



BOARD

OF

GOVERNORS

June 17, 2014

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

June 17, 2014

Robert H. Mollohan Center, Room 233

12:30 PM **NCWV Advanced Technology Center
Advisory Board Tour of Construction Site
(Optional)**
NCWV ATC Construction Site

1:00 PM **NCWV Advanced Technology Center
Advisory Board Meeting**
*Robert H. Mollohan Training Center
Room 233*

2:00 PM **Full Board Meeting**
*Robert H. Mollohan Training Center
Room 233*

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
June 17, 2014

Call to Order

1. Opening Comment (*Chairman, Earl McConnell*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment *Tab 1 – Informational*
4. Higher Education Acronyms *Tab 2 – Informational*
5. Approval of BOG Meeting Minutes (*May 20, 2014*) *Tab 3 – Action Item*

Special Recognitions/Updates

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

Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Annual Board Report (*Mary Jo Rutherford, Megan Echols*)

Committee of the Whole

1. Financial Report - (*CFO, Dale Bradley*)
 - a. April 30, 2014 Finance Report *Tab 4 – Informational*
2. AY 2014-2015 Missing Textbook Adoptions Report (*Leslie Lovett*) *Tab 5 – Action Item*
3. Five (5) Year Program Review (*Leslie Lovett*)
 - a. AAS Information Systems Technology *Tab 6 – Action Item*
4. Appointment of AY 2014-2015 Marketing, Audit/Finance, and Regional Academics Subcommittee Officers (*Earl McConnell*) *Tab 7 – Informational*
5. Pierpont BOG Meeting Dates for AY 2014-2015 *Tab 8 – Action Item*

Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
 - a. Resolution for Approval of the Capital Projects for AY 2015 *Tab 9 – Action Item*
2. Board of Governors Nominating Committee (*Gene Weaver*) *Tab 10 – Action Item*
 - a. Election of AY 2014-2015 Board of Governors Officers
3. Regional Academics Committee Report (*Barbara Pavel-Alvarez*)
4. Marketing Committee Report (*Chair, Sharon Shaffer*)

New Business

Old Business

Public Comment

Possible Executive Session

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

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

The next Board of Governors meeting will be held on August 19, 2014 - 2:00 PM – at the Pierpont Center at Veteran’s Square, CWE Room 112.

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

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

Tab

1

Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

Tab

2

Acronyms Used in Higher Education

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

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

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

RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
SAP	German Software Corporation, S ystems, A pplications, and P roducts (in Data Processing) or S atisfactory A cademic P 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
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board (regional agency)
WVADE	West Virginia Association of Developmental Education
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

Tab

3

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 20, 2014
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 20, 2014, beginning at 3:00 PM at the Pierpont Center at Veteran's Square, Room 112.

Present at the meeting were Board members:

Chairman Earl McConnell, Barbara Pavel-Alvarez, Jessica Cale, Jim Griffin, Kyle Hamilton, Beverly Jones, Rick Pruitte, Sharon Shaffer, Chip VanAlsburg, and Gene Weaver.

Board members absent were: Linda Aman and Jeff Tucker

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Rob Linger, Leslie Lovett, and Cyndee Sensibaugh.

Guests in attendance were: Chelsie Baker, Reporter for the Times West Virginian, and Michael O'Conner, 2014-2015 Faculty Senate Student Representative.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman McConnell called the meeting to order at 3:10 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on March 31, 2014 were presented for approval. Jim Griffin offered a motion to approve the minutes, as presented. Beverly Jones seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- Chairman McConnell and President Larson read a proclamation and gave a standing ovation to thank and honor outgoing Board of Governors Student Representative Jessica Cale. Jessica served on the Board for two consecutive terms, stepping up to the needs of the Board and Pierpont students. She was a very active member of the Board and served on the Regional Academics Committee.
- Chairman McConnell and President Larson recognized the excellent work and accomplishments by faculty member Vickie Findley of the Health Information Technology Program. Vickie recently received the 2014 West Virginia Health Information Management Association Distinguished Member Award.
- Chairman McConnell and President Larson welcomed Michael O'Conner. Michael will serve as the 2014-2015 Student Government Representative to the Pierpont Faculty Senate.

President's Report

Dr. Larson provided a summary of the Higher Learning Commission's (HLC) Final Report. Dr. Larson also prepared a PowerPoint presentation that featured the rating status and the comments provided by the HLC Accreditation Auditing Team.

The HLC Accreditation Auditing Team visited Pierpont's campuses during the first week of March 2014. Dr. Larson stated that the HLC team members provided high praise to Pierpont's students, faculty, staff and Board members. A summary of the HLC Final Report is included below:

HLC Final Report Summary Pierpont Community and Technical College

Overall Recommendations:

- Criteria For Accreditation: **Met**
- Pathway: **Eligible to choose**
- No Interim Monitoring Recommended
- Next Accreditation review recommendation: **2023-2024**

Summary of Strengths:

- Pierpont's commitment to the public good is one of their strengths.
- Pierpont's mission goes from theory to reality through the strategic priorities document Strategic Plan 2011-15

- Pierpont understands the relationship between its mission and the diversity of society.
- The board understands its role to preserve and enhance the institution. The board does not micromanage the authority/decisions of the president or decisions made by the President's Council of Pierpont Community and Technical College.
- The president and board work together for the welfare of Pierpont.
- In an effort to be more transparent, Pierpont created an institutional budget committee.
- As the institution transitions, it is focusing more on the procedures and policies pertinent to a two-year college.
- An intensive review shows alignment between Pierpont's mission and the nature of the programs and their program learning outcomes
- The special scrutiny given to courses delivered at various locations and through different modalities assured the team that Pierpont had a process in place to assure equivalent courses no matter the modality length or location
- The team finds that the college demands that students exercise intellectual inquiry and engage the acquisition, application, and integration of broad learning and skills.
- The degree programs offered by Pierpont engage students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments
- Pierpont has faculty who have authored books, peer reviewed journals, and engaged in other traditional scholarship and also has many applied programs offering service and development to its stakeholders.
- The signature method of co-curricular involvement at Pierpont is the problem-based learning and servant leadership where students are led by faculty to do work in their fields for Pierpont constituencies
- The FAA program is clearly connected to the industry it serves. Another example is the planned program in gas and energy
- There was testimony from students both at the main campus and remote centers of the great service faculty and staff perform in meeting student needs inside and outside the classroom
- All student service staff have the appropriate training for their functions and they have a detailed Pierpont Community and Technical College transition plan to take on the vital work needed to allow Pierpont to continue its journey to full independence.
- The institution has made considerable improvement in assessment of student learning in recent years and has committed both fiscal and human resources to this area, most notably through their participation in the Higher Learning Commission

Academy for Assessment of Student Learning, as well as the addition of key personnel

