



BOARD

of

GOVERNORS

MEETING

June 18, 2013

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

June 18, 2013

Falcon Center Board Room

1:00 P.M. North Central Advanced Technology
Center Advisory Board Meeting
Falcon Center Board Room

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

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

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

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

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

Pierpont Community & Technical College
Board of Governors Meeting
June 18, 2013

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of Minutes (*May 21, 2013*)

Tab 1 – Informational
Tab 2 – Informational
Tab 3 – Action Item

Special Recognitions

No recognitions this month

Operation Reports

1. President's Summary on Cabinet Retreat (*Provided by Leslie Lovett for Dr. Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)

Committee of the Whole

1. Financial Report for April 2013 (*Dale Bradley*) *Tab 4 – Informational*
2. Construction Projects Progress Report (*Tom Tucker*) *Tab 5 – Informational*
3. Board Officers and Committees Appointments Review for AY 2013-2014 *Tab 6 – Action Item*
(*Chairman Earl McConnell and Gene Weaver – Chair of BOG Nominating Committee*)
4. AY 2013-14 Textbook Adoptions Report (*Leslie Lovett*) *Tab 7 – Action Item*
5. Policy #15 - Grade Point Average for Associate and Baccalaureate Degrees *Handout - Action Item*
Resolution for Nomenclature Revisions
6. Resolution to Establish the School of Workforce Development *Handout - Action Item*

Committee Reports

1. Audit/Finance Committee Report (*Dale Bradley*)
 - a. Approval to Complete Campus and Facilities Master Plan
 - b. Approval of E&G Capital Funds for Veterans Square – Phase I

Tab 8 – Action Item
Tab 9 – Action Item

2. Regional Academics Committee Report (*Tom Stose*)
3. Marketing Committee Report (*Sharon Shaffer*)

New Business

1. Tentative Board of Governors meeting July 16, 2013

Old Business

Public Comment

Possible Executive Session

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

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

The next Board of Governors Meeting will be held on Tuesday, August 21, 2013 at 2:00 PM – Location TBD.

Tab

1

Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

Tab

2

Acronyms Used in Higher Education

AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACMC	
AS	Associate of Science
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATE	Advanced Technical Education
BOE	Board of Education
CAS	Certificate of Applied of Science
CASE	Council for Advancement and Support of Education
CCA	Complete College America
CCCT	Community College and Career Training
CCRC	Community College Research Center
CE	Continuing Education
CFWV	College Foundation of West Virginia
CITE	Center for Information Technology Education
CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education
CRD	Council for Resource Development
CTCS	Community and Technical College System
CUPA HR	College and University Professional Association for Human Resources

CWE	Center for Workforce Education
DOE	Department of Education
DOL	Department of Labor
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
ERP	Enterprise Resource Planning
ETA	Employment Training Administration (within DOL)
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LOCEA	Legislative Oversight Committee for Education Accountability
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCTAC	National Council of Advanced Technology Centers
NCMPR	National Council for Marketing and Public Relations
NISOD	National Institute for Staff and Organizational Development
NSF	National Science Foundation
OWHE	Office of Women in Higher Education
SAP	German Software Corporation, S ystems, A pplications, and P roducts (in Data Processing) or S atisfactory A cademic P rogress

SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)
STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training

WIA	Workforce Investment Assistance (federal law)
WIB	Workforce Investment Board (regional agency)
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

Tab

3

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 21, 2013
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 21, 2013, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members:

Chairman Earl McConnell, Linda Aman (by phone), Jim Griffin, Kyle Hamilton (by phone), Beverly Jones, Rick Pruitte, Sharon Shaffer, Tom Stose, Gene Weaver and from the Student Government Association were Jessica Cale (2013-2014) and Barbara Hendrey (2012-2013).

Board members absent were:

Jeff Tucker

Chairman Earl McConnell welcome as a special guest, Jay Rogers, City Manager of Fairmont.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Sarah Hensley, Rob Linger and Paul Schreffler.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

Moment of Silence

Prior to the start of the meeting, Jim Griffin called for a moment of silence for the citizens of Oklahoma who are mourning the loss of lives and dealing with the devastation of an F5 tornado.

Approval of Minutes

The minutes of April 24, 2013 were presented for approval. Mr. Jim Griffin offered a Motion that the minutes of April 24, 2013 be Approved, as presented. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- *Mr. James Savchuck* was recognized for saving the life of a student at the Caperton Center in Clarksburg by his astute observation that the student was unresponsive. Mr. Savchuck 's quick action enabled the staff to call for immediate medical attention. According to EMS personnel, the student was in grave danger and Mr. Savchuck's prompt action likely saved the student's life.
- *Jessica Cale* was formally introduced as the 2013-2014 Student Government Representative to the Pierpont Board of Governors. Jessica is enrolled as a student in Pierpont's Medical Laboratory Assistant Certificate program and is beginning the Medical Laboratory Technology program. Jessica is a member of the Rugby team and is involved in campus club sports, serving as the Vice President of the Club. She is an active member of the Shinnston Community Band and interns at Pierpont's Center for Workforce Education.
- *Barbara Hendrey* was thanked for her service to the Board as the 2012-2013 Student Government Representative. Barbara has proven herself as a worthy advocate to represent Pierpont's student body, and actively participated in matters before the Board. Barbara served on the Audit/Finance Committee. Barbara graduated on May 10th with an Associate of Applied Science in Pierpont's Veterinary Technology program.

President's Report

Dr. Doreen Larson focused her report to the Board on Pierpont's stated strategic vision – our vision to transform Pierpont from a best-kept secret to a well-known asset.

A key term in that vision statement is "asset." It is Pierpont's aspiration to become not only a source of quality education, but to truly act as an agent of positive change in our communities. Pierpont is committed to sharing our assets and we have many.

