alert others appropriately, an “out-of-office” notice should be set on the faculty, staff or student email account when they will be out of touch and unable to check email. This will alert the responsible office of a possible delay in reaching the intended recipient.

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Original proposed Policy No. 58 - Email Established as an Official  
Form of Communication follows this page.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 58**

**TITLE: Email Established as the Official Form of Communication**  
**(for Pierpont Community & Technical College)**

**Effective Date:**

**Amended:**

**Repealed:**

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**SECTION 1. PURPOSE/INTENT**

- 1.1 To establish and ensure that Pierpont Community & Technical College (Pierpont) campus email is an official method of communication between, faculty, staff, and students and to ensure that email messages from the College directed to faculty, staff, and students are delivered, accessible to the intended recipient and retrieved by the recipient.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all constituents of Pierpont Community & Technical College, for whom a campus email account is provided, including but not limited to students, staff, faculty and others assigned institutional email accounts.

**SECTION 3. DEFINITIONS**

- 3.1 Campus Email Account: An email account provided by Pierpont (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.
- 3.2 Campus Directory – the online address book associated with the faculty/staff/student email system.

**SECTION 4. POLICY**

- 4.1 Pierpont Community & Technical College will utilize institutionally-issued email accounts to convey institutional-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, email communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:
- 4.1.1 Announcement of policy or regulatory changes,

- 4.1.2 Human Resources or employment-related notifications/deadlines,
  - 4.1.3 Information from the State Enterprise Resource Planning Board,
  - 4.1.4 Financial Aid or registration notifications/deadlines,
  - 4.1.5 Class or work schedule changes,
  - 4.1.6 Inclement weather advisories/instructions,
  - 4.1.7 Mandatory training or meeting notifications,
  - 4.1.8 Any other information deemed relevant and/or necessary to employees or students.
- 4.2 Email messages originating from Pierpont, or via automated campus or student information system processes, will be sent exclusively to the campus email address.
- 4.3 Pierpont email distribution lists will be used ONLY to disseminate information directly related to the business of the institution re: Board of Governors Policy No. 53 - Information Technology.
- 4.4 Students may configure their campus email account to forward Pierpont email to a preferred email address. Faculty and staff are expected to use the Pierpont-provided email tools and are prohibited from forwarding email indiscriminately to an external email account. All messages contained within the Pierpont's email system are the property of and proprietary to the institution.
- 4.5 All official faculty and staff campus accounts will be maintained in the campus directory.
- 4.6 Email communication from Pierpont faculty/staff to students must originate from an official College account.

## **SECTION 5. RESPONSIBILITIES AND PROCEDURES**

- 5.1 Information Technology is responsible for the maintenance of the campus directory and campus email system, including the creation of accounts.
- 5.2 Institutional business units must ensure that messages are appropriately addressed to campus email addresses.
- 5.3 The use of institutional accounts shall be governed and in accordance with all institutional and Information Technology guidelines and policies, including the Board of Governors Policy No. 53 – Information Technology, on acceptable use of this medium.

- 5.4 Faculty, staff, and students must maintain their campus and/or preferred email address to ensure that they receive their email and are encouraged to check their accounts daily.
- 5.5 Faculty, staff and students are responsible for responding to email notifications sent by authorized parties to their official email accounts in a timely manner. Failure to read and respond appropriately to an email communication in a timely manner (except in instances of system downtime) does not release the employee or student from the obligation of knowing and timely compliance with its content and requirements.
- 5.6 Training for kiosks and use of computers for the previously stated purposes will be provided by Human Resources and Pierpont IT staff.

**Tab**

**12**

**Pierpont Community & Technical College Board of Governors**  
**Meeting of February 26, 2015**

<b>ITEM:</b>	New Policy No. 59 - Furlough and Reduction in Employee Workforce
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors Review and approve comments submitted for the new proposed Policy No. 59 - Furlough and Reduction in Employee Workforce. A final draft would include modifications based on any comments received during the announced 30-day public comment period.
<b>STAFF MEMBER:</b>	Dale Bradley
<b>BACKGROUND:</b>	<p>At the Pierpont Board of Governors meeting of November 18, 2014, a 30-Day Public Comment Period was established from November 19, 2014 to December 18, 2014 to provide the public the opportunity to address the proposed new BOG Policy 59 – Furlough and Reduction in Employee Workforce. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period</p> <p>Comments were received during the 30-day public comment period and are provided with this resolution. Modifications were made to the initial draft of the new Policy No. 59 - Furlough and Reduction in Employee Workforce, for consideration by, and approval of, the Pierpont Community &amp; Technical College Board of Governors.</p>

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

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

**New Policy No. 59 - Furlough and Reduction in Employee Workforce**

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**Number of Comments Received:** Seven comments were submitted, altogether, with one comment submitted on behalf of the faculty of the School of Health Careers, one comments submitted on behalf of tenured faculty members, and one comment submitted on behalf of the Classified Staff.

**Source of Comments Received:**

**Legal Counsel**

#1 General Legal Counsel of the WVHEPC provided the following comments:

- Section 5. Reduction in Force Policy – Faculty, 5.1, in the last sentence: ...”importance to a specific program will be retained in preference to other faculty members, whatever their status of seniority.” **Is ‘probably contrary to statute’.**
- Section 6. Reduction in Force Policy – Classified Staff. 6.1, in the last sentence: ...”importance to a specific program or service will be retained in preference to other staff members, whatever their status or seniority.” **Is ‘contrary to statute’.**

**Staff**

#1 A staff member provided a memo to the Board not directly related to content revision of the policy, but general questions about the policy. The memo was forwarded electronically to the Board.

#2 A staff member provided questions to the Board on behalf of the Classified Staff not directly related to content revision of the policy, but general questions about the policy. The questions were forwarded electronically to the Board.

