



*BOARD*

*OF*

*GOVERNORS*

**June 17, 2015**

## SCHEDULE

### PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS MEETING

**June 17, 2015**

**Falcon Center Board Room, Locust Avenue Campus**

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#### **9:00 AM Full Board Meeting** *Falcon Center Board Room*

**Chairman: James E. Griffin**

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#### **11:30 AM President Doreen and Len Larson's Farewell Reception** *Falcon Center Conference Rooms*

**Open to the Public**

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**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."*

## AGENDA

### Pierpont Community & Technical College BOARD OF GOVERNORS MEETING June 17, 2015

#### Call to Order





1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of BOG Meeting Minutes (May 19, 2015)

*Tab 1 – Informational*

*Tab 2 – Informational*

*Tab 3 – Action Item*

#### Special Recognitions/Updates

-  Mary Jo Rutherford – Outgoing Chair of the Classified Staff Council
-  Brittany Stout – Incoming Chair of the Classified Staff Council (serving the 2015-2017 term)
-  Beverly Jones – Outgoing Classified Staff Council Representative to the Board of Governors
-  Memory Dobbs – Incoming Classified Staff Council Representative to the Board of Governors (serving the 2015-2017 term)

#### President's Report (*Dr. Doreen M. Larson*)

#### Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Council Report (*Mary Jo Rutherford*)
3. Pierpont Foundation Report (*Steve Leach*)
4. Workforce Development Report (*Paul Schreffler*)

*Tab 4 – Informational*

*Tab 5 – Informational*

#### Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*)
  - a. April 30, 2015 Financial Report



*Tab 6 – Informational*

- |                                                                                                                                                                                  |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 2. Five Year Program Review for Applied Design, Associate in Applied Science (AAS) Degree Program ( <i>Leslie Lovett</i> )                                                       | <b><i>Tab 7 – Action Item</i></b>    |
| 3. Five Year Program Review for Emergency Medical Services, Associate in Applied Science (AAS) Degree and Certificate in Applied Science (CAS) Programs ( <i>Leslie Lovett</i> ) | <b><i>Tab 8 – Action Item</i></b>    |
| 4. Five Year Program Review for Paralegal Studies, Associate in Applied Science (AAS) Degree Program ( <i>Leslie Lovett</i> )                                                    | <b><i>Tab 9 – Action Item</i></b>    |
| 5. Three Year Program Post Audit for Electrical Utility Technology Associate in Applied Science (AAS) Degree Program ( <i>Leslie Lovett</i> )                                    | <b><i>Tab 10 – Action Item</i></b>   |
| 6. Three Year Program Post Audit for Mechatronics Technology Associate in Applied Science (AAS) Degree Program ( <i>Leslie Lovett</i> )                                          | <b><i>Tab 11 – Action Item</i></b>   |
| 7. Pierpont Logo for Locust Avenue Shared Signage ( <i>Steve Leach</i> )                                                                                                         | <b><i>Tab 12 – Informational</i></b> |
| 8. Approval of the Pierpont Board of Governors Meeting Dates for AY 2015-2016 ( <i>All</i> )                                                                                     | <b><i>Tab 13 – Action Item</i></b>   |
| 9. Appointment of AY 2015-2016 Officers for the Audit/Finance, Marketing, Regional Academics and Transition Committees ( <i>Chairman, James Griffin</i> )                        | <b><i>Tab 14 – Informational</i></b> |

## **Committee Reports**

- |                                                                                                                                     |                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1. Board of Governors Nominating Committee ( <i>Chair, Gene Weaver</i> )<br>a. Election of AY 2015-2016 Board of Governors Officers | <b><i>Tab 15 – Action Item</i></b> |
| 2. Audit/Finance Committee Report ( <i>Chair, Kyle Hamilton</i> )<br>a. FY 2015 & 2016 Capital Projects Budget Modification         | <b><i>Tab 16 – Action Item</i></b> |
| 3. Marketing Committee Report ( <i>Chair, Barbara Pavel-Alvarez</i> )                                                               |                                    |
| 4. Regional Academics Committee Report ( <i>Chair, Sharon Shaffer</i> )                                                             |                                    |

## **New Business**

-  Please join us for the Farewell Reception for President Dr. Doreen and Len Larson at 11:30 AM today (June 17), in the Falcon Center Conference Rooms.
-  The quarterly NCWV Advanced Technology Center Advisory Board meeting will be held on August 18<sup>th</sup> at 1:00 PM in the Falcon Center Board Room.



## 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 Pierpont Board of Governors Meeting will be held at 2:00 PM on August 18, 2015 in the Falcon Center Board Room, Locust Avenue, Fairmont

*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

AA	Associate of Arts
AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ABE	Adult Basic Education
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
AFA	Associate of Fine Arts
ALICE	Alert, Lockdown, Inform, Counter, and Evacuate
APPD	Applied Design
ASL	American Sign Language
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
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BFA	Bachelor of Fine Arts
BOE	Board of Education
BS	Bachelor of Science
BTG	Bridging the Gap
CAS	Certificate of Applied of Science
CASA	Court Appointed Special Advocates
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
CPT	Certified Phlebotomy Technicians
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)
DHHR	Department of Health and Human Resources
DOE	Department of Education
DOL	Department of Labor
EC	Early Childhood
EDGE	Earn a Degree Graduate Early
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
EMR	Emergency Medical Responder

EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ETA	Employment Training Administration (within DOL)
ERP	Enterprise Resource Planning
FAB	Fashion Advisory Board
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FF&E	Furniture, Fixtures, and Equipment
FOSM	Food Service Management
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HIT	Health Information Technology
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LLL	Life Long Learners
LPN	Licensed Practical Nurse
LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary
MLT	Medical Laboratory Technician
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
NHCA	National Health Career Association
NISOD	National Institute for Staff and Organizational Development
NOCTI	National Occupational Competency Testing Institute
NSF	National Science Foundation
MPA	Master of Public Administration
OSHA	Occupational Safety and Health Administration
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
RESA	Regional Education Service Agency
RHIA	Registered Health Information Administrator
RRT	Registered Respiratory Therapist
SAP	German Software Corporation, <u>S</u> ystems, <u>A</u> pplications, and <u>P</u> roducts (in Data Processing) or <u>S</u> atisfactory <u>A</u> cademic <u>P</u> 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
WVAYC	West Virginia Association for Young Children
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 19, 2015**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 19, 2015, beginning at 2:00 PM in the Falcon Center Board Room.

*Board members present were:*

Chairman Jim Griffin, Linda Aman (via phone), Kyle Hamilton, Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, and Jeff Tucker (via phone),

*Board members absent were:*

Kelly Buchanan, Sharon Shaffer, Warren 'Chip' VanAlsbury, and Gene Weaver

*President's Cabinet members present were:*

President Doreen Larson, Dale Bradley, Rob Linger, and Cyndee Sensibaugh

Faculty and staff were also in attendance and reporters from the Times WV.

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


Chairman Jim Griffin called the meeting to order at 2:02 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 April 28, 2015 were presented for approval. Earl McConnell offered a motion to approve the minutes, as presented. Beverly Jones seconded the motion. All agreed. Motion passed.

The minutes of the special Board meeting held on May 5, 2015 were presented for approval. Earl McConnell offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. All agreed. Motion passed.

## Special Recognitions/Presentations

 Kimberly Cale, Director of Continuing Education Operation, recognized Megan Echols, Administrative Assistant, and thanked her for her work with the School of Workforce Development. Megan and her husband will be moving to pursue career opportunities.

## President's Report

Dr. Larson began her report by sharing that on May 15, 2015, Pierpont hosted its largest commencement event to date. Dr. Larson said that this was one of Pierpont's best organized graduations, despite the challenges for parking. Both the student and the keynote speakers were extraordinary! Dr. Larson thanked the Times WV for the nice feature about Pierpont's student speaker, Kelly Horton. She also thanked the Board members who were able to attend both the graduation and the faculty/staff awards luncheon, stating that their presence means a great deal to the college community.

Dr. Larson said that the Five-Year Strategic Plan for Pierpont will be presented at this Board meeting for acceptance. The development of this plan began last summer with Brian Floyd and Daina LaClair leading the project. Dr. Larson reminded the Board that the HLC commended Pierpont on the breadth of participation in the first Strategic Plan and wondered if we would be able to sustain that level in the subsequent plan. Pierpont not only sustained, but broadened participation both internally and externally and the plan reflects that input. Pierpont is up to fulfilling the priorities set out in this plan.

Dr. Larson stated that the FY 2016 funding package for Pierpont is before the Board. Pierpont is presenting a balanced E&G budget based upon conservative assumptions for enrollment and other revenues. The budget fully funds the step increases defined in the temporary salary schedule for classified staff – formerly known as the Mercer Scale. The faculty promotions are also fully funded. Included is an agreed-upon Chargeback document with FSU. Pierpont continues to identify areas of designated need for staff services, while maintaining shared staff services where possible.

Dr. Larson thanked the members of the Finance and Audit committee of the Board for their investment of many hours on long meetings and document reviews. She also thanked the members of the campus budget adjustment committee for their work in designing a program fee approach to funding. Enrollment continues to be key in Pierpont's funding scenario, therefore, each and every member of the Pierpont campus community – including the Board – must look for opportunities to encourage students to explore the educational options the Pierpont provides.


