

Schedule

Meeting of the Pierpont Community & Technical College Board of Governors

June 15, 2010

Falcon Center Board Room
Fairmont, WV

12:30 P.M.	Finance Committee Members: Kyle Hamilton (<i>Chair</i>) Rick Pruitte Linda Aman Dixie Copley James E. Griffin	Conference Room 3 Staff Resource: Dale Bradley
12:30 P.M.	Off Campus Facilities Committee Members: Leslie Lovett (<i>Chair</i>) Linda Aman Jeff Tucker Beverly Jones Sharon Shaffer	Board Room Staff Resource: Rich McCormick Jeani Hawkins
* 2:00 P.M.	Full Board Meeting	Falcon Center Board Room

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

**Pierpont Community & Technical College Board of Governors
Meeting of June 15, 2010**

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*May 18, 2010*)

Tab 1 – Action Item

Operation Reports

1. Faculty Assembly Report (*Tom Stose*)
2. Classified Staff Report (*Mary Jo Rutherford*)
3. Student Government Report (*Alicia Nieman*)
4. Off Campus Programs Report (*Jeani Hawkins*)
5. Foundation Report (*Bun Perkinson*)
6. Alumni Association Report (*Devanna Corley*)
7. Athletic Association Report (*Rusty Elliott*)

Committee of the Whole

1. Financial Report (*Dale Bradley*)
2. FY 2010 Capital Projects (*James Decker*)
3. Intent to Plan – Policy 54 (*Jennifer Weist*)
4. Program Reviews (*Jennifer Weist*)

Tab 2 - Informational
Tab 3 - Informational
Tab 4 – Action Item
Tab 5 – Action Item

Committee Reports

1. Off Campus Operations Committee (*Leslie Lovett*)

2. Finance Committee (*Kyle Hamilton*)
 - FY 2010 Beginning Net Asset Values for PCTC and FSU (*Dale Bradley*)
 - FY 2011 Capital Projects (*Dale Bradley*)
 - FY 2011 Chargeback Agreement with FSU (*Dale Bradley*)
 - FY 2011 Unrestricted Education and General Budget Approval (*Dale Bradley*)

3. Marketing Committee (*Dixie Copley*)

4. Nominating Committee (*Kyle Hamilton*)
 - Election of 2010-2011 Officers

Tab 6 – Action Item
Tab 7 – Action Item
Tab 8 – Action Item
Tab 9 – Action Item

New Business

Old Business

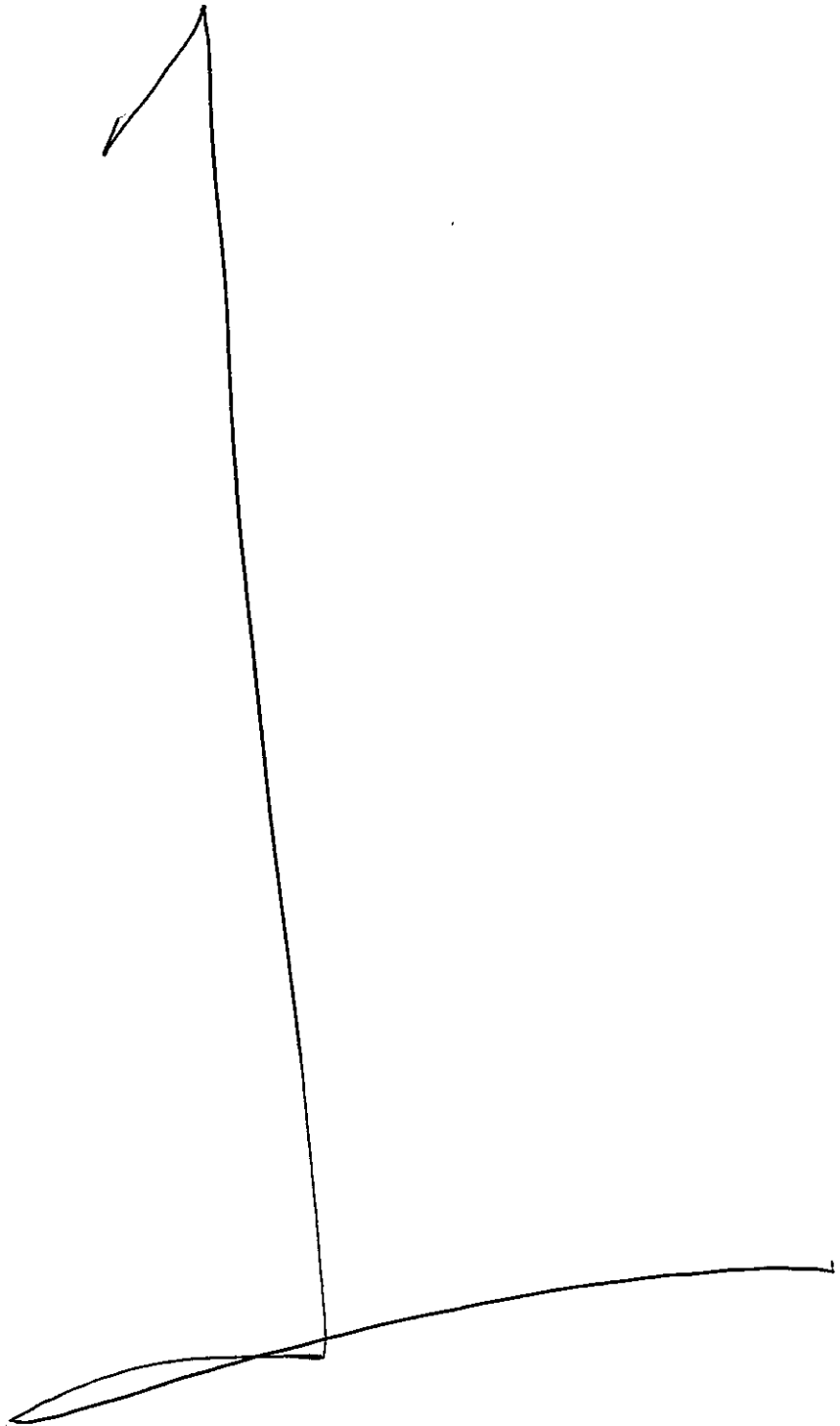
Public Comment

Possible Executive Session

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

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

Next Meeting date is Tuesday, August 17, 2010 at the Falcon Center Board Room.



Pierpont Community & Technical College
BOARD OF GOVERNORS
MINUTES
May 18, 2010

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on April 27, 2010 beginning at 2:00 p.m. in Falcon Center Board Room. Present at the meeting were Board Members: Beverly Jones, James Griffin, Dixie Copley, Kyle Hamilton, Ryan Houser, Earl McConnell, Jeff Tucker, Rick Pruitte, Leslie Lovett, Eugene Weaver, Sharon Shaffer and Linda Aman phoned in.

Chair James Griffin called the meeting to order.

Approval of Minutes

Leslie Lovett offered corrections to the minutes of April 27, 2010 meeting. Chair Jim Griffin moved the minutes of the April 27, 2010 meeting be approved as corrected. Motion carried.

Constituent Reports

Tom Stose presented the Faculty Assembly Report.
Mary Jo Rutherford presented the Classified Staff Report.
Michael Belmear presented the Student Government.
Bun Perkinson presented the Foundation Report.
Devanna Corley presented the Alumni Association.
Bun Perkinson presented the Athletic Association Report.

President's Report

President Blair Montgomery reported on meeting with Dr. Larson. The Higher Learning Commission visit to Pierpont Community & Technical College was a success. Chair Jim Griffin expressed the board's gratitude to President Montgomery and presented him with a token of their appreciation. Chair Jim Griffin recommended to the Board of Governors that the Board of Governor's Scholarship for Pierpont Community & Technical College be renamed to the Bair and Sue Montgomery Scholarship. Dixie Copley made the motion. Earl McConnell seconded. Motion carried.

Finance Report

Dale Bradley delivered the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for April 19, 2010.

2010-2011 Board of Governors Meeting Dates

Jennifer Weist reported on the meeting dates for 2010-2011.

Off Campus Programs Coordinator Report

Jeani Hawkins reported on Off Campus Programs. Off Campus North has been directed to Jeani Hawkins upon the resignation of Lyla Grandstaff. There has been increased enrollment in Randolph and Monongalia counties. Lewis and Braxton counties have remained the same.

Off Campus Operations Committee

Leslie Lovett reported that they need to review the quote of Monongalia County Center facility. Jeani Hawkins will be meeting with site coordinators to determine needs. The committee plans on visiting the Braxton County facility and meeting with the principal.

Finance Committee

No report.

Marketing Committee

No report.

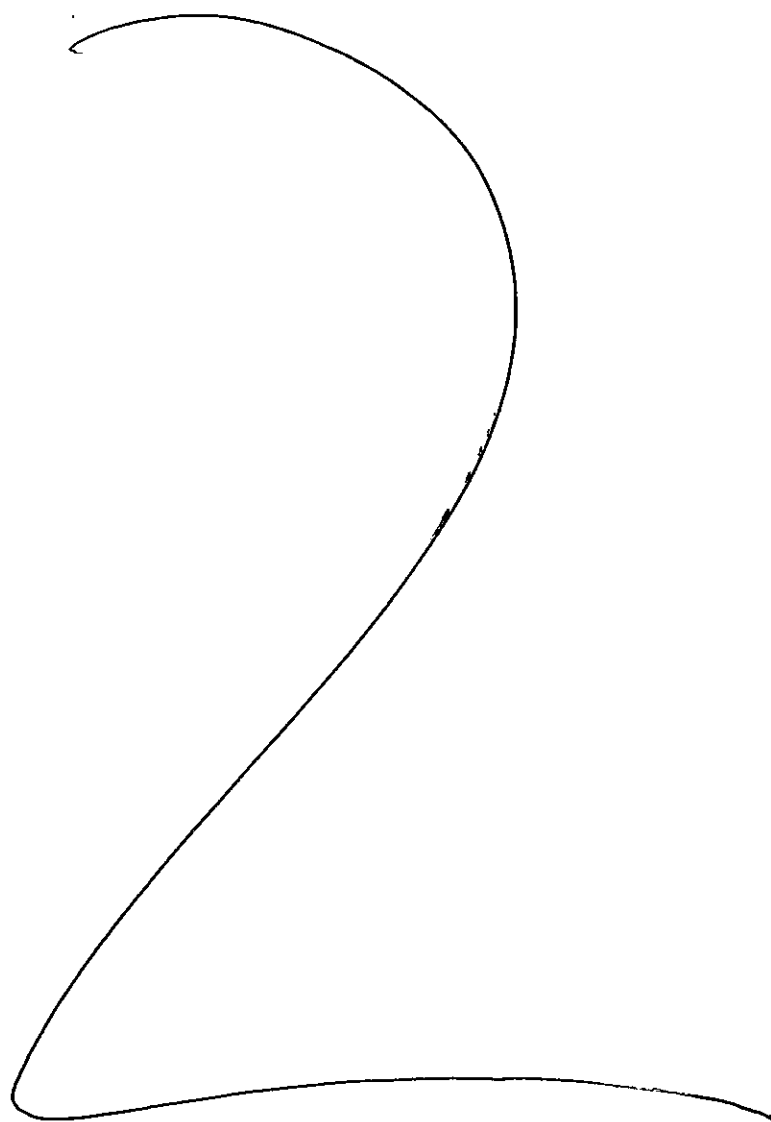
New Business

Memorandum of Understanding with Fairmont State Foundation

Gina Fantasia expressed her thanks to President Montgomery for all his years of service. A welcome was extended to President elect Dr. Larson. The Memorandum of Understanding with Fairmont State Foundation had been circulated to all board members. A motion was made by Kyle Hamilton to adopt the Memorandum of Understanding with Fairmont State Foundation as is. Dixie Copley seconded. Motion carried.

Adjournment

There being no further business, the meeting was adjourned at 2:50 p.m.



