



*BOARD*

*OF*

*GOVERNORS*

March 20, 2012

## Schedule/Agenda

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

March 20, 2012

Falcon Center Board Room  
Fairmont, WV

**1:00 P.M. Off Campus Facilities Committee Meeting**  
*Falcon Center Conference Room*

Members:

Tom Stose (Chair)  
Linda Aman  
Beverly Jones  
Jeff Tucker

Staff Resource:

Jeanie Hawkins  
Leslie Lovett

**1:00 P.M. Marketing Committee Meeting**  
*Falcon Center Conference Room*

Members:

Dixie Copley (Chair)  
Earl McConnell  
Sharon Shaffer

Staff Resource:

Sarah Hensley

**\*2:00 P.M. Full Board Meeting**  
*Falcon Center Board Room*

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

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

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

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

**Pierpont Community & Technical College**  
**Board of Governors Meeting**  
**March 20, 2012**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*February 21, 2012*)

**Tab 1 – Action Item**

**Special Recognitions**

1. Welcome Norman Gundersen, Vice President and General Manager of Global Science Technology
2. Dr. Jodi Rust – Presenting her Learner Driven (LDL) Instructional Design Model at the Sloan Consortium in Milwaukee WI in April
3. Nancy Parks – Panel participant for the National Student Affairs Professionals Conference in Arizona in March. Nancy also presented a Workshop at the 20<sup>th</sup> Annual Student Leadership Conference for Pierpont, Fairmont State and GEAR-UP Students.
4. Pierpont Preschool Program – National Association for the Education of Young Children (NAEYC) Accreditation Achievement and Commendations  
*Barbara Pavel Alvarez, Program Coordinator/Associate Professor*  
*Amber Myers, Director/Instructor*  
*Stephanie Canan and Katherine Jalazo*

**Operation Reports**

1. President’s Report (*Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)
3. Classified Staff Report (*Mary Jo Rutherford*)
4. Center for Workforce Education Report (*Paul Schreffler*)
5. Faculty Assembly Report (*Brian Floyd*)
6. Foundation Report (*Craig Shaffer*)
7. Student Government Report (*Meagan Gibson*)

**Tab 2 - Informational**

**Committee of the Whole**

1. Financial Report (*Dale Bradley*)
2. Capital Projects Update (*Tom Tucker*)
3. Senate Bill 330 - Human Resources (*Cindy Curry*)

**Tab 3 - Informational**

**Tab 4 - Informational**

## **Committee Reports**

### **1. Finance Committee**

- a. Establish the “Operations Fee for AY 2012-13 (Dale Bradley)*
- b. Tuition and Fee Increases for the AY 2012-13 (Dale Bradley)*
- c. Board of Governors Policy #16 Assessment, Payment, and Refunding of Fees – Recommendation for Amendment (Dale Bradley)*

***Tab 5 - Action Item***

***Tab 6 - Action Item***

***Tab 7- Action Item***

### **2. Off Campus Operations Committee (Tom Stose)**

### **3. Marketing Committee (Dixie Copley)**

## **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.

**Next meeting will be on Tuesday, April 17, 2012 – Falcon Center Board Room, 2:00 PM.**

**Tab**

**1**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**February 21, 2012**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 21, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members: Chairman James Griffin, Barbara Hendrey, Rick Pruitte, Sharon Shaffer, Jeff Tucker. Present by teleconference were: Linda Aman, Kyle Hamilton, Earl McConnell, and Tom Stose. Board members absent were: Dixie Copley, Beverly Jones, and Gene Weaver. President's Cabinet members present were: Dale Bradley, Sarah Hensley, Quentin Johnson, Steven Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh. Faculty and staff were also in attendance. President Doreen Larson was not in attendance, due to a meeting in Charleston.

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

Chairman Griffin called the meeting to order and announced last call for public sign up for comments to the Board. One signature was recorded.

**Approval of Minutes**

The minutes of November 15, 2011 were presented for approval. Tom Stose moved that the minutes of November 15, 2011 be Approved. Rick Pruitte seconded the motion. All agreed. Motion carried.

***As there were numerous Board members attending this meeting via teleconference, the action items were presented first.***

**Committee of the Whole (action items only)**

- Board of Governors Policies Nomenclature Revisions

In the ongoing process of reviewing and revising the BOG Policies, minor (non-substantive) corrections can be made without the necessity of a 30-day public comment period. The Higher Education Legal Division's General Council has recommended that the proposed changes be presented to the Pierpont BOG for approval via resolution. Revisions were provided to the Board.

Sharon Shaffer moved that the nomenclature revisions be accepted for the identified Board of Governors Policies. Kyle Hamilton seconded the motion. All agreed.

➤ Board of Governors Policy #24 – Funding of the Intercollegiate Athletics

A Resolution was presented for Approval of a 30-Day Public Comment Period to address proposed changes to Policy # 24, Funding of Intercollegiate Athletics.

Language in the existing policy for Funding of the Intercollegiate Athletics does not reflect the athletic fee phase out plan addressed in House Bill 3215, Section 18B-2A-7a which states ‘community and technical colleges whose students were paying athletic fees for the benefit of the former sponsoring institution, but receiving no direct benefit from those fees, could phase out over a five year period’. To reduce the budgetary impact of this phase out to Fairmont State’s Athletic Department, Pierpont chose to defer and will pay a portion of this fee into AY 2014. Recommended amendments to this policy will address the athletic fee phase out and the repurposing of those funds.

Sharon Shaffer moved to Accept the 30-Day Public Comment Period for the proposed changes to Policy #24, Funding of Intercollegiate Athletics. Kyle Hamilton seconded the motion. All agreed.

➤ Board of Governors Policy # 12 – Phased Retirement

A Resolution was presented for Approval of a 30-Day Public Comment Period to address proposed changes to Policy # 12, Phased Retirement.

Language in the existing policy for Phased Retirement does not reflect the Board of Governors intent to modify the contractual term limitations and pay increases. The revisions proposed will provide the Board the option of applying the recommended amendments to this policy.

Sharon Shaffer moved to Accept the 30-Day Public Comment Period for the propose changes to Policy #12, Phased Retirement. Rick Pruitte seconded the motion. All agreed.

### **Committee Reports (action items only)**

➤ Finance Committee

○ *Acceptance of FY 2011 Financial Statements Audit*

Dale Bradley presented for approval the Independent Auditor’s Report by Deloitte and Touche, LLP of Pierpont Community & Technical Colleges Finance Statements for the year-end June 30, 2011. A complete report was provided to the Board of

Governors at this Board meeting, and also reviewed by the Audit/Finance Committee on November 15, 2011.

Kyle Hamilton presented a motion to Accept the Independent Auditors Report of Financial Statements for Year End June 30, 2011. Tom Stose seconded the motion. All agreed.

○ *Authorization Refunding of Outstanding Revenue Bonds*

A Resolution was presented to the Board, with supporting documentation, for a Joint Resolution of the Fairmont State University Board of Governors and the Pierpont Community & Technical College Board of Governors authorizing the refunding of the outstanding revenue bonds and the issuance of refunding revenue bonds for the purpose of a substantial savings of approximately \$400,000 annually. This savings can be realized without extending the end date of the revenue bonds through the refunding process.

Sharon Shaffer provided a motion to Accept the Authorization Refunding of Outstanding Revenue Bonds. Earl McConnell seconded the motion. All agreed.

### **Special Recognitions/Presentations**

- In absence of President Larson, Mr. Steve Leach announced and welcomed two new Pierpont employees to the Board.
  - Mrs. Laura Williams, Electronic Communications Specialist for the Office of Community Engagement, joined Pierpont in December 2011. Laura is also serving as an adjunct for Pierpont’s School of Business, Aviation, and Technology. Laura is working on the redesign of Pierpont’s web pages and navigation to an independent server.
  - Mrs. Lisa Phillips, Career & Technical Education Advisor, joined Pierpont in December 2011. Lisa has served as an adjunct instructor with Pierpont teaching Marketing and Management courses in Lewis County. Lisa will be advising nontraditional students in our Regional Academics area.
- Brian Floyd, Executive Director of Pierpont’s Culinary Arts Program, was recognized for being featured in the December/January edition of the Corridor Magazine in the article “A Frozen and Fleeting Art, Brian Floyd Carves out a Second Career in Ice Sculpture”.
- The Pierpont Culinary Team was recognized for bringing home their fourth ACF West Virginia State Culinary Competition. Chairman Griffin presented certificates of congratulations to Jay Mahoney-Coach, Allison McCue-Coach, Maria Provencher-Team Captain, Brandon Show, Jason Wells, Peerce Van Meter V, and Ryan Contraski.



- Brian Floyd was recognized for his successful completion of the American Culinary Federation Certified Culinary Education (CCE) Exam.
- Dr. Jerry Bacza, Dean of the School of Business, Aviation, and Technology, was recognized for his successful completion of the Association of Technology Management and Applied Engineering (ATMAE) Certificate in Engineering Graphics (CEG) Exam.

## **President's Report**

Dr. Doreen Larson was called to Charleston and could not attend the Board of Governors meeting. Mr. Stephen Leach presented Dr. Larson's written report to the Board.

Enrollment continues to grow and student retention continues to improve. In recent meetings at the State Capital the Chancellor reported on enrollment highlights for the system and individual community colleges. In relation to Pierpont over the past five years, we have experienced an average enrollment growth of over 8 percent in headcount and FTE's. Enrollment of students aged 25 years and over has grown an average of 12 percent. Over the past year, enrollment grew an additional 3 percent, while enrollment of students aged 25 or over has increased 5 percent.

Within this five year time period, Pierpont's tuition and fees have increased by only 1.79 percent. The system average for this time frame has seen an increase of 3.5 percent. There have been only four community colleges that have kept tuition under 2.0 percent for this time.

The Culinary program has begun an evening cohort, lead by Chef Dale Hawkins, with 100 percent retention of students from the fall term to the spring term. With this program, 4-course culinary dinners are being offered by the students on Thursday evenings at 7:30 PM, for a minimal \$5.00 fee.

The list of interested applicants for the Pierpont/FirstEnergy partnership AAS Degree is growing. Pierpont's team from workforce development is providing training for workers to move up the ladder in the energy and power sector industries. Pierpont is a serious and committed partner in workforce development.

The WV Fellows Program, funded by the WV Campus Compact College Community Outreach Grant that partners with WV Wesleyan and Pierpont, has been launched. Dr. Larson recently toured WV Wesleyan with the graduate Fellows (Isaac Casto and Angela Miller) to focus on supporting our adult learners.

The faculty is engaged in adjusting program curriculum, adding new programs and partnerships, implementing the Landman program, gearing up for the LPN program in Braxton County, and expanding the EMS courses.

The Classified Staff Committee is currently engaged in a fundraising campaign for scholarships.

Pierpont has been approved to work with the Foundation as a DBA organization under the name of the Pierpont Foundation. The Foundation has generously supported the Legislative Reception held in Charleston this month, assisted in endowing culinary scholarship, supported the classified staff letter campaign, and is seeking funding for the Math and Writing Center. Dr. Larson gave appreciation to the Foundation and the newest members of the Foundation Board; Mr. Craig Walker, Mr. Brent Skidmore, Mr. William Holmes, and Mr. Blair Montgomery.

