

## Schedule/Agenda

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

May 17, 2011

Falcon Center Board Room  
Fairmont, WV

**1:00 P.M.**

**Off Campus Facilities Committee**

**Falcon Center Conference Room 3**

Members:

Tom Stose (*Chair*)

Linda Aman

Jeff Tucker

Beverly Jones

Staff Resource:

Jeani Hawkins

Leslie Lovett

**\*\* 2:00 P.M.**

**Full Board Meeting**

**Falcon Center Board Room**

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

**Pierpont Community & Technical College  
Board of Governors Meeting  
May 17, 2011**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*April 19, 2011*)

*Tab 1 – Action Item*

**Special Recognitions**

1. Dr. Gerald Bacza, Jayvijay V. Raol, and John Chris Toothman – 2011 NISOD Excellence Award Winners (National Institute for Staff and Organizational Development)
2. Welcome new Student Government Association President Meagan Gibson
3. Welcome and Recognize Cynthia Curry, AVP Human Resources

**Operation Reports**

1. President's Report (*Doreen Larson*)
2. Faculty Assembly Report (*Brian Floyd*)
3. Advisory Council of Faculty Report (*Nancy Lawler*)
4. Classified Staff Report (*Mary Jo Rutherford*)
5. Student Government Report (*Meagan Gibson*)
6. Academic Affairs (*Leslie Lovett*)
7. Center for Workforce Education Report (*Paul Schreffler*)

*Tab 2 – Informational*

*Tab 3 – Informational*

**Committee of the Whole**

1. Financial Report (*Dale Bradley*)
2. Capital Projects Update (*James Decker*)
3. Program Reviews (*Leslie Lovett*)

*Tab 4 – Informational*

*Tab 5 – Informational*

*Tab 6 – Action Item*

**Committee Reports**

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

**New Business**

1. Establish Board Officer Nominating Committee (*James Griffin*)
2. Establish 2011-2012 Board of Governors Meeting Dates (*Doreen Larson*)

*Tab 7 – Informational*

**Old Business**

**Public Comment**

**Announcement:**

The Advisory Board of the Advanced Technology Center will meet immediately following the Pierpont Board of Governors meeting.

**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 21, 2011 - location to be determined.**

**Tab**

**1**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
April 19, 2011  
2:00 PM**

**MINUTES**

**Call to Order**

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 19, 2011, beginning at 2:00 PM in the Falcon Center Board Room. Present at the meeting were Board members: Chairman James Griffin, Kyle Hamilton, Beverly Jones, CassAndrew Kelly, Earl McConnell, Rick Pruitte, Sharon Shaffer, Tom Stose, and Eugene Weaver. Present by phone were Board members: Linda Aman and Jeff Tucker. Also present were: President Doreen Larson, and Cyndee Sensibaugh. Absent was Board member: Dixie Copley.

**Last Call for Public Sign Up**

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

**Approval of Minutes**

Chairman Griffin made a Motion that the Minutes of March 15, 2011 Board of Governors Meeting be approved. All agreed and Motion carried.

**Special Recognitions**

President Larson recognized and congratulated the Pierpont Culinary Arts Team on their silver medal win at the American Culinary Federation Northeast Regional Competition in Columbus, OH on March 20-23, 2011. The team consisted of Maria Provencher (captain), Joseph White, Ted Hastings, Brandon Show, and Ryan Contraski. Chef Jay R. Mahoney was recognized as receiving the honor of the 2010 WV Chef of the Year.

Dr. Larson also recognized Dean Beth Newcome for receiving glowing remarks by the USDA for her outstanding contributions to the peer review panel for the Secondary Challenge Grants Program.

**President's Report**

Dr. Larson reported that the culinary program is adding an evening cohort schedule to the fall course offerings. This schedule will address the needs of Pierpont's evening students and expand the culinary program. A new full-time pastry chef faculty position is being added to the culinary staff.

Dr. Larson took pride in noting that Pierpont is focused on teaching its students not only cutting edge technical skills, but also on teaching and developing professional skills in communication, teamwork, confidence, and customer service.

Dr. Larson was very pleased to announce and introduce Dr. Maria Rose to the Board. Dr. Rose was selected as the Interim President of Fairmont State University filling the spot vacated by Dr. Tom Krepel. Dr. Larson highlighted Dr. Rose's excellent background with the University in providing leadership, student support, academic excellence, institutional improvement, and overall dedication. Pierpont has pledged its support to Dr. Rose in her efforts to further the mission of the University.

Dr. Larson expressed her pleasure at the success of the inauguration events that took place over March 24-26, 2011. The events had a twofold purpose; to establish Pierpont as a community resource – an institution that can bring varying community groups together, and to demonstrate the commitment of Pierpont to families and family activities.

The Pierpont alma mater, "Pierpont Pride" (commissioned for the inauguration), has become a hit and is continuing to draw interest in the community. The alma mater was highlighted at the East Fairmont Follies and was conducted by Board member Earl McConnell at the event.

Dr. Larson stated that Pierpont hopes to make the 5K run and the family dance annual events that will help the community connect with the College.

Dr. Larson informed the Board that the West Virginia Council for Community and Technical College Education approved Pierpont's request for a tuition increase of \$34.00 per term. This increase amounts to less than 2% overall and was among the lowest requested by any of the community colleges in WV.

Dr. Larson stated that the 2011 WV Legislature approved the provision of \$1.3 million in state appropriations to be used in the construction the third floor for the North Central Advance Technology Center. She noted that many months of work have gone into this funding request and Pierpont received support at many levels of government, business, and the community. With this funding, Pierpont can now showcase our exceptional programs and partnerships. Pierpont is currently working with architects on the final design of the ATC and we are looking to house allied health programs, such as; HIT, a physics lab, a biology lab, career counseling, financial aid, and student café and lounge areas in the new center.

Dr. Larson stated that one new program that will not be waiting for the opening of the ATC facility is the Mechatronics program. Mechatronics will enroll its first class in August. The program will incorporate block scheduling, embedded developmental education, and year-round course offerings. Partnering with the Power Plant program will help keep costs down, share faculty and space, but most importantly give the students access to current

equipment, concepts, and teaching methods. Dr. Larson applauded Dean J. Bacza, J. Calvez, and D. Furr for their work on this project and collaboration with private industries.

Dr. Larson announced that she will be holding the final meetings on the Pierpont Strategic Plan. Three goals have been developed for the College; flexibility, county outreach, and a culture of completion. Dr. Larson stated that she will now work on focusing critical projects and benchmarks.

In closing, Dr. Larson asked the Board to attempt to attend as many of the celebrations of student, faculty and staff achievements as possible. Commencement will be held on May 13<sup>th</sup> at 6:30 PM.

Lastly, a PowerPoint presentation was shown of photos highlighting the Presidential Inauguration week.

### **Operation Reports**

- Mary Beth Angeline presented the Faculty Assembly Report
- Mary Jo Rutherford presented the Classified Staff Report
- Alicia Nieman presented the Student Government Report
- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report
- Jeanie Hawkins presented the Off Campus Programs Report

### **Committee of the Whole**

- Financial Report

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

- Capital Projects Report

Jim Decker provided a summary report for the FY 2011 Capital Projects Completion Status.

- Post-Audit Review

- Mrs. L. Lovett reported the Post-Audit Review for the AAS Airframe and Aerospace Electronics Technology Program. In review of the program's enrollment and completion data it was recommended that the program be discontinued, pending approval from the West Virginia Council for Community and Technical College Education. A motion to discontinue the

AAS Airframe and Aerospace Electronics Technology Program was presented by Mr. K. Hamilton and seconded by Ms. S. Shaffer. Motion carried.

- Mrs. L. Lovett reported the Post-Audit Review for the Folk Arts and Crafts Apprentice Certificate Program. In review of the program's enrollment and completion data it was recommended that the program be discontinued, pending approval from the West Virginia Council for Community and Technical College Education. A motion to discontinue the Folk Arts and Crafts Apprentice Certificate Program was presented by Mr. K. Hamilton and seconded by Mr. T. Stose. Motion carried.
- Mrs. L. Lovett reported the Post-Audit Review for the Events Management Certificate Program. In review of the program's enrollment and completion data it was recommended that the program be continued at the current activity level. A motion to continue the Events Management Certificate Program was presented by Ms. S. Shaffer and seconded by Mr. K. Hamilton. Motion carried.

