

Schedule

Meeting of the Pierpont Community & Technical College Board of Governors

April 19, 2011

Falcon Center Board Room
Fairmont, WV

1:00 P.M.	Off Campus Facilities Committee	Falcon Center Board Room
	Members: Tom Stose (<i>Chair</i>) Linda Aman Jeff Tucker Beverly Jones	Staff Resource: Jeni Hawkins Leslie Lovett
1:00 P.M.	Marketing Committee	Falcon Conference Room
	Members: Dixie Copley (<i>Chair</i>) Earl McConnell Sharon Shaffer	Staff Resource: Sarah Hensley
** 2:00 P.M.	Full Board Meeting	Falcon Center Board Room

**Time approximate, depending on the length of committees meeting.

Pierpont Community & Technical College Board of Governors
Meeting of April 19, 2011

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*March 15, 2011*)

Tab 1 – Action Item

Special Recognitions

1. Culinary Arts Team – 3rd Finish Regional Competition in Columbus, OH
2. Beth Newcome - USDA Recognition

Operation Reports

1. President’s Report (*Doreen Larson*)
2. Faculty Assembly Report (*Brian Floyd*)
3. Classified Staff Report (*Mary Jo Rutherford*)
4. Student Government Report (*Alicia Nieman*)
5. Academic Affairs (*Leslie Lovett*)
6. Center for Workforce Education Report (*Paul Schreffler*)
7. Off Campus Programs (*Jeanni Hawkins*)

Tab 2 – Informational

Committee of the Whole

1. Financial Report (*Dale Bradley*)
2. Capital Projects Update (*James Decker*)
3. Post-Audit Review - (*Leslie Lovett*)
 - Associate of Applied Science, Airframe and Aerospace Electronics Technology
 - Certificate Program, Folk Art and Crafts Apprenticeship
 - Certificate Program, Events Management

Tab 3 - Informational
Tab 4 – Informational
Tab 5 – Action Item

Committee Reports

1. Finance Committee (*Kyle Hamilton*)
 - Fund Manager’s Cash Reserve Spending (*Dale Bradley*)
 - One-Time Salary Enhancement Continuance (*Dale Bradley*)
 - Commitment of up to \$1.3 million of Unrestricted E&G Capital Reserves for the ATC third floor (*Dale Bradley*)
 - Hunt Haught Hall HVAC Project Bid Exceeds Budget (*Dale Bradley*)
2. Off Campus Operations Committee (*Tom Stose*)
3. Marketing Committee (*Dixie Copley*)

Tab 6 – Action Item
Tab 7 – Action Item
Tab 8 – Action Item
Tab 9 – Action Item

New Business

1. North Central Advance Technology Center Advisory Board Organizational Meeting: May 17, 2011 immediately following BOG Meeting

Tab 10 - Informational

Old Business

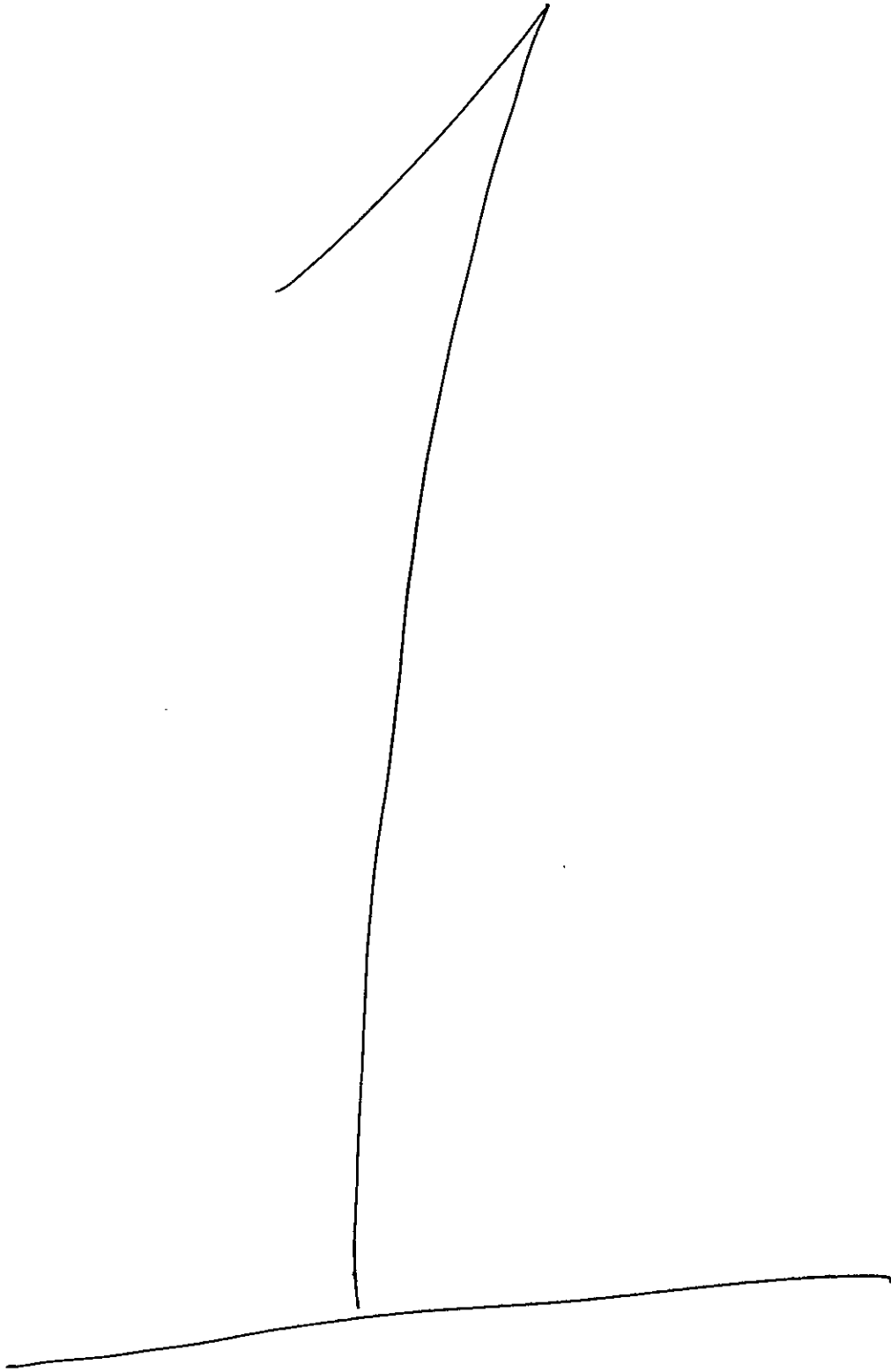
Public Comment

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, May 17, 2011 in the Falcon Center Board Room.



**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 15, 2011**

MINUTES

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on February 15, 2011, beginning at 2:00 PM in the Falcon Center Board Room. Present at the meeting were Board members: Chairman James Griffin, Dixie Copley, Kyle Hamilton, Beverly Jones, CassAndrew Kelly, Earl McConnell, Rick Pruitt, Sharon Shaffer, Tom Stose, and Eugene Weaver. Absent was: Linda Aman and Jeff Tucker. Also present were: President Doreen Larson, and Cyndee Sensibaugh.

Last Call for Public Sign Up

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

Approval of Minutes

Dixie Copley moved that the Minutes of February 15, 2011 Board of Governors Meeting be approved. Tom Stose seconded the motion. Motion carried.

Special Recognitions

Chairman Griffin and President Larson recognized and congratulated Paul Schreffler, AVP of Workforce and Economic Development, for his election to the West Virginia High Technology Consortium 2011-2012 Affiliate Leadership Council. This advisory board is comprised of five nominated and five elected representatives tasked with exploring strategies for business development and growth with focus on health insurance, education, workforce development and entrepreneurial programs.

Acknowledgment was also given to the presentation of a framed print from artist John Holyfield in recognition of Pierpont's commitment to the West Virginia Black Heritage Festival. The print will be placed in the Musick Library.

President's Report

Dr. Doreen Larson gave acknowledgement and thanks to Chairman Griffin for his leadership in the community and the dedicated hours he has given to Pierpont. Dr. Larson also introduced Jodi Rust the newest staff member to Workforce Education. Within the first week on the job, Jodi has already traveled to Chicago assisting the Pierpont Pathways team at the Higher Learning Commission with planning for quality improvement projects. Dr. Larson also took a moment to introduce Quentin Johnson, Sr. VP of Enrollment Student Services. Dr. Johnson's bio was presented at the last Board meeting.

Dr. Larson commented on the stability of the WV state budget, which has given way for budget and planning opportunities in higher education. Increased enrollment has provided revenue increases that have provided the ability to add new positions to Pierpont faculty and staff. In looking into the next fiscal year, level funding will provide support to new technology programs. Pierpont will finalize strategic priorities this spring and align the budget with those priorities.

Dr. Larson informed the Board of Pierpont's work in securing funding from numerous grants to begin new programs and engage in new partnerships. The Workforce Education division has received \$450,000 in grant funding this year for Building Performance Institute Training, Green UP Initiatives, and Train the Trainer programs. The Allied Health division received a \$123,000 careers grant and the Business Aviation and Technology division received close to \$100,000 for the Power Plant Technology program.

Applications have been submitted for an additional \$350,000 in Green UP grants to support curriculum redesign and fund a mobile simulator, and for \$300,000 in funding the equipment purchasing for the Mechatronics program. Pierpont is partnering with the Council for Community & Technical College System to apply for grants to support the Mechatronics, and possibly the Health Information Technology programs, under the TAAC3T competitive funding program. Drafts for grants have been made for Nanotechnology, Sustainable Agriculture, and Marcellus Shale extraction, production, and distribution training.

Dr. Larson reported that with development of the strategic priorities, Pierpont is focusing on creating a culture of completion and becoming a flexible institution. In relation to these goals, it has been noted that some students are in need of developmental coursework and for various reasons may encounter difficulties to succeed and enter into college work. Some students take placement tests and score just below the threshold to enroll in college level English. Therefore, Debra Benedetti, faculty member of the Pierpont School of Academic Studies, has developed a "blended" developmental college level English course to provide these "threshold" students with extra time and attention to some basic skills in English and to incorporate time in the Writing and Tutorial Center. This course was offered on an experimental basis in the fall of 2010 and in the spring of 2011. The fall retention rate for this course was 77%, as compared with 52% for the traditional developmental English courses. The retention rate for spring looks to be just as positive. More sections of this course are being planned for the fall.

Dr. Larson stated that she is looking forward to the Inauguration activities scheduled later in the month and informed the Board that Pierpont has received many sponsorships for the events. A billboard on Rt. 250 has been advertising the 5K Race and the race is getting a good response. Dr. Larson noted that she and Jonathan Rider of Rider Pharmacy (race sponsor), will be making a radio commercial to promote the event. The community is becoming involved and is also excited to make the event a community celebration.

Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report

Financial Report

Dale Bradley provided the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for current budget and year-to-date actual.

Capital Projects Report

Jim Decker informed the Board that four pre-bids for the Aerospace Sprinkler and Foam Fire Suppression project have been received. Eight firms have bid on the Folklife Phase 3 project. The architect for the Turley Center project has been finalized. The Hardway Hall HVAC Unit project is complete.

Committee Reports

- Finance Committee
 - Dale Bradley reported that the Finance Committee met to discuss the Tuition and Fees Increase for Academic Year 2011-2012. Mr. Bradley stated that in developing the budget for FY 2012, there were a few significant expenditure additions that necessitated the need for a tuition increase. Three possible scenarios were presented to the Committee showing figures based on both an increase and no increase. It was unanimously decided by the Committee to set the tuition rate at an increase of 1.98%, or \$34.00, per semester for CTC Residents and at 1.99%, or \$84, per semester for CTC Non-residents.

Also addressed were the Fairmont State University (FSU) residence halls, meal plans, and apartment rate fees increase for Pierpont students under the Separation of Assets and Liabilities Agreement. It is anticipated that the FSU BOG will approve an increase ranging from 2.95% to 3.00% for AY 2011-2012. Pierpont students using these specific facilities will pay the same rate as FSU students. Should the FSU BOG take any other action than what has been anticipated for this increase, a report will be presented to the Pierpont BOG.

- A motion to accept the proposed Tuition and Fees Increase for Academic Year 2011-2012 was presented by Kyle Hamilton and seconded by Dixie Copley. Motion carried.