An example of our vision that is quickly becoming reality is the Pierpont Center at MTEC project. Pierpont has a critical need for programming space in Morgantown. MTEC also had a need to expand and had land available on their site. Pierpont was able to leverage our capital assets in partnerships with the Monongalia Board of Education to use the land available and the MTEC labor available to construct a facility that was affordable to both partners and can be shared for programming. The Pierpont Center at MTEC will truly be a new asset to the Morgantown area, our MTEC partners and new and continuing Pierpont students.

Dr. Larson then highlighted the Pierpont Center at Veterans' Square. After many discussions, plans, and paperwork, Pierpont received the final approval needed at the May CTCS Council meeting permitting us to enter into a 5-year lease agreement for classroom and administrative space at Veterans' Square in downtown Fairmont. There is energy, creativity, teamwork, and optimism afoot in the city of Fairmont and Pierpont is jumping into that mix with enthusiasm.

Pierpont Community & Technical College will lease vacant space at Veterans' Square in downtown Fairmont which will enable it to begin establishing an independent Fairmont City Campus. Pierpont proposes to enter into a five year lease for a total of 26,923 additional square feet in Veterans' Square. This space will be leased in phases as programs/services are transitioned to Veterans' Square from the campus it currently shares with Fairmont State University.

In the first phase, Pierpont will lease 10,962 square feet beginning July 1, 2013, and in the second phase beginning July 1, 2014, Pierpont will lease an additional 15,961 square feet. Pierpont currently leases 11,995 square feet on the ground floor which houses the Center for Workforce Education (CWE). With the additional space leased in phases one and two, Pierpont will have a total of 38,918 square feet available to establish its Downtown Center.

An additional 16,949 square feet will become available within two years when the new State Office Complex is completed across the street from Veterans' Square. The state offices currently in Veterans' Square will move into the new State Complex.

Due to Pierpont's CWE already being located in the facility, Pierpont's information technology infrastructure is already in place and only needs to be extended to the additional leased spaces. Faculty and staff parking is available in the private parking under Veterans Plaza and is included in the lease costs. Student parking is available in the City of Fairmont parking garage across the street from Veterans Square as well as other City lots adjacent to the facility.

Because the facility was redesigned as an office complex with large open spaces for modularized furniture, Pierpont can effectively utilize the space with minimal interior modifications. Most of the office furnishings and program specific equipment will be transferred to the facility as programs relocate, thereby minimizing the cost for new furnishings.

The CWE staff and services will operate cooperatively with the various academic programs transferred to Veterans Square until the CWE staff and services are relocated to the North Central West Virginia Advanced Technology Center in 2015.

The space at Veterans' Square is an important complement to the North ATC project underway at the I-79 High Tech Park. There are many Pierpont programs needing new space that are not included in the North ATC facility. Fortunately, several of these programs lend themselves to location in a downtown environment. Pierpont's Applied Design would be the first to locate downtown.

Dr. Larson thanked Rachel Beach, Pierpont's faculty in Applied Design, for spearheading this project, utilizing her expertise in facility design, and for her patience with the red tape and processes needed to make a project of this nature become a reality.

Dr. Larson then provided a brief PowerPoint presentation on the Veteran's Square project with Rachel Beach on the plans for the renovation of the space with a close up view of office and classroom space. Rachel showed the color schemes and artwork to the Board.

Barbara Hendrey asked about transportation for students to get from the Fairmont Campus to the Veterans Square location. Brian Floyd stated that the faculty is looking at this very closely and is working with the Transit Authority, and there is parking downtown available. Meal plans were also discussed to look at alternatives and the student by student needs.

Jay Rogers stated that the city is looking at how to revitalize downtown Fairmont, and that Pierpont will be the game changer, the partner to bring a positive change. Fairmont needed this partner in Pierpont. Mr. Rogers then presented a banner to welcome Pierpont to Veterans Square.

Dr. Larson stated that work on the building will begin almost immediately, with the building being used as early as June 20th to celebrate the first 150 years of the great state of West Virginia.

Dr. Larson then wished the graduates much success and in thanked the Pierpont faculty, staff and administration for their commitment to student success. As of May, there are almost 500 new Pierpont graduates – the most valuable resource that Pierpont has to offer.

Operation Reports

- Leslie Lovett provided an annual school report for the Academic Affairs.
- Paul Schreffler presented the Center for Workforce Education report
- Joyce Ross and Miwa Edwards gave a slide presentation for the 2012 Annual Classified Staff Council report
- There was no Faculty Assembly report provided
- There was no Student Government report provided

Committee of the Whole

➤ *Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of March 31, 2013. A complete summary was provided in the May 21, 2013 Board of Governors book.

➤ *Capital Projects Update*

Tom Tucker provided a progress report of the Capital Projects for FY 2013, and of the facilities construction completion status. Dr. Larson thanked Mr. Tucker for the beautiful work that the Physical Plant did on the Commencement Program. A summary report was provided in the May 21, 2013 Board of Governors book.

➤ *Five Year Program Reviews*

Ms. Leslie Lovett provided, in accordance with WVCTC Title 133, Series 10, a 5-year program review for the following:

- Programs waiting for receipt of review by the Office of Academic Affairs are – Associate of Applied Science, Para-Educational and Paraprofessional in Education Certificate of Applied Science. A report will be given at the June Board of Governors meeting on the status of these programs.
- Programs given additional time to gather information until July 31, 2013 are – Associate of Applied Science, Paralegal, and Associate of Applied Science, Respiratory Care.
- Programs reviewed by the program faculty, the appropriate School Dean, the Provost & Vice President for Academic Affairs, and the President with a recommendation of continuation of the programs at the current level of activity are – AAS Degrees in Aviation Maintenance Technology, Early Childhood, Drafting/Design Engineering Technology, and Graphics Technology.