## **Committee Reports**

### ➤ Finance Committee

- Mr. D. Bradley provided detail on requests to spend Fund Manager's Cash Reserves. The Reserves are gathered from course fee funds, which are assessed to cover the cost of providing educational equipment and/or activities for the more expensive programs. The Reserves are accumulated over a period of years to address the more expensive educational material or equipment needs. The Cisco Lab, Medical Lab Tech, and the School of Health Careers request use of the Reserves to upgrade computer lab equipment, upgrade Cisco Networking Academy hardware and software, and purchase models for use in off-campus Anatomy & Physiology labs. A motion to approve the use of the Fund Manager's Cash Reserves was presented by Mr. K. Hamilton and seconded by Mr. T. Stose. Motion carried.
- Mr. D. Bradley presented the One-Time Salary Enhancement Continuance to the Board for Approval. With concurrence from the Governor's Office and the West Virginia Council for Community and Technical College Education, Dr. Larson recommends that the one-time 2.3% pay increase, placed in effect on December 1, 2010 for eligible employees, be continued and become part of the overall salary improvement plan for 2012. Action is required to allow the budget office to establish the State's expenditure schedules and WV-11 payroll transactions for the new fiscal year. A motion to approve the One-Time Salary Enhancement Continuance was presented by Mr. T. Stose and seconded by Ms. B. Jones. Motion carried.



- Mr. D. Bradley presented the request for the Board of Governors to make a Commitment of up to \$1.3 Million of Unrestricted E & G Cash Reserves for the Advanced Technology Center Third Floor Addition. The 2011 WV Legislature provided \$1.3 million in state appropriations to be used in the construction of a third floor for the Pierpont Advance Technology Center being built at the High Tech Consortium in Fairmont, WV. Contingent upon receiving the additional appropriation, Pierpont agreed to match the funds awarded to this portion of the ATC. A motion to commit \$1.3 million to the Unrestricted E & G Cash Reserves for the ATC Third Floor Addition was presented by Mr. K. Hamilton and seconded by Ms. S. Shaffer. Motion carried.
- Mr. D. Bradley provided details on the expense of the Hunt Haught Hall HVAC Project. A request was made to approve a change in the project budget as the costs have exceeded the budget bid of \$500,000 (funded by a Federal Energy Savings Grant, which expires on August 31, 2011). The total project cost is \$777,200. Additional funds can be transferred from other projects that are holding excess funds to cover the overage in the HVAC project cost. A motion to approve the transfer of resources from projects holding excess funds to the Hunt Haught Hall HVAC Project was presented by Mr. T. Stose and seconded by Mr. E. McConnell. Motion carried.
- Off Campus Operations Committee
  - No report
- Marketing Committee
  - No report

### **New Business**

The North Central Advanced Technology Center Advisory Board will meet immediately following the May 17, 2011 Board of Governors Meeting at the Falcon Center Board Room.

Dr. Larson announced that the Marion County Chamber of Commerce is hosting a reception for the Marion County Legislative Delegation at the Shaw House on Fairmont's east side on April 26<sup>th</sup>.

### **Executive Session**

Ms. S. Shaffer moved pursuant to 6-9A-4(b)2A of the WV 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. Mr. K. Hamilton seconded the motion. Motion carried.

Upon conclusion of Executive Session, Ms. S. Shaffer moved that the Board adjourn Executive Session and reconvene in Open Session. Mr. K. Hamilton seconded the motion. Motion carried.

Following Executive Session, Chairman Griffin announced that there were no action items needing addressed from the Executive Session.

### **Adjournment and Next Meeting**

There being no further business the Board meeting adjourned at 3:55 PM. The next Board of Governors Meeting will be held on May 17, 2011 at 2:00 PM in the Falcon Center Board Room.

**Tab**

**2**



## REPORT FOR PIERPONT BOARD OF GOVERNORS

MAY 17, 2011

### Purpose

- ❖ Established by West Virginia Code §18B-6-2
- ❖ Serve as a resource to the legislature and advise the legislature on Higher Education
- ❖ Advise the Higher Education Policy Commission (HEPC)
- ❖ Advise the Community and Technical College Council (CTCC)
- ❖ Report to and advise local boards of governors and faculty constituents on issues pertaining to higher education
- ❖ Provide a voice for both part-time and full-time higher education faculty

### Membership

- ❖ Representative of each public higher education institution in West Virginia
- ❖ Elected by the Faculty Assembly/Senate of their respective institution
- ❖ Serve as voting members of the Faculty Senate/Assembly of their institution

### Responsibilities

- ❖ Attend ACF meetings
- ❖ Attend HEPC and CTCC meetings, when possible
- ❖ Report to HEPC, CTCC, and LOCEA annually
- ❖ Promote the Great Teachers Seminar

### 2010-2011 ACF Legislative Issues

- ❖ Provide a systematic funding mechanism for capital projects funding and Higher Education initiatives mandated by the Legislature
- ❖ Increase tenured faculty in order to maintain academic integrity, to recruit high-quality faculty, to encourage a strong faculty voice in governance issues, and to provide consistency and oversight of programs
- ❖ Provide relief from rising PEIA premiums
- ❖ Support Higher Education personnel legislation and initiatives that include:
  - revising the classification and compensation system advocated by classified employees;
  - HEPC/CTCC tuition and fee approval above 3% rise
  - standardizing HEPC academic program approvals across the system
  - providing other WV Higher Education institutions with the same flexibility as Marshall and WVU in areas such as purchasing, etc.
- ❖ Allow faculty representation on the HEPC and CTCC
- ❖ Allow Higher Education employees the right to serve in the Legislature

### Other ACF Issues

- ❖ Examination of sick leave policies in higher education institutions
- ❖ Seek pay raises for faculty
- ❖ Seek ways to increase faculty benefits

**Tab**

**3**

# **Workforce Development - Project Status Report**

**May 2011 – Board of Governors Meeting**

## **Green Projects**

- ❖ Completed the second of six contracted courses in BPI Whole House Air Seal and Insulation with WV Women Work students in Martinsburg (15 students)
- ❖ Completed a WorkKeys occupational assessment of jobs in the Weatherization industry, resulting in basic skill levels identified for both entry and proficiency in those specific jobs
- ❖ Working on a comprehensive Building Energy Performance curriculum, combining all existing content and standards related to, Department of Energy, BPI and Weatherization programs.

## **Marcellus Shale**

- ❖ Federal TAA C3T submitted (ShaleNet USA). A partnership with industry and the initial ShaleNet grantees in PA, NY, OH, TX and WV (11.4 Million). Concentrating now on advocacy for this project
- ❖ Continuing to meet with industry leaders to clearly define workforce needs; meetings held with WVONGA, EQT, Savanna Energy, Superior Well Services and Weatherford
- ❖ Currently providing RigPass and Industry 101 courses for Savanna and Weatherford
- ❖ Working with EQT to define curriculum in the land management arena that they have identified as a human resource need
- ❖ Presented RigPass course for Mountaineer Challenge Academy (approx. 100 students)
- ❖ Planning RigPass courses for Northern Community College as well as CTCs in southwest PA
- ❖ Participated with Region VI WIB and local development authorities in an oil & gas-focused job fair on May 3 (approx. 400 participants)
- ❖ Offering training sessions at the annual IOGA convocation in June (Buckhannon)
- ❖ Submitting a grant to Dominion prior to May 1 deadline

## **Industry-Sector Strategy**

- ❖ Legislature passed "Learn and Earn" in the last session
- ❖ Emergency legislative rule approved by Council
- ❖ Will provide matching money to internship/coop programs integrated into CTC programs
- ❖ Will require application to WVCTCS

