

Schedule

Meeting of the Pierpont Community & Technical College Board of Governors

April 27, 2010

Falcon Center Board Room
Fairmont, WV

1:00 P.M.	Finance Committee Members: Kyle Hamilton (<i>Chair</i>) John P. Jones Linda Aman Dixie Copley James E. Griffin	Falcon Center Board Room Staff Resource: Dale Bradley
1:00 P.M.	Off Campus Facilities Committee Members: Leslie Lovett (<i>Chair</i>) Linda Aman Jeff Tucker Beverly Jones	Conference Room 3 Staff Resource: Rich McCormick Lyla Grandstaff Jeani Hawkins
1:00 P.M.	Marketing Committee Members: Dixie Copley (<i>Chair</i>) Earl McConnell Ryan Houser	Conference Room 2 Staff Resource: Jennifer Weist Sarah Hensley
* 2:00 P.M.	Full Board Meeting	Falcon Center Board Room

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

Pierpont Community & Technical College Board of Governors
Meeting of April 27, 2010

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*March 16, 2010 and April 16, 2010*)

Tab 1 – Action Item

Operation Reports

1. Faculty Assembly Report (*Tom Stose*)
2. Classified Staff Report (*Mary Jo Rutherford*)
3. Student Government Report (*Emily Miller*)
4. Foundation Report (*Bun Perkinson*)
5. Alumni Association Report (*Devanna Corley*)
6. Athletic Association Report (*Rusty Elliott*)
7. President's Report (*Blair Montgomery*)

Committee of the Whole

1. Financial Report (*Dale Bradley*)
2. Tuition and Fees for AY 2010-2011 (*Dale Bradley*)
3. Board Update on Fire Suppression Systems at NAEC (*Tom Stose*)
4. Off Campus Programs Coordinator Report (*Lyla Grandstaff*)
5. Program Review: Liberal Studies (*Jennifer Weist*)
6. Board of Governors Training Requirement (*Jennifer Weist*)
7. Bookstore Textbook Affordability Committee Progress (*Rick Porto*)
8. 2010 Capital Projects (*James Decker*)
9. Energy Savings Measures in Progress for Parking Garage (*James Decker*)

Tab 2 - Informational

Tab 3 - Informational

Tab 4 – Action Item

Tab 5 - Informational

Tab 6 - Informational

Tab 7– Informational

Tab 8- Informational

Committee Reports

1. Off Campus Operations Committee (*Leslie Lovett*)
2. Finance Committee (*Kyle Hamilton*)
3. Marketing Committee (*Dixie Copley*)

New Business

Old Business

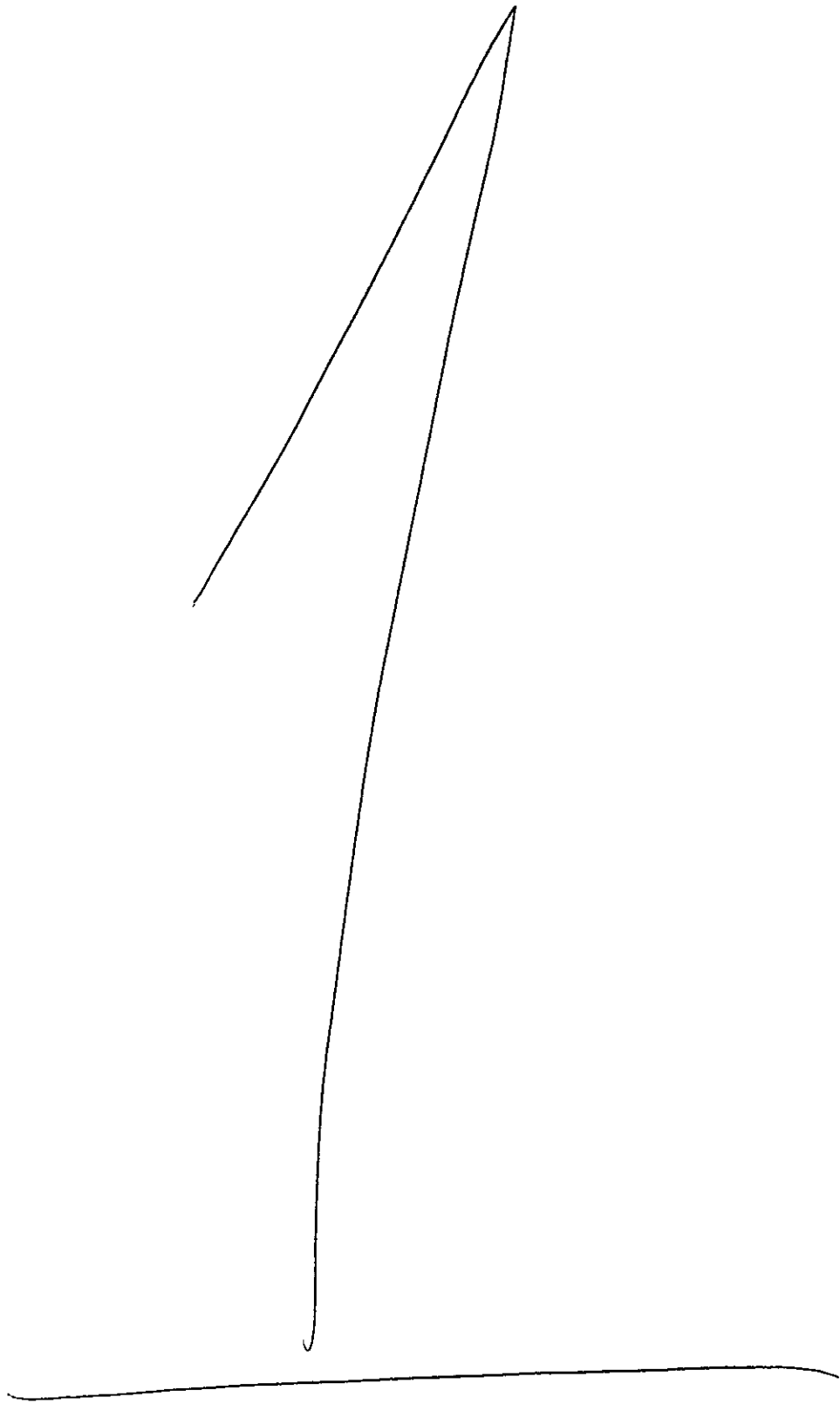
Public Comment

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 date is Tuesday, May 18, 2010 at the Falcon Center Board Room.



Pierpont Community & Technical College
BOARD OF GOVERNORS
MINUTES
March 16, 2010

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 16, 2010 beginning at 2:00 p.m. in Falcon Center Board Room. Present at the meeting were Board Members: Beverly Jones, James Griffin, Dixie Copley, Kyle Hamilton, Ryan Houser, Earl McConnell, Jeff Tucker, Rick Pruitte, and Linda Aman by phone. Absent were Leslie Lovett and Eugene Weaver.

Chair James Griffin called the meeting to order.

Approval of Minutes

Dixie Copley moved that the minutes of the December 15, 2009 meeting be approved. Motion carried.

Constituent Reports

No report from Faculty Assembly Report.
Mary Jo Rutherford presented the Classified Staff Report.
No report from the Student Government.
Bun Perkinson presented the Foundation Report.
No report from the Alumni Association.
Rusty Elliott presented the Athletic Association Report.

President's Report

President Blair Montgomery reported on the West Virginia Higher Education Policy Commission and Community and Technical College System 2009 Report Card and how we compare on scores to peer institutions. Pierpont Community & Technical College is currently working to prepare an Annual Report. The West Virginia Council for Community & Technical Colleges has agreed not to permit increases in tuition and fees for the upcoming fiscal year. Enrollment for Pierpont Community & Technical College has increased for the spring semester. Full Time Equivalency (FTE) is up 8.6% and Headcount is up 2%. President Montgomery reported that he attended the Rural Community College Alliance Meeting in Washington, D.C. President Montgomery spoke to members of Congress and had meetings with the Department of Education in regard to grant writing and they spoke very highly of our Gear Up Program.

Finance Report

Dale Bradley delivered the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for January and February, 2010.

Fund Manager Spending Request

Dale Bradley reported on the resolution of Pierpont Community & Technical College Board of Governors that up to \$110,000 of the FY 2009 ending total Fund Manager's cash reserves of approximately \$492,158 is approved for spending in the FY 2010 budget. Kyle Hamilton made the motion to the board to approve the spending the \$110,000 of the FY 2009 Fund Managers reserve. Dixie Copley seconded the motion. Motion carried.

FY 2009 Finance Audit

Dale Bradley presented to the audit committee for 2009 audit. This was a joint audit with Fairmont State University. Kyle Hamilton moved to accept the Audit Report. Earl McConnell seconded the motion. Motion carried.

Program Reviews

Rich McCormick presented the Program Review for Veterinary Technology and recommended that the Board approve continuance for the program at current activity level. Dixie Copley moved to approve the continuation of the program at the current level of activity. Kyle Hamilton seconded the motion. Motion carried.

Board Update on Fire Suppression Systems at NAEC

Chair Griffin announced that Thomas Stose, Director of the NAEC, was unavailable and that the report would be delivered at the April meeting.

Off Campus Programs Coordinator Report

Rich McCormick reported that enrollment is up in both the North and South regions. A more complete report will be made at the April meeting.

Bookstore Textbook Affordability Committee Progress

Rick Porto reported that Series 51, a state level policy for both the Higher Education Policy Commission and the Community College Council for Community and Technical Education, was in the process of revision at the State Level. The review was necessary to ensure that all public institutions in West Virginia revise their policies and practices to be compliant with the new requirements under the Higher Educational Equal Opportunities Act. The members of the Textbook Accountability and Bookstore advisory committees have been following the state level process and have begun working on a revised policy to present to the Board of Governors.

Legislative Audit Update

Rick Porto reported on the Audit findings. The findings have been identified and corrected.

Capital Projects Update

Rick Porto presented the Capital Projects updates and completions. The entrance signs have been completed. Landscaping is being completed. The Folk Life Center is continuing to be worked on. Locust Avenue widening project will begin this summer. Hunt Haught Hall is still being worked on.

Off Campus Operation Committee

Rich McCormick reported on the needs and assessments of the Braxton County facility to start Health Career programs; Byrd Center and the Fire Suppression System; Monongalia County assessment on a new facility and start up of new programs to establish new growth in that area.

Finance Committee

Kyle Hamilton briefed the Board regarding the process related to the Separation of Assets and Liabilities.

Marketing Committee

No report.

Old Business

Chair James Griffin gave an update on the Presidential Search Process. He stated that more than 70 candidates have been reviewed by the committee and that they have worked to narrow the pool to the semi-finalist. He thanked to the committee for their hard work and dedication to the process and stated that he felt the search was going very well. Members Earl McConnell and Dixie Copley both remarked at how impressed they were with the overall caliber of the candidates.

