



*BOARD*

*OF*

*GOVERNORS*

May 21, 2013

## Schedule/Agenda

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

May 21, 2013

Falcon Center Board Room

**1:30 P.M. Regional Academics Committee Meeting**  
*Falcon Center Board Room*

Members:

Tom Stose (Chair/Faculty Representative)  
Barbara Hendrey (Student Representative)  
Earl McConnell  
Gene Weaver

Staff Resource:

Jeanie Hawkins  
Leslie Lovett

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

Members:

Sharon Shaffer - Chair  
Linda Aman  
Beverly Jones

Staff Resource:

Sarah Hensley  
Rod Mayhew

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

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

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

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

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

**Pierpont Community & Technical College**  
**Board of Governors Meeting**  
**May 21 2013**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of Minutes (*April 24, 2013*)

*Tab 1 – Informational*

*Tab 2 – Informational*

*Tab 3 – Action Item*

**Special Recognitions**

1. 2012-2013 Student Government Representative Barbara Hendrey
2. 2013-2014 Student Government Representative Jessica Cale
3. Recognition of Heroism of James Savchuk

**Operation Reports**

1. President's Report (*Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)
3. Center for Workforce Education Report (*Paul Schreffler*)
4. 2012 Annual Classified Staff Council Report (*Joyce Ross, Miwa Edwards*)
5. Faculty Assembly Report (*David Beighley*)
6. Student Government Report (*Sean Rafferty*)

*Tab 4 – Informational*

**Committee of the Whole**

1. Financial Report - (*Dale Bradley*)
2. Capital Projects Update (*Tom Tucker*)
3. Five Year Program Review (*Leslie Lovett*)

*Tab 5 – Informational*

*Tab 6 – Informational*

*Tab 7 – Action Item*

**Committee Reports**

1. Audit/Finance Committee Report (*Dale Bradley*)
  - a. Approval of the E&G Unrestricted FY 2014 Budget  
(Materials will be provide at the meeting)
2. Regional Academics Committee Report (*Tom Stose*)
3. Marketing Committee Report (*Sharon Shaffer*)

*Action Item*

## **New Business**

1. Julia Pierpont Day Celebration – Saturday, May 25<sup>th</sup> beginning at 8:30 AM at the Center for Workforce Education and the Woodlawn Cemetery.

## **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 Tuesday, June 18, 2013 at 2:00 PM – Location TBD.**

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## 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.

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## 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
ACMC	
AS	Associate of Science
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATE	Advanced Technical Education
BOE	Board of Education
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
CFWV	College Foundation of West Virginia
CITE	Center for Information Technology Education
CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education
CRD	Council for Resource Development
CTCS	Community and Technical College System
CUPA HR	College and University Professional Association for Human Resources

CWE	Center for Workforce Education
DOE	Department of Education
DOL	Department of Labor
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
ERP	Enterprise Resource Planning
ETA	Employment Training Administration (within DOL)
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
LOCEA	Legislative Oversight Committee for Education Accountability
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCTAC	National Council of Advanced Technology Centers
NCMPR	National Council for Marketing and Public Relations
NISOD	National Institute for Staff and Organizational Development
NSF	National Science Foundation
OWHE	Office of Women in Higher Education
SAP	German Software Corporation, <b>S</b> ystems, <b>A</b> pplications, and <b>P</b> roducts (in Data Processing) or <b>S</b> atisfactory <b>A</b> cademic <b>P</b> rogress



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

WIA	Workforce Investment Assistance (federal law)
WIB	Workforce Investment Board (regional agency)
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**

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**April 24, 2013**  
**8:00 AM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 24, 2013, beginning at 8:00 AM in the Falcon Center Board Room.

Prior to the beginning of the meeting the 2012-2013 Pierpont Student Government Association representative to the Board, Jessica Cale, was provided the Oath of Office and sworn in by notary Cyndee Sensibaugh.

Present at the meeting were Board members:

Chairman Earl McConnell, Jessica Cale, Jim Griffin, Kyle Hamilton (by phone), Beverly Jones, Rick Pruitte, Sharon Shaffer, Tom Stose, and Gene Weaver.

Board members absent were:

Linda Aman, Barbara Hendrey, and Jeff Tucker

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Sarah Hensley, 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 and announced last call for public sign up for comments to the Board.


**Approval of Minutes**


The minutes of March 19, 2013 were presented for approval. Jim Griffin moved that the minutes of March 19, 2013 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

**Special Recognitions/Presentations**

Chairman Earl McConnell and Dr. Larson offered special recognitions to Pierpont faculty, staff and students, as provided below. Provost Leslie Lovett spoke on behalf of Dr. Larson, due illness.

 *Mr. Rob Linger* was formally introduced and welcomed as Pierpont's first Chief Information Officer. Rob is a veteran who served in Operation Iraqi Freedom as a United States Marine. After serving, he attended The Ohio State University, receiving a Bachelors of Science in Business Administration from the Fisher College of Business. He has spent the past four years running an Information Technology company and now joins the Pierpont family.

 *Provost Leslie Lovett* was recognized for being selected to serve as a Peer Reviewer for the HLC Open Pathways Peer Review Board. Leslie's selection to serve on this board of leaders is a direct reflection of the value and confidence that the HLC places in her and brings recognition to Pierpont Community & Technical College.

 *State of WV Office of the Governor Service Awards:*

Each year the Governor's office recognizes state employees who have met service milestones. They received a certificate from the Governor and a service pin.

Classified and non-classified staff members recognized were:

- *Joyce Lamb*, from the Lewis County Pierpont Center, has served for 5 years
- *Jeani Hawkins*, Dean of Regional Academics, has served for 10 years
- *Beverly Jones*, from the School of Business, Aviation and Technology and a member of the Board, has served for 20 years.

Faculty members recognized were:

- *Vickie Findley*, Professor of Health Information Technology, has served for 20 years
- *Nancy Lawler*, Professor of Administrative Support and Office and Assistant Dean of the School of Business, Aviation and Technology, has served for 20 years.

 *Chef Jay Mahoney* was named as the 2013 West Virginia Chef of the Year!

Jay Mahoney serves as Pierpont's Culinary Arts Program Coordinator and Lead Chef Instructor. This is the third time that Jay has been named as Chef of the Year by the American Culinary Federation and the second time by the ACF West Virginia Chapter.

Chef Mahoney has led the Pierpont team to three consecutive state championships and three appearances at the AFC Northeast Regional competitions, where they have placed as high as third two years in a row against some of the biggest culinary schools in the country.

 *Pierpont Culinary Cast Iron Cook-off - Culinary Team with Student Chef Pamela Stevens and Student Sous Chef Brandon Show*


Student Chef Pamela Stevens led the Pierpont culinary team to win the Grand Champion Award at the Cast Iron Cook-off Competition, held at the Greenbrier Resort last January. Pamela was assisted by Sous Chef Brandon Show and the Cast Iron Team, which included three first-year students, and five other amateurs. Faculty member Barbara Alvarez and Ron Newcome (Beth Newcome's husband) were among the other team members.

The multi-course meal included Mushroom Consommé with Ramps, and a main dish of Rabbit stuffed with Prosciutto and Prunes. The Pierpont team competed against nine other contenders.

 *Center for Workforce Education Shale Net Grant Media Recognition*

Paul Schreffler provided an interview in January for a Fox News segment that highlighted the WV Shale Net Program. The segment featured the free career training that WV institutions are offering to fill the gap in the shortage of workers in high-paying oil and gas field jobs.

Paul and the ShaleNet Program instructors contributed to this national newscast and are doing great work with the Shale Net program.

 *RCB Aerospace Center Airframe Structures Media Recognition*

The RCB Aerospace Center received media attention for the first class of the Aviation Technician - Aircraft Structures Program.

The students learned safety regulations and procedures before learning the physical skills of drilling, cutting, bending and assembling the sheet metal. These talents will let them be aircraft structure technicians at a variety of local employers.

The Aircraft Structures Training Program (ASTP) is an example of how Pierpont works with local employers to customize and develop special training programs to meet their employment needs. Pierpont worked with Bombardier, HQ Aero, Lockheed Martin, and the Mid-Atlantic Aerospace Complex to develop a specialized training program that developed advanced sheet metal skills in all the candidates.