Sarah Hensley has been working with Mr. Robert Tinnell, local filmmaker and the 2011 West Virginia Film Director of the Year, to develop commercial and radio spots to promote Pierpont's training programs. These spots will be used on television, Pierpont's web site, radio, and used as enhancement when speaking with the public about Pierpont. Sarah Hensley showed the completed videos to the Board.

## **Operation Reports**

- Leslie Lovett presented the Academic Affairs Report
- Mary Jo Rutherford presented the Classified Staff Report
- Paul Schreffler presented the Center for Workforce Education Report. Mr. Schreffler also presented a video reviewing the Marcellus Shale activities.
- Brian Floyd presented the Faculty Assembly Report
- Craig Shaffer presented the Foundation Report
- Meagan Gibson presented the Student Government Report

## **Committee of the Whole (informational items only)**

- Financial Report

Dale Bradley provided the 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 December 31, 2011. A detailed review was provided in the February 21, 2012 Board of Governors book.

- Capital Projects Report

Dale Bradley announced that Jim Decker, AVP of Facilities Management, has accepted a position with Thrasher Engineering. Tom Tucker, Interim AVP for Facilities Management, and Stephanie Slaubaugh, Physical Plant Construction Project Manager, presented the summary report for the ongoing capital projects for FY 2012 to the Board. A detailed report was provided in the November 15, 2011 Board of Governors Book.

### **Committee Reports (informational items only)**

➤ Off Campus Operations Committee Report

No report.

➤ Marketing Committee Report

No report.

### **Public Comment**

Mr. Scott Ullom, Student Representative to the Fairmont State University Board of Governors, applauded the new commercial spots created for Pierpont by film director Bob Tinnell. Mr. Ullom expressed his desire to aggressively recruit students from the deaf community and suggested the use of a sign language interpreter box to be placed within the new commercial spots. Mr. Ullom stated that this will assist in developing awareness of the programs Pierpont offers to this potential student body. Mr. Ullom would also like to see an independent spot created to advertise Pierpont's sign language program.

Mr. Ullom also discussed the work of the ADA Compliance Committee actively pursuing funding for campus upgrades to ensure that the facility is fully ADA compliant and meets our student's needs. The ADA Committee will meet the first Friday after the spring break and will provide a follow-up report to the Pierpont and FSU Boards of Governors.

Mr. Ullom encouraged the Board to participate in touring the campus grounds and facilities to view area that need addressed. Chairman Griffin stated that ADA compliance is a priority for the Board. Mr. Griffin asked that Pierpont's Board Student Representative, Barbara Hendrey, work with Mr. Ullom on this matter, and serve as the Pierpont Board representative on the ADA Compliance Committee. Ms. Hendrey agreed.

### **New Business**

The Board was informed of upcoming events. Dates were provided in the Board Book and calendar handouts.

### **Old Business**

### **Executive Session**

Sharon Shaffer moved pursuant to 6-9-A-4(b)2A of the West Virginia Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if

discussed in public might adversely affect the reputation of any person. Jeff Tucker seconded the motion. All agreed.

*Exiting Executive Session*

Sharon Shaffer provided a motion to exit Executive Session. Barbara Hendrey seconded the motion. All Agreed.

No items were presented for review or motion from Executive Session.

**Adjournment and Next Meeting**

There being no further business, the Board meeting was adjourned at 3:15 PM. The next Pierpont Board of Governors Meeting will be held on March 20, 2012 at 2:00 PM, in the Falcon Center Board Room.

**Tab**

**2**

# Workforce Development - Project Status Report

## *March 2012 – Board of Governors Meeting*

### **Industry-Sector Strategies**

- ❖ Submitted a training proposal to Arch Coal, structured to provide a wider range of training options and expand our current apprentice miner program.
- ❖ Currently discussing the structure and format of a potential Energy Academy with Dean Bacza and staff.
- ❖ Bo Sellers represented Pierpont at the March 8th Appalachian Basin STEPS Network. This is a WVONGA-sponsored network of safety professionals in the oil and gas industry.
- ❖ Attending the M2M Ethane Development Conference in Charleston this week. Sponsored by the WV Manufacturers Association, in collaboration with the oil and gas industry.
- ❖ Participating in the "Hiring our Heroes" Veteran's Job Fair next week (March 30) at the Lakeview Conference Center.
- ❖ Will attend an upcoming oil and gas Job Fair at Preston County High School on April 12.
- ❖ The oil and gas floorhand course next week will be well-attended.
- ❖ Currently providing supervisory training for the Harrison County Sheriff's Department.
- ❖ Submitted an Advance grant for funding an airframe technician training program. This is a non-FAA pre-employment training program to meet specific workforce needs in the military aerospace sector.

### **Community Engagement**

- ❖ Offered a training seminar at a business and leadership conference on February 29, sponsored by the Harrison County Chamber of Commerce.
- ❖ Coordinating with Marion County Chamber of Commerce to provide quarterly seminars to members and monthly YouTube videos for the broader community.
- ❖ Attended a dinner event with regional County School Superintendants.
- ❖ Members of the CE staff now have shared office space at the Innovation Lab at the Alan Mollohan Building in the Technology Park. This is a collaborative effort through a generous offer by Global Science and Technology (GST).

### **Professional Development**

- ❖ Jodi Rust attended a workshop on ethics held by the Landman's Association in Morgantown on March 8.

### **Other**

- ❖ Hosting a statewide conference of WV GreenUp grant awardees on April 17.

**Tab**

**3**

**Board of Governors  
Financial Report FY 2012  
Pierpont Community & Technical College  
as of January 31, 2012**

**SUMMARY:**

The projected effect on net assets at June 30, 2012 as of January 31, 2012 is an increase of \$330,430 which includes \$133,188 in additional personnel budget savings. However, this amount includes a Board approved spend down of \$102,938 (\$66,500 approved for the current FY and \$36,438 carried forward from last year's approval) in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2012 is an increase of \$227,492.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of January 31, 2012 is \$197,242. The adjusted budget balance is \$94,304 after removing the approved cash reserve spending. This represents an increase of \$19,632 from the December 31, 2011 Finance Report. As of this report date, approximately 93.82% of projected tuition and fees revenue and approximately 84.36% of overall revenues has been realized while 49.46% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the December 31, 2011 Finance Report, are as follows:

- **Operating Revenues Budget:**
  - Increased by \$35,396. This was due to the following changes:
    - The President controlled "Operating Cost Revenue" budget decreased by (\$1,455) due to a transfer of budget from Operating to Labor. The result was a no change to the overall budget.
    - The President controlled "Support Service Revenue" budget decreased by \$(11,263) due to labor budget being transferred from a charged back position to a non-charged back position. Also labor budget was transferred from a charged back part time position to an adjunct budget.
    - The President controlled "Other Operating Revenue" budget increased by \$50,400 due to changes in the financial aid administration costs allowance budget and projected additional revenues related to training at the Hazelton Federal Prison.
    - The Fund Manager controlled "Other Operating Revenue" budget decreased by (\$2,286) and was off set with an equal reduction in operating expenses. The result was a no change to the overall budget.
- **Operating Expenses Budget:**
  - Increased by \$15,387. This was due to the following changes:
    - The President controlled "Salaries" expense budget increased by \$23,669 due to the net effect of multiple transfers between positions which was partially off-set by a reduction to the Supplies Expense budget and increases to the labor budgets for increased training at the Hazelton Federal Prison.



- The President controlled “Benefits” expense budget increased by \$20,546 due to all of the changes associated with the increases in “Salaries” and benefits updates for two positions.
  - The President controlled “Supplies and Other Services” expense budget decreased by (\$10,462) as budget was transferred to offset labor and benefits expenses.
  - The President controlled “Assessment for Support Services” expense budget decreased by (\$19,712) due to various changes to University positions that are charged back to Pierpont including the removal of a phased retirement position from charge back.
  - The President controlled “Assessment for Operating Costs” increased by \$2,215 due to changes enacted by the University.
  - The Fund Managers controlled “Benefits” expense budget increased by \$1,417.
  - The Fund Managers controlled “Supplies and Other Services” expense budget decreased by (\$2,286) to offset a reduction to “Other Operating Revenue”.
- **Transfers & Other:**
    - Decreased by \$377. This was due close out procedure.

Of the adjusted projected effect on net assets of an increase of \$330,430 as of June 30, 2012; President’s Controlled Fund(s) are projected to have a budget surplus of \$158,596; Personnel Budget Savings are projected to be \$133,188, and Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$38,646 with Board approved spending of \$102,938 in cash reserves. The Year-To-Date Actual Budget Balance is \$5,260,774.

**RESTRICTED FUNDS:**

There was a \$1 change in the overall Restricted Funds Budget Balance however there were changes that occurred within the budget. The Budget Balance as of January 31, 2011 is (-\$445,790). This deficit is covered by grant funds cash balances totaling \$1,426,871 on June 30, 2011.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of January 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,673,566	8,832,164	8,285,960	93.82
	Faculty Services Revenue	1,502,589	1,502,589	680,904	45.32
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,252,667	1,306,529	1,284,896	98.34
	Operating Costs Revenue	203,317	199,006	60,976	30.64
	Support Services Revenue	377,210	370,970	130,739	35.24
	Other Operating Revenue	301,909	391,387	188,222	48.09
	<b>Total:</b>	<b>12,311,258</b>	<b>12,602,644</b>	<b>10,631,697</b>	<b>84.36</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,667,540	6,624,569	3,163,652	47.76
	Benefits	1,464,714	1,492,685	639,790	42.86
	Student financial aid-scholarships	140,844	130,844	147,918	113.05
	Utilities	0	0	741	
	Supplies and Other Services	1,774,275	1,872,976	960,518	51.28
	Equipment Expense	128,582	164,175	151,318	92.17
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	116,560	87,420	75.00
	Assessment for Faculty Services	1,272,439	1,272,439	694,272	54.56
	Assessment for Support Services	3,907,560	3,884,238	1,443,793	37.17
	Assessment for Student Activity Costs	158,131	174,729	158,107	90.49
	Assessment for Auxiliary Fees & Debt Service	1,252,667	1,306,529	1,190,889	91.15
	Assessment for Operating Costs	2,437,328	2,417,689	985,873	40.78
	<b>Total:</b>	<b>19,308,698</b>	<b>19,457,433</b>	<b>9,624,292</b>	<b>49.46</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,997,440)</b>	<b>(6,854,789)</b>	<b>1,007,406</b>	<b>(14.70)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	8,421,177	8,421,177	5,642,188	67.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	1,000	1,000	0	0.00
	Investment Income	97,194	97,194	3,331	3.43
	Assessment for E&G Capital & Debt Service Costs	(1,397,782)	(1,539,782)	(1,374,849)	89.29
	Reappropriated State Funding	0	716	0	0.00
	<b>Total:</b>	<b>7,121,589</b>	<b>6,980,305</b>	<b>4,270,670</b>	<b>61.18</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(78,992)	(66,102)	(52,191)	78.96
	Indirect Cost Recoveries	877	2,430	2,430	100.00
	Transfers - Other	0	32,460	32,460	100.00
	One-time use of reserve	66,500	102,938	0	0.00
	<b>Total:</b>	<b>(11,615)</b>	<b>71,725</b>	<b>(17,302)</b>	<b>(24.12)</b>
<b>BUDGET BALANCE</b>		<b>112,534</b>	<b>197,242</b>	<b>5,260,774</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>133,188</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>112,534</b>	<b>330,430</b>	<b>5,260,774</b>	
* <b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,768,054</b>	<b>4,768,054</b>		
<b>Less: USE OF RESERVE</b>		<b><u>66,500</u></b>	<b><u>102,938</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,814,088</u></b>	<b><u>4,995,546</u></b>		

\* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$2,194,850.