- Participation in the HLC Academy for Assessment of Student Learning has allowed Academy team members to receive training in processes and methodologies that reflect good practice
- Of fundamental importance to their assessment efforts, the institution now has published student learning outcomes at the program-level and has taken several steps to make the outcomes pervasive throughout the College.
- A number of strategies are used to ensure consistency across multiple sections of courses, including dual-credit courses
- The program review process requires a status report on findings identified in the previous review, as well as plans for program improvement
- Pierpont has identified a culture of completion as a strategic priority for the institution, which formalizes their commitment to educational improvement through ongoing attention to retention, persistence, and completion rates.
- Throughout the site visit, the team was impressed with the dedication of faculty and staff to meet student needs
- The institution has a number of structures and processes in place to promote assessment and improvement of student learning
- Pierpont has a well-developed process in place for budgeting, which uses input at all levels to build its annual budget
- The college has implemented an array of initiatives designed and regularly monitored to make the goals attainable given the institution's organization, resources, and opportunities
- During the site visit, constituents from all levels of the college expressed confidence and appreciation for the opportunities given Pierpont stakeholders in the governance process
- The members of the Board of Governors demonstrate their shared knowledge about the institution and their commitment to the college and its students' success
- Pierpont enables the involvement of its administration, faculty, staff, and students in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort
- The strategic system runs across all areas of the college and engages the institution as a whole in the planning and its incremental follow-through
- The clearest evidence that the college develops and documents evidence of performance in its operations is found in the Dashboard for the Strategic Priorities

Criterion 1 - Mission

Rating: **Met**

Interim Monitoring (if applicable): No Interim Monitoring Recommended.

Comments:

Pierpont's commitment to the public good is one of their strengths.

Pierpont has identified and established relationships with external constituencies, such as area businesses, industry, and organizations. The advisory groups are very active with the technical programs. Because of their relatively new independent status, they are developing partnerships which benefit not only the college, but also the students.

Pierpont's mission goes from theory to reality through the strategic priorities document Strategic Plan 2011-15.

The strategic priorities guide the institution. The sequential process that they used the last time the plan was developed takes time. If Pierpont decides to continue using the strategic priority document as a compass for implementing the mission statement, then a new planning process should begin soon.

Pierpont understands the relationship between its mission and the diversity of society. Through the 13-county service region, they are recruiting and actively seeking those that are first-time college students and students who need developmental education. Students living in the rural areas are many times from low socio-economic homes and are not considering college. Using the mission and the strategic plan as a guide, Pierpont's Board and President are working with the staff and faculty to share the value of an education with these individuals and then hopefully enroll them in Pierpont.

Criterion 2 - Integrity, Ethical, and Responsible Conduct

Rating: **Met**

Interim Monitoring (if applicable): No Interim Monitoring Recommended.

Comments:

During a luncheon, the team met with members of the Board of Governors who demonstrated to the team that the board understands its role to preserve and enhance the institution.

Pierpont has recently weathered three budget cuts of 7.5%, 1%, and 4%. The president and the board members noted there may be more budget cuts. It is obvious to the HLC team members that through ongoing communication between the board members and administrative leadership, priorities will be set which will hold students harmless, yet allow for necessary cuts.

Although the board is definitely involved via board committees, it can be noted in discussion with the team the board does not micromanage the authority/decisions of the president or decisions made by the President's Council of Pierpont Community and Technical College.

West Virginia Code 18B-2A-4 designates the duties and powers of the board and gives it legal authority and responsibility to designate the day-to-day responsibilities of the president.

During team discussion, it can also be noted, that the president and board work together for the welfare of Pierpont. The faculty and faculty senate oversee academic matters and curriculum development. The institution has established and follows fair and ethical policies and processes for the governing board, administration, faculty, and staff. The Board of Governors complies with West Virginia's Open Meetings Law as noted in Board of Governors Policy 29, and opens each meeting with a review of the Association of Governing Boards' Commitments by Board Members

In an effort to be more transparent, Pierpont created an institutional budget committee. Pierpont Board of Governors oversees and approves tuition adjustments and the annual budget development. This committee, among other tasks, oversees budget development and reduction of spending, as needed.

As the institution transitions, it is focusing more on the procedures and policies pertinent to a two-year college. Pierpont is an institution in transition from being subsumed under Fairmont University and its practices, procedures, and policies. At times, Pierpont is ready to advance at a faster rate than Fairmont. This different rate of change could be a challenge.

Criterion 3 - Teaching and Learning: Quality, Resources, and Support

Rating: **Met**

Interim Monitoring (if applicable): No Interim Monitoring Recommended.

Comments:

An intensive review of several programs shows alignment between Pierpont's mission and the nature of the programs and their program learning outcomes. An extensive review of the Lumina Degree Profile and Pierpont's A.A. and A.A.S. program learning outcomes shows the program learning outcomes to be appropriate for the level of the degree offered.

Further the special scrutiny given to courses delivered at various locations and through different modalities assured the team that Pierpont had a process in place to assure equivalent courses no matter the modality length or location.

There are a number of reasons for the team to have this confidence. The provost and her academic team have used the Quality Matters framework for online courses. In

addition, Pierpont created its own standardized syllabus template which focuses on alignment to the unit level and other quality practices.

After a review of the General Education (GE) program and syllabi of courses in the general education program, as well as the A.A.S. and other programs and certificates, the team finds that the college demands that students exercise intellectual inquiry and engage the acquisition, application, and integration of broad learning and skills. This is evident through a number of examples. The General Education (GE) program at Pierpont is grounded in a theoretical framework of interdisciplinary integration of skills across programs. This framework was developed through the Assessment Academy and work between Pierpont and its Academy Mentors. Pierpont plans that upon complete roll out of its entire GE Assessment Process there will be two places for assessment of each of the four concrete general education outcomes in every program through course embedded assessments. The interdisciplinary framework combined with feedback from advisory boards helped convince faculty in the A.A.S. degree program courses to integrate some Pierpont GE skills and outcomes into technical courses.

The A.A. and A.A.S. degree programs offered by Pierpont engage students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments. This can be seen through many concrete examples like the research and information literacy demanded in GE courses INFO 1100 or ENGL1104. In addition, there were many applied real world projects produced by students in A.A.S. programs, guided by Pierpont faculty and serving the Pierpont stakeholders. One concrete example is from the A.A.S. interior design program where the students designed the new space in the Downtown Location for Pierpont, including the President's Office. The dean and program coordinator for this program explained that the students regularly do this kind of design work for local businesses, industry, and charitable organizations. It is in this community-centered and servant-leadership mode that the team saw the contribution to scholarship, creative work, and discovery of knowledge appropriate to a community and technical college.

Pierpont has faculty who have authored books, peer reviewed journals, and engaged in other traditional scholarship. It, also, has many applied programs offering service and development to its stakeholders. This includes an early childhood program teaching with the Reggio Emilia Approach with faculty and students traveling to Italy to better understand and experience this approach. Additionally the culinary program has helped faculty and students travel to Toronto, as well as other locales, to compete in culinary arts events and training. In many cases, students who had not previously left the county or state have gained international experience through their application and acquisition of knowledge through Pierpont. This is one of the ways Pierpont intentionally tries to expand the cultural understanding of its students. The many specialized accreditation report teams and governance committees that faculty serve on show that they meet other stakeholder needs besides direct service to students inside and outside the classroom.

