



BOARD

OF

GOVERNORS

May 15, 2012

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

May 15, 2012

Falcon Center Board Room
Fairmont, WV

1:30 P.M. Marketing Committee Meeting
Falcon Center Board Room

Members:

Sharon Shaffer (Interim Chair)
Earl McConnell

Staff Resource:
Sarah Hensley

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

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

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

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

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

Pierpont Community & Technical College
Board of Governors Meeting
May 15, 2012

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*April 17, 2012*)

Tab 1 – Action Item

Special Recognitions

Nancy Parks, Associate Professor and Director of Assessment

Received the "Service & Achievement Award" at the 2012 Women of Color Luncheon in recognition of personal and professional service and achievement.

Dr. Jodi Rust, Director of Programming - CWE

Is presenting at the Distance Learning Administration Conference being held June 3 – 6 in Jekyll Island, GA. Her topics are: "Transformational Pedagogy in Distance Education" and "Self-Sustainability in Distance Education: Financial Illusion or Reality". This conference addresses the needs of those who plan, manage, teach and support distance education activities and courses.

Operation Reports

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

Tab 2 - Informational

Committee of the Whole

1. Financial Report (*Dale Bradley*)
2. Capital Projects Update (*Tom Tucker*)
3. Board of Governors Policy #16 Assessment, Payment & Refund of Fees
30-Day Comment Summary Review and Ruling (*Dale Bradley*)
4. Three Program Post Audit Review
Power Plant Technology CAS Degree Program

Tab 3 - Informational

Tab 4 - Informational

Tab 5 - Action Item

Tab 6 - Action Item

5. Five Year Program Review
American Sign Language CAS Degree Program
6. Five Year Program Review
Laboratory Assistant CAS Degree Program

Tab 7 - Action Item

Tab 8 - Action Item

Committee Reports

1. Finance Committee (*Dale Bradley*)
2. Off Campus/Regional Academics Committee (*Tom Stose*)
3. Marketing Committee (*Sharon Shaffer*)

New Business

Old Business

Public Comment

Possible Executive Session

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

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

Next meeting will be on Tuesday, June 19, 2012 – Falcon Center Board Room, 2:00 PM.

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
April 17, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 17, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members: Chairman James Griffin, Kyle Hamilton, Barbara Hendrey, Beverly Jones, Earl McConnell, Sharon Shaffer, Jeff Tucker, Tom Stose, and Gene Weaver. Present by teleconference was: Linda Aman. Board members absent were: Rick Pruitte.

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Steven Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh. Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

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

Approval of Minutes

The minutes of March 20, 2012 were presented for approval. Sharon Shaffer moved that the minutes of March 20, 2012 be Approved. Beverly Jones seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

Chairman Griffin welcomed new Student Government Association (SGA) President, Jessica Nardo, and congratulated Barbara Hendrey (Pierpont's SGA representative to the Board) on her reelection.

President's Report

President Dr. Doreen Larson addressed barriers encountered in filling the state's needs for middle-skill level jobs that require education beyond high school, but less than a four year degree. Three areas identified that impede filling these positions are; 1] Need for remedial education in math, 2] Lack of enrollment in new technical programs, and 3] Regional nature of emerging industries. The Chancellor's office and the President have been making efforts

to increase the awareness of these jobs and to connect potential employees with the community college programs aimed at filling these positions.

In an effort to address obstructions, Pierpont has implemented an initiative that redesigns remedial math instruction customized to the needs of each student. Dr. Larson then presented, Linda King, Interim Dean of Academic Studies, to provide an overview of this new program to the Board. Linda King gave a PowerPoint presentation and provided a handout outlining changes to Developmental Math.

Dr. Larson asked Sarah Hensley, VP of Community Engagement, to present a sample of the newly redesigned student, faculty, and staff Pierpont ID card. Sarah stated that the design was created with the aid of Laura Williams, Electronic Communications Specialist. The new card will be issued to incoming students for the fall semester and a time frame will be established for the faculty and staff to receive their cards at no cost.

President Larson discussed the success of the Math and Writing Tutorial Center that opened in the Spring of 2010 with funding assistance from the State, Pierpont, and Fairmont State. Professional tutoring services are being offered on the shared campus, Lewis County, MTEC, and the Caperton Center. The professional tutors that staff the centers are required to have master's level credentials in the areas for which they are tutoring and they also receive training in student learning styles, time management, and test taking techniques.

The funds provided helped to purchase an Accutrak System to track and analyze student use, tutorial hours, and specific course support. The center was fully operational for Fall 2010 and student use of the center was 350 unduplicated students enrolled in over 50 courses. Spring 2011 recorded over 400 students using the center, and Fall 2011 rose to 550 students. Estimated student use of the center for AY 2010 is 400 students, and for AY 2011 over 1,000 students.

Dr. Larson emphasized the great need to provide tutoring services for entering students, as 54% of these students require remedial English and 77% of entering students require remedial math. This need stems from factors that include high school curriculum, a separation of time from high school graduation, memory skills, and test taking skills.

Dr. Larson circulated Pierpont and FSU student comments submitted in evaluations of the student center. These comments highlighted the value and difference the center made in the education of these students. The ongoing support of this Math and Writing Center is a priority to Pierpont, and an opportunity for the community to back this high-quality, high-impact student service.

Dr. Larson announced that Pierpont's newest technical program is the Aircraft Structures Training Program at the Robert C. Byrd National Aerospace Education Center. This program was developed in response to requests from Bombardier and other aircraft employers to provide skilled workers in aircraft metal fabrication and repair. The program will provide a 1-year certificate with concentration on a specific skill-set. Grant funding has

been obtained for \$148,000 from the Rapid Response Workforce Development initiative for the development and startup of this certificate program.

Dr. Larson closed by encouraging the Board members to complete a self-study evaluation in preparation of the Board training being held on May 2nd and 3rd, and conducted by CTCS/ACCT/GISS. This study will guide future training and target areas of strengths to share with other boards across the state.

Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Mary Jo Rutherford presented the Classified Staff Report
- Paul Schreffler presented the Center for Workforce Education Report.
- Brian Floyd presented the Faculty Assembly Report
- Craig Shaffer presented the Foundation Report
- Jessica Nardo presented the Student Government Report

Committee of the Whole

- *Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of February 29, 2012. A detailed review was provided in the April 17, 2012 Board of Governors book.

- *Board of Governors Policy #24- Funding of Intercollegiate Athletics – 30-Day Comment Summary*

Mr. Steve Leach presented a Resolution to the Board for approval of the draft revision of Policy #24 - Funding of Intercollegiate Athletics (which was provided at the Board of Governors Meeting on February 21, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from February 22, 2012 to March 21, 2012.

One Legal Counsel comment was received from the WV Council, and one General comment was received.

- Legal Counsel Comments

1. Revenues – Funding for intercollegiate athletics shall be limited to the following revenue sources through the phase out period until AY 2015:
 - Student Athletic Fees – Pierpont Community & Technical College may impose a Student Athletic Fee. It is the responsibility of the president to

recommend the amount of this fee each year for approval by the Board of Governors.

- General Comments

1. Questioned the purpose of the Athletic Fee

A detailed review of these comments was provided in the April 17, 2012 Board of Governors book, and a physical copy of Policy's revisions, comments, and actions can be obtained in the Pierpont President's office, 230 Hardway Hall.

In review of the public comments received, Kyle Hamilton presented a motion to incorporate the Legal Counsel comment #1 into the draft revision of Policy #24 and Accept the Resolution to approve the final draft of the Funding of Intercollegiate Athletics Policy. Sharon Shaffer Seconded the motion. All agreed.

➤ *Board of Governors Policy #12 Phased Retirement – 30-Day Comment Summary*

Mr. Steve Leach presented a Resolution to the Board for approval of the draft revision of Policy #12 – Phased Retirement (which was provided at the Board of Governors Meeting on February 21, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from February 22, 2012 to March 21, 2012.

Four Legal Counsel comments were received from the WV Council, and one Faculty comment was received.

- Legal Counsel Comments

1. The title of the policy should be changed to Post Retirement Employment Program.
2. The first line of the policy should state that the policy is only for retired employees
3. The approval process referred to in Section (2) should state a Vice President or Cabinet member in conjunction with the President
4. A clause should be included relating to classified and non-classified actual notice of work performed options. The options are four consecutive months in a fiscal year or 12.5 hours for the entire option year

- Faculty Comments

1. Expression of concern that the policy revision will cut back on phased retirement

A detailed review of these comments was provided in the April 17, 2012 Board of Governors book, and a physical copy of Policy's revisions, comments, and actions can be obtained in the Pierpont President's office, 230 Hardway Hall.

