



BOARD

OF

GOVERNORS

June 19, 2012

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

June 19, 2012

Falcon Center Board Room
Fairmont, WV

***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 19, 2012

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*May 15, 2012*)

Tab 1 – Action Item

Special Recognitions

Operation Reports

1. President's Report (*Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)
3. Foundation Report (*Kim Pellillo*)

Committee of the Whole

1. Financial Report (*Dale Bradley*)
2. Board of Governors Policy #38 Faculty Sick Leave
Recommendation for 30 Day Comment Period (*Stephen Leach*)
3. Missing Textbook Adoption Report (*Lovett*)

Tab 2 – Informational

Tab 3- Action Item

Tab 4- Action Item

Committee Reports

1. Audit/Finance Committee (*Dale Bradley*)
 - a. Approval of the Unrestricted Budget for FY 2013
 - b. Approval of the Pierpont/FSU Chargeback Agreement for FY 2013
 - c. Approval of the Capital Projects for FY 2013
 - d. Savings from Refunding of Revenue Bonds
2. Board of Governors Nominating Committee (*Earl McConnell*)
 - Election of AY 2012-2013 Officers

Tab 5- Action Item

Tab 6- Action Item

Tab 7- Action Item

Tab 8- Informational

New Business

1. Appointment of AY 2012-2013 Marketing, Audit/Finance, Off-Campus/Regional Academics Subcommittee Officers (*Jim Griffin*)
2. Pierpont BOG Meeting Dates for AY 2012-2013 *Tab 9 - Informational*
3. Bob Heffner Scholarship Kickoff – June 19th at 4:30 PM in the Falcon Center Conference Rooms

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.

Pending Board approval, the next meeting will be on Tuesday, August 21, 2012 – Falcon Center Board Room, 2:00 PM.

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 15, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 15, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members: Chairman James Griffin, Linda Aman, Beverly Jones, Earl McConnell, Rick Pruitte, Sharon Shaffer, Tom Stose, and Gene Weaver. Board members absent were: Jeff Tucker, Kyle Hamilton, and Barbara Hendrey.

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh. Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

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

Approval of Minutes

The minutes of April 17, 2012 were presented for approval. Sharon Shaffer moved that the minutes of April 17, 2012 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

President Dr. Doreen Larson announced special recognitions for Dr. Jodi Rust and Nancy Parks. Dr. Rust is presenting at the Distance Learning Administration Conference June 3-6 in Jekyll Island, GA. Ms. Parks has received the Service & Achievement Award at the 2012 Women of Color Luncheon.

President's Report

President Larson began her report by informing the Board that Dr. Jodi Rust has accepted a new position in Wisconsin to pursue adult and distance learning. She will be leaving Pierpont in mid-June.

Pierpont's Commencement was held on May 11th and went very well. Dr. Larson thanked Provost Lovett, Vickie Hedrick, and Jennifer Weist for their planning, as well as the deans and student services staff for their assistance in making the ceremony a success.

Dr. Larson announced that as we focus on student success, retention, and graduation, several members of the Board and President's Cabinet attended a workshop on college completion and student success at the beginning of May. This workshop demonstrated the use of data to drive decisions regarding programming and services to students. In keeping with Pierpont's strategic priorities, a dashboard measure highlighted at this workshop will be used to evaluate the context of student retention and graduation.

Pierpont is implementing several strategies to overcome barriers that prevent a connection between workforce needs and skilled workers. A full-time student advisor has been hired and assigned to work with the adult students at the career and technical centers. The advisor rotates hours among the centers in our 13-county service region. Along with working with the students, the advisor provides updated program material, financial aid information, and general college information. Pierpont will also take the lead in organizing the District Consortia that coordinates existing and new program development between the career-technical system and the community college system.

Connection with middle and high school counselors is vital, so Pierpont will host workshops as part of the in-service counselor training to focus on defining middle skill jobs and identifying pathways to employment opportunities.

Dr. Larson stated that as so many of Pierpont's programs are industry related and technology based, it is important for us to perform regular review and audits to assure alignment with industry and appropriate curriculum and training equipment. As part of the Board Agenda program audits and review will be presented to assure a commitment to academic quality and fiscal management.

Dr. Larson announced that the Veterinary Technology program has received formal notice of re-accreditation. New space and equipment has been secured to allow for expansion of this program.

Pierpont is engaged in bond refunding with Fairmont State and has received a Moody's rating of A1. Pierpont has experienced enrollment growth, good record of asset management, and has an experienced administration and faculty – these factors helped us obtain the high bond rating.

Dr. Larson closed by announcing calendar activities that Pierpont will be participating in.

Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Mary Jo Rutherford presented the Classified Staff Report
- Paul Schreffler presented the Center for Workforce Education Report.

- Brian Floyd presented the Faculty Assembly Report
- Craig Shaffer presented the Foundation Report
- Student Government Report – No Report

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, 2012. A detailed review was provided in the May 15, 2012 Board of Governors book.

➤ *Capital Projects Update*

Tom Tucker, Interim AVP for Facilities Management, presented an updated summary of the ongoing capital projects for FY 2012 to the Board. A detailed report was provided in the May 15, 2011 Board of Governors Book.

➤ *Board of Governors Policy #16 - Assessment, Payment, and Refund of Fees – 30-Day Comment Summary Review and Ruling*

Mr. Dale Bradley presented a Resolution to the Board for approval of the draft revision of Policy #16 – Assessment, Payment, and Refund of Fees (which was provided at the Board of Governors Meeting on March 20, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from March 21, 2012 to April 19, 2012.

Two (2) comments were received from the WV Legal Counsel, and one (1) comment was received from the President's Cabinet.

- Legal Counsel Comments

1. A recommendation for additional clarification and detail was received from HEPC Legal Counsel in reference to two (2) policy sections. Section 9 – *Enrollment Above the Normal Full-Time Course Load* and Section 10 – *Deferral of Fees During a Legal Work Stoppage*. In Section 9 it states that “Pierpont shall **adopt penalties**...” and in Section 10 it states “...in accordance with **procedures established**”. Counsel asks what penalty will be adopted and what action will be taken?
2. HEPC Legal Counsel indicated nomenclature changes to the following sections: Section 4.1.b (change the word ‘shall’ to ‘will’); and Section 5.3.b (change ‘5.2.d’ to ‘5.2.c’).

- President's Cabinet Comments

1. A comment was received from the President's Cabinet addressing the non-credit offerings of the institution. This modification to the Draft for policy changes was submitted for Board consideration.

Workforce Education Suggested Changes to Policy #16:

7.6 For any non-credit course with a duration of 80 contact hours or more the standard refund schedule, as defined in Sections 7.1.a-d, shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

7.6.1 A student who withdraws during or immediately after the first full class session of a non-credit traditional course, or the first week of a non-credit online course, is entitled to a 100% refund. For non-credit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdrawal shall be deducted from the refund. For third party provided non-credit online course, the student will follow the third party provider's return policy for books and materials.

7.6.2. A student who withdrawals after the start of the second full class session of a non-credit traditional course, or the start of the second week of a non-credit online course, is not entitled to a refund.

A detailed review of these comments was provided in the May 15, 2012 Board of Governors book, and a physical copy of Policy's revisions, comments, and actions can be obtained in the Pierpont President's office, 230 Hardway Hall.

In review and discussion of the public comments received from Legal Counsel, it was recommended not to incorporate Comment #1, but it was agreed to accept Comment #2 into the policy revision.

In review and discussion of the public comment received from the President's Cabinet, it was recommended to accept Comment #1 into the policy revision.

Sharon Shaffer presented a Motion to incorporate Legal Counsel Comment #2 (referencing nomenclature changes) and President's Cabinet Comment #1 (addressing the non-credit offerings of the institution), into the draft revision of Policy #16 and Accept the Resolution to approve the final draft of the Assessment, Payment, and Refund of Fees Policy. Tom Stose Seconded the motion. All agreed.

- *Three Year Post Audit - Power Plant Technology, Certificate in Applied Science (C.A.S.) Degree Program*

Ms. Leslie Lovett presented a Resolution to the Board to approve the Continuation of the Power Plant Technology (C.A.S.) Program at the current level of activity. The Program has been reviewed by the program advisory committee, faculty, Dean of Business Aviation and Technology, Vice President of Academic Affairs, and the President. All agree on the quality and need of this Program. A detailed report was immediately available for the Board's review.

Tom Stose Moved that the Power Plant Technology Certificate in Applied Science Degree Program be Continued. Sharon Shaffer Seconded the motion. All agreed.

- *Five Year Program Review- American Sign Language, Certificate in Applied Science (C.A.S.) Degree Program*

Ms. Leslie Lovett presented a Resolution to the Board to approve the Discontinuation of the American Sign Language Certificate in Applied Science Degree Program as a (C.A.S.) Degree and Approve the core course curriculum to be offered as an Advanced Skill Set, and as required first year core course work necessary for progression in the Associate in Applied Science (A.A.S.) Interpreter Training Program, pending approval from the WV Council for Community and Technical College System.

This program has been reviewed by the program advisory committee, faculty, Dean of Academic Studies, Vice President of Academic Affairs, and the President. All agree on the quality of this Program and, in line with the recommendation of the US DOE metrics, agree that the curriculum be restructured into an Advanced Skill Set and required as first year core course work necessary for progression in the Associate in Applied Science (A.A.S.) Interpreter Training Program. A detailed report was immediately available for the Board's review.

Sharon Shaffer Moved to Discontinue the American Sign Language Certificate in Applied Science Degree Program as a (C.A.S.) Degree and Approve the core course curriculum be offered as an Advanced Skill Set, and required first year core course work necessary for progression in the Associate in Applied Science (A.A.S.) Interpreter Training Program, pending approval from the WV Council for Community and Technical College System. Tom Stose Seconded the motion. All agreed.

- *Five Year Program Review – Laboratory Assistant, Certificate in Applied Science (C.A.S.) Degree Program*

Ms. Leslie Lovett presented a Resolution to the Board to approve the Continuation of the Laboratory Assistant Program (C.A.S.) Program at the current level of activity. The Program has been reviewed by the program advisory committee, faculty, Dean of Health Careers, Vice President of Academic Affairs, and the President. All agree

on the quality and need of this Program. A detailed report was immediately available for the Board's review.

Sharon Shaffer Moved that the Laboratory Assistant Certificate in Applied Science Degree Program be Continued. Tom Stose Seconded the motion. All agreed.

Committee Reports

➤ *Finance/Audit Committee*

Dale Bradley announced that the ATC site bids have opened.

➤ *Off Campus/Regional Academics Operations Committee Report*

Tom Stose, Chair, informed the Board that the Committee has no new items to report.

➤ *Marketing Committee Report*

Sharon Shaffer, Interim Chair, reported that the Committee is performing a self-evaluation to focus on meeting the needs of Pierpont and carrying out the responsibilities of the Marketing Committee. The Committee also will be reaching out to develop a relationship with the faculty senate in each of the service area high schools.

Public Comment

No signatures were recorded.

New Business

➤ *Nominating Committee*

With the recent passing of Board member, Dixie Copley, Chairman Griffin made recommendation to fill the vacancy and restructure the Nominating Committee. Board members Gene Weaver, Earl McConnell and Sharon Shaffer were asked to serve on the Nominating Committee. All agreed.

Old Business

No old business announced.

Executive Session

No executive session called.

Adjournment and Next Meeting

There being no further business, the Board meeting was adjourned at 3:00 PM. The next Pierpont Board of Governors Meeting will be held on June 19, 2012 at 2:00 PM, in the Falcon Center Board Room.

Tab

2

Board of Governors
Financial Report FY 2012
Pierpont Community & Technical College
as of April 30, 2012

SUMMARY:

The projected effect on net assets at June 30, 2012 as of April 30, 2012 is an increase of \$502,707 which includes \$297,611 in additional personnel budget savings. However, this amount also includes a Board approved spend down of \$102,938 (\$66,500 approved for the current FY and \$36,438 carried forward from last year's approval) in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2012 is an increase of \$399,769.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2012 is \$205,096. The adjusted budget balance is \$102,158 after removing the approved cash reserve spending. This represents a decrease of (\$9,889) from the March 31, 2012 Finance Report. As of this report date, approximately 100% of projected tuition and fees revenue and approximately 95.17% of overall revenues has been realized while 76.89% of operating expenses have been incurred. The primary budget changes, that impacted the budget since the March 31, 2011 Finance Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$129,612. This was primarily due to the following changes:
 - The President controlled "Operating Cost Revenue" budget decreased by (\$4,830) primarily due to a transfer from operating to labor to support additional tutoring needs for summer.
 - The President controlled "Support Services Revenue" increased by \$5,548 primarily due to the above transfer from operating to labor in support of tutoring activities.
 - The President controlled "Other Operating Revenue" increased by \$100,000 due to increased education activities at Hazelton.
 - The Fund Manager controlled "Tuition and Fees" budget increased by \$18,893 due to the recognition of revenues beyond projections from students in the Airframe & Power Plant Program and the Early Childhood Program.
 - The Fund Manager controlled "Other Operating Revenue" increased by \$10,000 in recognition of revenues beyond projections for services delivered by the Pre-School Lab.
- **Operating Expenses Budget:**
 - Increased by \$139,501. This was due to the following changes:
 - The President controlled "Salaries" expense budget increased by \$20,580 primarily due to an increase in labor due to increased educational activities at Hazelton; increased labor needed for summer tutoring and an labor increase beyond budget for years of service for a new administrative assistant hire.

- The President controlled “Benefits” expense budget decreased by (\$2,794) primarily due the above labor increases (combined increased costs of \$2,360) which were offset by a benefits updates reduction (costs savings of \$5,154) for an employee’s status change in their PEIA benefits.
- The President controlled “Supplies and Other Services” expense budget increased by \$88,643 primarily due to increased activity at Hazelton (\$88,886); establishing a budget for graduation costs previously covered by the discontinued “Graduation Fee” (\$7,000); and a decrease due to transferring supplies budget to labor in support of summer tutoring (\$7,243).
- The President’s controlled “Assessment for Support Services” expense budget increased by \$2,476 due to a variety of benefits updates related to vacancies and personnel changes by the University.
- The President controlled “Assessment for Operating Costs” increased by \$1,702 due to transfers from labor to operating expenses.
- The Fund Managers controlled “Supplies and Other Services” expense budget increased by \$28,893 associated the increased revenues recognized by the Pre-School Lab (\$10,000); increased revenues recognized by Airframe & Power Plant Program (\$16,893); and increased revenues of the Early Childhood Program (\$2,000).