\* Unrestricted Net Asset Balance is 26.27% of the current budgeted total operating expense. Management has established a target of 15% or \$2,722,636 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 January 31, 2012

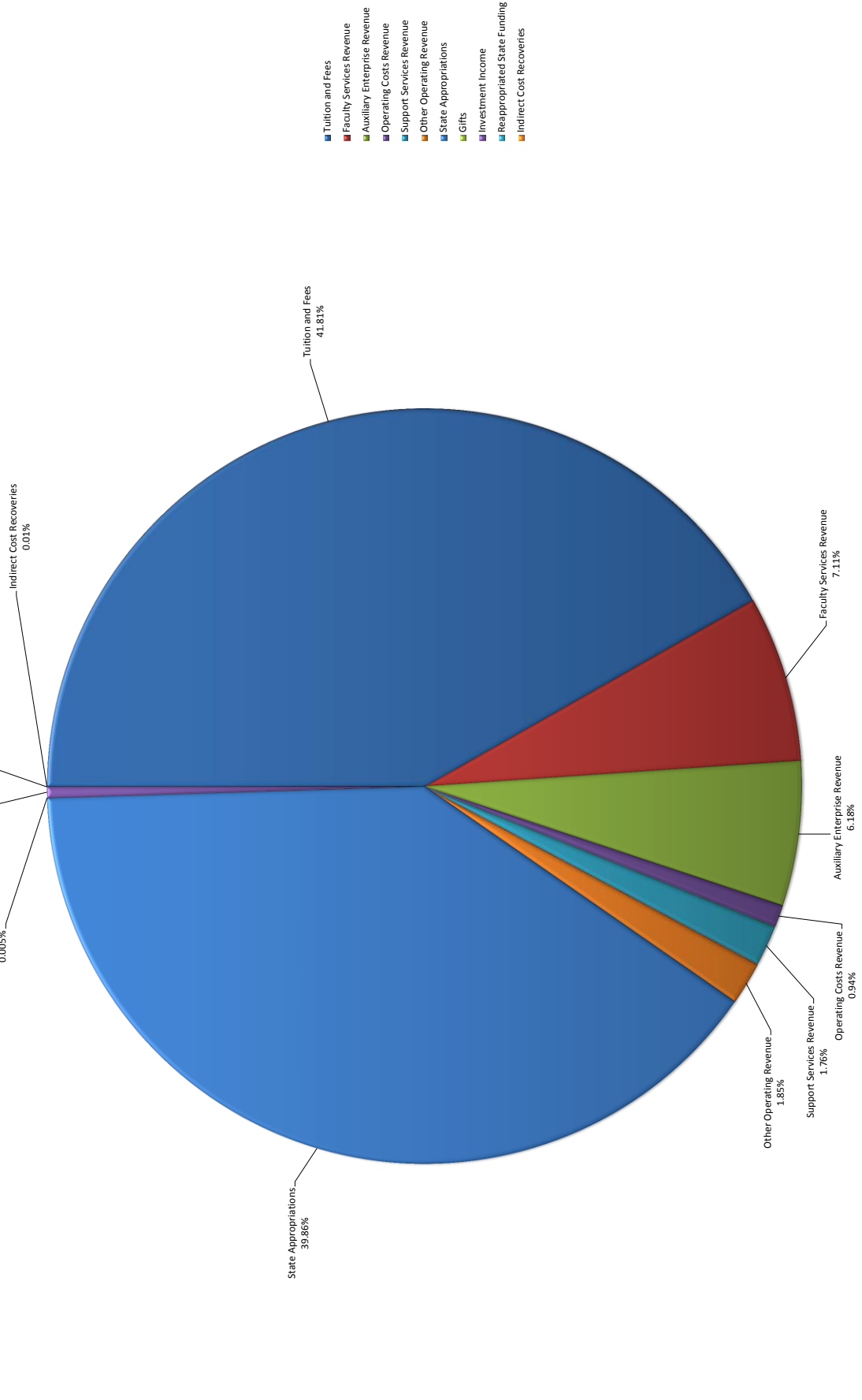
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	7,719,834	7,878,432	7,579,179	96.20
	Faculty Services Revenue	1,502,589	1,502,589	680,904	45.32
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	203,317	199,006	60,976	30.64
	Support Services Revenue	377,210	370,970	130,739	35.24
	Other Operating Revenue	193,583	266,747	178,509	66.92
	<b>Total:</b>	<b>9,996,534</b>	<b>10,217,744</b>	<b>8,630,307</b>	<b>84.46</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,346,475	6,289,167	3,000,297	47.71
	Benefits	1,402,515	1,441,460	615,396	42.69
	Student financial aid-scholarships	140,844	130,844	147,918	113.05
	Utilities	0	0	741	
	Supplies and Other Services	1,123,645	1,213,651	689,643	56.82
	Equipment Expense	57,042	56,197	37,470	66.68
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	116,560	87,420	75.00
	Assessment for Faculty Services	1,272,439	1,272,439	694,272	54.56
	Assessment for Support Services	3,907,560	3,884,238	1,443,793	37.17
	Assessment for Student Activity Costs	158,131	174,729	158,107	90.49
	Assessment for Operating Costs	2,437,328	2,417,689	985,873	40.78
	<b>Total:</b>	<b>16,950,597</b>	<b>16,996,974</b>	<b>7,860,931</b>	<b>46.25</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,954,064)</b>	<b>(6,779,230)</b>	<b>769,376</b>	<b>(11.35)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	8,421,177	8,421,177	5,642,188	67.00
	State Fiscal Stabalization Funds	0	0	0	
	Investment Income	97,194	97,194	3,331	3.43
	Assessment for E&G Capital & Debt Service Costs	(1,397,782)	(1,539,782)	(1,374,849)	89.29
	Reappropriated State Funding	0	716	0	0.00
	<b>Total:</b>	<b>7,120,589</b>	<b>6,979,305</b>	<b>4,270,670</b>	<b>61.19</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(78,992)	(66,102)	(52,191)	78.96
	Transfers - Other	0	(377)	(377)	
	One-time use of reserve	25,000	25,000	0	0.00
	<b>Total:</b>	<b>(53,992)</b>	<b>(41,479)</b>	<b>(52,568)</b>	<b>126.73</b>
<b>BUDGET BALANCE</b>		<b>112,533</b>	<b>158,596</b>	<b>4,987,477</b>	
* <b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,096,524</b>	<b>4,096,524</b>		
<b>Less: USE OF RESERVE</b>		<b>25,000</b>	<b>25,000</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>4,184,057</b>	<b>4,230,120</b>		

\* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$2,194,850.

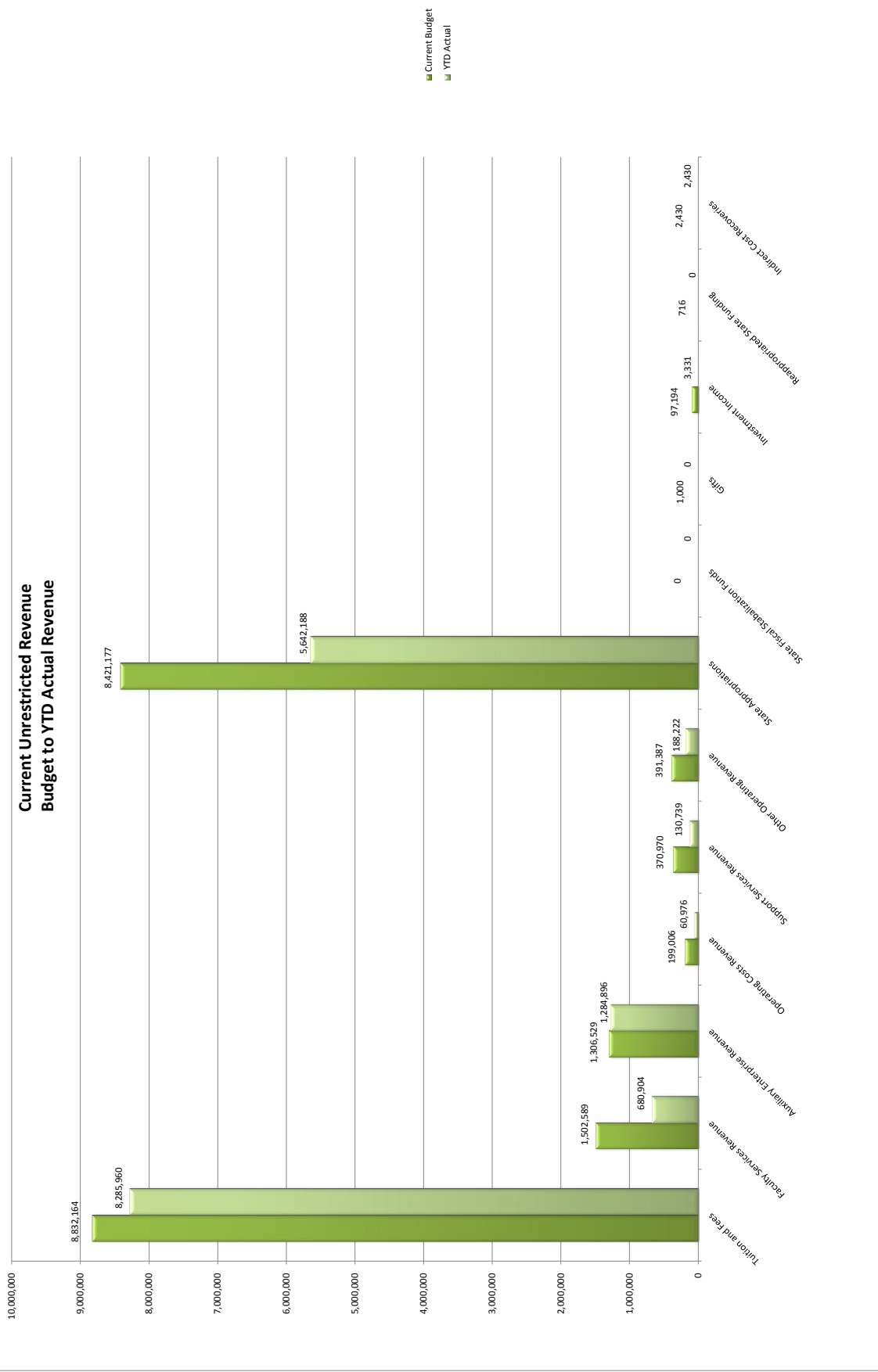
Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Current Unrestricted - Fund Manager  
 As of January 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	953,732	953,732	706,781	74.11
	Other Operating Revenue	108,326	124,640	9,713	7.79
	<b>Total:</b>	<b>1,062,058</b>	<b>1,078,372</b>	<b>716,494</b>	<b>66.44</b>
<b>OPERATING EXPENSE</b>	Salaries	321,065	335,402	163,355	48.70
	Benefits	62,199	51,225	24,394	47.62
	Supplies and Other Services	650,630	659,325	270,874	41.08
	Equipment Expense	71,541	107,979	113,849	105.44
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,105,435</b>	<b>1,153,930</b>	<b>572,472</b>	<b>49.61</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(43,377)</b>	<b>(75,559)</b>	<b>144,023</b>	<b>(190.61)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	1,000	1,000	0	0.00
	<b>Total:</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	877	2,430	2,430	100.00
	Transfers - Other	0	32,837	32,837	100.00
	One-time use of reserve	41,500	77,938	0	0.00
	<b>Total:</b>	<b>42,377</b>	<b>113,205</b>	<b>35,267</b>	<b>31.15</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>38,646</b>	<b>179,289</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>657,001</b>	<b>657,001</b>		
<b>Less: USE OF RESERVE</b>		<b>41,500</b>	<b>77,938</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>615,501</b>	<b>617,709</b>		