The signature method of co-curricular involvement at Pierpont is the problem-based learning and servant leadership where students are led by faculty to do work in their fields for Pierpont constituencies. Examples include the applied design program, the early childhood program, culinary and business and technology programs including CAD. In these and other programs, the team heard many testimonies of students "doing what we learn" and applying knowledge to serve others.

The FAA program is clearly connected to the industry it serves. Another example is the planned program in gas and energy. These, and all the A.A.S. degree programs, have internships where students get hands on experience. The training division of Pierpont was credited with being very effective in meeting local needs and representing mission effectiveness of this community and technical college, **which has been called one of the best kept secrets of the north central region of West Virginia.**

There was testimony from students both at the main campus and remote centers of the great service faculty and staff perform in meeting student needs inside and outside the classroom. It is said that Pierpont anticipates the needs of students before the students are aware of the needs. The team found evidence that Pierpont has the faculty and staff needed for effective, high-quality programs and student services given current needs.

All student service staff have the appropriate training for their functions and they have a detailed Pierpont Community and Technical College transition plan to take on the vital work needed to allow Pierpont to continue its journey to full independence.

The student services staff has expanded to meet pressing needs as Pierpont becomes a truly independent college. The college recognizes there will be a need for additional general education faculty as Pierpont continues its trajectory to providing its own faculty and student service independent of Fairmont State University (FSU).

Criterion 4 -Teaching and Learning: Evaluation and Improvement

Rating: **Met**

Interim Monitoring (if applicable): No Interim Monitoring Recommended.

Comments:

The institution has made considerable improvement in assessment of student learning in recent years and has committed both fiscal and human resources to this area, most notably through their participation in the Higher Learning Commission Academy for Assessment of Student Learning, as well as the addition of key personnel. Pierpont demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning, although the institution recognizes that some aspects of assessment are in the early stages of development. Although Pierpont acknowledges that they face challenges in engaging faculty around assessment of student learning, they have taken significant steps to

generate faculty participation and promote good practice in this area. Specifically, the institution has invested in bringing an external consultant to campus to assist in developing student learning outcomes and more recently brought a national assessment expert to campus to provide a workshop on disruptive assessment.

Participation in the HLC Academy for Assessment of Student Learning has allowed Academy team members to receive training in processes and methodologies that reflect good practice. The institution has implemented formal assessment days, and beginning in fall 2012, a portion of Professional Development Week is devoted to assessment. The Director of Advising, Testing, and Assessment consults with programs about assessment. The institution also recognizes the need to include adjunct faculty in assessment activities and in 2012 added an evening Adjunct Orientation, which includes content related to assessment. The Associate Vice President for Student Services and the Director of Advising, Testing, and Assessment have undergone extensive state-sponsored training in the DegreeNow initiative to assist the College in developing learning outcomes and assessments for student support services. Finally, assessment has been added as a component of faculty evaluation and it is noteworthy that the institution has recognized assessment efforts in that a recent Adjunct Professor of the Year award was based in part on work in institutional assessment efforts.

Of fundamental importance to their assessment efforts, the institution now has published student learning outcomes at the program-level and has taken several steps to make the outcomes pervasive throughout the College. Both in the Assurance Argument and in conversations with faculty and administrators during the site visit, it was noted that care is taken to consistently use the language of student learning outcomes, rather than course outcomes, in order to place emphasis on learners and their performance. All programs are encouraged to map outcomes to course curricula and are expected to assess identified student learning outcomes in the form of an end-of-program exam. Student learning outcomes are required in the standard syllabus template and every program has to submit an annual assessment report. In addition, all new courses must have clearly stated learning outcomes as part of the curriculum approval process.

A number of strategies are used to ensure consistency across multiple sections of courses, including dual-credit courses. Pierpont has an established process to revise curriculum. The faculty direct this process, through a standing Curriculum Committee and Faculty Senate. All proposals for new courses must address pre-requisites, in the form of incoming expectations, as well as student learning outcomes, and methods of assessment. This information is also presented to students in catalog descriptions of all programs. The institution has recently adopted a standard syllabus template that also addresses student learning outcomes and assessment. These include syllabus review, common primary texts, modularized developmental skills courses (math), and common assessments. The institution has established appropriate criteria for faculty qualifications and has a documented procedure for reviewing credentials of all new hires, including adjunct and faculty teaching non-college credit bearing courses.

The program review process requires a status report on findings identified in the previous review, as well as plans for program improvement. Pierpont maintains a practice of regular program reviews, with all programs reviewed every five years in accordance with state policy. The process clearly defines the critical aspects of a successful program, including: self-identified program strengths and weakness; assessment and improvement of student learning; enrollment and retention data; and graduate placement. The inclusion of external reviewer input strengthens the process. Program review data are reviewed by the Provost, submitted to the Board of Governors for approval, and then submitted to the West Virginia Council for Community and Technical College Education. During the site visit, members of administration expressed commitment to reviewing and revising the current program review process with the aim of producing more meaningful data for decision-making.

Pierpont has identified a culture of completion as a strategic priority for the institution, which formalizes their commitment to educational improvement through ongoing attention to retention, persistence, and completion rates. The institution has goals for retention, persistence, and completion, as defined by the state in the Campus Compact. The adopted culture of completion provides a vehicle for regular collection and use of retention and completion data and includes a number of strategic initiatives, including: reducing the number of undeclared students; initiating blended courses for targeted customers; facilitating internal articulation agreements; and piloting early alert and attendance tracking programs. Informal discussions of program and institutional retention and completion data occur on a regular basis, with the institution considering instituting a more formalized and systematic process for tracking and using data. Several examples of use of retention, persistence, and completion data are noted in the Assurance Argument.

Throughout the site visit, the team was impressed with the dedication of faculty and staff to meet student needs. The strong student-centered focus of existing faculty and staff will serve the institution well during the upcoming period of transition. This is an exciting time in the history of Pierpont, and to become fully independent will provide the opportunity to further strengthen a separate identity and allow the institution the freedom to truly chart the course for its own future. As Pierpont becomes less dependent on Fairmont State University, it will be critical to ensure that there is continued access to learning resources for students. While transition plans are in place, there is still much work to be accomplished in this area. Ensuring adequate services, personnel, and resources to thrive as an independent institution of higher education will require extensive planning and considerable investment of fiscal resources.