- Off Campus Operations Committee
 - No report

- Marketing Committee
 - No report

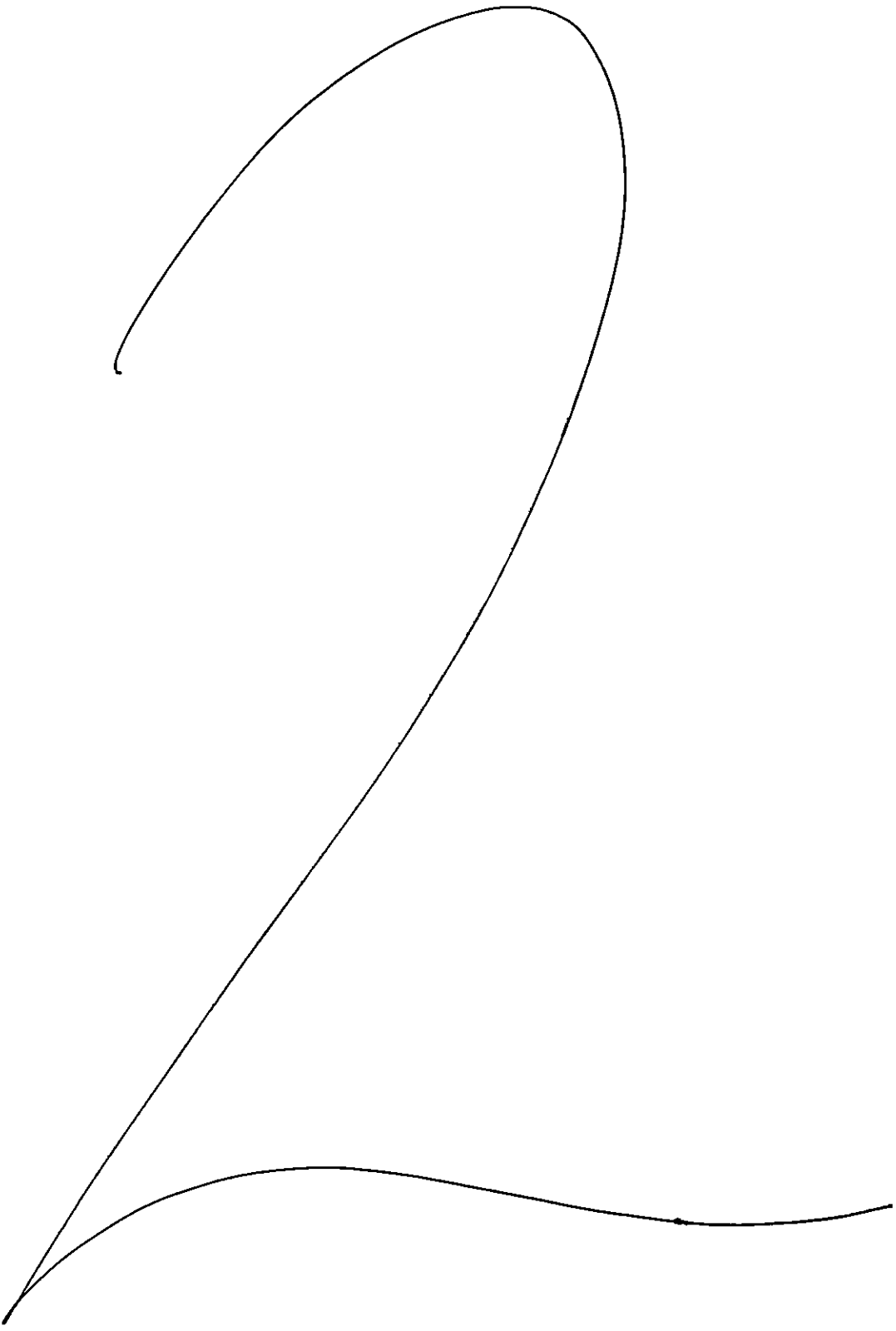
New Business

Dr. Larson was proud to present “Pierpont Pride” an alma mater that she had commissioned through Alan B. Kirsh, Kenneth L. Kirsh, and Kristy L. Kirsh to pen the lyrics and score, as a gift to the College. Board member Earl W. McConnell volunteered his services to assist with the arrangement. Dr. Larson wished to unveil the alma mater at the inauguration ceremony as Pierpont’s new official alma mater. Copies of “Pierpont Pride” were provided to the Board, while Dr. Larson gave a vocal demonstration.

Dixie Copley moved that the commissioned alma mater “Pierpont Pride” be accepted as Pierpont’s alma mater and be unveiled at the inauguration ceremony. Tom Stose seconded the motion. Motion carried.

Adjournment and Next Meeting

There being no further business the Board meeting adjourned at 2:50 PM. The next Board of Governors Meeting will be held on April 19, 2011 at 2:00 PM in the Falcon Center Board Room.



Workforce Development - Project Status Report

April 2011 – Board of Governors Meeting

Green Projects

- ❖ Along with WV Northern CTC, we are now an official affiliate of the Building Performance Institute (BPI)
- ❖ Completed the first of six contracted courses in BPI Whole House Air Seal and Insulation with WV Women Work students in Morgantown (17 students)
- ❖ Our instructor is now a certified instructor and proctor for this course as well as the Building Analyst course
- ❖ Only program in the state at this level, essential for program sustainability

Davis Health System

- ❖ This hospital system would like additional modularized certificate programs to be offered to employees at their site
- ❖ Their Davis Health Academy provides financial support for employee development
- ❖ We have proposed a mix of online and instructor-led courses geared toward skill set certificate completion
- ❖ These certificates align with the areas identified as human resource development needs for this company

Marcellus Shale

- ❖ Working together with industry and the initial ShaleNet grantees in PA, NY, OH, TX and WV to prepare a TAA C3T grant
- ❖ Potential to become a WV “Hub” in this network of training providers
- ❖ Continuing to meet with industry leaders to clearly define workforce needs, two more listening sessions scheduled (WVONGA, EQT)
- ❖ Planning RigPass courses for Mountaineer Challenge Academy, and for CTCs in Northern CTC region as well as CTCs in southwest PA
- ❖ Participating with Region VI WIB and local development authorities in an oil & gas-focused job fair on May 3
- ❖ Offering training sessions at the annual IOGA convocation in June (Buckhannon)
- ❖ Dominion is offering a related grant opportunity, due on May 1

Industry-Sector Strategy

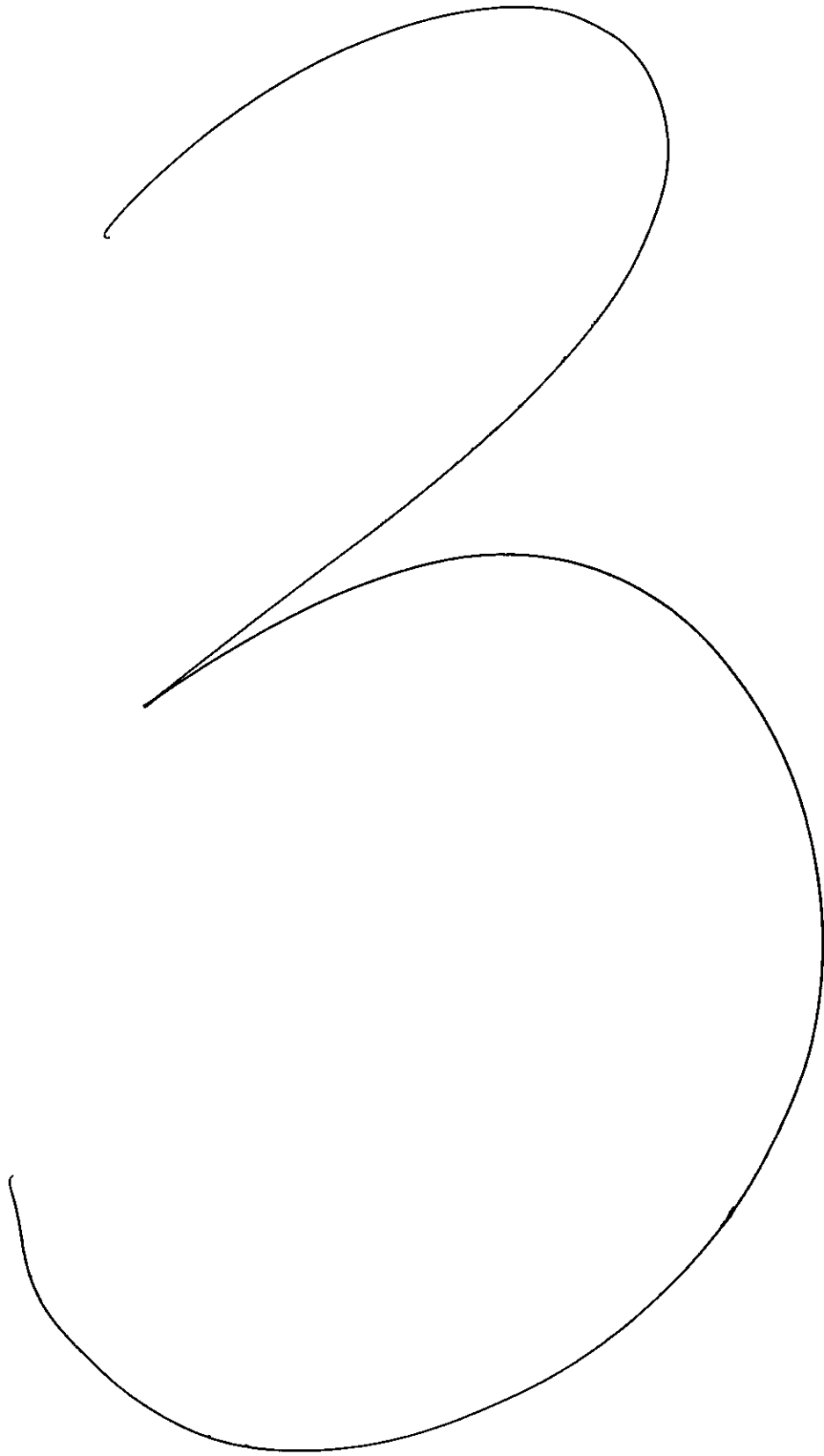
- ❖ Executed a Memorandum of Agreement with WVHTC to provide training programs to affiliate members

Other Curriculum Development and Related Activities

- ❖ Identifying courses and structure for a Non-Profit Management Certificate
- ❖ Will partner with the HUB (WV consortium of community development agencies) to deliver blended online/instructor-led curriculum
- ❖ Offering a new EMS certification; Level Three Inter-facility Transport
- ❖ In response to new legislation requirements for 911 dispatchers, we will soon offer an Emergency Medical Dispatch certificate program
- ❖ Jodi Rust is working with new faculty on polishing curricular outcomes and assessments for:
 - Mechatronics Program
 - Heavy Equipment Operator Program
 - Entrepreneur Program
- ❖ Jodi is also working with me on writing a Program Development grant for general education courses focused on the needs of technical programs

Coming Soon

- ❖ Now taking 2012 registrations for our highly successful Federal Acquisitions Management Program (begins in July)
- ❖ A recent Project Management contract training program resulted in all participants passing the rigorous PMI certification. The company now wants to schedule regular offerings of this program, along with other training that we can provide
- ❖ Working collaboratively with academic programs here and at WVU to apply for a National Science Foundation Advanced Technology Education (NSF/ATE) grant. The scope of this grant is to achieve three broad goals:
 - Workforce development – CTC course enhancements and capstone course development focused on technician training in the various fields of bio-technology
 - Public STEM literacy – secondary teacher professional development in the areas of bio-nanotechnology leading to secondary curricular enhancement
 - Partnership development – enhance industry partnership with higher education, and promote partnerships between higher education institutions by articulation of curricular paths between two year and four-year institutions



**Board of Governors
Financial Report FY 2011
Pierpont Community & Technical College
as of February 28, 2011**

SUMMARY:

The projected effect on net assets at June 30, 2011 as of February 28, 2011 is an increase of \$501,925. This amount includes \$348,241 in additional personnel budget savings.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of January 31, 2011 is \$153,684. This represents an increase of \$16,716 from the January 31, 2011 Finance Report. \$11,565 of this increase is due to the elimination of a chargeback expense to the University, while the remaining amount of \$5,151 was primarily related to a savings in benefits costs. As of this report date, approximately 94% of projected tuition and fees revenue and approximately 83% of overall revenues has been realized while 49% of operating expenses have been incurred. The primary budget changes that impacted the budget from the January 31, 2011 Report is as follows:

- **Operating Expenses Budget:**
 - Decreased by (\$16,715). This was due primarily to two actions:
 - The Fund Manager controlled “Benefits” budget decreased (\$9,275) with the filling of a vacancy (Vacant positions are budgeted at the maximum benefit costs possible. When the vacancy is filled, the employee could choose benefits less than the maximum resulting in a budget savings).
 - The President controlled “Assessment for Operating Costs” budget was reduced by (\$11,565) due to the elimination of a University chargeback expense.
 - A variety of other minor adjustments in the President Controlled funds offset the “Assessment for Operating Costs” savings of (\$11,565) resulting in an overall reduction in operating expenses of (\$7,438).

Of the projected effect on net assets of an increase of \$501,925 as of June 30, 2011; President’s Controlled Fund(s) are projected to have a budget surplus of \$77,683, Personnel Budget Savings are projected to be \$348,241, and Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$75,999. The Year-To-Date Actual Budget Balance is \$5,168,907.

RESTRICTED FUNDS:

There were a variety of corrective actions taken during the month, but these activities resulted in no changes to the budget balance for the February 28, 2011 Report. The budget balance reflects a deficit of (\$741,254). This deficit is covered by grant funds cash balances totaling \$1,455,695. The primary funding sources in the restricted funds are financial aid and state and federal grants.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of February 28, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,623,362	8,332,562	7,799,641	93.60
	Faculty Services Revenue	1,502,589	1,502,589	674,027	44.86
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,135,737	1,192,637	1,244,996	104.39
	Operating Costs Revenue	208,947	215,828	40,424	18.73
	Support Services Revenue	422,098	416,179	71,960	17.29
	Other Operating Revenue	242,155	341,909	184,671	54.01
	Total:	11,134,887	12,001,703	10,015,719	83.45
OPERATING EXPENSE	Salaries	5,624,599	6,234,483	3,565,160	57.18
	Benefits	1,222,128	1,367,002	705,773	51.63
	Student financial aid-scholarships	305,588	307,016	279,146	90.92
	Utilities	0	0	812	
	Supplies and Other Services	1,625,463	1,672,612	1,063,450	63.58
	Equipment Expense	137,061	155,045	97,112	62.63
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	104,619	78,464	75.00
	Assessment for Faculty Services	1,268,259	1,272,439	549,775	43.21
	Assessment for Support Services	3,902,533	3,963,132	866,165	21.86
	Assessment for Student Activity Costs	149,231	158,131	163,765	103.56
	Assessment for Auxiliary Fees & Debt Service	1,135,737	1,192,637	1,234,832	103.54
	Assessment for Operating Costs	2,375,530	2,378,940	675,674	28.40
	Total:	17,850,748	18,806,055	9,280,127	49.35
OPERATING INCOME / (LOSS)		(6,715,861)	(6,804,352)	735,593	-10.81
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,683,748	7,683,748	5,144,797	66.96
	State Fiscal Stabilization Funds	659,694	659,838	659,838	100.00
	Gifts	1,000	1,000	0	0.00
	Investment Income	97,194	97,194	16,406	16.88
	Assessment for E&G Capital & Debt Service Costs	(1,287,282)	(1,397,782)	(1,318,280)	94.31
	Reappropriated State Funding	0	22,217	0	0.00
	Total:	7,154,354	7,066,215	4,502,761	63.72
TRANSFERS & OTHER	Capital Expenditures	0	(27,914)	(40,897)	146.51
	Transfers for Fin Aid Match	(78,992)	(78,992)	(21,851)	27.66
	Indirect Cost Recoveries	0	7,682	2,256	29.37
	Transfers - Other	0	(8,955)	(8,955)	100.00
	One-time use of reserve	0	0	0	
	Total:	(78,992)	(108,179)	(69,447)	64.20
BUDGET BALANCE		359,501	153,684	5,168,907	
PERSONNEL BUDGET SAVINGS		0	348,241		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		359,501	501,925		
* Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		4,444,028	4,444,028		
Less: USE OF RESERVE		0	0		
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		4,803,529	4,945,953		

* Projected Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$1,255,323.

