

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

June 21, 2011

Falcon Center Board Room
Fairmont, WV

2:00 P.M.

Full Board Meeting

Falcon Center Board Room

**Pierpont Community & Technical College
Board of Governors Meeting
June 21, 2011**

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*May 17, 2011*) *Tab 1 – Action Item*

Special Recognitions

1. Lifelong Learners Scholarship Donation to Pierpont for 2011-2012 AY
2. Recognition of CassAndrew Kelly – Outgoing Student Representative 2010-2011
3. Introduction of Barbara Hendrey – Incoming Student Government Representative 2011-2012

Operation Reports

1. President’s Report (*Doreen Larson*)
2. Classified Staff Report (*Mary Jo Rutherford*)
3. Academic Affairs (*Leslie Lovett*)
4. Center for Workforce Education Report (*Paul Schreffler*) *Tab 2 – Informational*

Committee of the Whole

1. Financial Report (*Dale Bradley*) *Tab 3 – Informational*
2. FY 2012 Workers Compensation Policy (*Dale Bradley*) *Tab 4 – Informational*
3. Capital Projects Update (*James Decker*) *Tab 5 – Informational*
4. AY 2011-2012 Textbook Adoptions Report (*Leslie Lovett*) *Tab 6 – Action Item*

Committee Reports

1. Finance Committee (*Kyle Hamilton*)
 - a.* FY 2012 Unrestricted E&G Budget Approval *Tab 7 – Action Item*
 - b.* FY 2012 Pay Raise *Tab 8 – Action Item*
 - c.* FY 2012 Chargeback Agreement *Tab 9 – Action Item*
 - d.* FY 2012 Capital Projects *Tab10 – Action Item*
2. Off Campus Operations Committee (*Tom Stose*)

3. Marketing Committee (*Dixie Copley*)
4. Recommendations from the Board of Governors
Officers Nominating Committee (*Dixie Copley*)
5. Recommendations from the Advanced Technology Advisory Board
Officers Nominating Committee (*Dixie Copley*)
6. Recommendations from the Presidential Evaluation Committee (*Eugene Weaver*)

New Business

1. Appointment of Marketing, Finance, and Off-Campus
Sub-Committee Officers (*Jim Griffin*)
2. Organization and Staffing Proposal for the
Office of Community Engagement *Tab 11 – Informational*
3. ACCTWV Advocacy Group Report (*Earl McConnell*) *Tab 12 – Informational*
4. WVCCA and WVADE 2011 Joint Annual Conference
October 26 – 28, 2011 – Glade Springs, WV *Tab 13 – Informational*
(866) 562-8054 – Glade Springs Resort

Old Business

Public Comment

Possible Executive Session

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

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

Next meeting will be on Tuesday, August 16, 2011 – Falcon Center Board Room.

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS MEETING

May 17, 2011

2:00 PM

MINUTES

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on May 17, 2011, beginning at 2:00 PM in the Falcon Center Board Room. Present at the meeting were Board members: Chairman James Griffin, Dixie Copley, Beverly Jones, Earl McConnell, Rick Pruitte, Sharon Shaffer, Tom Stose, and Eugene Weaver. Present by phone was Board member: Jeff Tucker. Also present were: President Doreen Larson, and Cyndee Sensibaugh. Absent were Board members: Linda Aman, Kyle Hamilton, and CassAndrew Kelly.

Last Call for Public Sign Up

Chairman Griffin announced last call for public sign up for comments to the Board.

Approval of Minutes

Dixie Copley moved that the Minutes of April 19, 2011 Board of Governors Meeting be approved. Tom Stose seconded the motion. All agreed and motion carried.

Special Recognitions

President Larson recognized and congratulated the Board members Earl McConnell and Sharon Shaffer for the exceptional job they did in representing Pierpont at the Spring 2011 Commencement. Mr. McConnell was the keynote speaker and gave a very good speech that provided a wealth of wisdom to the students. Mrs. Shaffer offered greetings on behalf of the BOG.

Dr. Larson also recognized faculty members Dean Jerry Bacza, Jayvijay V. Raol, and John Chris Toothman for receiving the 2011 NISOD Excellence Award. Recipients of this prestigious award are selected from over 700 community colleges and universities to recognize outstanding contributions to teaching, leadership, and learning.