Executive Session

Dixie Copley moved pursuant 6-9A-4-2b of the WV Code that the Board go into Executive Session to discuss personnel and personal matters, which if discussed in public might adversely affect the reputation of any person. Kyle Hamilton seconded. Motion carried.

At the end of the executive session Dixie Copley moved that his Board adjourn executive session and reconvene in open session. Beverly Jones seconded. Motion carried.

No action was taken by the Board.

Adjournment

There being no further business, the meeting was adjourned at 3:40 p.m.

**Pierpont Community & Technical College
BOARD OF GOVERNORS
MINUTES**

**Emergency Meeting
April 16, 2010**

The urgency of the meeting is to allow the Pierpont Community & Technical College Board of Governors to hear the report of the Presidential Search Committee and take action regarding the selection of the next President.

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on Friday, April 16, 2010 beginning at 2:00 p.m. in the Falcon Center Board Room. Present at the meeting were: Linda Aman (by phone), Dixie Copley, James Griffin, Kyle Hamilton, Ryan Houser, Beverly Jones, Leslie Lovett, Earl McConnell, Rick Pruitte, Sharon Shaffer, Jeff Tucker and Eugene Weaver.

Chairman Griffin called the emergency meeting to order. He explained that the Board had one item of business for the day – to receive recommendations from the Presidential Search Committee.

Executive Session

Rick Pruitte 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. Earl McConnell seconded and the motion carried.

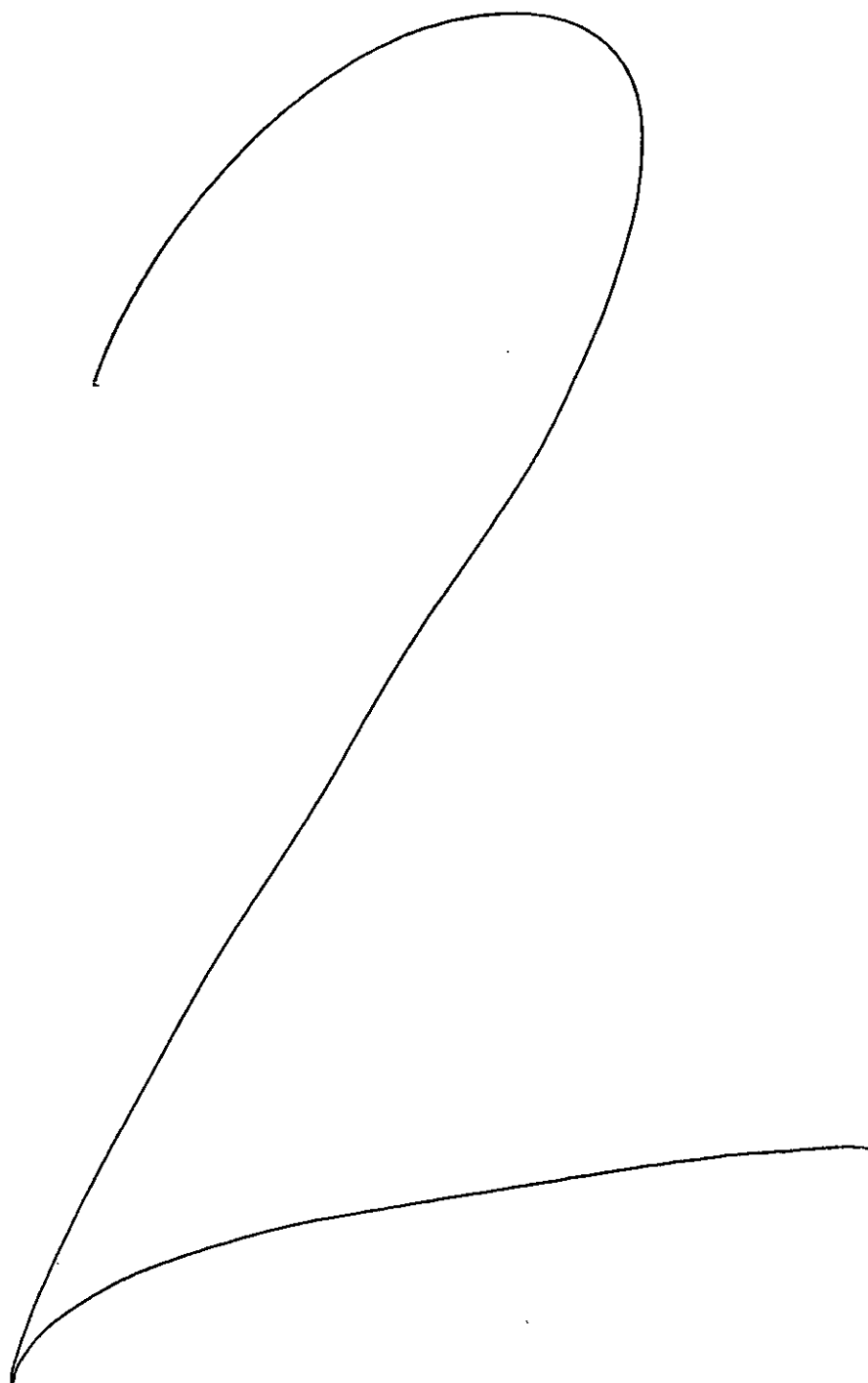
Rick Pruitte moved that the Board come out of Executive Session. Dixie Copley seconded and the motion carried.

Presidential Nomination

Kyle Hamilton moved that the Pierpont Community & Technical College Board of Governors extend an offer to Dr. Doreen M. Larson to be the next President pending the approval of the West Virginia Council for Community and Technical College Education and authorize Chairman Griffin to negotiate final terms of a contract. Earl McConnell seconded and the motion carried.

Adjournment

Dixie Copley moved that the meeting be adjourned. Rick Pruitte seconded and the motion carried.



**Board of Governors
Financial Report FY 2010
Pierpont Community & Technical College
Unrestricted Funds
as of March 15, 2010**

The projected effect on net assets at June 30, 2010 as of March 15, 2010 is a decrease of (\$9,019.96). This represents a slight improvement in the budget balance from the February 24th budget report. The improvement is primarily due to the recognition of Year-To-Date "Personnel Budget Savings" of \$6,051. As of this report date, the institution is approximately 73% through the FY 2010 Fiscal Year. The institution has realized approximately 97% of projected tuition and fees revenues, 94% of the projected faculty services revenue and 92% of overall projected revenue budget while approximately 63% of operating expenses have been incurred. The primary budget changes that impacted the budget from the February 24th report are as follows:

- **Operating and Non-operating Revenues:**
 - No budget changes
- **Expenditure Budget:**
 - In the President's Controlled Funds there was a transfer of \$1,870 from Supplies and Other Services to Salaries and Fringes.
 - In the Fund Manager Controlled Funds there was a transfer of \$1,633.60 from Supplies and Other Services to Salaries and Fringes.
 - Changes implemented by the University resulted in a \$200.39 decrease in budgeted chargeback expenses.
- **Non-Operating Revenues**
 - No budget changes

Of the projected effect on net assets of (\$9,019.96) as of June 30, 2010; President's Controlled Fund(s) are projected to have a budget deficit of (\$8,861.34), Fund Manager's Controlled Fund(s) are projected to have a budget deficit of (\$6,209.62) and "Personnel Budget Savings" is projected at \$6,051. The Actual Year-To-Date Budget Balance is \$2,857,670.02.

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

Current Year	2010	Prior Year	2009	Period	March	Current Unrestricted			
							LEVEL 2		
							Budgeted	Actual	Actual To
							Current Year	Current Year	Budgeted
							Current Year		
OPERATING REVENUES									
	Tuition and Fees					7,255,868.50	7,068,856.40	97.42	
	Faculty Services Revenue					1,502,589.00	1,416,897.00	94.30	
	Auxiliary Enterprise Revenue					0.00	0.00		
	Operating Costs Revenue					235,786.56	93,636.48	39.71	
	Support Services Revenue					358,599.64	192,489.73	53.68	
	Other Operating Revenue					371,155.00	175,143.98	47.19	
	Subtotal:					9,723,998.70	8,947,023.59	92.01	
OPERATING EXPENSES									
	Salaries					5,604,486.00	3,482,732.60	62.14	
	Benefits					1,208,169.01	709,533.94	58.73	
	Student financial aid-scholarships					459,748.00	424,478.83	92.33	
	Utilities					0.00	974.88		
	Supplies and Other Services					1,643,507.74	918,796.64	55.90	
	Equipment Expense					149,823.55	100,098.61	66.81	
	Loan cancellations and write-off					0.00	0.00		
	Fees retained by the Commission					96,143.00	69,199.50	71.98	
	Assessment for Faculty Services					1,268,259.00	1,215,045.00	95.80	
	Assessment for Support Services					3,733,913.75	1,989,702.34	53.29	
	Assessment for Tuition, Aux, & Capital Costs					1,365,913.00	1,201,833.00	87.99	
	Assessment for Operating Costs					2,640,115.91	1,361,601.42	51.57	
	Subtotal:					18,170,078.96	11,473,996.76	63.15	
NONOPERATING REVENUES (EXPENSES)									
	State Appropriations					7,769,519.00	5,414,172.00	69.68	
	State Appro. Federal ARRA Stimulus Backfill					558,876.00	0.00		
	Gifts					1,000.00	0.00	0.00	
	Investment Income					97,194.00	5.14	0.01	
	Other nonoper rev - OPEB Liability					0.00	0.00		
	Reappropriated State Funding					375,000.00	0.00		
	Subtotal:					8,801,589.00	5,414,177.14	61.51	
EXCLUDE OPERATING ACCOUNT									
	Exclude - Assets					(375,000.00)	(32,268.29)	8.60	
	Exclude - Indirect Cost Recoveries					4,420.30	2,734.34	61.86	
	Exclude - Transfers - Other					0.00	0.00		
	Subtotal:					(370,579.70)	(29,533.95)	7.97	
OPERATING INCOME/LOSS						(8,446,080.26)	(2,526,973.17)	29.92	
BUDGET BALANCE						(15,070.96)	2,857,670.02	-18961.43	
PERSONNEL BUDGET SAVINGS						6,051.00			
PROJECTED EFFECT ON NET ASSETS AT JUNE 30						(9,019.96)			
NET ASSETS - Beginning of Year						3,458,755.00			
PROJECTED NET ASSETS - End of Year						3,449,735.04			