In review of the public comments received, it was recommended to clarify the number of required working hours identified in Legal Counsel comment #4. Comment #4 should state ‘The options are four consecutive months in a fiscal year or 12.5 hours *per week* for the entire option year.’

Kyle Hamilton presented a motion to incorporate the Legal Counsel comments #1, #2, #3, and #4 (including the Board’s suggested modification), into the draft revision of Policy #12 and Accept the Resolution to approve the final draft of the Phase Retirement Policy (renamed Post Retirement Employment Program). Sharon Shaffer Seconded the motion. All agreed.

Committee Reports

➤ *Finance/Audit Committee*

Finance/Audit Committee Chair, Kyle Hamilton, deferred the Committee items to Dale Bradley.

- MTEC Shared Facility

Dale Bradley presented a Resolution for Approval to allow Pierpont Administration to move forward in developing an Agreement with the Monongalia County Board of Education regarding the shared ownership/operation of the educational facility and approve the investment of up to \$500,000 in reserves toward the construction, furniture, fixtures, and equipment for the shared educational facility. Pursuant to WV Code §18B-3C-11, and subject to WV Community and Technical College System Council approval.

A detailed Resolution and summary of financials was provided in the April 17, 2012 Board of Governors book.

Kyle Hamilton moved to Approve the Resolution to invest up to \$500,000 in reserves toward the construction, furniture, fixtures, and equipment for the shared educational facility between Pierpont Community & Technical College and the Monongalia County Board of Education/Technical Education Center in Morgantown. Tom Stose seconded the motion. All Agreed.

- Classified Staff Mercer Step Increase

Dale Bradley presented a Resolution for Approval to implement full funding of the Mercer Step Structure Years of Service (Salary) Increase for Classified Staff for FY 2013, for eligible Pierpont Classified employees with 15 or less years of service - effective July 1, 2012.

A detailed Resolution and summary of financials was provided in the April 17, 2012 Board of Governors book.

Sharon Shaffer moved to Approve the Resolution to implement full funding of the Mercer Step Structure increase for FY 2013. Tom Stose seconded the motion. All Agreed.

- Revenue Bond Refunding –Amendment to Joint Resolution

Dale Bradley presented a Resolution to Approve an Amendment to the Joint Resolution of the Fairmont State Board of Governors and the Pierpont Community & Technical College Board of Governors authorizing the Refunding of Outstanding Revenue Bonds and the Issuance of Refunding Revenue Bonds for such purposes.

The investment banking firm, Raymond James & Associates, previously identified in the Joint Resolution adopted at the February 21, 2012 Board of Governors meeting has ceased operation in West Virginia. Raymond James employees are now working for Pier Jaffray Companies. Therefore, Section 1 of the Amendment restates Section 3 of the original Joint Resolution and replaces Pier Jaffray Companies as one of the investment banking firms.

Section 2 of the Amendment is an additional refinement of the original Joint Resolution that refinanced bonds will be in the form of a single, consolidated indenture and secured by the existing bond revenues.

Section 3 of the Amendment makes it effective immediately.

Sharon Shaffer moved to Approve the Resolution to Amend the Joint Resolution between Fairmont State Board of Governors and the Pierpont Community & Technical College Board of Governors authorizing the Refunding of Outstanding Revenue Bonds and the Issuance of Refunding Revenue Bonds. Kyle Hamilton seconded the motion. All Agreed.

➤ *Off Campus/Regional Academics Operations Committee Report*

Tom Stose, Chair, informed the Board that the Committee has been working on continuing developments, with no new items to report.

➤ *Marketing Committee Report*

Sharon Shaffer, Interim Chair, reported that a search for a Director of Marketing for Pierpont has begun and provided a handout of the job description to the Board.

Public Comment

No signatures were recorded.

New Business

Old Business

Executive Session

Sharon Shaffer moved pursuant to 6-9-A-4(b)2A of the West Virginia Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Tom Stose seconded the motion. All agreed.

Exiting Executive Session

Sharon Shaffer provided a motion to exit Executive Session. Tom Stose seconded the motion. All Agreed.

Items Presented for Motion from Executive Session

A Motion to Accept President Dr. Doreen M. Larson's outstanding Performance Evaluation was presented by Gene Weaver and seconded by Kyle Hamilton. All Agreed.

A Motion to Extend President Dr. Doreen M. Larson's Contract for an additional five year period, with a salary increase and deferred compensation for the last two years of the contract, was presented by Sharon Shaffer and seconded by Kyle Hamilton. All Agreed.

The President's contract extension is contingent and subject to approval by the WV Community and Technical College System Council.

Adjournment and Next Meeting

There being no further business, the Board meeting was adjourned at 3:40 PM. The next Pierpont Board of Governors Meeting will be held on May 15, 2012 at 2:00 PM, in the Falcon Center Board Room.

Tab

2

Workforce Development - Project Status Report

May 2012 – Board of Governors Meeting

Industry-Sector Strategies

- ❖ An investigation into the feasibility of offering a Petroleum Engineering Technology degree is underway. Nationally-recognized expert in this field Ron Walsmith has been contracted by WVCTCS for input. He will be in WV at the end of May. He will prepare a report of all AAS degrees in PET across the country, and will propose a hands-on curriculum for technicians in the oil and gas industry. We are working with decision-makers from industry to validate the curriculum and suggest any changes. This has the potential to dovetail with and enhance our energy academy concept, and respond to the needs for a broader set of knowledge and skills needed within this burgeoning industry.

Community Engagement

- ❖ Presented at an event held here on campus for high school counselors from our service region on May 3.
- ❖ Presented SafelandUSA training for residents at the Mountaineer Challenge Academy on May 5.

Other

- ❖ Senate Bill 436 – Related to our leadership of a District Consortium - We will participate in the next meeting of the executive committee of the Tech Prep Consortium on the morning of May 31 to discuss implementation of this new legislation. Chancellor Skidmore will be in attendance.
- ❖ Working on training for PDG in advanced Excel, now performing an employee needs assessment using SurveyMonkey to identify specific training topics needed.
- ❖ Delivering forklift training for Superior Fibers
- ❖ Presenting DDI training for Medical Action Industries
- ❖ Job profiling being done now for Jen-Mar in Preston County
- ❖ Job profiling and WorkKeys testing being provided for TRG in Randolph County
- ❖ WorkKeys testing underway for Monongalia County Schools' hiring of service employees
- ❖ TEAS testing being provided for the LPN program in Braxton County
- ❖ Met with the team at WVU in regard to the National Science Foundation grant for nanotechnology that did not get funded. Discussion was held on how to repurpose/recycle and improve this proposal for a next round submission.
- ❖ Attended the pre-bid conference for site preparation and grading for the ATC on May 3.
- ❖ The WVCTCS/HEPC is working on a project to create an online electronic submission process for the WV Higher Education Adult Part-Time Student (WV HEAPS) grants. This will change the process for a major funding mechanism of workforce-related training.

Tab

3

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

SUMMARY:

The projected effect on net assets at June 30, 2012 as of March 31, 2012 is an increase of \$455,498 which includes \$240,514 in additional personnel budget savings. However, this amount also includes a Board approved spend down of \$102,938 (\$66,500 approved for the current FY and \$36,438 carried forward from last year's approval) in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2012 is an increase of \$352,560.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2012 is \$214,985. The adjusted budget balance is \$112,046 after removing the approved cash reserve spending. This represents an improvement of \$9,299 from the February 28, 2012 Finance Report. As of this report date, approximately 94.03% of projected tuition and fees revenue and approximately 90.97% of overall revenues has been realized while 69.70% of operating expenses have been incurred. The primary budget changes, that impacted the budget since the February 28, 2011 Finance Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$46,486. This was due to the following changes:
 - The President controlled "Operating Cost Revenue" budget increased by \$725.
 - The Fund Manager controlled "Tuition and Fees" budget increased by \$45,043 due to revenues from students in the Culinary Program related to a trip to Italy. There was also an increase to the "Other Operating Revenue" budget of \$719.
- **Operating Expenses Budget:**
 - Increased by \$37,187. This was due to the following changes:
 - The President controlled "Salaries" expense budget decreased by (\$24,040) primarily due to reducing the budget on a vacant position and transferring it to an operating budget.
 - The President controlled "Benefits" expense budget decreased by (\$7,520) due to vacant position salary transfer identified above and a benefits updates for an employee's status change in PEIA benefits.
 - The President controlled "Supplies and Other Services" expense budget increased by \$26,961 related to the transfer from the vacant labor position, a transfer to equipment expense, and a transfer to two temporary labor budgets.
 - The President controlled "Equipment Expense" budget increased \$5,000 from a transfer from supplies.
 - The President's controlled "Assessment for Support Services" expense budget increased by \$155.