## **Faculty**

- #1 A faculty member provided comments to the Board requesting clarification of definitions. The questions were forwarded electronically to the Board.
- #2 A faculty member provided comments to the Board for consideration on behalf of tenured faculty members:
- In Section 3. Definitions of Employees, add the following:  
3.13. Financial Exigency: An imminent financial crisis which threatens the survival of the institution as a whole.
  - In Section 5. Reduction In Force Policy – Faculty, revise the second sentence of 5.1 to read as follows:  
Following the declaration of a financial emergency, the President shall undertake program/curriculum reviews through collaborative assessment by representatives of administration, faculty and staff to consider pertinent program/curriculum or administrative information.
  - Add Section 5.2.3 as follows:  
Every effort should be made to reassign a tenured individual to instructional or non-instructional duties commensurate with the faculty member's training and experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the institution. Faculty development programs and funds should be used to facilitate such reassignments.
  - In Section 5.3 President's Recommendation, revise the first sentence to read as follows:  
In addition to recommendations made in response to a financial emergency, the President may recommend the termination of the employment of faculty members to the Board of Governors through collaborative assessment by representatives of administration, faculty and staff at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position.
  - Insert a new Section 5.3.2 (and renumber current Section 5.3.2 and the subsequent sections through 5.3.10) as follows:

5.3.2 Severance of Tenured Faculty: If appropriate employment cannot be found for the tenured faculty member, a severance package will be offered equivalent to one full year of current salary distributed equally over a two year period.

- #3 A faculty member provided questions to the Board on behalf of the Faculty of the School of Health Careers not directly related to content revision of the policy, but general questions about the policy. The questions were forwarded electronically to the Board.
- #4: A faculty member provided a letter to the Board not directly related to content revision of the policy, but general questions about the policy. The letter was forwarded electronically to the Board.

**President's Cabinet**

No comment.

**General**

No comment.

*Notice: A complete written copy of the policy comments received during the 30-day comment period were, and are, available for public viewing at 320 Adams Street, Suite 406, Pierpont Community & Technical College, Fairmont, WV.*

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 59**

**TITLE: Furloughs and Reduction in Employee Workforce**

**Authority/Reference:** West Virginia Code §18B -7-3 and Title 133, West Virginia Council for Community and Technical College Education, Series 8, *Personnel Administration*, and Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*

**Effective Date:**

**Amended:**

**Repealed:**

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**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish uniform procedures that will provide a means to address employee furloughs and reductions-in-force within the ranks of regular full-time employees at Pierpont Community & Technical College (Pierpont) in response to financial condition necessitating a reduction in the institution's labor budget.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy shall apply to all regular full-time (.53 FTE and above) employees and positions, to include faculty, classified, non-classified and Faculty Equivalent/Academic Professional (FEAP) employees.
- 2.2 This policy is intended to apply only to full-time regular employees, i.e., those at .53 FTE and above. Employees at less than .53 FTE, i.e., part-time regular ("1039") or temporary, casual or project employees are not included in this policy, as they are considered "at-will" employees whose positions may be abolished if deemed necessary.

**SECTION 3. DEFINITIONS OF EMPLOYEES (from Title 133, Series 8, 2.1)**

- 3.1 **Full-Time Regular Employee (FTR):** Any employee in a classified position created to last a minimum of nine months of a twelve-month period and in which period such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Personnel who fail to meet the work threshold for designation as full-time classified personnel shall hold no seniority and will be considered "at-will" employees.
- 3.2 **Full-Time Faculty:** Employment as a faculty member for a full academic year (at least a nine-month contract basis) for at least six (6) semester credit hours teaching per semester or the equivalent in teaching, research, public service, and/or administrative responsibilities. Faculty are not considered classified employees or subject to the classification program.

- 3.3 **Non-Classified Employee:** An employee, designated by the president, who is responsible for policy formation at the department or institutional level or reports directly to the president of the institution. Non-classified employees are not subject to the classification program but are eligible for benefits.
- 3.4 **Part-Time Regular Employee:** An employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program.
- 3.5 **Temporary Employee:** An employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program.
- 3.6 **Casual Employee:** Position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program.
- 3.7 **Furlough:** ~~A positive alternative to employee layoffs.~~ A furlough is mandatory time off work for no pay for an employee or employees, a program typically implemented in lieu of reductions in force and the permanent loss of jobs and positions.
- 3.8 **Reduction in Force (RIF):** The termination of employees and/or positions due to lost funding or unmet revenues; or due to institutional or programmatic changes; or due to the reorganization of business operations. Reduction in force for classified employees shall be in accordance with West Virginia Code § 18-B-7-3.
- 3.9 **Seniority (for classified employees):** For purposes of reduction in force, “seniority” means uninterrupted service in the higher education system. Uninterrupted service means the continuous period of time that an employee is in payroll status - i.e., being paid for time worked regardless of when the payment occurs. Therefore, persons on unpaid leaves of absence (regardless of the reason) do not accrue seniority service for purposes of reduction in force. An employee hired at Pierpont who previously worked at another institution under the jurisdiction of the Higher Education Policy Commission or Council for Community and Technical College Education must have no break in service between the two institutions in order to have the previous institutional service counted toward seniority calculations for reduction in force purposes at Pierpont.
- 3.9.1 For regular employees, this excludes adjunct teaching experience and part-time temporary and/or casual work experience. Temporary and casual employees do not earn or carry seniority.
- 3.10 **Seniority (for faculty employees):** For regular faculty employees, seniority may apply in some circumstances, as detailed in Section 5 following.
- 3.11 **Seniority (for non-classified and FEAP employees):** Seniority is not a mitigating

factor or consideration for non-classified and FEAP employees, who are considered “at-will” employees.

- 3.12 **Full-time equivalency (FTE):** Full-time equivalency is the percentage of time for which a position is established; a 1.0 FTE is a position assigned to work 1950 hours per the twelve (12) months of the fiscal year.

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

- 4.1 After the decision that a financial condition necessitating a reduction in the institution’s labor budget exists the President shall have the authority to determine and implement a feasible furlough plan, which shall be applied to all regular employees equitably and in a manner appropriate to their FTE’s and employment type as described above in Section 3. Such a plan must be approved by the Board of Governors in a regular meeting or by another method of voting approved by the Board.
- 4.2 The furlough plan must be designed such that it minimizes the financial impact on employees.
- 4.3 Teaching faculty will be provided work-release as the method of their furlough.
- 4.4 Seniority is not a consideration in furloughing.