# Current Unrestricted Revenue Budget

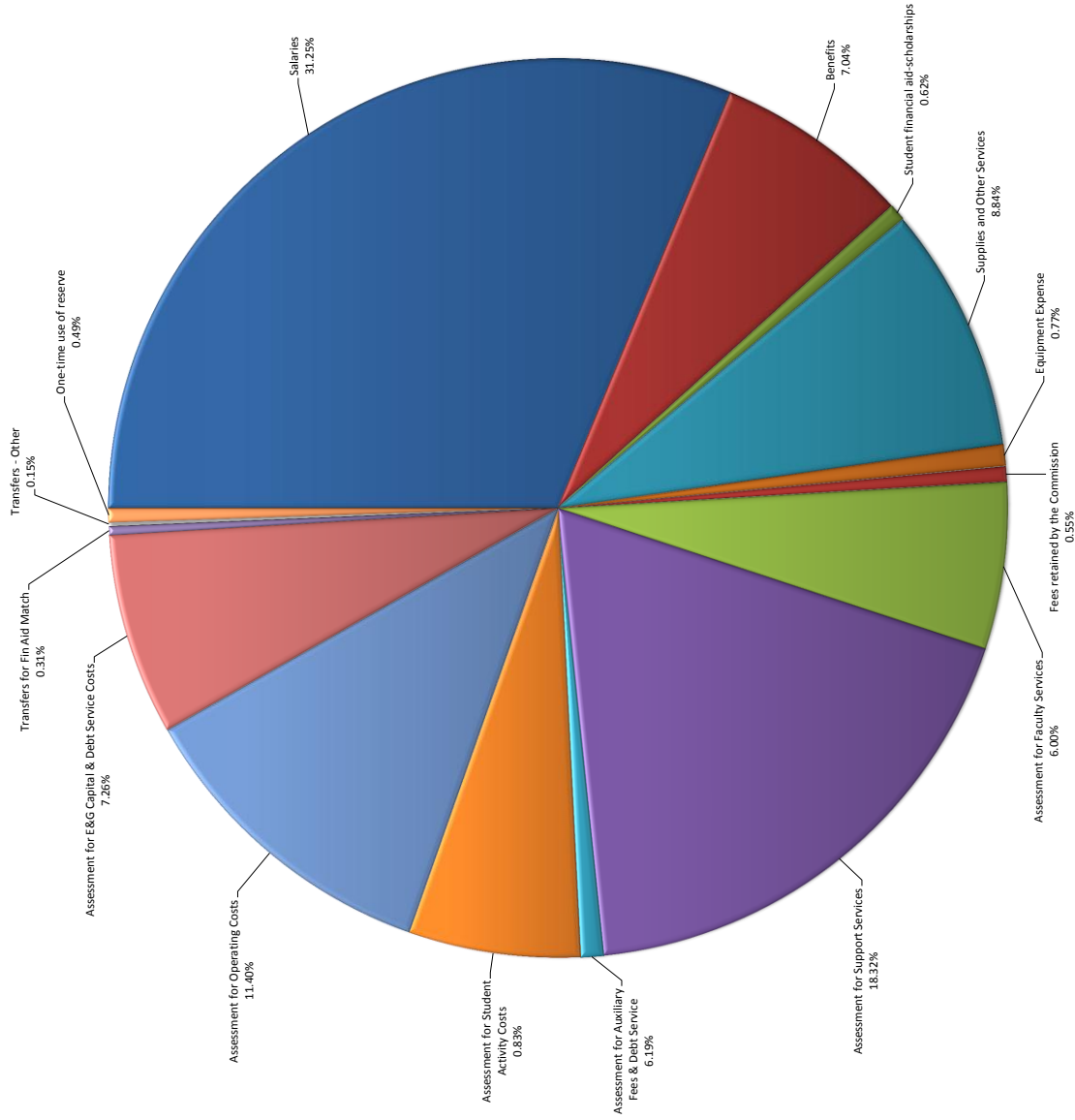


### Current Unrestricted Revenue Budget to YTD Actual Revenue

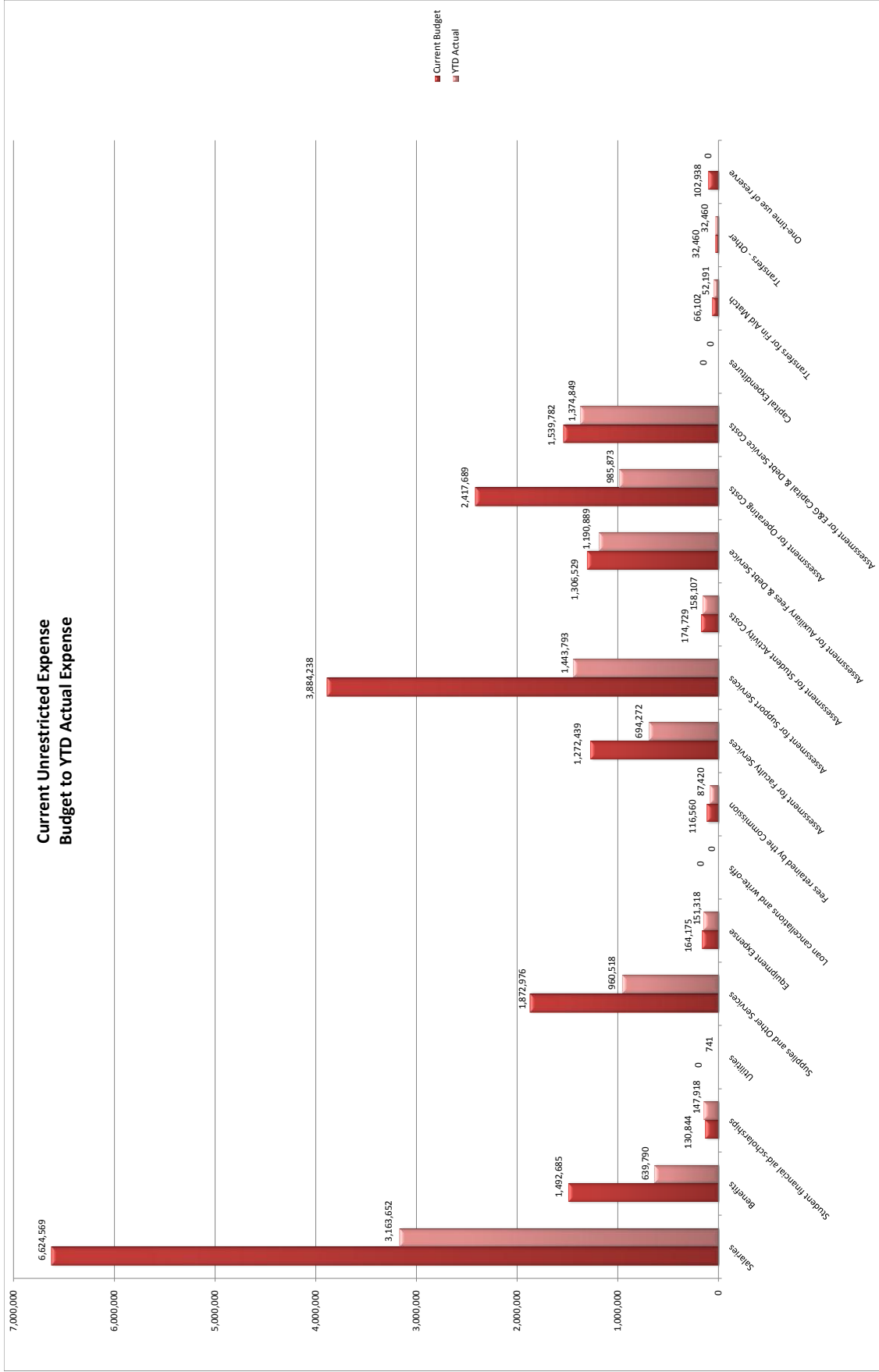


# Current Unrestricted Expense Budget

- Salaries
- Benefits
- Student financial aid-scholarships
- Supplies and Other Services
- Equipment Expense
- Fees retained by the Commission
- Assessment for Faculty Services
- Assessment for Support Services
- Assessment for Student Activity Costs
- Assessment for Auxiliary Fees & Debt Service
- Assessment for Operating Costs
- Assessment for E&G Capital & Debt Service Costs
- Transfers for Fin Aid Match
- Transfers - Other
- One-time use of reserve



### Current Unrestricted Expense Budget to YTD Actual Expense





Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending January 31, 2012

**New Grant Funds**

**Other Grant/Restricted Fund Related Changes**

Tech Training	6,280.88
Green Up WV Women Work Close	(240.00)