** Unrestricted Net Asset Balance is 25.23% of the current budgeted total operating expense. Management has established a target of 15% or \$2,650,548 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 February 28, 2011

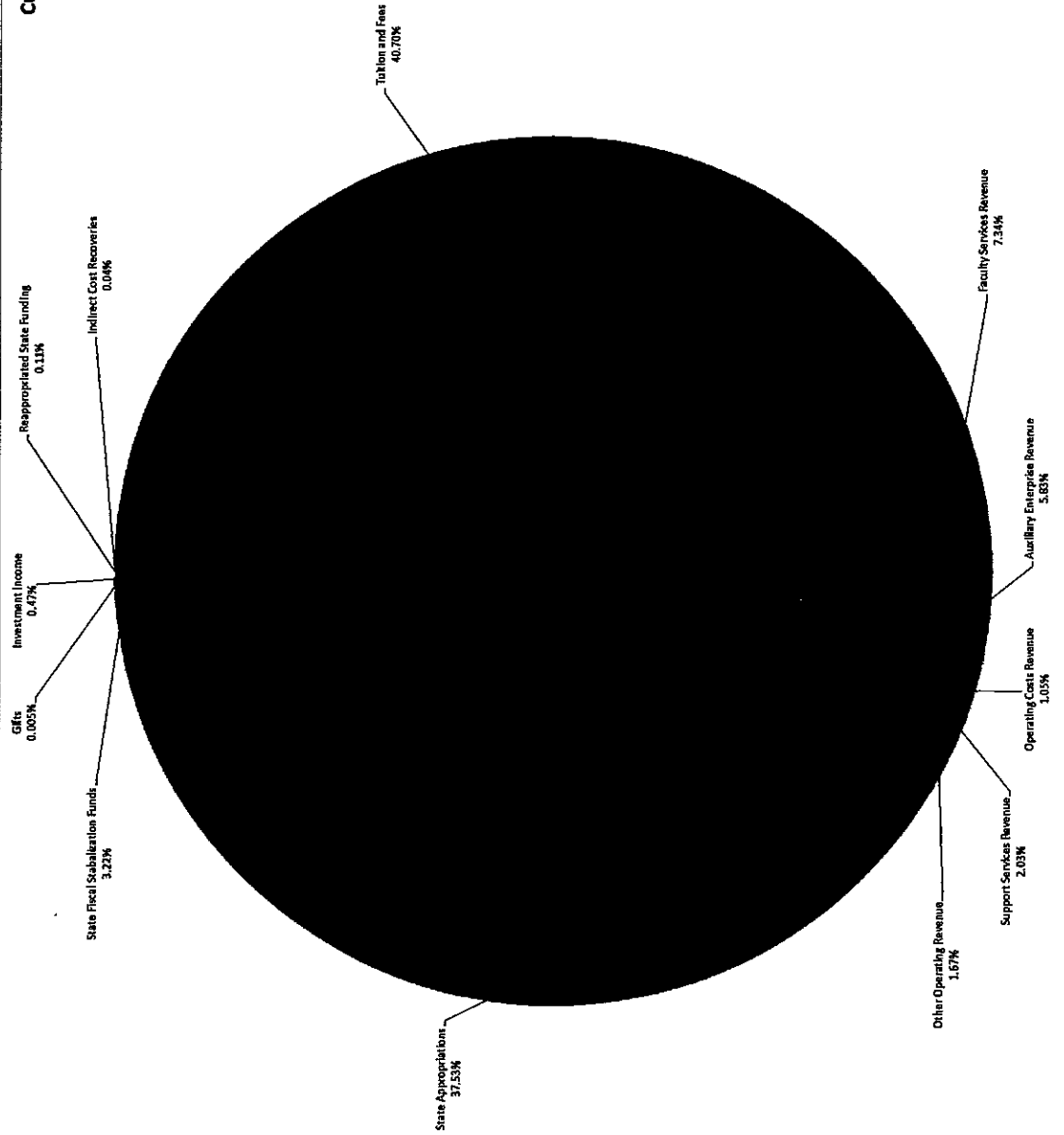
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,897,862	7,422,262	7,134,352	96.12
	Faculty Services Revenue	1,502,589	1,502,589	674,027	44.86
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	208,947	215,827	40,424	18.73
	Support Services Revenue	422,098	416,179	71,960	17.29
	Other Operating Revenue	123,083	193,583	131,607	67.98
	Total:	9,154,579	9,750,440	8,052,370	82.58
OPERATING EXPENSE					
	Salaries	5,470,620	5,971,937	3,386,612	56.71
	Benefits	1,192,238	1,325,064	679,952	51.31
	Student financial aid-scholarships	305,588	307,016	279,146	90.92
	Utilities	0	0	812	
	Supplies and Other Services	1,098,724	1,070,588	720,100	67.26
	Equipment Expense	57,042	75,942	60,119	79.17
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	104,619	104,619	78,464	75.00
	Assessment for Faculty Services	1,268,259	1,272,439	549,775	43.21
	Assessment for Support Services	3,902,533	3,963,132	866,165	21.86
	Assessment for Student Activity Costs	149,231	158,131	163,765	103.56
	Assessment for Operating Costs	2,375,530	2,378,940	675,674	28.40
	Total:	15,924,384	16,627,807	7,460,583	44.87
OPERATING INOCME / (LOSS)		(6,769,805)	(6,877,368)	591,787	-8.60
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,683,748	7,683,748	5,144,797	66.96
	State Fiscal Stabalization Funds	659,694	659,838	659,838	100.00
	Investment income	97,194	97,194	16,406	16.88
	Assessment for E&G Capital & Debt Service Costs	(1,287,282)	(1,397,782)	(1,318,280)	94.31
	Reappropriated State Funding	0	22,217	0	0.00
	Total:	7,153,354	7,065,215	4,502,761	63.73
TRANSFERS & OTHERS					
	Capital Expenditures	0	(22,217)	(34,097)	153.48
	Transfers for Fin Aid Match	(78,992)	(78,992)	(21,851)	27.66
	Transfers - Other	0	(8,955)	(8,955)	100.00
	One-time use of reserve	0	0	0	
	Total:	(78,992)	(110,164)	(64,903)	58.92
BUDGET BALANCE		304,557	77,683	5,029,644	
* Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		3,690,686	3,690,687		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		3,995,243	3,768,370		

* Projected Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$1,255,323

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager
 As of February 28, 2011

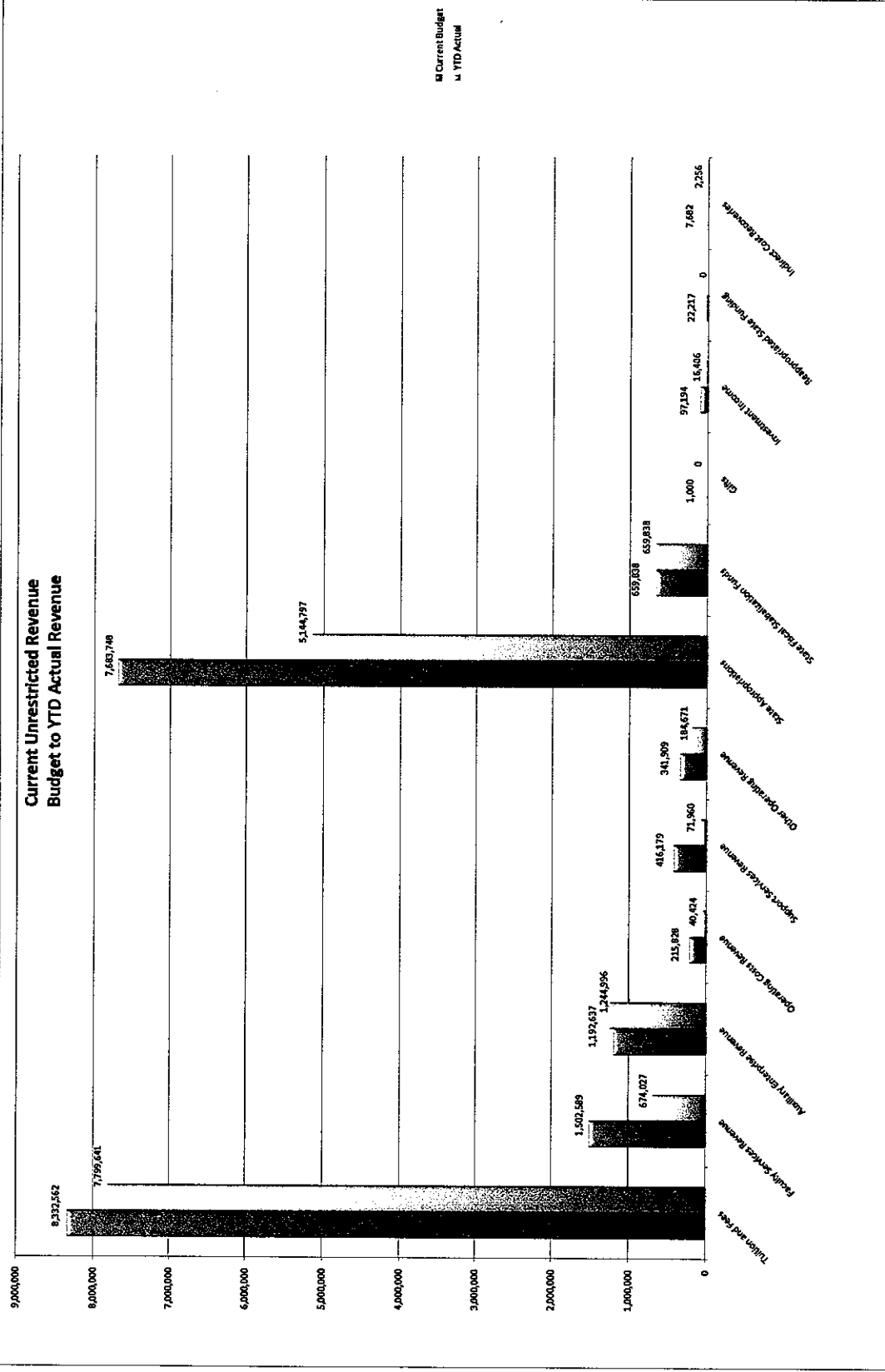
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	725,500	910,300	665,289	73.08
	Other Operating Revenue	119,072	148,326	53,064	35.78
	Total:	844,572	1,058,626	718,354	67.86
OPERATING EXPENSE	Salaries	154,079	262,546	178,548	68.01
	Benefits	29,890	41,938	25,821	61.57
	Supplies and Other Services	526,739	602,024	343,350	57.03
	Equipment Expense	80,020	79,103	36,892	46.76
	Loan cancellations and write-offs	0	0	0	
Total:	790,728	985,611	584,711	59.32	
OPERATING INCOME / (LOSS)		53,844	73,015	133,642	183.03
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000	1,000	0	0.00
	Total:	1,000	1,000	0	0.00
TRANSFERS & OTHER	Capital Expenditures	0	(5,697)	(6,800)	119.36
	Indirect Cost Recoveries	0	7,682	2,256	29.37
	Transfers - Other	0	0	0	
	One-time use of reserve	0	0	0	
Total:	0	1,985	(4,544)	-228.93	
BUDGET BALANCE		54,844	75,999	129,098	
Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		722,452	722,452		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>777,296</u>	<u>798,451</u>		

Current Unrestricted Revenue Budget



- Tuition and Fees
- Faculty Services Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- State Fiscal Stabilization Funds
- Gifts
- Investment Income
- Reappropriated State Funding

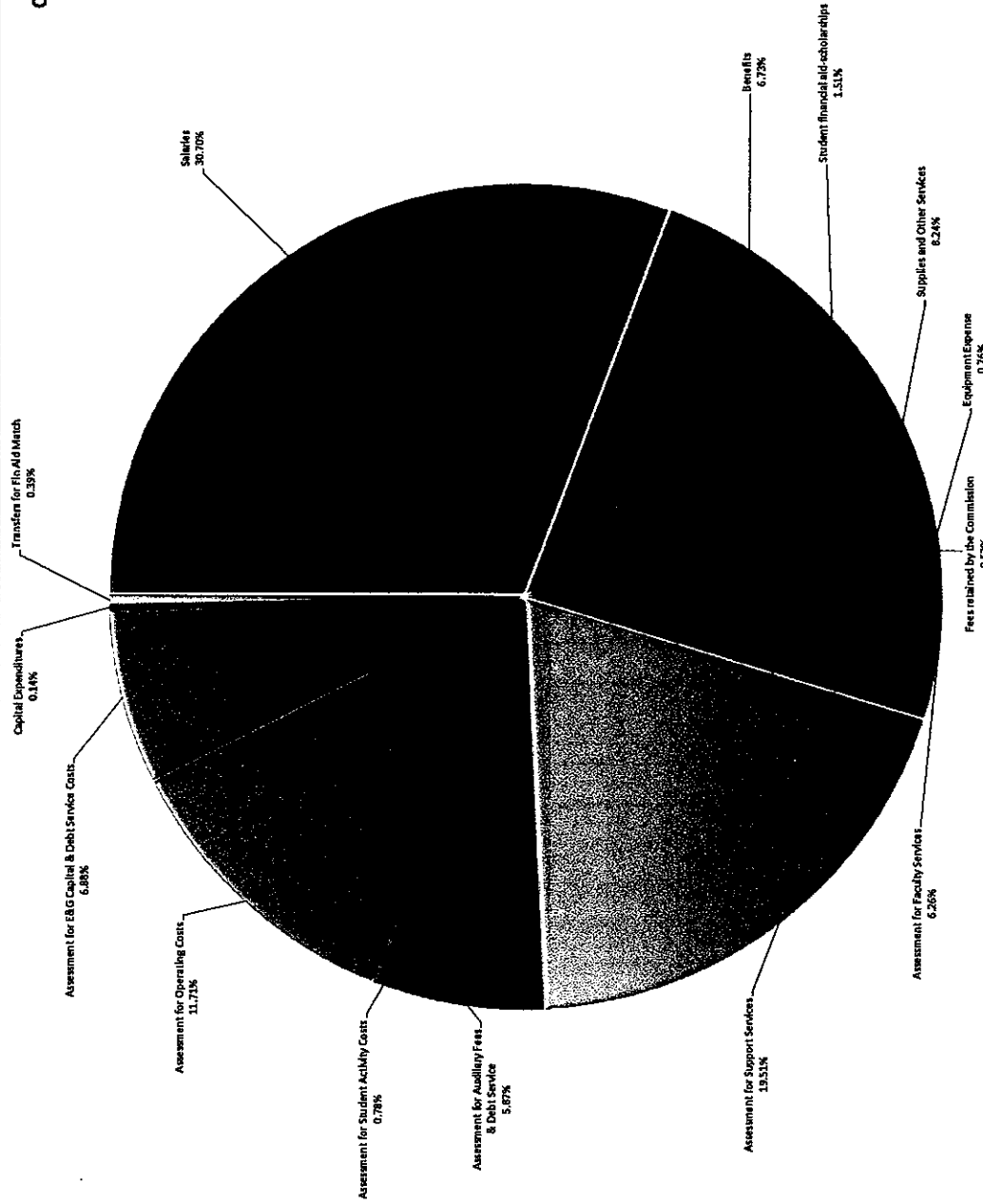
**Current Unrestricted Revenue
Budget to YTD Actual Revenue**