Under Old Business, the Reorganization of Academic Schools and Creation of the Associate Provost position will be presented for approval by the Board. Dr. Larson reminded the Board that Provost Lovett has provided additional position detail, along with the financial background provided by Dale Bradley. This plan will help strengthen the coordination of

Pierpont's regional academic sites and create an organization foundation for future general education courses and possible departments.


Dr. Larson announced the Julia Pierpont Day breakfast and cemetery ceremonies will be held on May 23. Pierpont is unique to share both a male and female namesake in Francis and Julia Pierpont. Julia Pierpont is credited for establishing Decoration Day that has evolved into Memorial Day. The Pierponts are both interred at Woodlawn Cemetery right here in Fairmont! The breakfast and cemetery ceremony celebrates the accomplishments of both Julia and Francis Pierpont along with taking time to honor our veterans.

## Operation Reports

 *Academic Affairs Annual Report:* No report.

 *Classified Staff Council Report:* Mary Jo Rutherford, Classified Staff Council President, stated that nominations for the election of Classified Staff Council Officers were held in April. George Herrick, Information Technology Department, assisted in the election process using the Survey Monkey application. The new officers and members for the Classified Staff Council through the July 2015 - June 2017 term were announced, including: Chair – Brittany Stout, BOG Representative – Memori Dobbs, and ACCE Representative – Beverly Jones.

Mrs. Rutherford thanked the outgoing members of the Classified Staff Council, while Chairman Griffin thanked Mrs. Rutherford for her commitment and service as Chair of the Classified Staff Council these past years.


 *Faculty Senate Report:* David Beighley reported that the Faculty Senate met on May 8. At this meeting Mr. Beighley reported on Dr. Larson's letter of resignation to the Board effective June 30, and the Board's intention to fill the position with an interim prior to launching a national search. He also shared with the Senate that the Resolution for Academic Reorganization had been tabled at the April 28 BOG meeting to allow further discussion on the structure at the May 5 BOG meeting.

Updates were also provided on BOG Policies recently approved. Policy #59 – Furlough and Reduction in Workforce and Policy #60 – Tobacco Free Campus were approved at the April 28 BOG meeting.

The Senate acted on four items of business: 1) Approval of the Revision of Tenure and Procedure – approved, 2) Revision to the Promotion Policy and Procedure – further review needed, 3) Approval of the Addition of Duties to the Legislative Advocacy Committee Charge – approved, 4) Faculty Senate Elections: BOG representative – Barbara Pavel-Alvarez was reelected, Advisory Council of Faculty representative – Amy Cunningham, Faculty Senate Vice President – Kari Coffindaffer, and Faculty Senate Secretary – Michael Waide was reelected.

The Faculty Senate will not convene again until classes resume in the Fall of 2015. A year-end report will be prepared.

 *Office of Public Safety Report:* No report.

 *Workforce Development Report:* Paul Schreffler was out of town on business. His report was previously provided in the May 19, 2015 Board book for review.

## **Committee of the Whole**

### **➤ *Financial Report - Informational***

Dale Bradley provided a summary of the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of March 31, 2015. Complete details were provided in the May 19, 2015 Board of Governors Book.

### **➤ *Resolution to Accept Pierpont's Five-Year Strategic Plan for FY 2015-2020 – Action Item***

Dean Brian Floyd presented a resolution for approval of the Pierpont 2015-2020 Strategic Plan. A final draft of this plan was submitted to the Board for comment from April 15-30, 2015.

Mr. Floyd provided background on the development of this strategic plan in the May 19, 2015 Board book and further stated that this plan was the result of collaborative work of internal and external stakeholders to develop four key strategies. They are: 1) Focus the College Community on Student Success, 2) Strengthen Academic Excellence, 3) Continuously Improve the Organization, and 4) Support Business, Industry, and Community Partnerships.

Mr. Floyd handed out the 2015-2020 Strategic Plan brochure and pamphlet and stated that with this comprehensive plan Pierpont will track progress through a project management dashboard.

Chairman Griffin called for a motion from the Board on the approval of the 2015-2020 Strategic Plan. Kyle Hamilton offered a motion to approve the Pierpont 2015-2020 Strategic Plan, as presented. Rick Pruitte seconded the motion. All agreed. Motion carried.

Mr. Floyd took a moment to thank Daina LaClair, Strategic Planning Assistant, for her relentless work and outstanding service in bringing together the staff, schedules, documents, and information that went into the development of the strategic plan. Mr. Floyd, along with President Larson and Chairman Griffin, presented a plaque of

appreciation to Mrs. LaClair. Chairman Griffin also thanked Mrs. LaClair and Mr. Floyd for the very comprehensive work on the plan. President Larson stated that the work was of exceptionally high quality and shows a passion for the institution. She also reminded the Board that, because of this work, Mr. Floyd received the 2015 Pierpont Pride Award.

## **Committee Reports**

### ➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, yielded the floor to Mr. Dale Bradley, CFO.

#### A. Approval of the FY 2016 Unrestricted E&G Budget – Action Item

Mr. Dale Bradley presented the FY 2016 Budget Planning document and the FY 2016 Unrestricted E&G Budget analysis for review and approval. A complete summary was provided to the Board in the May 19, 2015 Board book.

Upon Pierpont BOG approval, the FY 2016 E&G Budget will go before the Community and Technical College System Council in June for approval. Mr. Earl McConnell presented a motion to approve the FY 2016 E&G Budget, as presented. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

#### B. Approval of the FY 2016 Next Step Temporary Salary Schedule Increase for Classified Staff and Pay Raise Faculty Promotion – Action Item

Mr. Dale Bradley presented the FY 2016 Next Step Temporary Salary Schedule Increase for Classified Staff and Pay Raise Faculty Promotion for review and approval. A complete summary was provided to the Board in the May 19, 2015 Board book.

Upon Pierpont BOG approval, the Mercer Step Structure (years of service) employees will continue to be fully funded and with the July 1, 2015 implementation, arrears paid employees will see a salary increase in the July 31, 2015 pay.

Mr. Kyle Hamilton presented a motion to approve the FY 2016 Next Step Temporary Salary Schedule Increase for Classified Staff and Pay Raise Faculty Promotion, as presented. Mr. Earl McConnell seconded the motion. All agreed. Motion carried.

C. Approval of the FY 2016 Chargeback Agreement – Action Item

Mr. Dale Bradley presented the FY 2016 Chargeback Agreement for review and approval. A complete summary was provided to the Board in the May 19, 2015 Board book.

Mr. Kyle Hamilton presented a motion to approve the FY 2016 Chargeback Agreement, as presented. Mrs. Beverly Jones seconded the motion. All agreed. Motion carried.

President Larson acknowledged to the Board and thanked Mr. Bradley for the depth of research, tremendous work and intellect that he has given to bring forward this agreement. Chairman Griffin thanked Mr. Bradley and the Finance Committee members that participated in developing the budget.

D. Budget Increase for One-Room Schoolhouse Repair – Action Item

After receiving bids for the repair and stabilization of the one room schoolhouse, the total project costs are expected to be \$80,023. Previously, \$76,061 had been approved for this project. The funding for this project will be short by \$3,962. There is available unspent budget from the completed Hazardous Waste Building project of \$9,975.

A budget summary and bids submissions were provided to the Board in the May 19, 2015 Board book.

Mr. Kyle Hamilton presented a motion to approve the Budget Increase for One-Room Schoolhouse Repair, as presented. Mr. Rick Pruitte seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that a meeting will be held in early June with a CLARUS consultant and Bulldog Creative Services to develop a new marketing plan, based on the CLARUS report. Target date for the plan is July 1.

The marketing team is looking into improving communication to receive early notification on upcoming events that need to be advertised. The team will be meeting to gather quotes on print, radio, and TV ads to consider the best mix for media coverage.

A faculty tool kit will be launched during the fall faculty development week. This will remain a work in progress as new items will be added.

The team is collaborating with East Dale Elementary on the *Reasoning Mind* math instructional methods day at Pierpont. Local legislators and members of the Board of Education will be attending.

The Health Information Technology and Graphics Design programs will be featured in the upcoming WV high school baseball and softball championship events ad packages.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, was unable to attend but provided her written report. Beverly Jones shared the report with the Board.

The Regional Academics Committee met on May 18, 2015 and discussed the revised Academic Affairs organization chart and the LPN program at Braxton County. The committee states that while historical enrollment shows that the majority of students are from neighboring counties, the current enrollment and projections for 2016 and 2017 shows a majority of enrollment from Braxton County.

The committee stated that, to realize growth in the current location, the program needs advertisement in the service area. Additionally, the distance learning software could be utilized if an upgrade is completed. Distance learning could also be improved at the Caperton Center.

An additional concern, if the LPN program was relocated, is the use of the Braxton County facility. Other programming should be developed to serve the area. A suggestion was made to create a Medical Administrative Assistant skill set certificate at this location. Also consideration needs to be given to the expense of the move and the physical space requirements.

In closing, way finding signage improvements are still needed throughout the regional service area, including I79 and I68.

It was noted by Dr. Larson that the LPN Program in Braxton will stay, as is. Chairman Griffin encouraged the Board to attend regional program activities. He shared that the excitement at the LPN Pinning ceremony was amazing.