- The President controlled “Assessment for Operating Costs” decreased by (\$5,130) due to transfers from operating expenses to labor and the correction to the February reporting period.
- The Fund Managers controlled “salaries” expense budget increased by \$3,239 due to a transfer from supplies to a temporary labor budgets.
- The Fund Managers controlled “Benefits” expense budget increased by \$361 associated with the transfer to the temporary labor budget above.
- The Fund Managers controlled “Supplies and Other Services” expense budget increased by \$42,162 associated the Culinary Program’s trip to Italy.

Of the adjusted projected effect on net assets of an increase of \$455,498 as of June 30, 2012; President’s Controlled Fund(s) are projected to have a budget surplus of \$176,338; Personnel Budget Savings are projected to be \$240,514, and Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$38,646 with Board approved spending of \$102,938 in cash reserves. The Year-To-Date Actual Budget Balance is \$2,098,445.

RESTRICTED FUNDS:

There was slight change in the overall Restricted Funds Budget Balance of a decrease of (\$3,816). This was the result of corrections to two grant activities. There were a variety of other changes that occurred within the budget that did not impact the overall budget balance. The Budget Balance as of March 31, 2011 is (-\$449,606). This deficit is covered by grant funds cash balances totaling \$1,426,871 on June 30, 2011.

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

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,673,566	8,921,407	8,388,830	94.03
	Faculty Services Revenue	1,502,589	1,502,589	1,290,088	85.86
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,252,667	1,306,529	1,276,258	97.68
	Operating Costs Revenue	203,317	199,282	115,763	58.09
	Support Services Revenue	377,210	371,349	220,637	59.41
	Other Operating Revenue	301,909	402,106	265,111	65.93
	Total:	12,311,258	12,703,261	11,556,687	90.97
OPERATING EXPENSE					
	Salaries	6,667,540	6,636,690	4,339,485	65.39
	Benefits	1,464,714	1,471,238	868,086	59.00
	Student financial aid-scholarships	140,844	130,844	152,064	116.22
	Utilities	0	0	915	
	Supplies and Other Services	1,774,275	1,955,091	1,253,842	64.13
	Equipment Expense	128,582	169,175	165,360	97.74
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	116,560	87,420	75.00
	Assessment for Faculty Services	1,272,439	1,272,439	1,375,876	108.13
	Assessment for Support Services	3,907,560	3,892,793	2,333,468	59.94
	Assessment for Student Activity Costs	158,131	174,729	168,363	96.36
	Assessment for Auxiliary Fees & Debt Service	1,252,667	1,306,529	1,260,550	96.48
	Assessment for Operating Costs	2,437,328	2,414,220	1,613,562	66.84
	Total:	19,308,698	19,540,308	13,618,991	69.70
OPERATING INCOME / (LOSS)		(6,997,440)	(6,837,046)	(2,062,304)	30.16
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	8,421,177	8,421,177	5,642,188	67.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	1,000	1,000	0	0.00
	Investment Income	97,194	97,194	4,390	4.52
	Assessment for E&G Capital & Debt Service Costs	(1,397,782)	(1,539,782)	(1,468,527)	95.37
	Reappropriated State Funding	0	716	0	0.00
	Total:	7,121,589	6,980,305	4,178,051	59.85
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(78,992)	(66,102)	(52,191)	78.96
	Indirect Cost Recoveries	877	2,430	2,430	100.00
	Transfers - Other	0	32,460	32,460	100.00
	One-time use of reserve	66,500	102,938	0	0.00
	Total:	(11,615)	71,725	(17,302)	(24.12)
BUDGET BALANCE		112,534	214,984	2,098,445	
PERSONNEL BUDGET SAVINGS		0	240,514		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		112,534	455,498	2,098,445	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		4,768,054	4,768,054		
Less: USE OF RESERVE		66,500	102,938		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		4,814,088	5,120,614		

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

* Unrestricted Net Asset Balance is 26.15% of the current budgeted total operating expense. Management has established a target of 15% or \$2,735,067 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 March 31, 2012

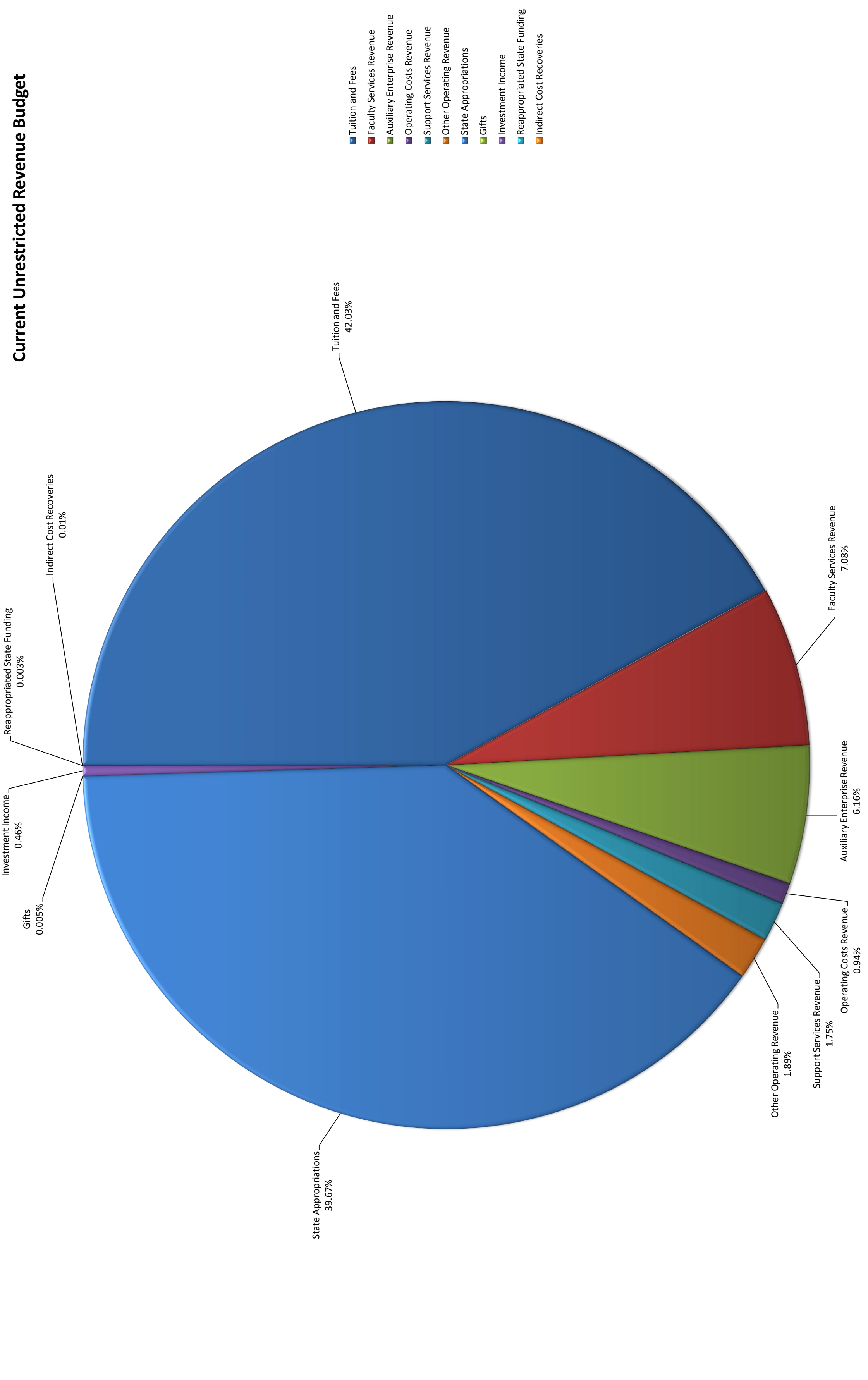
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	7,719,834	7,878,432	7,557,205	95.92
	Faculty Services Revenue	1,502,589	1,502,589	1,290,088	85.86
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	203,317	199,282	115,763	58.09
	Support Services Revenue	377,210	371,349	220,637	59.41
	Other Operating Revenue	193,583	276,747	208,084	75.19
	Total:	9,996,534	10,228,399	9,391,777	91.82
OPERATING EXPENSE					
	Salaries	6,346,475	6,261,729	4,119,606	65.79
	Benefits	1,402,515	1,415,449	836,277	59.08
	Student financial aid-scholarships	140,844	130,844	152,064	116.22
	Utilities	0	0	915	
	Supplies and Other Services	1,123,645	1,249,927	871,499	69.72
	Equipment Expense	57,042	61,197	49,362	80.66
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	116,560	87,420	75.00
	Assessment for Faculty Services	1,272,439	1,272,439	1,375,876	108.13
	Assessment for Support Services	3,907,560	3,892,793	2,333,468	59.94
	Assessment for Student Activity Costs	158,131	174,729	168,363	96.36
	Assessment for Operating Costs	2,437,328	2,414,220	1,613,562	66.84
	Total:	16,950,597	16,989,886	11,608,412	68.33
OPERATING INOCME / (LOSS)		(6,954,064)	(6,761,488)	(2,216,635)	32.78
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	8,421,177	8,421,177	5,642,188	67.00
	State Fiscal Stabalization Funds	0	0	0	
	Investment Income	97,194	97,194	4,390	4.52
	Assessment for E&G Capital & Debt Service Costs	(1,397,782)	(1,539,782)	(1,468,527)	95.37
	Reappropriated State Funding	0	716	0	0.00
	Total:	7,120,589	6,979,305	4,178,051	59.86
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(78,992)	(66,102)	(52,191)	78.96
	Transfers - Other	0	(377)	(377)	
	One-time use of reserve	25,000	25,000	0	0.00
	Total:	(53,992)	(41,479)	(52,568)	126.73
BUDGET BALANCE		112,533	176,338	1,908,847	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		4,096,524	4,096,524		
Less: USE OF RESERVE		<u>25,000</u>	<u>25,000</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,184,057</u>	<u>4,247,862</u>		