**Tab**

**4**

**Board of Governors  
Financial Report FY 2011  
Pierpont Community & Technical College  
as of March 31, 2011**

**SUMMARY:**

The projected effect on net assets at June 30, 2011 as of March 31, 2011 is an increase of \$542,775. This amount includes \$409,573 in additional personnel budget savings.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of March 31, 2011 is \$133,202. This represents a decrease of \$20,482 from the February 28, 2011 Finance Report. As of this report date, approximately 95% of projected tuition and fees revenue and approximately 92% of overall revenues has been realized while 70% of operating expenses have been incurred. The primary budget changes that impacted the budget from the February 28, 2011 Report is as follows:

- **Operating Revenues Budget:**
  - Increased by \$5,708. This was due primarily to three actions:
    - The Fund Manager controlled "Tuition and Fees" budget increased by \$3,265 in recognition of additional revenues in Early Childhood and EMS.
    - The President controlled "Support Service Revenue" decreased by (\$12,557) due to adjustments to chargeback on two Pierpont positions.
    - The President controlled "Other Operating Revenue" budget increased by \$15,000 based on anticipated additional revenue related donations for the Presidential Inauguration.
- **Operating Expenses Budget:**
  - Increased by \$26,190. This was due primarily to four actions:
    - The President and Fund Manager controlled "Benefits" budget increased \$9,486 with adjustment to two positions and the creation of a vacant position (Vacant positions are budgeted at the maximum benefit costs possible).
    - The President and Fund Manager controlled "Supplies and Other Services" budget increased by a combined amount of \$18,265. \$15,000 of this increase was related to expected expenses for the Presidential Inauguration while the remaining \$3,265 of increase was for additional expenses in Early Childhood and EMS.
    - The President controlled "Assessment for Support Services" budget increased by \$1,625.
    - The President controlled "Assessment for Operating Costs" budget decreased by (\$3,186).

Of the projected effect on net assets of an increase of \$542,775 as of June 30, 2011; President's Controlled Fund(s) are projected to have a budget surplus of \$61,775; Personnel Budget Savings



are projected to be \$409,573, and Fund Manager's Controlled Fund(s) are projected to have a budget surplus of \$71,427. The Year-To-Date Actual Budget Balance is \$2,333,668.

**RESTRICTED FUNDS:**

Operating Revenues "State/Local Grants and Contracts" budget increased by \$113,250 in recognition of a West Virginia GREEN-UP Grant for Building Performance Simulation Equipment. The overall Operating Expenses increased by \$116,476 due to the recognition of the grant as well as some other minor adjustments. In the Transfer & Other category, the "Capital Expenditures" budget was decreased by \$3,227 due to corrective adjustments.

The overall impact was no change to the budget balance which reflects a deficit of (\$741,253). This deficit is covered by grant funds cash balances totaling \$1,455,695. The primary funding sources in the restricted funds are financial aid and state and federal grants.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of March 31, 2011

	Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
Tuition and Fees	7,623,362	8,335,827	7,915,994	94.96
Faculty Services Revenue	1,502,589	1,502,589	1,325,778	88.23
State/Local Grants and Contracts	0	0	0	
Auxiliary Enterprise Revenue	1,135,737	1,192,637	1,245,292	104.42
Operating Costs Revenue	208,947	215,828	134,406	62.27
Support Services Revenue	422,098	403,622	229,063	56.75
Other Operating Revenue	242,155	356,909	213,518	59.82
<b>Total:</b>	<b>11,134,887</b>	<b>12,007,412</b>	<b>11,064,050</b>	<b>92.14</b>
<b>OPERATING EXPENSE</b>				
Salaries	5,624,599	6,234,483	4,131,004	66.26
Benefits	1,222,128	1,376,488	818,025	59.43
Student financial aid-scholarships	305,588	307,016	279,146	90.92
Utilities	0	0	812	
Supplies and Other Services	1,625,463	1,690,877	1,255,762	74.27
Equipment Expense	137,061	155,045	100,727	64.97
Loan cancellations and write-offs	0	0	0	
Fees retained by the Commission	104,619	104,619	78,464	75.00
Assessment for Faculty Services	1,288,289	1,272,439	1,155,885	90.84
Assessment for Support Services	3,902,533	3,964,757	2,336,171	58.92
Assessment for Student Activity Costs	149,231	158,131	163,765	103.56
Assessment for Auxiliary Fees & Debt Service	1,135,737	1,192,637	1,234,832	103.54
Assessment for Operating Costs	2,375,530	2,375,754	1,618,245	68.12
<b>Total:</b>	<b>17,850,748</b>	<b>18,832,245</b>	<b>13,172,839</b>	<b>69.95</b>
<b>OPERATING INCOME / (LOSS)</b>	<b>(6,715,861)</b>	<b>(6,824,834)</b>	<b>(2,108,788)</b>	<b>30.90</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>				
State Appropriations	7,683,748	7,683,748	5,144,937	66.96
State Fiscal Stabilization Funds	659,694	659,838	659,838	100.00
Gifts	1,000	1,000	0	0.00
Investment Income	97,194	97,194	19,348	19.91
Assessment for E&G Capital & Debt Service Costs	(1,287,282)	(1,397,782)	(1,318,280)	94.31
Reappropriated State Funding	0	22,217	0	0.00
<b>Total:</b>	<b>7,154,354</b>	<b>7,068,215</b>	<b>4,505,844</b>	<b>63.77</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	0	(27,914)	(34,897)	125.02
Transfers for Fin Aid Match	(78,992)	(78,992)	(21,851)	27.66
Indirect Cost Recoveries	0	7,682	2,316	30.15
Transfers - Other	0	(8,955)	(8,955)	100.00
One-time use of reserve	0	0	0	
<b>Total:</b>	<b>(78,992)</b>	<b>(108,179)</b>	<b>(63,387)</b>	<b>58.59</b>
<b>BUDGET BALANCE</b>	<b>359,501</b>	<b>133,202</b>	<b>2,333,668</b>	
<b>PERSONNEL BUDGET SAVINGS</b>	<b>0</b>	<b>409,573</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>	<b>359,501</b>	<b>542,775</b>		
* <b>Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year</b>	<b>4,444,028</b>	<b>4,444,028</b>		
<b>Less: USE OF RESERVE</b>	<b>0</b>	<b>0</b>		
<b>** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>	<b><u>4,803,529</u></b>	<b><u>4,986,803</u></b>		

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

\*\* Unrestricted Net Asset Balance is 25.19% of the current budgeted total operating expense. Management has established a target of 15% or \$2,654,476 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, 2011