Jim Griffin offered a Motion to Accept the recommended continuation of the programs at the current level of activity for the AAS Degrees in Aviation Maintenance Technology, Early Childhood, Drafting/Design Engineering Technology, and Graphics Technology. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Finance/Audit Committee*

a. FY 2014 Unrestricted Education and General (E&G) Budget Approval

Mr. Dale Bradley presented a Resolution to the Board for Approval of the FY 2014 Unrestricted Education and General (E&G) Budget. Mr. Bradley provided documentation that was presented to the Audit/Finance Committee for review. A budget comparison has been completed for all Unrestricted Funds, including a comparison of the President-controlled and Fund Manager-controlled funds.

Approving the budget will also allow for the Mercer Step Pay raises to be effective on July 1, 2013 and faculty promotions to be effective with the beginning of their AY 2013-2014 contracts.

Complete financial documentation detail was provided to the Board at this May 21, 2013 Board of Governors meeting.

Mr. Jim Griffin presented a Motion to Accept the FY 2014 Unrestricted Education and General (E&G) Budget, as presented. Mr. Kyle Hamilton seconded the motion. All agreed. Motion carried.

➤ *Off Campus/Regional Academics Committee Report*

Mr. Tom Stose reported that there will be an MTEC open house scheduled in the Fall. The ATC redesign is complete and bids are scheduled.

➤ *Marketing Committee Report*

Ms. Sharon Shaffer reported that there will be a press release event held at the Robert H. Mollohan building on May 29 to announce the new Petroleum Technology program. Also, the Pierpont Marketing staff will be restructuring, with Sarah Hensley taking a part time position for internal communications for Pierpont.

Public Comment

No signatures were recorded.

New Business

Dr. Larson announced that Julia Pierpont Day will be held on May 25th at the Center for Workforce Education and a ceremony at Woodlawn Cemetery. Dr. Larson invited all Board members to attend.

Old Business

No old business to report.

Executive Session

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

Exiting Executive Session

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

Items Presented for a Motion from Executive Session

Kyle Hamilton provided a motion to authorize approval for the Pierpont Administration to move forward in leasing of property for the Pierpont Community & Technical College, Petroleum Technology Program. Jim Griffin seconded the motion. All agreed. Motion carried.

Adjournment and Next Meeting

There being no further business, Jim Griffin made a motion to adjourn. Sharon Shaffer seconded the motion. All Agreed. The Board meeting was adjourned at 3:50 PM. The next Pierpont Board of Governors Meeting will be held on Tuesday, June 18, 2013 at 2:00 PM, in the Falcon Center Board Room.

Tab

4

**Board of Governors
Financial Report FY 2013
Pierpont Community & Technical College
as of April 30, 2013**

SUMMARY:

The projected effect on net assets for FY 2013 as of April 30, 2013 is an increase of \$325,744 which includes \$277,239 in additional personnel budget savings. However, this amount includes a Board Finance and Audit Committee approved spend down of \$431,563 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is a decrease of (\$105,819).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2013 is \$48,505. This represents a budget decrease of (-\$3,617) from the March 31, 2013 report. The adjusted budget balance is (-\$383,058) after removing the approved cash reserve spending. As of this report date, approximately 94% of projected tuition and fees revenue and approximately 88% of overall revenues have been realized while approximately 75% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the March 31, 2013 report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$9,173. This was due to the following changes:
 - The Fund Manager controlled “Tuition and Fees” revenue increased by \$1,995 in recognition of additional revenues recognized by the EMS Program.
 - The Fund Manager controlled “Other Operating Revenue” increased by \$1,678 in recognition of additional revenues recognized by the EMS Program.
 - The President “Other Operating Revenue” increased by \$5,500; \$5,000 of which was due to recognition of additional revenues to be received associated with hosting the WVADE WVCCA Conference and a \$500 increase associated with additional revenues associated with the Life Long Learners activities.
- **Operating Expenses Budget:**
 - Increased by \$34,090. This was due to the following changes:
 - The President controlled “Salary” expense budget increased by \$4,201 due to budget moves between labor positions.
 - The Fund Manager controlled “Salary” expense budget decreased by (-\$52,593) due to budget transfers related to labor, supplies, utilities and equipment.
 - The President controlled “Benefits” expense budget increased by \$5,431 due to the above budget move and PEIA update to a position.
 - The Fund Manager controlled “Benefits” expense budget decreased by (-\$5,531) due to budget transfers related to labor, supplies, utilities and equipment.

- The President controlled “Utilities” expense budget decreased by (\$293) due to expense budget transfers related to labor, supplies and equipment.
 - The President controlled “Supplies and Other Services” expense budget increased by \$7,449 due to budget transfers related to labor, supplies, utilities and equipment.
 - The Fund Manager controlled “Supplies and Other Services” expense budget increased by \$61,798 due to budget transfers related to labor, supplies, utilities and equipment.
 - The President controlled “Equipment Expense” expense budget decreased by (-\$1,400) due to budget transfers related to labor, supplies, utilities and equipment.
 - The Fund Manager controlled “Equipment Expense” expense budget increased by \$21,300 due to an approved expenditure of reserves for the Office Management Technology Program to purchase a portable computer lab by the Board Finance and Audit Committee.
 - The President controlled “Assessment for Support Services” expense budget decreased by (-\$6,272) due to multiple PEIA updates by the University associated with Academic Advising, Enrollment Services and CIO Information Technology.
- **Transfers & Others**
 - Increased by \$21,300. This was due to the following change:
 - The Fund Manager controlled “One Time Use of Reserves” increased by \$21,300 to allow the Office Management Technology Program to purchase a portable computer lab. This increase in the “One Time Use of Reserves” was approved by the Board Finance and Audit Committee.

Of the adjusted projected effect on net assets of an increase of \$325,744 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$42,274; Personnel Budget Savings are projected to be \$325,744; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$6,231 with Board approved spending of \$431,563 in cash reserves. The Year-To-Date Actual Budget Balance is \$3,413,048.