Of the adjusted projected effect on net assets of an increase of \$502,707 as of June 30, 2012; President’s Controlled Fund(s) are projected to have a budget surplus of \$166,450; Personnel Budget Savings are projected to be \$297,611, and Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$38,646 with Board approved spending of \$102,938 in cash reserves. The Year-To-Date Actual Budget Balance is \$3,965,814.

RESTRICTED FUNDS:

There was no change in the overall Restricted Funds Budget Balance. There were a variety of other changes that occurred within the budget that did not impact the overall budget balance. The Budget Balance as of April 30, 2012 is (\$449,607). This deficit is covered by grant funds cash balances totaling \$1,426,871 on June 30, 2011.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of April 30, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,673,566	8,940,300	8,941,707	100.02
	Faculty Services Revenue	1,502,589	1,502,589	1,290,088	85.86
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,252,667	1,306,529	1,339,531	102.53
	Operating Costs Revenue	203,317	194,452	115,763	59.53
	Support Services Revenue	377,210	376,897	220,637	58.54
	Other Operating Revenue	301,909	512,106	305,493	59.65
	Total:	12,311,258	12,832,873	12,213,219	95.17
OPERATING EXPENSE	Salaries	6,667,540	6,657,270	5,379,435	80.81
	Benefits	1,464,714	1,468,444	1,094,161	74.51
	Student financial aid-scholarships	140,844	130,844	152,064	116.22
	Utilities	0	0	1,050	
	Supplies and Other Services	1,774,275	2,072,627	1,465,498	70.71
	Equipment Expense	128,582	169,175	178,951	105.78
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	116,560	87,420	75.00
	Assessment for Faculty Services	1,272,439	1,272,439	1,375,876	108.13
	Assessment for Support Services	3,907,560	3,895,269	2,333,468	59.91
	Assessment for Student Activity Costs	158,131	174,729	170,147	97.38
	Assessment for Auxiliary Fees & Debt Service	1,252,667	1,306,529	1,280,618	98.02
	Assessment for Operating Costs	2,437,328	2,415,922	1,613,562	66.79
	Total:	19,308,698	19,679,808	15,132,249	76.89
OPERATING INCOME / (LOSS)		(6,997,440)	(6,846,935)	(2,919,030)	42.63
NONOPERATING REVENUE (EXPENSE)	State Appropriations	8,421,177	8,421,177	8,421,177	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	1,000	1,000	0	0.00
	Investment Income	97,194	97,194	6,193	6.37
	Assessment for E&G Capital & Debt Service Costs	(1,397,782)	(1,539,782)	(1,525,164)	99.05
	Reappropriated State Funding	0	716	0	0.00
	Total:	7,121,589	6,980,305	6,902,206	98.88
TRANSFERS & OTHER	Capital Expenditures	0	0	(60)	
	Transfers for Fin Aid Match	(78,992)	(66,102)	(52,191)	78.96
	Indirect Cost Recoveries	877	2,430	2,430	100.00
	Transfers - Other	0	32,460	32,460	100.00
	One-time use of reserve	66,500	102,938	0	0.00
	Total:	(11,615)	71,725	(17,362)	(24.21)
BUDGET BALANCE		112,534	205,096	3,965,814	
PERSONNEL BUDGET SAVINGS		0	297,611		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		112,534	502,707	3,965,814	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		4,768,054	4,768,054		
Less: USE OF RESERVE		<u>66,500</u>	<u>102,938</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,814,088</u>	<u>5,167,823</u>		

* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$2,194,850.

* Unrestricted Net Asset Balance is 25.95% of the current budgeted total operating expense. Management has established a target of 15% or \$2,755,992 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, 2012

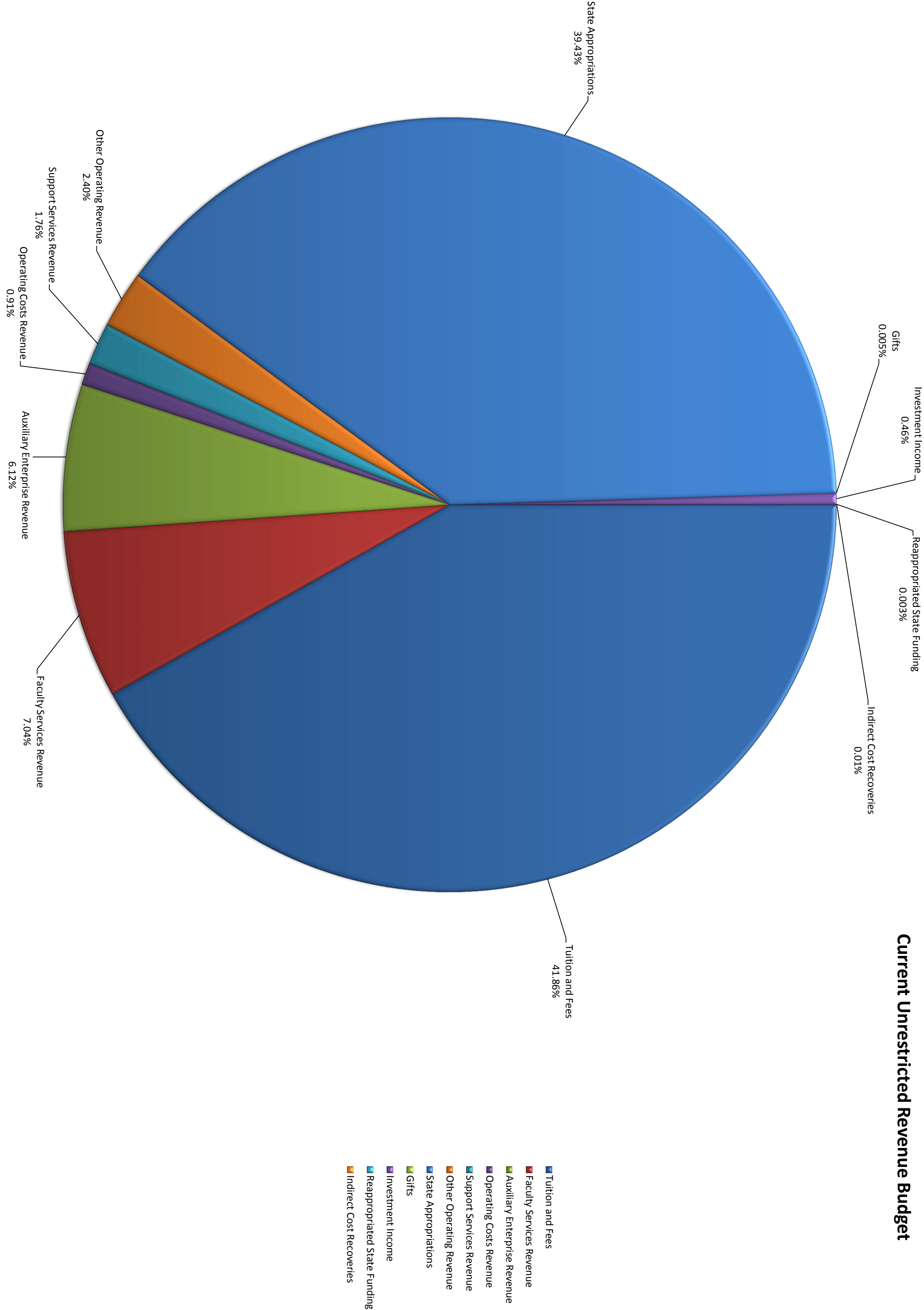
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	7,719,834	7,878,432	8,043,216	102.09
	Faculty Services Revenue	1,502,589	1,502,589	1,290,088	85.86
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	203,317	194,452	115,763	59.53
	Support Services Revenue	377,210	376,897	220,637	58.54
	Other Operating Revenue	193,583	376,747	246,698	65.48
	Total:	9,996,534	10,329,117	9,916,401	96.00
OPERATING EXPENSE					
	Salaries	6,346,475	6,282,309	5,122,554	81.54
	Benefits	1,402,515	1,412,655	1,056,460	74.79
	Student financial aid-scholarships	140,844	130,844	152,064	116.22
	Utilities	0	0	1,050	
	Supplies and Other Services	1,123,645	1,338,570	1,025,513	76.61
	Equipment Expense	57,042	61,197	61,555	100.58
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	116,560	87,420	75.00
	Assessment for Faculty Services	1,272,439	1,272,439	1,375,876	108.13
	Assessment for Support Services	3,907,560	3,895,269	2,333,468	59.91
	Assessment for Student Activity Costs	158,131	174,729	170,147	97.38
	Assessment for Operating Costs	2,437,328	2,415,922	1,613,562	66.79
	Total:	16,950,597	17,100,493	12,999,668	76.02
OPERATING INOCME / (LOSS)		(6,954,064)	(6,771,376)	(3,083,268)	45.53
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	8,421,177	8,421,177	8,421,177	100.00
	State Fiscal Stabalization Funds	0	0	0	
	Investment Income	97,194	97,194	6,193	6.37
	Assessment for E&G Capital & Debt Service Costs	(1,397,782)	(1,539,782)	(1,525,164)	99.05
	Reappropriated State Funding	0	716	0	0.00
	Total:	7,120,589	6,979,305	6,902,206	98.90
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(78,992)	(66,102)	(52,191)	78.96
	Transfers - Other	0	(377)	(377)	100.00
	One-time use of reserve	25,000	25,000	0	0.00
	Total:	(53,992)	(41,479)	(52,568)	126.73
BUDGET BALANCE		112,533	166,450	3,766,370	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		4,096,524	4,096,524		
Less: USE OF RESERVE		<u>25,000</u>	<u>25,000</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,184,057</u>	<u>4,237,974</u>		

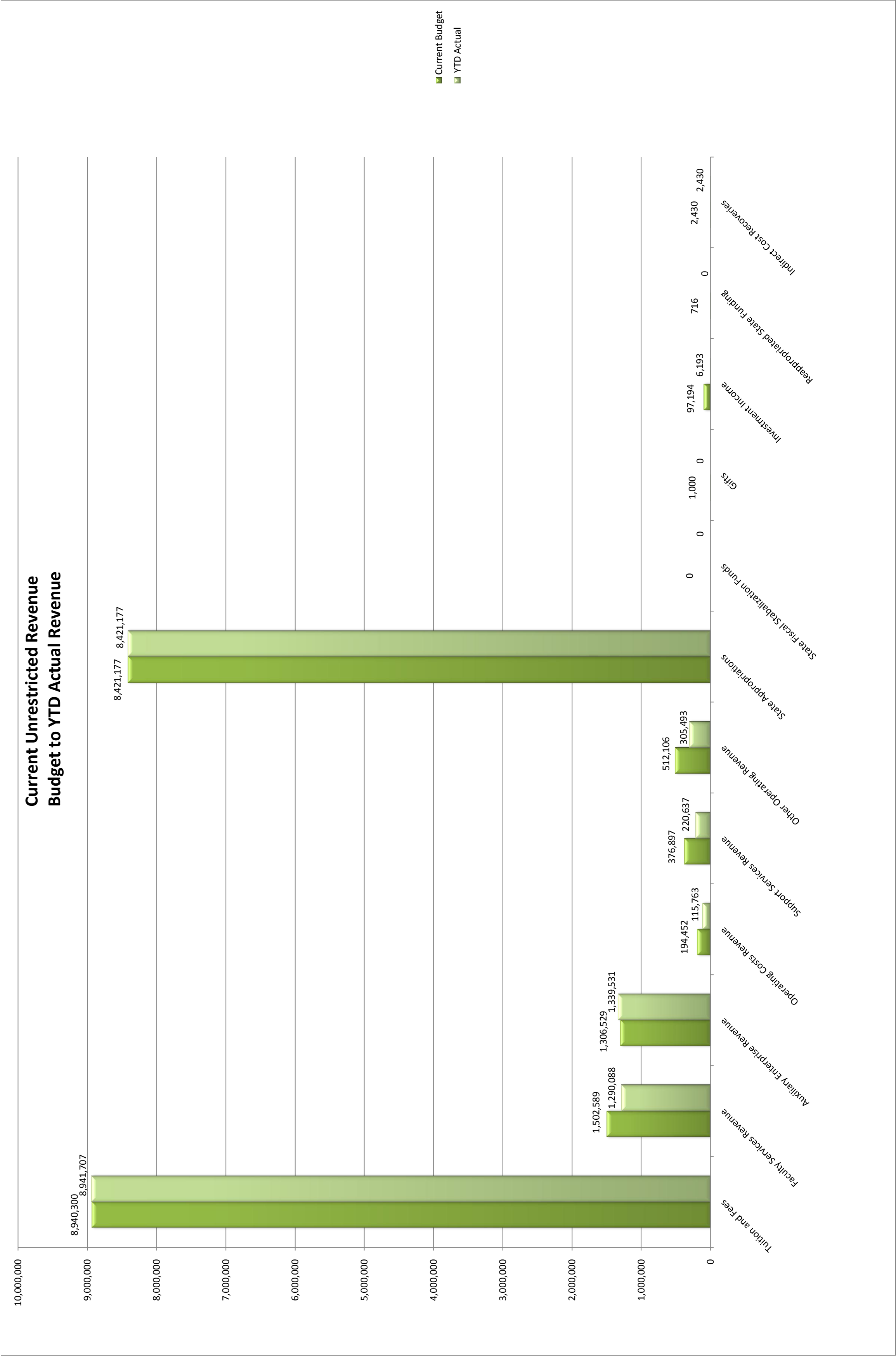
* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$2,194,850.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager
As of April 30, 2012