In eight weeks, candidates who had no previous aircraft training were introduced to the work of aircraft sheet metal skills in addition to nationally certified training in safety, precision measurement, and quality control. At their graduation, they were informed by their future employers that they were all scheduled to start work the following Monday.

## **President's Report**

Due to a sudden illness, Dr. Larson deferred her report until the May meeting.

## **Operation Reports**

- Steve Leach presented a Gifts and Grants Report
- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report
- Sean Rafferty presented the Student Government Report

## **Committee of the Whole**

### *1. Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of February 28, 2013. A detailed review was provided in the April 24, 2013 Board of Governors book.

### *2. Honorary Degree Committee Resolution for Approval to Award Honorary Associates Degrees*

Leslie Lovett presented a Resolution to the Board brought forward by the President of Pierpont Community & Technical College. In accordance with the criteria and procedures for honorary degrees and awards outlined in the shared institution's faculty handbook, the Honorary Degrees and Awards Committee met and reviewed nominees for consideration of receipt of a Pierpont Community & Technical College Honorary Associates Degree. The nominees are Linda Ogden and Hazel Virginia Phillips.

It was determined, by the Committee, that Linda Ogden and Hazel Virginia Phillips have met the criteria and procedures for honorary degrees and awards. Therefore, the summaries and recommendations were forwarded to the President of Pierpont for presentation to the Board. Upon review of the summaries, the President strongly recommended that Linda Ogden and Hazel Virginia Phillips be awarded an Honorary Associates Degree from Pierpont Community & Technical College.

A detailed review of the nominee's services and contributions to the institution, the region, the state, or nation was provided in the April 24, 2013 Board of Governors book.

Jim Griffin moved that Linda Ogden and Hazel Virginia Phillips be awarded an Honorary Associates Degree from Pierpont Community & Technical College. Tom Stose seconded the motion. All agreed. Motion carried.

### 3. *Capital Projects Update*

Tom Tucker provided an update of the Capital Projects Progress Report for FY 2013. A summary of the facilities project's completion status was provided in the March 24, 2013 Board of Governors Book.

## **Committee Reports**

### 1. *Finance/Audit Committee*

#### A. Approval of Tuition and Fee Increase for AY 2013-2014

Dale Bradley presented a Resolution to the Board for Approval of the recommended Pierpont 2013-2014 Tuition and Fees, specifically an increase of 7.51% in the General and Education Tuition.

This increase of 7.51% affects the current fees:

- Pierpont Resident Fee by \$145 per semester, or 7.51%
- Pierpont Non-resident Fee by \$344 per semester, or 7.51%

Details of the Tuition and Fee Increase for AY 2013-2014 were provided in the April 24, 2013 Board of Governors Book.

Mr. Jim Griffin presented a motion to approve the AY 2013-2014 Tuition and Fees, specifically an increase in the Education and General Tuition of 7.51%. Mr. Kyle Hamilton seconded the motion. All agreed. Motion carried.

### 2. *Off Campus/Regional Academics Committee Report*

No report was given, however special recognition was provided by the committee chair, Tom Stose, to the Technical Advisory Board members of Bombardier and HQ Aero for their offer of employment to the students of the Airframe Structures program, after testing.

### 3. *Marketing Committee Report*

No report.

## **Public Comment**

No signatures were recorded.

## **New Business**

No new business to report.

## **Old Business**

No old business to report.

## **Executive Session**

Mr. Jim Griffin 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. Kyle Hamilton seconded the motion. All agreed. Motion carried.

### *Exiting Executive Session*

Sharon Shaffer provided a motion to exit Executive Session. Tom Stose seconded the motion. All agreed. Motion carried.

### *Items Presented for a Motion from Executive Session*

Jim Griffin provided a motion to authorize approval for the Pierpont Administration to move forward in pursuit of the future expansion of Pierpont Community & Technical College, and to explore leasing options for this purpose. Sharon Shaffer seconded the motion. All agreed. Motion carried.

## **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 9:35 AM.

The next Pierpont Board of Governors Meeting will be held on Tuesday, May 21, 2013 at 2:00 PM, in the Falcon Center Board Room.



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# Workforce Development - Project Status Report

## *May 2013 – Board of Governors Meeting*

### **Industry-Sector Strategies**

- ❖ Petroleum Technology program:
  - Industry Advisory Committee Meeting – May 29, AM
  - Press conference to announce program – May 29, PM - Exhibition Hall of the Robert H. Mollohan Research Center
  - Verbal confirmation received from MRDC re: land donation for outdoor laboratory
  - Submitted \$50,000 request through Dominion Foundation's annual higher education grant
  - An additional \$50 K was also requested by NWVCC
  - Anita attended the Appalachian Basin Natural Gas Vehicle Expo and Conference in Charleston.
  - Bo participated in the Marcellus to Manufacturing summit in Charleston
  - Bo participated in the Oil and Gas Jobs Expo at Jackson's Mill
- ❖ CE staff presented information about Pierpont's Continuing Education department to participants in this year's Leadership Marion cohort.
- ❖ Doug Furr presented information to multiple groups of high school students about our energy programs at a day-long UTC careers event. This was a partnership with Energy Speaks and other industry representatives.
- ❖ Gene Turchin and I presented at the Elkins High School "Opportunities for Life" event. Hundreds of eighth and ninth graders in attendance, who received information about Pierpont and our programs.
- ❖ Bo Sellers attended Career Fair event in Randolph County to represent Pierpont.
- ❖ Attended a statewide Workforce Development session – This was a presentation by Robert Clancy, the Director of Polk State's Corporate College (in Florida), who provided information on the business model used at that institution. They are in the process of building an Advanced Technology Center.
- ❖ Attended a roundtable discussion at Concord University at the invitation of Senator Rockefeller, to discuss mine safety and potential solutions to this ongoing issue.
- ❖ WV Advance grant received in the amount of \$81,250 to fund our Power Plant program's transition to a two-year AAS degree.
- ❖ CE staff met with Carlyle Smith and industry representatives to discuss content of an Advanced Welding program, to be incorporated into the ATC.
- ❖ Scheduled a meeting in July at the annual CTE Conference with regional CTE welding instructors to coordinate on the Advanced Welding program.

- ❖ Completed all CE staff evaluations during the month of May.
- ❖ Attended a meeting at the invitation of Jeff Herholdt, Director of the WV Division of Energy. This was intended to explore the provision of training to professionals in WV pertaining specifically to the newly adopted 2009 Energy Code. Attendees included leaders within the WV Homebuilders Association, WV Code Officers, WV Realtors Association, WV Appraisers Association, and WV Home Inspectors Association.
- ❖ Corporate training projects currently in development:
  - Armstrong World Industries
  - US Well Services
  - T.K. Stanley
  - Snowshoe Mountain Resort
  - Savanna Energy
  - Baker Hughes
- ❖ Bo sellers provided teambuilding activities for the Veterinary Technology department.
- ❖ Anita continues to attend North Central WV Society of Human Resource Management (SHRM) organization meetings so as to maintain our connection to the HR professionals in the region.

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**Board of Governors  
Financial Report FY 2013  
Pierpont Community & Technical College  
as of March 31, 2013**

**SUMMARY:**

The projected effect on net assets for FY 2013 as of March 31, 2013 is an increase of \$262,806 which includes \$210,683 in additional personnel budget savings. However, this amount includes a Board Finance and Audit Committee approved spend down of \$410,263 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is a decrease of (\$147,457).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of March 31, 2013 is \$52,123. This represents a budget increase of \$4,517 from the February 28, 2013 report. The adjusted budget balance is (-\$358,140) after removing the approved cash reserve spending. As of this report date, approximately 88% of projected tuition and fees revenue and approximately 85% of overall revenues have been realized while approximately 65% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the February 28, 2013 report, are as follows:

- **Operating Revenues Budget:**
  - No change.
- **Operating Expenses Budget:**
  - Increased by \$6,883. This was due to the following changes:
    - The President controlled “Salary” expense budget decreased by (\$15) due to budget moves between labor positions.
    - The President controlled “Benefits” expense budget increased by \$4,767 due to the above budget move and PEIA update to a position.
    - The President controlled “Supplies and Other Services” expense budget increased by \$500 due to a variety of budget changes to various Programs within the School of Human Services. This increase to this contract was an approved expenditure of reserves by the Board Finance and Audit Committee.
    - The Fund Manager controlled “Supplies and Other Services” expense budget increased by \$11,400 in the Laboratory Pre-School Program to cover costs of the Italy trip. This increase was an approved expenditure of reserves by the Board Finance and Audit Committee.
    - The President controlled “Equipment Expense” decreased by (\$500) to offset \$500 increase in “Supplies and Other Services” expense identified above for a zero net effect.
    - The President controlled “Assessment for Support Services” expense budget decreased by (\$9,269) due to multiple updates by the University associated with the move of budget from unallocated labor positions (charged back ) to the Institutional Reallocation Organization (Non-charged back).