RESTRICTED FUNDS:

Changes to revenue and expenditures of \$71,265 were recognized during the month of April. The specific grant changes are identified within the Restricted Funds Report in “New Grant Funds” and “Other Grant/Restricted Fund Related Changes”.

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

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

As of April 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	9,559,530	9,583,099	8,975,317	93.66
	Faculty Services Revenue	1,502,589	1,502,589	1,255,699	83.57
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	1,162,390	95.69
	Operating Costs Revenue	124,691	135,289	76,359	56.44
	Support Services Revenue	290,966	279,899	159,327	56.92
	Other Operating Revenues	415,347	448,925	190,605	42.46
	Total:	13,107,909	13,164,587	11,819,696	89.78
OPERATING EXPENSE	Salaries	7,130,094	7,168,298	5,628,253	78.52
	Benefits	1,545,912	1,595,687	1,187,110	74.39
	Student financial aid-scholarships	140,844	140,844	150,599	106.93
	Utilities	4,699	4,406	3,024	68.62
	Supplies and Other Services	2,446,415	2,713,456	1,752,440	64.58
	Equipment Expense	134,692	182,486	113,165	62.01
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	122,812	105.36
	Assessment for Faculty Services	1,272,439	1,272,439	1,340,734	105.37
	Assessment for Support Services	3,498,892	3,499,971	2,158,885	61.68
	Assessment for Student Activity Costs	179,411	179,411	165,440	92.21
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	1,110,969	91.45
	Assessment for Operating Costs	2,345,039	2,213,532	1,536,338	69.41
	Total:	20,029,782	20,301,876	15,269,767	75.21
OPERATING INCOME / (LOSS)		(6,921,874)	(7,137,290)	(3,450,071)	48.34
NONOPERATING REVENUE (EXPENSE)	State Appropriations	8,443,703	8,443,703	8,443,704	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	12,500	12,500	100.00
	Investment Income	7,194	7,194	9,487	131.88
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,443,205)	93.73
	Reappropriated State Funding	0	0	0	
	Total:	6,911,115	6,923,615	7,022,486	101.43
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	431,563	0	0.00
	Total:	56,903	262,180	(159,367)	(60.79)
BUDGET BALANCE		46,144	48,505	3,413,048	
PERSONNEL BUDGET SAVINGS		0	277,239		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		46,144	325,744	3,413,048	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,200,001	5,200,001		
Less: USE OF RESERVE		<u>124,521</u>	<u>431,563</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>5,121,624</u>	<u>5,094,182</u>		

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

* Unrestricted Net Asset Balance is 27.24% of the current budgeted total operating expense. Management has established a target of 15% or \$2,863,064 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, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,371,857	8,371,857	8,178,287	97.69
	Faculty Services Revenue	1,502,589	1,502,589	1,255,699	83.57
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	135,289	76,359	56.44
	Support Services Revenue	290,966	279,899	159,327	56.92
	Other Operating Revenues	346,683	352,683	128,832	36.53
	Total:	10,636,786	10,642,317	9,798,503	92.07
OPERATING EXPENSE	Salaries	6,739,342	6,822,199	5,401,894	79.18
	Benefits	1,489,633	1,541,412	1,150,534	74.64
	Student financial aid-scholarships	140,844	140,844	150,599	106.93
	Utilities	4,399	4,106	2,946	71.74
	Supplies and Other Services	1,596,483	1,736,539	1,262,543	72.70
	Equipment Expense	51,097	76,359	59,321	77.69
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	122,812	105.36
	Assessment for Faculty Services	1,272,439	1,272,439	1,340,734	105.37
	Assessment for Support Services	3,498,892	3,499,971	2,158,885	61.68
	Assessment for Student Activity Costs	179,411	179,411	165,440	92.21
	Assessment for Operating Costs	2,345,039	2,213,532	1,536,338	69.41
	Total:	17,434,138	17,603,373	13,352,046	75.85
OPERATING INOCME / (LOSS)		(6,797,353)	(6,961,056)	(3,553,542)	51.05
NONOPERATING REVENUE (EXPENSE)	State Appropriations	8,443,703	8,443,703	8,443,704	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	9,487	131.88
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,443,205)	93.73
	Reappropriated State Funding	0	0	0	
	Total:	6,911,115	6,911,115	7,009,986	101.43
TRANSFERS & OTHERS	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	0	265,848	0	0.00
	Total:	(67,618)	92,215	(163,617)	(177.43)
BUDGET BALANCE		46,144	42,274	3,292,827	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,423,244	4,423,244		
Less: USE OF RESERVE		0	265,848		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		4,469,388	4,199,670		

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

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

As of April 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,187,673	1,211,242	797,030	65.80
	Other Operating Revenues	68,664	96,242	61,774	64.19
	Total:	1,256,337	1,307,484	858,803	65.68
OPERATING EXPENSE	Salaries	390,752	346,099	226,359	65.40
	Benefits	56,279	54,275	36,576	67.39
	Utilities	300	300	78	25.89
	Supplies and Other Services	849,932	976,917	489,897	50.15
	Equipment Expense	83,596	106,127	53,844	50.74
	Loan cancellations and write-offs	0	0	0	
	Total:	1,380,858	1,483,718	806,753	54.37
OPERATING INCOME / (LOSS)		(124,521)	(176,234)	52,050	(29.53)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	12,500	12,500	0.00
	Total:	0	12,500	12,500	0.00
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	165,715	0	0.00
	Total:	124,521	169,965	4,250	2.50
BUDGET BALANCE		0	6,231	68,800	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		769,454	769,454		
Less: USE OF RESERVE		<u>124,521</u>	<u>165,715</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>644,933</u>	<u>609,970</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending April 30, 2013