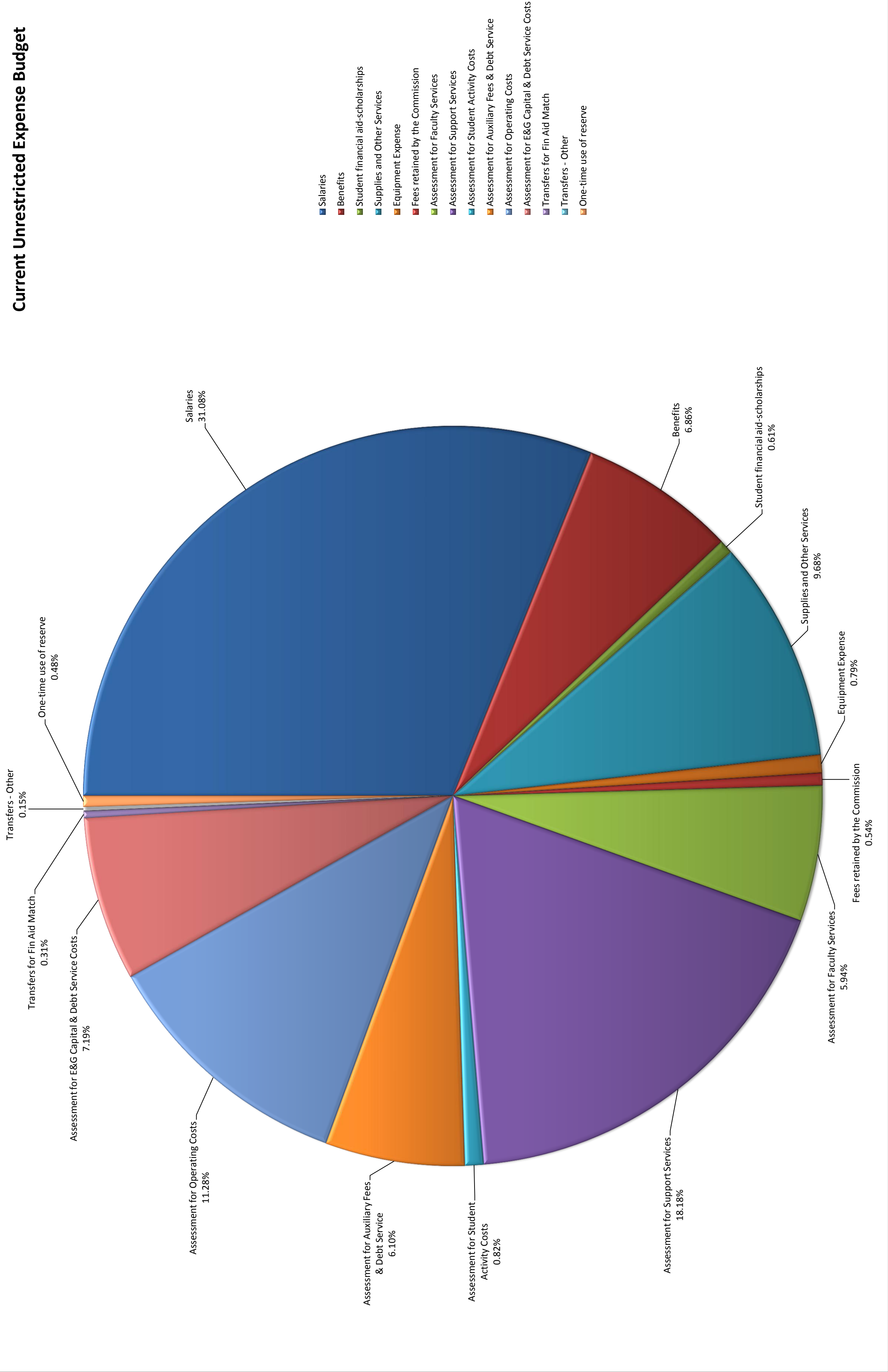
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	953,732	1,061,868	898,491	84.61
	Other Operating Revenue	108,326	135,359	58,796	43.44
	Total:	1,062,058	1,197,227	957,287	79.96
OPERATING EXPENSE	Salaries	321,065	374,961	256,881	68.51
	Benefits	62,199	55,789	37,701	67.58
	Supplies and Other Services	650,630	734,057	439,985	59.94
	Equipment Expense	71,541	107,979	117,396	108.72
	Loan cancellations and write-offs	0	0	0	
	Total:	1,105,435	1,272,785	851,963	66.94
OPERATING INCOME / (LOSS)		(43,377)	(75,559)	105,324	(139.39)
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000	1,000	0	0.00
	Total:	1,000	1,000	0	0.00
TRANSFERS & OTHER	Capital Expenditures	0	0	(60)	
	Indirect Cost Recoveries	877	2,430	2,430	100.00
	Transfers - Other	0	32,837	32,837	100.00
	One-time use of reserve	41,500	77,938	0	0.00
	Total:	42,377	113,205	35,207	31.10
BUDGET BALANCE		0	38,646	140,531	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		657,001	657,001		
Less: USE OF RESERVE		<u>41,500</u>	<u>77,938</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>615,501</u>	<u>617,709</u>		

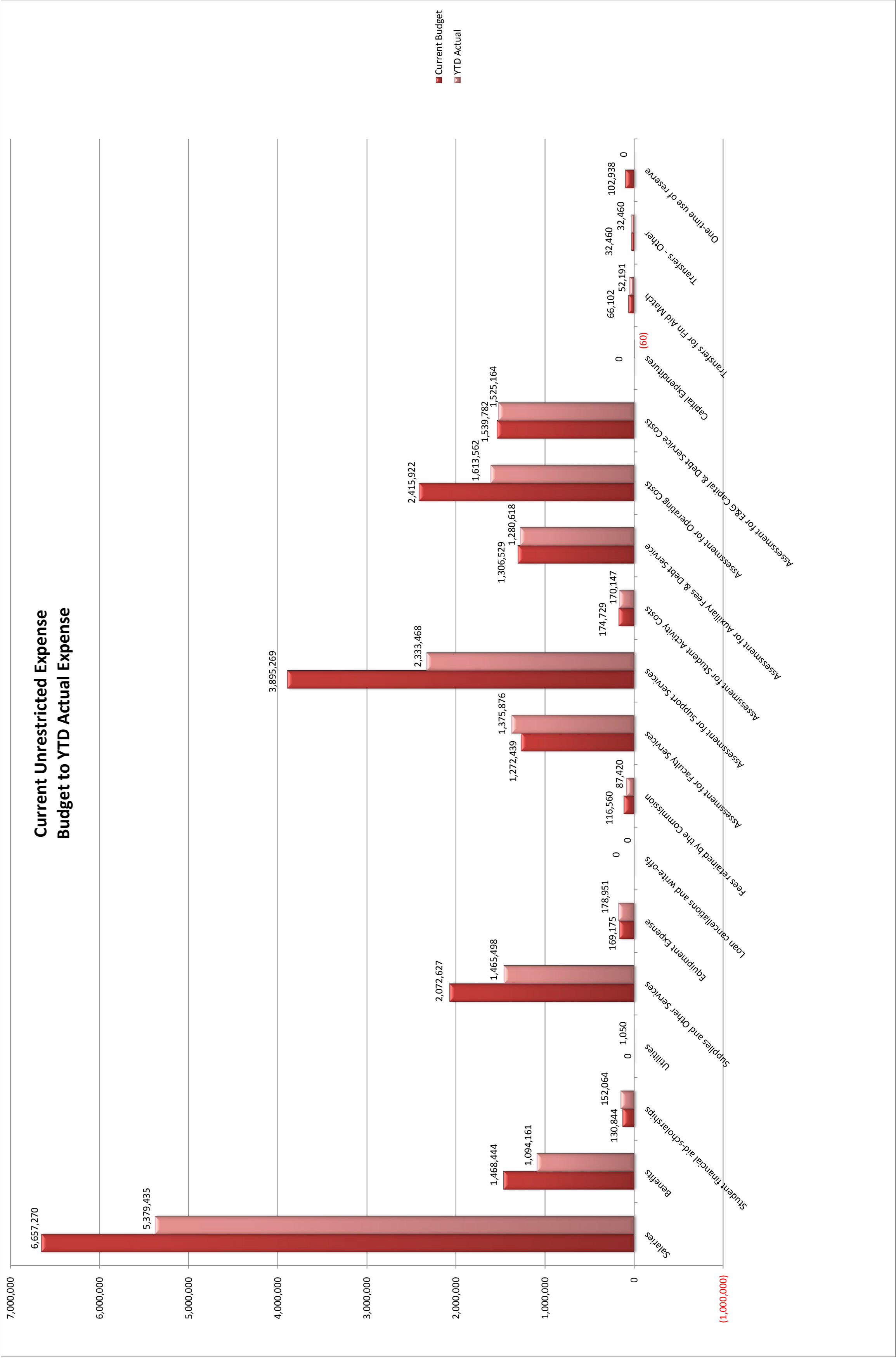
Current Unrestricted Revenue Budget





Current Unrestricted Expense Budget





Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending April 30, 2012

New Grant Funds

WV ADV Aircraft Structures Training Grant	148,000.00
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Other Grant/Restricted Fund Related Changes

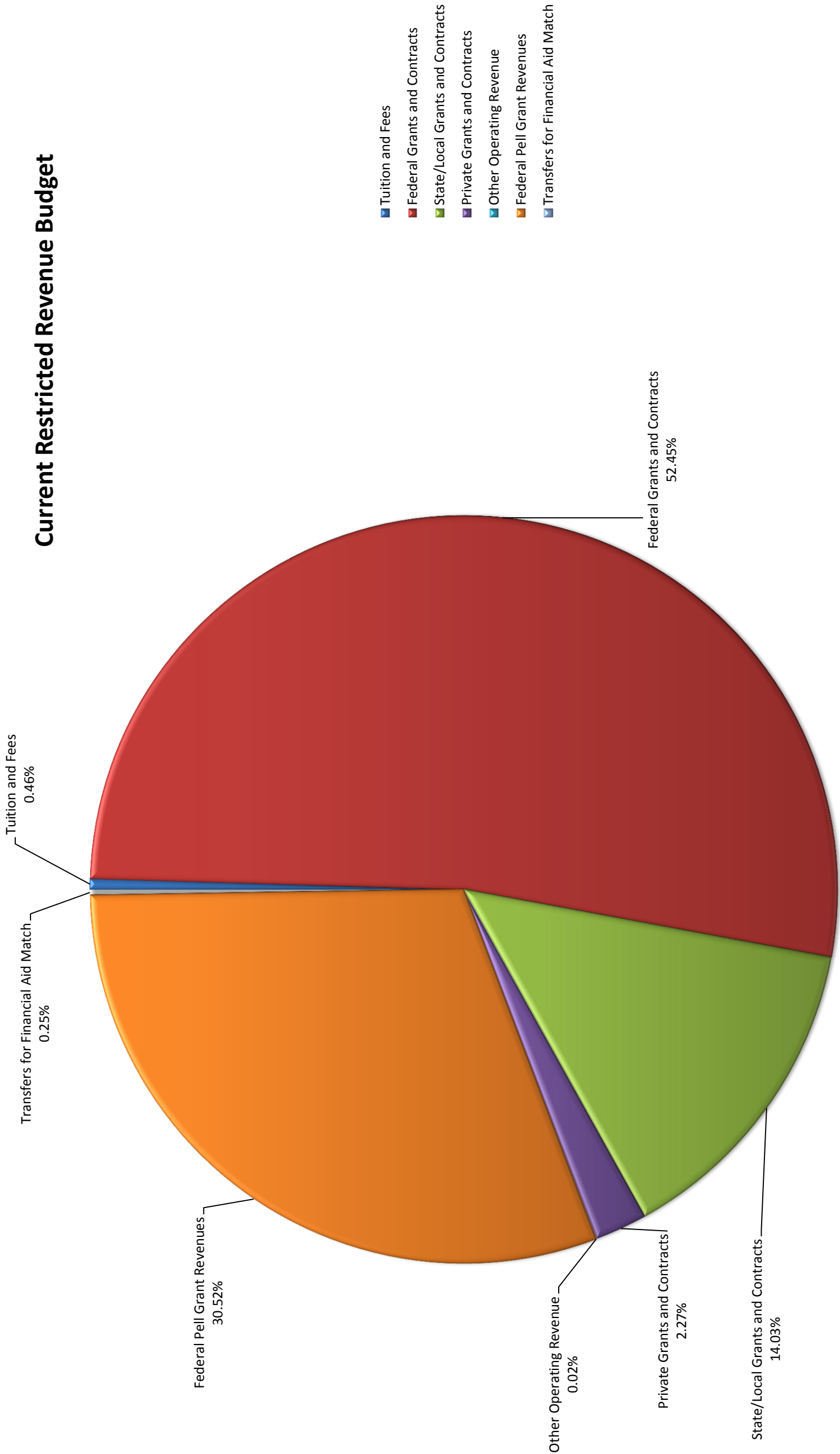
Net Change	-
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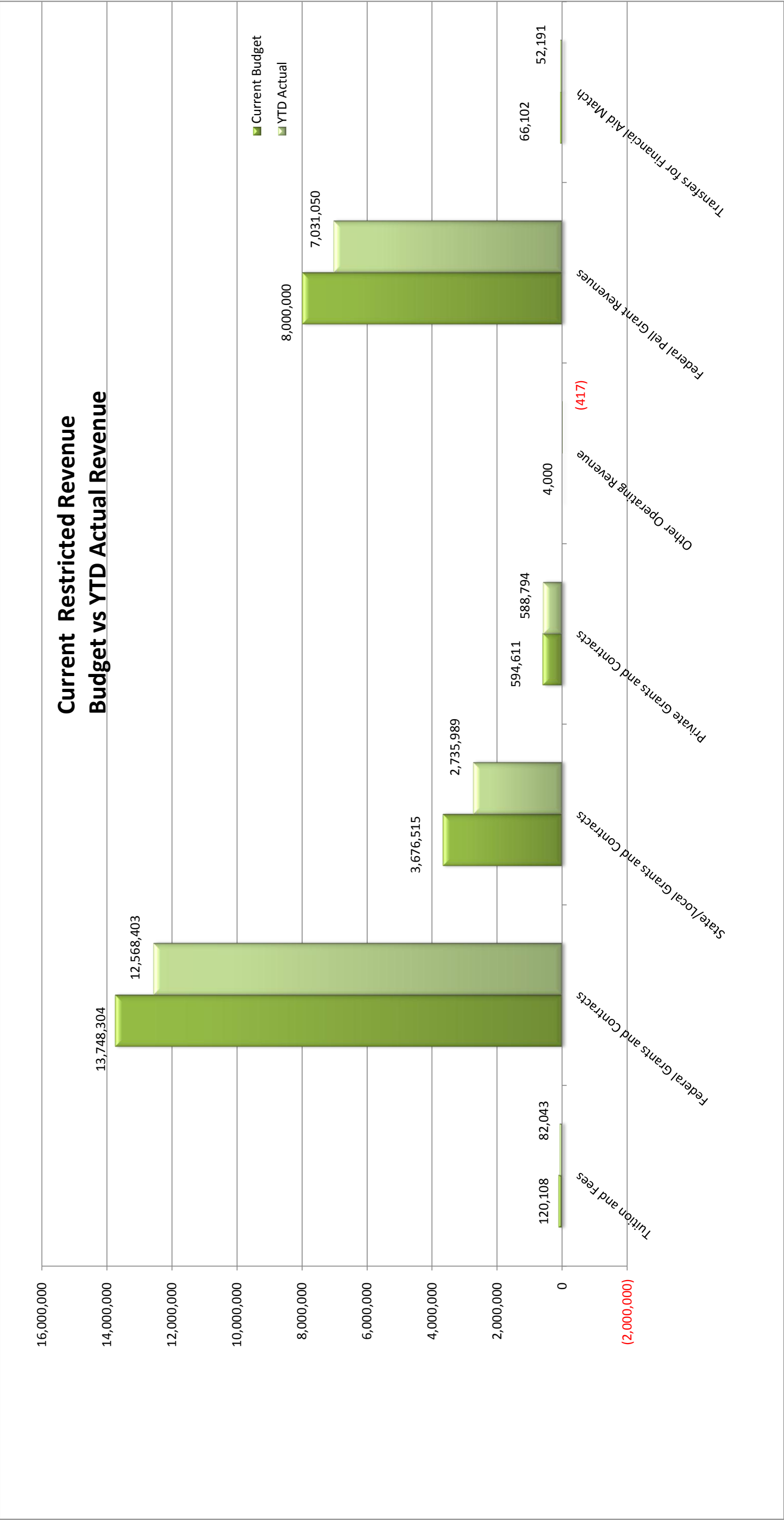
The budget balance of **(\$449,606)** is covered by the restricted fund cash balance of \$1,426,871 on June 30, 2011

Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
Current Restricted
As of April 2012

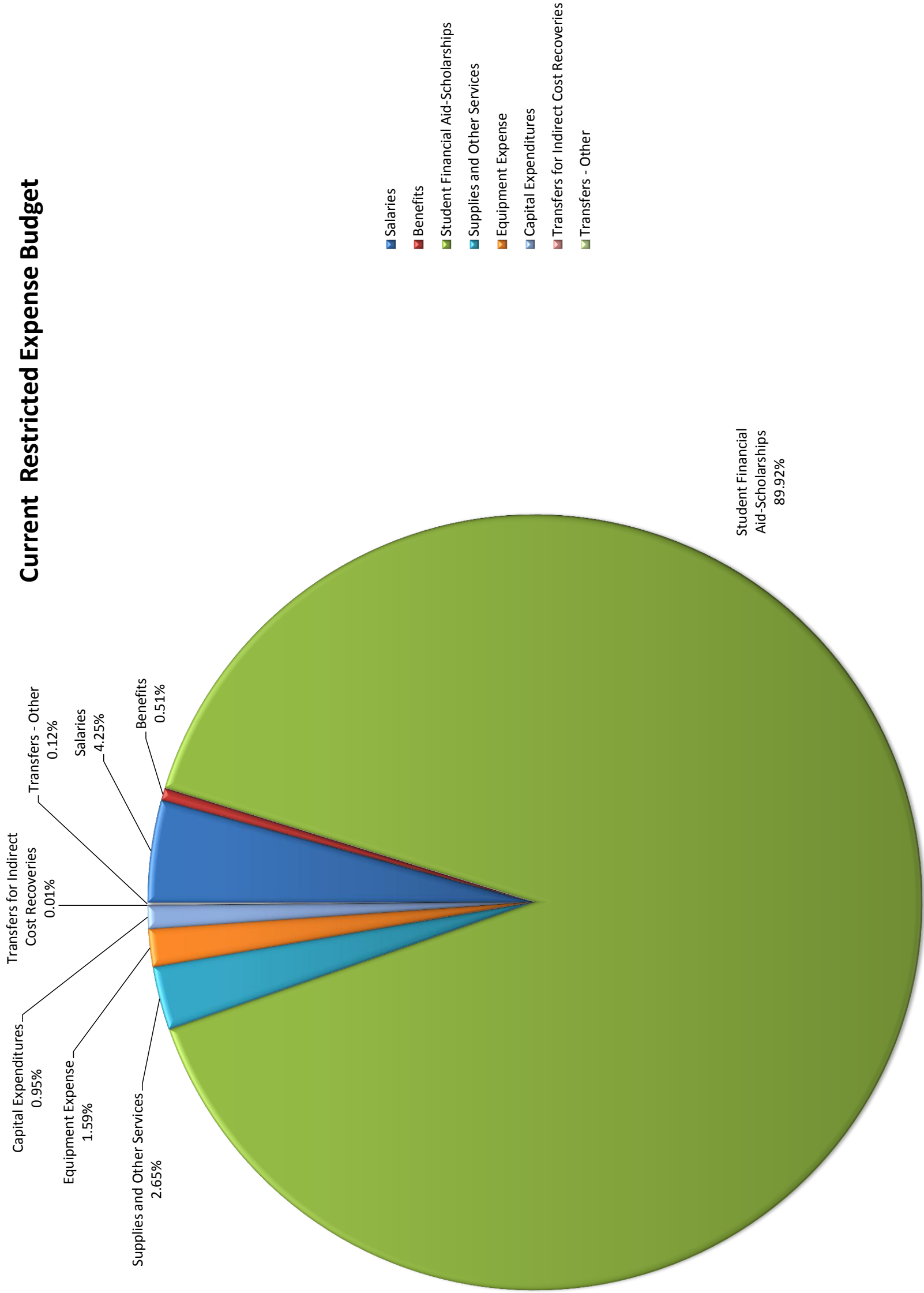
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	34,213	120,108	82,043	68.31
	Federal Grants and Contracts	13,771,179	13,748,304	12,568,403	91.42
	State/Local Grants and Contracts	3,048,871	3,676,515	2,735,989	74.42
	Private Grants and Contracts	534,611	594,611	588,794	99.02
	Other Operating Revenue	3,000	4,000	(417)	(10.41)
	Total:	17,391,874	18,143,538	15,974,812	88.05
OPERATING EXPENSE					
	Salaries	923,758	1,132,066	440,852	38.94
	Benefits	82,224	134,865	57,552	42.67
	Student financial aid-scholarships	23,946,419	23,972,571	21,809,121	90.98
	Utilities	500	500	201	40.28
	Supplies and Other Services	497,690	707,789	218,468	30.87
	Equipment Expense	238,878	423,200	159,267	37.63
	Loan Cancellation and Write-Off	0	0	(59)	
	Total:	25,689,469	26,370,990	22,685,402	86.02
OPERATING INCOME / (LOSS)		(8,297,595)	(8,227,452)	(6,710,590)	81.56
NONOPERATING REVENUE (EXPENSE)					
	Federal Pell Grant Revenues	8,000,000	8,000,000	7,031,050	87.89
	Total:	8,000,000	8,000,000	7,031,050	87.89
TRANSFERS & OTHER					
	Capital Expenditures	(203,365)	(253,366)	(236,033)	93.16
	Transfers for Fin Aid Match	78,992	66,102	52,191	78.96
	Indirect Cost Recoveries	(4,956)	(2,430)	(2,430)	100.00
	Transfers - Other	0	(32,460)	(32,460)	100.00
	Total:	(129,329)	(222,153)	(218,731)	98.46
BUDGET BALANCE		(426,924)	(449,606)	101,728	(22.63)
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,426,871	1,426,871		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		999,947	977,265		

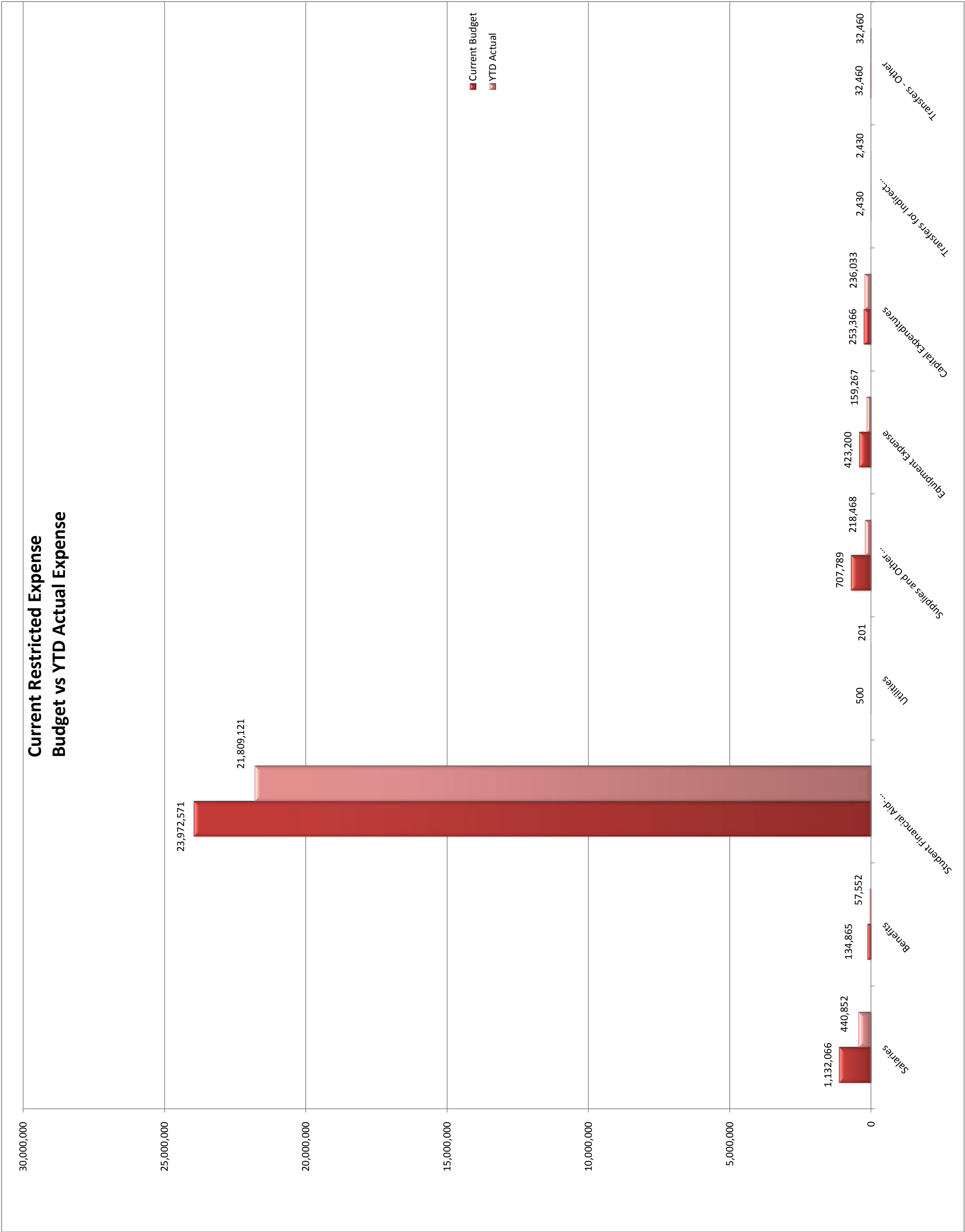
Current Restricted Revenue Budget





Current Restricted Expense Budget





Tab

3

**Pierpont Community & Technical College Board of Governors
Meeting of June 19, 2012**

ITEM: Policy #38 – Faculty Sick Leave

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve to announce and accept public comments for a period of 30 days regarding the proposed changes to Policy #38 – Faculty Sick Leave.

STAFF MEMBER: Steve Leach

BACKGROUND: Language in the existing Faculty Sick Leave Policy #38 needs clarification in addressing the guidelines established in the WV Council Community and Technical College Education Policy 135-38 and the Higher Education Policy Commission Series 38. The revisions proposed will clarify the rights and responsibilities of faculty members that are absent due to an illness or injury and are unable to carry out their duties. After the comment period the Board of Governors will have the option of applying the recommended amendments to this policy.

**PUBLIC COMMENT PERIOD:
June 20, 2012 to July 19, 2012**

All comments are to be made in writing to:

**Cyndee K. Sensibaugh
Executive Assistant to the President
230 Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554**

Cyndee.Sensibaugh@Pierpont.edu

***A written copy of the proposed policy revision is available for public viewing in
Hardway Hall, Room 230.***

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 38
TITLE: FACULTY ABSENCE DUE TO ILLNESS OR INJURY

Effective Date: November 10, 2005

Amended:

Repealed:

Pierpont Community and Technical College Board of Governors
POLICY NO.38

TITLE: FACULTY SICK LEAVE ABSENCE DUE TO ILLNESS OR INJURY

EFFECTIVE DATE: November 10, 2005

The purpose of this policy is to clarify faculty rights and responsibilities when a faculty member cannot meet with classes or carry out other official/assigned duties because of personal illness ~~or injury~~; to clarify the duties of Deans, or their designees in such cases; and to provide guidelines for requesting short-term disability leave. Since faculty members on a contract of less than twelve months do not earn or accrue sick or annual leave (per HEPC Series 38 and WVCCTC 135-38), this policy addresses leave and time off payroll procedures for ~~occasions less than twelve-month faculty~~ when personal illness ~~or injury~~ occurs.

This policy is not intended to address all issues surrounding the request for unpaid medical, ~~or~~ Family Medical Leave Act (FMLA), or WV Parental leave and is in no way intended to limit or prohibit faculty members from requesting and taking such leave. The Human Resources Office administers the FMLA and all other leave plans and processes. Please note that FMLA and other leave, as applicable, will run concurrent with the leave provisions outlined in this policy.

The Human Resources Office is responsible for the interpretation, application, and administration of this policy.

State law (§12-3-13) prohibits the payment of wages when work is not performed. This policy is intended to provide a procedure and plan that protects the faculty member and the institution in cases in which faculty members are unable to work due to personal illness ~~or injury~~.

The Pierpont Community and Technical College Board of Governors strongly ~~encourages~~encourage all benefits-eligible faculty members to enroll in a short-term disability plan and ~~directs~~direct the administration to make such a plan available. Faculty on a less-than-twelve-month contract who do not enroll in the short-term disability plan are not eligible for any other provisions to maintain their pay or salary and may find themselves without compensation if they are removed from payroll.