The institution has a number of structures and processes in place to promote assessment and improvement of student learning. These will provide a solid foundation to build a robust, institution-wide assessment program. The institution has identified student learning outcomes and has developed mechanisms to allow for data collection and use, but currently appears to lack the infrastructure to actually implement their assessment plan. As long as assessment activities are presented as opportunities or simply encouraged, and examination of data is performed by ad hoc committees, it will be difficult to make significant progress as an institution. The newly

established internal program review appears to be effective in promoting engagement of faculty in the assessment process, but it is unclear if it is feasible to sustain this over time in its current form. As the institution prepares for completion of the HLC Academy for Assessment of Student Learning, the Results Forum may provide a valuable opportunity to broaden the scope of assessment activities beyond general education and develop a long-term, sustainable plan for assessment at the institution level, where there are meaningful consequences associated with assessment activities.

Criterion 5 - Resources, Planning, and Institutional Effectiveness

Rating: **Met**

Interim Monitoring (if applicable): No Interim Monitoring Recommended.

Comments:

Pierpont has a well-developed process in place for budgeting, which uses input at all levels to build its annual budget. The administration is committed to implementing a zero-based restructure of the budget in the near future to ensure the allocation of funds be as responsive to changing needs as possible. All supervisory personnel receive regular detailed reports on operational expense. Pierpont has hired a new CIO and two other staff to continue its intended greater independence from Fairmont State in Information Technology. Over the past several years, the college's IT processes have been restructured to better serve the challenges of the changing college environment. Pierpont shares HR staff with Fairmont State, but has its own chain of command within its structure for hiring processes and approval of positions.

The college has implemented an array of initiatives designed and regularly monitored to make the goals attainable given the institution's organization, resources, and opportunities. The largest portion of the college's financial revenues is allocated to instruction. Pierpont's resource allocation process ensures that its educational purposes are not adversely affected by elective resource allocations to other areas or disbursement of revenue to a superordinate entity. The institution's upper and middle administration have worked with input from the college's departments and programs to adjust budgets responsibly in the face of significant reductions in state funding. The college's strategic goals are clearly aligned to its four Strategic Priorities which emanate from the institution's mission statement.

During the site visit, constituents from all levels of the college expressed confidence and appreciation for the opportunities given Pierpont stakeholders in the governance process.

The Faculty Senate is actively engaged in giving input into the decision-making processes. The Classified Staff Council's work is evidence of non-instructional employees' involvement in the Strategic Planning and budgeting processes.

Representatives from the student government organization serve on both the Board of Governors and Faculty Senate.

The members of the Board of Governors demonstrate their shared knowledge about the institution and their commitment to the college and its students' success. The Board of Governors participates in standing committees to provide additional focus on special areas such as Audit/Finance, Regional Academics/Offsite Campus Activities, Marketing and the North Central Advanced Technology Center. The Board of Governors approves fees and tuition increases, capital projects, and annually approves the budget. The board members have retreats with faculty and staff annually, approve five-year program reviews, participate in new program development, perform an annual review of the president, and receive reports on the Financial Audits. Board members complete at least six hours of training annually, usually far exceeding the state-mandated requirement.

Pierpont enables the involvement of its administration, faculty, staff, and students in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort. The president meets with the full-faculty and staff during Professional Development week and holds a retreat with each of the five academic schools each year. The faculty, classified staff, and students are directly involved with the collaborative processes through their own organizations, representation on the Board of Governors, and regular formal interaction with the administration.

The strategic system runs across all areas of the college and engages the institution as a whole in the planning and its incremental follow-through. Pierpont engages in systematic and integrated planning through the mechanism of its four Strategic Priorities, the goals set for each of those priorities, and the initiatives being implemented for the achievement of those goals. The college allocates its resources in alignment with its mission and priorities. The mission of the college is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of Pierpont's service region and state. The college's four Strategic Priorities clearly align to that mission.

The clearest evidence that the college develops and documents evidence of performance in its operations is found in the Dashboard for the Strategic Priorities.

Pierpont is growing in its ability to systematically improve its performance. This spreadsheet, which is used to monitor strategic goals and initiatives on a monthly basis, clearly articulates intended milestones and measurable progress in the timeline for each strategic initiative. Those individuals overseeing each project meet with their constituents and prepare their portion of the report. Each month the college president provides feedback to each department providing the progress update. The Dashboard affords a highly useable overview of all the work being done to improve the college and its operations.

Operation Reports

- 🏛️ Office of Public Safety: Chief Jack Clayton and Officer Matt Swain gave the quarterly report. A template has been developed to address Emergency Management Planning/Emergency Action Plans at the various campus facilities. Dr. Larson stated that campus safety plans will be included in the Strategic Plan for 2014-2015. Maintenance of safety related equipment (security cameras) is a priority. An overview of the requirements of the Cleary Act compliance was also provided. The Board thanked Chief Clayton and Officer Swain for their service.
- 🏛️ Academic Affairs: Leslie Lovett stated that the 2014 Commencement was the largest held with over 160 students walking. Ms. Lovett thanked the BOG members for attending Commencement and the Academic Affairs Faculty Appreciation Luncheon.
- 🏛️ Center for Workforce Education: No Report
- 🏛️ Classified Staff: Mary Jo Rutherford reported on the activities and updates of the Classified Staff Council. A trip to Baltimore MD is being planned for June 28-29, and is open to all on first come basis. Cost is \$185 single/\$45 double. Reservations are due by May 29. Contact Beverly Jones for more information.
- 🏛️ Faculty Senate: David Beighley reported that the Curriculum Committee has been working on curriculum proposals and approvals. The attendance and admission withdrawal policies have also been reviewed. The 2014-2015 Officer elections have been held and David Beighley has been reelected as President for a second term, Kari Coffindaffer has been reelected as Vice President for a third term, and Michael Waide has been reelected as Secretary for a second term.

Committee of the Whole

➤ *Financial Reports*

Dale Bradley provided reports 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, 2014 and March 31, 2014. Complete details of these financial reports was provided in the May 20, 2014 Board of Governors book.

➤ *Capital Projects Update*

Mr. Tom Tucker and Ms. Stephanie Slaubaugh provided an update on the Capital Projects for 2014. Highlights were given on the roof project for the Caperton Center, Jaynes Hall restrooms remodeling for ADA compliance, and the Merchant Street 1st Floor renovations.

A handout was provided on the Physical Plant Small Projects list. On this list the upcoming Municipal Separate Storm Sewer System (MS4) project was discussed in detail. Two new policies are being brought before the Board at this day's meeting for approval of a 30-day public comment period. These policies will address the Department of Environmental Protection's requirements to comply with MS4 regulations.

➤ *New Policy No. 56 – Erosion and Sediment Control, Recommendation for 30-Day Public Comment Period*

Ms. Slaubaugh brought forth a resolution to request approval of a 30-day Public Comment Period for a new Policy No. 56 – Erosion and Sediment Control being written to fulfill the Department of Environmental Protection requirements related to the MS4 program and active National Pollutant Discharge Elimination System (NPDES) General Permit No. WV0116025.

A copy of the policy was provided in the May 20, 2014 Board book. After completion of the comment period, this policy will be presented to the Pierpont Board of Governors in August 2014, for final approval.