#### **SECTION 5. REDUCTION IN FORCE POLICY - FACULTY**

- 5.1 It shall be the policy of the Board of Governors to undertake reductions in the workforce or personnel in a consistent and equitable manner. Following the decision that a financial condition necessitating a reduction in the institution’s labor budget exists, the President shall undertake program/curriculum reviews to consider pertinent program/curriculum or administrative information. The President may recommend to the Board of Governors the elimination or reduction of programs/curricula deemed appropriate, given financial and enrollment considerations, and in the best interest of the College in general. The primary consideration in any resulting decision to eliminate positions and to reassign or reduce the number affected faculty positions and personnel will be the preservation of the quality and effectiveness of the College’s programs and overall mission. ~~Consequently, those employees who are deemed to be of key importance to a specific program will be retained in preference to other faculty members, whatever their status or seniority.~~
- 5.2 **Basis for Elimination of Faculty Positions:** Recommendations by the President to the Board of Governors concerning the elimination of any faculty position will be made on the basis of need within each discipline, as defined by the President after consultation with the Chief Academic Officer, the Deans and department chairs.
- 5.2.1 **Elimination of Positions with Equal Rank in Same Discipline/Department:** In the event all other factors are considered to be equal and a choice must be made concerning the elimination of the position of one of two or more faculty members

holding the same rank and teaching the same discipline, the faculty member with the greater seniority will be retained. Also, in the event of a conflict between rank and seniority, such as when an assistant professor has substantially more seniority than his or her equally qualified counterpart who is an associate professor, the department chair, dean and the chief academic officer will jointly review the annual evaluations of both faculty members for the previous three years, as well as any other relevant data, and make a recommendation to the President concerning which of the positions better serves the vital interests of the College.

**5.2.2 Order for Elimination of Faculty Positions:** Non-tenured faculty members, within the discipline to be reduced, will be terminated prior to the termination of the employment of tenured faculty members. Employment terminations of faculty members will generally follow the order specified below unless there is an identified need to retain faculty members who are deemed to be of key importance to a particular program:

**Non-Tenured:**

1. Adjunct Faculty
2. Lecturer and Temporary Faculty
3. Instructor
4. Assistant Professor
5. Associate Professor
6. Associate Professor/Senior
7. Professor
8. Professor/Senior

**Tenured:**

9. Assistant Professor
10. Associate Professor
11. Associate Professor/Senior
12. Professor
13. Professor/Senior

**5.3 President's Recommendation:** In addition to recommendations made in response to a financial condition necessitating a reduction in the institution's labor budget, the President may recommend the termination of the employment of faculty members to the Board of Governors at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position. Recommendations of the President to the Board of governors relative to the termination of the employment of faculty members shall not be made until affected faculty members have been afforded a hearing as provided herein.

**5.3.1 Notice and Hearing for Tenured Faculty Members:** The President shall provide written notice to any full-time tenured faculty member of the intent to recommend termination of employment based upon a reduction-in-force. The notice shall contain a description of the reasons for the intended recommendation. The President must make every effort to give as much notice as is

practical in light of a financial condition necessitating the reduction in the institution's labor budget exists to each affected faculty member in advance of the effective date of the layoff. Yet, the legislative appropriation process or the recognition of a reduction in revenues and the subsequent analysis needed before a decision that a financial condition necessitating a reduction in the institution's labor budget exists may allow little time for formal notice to the employees who are to be laid off. Upon receipt of such notice, the affected faculty member may request a hearing to be conducted by the President or his or her designee. A request for a hearing must be made within five (5) calendar (working) days of a notice of recommended termination. Among the issues to be considered by the President or designee are:

- a. Ensuring that reductions-in-force do not arbitrarily violate the principles of academic freedom or established law on the basis of individual qualifications such as race, color, gender, sex, sexual orientation, gender identity, gender expression/association, national origin, age, height, weight, religion, creed, genetic information, disability or veteran's status, as identified and defined by relevant and appropriate employment law.
- b. The burden of proof in position or employee termination proceedings rests with the faculty member. The decision that a financial condition necessitating a reduction in the institution's labor budget rests solely within the President's authority and discretion with the approval of the Board and is not subject to contest by any faculty member.
- c. The hearing shall be recorded by mechanical means and a written transcript provided to all participating and appropriate parties to be included with the final response as described in (e) below. The strict rules of evidence shall not, however, be applied during the hearing.
- d. Following the hearing, the President or designee shall prepare a written decision upon any matters raised by the faculty member who requested the hearing. The decision shall contain a description of the concerns raised by the faculty member and a response to each thereto. A copy of the decision and transcript shall accompany any subsequent recommendation made by the President to the Board of Governors. These actions will all be completed within ten (10) working days of the appeal meeting, unless an extension is mutually agreed upon by the faculty member and an approved designee of the College.
- e. Use of the appeal procedure does not delay the effective date of employment termination of the faculty member.

**5.3.2 Non-Tenured Faculty Members:** In most instances, a reduction-in-force of faculty members under fixed-term appointments will be accomplished by non-reappointment rather than by layoff during the term of employment. Non-renewal under these circumstances does not entitle a faculty member to notice and hearing under the terms of this policy. In the event a faculty member serving under a fixed-term appointment is recommended for employment termination during the term of employment because of a reduction-in-force resulting from a

decision that a financial condition necessitating a reduction in the institution's labor budget, that faculty member shall be entitled to use the appeal procedure described in Section 5.3.1.

- 5.3.3 **Action by the Board of Governors:** Upon receipt of a recommendation by the President, the Board of Governors may approve the termination of employment of a faculty member. No separate hearing shall be afforded to affected faculty members by the Board of Governors. The affected faculty member shall be provided with written notice of the action taken by the Board of Governors and shall also be provided with a copy of the instructions and form for filing an appeal with the West Virginia Public Employees Grievance Board.
- 5.3.4 **Transfers/Refusals to Transfer:** In some cases, the President may decide (as a result of the above-described review process), to abolish or combine certain programs or curricula, or to close certain physical campuses or locations, whether for purposes of a financial condition necessitating a reduction in the institution's labor budget or for reorganization or reallocation of resources. In such a case, an employee may be reassigned to a new program, school or physical location. If a faculty member refuses the reassignment to a program, school or physical location, the President may then terminate that faculty member's employment; as an equitable offer has been made and refused, the College is under no further obligation to maintain the employee's job or employment.
- 5.3.5 **New Faculty Positions:** New positions will not be created while a financial condition necessitating a reduction in the institution's labor budget is in effect unless a serious disruption in the functioning of the College or a loss of grant funds would otherwise result, as determined within the sole discretion of the President. New academic programs or faculty positions may be created only when it can be demonstrated that these programs or positions will help the College extricate itself from the financial conditions necessitating the reduction in the institution's labor budget and/or program and curriculum performance. Priority for filling these positions will be given to existing, qualified faculty whose positions are slated for abolishment.
- 5.3.6 **Re-employment Following Financially Based or Other Termination:** Notwithstanding any other recall rights contained in the policy, in the case of the termination of the employment of a tenured faculty member occupying a permanent faculty position, the position concerned may not be filled by replacement within a period of two (2) years from the effective date of the termination of employment, unless the faculty member has been offered a return to employment in that position and has not accepted the offer within 30 calendar days after the offer is extended.
- 5.3.7 **Termination of Exigency:** The conclusion of a financial condition necessitating a reduction in the institution's labor budget will not imply that employment terminations that were made during that period are automatically withdrawn,

revoked or otherwise invalid.