## **New Business**

Chairman Griffin announced upcoming events and encouraged Board members to attend:

- ✓ Julia Pierpont Day Ceremonies, June 23<sup>rd</sup> at 9:00 AM at Veteran's Square Center for Workforce Education and at 11:00 AM at Woodlawn Cemetery
- ✓ Teaming to Win Conference, May 27<sup>th</sup> – 29<sup>th</sup> at Canaan Valley Resort, Davis WV



- ✓ Farewell Reception for President Doreen and Len Larson, June 17<sup>th</sup> at 11:30 AM in the Falcon Center Conference Rooms

## Old Business

- *Resolution to Approve the Reorganization of Schools and Creation of Associate Provost Position – Action Item*

In accordance with the Pierpont Community & Technical College Board of Governors Policy No. 1 “Change in the Organization of Schools, Departments, or Other Administrative Units” approval is required by the Pierpont Board of Governors prior to the implementation of changes in organizational structure of any school, department, or other administrative unit of Pierpont, and written notification to the Chair of the Board.

Pierpont seeks to create the position of Associate Provost to hold oversight of the operations of the regional campus locations, and primarily responsible for the quality of academics, and required compliance and annual reporting of course and faculty assessment and evaluation, and early admission accountability, to the WV Council for Community and Technical College Education and the Higher Learning Commission.

In addition, the School of Academic Studies that houses full-time English, Mathematics, and Communications faculty will be dissolved. A Department of Math and Science will be created under the School of Business, Aviation, and Technology. A Department of English, Communications, and Humanities, and a Department of Social Science and Interdisciplinary Studies will be created under the School of Human Services. The Liberal Studies degree program will be housed in the School of Human Services.

This resolution was brought before the Pierpont Board of Governors at the April 28, 2015 meeting. After discussion on the matter at the April 28 meeting, a motion was presented, and seconded, to table this item. It was determined that further clarity was needed on the staff and faculty positions reorganization. A special meeting of the Board was held on May 5, 2015 to further discuss this resolution. After the May 5 meeting, the Board decided to move forward with the Resolution to Approve the Reorganization of Schools and Creation of an Associate Provost Position.

Beverly Jones offered a motion to approve the Reorganization of Schools and Creation of an Associate Provost Position. Kyle Hamilton seconded the motion. All agreed. Motion carried.

## Public Comment

No signatures were recorded.



## **Executive Session**

A motion was made by Beverly Jones at 3:05 PM that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Kyle Hamilton seconded the motion. All Agreed. Motion carried.

### *Exiting Executive Session*

At 3:42 PM, the Board exited Executive Session.

### *Items Brought Forward from Executive Session*

There were no items brought forward from Executive Session.

## **Adjournment and Next Meeting**

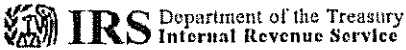
The next regularly scheduled Pierpont Board of Governors meeting will be held on June 17, 2015 at 9:00 AM in the Falcon Center Board Room. A farewell reception for President and Len Larson will follow the BOG meeting at 11:30 AM in the Falcon Center Conference Rooms.

There being no further business, the Chairman called to adjourn the meeting. Kyle Hamilton offered a motion to adjourn. Rick Pruitt seconded the motion. All agreed. Motion carried. The Board meeting was adjourned at 3:43 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Tab**

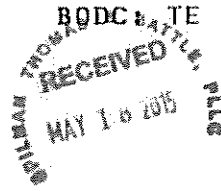
**4**



Department of the Treasury  
Internal Revenue Service  
P.O. BOX 2508  
CINCINNATI OH 45201

In reply refer to: 9999999999  
May 18, 2015 LTR 3367C S0  
46-5101425 000000 00

00028664



PIERPONT FOUNDATION INC  
W ERIC GADD  
1233 MAIN ST STE 4000 PO BOX 831  
WHEELING WV 26003



063992

Employer identification number: 46-5101425  
Tax form: 1023  
Document locator number: 17053-120-31700-5  
For assistance, call: 1-877-829-5500

Dear Applicant,

We received your application for exemption from federal income tax and your user fee payment.

During the initial review process, applications for exemption are separated into two groups:

1. Those that can be processed based on information submitted
2. Those that require additional information to be processed

If your application falls in the first group you'll receive a determination letter within approximately 90 days from the date of this notice stating that you re exempt from federal income tax.

If your application falls in the second group, you'll be contacted when your application has been assigned to an Exempt Organizations specialist for review. You can expect to be contacted within approximately 180 days from the date of this notice. After 180 days, if you haven't been notified your application was assigned to a specialist, you can contact Customer Account Services Monday through Friday at the toll-free number shown above to check on its status. The individual calling on your behalf will need the following information:

- \* Your name
- \* Your employer identification number (EIN)
- \* The document locator number listed above and assigned to your request
- \* A proper power of attorney submitted with your exemption application, unless the individual calling is an officer or director and legally authorized to represent you

The IRS doesn't issue "tax-exempt numbers" or "tax-exempt certificates" for state or local sales or income taxes. If you need exemption from these taxes, contact your state or local tax offices.

Most organizations are required to file an annual information return

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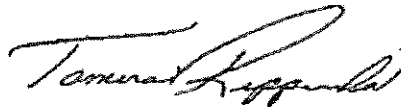
PIERPONT FOUNDATION INC  
W ERIC GADD  
1233 MAIN ST STE 4000 PO BOX 831  
WHEELING WV 26003

(Form 990, Form 990-EZ, or Form 990-PF) or electronic notice (Form 990-N, the e-Postcard) while their applications for exemption or miscellaneous determination requests are pending. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked. Visit [www.irs.gov](http://www.irs.gov) and type "annual exempt organization return: who must file" in the search box for information on the types of organizations that are required to file annual returns or notices.

To receive the Exempt Organizations' EO Update, an electronic newsletter with information for tax-exempt organizations and tax practitioners, go to [www.irs.gov/charities](http://www.irs.gov/charities) and click on "Free e-Newsletter."

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

Sincerely yours,



Tamera Ripperda  
Director, Exempt Organizations

**Tab**

**5**

# School of Workforce Development - Project Status Report

## June 2015 – Board of Governors Meeting

### Industry-Sector Strategies

- **Energy**

- ❖ *Petroleum Technology*

- Graduated 7 students in May. Of those, 6 were offered employment. The remaining student will most likely get employment soon.
- 11 PTRM students are in summer internships at Noble Energy, Dominion Transmission, Southwestern Energy, Antero, and Crestwood Midstream.
- Receiving a donation in the amount of \$10,000 from XTO (a subsidiary of Exxon/Mobil) for acquisition of equipment for the PTRM program.
- Please pencil in an important announcement at the Governor's office, currently scheduled for Monday, June 22. The Board is invited to attend this event, and we will update you as more details become available.
- Offering an open-enrollment PEC RigPass course on July 11 at Veterans' Square.
- Enrollment is strong for this program at both Pierpont and Northern.

- ❖ *Applied Process Technology*

- Wrote and received approval for a \$100,000 WV Advance grant for this program. The funding will be used to acquire additional training equipment and process simulation systems to enhance the delivery of the program at the Advanced Technology Center.

- ❖ *Power Systems Institute*

- Graduated 17 students this year. Qualifying the next incoming cohort (24-30 students) at this time.
- "Climb school" qualification for both linemen and substation electrician specialties are occurring now.
- Working through the details of an addendum to our MOU with First Energy to facilitate the payment of student tuition, fees and books by this company.

- ❖ *Bridge Courses*

- In partnership with the Math and English departments, and funded by the TAACCCT grant, we have created summer "Bridge" courses for those students wishing to enter technical programs. These one- and two-week short courses, held prior to the start of regular classes, will help to acclimate and prepare students for college-level work.
- The one-week course is now finished, and was well attended, with 11 students wishing to enter the PSI program completing the course. Many of these students raised their Compass scores to the score required to be considered for entry into the program.

- **Aerospace**

- ❖ A second six-week training program for civilian support technicians at the WV Air National Guard unit at the Martinsburg, WV airport is now being held. Twelve students will complete the program on July 3. The objective is for these people to gain their Federal Aviation Administration (FAA) Airframe & Powerplant certification.

- **Pruntytown Correctional Center**

- ❖ The college has offered five separate PEC RigPass / SafeLandUSA courses to inmates at this facility, from February through June.

- **Federal Acquisition Management**

- ❖ First section of this six-month program starts on July 15 + 16. Sign up today!

- **Mountaineer Challenge Academy**

- ❖ Anita Davis attended the graduation of cadets from this facility on June 12.