Kyle Hamilton presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for the new Policy No. 56 – Erosion and Sediment Control. Sharon Shaffer seconded the motion. All agreed. Motion passed.

➤ *New Policy No. 57 – Illicit Discharge Detection and Elimination, Recommendation for 30-Day Public Comment Period*

Ms. Slaubaugh brought forth a resolution to request approval of a 30-day Public Comment Period for a new Policy No. 57 – Illicit Discharge Detection and Elimination being written to fulfill the Department of Environmental Protection requirements related to the MS4 program and active National Pollutant Discharge Elimination System (NPDES) General Permit No. WV0116025.

A copy of the policy was provided in the May 20, 2014 Board book. After completion of the comment period, this policy will be presented to the Pierpont Board of Governors in August 2014, for final approval.

Kyle Hamilton presented a motion to approve the announcement and acceptance of public comments for a period of 30 days for the new Policy No. 57 – Illicit Discharge Detection and Elimination. Sharon Shaffer seconded the motion. All agreed. Motion passed.

- *Five (5) Year Program Reviews*
 - a. *Certificate in Applied Science (CAS) Degree in Paraprofessional in Education*
 - b. *Associate of Applied Science (AAS) Degree in Para-Education*

In compliance with the WCVTC Title 133, Series 10, Policy Regarding Program Review, Ms. Leslie Lovett brought forth a resolution to the Board for approval of the five year program reviews for the Certificate in Applied Science (CAS) Degree in Paraprofessional in Education and the Associate of Applied Science (AAS) Degree in Para-Education.

An Executive Summary for each program was provided as a hand out to the Board. Plans for program improvement and timelines consisted of three elements. 1) Transition of the AA Para-Education to merge as a concentration with the AA in Liberal Studies, 2) Improve assessment with the use of the pre-professional certification testing offered through the American Association of Family Consumer Sciences End of Program National Standard Examination, “Educational Fundamentals” pre-professional assessment testing to begin in Spring 2014, and 3) Review the skill sets that are part of the CAS and AA degree for relevancy under the new WV SV 359 redefining the role of the paraprofessional. The merits of merging these skill sets with the Early Childhood skill sets in early education will also be considered. This will occur during 2013-2015.

The final recommendation to the Board was to continue the programs with corrective action.

Sharon Shaffer offered a motion to approve the five year program reviews for the Certificate in Applied Science (CAS) Degree in Paraprofessional in Education and the Associate of Applied Science (AAS) Degree in Para-Education with the recommended corrective actions. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

- *Five (5) Year Program Reviews*
 - a. *Associate of Applied Science (AAS) Degree in Health Information*
 - b. *Associate of Applied Science (AAS) Degree in Medical Laboratory Technology*
 - c. *Associate of Applied Science (AAS) Degree in Physical Therapist Assistant*
 - d. *Associate of Applied Science (AAS) Degree in Respiratory Care*

In compliance with the WCVTC Title 133, Series 10, Policy Regarding Program Review, Ms. Leslie Lovett brought forth a resolution to the Board for approval of the five year program reviews for the Associate of Applied Science (AAS) Degree in Health Information, the Associate of Applied Science (AAS) Degree in Medical Laboratory Technology, the Associate of Applied Science (AAS) Degree in Physical Therapist Assistant, and the Associate of Applied Science (AAS) Degree in Respiratory Care.

An Executive Summary for each of the programs was provided as a hand out to the Board. The final recommendation to the Board was to continue the programs at their current level of activity.

Sharon Shaffer offered a motion to approve the five year program reviews for the Associate of Applied Science (AAS) Degree in Health Information, the Associate of Applied Science (AAS) Degree in Medical Laboratory Technology, the Associate of Applied Science (AAS) Degree in Physical Therapist Assistant, and the Associate of Applied Science (AAS) Degree in Respiratory Care programs at the current level of activity. Beverly Jones seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

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

- A. Resolution to Approve the Unrestricted Education and General (E&G) Budget for Fiscal Year 2015.

Kyle Hamilton presented a resolution requesting that the Pierpont Board of Governors approve the Unrestricted Education and General (E&G) Budget for Fiscal Year 2015.

A spreadsheet and descriptive detail for the Statement of Revenues and Expenses Actual vs. Budget for FY 2015 (as of May 16, 2014), was provided at the May 20, 2014 Board meeting, and previously by email to the Finance Committee.

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the resolution to accept the Unrestricted Education and General (E&G) Budget for Fiscal Year 2015, as presented. Rick Pruitte seconded the motion. All agreed. Motion carried.

- B. Resolution to Approve the Implementation of the FY 2015 Mercer Step Structure Years of Service Salary Increase and the WV Legislature Mandated \$504 Pay Raise.

Kyle Hamilton presented a resolution requesting that the Pierpont Board of Governors approve the implementation of the FY 2015 Mercer Step Structure Years of Service Salary Increase and the WV Legislature Mandated \$504 Pay Raise.

The FY 2015 Mercer Step Structure Years of Service Salary Increase will continue full funding of the Mercer salary scale for eligible classified employees, effective July 1, 2014.

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the resolution to implement the FY 2015 Mercer Step Structure Years of Service Salary Increase for eligible Pierpont classified employees with 15 or

less years of service effective July 1, 2014, as presented. Jim Griffin seconded the motion. All agreed. Motion carried.

The Mandated \$504 Pay Raise will provide salary increases for faculty promoted in rank with the beginning of their AY 2014-2015 faculty contract. Pierpont's President will meet the Board of Governors Salary Policy requirements concerning faculty promoted in rank and Mercer salary scale funding for classified staff for a general salary increase of \$504 per employee, including the President, but excluding classified staff receiving the Mercer Step Structure increase on July 1, 2014, as mandated by the WV Legislature.

On behalf of the Audit/Finance Committee, Kyle Hamilton moved to approve the resolution to implement the WV Legislature Mandated \$504 Pay Raise, as presented. Jim Griffin seconded the motion. All agreed. Motion carried.

A detailed review of the FY 2015 salary increases was provided in the May 20, 2014 Board of Governors book.

➤ *Regional Academics Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee is looking at next steps for the MTEC facility. Consideration is being given to enrollment numbers and linking off campus students to courses. Examination will be given to collaboration with organizations/groups so that Pierpont may tap into other facilities within our service area.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that the Marketing Committee continues to focus on enrollment numbers. Calls are being made to reach out to students that did not complete studies and did not return. The purpose will be to gain knowledge of any obstacles that may have prevented students returning to complete their studies. A new online student application is being created for Pierpont. The current application is actually a joint application with FSU.

A new Pierpont website landing page has been launched and we have received 23 new leads within the first weekend. The new Pierpont commercials have been airing and we have receive very positive feedback.

Sharon gave thanks to Chip VanAlsborg and Bo Sellers for their grassroots outreach in Preston County to talk with students about coming to Pierpont.