- 5.3.8 **Process for Re-employment of Affected Personnel:** The following process shall be observed for determination of recall and reassignment of affected faculty members following their termination during a financial condition necessitating a reduction in the institution's labor budget: When filling academic positions, the highest ranking qualified tenured faculty member whose employment has been terminated as part of a financial condition necessitating a reduction in the institution's labor budget reduction-in-force (and who has not been employed in an academic position elsewhere) shall be offered the position. If the position is refused, it shall be offered to other similarly affected faculty members in rank order. Any refusal of employment by a faculty member shall extinguish any further rights to recall. However, a refusal to accept a position shall not preclude a faculty member from making application for other posted position openings. The Office of Human Resources shall notify faculty members whose employment has been terminated of position openings in accordance with the terms of this policy. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status.
- 5.3.9 **Assumption of Responsibilities:** The duties of a faculty member terminated under the provisions of this policy will be assumed by his/her remaining colleagues in so far as is feasible.
- 5.3.10 **Rights of Returning Tenured Faculty Members:** A tenured faculty member who has been terminated and who accepts re-employment with the College under the terms of this policy will resume tenure and the rank held at the time of employment termination, be paid a salary commensurate with the rank and length of previous service, be credited with any sick leave accrued as of the date of employment termination and be credited with any annual leave accrued as of the date of employment termination for which payment has not been made. Annual increment service time will begin accruing upon reinstatement; no annual increment or other service time accrues during the period of reduction-in-force.

## **SECTION 6. REDUCTION IN FORCE POLICY - CLASSIFIED STAFF**

- 6.1 It shall be the policy of the Board of Governors to undertake reductions in the workforce or personnel in a consistent and equitable manner, in adherence to the provisions of WV Code §18B -7-3. The President, however, following the decision that a financial condition necessitating a reduction in the institution's labor budget exists, shall undertake program, administrative and service reviews to consider pertinent program, administrative or service information. The President may recommend to the Board of Governors the elimination or reduction of programs or services deemed appropriate, given financial, enrollment and other pertinent considerations, and in the best interest of the College in general. The primary consideration in any resulting decision to eliminate

positions and to reassign or reduce the number affected staff positions and personnel will be the preservation of the quality and effectiveness of the College's programs and overall mission. ~~Consequently, those employees who are deemed to be of key importance to a specific program or service will be retained in preference to other staff members, whatever their status or seniority.~~

- 6.2 **Basis for Elimination of Classified Staff Positions:** It shall be the policy of the Board of Governors to undertake reductions in the workforce of classified personnel in a consistent and fair manner, and in accordance with WV Code §18B -7-3, insofar as the needs of the institution, its mission and its students are met first. Following a reduction in workforce in the ranks of classified personnel, the continuation of services and programs with appropriately trained and qualified personnel shall be afforded primary consideration in all decisions related to elimination of positions and the reassignment of affected classified personnel.

6.2.1 Part-time regular (1039), casual, project and/or temporary classified positions and employees are not covered under the provisions of this policy.

6.2.2 A reasonable reduction in the number of hours an employee works (FTE) is NOT considered a reduction in force; i.e., altering the FTE of a position or employee's job by .20 or less does not trigger the provisions for "bumping" as outlined in WV Code §18B -7-3.

- 6.3 **Calculation of Seniority:** Seniority accumulation for regular full-time employment (i.e., .53 FTE and higher) begins on the date the employee enters regular full-time employment duties and continues until such regular full-time employment is severed with the College. Full-time service will be prorated by FTE. Part-time service performed prior to becoming a full-time regular employee will not be counted in the seniority calculation. Only full-time, benefit eligible service will be counted. Additional seniority shall be given for full-time service in the West Virginia system of higher education; however, an entitlement to credit for service earned at another eligible institution of higher education requires an uninterrupted transition to service at Pierpont. Such additional seniority shall be applied to adjust the total months of service. Employees shall accrue seniority while on paid sick leave or annual leave, while receiving temporary total disability benefits under the workers' compensation system, while on approved military leave, or on any authorized paid leave. Employees shall not accrue seniority during periods of disciplinary suspension without pay, leave without pay, or unauthorized absences. Any loss of seniority occasioned by disciplinary suspension or unauthorized absences shall result in an adjustment to an employee's total months of service for seniority purposes.

6.3.1 An employee who voluntarily terminates service through resignation or who is terminated for cause shall permanently lose all accumulated seniority. An employee who is subject to a reduction-in-force shall, upon re-employment, receive credit for previously accumulated seniority, but shall not accumulate seniority during the period of absence prior to re-employment.

6.3.2 If two or more employees accumulate identical seniority, the priority shall be determined by a random selection established by the employees and approved by the Office of Human Resources. Priority shall be established anew in the context of each personnel decision where a tie in seniority must be broken.

6.4 **Correction of Erroneous Total Months of Seniority:** It shall be the responsibility of all classified personnel to validate the correctness of their total months of service and adjustments thereto. An employee who fails to correct erroneous total months of service and who is subject to adverse personnel action by virtue of erroneous seniority shall be prohibited from raising the error in the context of the adverse personnel action. However, an employee's erroneous seniority shall be corrected for all purposes other than the adverse personnel action in question.