- **Transfers & Others**

- Increased by \$11,400. This was due to the following change:
  - The Fund Manager controlled “One Time Use of Reserves” increased by \$11,400 to address the additional costs for the Laboratory Pre-School trip to Italy. This increase in the “One Time Use of Reserves” was approved by the Board Finance and Audit Committee.

Of the adjusted projected effect on net assets of an increase of \$262,806 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$45,891; Personnel Budget Savings are projected to be \$210,683; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$6,232 with Board approved spending of \$410,263 in cash reserves. The Year-To-Date Actual Budget Balance is \$2,098,960.

**RESTRICTED FUNDS:**

Changes to revenue and expenditures of \$20,800 from a 2013 Challenge Grant and adjustments to Financial Aid/Scholarships were recognized during the month of March. The specific grant changes are identified within the Restricted Funds Report in “New Grant Funds” and “Other Grant/Restricted Fund Related Changes”.

The Budget Balance as of March 31, 2013 is (\$95,251). This deficit is covered by grant funds cash balances totaling \$1,429,692 on June 30, 2012.

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

As of March 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	9,559,530	9,581,104	8,460,844	88.31
	Faculty Services Revenue	1,502,589	1,502,589	1,255,699	83.57
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	1,113,657	91.68
	Operating Costs Revenue	124,691	135,289	73,130	54.05
	Support Services Revenue	290,966	279,899	135,904	48.55
	Other Operating Revenues	415,347	441,747	182,110	41.22
	<b>Total:</b>	<b>13,107,909</b>	<b>13,155,414</b>	<b>11,221,343</b>	<b>85.30</b>
<b>OPERATING EXPENSE</b>					
	Salaries	7,130,094	7,216,690	4,528,484	62.75
	Benefits	1,545,912	1,595,787	935,101	58.60
	Student financial aid-scholarships	140,844	140,844	150,599	106.93
	Utilities	4,699	4,699	1,967	41.86
	Supplies and Other Services	2,446,415	2,644,209	1,595,002	60.32
	Equipment Expense	134,692	162,586	102,243	62.89
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	92,109	79.02
	Assessment for Faculty Services	1,272,439	1,272,439	1,340,734	105.37
	Assessment for Support Services	3,498,892	3,506,243	1,890,039	53.90
	Assessment for Student Activity Costs	179,411	179,411	164,460	91.67
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	1,103,500	90.84
	Assessment for Operating Costs	2,345,039	2,213,532	1,327,036	59.95
	<b>Total:</b>	<b>20,029,782</b>	<b>20,267,786</b>	<b>13,231,273</b>	<b>65.28</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,921,874)</b>	<b>(7,112,372)</b>	<b>(2,009,930)</b>	<b>28.26</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	8,443,703	8,443,703	5,657,282	67.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	12,500	12,500	100.00
	Investment Income	7,194	7,194	8,455	117.53
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,409,980)	91.57
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,923,615</b>	<b>4,268,257</b>	<b>61.65</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	410,263	0	
	<b>Total:</b>	<b>56,903</b>	<b>240,880</b>	<b>(159,367)</b>	<b>(66.16)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>52,123</b>	<b>2,098,960</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>210,683</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>46,144</b>	<b>262,806</b>	<b>2,098,960</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,200,001</b>	<b>5,200,001</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>410,263</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>5,121,624</u></b>	<b><u>5,052,544</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2012 in the amount of \$3,192,921.

\* Unrestricted Net Asset Balance is 27.29% of the current budgeted total operating expense. Management has established a target of 15% or \$2,857,950 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, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,371,857	8,371,857	7,740,475	92.46
	Faculty Services Revenue	1,502,589	1,502,589	1,255,699	83.57
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	135,289	73,130	54.05
	Support Services Revenue	290,966	279,899	135,904	48.55
	Other Operating Revenues	346,683	347,183	127,697	36.78
	<b>Total:</b>	<b>10,636,786</b>	<b>10,636,817</b>	<b>9,332,905</b>	<b>87.74</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,739,342	6,817,998	4,337,233	63.61
	Benefits	1,489,633	1,535,981	906,283	59.00
	Student financial aid-scholarships	140,844	140,844	150,599	106.93
	Utilities	4,399	4,399	1,933	43.93
	Supplies and Other Services	1,596,483	1,729,090	1,138,808	65.86
	Equipment Expense	51,097	77,759	54,773	70.44
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	92,109	79.02
	Assessment for Faculty Services	1,272,439	1,272,439	1,340,734	105.37
	Assessment for Support Services	3,498,892	3,506,243	1,890,039	53.90
	Assessment for Student Activity Costs	179,411	179,411	164,460	91.67
	Assessment for Operating Costs	2,345,039	2,213,532	1,327,036	59.95
	<b>Total:</b>	<b>17,434,138</b>	<b>17,594,256</b>	<b>11,404,005</b>	<b>64.82</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,797,353)</b>	<b>(6,957,439)</b>	<b>(2,071,100)</b>	<b>29.77</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	8,443,703	8,443,703	5,657,282	67.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	8,455	117.53
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,409,980)	91.57
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>4,255,757</b>	<b>61.58</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	0	265,848	0	
	<b>Total:</b>	<b>(67,618)</b>	<b>92,215</b>	<b>(163,617)</b>	<b>(177.43)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>45,891</b>	<b>2,021,040</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,423,244</b>	<b>4,423,244</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>265,848</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>4,469,388</b>	<b>4,203,287</b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2012 in the amount of \$3,192,921.