- **OTHER**

- ❖ Will present at a conference held by the Cleveland, Philadelphia, and Richmond offices of the Federal Reserve, held in Pittsburgh on June 17 and 18.
- ❖ Brittany Stout and I attended a National Guard and Reserve "BossLift" on June 8-10. Observed the 501<sup>st</sup> summer tactical exercises at Ft. Pickett, VA. Promoted Pierpont programs to employers that support the Guard and Reserve.
- ❖ Attended the summer meeting of the National Coalition of Advanced Technology Centers (NCATC) at Westmoreland Community College in PA on June 11-12.
- ❖ Planning a credit/noncredit course for WV real estate certification during fall term.
- ❖ Attended Harrison County Chamber of Commerce annual dinner, Shelly Moore Capito speaker.
- ❖ Attended Senator Capito's event at the WVHTC regarding the need to increase broadband accessibility in the state.
- ❖ Met with representatives of Consol and toured their gas processing training center in Eighty-four, PA. Discussed providing contract training for incumbent employees of this company on specialized topics.
- ❖ Received donation of a FANUC robot from the Novelis Corporation. This is a \$40,000 unit that was briefly used by the company on an R&D project. This unit, an ArcMate 120, has six degrees of freedom and is designed as a robotic welder. It will augment current training equipment within our robotics program, as well as function as a laboratory training unit for our new Advanced Welding program at the ATC.
- ❖ With the help of Steve Santilli, we mounted an advertising and information campaign to target recently laid-off coal miners. This focused on promoting our technical programs to this target market.
- ❖ Working with the faculty from the HIT department (Vickie Findley) we are offering ICD-10 training to medical coding practitioners as well as Physician Documentation (CDI) Training to doctors at Wetzel County and Grafton City Hospitals.
- ❖ The online teacher certification courses that we offer are well-attended this time of year.

**Tab**

**6**



**Board of Governors**  
**Financial Report FY 2015**  
**Pierpont Community & Technical College**  
**as of April 30, 2015**

**SUMMARY:**

The projected effect on net assets for FY 2015 as of April 30, 2015 is an increase of \$43,326. However, this amount also includes a Board approved spend down of \$21,458 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2015 is an increase of \$21,868.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of April 30, 2015 is \$43,326. This represents a budget decrease of (\$9,476) from the March 31, 2015 Financial Report. As of this report date, approximately 88% of projected tuition and fees revenue and approximately 81% of overall revenues have been realized while approximately 69% of operating expenses have been incurred. The primary budget changes that impacted the budget from the March 31, 2015 Financial Report, are as follows:

- **Operating Revenues Budget:**
  - No change.
- **Operating Expenses Budget:**
  - Increased by \$19,276. This significant activities accounting for this change are as follows:
    - The “Benefits” expense budget controlled by the President increased by \$5,976 as a result of PEIA adjustments.
    - The “Equipment Expense” budget controlled by the Fund Managers increased by \$9,800 as a result of the approval by the Board Finance Committee to allow the Graphics Program to spend cash reserves to upgrade the computers in the Graphics Lab.
    - The “Assessment for Support Services” expense budget controlled by the President decreased (\$1,982) due to PEIA adjustment in the FSU Information Technology Area.
    - The “Assessment for Operating Costs” expense budget controlled by the President increased by \$5,481 due to an increase in the Utilities Budget within the FSU Physical Plant operating budget.

Of the adjusted projected effect on net assets of an increase of \$43,326 as of June 30, 2015; President’s Controlled Fund(s) are projected to have a budget surplus of \$14,032; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$29,294 with Board approved spending of \$21,458 in cash reserves. The Year-To-Date Actual Budget Balance is \$3,465,907.

**RESTRICTED FUNDS:**

The April 30, 2015 Restricted Fund Finance Report has a budget balance of \$32,175.

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

As of April 30, 2015

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	9,182,244	8,023,224	7,071,513	88.14
	Faculty Services Revenue	865,000	865,000	306,857	35.47
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	892,586	739,480	716,578	96.90
	Operating Costs Revenue	182,331	114,237	49,712	43.52
	Support Services Revenue	205,106	366,656	285,395	77.84
	Other Operating Revenues	381,394	418,828	100,017	23.88
	<b>Total:</b>	<b>11,708,662</b>	<b>10,527,424</b>	<b>8,530,072</b>	<b>81.03</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,888,571	6,623,565	4,619,428	69.74
	Benefits	1,537,276	1,505,697	1,000,248	66.43
	Student financial aid-scholarships	158,938	158,938	282,111	177.50
	Utilities	22,353	22,353	13,170	58.92
	Supplies and Other Services	2,644,212	2,358,067	1,604,159	68.03
	Equipment Expense	98,280	91,889	79,876	86.93
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	138,910	138,910	133,322	95.98
	Assessment for Faculty Services	810,000	810,000	274,040	33.83
	Assessment for Support Services	2,785,961	2,548,643	1,627,158	63.84
	Assessment for Student Activity Costs	147,949	122,608	116,183	94.76
	Assessment for Auxiliary Fees & Debt Service	892,586	739,480	707,113	95.62
	Assessment for Operating Costs	1,791,133	1,827,804	1,163,251	63.64
	<b>Total:</b>	<b>17,916,168</b>	<b>16,947,954</b>	<b>11,620,060</b>	<b>68.56</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,207,506)</b>	<b>(6,420,530)</b>	<b>(3,089,987)</b>	<b>48.13</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	7,584,426	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	2,500	
	Investment Income	7,194	7,194	3,552	49.38
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,088,220)	(1,034,584)	95.07
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,791</b>	<b>6,503,400</b>	<b>6,555,894</b>	<b>100.81</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Indirect Cost Recoveries	0	0	0	
	Transfers for Capital Projects	0	0	0	
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	11,658	21,458	0	0.00
	<b>Total:</b>	<b>(49,345)</b>	<b>(39,545)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>20,940</b>	<b>43,326</b>	<b>3,465,907</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>47,413</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>20,940</b>	<b>90,739</b>	<b>3,465,907</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,599,777</b>	<b>1,599,777</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>21,458</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,609,059</u></b>	<b><u>1,669,058</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

\* Unrestricted Net Asset Balance is 9.87% of the current budgeted total operating expense. Management has established a target of 15% or \$2,431,271 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, 2015

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,162,822	6,916,680	6,656,772	96.24
	Faculty Services Revenue	865,000	865,000	306,857	35.47
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	182,331	114,237	49,712	43.52
	Support Services Revenue	205,106	366,656	285,395	77.84
	Other Operating Revenues	286,792	296,792	16,552	5.58
	<b>Total:</b>	<b>9,702,051</b>	<b>8,559,365</b>	<b>7,315,288</b>	<b>85.47</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,586,601	6,291,977	4,453,579	70.78
	Benefits	1,488,383	1,462,116	975,842	66.74
	Student financial aid-scholarships	147,438	147,438	275,611	186.93
	Utilities	22,253	22,253	12,986	58.35
	Supplies and Other Services	1,929,642	1,583,539	1,301,000	82.16
	Equipment Expense	52,156	32,442	53,893	166.12
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	138,910	138,910	133,322	95.98
	Assessment for Faculty Services	810,000	810,000	274,040	33.83
	Assessment for Support Services	2,785,961	2,548,643	1,627,158	63.84
	Assessment for Student Activity Costs	147,949	122,608	116,183	94.76
	Assessment for Operating Costs	1,791,133	1,827,804	1,163,251	63.64
	<b>Total:</b>	<b>15,900,426</b>	<b>14,987,730</b>	<b>10,386,866</b>	<b>69.30</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,198,375)</b>	<b>(6,428,366)</b>	<b>(3,071,577)</b>	<b>47.78</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,584,426	7,584,426	7,584,426	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	3,552	49.38
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,088,220)	(1,034,584)	95.07
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,277,791</b>	<b>6,503,400</b>	<b>6,553,394</b>	<b>100.77</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Transfers for Capital Projects	0	0	0	
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	0	0	0	
	<b>Total:</b>	<b>(61,003)</b>	<b>(61,003)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>18,414</b>	<b>14,032</b>	<b>3,481,817</b>	
<b>* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>920,225</b>	<b>920,225</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>938.639</u></b>	<b><u>934.257</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of \$3,323,527

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

As of April 30, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	1,019,423	1,106,544	414,741	37.48
	Other Operating Revenues	94,602	122,036	83,465	68.39
	<b>Total:</b>	<b>1,114,025</b>	<b>1,228,580</b>	<b>498,206</b>	<b>40.55</b>
<b>OPERATING EXPENSE</b>					
	Salaries	301,970	331,588	165,849	50.02
	Benefits	48,893	43,581	24,406	56.00
	Student financial aid - scholarships	11,500	11,500	6,500	56.52
	Utilities	100	100	184	184.46
	Supplies and Other Services	714,570	774,528	303,159	39.14
	Equipment Expense	46,124	59,448	25,983	43.71
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,123,157</b>	<b>1,220,744</b>	<b>526,081</b>	<b>43.10</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(9,132)</b>	<b>7,836</b>	<b>(27,875)</b>	<b>(355.75)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	0	0	2,500	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	11,658	21,458	0	0.00
	<b>Total:</b>	<b>11,658</b>	<b>21,458</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>2,526</b>	<b>29,294</b>	<b>(25,375)</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>674,750</b>	<b>674,750</b>		
<b>Less: USE OF RESERVE</b>		<b><u>11,658</u></b>	<b><u>21,458</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>665,618</u></b>	<b><u>682,586</u></b>		

Pierpont Community and Technical College  
Board of Governors  
Financial Report  
For the period ending April 30, 2015

<b>New Grant Funds</b>	<b>7542.10</b>
DegreeWorks	7,542.10
<b>Gifts</b>	<b>0.00</b>
<b>Other Grant/Restricted Fund Related Changes</b>	<b>34,257.41</b>
Petroleum Technology Benedum	41,910.00
IECC Training Close	(7,652.59)
WV ADV SAP Close	(16,641.40)
<b>Net Change</b>	<b>0.00</b>