GENERAL PROVISIONS

Each faculty member is employed to carry out duties which include but are not limited to meeting with each assigned class during its scheduled time frame and performing other related faculty responsibilities.

A faculty member who must miss scheduled work time (class, office, committee, or other) because of personal illness or injury is required to notify his or her ~~immediate~~ supervisor immediately. The faculty member and his/her supervisor should notify the Benefits Office in Human Resources immediately if it appears, or there is reason to believe, the faculty member may miss more than five (5) days of work. This is to ensure that both the employee and the institution have invoked FMLA rights and responsibilities.

A work day is defined as a day on which the faculty member would regularly be scheduled to meet with a class, hold office hours, or perform other duties such as advising or committee work

In no case may a faculty member “subcontract “or agree to pay a colleague or other person directly for teaching his/her classes or performing other assigned work. Coverage and substitutes are arranged by the Dean/designee and appropriate compensation is paid through the State Auditor’s Office only.

~~A “health care professional” is defined as a person, other than the employee or member of his or her family who (a) is licensed to practice medicine under the laws of the state in which he or she practices; or (b) is legally qualified as a medical practitioner and required to be recognized by the insurance laws of the state in which he or she practices.~~

~~DEAN REPORTING-DEAN/DESIGNEE~~ DEAN/DESIGNEE RESPONSIBILITIES

In the event of the faculty member’s absence, it ~~becomes~~ is the responsibility of the Dean (or his or her designee such as department chair or program coordinator) to ensure that:

1. Another member of the faculty/staff ~~will~~ meets with the classes affected, or
- ~~2. He/she or a designee will~~ meets with the classes: ~~when a faculty/staff member is unavailable, or~~
- ~~3. Notify the students in advance if it becomes necessary to cancel classes.~~
3. The students are notified in advance if it becomes necessary to cancel classes and the absent faculty member is unable to contact the students.
- ~~4. Make certain that the instructor~~ The faculty member has provided appropriate provisions via an online platform (i.e. Blackboard) to accommodate for any missed in-class work/activities, or
- ~~4. In the event the absent faculty member cannot notify the students of a class cancellation, it becomes the responsibility of the Dean or the Dean’s designee to do so.~~

In addition, the Dean will develop and maintain a record-keeping system for documenting notification of faculty absences due to illness or injury ~~to be kept on file for no more than one academic year. and notifying The Dean~~ and will notify Human Resources when a faculty member has been absent ~~five-six (6) (5)-~~ or more ~~consecutive~~ work days due to personal illness or injury. Documentation shall include the Dean or designee will ensure that the faculty employee has provided verification of HR's receipt of a "Return to Work Authorization/Medical Release" form when absence exceeds six (6) consecutive work days and will ensure that the faculty member does not work until HR has reviewed and permitted the return to work.-

FACULTY RESPONSIBILITIES

Faculty members have the following responsibilities:

1. A faculty member who must miss scheduled work time (class, office, committee, or other) because of personal illness or injury is required to notify his or her immediate supervisor.
 2. If physically able, Notify the students in advance if it becomes necessary to cancel classes.
 3. If physically able, offer assistance or suggestions to the Dean or his or her designee in arranging for another faculty or staff member to meet with affected classes.
 - 3.4. Before returning to work after a period of absence of six (6) or more consecutive work days, the faculty member must ensure that a "Return to Work Authorization/Medical Release" form from the treating health care professional is provided to HR Benefits Office. The faculty member is not to return to work until HR has received this form and informed both the faculty member and his/her Dean/designee that the return to work is accepted. HR will also notify the Dean/designee of any medical restrictions on the faculty member's return.
 - 4.5. Faculty members are strongly encouraged to enroll in short-term disability coverage (STD) and are advised that compensation is not guaranteed to those faculty members who do not carry short-term disability coverage.-
 5. Faculty members must notify the Benefits Office of Human Resources and request a claim form to file for disability income benefits (short-term disability benefits claim form currently available through the Benefits Office). STD benefits start the 8th consecutive day of illness/injury and provide 60% nontaxable benefit up to 26 weeks of disability if proper documentation is provided by the health care professional. -become effective on the eighth day and provide a percentage of salary for up to six months. For purposes of the disability coverage, the eight day period begins with documentation from the treating health care professional)-
-

- ~~6. Before returning to work after a period of absence of six (6) or more consecutive work days, the faculty member must obtain a "Return to Work Authorization/Medical Release" form from the treating health care professional.~~

Faculty members whose illness or injury prevent them from carrying out their assigned duties for fourteen (14) consecutive calendar days will be placed on unpaid medical leave until able to return to work. No work from home or part-time work arrangements are permitted during this time. The administration will work with those faculty members enrolled in short-term disability to initiate the receipt of disability benefits as defined by the plan.

During any medically authorized absence of more than five (5) days, the affected faculty member is to be fully released from duty and is not to provide services of any kind to Pierpont. Unless and until the Human Resources Benefits Office has obtained an authorized release form from the faculty employee's physician or other health care professional, the faculty member may NOT work or enter into any "part-time" or "work from home" arrangement with his/her Dean/designee or on his/her own initiative. Only the Provost may approve part-time or work from home arrangements, and these must be requested by the faculty member, detailed in writing with a set beginning and ending date, and have the Dean/designee's written approval.

Failure of a faculty member and/or his/her Dean/designee to abide by the provisions of this policy may be a cause for disciplinary action of the parties involved.

While this policy addresses the procedures for short-term illness **and injury** leave and encourages faculty members to enroll in a short-term disability plan, the Board also encourages all faculty members to enroll in some form of long-term disability coverage.

~~In order to provide a transition period, this policy will not apply to any faculty member who has enrolled in short-term disability but is denied benefits based on a pre-existing condition between November 1, 2005 and October 31, 2006.~~

Tab

4

Pierpont Community and Technical College
Board of Governors
June 19, 2012

Item: Missing 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 96% textbook adoptions for all known classes for fall term 2012, spring term 2012, and summer 2013. This covers the entire 2012-2013 academic year.

Please note: Follett bookstores have recognized this success of 96% textbook adoptions for the 2012-2013 academic year. This 96% level of textbooks adoptions was achieved by the end of March 2012.

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. Please note: There were no book adoptions missed by the academic deans, since the attached list of Textbook Adoptions not submitted by the end of March 2012 were automatically adopted by the bookstore following the guidelines required in the Bookstore Policy #54, or those listed were granted exceptions.

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

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

Tab

5

**Pierpont Community and Technical College
Board of Governors
Meeting of June 19, 2012**

ITEM:	FY 2013 Unrestricted Education and General Budget Approval
COMMITTEE:	Finance Committee
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Community & Technical College Board of Governors approves the attached Unrestricted Education & General (E&G) Budget for FY 2013.
STAFF MEMBER:	Dale Bradley
BACKGROUND:	<p>The Finance Committee has met with Administration and reviewed the changes proposed to the FY 2013 Unrestricted E&G Budget. The proposed FY 2013 Unrestricted E&G Budget is attached including a comparison identifying changes from the current April 30, 2012 Unrestricted E&G Budget.</p> <p>The initial FY 2013 Unrestricted E&G Budget reflects an increase in State Appropriation of \$22,526 over the FY 2012 State Appropriation levels. This \$22,526 is additional funding to be used toward a 4% increase in the institution's portion of employee PEIA costs. This budget includes the use of \$124,521 in Fund Managers cash reserves as part of the overall budget plan. Fund Managers cash reserves are estimated to be approximately \$700,000 at the end of the current fiscal year. The FY 2013 initial budget has a budget balance of \$46,144.</p> <p>A budget comparison has been completed for all Unrestricted Funds including a comparison of the President controlled and Fund Manager controlled funds. This analysis compares the current FY 2012 Unrestricted E&G Budget as of April 30, 2012 to</p>

the initial FY 2013 Unrestricted E&G Budget and reflects the differences between the two. A comparison is also made for the President controlled and the Fund Manager controlled funds separately.

A summary of the comparison between the current budget and the proposed FY 2013 budget identifies a projected increased revenue plan of approximately \$275,000 and a projected increased spending plan of approximately \$349,000. Another significant change to the FY 2013 budget is a reduction of (\$90,000) in projected investment income in the non-operating revenue budget. This adjustment has been made to more accurately reflect the reality of the investment income the institution is recognizing.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
Projected Budget for FY 2013 July 1, 2012
As of June 7, 2012

		FY 2013 Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
	Tuition and Fees	9,559,530	0	0.00
	Faculty Services Revenue	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	
	Auxiliary Enterprise Revenue	1,214,786	0	0.00
	Operating Costs Revenue	124,691	0	0.00
	Support Services Revenue	290,966	0	0.00
	Other Operating Revenue	415,347	0	0.00
	Total:	13,107,909	0	0.00
OPERATING EXPENSE				
	Salaries	7,130,094	0	0.00
	Benefits	1,545,912	0	0.00
	Student financial aid-scholarships	140,844	0	0.00
	Utilities	4,699	0	
	Supplies and Other Services	2,446,415	0	0.00
	Equipment Expense	134,692	0	0.00
	Loan cancellations and write-offs	0	0	
	Fees retained by the Commission	116,560	0	0.00
	Assessment for Faculty Services	1,272,439	0	0.00
	Assessment for Support Services	3,498,892	0	0.00
	Assessment for Student Activity Costs	179,411	0	0.00
	Assessment for Auxiliary Fees & Debt Service	1,214,786	0	0.00
	Assessment for Operating Costs	2,345,039	0	0.00
	Total:	20,029,782	0	0.00
OPERATING INCOME / (LOSS)		(6,921,874)	0	0.00
NONOPERATING REVENUE (EXPENSE)				
	State Appropriations	8,443,703	0	0.00
	State Fiscal Stabalization Funds	0	0	
	Gifts	0	0	
	Investment Income	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	0	0.00
	Reappropriated State Funding	0	0	
	Total:	6,911,115	0	0.00
TRANSFERS & OTHER				
	Capital Expenditures	0	0	
	Transfers for Fin Aid Match	(67,618)	0	0.00
	Indirect Cost Recoveries	0	0	
	Transfers - Other	0	0	
	One-time use of reserve	124,521	0	0.00
	Total:	56,903	0	0.00
BUDGET BALANCE		46,144	0	
PERSONNEL BUDGET SAVINGS		0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		46,144	0	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year				
Less: USE OF RESERVE		<u>124,521</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year				

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President
Projected Budget for FY 2013 July 1, 2012
As of June 7, 2012

		FY 2013 Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
	Tuition and Fees	8,371,857	0	0.00
	Faculty Services Revenue	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	
	Operating Costs Revenue	124,691	0	0.00
	Support Services Revenue	290,966	0	0.00
	Other Operating Revenue	346,683	0	0.00
	Total:	10,636,786	0	0.00
OPERATING EXPENSE				
	Salaries	6,739,342	0	0.00
	Benefits	1,489,633	0	0.00
	Student financial aid-scholarships	140,844	0	0.00
	Utilities	4,399	0	
	Supplies and Other Services	1,596,483	0	0.00
	Equipment Expense	51,097	0	0.00
	Loan cancellations and write-offs	0	0	
	Fees retained by the Commission	116,560	0	0.00
	Assessment for Faculty Services	1,272,439	0	0.00
	Assessment for Support Services	3,498,892	0	0.00
	Assessment for Student Activity Costs	179,411	0	0.00
	Assessment for Operating Costs	2,345,039	0	0.00
	Total:	17,434,138	0	0.00
OPERATING INOCME / (LOSS)		(6,797,353)	0	0.00
NONOPERATING REVENUE (EXPENSE)				
	State Appropriations	8,443,703	0	0.00
	State Fiscal Stabalization Funds	0	0	
	Investment Income	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	0	0.00
	Reappropriated State Funding	0	0	
	Total:	6,911,115	0	0.00
TRANSFERS & OTHERS				
	Capital Expenditures	0	0	
	Transfers for Fin Aid Match	(67,618)	0	0.00
	Transfers - Other	0	0	
	One-time use of reserve	0	0	
	Total:	(67,618)	0	0.00
BUDGET BALANCE		46,144	0	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year				
Less: USE OF RESERVE		<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year				

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager
Projected Budget for FY 2013 July 1, 2012
As of June 7, 2012

		FY 2013 Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,187,673	0	0.00
	Other Operating Revenue	68,664	0	0.00
	Total:	1,256,337	0	0.00
OPERATING EXPENSE	Salaries	390,752	0	0.00
	Benefits	56,279	0	0.00
	Utilities	300		
	Supplies and Other Services	849,932	0	0.00
	Equipment Expense	83,596	0	0.00
	Loan cancellations and write-offs	0	0	
	Total:	1,380,858	0	0.00
OPERATING INCOME / (LOSS)		(124,521)	0	0.00
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	
	Total:	0	0	
TRANSFERS & OTHER	Capital Expenditures	0	0	
	Indirect Cost Recoveries	0	0	
	Transfers - Other	0	0	
	One-time use of reserve	124,521	0	0.00
	Total:	124,521	0	0.00
BUDGET BALANCE		0	0	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year				
Less: USE OF RESERVE		<u>124,521</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year				

Pierpont Community & Technical College
Budget Statement of Revenues and Expenses
Comparison of April 30, 2012 Budget to the FY 2013 Budget **Current Unrestricted**