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

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

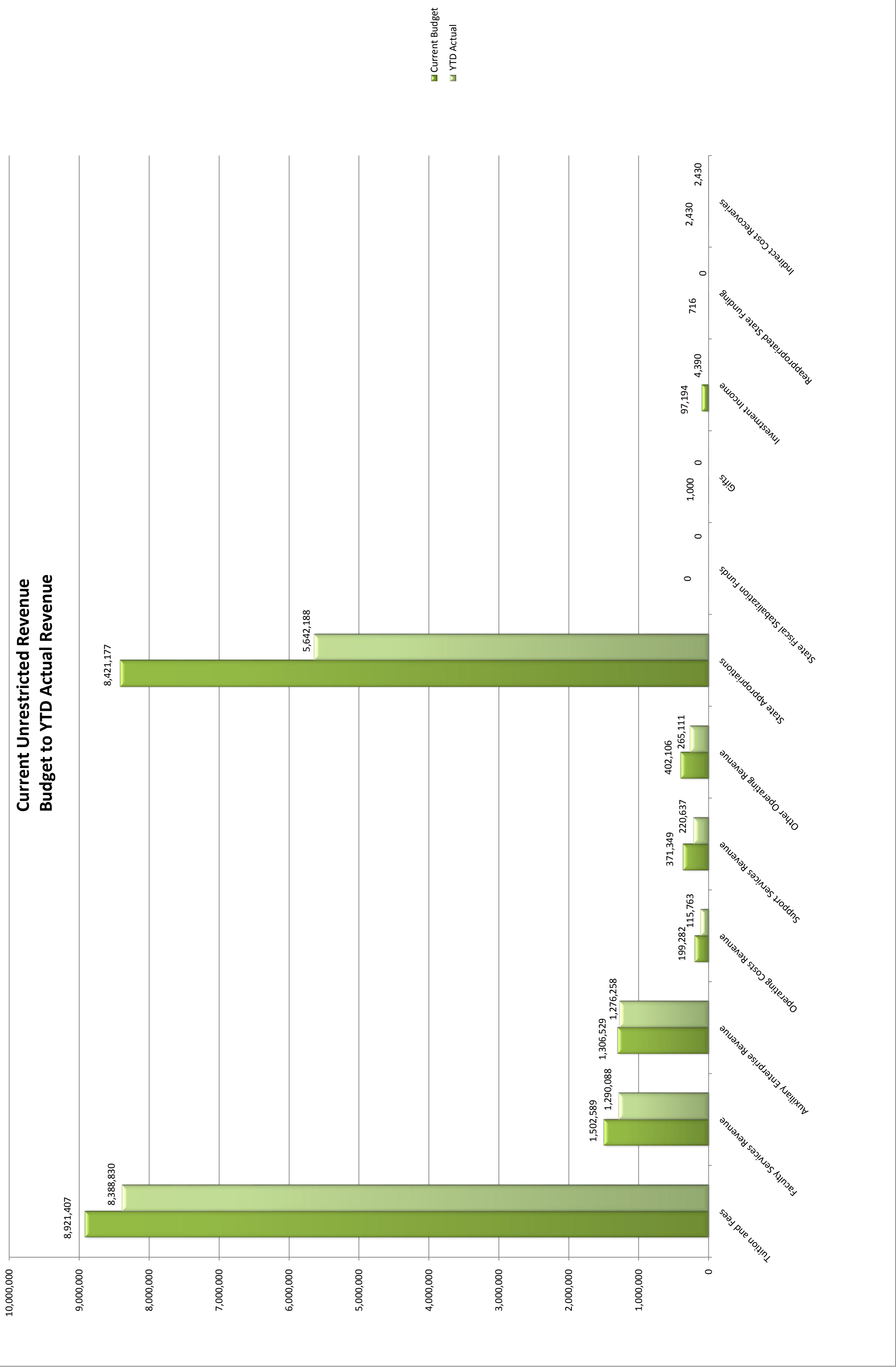
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	953,732	1,042,975	831,625	79.74
	Other Operating Revenue	108,326	125,359	57,027	45.49
	Total:	1,062,058	1,168,334	888,652	76.06
OPERATING EXPENSE	Salaries	321,065	374,961	219,878	58.64
	Benefits	62,199	55,789	31,809	57.02
	Supplies and Other Services	650,630	705,164	382,343	54.22
	Equipment Expense	71,541	107,979	115,998	107.43
	Loan cancellations and write-offs	0	0	0	
	Total:	1,105,435	1,243,892	750,029	60.30
OPERATING INCOME / (LOSS)		(43,377)	(75,559)	138,623	(183.46)
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000	1,000	0	0.00
	Total:	1,000	1,000	0	0.00
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	877	2,430	2,430	100.00
	Transfers - Other	0	32,837	32,837	100.00
	One-time use of reserve	41,500	77,938	0	
	Total:	42,377	113,205	35,267	31.15
BUDGET BALANCE		0	38,646	173,890	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		657,001	657,001		
Less: USE OF RESERVE		<u>41,500</u>	<u>77,938</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>615,501</u>	<u>617,709</u>		