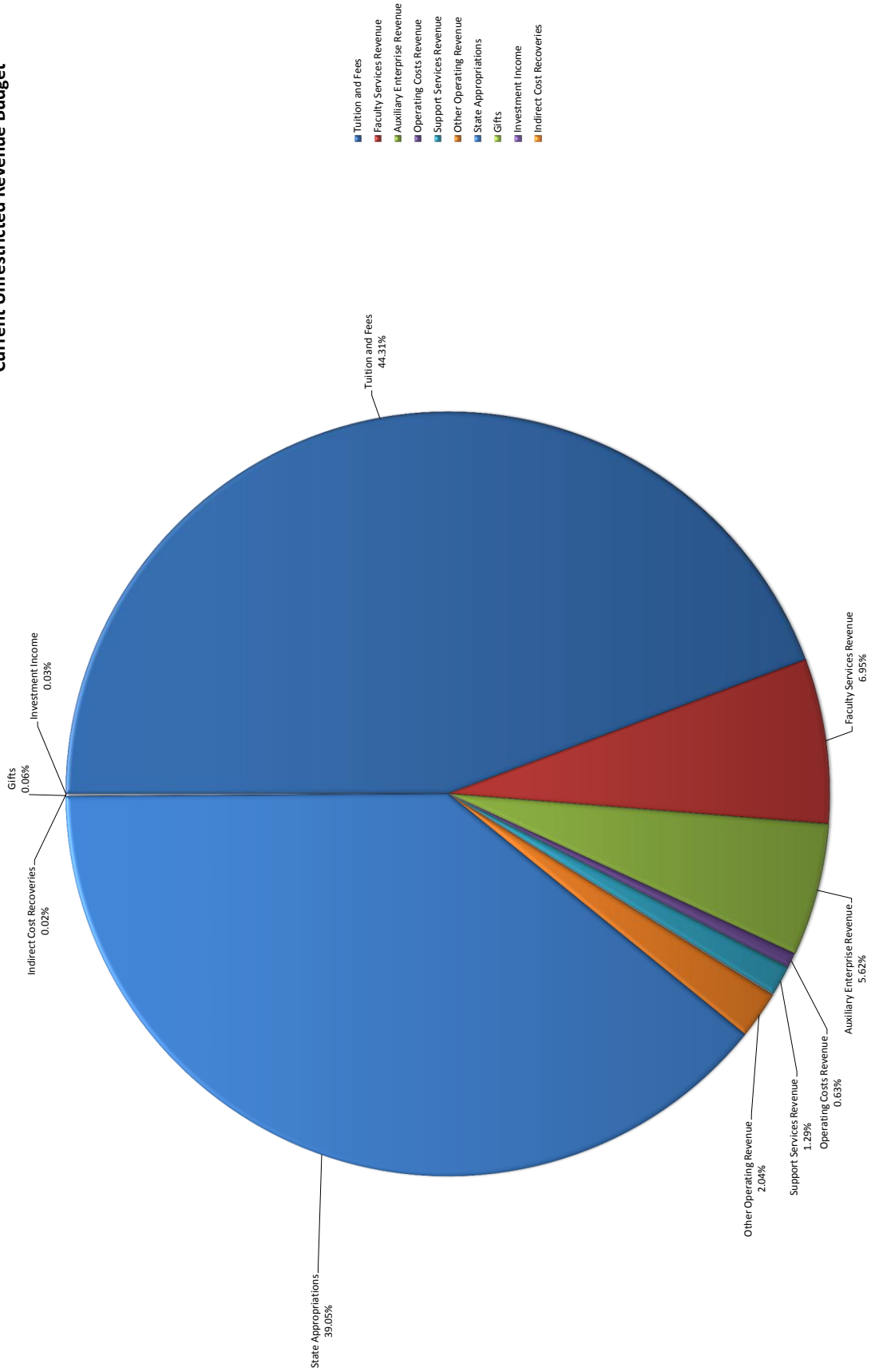


Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

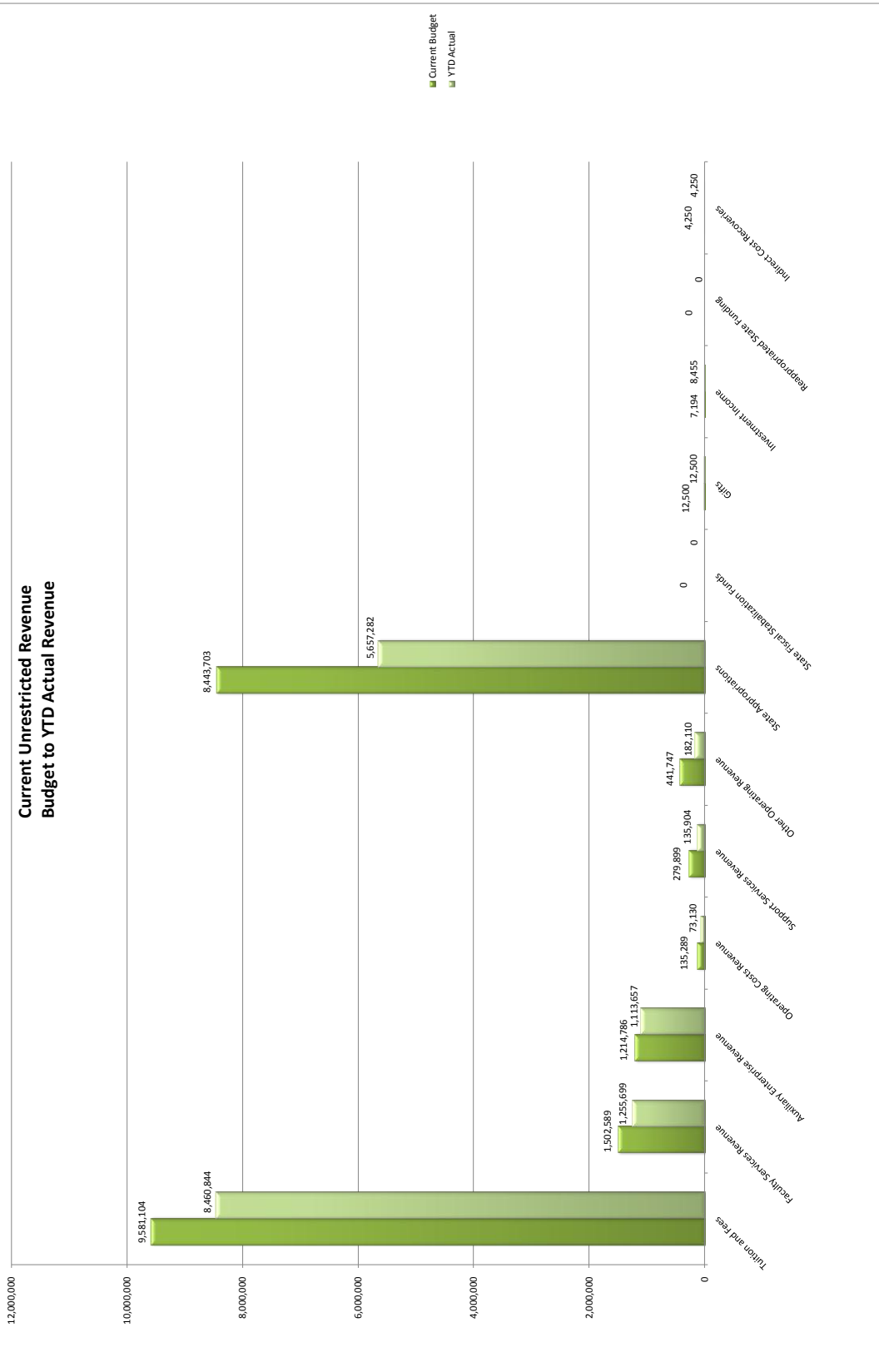
As of March 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,187,673	1,209,247	720,369	59.57
	Other Operating Revenues	68,664	94,564	54,414	57.54
	<b>Total:</b>	<b>1,256,337</b>	<b>1,303,811</b>	<b>774,782</b>	<b>59.42</b>
<b>OPERATING EXPENSE</b>	Salaries	390,752	398,692	191,251	47.97
	Benefits	56,279	59,806	28,818	48.18
	Utilities	300	300	35	11.58
	Supplies and Other Services	849,932	915,119	456,195	49.85
	Equipment Expense	83,596	84,827	47,470	55.96
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,380,858</b>	<b>1,458,744</b>	<b>723,768</b>	<b>49.62</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(124,521)</b>	<b>(154,933)</b>	<b>51,014</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	12,500	12,500	0.00
	<b>Total:</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	144,415	0	
	<b>Total:</b>	<b>124,521</b>	<b>148,665</b>	<b>4,250</b>	<b>2.86</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>6,232</b>	<b>67,764</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>769,454</b>	<b>769,454</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>144,415</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>644,933</u></b>	<b><u>631,271</u></b>		