		Budgeted FY2012 04/30/12	Budgeted FY2013 07/01/12	DIFFERENCE
OPERATING REVENUE				
	Tuition & Fees	8,940,300	9,559,530	619,231
	Faculty Services Revenue	1,502,589	1,502,589	0
	State/Local Grants and Contracts	0	0	0
	Auxiliary Enterprise Revenue	1,306,529	1,214,786	(91,743)
	Operating Costs Revenue	194,452	124,691	(69,761)
	Support Services Revenue	376,897	290,966	(85,931)
	Other Operating Revenue	512,106	415,347	(96,759)
	Total:	12,832,873	13,107,909	275,036
OPERATING EXPENSE				
	Salaries	6,657,270	7,130,094	472,824
	Benefits	1,468,444	1,545,912	77,468
	Student Financial Aid-Scholarships	130,844	140,844	10,000
	Utilities	0	4,699	4,699
	Supplies and Other Services	2,072,627	2,446,415	373,788
	Equipment Expense	169,175	134,692	(34,483)
	Loan Cancellations and write-off	0	0	0
	Fees retained by the Commission	116,560	116,560	0
	Assessment for Faculty Services	1,272,439	1,272,439	0
	Assessment for Support Services	3,895,269	3,498,892	(396,377)
	Assessment for Student Activity Costs	174,729	179,411	4,682
	Assessment for Auxiliary Fees & Debt Service	1,306,529	1,214,786	(91,743)
	Assessment for Operating Costs	2,415,922	2,345,039	(70,884)
	Total:	19,679,808	20,029,782	349,975
OPERATING INCOME/LOSS		(6,846,935)	(6,921,874)	(74,939)
NONOPERATING REVENUE (EXPENSE)				
	State Appropriations	8,421,177	8,443,703	22,526
	State Fiscal Stabilization Funds	0	0	0
	Gifts	1,000	0	(1,000)
	Investment Income	97,194	7,194	(90,000)
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	0
	Reappropriated State Funding	716	0	(716)
	Total:	6,980,305	6,911,115	(69,190)
TRANSFERS & OTHER				
	Capital Expenditures	0	0	0
	Transfers for Fin Aid Match	(66,102)	(67,618)	(1,516)
	Indirect Cost Recoveries	2,430	0	(2,430)
	Transfers - Other	32,460	0	(32,460)
	One-time use of reserve	102,938	124,521	21,583
	Total:	71,725	56,903	(14,822)
BUDGET BALANCE		<u>205,096</u>	<u>46,144</u>	<u>(158,952)</u>

Pierpont Community & Technical College
Budget Statement of Revenues and Expenses
Comparison of April 30, 2012 Budget to the FY 2013 Budget

Current Unrestricted
Pierpont - President

		Budgeted FY2012 04/30/12	Budgeted FY2013 07/01/12	DIFFERENCE
OPERATING REVENUE				
	Tuition and Fees	7,878,432	8,371,857	493,425
	Faculty Services Revenue	1,502,589	1,502,589	0
	State/Local Grants and Contracts	0	0	0
	Operating Costs Revenue	194,452	124,691	(69,761)
	Support Services Revenue	376,897	290,966	(85,931)
	Other Operating Revenue	376,747	346,683	(30,064)
	Total:	10,329,117	10,636,786	307,668
OPERATING EXPENSE				
	Salaries	6,282,309	6,739,342	457,033
	Benefits	1,412,655	1,489,633	76,978
	Student financial aid-scholarships	130,844	140,844	10,000
	Utilities	0	4,399	4,399
	Supplies and Other Services	1,338,570	1,596,483	257,913
	Equipment Expense	61,197	51,097	(10,100)
	Loan cancellations and write-offs	0	0	0
	Fees retained by the Commission	116,560	116,560	0
	Assessment for Faculty Services	1,272,439	1,272,439	0
	Assessment for Support Services	3,895,269	3,498,892	(396,377)
	Assessment for Student Activity Costs	174,729	179,411	4,682
	Assessment for Operating Costs	2,415,922	2,345,039	(70,884)
	Total:	17,100,493	17,434,138	333,645
OPERATING INOCME / (LOSS)		(6,771,376)	(6,797,353)	(25,977)
NONOPERATING REVENUE (EXPENSE)				
	State Appropriations	8,421,177	8,443,703	22,526
	State Fiscal Stabalization Funds	0	0	0
	Investment Income	97,194	7,194	(90,000)
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	0
	Reappropriated State Funding	716	0	(716)
	Total:	6,979,305	6,911,115	(68,190)
TRANSFERS & OTHERS				
	Capital Expenditures	0	0	0
	Transfers for Fin Aid Match	(66,102)	(67,618)	(1,516)
	Transfers - Other	(377)	0	377
	One-time use of reserve	25,000	0	(25,000)
	Total:	(41,479)	(67,618)	(26,139)
BUDGET BALANCE		166,450	46,144	(120,306)

Pierpont Community & Technical College
 Budget Statement of Revenues and Expenses
 Comparison of April 30, 2012 Budget to the FY 2013 Budget

Current Unrestricted
 Pierpont - Fund Managers

		Budgeted FY2012 04/30/12	Budgeted FY2013 07/01/12	DIFFERENCE
OPERATING REVENUE				
	Tuition and Fees	1,061,868	1,187,673	125,806
	Other Operating Revenue	135,359	68,664	(66,695)
	Total:	1,197,227	1,256,337	59,111
OPERATING EXPENSE				
	Salaries	374,961	390,752	15,791
	Benefits	55,789	56,279	490
	Utilities	0	300	300
	Supplies and Other Services	734,057	849,932	115,875
	Equipment Expense	107,979	83,596	(24,383)
	Loan cancellations and write-offs	0	0	0
	Total:	1,272,785	1,380,858	108,073
OPERATING INCOME / (LOSS)		(75,559)	(124,521)	(48,962)
NONOPERATING REVENUE (EXPENSE)				
	Gifts	1,000	0	(1,000)
	Total:	1,000	0	(1,000)
TRANSFERS & OTHER				
	Capital Expenditures	0	0	0
	Indirect Cost Recoveries	2,430	0	(2,430)
	Transfers - Other	32,837	0	(32,837)
	One-time use of reserve	77,938	124,521	46,583
	Total:	113,205	124,521	11,316
BUDGET BALANCE		38,646	0	(38,646)

Tab

6

**Pierpont Community and Technical College
Board of Governors
Meeting of June 19, 2012**

ITEM: Approval of the FY 2013 Chargeback Agreement.

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Pierpont Community and Technical College Board of Governors approves the attached Chargeback Agreement for FY 2013 between Fairmont State University and Pierpont Community and Technical College; Chargeback Table and estimated chargeback budget.

STAFF MEMBER: Dale Bradley

BACKGROUND: The legal basis for the attached chargeback agreement is found within WV Code §18B-3C-12 ***“Relationship between Independent Community and Technical Colleges and Former Sponsoring Institutions”***.

Within WV Code §18B-3C-12 it states:

“The former sponsoring institution and the community and technical college shall agree to the fees the former sponsoring institution may charge for administrative overhead costs. The fee schedule model agreed to by the institutions shall delineate services to be provided and the fees to be charged to the community and technical colleges for the services. The fee schedule shall be based upon the reasonable and customary fee for any service, shall bear a rational relationship to the cost of providing the service.” Any changes in chargeback budget values for each institution due to adjustments to the agreement are identified in the 2013 agreement attached.

Chargeback Agreement for Fiscal Year 2013

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

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

Revenues:

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

Expenditures:

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

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

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

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

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

Note: Based on mutual agreement while an institutional separation plan is being developed in FY 2013 the chargeback rate (65.48% / 34.52%) in effect for FY 2012 will remain in effect as the FY 2013 chargeback rate unless negotiated at a different rate as reflected on the attached chargeback table. The 65.48/34.52 percent rates will stay in effect until all separation plans and activity is completed.

E.1.2a. Support service charge back for staff located in the academic schools or departments will not be charged back to the other institution in FY 2013.

E.1.3. Operating (Non-Labor) expenses for all support offices listed in the Support Service and Operating Cost Chargeback Table are funded based on percentages listed in this table. The organization manager of those offices has budget authority to expend against these budgets during the fiscal year. All unspent budgets at the end of each fiscal year are not carried forward to future fiscal years. Therefore, unspent budget increases the fund balance of both institutions. These fund balances are under the direct control of the respective Presidents of each institution.

Note: Based on mutual agreement while an institutional separation plan is being developed in FY 2013 the chargeback rate (65.48% / 34.52%) in effect for FY 2012 will remain in effect as the FY 2013 chargeback rate unless negotiated at a different rate as reflected on the attached chargeback table. The 65.48/34.52 percent rates will stay in effect until all separation plans and activity is completed.

E.1.4. Academic operating costs are funded directly by E&G revenues received by each institution and will not be charged back to the other institution in FY 2013.

E.1.5. Support staff actual liability costs.

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

Note: Based on mutual agreement while an institutional separation plan is being developed in FY 2013 the chargeback rate (65.48% / 34.52%) in effect for FY 2012 will remain in effect as the FY 2013 chargeback rate unless negotiated at a different rate as reflected on the attached chargeback table. The 65.48/34.52 percent rates will stay in effect until all separation plans and activity is completed.

E.1.6. Support staff accrued liabilities.

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

Note: Based on mutual agreement while an institutional separation plan is being developed in FY 2013 the chargeback rate (65.48% / 34.52%) in effect for FY 2012 will remain in effect as the FY 2013 chargeback rate unless negotiated at a different rate as reflected on the attached chargeback table. The 65.48/34.52 percent rates will stay in effect until all separation plans and activity is completed.

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

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

Note: Based on mutual agreement while an institutional separation plan is being developed in FY 2013 the chargeback rate (65.48% / 34.52%) in effect for FY 2012 will remain in effect as the FY 2013 chargeback rate unless negotiated at a different rate as

reflected on the attached chargeback table The 65.48/34.52 percent rates will stay in effect until all separation plans and activity is completed.

E.1.7. Chargeback Table

The attached chargeback table will be utilized for FY 2013.

Chairperson
Fairmont State
Board of Governors

Chairperson
Pierpont Community & Technical College
Board of Governors

President
Fairmont State University

President
Pierpont Community & Technical College

Institutional Chargeback Allocation Detail

for: Fairmont State University and Pierpont C&TC

FY 2013	Chargeback C&TC	Chargeback University
Chargeback Allocation (From) to:		
Revenue:		
Capital Fees	1,539,782.00	2,545,328.00
Required Auxiliary Fees	1,214,786.00	3,655,094.00
Student Services	179,411.00	401,409.00
Other (list):	0.00	0.00
Total Chargeback Revenue	2,933,979.00	6,601,831.00
Teaching Chargeback		
Instruction:		
Total Teaching Chargeback	1,272,439.00	1,302,589.00
Support Services and Operating Chargeback Expenses:		
Academic Support	817,270.17	123,177.31
Student Services	1,106,298.89	-
Operations and Maintenance of Plant	1,745,557.76	-
Institutional Support	2,170,681.40	66,628.95
Other:		
Instruction	7,284.38	225,849.59
Public Service		
Chargeback Estimate for Pay Raises	-	-
Total Support Services and Operating Chargeback	5,847,092.60	415,655.85
Grand Total	10,053,510.60	8,320,075.85

Changes to Chargeback for Fiscal Year 2013

1 Mandatory Pay Raise Costs		
- Chargeback Expense - Mandatory Pay Raise Costs-Mercer Scale		(26,248)
- Chargeback Revenue - Mandatory Pay Raise Costs-Mercer Scale		<u>5,291</u>
Chargeback - Mandatory Pay Raise Costs Sub-total:		(20,957)
2 Annual Increment (\$60.00 per pay after 3 yrs of service)		
-Chargeback Expense - Increment Increase		(3,093)
-Chargeback Revenue - Increment Increase		<u>385</u>
Annual Increment Sub-total:		(2,708)
3 Office Administrator-Sr.		
-Chargeback Expense-Office Administrator-Sr.		<u>(24,088)</u>
Office Administrator-Sr. Sub-total:		(24,088)
4 Utility Fee Increases:		
-Chargeback Expense - HVAC Maintenance		<u>(4,237)</u>
Utility Fee Increases Sub-total:		(4,237)
5 Custodial Costs:		
-Chargeback Expense - Custodial Costs		<u>(8,893)</u>
Custodial Costs Sub-total:		(8,893)
6 Business Office:		
Reduction of Business Office Staff from the Institutional Chargeback Rate to 20%		
-Chargeback Expense - Reduction for Position 000006		23,536
-Chargeback Expense - Reduction for Position 000022		<u>7,698</u>
Chargeback Agreement - Business Office Sub-total:		31,234
7 Academic Area Services:		
Removal of Organizations from Instructional Chargeback		
-Chargeback Revenue (Reduction to Revenue)		(205,804)
-Chargeback Expense (Reduction to Expense)		<u>316,559</u>
Chargeback Agreement - Academic Area Services Sub-total:		110,755
8 Teaching Excellence Office:		
Removal of Teaching Excellence Staff from Chargeback		
-Chargeback Expense - Reduction for Position 000545		30,697
-Chargeback Expense - Reduction for Position 000782		16,496
-Chargeback Expense - Reduction for Position T00100		1,266
-Chargeback Expense - Operating Budget Org 210100		<u>15,460</u>
Chargeback Agreement - Teaching Excellence Office Sub-total:		63,919
9 Information Technology Office:		
Removal of Information Technology Staff from Chargeback		
-Chargeback Expense - Reduction for Position 000704		<u>37,307</u>
Chargeback Agreement - Information Technology Office Sub-total		37,307
10 Admissions Office:		
Two new Pierpont Admission Counselor Positions (Includes Fringes)		(83,871)
-Chargeback Expense - University Position Updates and Additions (Net Reduction to Expense)		<u>69,316</u>
Chargeback Agreement - Admission Office Sub-total:		(14,555)
11 Enrollment Services:		
Removal of Sr. V.P. of Enrollment Services from Chargeback		
-Chargeback Expense - Reduction for Pos 811		<u>54,252</u>
Chargeback Agreement - Enrollment Services Sub-total:		54,252
12 Enrollment Services Scanning Cost Projections - FY 2013:		
-Chargeback Expense - E.S. Scanning Costs		<u>(2,416)</u>
Enrollment Services Scanning Cost Projections Sub-total:		(2,416)

13 Library:

-Chargeback Expense - Library Electronic Resources & Staff Reconfiguration	(17,260)
Library Sub-total:	(17,260)

14 Information Technology:

-Chargeback Expense - I.T. Operations & Licensing	(7,940)
Information Technology Sub-total:	(7,940)

CHARGEBACK CHANGES FOR FY 2013 TOTAL:	194,413
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Note: During FY 2013 while a detailed institutional separation plan is being developed the institutions have agreed to place a freeze on the institutional Average Full-Time Equivalent (FTE) chargeback percentage at the FY 2012 rates of 65.48% for FSU and 34.52% for Pierpont. Since the FTE population shifted due to an enrollment growth at Pierpont and an enrollment reduction for FSU, additional chargeback expenses of approximately \$200,000 based solely on enrollment shifts would have been paid to FSU without the agreement to freeze the institutional chargeback rate at the FY 2012 amounts.