Current Unrestricted Revenue Budget

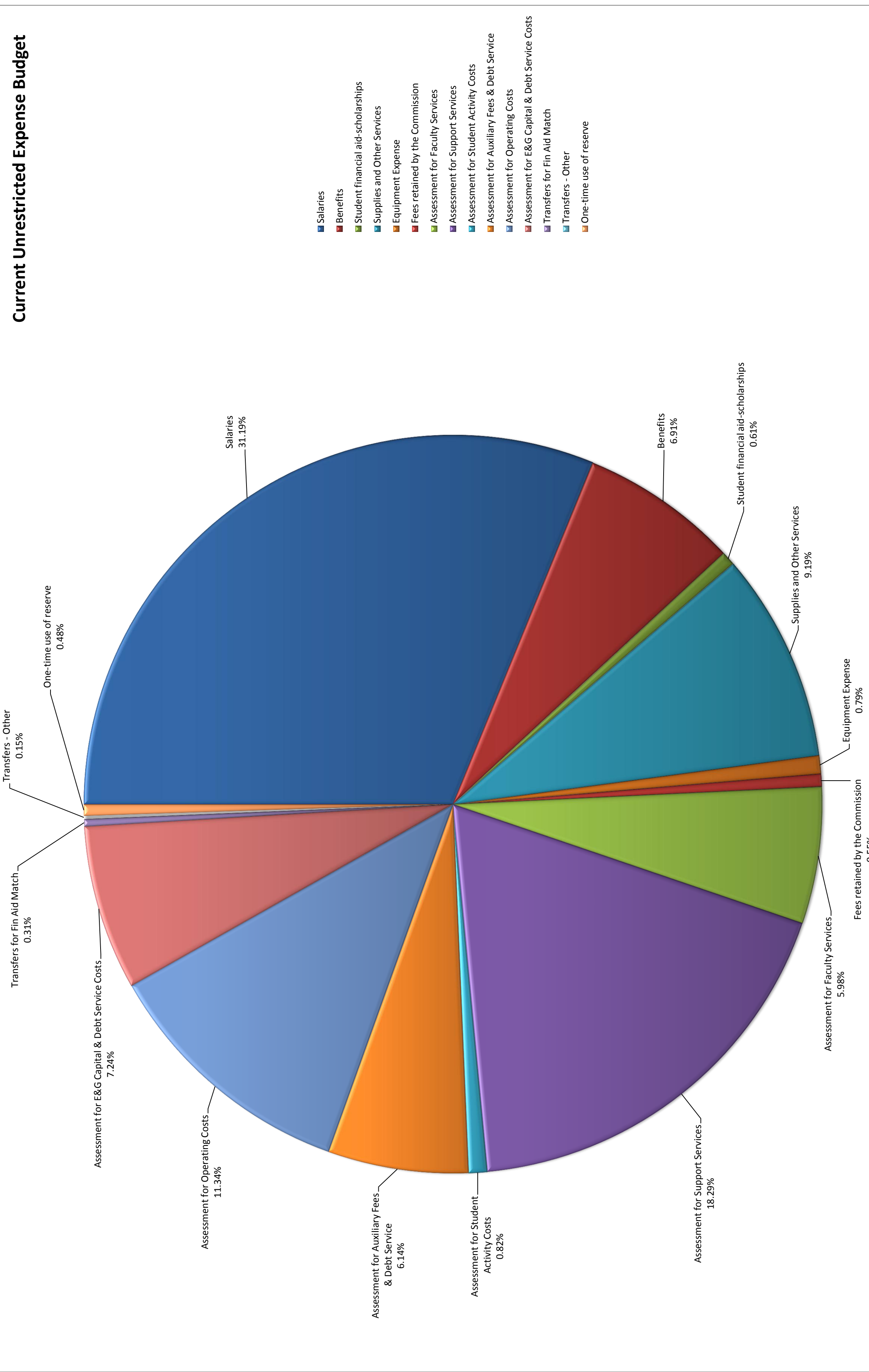


- Tuition and Fees
- Faculty Services Revenue
- Auxiliary Enterprise Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- Gifts
- Investment Income
- Reappropriated State Funding
- Indirect Cost Recoveries

Current Unrestricted Revenue Budget to YTD Actual Revenue

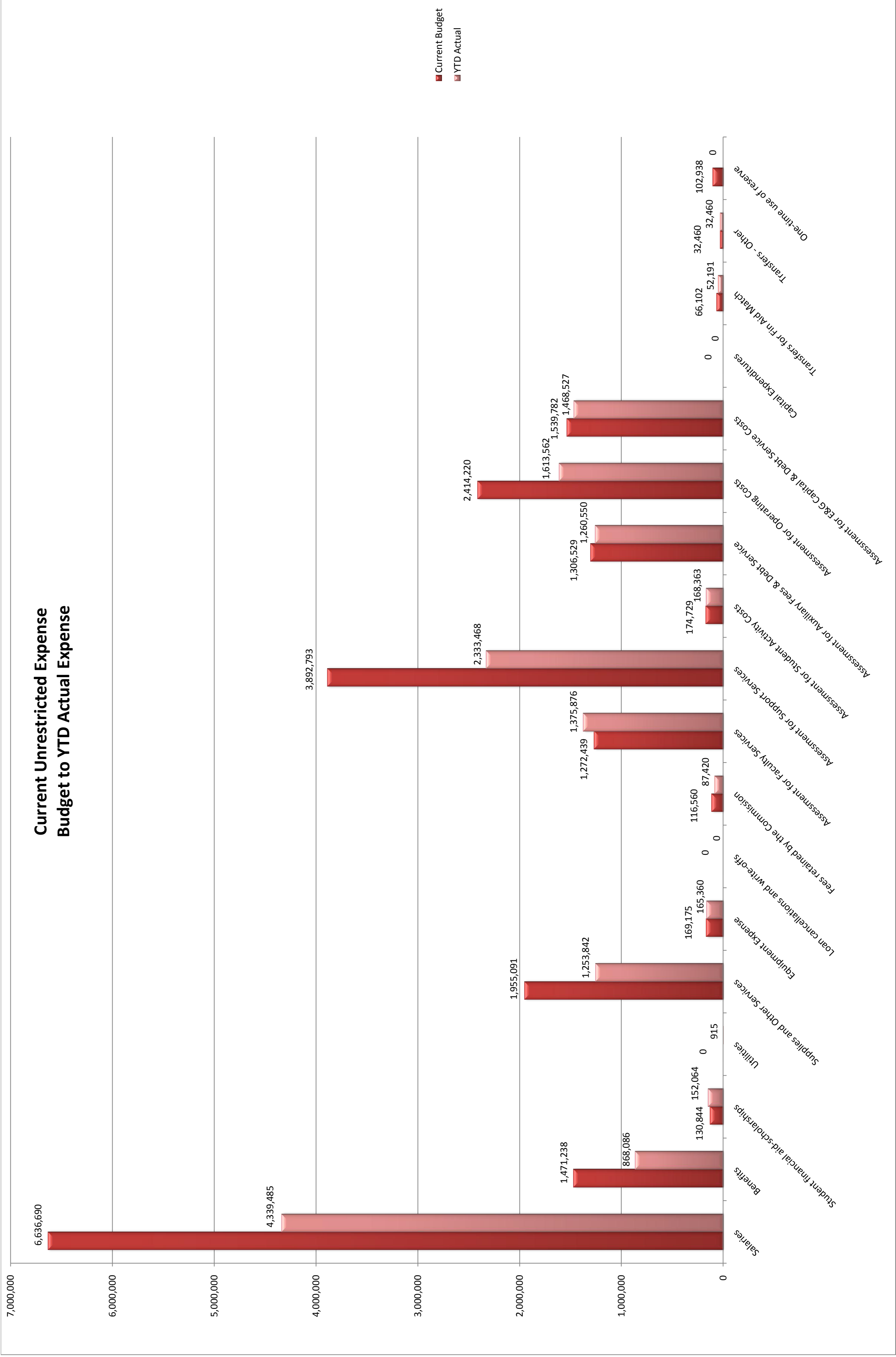


Current Unrestricted Expense Budget



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

Current Unrestricted Expense Budget to YTD Actual Expense



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

New Grant Funds

Other Grant/Restricted Fund Related Changes

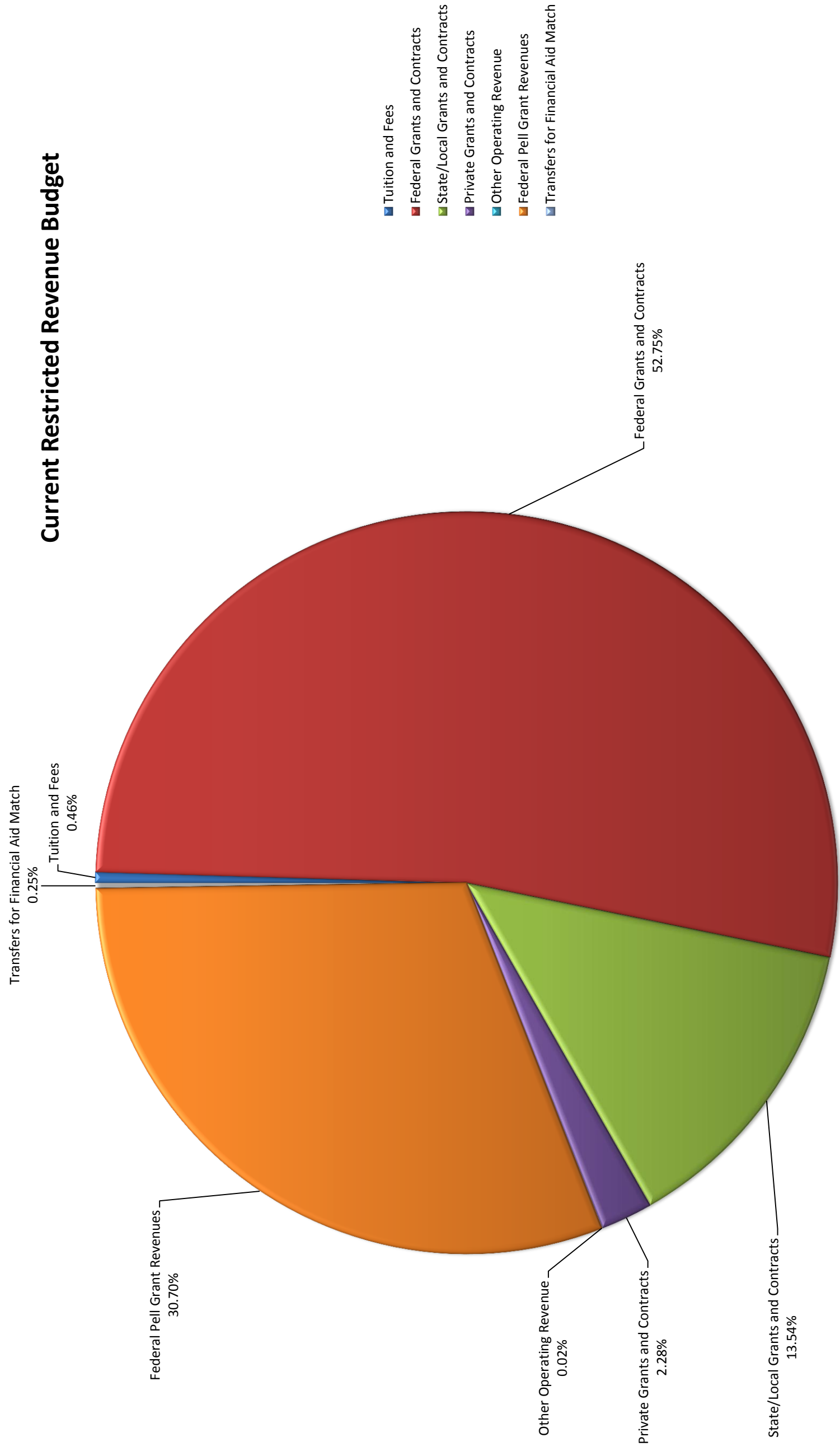
WV Advance Mechatronics Year 3	57,816.00
Tech Training	6,500.00
Private Grant Awards	60,000.00
Culinary Entrepreneurship grant correction expense only	3,567.38
UTC Aviation and Technology correction expense only	248.78
Net Change	(3,816.16)