# Current Unrestricted Revenue Budget

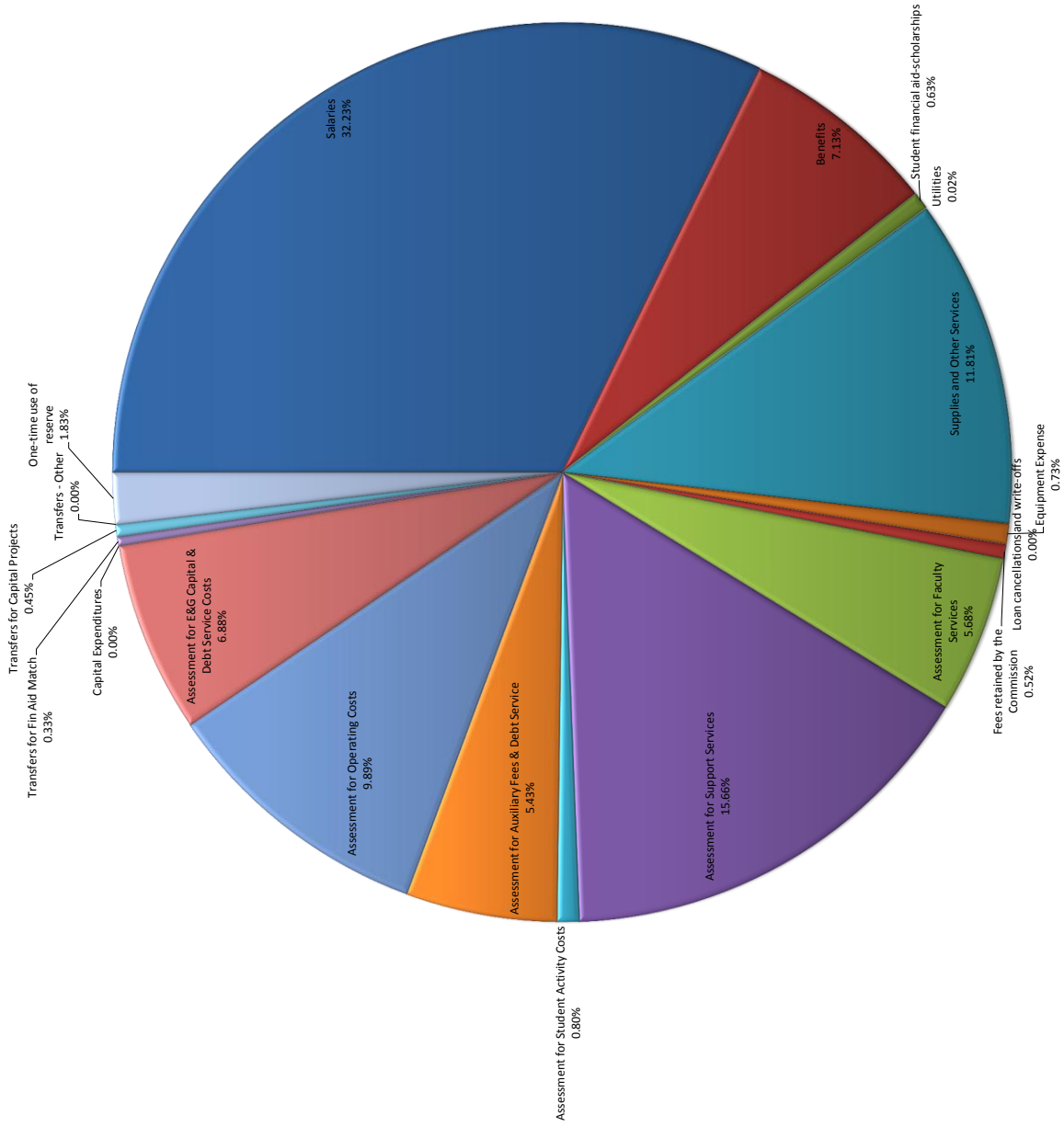


**Current Unrestricted Revenue  
Budget to YTD Actual Revenue**

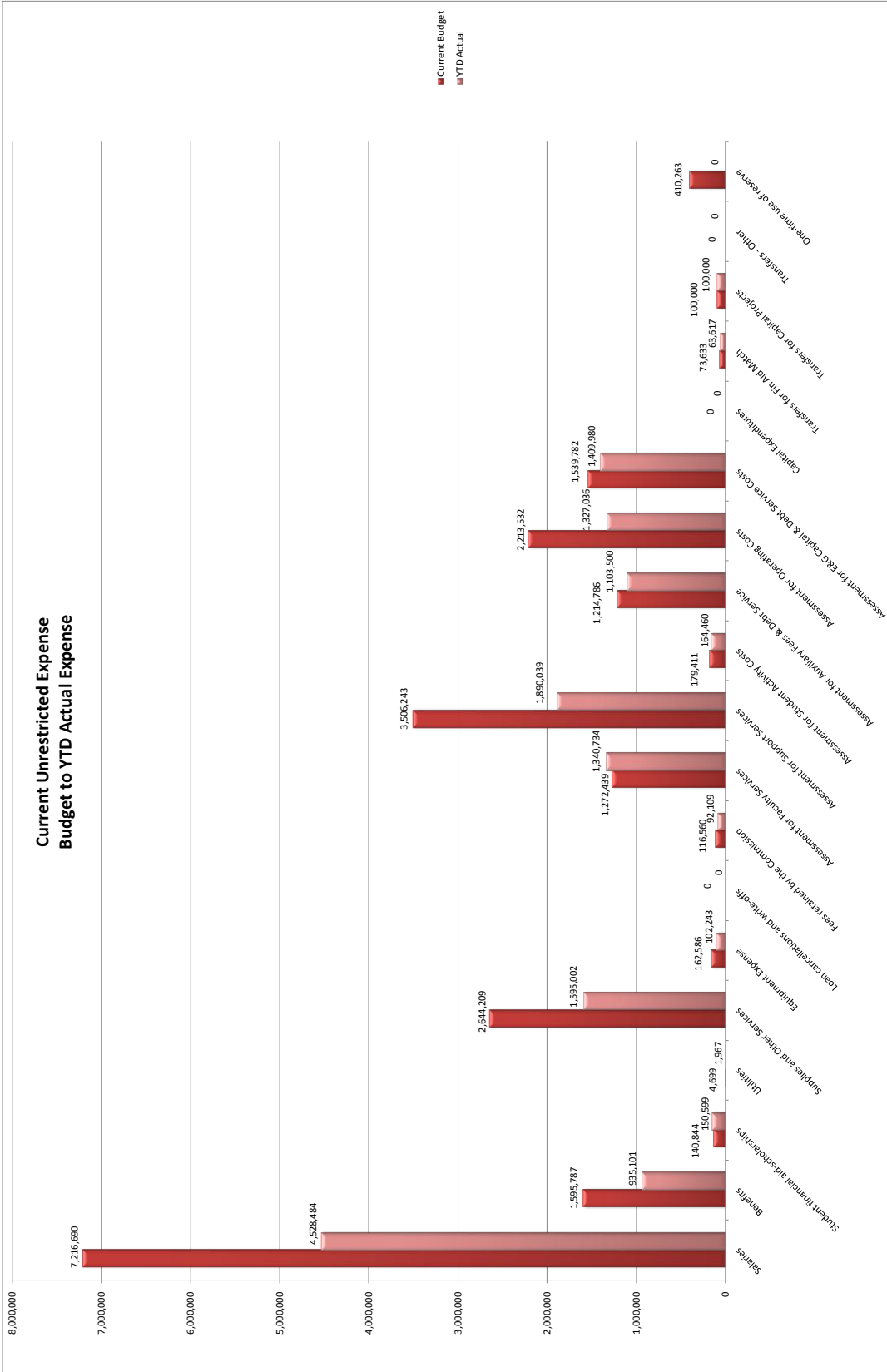


# Current Unrestricted Expense Budget

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



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



Pierpont Community and Technical College  
Board of Governors  
Financial Report

For the period ending March 31, 2013

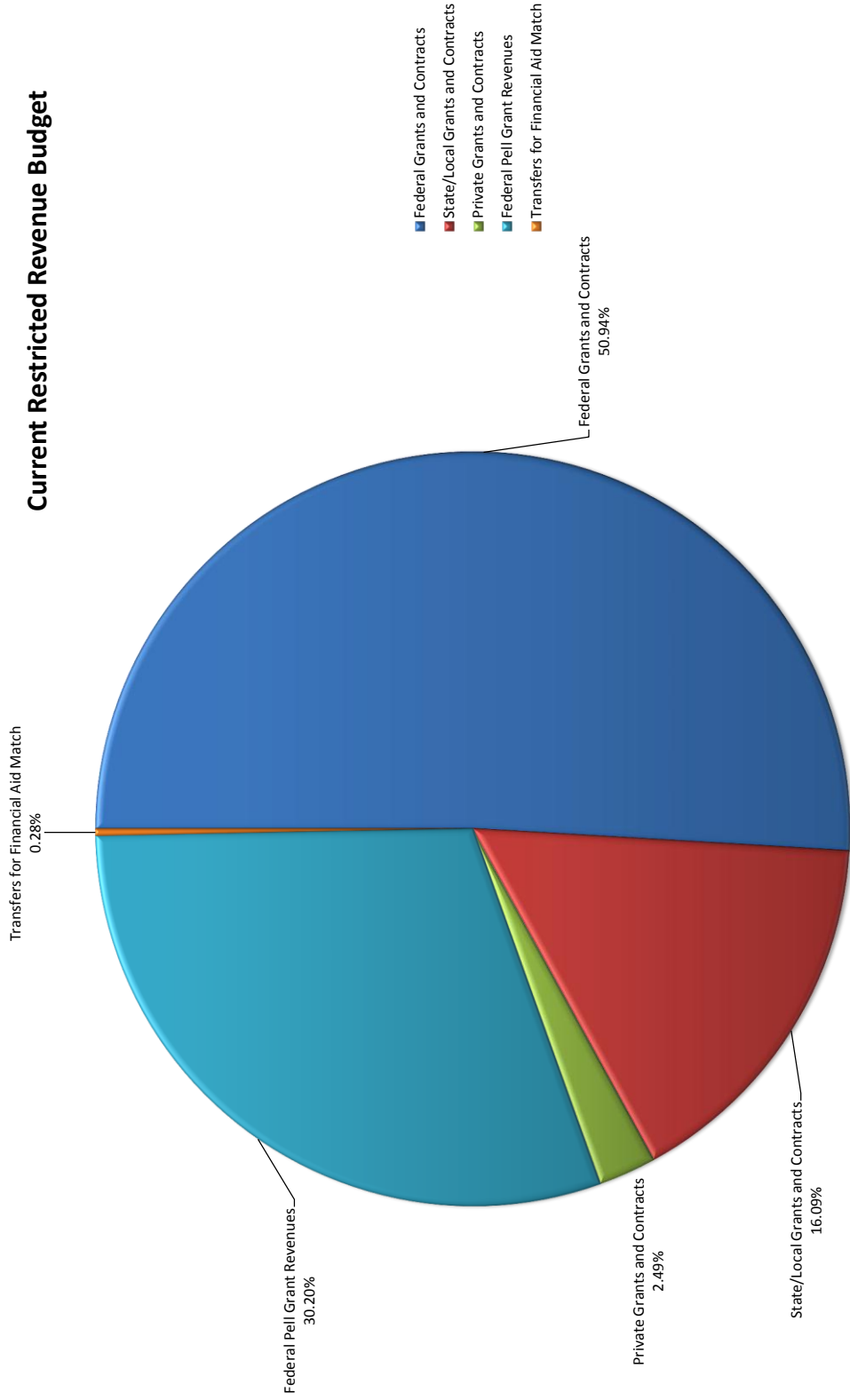
<b>New Grant Funds</b>	<b>18,800.00</b>
2013 Challenge Grant	18,800.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>2,000.00</b>
Financial Aid/Scholarships	2,000.00
<b>Net Change</b>	<b>-</b>

The budget balance of **(95,251)** is covered by the restricted fund cash balance of 1,429,692 on June 30, 2012

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 As of March 2013

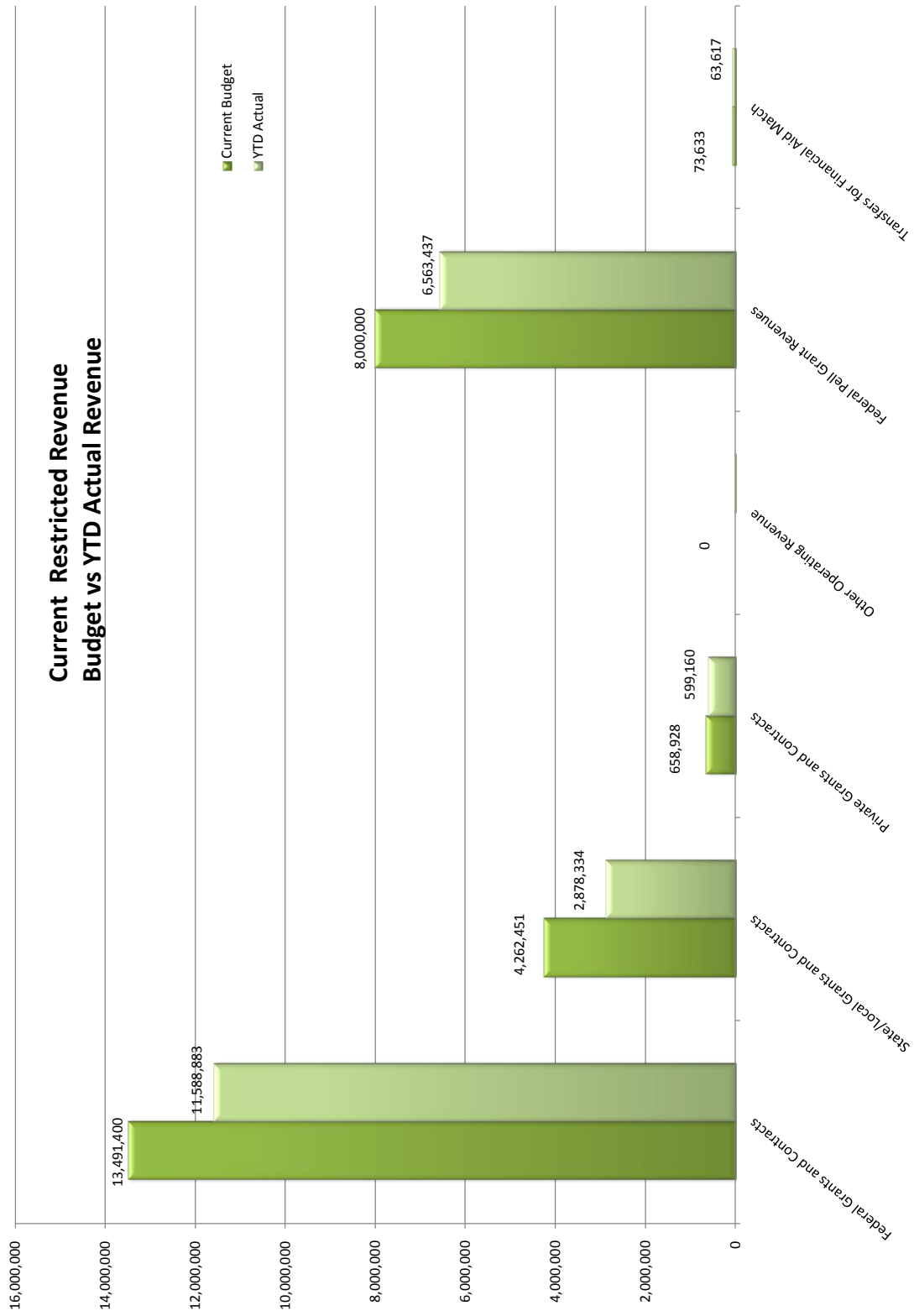
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	0	0	0	
	Federal Grants and Contracts	13,473,354	13,491,400	11,588,883	85.90
	State/Local Grants and Contracts	3,375,125	4,262,451	2,878,334	67.53
	Private Grants and Contracts	628,928	658,928	599,160	90.93
	Other Operating Revenue	0	0	21	