New Business

Earl McConnell gave a call for action for the election of the AY 2014-2015 Board of Governors Officers and for the appointment of the AY 2014-2015 Marketing, Audit/Finance, and Regional Academics Subcommittee Officers.

An action item will be brought before the Board for approval of these officers in the June 17, 2014 Board of Governors meeting.

Old Business

No old business was discussed.

Public Comment

No signatures were recorded.

Executive Session

A motion was made at 5:16 PM by Sharon Shaffer that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Chip VanAlsburg seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 6:21 PM, the Board exited Executive Session. There was one action item brought forward for a motion from Executive Session.

Items Brought Forth from Executive Session

➤ *President's Annual Evaluation*

A motion was made by Gene Weaver to accept the annual evaluation of President Dr. Doreen Larson, as presented. 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 6:27 PM.

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

The NCWV Advanced Technology Center Advisory Board Meeting will be held at the Robert H. Mollohan Training Center prior to the BOG meeting, at 1:00 PM, in Room 233. An optional tour of the ATC construction site will be offered at approximately 12:30 PM.

Tab

4

Board of Governors
Financial Report FY 2014
Pierpont Community & Technical College
as of April 30, 2014

SUMMARY:

The projected effect on net assets for FY 2014 as of April 30, 2014 is an increase of \$283,719. However, this amount also includes a Board approved spend down of \$3,197,487 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,913,768).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2014 is \$283,719. This represents a budget increase of \$13,900 from the March 31, 2014 Financial Report. As of this report date, approximately 90% of projected tuition and fees revenue and approximately 85% of overall revenues have been realized while approximately 76% of operating expenses have been incurred. The primary budget changes that impacted the budget from the March 31, 2014 Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$35,500. The significant activities accounting for this change are as follows:
 - The “Other Operating Revenue” budget controlled by the President increased by \$10,000 and the budget controlled by the Fund Managers increased by \$25,500. This increase was the recognition of additional revenues generated in the School of Human Services EMT Program.
- **Operating Expenses Budget:**
 - Increased by \$39,410. The significant activities accounting for this change are as follows:
 - The “Salaries” expense budget controlled by the President decreased by (\$1,810). This was the result of a system reduction and is temporary and will be reestablished in next month. While the “Salaries” expense budget controlled by the Fund Managers increased by \$16,355. This was part of the planned uses of the additional revenues generated in the School of Human Services EMT Program.
 - The “Benefits” expense budget controlled by the President decreased by (\$5,177). This was the result of a system reduction and is temporary and will be reestablished in next month as well as the PEIA updates to various positions. While the “Benefits” budget controlled by the Fund Managers increased by \$1,783 related to the increases salaries associated with the School of Human Services EMT Program.
 - The “Supplies and Other Services” expense budget controlled by the President increased by \$10,000 while the Fund Managers increased by \$25,066. \$17,256 of this increase was planned uses for the \$35,500 in additional revenues reported above. The remaining amount of \$17,810 was a one-time use of reserves approved by the Finance Committee.

- The “Assessment for Support Services” expense budget controlled by the President decreased by (\$6,807). This is the result of PEIA updates to FSU positions and FSU’s movement of budget from a chargeback budget to a non-chargeback budget.
- **Transfers & Other:**
 - Increased by \$17,810. The significant activities accounting for this change are as follows:
 - The “One-Time Use of Reserves” increased by \$17,810 as a result of the Finance Committee approval of reserve fund spending for the WV District Consortium.

Of the adjusted projected effect on net assets of an increase of \$283,719 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$291,657; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$7,937) with Board approved spending of \$3,197,487 in cash reserves. The Year-To-Date Actual Budget Balance is \$264,693.

RESTRICTED FUNDS:

The Budget Balance as of April 30, 2014 is (\$2,867). This represents no change from the March 31, 2014 Report, however there was the recognition of a \$33,736 payment for the College Transition Program.

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

Current Unrestricted

As of April 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	10,051,808	8,973,333	8,052,383	89.74%
	Faculty Services Revenue	1,412,589	1,462,589	938,436	64.16%
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	945,708	904,529	95.65%
	Operating Costs Revenue	147,418	135,650	55,544	40.95%
	Support Services Revenue	285,524	250,028	179,896	71.95%
	Other Operating Revenues	441,447	432,034	218,026	50.47%
	Total:	13,466,523	12,199,342	10,348,815	84.83%
OPERATING EXPENSE	Salaries	6,981,332	6,667,527	5,520,255	82.79%
	Benefits	1,562,905	1,487,706	1,157,057	77.77%
	Student financial aid-scholarships	140,844	158,344	228,435	144.27%
	Utilities	13,199	12,499	12,981	103.85%
	Supplies and Other Services	2,774,211	2,533,302	1,639,049	64.70%
	Equipment Expense	168,231	238,018	214,120	89.96%
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	104,183	75.00%
	Assessment for Faculty Services	1,357,439	1,357,439	773,237	56.96%
	Assessment for Support Services	3,347,820	2,886,170	2,125,098	73.63%
	Assessment for Student Activity Costs	175,174	147,949	133,243	90.06%
	Assessment for Auxiliary Fees & Debt Service	1,127,737	945,708	852,318	90.12%
	Assessment for Operating Costs	2,198,885	2,047,783	1,485,796	72.56%
	Total:	19,964,337	18,621,353	14,245,773	76.50%
OPERATING INCOME / (LOSS)		(6,497,814)	(6,422,012)	(3,896,958)	60.68%
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,810,425	7,734,209	7,584,426	98.06%
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	8,624	119.87%
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(487,719)	37.12%
	Reappropriated State Funding	0	0	0	
	Total:	6,277,837	6,427,574	7,105,331	110.54%
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	(81,279)	142.77%
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00%
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00%
	Transfers - Other	0	3	3	100.00%
	One-time use of reserve	326,733	3,197,487	0	0.00
	Total:	219,977	278,157	(2,943,680)	(1,058.28)
BUDGET BALANCE		0	283,719	264,693	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	283,719	264,693	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,056,925	5,056,925		
Less: USE OF RESERVE		<u>326,733</u>	<u>3,197,487</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,730,192</u>	<u>2,143,158</u>		