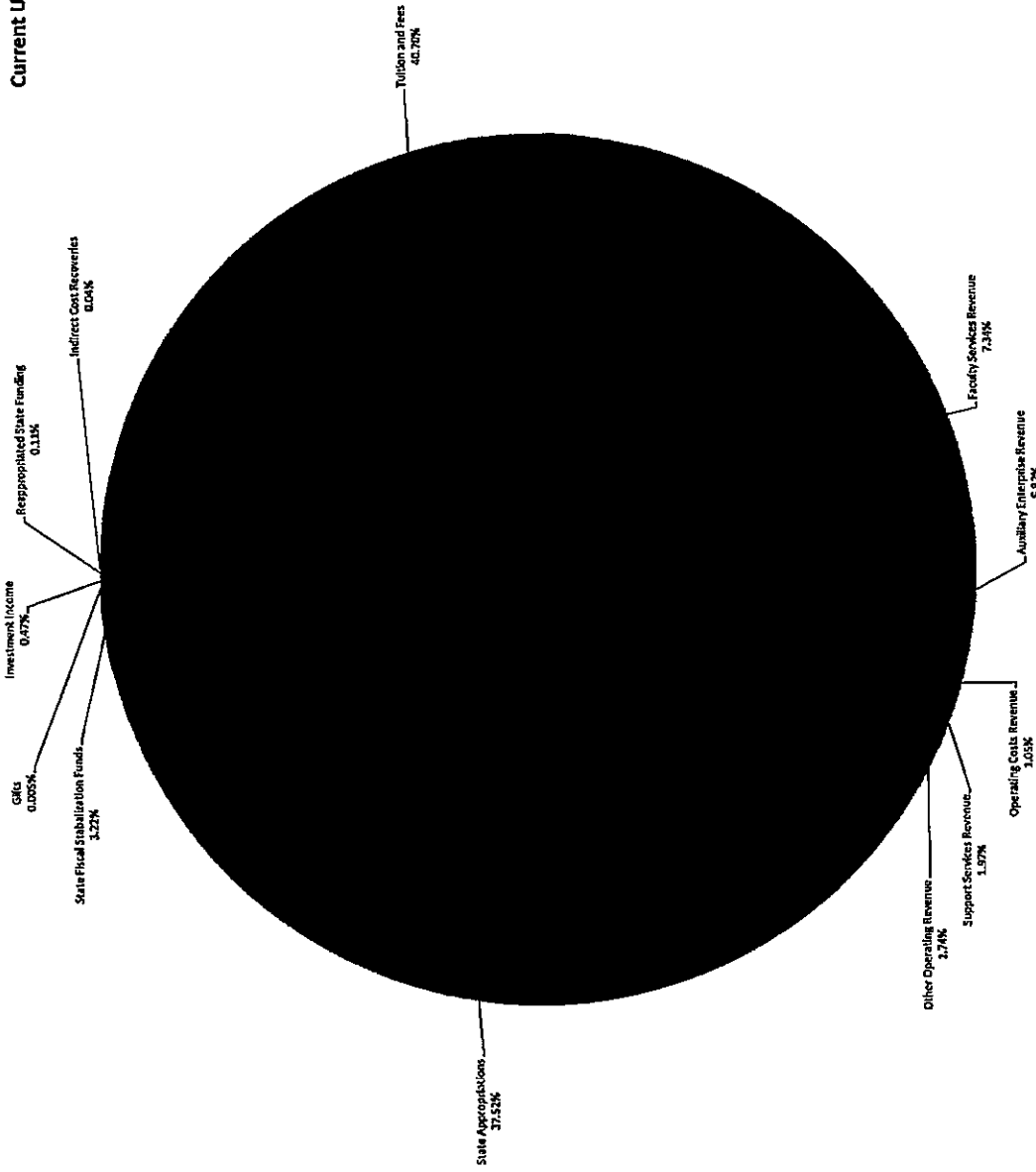
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	6,897,862	7,422,262	7,162,937	98.51
	Faculty Services Revenue	1,502,589	1,502,589	1,325,778	88.23
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	208,947	215,828	134,406	62.27
	Support Services Revenue	422,098	403,622	229,063	56.75
	Other Operating Revenue	123,083	208,563	145,330	69.67
	<b>Total:</b>	<b>9,154,579</b>	<b>9,752,884</b>	<b>8,997,513</b>	<b>92.25</b>
<b>OPERATING EXPENSE</b>	Salaries	5,470,620	5,971,937	3,926,743	65.75
	Benefits	1,192,238	1,329,978	788,823	59.31
	Student financial aid-scholarships	305,588	307,016	279,146	90.92
	Utilities	0	0	812	
	Supplies and Other Services	1,098,724	1,085,588	845,687	77.90
	Equipment Expense	57,042	75,942	62,490	82.29
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	104,619	104,619	78,464	75.00
	Assessment for Faculty Services	1,268,259	1,272,439	1,155,885	90.84
	Assessment for Support Services	3,902,533	3,964,757	2,336,171	58.92
	Assessment for Student Activity Costs	149,231	158,131	163,765	103.56
	Assessment for Operating Costs	2,375,530	2,375,754	1,618,245	68.12
	<b>Total:</b>	<b>15,924,384</b>	<b>16,646,160</b>	<b>11,256,231</b>	<b>67.62</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,769,805)</b>	<b>(6,893,276)</b>	<b>(2,258,718)</b>	<b>32.77</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,683,748	7,683,748	5,144,937	66.96
	State Fiscal Stabilization Funds	659,694	659,838	659,838	100.00
	Investment Income	97,194	97,194	19,348	19.91
	Assessment for E&G Capital & Debt Service Costs	(1,287,282)	(1,397,782)	(1,318,280)	94.31
	Reappropriated State Funding	0	22,217	0	0.00
	<b>Total:</b>	<b>7,153,354</b>	<b>7,065,215</b>	<b>4,505,844</b>	<b>63.78</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	(22,217)	(28,097)	126.47
	Transfers for Fin Aid Match	(78,992)	(78,992)	(21,851)	27.66
	Transfers - Other	0	(8,955)	(8,955)	100.00
	One-time use of reserve	0	0	0	
	<b>Total:</b>	<b>(78,992)</b>	<b>(110,164)</b>	<b>(58,903)</b>	<b>53.47</b>
<b>BUDGET BALANCE</b>		<b>304,557</b>	<b>61,775</b>	<b>2,188,223</b>	
* Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		<b>3,690,886</b>	<b>3,690,687</b>		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<b><u>3,995,243</u></b>	<b><u>3,752,462</u></b>		

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

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted - Fund Manager**  
**As of March 31, 2011**

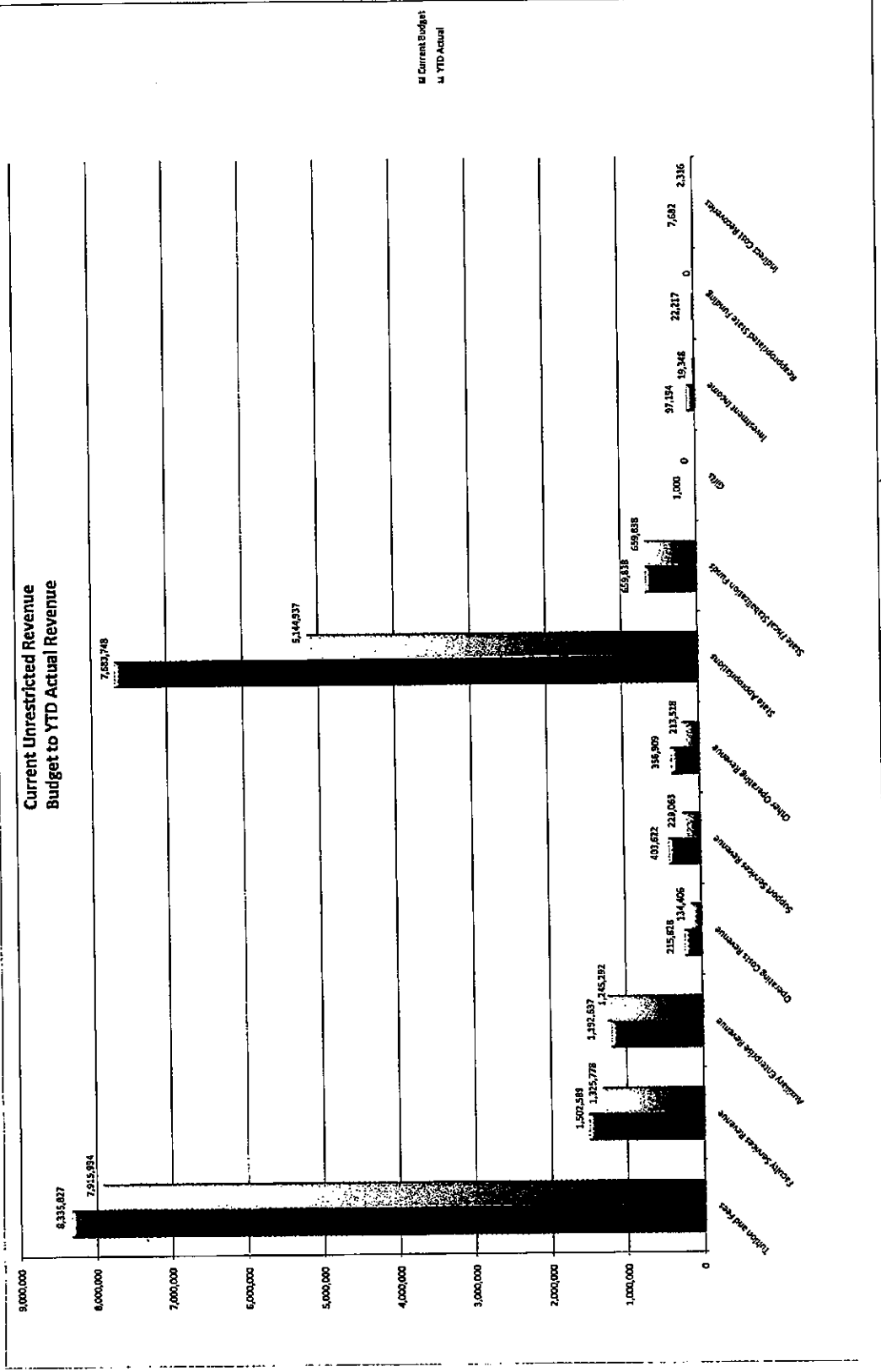
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	725,500	913,565	753,057	82.43
	Other Operating Revenue	119,072	148,326	68,188	45.97
	<b>Total:</b>	<b>844,572</b>	<b>1,061,891</b>	<b>821,245</b>	<b>77.34</b>
<b>OPERATING EXPENSE</b>	Salaries	154,079	262,546	204,261	77.80
	Benefits	29,890	46,510	29,202	62.79
	Supplies and Other Services	526,739	605,289	410,075	67.75
	Equipment Expense	80,020	79,103	38,237	48.34
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>790,728</b>	<b>993,448</b>	<b>681,775</b>	<b>68.63</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>53,844</b>	<b>68,443</b>	<b>139,470</b>	<b>203.78</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	1,000	1,000	0	0.00
	<b>Total:</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(5,697)	(6,800)	119.36
	Indirect Cost Recoveries	0	7,682	2,316	30.15
	Transfers - Other	0	0	0	
	One-time use of reserve	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>1,985</b>	<b>(4,484)</b>	<b>-225.93</b>
<b>BUDGET BALANCE</b>		<b>54,844</b>	<b>71,427</b>	<b>134,985</b>	
<b>Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>722,452</b>	<b>722,452</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>777,296</u></b>	<b><u>793,879</u></b>		