	<b>Total:</b>	<b>17,477,407</b>	<b>18,412,779</b>	<b>15,066,398</b>	<b>81.83</b>
<b>OPERATING EXPENSE</b>	Salaries	724,457	1,261,297	318,154	25.22
	Benefits	74,918	134,588	52,286	38.85
	Student financial aid-scholarships	24,040,639	24,123,091	20,442,971	84.74
	Supplies and Other Services	495,303	606,629	158,106	26.06
	Equipment Expense	72,568	102,570	71,858	70.06
	<b>Total:</b>	<b>25,407,886</b>	<b>26,228,174</b>	<b>21,043,376</b>	<b>80.23</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,930,479)</b>	<b>(7,815,395)</b>	<b>(5,976,978)</b>	<b>76.48</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	6,563,437	82.04
	Investment Income	0	0	15	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>6,563,452</b>	<b>82.04</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(232,240)	(349,239)	(239,906)	68.69
	Transfers for Fin Aid Match	67,618	73,633	63,617	86.40
	Indirect Cost Recoveries	0	(4,250)	(4,250)	
	Transfers - Other	0	0	0	
	<b>Total:</b>	<b>(164,622)</b>	<b>(279,856)</b>	<b>(180,539)</b>	<b>64.51</b>
<b>BUDGET BALANCE</b>		<b>(95,101)</b>	<b>(95,251)</b>	<b>405,936</b>	<b>(426.18)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,429,692</b>	<b>1,429,692</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,334,591</b>	<b>1,334,441</b>		