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

* Unrestricted Net Asset Balance is 28.61% of the current budgeted total operating expense. Management has established a target of 15% or \$2,651,347 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 April 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,832,006	7,942,245	7,381,626	92.94%
	Faculty Services Revenue	1,412,589	1,462,589	938,436	64.16%
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	135,650	55,544	40.95%
	Support Services Revenue	285,524	250,028	179,896	71.95%
	Other Operating Revenues	352,683	296,792	116,366	39.21%
	Total:	11,030,220	10,087,303	8,671,868	85.97%
OPERATING EXPENSE					
	Salaries	6,632,008	6,339,040	5,309,157	83.75%
	Benefits	1,509,007	1,436,953	1,122,095	78.09%
	Student financial aid-scholarships	140,844	146,844	225,935	153.86%
	Utilities	12,899	12,399	12,751	102.84%
	Supplies and Other Services	1,922,193	1,754,512	1,259,949	71.81%
	Equipment Expense	61,838	171,568	156,648	91.30%
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	104,183	75.00%
	Assessment for Faculty Services	1,357,439	1,357,439	773,237	56.96%
	Assessment for Support Services	3,347,820	2,886,170	2,125,098	73.63%
	Assessment for Student Activity Costs	175,174	147,949	133,243	90.06%
	Assessment for Operating Costs	2,198,885	2,047,783	1,485,796	72.56%
	Total:	17,474,667	16,439,567	12,708,092	77.30%
OPERATING INOCME / (LOSS)		(6,444,447)	(6,352,264)	(4,036,224)	63.54%
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,810,425	7,734,209	7,584,426	98.06%
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	8,624	119.87%
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(487,719)	37.12%
	Reappropriated State Funding	0			
	Total:	6,277,837	6,427,574	7,105,331	110.54%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(24,500)	
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00%
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00%
	Transfers - Other	0	3	3	100.00%
	One-time use of reserve	277,616	3,078,746	0	0.00
	Total:	166,610	216,346	(2,886,900)	
BUDGET BALANCE		0	291,657	182,206	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,329,289	4,329,289		
Less: USE OF RESERVE		<u>277,616</u>	<u>3,078,746</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,051,673</u>	<u>1,542,199</u>		

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

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

As of April 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,219,802	1,031,088	670,757	65.05%
	Other Operating Revenues	88,764	135,242	101,660	75.17%
	Total:	1,308,566	1,166,330	772,418	66.23%
OPERATING EXPENSE	Salaries	349,324	328,487	211,099	64.26%
	Benefits	53,898	50,753	34,962	68.89%
	Student financial aid - scholarships	0	11,500	2,500	21.74%
	Utilities	300	100	229	229.35%
	Supplies and Other Services	852,018	778,789	379,100	48.68%
	Equipment Expense	106,393	66,450	57,472	86.49%
	Loan cancellations and write-offs	0			
	Total:	1,361,933	1,236,078	685,362	55.45%
OPERATING INCOME / (LOSS)		(53,367)	(69,748)	87,055	-124.81%
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	0	
	Total:	0	0	0	
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	(56,779)	99.74%
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	118,740	0	0.00%
	Total:	53,367	61,811	(56,779)	-91.86%
BUDGET BALANCE		0	(7,937)	30,276	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		723,456	723,456		
Less: USE OF RESERVE		<u>49,117</u>	<u>118,740</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>674,339</u>	<u>596,779</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending April 30, 2014

New Grant Funds	-
No New Grant Funds	
Gifts	-
No New Gifts	
Other Grant/Restricted Fund Related Changes	33,736.80
College Transition	33,736.80
Net Change	0.00

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending April 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,919,757	10,110,519	72.63%
	State/Local Grants and Contracts	4,144,425	5,324,535	2,531,491	47.54%
	Private Grants and Contracts	756,414	800,745	631,649	78.88%
	Other Operating Revenue	0	0	0	
	Total:	17,829,357	20,045,037	13,273,659	66.22%
OPERATING EXPENSE	Salaries	1,170,667	1,571,489	601,482	38.27%
	Benefits	124,698	237,773	103,066	43.35%
	Student financial aid-scholarships	23,573,120	23,586,843	17,470,973	74.07%
	Supplies and Other Services	534,686	670,143	249,725	37.26%
	Equipment Expense	426,435	2,040,444	213,684	10.47%
	Total:	25,829,606	28,106,692	18,638,930	66.31%
OPERATING INCOME / (LOSS)		(8,000,249)	(8,061,655)	(5,365,271)	66.55%
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	8,000,000	8,000,000	5,475,105	68.44%
	Investment Income	0	(0)	7	
	Gifts	0	88,700	88,700	
	Total:	8,000,000	8,088,700	5,563,812	68.78%
TRANSFERS & OTHER	Capital Expenditures	(33,283)	(71,532)	(61,882)	86.51%
	Construction Expenditures		(19,650)		0.00%
	Transfers for Fin Aid Match	61,006	61,273	61,273	100.00%
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(3)	(3)	
	Total:	26,619	(29,912)	(612)	2.05%
BUDGET BALANCE		26,370	(2,867)	197,928	
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,568,792	1,568,792		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		1,595,162	1,565,925		

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNOR'S REPORT
June 17, 2014**

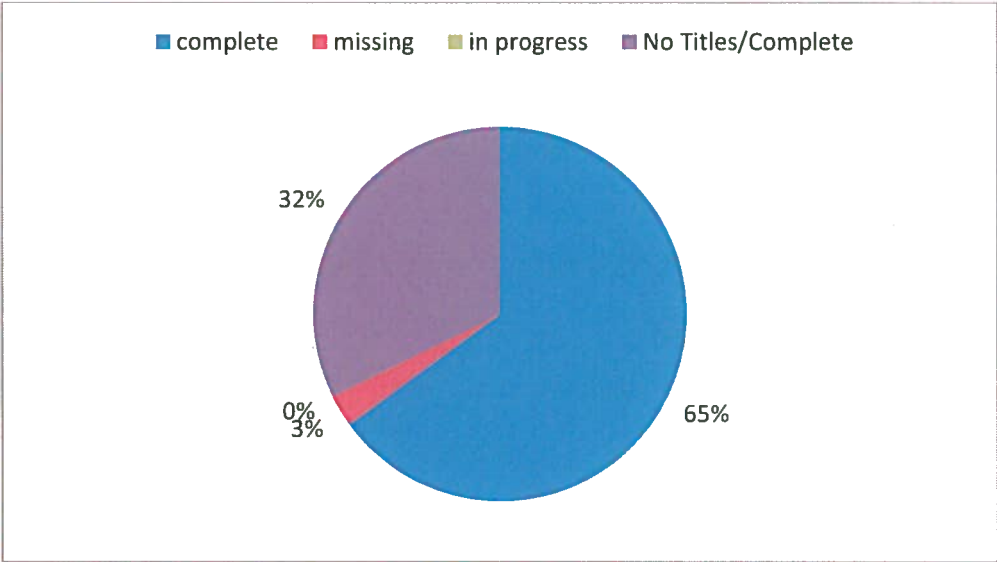
- Item:** AY 2014-15 Missing Textbook Adoptions Report
- Committee:** Committee of the Whole
- Recommended Resolution:** Resolved, that the Pierpont Community & Technical College Board of Governors accept the missing textbook adoptions report and forward the same to the West Virginia Council for Community and Technical College Education.
- Staff Member:** Leslie Lovett
- Background:** The Administration, the Bookstore Advisory Committee, the Textbook Affordability Committee, the Bookstore, and the Academic leadership of both Pierpont Community & Technical College and Fairmont State University worked diligently this spring with faculty to achieve a 97.2% textbook adoption for all known classes for fall term 2014, spring term 2014 and summer term 2015. This covers the entire 2014-2015 academic year.
- This combined 97.2% level of textbook adoptions was reported by the Bookstore.
- Bookstore policy #54 section 2.2.7., requires the Bookstore to compile a report regarding missing textbook adoptions by June 1 each year. The report is to be forwarded to the Board of Governor's for review.
- The report to the Board contains specific information on adoption deadlines missed by academic area with justifications submitted by each Academic Dean.
- The Pierpont Board of Governors must submit a report on textbook adoptions to the West Virginia Council for Community and Technical College Education annually by November 1.
- A copy of this agenda item may be provided to the Council to fulfill this reporting requirement.