The budget balance of **(\$449,606)** is covered by the restricted fund cash balance of \$1,426,871 on June 30, 2011

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

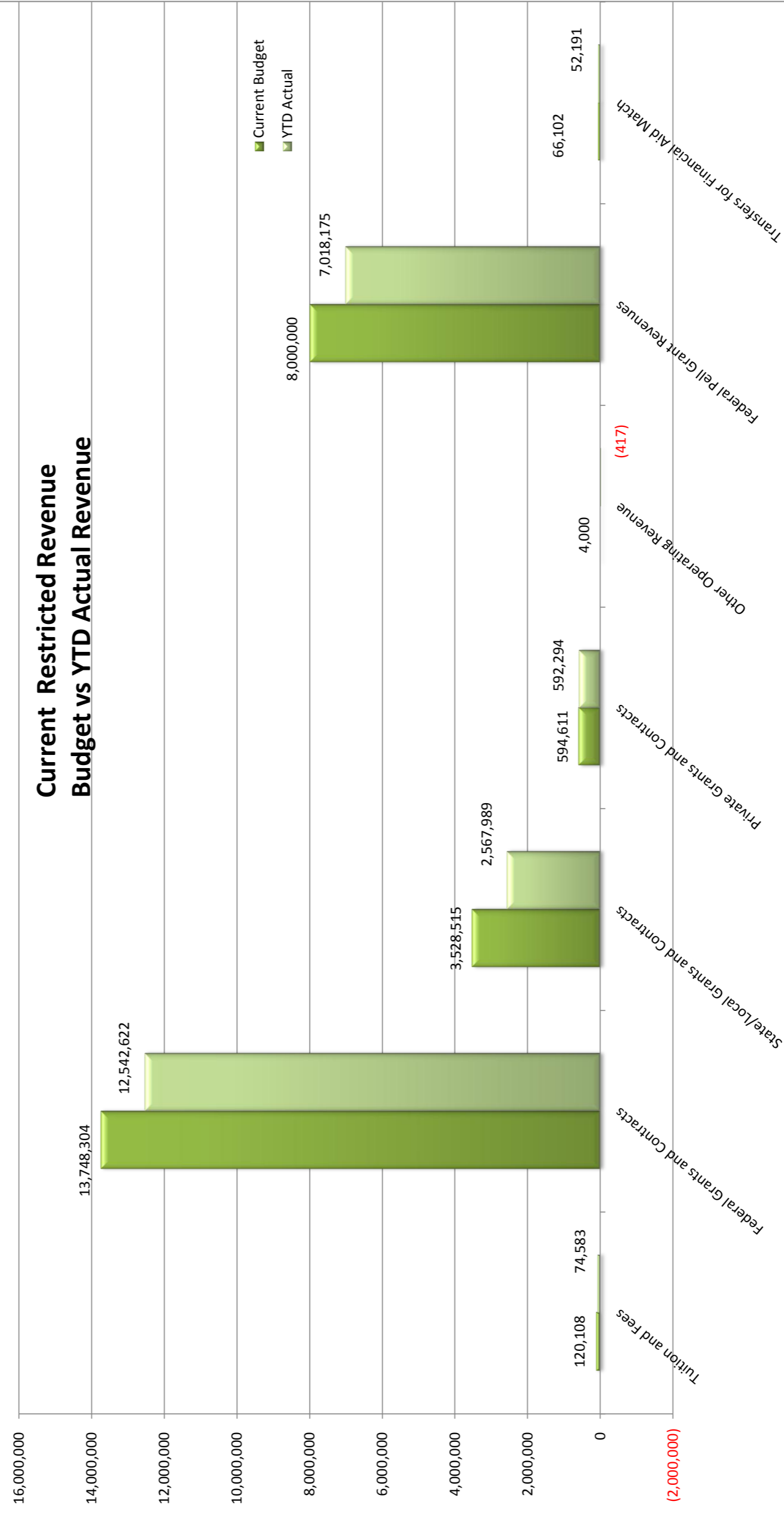
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	34,213	120,108	74,583	62.10
	Federal Grants and Contracts	13,771,179	13,748,304	12,542,622	91.23
	State/Local Grants and Contracts	3,048,871	3,528,515	2,567,989	72.78
	Private Grants and Contracts	534,611	594,611	592,294	99.61
	Other Operating Revenue	3,000	4,000	(417)	(10.41)
	Total:	17,391,874	17,995,538	15,777,071	87.67
OPERATING EXPENSE					
	Salaries	923,758	1,117,272	369,784	33.10
	Benefits	82,224	88,027	46,301	52.60
	Student financial aid-scholarships	23,946,419	23,972,571	21,785,647	90.88
	Utilities	500	500	196	39.28
	Supplies and Other Services	497,690	856,744	207,967	24.27
	Equipment Expense	238,878	187,876	148,852	79.23
	Loan Cancellation and Write-Off	0	0	(59)	
	Total:	25,689,469	26,222,990	22,558,689	86.03
OPERATING INCOME / (LOSS)		(8,297,595)	(8,227,452)	(6,781,618)	82.43
NONOPERATING REVENUE (EXPENSE)					
	Federal Pell Grant Revenues	8,000,000	8,000,000	7,018,175	87.73
	Total:	8,000,000	8,000,000	7,018,175	87.73
TRANSFERS & OTHER					
	Capital Expenditures	(203,365)	(253,366)	(236,033)	93.16
	Transfers for Fin Aid Match	78,992	66,102	52,191	78.96
	Indirect Cost Recoveries	(4,956)	(2,430)	(2,430)	100.00
	Transfers - Other	0	(32,460)	(32,460)	100.00
	Total:	(129,329)	(222,153)	(218,731)	98.46
BUDGET BALANCE		(426,924)	(449,606)	17,826	(3.96)
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,426,871	1,426,871		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		999,947	977,265		