Board of Governors
Financial Report FY 2010
Pierpont Community & Technical College
Unrestricted Funds
as of May 21, 2010

The budgeted projected effect on net assets at June 30, 2010 as of May 21, 2010 is an increase of \$27,741.86. This represents a decrease in the projected budget balance from the April 19th budget report. The decrease is due to Fund Manager's spending down of cash reserves. This spending down of Fund Manager's cash reserves was offset by the recognition of Year-To-Date "Personnel Budget Savings" of \$74,939 and the recognition of additional revenues in various Fund Manager Funds (Primarily in the Flight Program and Workforce Training). As of this report date, the institution is approximately 90% through the FY 2010 Fiscal Year. The institution has realized approximately 106% of projected tuition and fees revenues (This amount includes summer tuition revenues and will decrease slightly with the purge of unpaid students on June 1, 2010), 94% of the projected faculty services revenue and 99% of overall projected revenue budget while approximately 82% of operating expenses have been incurred. The primary budget changes that impacted the budget from the April 19th report are as follows:

- **Operating Revenues Budget:**
 - In the Fund Manager controlled funds there was an increase of \$31,548 in projected Tuition and Fees revenue budget (Primarily in the Flight Program and Workforce Training).
- **Operating Expenses Budget:**
 - In the President's controlled funds there was a net decrease of \$2,938 to the Operating Expenses. This was offset by a \$66,126 increase in the Operating Expense budget for the Fund Managers controlled funds. A portion of this increase was related the recognition of the additional revenue budget described above while the remainder was part of the \$100K approved Fund Manager cash reserve spend down. The result was a net increase to the overall Operating Expense budget of \$63,187.46.
- **Non-Operating Revenues Budget:**
 - No budget changes
- **Exclude Operating Budget:**
 - \$20,282 in cash was transferred from President controlled funds to Fund Manager controlled funds to facilitate equipment purchases to support the on-campus relocation of the Respiratory Care, Health Information Technology, Medical Lab Technician Programs and the Folk Life Program move into the Folk Life Center. The overall net effect of this transfer was zero for the Institution, but it did the shift approximately 43% or \$20,282 of overall negative Budget Balance of (\$47,197) from Fund Manager controlled funds to the President controlled funds. Without this transfer the President controlled funds would have improved their budget balance by \$2,938 since the April 19, 2010 report.

Of the projected effect on net assets of an increase of \$27,741.86 as of June 30, 2010; President's Controlled Fund(s) are projected to have a budget deficit of (\$23,499.06), Fund Manager's Controlled Fund(s) are projected to have a budget deficit of (\$23,698.08) and

"Personnel Budget Savings" is projected at \$74,939. The Actual Year-To-Date Budget Balance is \$2,570,408.83.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
 Current Year 2010 Prior Year 2009 Period May Current Unrestricted
LEVEL 2

		Budgeted	Actual	Actual To
		Current Year	Current Year	Budgeted
				Current Year
OPERATING REVENUES	Tuition and Fees	7,287,416.50	7,725,565.65	106.01
	Faculty Services Revenue	1,502,589.00	1,416,897.00	94.30
	Operating Costs Revenue	235,786.56	127,942.58	54.26
	Support Services Revenue	358,599.64	251,714.23	70.19
	Other Operating Revenue	371,155.00	205,360.86	55.33
	Subtotal:	9,755,546.70	9,727,480.32	99.71
OPERATING EXPENSES	Salaries	5,631,636.00	4,899,387.10	87.00
	Benefits	1,208,859.01	1,003,860.51	83.04
	Student financial aid-scholarships	459,748.00	457,380.07	99.48
	Utilities	0.00	1,235.82	
	Supplies and Other Services	1,653,425.74	1,256,230.49	75.98
	Equipment Expense	182,119.55	156,121.84	85.72
	Fees retained by the Commission	96,143.00	92,266.00	95.97
	Assessment for Faculty Services	1,268,259.00	1,215,045.00	95.80
	Assessment for Support Services	3,730,496.63	2,577,255.48	69.09
	Assessment for Tuition, Aux, & Capital Costs	1,365,913.00	1,398,247.00	102.37
	Assessment for Operating Costs	2,638,159.77	1,838,737.40	69.70
	Subtotal:	18,234,759.70	14,895,766.71	81.69
NONOPERATING REVENUES (EXPENSES)	State Appropriations	7,769,519.00	7,769,519.00	100.00
	State Appro. Federal ARRA Stimulus Backfill	558,876.00	0.00	
	Gifts	1,000.00	0.00	0.00
	Investment Income	97,194.00	5.14	0.01
	Reappropriated State Funding	375,000.00	0.00	
	Subtotal:	8,801,589.00	7,769,524.14	88.27
EXCLUDE OPERATING ACCOUNT	Exclude - Assets	(375,000.00)	(35,023.29)	9.34
	Exclude - Indirect Cost Recoveries	4,420.30	3,187.81	72.12
	Exclude - Transfers - Other	1,006.56	1,006.56	100.00
	Subtotal:	(369,573.14)	(30,828.92)	8.34
OPERATING INCOME/LOSS		(8,479,213.00)	(5,168,286.39)	60.95
BUDGET BALANCE		(47,197.14)	2,570,408.83	-5446.11
PERSONNEL BUDGET SAVINGS		74,939.00		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		27,741.86		
NET ASSETS - Beginning of Year		3,458,755.00		
PROJECTED NET ASSETS - End of Year		3,486,496.86		

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

Current Year	2010	Prior Year	2009	Period	May	Current Unrestricted	Pierpont C and TC - President
		Budgeted			Actual	Actual To	
		Current Year			Current Year	Budgeted	Current Year
OPERATING REVENUES	Tuition and Fees	6,527,262.00			6,943,173.71		106.37
	Faculty Services Revenue	1,502,589.00			1,416,897.00		94.30
	Operating Costs Revenue	235,786.56			127,942.58		54.26
	Support Services Revenue	358,599.64			251,714.23		70.19
	Other Operating Revenue	252,083.00			92,124.68		36.55
	Subtotal:	8,876,320.20			8,831,852.20		99.50
OPERATING EXPENSES	Salaries	5,397,505.00			4,715,165.52		87.36
	Benefits	1,172,313.00			975,248.47		83.19
	Student financial aid-scholarships	459,748.00			457,380.07		99.48
	Utilities	0.00			1,235.82		
	Supplies and Other Services	1,099,978.85			909,708.59		82.70
	Equipment Expense	76,741.63			82,441.02		107.43
	Fees retained by the Commission	96,143.00			92,266.00		95.97
	Assessment for Faculty Services	1,268,259.00			1,215,045.00		95.80
	Assessment for Support Services	3,730,496.63			2,577,255.48		69.09
	Assessment for Tuition, Aux, & Capital Costs	1,365,913.00			1,398,247.00		102.37
	Assessment for Operating Costs	2,638,159.77			1,838,737.40		69.70
	Subtotal:	17,305,257.88			14,262,730.37		82.42
NONOPERATING REVENUES (EXPENSES)	State Appropriations	7,769,519.00			7,769,519.00		100.00
	State Appro. Federal ARRA Stimulus Backfill	558,876.00			0.00		0.00
	Investment Income	97,194.00			5.14		0.01
	Reappropriated State Funding	375,000.00			0.00		
	Subtotal:	8,800,589.00			7,769,524.14		88.28
EXCLUDE OPERATING ACCOUNT	Exclude - Assets	(375,000.00)			(35,023.29)		9.34
	Exclude - Transfers - Other	(20,349.40)			(20,349.40)		100.00
	Subtotal:	(395,349.40)			(55,372.69)		14.01
OPERATING INCOME/LOSS		(8,428,937.68)			(5,430,878.17)		64.43
BUDGET BALANCE		(23,698.08)			2,283,273.28		-9634.85
PERSONNEL BUDGET SAVINGS		0.00					
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(23,698.08)					
NET ASSETS - Beginning of Year		2,983,205.00					
PROJECTED NET ASSETS - End of Year		2,959,506.92					

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

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

		Budgeted Current Year	Actual Current Year	Actual To Budgeted Current Year
OPERATING REVENUES	Tuition and Fees	760,154.50	782,391.94	102.93
	Other Operating Revenue	119,072.00	113,236.18	95.10
	Subtotal:	879,226.50	895,628.12	101.87
OPERATING EXPENSES	Salaries	234,131.00	184,221.58	78.68
	Benefits	36,546.01	28,612.04	78.29
	Supplies and Other Services	553,446.89	346,521.90	62.61
	Equipment Expense	105,377.92	73,680.82	69.92
	Subtotal:	929,501.82	633,036.34	68.10
NONOPERATING REVENUES (EXPENSES)	Gifts	1,000.00	0.00	0.00
	Subtotal:	1,000.00	0.00	0.00
EXCLUDE OPERATING ACCOUNT	Exclude - Indirect Cost Recoveries	4,420.30	3,187.81	72.12
	Exclude - Transfers - Other	21,355.96	21,355.96	100.00
	Subtotal:	25,776.26	24,543.77	95.22
OPERATING INCOME/LOSS		(50,275.32)	262,591.78	-522.31
BUDGET BALANCE		(23,499.06)	287,135.55	-1221.90
PERSONNEL BUDGET SAVINGS		0.00		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(23,499.06)		
NET ASSETS - Beginning of Year		475,550.00		
PROJECTED NET ASSETS - End of Year		452,050.94		

Board of Governors
Financial Report
Pierpont Community and Technical College
Restricted Fund
For the period as of May 21, 2010

Operating Revenues: increased	69,247.00
Tech Tuition, Fees	\$36,000.00
SEOG Budget Adjustment	(\$6,164.00)
College Transition	16,675.00
Engineering Science & Tech Scholarship Adj	(16,250.00)
NIP Scholarship	12,552.00
HEATT grant	650.00
Tech Other Revenues	500.00
Community Education Revenues	25,284.00

Non-Operating Revenues

Operating Expenditures: increased	69,247.00
Tech Tuition, Fees	\$36,000.00
SEOG Budget Adjustment	(\$6,164.00)
College Transition	16,675.00
Engineering Science & Tech Scholarship Adj	(16,250.00)
NIP Scholarship	12,552.00
HEATT grant	650.00
Tech Other Revenues	500.00
Community Education Revenues	25,284.00

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

Net Change	0.00
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Pierpont Community and Technical College
Actual vs Budget Statement of Revenues and Expenses

Current Year 2010 Prior Year 2009 May Current Restricted
LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year
OPERATING REVENUES	Tuition and Fees	193,402.03	89,638.14	46.35%
	Federal Grants and Contracts	10,825,305.74	10,495,980.83	96.96%
	State/Local Grants and Contracts	2,601,063.51	2,352,641.41	90.45%
	Private Grants and Contracts	912,139.00	596,232.89	65.37%
	Other Operating Revenues	105,284.00	101,723.02	96.62%
Sub Total		14,637,194.28	13,636,216.29	93.16%
OPERATING EXPENSES	Salaries	1,132,361.23	623,414.56	55.05%
	Benefits	199,064.49	109,312.68	54.91%
	Student Financial Aid-Scholarships	19,161,297.00	18,491,975.35	96.51%
	Utilities	500.00	56.16	11.23%
	Supplies and Other Services	1,119,447.19	364,058.42	32.52%
	Equipment Expense	136,154.37	65,858.05	48.37%
Sub Total		21,748,824.28	19,654,675.22	90.37%
NONOPERATING REVENUES (EXPENSES)	Federal Pell Grant Revenues	5,569,526.38	5,720,830.38	102.72%
Sub Total:		5,569,526.38	5,720,830.38	102.72%
EXCLUDE OPERATING	Exclude - Assets	-112,898.80	-78,572.33	69.60%
	Exclude - Transfers for Fin Aid Match	67,067.40	39,113.00	58.32%
	Exclude - Indirect Cost Recoveries	-4,420.31	-3,187.81	72.12%
	Exclude - Transfers - Other	-	-	
Sub Total:		-50,251.71	-42,647.14	84.87%
OPERATING INCOME/LOSS		-7,111,630.00	-6,018,458.93	84.63%
BUDGET BALANCE		-1,592,355.33	-340,275.69	21.37%
NET ASSETS - Beginning of Year		1,756,103.28		
PROJECTED NET ASSETS - End of Year		163,747.95		

3

**Pierpont Community and Technical College
Board of Governors
Meeting of June 15, 2010**

ITEM: FY 2010 Capital Projects Update

COMMITTEE: Committee of the Whole

INFORMATION ITEM

STAFF MEMBER: James Decker

ATTACHMENTS: Summary of FY 2010 Capital Projects Completion Status.