6.5 **Specific Qualifications or Training:** Any specific qualifications or training associated with a classified position shall be set forth in the Position Information Questionnaire (PIQ). If specific qualifications or training are set forth in the PIQ, such positions shall only be available to more senior employees whose positions have been eliminated if such more senior employees hold the specified required qualifications or have acquired such training. Specific qualifications and training shall be reviewed annually by the supervisor in the context of Position Information Questionnaire reviews during the performance appraisal process. Any significant changes recommended by supervisors or by the Office of Human Resources shall be submitted to the President for approval. The lack of qualifications or training by a more senior employee whose position has been eliminated shall be regarded as conclusive evidence that the more senior employee cannot perform the duties and responsibilities of a position where such specific qualifications or training is included in the PIQ.

6.5.1 No pretextual PIQ's are to be submitted to, nor will they be reviewed by, Human Resources, if it is perceived or determined by the President or HR that such submission is intended solely or in the main to protect an individual's position or employment from abolishment. PIQ's to be used in the review process are those that were in effect 90 days or more before the announcement of a reduction-in-force.

6.6 **President's Authority and/or Recommendation:** The President may eliminate classified positions without prior recommendation to the Board of Governors for reasons other than financial conditions necessitating a reduction in the institution's labor budget. These reasons may include, but are not limited to lack of funds, expirations of special grants or revenue streams, lack of work, material changes in duties, or changes in organization. In the event of a decision that a financial condition necessitating a reduction in the institution's labor budget exists, the President shall eliminate filled or vacant part-time (1039), casual, project or temporary and non-critical vacant positions prior to recommending the elimination of positions held by regular full-time classified personnel.

- 6.7 **Affected Personnel:** Personnel who are serving in positions that have been designated for elimination shall be considered for reassignment based upon their seniority, classification and any relevant specific qualifications or training they may possess. Once positions have been designated for elimination, the affected employees must update their record of credentials and specific qualifications and training within a reasonable timeframe as determined by the Office of Human Resources.
- 6.8 **Consideration of FTE Status:** – FTE status shall be considered in evaluating the suitability of positions for reassignment. Notwithstanding the fact that employees with FTE's between .53 and 1.0 are considered full-time, vacancies and other potential positions for an employee's reassignment must not vary more than .20 of the affected employees' FTE status to be considered suitable. However, if there are no suitable vacancies or other available suitable positions held by employees with less seniority, an employee may be reassigned to a position that would otherwise be considered non-suitable for reason of FTE disparity.
- 6.9 **Process for Reassignment of Affected Personnel:** The following process shall be observed for determination of reassignment of affected personnel. In all cases, employees whose jobs have been identified for abolishment must meet the stated qualifications for and be able to perform the duties (as described in the PIQ) of the position into which they would be slated on the basis of seniority to move. Human Resources is to make such determinations.
- 6.9.1 Priority One – Qualified affected employees will be transferred to current vacant positions, without regard to seniority, in order to avoid a layoff situation by the institution. Attempts will be made to transfer affected employees to vacancies in the same classification. If a vacancy does not exist in the same classification, attempts will be made to transfer employees to vacant positions in lower classifications.
- 6.9.2 Priority Two – In the event that a layoff situation has not been avoided through application and the terms of Priority One, qualified affected employees will be transferred to other positions within the same classification, displacing the least senior employees in that classification.
- 6.9.3 Priority Three – After exhaustion of available positions in the same classification, qualified affected employees will be transferred to other positions in a lower classification, displacing the least senior employees in that classification.
- 6.9.4 Priority Four – Transfer to a part-time vacancy within the same classification.
- 6.9.5 Priority Five – Transfer to a position held by a part-time employee within the same classification.
- 6.9.6 Priority Six – Transfer to a position held by a part-time employee in a lower classification.

6.10 **Application of Seniority in Reassignment Determinations:** If the employee holding in a position that has been identified for elimination has more seniority than other employee(s) within the employee's classification, the employee shall displace the least senior employee within the classification who holds a position for which the more senior employee qualifies, so long as the displaced employee has the same qualifications and can perform the same work as delineated in the PIQ for the position held by the less senior employee(s) within that classification. In the event a PIQ for positions held by less senior employees contain specific qualifications or training necessary to provide the services identified by the President as critical to the mission, operations and needs of students, the positions will only be available to more senior employees if the more senior employees hold such specific qualifications and are able to perform such duties. If an employee refuses reassignment to a position in an equivalent classification, the employee forfeits all rights of recall.

6.10.1 If there are no positions within the displaced employee's classification, lower classification (in descending rank order of pay grade) shall be considered as potential assignments in the same manner as described in the foregoing Sections; provided, however, that an employee may elect not to accept reassignment to a lower classification and to be placed on the recall list instead.

6.10.2 Employees who have been displaced by a more senior employee whose position has been eliminated shall have the same rights to reassignment as described in the foregoing Sections.

6.10.3 If more than one position in a particular classification is eliminated, reassignments shall be considered in order beginning with the most senior affected employee.

6.11 **Preferred Recall List:** All employees who lack sufficient seniority to retain employment in a reduction in work force or who have been displaced as a result of the elimination of their positions and who elect to refuse reassignments to lower classifications shall be placed on a preferred recall list. Employees on the preferred recall list shall be recalled to any position opening by the institution within the classification in which the employee had previously been employed or to any position in a lower classification for which the employee is qualified on the basis of seniority and ability to perform the required duties of the job.

6.11.1 An employee on the preferred recall list shall not forfeit the right to recall if compelling reasons, as defined by the President, require the employee to refuse an offer of re-employment. The President and Human Resources, in consultation, will review an employee's opined compelling reasons and decide on their merits whether the employee should or should not forfeit the right to recall.

6.11.2 The Office of Human Resources shall notify all employees on the preferred recall list of all position openings that exist from time to time. The notice shall be sent

by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status and to be contacted.

6.11.3 An employee's listing shall remain active for a period of one year. However, employees must annually request in writing that their listing be renewed for the succeeding year. An employee who fails to renew listing on the recall list prior to the anniversary date of placement on the list or last renewal shall be removed from the list.

6.11.4 No position openings shall be filled by the institution, whether temporary or permanent, until all employees on the preferred recall list have been properly notified of existing vacancies and have been given an opportunity to accept re-employment.