New Grant Funds	62,927.00
Allied Heath Grant 2013	62,927.00
Other Grant/Restricted Fund Related Changes	8,337.50
	8,337.50
Net Change	-

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

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending April 30, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	0	0	0	
	Federal Grants and Contracts	13,473,354	13,491,400	11,643,162	86.30
	State/Local Grants and Contracts	3,375,125	4,333,716	2,908,032	67.10
	Private Grants and Contracts	628,928	658,928	603,810	91.64
	Other Operating Revenue	0	0	21	
	Total:	17,477,407	18,484,043	15,155,025	81.99
OPERATING EXPENSE	Salaries	724,457	1,281,284	391,963	30.59
	Benefits	74,918	136,501	65,395	47.91
	Student financial aid-scholarships	24,040,639	24,123,091	20,496,511	84.97
	Supplies and Other Services	495,303	655,992	177,383	27.04
	Equipment Expense	72,568	102,570	74,136	72.28
	Total:	25,407,886	26,299,439	21,205,388	80.63
OPERATING INCOME / (LOSS)		(7,930,479)	(7,815,395)	(6,050,363)	77.42
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	8,000,000	8,000,000	6,558,424	81.98
	Investment Income	0	0	17	
	Total:	8,000,000	8,000,000	6,558,441	81.98
TRANSFERS & OTHER	Capital Expenditures	(232,240)	(349,239)	(239,906)	68.69
	Transfers for Fin Aid Match	67,618	73,633	63,617	86.40
	Indirect Cost Recoveries	0	(4,250)	(4,250)	
	Transfers - Other	0	0	0	
	Total:	(164,622)	(279,856)	(180,539)	64.51
BUDGET BALANCE		(95,101)	(95,251)	327,539	(343.87)
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,429,692	1,429,692		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,334,591	1,334,441		

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 18, 2013**

ITEM: Capital Projects for FY 2013 Progress Report

COMMITTEE: Committee of the Whole

INFORMATION ITEM

STAFF MEMBER: Tom Tucker

ATTACHMENTS: Summary of FY 2013 Capital Projects Completion Status.

CAPITAL PROJECTS

FY 2013

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Academic Fund	\$ 100,000.00	\$ 71,518.12	\$ 28,481.88	To be spent on programmatic changes approved by the academic deans.
Landscaping	\$ 100,000.00	\$ 95,554.49	\$ 4,445.51	Numerous purchases throughout the year for landscaping needs on all campus sites.
Physical Plant Small Projects	\$ 197,000.00	\$ 196,787.56	\$ 212.44	Numerous purchases for small projects throughout the campuses.
Aerospace Center - HVAC Units (FY12)	\$ 148,833.48	\$ 136,245.00	\$ 12,588.48	Completed June 30, 2012
Aerospace Center - Floor Replacement	\$ 38,000.00	\$ 34,940.75	\$ 3,059.25	Completed August 2012
Aerospace Center - HVAC Upgrades	\$ 60,000.00	\$ -	\$ 60,000.00	Bid Documents will be advertised this week. Pre-bid Meeting 6/18/13;
Campus - ADA Restrooms	\$ 50,000.00	\$ -	\$ 50,000.00	
Caperton Center - Roof Renewal	\$ 400,000.00	\$ -	\$ 400,000.00	A&E will begin drafting specifications and drawings to bid project.
Education Bldg - Temperature Controls	\$ 40,000.00	\$ 39,229.00	\$ 771.00	Completed October 2012
Feaster Center - HVAC Upgrade Pool Area	\$ 307,000.00	\$ -	\$ 307,000.00	A&E is finalizing specifications and drawings to bid project. Should bid within next couple of weeks.
Feaster Center - Natatorium Upgrades	\$ 740,000.00	\$ -	\$ 740,000.00	A&E is finalizing specifications and drawings to bid project. Should bid within next couple of weeks.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 5,437,125.37	\$ 62,874.63	Weekly updates are posted on Physical Plant website. Project is still on schedule.
Hunt Haught Hall - Window Replacement (FY12)	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	A&E completing specifications for review.
Hunt Haught Hall - Green House	\$ 149,650.00	\$ -	\$ 149,650.00	Bids Opened 3/18/13 - All bids were over budget by \$200,000 or more. Met with A&E on 4/5/13 to review project. A&E will meet with additional Greenhouse vendors. Project scope may be paired down to replace glass and flooring and repair drainage inside only. A&E is conducting additional research on greenhouse options.
Hunt Haught Hall - Elevator Upgrades	\$ 100,000.00	\$ 81,300.00	\$ 18,700.00	Contracted with Otis Elevator; Work to start after graduation in May.
Information Technology -AC Unit	\$ 102,070.00	\$ 9,070.00	\$ 93,000.00	Low Bid Contractor unable to obtain required insurance. Memo sent to contractor retracting Notice of Intent to Award. Project will have to be re-bid
Infrastructure - Merchant Wall (FY11)	\$ 350,000.00	\$ 7,015.50	\$ 342,984.50	Negotiating fee with selected A&E firm.