CAPITAL PROJECTS
FY 2010

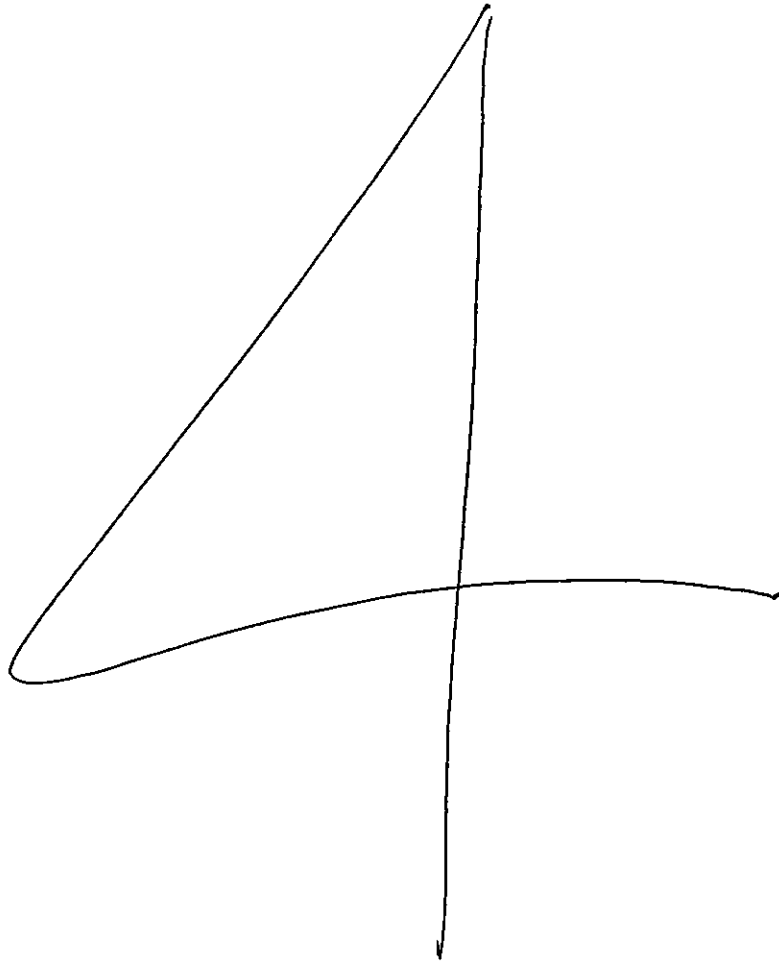
<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Academic Fund	\$ 75,000.00	\$ 54,400.00	\$ 20,600.00	Painting HHH : \$54,400 9/1/09
College Apartments - Building A/B Roof	\$ 48,930.00	\$ 48,930.00	\$ -	8/30/2009
College Apartments - Building G Carpet	\$ 7,315.88	\$ 7,315.88	\$ -	8/15/2009
Education Building - Exterior Waterproofing	\$ 172,500.00	\$ 162,401.25	\$ 10,098.75	Completed 5/1/10
Education Building - Roof Replacement	\$ 305,150.71	\$ 270,641.15	\$ 34,509.56	Completed 5/1/10
Feaster Center - Elevator & Steps	\$ 1,481,237.49	\$ 1,481,237.49	\$ (0.00)	Completed 5/1/10
Feaster Center - HVAC Phase II	\$ 301,123.29	\$ 301,123.29	\$ 0.00	Completed 5/31/10
Infrastructure - Pierpont Signage	\$ 28,136.00	\$ 28,136.00	\$ -	Completed 3/31/10
Infrastructure - Painting & Striping Roadway & Parking Lots	\$ 57,543.08	\$ 57,543.08	\$ -	9/1/2009
IT Software - Card System	\$ 40,000.00	\$ 40,000.00	\$ -	completed - not capitalized
Kennedy Barn - Folklife Center - Phase II	\$ 568,789.00	\$ 531,233.03	\$ 37,555.97	Project is substantially complete. Final paperwork is in progress
Hunt Haught Hall Glass Front	\$ 238,386.00	\$ -	\$ 238,386.00	Expression of Interest has been prepared and ready to be advertised for architect responses. Project will be combined with HVAC upgrades and will carry over into FY 2011
Infrastructure - Hardway Hall	\$ 400,000.00	\$ 390,775.00	\$ 9,225.00	Project is underway with majority of demolition complete.
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ -	\$ 197,299.00	Proposal for Engineering Services has been received. Work will carry over into FY 2011
Physical Plant - Landscaping	\$ 100,000.00	\$ 99,095.65	\$ 904.35	Several projects have been completed. There will be several more throughout the year.
Physical Plant Small Projects	\$ 202,959.39	\$ 156,224.77	\$ 46,734.62	Several projects have been completed. There will be many throughout the year.
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	Schedule for work is to be determined by utility companies and WV Department of Highways.

Completed

In Progress

Not Started

\$ 4,264,369.84 \$ 3,629,056.59 \$ 635,313.25



**Pierpont Community & Technical College Board of Governors
Meeting of June 15, 2010**

ITEM:

Intent to Plan: Policy 54 –
Bookstore Policy

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community & Technical College Board of Governors accepts the draft revisions made to Policy 54 – Bookstore Policy and places this policy out for public comment for a minimum of thirty days.

STAFF MEMBER:

Jennifer Weist

BACKGROUND:

The changes made to Policy 54 – Bookstore Policy are intended to bring it into line with new requirements established by the Higher Education Opportunities Act and the newly revised West Virginia Community Council Series 51.

Changes focus on timeline for adoption of textbook, regulations concerning the types of textbooks and supplemental materials that can be adopted, publication of textbook adoptions by course and section and reporting requirements concerning textbook adoptions.

Pierpont Community & Technical College
Board of Governors
Policy #54
Bookstore Policy

Effective Date: ~~October 24, 2007~~

SECTION 1: GENERAL

1.1 SCOPE: This policy shall be in effect and shall govern textbook sales and the operation of a bookstore by a private vendor at Pierpont Community & Technical College. The goal of the policy is to maintain and improve program and course quality and minimize textbook costs to students and to be in compliance with the Higher Education Opportunities Act of 2008 and West Virginia Council on Community & Technical College Education Series 51.

1.2 AUTHORITY: West Virginia Code § 18B-1B-4, 18B-10-14

SECTION 2: PRICING

2.1 The prices charged for textbooks and other instructional material may not be less than the prices fixed by any fair trade agreements and shall, in all cases, include in addition to the purchase price paid by the bookstore, a sufficient handling charge to cover all expenses incurred for personal and other services, supplies and equipment, storage and other operating expenses.

2.2 The bookstore will minimize the costs to students of purchasing textbooks and instructional supplies.

2.2.1 The bookstore shall maintain both new and used book stocks along with other supplies for student needs.

2.2.1.1 The bookstore institution will require that prior to submitting a new adoptions for textbooks or related educational components that faculty review other comparable titles and compare pricing. This comparison will be documented on the adoption form at time of submission.

2.2.1.2 Bundling of customized and supplemental items with textbooks is strongly discouraged. prohibited. Access codes and disposable class resources such as workbooks must be made available separately from required textbooks to maximize the opportunity for buy back and the availability of used textbooks for students.

2.2.2 Textbooks should be used for at least three years before a change is made, if at all practicable, and new adoptions should be made effective fall term.

2.2.3 The same textbook should be used for all sections of a single course number. Whenever practicable the course coordinator or Dean responsible for the adoption should submit adoptions ~~do so~~ for all sections.

- 2.2.4 All textbook adoptions for the full academic year (Fall, Spring, and Summer Semesters) shall be returned to the bookstore by ~~April 1st~~ March 15 or date prescribed by the bookstore and must have ~~Program Coordinator~~ approval of the academic Dean.
- 2.2.4.1. Failure to submit an adoption by the established deadline will result in the adoption of the class materials used in the previous semester.
- 2.2.4.2 Faculty wishing to continue with the same class materials must confirm this through the submission of the textbook adoption forms.
- 2.2.4.3 Once a textbook adoption is published, the adoption may not be changed by faculty member or Dean for any reason.
- 2.2.5 Pierpont C&TC employees may not require students to purchase a textbook which they have authored, unless that textbook has also been adopted by another accredited institution or unless the employee waives royalties from the student purchases.
- 2.2.5.1 Textbooks that include or incorporate either detachable worksheets or worksheet-style pages may not be adopted without approval of the academic Dean and Textbook Affordability Committee. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook, access code or similar material which is published independently from the textbook.
- 2.2.6 Pierpont C&TC employees may not receive a payment, loan, subscription, advance, deposit of money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook for coursework or instruction, as this would be in violation of the West Virginia Ethics Act.
- 2.2.7 ~~Exceptions to 2.2.2, 2.2.3, 2.2.4, 2.2.5 and 2.2.5.1 may be made with the approval of Deans. Deans are required to report in May of each year to the President with a justification of all exceptions granted.~~ The bookstore will compile a report regarding missing textbook adoptions by June 1. This report will be forwarded to the institutional Board of Governors for review. The report to the Board should contain specific information on adoption deadlines missed according to academic area, including justifications submitted by each Academic Dean, and course sections as well as general information required by West Virginia Community College Council standards.
- The academic Dean is responsible to submit a report concerning textbook adoptions in his/her department to the Vice President for Administration or President's designee. This report should include justifications for adoption deadlines missed.

The institutional Board of Governors must submit a report on textbook adoptions to the West Virginia Council on Community & Technical Education annually by November 1.

SECTION 3: TEXTBOOK LISTS

- 3.1 The bookstore shall make available to students a listing of textbooks required or assigned for any course offered at Pierpont C&TC.
- 3.1.1 The listing shall be prominently posted at the bookstore and on the official Pierpont C&TC website.
- 3.1.2 The listing shall include for each textbook the International Standard Book Number (ISBN), the edition number and any other relevant information.
- 3.1.3 Each book will be posted to the listing ~~when the adoption process is complete and the textbook is designated for order by the bookstore.~~ in conjunction with the publishing of the master schedule of courses for an academic term.

SECTION 4: DESK COPIES

- 4.1 Pierpont C&TC employees may receive sample copies, instructor's copies, and instructional materials. Per West Virginia Code § 18B-10-14(e)(2)(A), such material may not be sold for personal or private gain.
- 4.2 Faculty may make available review or desk copies of adopted textbooks for student use on library reserve. Instructor editions may not be made available to student.
- 4.3 Faculty and staff may donate unneeded textbooks to the bookstore. Proceeds from donated textbooks will be directed to the Textbook Scholarship fund.

SECTION 5: BOOKSTORE REVENUES

- ~~5.1 In the event Pierpont C&TC operates its own bookstore, all moneys derived from the operation of the bookstore shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of the West Virginia Code. Subject to approval of the Governor, the governing board periodically shall change the amount of the revolving fund necessary for the proper and efficient operation of the bookstore.~~
- ~~5.1.1 Moneys derived from the operation of the bookstore shall be used first to replenish the stock of any goods and to pay the costs of operating and maintaining the bookstore.~~
- ~~5.2 In the event Pierpont C&TC contracts with a private entity for bookstore operation, all revenue generated by the operation and enuring to the benefit of the institution shall be deposited into an~~

~~appropriate account and shall be used for non-athletic scholarships.~~

- 5.1 Moneys derived from the operation of the bookstore shall be used first to replenish the stock of any goods and to pay the costs of operating and maintaining the bookstore.
- 5.1.1 All net revenues derived from the operation of the bookstore shall be paid into a special revenue fund, series 2003 B, toward the debt service payment for the student activity center.
- 5.2 Following the retirement of the Series 2003 B bond indebtedness, all revenue generated by the operation and enuring to the benefit of the institution shall be deposited into an appropriate account and shall be used for non-athletic scholarships.

