



*BOARD*

*OF*

*GOVERNORS*

May 20, 2014

# Schedule/Agenda

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

May 20, 2014

Pierpont Center at Veteran's Square  
320 Adams Street, Room 112, Fairmont, WV

**2:30 PM**      **Regional Academics Committee Meeting**  
*Pierpont Center at Veterans Square*

Members:

Vacant (*Barbara-Pavel Alvarez*)  
Jessica Cale (*Student Representative*)  
Earl McConnell  
Gene Weaver

Staff Resource:

Jeanie Hawkins  
Leslie Lovett

**2:30 P.M.**      **Marketing Committee Meeting**  
*Pierpont Center at Veterans Square*

Members:

Sharon Shaffer (*Chair*)  
Linda Aman  
Beverly Jones  
Chip VanAlsborg

Staff Resource:

Ron Weist

**3:00 PM**      **Full Board Meeting**  
*Pierpont Center at Veterans Square*  
*CWE, Room 112*

**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 20, 2014**

**Call to Order**

1. Opening Comment (*Chairman, Earl McConnell*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment *Tab 1 – Informational*
4. Higher Education Acronyms *Tab 2 – Informational*
5. Approval of BOG Meeting Minutes (*March 31, 2014*) *Tab 3 – Action Item*

**Special Recognitions/Updates**

- Jessica Cale, Outgoing Student Government Representative
- Professor Vickie Findley – 2014 West Virginia Health Information Management Association (WVHIMA) Distinguished Member Award
- Pierpont Culinary Team places third at the American Culinary Federation’s Northeast Regional Competition and scored high enough to earn silver medals. Jay Mahoney and Allison McCue represent the team.

**President’s Report** (*Dr. Doreen M. Larson*)

**Operation Reports**

1. Academic Affairs (*Leslie Lovett*)
2. Center for Workforce Education Report (*Paul Schreffler*)
3. Classified Staff Report (*Mary Jo Rutherford*)
4. Faculty Senate Report (*David Beighley*)
5. Office of Public Safety Report (*Jack Clayton*)

**Committee of the Whole**

1. Financial Report (*CFO, Dale Bradley*)
  - a. February 28, 2014 Financial Report *Tab 4 – Informational*
  - b. March 31, 2014 Financial Report *Tab 5 – Informational*

2. Capital Projects Update – *(Tom Tucker, Asst. VP Facilities)* **Tab 6 – Informational**
3. New Policy No. 56 – Erosion and Sediment Control *(Stephanie Slaubaugh)* **Tab 7 – Action Item**  
Recommendation for 30 Day Comment Period
4. New Policy No. 57 – Illicit Discharge and Elimination *(Stephanie Slaubaugh)* **Tab 8 – Action Item**  
Recommendation for 30 Day Comment Period
5. Five (5) Year Program Reviews **Tab 9 – Action Item**
  - a. Certificate in Applied Science (CAS) Degree in Paraprofessional in Education
  - b. Associate of Applied Science (AAS) Degree in Para-Education
6. Five (5) Year Program Reviews **Tab 10 – Action Item**
  - a. Associate of Applied Science (AAS) Degree in Health Information
  - b. Associate of Applied Science (AAS) Degree in Medical Laboratory Technology
  - c. Associate of Applied Science (AAS) Degree in Physical Therapist Assistant
  - d. Associate of Applied Science (AAS) Degree in Respiratory Care

### **Committee Reports**

1. Audit/Finance Committee Report *(Chair, Kyle Hamilton)*
  - a. Approval of the E&G Unrestricted FY 2015 Budget **Tab 11 – Action Item**  
(Materials to be provided at the meeting)
  - b. Approval of the FY 2015 Mercer Step Increase & \$504 Pay Raise **Tab 12 – Action Item**
2. Regional Academics Committee Report *(Chair, Barbara Pavel-Alvarez)*
3. Marketing Committee Report *(Chair, Sharon Shaffer)*

### **New Business**

1. Call for the Election of AY 2014-2015 Board of Governors Officers **Tab 13 – Informational**  
*Action Item will be brought before the Board in June*
2. Call for the Appointment of AY 2014-2015 Marketing, Audit/Finance, **Tab 13 – Informational**  
and Regional Academics Subcommittee Officers  
*Action Item will be brought before the Board in June*

### **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.

**The next Board of Governors meeting will be held on June 17, 2014 - 2:00 PM – at the Robert H. Mollohan Training Center, Room 233**

*The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.*

*Pierpont Community & Technical College strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.*

**Tab**

**1**

## Commitments by Board Members

I commit myself fully to the public trust I assume as a member of this Board.

In all matters, I commit to first seek to understand, then to be understood.

I commit to faithfully attend meetings, to be prepared to fully engage in the Board's business and to contribute my comments to the Board's discussion.

I commit to keep confidential matters confidential.

I commit to avoid any conflict of interest and to always act in a confidential manner.

I commit to consistently act in a manner, which evidences objectivity, fairness and my allegiance to the state's institutions.

I commit to refrain from making personal comments during board meetings, to be respectful of the views of others and to present my own views in a positive and constructive manner.

I commit to vote my conscience on issues brought before the Board, to voice my views in a responsible and supportive manner, to respect the final decisions of the Board and in expressing a dissenting view, to do so in a constructive manner.

I commit to honor and respect the positions of the Board chair and the President to serve as the official spokespersons for the Board.

I commit to build and maintain strong relationships with other Board members and the President, to seek the views of other Board members and to seek and accept constructive comments from other Board members and the President.

I commit to place my trust in my fellow Board members and to be worthy of their trust in return.

**Tab**

**2**



## Acronyms Used in Higher Education

AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACE	American Council on Education
AS	Associate of Science
ASTP	Airframe Structures Training Program
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATMAE	Association of Technology Management and Applied Engineering
ATE	Advanced Technical Education
BOE	Board of Education
BTG	Bridging the Gap
CAS	Certificate of Applied of Science
CASE	Council for Advancement and Support of Education
CCA	Complete College America
CCCT	Community College and Career Training
CCRC	Community College Research Center
CE	Continuing Education
CEWD	Center of Energy Workforce Development
CFWV	College Foundation of West Virginia
CHEA	Council for Higher Education Accreditation
CITE	Center for Information Technology Education
CIQG	CHEA International Quality Group

CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education
CRD	Council for Resource Development
CTCS	Community and Technical College System
CTE	Career and Technical Education (K-12)
CUPA HR	College and University Professional Association for Human Resources
CWE	Center for Workforce Education (old terminology – now School of Workforce Development)
DOE	Department of Education
DOL	Department of Labor
EDGE	Earn a Degree Graduate Early
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
ERP	Enterprise Resource Planning
ETA	Employment Training Administration (within DOL)
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LLL	Life Long Learners

LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary
MSSC	Manufacturing Skill Standards Council
MTEC	Monongalia County Technical Education Center
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCATC	National Coalition of Advanced Technology Centers
NCCRS	National College Credit Recommendation Service
NCMPR	National Council for Marketing and Public Relations
NETL	National Energy Technology Laboratory
NISOD	National Institute for Staff and Organizational Development
NOCTI	National Occupational Competency Testing Institute
NSF	National Science Foundation
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
PIPE	Pierpont Institute of Energy Workforce Development of North Central WV

RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
SAP	German Software Corporation, Systems, Applications, and Products (in Data Processing) or Satisfactory Academic Progress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)
STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board (regional agency)
WVADE	West Virginia Association of Developmental Education
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
March 31, 2014  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on March 31, 2014, beginning at 2:00 PM at the Pierpont Center at Veteran's Square, Room 112.

*Present at the meeting were Board members:*

Chairman Earl McConnell, Barbara Pavel-Alvarez, Linda Aman (via phone), Jim Griffin, Kyle Hamilton, Beverly Jones, Sharon Shaffer, Jeff Tucker (via phone), Chip VanAlsburg, and Gene Weaver.

*Board members absent were:* Jessica Cale, and Rick Pruitte

*President's Cabinet members present were:*

President Doreen Larson (via phone), Dale Bradley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

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

Chairman McConnell called the meeting to order at 2:01 PM and announced last call for public sign up for comments to the Board.

**Approval of Minutes**

The minutes of the Board of Governors meeting held on February 25, 2014 were presented for approval. Barbara Pavel-Alvarez offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion carried.

**Special Recognitions/Presentations**

☞ Chairman McConnell thanked Bo Sellers for creating a PowerPoint presentation, to share with the Board members, of photos from the Noble Energy Ceremony that was held on March 26<sup>th</sup> at the Capitol in Charleston. Noble Energy donated \$250,000 to

establish a partnership with Pierpont Community & Technical College and WV Northern Community College that will provide training and job placement opportunities for students enrolled in the Petroleum Technology Programs.

- ✦ Chairman McConnell gave recognition to Amber Myers, Pierpont Laboratory Preschool Program Director/Instructor, for being named the 2013-2014 WV Universal Pre-K Outstanding Teacher of the Year by the WV Department of Education.
- ✦ Chairman McConnell thanked Leslie Lovett and the HLC Criteria Team Leaders (Jennifer Weist, Michael Waide, Jeani Hawkins, Brad Gilbert, Nancy Parks, and Beth Newcome) for the outstanding research, meetings, training, and years of work that they put into the multiple phases of the Higher Learning Commission's Pioneer Pathways Accreditation process. The auditors conducted their review during the week of April 3<sup>rd</sup> and at the exit session the HLC auditors offered high praise for Leslie and her team and for the knowledge level of the Board.

## **President's Report**

Dr. Larson deferred her oral report until the next meeting. A written report will be delivered to the Board members in April.

## **Operation Reports**

- ✦ Academic Affairs: Leslie Lovett provided a handout and reviewed the strategic priorities updates with the Board.
- ✦ Center for Workforce Education: Paul Schreffler provided a handout and reviewed a project status report with the Board.
- ✦ Classified Staff: Mary Jo Rutherford reported on the activities of the Classified Staff Council.
- ✦ Student Government Report: There was no SGA report provided.

## **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 January 31, 2014. Complete details of this financial report was provided in the March 31, 2014 Board of Governors book.

## Committee Reports

### ➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, presented the Audit/Finance Committee Report

- A. Resolution to Approve the Special and Program Fees Changes for Academic Year 2014-2015.

Kyle Hamilton presented a Resolution requesting that the Pierpont Board of Governors approve the Special and Program Fees Changes for Academic Year 2014-2015.

**Special Fees:** Establish a “Returned Check Fee”.

Establish a “Returned Check Fee” of \$15 for any checks returned for non-payment.

The WV Treasurer’s Office currently charges the institution \$15 per check return for insufficient funds or non-payment. The institution needs to transfer those costs on to the individual who issues the check.

**Program Fees.** Increase the following fees within the School of Academic Studies and the School of Health Career:

#### *School of Academic Studies*

Increase the Course Fee associated with Developmental Math from \$6 per credit hour to a per course fee of \$55.

The School of Academic Studies is creating a new MATH 0089 – Algebra Skills Lab course beginning Fall 2014. This course will eventually replace the MATH 0080 Course. MATH 0080 is a modular course structure in which a student can take up to 8 credit hours or modules to complete. Students currently pay \$6 per credit hour for each of modules which translate into up to \$48 in course fees for MATH 0080 with the average student paying \$36 in course fees. In addition these students purchase a \$155 access code through the campus bookstore for MATH 0080. When the average course fee amount of \$36 is added to the \$155 access code cost, it is costing the average MATH 0080 student \$191. The proposed \$55 per course fee would cover the costs of the \$155 access code (The Math Department can obtain the access code through volume buying at a rate much lower than the current \$155 charged by the campus bookstore) and thereby actually reduce the average cost per student by \$136.