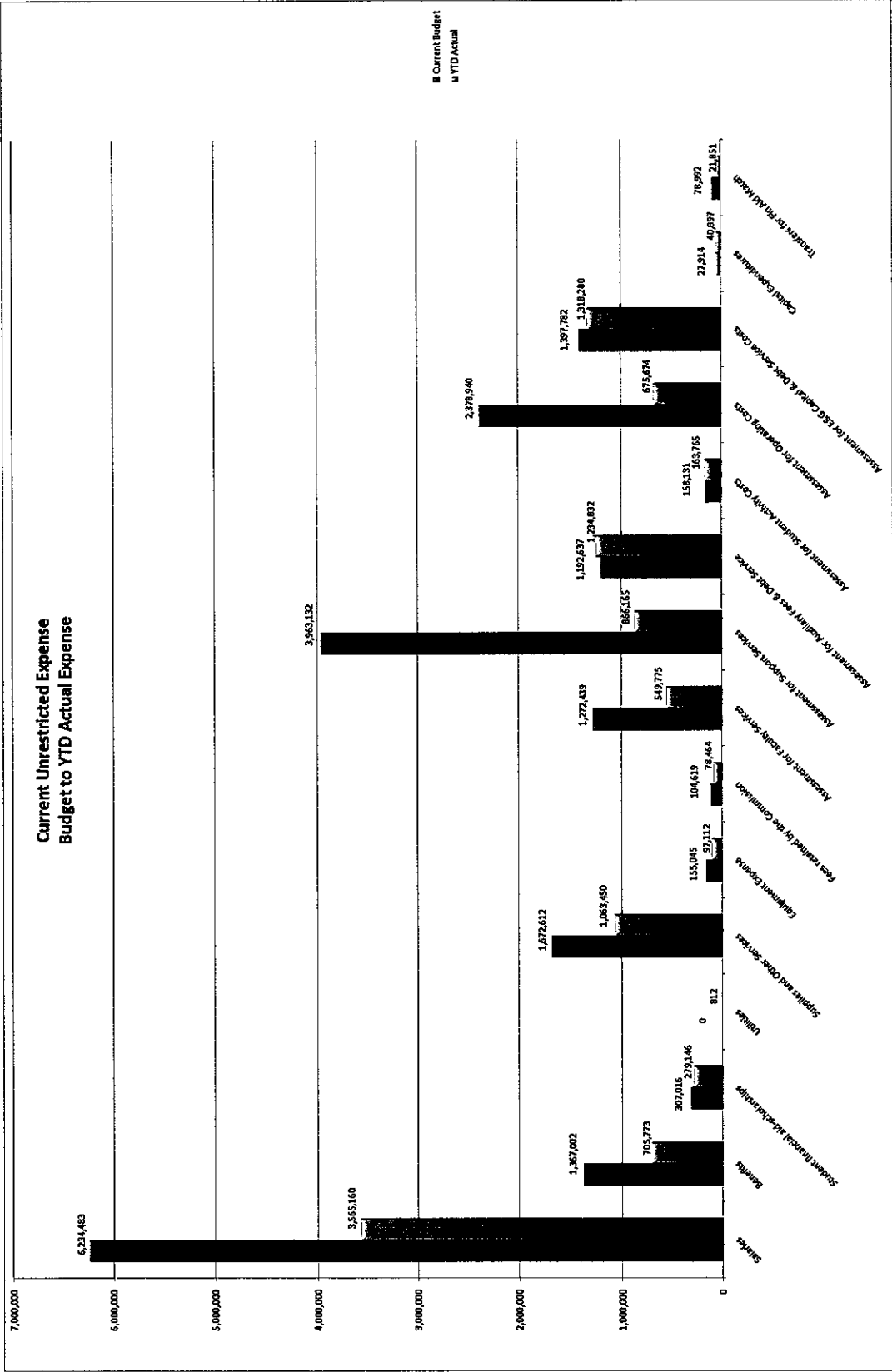
■ Current Budget
▨ YTD Actual

Current Unrestricted Expense Budget

- Salaries
- Benefits
- Student financial aid-scholarships
- Supplies and Other Services
- Equipment Expense
- Assessment for Faculty Services
- Assessment for Support Services
- Assessment for Student Activity Costs
- Assessment for Operating Costs
- Assessment for ENG Capital & Debt Service Costs
- Capital Expenditures
- Transfers for Fin Aid Match



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



Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending February 28, 2011

New Grant Funds

Other Grant Related Changes

Net Change

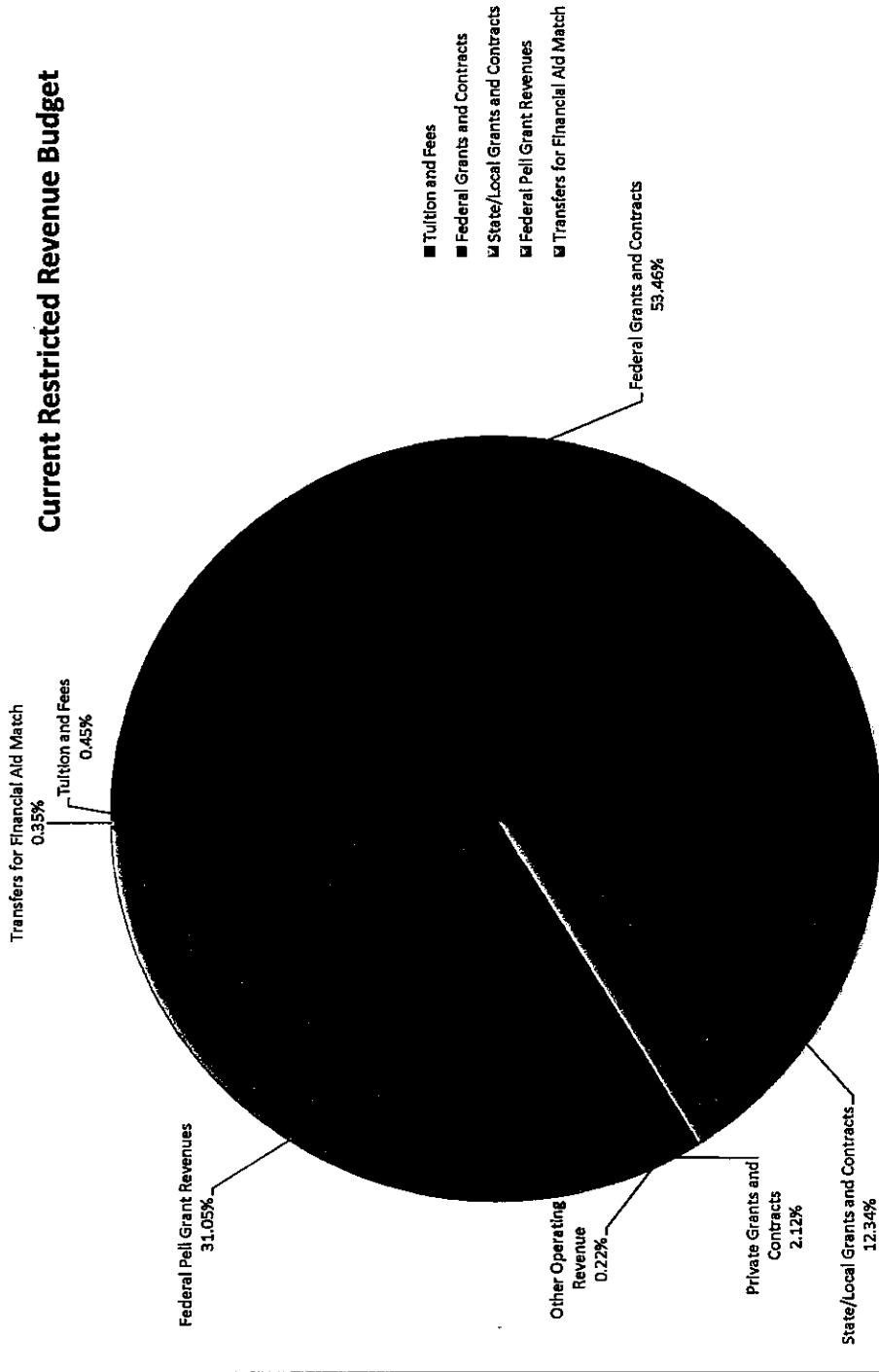
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The budget balance of **(\$741,254)** is covered by the restricted fund cash balance of \$1,455,695 on June 30, 2010

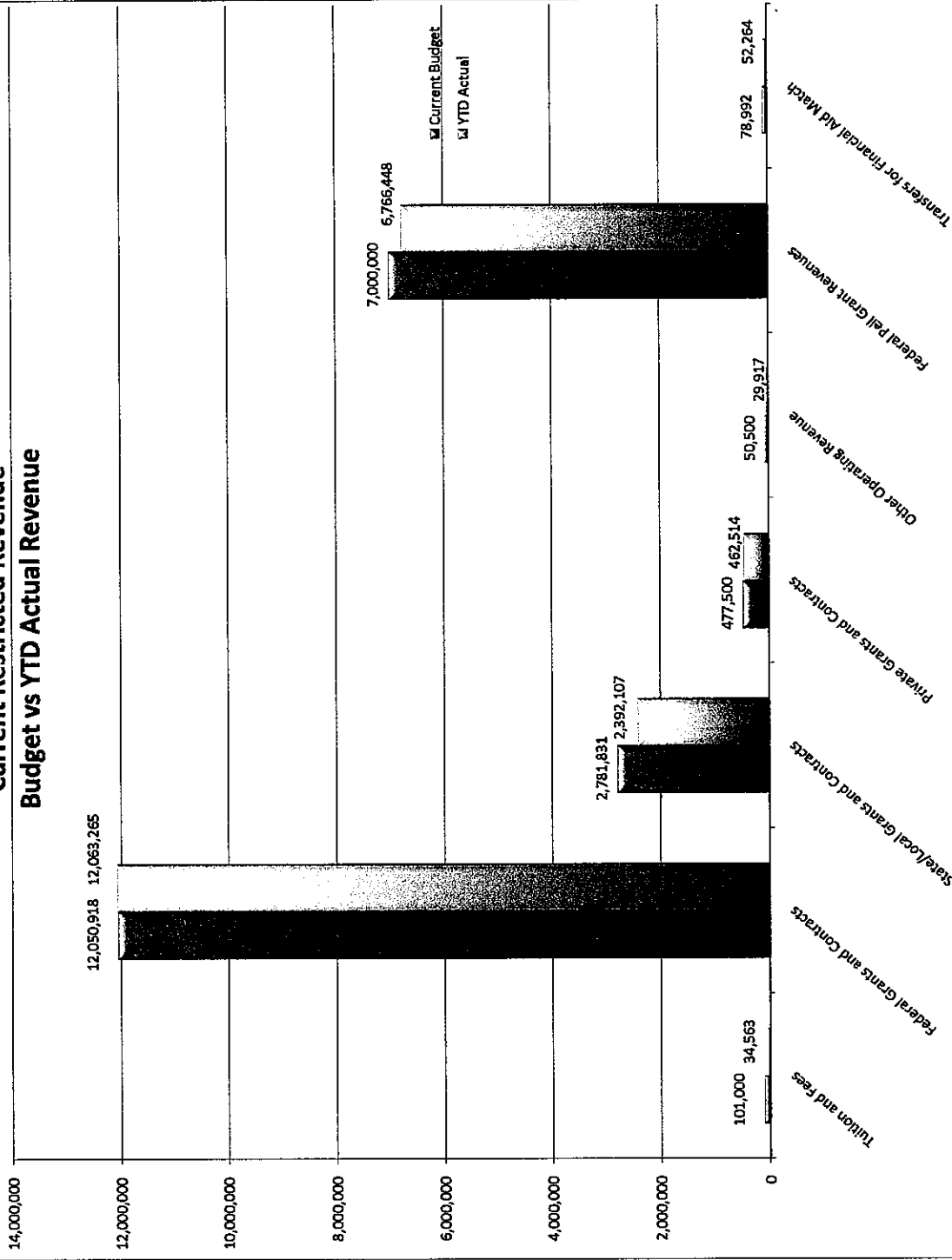
PIERPONT COMMUNITY AND TECHNICAL COLLEGE
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
As of February 28, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	101,000	101,000	34,563	34.22
	Federal Grants and Contracts	14,127,178	12,050,918	12,063,265	100.10
	State/Local Grants and Contracts	2,400,453	2,781,831	2,392,107	85.99
	Private Grants and Contracts	567,000	477,500	462,514	96.86
	Other Operating Revenue	50,500	50,500	29,917	59.24
	Total:	17,246,131	15,461,749	14,982,364	96.90
OPERATING EXPENSE	Salaries	826,924	1,170,191	321,669	27.49
	Benefits	138,299	175,001	44,587	25.48
	Student financial aid-scholarships	22,234,369	20,953,030	20,725,325	98.91
	Utilities	100	100	342	341.52
	Supplies and Other Services	751,849	729,196	102,700	14.08
	Equipment Expense	85,289	229,917	104,853	45.60
	Total:	24,036,830	23,257,435	21,299,476	91.58
OPERATING INCOME / (LOSS)		(6,790,699)	(7,795,686)	(6,317,111)	81.03
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	6,000,000	7,000,000	6,766,448	96.66
	Total:	6,000,000	7,000,000	6,766,448	96.66
TRANSFERS & OTHER	Capital Expenditures	(11,281)	(14,989)	(6,916)	46.14
	Transfers for Fin Aid Match	78,992	78,992	52,264	66.16
	Indirect Cost Recoveries	(6,612)	(7,685)	(2,256)	29.36
	Transfers - Other	0	(1,886)	(1,886)	100.00
	Total:	61,099	54,432	41,206	75.70
BUDGET BALANCE		(729,600)	(741,254)	490,543	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,459,063	1,455,695		
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>729,463</u>	<u>714,441</u>		