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

Current Year	2010	Prior Year	2009	Period	March	Current Unrestricted	Pierpont C and TC - President		Actual To
								Budgeted	Actual
								Current Year	Current Year
									Budgeted
									Current Year
OPERATING REVENUES	Tuition and Fees					6,527,262.00		6,419,923.46	98.36
	Faculty Services Revenue					1,502,589.00		1,416,897.00	94.30
	Auxiliary Enterprise Revenue					0.00		0.00	
	Operating Costs Revenue					235,786.56		93,636.48	39.71
	Support Services Revenue					358,599.64		192,489.73	53.68
	Other Operating Revenue					252,083.00		85,184.68	33.79
	Subtotal:					8,876,320.20		8,208,131.35	92.47
OPERATING EXPENSES	Salaries					5,396,855.00		3,343,530.30	61.95
	Benefits					1,172,313.00		687,559.08	58.65
	Student financial aid-scholarships					459,748.00		424,478.83	92.33
	Utilities					0.00		974.88	
	Supplies and Other Services					1,107,700.85		672,620.84	60.72
	Equipment Expense					69,741.63		46,378.77	66.50
	Loan cancellations and write-off					0.00		0.00	
	Fees retained by the Commission					96,143.00		69,199.50	71.98
	Assessment for Faculty Services					1,268,259.00		1,215,045.00	95.80
	Assessment for Support Services					3,733,913.75		1,989,702.34	53.29
	Assessment for Tuition, Aux. & Capital Costs					1,365,913.00		1,201,833.00	87.99
	Assessment for Operating Costs					2,640,115.91		1,361,601.42	51.57
	Subtotal:					17,310,703.14		11,012,923.96	63.62
NONOPERATING REVENUES (EXPENSES)	State Appropriations					7,769,519.00		5,414,172.00	69.68
	State Appro. Federal ARRA Stimulus Backfill					558,876.00		0.00	0.00
	Gifts					0.00		0.00	0.00
	Investment Income					97,194.00		5.14	0.01
	Other nonoper rev - OPEB Liability					0.00		0.00	
	Reappropriated State Funding					375,000.00		0.00	
	Subtotal:					8,800,589.00		5,414,177.14	61.52
EXCLUDE OPERATING ACCOUNT	Exclude - Assets					(375,000.00)		(32,268.29)	8.60
	Exclude - Transfers - Other					(67.40)		(67.40)	100.00
	Subtotal:					(375,067.40)		(32,335.69)	8.62
OPERATING INCOME/LOSS						(8,434,382.94)		(2,804,792.61)	33.25
BUDGET BALANCE						(8,861.34)		2,577,048.84	-29081.93
PERSONNEL BUDGET SAVINGS						0.00			
PROJECTED EFFECT ON NET ASSETS AT JUNE 30						(8,861.34)			
NET ASSETS - Beginning of Year						2,983,205.00			
PROJECTED NET ASSETS - End of Year						2,974,343.66			

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

Current Year 2010 Prior Year 2009 Period March Current Unrestricted
Pierpont C and TC Fund Managers

		Budgeted Current Year	Actual Current Year	Actual To Budgeted Current Year
OPERATING REVENUES	Tuition and Fees	728,606.50	648,932.94	89.06
	Federal Grants and Contracts	0.00	0.00	0.00
	State/Local Grants and Contracts	0.00	0.00	0.00
	Other Operating Revenue	119,072.00	89,959.30	75.55
	Subtotal:	847,678.50	738,892.24	87.17
OPERATING EXPENSES	Salaries	207,631.00	139,202.30	67.04
	Benefits	35,856.01	21,974.86	61.29
	Supplies and Other Services	535,806.89	246,175.80	45.94
	Equipment Expense	80,081.92	53,719.84	67.08
	Loan cancellations and write-off	0.00	0.00	
	Subtotal:	859,375.82	461,072.80	53.65
NONOPERATING REVENUES (EXPENSES)	Gifts	1,000.00	0.00	0.00
	Other nonoper rev - OPEB Liability	0.00	0.00	
	Subtotal:	1,000.00	0.00	0.00
EXCLUDE OPERATING ACCOUNT	Exclude - Assets	0.00	0.00	0.00
	Exclude - Indirect Cost Recoveries	4,420.30	2,734.34	61.86
	Exclude - Transfers - Other	67.40	67.40	100.00
	Subtotal:	4,487.70	2,801.74	62.43
OPERATING INCOME/LOSS		(11,697.32)	277,819.44	-2375.07
BUDGET BALANCE		(6,209.62)	280,621.18	-4519.14
PERSONNEL BUDGET SAVINGS		0.00		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(6,209.62)		
NET ASSETS - Beginning of Year		475,550.00		
PROJECTED NET ASSETS - End of Year		469,340.38		

**Board of Governors
Financial Report
Pierpont Community and Technical College
Restricted Fund
For the period as of March 15, 2010**

Operating Revenues:

Federal and State Revenues increased	\$182,672.00
Future Leaders Workforce Dev new award	\$1,672.00
Powerplant 2010 new award	\$181,000.00

Non-Operating Revenues

Operating Expenditures:

Overall Federal and State Expenditures increased	\$183,774.94
Future Leaders Workforce Dev new award	1,672.00
Allied Health reduce budget to equal award amount	(891.50)
Oil and Gas increase budget to match expense	1,994.44
Powerplant 2010 new award	181,000.00

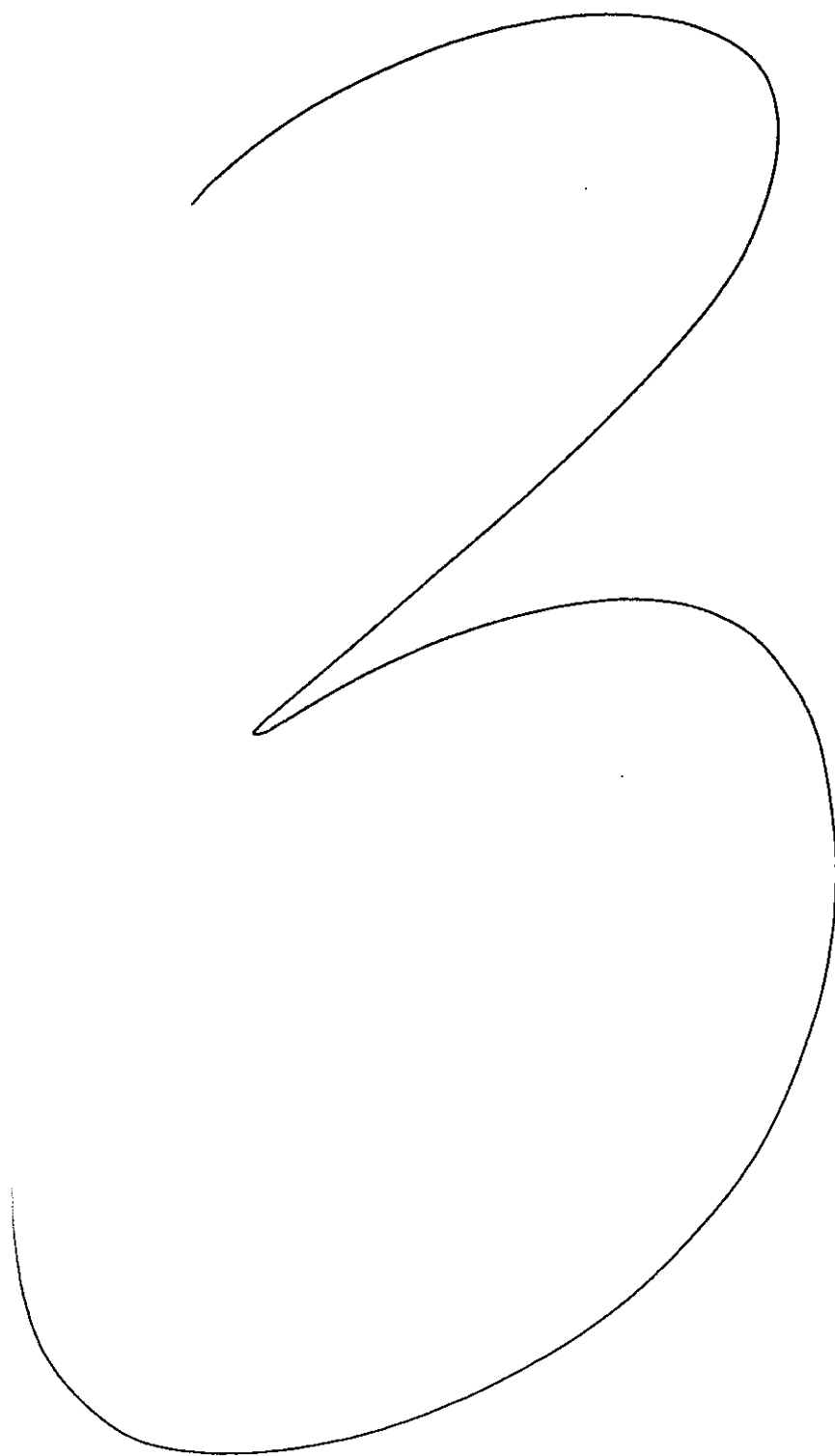
The budget balance of \$-1,592,355.33 is covered by the restricted fund cash balance of \$1,756,103.28 on June 30, 2009.

Net Change	(1,102.94)
Allied Health	(891.50)
Oil and Gas	1,994.44

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

Current Year 2010 Prior Year 2009 Mar Current Restricted
LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year
OPERATING REVENUES	Tuition and Fees	157,402.03	79,490.64	50.50%
	Federal Grants and Contracts	10,831,469.74	10,238,628.52	94.53%
	State/Local Grants and Contracts	2,553,206.51	2,000,335.41	78.35%
	Private Grants and Contracts	899,587.00	566,574.62	62.98%
	Other Operating Revenues	79,500.00	68,129.02	85.70%
Sub Total		14,521,165.28	12,953,158.21	89.20%
OPERATING EXPENSES	Salaries	1,009,114.27	459,470.80	45.53%
	Benefits	139,665.71	82,038.59	58.74%
	Student Financial Aid-Scholarships	19,121,375.00	18,003,952.44	94.16%
	Utilities	500.00	33.39	6.68%
	Supplies and Other Services	1,230,799.85	271,988.07	22.10%
	Equipment Expense	131,340.45	54,856.43	41.77%
Sub Total		21,632,795.28	18,872,339.72	87.24%
NONOPERATING REVENUES (EXPENSES)	Federal Pell Grant Revenues	5,569,526.38	5,508,685.38	98.91%
Sub Total:		5,569,526.38	5,508,685.38	98.91%
EXCLUDE OPERATING	Exclude - Assets	-112,898.80	-71,799.96	63.60%
	Exclude - Transfers for Fin Aid Match	67,067.40	39,113.00	58.32%
	Exclude - Indirect Cost Recoveries	-4,420.31	-2,734.34	61.86%
	Exclude - Transfers - Other	0	0	0.00%
Sub Total:		-50,251.71	-35,421.30	70.49%
OPERATING INCOME/LOSS		-7,111,630.00	-5,919,181.51	83.23%
BUDGET BALANCE		-1,592,355.33	-445,917.43	28.00%
NET ASSETS - Beginning of Year		1,756,103.28		
PROJECTED NET ASSETS - End of Year		163,747.95		



**Pierpont Community & Technical College Board of Governors
Meeting of April 27, 2010**

ITEM: Tuition and Fees for the Academic Year
2010-2011

COMMITTEE: Committee of the Whole

STAFF MEMBER: Dale Bradley

INFORMATION ITEM

ATTACHMENTS: Fee Planning Schedules with fees for
Academic Year 2010-2011.