Current Restricted Revenue Budget

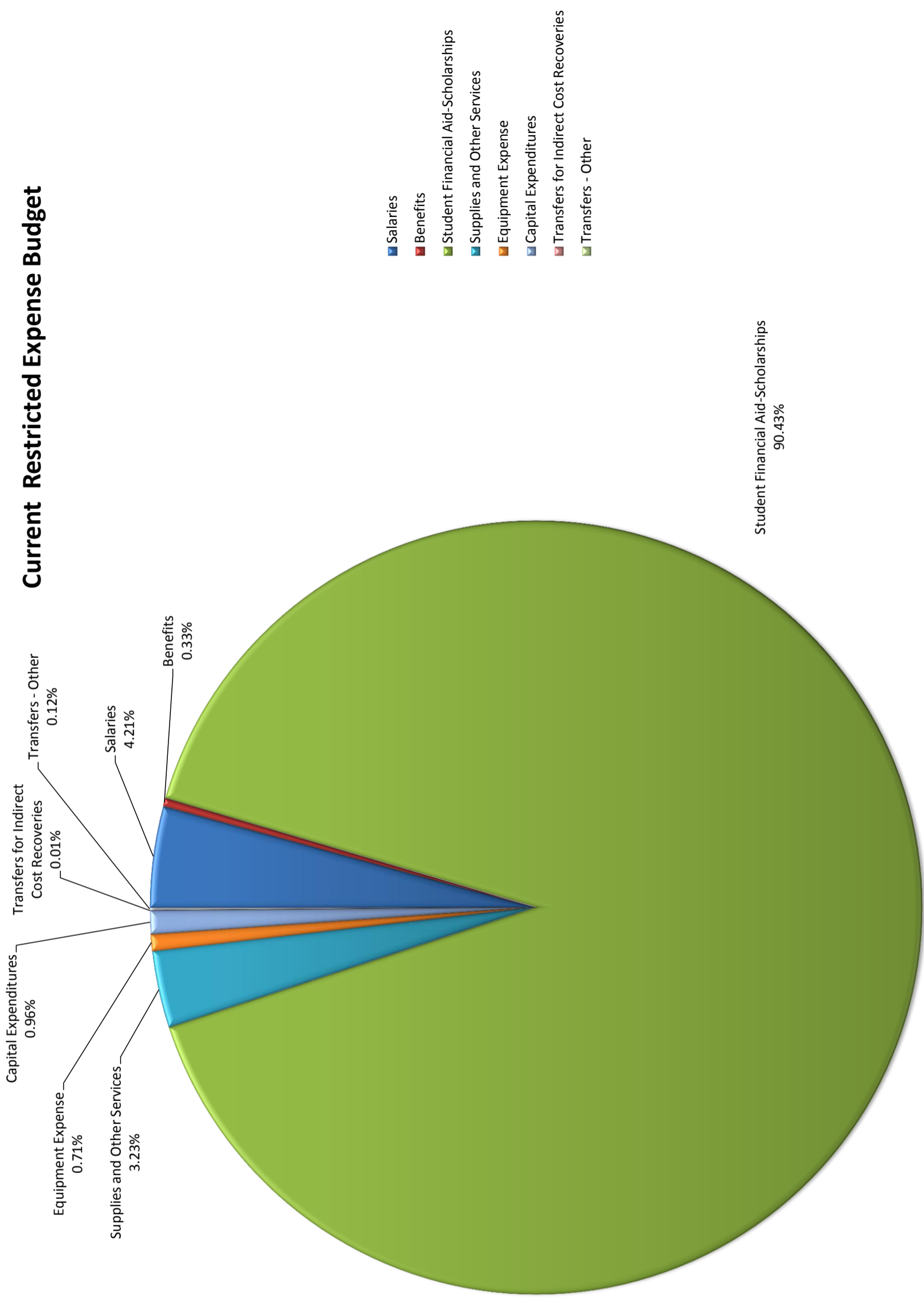


- Tuition and Fees
- Federal Grants and Contracts
- State/Local Grants and Contracts
- Private Grants and Contracts
- Other Operating Revenue
- Federal Pell Grant Revenues
- Transfers for Financial Aid Match

Current Restricted Revenue Budget vs YTD Actual Revenue

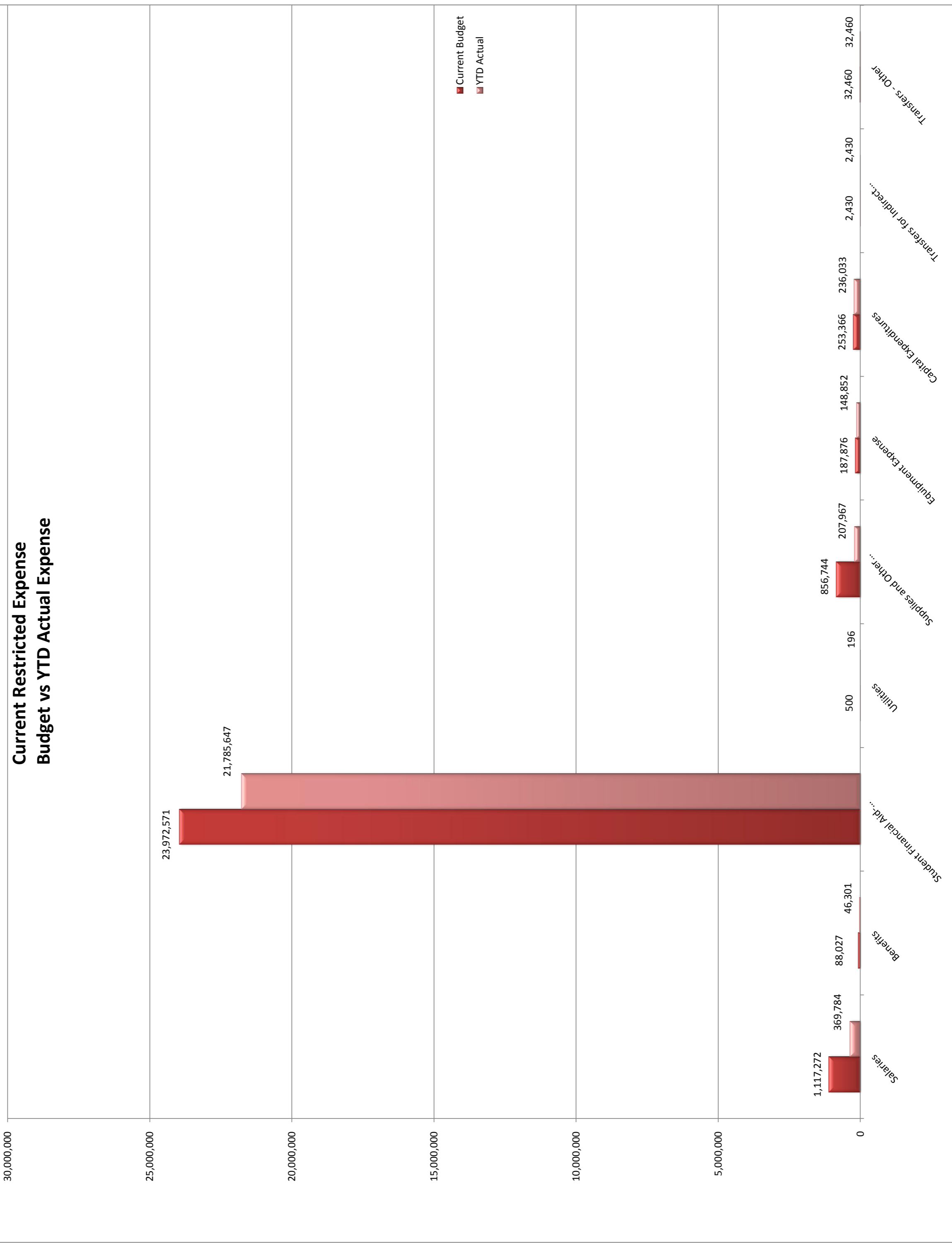


Current Restricted Expense Budget



Student Financial Aid-Scholarships
90.43%

Current Restricted Expense Budget vs YTD Actual Expense



Tab

4

CAPITAL PROJECTS

FY 2012

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
Aerospace Fire Suppression - ARRA	\$ 1,122,754.52	\$ 1,122,754.52	\$ -	Project is complete.	Completed
Byrd Center - HVAC Units (2)	\$ 74,282.00	\$ 74,282.00	\$ -	Project is complete.	
Byrd Center - Roof Renewal	\$ 276,130.00	\$ 276,130.00	\$ -	Project is complete.	
Folklife - Phase III (ARRA)	\$ 500,413.32	\$ 500,413.32	\$ -	Project is complete.	
Hunt Haught Hall - HVAC Units	\$ 734,393.00	\$ 734,393.00	\$ -	Project is complete.	
Hunt Haught Hall - Temperature Controls	\$ 87,807.00	\$ 87,807.00	\$ -	Project is complete.	
Hunt Haught Hall Glass Front	\$ 171,129.06	\$ 171,129.06	\$ -	Project is complete.	
Infrastructure - IT Emergency Back-Up	\$ 194,293.00	\$ 194,293.00	\$ -	Project is complete.	
Byrd Center - HVAC Units (FY 2012)	\$ 148,833.48	\$ 135,815.00	\$ 13,018.48	Notice to Proceed issued. Expect units to arrive week of May 14th.	In Progress
Hardway Hall Renovations	\$ 5,500,000.00	\$ 415,000.00	\$ 5,085,000.00	Plan review has started. Bid project around mid-summer.	
Hunt Haught Hall - Window Replacement	\$ 60,000.00	\$ -	\$ 60,000.00	Received quote from A&E - Received formal proposal from A&E to process contract.	
Infrastructure - Access Road Tennis Courts	\$ 170,000.00	\$ 14,500.00	\$ 155,500.00	Bids were received in late Fall - Plan to award this Spring.	
Infrastructure - Paving Lot #15	\$ 83,560.00	\$ -	\$ 83,560.00	Bids were received in late Fall - Greater than budget - Plan to re-bid this Spring.	
Infrastructure - Parking Lot - NAEC Paving	\$ 80,000.00	\$ -	\$ 80,000.00	Bids were received in late Fall - Plan to award this Spring.	
Musick Library Elevator	\$ 2,000,000.00	\$ 1,008,944.00	\$ 991,056.00	Notice to Proceed issued. Construction began 4/16/2012.	
Turley Center Renovations	\$ 6,000,000.00	\$ 505,029.81	\$ 5,494,970.19	Approximate schedule: Pre-bid - May 2; Bid Open - May 24.	
Turley Center Renovations - FF&E	\$ 874,055.00	\$ -	\$ 874,055.00	In contact with contracted vendor.	
Wallman Hall - Foundation Waterproof	\$ 150,000.00	\$ 25,500.00	\$ 124,500.00	Pre-Bid Meeting held 3/29/12. Bids due 5/3/12	
Wallman Hall Renovations	\$ 5,200,000.00	\$ 395,663.50	\$ 4,804,336.50	Pre-Bid Meeting held 3/29/12. Bids due 5/3/12	