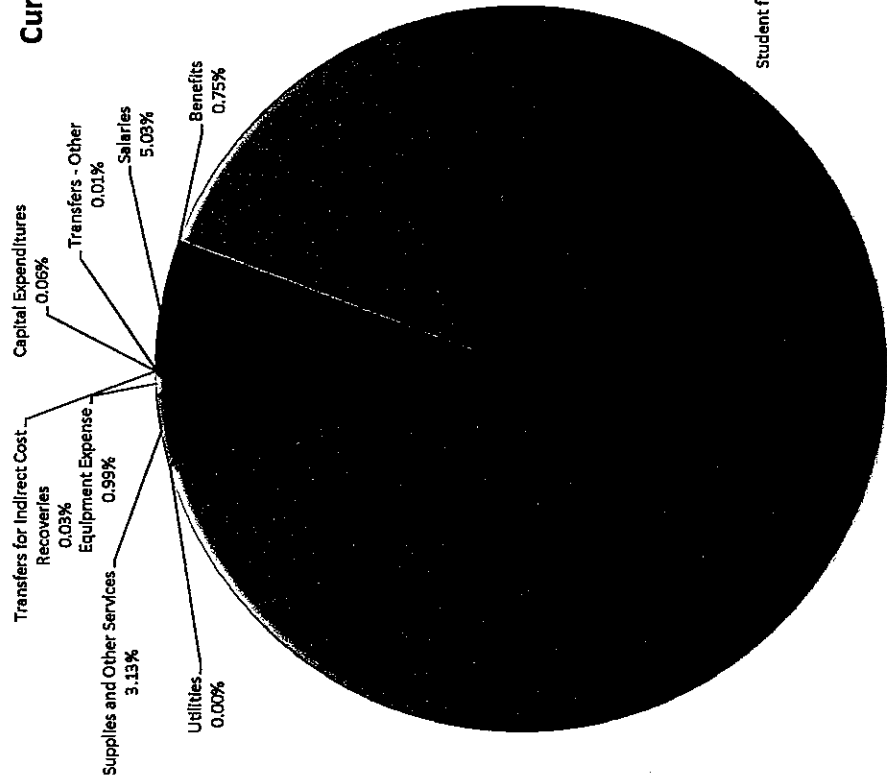
Current Restricted Revenue Budget



**Current Restricted Revenue
Budget vs YTD Actual Revenue**



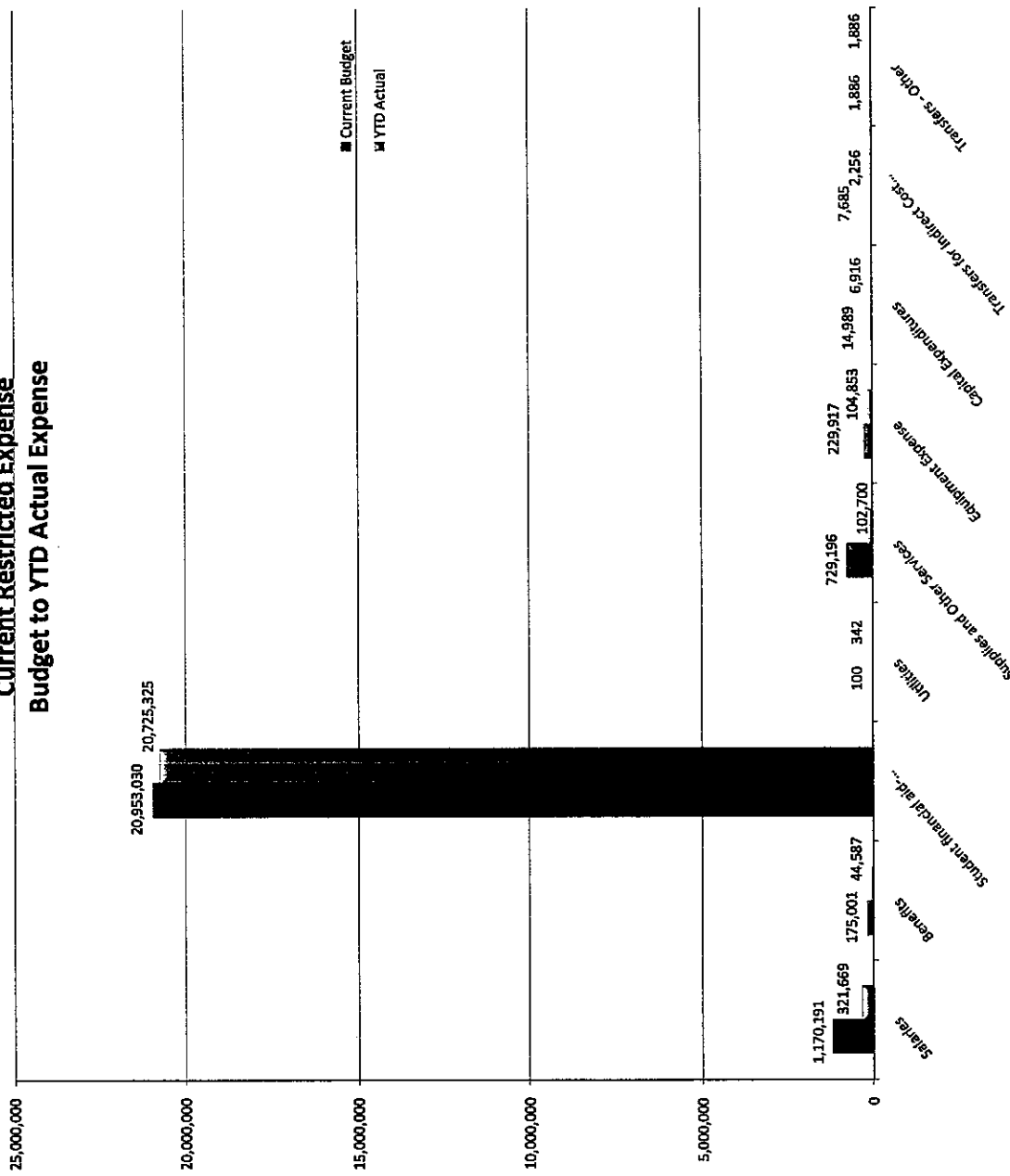
Current Restricted Expense Budget

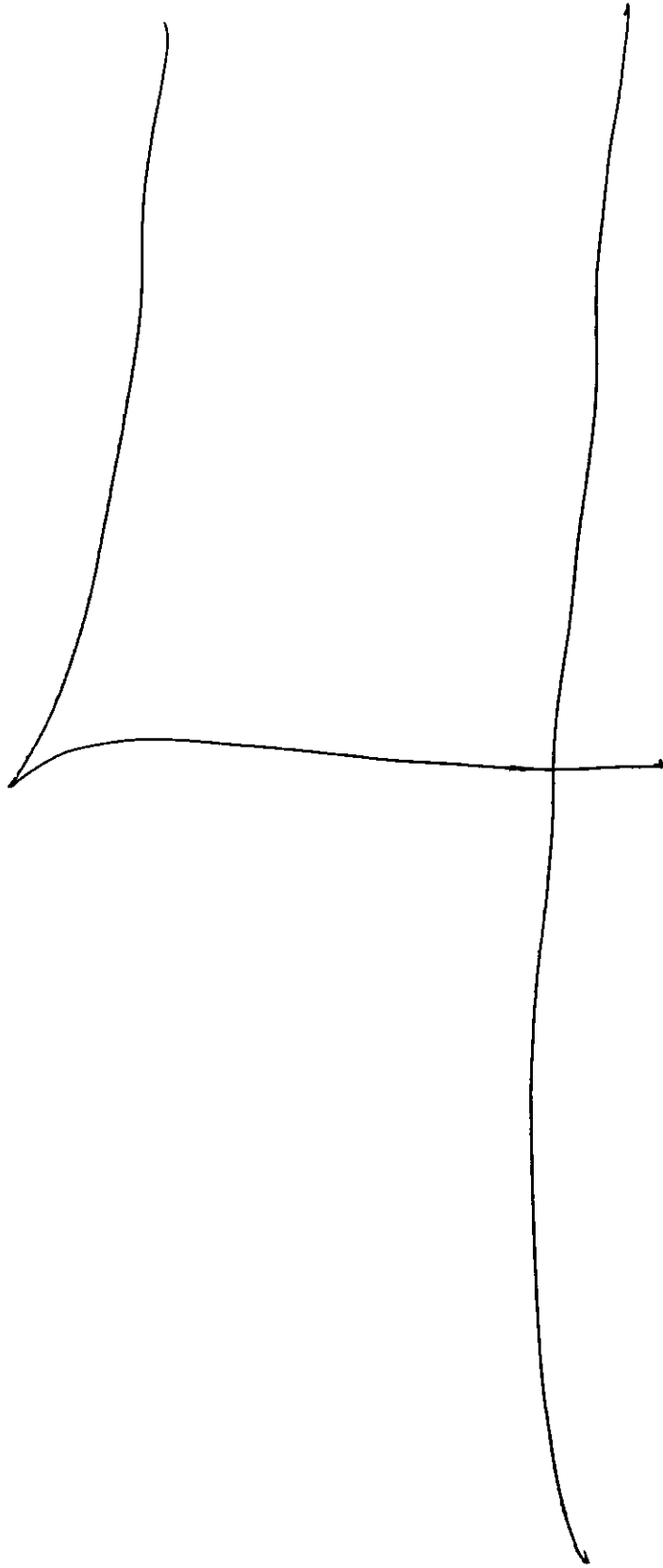


- Salaries
- Benefits
- Student financial aid-scholarships
- Utilities
- Supplies and Other Services
- Equipment Expense
- Transfers for Indirect Cost Recoveries
- Transfers - Other

Student financial aid-scholarships
90.00%

**Current Restricted Expense
Budget to YTD Actual Expense**





**Pierpont Community and Technical College
Board of Governors
Meeting of April 19, 2011**

ITEM: FY 2011 Capital Projects Update

COMMITTEE: Committee of the Whole

INFORMATION ITEM

STAFF MEMBER: James Decker

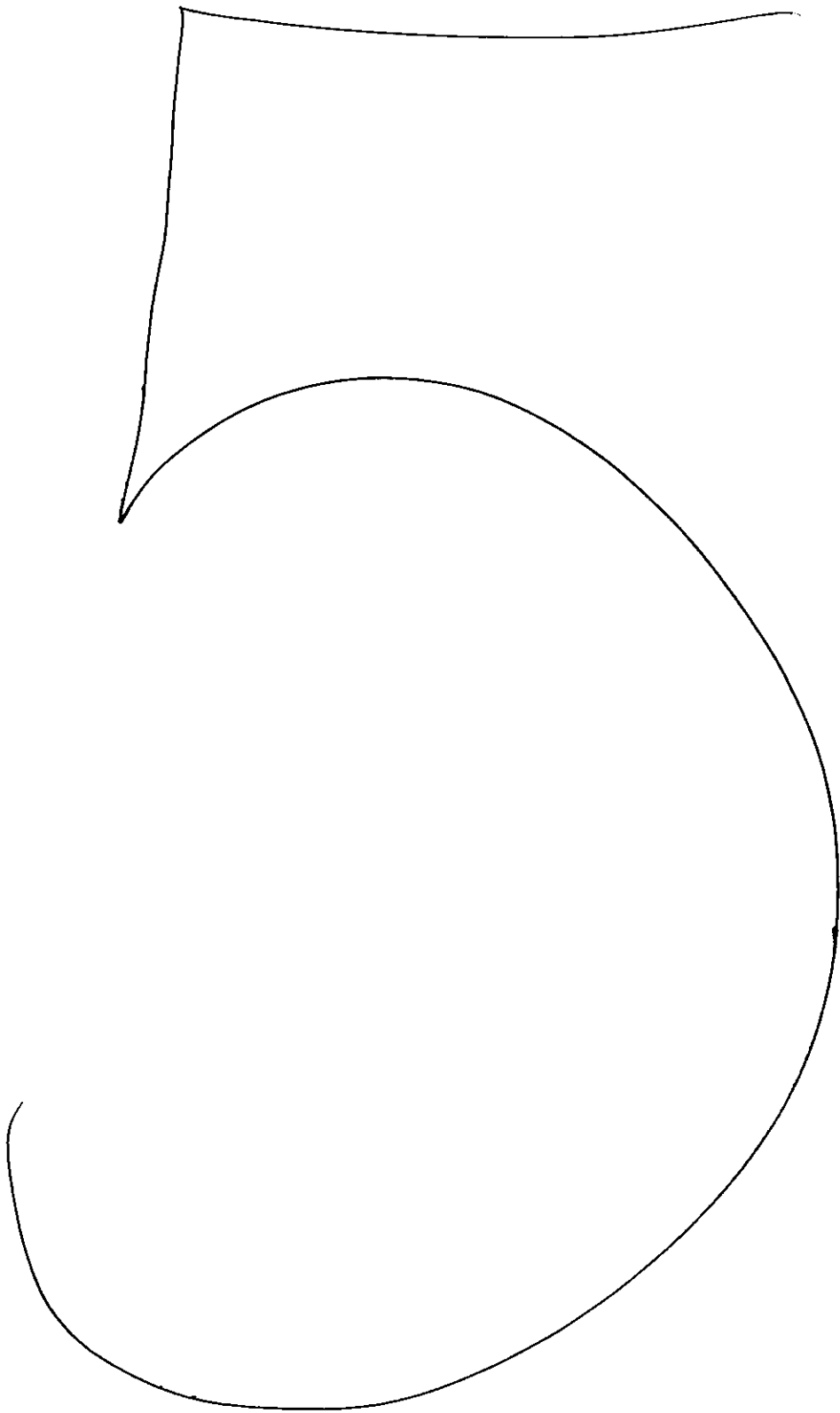
ATTACHMENTS: Summary of FY 2011 Capital Projects Completion Status.