CAPITAL PROJECTS

FY 2013

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Infrastructure - Parking Lot #15 Paving (FY12)	\$ 158,560.00	\$ 131,688.00	\$ 26,872.00	Completed July 2012
Infrastructure - Sealing Parking Lots (FY12)	\$ 25,000.00	\$ 23,896.00	\$ 1,104.00	Completed June 2012
Infrastructure - Aerospace Parking Lot Paving (FY12)	\$ 80,000.00	\$ 79,567.50	\$ 432.50	Completed July 2012
Infrastructure - Access Road (FY12)	\$ 170,000.00	\$ 140,104.00	\$ 29,896.00	Completed July 2012
Infrastructure - Campus Lighting Upgrades	\$ 187,930.00	\$ -	\$ 187,930.00	Finalizing plan for updating and adding fixtures around campus.
Infrastructure - Paving Projects	\$ 321,095.20	\$ -	\$ 321,095.20	Preparing Specifications for open-end contract
Infrastructure - Painting & Striping	\$ 25,000.00	\$ 23,625.00	\$ 1,375.00	Completed August 2012
Jaynes Hall - Roof Renewal (FY12)	\$ 350,000.00	\$ -	\$ 350,000.00	A&E will begin drafting specifications and drawings to bid project.
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	FSU met with State Road to review some options on the lighting. Waiting on info from State Road as to when project will move forward.
Musick Library Work	\$ 51,500.00	\$ 51,500.00	\$ -	Completed as part of Elevator Project
Musick Library Elevator	\$ 939,440.98	\$ 939,440.98	\$ -	Completed Fall 2012
Musick Library - HVAC	\$ 293,500.00	\$ -	\$ 293,500.00	Low Bid Contractor unable to obtain required insurance. Memo sent to contractor retracting Notice of Intent to Award. Notice of Intent to Award will be sent to next lowest bidder.
School House Museum Repairs	\$ 70,000.00	\$ -	\$ 70,000.00	A&E updating specifications to prepare bidding documents.
Turley Center FFE	\$ 1,000,000.00	\$ 893,888.90	\$ 106,111.10	Furniture will start arriving on June 17th.
Turley Center Renovations	\$ 6,502,680.00	\$ 6,403,857.31	\$ 98,822.69	Weekly updates are posted on the Physical Plant website.
Wallman Hall - Foundation Waterproof (FY12)	\$ 25,500.00	\$ 25,500.00	\$ -	Part of Wallman Renovations
Wallman Hall Renovations	\$ 4,757,879.02	\$ 4,680,866.65	\$ 77,012.37	Weekly updates are posted on Physical Plant website.
Wallman Hall Elevator Replacement	\$ -	\$ -	\$ -	Contracted with Otis Elevator - part of Renovations budget above; Work to be done this summer.

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**PIERPONT BOARD OF GOVERNORS
2012 – 2013 OFFICERS & COMMITTEES**

Pierpont Board of Governors Officers

Earl McConnell – Chair
Kyle Hamilton – Vice Chair
Beverly Jones – Secretary

North Central Advanced Technology Center Advisory Board Officers

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

Audit/Finance Committee

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

Marketing Committee

Sharon Shaffer - Chair
Linda Aman
Beverly Jones
Sarah Hensley – Staff Resource
Rod Mayhew – Staff Resource

Regional Academics/Off Campus Committee

Tom Stose – Chair, Faculty Representative
Gene Weaver
Earl McConnell
Barbara Hendrey – Student Representative
Jeni Hawkins – Staff Resource
Leslie Lovett – Staff Resource

Presidential Evaluation Committee

Eugene Weaver – Chair
Kyle Hamilton
Rick Pruitte

Board of Governors Officers – Nominating Committee

Gene Weaver - Chair
Sharon Shaffer
Kyle Hamilton

North Central Advanced Technology Advisory Board – Nominating Committee

Jim Griffin
Sharon Shaffer

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**Pierpont Community and Technical College
Board of Governors
June 18, 2013**

Item: AY 2013-14 Textbook Adoptions Report

Committee: Committee of the Whole

Recommended Resolution: Resolved that the Pierpont Community and Technical College Board of Governors accept the missing textbook adoptions report and forward the same to the West Virginia Council for Community and Technical College Education.

Staff Member: Leslie Lovett

Background: The Administration, the Bookstore Advisory Committee, the Textbook Affordability Committee, the Bookstore, and the Academic leadership of both Pierpont Community and Technical College and Fairmont State University worked diligently this spring with the faculty to achieve a combined 97% textbook adoptions for all known classes for fall term 2013, spring term 2014, and summer 2014. This covers the entire 2013-2014 academic year.

This combined 97% level of textbook adoptions was reported by the Bookstore on May 30, 2013. Out of the 4,396 textbook course section requests issued by the Bookstore to both institutions, two (2) Pierpont courses representing four (4) section titles are missing and being followed up on.

Bookstore Policy #54 section 2.2.7, requires the bookstore to compile a report regarding missing textbook adoptions by June 1 each year. This report is to be forwarded to the Board of Governors for review.

The report to the Board should contain specific information on adoption deadlines missed by academic area with justifications submitted by each academic dean.

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

A copy of this agenda item may be provided to the Council to fulfill this reporting requirement.

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 18, 2013**

ITEM: Pierpont Campus and Facilities Master Plan

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves Pierpont Administration to go forward with completing a Campus and Facilities Master Plan and further authorizes the budgeted of \$100,000 from E&G Capital Reserves for the purpose of completing the this planning.

STAFF MEMBER: Dale Bradley

BACKGROUND: All WV Higher Education Institutions are required by West Virginia Code §18B-19 to have a Campus and Facilities Master Plan. Pierpont in sharing campuses with Fairmont State University (FSU) has operated under FSU's Plan until now.

With Pierpont's plans to relocate Student Services, Administration and academic programs to the new Advanced Technology Center upon its completion as well as to Veterans Square with the successful leasing of that facility, the WV Council for Community and Technical College Education as a part of their approval authorizing Pierpont to lease Veterans Square required that Pierpont complete an independent Campus and Facilities Master Plan.

The WV Council further required that Pierpont employ a professional campus and facilities master plan consultant to work with Pierpont Administration to develop a campus and facilities master plan encompassing Pierpont's service area for approval by the Board of Governors and the WV Council for Community and Technical College Education as provided in Series 12, *Capital Project*

Management. This is not unusual as a professional in usually engaged to perform these services.

In addition, Pierpont is required to present a completed Campus and Facilities Master Plan to the WV Council by January 2015.

Since this is Pierpont's first time conducting a Campus and Facilities Master Plan, Administration is uncertain of the exact costs associated with such an endeavor but has been advised that a minimum of \$100,000 is needed to successfully complete the process, possibly more.