5

**Pierpont Community & Technical College Board of Governors
Meeting of June 15, 2010**

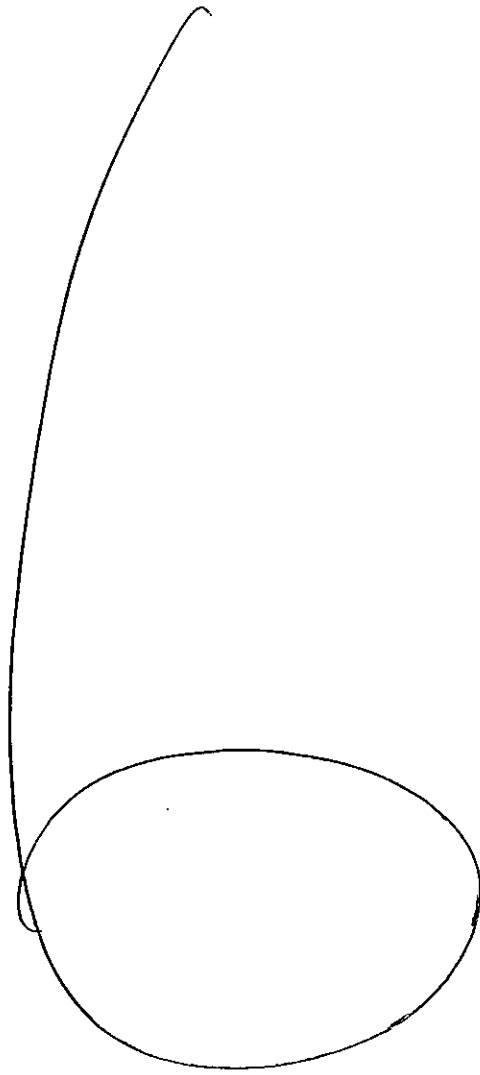
ITEM: Program Review: Applied Design,
Emergency Medical Services, Criminal
Justice

COMMITTEE: Committee of the Whole

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

STAFF MEMBER: Jennifer Weist

BACKGROUND: The Applied Design, Emergency Medical
Services, and Criminal Justice program has
been reviewed by the advisory committee,
program faculty, Dean of Human Services,
Vice President for Administration and
President. All are in agreement that the
programs are of quality, growth and is
needed by the citizens and industry of north
central West Virginia.



**Pierpont Community and Technical College
Board of Governors
Meeting of June 15, 2010**

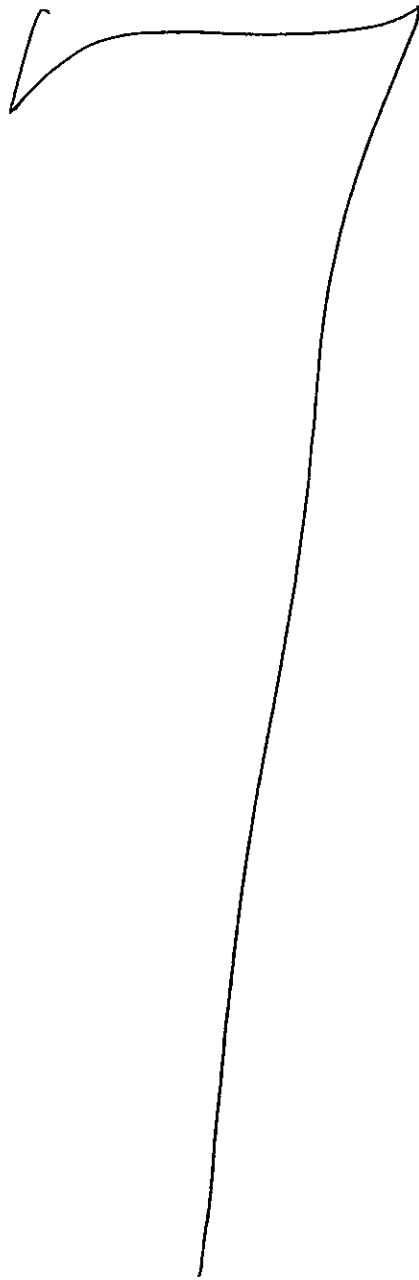
ITEM: FY 2010 Beginning Net Asset values for Pierpont Community and Technical College (PCTC) and Fairmont State University (FSU).

RESOLUTION: Resolved, that the Pierpont Community and Technical College Board of Governors approve the beginning net asset values assigned to PCTC and FSU as defined by the Separation of Assets Agreement approved in December 2009.

STAFF MEMBER: Dale Bradley

BACKGROUND: The Separation of Assets Agreement indicated the desires of both Boards to separate and account for net asset values on separate balance sheets. Beginning the 2010 fiscal year PCTC and FSU will have separate audit reports and are required to have separate beginning net asset statements.

The net asset statements for each institution are being finalized and will be brought to the meeting for review and approval. Progress on this separation has been shared with both institutions Finance Committees in the past few months.



Pierpont Community and Technical College
Board of Governors
Meeting of June 15, 2010

ITEM: FY 2011 Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Pierpont Community and Technical College (PCTC) Board of Governors reauthorizes the carryover projects from the 2010 approved E&G Capital Project list.

Be it resolved that the PCTC Board of Governors approves the E&G Capital Project plan for FY 2011.

STAFF MEMBER: Dale Bradley

BACKGROUND:

2010 E&G Capital Projects which are already funded in the amount of \$875,685 (see attached 2010 Continuing Capital Projects list) are recommended to be reauthorized for the 2011 fiscal year.

New projects to be funded by E&G Capital Fee and Infrastructure Fee reserves amount to \$1,760,560 (please see attached FY 2011 Proposed Capital Projects list).

Additionally for E&G Capital Projects:

1. We have received a \$500,000 energy grant funded through Federal Stimulus Funds via the West Virginia Division of Energy. These funds will be used to replace HVAC units in Hunt Haught Hall.
2. We are planning to receive funds for renovations of the Turley Center for a Student Access and Success Center and funds to provide complete HVAC and electrical upgrades for Wallman Hall. These funds are expected to come to us through the West Virginia Legislature East Bond Funding.

Note: The FY 2011 Capital Projects for Auxiliary Enterprises are included for informational purposes only.

CAPITAL PROJECTS

FY 2010 - CONTINUING PROJECTS

<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	<i>E&G Capital 449800</i>	<i>Infrastructure 449000</i>	<i>HEPC</i>
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Hunt Haught Hall	Glass Front	\$ 238,386.00	\$ 238,386.00		\$ -
		<i>Expended &/or Encumbered to date</i>	\$ -		
		<i>Available Budget for Project</i>	\$ 238,386.00	\$ -	\$ -

Infrastructure	IT Emergency Back-Up	\$ 197,299.00	\$ -	\$ 197,299.00	\$ -
		<i>Expended &/or Encumbered to date</i>	\$ -	\$ -	
		<i>Available Budget for Project</i>	\$ 197,299.00	\$ 197,299.00	\$ -

Locust Avenue	Infrastructure	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -
		<i>Expended &/or Encumbered to date</i>	\$ -	\$ -	\$ -
		<i>Available Budget for Project</i>	\$ 40,000.00	\$ 40,000.00	\$ -

Infrastructure	Hardway Hall	\$ 400,000.00	\$ -	\$ 300,000.00	\$ 100,000.00
		<i>Expended &/or Encumbered to date</i>	\$ 57,575.00	\$ 57,575.00	
		<i>Available Budget for Project</i>	\$ 342,425.00	\$ 242,425.00	\$ 100,000.00

Total Budgets per Fund \$ 875,685.00 \$ 238,386.00 \$ 537,299.00 \$ 100,000.00

NOTE: These projects are already funded in FY 2010 and will roll forward into FY 2011.

CAPITAL PROJECTS

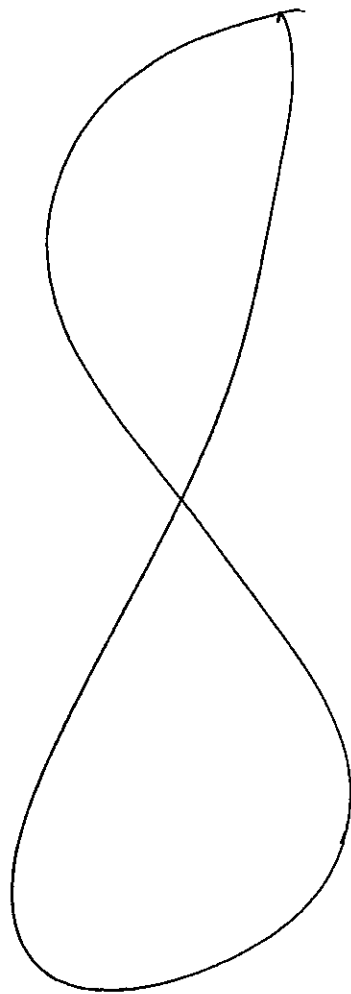
FY 2011 - PROPOSED CAPITAL PROJECTS

Anticipated Reserve Balance June 30, 2010		\$ 13,460,560.00	\$ 1,275,084.00	\$ 485,476.00	\$ 500,000.00	\$ 11,200,000.00
<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	<i>E&G Capital 449800</i>	<i>Infrastructure 449000</i>	<i>Energy Grant</i>	<i>East Bonds</i>
Academic Fund	Hunt Haught Hall: Upgrade Ceiling Tiles and Light Fixtures	\$ 100,000.00	\$ 100,000.00			
Byrd Center	Roof Renewal	\$ 400,000.00	\$ 400,000.00			
Byrd Center	HVAC Units - Quantity 2	\$ 50,000.00	\$ 50,000.00			
Hunt Haught Hall	HVAC Units	\$ 500,000.00			\$ 500,000.00	
Infrastructure	Retaining Walls - One between President's House & Falcon Center; Second wall at Physical Plant Parking	\$ 130,000.00		\$ 130,000.00		
Infrastructure	Paving of Parking Lot #15 (Old Tennis Courts)	\$ 58,560.00		\$ 58,560.00		
Infrastructure	Merchant Street Retaining Wall	\$ 175,000.00		\$ 175,000.00		
Physical Plant	Small Projects	\$ 197,000.00	\$ 175,084.00	\$ 21,916.00		
Physical Plant	Landscaping	\$ 100,000.00		\$ 100,000.00		
Turley Center	Renovations	\$ 6,000,000.00				\$ 6,000,000.00
Wallman Hall	Renovations - HVAC and Electrical Upgrades	\$ 5,200,000.00				\$ 5,200,000.00
		\$ -				
Lottery Bonds - East Bonds	Turley Center Renovations & Wallman Hall Renovations	\$ 550,000.00	\$ 550,000.00			
Totals		\$ 13,460,560.00	\$ 1,275,084.00	\$ 485,476.00	\$ 500,000.00	\$ 11,200,000.00
Anticipated Reserve Balance after above Projects		\$ -	\$ -	\$ -	\$ -	\$ -
Definitions:		Small Emergency Projects (Sewer Lines, Water Lines, Unexpected Repairs, etc) NOTE: FY 2010 Fund-Hardway Enrollment Services HVAC, Caperton Floor Water Damage, Elevator Code Repair Requirement - Parking Garage & Merchant St; Water Break, Byrd Center Roof Damage; Paving/Parking Lot Repairs; Light Replacement - Energy Efficiency				
	<i>Physical Plant Small Projects</i>					
	<i>Physical Plant Landscaping</i>	Landscaping for Main Campus, Byrd Center, Caperton Center, and Merchant Street. Includes Flowers & Shrubs (Fall, Spring, & Summer), Mulch, Ground Maintenance, Trees, Snow/Ice Removal Chemicals & Supplies, Grounds Equipment & Supplies, Etc. NOTE: FY 2010 Fund was exhausted by April 30, 2010				

AUXILIARY CAPITAL PROJECTS

FY 2011 - PROPOSED AUXILIARY CAPITAL PROJECTS

Anticipated Reserve Balance June 30, 2010			\$ 505,667.00	\$ 1,873,234.00
<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	<i>Facilities 370100</i>	<i>Housing 290600</i>
College Apartments	Roof Renewal - Bldg E&F	\$ 70,000.00		\$ 70,000.00
Residence Hall	Facility Audit - Master Plan	\$ 150,000.00		\$ 150,000.00
Parking Garage	Maintenance: Caulking and Painting	\$ 50,000.00	\$ 50,000.00	
		\$ -		
Totals		\$ 270,000.00	\$ 50,000.00	\$ 220,000.00
Anticipated Reserve Balance after above Projects			\$ 455,667.00	\$ 1,653,234.00



Pierpont Community and Technical College
Board of Governors
Meeting of June 15, 2010

ITEM: FY 2011 Chargeback Agreement

COMMITTEE: Finance Committee

RESOLUTION: Be it resolved, that the Pierpont Community and Technical College (PCTC) Board of Governors approve the chargeback agreement for fiscal year 2011 with the condition that the items currently unresolved will be resolved and documented for audit purposes prior to submission of any actual chargeback payment transactions occurring for the 2011 fiscal year. It should be noted that the chargeback value of items in dispute currently amount to \$40,940.50 and may require an adjustment to the FY 2011 Unrestricted Budget.