BACKGROUND:

- **Education and General Tuition Fee.** Based on the WV Council for Community & Technical College Education's March 31, 2011 Board Action in response to the Governor's request that there be no tuition and fee increase in which the Council stated they would not approve any increases to Education and General Tuition and Fees, no tuition or fee increases were recommended for Board of Governor's approval. However, there were some fee changes as follows that need to be reported:
 - Based on the "Separation of Assets and Liabilities Agreement" on pages 7 and 8 within the section on Auxiliary Enterprises, Item 6 states that "Auxiliary fees that are assessed differently to FSU and PCTC students will be adjusted to make the Falcon Center Operating Fee and the Infrastructure Fee the same amount effective July 1, 2010. To make up for this addition of fee to these two areas the athletic fee will be reduced by the equivalent values."
 - Per Semester Athletic Fee for FSU is \$141; for PCTC \$111. It will be reduced by \$30 to \$81.
 - Per Semester Falcon Center Operating Fee for FSU is \$113; for PCTC \$103. It will be increased by \$10 to \$113.
 - Per Semester Infrastructure Fee for FSU is \$85; for PCTC \$65. It will be increased by \$20 to \$85.
 - Per Semester FSU total for the above fees is \$339; for PCTC \$279.
 - These changes result in no additional costs to PCTC students.

- **Residence Halls, meal plans, and apartment rate fees.** Fairmont State University Board of Governors in their April 15, 2010 Meeting approved increases ranging from 2.97% to 3.02% for room & board and meal plans for AY 2010 - 2011. The specific increases are identified in the attached “Fee Planning Schedule – Per Semester for AY 2010-11” within the section on “Room & Board Charges” and “Apartment and House Rental Rates”.

This item is being reported as an informational item only 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 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.”

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

Fee Planning Schedule- Per Semester

Academic Year 2010-11

Institution: Pierpont Community and Technical College

STUDENT INSTITUTIONAL LEVEL: Community College
 (Community College, Undergraduate, Graduate, Health Professions)

I. Regular Fees Charged to All Students	Resident 2009-10	Resident 2010-11	Increase Decrease	Non-Resident 2009-10	Non-Resident 2010-11	Increase Decrease	Metro 2009-10	Metro 2010-11	Increase (Decrease)
a. Tuition and Required Education and General	1,122	1,122	0	2,933	2,933	0	0	0	0
b. Required Educational and General Capital Fees									
i. System E&G Capital Fees	205	205	0	800	800	0	0	0	0
ii. Special Institutional E&G Capital Fees	85	85	0	185	185	0	0	0	0
c. Auxiliary and Auxiliary Capital Fees									
i. Standard Auxiliary Fees (includes Athletic & Falcon Center)	194	194	0	194	194	0	0	0	0
ii. Mandatory Auxiliary Fees	0	0	0	0	0	0	0	0	0
iii. Auxiliary Capital Fees	110	110	0	110	110	0	0	0	0
d. Special Equity Fee	0	0	0	0	0	0	0	0	0
Total Student Fee Request 2010-11	1,716	1,716	0	4,222	4,222	0	0	0	0
<i>Percentage of Increase requested over 2009-10</i>			0.00%			0.00%			
<i>No fee increase to occur in 2011 Academic Year - WV Council for Community & Technical College Education - March 31, 2010 Board Action</i>									
<i>Athletics \$ 11.00 to \$81.00 (\$30 Reduction), Falcon Center \$103.00 to \$113.00 (\$10 Increase), Resident Infrastructure \$65.00 to \$85.00 (\$20 Increase)</i>									

Fee Planning Schedule-- Per Semester
Academic Year 2010-11

Institution: Pierpont Community and Technical College

II. SPECIAL FEES AND CHARGES	Current Rate Per Semester 2009-10	Requested Rate Per Semester 2010-11	Increase/Decrease
Application Fee - Graduate	20.00	20.00	0.00
Aviation Technology Fee (Per Credit Hour)	35.00	35.00	0.00
Credential Fee - Placement	3.00	3.00	0.00
Credit for Life Experience Evaluation	300.00	300.00	0.00
Credit Conversion Fee	22.00	22.00	0.00
Course Fee (Per Credit Hour) (previously known as Technology Fee)	4.00	4.00	0.00
Culinary Arts Professional Tool Kit	260.00	260.00	0.00
Culinary Arts membership (per year)	75.00	75.00	0.00
Diploma Replacement	50.00	50.00	0.00
Dual Enrollment Fee (per credit hour)	60.00	60.00	0.00
E-Rate Community College (per 3 hour course)	720.00	720.00	0.00
E-Learning Course Fee (per 3 hour course) (FS Students)	75.00	75.00	0.00
Exam for Course Credit (per credit hour)	22.00	22.00	0.00
Excess course withdrawal fee (per course assessed after 8 courses have been dropped)	50.00	50.00	0.00
Faculty and Staff Parking Fee - Full-time (will be prorated if less than full-time) Annual	180.00	180.00	0.00
Facilities Fee (Safety and Parking) (per semester will be prorated if less than full-time)	110.00	110.00	0.00
Fine Arts Course Fees (per credit hour):			
- Art - Pottery Materials Fee	15.00	15.00	0.00
- Art - Painting/Drawing Materials Fee	7.00	7.00	0.00
- Debate - Materials Fee	15.00	15.00	0.00
- Music Lessons Fee	10.00	10.00	0.00
- Theatre Materials Fee	15.00	15.00	0.00
Graduation (fee for Undergraduate Students)	50.00	50.00	0.00
Graduation Application Late Fee	15.00	15.00	0.00
ID Card Replacement Fee	50.00	50.00	0.00
Late Registration	15.00	15.00	0.00
Late Payment Fee	50.00	50.00	0.00
Occupational Develop/Tech Studies Degree Evaluation	50.00	50.00	0.00
Off-Campus Instruction (per credit hour up to 12 hours max)	150.00	150.00	0.00
New Student Fee	15.00	15.00	0.00
Priority Transcript Fee	120.00	120.00	0.00
Regents' BA Degree Evaluation	9.00	9.00	0.00
Reinstatement Fee	300.00	300.00	0.00
Respiratory Care Clinical Fee (per credit hour)	25.00	25.00	0.00
Senior Citizens Audit Fee (per credit hour)	25.00	25.00	0.00
CTC Lab Fee (per credit hour)	22.00	22.00	0.00
CTC Materials Fee (per course fee) (previously charged but not herein reported)	6.00	6.00	0.00
School of Health Careers	25.00	25.00	0.00
- Med Lab Tech Fee (per credit hour) (previously charged but not herein reported)	13.00	13.00	0.00
- Phlebotomy Lab Fee (per course fee) (previously charged but not herein reported)	20.00	20.00	0.00
School of Human Services			
- Culinary Foods Lab Fee (per course fee) (previously charged but not herein reported)	120.00	120.00	0.00
- EMS Equipment Fee (per course fee) (previously charged but not herein reported)	30.00	30.00	0.00
- EMT Basic Exam Fee (per course fee) (previously charged but not herein reported)	70.00	70.00	0.00

Fee Planning Schedule- Per Semester

Academic Year 2010-11

Institution: Pierpont Community and Technical College

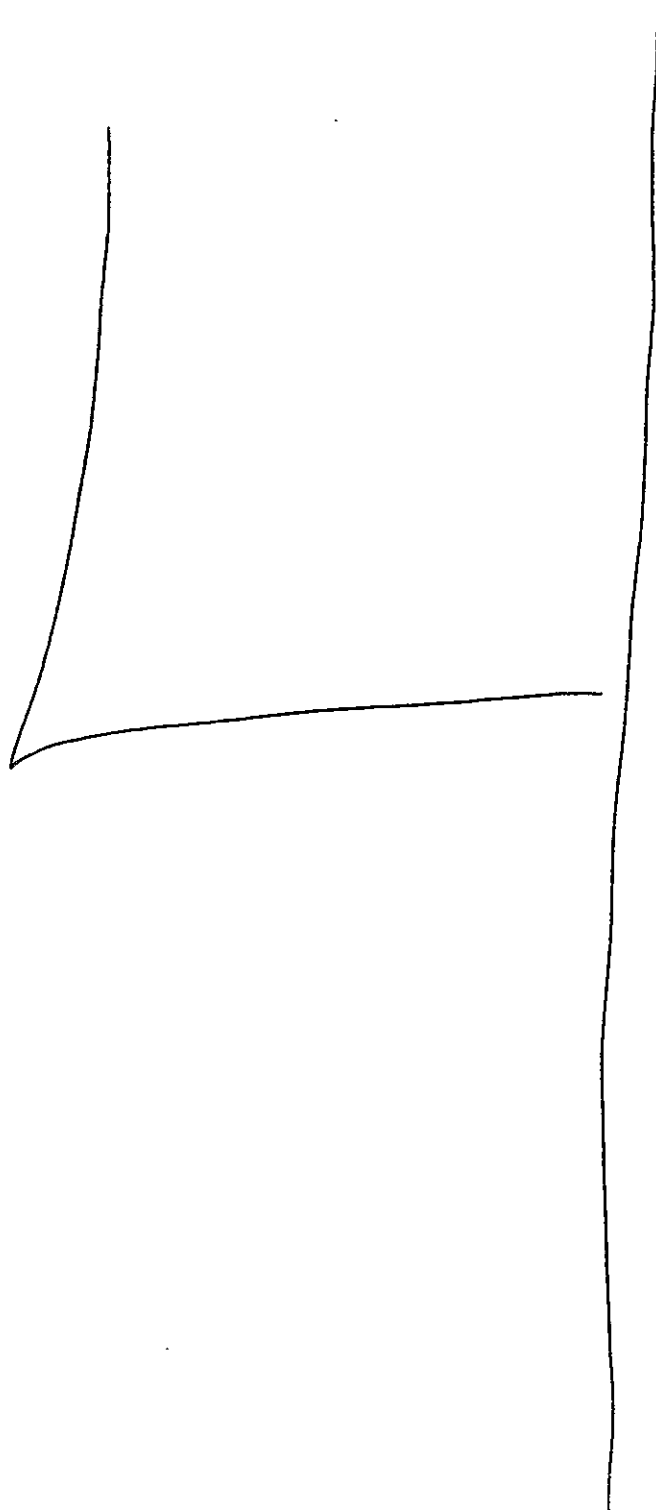
III. Room & Board Charges	Rate Per Semester 2009-10	Rate Per Semester 2010-11	Increase Decrease	Percent (%)
	Bryant Place (singles)	2,210.00	2,276.00	66.00
Bryant Place (doubles)	1,865.00	1,921.00	56.00	3.00%
Prichard (double)	1,640.00	1,689.00	49.00	2.99%
Morrow (double)	1,640.00	1,689.00	49.00	2.99%
Pence (double)	1,640.00	1,689.00	49.00	2.99%
Note: Damage Deposit Dorms \$200.00				
Board - 15 Meal Plan with 65 points (5-day)	1,502.00	1,547.00	45.00	3.00%
Board - 19 Meal Plan with 75 points (7-day)	1,645.00	1,694.00	49.00	2.98%
Board - new 15 Meal Plan with 150 points (7-day)	1,581.00	1,628.00	47.00	2.97%
Board - new 12 Meal Plan with 225 points (5-day)	1,523.00	1,569.00	46.00	3.02%