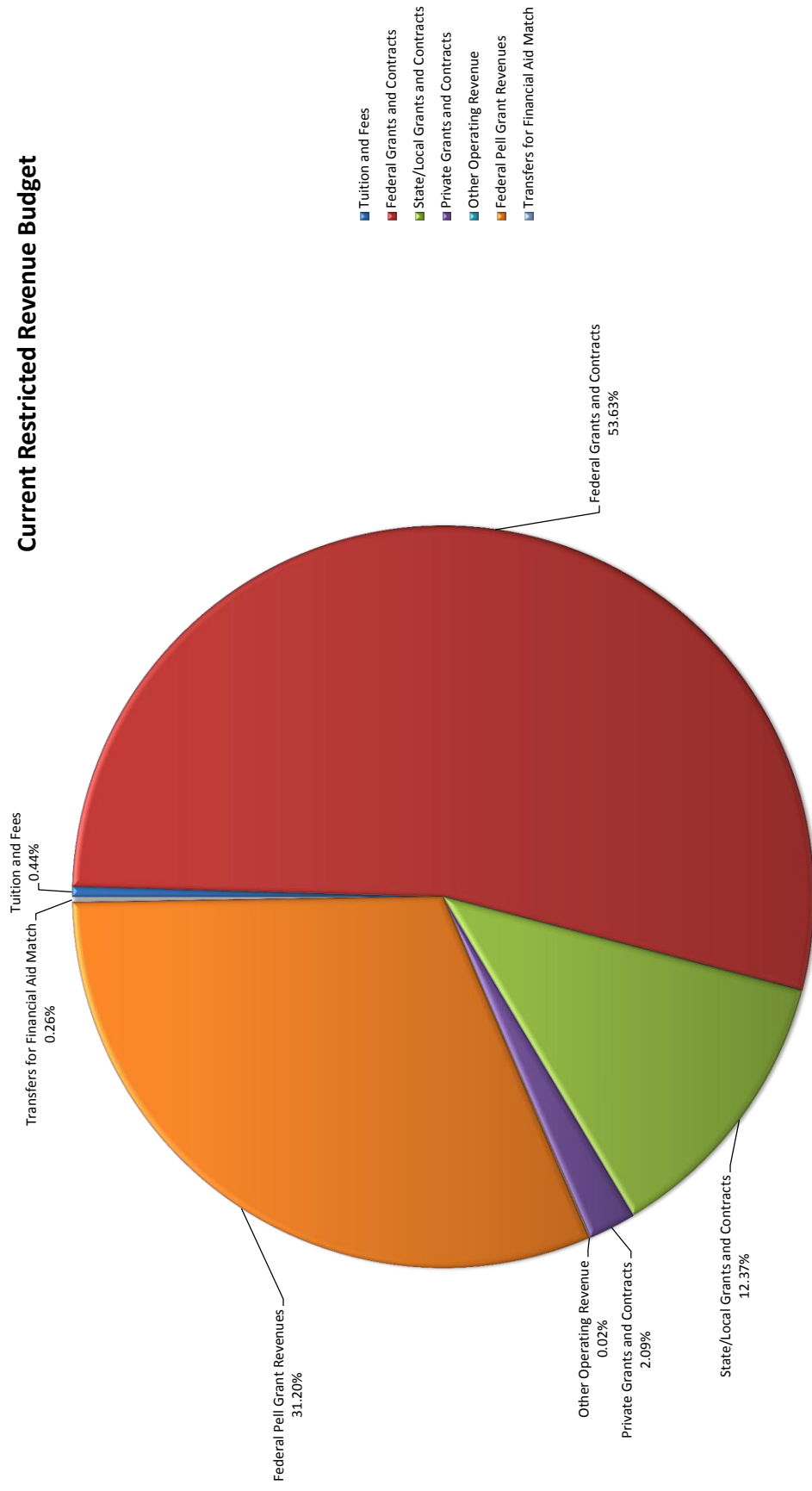
**Net Change** -

The budget balance of **(\$445,790)** is covered by the restricted fund cash balance of \$1,426,871 on June 30, 2011

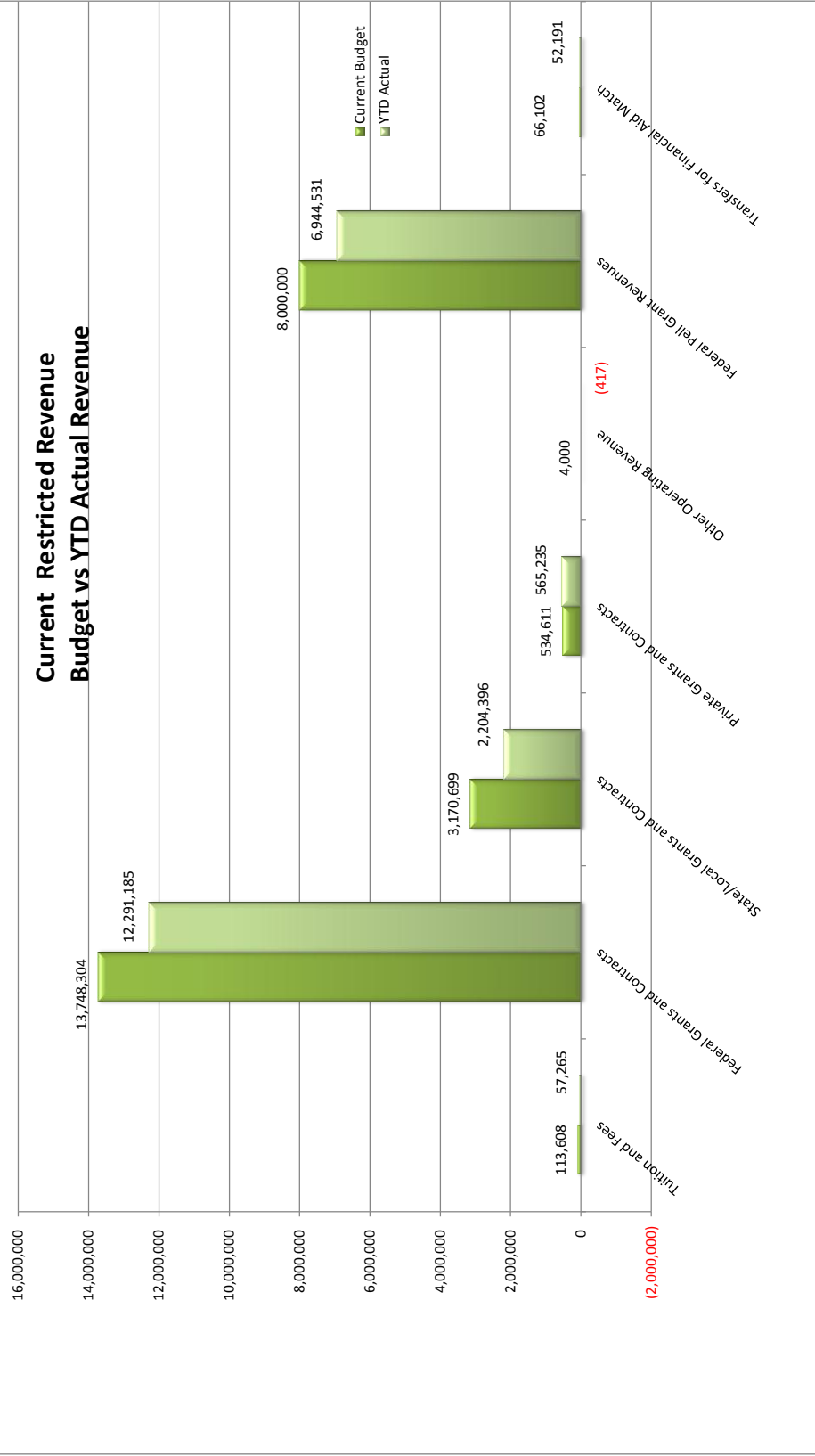
Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 As of January 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	34,213	113,608	57,265	50.41
	Federal Grants and Contracts	13,771,179	13,748,304	12,291,185	89.40
	State/Local Grants and Contracts	3,048,871	3,170,699	2,204,396	69.52
	Private Grants and Contracts	534,611	534,611	565,235	105.73
	Other Operating Revenue	3,000	4,000	(417)	(10.41)
	<b>Total:</b>	<b>17,391,874</b>	<b>17,571,222</b>	<b>15,117,665</b>	<b>86.04</b>
<b>OPERATING EXPENSE</b>					
	Salaries	923,758	1,017,538	278,416	27.36
	Benefits	82,224	81,206	33,356	41.08
	Student financial aid-scholarships	23,946,419	23,912,571	21,329,935	89.20
	Utilities	500	500	186	37.13
	Supplies and Other Services	497,690	590,530	162,621	27.54
	Equipment Expense	238,878	192,513	131,920	68.53
	Loan Cancellation and Write-Off	0	0	(59)	
	<b>Total:</b>	<b>25,689,469</b>	<b>25,794,858</b>	<b>21,936,375</b>	<b>85.04</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,297,595)</b>	<b>(8,223,636)</b>	<b>(6,818,709)</b>	<b>82.92</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Federal Pell Grant Revenues	8,000,000	8,000,000	6,944,531	86.81
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>6,944,531</b>	<b>86.81</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(203,365)	(253,366)	(177,365)	70.00
	Transfers for Fin Aid Match	78,992	66,102	52,191	78.96
	Indirect Cost Recoveries	(4,956)	(2,430)	(2,430)	100.00
	Transfers - Other	0	(32,460)	(32,460)	100.00
	<b>Total:</b>	<b>(129,329)</b>	<b>(222,153)</b>	<b>(160,063)</b>	<b>72.05</b>
<b>BUDGET BALANCE</b>		<b>(426,924)</b>	<b>(445,790)</b>	<b>(34,242)</b>	<b>7.68</b>
<b>* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,426,871</b>	<b>1,426,871</b>		
<b>** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>		<b>999,947</b>	<b>981,081</b>		