*School of Health Careers*

Increase the Medical Laboratory Technology per credit hour fee from \$13 per credit hour to \$15 per credit hour.

The Medical Laboratory Technology required classes are decreasing from a total of 47 credits to 43 credits do to a curriculum change. This reduction in total credit hours will result in a loss in program fee revenues used to cover the laboratory consumables cost for each student. The \$2 per credit hour fee increase will offset the lost revenues from the reduction in credit hours and provide funds to address the escalating costs of consumables used in student laboratories.

A list of requested program and academic fees for AY 2014-2015 was provided in the March 31, 2014 Board of Governors book.

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the Special and Program Fees Changes for Academic Year 2014-2015, as presented. Jim Griffin seconded the motion. After questions and discussion on the motion, all agreed. Motion carried.

B. Tuition and Fees Increase for AY 2014-2015.

Kyle Hamilton presented a Resolution requesting that the Pierpont Board of Governors approve the recommended Tuition and Fees Increase for AY 2014-2015. Specifically the increase in Education and General Tuition of 7%.

**Education and General Tuition Fee.** Increase the Education and General Tuition Fee by approximately 7% percent. This increases the current fees as follows:

CTC Resident Fee by \$145 per semester or 7%

CTC Non-Resident Fee by \$345 per semester or 7%

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the recommended 7% Tuition and Fees Increase for AY 2014-2015, as presented. Jim Griffin seconded the motion. After questions and discussion on the motion, all agreed. Motion carried.

The WV Community and Technical College System Council will consider acceptance of this 7% increase in their April 24, 2014 meeting. If not approved, an emergency meeting of the Board will be called to consider a new Tuition and Fees Increase for AY 2014-2015.

*For informational purposes:*

It is anticipated that Fairmont State University Board of Governors, in their April 2014 meeting, will approve increases of approximately 5.00% for room & board in the dormitories and approximately 6% in the student apartments and 3% for meal plans for AY 2014 - 2015.

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

**Note:** *Should the Fairmont State University Board of Governors take an action other than what is currently anticipated regarding room & board and meal plans, an informational item detailing the specific action taken will be provided at the May 20, 2014 Board Meeting.*

➤ *Regional Academics Committee Report*

Barbara Pavel-Alvarez, Committee Chair, stated that there was nothing to report at this time.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that the Marketing Committee has met twice since the last board meeting to look at the budget, accountability, and return on investment. The Committee plans on creating a dashboard on recruitment and enrollment follow-up to share with the Board at each meeting.

The plan moving forward will take on a ‘grass roots’ approach to meet directly with high school counselors in attempts to reach out to students who may not have a defined direction for their future. Some board members have volunteered to assist in coordinating these efforts.

Other news shared is that the new Pierpont billboards have gone up and are marketing the “Get In, Get Out, Earn More” advertisement.

## **New Business**

Upcoming calendar events were discussed with a reminder to attend the Academic Affairs Reception on April 11<sup>th</sup> and Commencement on May 9<sup>th</sup>.

## **Old Business**

No old business was discussed.



## **Public Comment**

No signatures were recorded.

## **Executive Session**

A motion was made at 3:10 PM by Jim Griffin that 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. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

## **Exiting Executive Session**

At 4:35 PM, the Board exited Executive Session. There were no items for brought forward discussion or review from Executive Session.

## **Adjournment and Next Meeting**

There being no further business, Jim Griffin made a motion to adjourn. Sharon Shaffer seconded the motion. All Agreed. The Board meeting was adjourned at 4:37 PM.

The next regularly scheduled Pierpont Board of Governors meeting will be held on May 20, 2014 at the Pierpont Center at Veterans Square, Room 112 at 2:00 PM.

**Tab**

**4**

**Board of Governors**  
**Financial Report FY 2014**  
**Pierpont Community & Technical College**  
**as of February 28, 2014**

**SUMMARY:**

The projected effect on net assets for FY 2014 as of February 28, 2014 is an increase of \$270,077. However, this amount also includes a Board approved spend down of \$3,174,427 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,904,350).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of February 28, 2014 is \$271,077. This represents a budget increase of \$80,327 from the January 31, 2014 Financial Report. As of this report date, approximately 88% of projected tuition and fees revenue and approximately 80% of overall revenues have been realized while approximately 55% of operating expenses have been incurred. The primary budget changes that impacted the budget from the January 31, 2014 Report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by (\$77,624). The significant activities accounting for this change are as follows:
    - The “Tuition and Fees” revenue budget controlled by the President and Fund Managers decreased by (\$87,097). This is a continuation of implementation of the budget reduction plan developed in response to the decline in Fall and Spring enrollment.
    - The “Faculty Services Revenue” budget controlled by the President increased by \$50,000. This was due to FSU’s agreement to pay a portion of the chargeback costs associated with administrative services provided to FSU students by the National Aerospace Education Center staff and administration.
    - The “Auxiliary Enterprise Revenue” budget controlled by the President decreased by (\$58,527). This is a reduction of the projected revenue budget in response to the decline in Fall and Spring enrollment.
    - The “Other Operating Revenue” budget controlled by the Fund Managers increased by \$18,000. This was the result of the recognition of additional non-credit revenue generating activities by the Emergency Medical Services (EMS) Program.
- **Operating Expenses Budget:**
  - Decreased by (\$131,998). The significant activities accounting for this change are as follows:
    - The “Salaries” expense budget controlled by the President increased by \$5,608. This was the result of a new hire with existing years of service that required additional budget beyond the amount originally projected for the position.

- The “Benefits” expense budget controlled by the President increased by \$5,709. This is the result of salaries changes identified above as well as the PEIA updates to various positions.
  - The “Supplies and Other Services” expense budget controlled by the President decreased by (\$850) while the Fund Managers controlled budget increased by \$9,416. The decrease was the result of budget transfers to labor, while the increase was related to expenses increases associated with the above recognized additional revenue in the EMS Program.
  - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$9,612). This is the result of PEIA updates to FSU positions and FSU’s movement of budget from a charged back part-time position to a non- charged back full time position
  - The “Assessment for Student Activity Costs” expense budget controlled by the President decreased by (\$22,544). This is a reduction of the projected expense budget in response to the decline in Fall and Spring enrollment.
  - The “Assessment for Auxiliary Fees & Debt Service” expense budget controlled by the President decreased by (\$58,527). This is a reduction of the projected expense budget in response to the decline in Fall and Spring enrollment.
  - The “Assessment for Operating Costs” expense budget controlled by the President decreased by (\$81,198). This is the result of implementing FY 2014 budget reduction plans for utility savings.
- **Nonoperating Revenue (Expense)**
    - Increased by \$25,953. The significant activities accounting for this change are as follows:
      - The “Assessment for E&G Capital & Debt Service Costs” expense budget decreased by (\$25,953). This is a reduction of the projected expense budget in response to the decline in Fall and Spring enrollment.

Of the adjusted projected effect on net assets of an increase of \$271,077 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$279,120; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$8,043) with Board approved spending of \$3,174,427 in cash reserves. The Year-To-Date Actual Budget Balance is \$1,519,719.

**NOTE: Revenue from the payment for services by Fairmont State University and expenditures for the payment for services provided by Fairmont State University from the beginning of the fiscal year through the end of January occurred this month.**

**RESTRICTED FUNDS:**

The Budget Balance as of February 28, 2014 is (\$2,864). This represents no change from the January 31, 2014 Report, however there was a recognition of a \$1,000 "Cycert Center Visitation" grant and the close out of "The Journey Begins" grant.

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

Current Unrestricted

As of February 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	10,051,808	8,964,526	7,903,159	88.16
	Faculty Services Revenue	1,412,589	1,462,589	570,267	38.99
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	945,708	904,745	95.67
	Operating Costs Revenue	147,418	135,650	53,569	39.49
	Support Services Revenue	285,524	250,044	147,143	58.85
	Other Operating Revenues	441,447	396,534	175,746	44.32
	<b>Total:</b>	<b>13,466,523</b>	<b>12,155,050</b>	<b>9,754,629</b>	<b>80.25</b>
<b>OPERATING EXPENSE</b>	Salaries	6,981,332	6,661,624	3,955,530	59.38
	Benefits	1,562,905	1,479,499	817,127	55.23
	Student financial aid-scholarships	140,844	158,344	228,340	144.20
	Utilities	13,199	12,499	9,983	79.86
	Supplies and Other Services	2,774,211	2,484,179	1,239,709	49.90
	Equipment Expense	168,231	238,018	178,391	74.95
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	104,183	75.00
	Assessment for Faculty Services	1,357,439	1,357,439	425,255	31.33
	Assessment for Support Services	3,347,820	2,895,035	1,650,046	57.00
	Assessment for Student Activity Costs	175,174	147,949	68,560	46.34
	Assessment for Auxiliary Fees & Debt Service	1,127,737	945,708	436,437	46.15
	Assessment for Operating Costs	2,198,885	2,047,438	1,160,027	56.66
	<b>Total:</b>	<b>19,964,337</b>	<b>18,566,641</b>	<b>10,273,586</b>	<b>55.33</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,497,814)</b>	<b>(6,411,591)</b>	<b>(518,957)</b>	<b>8.09</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,810,425	7,734,209	5,232,985	67.66
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	(6,746)	(93.78)
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(243,880)	18.56
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,427,574</b>	<b>4,982,359</b>	<b>77.52</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(81,279)	142.77
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	326,733	3,174,427	0	0.00
	<b>Total:</b>	<b>219,977</b>	<b>255,094</b>	<b>(2,943,683)</b>	<b>(1,153.96)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>271,077</b>	<b>1,519,719</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>0</b>	<b>271,077</b>	<b>1,519,719</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,056,925</b>	<b>5,056,925</b>		
<b>Less: USE OF RESERVE</b>		<b><u>326,733</u></b>	<b><u>3,174,427</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,730,192</u></b>	<b><u>2,153,576</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

\* Unrestricted Net Asset Balance is 28.70% of the current budgeted total operating expense. Management has established a target of 15% or \$2,643,140 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - President

As of February 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,832,006	7,942,245	7,293,226	91.83
	Faculty Services Revenue	1,412,589	1,462,589	570,267	38.99
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	135,650	53,569	39.49
	Support Services Revenue	285,524	250,044	147,143	58.85
	Other Operating Revenues	352,683	286,792	106,093	36.99
	<b>Total:</b>	<b>11,030,220</b>	<b>10,077,319</b>	<b>8,170,297</b>	<b>81.08</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,632,008	6,349,492	3,792,615	59.73
	Benefits	1,509,007	1,430,529	791,198	55.31
	Student financial aid-scholarships	140,844	146,844	225,840	153.80
	Utilities	12,899	12,399	9,878	79.66
	Supplies and Other Services	1,922,193	1,744,512	943,423	54.08
	Equipment Expense	61,838	171,568	147,174	85.78
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	104,183	75.00
	Assessment for Faculty Services	1,357,439	1,357,439	425,255	31.33
	Assessment for Support Services	3,347,820	2,895,035	1,650,046	57.00
	Assessment for Student Activity Costs	175,174	147,949	68,560	46.34
	Assessment for Operating Costs	2,198,885	2,047,438	1,160,027	56.66
	<b>Total:</b>	<b>17,474,667</b>	<b>16,442,116</b>	<b>9,318,198</b>	<b>56.67</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,444,447)</b>	<b>(6,364,797)</b>	<b>(1,147,900)</b>	<b>18.04</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,810,425	7,734,209	5,232,985	67.66
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	(6,746)	(93.78)
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(243,880)	18.56
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,427,574</b>	<b>4,982,359</b>	<b>77.52</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	(24,500)	
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	1	1	100.00
	One-time use of reserve	277,616	3,078,746	0	0.00
	<b>Total:</b>	<b>166,610</b>	<b>216,343</b>	<b>(2,886,903)</b>	<b>(1334.41)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>279,120</b>	<b>947,555</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,329,289</b>	<b>4,329,289</b>		
<b>Less: USE OF RESERVE</b>		<b><u>277,616</u></b>	<b><u>3,078,746</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,051,673</u></b>	<b><u>1,529,663</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of February 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,219,802	1,022,281	609,933	59.66
	Other Operating Revenues	88,764	109,742	69,653	63.47
	<b>Total:</b>	<b>1,308,566</b>	<b>1,132,023</b>	<b>679,587</b>	<b>60.03</b>
<b>OPERATING EXPENSE</b>	Salaries	349,324	312,132	162,915	52.19
	Benefits	53,898	48,970	25,929	52.95
	Student financial aid - scholarships	0	11,500	2,500	21.74
	Utilities	300	100	105	104.65
	Supplies and Other Services	852,018	739,666	296,286	40.06
	Equipment Expense	106,393	66,450	31,217	46.98
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,361,933</b>	<b>1,178,817</b>	<b>518,952</b>	<b>44.02</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(53,367)</b>	<b>(46,794)</b>	<b>160,635</b>	<b>(343.28)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	95,680	0	0.00
	<b>Total:</b>	<b>53,367</b>	<b>38,751</b>	<b>(56,779)</b>	<b>(146.52)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(8,043)</b>	<b>103,855</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>723,456</b>	<b>723,456</b>		
<b>Less: USE OF RESERVE</b>		<b><u>49,117</u></b>	<b><u>95,680</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>674,339</u></b>	<b><u>619,733</u></b>		



Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending February 28, 2014

<b>New Grant Funds</b>	<b>1,000.00</b>
Cycert Center Visitation	1,000.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>(668.72)</b>
Close out The Journey Begins Grant	(668.72)
<b>Net Change</b>	<b>0.00</b>

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending February 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,919,757	9,431,754	67.76
	State/Local Grants and Contracts	4,144,425	4,180,798	2,572,567	61.53
	Private Grants and Contracts	756,414	800,745	610,543	76.25
	Other Operating Revenue	0	0	0	
	<b>Total:</b>	<b>17,829,357</b>	<b>18,901,300</b>	<b>12,614,864</b>	<b>66.74</b>
<b>OPERATING EXPENSE</b>	Salaries	1,170,667	1,641,812	399,419	24.33
	Benefits	124,698	164,671	67,036	40.71
	Student financial aid-scholarships	23,573,120	23,586,843	16,845,005	71.42
	Supplies and Other Services	534,686	627,956	210,659	33.55
	Equipment Expense	426,435	872,576	127,457	14.61
	<b>Total:</b>	<b>25,829,606</b>	<b>26,893,858</b>	<b>17,649,578</b>	<b>65.63</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,000,249)</b>	<b>(7,992,558)</b>	<b>(5,034,714)</b>	<b>62.99</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	5,468,042	68.35
	Investment Income	0	(0)	4	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>5,468,046</b>	<b>68.35</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(33,283)	(71,578)	(61,882)	86.45
	Transfers for Fin Aid Match	61,006	61,273	61,273	100.00
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(1)	(1)	
	<b>Total:</b>	<b>26,619</b>	<b>(10,306)</b>	<b>(610)</b>	<b>5.91</b>
<b>BUDGET BALANCE</b>		<b>26,370</b>	<b>(2,864)</b>	<b>432,723</b>	<b>(15110.47)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,568,792</b>	<b>1,568,792</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,595,162</b>	<b>1,565,928</b>		

**Tab**

**5**

**Board of Governors  
Financial Report FY 2014  
Pierpont Community & Technical College  
as of March 31, 2014**

**SUMMARY:**

The projected effect on net assets for FY 2014 as of March 31, 2014 is an increase of \$269,820. However, this amount also includes a Board approved spend down of \$3,179,677 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,909,857).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of March 31, 2014 is \$269,820. This represents a budget decrease of (\$1,258) from the February 28, 2014 Financial Report. As of this report date, approximately 89% of projected tuition and fees revenue and approximately 84% of overall revenues have been realized while approximately 64% of operating expenses have been incurred. The primary budget changes that impacted the budget from the February 28, 2014 Report, are as follows:

- **Operating Revenues Budget:**
  - Increased by \$8,791. The significant activities accounting for this change are as follows:
    - The “Tuition and Fees” revenue budget controlled by the Fund Managers increased by \$8,807. This increase was the recognition of additional revenues generated in the School of Academic Studies Math Course Fee Budget.
    - The “Support Services Revenue” budget controlled by the President decreased by (\$16). This was due to a PEIA update for a newly vacated position.
- **Operating Expenses Budget:**
  - Increased by \$15,302. The significant activities accounting for this change are as follows:
    - The “Salaries” expense budget controlled by the President decreased by (\$8,642). This was the result of moves within the labor budget between adjunct, temporary and full-time positions.
    - The “Benefits” expense budget controlled by the President increased by \$11,601. This is the result of moves within the labor budget between adjunct, temporary and full-time positions identified above as well as the PEIA updates to various positions.
    - The “Supplies and Other Services” expense budget controlled by the Fund Managers increased by \$14,057. This increase was the result of the recognition of additional expenses related to revenues generated in the School of Academic Studies Math Course Fee Budget identified in the above revenue changes and an increase expenses associated with a Finance Committee’s approved expenditure of one-time use of reserves.

- The “Assessment for Support Services” expense budget controlled by the President decreased by (\$2,059). This is the result of PEIA updates to FSU positions and FSU’s movement of budget from labor to supplies.
- The “Assessment for Operating Costs” expense budget controlled by the President increased by \$345. This is the result of FSU’s movement of budget from labor to supplies.

Of the adjusted projected effect on net assets of an increase of \$269,820 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$277,863; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$8,043) with Board approved spending of \$3,179,677 in cash reserves. The Year-To-Date Actual Budget Balance is \$461,530.

**RESTRICTED FUNDS:**

The Budget Balance as of March 31, 2014 is (\$2,867). This represents a (\$3) change from the February 28, 2014 Report, however there was the recognition of a \$1,110,000 in WV Advance Grants for equipment purchases related to the Advanced Technology Center and the recognition of \$88,700 in donations/gifts from Noble Energy to the Petroleum Technology Program.

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

Current Unrestricted

As of March 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	10,051,808	8,973,333	8,001,319	89.17
	Faculty Services Revenue	1,412,589	1,462,589	938,436	64.16
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	945,708	904,837	95.68
	Operating Costs Revenue	147,418	135,650	54,569	40.23
	Support Services Revenue	285,524	250,028	164,331	65.72
	Other Operating Revenues	441,447	396,534	180,261	45.46
	<b>Total:</b>	<b>13,466,523</b>	<b>12,163,842</b>	<b>10,243,753</b>	<b>84.21</b>
<b>OPERATING EXPENSE</b>	Salaries	6,981,332	6,652,982	4,508,769	67.77
	Benefits	1,562,905	1,491,100	931,659	62.48
	Student financial aid-scholarships	140,844	158,344	228,564	144.35
	Utilities	13,199	12,499	11,507	92.06
	Supplies and Other Services	2,774,211	2,498,236	1,397,932	55.96
	Equipment Expense	168,231	238,018	188,178	79.06
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	104,183	75.00
	Assessment for Faculty Services	1,357,439	1,357,439	773,237	56.96
	Assessment for Support Services	3,347,820	2,892,977	1,883,066	65.09
	Assessment for Student Activity Costs	175,174	147,949	68,560	46.34
	Assessment for Auxiliary Fees & Debt Service	1,127,737	945,708	436,437	46.15
	Assessment for Operating Costs	2,198,885	2,047,783	1,303,342	63.65
	<b>Total:</b>	<b>19,964,337</b>	<b>18,581,943</b>	<b>11,835,433</b>	<b>63.69</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,497,814)</b>	<b>(6,418,101)</b>	<b>(1,591,680)</b>	<b>24.80</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,810,425	7,734,209	5,232,985	67.66
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	7,785	108.21
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(243,880)	18.56
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,427,574</b>	<b>4,996,890</b>	<b>77.74</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(81,279)	142.77
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	3	3	100.00
	One-time use of reserve	326,733	3,179,677	0	0.00
	<b>Total:</b>	<b>219,977</b>	<b>260,347</b>	<b>(2,943,680)</b>	<b>(1,130.67)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>269,820</b>	<b>461,530</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>0</b>	<b>269,820</b>	<b>461,530</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,056,925</b>	<b>5,056,925</b>		
<b>Less: USE OF RESERVE</b>		<b><u>326,733</u></b>	<b><u>3,179,677</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,730,192</u></b>	<b><u>2,147,068</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

\* Unrestricted Net Asset Balance is 28.67% of the current budgeted total operating expense. Management has established a target of 15% or \$2,645,435 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, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,832,006	7,942,245	7,370,121	92.80
	Faculty Services Revenue	1,412,589	1,462,589	938,436	64.16
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	135,650	54,569	40.23
	Support Services Revenue	285,524	250,028	164,331	65.72
	Other Operating Revenues	352,683	286,792	106,903	37.28
	<b>Total:</b>	<b>11,030,220</b>	<b>10,077,303</b>	<b>8,634,359</b>	<b>85.68</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,632,008	6,340,850	4,325,669	68.22
	Benefits	1,509,007	1,442,130	902,173	62.56
	Student financial aid-scholarships	140,844	146,844	226,064	153.95
	Utilities	12,899	12,399	11,402	91.96
	Supplies and Other Services	1,922,193	1,744,512	1,071,737	61.43
	Equipment Expense	61,838	171,568	148,851	86.76
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	104,183	75.00
	Assessment for Faculty Services	1,357,439	1,357,439	773,237	56.96
	Assessment for Support Services	3,347,820	2,892,977	1,883,066	65.09
	Assessment for Student Activity Costs	175,174	147,949	68,560	46.34
	Assessment for Operating Costs	2,198,885	2,047,783	1,303,342	63.65
	<b>Total:</b>	<b>17,474,667</b>	<b>16,443,361</b>	<b>10,818,283</b>	<b>65.79</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,444,447)</b>	<b>(6,366,057)</b>	<b>(2,183,923)</b>	<b>34.31</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,810,425	7,734,209	5,232,985	67.66
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	7,785	108.21
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(243,880)	18.56
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,837</b>	<b>6,427,574</b>	<b>4,996,890</b>	<b>77.74</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	(24,500)	
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	3	3	100.00
	One-time use of reserve	277,616	3,078,746	0	0.00
	<b>Total:</b>	<b>166,610</b>	<b>216,346</b>	<b>(2,886,900)</b>	<b>(1334.39)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>277,863</b>	<b>(73,934)</b>	
* <b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,329,289</b>	<b>4,329,289</b>		
<b>Less: USE OF RESERVE</b>		<b><u>277,616</u></b>	<b><u>3,078,746</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,051,673</u></b>	<b><u>1,528,405</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