Fee Planning Schedule- Per Semester

Academic Year 2010-11

Institution: Pierpont Community and Technical College

	Rate Per Month 2009-10	Rate Per Month 2010-11	Increase Decrease	Percent (%)
IV. Apartment and House Rental Rates:				
1 Bedroom (unfurnished)	2,820.00	2,904.00	84.00	2.98%
2 Bedroom (unfurnished)	4,310.00	4,438.00	128.00	2.97%
2 Bedroom (furnished)	4,630.00	4,768.00	138.00	2.98%
3 Bedroom (furnished)	6,465.00	6,660.00	195.00	3.02%
Note: Damage Deposit Apartments \$200.00				



**Pierpont Community & Technical College Board of Governors
Meeting of April 27, 2010**

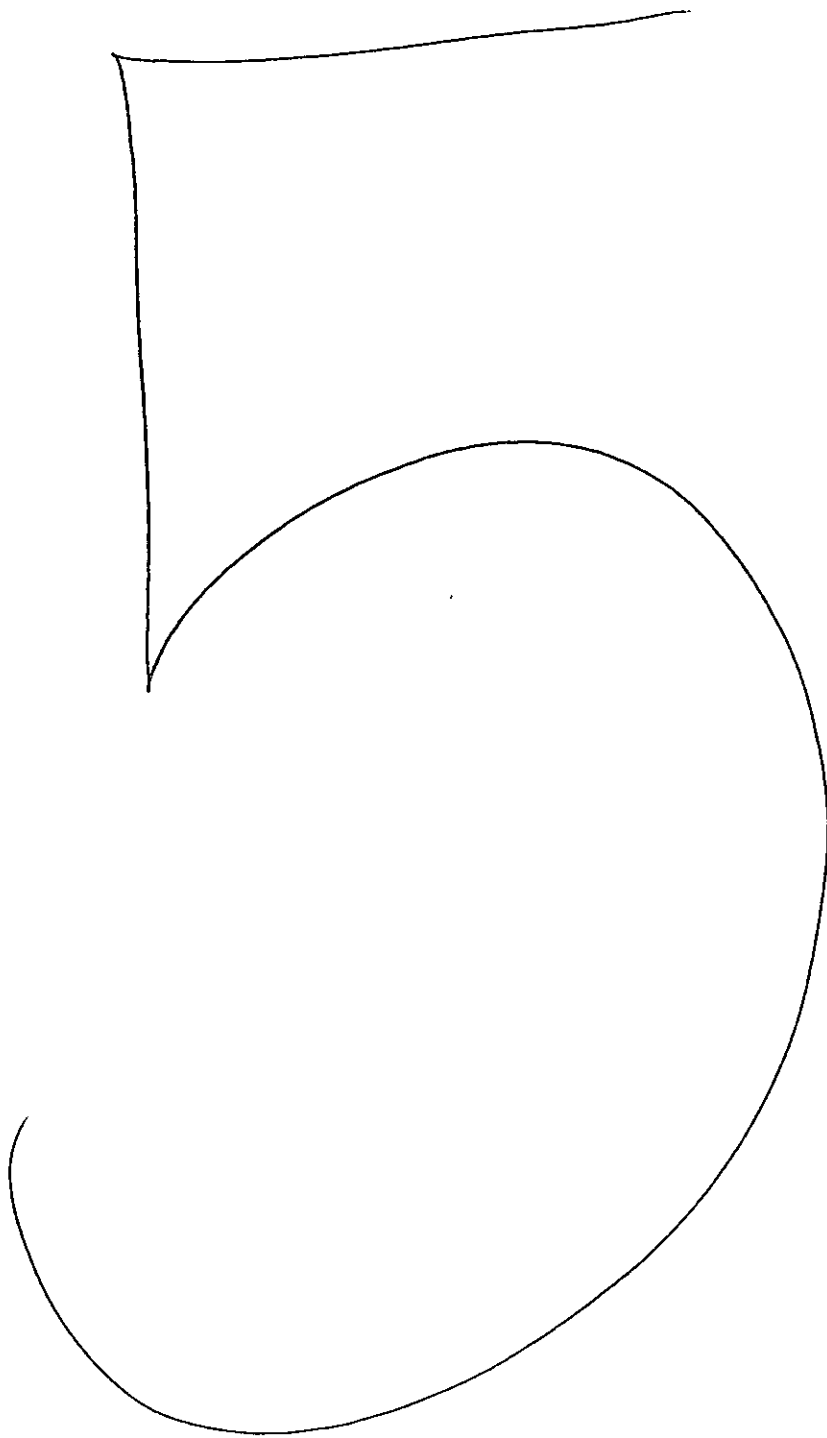
ITEM: Program Review: Liberal Studies

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community & Technical College Board of Governors approve the continuation of all three programs at the current level of activity.

STAFF MEMBER: Jennifer Weist

BACKGROUND: The Liberal Studies program has been reviewed by the advisory committee, program faculty, Dean of Academic Studies, Vice President for Administration and President. All are in agreement that the program is of quality, growth and is needed by the citizens and industry of north central West Virginia.





WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Robert L. Brown, Chair • James L. Skidmore, Chancellor

TO: Presidents
FROM: James L. Skidmore, Chancellor
DATE: October 8, 2009
SUBJECT: Board of Governors Training

A handwritten signature in black ink, appearing to read "James L. Skidmore", is written over the printed name in the "FROM:" field.

During the 2009 legislative session, the West Virginia Legislature enacted W.Va. Code § 18B-1D-9 requiring the WV Council for Community and Technical College Education to coordinate periodic training and development opportunities for members of institutional governing boards under the Council's jurisdiction. Specifically, that code section requires that:

- Within six months of beginning service on a governing board, a board member must complete at least three hours of training and development relating to their duties as a board member.
- With the exception of the student members of a governing board, each board member must complete at least six hours of training and development within every two years of service.
- The training and development is to address the following topics:
 - State goals, objectives and priorities for higher education,
 - The accountability system for higher education set forth in W.Va. Code §18B-1D-1 et seq.,
 - The general powers and duties of governing board members, and
 - Ethical considerations arising from board membership.
- By July 31 of each year, the chair is to certify to the Council the number of hours of training and development each board member received during the preceding fiscal year.
- If the certification indicates that a board member did not complete the required training and development, then the Council is to certify to the Governor and Secretary of State (for lay citizen members) that the member is disqualified from continued service as a board member and that the Governor must appoint a replacement. If a classified employee or faculty representative on a governing board does not meet the training and development requirement, then the institutional body that elected them shall be notified of their disqualification and asked to select a replacement.
- The three hours of training in the first six months of service provision is to be interpreted as applying only to those governing board members beginning service on or after July 1, 2009.

A very faint, handwritten signature in light blue or grey ink, appearing to read "James L. Skidmore", is written across the bottom of the page, overlapping the footer text.

- The six hours of training every two years of service provision is to be interpreted as beginning on July 1, 2009 for those members already in office on July 1, 2009 or as beginning with the start of service date if appointed after July 1, 2009.

The Council will provide Board of Governors training in May 2010. However, if a board wishes to provide training in specific areas, an institution may conduct its own training or use a third party to conduct it. If you do wish to offer training, please complete Form B for prior approval from the Chancellor's Office if it is to be counted toward the required hours. It is our intention to also make certain recorded training sessions available over the Internet or by DVD. We will provide more information once those sessions are available. We will be developing criteria for such approved training and be consulting with you regarding training you might be contemplating so that there will be no duplication of efforts.

To assist us in this endeavor, please complete and return the attached Excel worksheet to June Heckel, heckel@wvctcs.org, by Monday, October 26, 2009, detailing when your board members began their service. On the form, please designate the individual on your campus responsible for tracking the training hours for your Board of Governors.

Attached are several other forms we will utilize in this process.

- **Form A - Certification of Completion of Training**

This document shall be used by governing board members to signify completion of each training activity. Training credits for Council-sponsored events should be included. Each institution will be responsible for updating the form as training is completed. A completed copy of the form for each governing board member is to be forwarded to June Heckel in the Chancellor's Office, along with Form C-Annual Certification, by July 31 of each year.

- **Form B - Request for Approval of Training**

This form is to be used to obtain prior approval from the Chancellor's Office for training and development offered by the institution or a third party to be counted toward the statutory requirements. Training offered by the Council will not require use of this form. If you have already provided training since July 1, 2009, please complete and forward the form to my office.

- **Form C - Annual Certification**

The chair is to submit this form to the Chancellor's Office by July 31 of each year certifying the training and development of each member during the preceding fiscal year. *Form A-Certification of Completion of Training should be submitted as documentation along with this form.*

Should you have questions or comments regarding this process or the forms, do not hesitate to contact me.

**WEST VIRGINIA CODE****§18B-1D-9. Commission, council and institutional governing board training and development; training and development requirements, applicability and exceptions.**

(a) The commission and council, either jointly or separately, shall coordinate periodic training and development opportunities for members of the commission, council and institutional governing boards as provided in this section.

(b) Within six months of beginning service on the commission, council or a governing board, each new member shall complete at least three hours of training and development. The training and development shall address the following topics:

- (1) State goals, objectives and priorities for higher education;
- (2) The accountability system for higher education set forth in this article;
- (3) The general powers and duties of members; and
- (4) Ethical considerations arising from board membership.

(c) With the exception of the ex officio members of the commission and the council and the student member of a governing board, each member shall complete at least six hours of training and development related to his or her duties within two years of beginning service and within every two years of service thereafter.

(d) By July 31 each year, the chair of the commission, council and each governing board shall certify to the commission or council, as appropriate, the number of hours of training and development that each member received during the preceding fiscal year.