STAFF MEMBER: Dale Bradley

BACKGROUND: Attached is the FY 2011 Chargeback Table representing the chargeback percentages for each institution by Organization. The unresolved Organizations areas are shaded on the table.

Legal authority for Chargeback Agreement:

§18B-3C-12. Relationship between independent community and technical colleges and former sponsoring institutions.

(a) *Intent and purposes.* --

(1) It is the intent of the Legislature to establish community and technical colleges in every region of the state that meet the essential conditions of section three of this article and focus on achieving established state goals and objectives.

(2) This section defines the relationship between a community and technical college which was administratively linked to a sponsoring institution prior to the first day of July, two thousand eight.

(b) Where an independent community and technical college was linked administratively to a sponsoring state college or university,, or was designated

as a regional campus or a division of another accredited state institution of higher education, prior to the first day of July, two thousand eight the following conditions apply:

(1) The community and technical college shall be accredited separately from the former sponsoring institution;

(2) All state funding allocations for the community and technical college shall be transferred directly to the community and technical college.

(3) The former sponsoring institution and the community and technical college shall agree to the fees the former sponsoring institution may charge for administrative overhead costs.

(A) The fee schedule model agreed to by the institutions shall delineate services to be provided and the fees to be charged to the community and technical colleges for the services;

(B) The fee schedule shall be based upon the reasonable and customary fee for any service, shall bear a rational relationship to the cost of providing the service.

(C) Any contract between a community and technical college and its former sponsoring institution related to provision of services pursuant to subsection (c) of this section in effect on the first day of July, two thousand eight, shall continue in effect until the first day of July, two thousand nine, unless amended or revoked before that date by mutual agreement of the contracting parties.

(D) The former sponsoring institution shall continue to provide services pursuant to subsection (c) of this section as the governing board of the community and technical college considers appropriate under a negotiated contractual arrangement until the first day of July, two thousand eleven or the governing boards of both institutions mutually agree to end the contract arrangement.

(4) An independent community and technical college and the institution from which it obtains services may customize the fee schedule model to fit their needs.

(5) Policies shall be formally established to ensure the separation of academic and faculty personnel policies of the community and technical college from those of the former sponsoring institution. These policies include, but are not limited to, appointment, promotion, workload and, if appropriate, tenure; and

(c) The former sponsoring institution which was administratively linked to a community and technical college prior to the first day of July, two thousand eight, shall provide the following services subject to the provisions of subsection (b) of this section:

- (1) Personnel management;
- (2) Recordkeeping;
- (3) Payroll;
- (4) Accounting;
- (5) Legal services;
- (6) Registration;
- (7) Student aid;
- (8) Student records; and

(9) Any other services determined to be necessary and appropriate by the board of governors of the former sponsoring institution and the board of governors of the community and technical college.

(d) Any disputes between an independent community and technical college and its former sponsoring institution, regarding their respective rights and responsibilities under this chapter of the code, which cannot be resolved by the governing boards, shall be resolved as follows:

(1) The matters in dispute shall be summarized in writing and submitted to the chancellors jointly for resolution;

(2) If the matters in dispute cannot be resolved by the chancellors within thirty days, they shall be submitted to the Council and Commission for resolution;

(3) If the Commission and Council jointly cannot reach a resolution following their first regularly scheduled meeting or within sixty days, whichever is sooner, the chairpersons of the Commission and Council respectively shall establish a three-person panel to hear the matters and issue a decision within thirty days:

(A) The three-person panel is comprised of one person appointed by the chairperson of the Commission, one person appointed by the chairperson of the Council, and one person appointed jointly by the two chairpersons.

(B) The decision rendered by the three-person panel is binding on the governing boards, Commission and Council, and may not be challenged in the courts of this state.

(e) The governing board of the community and technical college and the Council are responsible for the

development of the community and technical college and for compliance with the essential conditions, all as required by this article.

(f) The president of the community and technical college has such responsibilities, powers and duties in the development of the community and technical college and in compliance with the essential conditions, as directed by the governing board or as are necessary for the proper implementation of the provisions of this act.

(g) Notwithstanding any other provision of this code to the contrary, the Commission shall take necessary steps to ensure that institutional bonded indebtedness is secure and that each community and technical college assumes its fair share of any institutional debt acquired while it was part of the baccalaureate institution.

(h) The community and technical college is encouraged to secure academic services from the former sponsoring institution when it is in their best interests and beneficial to the students to be served. In determining whether or not to secure services from the former sponsoring institution, the community and technical college shall consider the following:

- (1) The cost of the academic services;
- (2) The quality of the academic services;
- (3) The availability, both as to time and place, of the academic services; and

(4) Such other considerations as the community and technical college finds appropriate taking into account the best interests of the students to be served, the community and technical college, and the former sponsoring institution. Nothing in this article prohibits any state institution of higher education from purchasing or brokering remedial or developmental courses from a community and technical college.

**Chargeback Agreement
for Fiscal Year 2011**

Fairmont State University (FSU)
Pierpont Community & Technical College (PCTC)

Accounting for both the FSU and PCTC will be on an independent profit model basis, and financial records will be maintained on a stand-alone basis. This document is intended to establish the contractual services which will be provided by both institutions. Chargeback services will occur from each institution to the other. Thus contract services will be provided by PCTC to FSU and FSU to PCTC. The definition of Chargeback services is services from one institution to the other and/or services provided from the Administrative, Academic Support, Student Service, and Physical Plant support areas of the University to the Community and Technical College and vice versa. Chargeback services costs range from the collection of fees for the payment of debt and operating expenses, to teaching services, to the everyday upkeep of the facilities so that both the University and Community and Technical College students enjoy and take advantage of both academic learning, student services, and student activities offered by Fairmont State University and Pierpont Community and Technical College for its student bodies.

Revenues:

- R.1.0. All tuition revenues will be posted to the institution in which the student is enrolled.
- R.1.1. Required Auxiliary, Capital, and Student Activity Fee revenues will be recorded as revenues to the institution in which the student is enrolled. Under this contract agreement all (100%) of these revenues will be transferred as an expense to the Capital, Auxiliary, and Student Activity Funds from which the Operating, Capital, and Debt Service Expenditures are paid. Most of these fees are pledged on revenue bonds and must be transferred to maintain compliance with bond covenants.
- R.1.2. User fees collected from students of either institution will be deposited directly to the appropriate auxiliary revenue account, and not recorded as revenues by separate institutions. Examples of this type of revenue are parking, books, meals, rent, etc...
- R.1.3. Grant revenues will be deposited in the institutions fund to which the grant was awarded.
- R.1.4. Student payments made via lockbox, web, etc. will be deposited to the four-year clearing fund and will be moved daily to the appropriate operating state fund for each institution.
- R.1.5 Interest income will be allocated by HEPC to both institutions based on current allocation methods.

Expenditures:

E. 1.0. Direct expenditures will be assigned directly to either FSU or PCTC.

E. 1.1 Full and part-time faculty personnel services and fringe benefit expenditures will be paid from the institution where they are employed.

E. 1.1a. Teaching service expenses will be charged back from one institution to the other based on the number of credit hours taught. This chargeback process has been automated for instructional salary and benefit costs. The software reviews the faculty member, their salary and benefit costs, courses taught, the student being taught, and the number of student credit hours being taught. The result is a report on each faculty member (full or part-time) indicating the charge and chargeback values allocated to each institution for the credit hours taught to both PCTC and FSU students. The teaching chargeback services calculation will be performed once each semester. If required by the State Auditor this teaching services chargeback report will be provided to substantiate the values being charged by each institution to the other.

E. 1.2. Support service charge backs for salary and benefit costs.

The salary and benefit chargeback services from each institution to the other for Support Services will be based on the percentage of total credit hours (FTE enrollment) calculated for the PCTC and FSU students. When appropriate certain services may be negotiated at a different chargeback rate than the percentage of total credit hours. The total credit hour enrollment percentages will be determined based on enrollments from the prior academic year's fall and spring terms at census dates.

E.1.2a. Support service chargeback for staff located in the academic schools, for salary and benefit costs.

The chargeback services for support staff located in the academic units will be based on enrollment percentages within that academic unit unless a specific area is negotiated at another rate. The total credit hour enrollment percentages will be determined based on enrollments from the prior academic year's fall and spring terms at census dates.

E. 1.3. Operating (Non-Labor) expenses from State Appropriated or Education and General funds for all support offices listed in the Support Service and Operating Cost Chargeback Table are charged back based on percentages listed in this table. These percentages are based on total credit hour enrollment percentages for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate. The organization manager of those offices has budget authority to expend against these budgets during the fiscal year. All unspent budgets at the end of each fiscal year are not carried forward to future fiscal years. Therefore, unspent budget increases the fund balance of both institutions. These fund balances are under the direct control of the respective Presidents of each institution.

E. 1.4. Academic operating costs funded by E&G revenues received by each institution may be subject to chargeback. In certain academic units where appropriate, a portion of the operating (non-labor) expense budgets are charged back to the other institution based on the percentage of total credit hours calculated for PCTC and FSU students in that academic unit. The chargeback percentage for these operating expenses is found on the attached Support Services and Operating Cost Chargeback Table. The organization manager of those academic units has budget authority to spend against these budgets during the fiscal year. All unspent budgets at the end of each fiscal year are not carried forward to future fiscal years. Any unspent budget increases the fund balance of the appropriate institutions. These fund balances are under the direct control of the respective Presidents of each institution.

E.1.5. Support staff actual liability costs.

The liability costs incurred annually from employee benefits provided to support staff, such as retiree health premiums, severance payable, etc. will be allocated to the institutions based on the percentage of total credit hours calculated for the PCTC and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

E.1.6. Support staff accrued liabilities.

Accrued liabilities (sick leave, annual leave, severance payable, etc.) required to be recorded on the financial statements annually for all support staff will be allocated to the institutions based on the percentage of total credit hours calculated for the PCTC and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

E.1.6a. PEIA retiree and severance payables in the current year.