# Current Unrestricted Revenue Budget



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

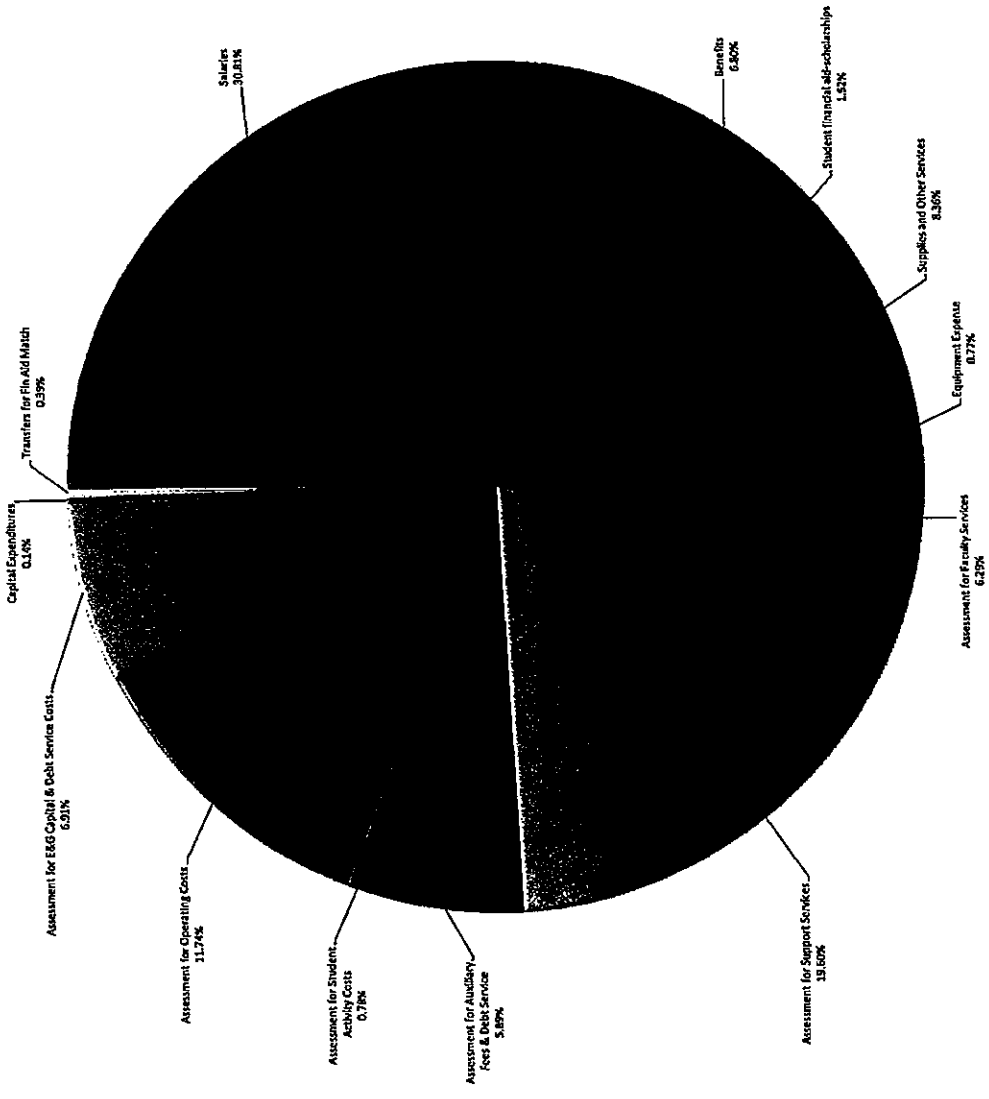
**Current Unrestricted Revenue  
Budget to YTD Actual Revenue**