(e) If the certification indicates that a board member has not completed the training and development required by this section, the commission or council, as appropriate, shall send a notice to the Governor and the Secretary of State or to the institutional appointing entity that the board member is disqualified from continued service notwithstanding the provisions of sections five and six, article six, chapter six of this code. The commission or council, as appropriate, shall request the Governor or appointing entity to appoint a replacement for that board member.

(f) By September 30 each year, the commission and council shall report to the Legislative Oversight Commission on Education Accountability on the training and development that members of the commission and the council and the governing boards under their respective jurisdictions have received during the preceding fiscal year and shall include this information in the institutional and statewide report cards provided in section eight of this article.

(g) As used in this section, "member" means all members of the commission, council and the governing boards unless a specific exception is provided in this section.

Note: Code updated with legislation passed through the 2009 4th Extraordinary Session



PRINT

Form A - Certification of Completion of Training

Section 1: Contact Information

Name
Address
E-mail

Institution
City/State/ZIP Code
Phone

Section 2: In-Person Training Activities (Use this section for attendance physically or by satellite.)

Training Activity 1 - Sponsor(s)
Training Activity 1 -Date/Location
Training Activity 2 - Sponsor(s)
Training Activity 2 - Date/Location
Training Activity 3 - Sponsor(s)
Training Activity 3 - Date/Location

Training Activity 1 -Topic/Title
Training Activity 1 -Hours Earned
Training Activity 2 - Topic/Title
Training Activity 2 - Hours Earned
Training Activity 3 - Topic/Title
Training Activity 3 - Hours Earned

(Please use additional pages if necessary.)

Section 3: Technology-Based Training Activities (Use this section for computer-based, webinar, DVD, etc.)

Training Activity 1 - Sponsor(s)
Training Activity 1 - Completed Date
Training Activity 2 - Sponsor(s)
Training Activity 2 - Completed Date
Training Activity 3 - Sponsor(s)
Training Activity 3 - Completed Date

Training Activity 1 -Topic/Title
Training Activity 1 -Hours Earned
Training Activity 2 -Topic/Title
Training Activity 2 -Hours Earned
Training Activity 3 -Topic/Title
Training Activity 3 -Hours Earned

(Please use additional pages if necessary.)

Section 4: Statement of Certification: I hereby certify that I have completed the training outlined above.

Signature

Date

FOR CHANCELLOR'S OFFICE USE ONLY

Received Date: Input Date: Other:



PRINT

Form C – Annual Certification

Section 1: Contact Information

Institution

Name

Title

E-mail

Phone

Section 2: Listing of Board Members

Name of Board Member

Date of Appointment

Training Hours

Name of Board Member

Date of Appointment

Training Hours

Name of Board Member

Date of Appointment

Training Hours

Name of Board Member

Date of Appointment

Training Hours

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Date of Appointment

Training Hours

Name of Board Member

Date of Appointment

Training Hours

Name of Board Member

Date of Appointment

Training Hours

(Please use additional pages if necessary.)

Section 3: Statement of Certification: I hereby certify that the above training was completed.

Signature of Chair

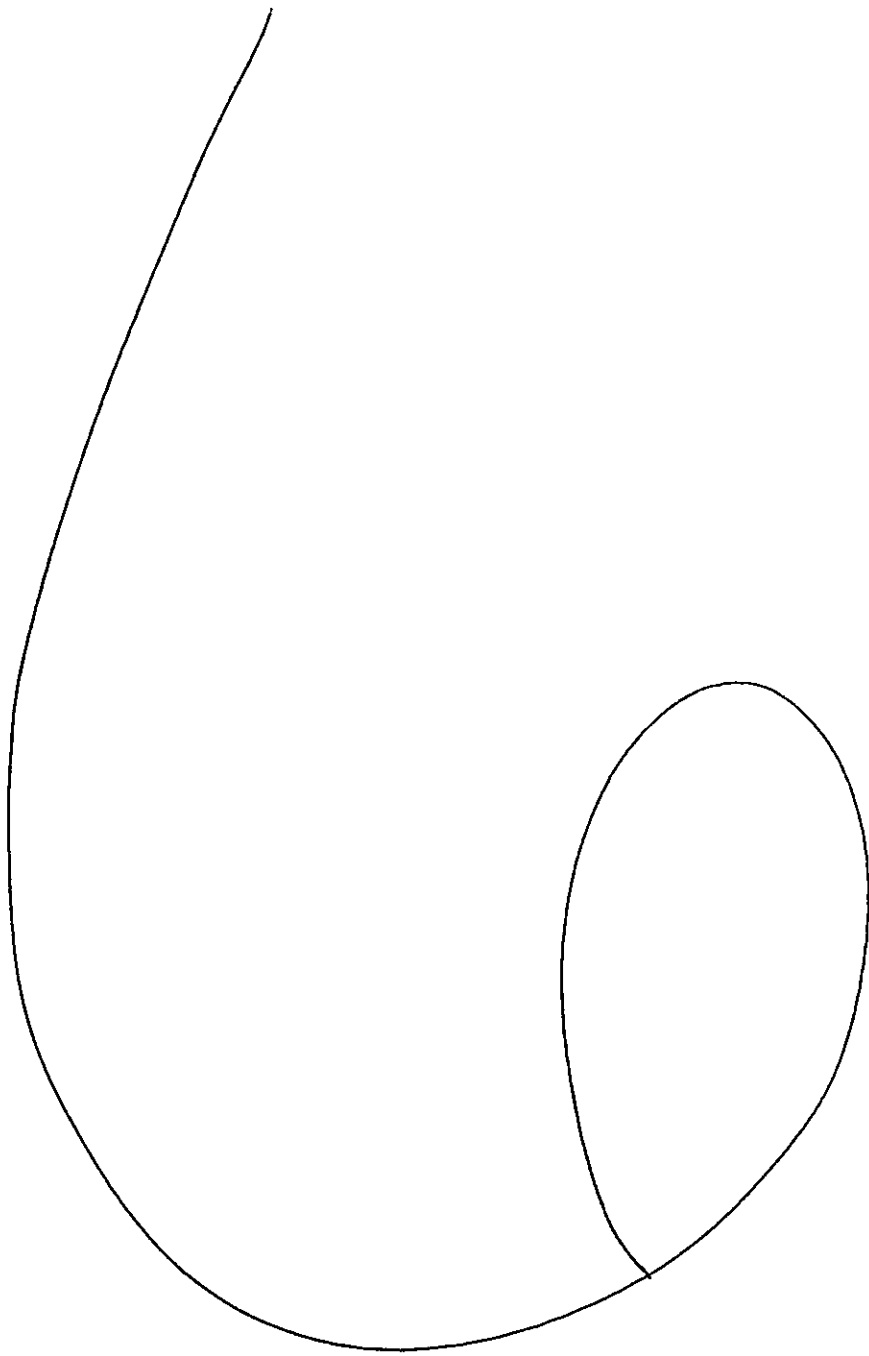
Date

(This form is due to the Chancellor's Office by July 31 of each year for the preceding fiscal year.)

FOR CHANCELLOR'S OFFICE USE ONLY

Received Date: _____

Other: _____



**Board of Governors
Pierpont Community and Technical College
April 20, 2010**

ITEM: Bookstore Textbook Affordability Committee Progress

INFORMATION ITEM:

COMMITTEE: Committee of the Whole

STAFF MEMBER: Rick Porto

BACKGROUND:

Since the last report the Bookstore Textbook Affordability Committee met several times.

The committee is waiting for Procedural Rule Series 51 to be finalized by the Higher Education Policy Commission and the Community and Technical College Council. While this is coming to closure we are drafting the Policy 54 (Bookstore Policy) update to comply with the Federal Rules (H.E.O.A.) and with Series 51.

The committee met with the Barnes and Noble leadership and with a representative of the Publisher's Association to clarify federal rules as they relate to bundling and the impact bundling would have on the cost of textbooks.

The committee discussed with Barnes and Noble the trends that will occur related to dealing with costs in the future. They indicate that the two trends we can look forward to are:

1. Rental programs which will save about 50% of the book costs (no buy back) to the student, but this will not happen for all books since only about one-third of the books in the Bookstore qualify for the rental program.
2. Electronic books which will save about 50% of the book costs (no buy back) to the student. This trend will occur more slowly due to book reader technology occurring slowly.

Attached is information about the Barnes and Noble Book Rental Program which the committee has approved to be presented to the BOG's for implementation beginning this fall 2010 semester. Please note that the cost of implementing this rental program will reduce the contract revenues that go for the debt and operation of the Falcon Center by ten percent (10%) or \$34,000.00.

Textbook Rental FAQ

January 27, 2010

Textbook Rentals

What is the Barnes & Noble textbook rental program?

Our textbook rental program provides students the option of renting, instead of buying, their textbooks. Students can rent their books either in the campus bookstore or from the bookstore's website.

Why offer a textbook rental program?

Barnes & Noble is offering a textbook rental program for two reasons:

1. There has been overwhelming student demand for a low-cost alternative to buying textbooks. As campus booksellers, we are addressing this demand with our textbook rental program.
2. Over the past twelve months, rental programs have become prevalent in the campus bookselling industry. We are offering our program to remain competitive.

Rental Program Overview

How much do students save by renting books?

Students save more than 50% off the cost of purchasing a new, printed book.

How does a customer pay for a textbook rental?

Textbook rentals can be paid for using any form of tender already accepted by the campus bookstore including campus debit cards and financial aid. However, all textbook rentals require a credit card be kept on file for security, regardless of the tender used to pay for the rental.

How long is the rental period?

The rental period is for the entire semester/term. All rented textbooks must be returned to the bookstore, in good condition, by the last day of finals. Textbook rentals returned via mail must be postmarked before the last day of finals.

What if a student doesn't return the book or it is returned in unusable condition?

If books are not returned or are returned in unusable condition then there is a replacement fee which is 75% of the new book price, plus a processing fee of 7.5% of the new book price.

Can a student decide they want to buy a book they have already rented?

Yes, but it will cost the student 75% of the new book price, plus a processing fee of 7.5% of the new book price.

Can students mark up the inside of the book with a highlighter or make notes in the margins?

Normal use of highlighting and writing is permitted. Determining whether rental textbooks are in acceptable condition is based on the same standards as for books sold back as used books.

Where are textbook rentals available?

The textbook rental program is currently being piloted on 25 of the campuses we serve.

Can students rent textbooks in Barnes & Noble, Inc. stores or at bn.com?

No. The program is only available through Barnes & Noble College Booksellers.

Textbook Rental Financials

How will a textbook rental program affect the financial return to the campus?

Textbook rental programs affect both the top line bookstore sales (since the rental price is less than 50% of the new text selling price) and the bottom line profitability of the store (since the cost to purchase the book is not recouped until the book is rented multiple times.)

As a result, the revenue we can provide to campuses offering the rental program is also affected.