# Current Restricted Revenue Budget

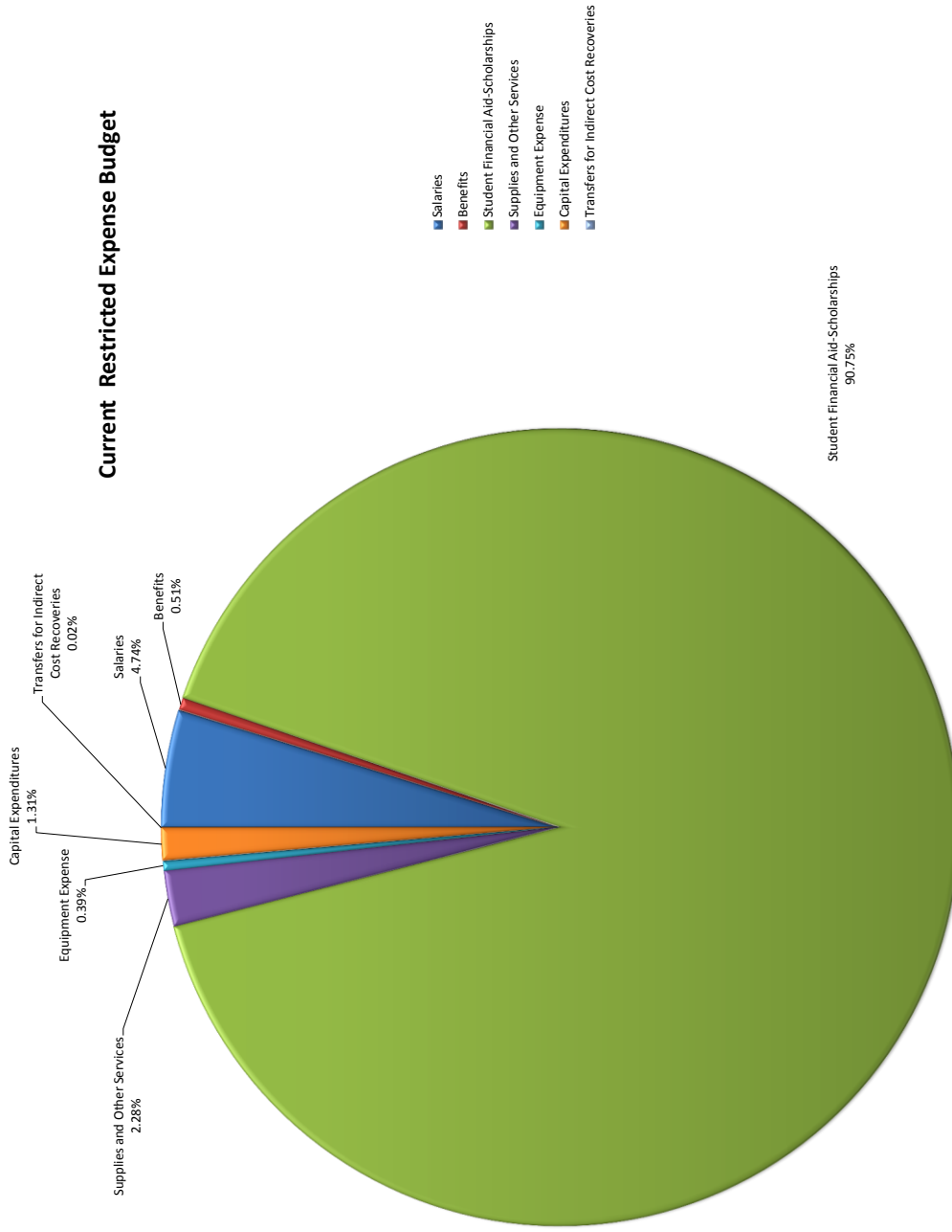




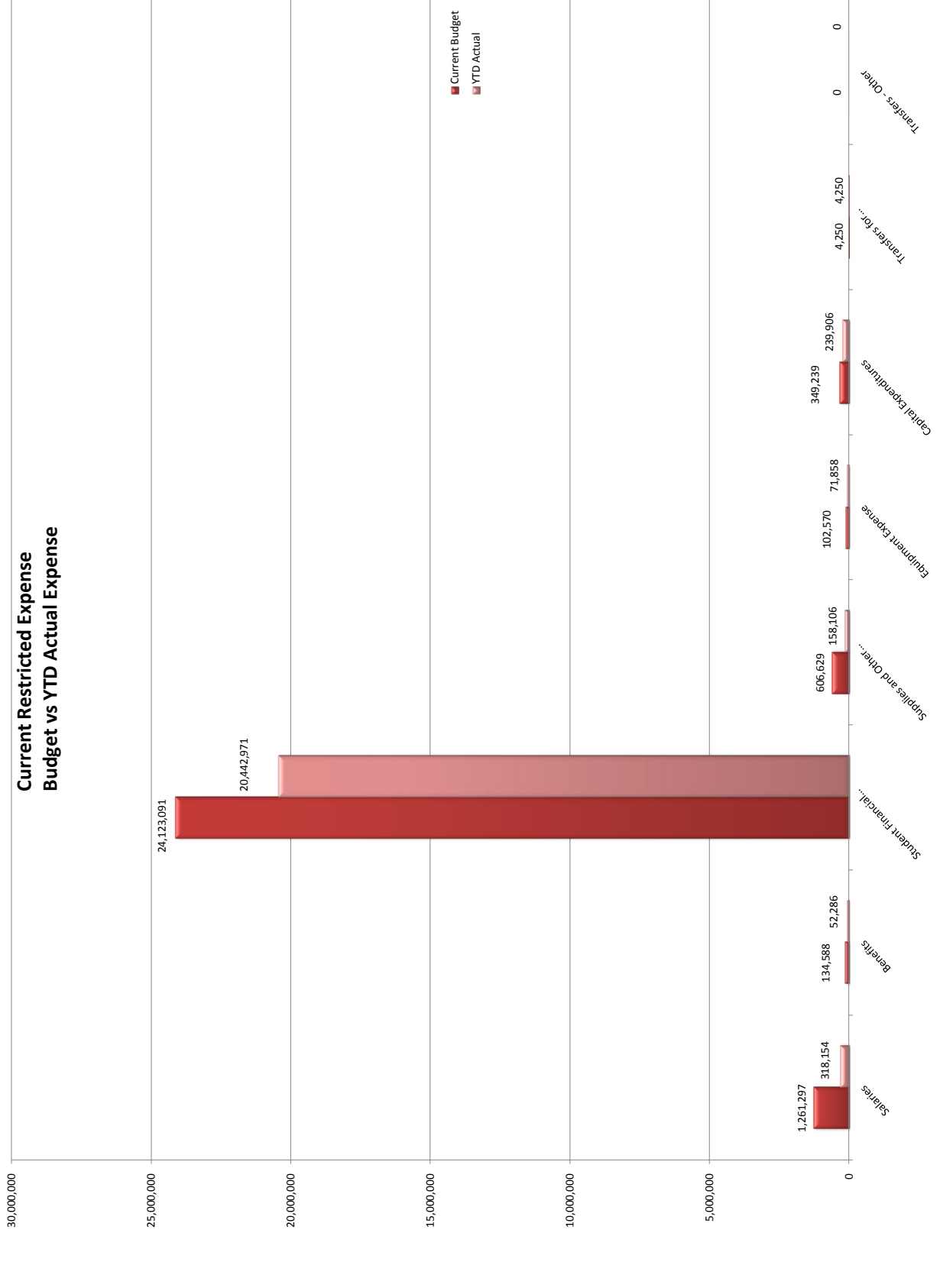
### Current Restricted Revenue Budget vs YTD Actual Revenue