FY 2013 CHARGEBACK TABLE								
FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
13	1	20500	ADA Administration	U	600009	65.48	34.52	100.00
13	1	20500	ADA Administration	U	800000	65.48	34.52	100.00
13	1	22500	Staff Development	U	600009	65.48	34.52	100.00
13	1	22500	Staff Development	U	800000	65.48	34.52	100.00
13	1	23000	Multi-Cultural Affairs	U	600009	65.48	34.52	100.00
13	1	23000	Multi-Cultural Affairs	U	800000	65.48	34.52	100.00
13	1	31011	Public Relations - Labor	U	600009	95.00	5.00	100.00
13	1	31011	Public Relations - Labor	U	800000	95.00	5.00	100.00
13	1	103500	Office of Grants & Contracts	U	600009	65.48	34.52	100.00
13	1	103500	Office of Grants & Contracts	U	800000	65.48	34.52	100.00
13	1	120000	Institutional Research - Director	U	600009	65.48	34.52	100.00
13	1	120000	Institutional Research - Director	U	800000	65.48	34.52	100.00
13	1	210700	Operations and Maintenance-MATEC	U	600009	65.48	34.52	100.00
13	1	210700	Operations and Maintenance-MATEC	U	800000	65.48	34.52	100.00
13	1	211000	Academic Advising Center	U	600009	65.48	34.52	100.00
13	1	211000	Academic Advising Center	U	800000	65.48	34.52	100.00
13	1	213000	Academic Assessment	U	600009	65.48	34.52	100.00
13	1	213000	Academic Assessment	U	800000	65.48	34.52	100.00
13	1	216000	Registrar	U	600009	65.48	34.52	100.00
13	1	216000	Registrar	U	800000	65.48	34.52	100.00
13	1	271000	Caperton Center-Administration	U	600009	65.48	34.52	100.00
13	1	271000	Caperton Center-Administration	U	800000	65.48	34.52	100.00
13	1	272000	Caperton Center - Instruction	U	600009	65.48	34.52	100.00
13	1	272000	Caperton Center - Instruction	U	800000	65.48	34.52	100.00
13	1	300000	Vice President - Admin and Finance	U	600009	80.00	20.00	100.00
13	1	300000	Vice President - Admin and Finance	U	800000	80.00	20.00	100.00
13	1	301000	Enrollment Services	U	600009	65.48	34.52	100.00
13	1	301000	Enrollment Services	U	800000	65.48	34.52	100.00
13	1	311000	Business Office	U	600009	65.48	34.52	100.00
13	1	311000	Business Office	U	800000	65.48	34.52	100.00
13	1	313000	Mailroom	U	600009	65.48	34.52	100.00
13	1	313000	Mailroom	U	800000	65.48	34.52	100.00
13	1	315000	Student Accounts	U	600009	65.48	34.52	100.00
13	1	315000	Student Accounts	U	800000	65.48	34.52	100.00
13	1	315500	General Institutional	U	600009	65.48	34.52	100.00
13	1	315500	General Institutional	U	800000	65.48	34.52	100.00
13	1	315800	Institutional Administrative Costs	U	600009	65.48	34.52	100.00
13	1	315800	Institutional Administrative Costs	U	800000	65.48	34.52	100.00
13	1	340000	Physical Plant Administration	U	600009	65.48	34.52	100.00
13	1	340000	Physical Plant Administration	U	800000	65.48	34.52	100.00
13	1	340008	Recycling	U	600009	65.48	34.52	100.00
13	1	340008	Recycling	U	800000	65.48	34.52	100.00
13	1	340500	Custodial Services	U	600009	65.48	34.52	100.00
13	1	340500	Custodial Services	U	800000	65.48	34.52	100.00
13	1	341200	Utilities	U	600009	65.48	34.52	100.00
13	1	341200	Utilities	U	800000	65.48	34.52	100.00
13	1	342500	Receiving and Storage	U	600009	65.48	34.52	100.00
13	1	342500	Receiving and Storage	U	800000	65.48	34.52	100.00
13	1	400000	Vice President Student Affairs	U	600009	65.48	34.52	100.00
13	1	400000	Vice President Student Affairs	U	800000	65.48	34.52	100.00
13	1	410000	Student Administration	U	600009	65.48	34.52	100.00
13	1	410000	Student Administration	U	800000	65.48	34.52	100.00
13	1	411000	Office of Admissions	U	600009	65.48	34.52	100.00
13	1	411000	Office of Admissions	U	800000	65.48	34.52	100.00
13	1	411006	Admissions - Orientation	U	600009	65.48	34.52	100.00
13	1	411006	Admissions - Orientation	U	800000	65.48	34.52	100.00
13	1	412000	Student Fin Aid Administration	U	600009	65.48	34.52	100.00
13	1	412000	Student Fin Aid Administration	U	800000	65.48	34.52	100.00

13	1	412500	Guidance and Counseling	U	600009	65.48	34.52	100.00
13	1	412500	Guidance and Counseling	U	800000	65.48	34.52	100.00
13	1	413000	Student Placement	U	600009	65.48	34.52	100.00
13	1	413000	Student Placement	U	800000	65.48	34.52	100.00
13	1	413500	Welcome Weekend	U	600009	65.48	34.52	100.00
13	1	413500	Welcome Weekend	U	800000	65.48	34.52	100.00
13	1	613000	CIO - Telephone	U	600009	65.48	34.52	100.00
13	1	613000	CIO - Telephone	U	800000	65.48	34.52	100.00
13	1	615000	Library	U	600009	65.48	34.52	100.00
13	1	615000	Library	U	800000	65.48	34.52	100.00
13	1	617000	CIO - Information Technology	U	600009	65.48	34.52	100.00
13	1	617000	CIO - Information Technology	U	800000	65.48	34.52	100.00
13	1	617005	Business Applications	U	600009	65.48	34.52	100.00
13	1	617005	Business Applications	U	800000	65.48	34.52	100.00
13	1	617015	Solutions Center	U	600009	65.48	34.52	100.00
13	1	617015	Solutions Center	U	800000	65.48	34.52	100.00
13	1	617020	Networks	U	600009	65.48	34.52	100.00
13	1	617020	Networks	U	800000	65.48	34.52	100.00
13	1	620900	Business Office - Computer Charges	U	600009	65.48	34.52	100.00
13	1	620900	Business Office - Computer Charges	U	800000	65.48	34.52	100.00
13	1	621000	Gen Institutional-Computer Charges	U	600009	65.48	34.52	100.00
13	1	621000	Gen Institutional-Computer Charges	U	800000	65.48	34.52	100.00
13	1	711000	Off-Campus Courses - South	C	609909	65.48	34.52	100.00
13	1	711000	Off-Campus Courses - South	C	700000	65.48	34.52	100.00
13	1	714000	Off-Campus Credit Programs	C	609909	65.48	34.52	100.00
13	1	714000	Off-Campus Credit Programs	C	700000	65.48	34.52	100.00
13	1	714500	Dual-Credit Programs	C	609909	65.48	34.52	100.00
13	1	714500	Dual-Credit Programs	C	700000	65.48	34.52	100.00
13	1	725500	Tutoring	C	609909	65.48	34.52	100.00
13	1	725500	Tutoring	C	700000	65.48	34.52	100.00
13	1	751500	Assessment Services	C	609909	35.11	64.89	100.00
13	1	751500	Assessment Services	C	700000	35.11	64.89	100.00
13	1	772500	C&TC General Administration	C	609909	65.48	34.52	100.00
13	1	772500	C&TC General Administration	C	700000	65.48	34.52	100.00
13	1	773000	Off Campus Courses - North	C	609909	65.48	34.52	100.00
13	1	773000	Off Campus Courses - North	C	700000	65.48	34.52	100.00

FY 2013 Changes:

The following academic units were removed from chargeback for FY13:

Fairmont State University

210100	Teaching Excellence
220000	Honors Program
221000	School of Business
221500	School of Education/Hlth-Human Perf
222000	School of Fine Arts
227000	Dean - College of Liberal Arts
227010	Dept of Behavioral Sciences
227020	Dept of Language & Literature
227030	Dept of Social Sciences
227500	Dean-College of Science & Technolog
227510	Dept - Biology/Chemistry/Geoscience
227520	Dept-Computer Science/Math/Physics
227530	Department of Technology
240000	Health Careers Administration

Pierpont Community & Technical College

716500	Staff Professional Dev/Community Ed
721000	C&TC Business
723005	Sign Language Interpreter Program
724005	Criminal Justice
724501	Applied Design

724502	Early Childhood
724503	Drafting
724504	Food Service
724505	Graphics
724507	Ballroom Dance
724800	C&TC Aviation and Technology
725000	School of Business, Aviation & Tech
727000	School of Human Services
727500	School of Health Careers
740500	C&TC Medical Lab Tech
741500	C&TC Health Information Technology
742000	C&TC Veterinary Technology
742500	C&TC Physical Therapy Assistant
743000	C&TC EMS Program
743500	Lab Assistant Program
744000	C&TC Respiratory Therapy
746000	C&TC Para Education
751000	School of Academic Studies
770005	Radiological Technology

The following administrative units were removed from chargeback table for FY13:

Fairmont State University

151508	Strategic Planning Administration
155000	Leadership Fairmont State
210107	Faculty Development-Ind Disciplines
315900	Financial Aid Matching
411007	College Summit
612500	Learning Technologies
615066	Library - Reserve
616500	Retention Initiative

The following administrative unit was added to chargeback table for FY13:

Fairmont State University

300000	Vice President, Admin & Finance
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This table represents the agreement between the University and Pierpont Community and Technical College for services outlined in the written chargeback agreement for support services from these functional organizations/areas. This percentage table will drive monthly chargebacks from one institution to the other for support services and operating expenses occurring against these organizations.

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**Pierpont Community and Technical College
Board of Governors
June 19, 2012**

ITEM: Approval of the FY 2013 Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Pierpont Community and Technical College Board of Governors reauthorizes the continuation of projects from the FY 2012 approved E&G Capital Project list.

Be it resolved that the Pierpont Community and Technical College Board of Governors approve the E&G Capital Project plan for FY 2013.

STAFF MEMBER: Dale Bradley

BACKGROUND: FY 2012 E&G Capital Projects which are already funded in the amount of \$21,031,448.48 (see attached FY 2012 continuing Capital Projects list and narrative explaining the projects) are recommended to be reauthorized for the 2013 fiscal year.

New projects to be funded by E&G Capital Fee and Infrastructure Fee reserves amount to \$3,647,083.00 (please see attached FY 2013 Proposed Capital Projects list and narrative explaining the new projects).

CAPITAL PROJECTS

FY 2012 - CONTINUING PROJECTS

			Expended &/or Encumbered To Date			Remaining Available Budget
<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	E&G Capital 449800	Infrastructure 449000	HEPC EAST Bonds	
1 Aerospace	HVAC Units	\$ 148,833.48	\$ 137,275.00			\$ 11,558.48
2 Hardway Hall	Renovations	\$ 5,500,000.00			\$ 415,000.00	\$ 5,085,000.00
3 Hunt Haight Hall	Window Replacement	\$ 60,000.00				\$ 60,000.00
4 Infrastructure	Merchant Street Retaining Wall	\$ 350,000.00		\$ 9,000.00		\$ 341,000.00
5 Infrastructure	Paving Lot #15 (Old Tennis Courts)	\$ 83,560.00				\$ 83,560.00
6 Infrastructure	Sealing Parking Lots	\$ 25,000.00				\$ 25,000.00
7 Infrastructure	Aerospace Paving Parking Lot	\$ 80,000.00				\$ 80,000.00
8 Infrastructure	Access Road - Tennis Courts	\$ 170,000.00		\$ 14,500.00		\$ 155,500.00
9 Jaynes Hall	Roof Renewal	\$ 350,000.00				\$ 350,000.00
10 Locust Avenue	Locust Avenue	\$ 40,000.00				\$ 40,000.00
11 Musick Library	Elevator	\$ 2,000,000.00			\$ 1,008,944.00	\$ 991,056.00
12 Turley Center	FF&E	\$ 874,055.00				\$ 874,055.00
13 Turley Center	Renovations	\$ 6,000,000.00			\$ 505,029.81	\$ 5,494,970.19
14 Wallman Hall	Foundation Waterproofing	\$ 150,000.00	\$ 25,500.00			\$ 124,500.00
15 Wallman Hall	Renovations (Mechanical & Electrical)	\$ 5,200,000.00			\$ 390,000.00	\$ 4,810,000.00
TOTALS		\$ 21,031,448.48	\$ 162,775.00	\$ 23,500.00	\$ 2,318,973.81	\$ 18,526,199.67

2012 Continuing Capital Project Descriptions

1. Aerospace HVAC Units

The base bid consists of the removal and replacement of two packaged rooftop DX cooling and gas heat units. Alternates were accepted including the replacement of three additional packaged rooftop unit with DX cooling and gas heat. All five RTU's are to have self-contained controls and existing room thermostat is to be replaced with new. Also provide new low voltage control wiring. All duct distribution is to be reused and new transitional roof curbs installed to accommodate changes in unit dimensions.

2. Hardway Hall Renovations

This project consists of a selected systems upgrade for Hardway Hall. Including a new fire protection system, upgraded fire alarm system, upgraded electrical system including new lighting, new heating, ventilation and air condition system (HVAC) , ceiling replacement and patching only as required for fire protection and HVAC work. Demolish existing fin tube radiator as required for installation of new HVAC equipment and a full window replacement. Include one add alternate to demolish all existing fin tube radiators and one deduct alternate for the windows.

3. Hunt Haught Hall Window Replacement

The Hunt Haught Hall stair tower window system was recently upgraded. The remaining window systems around the building are in dire need of replacement. Some panels are loose, sealants have failed, and gaskets have failed resulting in leaks and foggy glass. The existing system is not very efficient. This system would be replaced in phases with a new window system and panels to match the stair tower.

4. Infrastructure: Merchant Street Retaining Wall

The retaining wall at Merchant Street is deteriorating. Structural rebar is exposed and is rusting causing more of the concrete to break away. Repairing the wall is not an option due to the processes required will cause more damage to the structural integrity. A new redi-rock wall is being proposed to be constructed directly in front of the existing concrete wall. Only a portion of the existing wall will need to be removed for vertical reinforcing to be laid.