Payout of PEIA retiree and severance costs incurred during the year will be allocated to the institutions based on percentage of total credit hours calculated for the PCTC and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

E.1.7. Chargeback Table

The attached chargeback table will be utilized for FY 2011. This table will utilize percentages based on total credit hour enrollments for prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

Chairperson
Fairmont State
Board of Governors

Chairperson
Pierpont Community & Technical College
Board of Governors

President
Fairmont State University

President
Pierpont Community & Technical College

FY 2011 CHARGEBACK TABLE
as of June 1, 2010

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV%	C&TC%	TOTAL
11	1	020000	Asst to Pres/Dir of Communication	U	600009	66.82	33.18	100
11	1	020000	Asst to Pres/Dir of Communication	U	800000	66.82	33.18	100
11	1	020500	ADA Administration	U	600009	66.82	33.18	100
11	1	020500	ADA Administration	U	800000	66.82	33.18	100
11	1	022500	Staff Development	U	600009	66.82	33.18	100
11	1	022500	Staff Development	U	800000	66.82	33.18	100
11	1	023000	Multi-Cultural Affairs	U	600009	66.82	33.18	100
11	1	023000	Multi-Cultural Affairs	U	800000	66.82	33.18	100
11	1	030000	Institutional Advancement	U	600009	66.82	33.18	100
11	1	030000	Institutional Advancement	U	800000	66.82	33.18	100
11	1	030500	Alumni Office	U	600009	66.82	33.18	100
11	1	030500	Alumni Office	U	800000	66.82	33.18	100
11	1	031000	Public Relations	U	600009	66.82	33.18	100
11	1	031000	Public Relations	U	800000	66.82	33.18	100
11	1	032500	Web and Graphic Communications	U	600009	66.82	33.18	100
11	1	032500	Web and Graphic Communications	U	800000	66.82	33.18	100
11	1	100000	President's Office	U	600009	100.00	0.00	100
11	1	100000	President's Office	U	800000	100.00	0.00	100
11	1	103500	Office of Grants & Contracts	U	600009	66.82	33.18	100
11	1	103500	Office of Grants & Contracts	U	800000	66.82	33.18	100
11	1	150000	General Administration	U	600009	66.82	33.18	100
11	1	150000	General Administration	U	800000	66.82	33.18	100
11	1	151508	Strategic Planning Administration	U	600009	66.82	33.18	100
11	1	151508	Strategic Planning Administration	U	800000	66.82	33.18	100
11	1	155000	Leadership Fairmont State	U	600009	66.82	33.18	100
11	1	155000	Leadership Fairmont State	U	800000	66.82	33.18	100
11	1	210100	Teaching Excellence	U	600009	66.82	33.18	100
11	1	210100	Teaching Excellence	U	800000	66.82	33.18	100
11	1	210107	Faculty Development-Ind Disciplines	U	600009	66.82	33.18	100
11	1	210107	Faculty Development-Ind Disciplines	U	800000	66.82	33.18	100
11	1	210700	Operations and Maintenance-MATEC	U	600009	66.82	33.18	100
11	1	210700	Operations and Maintenance-MATEC	U	800000	66.82	33.18	100
11	1	211000	Academic Advising Center	U	600009	66.82	33.18	100
11	1	211000	Academic Advising Center	U	800000	66.82	33.18	100
11	1	213000	Academic Assessment	U	600009	66.82	33.18	100
11	1	213000	Academic Assessment	U	800000	66.82	33.18	100
11	1	216000	Registrar	U	600009	66.82	33.18	100
11	1	216000	Registrar	U	800000	66.82	33.18	100
11	1	220000	Honors Program	U	600009	97.03	2.97	100
11	1	220000	Honors Program	U	800000	97.03	2.97	100
11	1	221000	School of Business	U	600009	79.36	20.64	100
11	1	221000	School of Business	U	800000	79.36	20.64	100
11	1	221500	School of Education/Hlth-Human Perf	U	600009	90.37	9.63	100
11	1	221500	School of Education/Hlth-Human Perf	U	800000	90.37	9.63	100
11	1	222000	School of Fine Arts	U	600009	73.20	26.80	100
11	1	222000	School of Fine Arts	U	800000	73.20	26.80	100
11	1	227000	Dean - College of Liberal Arts	U	600009	70.18	29.82	100
11	1	227000	Dean - College of Liberal Arts	U	800000	70.18	29.82	100
11	1	227010	Dept of Behavioral Sciences	U	600009	63.75	36.25	100
11	1	227010	Dept of Behavioral Sciences	U	800000	63.75	36.25	100
11	1	227020	Dept of Language & Literature	U	600009	74.35	25.65	100
11	1	227020	Dept of Language & Literature	U	800000	74.35	25.65	100
11	1	227030	Dept of Social Sciences	U	600009	72.43	27.57	100
11	1	227030	Dept of Social Sciences	U	800000	72.43	27.57	100
11	1	227500	Dean-College of Science & Technolog	U	600009	85.01	14.99	100

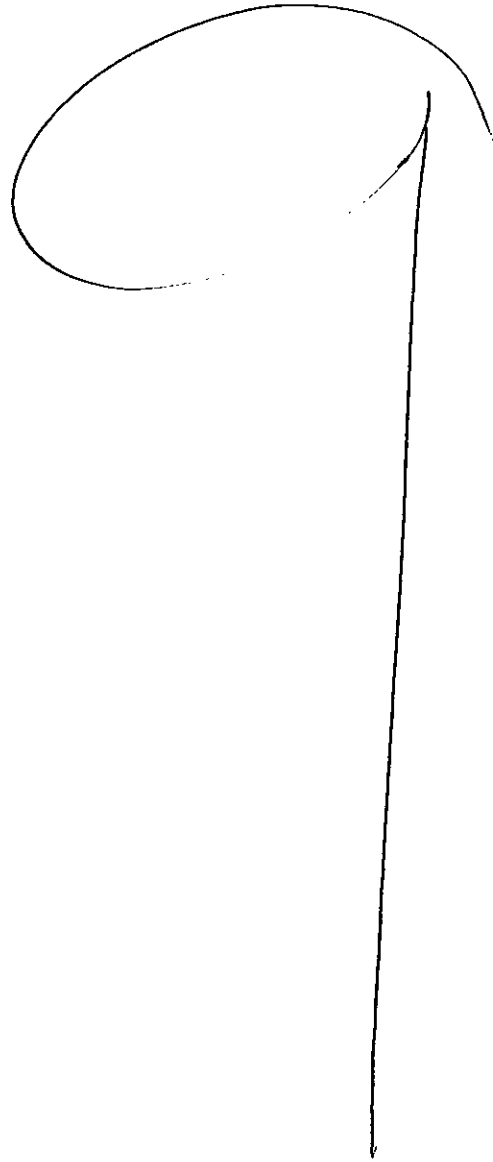
FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV%	C&TC%	TOTAL
11	1	227500	Dean-College of Science & Technolog	U	800000	85.01	14.99	100
11	1	227510	Dept - Biology/Chemistry/Geoscience	U	600009	79.39	20.61	100
11	1	227510	Dept - Biology/Chemistry/Geoscience	U	800000	79.39	20.61	100
11	1	227520	Dept-Computer Science/Math/Physics	U	600009	83.18	16.82	100
11	1	227520	Dept-Computer Science/Math/Physics	U	800000	83.18	16.82	100
11	1	227530	Department of Technology	U	600009	92.47	7.53	100
11	1	227530	Department of Technology	U	800000	92.47	7.53	100
11	1	240000	Health Careers Administration	U	600009	92.28	7.72	100
11	1	240000	Health Careers Administration	U	800000	92.28	7.72	100
11	1	241000	School of Nursing & Allied Hlth Adm	U	600009	100.00	0.00	100
11	1	241000	School of Nursing & Allied Hlth Adm	U	800000	100.00	0.00	100
11	1	271000	Caperton Center-Administration	U	600009	66.82	33.18	100
11	1	271000	Caperton Center-Administration	U	800000	66.82	33.18	100
11	1	272000	Caperton Center - Instruction	U	600009	66.82	33.18	100
11	1	272000	Caperton Center - Instruction	U	800000	66.82	33.18	100
11	1	301000	Enrollment Services	U	600009	66.82	33.18	100
11	1	301000	Enrollment Services	U	800000	66.82	33.18	100
11	1	311000	Business Office	U	600009	66.82	33.18	100
11	1	311000	Business Office	U	800000	66.82	33.18	100
11	1	313000	Mailroom	U	600009	66.82	33.18	100
11	1	313000	Mailroom	U	800000	66.82	33.18	100
11	1	315000	Student Accounts	U	600009	66.82	33.18	100
11	1	315000	Student Accounts	U	800000	66.82	33.18	100
11	1	315500	General Institutional	U	600009	66.82	33.18	100
11	1	315500	General Institutional	U	800000	66.82	33.18	100
11	1	315800	Institutional Administrative Costs	U	600009	66.82	33.18	100
11	1	315800	Institutional Administrative Costs	U	800000	66.82	33.18	100
11	1	315900	Financial Aid Matching	U	600009	66.82	33.18	100
11	1	315900	Financial Aid Matching	U	800000	66.82	33.18	100
11	1	340000	Physical Plant Administration	U	600009	66.82	33.18	100
11	1	340000	Physical Plant Administration	U	800000	66.82	33.18	100
11	1	340008	Recycling	U	600009	66.82	33.18	100
11	1	340008	Recycling	U	800000	66.82	33.18	100
11	1	340500	Custodial Services	U	600009	66.82	33.18	100
11	1	340500	Custodial Services	U	800000	66.82	33.18	100
11	1	341200	Utilities	U	600009	66.82	33.18	100
11	1	341200	Utilities	U	800000	66.82	33.18	100
11	1	342500	Receiving and Storage	U	600009	66.82	33.18	100
11	1	342500	Receiving and Storage	U	800000	66.82	33.18	100
11	1	400000	Vice President Student Affairs	U	600009	66.82	33.18	100
11	1	400000	Vice President Student Affairs	U	800000	66.82	33.18	100
11	1	410000	Student Administration	U	600009	66.82	33.18	100
11	1	410000	Student Administration	U	800000	66.82	33.18	100
11	1	411000	Office of Admissions	U	600009	66.82	33.18	100
11	1	411000	Office of Admissions	U	800000	66.82	33.18	100
11	1	411006	Admissions - Orientation	U	600009	66.82	33.18	100
11	1	411006	Admissions - Orientation	U	800000	66.82	33.18	100
11	1	411007	College Summit	U	600009	66.82	33.18	100
11	1	411007	College Summit	U	800000	66.82	33.18	100
11	1	412000	Student Fin Aid Administration	U	600009	66.82	33.18	100
11	1	412000	Student Fin Aid Administration	U	800000	66.82	33.18	100
11	1	412500	Guidance and Counseling	U	600009	66.82	33.18	100
11	1	412500	Guidance and Counseling	U	800000	66.82	33.18	100
11	1	413000	Student Placement	U	600009	66.82	33.18	100
11	1	413000	Student Placement	U	800000	66.82	33.18	100
11	1	413500	Welcome Weekend	U	600009	66.82	33.18	100
11	1	413500	Welcome Weekend	U	800000	66.82	33.18	100
11	1	612500	Learning Technologies	U	600009	66.82	33.18	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV%	C&TC%	TOTAL
11	1	612500	Learning Technologies	U	800000	66.82	33.18	100
11	1	613000	Telephone and Switchboard	U	600009	66.82	33.18	100
11	1	613000	Telephone and Switchboard	U	800000	66.82	33.18	100
11	1	615000	Library	U	600009	66.82	33.18	100
11	1	615000	Library	U	800000	66.82	33.18	100
11	1	615066	Library-Reserve	U	600009	66.82	33.18	100
11	1	615066	Library-Reserve	U	800000	66.82	33.18	100
11	1	616500	Retention Initiative	U	600009	66.82	33.18	100
11	1	616500	Retention Initiative	U	800000	66.82	33.18	100
11	1	617000	CIO - Information Technology	U	600009	66.82	33.18	100
11	1	617000	CIO - Information Technology	U	800000	66.82	33.18	100
11	1	617005	Business Applications	U	600009	66.82	33.18	100
11	1	617005	Business Applications	U	800000	66.82	33.18	100
11	1	617010	E-Learning Support	U	600009	66.82	33.18	100
11	1	617010	E-Learning Support	U	800000	66.82	33.18	100
11	1	617015	Solutions Center	U	600009	66.82	33.18	100
11	1	617015	Solutions Center	U	800000	66.82	33.18	100
11	1	617020	Networks	U	600009	66.82	33.18	100
11	1	617020	Networks	U	800000	66.82	33.18	100
11	1	620900	Business Office - Computer Charges	U	600009	66.82	33.18	100
11	1	620900	Business Office - Computer Charges	U	800000	66.82	33.18	100
11	1	621000	Gen Institutional-Computer Charges	U	600009	66.82	33.18	100
11	1	621000	Gen Institutional-Computer Charges	U	800000	66.82	33.18	100
11	1	711000	Off-Campus Courses - South	C	609909	66.82	33.18	100
11	1	711000	Off-Campus Courses - South	C	700000	66.82	33.18	100
11	1	714000	Off-Campus Credit Programs	C	609909	66.82	33.18	100
11	1	714000	Off-Campus Credit Programs	C	700000	66.82	33.18	100
11	1	714500	Dual-Credit Programs	C	609909	66.82	33.18	100
11	1	714500	Dual-Credit Programs	C	700000	66.82	33.18	100
11	1	715500	Coordinator-International Students	C	609909	73.00	27.00	100
11	1	715500	Coordinator-International Students	C	700000	73.00	27.00	100
11	1	716022	Center for Workforce Educ-Leases	C	609909	0.00	100.00	100
11	1	716022	Center for Workforce Educ-Leases	C	700000	0.00	100.00	100
11	1	716500	Staff Professional Dev/Community Ed	C	609909	66.82	33.18	100
11	1	716500	Staff Professional Dev/Community Ed	C	700000	66.82	33.18	100
11	1	721000	C&TC Business	C	609909	45.36	54.64	100
11	1	721000	C&TC Business	C	700000	45.36	54.64	100
11	1	723005	Sign Language Interpreter Program	C	609909	33.39	66.61	100
11	1	723005	Sign Language Interpreter Program	C	700000	33.39	66.61	100
11	1	724005	Criminal Justice	C	609909	61.10	38.90	100
11	1	724005	Criminal Justice	C	700000	61.10	38.90	100
11	1	724501	Applied Design	C	609909	48.61	51.39	100
11	1	724501	Applied Design	C	700000	48.61	51.39	100
11	1	724502	Early Childhood	C	609909	31.21	68.79	100
11	1	724502	Early Childhood	C	700000	31.21	68.79	100
11	1	724503	Drafting	C	609909	59.78	40.22	100
11	1	724503	Drafting	C	700000	59.78	40.22	100
11	1	724504	Food Service	C	609909	40.05	59.95	100
11	1	724504	Food Service	C	700000	40.05	59.95	100
11	1	724505	Graphics	C	609909	52.72	47.28	100
11	1	724505	Graphics	C	700000	52.72	47.28	100
11	1	724507	Ballroom Dance	C	609909	65.83	34.17	100
11	1	724507	Ballroom Dance	C	700000	65.83	34.17	100
11	1	724800	C&TC Aviation and Technology	C	609909	42.72	57.28	100
11	1	724800	C&TC Aviation and Technology	C	700000	42.72	57.28	100
11	1	725000	School of Business, Aviation & Tech	C	609909	51.74	48.26	100
11	1	725000	School of Business, Aviation & Tech	C	700000	51.74	48.26	100
11	1	725500	Tutoring	C	609909	45.29	54.71	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV%	C&TC%	TOTAL
11	1	725500	Tutoring	C	700000	45.29	54.71	100
11	1	727000	School of Human Services	C	609909	39.81	60.19	100
11	1	727000	School of Human Services	C	700000	39.81	60.19	100
11	1	727500	School of Health Careers	C	609909	13.43	86.57	100
11	1	727500	School of Health Careers	C	700000	13.43	86.57	100
11	1	740500	C&TC Medical Lab Tech	C	609909	35.04	64.96	100
11	1	740500	C&TC Medical Lab Tech	C	700000	35.04	64.96	100
11	1	741500	C&TC Health Information Technology	C	609909	8.42	91.58	100
11	1	741500	C&TC Health Information Technology	C	700000	8.42	91.58	100
11	1	742000	C&TC Veterinary Technology	C	609909	1.99	98.01	100
11	1	742000	C&TC Veterinary Technology	C	700000	1.99	98.01	100
11	1	742500	C&TC Physical Therapy Assistant	C	609909	10.12	89.88	100
11	1	742500	C&TC Physical Therapy Assistant	C	700000	10.12	89.88	100
11	1	743000	C&TC EMS Program	C	609909	20.37	79.63	100
11	1	743000	C&TC EMS Program	C	700000	20.37	79.63	100
11	1	743500	Lab Assistant Program	C	609909	19.15	80.85	100
11	1	743500	Lab Assistant Program	C	700000	19.15	80.85	100
11	1	744000	C&TC Respiratory Therapy	C	609909	5.88	94.12	100
11	1	744000	C&TC Respiratory Therapy	C	700000	5.88	94.12	100
11	1	746000	C&TC Para Education	C	609909	32.81	67.19	100
11	1	746000	C&TC Para Education	C	700000	32.81	67.19	100
11	1	751000	School of Academic Studies	C	609909	39.34	60.66	100
11	1	751000	School of Academic Studies	C	700000	39.34	60.66	100
11	1	751500	Assessment Services	C	609900	40.00	60.00	100
11	1	751500	Assessment Services	C	700000	40.00	60.00	100
11	1	770000	President's Office - C&TC	C	609909	0.00	100.00	100
11	1	770000	President's Office - C&TC	C	700000	0.00	100.00	100
11	1	770005	Radiological Technology	C	609909	16.21	83.79	100
11	1	770005	Radiological Technology	C	700000	16.21	83.79	100
11	1	772500	C&TC General Administration	C	609909	66.82	33.18	100
11	1	772500	C&TC General Administration	C	700000	66.82	33.18	100
11	1	773000	Off Campus Courses - North	C	609909	66.82	33.18	100
11	1	773000	Off Campus Courses - North	C	700000	66.82	33.18	100