Pierpont Community and Technical College  
Budget vs Actual Statement of Revenues and Expenses  
For the period ending April 30, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	13,288,376	13,952,714	6,857,886	49.15
	State/Local Grants and Contracts	4,732,577	5,084,701.13	2,541,407	49.98
	Private Grants and Contracts	416,000	431,000	443,993	103.01
	<b>Total:</b>	<b>18,436,953</b>	<b>19,468,415</b>	<b>9,843,286</b>	<b>50.56</b>
<b>OPERATING EXPENSE</b>	Salaries	981,795	1,584,453	621,693	39.24
	Benefits	139,447	184,804	109,441	59.22
	Student financial aid-scholarships	22,953,501	23,003,001	12,151,817	52.83
	Supplies and Other Services	469,737	552,457	270,524	48.97
	Equipment Expense	1,927,673	1,220,049	128,839	10.56
	<b>Total:</b>	<b>26,472,153</b>	<b>26,544,764</b>	<b>13,282,314</b>	<b>50.04</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,035,200)</b>	<b>(7,076,349)</b>	<b>(3,439,027)</b>	<b>48.60</b>
<b>(EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	4,154,643	51.93
	Investment Income	0	0	23,703	0.00
	Gifts	24,995	24,995	0	0.00
		<b>8,024,995</b>	<b>8,024,995</b>	<b>4,178,346</b>	<b>51.93</b>
	Capital Expenditures		(967,825)	(678,302)	70.09
	Construction Expenditures	(9,653)	(9,653)	(9,252)	95.85
	Transfers for Fin Aid Match	61,006	61,006	61,006	100.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	<b>Total:</b>	<b>51,353</b>	<b>(916,471)</b>	<b>(626,548)</b>	<b>68.37</b>
<b>BUDGET BALANCE</b>		<b>41,148</b>	<b>32,175</b>	<b>112,771</b>	<b>350.49</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>2,232,907</b>	<b>2,232,907</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>2,274,055</b>	<b>2,265,082</b>		

**Tab**

**7**

**Pierpont Community & Technical College Board of Governors Meeting  
June 17, 2015**

<b>ITEM:</b>	<b>Five</b> Year Program Review: Applied Design, Associate in Applied Science (AAS) degree program
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year report and continuation of the Applied Design Associate in Applied Science (AAS) program at its current level of activity.
<b>STAFF MEMBER:</b>	Leslie Lovett
<b>BACKGROUND:</b>	The Applied Design Associate in Applied Science degree program viability has been reviewed by the program Advisory Board, external reviewer, faculty, Dean of Human Services, Vice President for Academic Affairs and the President. All are in agreement, that the program is of quality, with the possibility of growth and is applicable to the citizens and industry in north central West Virginia. The institution also recognizes that a comprehensive review/report of all Certificate in Applied Science (CAS), Associate in Arts (AA) and Associate in Applied Science (AAS) degrees is due December 2015.



**Tab**

**8**

**Pierpont Community & Technical College Board of Governors Meeting  
June 17, 2015**

<b>ITEM:</b>	<b>Five Year Program Review:</b> Emergency Medical Services (EMS) Associate in Applied Science degree (AAS) and Certificate in Applied Science (CAS) programs
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year report and continuation of the Emergency Medical Services Associate in Applied Science (AAS) program and the Certificate in Applied Science program at their current level of activity.
<b>STAFF MEMBER:</b>	Leslie Lovett
<b>BACKGROUND:</b>	The Emergency Medical Services Associate in Applied Science and Certificate in Applied Science degree program viability has been reviewed by the program Advisory Board, national accrediting agency, faculty, Dean of Human Services, Vice President for Academic Affairs and the President. All are in agreement, that the programs are of quality, with the possibility of growth and are applicable to the citizens and industry in north central West Virginia. The institution also recognizes that a comprehensive review/report of all Certificate in Applied Science (CAS), Associate in Arts (AA) and Associate in Applied Science (AAS) degrees is due December 2015.

**Tab**

**9**

**Pierpont Community & Technical College Board of Governors Meeting  
June 17, 2015**

<b>ITEM:</b>	<b>Five</b> Year Program Review: Paralegal Studies, Associate in Applied Science (AAS) degree program
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that the Pierpont Community & Technical College Board of Governors approve the five year report and continuation of the Paralegal Studies Associate in Applied Science (AAS) program at its current level of activity.
<b>STAFF MEMBER:</b>	Leslie Lovett
<b>BACKGROUND:</b>	The Paralegal Studies Associate in Applied Science degree program viability has been reviewed by the program Advisory Board, external reviewer, faculty, Dean of Human Services, Vice President for Academic Affairs and the President. All are in agreement, that the program is of quality, with the possibility of growth and is applicable to the citizens and industry in north central West Virginia. The institution also recognizes that a comprehensive review/report of all Certificate in Applied Science (CAS), Associate in Arts (AA) and Associate in Applied Science (AAS) degrees is due December 2015.

**Tab**

**10**

**Pierpont Community & Technical College Board of Governors Meeting**  
**June 17, 2015**

<b>ITEM:</b>	Three Year Program Post Audit: Electrical Utility Technology, Associate in Applied Science (AAS) degree program
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that the Pierpont Community & Technical College Board of Governors approve the audit report and continuation of the Electrical Utility Technology Associate in Applied Science (AAS) program (Power Systems Institute).
<b>STAFF MEMBER:</b>	Leslie Lovett
<b>BACKGROUND:</b>	The Electrical Utility Technology Associate in Applied Science degree program viability has been reviewed by the program Advisory Board, faculty, Dean of Workforce Development, Vice President for Academic Affairs and the President. All are in agreement, that the program is of quality, growth and is needed by the citizens and industry in north central West Virginia. The program is an excellent example of the partnership between business and education.

**Tab**

**11**

**Pierpont Community & Technical College Board of Governors Meeting**  
**June 17, 2015**

**ITEM:** Three Year Program Post Audit:  
Mechatronics Technology, Associate in Applied Science (AAS)  
degree program

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the audit report and continuation of the program as a concentration in the new Applied Process Technology Associate in Applied Science (AAS) degree program.

**STAFF MEMBER:** Leslie Lovett

**BACKGROUND:** The Mechatronics program viability and inclusion in the Applied Process Technology Associate in Applied Science (AAS) degree program has been reviewed by the program Advisory Board, faculty, Dean of Workforce Development, Vice President for Academic Affairs and the President. All are in agreement, that the program can better flourish as a concentration under the new degree program and approve the audit report to be submitted to the WV Council for Community and Technical College Education.



**Tab**

**12**

**Pierpont Community & Technical College Board of Governors  
Meeting of June 17, 2015**

***INFORMATIONAL ITEM***

<b>ITEM</b>	Pierpont Community & Technical College Logo for Locust Avenue Monument Shared Signage
<b>COMMITTEE</b>	Committee of the Whole
<b>STAFF MEMBER</b>	Steve Leach, VP of Organization and Development
<b>ATTACHMENT</b>	Example photo of the Locust Avenue monument with the chosen logo to be used on the shared space for Pierpont Community & Technical College and Fairmont State University.





PIERPONT  
COMMUNITY & TECHNICAL COLLEGE

SQUIBB WILSON BOULEVARD ENTRANCE



**Tab**

**13**

## **Pierpont Community & Technical College Board of Governors**

### **Meeting of June 17, 2015**

<b>ITEM:</b>	Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2015-2016
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	<p>Resolved that the Pierpont Community &amp; 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 2015-2016 Academic Year.</p> <p>Upon approval of the Pierpont Community &amp; Technical College's Board of Governors Meeting Schedule for Academic Year 2015-2016, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.</p>
<b>STAFF MEMBER:</b>	Cyndee K. Sensibaugh, Executive Assistant to the President and Board of Governors
<b>BACKGROUND:</b>	<p><i>In accordance with West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings.</i> 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 2015-2016 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.</p>



## **Meeting Dates for the Pierpont Board of Governors Academic Year 2015 - 2016**

### **2015**

August 18<sup>th</sup>  
September 15<sup>th</sup>  
October 20<sup>st</sup>  
November 17<sup>th</sup>  
December 4<sup>th</sup> – *BOG Retreat;*  
*8:00 am to 4:00 pm; location TBD*

### **2016**

February 16<sup>th</sup>  
March 15<sup>th</sup>  
April 19<sup>th</sup>  
May 17<sup>th</sup>  
June 21<sup>th</sup>

**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.”*

*Meetings start at 2:00 PM, unless otherwise noted.*



Pierpont Community & Technical College  
Board of Governors Meeting Dates

and

Agenda Book Deadlines

2015 – 2016

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Meeting Date

Agenda Book Deadline

2015

August 18, 2015

August 7, 2015

September 15, 2015

September 4, 2015

October 20, 2015

October 9, 2015

November 17, 2015

November 6, 2015

December 4, 2015 – BOG Retreat location TBD

2016

February 16, 2016

February 5, 2016

March 15, 2016

March 4, 2016

April 19, 2016

April 8, 2016

May 17, 2016

May 6, 2016

June 21, 2016

June 10, 2016

**Tab**

**14**



# **Pierpont Community & Technical College Board of Governors**

**Meeting of June 17, 2015**

**ITEM:** Appointment of 2015-2016 Academic Year Board Committee Officers for the Audit/Finance, Marketing, Regional Academics, and Transition 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 2015-2016 Audit/Finance, Marketing, Regional Academics, and Transition Committee officers.