CAPITAL PROJECTS				
FY 2011				
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update/Notes
Hardway Hall - HVAC Unit	\$ 56,472.00	\$ 56,472.00	\$ -	Project is Complete
Infrastructure - Hardway Hall	\$ 400,000.00	\$ 362,739.03	\$ 37,260.97	Project is Complete
Infrastructure - Retaining Walls	\$ 130,000.00	\$ 69,812.90	\$ 60,187.10	Project is Complete
Byrd Center - HVAC Units (2)	\$ 50,000.00	\$ 6,000.00	\$ 44,000.00	Project has been advertised for public bidding. Pre-bid meeting set for April 6th and bid date is set for April 26th.
Byrd Center - Roof Renewal	\$ 400,000.00	\$ 28,000.00	\$ 372,000.00	Project has been advertised for public bidding. Pre-bid meeting set for April 6th and bid date is set for April 26th.
Aerospace Fire Suppression - ARRA	\$ 1,100,000.00	\$ 88,000.00	\$ 1,012,000.00	Fire suppression bids were received on 3/25. Three firms bid project with the low bid at \$311,340. Alternates may affect award of contract. Classroom portion of project has been advertised for public bidding. Pre-bid meeting set for April 6th and bid date is set for April 26th.
Folklife - Phase III (ARRA)	\$ 532,700.00	\$ 33,135.00	\$ 499,565.00	Bids were received for Phase III on 3/24. 7 bids were received. Low base bid was \$365,000. Alternates are being reviewed.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 403,000.00	\$ 5,097,000.00	Contract for architectural services has been finalized. Programming will lag slightly behind Turley Center.
Hunt Haught Hall Glass Front	\$ 238,386.00	\$ 30,000.00	\$ 208,386.00	Bids were received for glass replacement on 3/2/11. Three bids were received. Low bidder made mistake and withdrew bid. Contract is being awarded to second bid at \$164,000
Hunt Haught Hall HVAC Units	\$ 500,000.00	\$ 45,000.00	\$ 455,000.00	Two bids were received on 3/2/11. Low bid was significantly over budget. Recommended funding adjustment and bid award is being reviewed.
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ 16,550.00	\$ 180,749.00	Engineer is completing design. Project should be advertised the week of April 18th and bid early May.
Infrastructure - Retaining Wall Merchant Street	\$ 175,000.00	\$ 9,000.00	\$ 166,000.00	1 contractor bid on this project. Bid came in over the project budget. Project design is being reviewed and project will re-bid at later date.
Musick Library Elevator	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	Expressions of Interest from nine architectural firms were received. Selection process will take place over next several weeks.
Turley Center Renovations	\$ 6,000,000.00	\$ 470,393.00	\$ 5,529,607.00	Contract for architectural services has been finalized. Project programming is well underway.
Wallman Hall Renovations	\$ 5,200,000.00	\$ -	\$ 5,200,000.00	Negotiations have been finalized and contract is being prepared for architectural services.

Completed

In Progress

CAPITAL PROJECTS					
FY 2011					
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes	
Infrastructure - Paving Lot #15	\$ 58,560.00	\$ -	\$ 58,560.00		Not Started
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00		
Turley Center Renovations - FF&E	\$ 550,000.00	\$ -	\$ 550,000.00		
Academic Fund	\$ 100,000.00	\$ -	\$ 100,000.00	On-going - Numerous projects throughout year	On-Going
Landscaping	\$ 100,000.00	\$ 70,639.83	\$ 29,360.17	On-going - Numerous projects throughout year	
Physical Plant - Small Projects	\$ 197,000.00	\$ 80,208.22	\$ 116,791.78	On-going - Numerous projects throughout year	
	\$ 23,525,417.00	\$ 1,768,949.98	\$ 21,756,467.02		



**Pierpont Community & Technical College Board of Governors
Meeting of April 19, 2011**

ITEM:

Post Audit Review: Associate of Applied Science,
Airframe and Aerospace Electronics Technology

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community & Technical College Board of Governors approve the suspension of this program pending West Virginia Council for Community and Technical College Education approval.

STAFF MEMBER:

Leslie Lovett

BACKGROUND:

The Associate of Applied Science in Airframe and Aerospace Electronics Technology has been reviewed by the program faculty, the Dean of Business Aviation and Technology, and the Interim Vice President for Academic Affairs. Based on enrollment and program completion data, it is the consensus that this program of study should be suspended.

**Pierpont Community & Technical College Board of Governors
Meeting of April 19, 2011**

ITEM:

Post Audit Review: Certificate Program, Folk Arts and Crafts Apprenticeship

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community & Technical College Board of Governors approve the discontinuation of this program pending West Virginia Council for Community and Technical College Education approval.

STAFF MEMBER:

Leslie Lovett

BACKGROUND:

The certificate program in Folk Arts and Crafts Apprenticeship has been reviewed by the advisory committee, program faculty, Dean of Human Services, Interim Vice President for Academic Affairs, and the President. Based on enrollment in major and program completion data, it is the consensus that this program of study should be discontinued at the current activity level. Majors currently enrolled in this program will not be adversely affected by this decision.

**Pierpont Community & Technical College Board of Governors
Meeting of April 19, 2011**

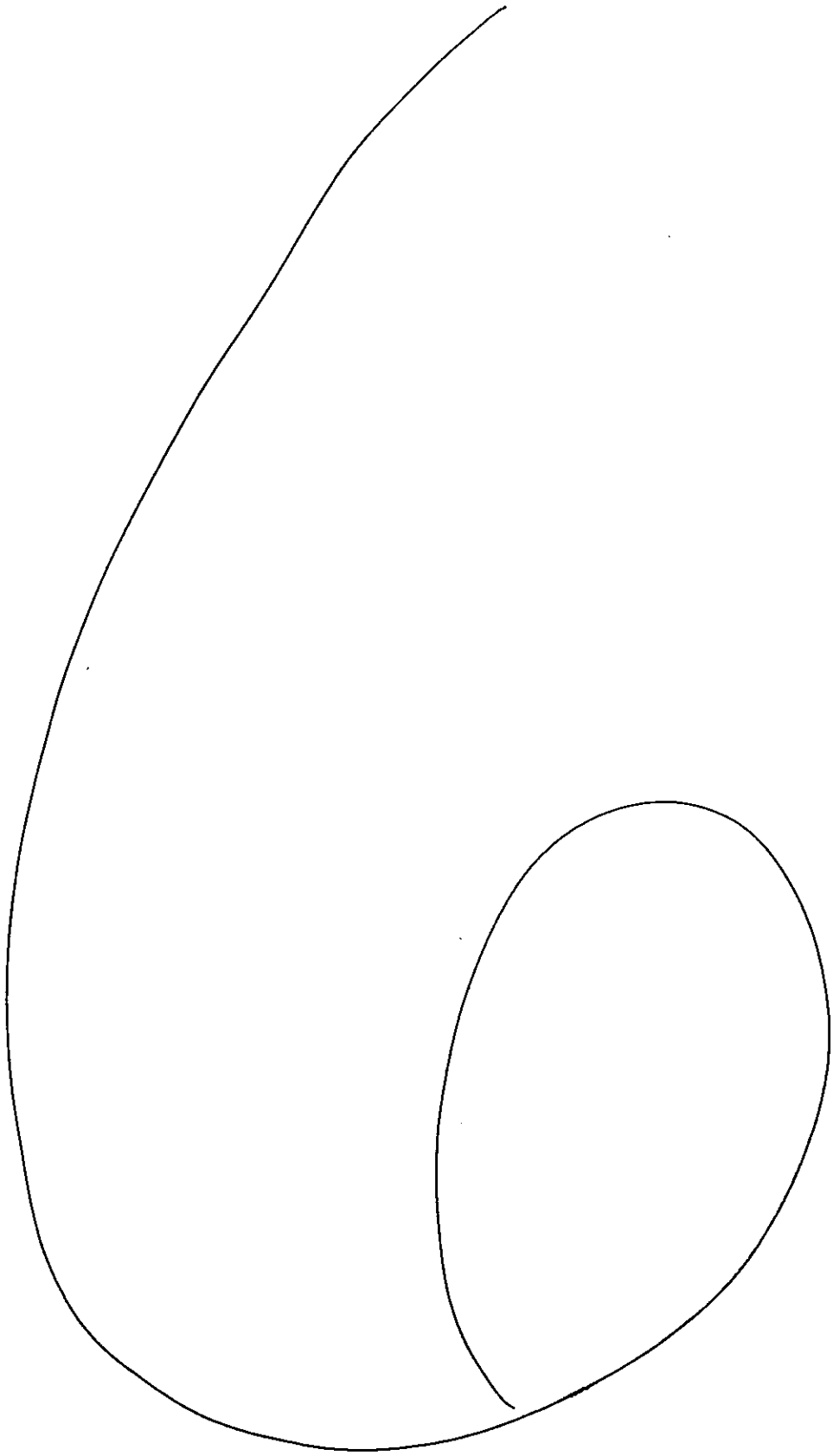
ITEM: Post Audit Review: Certificate Program, Events Management

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community & Technical College Board of Governors approve the continuation of the one year certificate degree program at current activity level.

STAFF MEMBER: Leslie Lovett

BACKGROUND: The certificate degree program in Events Management has been reviewed by an advisory committee, program faculty, Dean of Human Services, and the Interim Vice President for Academic Affairs. Based on enrollment and program completion data, it is the consensus that this program of study should be continued at the current activity level.



**Pierpont Community & Technical College Board of Governors
April 19, 2011**

ITEM: Fund Manager's Cash Reserve Spending

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors approves the spending of \$54,300 of the Fund Manager's cash reserves in the Cisco Lab, Medical Lab Tech, and the School of Health Careers.

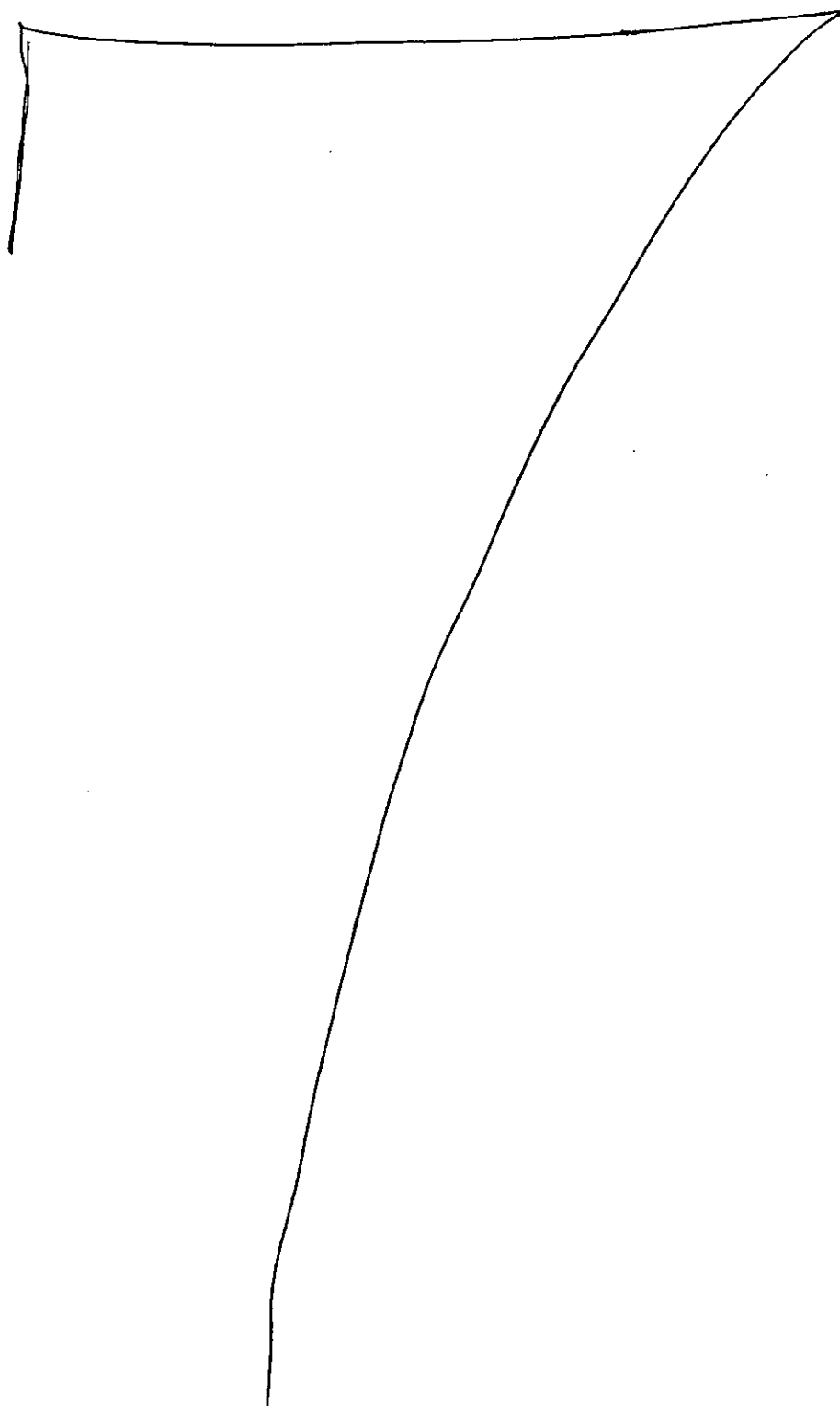
STAFF MEMBER: Dale Bradley

BACKGROUND:

The Fund Manager's cash reserves being requested to spend resulted from course fee funds. Course fee funds are assessed in courses to cover the cost of providing educational equipment and/or activities for the more expensive programs. Fund Managers occasionally have educational equipment needs that are larger than the fees accumulated in a one year period and therefore accumulate cash reserves over a period of years to address these needs. The current combined cash reserves for the areas requesting spending is approximately \$71,500.