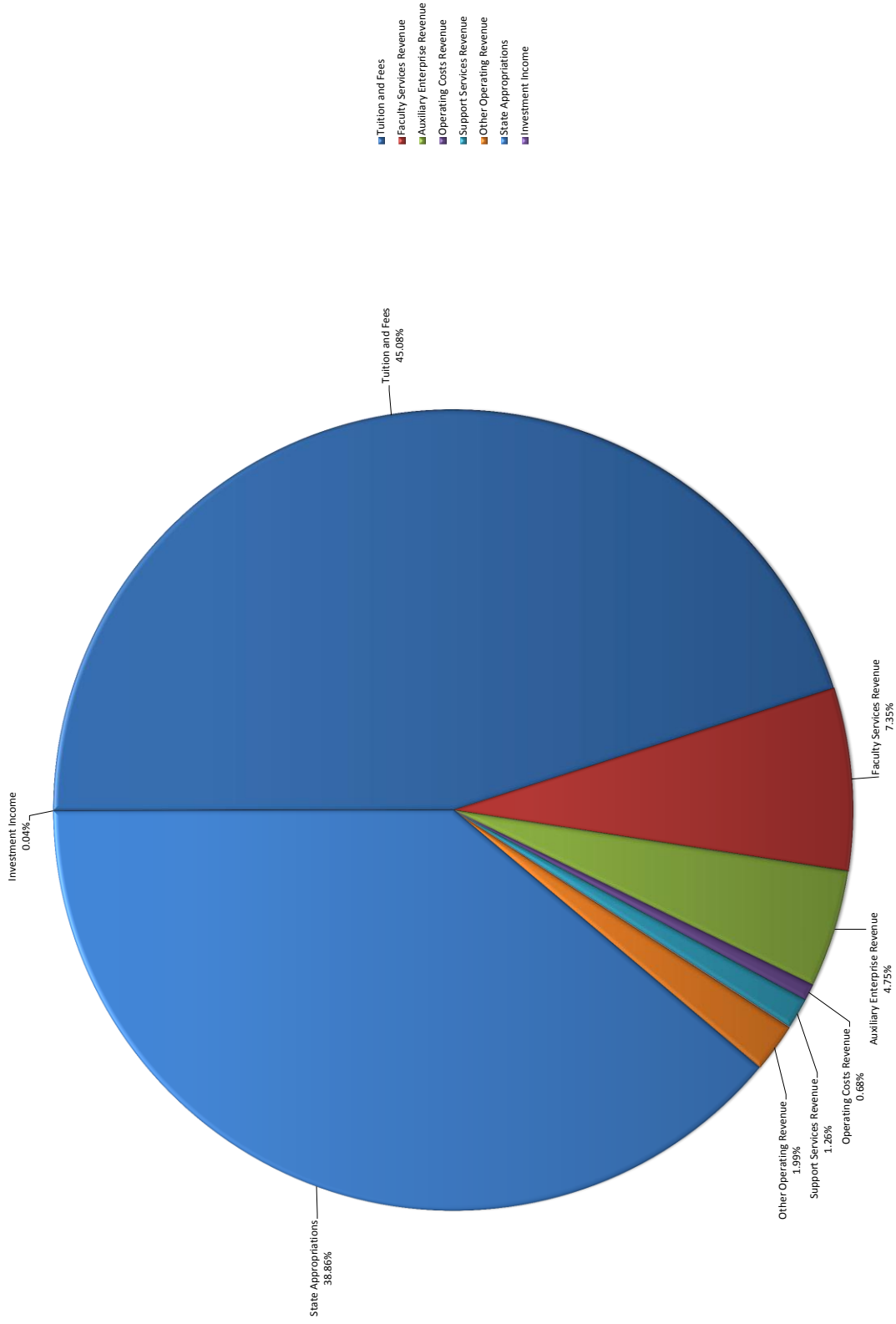
Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of March 31, 2014

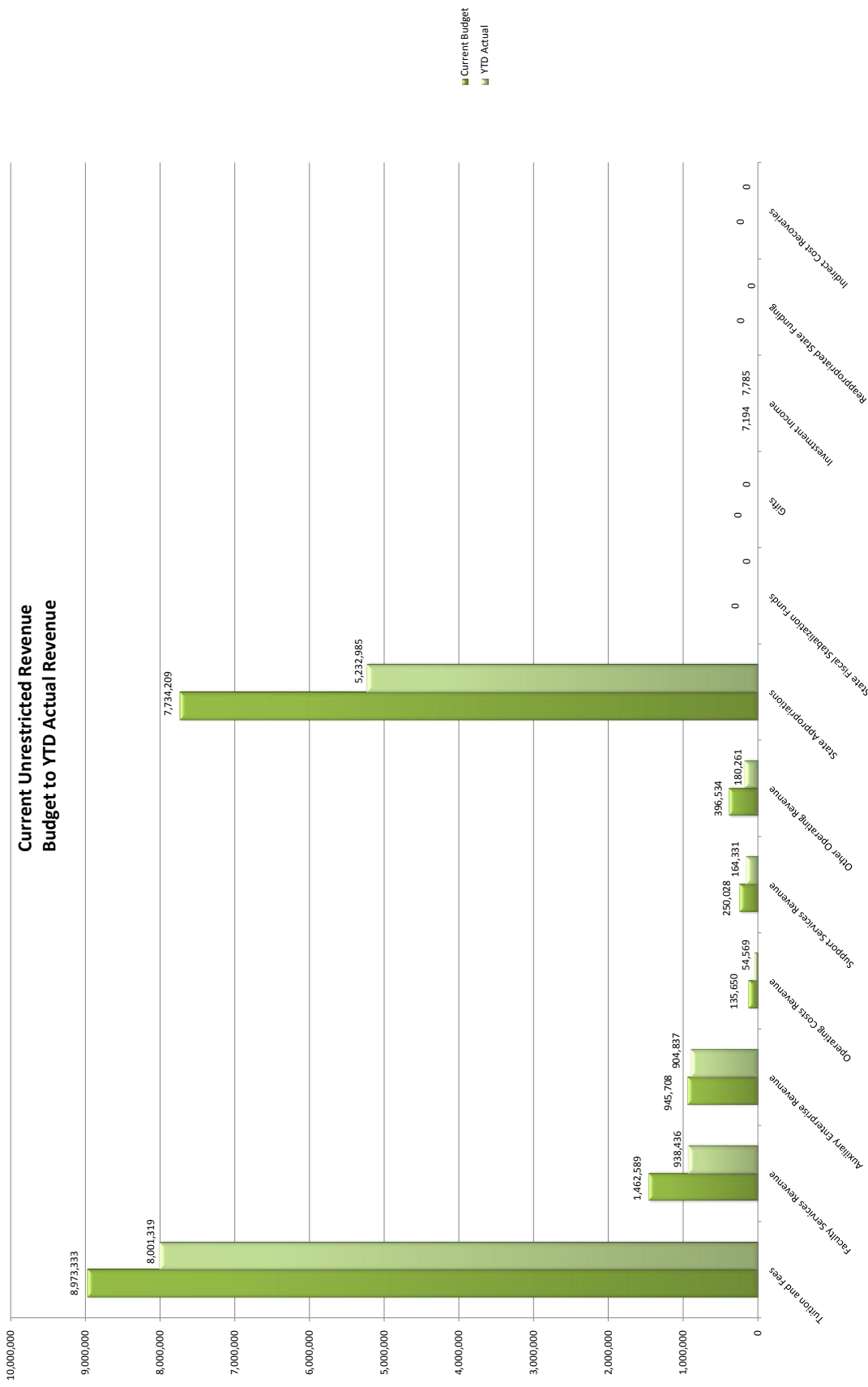
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,219,802	1,031,088	631,198	61.22
	Other Operating Revenues	88,764	109,742	73,358	66.85
	<b>Total:</b>	<b>1,308,566</b>	<b>1,140,830</b>	<b>704,556</b>	<b>61.76</b>
<b>OPERATING EXPENSE</b>	Salaries	349,324	312,132	183,100	58.66
	Benefits	53,898	48,970	29,486	60.21
	Student financial aid - scholarships	0	11,500	2,500	21.74
	Utilities	300	100	105	104.65
	Supplies and Other Services	852,018	753,723	326,195	43.28
	Equipment Expense	106,393	66,450	39,327	59.18
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,361,933</b>	<b>1,192,874</b>	<b>580,713</b>	<b>48.68</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(53,367)</b>	<b>(52,044)</b>	<b>123,843</b>	<b>(237.96)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	100,930	0	0.00
	<b>Total:</b>	<b>53,367</b>	<b>44,001</b>	<b>(56,779)</b>	<b>(129.04)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(8,043)</b>	<b>67,063</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>723,456</b>	<b>723,456</b>		
<b>Less: USE OF RESERVE</b>		<b><u>49,117</u></b>	<b><u>100,930</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>674,339</u></b>	<b><u>614,483</u></b>		