## Current Restricted Expense Budget



**Current Restricted Expense  
Budget vs YTD Actual Expense**



**Tab**

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 21, 2013**

**ITEM:** Capital Projects for FY 2013 Progress Report

**COMMITTEE:** Committee of the Whole

**INFORMATION ITEM**

**STAFF MEMBER:** Tom Tucker

**ATTACHMENTS:** Summary of FY 2013 Capital Projects Completion Status.

**CAPITAL PROJECTS**

**FY 2013**

<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>
Academic Fund	\$ 100,000.00	\$ 9,037.58	\$ 90,962.42	To be spent on programmatic changes approved by the academic deans.
Landscaping	\$ 100,000.00	\$ 88,295.17	\$ 11,704.83	Numerous purchases throughout the year for landscaping needs on all campus sites.
Physical Plant Small Projects	\$ 197,000.00	\$ 190,911.24	\$ 6,088.76	Numerous purchases for small projects throughout the campuses.
Aerospace Center - HVAC Units (FY12)	\$ 148,833.48	\$ 136,245.00	\$ 12,588.48	Completed June 30, 2012
Aerospace Center - Floor Replacement	\$ 38,000.00	\$ 34,940.75	\$ 3,059.25	Completed August 2012
Aerospace Center - HVAC Upgrades	\$ 60,000.00	\$ -	\$ 60,000.00	A&E working on specifications for bid documents. Plan to bid within the next few weeks.
Campus - ADA Restrooms	\$ 50,000.00	\$ -	\$ 50,000.00	
Caperton Center - Roof Renewal	\$ 400,000.00	\$ -	\$ 400,000.00	A&E firms have been interviewed and FSU is currently negotiating with the top pick.
Education Bldg - Temperature Controls	\$ 40,000.00	\$ 39,229.00	\$ 771.00	Completed October 2012
Feaster Center - HVAC Upgrade Pool Area	\$ 307,000.00	\$ -	\$ 307,000.00	A&E has been selected; draft contract is expected for review this week
Feaster Center - Natatorium Upgrades	\$ 740,000.00	\$ -	\$ 740,000.00	A&E firm has submitted AIA documents and working on specifications.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 4,868,455.00	\$ 631,545.00	Weekly updates are posted on Physical Plant website. Project is still on schedule.
Hunt Haught Hall - Window Replacement (FY12)	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	A&E completing specifications for review.
Hunt Haught Hall - Green House	\$ 149,650.00	\$ -	\$ 149,650.00	Bids Opened 3/18/13 - All bids were over budget by \$200,000 or more. Met with A&E on 4/5/13 to review project. A&E will meet with additional Greenhouse vendors. Project scope may be paired down to replace glass and flooring and repair drainage inside only. A&E is conducting additional research on greenhouse options.
Hunt Haught Hall - Elevator Upgrades	\$ 100,000.00	\$ 81,300.00	\$ 18,700.00	Contracted with Otis Elevator; Work to start after graduation in May.
Information Technology -AC Unit	\$ 102,070.00	\$ 9,070.00	\$ 93,000.00	Low bid came in at \$93,000 and available budget was \$70,930; therefore we have moved \$22,070 from Campus Lighting to the Information Technology AC Unit. Letter of Intent has been sent to Contractor to request bonds, insurance, etc. Contractor has not submitted all necessary
Infrastructure - Merchant Wall (FY11)	\$ 350,000.00	\$ 7,015.50	\$ 342,984.50	Proposals were received on 4/4/13 - Six firms submitted proposals. Selection committee is scheduling interviews with 3 firms.

**CAPITAL PROJECTS**

**FY 2013**

<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 - Parking Lot #15 Paving (FY12)	\$ 158,560.00	\$ 131,688.00	\$ 26,872.00	Completed July 2012
Infrastructure - Sealing Parking Lots (FY12)	\$ 25,000.00	\$ 23,896.00	\$ 1,104.00	Completed June 2012
Infrastructure - Aerospace Parking Lot Paving (FY12)	\$ 80,000.00	\$ 79,567.50	\$ 432.50	Completed July 2012
Infrastructure - Access Road (FY12)	\$ 170,000.00	\$ 140,104.00	\$ 29,896.00	Completed July 2012
Infrastructure - Campus Lighting Upgrades	\$ 187,930.00	\$ -	\$ 187,930.00	Finalizing plan for updating and adding fixtures around campus.
Infrastructure - Paving Projects	\$ 321,095.20	\$ -	\$ 321,095.20	Preparing Specifications for open-end contract
Infrastructure - Painting & Striping	\$ 25,000.00	\$ 23,625.00	\$ 1,375.00	Completed August 2012
Jaynes Hall - Roof Renewal (FY12)	\$ 350,000.00	\$ -	\$ 350,000.00	A&E firms have been interviewed and FSU is currently negotiating with the top pick.
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	FSU met with State Road to review some options on the lighting. Waiting on info from State Road as to when project will move forward.
Musick Library Work	\$ 51,500.00	\$ 51,500.00	\$ -	Completed as part of Elevator Project
Musick Library Elevator	\$ 939,440.98	\$ 939,440.98	\$ -	Completed Fall 2012
Musick Library - HVAC	\$ 293,500.00	\$ -	\$ 293,500.00	Contract has not submitted all required paperwork. Additional notice is being sent to contractor to submit paperwork.
School House Museum Repairs	\$ 70,000.00	\$ -	\$ 70,000.00	A&E updating specifications to prepare bidding documents.
Turley Center FFE	\$ 1,000,000.00	\$ 133,488.73	\$ 866,511.27	Vendor is updating changes and furniture will be completed.
Turley Center Renovations	\$ 6,502,680.00	\$ 6,297,985.45	\$ 204,694.55	Weekly updates are posted on the Physical Plant website.
Wallman Hall - Foundation Waterproof (FY12)	\$ 25,500.00	\$ 25,500.00	\$ -	Part of Wallman Renovations
Wallman Hall Renovations	\$ 4,908,599.02	\$ 4,466,267.05	\$ 442,331.97	Weekly updates are posted on Physical Plant website.
Wallman Hall Elevator Replacement	\$ -	\$ -	\$ -	Contracted with Otis Elevator - part of Renovations budget above; Work to be done this summer.

**Tab**

**7**



## **Pierpont Community & Technical College Board of Governors Meeting of May 21, 2013**

**ITEM:** 5 year Program Reviews

**COMMITTEE:** Committee of the Whole

### **INFORMATIONAL ITEM**

**STAFF MEMBER:** Leslie J. Lovett, Provost & 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.

#### Additional Program Reviews scheduled for 2012-13:

The following reviews have not yet been received by the Office of Academic Affairs.

- Associate of Applied Science, Para-Education and Paraprofessional in Education Certificate of Applied Science
- Report will be given at the June BoG meeting on the status of the programs.

The following programs are given additional time to gather information pertinent to decision for recommendation. Programs are given until July 31, 2013 to gather data and complete reports.

- Associate of Applied Science, Paralegal  
Program Coordinator hired August 2012, additional time is needed to finalize report as Coordinator is also creating curriculum for a Land Management Paralegal program and making modifications to the existing Paralegal program. Program Advisory Board has met twice during the Academic year to work on curriculum and program improvements.
- Associate of Applied Science Respiratory Care  
Program needs additional time to gather information pre-2010. Current Coordinator was hired in January 2010. Classes through 2009- 2010 were under the accreditation and direction of WV Northern Community College. Additional information needs to be gathered for the report related to the program pre-2010. Program is currently modifying curriculum to 60 credit hours.

**Pierpont Community & Technical College Board of Governors  
Meeting of May 21, 2013**

**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 Aviation Maintenance Technology, Drafting/Design Engineering Technology, Early Childhood, and Graphics Technology, 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 Aviation Maintenance Technology; Early Childhood; Drafting/Design Engineering Technology; and Graphics Technology

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 .