CAPITAL PROJECTS

FY 2012

Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes	
Infrastructure - Retaining Wall Merchant Street	\$ 350,000.00	\$ 9,000.00	\$ 341,000.00	Easement was signed and return to City of Fairmont 04-26-12. Proposed redi-rock solution. Need engineer.	Not Started
Infrastructure - Sealing Parking Lots	\$ 25,000.00	\$ -	\$ 25,000.00	Plan to start with parking lot by Folklife this Summer.	
Jaynes Hall - Roof Renewal	\$ 350,000.00	\$ -	\$ 350,000.00	Plan to advertise for A&E with an Expression of Interest this Summer.	
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	Waiting on power company relocations. State highways dept. ready to move forward.	
Academic Fund	\$ 100,000.00	\$ 93,643.04	\$ 6,356.96	On-going - Numerous projects through-out year	On Going
Landscaping	\$ 100,000.00	\$ 49,512.34	\$ 50,487.66	On-going - Numerous projects through-out year	
Physical Plant - Small Projects	\$ 225,100.00	\$ 164,954.28	\$ 60,145.72	On-going - Numerous projects through-out year	

Tab

5

**Pierpont Community & Technical College Board of Governors
Meeting of May 17, 2012**

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

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve a final version of Policy #16 – Assessment, Payment and Refund of Fees, based on the draft revision circulated for public comment and Board-approved modifications to the draft revision based on comments received.

STAFF MEMBER: Dale Bradley

BACKGROUND: Language in the existing Assessment, Payment and Refund of Fees does not reflect the guidelines of the new WV Council Community and Technical College Education Series 32 Tuition and Fees Rule. The revisions proposed will provide the Board of Governors the option of applying the recommended amendments to this policy.

At the Pierpont Board of Governors meeting of March 20, 2012, a 30 Day Public Comment Period was established from March 21, 2012 to April 19, 2012 to provide the public the opportunity to address the proposed changes to Policy 16 – Assessment, Payment, and Refund of Fees. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education.

Two comments were received and are attached to this Resolution.

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

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

*Policy No. 16
Assessment, Payment and Refund of Fees*

Number of Comments Received:

Source of Comments Received:

Legal Counsel

1. A recommendation for additional clarification and detail was received from HEPC Legal Counsel in reference to two (2) policy sections. Section 9 - *Enrollment Above the Normal Full-Time Course Load* and Section 10 - *Deferral of Fees During A Legal Work Stoppage*. In Section 9 it states that "Pierpont shall **adopt penalties...**" and in Section 10 it states "...in accordance with **procedures established**". Counsel asks what penalty will be adopted and what action will be taken?
2. HEPC Legal Counsel indicated nomenclature changes to the following sections: Section 4.1.b (replace the leading dots with a comma); Section 5.1.a.3 (change the word 'does' to 'do'); Section 5.1. b (change the word 'shall' to 'will'); and Section 5.3.b (change '5.2.d' to '5.2.c').

Staff

No Comment.

Faculty

No Comment.

President's Cabinet

1. Comments were received from President's Cabinet members addressing the non-credit offerings of the institution. This modification to the Draft for policy changes was submitted for Board consideration.

Workforce Education Suggested Changes to Policy #16:

7.6 For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 7.1.a-d shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

7.6.1 A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdrawal shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the third party provider's return policy for books and materials.

7.6.2 A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

General

No Comment.

Notice: A complete written copy of the policy comments received during the 30-day comment period are available for public viewing in Room 230 Hardway Hall, Pierpont Community & Technical College, Fairmont, WV.

Pierpont Community & Technical College Board of Governors

POLICY # 16

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

SECTION 1. GENERAL

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

SECTION 2. PURPOSE

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

GENERAL RULES

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

SECTION 3. DEFINITIONS FEE CHARGES

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

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

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

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

SECTION 4. GOALS

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

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

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

SECTION 5. TUITION AND FEES

5.1. Approval of Resident Tuition and Required Fee Increases.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.2 Review of Nonresident Tuition and Fees.

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

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

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

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

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

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

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

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

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

5.3. Review of Reduced, Nonresident Tuition and Fees.

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

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

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

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

SECTION 6. FEE CHARGES

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

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

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

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

SECTION 47. REFUND OF REGULAR FEES

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

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

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

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

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

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

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

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

~~4.2.1 Academic Year (Semester)~~

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

~~During the third week 80% refund~~

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

~~During the sixth week 60% refund~~

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

~~During the ninth week 40% refund~~

~~Beginning the tenth week No refund~~

~~4.2.2 Summer Terms and Nontraditional Periods~~

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

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

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

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

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

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

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

After 60% of the term No refund

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

Refund Schedule

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

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

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

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

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

SECTION 85. REFUND OF ROOM AND BOARD

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

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

SECTION 96. REGISTRATION PERIOD –LATE FEE

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

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

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

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

SECTION ~~10~~7. INSTALLMENT PAYMENT PLANS

~~7~~10.1 Student fee deferred payment plans will be offered for fall and spring terms.

~~7~~10.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.

~~7~~10.3 After all financial aid is applied to the student's account, ~~sixty percent (60%) of the balance of student fees must be paid prior to the start of classes~~third quarter point of the term.

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

~~7~~10.~~5~~4 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.

~~7~~10.~~6~~5 Room and board and other non-course related charges may be divided into installments as ~~determined by the institution~~well.

SECTION ~~11~~8. USE OF CREDIT CARDS

~~8~~11.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.

~~8~~11.2 To the extent allowed by law or policy of the credit card company, the institution is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

SECTION ~~9~~12. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

~~9~~12.1 ~~The institution~~Pierpont shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.

SECTION ~~10~~13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

~~10~~13.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the ~~Pierpont~~bBoard.

Tab

6

**Pierpont Community & Technical College Board of Governors
Meeting of May 15, 2012**

ITEM:

Three Year Program Post Audit:
Power Plant Technology, Certificate in
Applied Science (C.A.S) degree program

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the continuation of the Power Plant
Technology C.A.S. program at the current
level of activity.

STAFF MEMBER:

Leslie J. Lovett

BACKGROUND:

The Power Plant Technology, C.A.S.
program has been reviewed by the program
advisory committee, program faculty, Dean
of Business, Aviation and Technology, Vice
President for Academic Affairs and the
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.

Tab

7

**Pierpont Community & Technical College Board of Governors
Meeting of May 15, 2012**

ITEM:	Five Year Program Review: American Sign Language, Certificate in Applied Science (C.A.S.) degree program
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Community & Technical College Board of Governors approve the discontinuation of the program as a C.A.S. degree, and approve the core course curriculum to be offered as an Advanced Skill Set, and as required first year core course work necessary for progression in the Associate in Applied Science (A.A.S) Interpreter Training Program pending Chancellor and/or the West Virginia Council for Community and Technical College approval.
STAFF MEMBER:	Leslie J. Lovett
BACKGROUND:	The American Sign Language, C.A.S. program has been reviewed by the program advisory committee, external reviewer, program faculty, Dean of Academic Studies, Vice President for Academic Affairs and the President. All are in agreement that the program is of quality. New United States Department of Education metrics suggest that the program be discontinued as a C.A.S. degree program. The curriculum in the program will be restructured into an Advanced Skill Set and required as first year core course work necessary for progression in the A.A.S. Interpreter Training Program. Majors currently enrolled in the program will not be adversely affected by this decision.

Tab

8

**Pierpont Community & Technical College Board of Governors
Meeting of May 15, 2012**

- ITEM:** Five Year Program Review:
Laboratory Assistant, Certificate in Applied
Science (C.A.S.) degree program
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the continuation of the Laboratory
Assistant program at the current level of
activity.
- STAFF MEMBER:** Leslie J. Lovett
- BACKGROUND:** The Laboratory Assistant, C.A.S. program
has been reviewed by the program advisory
committee, program faculty, external
reviewer, Dean of Health Careers, Vice
President for Academic Affairs and the
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.