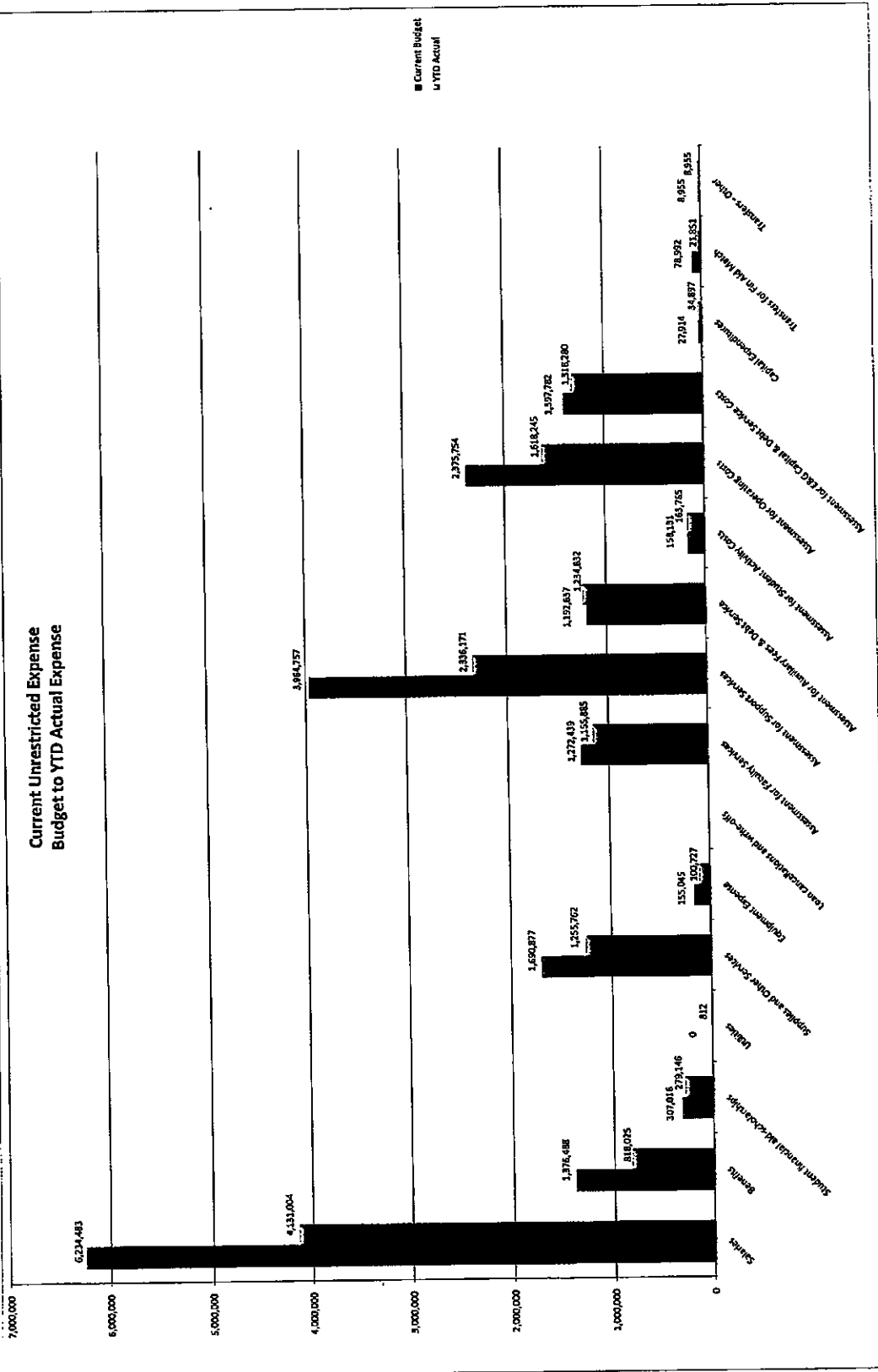
■ Current Budget  
■ YTD Actual

# Current Unrestricted Expense Budget

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



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





Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending March 31, 2011

**New Grant Funds**

ARRA GREEN UP Simulator	113,250.00
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**Other Grant Related Changes**

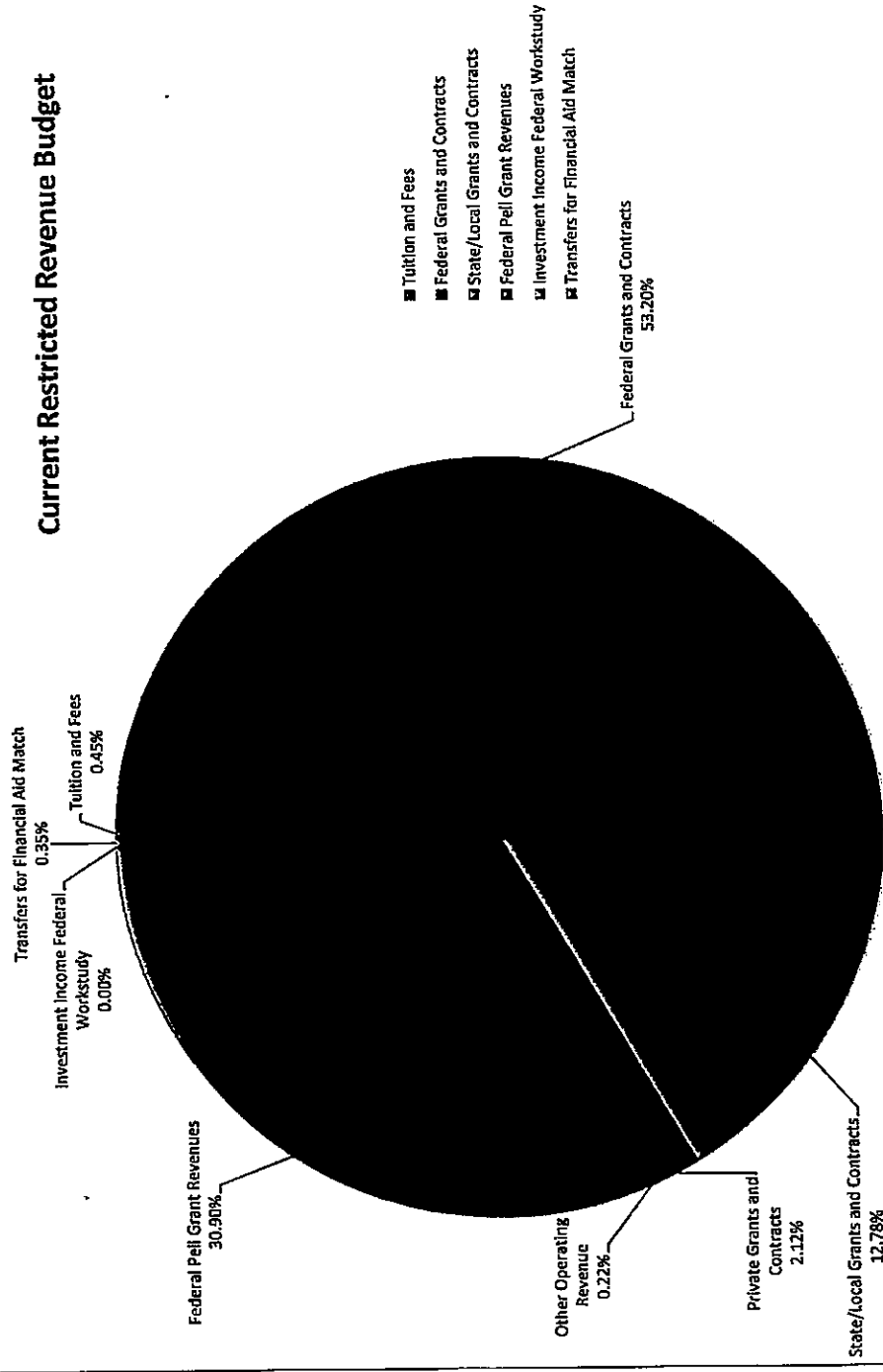
<b>Net Change</b>	<b>0.00</b>
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The budget balance of **(\$741,254)** is covered by the restricted fund cash balance of \$1,455,695 on June 30, 2010

**PIERPONT COMMUNITY AND TECHNICAL COLLEGE**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**As of March 31, 2011**