The specific use of these funds is to:

- Upgrade computer lab equipment.
- Upgrade the Cisco Networking Academy hardware and software.
- Purchase of models for use in off-campus Anatomy & Physiology labs.



**Pierpont Community and Technical College
Board of Governors
April 19, 2011**

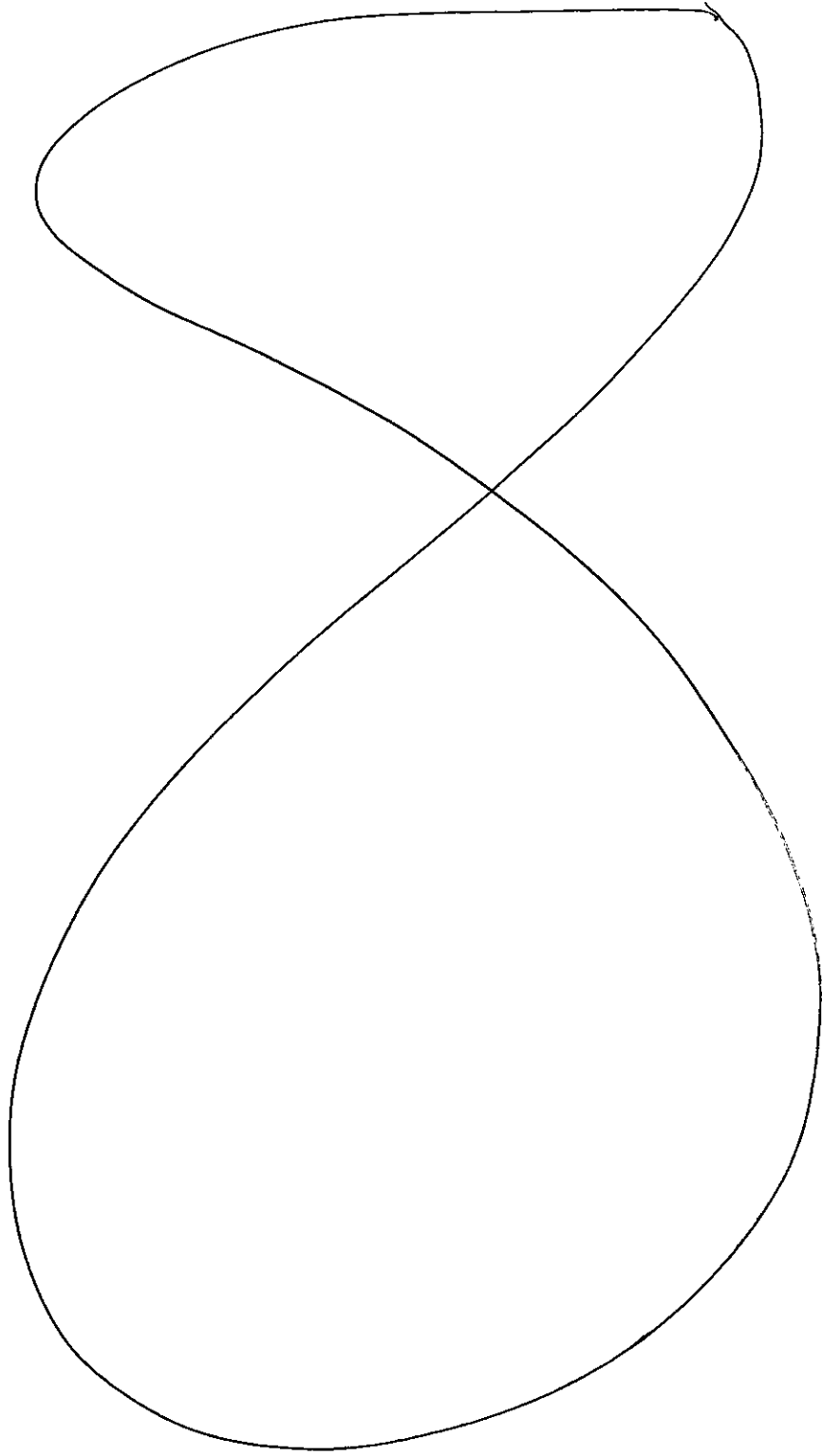
Item: One-Time Salary Enhancement Continuance

Recommended Resolution: Resolved that the Pierpont Community & Technical College Board of Governor's approves the continuation of the one-time 2.3% pay increase placed into effect December 1, 2010 for all eligible employees who received the increase at that time.

Staff Member: Dale Bradley

Background: Due to a shift in the economic climate in the state, the current condition of Pierpont's budget, with concurrence from the Governor's Office and the WV Council for Community & Technical College Education, President Larson is recommending that the one-time pay raises implemented in December be continued into 2012 and become part of the overall salary improvement plan for 2012.

This action is required at this time to allow the budget office to establish the State's new year expenditure schedules and WV-11 payroll transactions – due early May.



**Pierpont Community and Technical College
Board of Governors
April 19, 2011**

Item: Commitment of up to \$1.3 million of Unrestricted E&G Cash Reserves for the ATC third floor.

Recommended Resolution: Resolved that the Pierpont Community & Technical College Board of Governor's approves the commitment of up to \$1.3 Million of Unrestricted E&G Cash Reserves as needed for the construction of Pierpont's third floor addition to the Advanced Technology Center.

Staff Member: Dale Bradley

Background: The 2011 West Virginia Legislature provided \$1.3 million in additional state appropriations to be used for the construction of a third floor for Pierpont at the Advanced Technology Center being built in Fairmont, WV. Contingent upon receiving this additional appropriation, Pierpont agreed to match the funds awarded for this portion of the project.

**Pierpont Community and Technical College
Board of Governors
April 19, 2011**

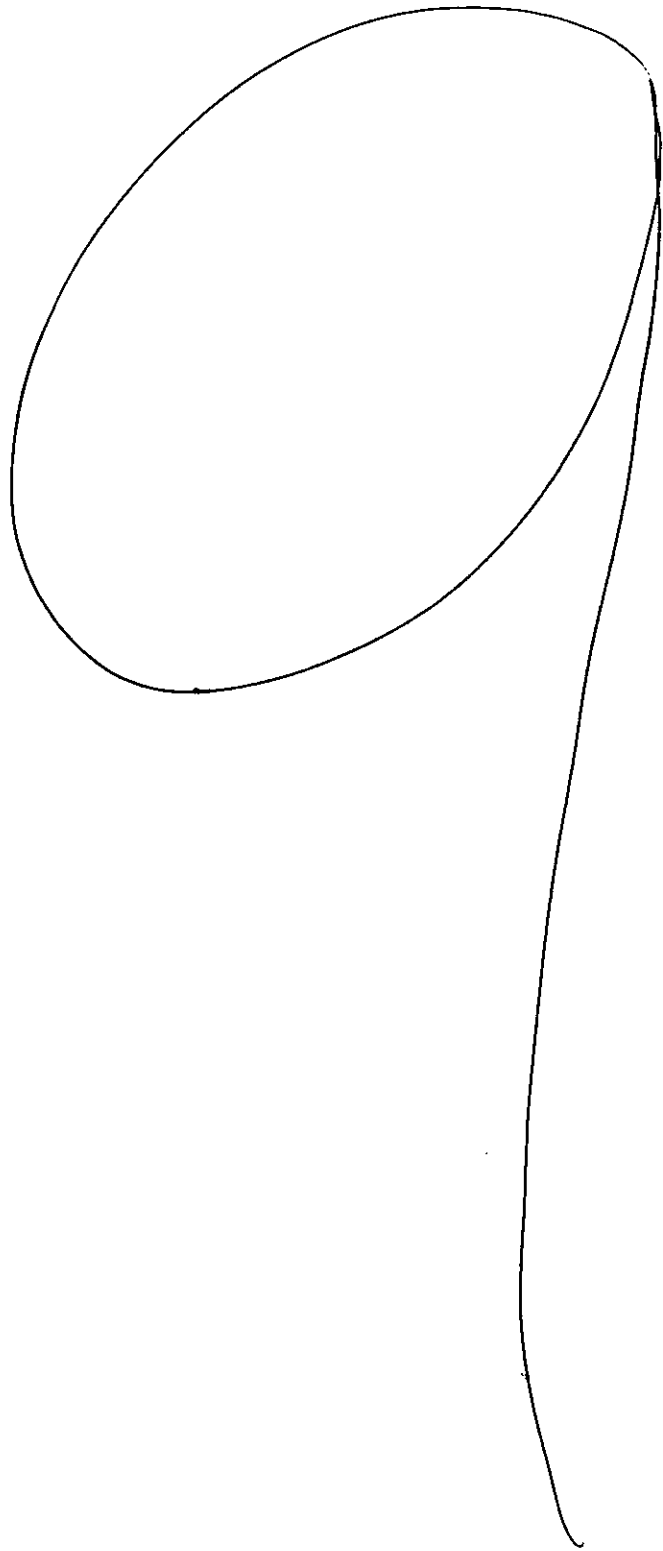
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**Pierpont Community and Technical College
Board of Governors
April 19, 2011**

Item: Hunt Haught Hall HVAC Project Bid Exceeds Budget

Resolution: Approve the change to budget to upgrade the HVAC for Hunt Haught Hall and use funding from other projects, reserves, and 2012 capital project funds to cover the value engineered project.

Staff Member: Jim Decker and Dale Bradley

Background: The Hunt Haught Hall HVAC Project bid exceeds budget of \$500,000 (funded by a Federal Energy Savings Grant, which expires August 31, 2011) by \$359,000. The total project cost after some value engineering of \$81,800 is \$777,200.

The total funds available for the project after architect fees are deducted is \$455,000.

construction funds available	\$455,000
construction fund need	<u>-\$777,200</u>
additional funding needed	\$322,200

additional funding needed	\$322,200
transfer excess funds from Stair Tower Project	-44,386
transfer excess funds from HH Portico Project	-31,132
transfer all of the Academic Facilities Fund Project	-100,000
transfer from unbudgeted E&G Capital Reserves	-60,000
allocate from the 2012 Capital Project budget	<u>-86,682</u>
	-0-

This project has been studied by mechanical engineers and architects to assure the project integrity and to achieve the projected energy savings reflected in the American Recovery and Reinvestment Act Grant.

Hunt Haught Hall HVAC Bid Evaluation

Stuart McMunn: Base Bid	\$ 859,000.00		\$ 859,000.00
Value Engineering Options:			
1 Delete clean, seal, jacket		\$ (15,000.00)	
2 Delete replacement of HW heaters		\$ (3,500.00)	
5 Limit Balancing Scope		\$ (15,000.00)	
7 Delete sealing piping		\$ (500.00)	
8 Delete GWB enclosure		\$ (1,000.00)	
9 Delete UV light		\$ (1,700.00)	
10 Extend down time		\$ (5,000.00)	
11 Lay duct and pipe curbs		\$ (9,000.00)	
12 Use 2 Boilers		\$ (20,000.00)	
14 Reduce Hot water insulation		\$ (1,000.00)	
15 Reduce armaflex liner		\$ (2,000.00)	
16 Delete wood duct supports		\$ (600.00)	
20 Package RTU		\$ (7,500.00)	\$ (81,800.00)
TOTAL COST OF PROJECT AFTER VALUE ENGINEERING			\$ 777,200.00
Funds Available for Project:	\$ 455,000.00	\$ 455,000.00	
Additional Funds:			
Glass Stair Tower Excess	\$ 44,386.00		
Hardway Hall Portico Excess	\$ 31,132.00		
Academic Facilities Fund	\$ 100,000.00		
E & G Capital Reserves	\$ 60,000.00	\$ 235,518.00	
TOTAL FUNDS AVAILABLE			\$ 690,518.00
FUNDS NEEDED TO BE APPROPRIATED IN 2012 CAPITAL PROJECTS			\$ 86,682.00

1. Delete Existing Rooftop Supply Air Duct Refurbishing - Existing rooftop air handling unit RTU-1 has horizontal ductwork located outside the building envelope. The existing ductwork is supported from the roof surface. This ductwork extends from the RTU to several roof penetrations. The ductwork is covered with Armaflex Insulation. The duct insulation has deteriorated over time. The current project scope includes new duct insulation, jacketing, and cleaning. The life of the existing ductwork would be extended by encasing it in a "weatherproof" jacket. Installation of new duct insulation would result in energy savings thru reduction of heat loss / heat gain thru the duct wall.
2. Delete Replacement of Hot Water Unit Heaters - The Ground Floor "Mechanical / Electrical" room is heated via operation of one hot water propeller type unit heater. The Ground Floor "Pottery Room" is heated via operation of one hot water propeller type unit heater. These devices are well past the expected equipment useful life. It is expected that one or both the unit heaters will require replacement in the near future.
5. HVAC System Balancing Scope Reduction - The two major HVAC systems to be replaced, with no value engineering considered, are the hot water heating boiler plant and rooftop air handler system RTU-1. The boiler plant heats water that is distributed to the building air handlers, rooftop unit RTU-1, and the terminal heating devices (VAV boxes, unit heaters, etc.). Rooftop air handler RTU-1 produces conditioned air that is ducted to the upper floors of the building. The current HVAC Systems Balancing Scope included adjustment of hot water valves & air dampers at existing equipment not being replaced. The intent of this scope was to confirm proper building air & water balance at many locations within the building. The reduced scope of work includes balancing of the total system airflow at rooftop air handler RTU-1 & total heating hot water flow at the new boiler plant. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
7. Delete Piping Sealing at Pottery Room - There are many piping penetrations thru the exterior envelope of the Pottery Room. It appears that the sealant around the piping penetrations has deteriorated over time. Re-sealing the penetrations will result in energy savings. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
8. Delete GWB Enclosure - New piping extends from the basement to the roof. This piping is enclosed in a non-rated chase. The chase was design as gypsum wall board atop metal studs for uniformity of internal wall appearance. The cost reduction measure was to use field fabricated & painted painted metal enclosure. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.