Bound For Success Bookstore

Course Analysis

complete	1,122	65%
missing	48	3%
in progress	1	0%
No Titles/Complete	557	32%

total complete	1,679	97%
unresolved	49	3%
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total	1,728	



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**Pierpont Community & Technical College Board of Governors
Meeting of June 17, 2014**

ITEM: Five (5) year Program Review

COMMITTEE: Committee of the Whole

**RECOMMENDED
RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year program review for the Associate of Applied Science (AAS) degree in Information Systems 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 degree in Information Systems Technology

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

The 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 the 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.

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Pierpont Community & Technical College Board of Governors

Meeting of June 17, 2014

ITEM:	Appointment of 2014-2015 Academic Year Subcommittee Officers for the Marketing, Audit/Finance, and Regional Academics Committees. This is an informational item.
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Chair of Pierpont Community & Technical College Board of Governors present the appointment of the AY 2014-2015 Marketing, Audit/Finance, and Regional Academics Subcommittee Officers.
STAFF MEMBER:	Earl McConnell, Board Chair
BACKGROUND:	The Chair of the Pierpont Board of Governors will announce the appointment of the Subcommittee Officers for the Marketing, Audit/Finance, and Regional Academics Committees by June 30 preceding the commencement of the term.



PIERPONT BOARD OF GOVERNORS
2013 - 2014 OFFICERS & COMMITTEES
needs updated for AY 2014-2015

Pierpont Board of Governors Officers

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

North Central Advanced Technology Center Advisory Board Officers

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

Audit/Finance Committee

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

Marketing Committee

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

Regional Academics/Off Campus Committee

Barbara Pavel-Alvarez – Chair

Gene Weaver

Earl McConnell

Jessica Cale – *term ended June 30, 2014*

Jeani Hawkins – Staff Resource

Leslie Lovett – Staff Resource

Presidential Evaluation Committee

Eugene Weaver – Chair

Kyle Hamilton

Rick Pruitte

Board of Governors Officers – Nominating Committee

Gene Weaver - Chair

Sharon Shaffer

Kyle Hamilton

North Central Advanced Technology Advisory Board – Nominating Committee

Jim Griffin

Sharon Shaffer

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Pierpont Community & Technical College Board of Governors

Meeting of June 17, 2014

- ITEM:** Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2014-2015
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College's Board of Governors approve the proposed continuation of the established meeting schedule, in which, unless otherwise agreed to and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at 2:00 PM on the third Tuesday of the month in August, September, October, November, December, February, March, April, May and June for the 2014-2015 Academic Year.
- Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2014-2015, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.
- STAFF MEMBER:** Cyndee K. Sensibaugh, Executive Assistant to the President and Board of Governors
- BACKGROUND:** *In accordance with West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings.* The Board of Governors is required to hold a minimum of six (6) meeting per year. We are proposing a continuation of our established meeting schedule for the 2014-2015 academic year, holding meetings at 2:00 pm on the third Tuesday of the month in August, September, October, November, December, February, March, April, May and June.



Pierpont Community & Technical College
Board of Governors Meeting Dates

and

Agenda Book Deadlines

2014 – 2015

Meeting Date

Agenda Book Deadline

2014

August 19, 2014

August 7, 2014

September 16, 2014

September 4, 2014

October 21, 2014

October 9, 2014

November 18, 2014

November 6, 2014

December 5, 2014 – BOG Retreat location TBD

2015

February 17, 2015

February 5, 2015

March 17, 2015

March 5, 2015

April 21, 2015

April 9, 2015

May 19, 2015

May 7, 2015

June 16, 2015

June 4, 2015

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 17, 2014**

ITEM: FY 2015 Capital Projects for gutter repair at the NAEC, campus wide small projects, academic funds, landscaping and hazardous waste building replacement.

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves the \$477,000 in FY 2015 Capital Project budgets consisting of \$40,000 for gutter repair at the National Aerospace Education Center, \$197,000 for campus wide small projects, \$100,000 for the campus wide academic fund and \$100,000 for campus wide landscaping, and \$40,000 for replacement of the hazardous waste building.

STAFF MEMBER: Dale Bradley

BACKGROUND: The five capital projects budgets on the attached Capital Project Request FY 2015 is recommended to allow the Physical Plant and the Provosts funding to deal with life safety issues and small projects as well as perform needed repairs to the gutters at the NAEC and replace the hazardous waste building on the Locust Avenue Campus. Both institutions administrations and Board of Governor's Finance Committees agree that these three projects should move forward at this time while funding for larger repair and maintenance projects are still under discussion.

There is disagreement between the institutions over how the additional capital funding available for FY 2015 is to be budgeted. Pierpont needs to use some of its capital funds for Pierpont "only" projects and the University does not agree with those uses or that the funds can even be used as Pierpont plans,

therefore there are no additional projects identified at this time.

CAPITAL PROJECT REQUEST

FY 2015

Project	E&G Capital	Infrastructure	Total
Aerospace Center - Gutter Repairs	\$ 40,000.00		\$ 40,000.00
Campus Wide - Small Projects	\$ 175,000.00	\$ 22,000.00	\$ 197,000.00
Campus Wide - Academic Fund	\$ 100,000.00		\$ 100,000.00
Campus Wide - Landscaping		\$ 100,000.00	\$ 100,000.00
Hazardous Waste Bldg Replacement	\$ 40,000.00		\$ 40,000.00
Total	\$ 355,000.00	\$ 122,000.00	\$ 477,000.00

Pierpont Community & Technical College Board of Governors

Meeting of June 17, 2014

ITEM: Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2014-2015 Academic Year.

COMMITTEE: Pierpont Community & Technical College Board of Governors Nominating Committee

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors Nominating Committee present for election and establishment the Board of Governors Officers for the 2014-2015 Academic Year.

STAFF MEMBER: Gene Weaver, Committee Chair

BACKGROUND:

In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment. Except in the case of a vacancy, all elections are held and all appointment are made no later than June 30 preceding the commencement of the term. Each board of governors shall elect one of it appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.

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PIERPONT BOARD OF GOVERNORS
2013 – 2014 OFFICERS & COMMITTEES
needs updated for AY 2014-2015

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