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 18, 2013**

ITEM: E&G Capital Funds for Veterans Square – Phase I

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves \$135,000 in E&G Capital Funds for remodeling, administrative fees, furniture, fixtures and equipment for Phase I of the Veterans Square leased facility.

STAFF MEMBER: Dale Bradley

BACKGROUND: Associated with occupancy of the leased Veterans Square some remodeling and improvements are required. Approximately equal portions of the costs of this remodeling are being completed by the landlord and Pierpont. The landlord is completing all of the remodeling and improvements in order to expedite the process. All remodeling and improvements must be completed at prevailing wage rates as Pierpont is the ultimate beneficiary of this work. Pierpont will reimburse the landlord for Pierpont's portion of these costs plus a 6% administrative fee for managing the complete project and procuring funding until reimbursed.

In addition, Pierpont needs to purchase some equipment and furnishing to utilize the space. In order to minimize the costs Pierpont is purchasing some used furniture locally and transferring existing office and classroom furnishings as appropriate from the shared main campus. There still remains a need to purchase some additional classroom furnishings and equipment.

The estimated costs are as follows:

- \$46,344 Remodeling and Improvement Costs

- \$2,780 Landlord Administration Fee
- \$40,000 Equipment
- \$45,876 New and Used Furnishings

The following Resolution pages were added after initial publication of this Board book. The Resolutions will be provided as handouts at the Board of Governors meeting on June 18, 2013, and via email to the Board members prior to this meeting.

**Pierpont Community & Technical College Board of Governors Meeting
June 18, 2013**

ITEM: Board of Governors Policy # 15 – Grade Point Average for Associate and Baccalaureate Degrees

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the Nomenclature Revisions to Policy # 15 – Grade Point Average for Associate and Baccalaureate Degrees

STAFF MEMBER: Stephen Leach

BACKGROUND:

Be it resolved that:

In the on-going process of reviewing and revising Pierpont Community & Technical College’s Board of Governors Policies, minor (non-substantive) corrections can be made without the necessity of a 30-day public comment period. The Higher Education Legal Division’s General Counsel has recommended that proposed nomenclature changes be presented to the Pierpont BOG for approval via a resolution.

Be it further resolved that:

In review of Policy #15 - Grade Point Average for Associate and Baccalaureate Degrees, nomenclature updates to the policy were considered to be required. Attached to this resolution are the recommended nomenclature revisions to Board Policy #15, submitted for approval and retitled as “Policy #15 - Grade Point Average for Certificate and Associate Degrees”.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 15

**TITLE: GRADE POINT AVERAGE FOR CERTIFICATE AND ASSOCIATE ~~AND~~
~~BACCALAUREATE~~-DEGREES**

Effective Date: December 5, 2002

Amended:

Repealed:

SECTION 1. GENERAL

1.1 Scope Rule regarding grade-point average required for certificate and associate of applied science ~~and baccalaureate~~-degrees.

1.2 Authority West Virginia Code § 18B-1-~~61A~~, 18B-~~42B-86~~

1.2.1 WVCTCS Title 135 Policy Series 22 – Grade Point Average for Certificate and Associate Degrees

1.3 Effective Date ~~December 5, 2002~~January 12, 2006

SECTION 2. GRADE-POINT AVERAGE REQUIRED FOR GRADUATION

2.1 Quality points are based on the following point values for each semester hour of credit: “A” –4; “B” –3; “C” –2; “D” –1 and “F” –0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

2.1.1 Courses with grades of “W” and “WP”.

2.1.2 Courses in remedial and/or developmental education.

2.1.3 Courses taken on a credit/no credit, pass/fail or satisfactory/unsatisfactory basis where a passing grade is earned.

2.1.4 Courses taken on an audit basis.

2.1.5 Courses which have been repeated under the “D/F Repeat Provisions” of this policy.

2.1.6 Courses which are covered under the “Discretionary Academic Forgiveness Provisions” of this policy.

SECTION 3. D and F REPEAT PROVISIONS

3.1 If a student earns a grade of “D” or “F” (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student’s record.

SECTION 4. DISCRETIONARY ACADEMIC FORGIVENESS PROVISIONS

- 4.1 For purposes of grade-point average required for graduation, the Board of Governors shall have discretionary authority to establish academic forgiveness in addition to the “D/F” repeat provisions. However, these forgiveness provisions must be consistent with this rule. Such action must accommodate the following minimal conditions:
- 4.1.1 Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
 - 4.1.2 Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade-point average computation.
 - 4.1.3 In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student’s permanent record.
 - 4.1.4 In instances where students request and gain academic forgiveness from another institution and then transfer to Pierpont Community & Technical College, Pierpont is not bound by the prior institution’s decision to disregard grades for grade-point average computation.
- 4.2 The provisions included herein shall be considered as minimum standards for extending academic forgiveness provisions. Consistent with institutional policies and mission, individual colleges may impose more stringent provisions in the area of disregarding prior grades for grade-point average computation for graduation.
- 4.3 Institutional policies regarding academic forgiveness for grade-point average computation shall be stated in the institutional catalogs. In addition to providing information on the manner in which such provisions may be applied at the institution, the catalog and/or such other publications as are appropriate shall inform students that academic forgiveness extended by this institution may or may not be recognized by other institutions to which the student may transfer.

SECTION 5. APPLICATION ONLY TO GRADUATION REQUIREMENTS

- 5.1 Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

SECTION 6. COMPATIBILITY WITH OTHER POLICIES

- 6.1 Nothing in this policy shall interfere with provisions of the Board’s policy on Student Academic Rights.

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
SERIES 22
GRADE POINT AVERAGE for CERTIFICATE AND ASSOCIATE DEGREES**

§135-22-1. General.