9. Delete Ultraviolet Light – The new rooftop air handling unit was designed with an internal ultraviolet light system. The light system reduces the potential for mold, bacteria, and viruses within coils & drain pans. The system is beneficial, but not designed into all Tower projects. Increased efficiency at the heat transfer coils is expected (they are cleaner). This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
10. System Downtime Extension – To limit the disruption to building occupants, the system replacements were designed to minimize the work within the building. Replacement of rooftop air handler RTU-1 & the heating boiler plant cannot be achieved without some building conditioning downtime. The design identified a maximum downtime of one week. Under this contract revision, the maximum system downtime will be extended to two weeks. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
11. Duct & Pipe Curb Roofing Work - The design included new rooftop curbs to support piping & ductwork. These curbs were to be flashed into the new roof. The contract will be revised to allow the curbs to rest above the roof. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
12. Boiler Plant Revisions - The design included three gas fired hot water boilers. The overall heating capacity of the new boiler system was increased above the existing condition. The design intent was to allow for additional redundancy & capacity if one boiler failed or required service. The contract will be revised to include three boilers, but the capacity of one boiler will be reduced. This will allow for a reduction in the boiler plant enclosure size, and reduce the support / roofing costs. The revised boiler plant, with one boiler out of operation, will have a heating capacity greater than the existing condition, but less than the initial design. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
15. Change Return Duct Liner Material - The return air duct above the roof that is connected to existing rooftop air handling unit RTU-1 will be replaced as a part of this project. The duct will have interior liner for sound attenuation. The design identified the use of Armaflex type duct liner. The Armaflex duct liner has increased durability when compared with coated fiberglass type duct liner. Both types are used in the HVAC industry with regularity.
16. Delete Wood Duct Supports - Some of the existing duct above the roof to remain is supported with "4 X 4" wood. The design included replacement of the curbs with prefabricated duct support curbs. The old wood supports will deteriorate with time and require replacement. The longevity of the duct system could be affected if a wood support fails over time and the duct is stressed to a breaking point.
20. Apply a Packaged Rooftop Unit - The existing rooftop air handling unit system being replaced (RTU-1) includes remote rooftop compressor & condensing section. The design included replacement of both system components in a similar configuration. Under this contract modification, a packaged

rooftop unit, that includes all components in one "box", atop one roof curb, would be applied. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment. Tower & Thrasher are working with an equipment manufacturer to confirm structural feasibility at this time.



TOWER ENGINEERING

115 Evergreen Heights Drive – Suite 400 – Pittsburgh, Pennsylvania 15229
Tel: 412.931.8888 – Fax: 412.939.2525 – Email: tower@estower.com

April 4, 2011

Mr. Craig M. Baker, Assoc. AIA
Architectural Project Manager
Thrasher Engineering, Inc.
30 Columbia Road
Clarksburg, WV 26301

Re: FSU Hunt Haught Hall HVAC Renovations

Dear Mr. Baker:

As you are aware, the HVAC bids for this project are in excess of the project's original allocation. We are writing this letter to formalize our recommendations regarding the award of this project.

The total budget for this project (\$500,000) was based upon an ARRA grant that was awarded to FSU in 2010. The project scope was developed in late 2009.

The base bid by Stuart McMunn (low HVAC bidder) was \$859,000. There are a number of reasons why the projects budget was exceeded, as follows:

- The original scope of work did not include a full HVAC controls upgrade for the project. To provide for improved temperature control and the ability to monitor/adjust the system from a remote location, this was included in the base bid. A deduct alternate was provided to eliminate this work for a savings of \$105,000.
- When the project's budget was developed, the bidding environment was excellent due to extremely poor economic conditions. Recently, we have seen this changing significantly due to inflation, contractor workload and the amount of stimulus funding that has been pushed into the economy.
- The system designed included higher performance equipment compared to what was originally anticipated. While this would provide for better efficiency, redundancy and reliability, it resulted in increased construction costs.
- A number of additional items were added to the project beyond the original scope of work. This "scope creep" included work that can be justified but unfortunately contributed to the project being over budget. In hindsight, these items should all have been identified as add alternates. Many of the recommended value engineering items (see below) fall into this category.
- Limited number of HVAC bidders – while a number of contractors attended the pre-bid meeting only two HVAC contractors chose to submit a bid.

Based upon a review of information provided by Stuart McMunn, we have developed a breakdown of the project's material costs and labor costs as follows:

Materials Cost Only (No Labor) For "As-Bid" Contract Configuration With Deduct ATC Alternate

Accepted

Rooftop Boilers: \$225K

Rooftop Split System: \$95 K

Mr. Craig M. Baker, Assoc. AIA
Architectural Project Manager
Thrasher Engineering, Inc.
April 4, 2011
Page 2

Piping, Pipe Insulation & Specialties: \$45 K
Automatic Temperature Controls & Wiring: \$35K
Power Distribution: \$10K
Roofing Materials & Misc. Steel: \$15 K
Duct, Insulation & Jacketing: \$8.5K
Hot Water Unit Heaters: \$1K
General trades materials: \$10K
Crane \$60K

Total Material Costs: \$445,500

Labor Costs

Labor for supervision, plumber, sheetmetal, insulators, electricians, roofers, sprinklers, steel workers, temperature controls, balancing, etc. plus overhead, profit, and taxes.

Total Labor Costs: \$308,500

As you are aware, we did not provide a detailed takeoff for this project that can be used to verify the above breakdown. However, equipment pricing for the primary HVAC components is comparable to estimates provided by manufacturers during the project's design phase. On many projects, it is typical for labor costs to be comparable to equipment costs. Considering the crane rental and large costs associated with the heating plant and rooftop unit, we feel that the breakdown of equipment versus labor costs provided by Stuart McMunn is reasonable.

Over the last several weeks, we have worked with FSU and the project's low bidder (Stuart McMunn) to develop a list of value engineering (VE) items to be considered. The following is a list of recommended VE items and associated reductions in the project cost:

1. Delete Existing Rooftop Supply Air Duct Refurbishing (\$15,000)
2. Delete Replacement of Hot Water Unit Heaters (\$3,500)
3. HVAC System Balancing Scope (\$15,000)
4. Delete Piping Sealing at Pottery Room (\$500)
5. Delete GWB Enclosure (\$1,000)
6. Delete Ultraviolet Light (\$1,700)
7. System Downtime Extension (\$5,000)
8. Duct & Pipe Curb Roofing Work (\$9,000)
9. Boiler Plant Revisions (\$20,000)
10. Change Return Duct Liner Material (\$2,000)
11. Delete Wood Duct Supports (\$800)
12. Apply a Packaged Rooftop (\$7,500)

Mr. Craig M. Baker, Assoc. AIA
Architectural Project Manager
Thrasher Engineering, Inc.
April 4, 2011
Page 3

Considering the above, we recommend that FSU award this project to Stuart McMunn in lieu of rebidding the project for the following reasons:

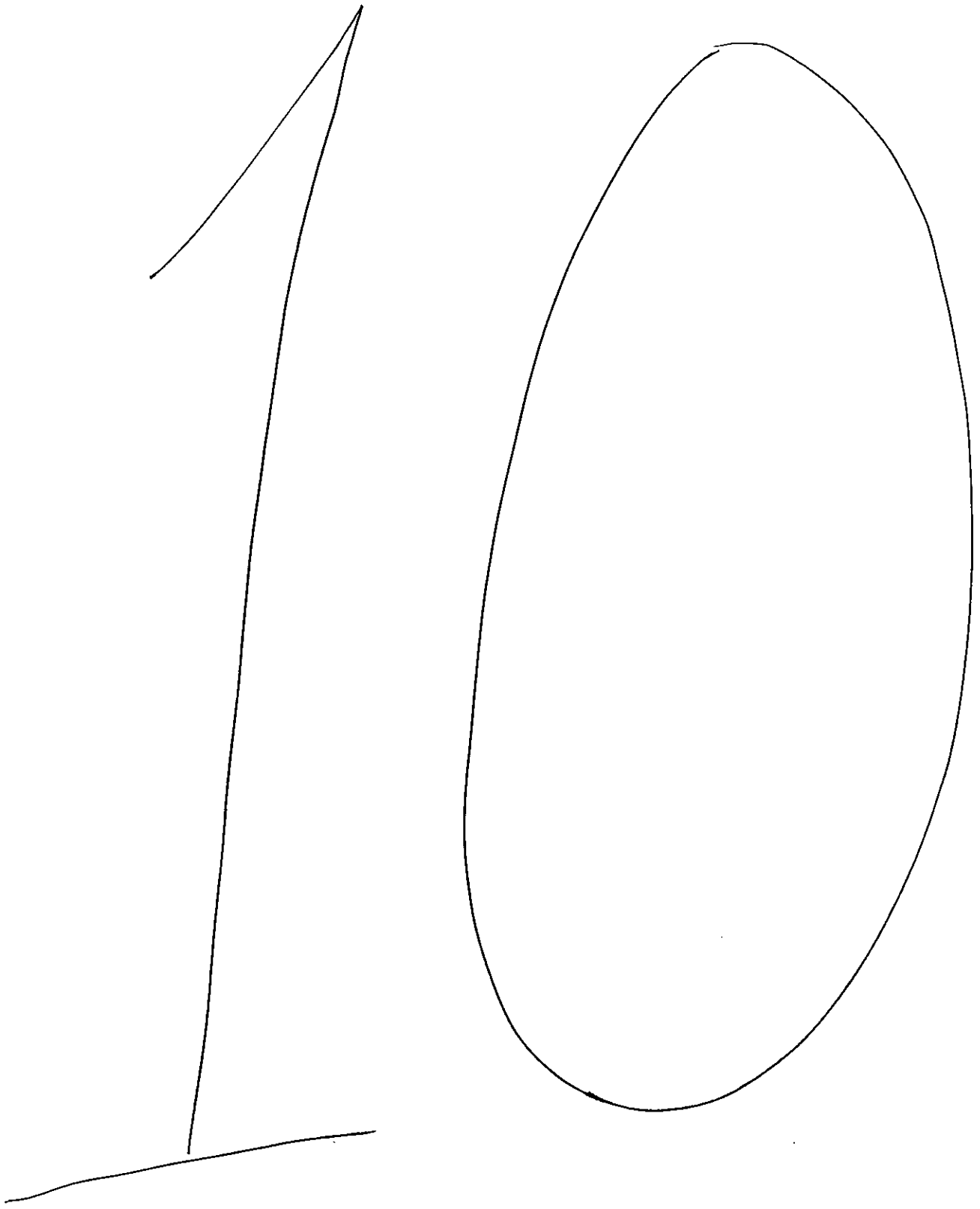
- The bidding climate has continued to become worse since this project was originally bid. As stated previously, the bidding outlook at the time when this project's budget was developed was ideal.
- To allow for summer construction, many college/university and K-12 projects have been recently bid, are currently in bidding or will be in bidding soon. Because of this, it is possible that contractor interest in the HHH renovation project (a limited-scope HVAC renovation project with strict schedule requirements) may decline.
- The cost of materials typical to HVAC infrastructure projects (steel, copper, etc) has increased since when the project's scope of work and budget was set.
- Rebidding the project will compress the project's construction phase, forcing FSU to pre-purchase major equipment. A pre-purchase would create the potential for coordination issues between the successful bidder and the equipment manufacturer. This could result in change orders. If the equipment is furnished by the HVAC contractor as originally specified, this potential is eliminated.

Please contact me with any questions you may have.

Very truly yours,
TOWER ENGINEERING



James N. Kosinski, P.E.
Principal



North Central
Advanced Technical Center Advisory Board Charter
Draft Version 4/5/2011



I. Name:

The advisory board will be called the North Central Advanced Technical Center Advisory Board as authorized by West Virginia Code 18B-3C-14.

II. Definitions:

For the purposes of this charter, the following words have the meanings specified unless the context clearly indicates a different meaning:

"Council" means the West Virginia Council for Community and Technical College Education.

"Board" means the North Central Advanced Technical Center Advisory Board.

"Center" means the North Central Advanced Technical Center.

III. Purpose

The Board is created to provide advice, assistance, and programmatic oversight to the President of Pierpont Community and Technical College, the director of the Center, and others involved in its operation in areas relevant to program delivery and general operation of the center. In order to be successful, the center must act assertively to develop collaborative partnerships with employers, community and technical colleges in its service region, and local economic development entities. It is the responsibility of the Board to promote this vital participation.

The Board's primary focus is to guide the Advanced Technical Center to completion of the following goals:

- Addressing skill sets needed for emerging and high technology businesses and industries which are of vital importance to expanding the economy of the state.

- Training and retraining personnel for West Virginia's new and existing business and industries.

- Providing instruction in strategic technical program areas that advances the economic development initiatives of the state and regions within the state by

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providing access to a skilled work force for companies expanding or locating in West Virginia.

-- Providing a setting for collaboration in the delivery of technical programs among community and technical colleges, secondary career-technical education and baccalaureate institutions.

-- Invigorating teaching by providing models for program delivery that can be shared and replicated at all state community and technical colleges.

-- Developing student interest in pursuing technical occupations through exposure to advanced technologies.

IV. Membership

Composition:

-- The Pierpont Community and Technical College Board of Governors is designated as the North Central Advanced Technical Center Advisory Board for the Center.

Ex officio Members:

-- The Chancellor of the Community and Technical College System or his designee

-- The Director of the Advanced Technology Center.

V. Organizational Structure

The Board will have a chair, vice chair, and recording secretary who are elected for one-year terms by the membership.

Chair

One of the members shall be elected to serve as chairperson at the annual meeting in June, except for the fiscal year beginning on the first day of July, two thousand eleven, when the chairperson and other officers shall be elected in April, two thousand eleven, and their terms shall expire on the thirtieth day of June, two

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thousand twelve. A member may not serve as chairperson for more than two consecutive terms.

VI. Meetings

The Board shall hold at least one regular meeting during each quarter of the fiscal year including an annual meeting in June for the purpose of electing a chairperson and other officers as the board considers appropriate.

Additional meetings may be held at the request of the chairperson, center director, or upon written request of five or more members of the advisory board.