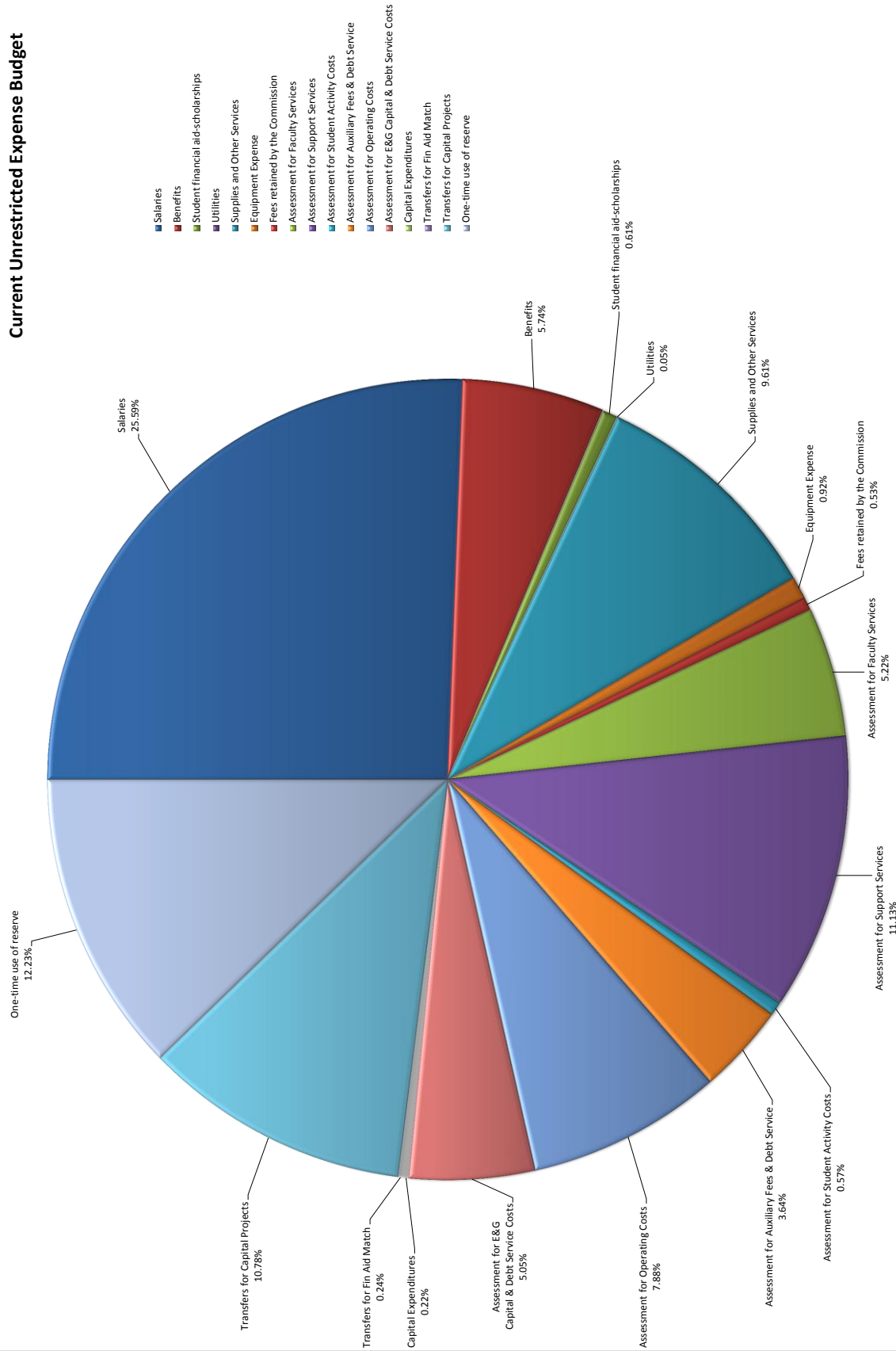
# Current Unrestricted Revenue Budget



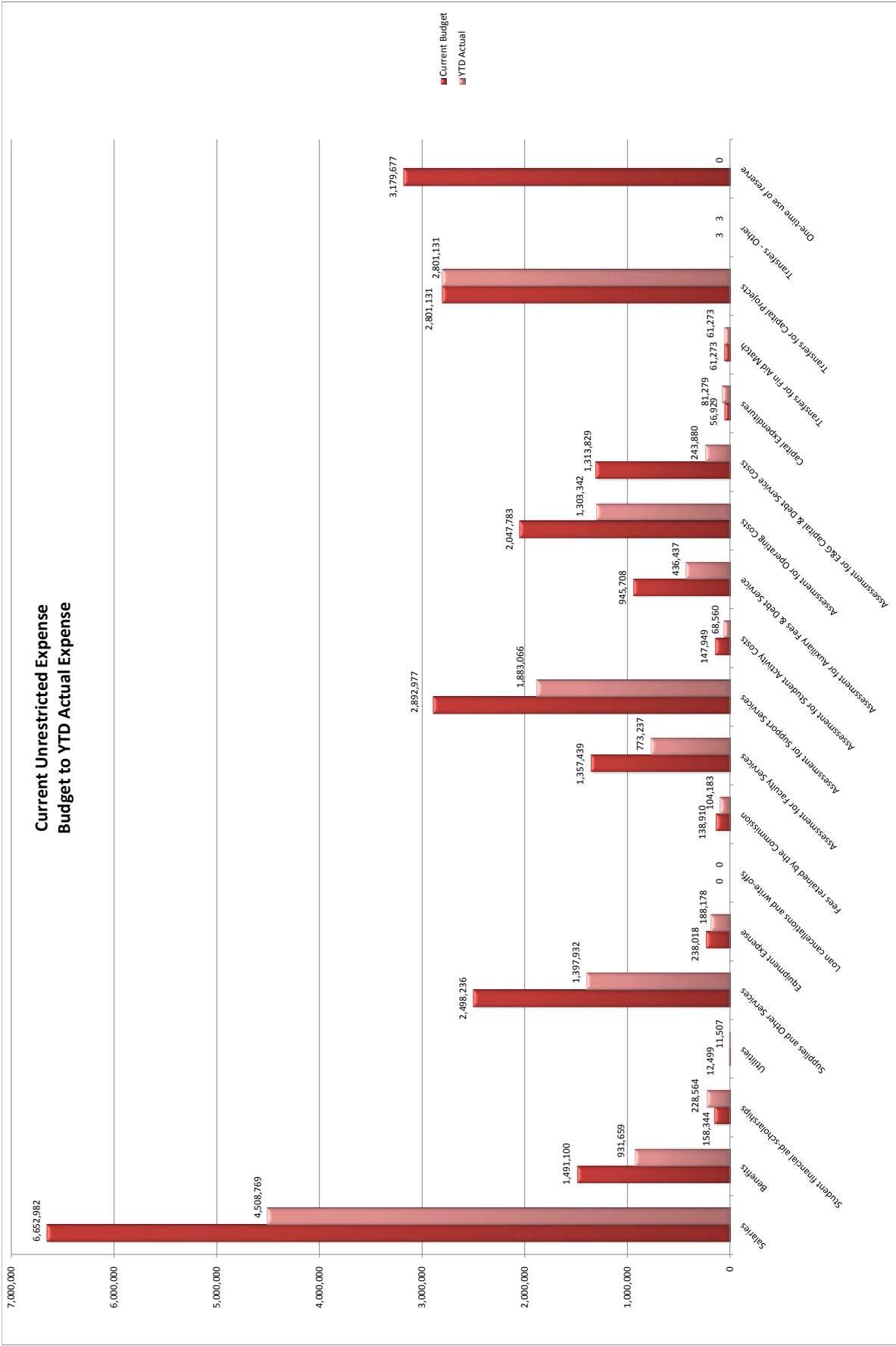
### Current Unrestricted Revenue Budget to YTD Actual Revenue



# Current Unrestricted Expense Budget



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



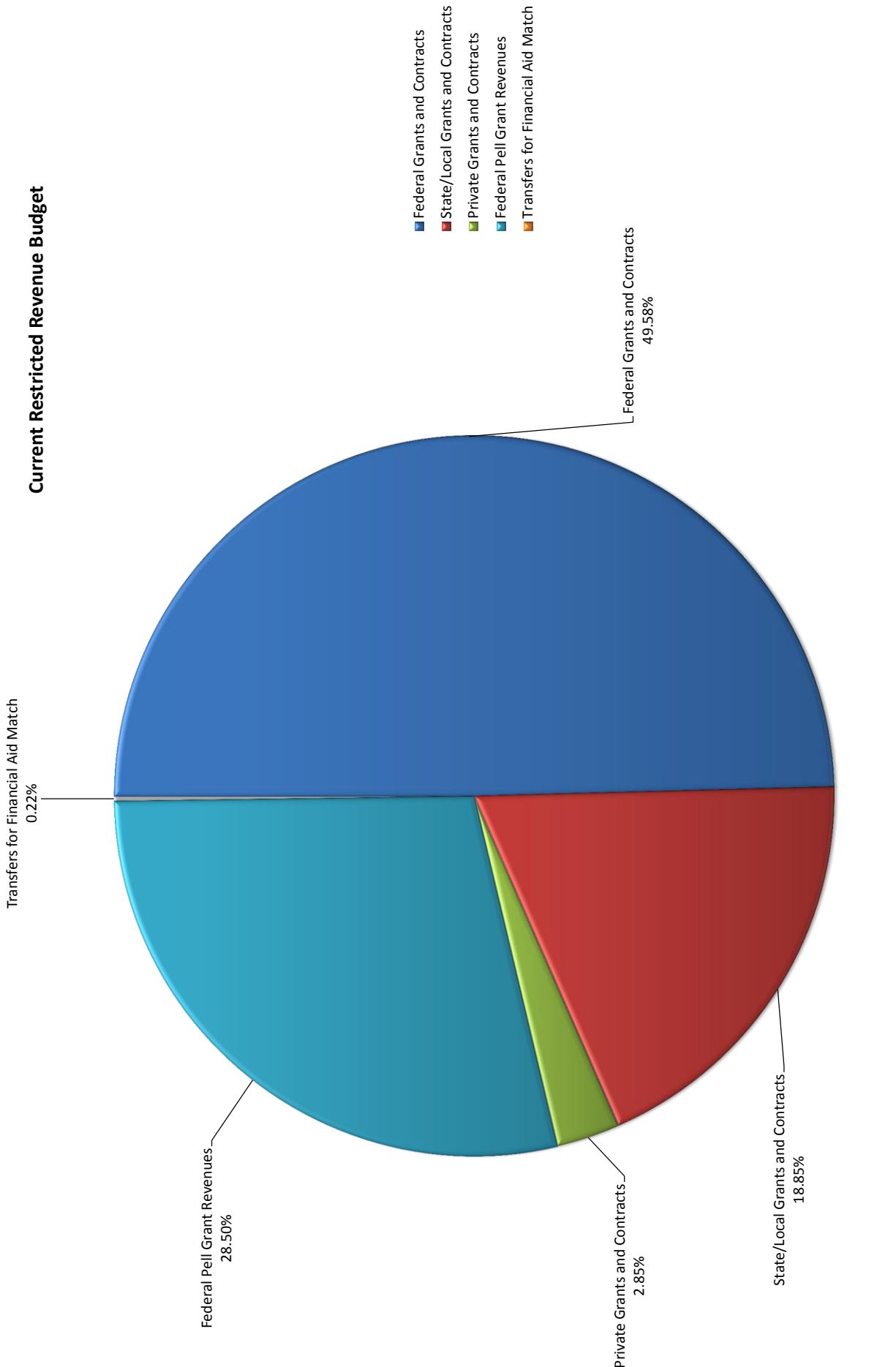
Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending March 31, 2014

<b>New Grant Funds</b>	<b>1,110,000.00</b>
WV ADV Mechatronics Enhancement	360,000.00
WV ADV Robotics	100,000.00
WV ADV Instrumentation & Process Equipment	350,000.00
WV ADV Respiratory Care Enhancement	300,000.00
<b>Gifts</b>	<b>88,700.00</b>
Petroleum Tech Noble Energy	88,700.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>0.00</b>
<b>Net Change</b>	<b>0.00</b>

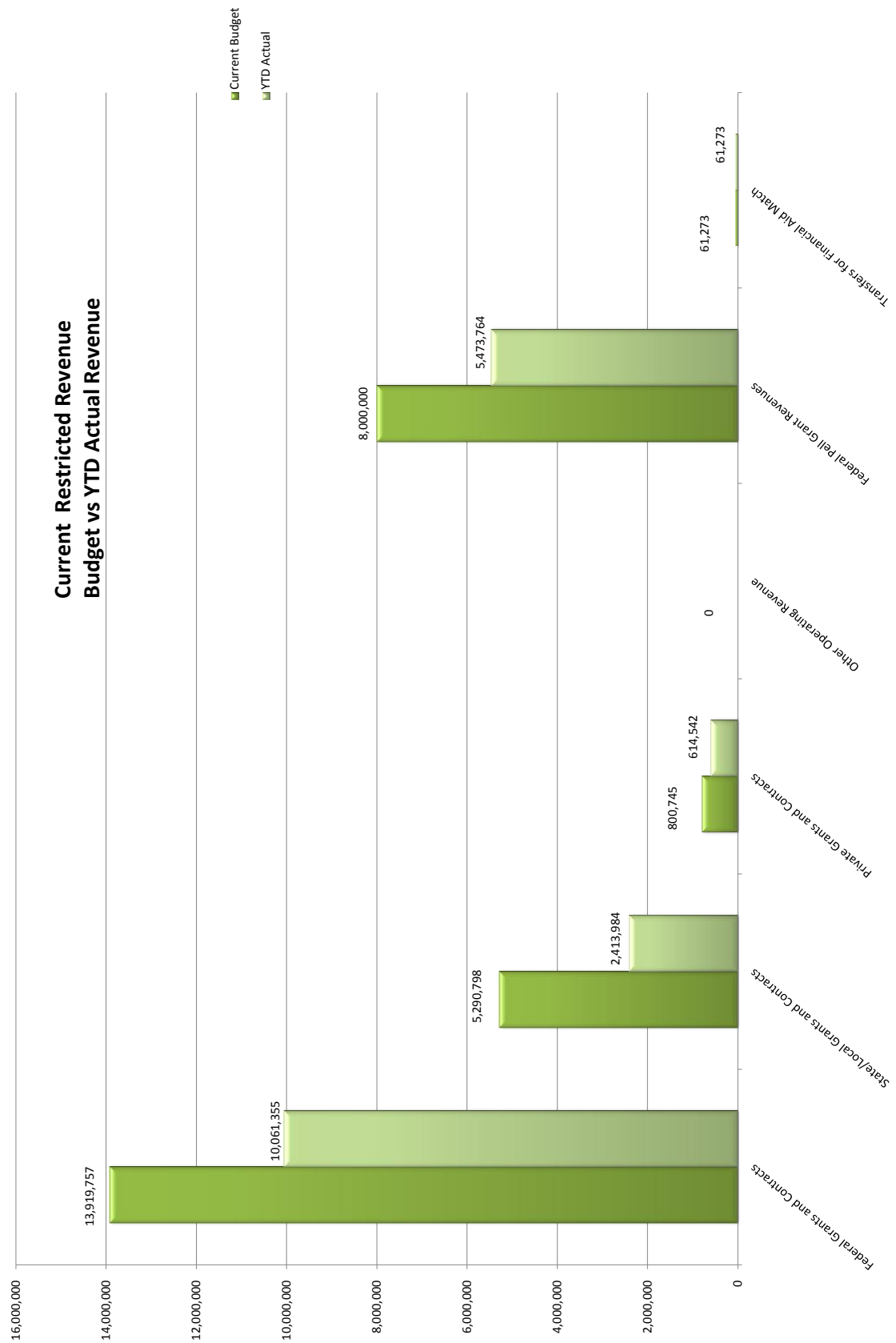
Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending March 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,919,757	10,061,355	72.28
	State/Local Grants and Contracts	4,144,425	5,290,798	2,413,984	45.63
	Private Grants and Contracts	756,414	800,745	614,542	76.75
	Other Operating Revenue	0	0	0	
	<b>Total:</b>	<b>17,829,357</b>	<b>20,011,300</b>	<b>13,089,880</b>	<b>65.41</b>
<b>OPERATING EXPENSE</b>	Salaries	1,170,667	1,633,623	468,545	28.68
	Benefits	124,698	172,860	78,895	45.64
	Student financial aid-scholarships	23,573,120	23,586,843	17,466,203	74.05
	Supplies and Other Services	534,686	625,358	226,422	36.21
	Equipment Expense	426,435	2,073,921	157,074	7.57
	<b>Total:</b>	<b>25,829,606</b>	<b>28,092,605</b>	<b>18,397,139</b>	<b>65.49</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,000,249)</b>	<b>(8,081,305)</b>	<b>(5,307,259)</b>	<b>65.67</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	5,473,764	68.42
	Investment Income	0	(0)	5	
	Gifts	0	88,700		
	<b>Total:</b>	<b>8,000,000</b>	<b>8,088,700</b>	<b>5,473,769</b>	<b>67.67</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(33,283)	(71,532)	(61,882)	86.51
	Transfers for Fin Aid Match	61,006	61,273	61,273	100.00
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(3)	(3)	
	<b>Total:</b>	<b>26,619</b>	<b>(10,262)</b>	<b>(612)</b>	<b>5.97</b>
<b>BUDGET BALANCE</b>		<b>26,370</b>	<b>(2,867)</b>	<b>165,897</b>	<b>(5787.17)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,568,792</b>	<b>1,568,792</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,595,162</b>	<b>1,565,925</b>		