**STAFF MEMBER:** James E. Griffin, Board Chair

**BACKGROUND:**

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014:

## **IV. Special Committees**

### **A. Appointment of Special Committees of the Board**

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee. Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings. Special committees may not act unilaterally for the Board. Committee members may conduct meetings via electronic conferencing.

Therefore, the Chair of the Pierpont Board of Governors will announce the appointment of the committee officers for the Audit/Finance, Marketing, Regional Academics, and Transition Committees by June 30 preceding the commencement of the term.



## **PIERPONT BOARD OF GOVERNORS 2014 – 2015 OFFICERS & COMMITTEES**

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

James Griffin – Chair  
Earl McConnell – Vice Chair  
Sharon Shaffer – Secretary

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

Chip VanAlsburg - Chair  
Earl McConnell - Vice Chair  
Sharon Shaffer – Recording Secretary

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### **Audit/Finance Committee**

Kyle Hamilton – Chair  
James Griffin  
Earl McConnell  
Rick Pruitte  
Chip VanAlsburg  
Dale Bradley – Staff Resource

### **Marketing Committee**

Barbara Pavel-Alvarez - Chair  
Linda Aman  
Beverly Jones  
Jeff Tucker  
Steve Leach – Staff Resource  
Steve Santilli – Staff Resource  
Bo Sellers – Staff Resource

### **Regional Academics Committee**

Sharon Shaffer – Chair  
Gene Weaver  
Earl McConnell  
Jeni Hawkins – Staff Resource  
Leslie Lovett – Staff Resource

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### **Presidential Evaluation Committee**

Eugene Weaver – Chair  
Kyle Hamilton  
Rick Pruitte

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

Gene Weaver - Chair  
Sharon Shaffer  
Kyle Hamilton

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

James Griffin  
Sharon Shaffer

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### **Transition Committee (established April 2015)**

Chip VanAlsburg– Chair  
James Griffin  
Earl McConnell  
Sharon Shaffer  
Leslie Lovett – Staff Resource  
Dale Bradley – Staff Resource

**Tab**

**15**

# **Pierpont Community & Technical College Board of Governors**

**Meeting of June 17, 2015**

**ITEM:** Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2015-2016 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 approval the election and establishment the Board of Governors Officers for the 2015-2016 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 appointments 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.*

# Tab 16

**Pierpont Community and Technical College  
Board of Governors  
Meeting of June 17, 2015**

**ITEM:** FY 2015 & 16 Capital Projects Budget Modification

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Pierpont Community & Technical College Board of Governors approves a modification to the \$3,890,000 in FY 2015 & 16 Capital Project budgets consisting of \$3,200,000 from Education and General Capital Funds and \$690,000 from Infrastructure Funds.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Since the approval of the February 19, 2015 FY 2015 and 2016 Capital Projects, the Physical Plant team found a state contract used by RESA for HVAC units that allows Higher Education to also buy from this contract. This locating of this contract allows for savings on the Education Building HVAC project of \$740,000 from \$1,200,000 down to \$488,580, see attached quote from Carrier.

Please see attached RESA contract and cost estimate to buy and install three HVAC units to replace equivalent units that exist on the Education building.

We request approval of this Education building HVAC project to be completed the summer of 2016. Note: The Carrier contract quotes are guaranteed through this period.

This significant savings allows us to plan for additional projects on the attached priority list; therefore, we are recommending adding to the 2015-2016 capital projects the following items:

- Colebank Hall HVAC at a total cost of \$469,960 using the same RESA contract (see attached quote), to be completed the summer of 2016.
- Classroom improvement funding for \$100,000 for FY 2016.
- Small project funding for \$141,460 for FY 2016.

See attached cost of the above HVAC replacement projects.





Address 2 Mission Way  
Scott Depot, WV, 25560  
Phone (304) 741-2538  
Fax (860) 998-9933  
E-mail tim.ball@carrier.utc.com

Contact Name TOM TUCKER  
Account Name FAIRMONT STATE UNIVERSITY  
Phone (304) 367-4139  
Site Address 1201 LOCUST AVE  
FAIRMONT, WV, 265542451

Estimate Date 04/02/2015  
Quote Number 00139372

Job Description **Education RTU Replacements**

Scope of Work

Carrier will replace three RTU's at Education Bldg.  
Carrier will replace roof curbs, and reconnect all utilities  
Carrier will supply crane and remove equipment from site  
Carrier will tie units in to CCN system and upload to Ivu  
This price includes startup and 1 year warranty from Carrier  
**Price is good until June of 2016.**

Exclusions / Clarifications

This quote does not include the waste disposal and labor performed outside normal business hours unless otherwise noted. In addition, the quoted price does not include any sales, excise, or similar taxes. any that apply will be added at cost.

- Relocating roof drains or vents if required
- Structural support steel
- Engineering

Total Quoted Price

**Total Price for Scope of Work excluding applicable taxes: \$488,580.00**

Carrier's terms and conditions will govern in lieu of any other terms and conditions contained in any resulting Purchase, Order, Contract, Agreement, etc. Carrier would like to thank you for the continuing opportunity to be of service.

Sincerely,

Tim Ball

Carrier Commercial Service

\_\_\_\_\_  
Title

\_\_\_\_\_  
Customer Acceptance (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order

The attached Terms & Conditions file shall govern.



Address 2 Mission Way  
Scott Depot, WV, 25560  
Phone (304) 741-2538  
Fax (860) 998-9933  
E-mail tim.ball@carrier.utc.com

Contact Name TOM TUCKER  
Account Name FAIRMONT STATE UNIVERSITY  
Phone (304) 367-4139  
Site Address 1201 LOCUST AVE  
FAIRMONT, WV, 265542451

Estimate Date 04/16/2015  
Quote Number 00152503

Job Description **Colebank RTU Replacements**

Scope of Work

Carrier will replace 4 RTU's on Colebank  
Carrier will connect all utilities and supply crane  
Remove old equipment from jobsite unless customer would like to scrap  
Carrier will tie in Ivu control system from basement and put new equipment into operation.  
Pricing is based on Tips Resa Guidelines  
**Price is good until June of 2016.**

Exclusions / Clarifications

This quote does not include the waste disposal and labor performed outside normal business hours unless otherwise noted. In addition, the quoted price does not include any sales, excise, or similar taxes, any that apply will be added at cost.

Work quoted for normal working hours

Does not include any roofing and do not foresee any roofing to be done.

Total Quoted Price

**Total Price for Scope of Work excluding applicable taxes: \$469,960.00**

Carrier's terms and conditions will govern in lieu of any other terms and conditions contained in any resulting Purchase, Order, Contract, Agreement, etc. Carrier would like to thank you for the continuing opportunity to be of service.

Sincerely,

Tim Ball

Carrier Commercial Service

Title

Customer Acceptance (signature)

Date

Purchase Order

The attached Terms & Conditions file shall govern.

**TITLE 133**  
**PROCEDURAL RULE**  
**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**  
**SERIES 30**  
**PURCHASING**

**§133-30-1. GENERAL**

- 1.1 Scope: This joint rule establishes rules and policies governing and controlling purchase, acquisition and inventory management of materials, supplies, equipment, services, construction, and printing, and disposal of obsolete and surplus materials, supplies, and equipment by the West Virginia Higher Education Policy Commission, created pursuant to West Virginia Code §18B-1B-1 and hereinafter referred to as the "Commission", the West Virginia Council for Community and Technical College Education, created pursuant to West Virginia Code §18B-2B-3 and hereinafter referred to as the "Council" and the institutional boards of governors, created pursuant to West Virginia Code §18B-2A-1 and hereinafter referred to as the "Governing Boards."
- 1.2 Authority: West Virginia Code §18B-5-4 through §18B-5-9.
- 1.3 Filing Date: December 21, 2004
- 1.4 Effective Date: January 21, 2005
- 1.5 Modification of Existing Rule: Title133, Series 30, Procedural Rule of the West Virginia Higher Education Policy Commission dated August 1, 2002.

**§133-30-2. DEFINITIONS**

- 2.1 As used in this rule, all terms have the same meaning as provided in West Virginia Code §18B-1-2, and as follows:
  - 2.1.1 "Buyer" means an individual designated by a chief procurement officer to perform designated purchasing and acquisition functions as authorized by the chief procurement officer.
  - 2.1.2 "Chancellor for higher education" means the chief executive officer of the Commission employed pursuant to West Virginia Code §18B-1B-5.
  - 2.1.3 "Chancellor for community and technical college education" means the chief executive officer of the Council employed pursuant to West Virginia Code §18B-2B-3.

## 8.17 Open End Contracts and Federal Contracts

8.17.1 The Commission, Council or a Governing Board and its institution(s) may enter into open end contracts for materials, supplies, equipment, services, construction and/or printing to supply their respective needs in the form of statewide contracts, blanket orders or price agreements. Once issued, purchases and acquisitions may be made from these contracts without securing any other bids or quotations. These contracts may be made available to other institutions, the Commission and Council for their use.

8.17.2 The Commission, Council, a Governing Board and its institution(s) may, without securing any other bids or quotations, make purchases from cooperative buying groups, consortia, the federal government and from federal government contracts if the materials, supplies, equipment, services, and printing to be purchased are available from these groups, consortia, or the federal government and its contracts, and if this is the most financially advantageous manner of making the purchase.