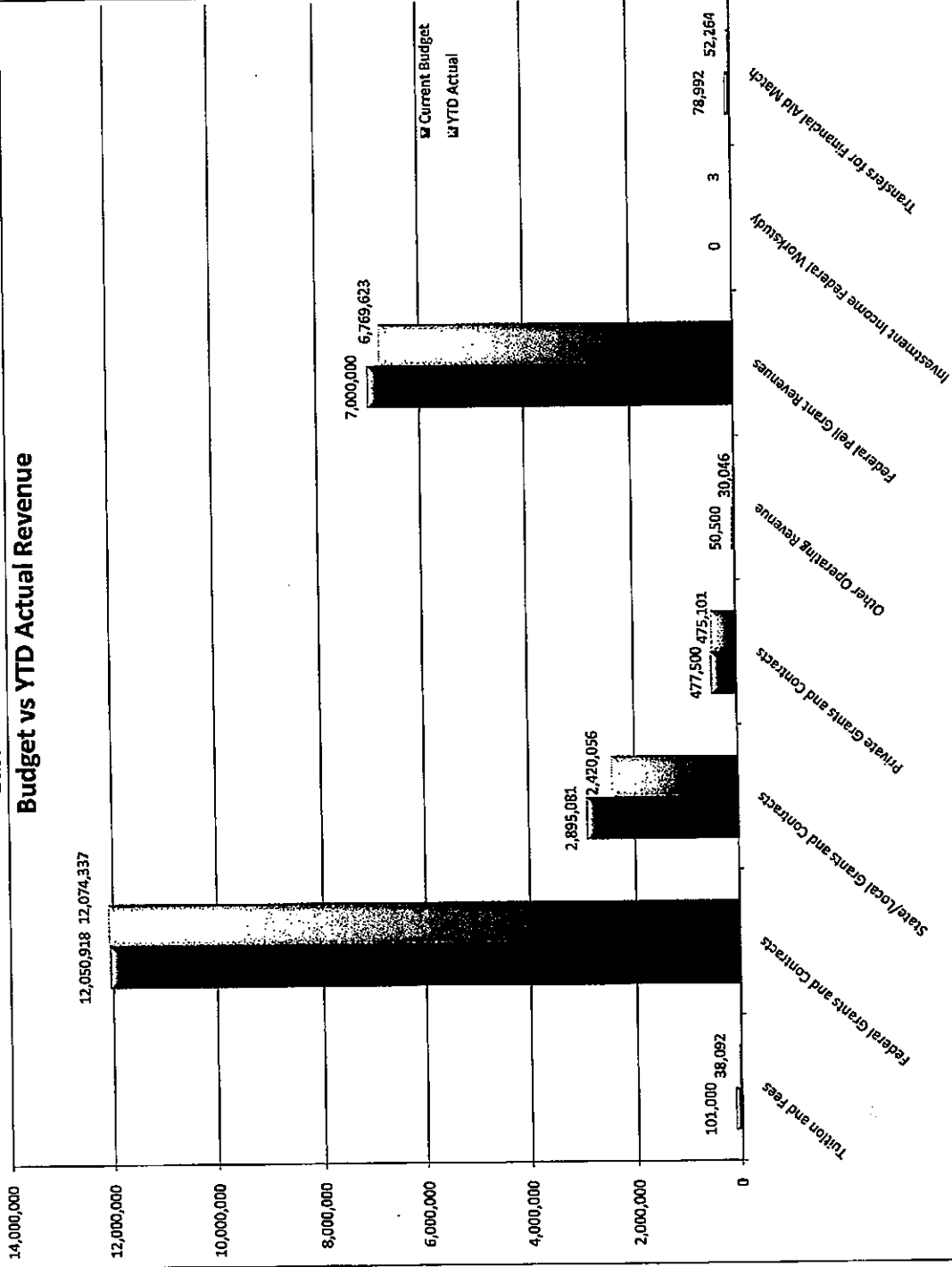
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	101,000	101,000	38,092	37.71
	Federal Grants and Contracts	14,127,178	12,050,918	12,074,337	100.19
	State/Local Grants and Contracts	2,400,453	2,895,081	2,420,056	83.59
	Private Grants and Contracts	567,000	477,500	475,101	99.50
	Other Operating Revenue	50,500	50,500	30,046	59.50
	<b>Total:</b>	<b>17,246,131</b>	<b>15,574,999</b>	<b>15,037,632</b>	<b>96.55</b>
<b>OPERATING EXPENSE</b>	Salaries	826,924	1,176,267	412,320	35.05
	Benefits	138,299	175,210	56,982	32.52
	Student financial aid-scholarships	22,234,389	20,953,030	20,718,880	98.88
	Utilities	100	100	342	341.52
	Supplies and Other Services	751,849	723,212	121,959	16.86
	Equipment Expense	85,289	346,092	137,259	39.66
	<b>Total:</b>	<b>24,036,830</b>	<b>23,373,912</b>	<b>21,447,741</b>	<b>91.76</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,790,699)</b>	<b>(7,798,914)</b>	<b>(6,410,109)</b>	<b>82.19</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	7,000,000	6,769,623	96.71
	Investment Income Federal Workstudy		0	3	
	<b>Total:</b>	<b>6,000,000</b>	<b>7,000,000</b>	<b>6,769,626</b>	<b>96.71</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(11,281)	(11,762)	(7,240)	61.55
	Transfers for Fin Aid Match	78,992	78,992	52,284	66.16
	Indirect Cost Recoveries	(6,612)	(7,685)	(2,316)	30.14
	Transfers - Other	0	(1,886)	(1,886)	100.00
	<b>Total:</b>	<b>61,099</b>	<b>57,659</b>	<b>40,822</b>	<b>70.80</b>
<b>BUDGET BALANCE</b>		<b>(729,600)</b>	<b>(741,254)</b>	<b>400,339</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,459,063</b>	<b>1,455,695</b>		
** <b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>729,463</u></b>	<b><u>714,441</u></b>		

# Current Restricted Revenue Budget

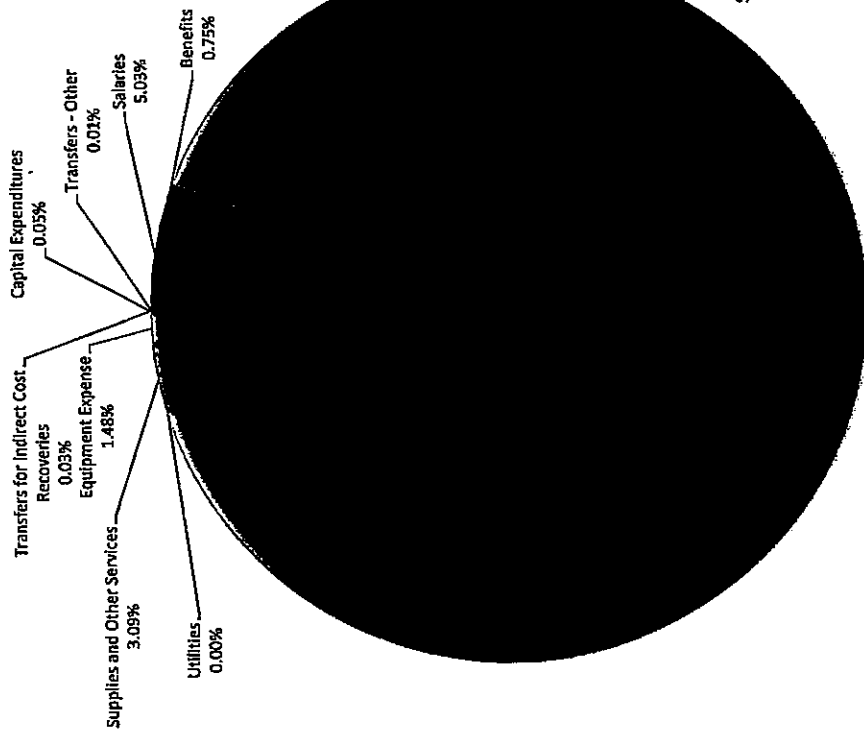


- Tuition and Fees
- Federal Grants and Contracts
- State/Local Grants and Contracts
- Federal Pell Grant Revenues
- Investment Income Federal Workstudy
- Transfers for Financial Aid Match