This table represents the agreement between the University and Community and Technical College for services outlined in the written chargeback agreement for support services from these functional organizations/areas. This percentage table will drive monthly chargebacks from one institution to the other for support services and operating expenses occurring against these organizations.

Note: The shaded organizations on this list require resolution prior to actual chargeback transactions take place in FY 2011.



**Pierpont Community & Technical College
Board of Governors
Meeting of June 15, 2010**

ITEM: 2011 Unrestricted Education and General (E&G), and Fund Manager Funds Budget Approval

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors approve the Unrestricted E&G and Fund Manager Funds Budgets for FY 2011.

STAFF MEMBER: Dale Bradley

BACKGROUND: The Finance Committee has met with Administration and reviewed the changes proposed for the Education and General and Fund Managers Funds Budget for FY 2011. These reviews are documented in the attached budget planning documents and summarized in the respective budget comparison for E&G Funds.

The FY 2011 budget comparison is shown for all Unrestricted Funds which consists of President Controlled and Fund Manager Funds. The comparison documents compare the current FY 2010 Budget as of May 21, 2010 to the beginning FY 2011 Budget and reflects any differences between the two in the third column. This comparison is made for all Unrestricted Funds as well as for the President Controlled and the Fund Manager Funds separately.

The beginning FY 2011 Budget reflects a reduction in State Appropriation of \$85,771 from the already reduced FY 2010 State Appropriation levels and one-time funds of \$659,694 in stimulus backfill American Recovery and Reinvestment Act funding. This one-time stimulus backfill funding returns Pierpont C&TC's state funding to the FY 2009 levels. Pierpont C&TC has been assured that funding available through the federal American Recovery and Reinvestment Act to the State of West Virginia will be provided in an amount equal to the State Appropriation reduction for FY 2010 and FY 2011 returning state funding to the FY 2009 level. This funding when added to the beginning FY 2011 Budget creates a budget surplus of \$359,401.16.

FY 2011 BUDGET PLANNING DOCUMENT
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 EDUCATION & GENERAL FUNDS

Significant Changes Impacting FY 2011 Budget

Revenue Adjustments:		
New Appropriation	(100,818.00)	
Fee Increase	0.00	
State Appropriation allocated for PEIA Increase	15,047.00	
State Fiscal Stabilization Funds	100,818.00	
Enrollment Increase	300,000.00	
	315,047.00	
		Revenue Adjustments Sub-total:
Chargeback Percentage Shift:		
-Chargeback Expense - Chargeback Percentage Shift	(174,811.28)	
-Chargeback Revenue - Chargeback Percentage Shift	50.00	
	(174,811.28)	
		Chargeback Percentage Shift Sub-total:
Removal of One-time FY 2010 Budgets:		
	199,020.50	
	199,020.50	Removal of One-time FY 2010 Budgets Sub-total:
Mandatory Pay Raise Costs		
Mercer Scale Cost for Step Movement	(3,787.00)	
- Chargeback Expense - Mandatory Pay Raise Costs-Mercer Scale	(18,976.00)	
- Chargeback Revenue - Mandatory Pay Raise Costs-Mercer Scale	1,795.00	
Faculty Promotions	(9,494.00)	
	(30,462.00)	
		Mandatory Pay Raise Costs Sub-total:
PEIA Rate Increase (4%):		
Rate Increase to Employer Paid Premiums	(16,810.00)	
- Chargeback Expense - PEIA Rate Increase	(17,371.00)	
- Chargeback Revenue - PEIA Rate Increase	1,428.00	
	(32,753.00)	
		PEIA Rate Increase Sub-total:
Annual Increment (\$60.00 per pay after 3 yrs of service) Increment Increase	(4,021.00)	
	(4,021.00)	Annual Increment Sub-total:

FY 2011 BUDGET PLANNING DOCUMENT
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 EDUCATION & GENERAL FUNDS

Significant Changes Impacting FY 2011 Budget

Phased Retirement:		
Phased Retirement Cost Estimate - Position 315		(31,988.13)
- Chargeback Expense - Phased Retirees		(1,786.00)
- Chargeback Revenue - Phased Retirees		0.00
Phased Retirement Completion - Bobbi Dodd		<u>12,585.00</u>
	Phased Retirement Sub-total:	<u>(21,189.13)</u>
Faculty:		
Faculty-Position Moved from Grant Funding		(43,695.00)
Faculty-Position Moved from Grant Funding		(61,206.00)
Faculty-Position - 1/2 Salary & Fringes Moved from Grant Funding		(25,110.00)
Adjunct - Culinary Arts Program		<u>(6,000.00)</u>
	Faculty Sub-total:	<u>(136,011.00)</u>
Pierpont Community & Technical College President:		
Net Changes on Position 000131 - Pierpont President		<u>(5,882.00)</u>
	PC&TC President Sub-total:	<u>(5,882.00)</u>
Pierpont Community & Technical College Vice President/Provost:		
Net Changes on Position 000315 - Pierpont Vice President/Provost		<u>(7,465.00)</u>
	PC&TC Provost Sub-total:	<u>(7,465.00)</u>
Position 695		
Moving from Grant Funding to Pierpont Funding - Position Number 695		(44,446.00)
- Chargeback Expens- Position Number 695		<u>3,680.99</u>
	Position Number 695 Sub-total:	<u>(40,765.01)</u>
Director of Public Relations & Communications		
Remaining Salary/Fringes moved to Position Number 848		<u>(51,979.00)</u>
	Director of Public Relations & Communications Sub-total:	<u>(51,979.00)</u>
Director of Alumni Affairs:		
Chargeback Expense - Director of Alumni Affairs - Position Number 628		<u>(2,659.71)</u>
	Director of Alumni Affairs Sub-total:	<u>(2,659.71)</u>

FY 2011 BUDGET PLANNING DOCUMENT
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 EDUCATION & GENERAL FUNDS

Significant Changes Impacting FY 2011 Budget

Contractual & Professional Services:		
HIT Program-Contractual & Professional Services (700000-741500)		(10,000.00)
-Chargeback Revenue-HIT Program Contractual & Professional Services		842.00
Removal of Culinary Chef Contract		22,666.00
Braxton County Center Electric Cost Increases		<u>(2,000.00)</u>
	Contractual & Professional Services Sub-total:	11,508.00
Lease Increases - Veteran's Square:		
Center for Workforce Educ - Leases (Org 716022)		(16,831.00)
Small Business Administration (Org 710000)		<u>(612.00)</u>
	Lease Increases - Veteran's Square Sub-total:	(17,443.00)
Utility Fee Increases:		
-Chargeback Expense - Utility Fee Increase		(32,910.43)
-Chargeback Expense - Folklife Center Estimated Utilities		<u>(3,318.00)</u>
	Utility Fee Increases Sub-total:	(36,228.43)
Audit Contract Costs:		
Increase to Financial Statement Audit Costs		(23,130.00)
-Chargeback Expense - Audit Contract Costs		<u>14,771.00</u>
	Audit Contract Costs Sub-total:	(8,359.00)
Annual BRIM Premium:		
-Chargeback Expense - Savings from University Premium Reduction		<u>3,912.25</u>
	Annual BRIM Premium Sub-total:	3,912.25
HERA Assessment:		
Annual HERA Assessment		<u>(8,476.00)</u>
	HERA Assessment Sub-total:	(8,476.00)
Tuition Waiver Costs:		
Full Ride Scholarships (BOG)		(4,840.00)
Combined Ability Scholarship		<u>(6,000.00)</u>
	Tuition Waiver Costs Sub-total:	(10,840.00)