# Current Restricted Revenue Budget

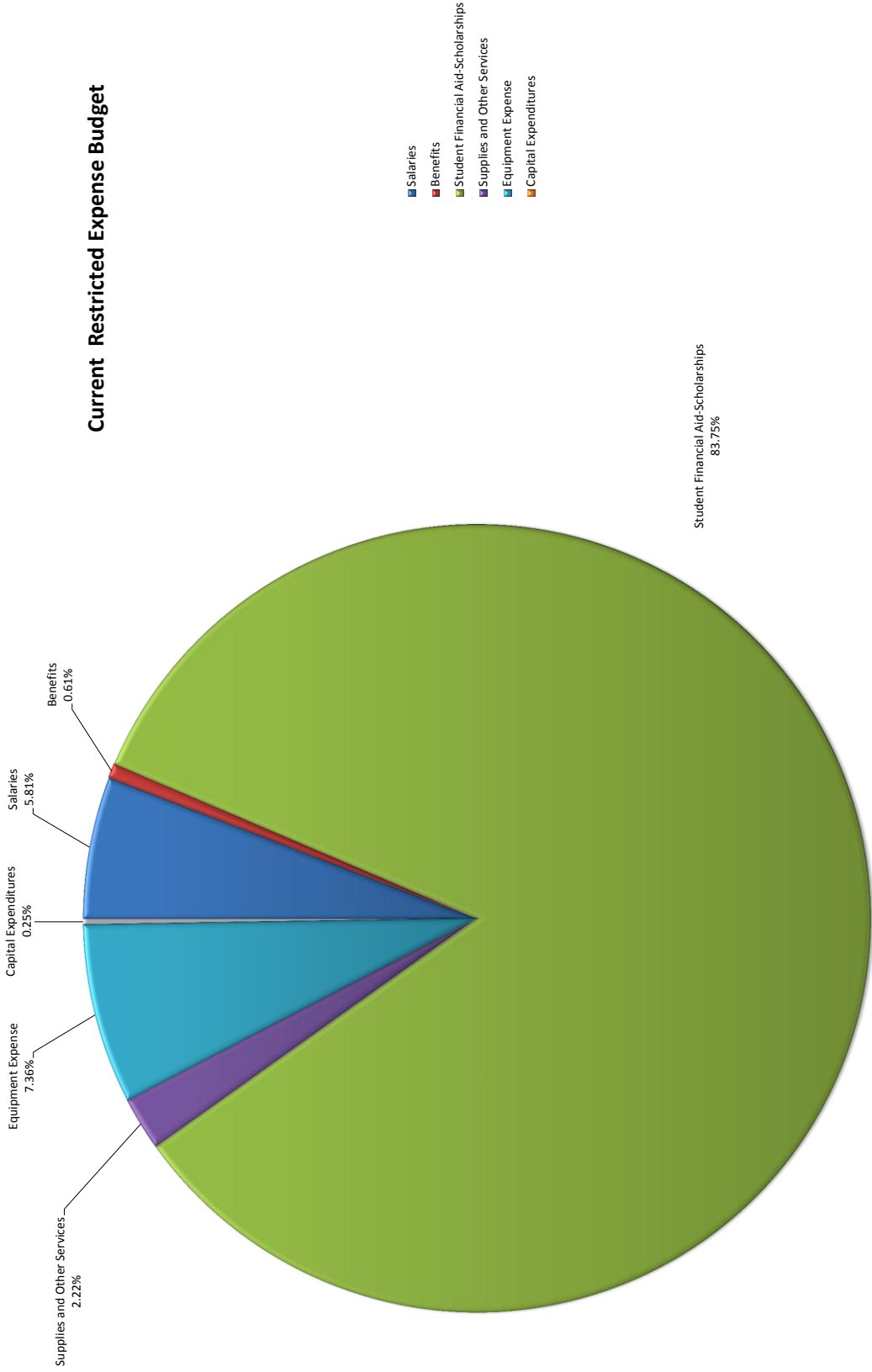


### Current Restricted Revenue Budget vs YTD Actual Revenue

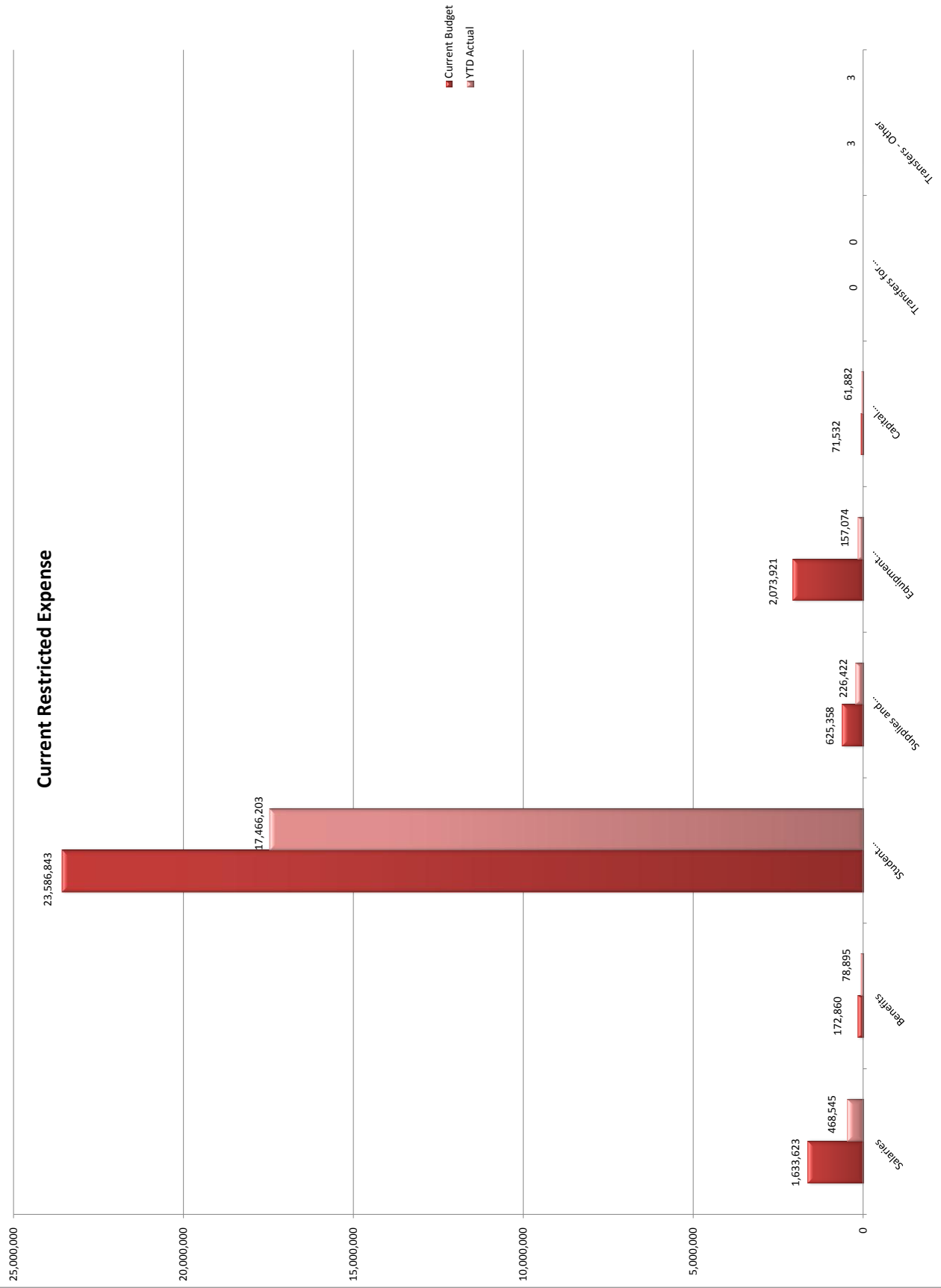




# Current Restricted Expense Budget



### Current Restricted Expense



**Tab**

**6**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 20, 2014**

**ITEM:** Capital Projects for FY 2014 Progress Report

**COMMITTEE:** Committee of the Whole

**INFORMATION ITEM**

**STAFF MEMBER:** Tom Tucker

**ATTACHMENTS:** Summary of FY 2014 Capital Projects Completion Status.

## Capital Projects

**FY 2014**

Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes
Academic Fund	\$100,000.00	\$0.00	\$100,000.00	Various Projects
Landscaping	\$100,000.00	\$32,095.88	\$67,904.12	Various Landscape Needs for Campus
Physical Plant Small Projects	\$197,000.00	\$54,873.20	\$142,126.80	Various Projects
Aerospace Center - HVAC Upgrades	\$72,588.48	\$65,325.00	\$7,263.48	Units stored offsite, Began installing new louver.
Campus - ADA Restrooms	\$50,000.00	\$0.00	\$50,000.00	Remove doors at some buildings, add openers to some buildings - Obtaining estimates for Jaynes Hall Restrooms first
Campus - Facilities Master Plan	\$0.00	\$0.00	\$0.00	Notified A&E firms that RFP/project has been cancelled at this time.
Caperton Center - Roof Renewal	\$400,000.00	\$250,890.00	\$149,110.00	Began 3/24/14, Delayed due to weather. Waterproofing RFB will be advertised in May.
Feaster Center - HVAC Upgrade Pool Area	\$307,000.00	\$223,609.18	\$83,390.82	Finalizing Controls
Feaster Center - Natatorium Upgrades	\$740,000.00	\$740,000.00	\$0.00	Complete
Hardway Hall Renovations	\$5,612,733.94	\$5,519,531.58	\$93,202.36	Substantially Complete
Hunt Haught Hall - Window Replacement (FY12)	\$25,000.00	\$25,000.00	\$0.00	A&E designed Window replacement and Greenhouse. Due to window estimates, window replacement has been placed on hold until additional funding is available.
Hunt Haught Hall - Green House	\$149,650.00	\$125,861.75	\$23,788.25	Complete
Hunt Haught Hall - Elevator Upgrades	\$90,855.12	\$90,855.12	\$0.00	Complete
Information Technology - AC Unit	\$111,700.34	\$111,700.34	\$0.00	Complete
Infrastructure - Merchant Wall (FY11)	\$375,327.21	\$375,327.21	\$0.00	Complete
Infrastructure - Campus Lighting Upgrades	\$181,607.20	\$181,607.20	\$0.00	Lighting ordered and delivered. In process of being installed as weather permits.
Infrastructure - Paving Projects	\$295,767.99	\$21,400.00	\$274,367.99	Preparing RFB for Open End Contract
Jaynes Hall - Roof Renewal (FY12)	\$350,000.00	\$247,860.00	\$102,140.00	Complete
Locust Avenue	\$40,000.00	\$40,000.00	\$0.00	Lighting ordered and delivered. Waiting on state road to prep for install
Musick Library - HVAC	\$208,299.36	\$194,209.56	\$14,089.80	Unit installed. Working on Control Programming
School House Museum Repairs	\$70,000.00	\$0.00	\$70,000.00	A&E specifications to bid project.
Turley Center - FFE	\$962,616.51	\$962,616.51	\$0.00	Complete
Turley Center - Renovations	\$6,451,594.31	\$6,451,594.31	\$0.00	Complete

## Capital Projects

FY 2014

Project	Project Budget	Expenses & Encumberances	Available Project Budget	Project Completion Date and/or Update Notes
Wallman Hall - Foundation Waterproof (FY12)	\$25,500.00	\$25,500.00	\$0.00	Complete
Wallman Hall Renovations	\$4,733,764.26	\$4,733,764.26	\$0.00	Complete
Wallman Hall Elevator Replacement	\$0.00	\$0.00	\$0.00	Complete

**Tab**

**7**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 20, 2014**

**Item:** **New Policy No. 56 - Erosion and Sediment Control**

**Committee:** Committee of the Whole

**Action:** Review of the attached Policy No. 56 - Erosion and Sediment Control (Construction Site Run-Off Control) to fulfill DEP requirements per our MS4 program and active NPDES (National Pollutant Discharge Elimination System) General Permit No. WV0116025. Upon review and approval by both the Pierpont Board of Governors and the Fairmont State Board of Governors, this policy will go out for a 30-day public comment period. After completion of the comment period, this policy will be presented to the Pierpont Board of Governors in August 2014, for final approval.

The Fairmont State University Board has reviewed and approved a 30-day public comment period for Policy No 56 – Erosion and Sediment Control at the April 17, 2014 FSU Board meeting.

Resolved, that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for Policy No. 56 – Erosion and Sediment Control.

**Staff Member:** Stephanie Slaubaugh

**Background:** The Institution is mandated by the DEP (Department of Environmental Protection) to serve as our own MS4 (Municipal Separate Storm Sewer System) and no longer fall under the City of Fairmont's MS4. As of 1/16/2014 our SWMP (Storm Water Management Program) was approved. As part of our responsibility we are required to establish an Erosion and Sediment Control Policy. The attached policy follows the state and federal regulations that we must abide by.



The purpose of this policy is to safeguard persons, protect property, and prevent damage to the environment within our campus. The policy will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any construction activity that disturbs or breaks the topsoil or results in movement of earth within our property boundaries.

**PUBLIC COMMENT PERIOD:  
May 21 to June 19, 2014**

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

**Cyndee K. Sensibaugh  
Executive Assistant to the President  
Pierpont Community & Technical College  
320 Adams Street, Suite 407  
Fairmont, WV 26554**

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

***A written copy of the proposed policy is available for public viewing at 320 Adams Street, Suite 407, Fairmont WV.***

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 56**  
**TITLE: Erosion and Sediment Control**  
**(Construction Site Run-off Control)**

**Effective Date:**

**Amended:**

**Repealed:**

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**SECTION 1. PURPOSE/INTENT**

During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes. In addition, clearing and grading during construction cause the loss of native vegetation necessary for terrestrial and aquatic habitat.

As a result, the purpose of this Pierpont Community & Technical College Board of Governors policy is to safeguard persons, protect property, and prevent damage to the environment within the campuses of Pierpont Community & Technical College. This policy will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any construction activity that disturbs or breaks the topsoil or results in the movement of earth on land within Pierpont Community & Technical College property. In addition, the intent of this Policy is to follow the West Virginia Department of Environmental Protection's requirements. In the event that an overlap or contradiction of the WVDEP requirements is found in this document, the state requirements shall govern.

**SECTION 2. PLAN REVIEW AND APPROVAL**

- A. Any construction activity, by an outside entity, resulting in a land disturbance of 5,000 sf or greater requires an Erosion and Sediment Control Plan to be submitted to Pierpont Community & Technical College.
  
- B. Any construction activity resulting in a land disturbance of more than one acre requires a construction site plan review, accompanied by an Erosion and Sediment Control Plan. The construction plans and Erosion and Sediment Control Plan shall be reviewed by Pierpont Community & Technical College to determine compliance with the West Virginia Erosion and Sediment Control Handbook and other criteria set forth within this "Erosion and Sediment Control Policy". In addition, demonstration of appropriate NPDES registration must be made to Pierpont Community & Technical College prior to construction. Within 30 days after receiving the plans, Pierpont Community & Technical College shall:
  - 1. Approve the plan;

2. Approve the plan subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation;
  3. Disapprove the plan, indicating the reason(s) and procedure for submitting a revised plan.
- C. Failure of the Institution to act on an original or revised plan within 30 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant and the Institution. The Institution **may** allow a project to proceed while comments are being addressed.
- D. Pierpont Community & Technical College shall reserve the authority to review the plans at a Public Hearing/Meeting, allowing public comment on the proposed plans.

### **SECTION 3. EROSION AND SEDIMENT CONTROL PLAN**

- A. The Erosion and Sediment Control Plan shall include the following:
1. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
  2. All erosion and sediment control measures necessary to meet the objectives of this policy and the West Virginia Erosion & Sediment Control For Developing Areas Handbook throughout all phases of construction and after completion of development of the site.
  3. Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
  4. Provisions for maintenance of control facilities.
- B. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section 2 of this policy.

### **SECTION 4. DESIGN REQUIREMENTS**

1. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of the West Virginia Erosion & Sediment Control For Developing Areas Handbook, and shall be adequate to prevent transportation of sediment from the site to the satisfaction of Pierpont Community & Technical College. Cut and fill slopes shall be *no greater than 2:1*, except as approved by the Institution to meet other community or environmental objectives.
2. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other chapters of this Policy. Clearing techniques that retain natural vegetation and drainage patterns, as described in the West Virginia Erosion & Sediment Control For Developing Areas Handbook, shall be used to the satisfaction of Pierpont Community & Technical College.
3. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
4. Erosion control requirements shall include the following:
  1. Soil stabilization shall be completed within *five days* of clearing or inactivity in construction.
  2. If seeding or another vegetative erosion control method is used, it shall become established within *two weeks* or the Institution may require the site to be reseeded or a non-vegetative option employed.
  3. Special techniques that meet the design criteria outlined in West Virginia Erosion & Sediment Control For Developing Areas Handbook on steep slopes or in drainage ways shall be used to ensure stabilization.
  4. Soil stockpiles must be stabilized or covered at the end of each workday.
  5. The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
  6. Techniques shall be employed to prevent the blowing of dust or sediment from the site.
  7. Techniques that divert upland runoff past disturbed slopes shall be employed.
5. Sediment control requirements may include
  1. Settling basins, sediment traps, or tanks and perimeter controls.
  2. Settling basins that are designed in a manner that allows adaptation to provide long term storm water management, if required by Pierpont Community & Technical College.

3. Protection for adjacent properties by the use of a vegetated buffer strip in combination with perimeter controls
- 
6. Waterway and watercourse protection requirements shall include
    1. A temporary stream crossing installed and approved by the relevant approval agency if a wet watercourse will be crossed regularly during construction
    2. Stabilization of the watercourse channel before, during, and after any in-channel work
    3. All on-site storm water conveyance channels designed according to the criteria outlined in West Virginia Erosion & Sediment Control For Developing Areas Handbook.
    4. Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels
  7. Construction site access requirements may include
    1. A temporary access road provided at all sites
    2. Other measures required by the Institution in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains.

## **SECTION 5. INSPECTION**

- A. Pierpont Community & Technical College or designated agent shall make inspections of the erosion and sediment controls on a given construction site and verify that said controls have been installed and maintained per plan. The contractor must notify the Pierpont Community & Technical College Project Manager prior to the following activities:
  1. Start of Construction/Installation of Sediment and Erosion Measures
  2. Modifications to the Erosion and Sediment Control Plan
  3. Stabilization of Site/Removal of E&SC Controls
- B. The permittee or his/her agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved Erosion and Sediment Control Plan(s). The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures.

- C. The Institution or its designated agent shall be permitted to enter the construction site as deemed necessary to make regular inspections to ensure the Erosion and Sediment Controls have been constructed and maintained per the approved plan. If the inspection reveals that the proper installation and/or maintenance of E&SC devices is not present on a site, Pierpont Community & Technical College shall notify the contractor in writing that there are deficiencies and that immediate action must be taken. The contractor will then have (14) days to fix the deficiencies before enforcement measures are taken.

**SECTION 6. ENFORCEMENT**

- A. Stop-Work Order;

In the event that the contractor violates the terms of this Policy, neglects to carry out the approved plan, or implements grading in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the vicinity of the development site, and the contractor does not repair the deficiencies within 14 days of the written notice, Pierpont Community & Technical College may issue a stop work order immediately.

- B. Violation and Penalties:

In the event that the contractor does not repair the deficiencies within (14) days of the written notice, Pierpont Community & Technical College may also;

- 1) Hire a separate contractor to correct the deficiencies. In the event that this takes place, Pierpont Community & Technical College can then deduct the cost of the remedial work from the original contractor for the additional work, including administrative costs.

**SECTION 7. SEPARABILITY**

The provisions and sections of this Policy shall be deemed to be separable, and the invalidity of any portion of this Policy shall not affect the validity of the remainder.

**Tab**

**8**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 20, 2014**

**Item:** **New Policy No. 57 - Illicit Discharge Detection and Elimination**

**Committee:** Committee of the Whole

**Action:** Review of the attached Policy No. 57 Illicit Discharge Detection and Elimination to fulfill DEP requirements per our MS4 program and active NPDES (National Pollutant Discharge Elimination System) General Permit No. WV0116025. Upon review and approval by both the Pierpont Board of Governors and the Fairmont State Board of Governors, this policy will go out for a 30-day public comment period. After completion of the comment period, this policy will be presented to the Pierpont Board of Governors in August 2014, for final approval.

The Fairmont State University Board has reviewed and approved a 30-day public comment period for Policy No 57 – Illicit Discharge Detection and Elimination at the April 17, 2014 FSU Board meeting.

Resolved, that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for Policy No. 57 – Illicit Discharge Detection and Elimination.