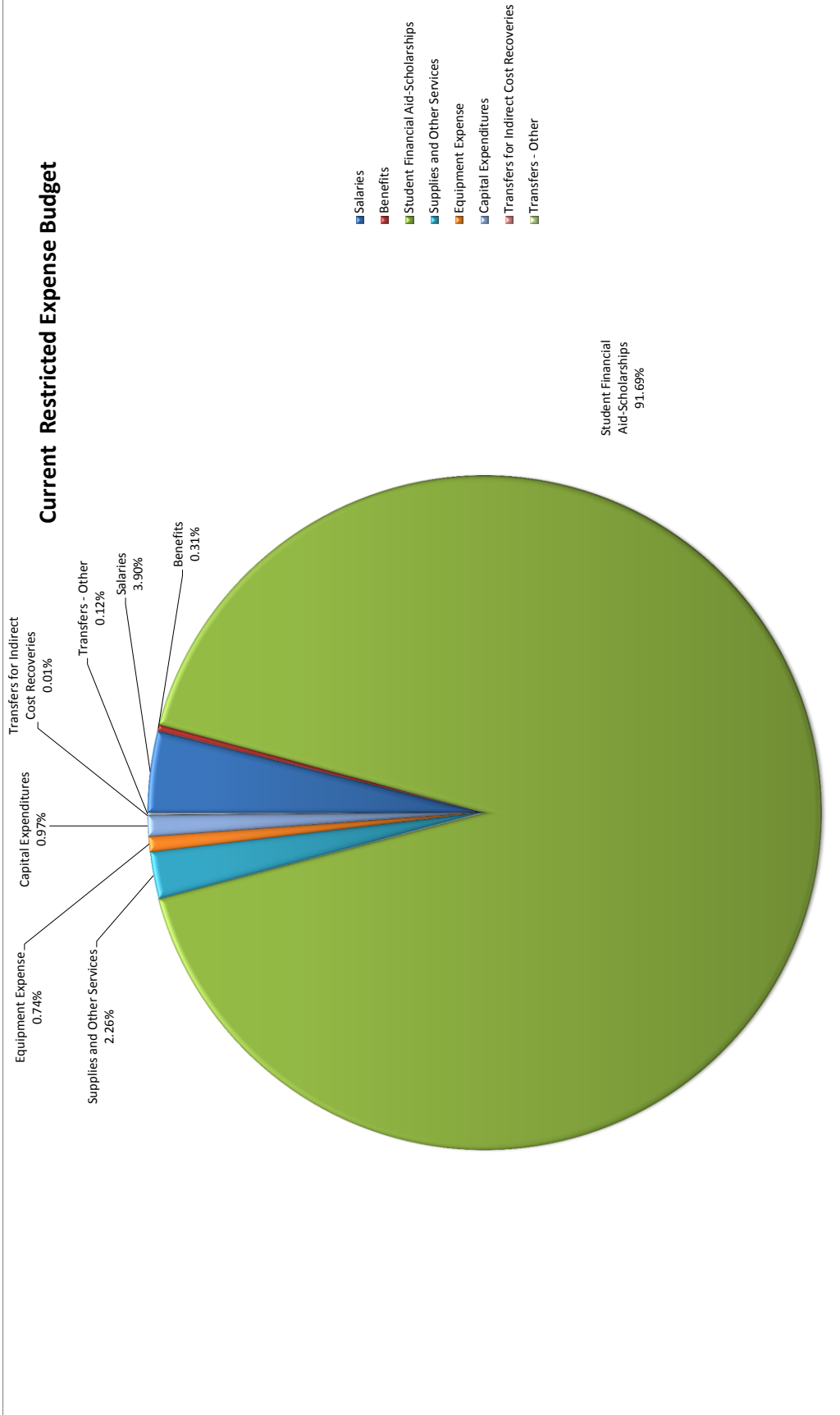
## Current Restricted Revenue Budget



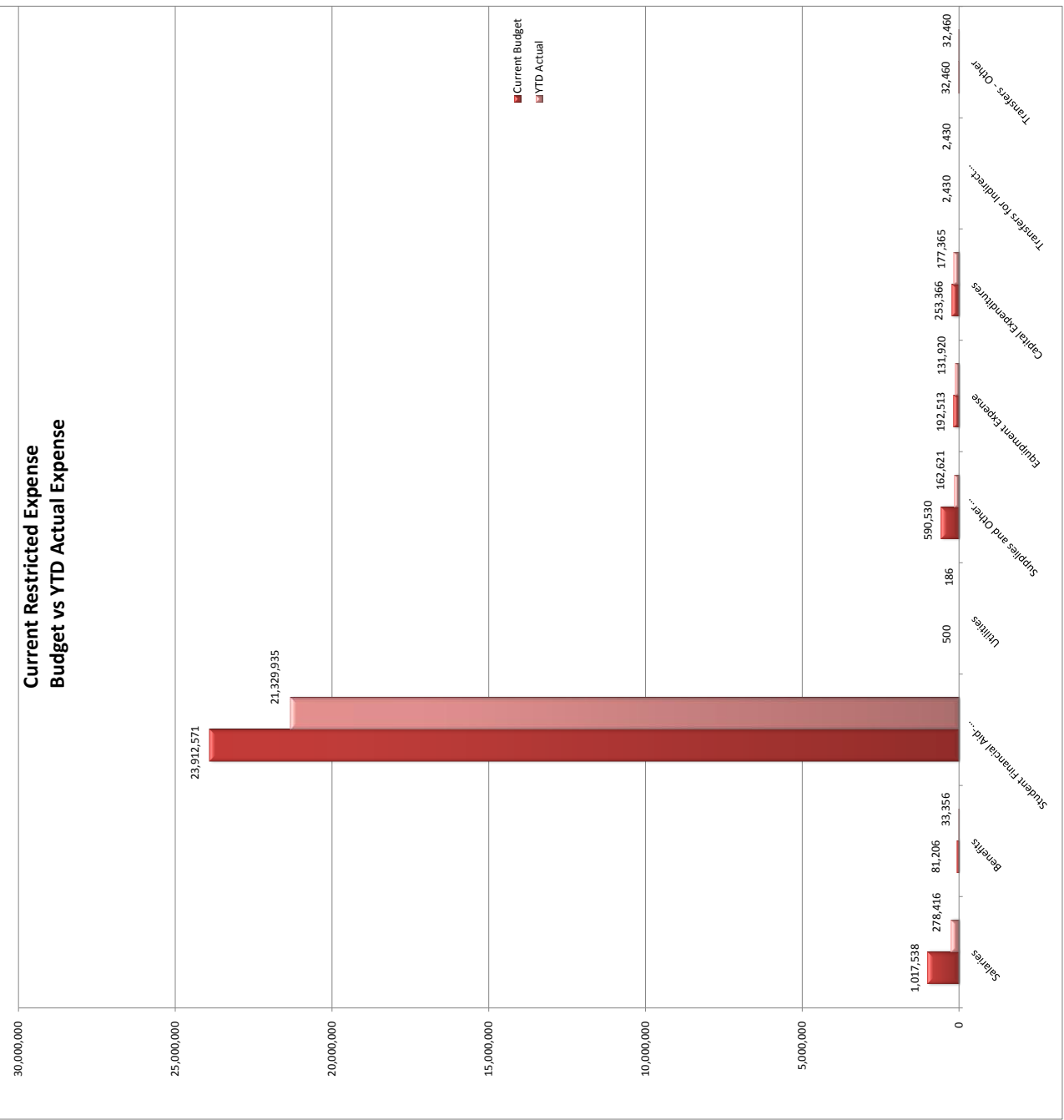
### Current Restricted Revenue Budget vs YTD Actual Revenue



## Current Restricted Expense Budget



**Current Restricted Expense  
Budget vs YTD Actual Expense**



**Tab**

**4**

**CAPITAL PROJECTS**

**FY 2012**

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
Aerospace Fire Suppression - ARRA	\$ 1,122,754.52	\$ 1,122,754.52	\$ -	Project is complete.	<b>Completed</b>
Byrd Center - HVAC Units (2)	\$ 74,282.00	\$ 74,282.00	\$ -	Project is complete.	
Byrd Center - Roof Renewal	\$ 276,130.00	\$ 276,130.00	\$ -	Project is complete.	
Folklife - Phase III (ARRA)	\$ 500,413.32	\$ 500,413.32	\$ -	Project is complete.	
Hunt Haught Hall - HVAC Units	\$ 735,518.00	\$ 734,393.00	\$ 1,125.00	Project is complete.	
Hunt Haught Hall - Temperature Controls	\$ 90,000.00	\$ 87,807.00	\$ 2,193.00	Project is complete.	
Hunt Haught Hall Glass Front	\$ 194,000.00	\$ 171,129.06	\$ 22,870.94	Project is complete.	
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ 194,293.00	\$ 3,006.00	Project is complete.	
Byrd Center - HVAC Units (FY 2012)	\$ 148,833.48	\$ 20,000.00	\$ 128,833.48	In the process of awarding contract.	<b>In Progress</b>
Hardway Hall Renovations	\$ 5,500,000.00	\$ 415,000.00	\$ 5,085,000.00	Plan review has started. Bid project around mid-summer.	
Hunt Haught Hall - Window Replacement	\$ 60,000.00	\$ -	\$ 60,000.00	Waiting on vendor for window specifications and approximate cost per window	
Infrastructure - Access Road Tennis Courts	\$ 170,000.00	\$ 14,500.00	\$ 155,500.00	Bids were received in late Fall - Plan to award this Spring.	
Infrastructure - Paving Lot #15	\$ 83,560.00	\$ -	\$ 83,560.00	Bids were received in late Fall - Greater than budget - Plan to re-bid this Spring.	
Infrastructure - Parking Lot - NAEC Paving	\$ 80,000.00	\$ -	\$ 80,000.00	Bids were received in late Fall - Plan to award this Spring.	
Musick Library Elevator	\$ 2,000,000.00	\$ 144,000.00	\$ 1,856,000.00	Bids Due March 2nd - Start construction - mid April.	
Turley Center Renovations	\$ 6,000,000.00	\$ 505,029.81	\$ 5,494,970.19	Approximate schedule: Pre-bid - April 26; Bid Open - May 17.	
Turley Center Renovations - FF&E	\$ 874,055.00	\$ -	\$ 874,055.00	In contract with contracted vendor.	
Wallman Hall - Foundation Waterproof	\$ 150,000.00	\$ 25,500.00	\$ 124,500.00	Combined with Wallman Hall Renovations and with different option.	
Wallman Hall Renovations	\$ 5,200,000.00	\$ 390,000.00	\$ 4,810,000.00	Approximate schedule: Pre-bid - March 29th - Bid Open April 19.	



**CAPITAL PROJECTS**

**FY 2012**

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
<b>Infrastructure - Gates @ Physical Plant</b>	\$ 20,000.00	\$ -	\$ 20,000.00		<b>Not Started</b>
<b>Infrastructure - Retaining Wall Merchant Street</b>	\$ 350,000.00	\$ 9,000.00	\$ 341,000.00	Process started with City of Fairmont for easement. Proposed redi-rock solution. Need engineer.	
<b>Infrastructure - Sealing Parking Lots</b>	\$ 25,000.00	\$ -	\$ 25,000.00	Plan to start with parking lot by Folklife this Summer.	
<b>Jaynes Hall - Roof Renewal</b>	\$ 350,000.00	\$ -	\$ 350,000.00	Plan to advertise for A&E with an Expression of Interest this Summer.	
<b>Locust Avenue</b>	\$ 40,000.00	\$ -	\$ 40,000.00		
<b>Academic Fund</b>	\$ 100,000.00	\$ 2,687.03	\$ 97,312.97	On-going - Numerous projects through-out year	<b>On-Going</b>
<b>Landscaping</b>	\$ 100,000.00	\$ 41,397.56	\$ 58,602.44	On-going - Numerous projects through-out year	
<b>Physical Plant - Small Projects</b>	\$ 225,100.00	\$ 116,451.91	\$ 108,648.09	On-going - Numerous projects through-out year	

**Tab**

**5**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of March 20, 2012**

**ITEM:** Establish the “Operations Fee” for AY 2012-13.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approves the establishment of the “Operations Fee” from the phased out portion of the FSU Athletics Fee. The Operations Fee is to be charged to all Pierpont Students. The Fee for AY 2012 -13 will be \$41 per semester. This new fee will be classified as an “Education and General Fee” but accounted for independently within the finance system. This is a reclassification from the “Standard Auxiliary Fee” classification of the FSU Athletic Fee.

The “Operations Fee” will be used for expenses related to the operation and maintenance of Pierpont owned and or managed facilities.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** In the October 18, 2011 Meeting of the Pierpont Community and Technical College Board of Governors the phase out and repurposing of the FSU Athletic Fee was approved. This phase out is to begin in AY 2012-13. In that action the repurposed fee was to be used for the operational costs of Pierpont “only” facilities. This is the formal creation of that repurposed fee, elaboration of the new “Operations Fee” uses, and determination of which students shall be charged the fee. The repurposing of this fee will not increase the costs to students taking classes on the main campus in Fairmont, but will now also be charged to those Pierpont students taking classes at locations other than the main campus in Fairmont.

(The FSU Athletics Fee is only charged to students taking classes on the main campus in Fairmont).

**Tab**

**6**

**Pierpont Community & Technical College Board of Governors  
Meeting of March 20, 2012**

**ITEM:** Tuition and Fees Increase for the Academic Year 2012-2013

**COMMITTEE:** Finance Committee

**STAFF MEMBER:** Dale Bradley

**RECOMMENDED ACTION:** Resolved that the Pierpont Community and Technical College Board of Governors approves the Tuition and Fees for Academic Year 2012-2013. Specifically the increase in Education and General Tuition of 3.76%; the approval of the new program specific fees identified below; the approval of “Facilities Fee” being reclassified from a “Special Fee” to a “Standard Auxiliary Fee”.