## **SECTION 7. REDUCTION IN FORCE POLICY - NON-CLASSIFIED AND FEAP STAFF**

7.1 Seniority of employees in non-classified or FEAP positions is neither a factor nor a consideration in determining reduction in force of such positions, in which employees are considered "at-will." However, following the decision that a financial condition necessitating a reduction in the institution's labor budget exists, the President shall undertake program, administrative and service reviews to consider pertinent program, administrative or service information. The President may recommend to the Board of Governors the elimination or reduction of programs or services deemed appropriate, given financial, enrollment and other pertinent considerations, and in the best interest of the College in general. The primary consideration in any resulting decision to eliminate positions and to reassign or reduce the number affected non-classified or FEAP positions and personnel will be the preservation of the quality and effectiveness of the College's programs and overall mission. Consequently, those employees who are deemed to be of key importance to a specific program or service will be retained in preference to other staff members, whatever their status or seniority.

## **SECTION 8. RESPONSIBILITIES AND PROCEDURES**

8.1 Faculty: The President and Chief Academic Officer shall have primary responsibility for making recommendations to the Board of Governors regarding elimination of faculty positions. Human Resources will be guided in process and implementation by the decisions provided by the President and Chief Academic Officer.

8.2 Classified, Non-Classified and FEAP Employees: The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

**Tab**

**13**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 26, 2015**

- ITEM:** Tobacco Free Campus Policy Draft for thirty (30) day comment period.
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Be it resolved that the Pierpont Board of Governors approves the attached tobacco free campus policy draft to be placed out for thirty (30) day comment period.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** In January 2013 the West Virginia Council for Community & Technical College Education (WVCCTCE) adopted a resolution recommending that all institutional Board of Governors implement a policy to establish a tobacco free environment on each community and technical college campus.
- Attached is the Resolution adopted by the WVCCTCE that establishes the basis for their recommendation. As of July 2014, at least 1,372 college or university campuses in the U.S. have adopted 100% smoke-free campus policies. College leaders are invested not only in promoting academic achievement, but in developing lifelong skills that will promote individual and civic well-being and prepare students to succeed.
- In support of this state and national trend and in an effort to promote the well-being of all who are a part of our College Community, the Administration proposes Board of Governors Policy #60 "Tobacco Free Campus".
- If adopted after the 30-day comment period, this policy would be effective on August 1, 2015.

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**PUBLIC COMMENT PERIOD**

**February 18, 2015 to March 12, 2015**

**All comments are to be made in writing to:**

**Cyndee K. Sensibaugh  
Executive Assistant to the President  
Pierpont Community & Technical College  
320 Adams Street, Suite 407  
Fairmont, WV 26554**

**[Cyndee.Sensibaugh@Pierpont.edu](mailto:Cyndee.Sensibaugh@Pierpont.edu)**

***A written copy of the proposed policy is available for public viewing  
at 320 Adams Street, Suite 407, Fairmont, WV.***

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# RESOLUTION

## PROMOTING TOBACCO PRODUCT FREE WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE CAMPUSES

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- WHEREAS,* According to the WV Cancer Registry and WV Vital Statistics, there are estimated to be 2,016 new cases of Lung Cancer in West Virginia, with 1,573 cases resulting in death; and,
- WHEREAS,* According to the American Cancer Society, in 2012 there are estimated to be 40,250 new cases of lip, oral cavity, and pharynx cancers nationwide, with 7,850 cases resulting in death; and,
- WHEREAS,* The total annual public and private health care expenditures caused by smoking is \$96 billion, the annual health care expenditures solely from secondhand smoke exposure is \$4.98 billion, and the health care costs are as much as 40% higher for smokers than non-smokers, and,
- WHEREAS,* Smoking in West Virginia costs \$229 million in coverage by the State Medicaid program, a burden from government expenditures amounting to \$309.00 per household, and \$1.07 billion in productivity losses; and,
- WHEREAS,* According to RAZE, high school students trying tobacco for the first time is steadily decreasing; however, 34.5% of the state's 18-24 year olds are currently using a tobacco product, and,
- WHEREAS,* Second hand smoke is classified as a known human carcinogen and results in a combined heart disease and lung cancer death toll of approximately 49,000 people in the United States each year; and,
- WHEREAS,* A recent study has shown that tobacco free campuses have significantly curbed the smoking habits of the students, faculty, and staff to make campuses healthier environments; and,

WHEREAS, The WV Council for Community and Technical College Education, with support of the Chancellor and Institutional Presidents', advocate for the establishment of tobacco product free campuses at all West Virginia public community and technical colleges of higher education effective June 30, 2014; and,

*THEREFORE, BE IT RESOLVED,*

That the West Virginia Council for Community and Technical College Education, with the support of the Chancellor, recommends all Institutional Board of Governors implement a policy to establish a tobacco product free environment on each campus; and,

*FURTHER, BE IT RESOLVED,*

That this resolution be inscribed upon the Council minutes of January 31, 2013.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 60**  
**TITLE: Tobacco Free Campus**

**Authority/Reference:** West Virginia Code §18B -1-6, & §18B -2A-4(a), West Virginia Council for Community and Technical College Education *Resolution Promoting Tobacco Product Free West Virginia Community And Technical College Campuses*

**Effective Date:** August 1, 2015

**Amended:**

**Repealed:**

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## **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish a policy that prohibits tobacco use in all forms at Pierpont Community & Technical College (Pierpont).

## **SECTION 2. DEFINITIONS**

- 2.1 “Pierpont Campuses” is defined as (1) property controlled by Pierpont and under the jurisdiction of Pierpont Community & Technical College Board of Governors, which includes any premises owned, operated, leased, or occupied by Pierpont; or (2) any street, road, or thoroughfare passing through Pierpont owned property. This definition includes regional campuses.

## **SECTION 3. POLICY**

- 3.1 The use of tobacco and tobacco related products is prohibited on Pierpont Campuses. Prohibited tobacco and tobacco related products include, but are not limited to, cigarettes, e-cigarettes, chewing tobacco, dip, pipes, cigars, cigarillos, hookah or water pipe smoking, snus and snuff. This policy applies to faculty, staff, students, contractors, vendors, and visitors. It applies to any and all indoor and outdoor events.
- 3.2 There shall be no advertising, sale, or free sampling of tobacco or tobacco related products on Pierpont Campuses. Littering the campus with the remains of tobacco, tobacco related products or other related waste products are prohibited.