**Staff Member:** Stephanie Slaubaugh

**Background:** The Institution is mandated by the DEP (Department of Environmental Protection) to serve as our own MS4 (Municipal Separate Storm Sewer System) and no longer fall under the City of Fairmont's MS4. As of 1/16/2014 our SWMP (Storm Water Management Program) was approved. As part of our responsibility we are required to establish an Erosion and Sediment Control Policy.

The purpose of this policy is to provide for the health, safety, and general welfare of the Pierpont Community & Technical College students, faculty, and staff as well as the citizens of our community through the regulation of non-storm water discharged to the storm drainage system to the maximum extent practicable as required by



federal and state law. This policy establishes methods for controlling the introduction of pollutants into the storm sewer system in order to comply with requirements of the NPDES permit.

**PUBLIC COMMENT PERIOD:  
May 21 to June 19, 2014**

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

**Cyndee K. Sensibaugh  
Executive Assistant to the President  
Pierpont Community & Technical College  
320 Adams Street, Suite 407  
Fairmont, WV 26554**

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

*A written copy of the proposed policy is available for public viewing at 320 Adams Street, Suite 407, Fairmont WV.*

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 57**  
**TITLE: ILLICIT DISCHARGE DETECTION AND ELIMINATION**

**Effective Date:**

**Amended:**

**Repealed:**

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**SECTION 1. PURPOSE/INTENT**

The purpose of this Pierpont Community & Technical College Board of Governors policy is to provide for the health, safety, and general welfare of the Pierpont Community & Technical College students, faculty, and staff as well as the citizens of the surrounding area through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This Policy establishes methods for controlling the introduction of pollutants into the storm sewer system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this Policy are:

- A. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user.
- B. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
- C. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this Policy

**SECTION 2. APPLICABILITY**

This Policy shall apply to all water entering the Pierpont Community & Technical College storm drain system unless explicitly exempted by an authorized enforcement agency.

**SECTION 3. RESPONSIBILITY FOR ADMINISTRATION**

Pierpont Community & Technical College shall administer, implement, and enforce the provisions of this Policy. Any powers granted or duties imposed upon Pierpont Community & Technical College may be delegated in writing by the Institution to persons or entities acting in the beneficial interest of or in the employ of the Institution.

## **SECTION 4. DISCHARGE PROHIBITIONS**

### **A. Prohibition of Illegal Discharges**

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

1. The following discharges are exempt from discharge prohibitions established by this Policy: water line flushing or other potable water sources (if water line flushing is hyper-chlorinated, then water shall be de-chlorinated before discharging the line), landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if de-chlorinated – typically less than one PPM chlorine), fire fighting activities, and any other water source not containing Pollutants.
2. Discharges specified in writing by Pierpont Community & Technical College as being necessary to protect public health and safety.
3. Dye testing is an allowable discharge, but requires a verbal notification to the Pierpont Community & Technical College prior to the time of the test.
4. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

### **B. Prohibition of Illicit Connections**

1. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

2. This prohibition expressly includes, without limitation, illicit connection made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this policy if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

## **SECTION 5. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES**

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to Pierpont Community & Technical College prior to the allowing of discharges to the MS4.

## **SECTION 6. MONITORING OF DISCHARGES**

### **A. Applicability**

1. This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

### **B. Access to Facilities**

1. Pierpont Community & Technical College shall be permitted to enter and inspect facilities subject to this Policy as often as may be necessary to determine compliance.
2. Contractors shall allow Pierpont Community & Technical College access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.
3. Pierpont Community & Technical College shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the Institution to conduct monitoring and/or sampling of the facility's storm water discharge.
4. Pierpont Community & Technical College has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and

monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the contractor at the written or oral request of the Institution and shall not be replaced. The costs of clearing such access shall be borne by the contractor.
6. Unreasonable delays in allowing Pierpont Community & Technical College access to a permitted facility is a violation of this Policy. A contractor or operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the Institution reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this Policy.

## **SECTION 7. ENFORCEMENT**

### **A. Notice of Violation.**

Whenever Pierpont Community & Technical College finds that a person has violated a prohibition or failed to meet a requirement of this Policy, the Institution may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

1. The performance of monitoring, analyses, and reporting;
2. The elimination of illicit connections or discharges;
3. That violating discharges, practices, or operations shall cease and desist;
4. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
5. Payment of a fine to cover administrative and remediation costs; and
6. The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated contractor and the expense thereof shall be charged to the violator.

## **SECTION 8. APPEAL OF NOTICE OF VIOLATION**

Any person receiving a Notice of Violation may appeal the determination of the Institution. The notice of appeal must be received within 30 days from the date of the Notice of Violation. A meeting shall then be held between Pierpont Community & Technical College and the appellant within 15 days of the receipt of the notice of appeal. Pierpont Community & Technical College's decision following this meeting shall be final.

**SECTION 9. ENFORCEMENT MEASURES AFTER APPEAL**

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 30 days of the decision of the Institution, then representatives of the Institution shall take any and all measures necessary to abate the violation and/or restore the property.

**SECTION 10. COST OF ABATEMENT OF THE VIOLATION**

Within 60 days after abatement of the violation, the violator will be notified of the cost of abatement, including administrative costs.

**SECTION 11. REMEDIES NOT EXCLUSIVE**

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of Pierpont Community & Technical College to seek cumulative remedies.

**Tab**

**9**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 20, 2014**

**ITEM:** Five (5) year Program Reviews

**COMMITTEE:** Committee of the Whole

**RECOMMENDED  
RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year program review for the Certificate in Applied Science (CAS) degree in Paraprofessional in Education and Associate in Applied Science (AAS) degree in Para-Education with the recommendation to continue the programs with corrective action.

**STAFF MEMBER:** Leslie J. Lovett, Provost and Vice President for Academic Affairs

**BACKGROUND:** WVCTC Title 133, Series 10, "Policy Regarding Program Review", requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.

Certificate in Applied Science (CAS) degree in Paraprofessional in Education and Associate in Applied Science (AAS) degree in Para-Education

Recommendation: *Continuation of the programs with corrective action.*

Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the President. All are in agreement that each program is of quality, has potential for growth, meets the mission of the college, and is needed by the citizens and industry of north central West Virginia.

The executive summary for the programs, and the full text review, with pertinent appendices were available for review by the Board of Governors and will be placed on the Board of Governors web site.



**Tab**

**10**

**Pierpont Community & Technical College Board of Governors  
Meeting of May 20, 2014**

**ITEM:** Five (5) year Program Reviews

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year program reviews for the Associate of Applied Science (AAS) degrees in Health Information Technology, Medical Laboratory Technology, Physical Therapist Assistant, and Respiratory Care with the recommendation to continue each program at the current level of activity.

**STAFF MEMBER:** Leslie J. Lovett, Provost and Vice President for Academic Affairs

**BACKGROUND:** WVCTC Title 133, Series 10, “Policy Regarding Program Review”, requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.

AAS degrees in Health Information Technology, Medical Laboratory Technology, Physical Therapist Assistant, and Respiratory Care

Recommendation: *Continuation of the programs at current level of activity.*

Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the President. All are in agreement that each program is of quality, has potential for growth, meets the mission of the college, and is needed by the citizens and industry of north central West Virginia.

The executive summary for the programs, and the full text review, with pertinent appendices were available for review by the Board of Governors and will be placed on the Board of Governors web site.

**Tab**

**11**

## Approval of the E & G Unrestricted FY 2015 Budget

Note: Material for this action item will be provided at the May 20, 2014 Pierpont Board of Governors meeting.

**Tab**

**12**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 20, 2014**

**ITEM:** FY 2015 Pay Raises Including Mercer Step Structure Years of Service Step (Salary) Increase for Classified Staff and WV Legislature Mandated \$504 Pay Raise for State Employees.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Whereas, the WV Legislature and the WV Council for Community and Technical College Education System supports full funding of Classified Staff on the Mercer Step Structure, and

Whereas, Pierpont's Administration and Board of Governors intention is to continue full funding of the Mercer Step Structure for classified employees

Be it resolved, that the Pierpont Community and Technical College Board of Governors approves the implementation of the Mercer Step Structure step increase for FY 2015 for eligible Pierpont classified employees with 15 or less years of service effective July 1, 2014.

Whereas, Pierpont's Administration and Board of Governors is continuing full funding of the Mercer salary scale for classified employees effective July 1, 2014 and providing salary increases for faculty promoted in rank with the beginning of their AY 2014-15 faculty contract, and

Whereas, Pierpont's President will met the two Pierpont Salary Policy (Board of Governor's Policy #25) requirements concerning faculty promoted in rank and Mercer salary scale funding for classified staff now brings forward a general salary increase of \$504 per employee including the President, excluding Classified Staff receiving the Mercer Step Structure step increase July 1, 2014, as mandated by the WV Legislature for Board approval

Be it resolved, that the Pierpont Community & Technical College Board of Governors approves a \$504 pay increase for FY 2015 for eligible Pierpont employees that is to be effective July 1, 2014.

**STAFF MEMBER:**

Dale Bradley

**BACKGROUND:**

In FY 2009 all classified staff employees were brought to their target salary on the Mercer Step Structure based on years of service.

Each year since full funding was achieved a goal of both the Pierpont Administration and Board of Governors is to continue to fund classified staff at the next step (years-of-service) on the Mercer Step Structure.

With the July 1, 2014 implementation, non-arrears paid employees will see their salary increase in the July 15, 2014 pay and arrears paid employees will see their salary increase in their July 31, 2014 pay.

Pierpont's President, Administration and Board of Governor's as mandated by the WV Legislature is providing a \$504 raise for all eligible employees not receiving the Mercer salary scale step increase or other equity salary adjustments, July 1, 2014.

All classified employees with 15 or less years of service were moved to the next step on the Mercer salary scale effective July 1, 2014.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-classified staff hired prior to July 1, 2014 and who have not received an equity salary increase since June 30, 2014 will be considered eligible.

- Full and part-time classified staff meeting the previous criteria and who have reached full funding on the current classified staff salary schedule for their years of experience and pay grade and did not receive the July 1, 2014 Mercer Salary Scale step increase will be considered eligible.
- Adjunct Faculty will be considered eligible to receive the appropriate percentage of the \$504 raise effective in the fall 2014 semester.
- All Retirees on phased retirement “will not” be considered eligible.
- Classified Staff receiving the Mercer salary scale step increase effective July 1, 2014 “will not” be considered eligible.



**Tab**

**13**



## **PIERPONT BOARD OF GOVERNORS 2013 – 2014 OFFICERS & COMMITTEES**

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### **Pierpont Board of Governors Officers**

Earl McConnell – Chair  
Kyle Hamilton – Vice Chair  
Sharon Shaffer – Secretary

### **North Central Advanced Technology Center Advisory Board Officers**

Jim Griffin - Chair  
Sharon Shaffer - Vice Chair  
Kyle Hamilton - Secretary

### **Audit/Finance Committee**

Kyle Hamilton – Chair  
James Griffin  
Rick Pruitte  
Jeff Tucker  
Earl McConnell  
Dale Bradley – Staff Resource

### **Marketing Committee**

Sharon Shaffer - Chair  
Linda Aman  
Chip VanAlsborg  
Beverly Jones  
Ron Weist – Staff Resource

### **Regional Academics/Off Campus Committee**

Barbara Pavel-Alvarez – Chair  
Gene Weaver  
Earl McConnell  
Jessica Cale

Jeani Hawkins – Staff Resource  
Leslie Lovett – Staff Resource

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### **Presidential Evaluation Committee**

Eugene Weaver – Chair  
Kyle Hamilton  
Rick Pruitte

### **Board of Governors Officers – Nominating Committee**

Gene Weaver - Chair  
Sharon Shaffer  
Kyle Hamilton

### **North Central Advanced Technology Advisory Board – Nominating Committee**

Jim Griffin  
Sharon Shaffer

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