1. Schools that want to offer a textbook rental program on their campuses cannot have a minimum guaranteed rent as part of their financial package. To offer textbook rentals, the school would have to agree to eliminate that component of the contract.
2. In addition, textbook rental programs have additional costs to Barnes & Noble. Thus the commission percentage paid on rentals would be reduced by 3 percentage points.

Why is the 3 percentage point reduction in commission rate necessary?

There are several reasons for the 3 percentage point reduction:

1. **Inventory Liability** - There is an increased inventory liability inherent in a textbook rental program. Think of it this way, when a student purchases a textbook (either new or used) that book becomes the property of the student. If the book goes into an old edition, the student bears the cost of that loss in value, likewise, if the book is no longer wanted, the student bears the cost of reselling it at a lower price or throwing it away. In a rental program, the bookstore bears the cost of any loss in value. If the book cannot be resold, any mark-down or write-off is exclusively borne by the bookseller. In addition, the bookseller bears the cost of carrying that inventory from term to term. This affects cash-flow and increases costs.
2. **Freight Costs** – While we consider campus reuse rates when selecting titles for a rental program, many titles are not reused locally. For a rental program to be successful, these titles must be shipped to other Barnes & Noble campuses where they are being used in future terms. This additional freight is a significant cost to Barnes & Noble.
3. **Bad debt** – Textbook rentals require a credit card as part of the rental transaction (regardless of the tender being used to pay the initial rental cost.) This credit card information is used to charge the

student if the book is not returned. Unlike a traditional sale, where the credit card is validated one time for the purchase, in a rental scenario, the card is held to for several months as a safeguard against unreturned books. Since this possible charge (for unreturned books) occurs several months after the initial rental transaction, we anticipate a greater exposure to bad credit card debt. Think of it like this, if a student uses a credit card secure their text rental, then cancels the card (perhaps they lost it, it was stolen, the student simply didn't want it anymore) but doesn't return the rental book at the end of finals, Barnes & Noble has no valid credit card against which to charge the outstanding fees and cost of the book. This will be a bad debt write-off.

How did Barnes & Noble calculate the 3 percentage point reduction?

Barnes & Noble evaluated the three cost components noted above (inventory liability, freight and bad debt) and calculated the increase in costs each would create.

1. Inventory liability – In our current sales model, we mark-down 1.5% of textbook sales due to loss of value (this could be caused by a book going into a new edition, physical damages, etc.) In the rental model, we anticipate that this potential liability will double. Think of it this way, the longer the bookstore “owns” the book, the more likely it is that the book will lose its value and will have to eventually be marked down to zero.
2. Freight – In our current sales model, many unsold books are returned to the publisher. This happens once at the end of the term and the cost is measurable. In the rental model, a book cannot be returned to the publisher, but instead must be moved from one Barnes & Noble bookstore to another, time after time, in order to rent it again. We anticipate the freight costs for this intra-company movement to be at least double our usual costs.
3. Bad debt – We have built our rental program with many credit card safeguards (for example, stored value cards or credit “gift cards” cannot be used to secure a textbook rental.) That said, we do know that there will be instances when a book is not returned and the original credit card is no longer valid. Our 3 percentage point reduction in commission covers this exposure to potential debt loss.

How will Barnes & Noble track the textbook rentals to deduct the 3 percentage points from the total commission?

Textbook rentals will be tracked separately and will appear as a unique line on the P&Ls and the client commission statement.

Is the 3 percentage point reduction permanent?

No. We have calculated the 3 percentage point reduction to commission based on the information we have now. As we continue to expand this pilot program we may find that the costs are more or less than we had anticipated. To be fair to both the campuses that are participating in this program and to Barnes & Noble, this 3 percentage point reduction would be utilized for one year. At that point, we will analysis the program and potentially adjust this number.

Can we evaluate the cost of the program after a set period time and adjust the contract guarantee at that point?

No. We believe that once a textbook rental program is offered on a campus, it will prove to be too popular with students to eliminate. Eliminating the guarantee before beginning the program is required to participate.

Could we establish a new minimum rent guarantee after one year of offering a text rental program?

We would be willing to discuss this possibility after one full year of offering the text rental program.

Can we control the risk to the top line sales by limiting the number of titles we rent?

Yes. Barnes & Noble can partner with a campus to limit the number of titles offered in a textbook rental program

Title Criteria

How are the rental titles selected?

Here's the criteria:

1. First, titles that cannot be rented are eliminated. This includes single-use titles (those with online components, study guides, etc.)
2. Next, reuse rate both on the local campus and then across the company is considered.
3. Finally, national wholesale value is considered.

Can we increase the number of rental titles in the program?

Yes. To increase the number of titles in the rental program, we would meet with the Faculty Senate, the Provost or whoever is appropriate on a given campus and:

1. Encourage faculty to select books that do not have single-use components
2. Suggest faculty reuse titles term after term (we do not necessarily need faculty to commit to long-term use, but will see those patterns as we run our rental filters and naturally select those titles with a high reuse rate.)

Next Steps

If a school wishes to participate in the textbook rental program, what are the next steps?

The next opportunity for schools to join the text rental program is March of this year (select quarter schools.) To get ready, here's what must happen next:

1. Contact your client. Present the text rental program and if they decide to participate, we will provide you a letter of agreement that outlines the rental program financial terms. Both the campus and Barnes & Noble must sign the agreement prior to beginning the program.
2. Meet with faculty. Work with the client to present the program to the provost, faculty senate or department chairs. It's important that they understand the program and, most importantly,

how they can help increase the number of titles that are eligible for the program by selecting textbooks that will be reused term after term and that do not have single-use components.

3. Work with Book Merchandising to identify eligible text rental titles. (Book Merchandising will provide the initial title list and the store team will be asked to validate it.)
4. Work with Store Operations and your client on developing a media campaign to ensure the campus community knows we are offering the program and how it works.
5. Work with Store Operations to get the needed equipment shipped to the participating stores.

**Textbook Rental Program Letter of Agreement
Between [Name of School] and Barnes & Noble College Booksellers, LLC**

This letter of Agreement dated as of [month/day/2010] serves as an Amendment to the current contract for bookstore services between [Name of School] and Barnes & Noble College Booksellers.

The parties hereby agree as follows:

Barnes & Noble College Booksellers shall institute their textbook rental program at [name of school] beginning with the fall term 2010.

Commencing in the contract year when the textbook rental program is implemented, the school agrees that the guaranteed minimum rent outlined in the current bookstore contract, is waived. During the term of this amendment, Barnes & Noble College Booksellers shall pay the existing commissions on all sales (excluding textbook rentals) and a commission of _____% on all textbook rentals

Barnes & Noble College Booksellers shall work with [Name of School] to determine the number of textbooks to be made available for rental.

This letter of Agreement shall expire at the end of the anniversary of the first contract year. At the end of the first year, both parties agree to review the results of the textbook rental program and the commission reduction. If mutually agreed upon this agreement will renew annually.

For: [Name of School] /signature _____

Name (print): _____

Title: _____

Date: _____

For: Barnes & Noble College Booksellers/signature _____

Name (print): _____

Title: _____

Rental Agreement

This rental agreement ("Agreement") is a contract between you and Barnes & Noble College Booksellers LLC. and applies to your rental of textbooks and/or course related materials (the "Rented Materials") from us. This Agreement sets forth your rights and obligations and should be read carefully. In this Agreement, "you" or "your" means any person or entity renting Rented Materials from us ("Users") using this online rental service (the "Service"). Unless otherwise stated, "Barnes & Noble" the "Company," "we" "our" or "us" will refer collectively to Barnes & Noble College Booksellers LLC.

By clicking "I Agree," or "I Accept" you agree to the terms and conditions of this Agreement, our privacy policy, our terms of use, and any other documents incorporated into the website from which you accessed the Service. You agree that this Agreement is legally binding between you and the Company.

The Company may modify this Agreement from time to time and such modification shall be effective upon posting by the Company on the website from which you accessed the Service (the "Website"). You agree to be bound to any changes to this Agreement when you use the Website or the Service after any such modification is posted. It is therefore important that you review this Agreement regularly to ensure you are aware of any changes.

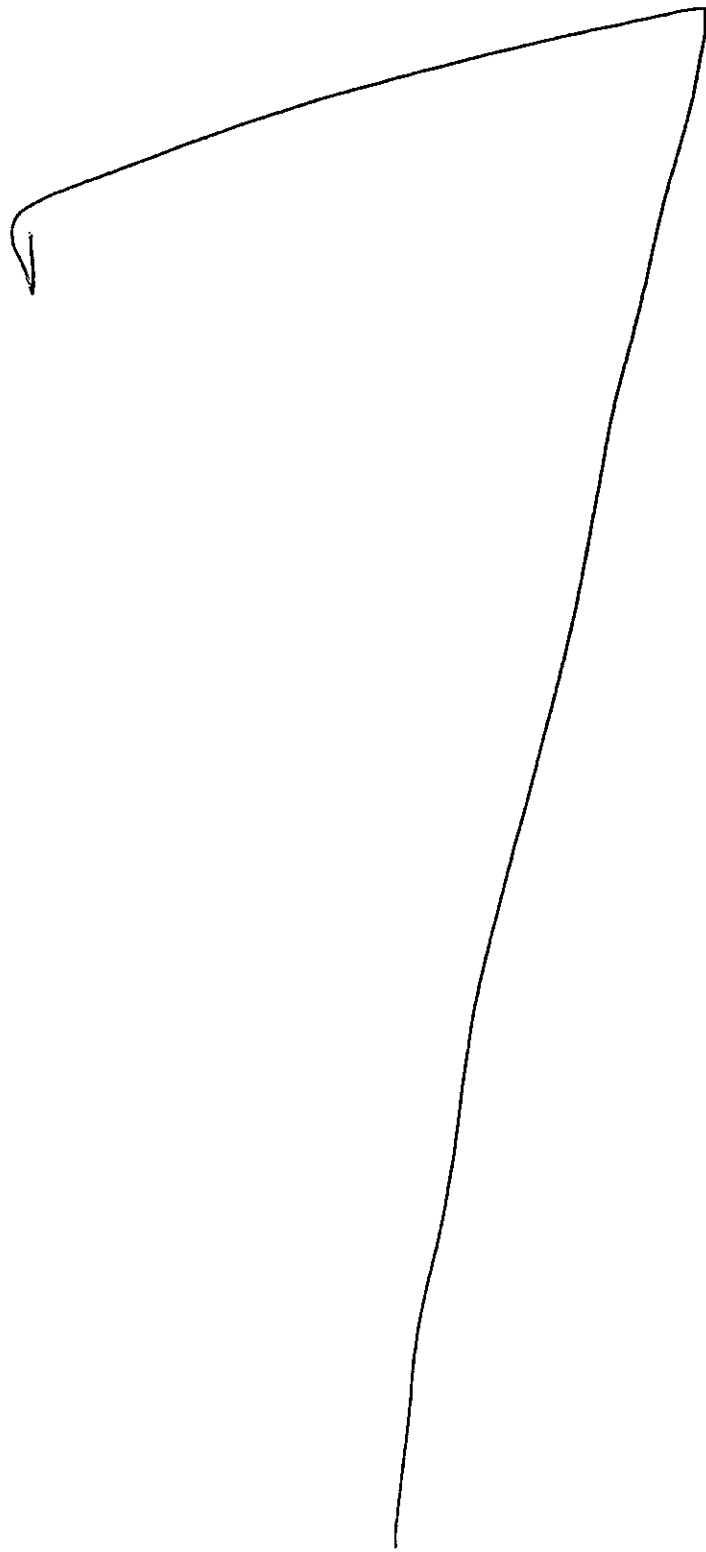
For questions regarding this Agreement please contact your campus bookstore.