### Current Restricted Revenue Budget vs YTD Actual Revenue



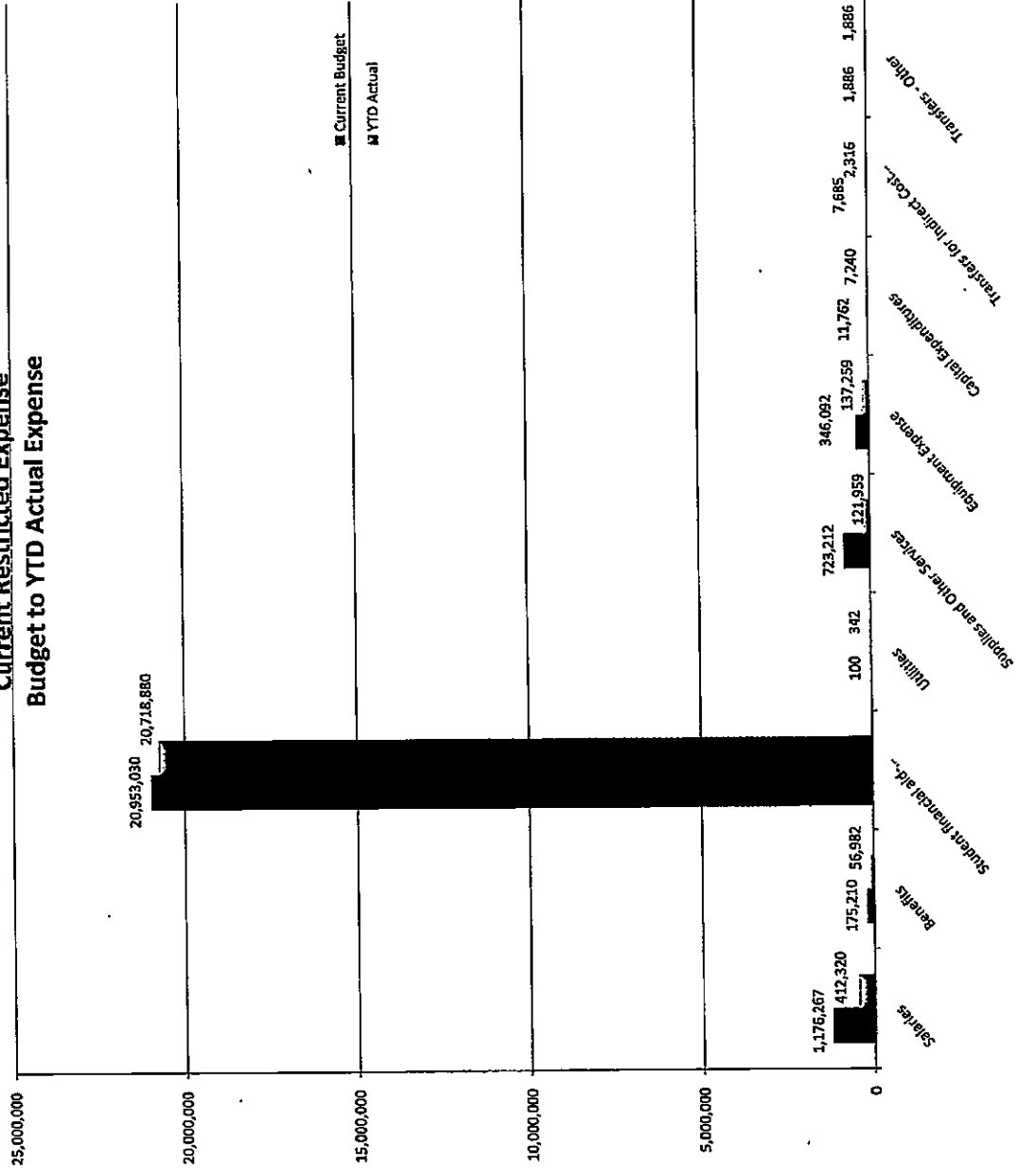
# Current Restricted Expense Budget



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

Student financial aid-scholarships  
89.56%

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



**Tab**

**5**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 17, 2011**

<b>ITEM:</b>	FY 2011 Capital Projects Update
<b>COMMITTEE:</b>	Committee of the Whole
<b>INFORMATIONAL ITEM</b>	
<b>STAFF MEMBER:</b>	James Decker
<b>ATTACHMENTS:</b>	Summary of FY 2011 Capital Projects Completion Status



**CAPITAL PROJECTS**

FY 2011

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
Hardway Hall - HVAC Unit	\$ 56,472.00	\$ 56,472.00	\$ -	Project is Complete	<b>Completed</b>
Infrastructure - Hardway Hall	\$ 362,739.03	\$ 362,739.03	\$ -	Project is Complete	
Infrastructure - Retaining Walls	\$ 130,000.00	\$ 69,812.90	\$ 60,187.10	Project is Complete	
Byrd Center - HVAC Units (2)	\$ 50,000.00	\$ 6,000.00	\$ 44,000.00	Project bid on April 26th and letter of recommendation for award has been submitted by Architect. Letter of intent to award has been sent. Pre-construction meeting was held on May 4th. Work will begin as soon as contract for construction is finalized.	<b>In Progress</b>
Byrd Center - Roof Renewal	\$ 400,000.00	\$ 28,000.00	\$ 372,000.00	Project bid on April 26th and letter of recommendation for award has been submitted by Architect. Letter of intent to award has been sent. Pre-construction meeting was held on May 4th. Work will begin as soon as contract for construction is finalized.	
Aerospace Fire Suppression - ARRA	\$ 1,100,000.00	\$ 88,000.00	\$ 1,012,000.00	Project bid on April 26th and letter of recommendation for award has been submitted by Architect. Letter of intent to award has been sent. Pre-construction meeting was held on May 4th. Work will begin as soon as contract for construction is finalized.	
Folklife - Phase III (ARRA)	\$ 532,700.00	\$ 409,335.00	\$ 123,365.00	Construction contract has been awarded and work will begin week of May 9th.	
Hardway Hall Renovations	\$ 5,500,000.00	\$ 403,000.00	\$ 5,097,000.00	Programming will proceed after Turley programming is finished.	
Hunt Haught Hall Glass Front	\$ 194,000.00	\$ 194,000.00	\$ -	Work is underway. Weather protection and interior barricades have been installed.	
Hunt Haught Hall HVAC Units	\$ 735,518.00	\$ 45,000.00	\$ 690,518.00	Funding has been finalized. Letter of intent has been sent to low bidder. Contract is being prepared.	
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ 16,550.00	\$ 180,749.00	Project has been advertised for bidding. Pre-bid meeting is scheduled for May 10th.	

**CAPITAL PROJECTS**

FY 2011

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
Infrastructure - Retaining Wall Merchant Street	\$ 175,000.00	\$ 9,000.00	\$ 166,000.00	1 contractor bid on this project. Bid came in over the project budget. Project design is being reviewed and project will re-bid at later date.	
Musick Library Elevator	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	Negotiations are underway with the selected firm for architectural services.	
Turley Center Renovations	\$ 6,000,000.00	\$ 454,610.40	\$ 5,545,389.60	Project programming is continuing	
Wallman Hall Renovations	\$ 5,200,000.00	\$ 390,000.00	\$ 4,810,000.00	Contract for architectural services has been finalized. Design work is beginning	
Infrastructure - Paving Lot #15	\$ 58,560.00	\$ -	\$ 58,560.00		Not Started
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00		
Turley Center Renovations - FF&E	\$ 550,000.00	\$ -	\$ 550,000.00		
Academic Fund	\$ -	\$ -	\$ -	On-going - Numerous projects throughout year	On-Going
Landscaping	\$ 100,000.00	\$ 79,338.18	\$ 20,661.82	On-going - Numerous projects throughout year	
Physical Plant - Small Projects	\$ 197,000.00	\$ 81,462.59	\$ 115,537.41	On-going - Numerous projects throughout year	
	<b>\$ 23,579,288.03</b>	<b>\$ 2,693,320.10</b>	<b>\$ 20,885,967.93</b>		

**Tab**

**6**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 17, 2011**

**ITEM:**

Program Review:  
Food Service Management A.A.S. and  
Homeland Security A.A.S. degree programs

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Resolved, that the Pierpont Community &  
Technical College Board of Governors  
approve the continuation of both programs  
at their current levels of activity.

**STAFF MEMBER:**

Leslie J. Lovett

**BACKGROUND:**

The Food Service Management A.A.S. and  
Homeland Security A.A.S. programs have  
been reviewed by their advisory committee,  
program faculty, Dean of Human Services,  
Vice President for Academic Affairs and the  
President. All are in agreement that the  
programs are of quality, growth and are  
needed by the citizens and industry of north  
central West Virginia.

**Tab**

**7**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 17, 2011**

**ITEM:** Meeting Schedule for 2011-2012

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** This in an informational item only.

The Board of Governors is required to hold a minimum of six (6) meeting per year. We are proposing a continuation of our established meeting schedule for the 2011-2012 academic year, holding meetings at 2:00pm on the third Tuesday of the month in August, September, October, November, December, February, March, April, May and June.

**STAFF MEMBER:** Doreen M. Larson, Ph.D.



***Proposed Meeting Dates for the  
Pierpont Board of Governors  
Academic Year 2011 - 2012***

**2011**

August 16  
September 20  
October 18  
November 22  
December 20

**2012**

February 21  
March 20  
April 17  
May 22  
June 19