## 8.18 Essential Services

8.18.1 Essential services may be purchased and paid for by the Commission, Council, a Governing Board and its institution(s) without securing competitive bids or proposals or issuing purchase orders. Commodities in this category may include but are not limited to utilities of all kinds; postage; items for resale; municipal, county, state, and federal fees; student awards, stipends, loans and grants; shipping and freight charges; tuition and registration fees and refunds thereof; professional dues; etc. The Vice Chancellor for Administration shall issue guidelines for the purchase of and payment for essential services.

## 8.19 Motor Vehicle Purchase

8.19.1 The purchase and leasing of motor vehicles shall be consistent with this rule, and guidelines and procedures adopted by the Commission, Council, a Governing Board and the Vice Chancellor for Administration.

## 8.20 Procurement File

8.20.1 The chief procurement officer shall maintain a purchasing file for each procurement or acquisition. This file shall contain all relevant information pertaining to such purchase or acquisition, including

# CERTIFICATE OF AWARDED CONTRACT



THE INTERLOCAL PURCHASING SYSTEM

**Awards**

## **Carrier Corporation (Manufacturer) an Awarded Vendor Contract For Comprehensive HVAC Solutions & Services**

**Contract #1032615**

### **Contract Effective Dates**

**Year One – 03/26/2015 – 03/26/2016**

**Year Two -03/26/2016 – 03/26/2017**

**Year Three -03/26/2017 – 03/26/2018**

**\*Contract will automatically renew on the contract date if both parties agree and vendor has reported TIPS Sales during the previous 12 months.**

*Dr. David Fitts*

**Executive Director  
Region VIII ESC**



Visit [www.tips-usa.com](http://www.tips-usa.com) for details on this Awarded Vendor



THE INTERLOCAL PURCHASING SYSTEM

4845 US Highway 271 North, Pittsburg, Texas 75686

March 26, 2015

**Carrier Corporation (Manufacturer)**

Stephen Shelton  
1901 North Glenville Drive, Ste 702  
Richardson, TX 75081

**RE: TIPS Awarded Contract – Comprehensive HVAC Solutions & Services  
TIPS Contract Number - 1032615**

**CONTRACT AWARD**

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Comprehensive HVAC Solutions & Services under Contract Number **1032615** to **Carrier Corporation (Manufacturer)**. This contract will be in effect from 03/26/2015 through 03/26/2016. With the option for automatic annual renewal at each 12 month review for the next two consecutive years if both parties agree and vendor has reported TIPS sales. Total term of contract may be up to 36 months.

**CONTRACT ADDENDUMS**

Only items submitted on the original proposal can be sold through this contract. If you need to change pricing or add products this can be done through an Addendum to your Awarded Contract. You can only add items that are in the same category. Email the request to add products or change pricing to [kim.thompson@tips-usa.com](mailto:kim.thompson@tips-usa.com).

**2% REPORTING OF SALES TO TIPS**

Awarded Vendor will receive a monthly email for the TIPS Sales Submission Report. This spreadsheet report must be completed and returned to TIPS with the 2% of sales from TIPS Members if vendor has had sales paid during that month. If no sales were paid, then no report is due. IT IS A REQUIREMENT THAT WE HAVE BACK UP INFORMATION SUBMITTED WITH THE SUBMISSION CHECK THAT IDENTIFIES THE MEMBER NAME, STATE, SALE AMOUNT, AND the 2% AMOUNT.

**PROCESSING PURCHASE ORDERS**

Awarded Vendor MUST direct TIPS members to email all PO's to [TIPSPO@tips-usa.com](mailto:TIPSPO@tips-usa.com). TIPS office will validate purchase orders and forward to you as the Awarded Vendor for processing. Member will receive an email confirmation of the PO approval and a link to print a letter of authorization for their files.

**DOING BUSINESS IN WEST VIRGINIA**

**If your company can serve members in West Virginia, you must review, agree, sign and forward by US Mail the enclosed RESA-8 TERMS AND CONDITIONS document in the addressed envelope. If you do not sign and mail this document, then your company will not be afforded**



the opportunity to sell products or services to any of the West Virginia Members through the TIPS Vendor Awarded Contracts. Do not return this form to the TIPS, Form must be mailed to the RESA-8 Office in West Virginia at 109 South College Street, Martinsburg, West Virginia 25401. You must have this document signed by RESA 8 prior to selling products through TIPS to WV members.

#### **VENDOR WEB PAGE REVIEW**

Go to [www.tips-usa.com](http://www.tips-usa.com) Hover over "Contracts" and click on "All Contracts". Find your company in the list and click on your company name. Take a moment to review the information posted for your company. Notify the TIPS office at 866-839-8477 of changes. If you would like to have your company logo displayed on your vendor page, you may email it to TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) and we will be glad to add it to your vendor page. Format: (JPG – 350 x 350 Pixels – White or Transparent Background Color – Your logo does not have to be square; it has to fit on a 350 x 350 square space)

#### **SETTING UP VENDOR LOGIN AND PASSWORD FOR TIPS**

Individual Awarded Vendors must set up their own TIPS Login and Password. (Primary Contact Only) Here are the instructions:

1. Go to [www.tips-usa.com](http://www.tips-usa.com)
2. Hover over "Vendors" and click on "Vendor Login".
3. Click on "Reset Password" link.
4. Enter your email address, verify email address and click on "Send".
5. An automated email will be sent to the user. Click on the link in the email to complete the login setup.

Not all information can be changed by the vendor. If you are not able to update some information, notify the TIPS Office at [tips@tips-usa.com](mailto:tips@tips-usa.com) and request a vendor contract change. Some changes may require Board Action through an Addendum to the Vendors Contract. (i.e. name change, product changes, pricing, etc...)

You can also set up additional account users for your company. These users will not have the ability to make changes to the vendor profile. But they will be able to access TIPS Membership Information which will assist them in identifying new members for sales transactions.

#### **To SET-UP ADDITIONAL USERS:**

Hover over "My Account" and click on "Authorized Users – Click on Add Users. Fill in the required fields of information then click ADD. Users can be given FULL or VIEWER permissions. Full permission gives the user the same access as the Primary Contact. The person responsible for paying the TIPS 2% Admin Fee needs FULL permissions. *NOTE: the only person who can set up additional users is the Primary Contact for the Vendor Contract.*

#### **SIGNING UP NEW TIPS MEMBERS**

Awarded Vendors assist TIPS by signing up new TIPS members. New members bring in additional sales for all TIPS Awarded Vendors. Membership forms (Interlocal Agreement and Board Resolution) are available on the TIPS website. Click on Members then Click on the respective state to view/print documents.

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 17, 2015**

**ITEM:** FY 2015 & 16 Capital Projects

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Pierpont Community & Technical College Board of Governors approves the \$3,890,000 in FY 2015 & 16 Capital Project budgets consisting of \$3,200,000 from Education and General Capital Funds and \$690,000 from Infrastructure Funds.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** A couple of years have passed since new capital projects recommendations have come to the Boards for approval. There are a number of projects that need to be addressed. These projects are listed and prioritized on the attached document. Unfortunately, funding for all of these projects is not available, so highlighted in green are those projects that are recommended to occur with the funding available at this time. Please note: The projects highlighted on the E&G Capital list total \$3,200,000. These projects are targeted to begin in the summer of 2016 because of the necessary planning and bid process needing to occur. As well, these building repairs will need to be done over the summer months and the buildings will need to be unoccupied during construction. We anticipate that all of the funding required for the Education and Jaynes Hall buildings will be available by the start of these projects in the summer of 2016 (currently there is \$2,054,103 available). If the E&G Capital projects totaling \$3,200,000 are approved we will be moving forward with hiring the A&E firm to plan these HVAC replacements for the summer of 2016.



Infrastructure projects highlighted in green on the attached list total \$690,000. There is \$693,800 in Infrastructure funds available to begin these projects once approved.

Our projection for FY 2015 for E&G Capital Fee Revenue in excess of debt service payments is approximately \$1,404,007. In FY 2013 this value was \$1,912,375.

Our projection for FY 2015 for Infrastructure Fee Revenue in excess of debt service payments is approximately \$436,750. In FY 2013 this value was \$617,820.

Enrollment declines over the past two years have made it difficult to address the short and long term maintenance needs for the co-owned facilities supported by the E&G Capital and Infrastructure fees. Besides the attached short term list the facilities team is pulling together a 20-year project schedule showing the repair and replacement needs of our current E&G facilities and the infrastructure projects that will need to be dealt with. This information will be shared in the next couple of months.

Additionally the Higher Education Policy Commission has hired a consulting firm (Sightlines) to review and report on the facilities across all HEPC institutions. Our facilities staff has been working with Sightlines for the past four months and their report is being finalized for presentation to the Boards of Governors for the co-owned campus prior to final submission to the Higher Education Policy Commission.