**ATTACHMENTS:** Fee Planning Schedules with fees for Academic Year 2012-2013.

**BACKGROUND:**

- **Education and General Tuition Fee.** Increase the Education and General Tuition Fee by approximately 3.76 percent. This increases the current fees as follows:
  - CTC Resident Fee by \$70 per semester or 3.76%
  - CTC Non-Resident Fee by \$166 per semester or 3.76%
- **Program Fees.** Establish the following fees:
  - School of Human Services Equipment and Supplies Fee of \$20 per credit hour to be applied to courses that include not only expendable materials, but are lab/studio based courses requiring specific equipment and supplies to meet learner outcomes for the course. The fee would be applied to non-culinary foods classes that use the foods lab. The programs in which this fee would be applied are Applied Design, Early Childhood, Emergency Medical Services, Food Service Management (Excluding Culinary), Criminal Justice (Crime House), and Folklife Studies/Museum Studies.
  - The School of Human Services Emergency Medical Services Program has three per student fees to cover direct student expenses. They are as

follows:

- An EMT-Intermediate National Registry Exam Fee of \$90 per student.
  - An EMT-Paramedic National Registry Exam Fee of \$110 per student.
  - A Field Internship Database Program Fee of \$100 per student. This program is used by the student to schedule clinical rotations, record clinical experiences and include national exam preparatory exams.
- The School of Health Careers License Practical Nursing Program Fee of \$7 per credit hour to be applied to courses that include expendable materials and supplies.
- **System Mandated Reporting Reclassification of Pierpont’s Facilities Fee.** Under the new WV Council for Community & Technical College Education Tuition and Fees Rule Pierpont’s Facilities Fee of \$110 must be reclassified from a “Special Fee” to a “Standard Auxiliary Fee” (regular education and general tuition and fees charged to all students). This results in Pierpont’s E&G Tuition and Fees being reported for the previous and current Academic Year as have increased by \$110 per semester; however there has been no increase in fees charged to students or any increase in revenues.
  - **Residence Halls, meal plans, and apartment rate fees.** It is anticipated that Fairmont State University Board of Governors in their April 2012 Meeting will approve increases of approximately 5.00% for room & board and 3% for meal plans for AY 2012 - 2013. The anticipated specific increases are identified in the attached “Fee Planning Schedule – Per Semester for AY 2012-13” within the section on “Room & Board Charges” and “Apartment and House Rental Rates”.
    - This item is being reported as an informational item based on the “Separation of Assets and Liabilities Agreement” on page 7 within the section on Auxiliary Enterprises, Item 1 states that “Assets and related liabilities of the Auxiliary Enterprises (Athletics, Bookstore, Conference Center, Convenience Store, Copy Center, Facilities (Parking and Security), Housing, and Recreation Center) are owned by FSU and all students of both FSU and PCTC [Pierpont] who attend class on the main campus and/or pay user fees will have access to these facilities and activities.” and further within the “Agreement” Item 4 in the same section states that “FSU is responsible for managing the operation of the

Auxiliary Enterprises, and maintaining the Auxiliary facilities in good repair.”

Pierpont students who access or utilize these specific facilities and/or services pay the same rates as FSU students as established by the Fairmont State University Board of Governors.

**Note:** *Should the Fairmont State University Board of Governors take an action other than what is currently anticipated regarding room & board and meal plans, an informational item detailing the specific action taken will be provided at the May 15, 2012 Board Meeting.*



**ATTACHMENT D**

**Fee Planning Schedule- Per Semester  
Academic Year 2012-13**

**Institution:** Pierpont Community & Technical College

**Student Institutional Level:** Community College  
(Community College, Undergraduate)

I. Regular Fees Charged to All Students (per semester)	Resident 2011-12	Resident 2012-13	Increase (Decrease)	Non-Resident 2011-12	Non-Resident 2011-12	Increase (Decrease)	Metro 2010-11	Metro 2011-12	Increase (Decrease)	Projected Revenue Increase *
<b>a. Tuition and Required Education and General Fees</b>	\$1,156	\$1,267	\$111	\$3,017	\$3,224	\$207	\$0	\$0	\$0	\$436,919
<b>b. Required Educational and General Capital Fees</b>										
i. System E&G Capital Fees	\$205	\$205	\$0	\$800	\$800	\$0	\$0	\$0	\$0	\$0
ii. Special Institutional E&G Capital Fees	\$85	\$85	\$0	\$185	\$185	\$0	\$0	\$0	\$0	\$0
<b>c. Auxiliary and Auxiliary Capital Fees</b>										
i. Standard Auxiliary Fees	\$304	\$263	(\$41)	\$304	\$263	(\$41)	\$0	\$0	\$0	(\$124,078)
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
iii. Auxiliary Capital Fee	\$110	\$110	\$0	\$110	\$110	\$0	\$0	\$0	\$0	\$0
<b>Total Student Fee Request</b>	\$1,860	\$1,930	\$70	\$4,416	\$4,582	\$166	\$0	\$0	\$0	\$0
<b>Percentage of Increase Requested Over Previous Year</b>			3.76%			3.76%			#DIV/0!	\$312,841
* Please provide projected revenue increases for any change in tuition.										

**Note:** Pierpont is phasing out the FSU Athletic Fee over three years beginning in AY 2012-13. The above details reflect a shifting of \$41 of the portion of the FSU Athletic Fee reported as a "Standard Auxiliary Fee" into a new Operation Fee reported as a Tuition and Required Education and General Fees. Also the above "Standard Auxiliary Fees" now includes the Facilities Fee of \$110 per semester that was previously reported as a "Special Fee".

**ATTACHMENT E-1**

**Fee Planning Schedule- Per Semester  
Academic Year 2012-13**

**Institution: Pierpont Community & Technical College**

<b>II. Special Fees and Charges</b>	<b>Rate Per Semester 2011-12</b>	<b>Requested Rate Per Semester 2012-13</b>	<b>Increase / (Decrease)</b>	<b>Estimated Number of Student Impacted by Fee Change *</b>	<b>Projected Revenue Due to Fee Change 2012-13*</b>
Application Fee - Competitive Programs	\$20	\$20	\$0		
Credential Fee - Placement	\$3	\$3	\$0		
Credit for Life Experience Evaluation	\$300	\$300	\$0		
Credit Conversion Fee	\$22	\$22	\$0		
Diploma Replacement	\$50	\$50	\$0		
Dual Enrollment Fee (per credit hour)	\$60	\$60	\$0		
Exam for Course Credit (per credit hour)	\$22	\$22	\$0		
Excess Course Withdrawal fee (per course assessed after 8 courses have been dropped)	\$50	\$50	\$0		
ID Card Replacement Fee	\$15	\$15	\$0		
Late Registration	\$50	\$50	\$0		
Late Payment Fee	\$50	\$50	\$0		
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0		
Off-Campus Instruction (per credit hour up to 12 hours max)	\$15	\$15	\$0		
New Student Fee	\$120	\$120	\$0		
Priority Transcript Fee	\$9	\$9	\$0		
Board of Governor's Degree Evaluation	\$300	\$300	\$0		
Reinstatement Fee	\$25	\$25	\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		

\* Please complete for any special fee change.

**ATTACHMENT E-2**

**Fee Planning Schedule- Per Semester  
Academic Year 2012-13**

Institution:           **Pierpont Community & Technical College**          

<b>II. Program Fees and Charges</b>	<b>Rate Per Semester 2011-12</b>	<b>Requested Rate Per Semester 2012-13</b>	<b>Increase / (Decrease)</b>	<b>Projected Revenue Due to Fee Change 2012-13 *</b>
Aviation Technology Fee (Per Credit Hour)	\$35	\$35	\$0	
Course Fee (Per Credit Hour)	\$4	\$4	\$0	
Culinary Arts Professional Tool Kit	\$260	\$260	\$0	
Culinary Arts membership (per year)	\$75	\$75	\$0	
Respiratory Care Clinical Fee (per credit hour)	\$25	\$25	\$0	
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	
CTC Lab Fee (per credit hour)	\$6	\$6	\$0	
CTC Materials Fee (per course fee)	\$25	\$25	\$0	
<b>School of Health Careers</b>			\$0	
- Med Lab Tech Fee (per credit hour)	\$13	\$13	\$0	
- Phlebotomy Lab Fee (per course fee)	\$20	\$20	\$0	
- LPN Program Fee (per course fee)		\$7	\$7	
<b>School of Human Services</b>			\$0	
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	
- EMS Equipment Fee (per course fee)	\$30	\$30	\$0	
- EMT Basic Exam Fee (per course fee)	\$70	\$70	\$0	
- EMT-I (Intermediate) National Registry Exam Fee (per course fee)		\$90	\$90	
- EMT-P (Paramedic) National Registry Exam Fee (per course fee)		\$110	\$110	
- EMS - FIDP (Field Internship Database Program) Fee		\$100	\$100	
- Equipment and Supplies Fee (per credit hour)		\$25	\$25	
			\$0	
			\$0	
			\$0	
			\$0	

\* Please complete for any program fee change.



**Fee Planning Schedule- Per Semester  
Academic Year 2012-13**

**Institution: Pierpont Community & Technial College**

	Rate Per Semester 2011-12	Rate Per Semester 2012-13	Increase Decrease
<b>III. Room and Board Charges</b>			
Bryant Place (singles)	2,344.00	2,461.00	117.00
Bryant Place (doubles)	1,978.00	2,078.00	100.00
Prichard (double)	1,739.00	1,826.00	87.00
Morrow (double)	1,739.00	1,826.00	87.00
Pence (double)	1,739.00	1,826.00	87.00
 Note: Damage Deposit Dorms \$200.00			
Board - 15 Meal Plan with 65 points (5-day)	1,593.00	1,640.00	47.00
Board - 19 Meal Plan with 75 points (7-day)	1,744.00	1,796.00	52.00
Board - new 15 Meal Plan with 150 points (7-day)	1,676.00	1,726.00	50.00
Board - new 12 Meal Plan with 225 points (5-day)	1,616.00	1,664.00	48.00

**Fee Planning Schedule- Per Semester  
Academic Year 2012-13**

**Institution: Pierpont Community & Technial College**

	Rate Per Semester	Rate Per Semester	Increase
IV. Apartment and House Rental Rates:	2011-12	2012-13	Decrease
1 Bedroom (unfurnished)	2,991.00	3,141.00	150.00
2 Bedroom (unfurnished)	2,285.00	2,400.00	115.00
2 Bedroom (furnished)	2,455.00	2,578.00	123.00
3 Bedroom (furnished)	2,286.00	2,401.00	115.00
Note: Damage Deposit Apartments \$200.00			

**Tab**

**7**

**Pierpont Community & Technical College Board of Governors  
Meeting of March 20, 2012**

**ITEM:** Policy #16 – Assessment, Payment, and Refund of Fees

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed changes to Policy #16 – Assessment, Payment, and Refund of Fees.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Language in the existing Assessment, Payment, and Refund of Fees Policy #16 needs updated to reflect the guidelines of the new WV Council Community and Technical College Education Series 32 Tuition and Fees Rule. The proposed revisions proposed will align the Board of Governors Policy 16 with the new System's Tuition and Fees Rule.