Contact us link

Terms and Conditions

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- You are entering into this agreement with Barnes & Noble College Booksellers LLC. All Rented Materials must be returned to the campus bookstore from which they were originally rented as per terms of this Agreement.
- When you rent Rented Materials, you can either have those Rented Materials shipped to you or pick up them up yourself at the campus bookstore. Shipping fees may apply. When you rent Rented Materials you will be charged when your order is fulfilled. In addition, in order to rent Rented Materials, you must have a valid credit card on file with us at all times.

- Rented Materials must be returned to the campus bookstore from which they were originally rented by the rental return date designated by us at the time of rental (the "Rental Return Date") in salable condition. Salable condition will be determined by us in our sole discretion, but generally means book spine intact, no excessive damage to cover or contents, all original pages intact, all original components present, and no excessive highlighting, writing or other markings. Normal use highlighting and writing is permitted.
- Rented Materials not returned by the Rental Return Date, or Rented Materials returned on or before the Rental Return Date not in salable condition will be subject to Non-Return Fees. Non-Return Fees will be automatically charged to the credit card on file for this Agreement as follows for each item of Rented Material: 75% of the new book price, plus a processing fee of 7.5% of the new book price. The new book price is based on the new book price at time of rental. In the event that the credit card on file for this Agreement is no longer valid or in the event the purchasing limit on such credit card has been exceeded at the time the Non-Return Fees are to be charged, we will bill you for, and you agree to promptly pay in full, the Non-Return Fees.
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- Barnes & Noble College Booksellers LLC is not responsible for reminding you of your Rental Return Date. Any and all notifications are a courtesy. You are responsible for complying with the Rental Return Dates.
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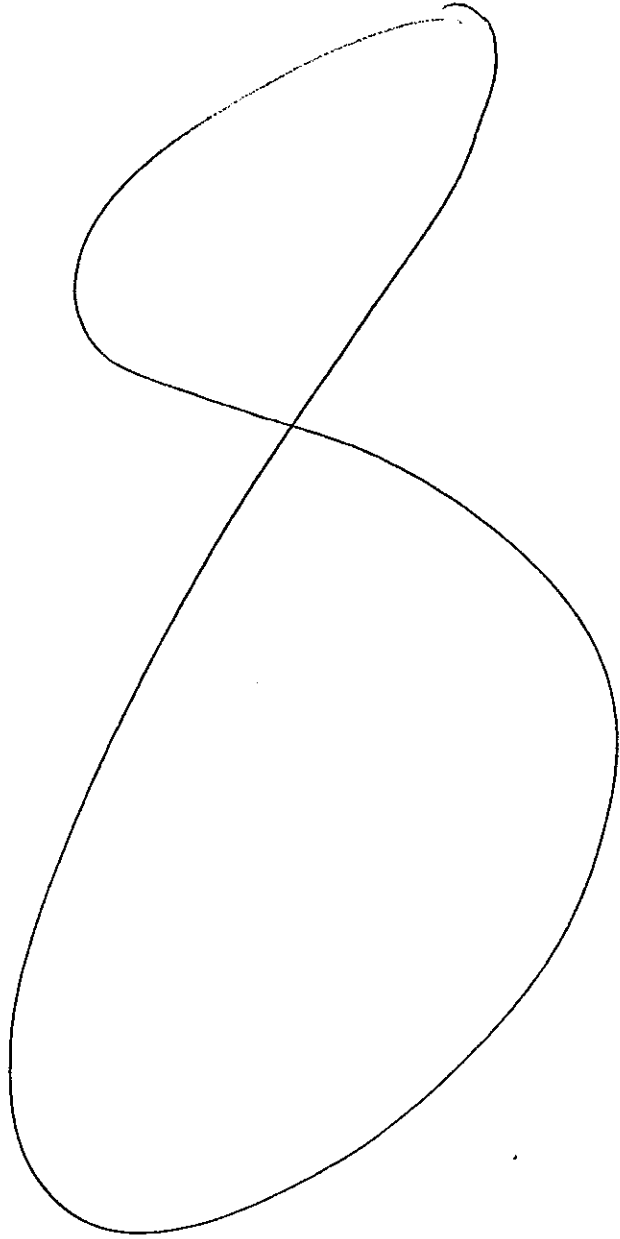


CAPITAL PROJECTS

FY 2010

Project	FY 2009 Budget	Balance & Transfers	Available for FY 2010	Notes
Academic Fund	\$ 75,000.00	\$ 54,400.00	\$ 20,600.00	Painting HHH : \$54,400 9/1/09
College Apartments - Building A/B Roof	\$ 48,930.00	\$ 48,930.00	\$ -	8/30/2009
College Apartments - Building G Carpet	\$ 7,315.88	\$ 7,315.88	\$ -	8/15/2009
Infrastructure - Painting & Striping Roadway & Parking Lots	\$ 58,000.00	\$ 57,543.08	\$ 456.92	9/1/2009
IT Software - Card System	\$ 40,000.00	\$ 40,000.00	\$ -	completed - not capitalized
Education Building - Exterior Waterproofing	\$ 172,500.00	\$ 163,540.00	\$ 8,960.00	Project is substantially complete. Minor puchlist items remain to be completed and/or touched up.
Education Building - Roof Replacement	\$ 305,150.71	\$ 281,630.01	\$ 23,520.70	Project is substantially complete. Minor puchlist items remain to be completed and/or touched up.
Feaster Center - Elevator & Steps	\$ 1,489,127.93	\$ 1,481,237.49	\$ 7,890.44	Project is 99% complete. Punch list work is continuing.
Feaster Center - HVAC Phase II	\$ 301,123.29	\$ 301,123.29	\$ 0.00	Project is complete.
Infrastructure - Hardway Hall	\$ 400,000.00	\$ 59,262.50	\$ 340,737.50	Plans are being finalized. Project should be advertised for mid April bid.
Infrastructure - Pierpont Signage	\$ 58,734.00	\$ 28,136.00	\$ 30,598.00	Work is scheduled to take place week of Spring break, March 15th - 19th.
Kennedy Barn - Folklife Center - Phase II	\$ 568,789.00	\$ 513,769.40	\$ 55,019.60	Painting and floor covering work is complete. HVAC work is complete with furnaces operating. Plumbing fixtures are being installed.
Physical Plant - Landscaping	\$ 100,000.00	\$ 85,310.40	\$ 14,689.60	Several projects have been completed. There will be several more throughout the year.
Physical Plant Small Projects	\$ 202,959.39	\$ 170,859.14	\$ 32,100.25	Several projects have been completed. There will be many throughout the year.
Hunt Haught Hall Glass Front	\$ 238,386.00	\$ -	\$ 238,386.00	Project has not been started.
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ -	\$ 197,299.00	Project has not been started.
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	Schedule for work is to be determined by utility companies and WV Department of Highways.

\$ 4,303,315.20 \$ 3,293,057.19 \$ 1,010,258.01



**Board of Governors
Pierpont Community and Technical College
April 20, 2010**

ITEM: ENERGY SAVINGS MEASURES IN PROGRESS FOR
PARKING GARAGE

COMMITTEE: Committee of the Whole

STAFF MEMBER Jim Decker

BACKGROUND:

The Physical Plant is continually taking steps to reduce energy consumption throughout out numerous facilities. This includes temperature control for HVAC units, occupancy sensors in classrooms, electronic ballasts and more efficient bulbs in Jaynes Hall and Library.

We have most recently been working with local suppliers on energy savings for the parking garage by changing to lower power consuming bulbs. The current bulbs are 150 watt metal halide bulbs with separate ballasts. We have started the process to change to 60 watt max-life fluorescent bulb with self ballast. These bulbs will put out more light while consuming considerably less energy.

We have also studied installing photocell controls for the exterior bays of the garage that have adequate natural light.

These two items will save much more than the actual cost of the labor and materials required. We anticipate an approximate six month payback for both of these changes.

We are anticipating an energy savings of approximately \$30,000.00 annually. We are also expecting an annual cost of approximately \$10,000.00, which will leave us with an annual savings per year after the first year of \$20,000.00

Attached is a spreadsheet showing data for the savings that we anticipate from this changeover.

**Total Cost of Operation - Current vs Screw in Fluorescent
MODIFY ONLY SHADED CELLS**

INPUTS:		
Cost per kWh:	\$0.0750	
Operating Hours per Year:	8,760	8,760
Number of Fixtures/Retrofits:	325	
	Current	Fluorescent
Model:	150w MH	60W Max-Lite
Lamps per Fixture:	1	1
Lamp Wattage:	185	60
System Wattage:	185	60
Lamp Life:	15,000	10,000
Cost per Lamp:	\$21.67	\$30.10
Ballast Life:	50,000	N/A
Cost per Ballast:	\$48.00	N/A
Relamp Service Cost:	\$42.00	\$21.00

RESULTS:		
Average Years Between Relamps:	1.7	1.1
Annual Energy Used kWh:	526,695	170,820
Total Energy Cost:	\$45,093.75	\$14,625.00
Annual Energy Savings:		\$30,468.75
Labor Cost for Conversion:		\$6,825.00
Material Cost for Conversion:		\$9,782.50
Total Cost to Make Conversion		\$16,607.50
Payback in Years :		0.55
Annual Energy Savings:		\$30,468.75
Less: Projected Annual Material Cost:		(\$8,272.73)
Projected Annual Labor Cost:		(\$2,068.18)
Total Projected Annual Savings After First Year		\$20,127.84

Photocell Change

64 lights @ 60W = 3840 Watts
 3840W * .001 = 3.8 KWH
 3.8KWH * .07 = .30 / hour
 .30 * 8760 = \$2,628.00 Saved per year with photo cell

Labor & Material for Photo cell = \$1,334.00

\$2,628.00 Savings - \$1,334.00 = \$1,294.00 Total first year savings
 Six Month Payback

\$2,628.00 Savings per year after first year less damage or replacement cost