**FY 2011 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS**

Significant Changes Impacting FY 2011 Budget

SEOG & Federal Work Study:		
SEOG & FWS Matching Contributions	(78,992.00)	
-Chargeback Expense	<u>54,621.36</u>	
		SEOG & Federal Work Study Sub-total:
		(24,370.64)
Eng Tech & Nursing Tuition Subsidy:		
50% Reduction of FY 11 Tuition Subsidy	<u>165,000.00</u>	
		Eng Tech & Nursing Tuition Subsidy Sub-total:
		165,000.00

Proposed changes to chargeback responsibilities

University Assistant to the President:		
- Chargeback Expense - Support Services	53,223.00	
- Chargeback Expense - Operating Support Services	<u>33,314.00</u>	
- Increase to Operating Budget Expense - Creation of Independent Pierpont Marketing Budget	(33,314.00)	
- Chargeback Expense - Phased Retiree	<u>4,763.00</u>	
		University Assistant to the President Sub-total:
		57,986.00
University Director of Public Relations:		
- Chargeback Expense - Support Services	18,491.00	
- Chargeback Expense - Operating Support Services	<u>42,581.00</u>	
- Increase to Operating Budget Expense - Creation of Independent Pierpont Marketing Budget	(42,581.00)	
		University Director of Public Relations Sub-total:
		18,491.00
University Obligations (Solely Owned Areas):		
Decrease to Chargeback Expense (Athletics Areas, Parking Garage, Presidents Home)	<u>126,187.52</u>	
- Chargeback Expense - University Obligations		University Obligations Sub-total:
		126,187.52
Enrollment Services:		
- Chargeback Expense - Administrative Assistant	(12,583.83)	
- Chargeback Expense - Operating Budget (V.P. Office)	<u>(6,636.00)</u>	
		Administrative Assistant (Enrollment Services) Sub-total:
		(19,219.83)

FY 2011 BUDGET PLANNING DOCUMENT
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 EDUCATION & GENERAL FUNDS

Significant Changes Impacting FY 2011 Budget

International Students:		
-Chargeback Revenue - Support Services		24,223.00
-Chargeback Revenue - Operating Support Services		<u>1,448.00</u>
	International Students Sub-total:	25,671.00
Tutoring:		
-Chargeback Revenue - Support Services		19,742.00
-Chargeback Revenue- Operating Support Services		<u>31.00</u>
	Tutoring Sub-total:	19,773.00
Assessment:		
-Chargeback Revenue - Support Services (Full-Time Contract)		12,286.00
-Chargeback Revenue - Support Services (Part-Time Contract)		<u>3,720.00</u>
	Assessment Sub-total:	16,006.00
Student Affairs & Enrollment Services Support Personnel Funding Move from Central Fees to E&G (\$274,947.00):		
- Chargeback Expense - Assessment for Support Services		<u>(91,227.41)</u>
Position 000038 - Executive Secretary, Multi-cultural Affairs		
Position 000041 - Director of Student Employment, Student Affairs / Guidance & Counseling / Welcome Weekend		
Position 000087 - Program Manager, Welcome Weekend		
Position 000452 - Student Services Counselor, Welcome Weekend		
Position 000724 - Program Assistant I, Enrollment Services		
Position 000756 - Program Assistant I, Enrollment Services		
Position P00009 - Program Assistant I, Enrollment Services		
	Support Personnel Funding Move Sub-total:	(91,227.41)
Chargeback - Position 545:		
-Chargeback Expense - Position 545		<u>(28,207.31)</u>
	Position 545 Charged Back Sub-total:	(28,207.31)
Registrar's Office Budget Move from E&G to Central Fees (\$52,221.30):		
-Chargeback Expense - Assessment for Operating Support Services		<u>17,327.03</u>
	Registrar's Office Budget Move Sub-total:	17,327.03
Student Placement Budget Move from Central Fees to E&G (\$278.00):		
-Chargeback Expense - Assessment for Operating Support Services		<u>(92.24)</u>
	Student Placement Budget Move Sub-total:	(92.24)

FY 2011 BUDGET PLANNING DOCUMENT
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 EDUCATION & GENERAL FUNDS

Significant Changes Impacting FY 2011 Budget

Welcome Weekend Budget Move from E&G to Central Fees (\$4,792.50):	
-Chargeback Expense - Assessment for Operating Support Services	1,590.15
Welcome Weekend Budget Move Sub-total:	1,590.15
Student Administration Budget Move from Central Fees to E&G (\$22,585.00):	
-Chargeback Expense - Assessment for Operating Support Services	(7,493.70)
Student Administration Budget Move Sub-total:	(7,493.70)
Office of Admissions - 19.17% of Budget Moved from E&G to Central Fees (\$54,182.00):	
-Chargeback Expense - Assessment for Operating Support Services	17,397.84
Office of Admissions Budget Move Sub-total:	17,397.84

Notes:

- 1) Positive values improve the budget, while negative values reduce the budget.
- 2) The shaded area identifies the items that are unresolved with FSU at the time of printing.

Pierpont Community & Technical College
 Budget Statement of Revenues and Expenses
 Comparison FY 2010 May 21, 2010 to FY 2011 Current Unrestricted

		Budgeted FY2010 5/21/10	Budgeted FY2011 7/1/10	DIFFERENCE
OPERATING REVENUES	Tuition & Fees	7,287,416.50	7,623,361.50	335,945.00
	Faculty Services Revenue	1,502,589.00	1,502,589.00	0.00
	Federal Grants and Contracts	0.00	0.00	0.00
	State/Local Grants and Contracts	0.00	0.00	0.00
	Auxiliary Enterprise Revenue	0.00	0.00	0.00
	Operating Costs Revenue	235,786.56	208,946.89	(26,839.67)
	Support Services Revenue	358,599.64	422,097.86	63,498.22
	Other Operating Revenue	371,155.00	242,155.00	(129,000.00)
Sub Total		9,755,546.70	9,999,150.25	243,603.55
OPERATING EXPENSES	Salaries	5,631,636.00	5,624,699.00	(6,937.00)
	Benefits	1,208,859.01	1,222,128.00	13,268.99
	Student Financial Aid-Scholarships	459,748.00	305,588.00	(154,160.00)
	Utilities	0.00	0.00	0.00
	Supplies and Other Services	1,653,425.74	1,625,462.85	(27,962.89)
	Equipment Expense	182,119.55	137,061.13	(45,058.42)
	Loan Cancellations and write-off	0.00	0.00	0.00
	Fees retained by the Commission	96,143.00	104,619.00	8,476.00
	Assessment for Faculty Services	1,268,259.00	1,268,259.00	0.00
	Assessment for Support Services	3,730,496.63	3,902,532.67	172,036.04
	Assessment for Tuition, Aux, & Capital Costs	1,365,913.00	1,436,513.00	70,600.00
	Assessment for Operating Costs	2,638,159.77	2,375,530.44	(262,629.33)
Sub Total		18,234,759.70	18,002,393.09	(232,366.61)
NONOPERATING REVENUES (EXPENSES)	State Appropriations	7,769,519.00	7,683,748.00	(85,771.00)
	State Appr. Federal ARRA Stimulus Backfill	558,876.00	659,694.00	100,818.00
	Gifts	1,000.00	1,000.00	0.00
	Investment Income	97,194.00	97,194.00	0.00
	Other nonoper rev - OPEB Liability	0.00	0.00	0.00
	Reappropriated State Funding	375,000.00	0.00	(375,000.00)
Sub Total:		8,801,589.00	8,441,636.00	(359,953.00)
EXCLUDE OPERATING	Exclude - Assets	-375,000.00	0.00	375,000.00
	Exclude - Transfers for Financial Aid Match	0.00	-78,992.00	(78,992.00)
	Exclude - Construction	0.00	0.00	0.00
	Exclude - Indirect Cost Recoveries	4,420.30	0.00	(4,420.30)
	Exclude - Transfers - Other	1,006.56	0.00	(1,006.56)
Sub Total:		-369,573.14	-78,992.00	290,581.14
OPERATING INCOME/LOSS		-8,479,213.00	-8,003,242.84	475,970.16
BALANCE 6/7/2010		-47,197.14	359,401.16	406,598.30

Pierpont Community & Technical College
 Budget Statement of Revenues and Expenses
 Comparison FY 2010 May 21, 2010 to FY 2011 Current Unrestricted

Pierpont C and TC - President

		Budgeted FY2010 5/21/10	Budgeted FY2011 7/1/10	DIFFERENCE
OPERATING REVENUES	Tuition and Fees	6,527,262.00	6,897,862.00	370,600.00
	Faculty Services Revenue	1,502,589.00	1,502,589.00	0.00
	Operating Costs Revenue	235,786.56	208,946.89	(26,839.67)
	Support Services Revenue	358,599.64	422,097.86	63,498.22
	Other Operating Revenue	252,083.00	123,083.00	(129,000.00)
	Subtotal:	8,876,320.20	9,164,570.75	278,258.55
OPERATING EXPENSES	Salaries	5,397,505.00	5,470,620.00	73,115.00
	Benefits	1,172,313.00	1,192,238.00	19,925.00
	Student financial aid-scholarships	459,748.00	305,588.00	(154,160.00)
	Utilities	0.00	0.00	0.00
	Supplies and Other Services	1,099,978.85	1,098,723.85	(1,255.00)
	Equipment Expense	76,741.63	57,041.63	(19,700.00)
	Fees retained by the Commission	96,143.00	104,619.00	8,476.00
	Assessment for Faculty Services	1,268,259.00	1,268,259.00	0.00
	Assessment for Support Services	3,730,496.63	3,902,532.67	172,036.04
	Assessment for Tuition, Aux, & Capital Costs	1,365,913.00	1,436,513.00	70,600.00
	Assessment for Operating Costs	2,638,159.77	2,375,530.44	(262,629.33)
	Subtotal:	17,305,257.88	17,211,665.59	(93,592.29)
NONOPERATING REVENUES (EXPENSES)	State Appropriations	7,769,519.00	7,683,748.00	(85,771.00)
	State Appro. Federal ARRA Stimulus Backfill	558,876.00	659,694.00	100,818.00
	Investment Income	97,194.00	97,194.00	0.00
	Reappropriated State Funding	375,000.00	0.00	(375,000.00)
	Subtotal:	8,800,589.00	8,440,636.00	(359,953.00)
EXCLUDE OPERATING ACCOUNT	Exclude - Assets	(375,000.00)	0.00	375,000.00
	Exclude - Transfers for Financial Aid Match	0.00	(78,992.00)	(78,992.00)
	Exclude - Transfers - Other	(20,349.40)	0.00	20,349.40
	Subtotal:	(395,349.40)	(78,992.00)	316,357.40
OPERATING INCOME/LOSS		(8,428,937.68)	(8,057,086.84)	371,850.84
BUDGET BALANCE		(23,698.00)	304,557.16	328,255.24

Pierpont Community & Technical College
 Budget Statement of Revenues and Expenses
 Comparison FY 2010 May 21, 2010 to FY 2011 Current Unrestricted

Pierpont C and TC Fund Managers

		Budgeted FY2010 5/21/10	Budgeted FY2011 7/1/10	DIFFERENCE
OPERATING REVENUES	Tuition and Fees	760,154.50	725,499.50	(34,655.00)
	Other Operating Revenue	119,072.00	119,072.00	0.00
	Subtotal:	879,226.50	844,571.50	(34,655.00)
OPERATING EXPENSES	Salaries	234,131.00	154,079.00	(80,052.00)
	Benefits	36,546.01	29,890.00	(6,656.01)
	Supplies and Other Services	553,446.89	526,739.00	(26,707.89)
	Equipment Expense	105,377.92	80,019.50	(25,358.42)
	Subtotal:	929,501.82	790,727.50	(138,774.32)
NONOPERATING REVENUES (EXPENSES)	Gifts	1,000.00	1,000.00	0.00
	Subtotal:	1,000.00	1,000.00	0.00
EXCLUDE OPERATING ACCOUNT	Exclude - Indirect Cost Recoveries	4,420.30	0.00	(4,420.30)
	Exclude - Transfers - Other	21,355.96	0.00	(21,355.96)
	Subtotal:	25,776.26	0.00	(25,776.26)
OPERATING INCOME/LOSS		(50,275.32)	53,844.00	104,119.32
BUDGET BALANCE		(23,499.06)	54,844.00	78,343.06