1.1. Scope. -- Rule regarding grade-point average required for certificate and associate degrees.

1.2. Authority. -- West Virginia Code §18B-1-1A; 18B-2B-6.

1.3. Filing Date. -- December 13, 2005.

1.4. Effective Date. -- January 12, 2006.

§135-22-2. Grade-point Average Required for Graduation.

2.1. Quality points are based on the following point values for each semester hour of credit: "A" - 4, "B" - 3; "C" - 2; "D" - 1 and "F" - 0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

2.1.1. Courses with grades of "W" and "WP".

2.1.2. Courses in remedial and/or developmental education.

2.1.3. Courses taken on a credit/no credit, pass/fail or satisfactory/unsatisfactory basis where a passing grade is earned.

2.1.4. Courses taken on an audit basis.

2.1.5. Courses which have been repeated under the "D/F Repeat Provisions" of this policy.

2.1.6. Courses which are covered under the "Discretionary Academic Forgiveness Provisions" of this policy.

§135-22-3. D and f Repeat Provisions.

3.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record.

§135-22-4. Academic Forgiveness Provisions.

4.1. For purposes of grade-point average required for graduation, public community and technical colleges shall establish academic forgiveness in addition to the "D/F" repeat provisions. Institutionally established provisions must be consistent with this rule and accommodate the following minimal conditions:

4.1.1. Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.

4.1.2. Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade-point average computation.

4.1.3. In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.

4.1.4. In instances where students request and gain academic forgiveness from one college and then transfer to another institution,

the receiving institution is not bound by the prior institution's decision to disregard grades for grade-point average computation.

4.2. The provisions included herein shall be considered as minimum standards for extending academic forgiveness provisions. Consistent with institutional policies and mission, individual colleges may impose more stringent provisions in the area of disregarding prior grades for grade-point average computation for graduation.

4.3. Institutional policies regarding academic forgiveness for grade-point average computation shall be stated in the institutional catalog. In addition to providing information on the manner in which such provisions may be applied at that institution, the catalog and/or such other publications as are appropriate shall inform students that academic forgiveness extended by one institution may or may not be recognized by other institutions in which the student may transfer.

§135-22-5. Application Only to Graduation Requirements.

5.1. Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 15

TITLE: GRADE POINT AVERAGE FOR ASSOCIATE AND BACCALAUREATE DEGREES

Effective Date: December 5, 2002

Amended:

Repealed:

SECTION 1. GENERAL

- 1.1 Scope Rule regarding grade-point average required for associate and baccalaureate degrees.
- 1.2 Authority West Virginia Code § 18B-1-6, 18B-1-8
- 1.3 Effective Date December 5, 2002

SECTION 2. GRADE-POINT AVERAGE REQUIRED FOR GRADUATION

- 2.1 Quality points are based on the following point values for each semester hour of credit: “A” –4; “B” –3; “C” –2; “D” –1 and “F” –0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
 - 2.1.1 Courses with grades of “W” and “WP”.
 - 2.1.2 Courses in remedial and/or developmental education.
 - 2.1.3 Courses taken on a credit/no credit, pass/fail or satisfactory/unsatisfactory basis where a passing grade is earned.
 - 2.1.4 Courses taken on an audit basis.
 - 2.1.5 Courses which have been repeated under the “D/F Repeat Provisions” of this policy.
 - 2.1.6 Courses which are covered under the “Discretionary Academic Forgiveness Provisions” of this policy.

SECTION 3. D and F REPEAT PROVISIONS

- 3.1 If a student earns a grade of “D” or “F” (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student’s record.

SECTION 4. DISCRETIONARY ACADEMIC FORGIVENESS PROVISIONS

- 4.1 For purposes of grade-point average required for graduation, the Board of Governors shall have discretionary authority to establish academic forgiveness in addition to the “D/F” repeat

provisions. However, these forgiveness provisions must be consistent with this rule. Such action must accommodate the following minimal conditions:

- 4.1.1 Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
 - 4.1.2 Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade-point average computation.
 - 4.1.3 In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.
 - 4.1.4 In instances where students request and gain academic forgiveness from another institution and then transfer to Pierpont Community & Technical College, Pierpont is not bound by the prior institution's decision to disregard grades for grade-point average computation.
- 4.2 Institutional policies regarding academic forgiveness for grade-point average computation shall be stated in the institutional catalogs. In addition to providing information on the manner in which such provisions may be applied at the institution, the catalog and/or such other publications as are appropriate shall inform students that academic forgiveness extended by this institution may or may not be recognized by other institutions to which the student may transfer.

SECTION 5. APPLICATION ONLY TO GRADUATION REQUIREMENTS

- 5.1 Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

SECTION 6. COMPATIBILITY WITH OTHER POLICIES

- 6.1 Nothing in this policy shall interfere with provisions of the Board's policy on Student Academic Rights.

**Pierpont Community & Technical College Board of Governors Meeting
June 18, 2013**

ITEM: Establishment of the School of Workforce Development

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the establishment of the School of Workforce Development

STAFF MEMBER: Leslie Lovett, Provost

BACKGROUND:

Be it resolved that:

The Board of Governors of Pierpont Community & Technical College hereby approves the creation of a new academic division of the college, which shall be named the School of Workforce Development.

This school shall incorporate and administer the following AAS and/or CAS technical degree programs:

- Mechatronics, AAS degree
- Power Plant Technology, AAS (approved for Fall 2013) and CAS degrees
- Electrical Utility Technology, AAS degree (Power Systems Institute)
- Petroleum Technology, AAS (approved for Fall 2013) and CAS (January 2014 approval expected by US Department of Education)
- Welding Management (under development, start date and approval have not been determined)
- And all other technical and continuing education programs, credit or noncredit, offered under contract for business and industry clientele.

Be it further resolved that:

The Vice President for Workforce Development will serve in the role of academic Dean for this school, as well as Director of the Advanced Technology Center.