**PUBLIC COMMENT PERIOD:  
March 21, 2012 to April 19, 2012**

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

**Cyndee K. Sensibaugh  
Executive Assistant to the President  
230 Hardway Hall  
1201 Locust Avenue  
Fairmont, WV 26554**

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

***A written copy of the proposed policy revision is available for public viewing in Hardway Hall, Room 230.***



Pierpont Community & Technical College Board of Governors

POLICY # 16

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

SECTION 1. GENERAL

- 1.1 Scope -- This rule establishes policy regarding tuition, fees, assessment, payment and refund of fees.
- 1.2 Authority West Virginia Code § 18B-1-6, ~~§18B-1D-3 §18B-10-8, 18B-10-1~~
- 1.3 Effective Date December 5, 2002

SECTION 2. PURPOSE

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

GENERAL RULES

- ~~2.1 No financial credit of any type shall be extended to any individual, either student or other, except as authorized herein. The institution shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule. Fees include tuition registration, HERF, faculty improvement, activity, lab and other course related fees.~~
- ~~2.2 Exceptions may be granted where a bona fide third party agency has provided authorization in writing that payment will be made for the student.~~
- ~~2.3 Exceptions may be granted for late financial aid disbursements for situations at no fault of the student.~~

SECTION 3. DEFINITIONS FEE CHARGES

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

- 3.2. Capital Fees.** Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.
- 3.3 Deferred Payment Plans.** Payment plans approved to allow for payment of tuition and fees at less than full payment prior to the start of classes.
- 3.4 Educational and General Fees.** Charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.
- 3.5. Full Cost of Instruction.** The direct, functional expenditures from the institutional audit for both instruction and student services expenditures.
- 3.6 Full-time equivalent students.** A calculation completed on an annual basis by Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows: end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.
- 3.7. Higher Education Price Index (HEPI).** A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Commonfund Institute.
- 3.8. Median Family Income.** Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households income for a region.
- 3.9. Net college costs.** The total cost to the student for tuition, room and board minus the amount of any financial aid a student may receive.
- 3.10. Peer Institution.** A higher education institution located in another state that is similar to a West Virginia community and technical college and is one of twenty colleges selected to be a peer institution.
- 3.11. Program Fees.** Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
- 3.12. Reduced Nonresident Tuition and Fees.** A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.

**3.13. Required Tuition and Fees.** Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the Council.

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

#### **SECTION 4. GOALS**

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

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

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

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

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

**5.1.a** The Pierpont Board can approve tuition and required fee increases for resident students each fiscal year up to five percent (5%) without Council approval.

**5.1.a.1** The five percent (5%) tuition and fee increases that require only the approval of the Pierpont Board shall be based on required tuition and fee rates charged to all in-state resident students.

**5.1.a.2** Special Fees approved by the Pierpont Board also require WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed five percent (5%). Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

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

5.1.b All tuition and fee increases in excess of five percent (5%) require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding five percent (5%). The benchmarks and guidelines may include, but are not limited to such items as:

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

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

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

5.1.b.4. Institutional distance from peer equity levels;

5.1.b.5. Institutional and state funding per full-time equivalent student;

5.1.b.6. Most recent three year history of tuition and fee increases;

5.1.b.7. Institutional implementation of new, high cost programs as defined by the Council;

5.1.b.8. Total sources of student generated revenue, including special and program fees; and,

5.1.b.9. Other factors as requested or deemed relevant by the Council, or in response to any new statutory language

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

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

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

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

5.1.d. Pierpont must provide to the WV Council by April 1", any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

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

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

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

5.1.d.4 The justification for tuition and fee increases that exceed a total of 5%

## 5.2 Review of Nonresident Tuition and Fees.

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

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

5.2.c. Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for Pierpont taking the total instruction and student services expenses divided by the Pierpont's full time equivalent students. The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full time equivalent students for the entire system. Both calculations shall be provided to the Pierpont annually by January 31st. Pierpont will report all nonresident tuition and fee rates. Nonresident tuition and fees will be reviewed by WV Council staff to determine if current proposed nonresident total tuition and fees fall below the lower of the most recent reported System average or Pierpont's full cost of instruction.

5.2.d. The Pierpont Board may choose to set nonresident tuition based on the lower of the Pierpont's full cost of instruction or the system average full cost of instruction.

5.2.e. In order to provide additional educational opportunities to West Virginia residents, Pierpont may enter into reciprocity agreements with nearby out-of-state higher

education institutions whereby institutions make available programs and courses that are not available at Pierpont.

5.2.e.1. The Pierpont Board may enter into reciprocal regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.

5.2.e.2. Reciprocity agreements shall be approved by the WV Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.

5.2.e.3. Tuition and required fees for nonresident students subject to reciprocity agreements shall be charged by Pierpont in a manner that is consistent with the WV Council approved reciprocity agreement.

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

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

5.3.b. This reduced, nonresident tuition and fees rate must cover the full cost of instruction as defined in 5.2.d.

5.3.c. There must be clear, specific criteria provided by the Pierpont Board to govern what students will be charged this reduced, nonresident tuition rate .i.e. geographic location such as out of state surrounding counties bordering the West Virginia institution.

5.3.d. Pierpont must report any proposed or changes to the reduced, nonresident tuition rates to the WV Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

## SECTION 6. FEE CHARGES

3.16.1 Undergraduate students enrolled for twelve or more credit hours ~~and graduate students enrolled for nine or more hours~~ pay the maximum charges in each basic fee category.

3.26.2 Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour, ~~and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one-ninth of the full-time rate per credit hour.~~

3.36.3 Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section ~~36~~.2 of this rule.

- 36.4 Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, ~~which shall be used solely for the support of off-campus courses offered by the institution, and an operations fee and, but~~ shall not pay the athletic fee, ~~and the student activity programs fee, the activities fee or the student activities center fee. The student union fee for off-campus students may be waived at the discretion of the Board.~~ An off-campus location for purposes of the specific fees discussed in this section (6.4) is defined as any location other than the main campus.
- 36.5 In view of existing bonding obligations, it is necessary for ~~the institution~~Pierpont to establish ~~different~~ rates regarding student activity, facilities, infrastructure, and E&G Capital fees.~~union fees~~. The fee should be prorated based on the requirements of the bond covenant.
- 36.6 ~~The institution~~Pierpont ~~shall be permitted to~~ may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 36.7 All regular, program -and special fees charged by ~~the institution~~Pierpont shall be identified separately and published so as to be readily available to all students.
- 36.8 All fees charged to students, both regular, program and special, must have approval by the ~~Board of Governors~~Pierpont Board prior to assessment and collection.
- 36.9 Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting,~~including indirect cost~~.

## SECTION 47. REFUND OF REGULAR FEES

- 47.1 Continuing ~~Students. Except for first-time enrollees, as specified in Section 4.2 of this rule, students~~ who officially withdraw during a semester ~~in the academic year~~ shall at a minimum receive a refund of regular fees in accordance with the following schedule.
- ~~47.1.1a Academic Year (Semester)  
During the first and second weeks 90% refund. A student who withdraws during the first week or ten percent (10%) of the term is entitled to a refund of 90%.~~
- ~~7.1.b During the third and fourth weeks 70% refund. A student who withdraws after completing ten percent (10%) up to twenty-five percent (25%) of the term is entitled to a refund of 75%.~~
- ~~7.1.c During the fifth and sixth weeks 50% refund. A student who withdraws after completing twenty-five percent (25%) up to fifty percent (50%) of the term is entitled to a refund of 50%.~~
- ~~7.1.d Beginning with the seventh week No refund A student who withdraws after completing fifty percent (50%) of the term is not entitled to a refund.~~
- 47.2.2 Summer Terms and Nontraditional Periods

~~7.2.a Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year, and calculated using the following schedule.~~

~~During the first 13% of the term 90% refund~~

~~From 14% to 25% of the term 70% refund~~

~~From 26% to 38% of the term 50% refund~~

~~After 38% of term is completed No refund~~

~~Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.~~

~~4.2 First time enrollees. Students who officially withdraw before or during their first period of enrollment at Pierpont Community & Technical College shall have their refund calculated as follows, in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.~~

#### ~~4.2.1 Academic Year (Semester)~~

~~During the first and second weeks 90% refund~~

~~During the third week 80% refund~~

~~During the fourth and fifth weeks 70% refund~~

~~During the sixth week 60% refund~~

~~During the seventh and eighth weeks 50% refund~~

~~During the ninth week 40% refund~~

~~Beginning the tenth week No refund~~

#### ~~4.2.2 Summer Terms and Nontraditional Periods~~

~~Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule.~~

~~During the first 14% of the terms 90% refund~~

~~From 15% to 20% of the term 80% refund~~

~~From 21% to 30% of the term 70% refund~~

~~From 31% to 40% of the term 60% refund~~



From 41% to 50% of the term 50% refund

From 51% to 60% of the term 40% refund

After 60% of the term No refund

7.3 The specific refund time lines and refund percentages of regular fees for semester, summer and nontraditional periods are represented on the following refund schedule:

**Refund Schedule**

<b><u>Refund Full 16 Week Term (50% of Term)</u></b>	
<b><u>Week</u></b>	<b><u>% Refund</u></b>
<u>1st Week</u>	<u>90%</u>
<u>2nd Week</u>	<u>90%</u>
<u>3rd Week</u>	<u>75%</u>
<u>4th Week</u>	<u>75%</u>
<u>5th Week</u>	<u>50%</u>
<u>6th Week</u>	<u>50%</u>
<u>7th Week</u>	<u>50%</u>
<u>8th Week</u>	<u>50%</u>
-	-
<b><u>Refund 8 Week Regular Term (50% of Term)</u></b>	
<b><u>Week</u></b>	<b><u>% Refund</u></b>
<u>1st Week</u>	<u>90%</u>
<u>2nd Week</u>	<u>75%</u>
<u>3rd Week</u>	<u>50%</u>
<u>4th Week</u>	<u>50%</u>
-	-
<b><u>Refund 10 Week Summer Term (50% of Term)</u></b>	
<b><u>Week</u></b>	<b><u>% Refund</u></b>
<u>1st Week</u>	<u>90%</u>
<u>2nd Week</u>	<u>90%</u>
<u>3rd Week</u>	<u>75%</u>
<u>4th Week</u>	<u>50%</u>
<u>5th Week</u>	<u>50%</u>
-	-
<b><u>Refund 5 Week Summer Term (50% of Term)</u></b>	
<b><u>Week</u></b>	<b><u>% Refund</u></b>
<u>3 days</u>	<u>90%</u>
<u>4th &amp; 5th days</u>	<u>75%</u>
<u>6th - 10th days</u>	<u>50%</u>

Non-traditional term refunds will continue to be handled individually and will be based on the refund schedule and number of days in the term

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

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

47.45 A withdrawal fee may be charged by ~~the institution~~Pierpont not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.

## **SECTION 85. REFUND OF ROOM AND BOARD**

58.1 Room: ~~r~~Refunds, if any, shall be based on the housing contract signed by the student.

58.2 Board: ~~R~~Refund shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of the formal registration period.

## **SECTION 96. REGISTRATION PERIOD –LATE FEE**

69.1 A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established. A late fee not to exceed ~~thirty~~fifty dollars (~~\$30~~50) shall be imposed on all late registrants. The president of ~~the institution~~Pierpont or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.

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

69.3 The first two class meetings shall be considered the regular registration period for nontraditional students registering for evening, Saturday, off-campus, extension and other

special classes. In addition, a late registration period may be established which shall not exceed the third and fourth class meetings. A late fee of not to exceed ~~thirty~~fifty dollars (\$~~30~~50) shall be imposed on all late registrants.

#### **SECTION 107. INSTALLMENT PAYMENT PLANS**

710.1 Student fee deferred payment plans will be offered for fall and spring terms.

710.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.

710.3 After all financial aid is applied to the student's account, ~~sixty percent (60%)~~ of the balance of student fees must be paid prior to the ~~start of classes~~third quarter point of the term.

~~7.4 — The remaining balance, including interest, must be paid prior to the end of the sixth week of classes.~~

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

710.65 Room and board and other non-course related charges may be divided into installments as ~~determined by the institution~~well.

#### **SECTION 118. USE OF CREDIT CARDS**

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

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

#### **SECTION 912. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD**

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

#### **SECTION 1013. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE**

1013.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the Pierpont ~~b~~BBoard.