## **SECTION 4. COMPLIANCE**

- 4.1 All members of the College community and visitors must comply with this policy. Violation of the policy by employees, students, and visitors may be subject to fines and/or disciplinary. The President’s designees shall be responsible for enforcement of this policy.

**Tab**

**14**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 26, 2015**

**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, 2014.

**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 2014.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Chris DeWeese of Suttle & Stalnaker PLLC presented the audit report and provided a copy of the FY 2014 Audited Financial Statements to the Board of Governors on December 1, 2014 at the Board 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).

**Tab**

**15**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 26, 2015**

**ITEM:** FY 2015 & 16 Capital Projects

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Pierpont Community & Technical College Board of Governors approves the \$3,890,000 in FY 2015 & 16 Capital Project budgets consisting of \$3,200,000 from Education and General Capital Funds and \$690,000 from Infrastructure Funds.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** A couple of years have passed since new capital projects recommendations have come to the Boards for approval. There are a number of projects that need to be addressed. These projects are listed and prioritized on the attached document. Unfortunately, funding for all of these projects is not available, so highlighted in green are those projects that are recommended to occur with the funding available at this time. Please note: The projects highlighted on the E&G Capital list total \$3,200,000. These projects are targeted to begin in the summer of 2016 because of the necessary planning and bid process needing to occur. As well, these building repairs will need to be done over the summer months and the buildings will need to be unoccupied during construction. We anticipate that all of the funding required for the Education and Jaynes Hall buildings will be available by the start of these projects in the summer of 2016 (currently there is \$2,054,103 available). If the E&G Capital projects totaling \$3,200,000 are approved we will be moving forward with hiring the A&E firm to plan these HVAC replacements for the summer of 2016.

Infrastructure projects highlighted in green on the attached list total \$690,000. There is \$693,800 in Infrastructure funds available to begin these projects once approved.

Our projection for FY 2015 for E&G Capital Fee Revenue in excess of debt service payments is approximately \$1,404,007. In FY 2013 this value was \$1,912,375.

Our projection for FY 2015 for Infrastructure Fee Revenue in excess of debt service payments is approximately \$436,750. In FY 2013 this value was \$617,820.

Enrollment declines over the past two years have made it difficult to address the short and long term maintenance needs for the co-owned facilities supported by the E&G Capital and Infrastructure fees. Besides the attached short term list the facilities team is pulling together a 20-year project schedule showing the repair and replacement needs of our current E&G facilities and the infrastructure projects that will need to be dealt with. This information will be shared in the next couple of months.

Additionally the Higher Education Policy Commission has hired a consulting firm (Sightlines) to review and report on the facilities across all HEPC institutions. Our facilities staff has been working with Sightlines for the past four months and their report is being finalized for presentation to the Boards of Governors for the co-owned campus prior to final submission to the Higher Education Policy Commission.

# CAPITAL PROJECT PLAN

## FY 2015

### E&G PRIORITY LIST

Priority	Building	Project	Notes	Amount
1	Campus Wide	Small Projects	Needed yearly for various small projects - already funded FY 15	\$ 175,000.00
2	Campus Wide	Academic Fund	Needed yearly for academic projects - already funded FY 15	\$ 100,000.00
3	Hazardous Waste Bldg	Building Replacement	Already funded FY 15	\$ 40,000.00
4	Caperton Center	Boiler Replacement & Controls	Already funded FY 15	\$ 400,000.00
5	Education & Jaynes	HVAC Evaluation & Design		\$ 200,000.00
6a	Education Bldg	HVAC Unit 1	life cycle renewal	\$ 400,000.00
6b	Education Bldg	HVAC Unit 2	life cycle renewal	\$ 400,000.00
6c	Education Bldg	HVAC Unit 3	life cycle renewal	\$ 400,000.00
7	Jaynes Hall	HVAC Replacement	life cycle renewal	\$ 1,800,000.00
8a	Colebank Hall	HVAC - AHU 4 & Control Panel		\$ 400,000.00
8b	Colebank Hall	HVAC - AHU 2 & 3		\$ 800,000.00
8c	Colebank Hall	HVAC - AHU 1		\$ 400,000.00
9	Turley Center	Roof Renewal		\$ 400,000.00
10	Wallman Hall	Roof Renewal		\$ 300,000.00
11	Education Bldg	Elevator Upgrades		\$ 125,000.00
12	Colebank Hall	Elevator Upgrades		\$ 125,000.00
13	Musick Library	Elevator Upgrades		\$ 150,000.00
14	Hardway Hall	Roof Renewal & Waterproof		\$ 600,000.00
15	Musick Library	MMA & MMA Chairs		\$ 150,000.00
16	Wallman Hall	Painting - Classroom & Tower Room		\$ 100,000.00
17	Jaynes Hall	Interior Painting & Classroom		\$ 240,000.00
18	Hunt Haught Hall	Window Replacement		\$ 750,000.00
19	Jaynes Hall	Window Replacement		\$ 525,000.00
20	Parking Garage	Elevator Addition		\$ 300,000.00
				<b>\$ 9,280,000.00</b>

## 2015 Capital Projects Descriptions

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### E&G Projects

#### 1 Small Projects

Addressing various office and classroom renovation/upgrades along with other miscellaneous projects. Provide drainage for lot 14, replace concrete, sidewalks, catch basins, and drains.

#### 2 Academic Fund

This fund is established every year. The Academic Deans for both institutions decide how this is spent.

#### 3 Hazardous Waste Building Replacement

The existing building is in very poor condition due to the exposure to various hazardous waste materials over the years. The enclosure is dilapidating and no longer serving its purpose and needs to be replaced.

#### 4 Caperton Center Boiler Replacement & Controls

We have chronic issues with the boilers at Caperton Center. This equipment has reached the end of its life-cycle and needs to be replaced. We also cannot view or control this equipment remotely, so controls will be added to improve functionality.

#### 5 Education & Jaynes Hall - A&E for HVAC Evaluation & Design

Contract with engineering firm to assess the existing HVAC equipment at Education Building and Jaynes Hall and propose a new mechanical system solution with recommendations and cost estimates.

##### 6a Education HVAC Unit 1

The HVAC unit 1 (located on the roof) is structurally failing and require constant maintenance to keep in working order. This unit is over 25 yrs old and has exceeded its expected life span and requires replacement.