# CAPITAL PROJECT PLAN FY 2015

## E&G PRIORITY LIST

Priority	Building	Project	Notes	Amount
1	Campus Wide	Small Projects	Needed yearly for various small projects - already funded FY 15	\$ 175,000.00
2	Campus Wide	Academic Fund	Needed yearly for academic projects - already funded FY 15	\$ 100,000.00
3	Hazardous Waste Bldg	Building Replacement	Already funded FY 15	\$ 40,000.00
4	Caperton Center	Boiler Replacement & Controls	Already funded FY 15	\$ 400,000.00
5	Education & Jaynes	HVAC Evaluation & Design		\$ 200,000.00
6a	Education Bldg	HVAC Unit 1	life cycle renewal	\$ 400,000.00
6b	Education Bldg	HVAC Unit 2	life cycle renewal	\$ 400,000.00
6c	Education Bldg	HVAC Unit 3	life cycle renewal	\$ 400,000.00
7	Jaynes Hall	HVAC Replacement	life cycle renewal	\$ 1,800,000.00
8a	Colebank Hall	HVAC - AHU 4 & Control Panel		\$ 400,000.00
8b	Colebank Hall	HVAC - AHU 2 & 3		\$ 800,000.00
8c	Colebank Hall	HVAC - AHU 1		\$ 400,000.00
9	Turley Center	Roof Renewal		\$ 400,000.00
10	Wallman Hall	Roof Renewal		\$ 300,000.00
11	Education Bldg	Elevator Upgrades		\$ 125,000.00
12	Colebank Hall	Elevator Upgrades		\$ 125,000.00
13	Musick Library	Elevator Upgrades		\$ 150,000.00
14	Hardway Hall	Roof Renewal & Waterproof		\$ 600,000.00
15	Musick Library	MMA & MMA Chairs		\$ 150,000.00
16	Wallman Hall	Painting - Classroom & Tower Room		\$ 100,000.00
17	Jaynes Hall	Interior Painting & Classroom		\$ 240,000.00
18	Hunt Haught Hall	Window Replacement		\$ 750,000.00
19	Jaynes Hall	Window Replacement		\$ 525,000.00
20	Parking Garage	Elevator Addition		\$ 300,000.00
				<b>\$ 9,280,000.00</b>

## 2015 Capital Projects Descriptions

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### E&G Projects

#### 1 Small Projects

Addressing various office and classroom renovation/upgrades along with other miscellaneous projects. Provide drainage for lot 14, replace concrete, sidewalks, catch basins, and drains.

#### 2 Academic Fund

This fund is established every year. The Academic Deans for both institutions decide how this is spent.

#### 3 Hazardous Waste Building Replacement

The existing building is in very poor condition due to the exposure to various hazardous waste materials over the years. The enclosure is dilapidating and no longer serving its purpose and needs to be replaced.

#### 4 Caperton Center Boiler Replacement & Controls

We have chronic issues with the boilers at Caperton Center. This equipment has reached the end of its life-cycle and needs to be replaced. We also cannot view or control this equipment remotely, so controls will be added to improve functionality.

#### 5 Education & Jaynes Hall - A&E for HVAC Evaluation & Design

Contract with engineering firm to assess the existing HVAC equipment at Education Building and Jaynes Hall and propose a new mechanical system solution with recommendations and cost estimates.

##### 6a Education HVAC Unit 1

The HVAC unit 1 (located on the roof) is structurally failing and requires constant maintenance to keep in working order. This unit is over 25 yrs old and has exceeded its expected life span and requires replacement.

##### 6b Education HVAC Unit 2

The HVAC 2 unit (located on the roof) is structurally failing. A special coating has been installed to try and repair to unit and keep it from leaking into the building. This unit is over 25 years old and has exceeded its expected life span and requires replacement.

##### 6c Education HVAC Unit 3

The HVAC 3 unit is structurally failing and requires constant maintenance to keep in working order. This unit is over 25 years old and has exceeded its expected life span and requires replacement.

#### 7 Jaynes Hall HVAC Replacement

Determine the best solution to renovate the entire buildings HVAC and proceed with a complete overhaul of the buildings mechanical systems. The existing equipment has reached the end of its life cycle and needs to be replaced in its entirety. Due to the complexity of this project it cannot be broken down into phases; the scope requires more than just equipment replacement.

**8a Colebank Hall HVAC AHU 4 & Control Panel**

The Air Handling Unit that serves the third floor of Colebank has reached the end of its life-cycle and needs to be replaced as well as the current control panel.

**8b Colebank Hall HVAC AHU 2 & 3**

The two Air Handling Units that serve the second floor Gym has reached the end of its life-cycle and needs to be replaced. This equipment is heavily used due to special events.

**8c Colebank Hall HVAC AHU 1**

The Air Handling Unit that serves the first floor of Colebank has reached the end of its life-cycle and needs to be replaced.

**9 Turley Center Roof Renewal**

Turley Center roof warranty expired 5/28/2010. We have known leaks on the system at the lapped joints of the rubber membrane. These systems are past their expected life and require replacement.

**10 Wallman Hall Roof Renewal**

Wallman Hall roof warranty expired 6/05/2001. We have known leaks in this system. The roof has exceeded its expected life and must be replaced.

**11 Education Building Elevator Upgrades**

The Education elevator is original to the building. It is very important to have this elevator upgraded.

**12 Colebank Hall Elevator Upgrades**

The Colebank Hall rear elevator is functional but is due for upgrades. Propose a elevator modernization package: including controller, tank, pump, solid state starter, valve, fixtures, door operator, battery backup and fire service operation. With an alternate for a cab upgrade.

**13 Musick Library Elevator Upgrades**

The Musick Library elevator is functional but is due for upgrades. Propose a elevator modernization package.

**14 Hardway Hall Roof Renewal & Waterproof**

Hardway Hall roof warranty expired 2/22/1996. These systems are past their expected life and are due for replacement. The exterior envelope of this building including : brick, stone lintels, and terra cotta all need repaired, cleaned, and waterproofing applied to seal these materials as a necessary preventative measure.

**15 Musick Library MMA & MMB Chairs**

The stationary chairs in the Musick Library Multi-Media A&B Classrooms are due for replacement. The chairs are in poor condition and are out dated. It is becoming extremely hard to find parts to maintain and keep operational.



**16 Wallman Hall Painting - Classroom & Tower Room**

Some painting was incorporated in the Wallman Hall Renovation in 2013. However some classrooms remain and need the walls patched and painted. As well, the Tower Room needs plaster repair, paint, and other upgrades.

**17 Jaynes Hall - Interior Painting & Classroom**

With the help of student work the hallways and stairwells were painted over last summer. This year we need to proceed with patching and painting of the classroom walls.

**18 Hunt Haught Hall Window Replacement**

The window systems are original to the building and are in poor condition. The existing are not energy efficient, some panels are loose, and gaskets have failed.

**19 Jaynes Hall Window Replacement**

The replacement windows at Jaynes Hall are in poor condition. The windows need to be replaced with a newer higher efficiency window.

**20 Parking Garage Elevator Addition**

When the Parking Garage was constructed a third elevator shaft was put in place for expansion at a later date. Due to the heavy traffic use the third elevator is needed. To install this elevator it will require extensive work with the elevator pit, mechanical relocation, and other coordination issues.

# CAPITAL PROJECT PLAN FY 2015

## INFRASTRUCTURE PRIORITY LIST

Priority	Building	Project	Notes	Amount
1	Campus Wide	Landscaping	Already funded FY 15	\$ 100,000.00
2	Campus Wide	Small Projects	Already funded FY 15	\$ 22,000.00
3	Campus Wide	Camera Security System		\$ 350,000.00
4	Infrastructure	Walks Around Hardway		\$ 150,000.00
5	Signage	Entrance Signage Update		\$ 40,000.00
4	Infrastructure	Paving		\$ 150,000.00
7	Infrastructure	Road to Tennis Court	Funds remaining in Current Paving Budget to fund this.	\$ 40,000.00
8	Campus Wide	Veterans Memorial Wall	Not currently funded	\$ 20,000.00
9	Campus Wide	Emergency Phones		\$ 100,000.00
				<b>\$ 972,000.00</b>

## 2015 Capital Projects Descriptions

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### Infrastructure Projects

#### 1 Landscaping

Provide miscellaneous landscaping and required equipment for campus. Trying to get away from annuals and utilize perennials.

#### 2 Small Projects

See #1 E&G Projects

#### 3 Campus-wide Camera Security System

This would be an ongoing project. Prepare an RFP to select a campus wide camera security system to be incrementally expanded on over a period of time to provide monitoring of our Student Housing, Falcon Center, Feaster Center, Parking Garage, Academic, and Administrative buildings on all campuses. The funds allocated in this fiscal year will be used to purchase the base system and put in place a number of cameras in locations that will allow security to record activity in key locations. Since we are starting this project from ground zero, the growth of the number of cameras across the campus will take several years to accomplish. Before any investment of these funds, a comprehensive report will come before both boards for final approval.

#### 4 Infrastructure: Walks Around Hardway

The concrete sidewalks around Hardway Hall are deteriorating and need replaced. They require constant maintenance and are a safety hazard.

#### 5 Signage: Entrance Signage Update

The entrance signs at both Locust avenue entrances need to be updated so that both institutions are clearly identified at the main entrances to the shared campus.

#### 6 Infrastructure - Paving Projects

Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.

#### 7 Infrastructure - Road to Tennis Courts

In 2012 Phase I of the rehabilitation and paving of the tennis court access road was completed. Phase II includes continuing the drainage ditch, road widening, and paving of the remaining road and small parking lot.

#### 8 Veterans Memorial Wall

#### 9 Emergency Phone Upgrades

Upgrade Emergency Phone Systems, as needed, throughout campus to develop a more secure and safe campus.