5. Infrastructure: Paving Lot #15 (Old Tennis Courts)

This would include paving of the parking lot (old tennis courts) adjacent to Pence Hall and Feaster Center. It would include an overlay with low areas to be built up to ensure positive drainage. Along with milling of bad areas and new base laid. Re-painting and stripping of parking lot. Work would also be done to widen the turn at the top of the drive to eliminate vehicles from driving in the lawn.

6. Infrastructure: Sealing Parking Lots

This is a necessary preventative maintenance strategy. Involves a plan to keep up with the sealing of all parking lots on campus to aid in maintaining their condition and protecting the asphalt.

7. Infrastructure: Aerospace Paving Parking Lot

Resurfacing of the student/faculty parking lot including milling of bad areas, placing a 1-2" overlay with low areas built up to ensure positive drainage. Re-painting and stripping of the lot including a new cross walk from Hanger A side entrance to building sidewalk.

8. Infrastructure: Access Road- Tennis Courts

The access road to the tennis courts is currently a gravel road. This project would include paving of this roadway with drainage upgrades to allow better access for students, faculty and staff, and the community. This will also help maintain the roadway during heavy storms when it tends to wash out.

9. Jaynes Hall Roof Renewal

Jaynes Hall total roof warranty and limited membrane warranty has expired. This roof has surpassed its expected life and needs replaced. We have had to deal with leaks in this building so it is important to replace the rubber membrane roof with new.

10. Locust Avenue

Agreed to aid in the expansion of the State Locust Ave expansion project by providing for turn signal lights similar to the ones installed at the Fairmont Gateway Connector. This will keep up the theme and image across campus.

11. Musick Library Elevator

Work consists of construction of a new two story elevator tower, a precast concrete "Double T" pedestrian bridge, and a covered walkway from the elevator to the Musick Library tunnel. The Elevator Tower will stand-alone from the Musick Library building, but will be adjacent in the west hillside. The elevator tower encloses approximately 300 sf per floor. The walkway canopy covers approximately 380 sf. The 8 foot wide pedestrian bridge spans approximately 40 feet. Site work includes foundation, excavations and utility extensions or relocations. Utility work includes: storm, sanitary drains, water and gas. Mechanical and electrical work includes heating and air conditioning, electric power and lighting.

12. Turley Center FF&E

Funding to be used for new furniture, fixtures and equipment for the new Student Access and Success Center.

13. Turley Center Renovations

The Turley Center will be completely gutted back to its original structure. A build-out of all three floors including new walls, ceiling, flooring, and finishes. The first and third floor bathrooms will be renovated along with new fixtures on the second floor. Proposed upgrades to the existing elevator along with the addition of a new second elevator. Proposed new windows and doors along with all new building systems including: mechanical and electrical. A new chiller plant will be placed on the south-west corner to provide cooling for Turley, Wallman Hall and Hardway Hall. This building will become the new hub or one-stop-shop for students.

14. Wallman Hall Foundation Waterproofing

The water penetration into the building will be addressed by modifying some of the exterior and interior drains including the foundation drain and rain leaders. A new 210 ft. perimeter drain will be installed around the north side of the building to pick up surface water. Along with the installation of a sheet waterproofing material. Some work on the inside will also be done including altering a pipe connection and rerouting rain leaders to the exterior of the building.

15. Wallman Hall Renovations (Mechanical and Electrical)

This renovation is primarily a mechanical and electrical overhaul. The existing mechanical systems will be replaced in their entirety. All sprinkler heads throughout the building will be replaced. The existing electrical systems will be replaced to include lights, fire alarms, and power. New boilers will be placed in the penthouse and will act as a heating plant for Wallman, Turley and Hardway Hall. Acoustical lay-in ceilings and grid will be completely replaced. Various bulkheads and mechanical wall openings will be repaired or replaced. Alternates include the extension of the Tower Room Stair from the 4th floor to the Penthouse, removal of an abandoned rooftop chiller, and replacing chilled water piping insulation with armaflex insulation. Other alternates that are to be added via addendum are limited carpet replacement, partial painting (corridors and classrooms), and renovation of the 4th floor restrooms.

CAPITAL PROJECTS

FY 2013 - PROPOSED PROJECTS

Anticipated Reserve Balance June 30, 2012			\$ 3,665,535.00	\$ 1,797,397.00	\$ 781,488.00	\$ 1,086,650.00
	<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	<i>E&G Capital 449800</i>	<i>Infrastructure 449000</i>	<i>Operating</i>
1.	Academic Fund	Academic Fund	\$ 100,000.00	\$ 100,000.00		\$ -
2	Aerospace Center	Floor Replacement	\$ 38,000.00	\$ 38,000.00		
3	Aerospace Center	HVAC Upgrade	\$ 60,000.00	\$ 60,000.00		\$ -
4	Campus	ADA Restrooms	\$ 50,000.00	\$ 50,000.00		\$ -
5	Caperton Center	Roof Renewal	\$ 400,000.00	\$ 400,000.00		\$ -
6	Feaster Center	HVAC Upgrade (Pool Area)	\$ 307,000.00			\$ 307,000.00
7	Feaster Center	Natatorium Upgrades	\$ 740,000.00	\$ -		\$ 740,000.00
8	Hunt Haught Hall	Green House	\$ 149,650.00	\$ 110,000.00		\$ 39,650.00
9	Hunt Haught Hall	Elevator Upgrades	\$ 100,000.00	\$ 100,000.00		\$ -
10	Hunt Haught Hall	Window Replacements	\$ 60,000.00	\$ 60,000.00		\$ -
11	Information Technology	AC Unit	\$ 80,000.00	\$ 80,000.00		
12	Infrastructure	Campus Lighting Upgrades	\$ 210,000.00		\$ 210,000.00	
13	Infrastructure	Campus Paving Projects Lot 15 (Old Tennis Courts)	\$ 75,000.00		\$ 75,000.00	
14	Infrastructure	Additional Paving Projects	\$ 349,488.00		\$ 349,488.00	
15	Infrastructure	Painting & Striping Roadways	\$ 25,000.00		\$ 25,000.00	
16	Musick Library	HVAC Upgrade	\$ 240,000.00	\$ 240,000.00		\$ -
17	Physical Plant	Landscaping	\$ 100,000.00		\$ 100,000.00	\$ -
18	Physical Plant	Small Projects	\$ 197,000.00	\$ 175,000.00	\$ 22,000.00	\$ -
19	School House Museum	Repairs	\$ 40,000.00	\$ 40,000.00		
20	Turley Center	Turley Center FF&E	\$ 125,945.00	\$ 125,945.00		\$ -
21	Wallman Hall	Elevator Replacement	\$ 200,000.00	\$ 200,000.00		\$ -
Total			\$ 3,647,083.00	\$ 1,778,945.00	\$ 781,488.00	\$ 1,086,650.00
Anticipated Reserve Balance after Projects			\$ 18,452.00	\$ 18,452.00	\$ -	\$ -

2013 Capital Projects Descriptions

1. Academic Fund

This fund is established every year. The academic deans for both institutions decide what it should be spent on.

2. Aerospace Floor Replacement

The vinyl composite tile (VCT) is original to the building. The tile has separated from the floor causing tripping hazards. In the worst sections the tile has been covered with carpets for student/staff safety. This includes replacing all VCT flooring in the building. The newly installed tile will be laid in a standard alignment opposed to the diagonal current alignment. The two-tone colored pattern will still exist along with the design on the rotunda floor.

3. Aerospace HVAC Upgrades

After this year only two units will remain at RCB; All other units will have been replaced. The remaining two units are RTU #8 and H&V #3. The work would include replacing RTU #8 with a new packaged rooftop unit. The new unit would have DX cooling and gas heat (same as existing) and self-contained controls. The existing room thermostat would be replaced with new. All duct distribution would be reused. A new transitional roof curb would be installed to accommodate changes in unit dimensions. The existing heating and ventilating unit that serves the Sheet Metal workroom 142 would be replaced with a new packaged rooftop unit. A new H&V would also be set to serve the welding room 141.

4. Campus ADA Restrooms

Goal is to provide more accessible ADA restrooms on one floor per building. This does not mean that other restrooms in the building are not currently ADA accessible.

5. Caperton Center Roof Renewal

Caperton Center roof warranty expired 6/30/2009. These systems are past their expected life and are due for replacement.

6. Feaster Pool HVAC Upgrades

The existing HVAC unit is not in good condition. Over the years the chlorine and chemicals have taken their toll on the unit; we experience many issues with this unit. It has exceeded its life expectancy and requires replacement. It will also provide a proper controlled climate for the natatorium.

7. Feaster Natatorium Upgrades

Due to the moisture and climate maintained for the pool area and years of weathering the lintels are oxidizing causing them to grow in size creating brick cracks. This is a concern with a walk-way directly below. A scaffolding system has been put in place temporarily to protect pedestrians from any falling hazard. During this project we would also replace the windows do to their age and energy deficiency. An alternate would include new lighting as well.

8. Hunt Haught Hall Greenhouse

Remove existing glass from structure and furnish new glass. Install new rope putty and top sealant. Install new roof and side vent motors and new rack and pinion vent operators. Install new hot water unit heater. Furnish and install new HAF fans with manual speed control. Install new HPS Supplemental Crop Lights. Install a new stand alone greenhouse control system, including software for remote computer (owner to provide PC).

9. Hunt Haught Hall Elevator Upgrades

The Hunt Haught Hall elevator is functional but is not operating properly. We have issues arise with this elevator, what seems to be every day. It is very important to have this elevator upgraded. Propose a hydraulic 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.

10. Hunt Haught Hall Window Replacement

We recently replaced the glass stair tower with a dark bronze, argon filled double pane system. The remaining 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. Propose replacing window sections in phases until entire building is complete.

11. AC Unit for Information Technology

Provide a new AC unit to serve the data center to provide redundancy. The new and old AC unit will be set up on a rotation schedule to relieve the other, extending their service life and reducing their continuous run time. The new AC unit will also be fed from the generator.

12. Campus Lighting Upgrades

Continue with our efforts in enhance visibility and security at night and promote energy savings.

13. Campus Paving Projects

Following a routine maintenance schedule, this project was bid out last year but came in over budget. These additional funds will be added to last years in order to complete the paving. This would include a re-surfacing of the Pence parking lot (old tennis courts). This parking lot is in disarray and needs addressed.

14. Additional Paving Projects

Other paving projects include the Lot 14 (Library/Education parking lot) and RCB parking lot. At both sites we have drainage issues that will be addressed with the slope of the asphalt. Both lots are due to be re-surfaced.

15. Painting and Striping Roadways

It is important to maintain lines and directional/parking symbols for pedestrian and vehicle safety. The striping is fair to non-existent and must be re-painted.

16. Musick Library HVAC Upgrades

Replace main RTU that serves the library. This unit has exceeded its expected life and really needs replaced.

17. Landscaping

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

18. 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.

19. School House Museum Repairs

This building was once disassembled, moved, and then re-built. The building is beginning to lean or rack. It requires a structural analysis with some type of bracing to re-shape the building core.

20. Turley Center FF&E

Funds to provide furniture, fixtures, and equipment for the newly renovation Turley Center.

21. Wallman Hall Elevator Replacement

The Wallman Hall elevator has chronic issues, which sometimes leave the building inaccessible. It is not feasible to simply upgrade the elevator; it is more economical to replace. The Wallman Hall elevator is original to the building, however it did undergo one renovation in 1995. This renovation extended its service life by 17 years but now will require replacement.

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 19, 2012**

ITEM: Savings from the Refunding of Outstanding Revenue Bonds

COMMITTEE: Finance Committee

INFORMATION ITEM:

STAFF MEMBER: Dale Bradley

BACKGROUND: In their February Board of Governors meetings, the Board of Governors for Pierpont Community and Technical College and Fairmont State University approved the refunding of outstanding revenue bonds.

At that time based on the bond market, it was estimated that substantial savings of approximately \$400,000 annually would be realized by refunding the existing revenue bonds. These savings could be realized without extending the end date of the revenue bonds through the refunding process. The details of the Bond Refunding have been finalized and the interest rates have been determined. Based on this Bond Refunding the institutions have saved over \$550,000 annually and over \$11.5M over the life of the Bonds. Attached are specific details related to the savings for each bond type.

These savings will result in smaller future student fee increases related to the Falcon Center, student housing, and the facilities fee that supports parking and security activities.

**Bond Refunding Savings Summary
Final**

Series	Funding Source	Prior Average Debt Service	New Average Debt Service	Average Annual Savings
2002A	Housing	\$713,072.43	\$585,514.71	\$127,557.72
2002A	Facilities	487,386.20	400,200.29	87,185.91
2002B	Infrastructure	592,558.31	495,864.77	96,693.55
2003A	Housing	900,831.38	799,225.53	101,605.85
2003B	Falcon Center	1,548,934.63	1,374,739.27	174,195.36
	Total	\$4,242,782.95	\$3,655,544.56	\$587,238.38
20 year savings over the remaining life of the bonds:				\$11,744,767.69

Note: Through the refunding, our Debt Service Reserve funds were no longer required and were used to buy down additional debt. This caused the loss of a Government Investment Contract that yielded \$34,846.16 annually interest. This interest was used to reduce the annual debt service payments, thus the net savings to the 2003A Series refunding is \$66,759.69.

The benefits of the refunding are:

- Savings to the above listed funding sources due to reduced bond debt payments saving over \$11M over the remaining life of the bonds.
- The Falcon Center 20-year Master Plan update for FY 2013 demonstrates that, due to this refunding, unless the Master Plan scope changes, there is no need to increase the Building Fee or Operating Fee over the remaining life of the bonds (20 years).
- The Housing 20-year Master Plan room rent increases scheduled for the next 5 years were reduced from 37% to 25% to build new and renovate existing Housing Facilities.
- We are working on the Facilities (Parking and Security) and Infrastructure 20- year Master Plan. The savings from this refunding will help defer fee increases for these fees in this Master Plan.

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Meeting Dates for the Pierpont Board of Governors Academic Year 2012 - 2013

2012

- ✓ August 21
- ✓ September 18
- ✓ October 15 (*need to move the regularly scheduled meeting to Monday due to mandatory attendance of the President and Provost at the HLC meeting in Chicago on October 16 – 17*)
- ✓ November 20
- ✓ December 7 – *BOG Retreat*

2013

- ✓ February 19
- ✓ March 19
- ✓ April 16
- ✓ May 21
- ✓ June 18

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.”