##### 6b Education HVAC Unit 2

The HVAC 2 unit (located on the roof) is structurally failing. A special coating has been installed to try and repair to unit and keep it from leaking into the building. This unit is over 25 years old and has exceeded its expected life span and requires replacement.

##### 6c Education HVAC Unit 3

The HVAC 3 unit is structurally failing and requires constant maintenance to keep in working order. This unit is over 25 years old and has exceeded its expected life span and requires replacement.

#### 7 Jaynes Hall HVAC Replacement

Determine the best solution to renovate the entire buildings HVAC and proceed with a complete overhaul of the buildings mechanical systems. The existing equipment has reached the end of its life cycle and needs to be replaced in its entirety. Due to the complexity of this project it cannot be broken down into phases; the scope requires more than just equipment replacement.

**8a Colebank Hall HVAC AHU 4 & Control Panel**

The Air Handling Unit that serves the third floor of Colebank has reached the end of its life-cycle and needs to be replaced as well as the current control panel.

**8b Colebank Hall HVAC AHU 2 & 3**

The two Air Handling Units that serve the second floor Gym has reached the end of its life-cycle and needs to be replaced. This equipment is heavily used due to special events.

**8c Colebank Hall HVAC AHU 1**

The Air Handling Unit that serves the first floor of Colebank has reached the end of its life-cycle and needs to be replaced.

**9 Turley Center Roof Renewal**

Turley Center roof warranty expired 5/28/2010. We have known leaks on the system at the lapped joints of the rubber membrane. These systems are past their expected life and require replacement.

**10 Wallman Hall Roof Renewal**

Wallman Hall roof warranty expired 6/05/2001. We have known leaks in this system. The roof has exceeded its expected life and must be replaced.

**11 Education Building Elevator Upgrades**

The Education elevator is original to the building. It is very important to have this elevator upgraded.

**12 Colebank Hall Elevator Upgrades**

The Colebank Hall rear elevator is functional but is due for upgrades. Propose a elevator modernization package: including controller, tank, pump, solid state starter, valve, fixtures, door operator, battery backup and fire service operation. With an alternate for a cab upgrade.

**13 Musick Library Elevator Upgrades**

The Musick Library elevator is functional but is due for upgrades. Propose a elevator modernization package.

**14 Hardway Hall Roof Renewal & Waterproof**

Hardway Hall roof warranty expired 2/22/1996. These systems are past their expected life and are due for replacement. The exterior envelope of this building including : brick, stone lintels, and terra cotta all need repaired, cleaned, and waterproofing applied to seal these materials as a necessary preventative measure.

**15 Musick Library MMA & MMB Chairs**

The stationary chairs in the Musick Library Multi-Media A&B Classrooms are due for replacement. The chairs are in poor condition and are out dated. It is becoming extremely hard to find parts to maintain and keep operational.

**16 Wallman Hall Painting - Classroom & Tower Room**

Some painting was incorporated in the Wallman Hall Renovation in 2013. However some classrooms remain and need the walls patched and painted. As well, the Tower Room needs plaster repair, paint, and other upgrades.

**17 Jaynes Hall - Interior Painting & Classroom**

With the help of student work the hallways and stairwells were painted over last summer. This year we need to proceed with patching and painting of the classroom walls.

**18 Hunt Haught Hall Window Replacement**

The window systems are original to the building and are in poor condition. The existing are not energy efficient, some panels are loose, and gaskets have failed.

**19 Jaynes Hall Window Replacement**

The replacement windows at Jaynes Hall are in poor condition. The windows need to be replaced with a newer higher efficiency window.

**20 Parking Garage Elevator Addition**

When the Parking Garage was constructed a third elevator shaft was put in place for expansion at a later date. Due to the heavy traffic use the third elevator is needed. To install this elevator it will require extensive work with the elevator pit, mechanical relocation, and other coordination issues.

# CAPITAL PROJECT PLAN

## FY 2015

### INFRASTRUCTURE PRIORITY LIST

Priority	Building	Project	Notes	Amount
1	Campus Wide	Landscaping	Already funded FY 15	\$ 100,000.00
2	Campus Wide	Small Projects	Already funded FY 15	\$ 22,000.00
3	Campus Wide	Camera Security System		\$ 350,000.00
4	Infrastructure	Walks Around Hardway		\$ 150,000.00
5	Signage	Entrance Signage Update		\$ 40,000.00
4	Infrastructure	Paving		\$ 150,000.00
7	Infrastructure	Road to Tennis Court	Funds remaining in Current Paving Budget to fund this.	\$ 40,000.00
8	Campus Wide	Veterans Memorial Wall	Not currently funded	\$ 20,000.00
9	Campus Wide	Emergency Phones		\$ 100,000.00
				<b>\$ 972,000.00</b>

## 2015 Capital Projects Descriptions

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### Infrastructure Projects

#### 1 Landscaping

Provide miscellaneous landscaping and required equipment for campus. Trying to get away from annuals and utilize perennials.

#### 2 Small Projects

See #1 E&G Projects

#### 3 Campus-wide Camera Security System

This would be an ongoing project. Prepare an RFP to select a campus wide camera security system to be incrementally expanded on over a period of time to provide monitoring of our Student Housing, Falcon Center, Feaster Center, Parking Garage, Academic, and Administrative buildings on all campuses. The funds allocated in this fiscal year will be used to purchase the base system and put in place a number of cameras in locations that will allow security to record activity in key locations. Since we are starting this project from ground zero, the growth of the number of cameras across the campus will take several years to accomplish. Before any investment of these funds, a comprehensive report will come before both boards for final approval.

#### 4 Infrastructure: Walks Around Hardway

The concrete sidewalks around Hardway Hall are deteriorating and need replaced. They require constant maintenance and are a safety hazard.

#### 5 Signage: Entrance Signage Update

The entrance signs at both Locust avenue entrances need to be updated so that both institutions are clearly identified at the main entrances to the shared campus.

#### 6 Infrastructure - Paving Projects

Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.

#### 7 Infrastructure - Road to Tennis Courts

In 2012 Phase I of the rehabilitation and paving of the tennis court access road was completed. Phase II includes continuing the drainage ditch, road widening, and paving of the remaining road and small parking lot.

#### 8 Veterans Memorial Wall

#### 9 Emergency Phone Upgrades

Upgrade Emergency Phone Systems, as needed, throughout campus to develop a more secure and safe campus.