Dr. Larson welcomed and introduced Mrs. Cynthia Curry, AVP of Human Resources, to the Board. Mrs. Curry joins FSU/Pierpont from WVU where she served as the Director of Classification, Compensation, and Benefits for all of its 7,000+ employees.

President's Report

Dr. Larson began her report by thanking Chairman Griffin and the Board members for their support as she is recuperating from a serious fall that occurred on April 28th at the Falcon Center. The fall caused her to break her arm and shoulder and required immediate surgery. She is in physical therapy and is recovering ahead of schedule and has returned to work.

During her brief absence, Pierpont was represented very well by Dale Bradley, who stepped into the leadership role.

Pierpont's spring commencement was held at the Feaster Center on May 13th, and Dr. Larson once again thanked Sharon Shaffer for bringing greetings on behalf of the Board and Earl McConnell for providing the keynote address. Dr. Larson and her husband, Len, also attended the spring commencement for Fairmont State on May 14th and Mr. Frank Pulice, Jr. was its keynote speaker.

Work has begun on the fire suppression system at the aerospace center. Classroom construction and HVAC upgrades are also underway at the center. Additional classroom equipment and HVAC units were made possible by unused ARRA funds, as the delivered bid was under estimated costs.

The Math/Writing Center projects have been successful and the program will continue after the funding expires in September 2011. Fairmont State has agreed to share in the expenses, recognizing the valuable student-retention impact the center has.

As part of Pierpont's continuing evolution as an independent institution, it will establish an Office of Community Engagement. The purpose of this office, led by Sarah Hensley in the role of Vice President, will be to engage the community and partners, friend-raising, fundraising, and reaching out into our 13 county service region. The office will take more direct control of Pierpont's web site and will develop a "Friends of Pierpont" network. We will continue to partner with the Foundation, continue to identify and reach out to Pierpont alumni and other partners, and continue to develop scholarships for our students. Pierpont will no longer work through FSU's Office of Institutional Advancement. An organization and staffing proposal will be presented to the Board for approval at the June meeting.

In closing, Dr. Larson told the Board that Pierpont is working to fulfill the state law and accrediting commission mandate that requires Pierpont to operate as a stand-alone independent institution. While maintaining the unique aspects of the relationship with FSU, Pierpont is analyzing the costs and savings of shared services.

Operation Reports

- Brian Floyd presented the Faculty Assembly Report
- Nancy Lawler presented the Advisory Council of Faculty Report

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

Committee of the Whole

- Financial Report

Dale Bradley provided the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for current budget and year-to-date actual.

- Capital Projects Report

Jim Decker provided a summary report for the FY 2011 Capital Projects Completion Status.

- Program Review

- Mrs. L. Lovett provided an Executive Summary for Program Review for the AAS Homeland Security Program and the AAS Food Service Management Program. The programs have been reviewed by their advisory committee, program faculty, Dean of Human Services, Vice President of Academic Affairs, and the President. All agree that the programs are of quality, growth, and are needed by the citizens and industry of north central WV. Based on the data gathered, it was recommended that the programs be continued at their current levels of activity. A motion to continue the AAS Homeland Security Program and the AAS Food Service Management Program was presented by Dixie Copley and seconded by Sharon Shaffer. Motion carried.

Committee Reports

- Finance Committee

- No report

- Off Campus Operations Committee

- No report

- Marketing Committee

- No report

New Business

The Board Officer Nominating Committee members will consist of Dixie Copley, Earl McConnell and Sharon Shaffer. Dixie Copley will serve as Chairperson. The Committee will meet and present a report and recommendations to the Board at the June Board of Governors meeting.

The Presidential Evaluation Committee members will consist of Rick Pruitte, Gene Weaver, and Kyle Hamilton. Gene Weaver will serve as Chairperson. The Committee will meet and present a report and recommendations to the Board at the June Board of Governors meeting.

Announcement

The Advisory Board of the Advanced Technology Center will meet immediately following the Pierpont Board of Governors meeting.

Adjournment and Next Meeting

There being no further business the Board meeting adjourned at 3:00 PM. The next Board of Governors Meeting will be held on June 21, 2011 at 2:00 PM in the Falcon Center Board Room.

Tab

2

Workforce Development - Project Status Report

June 2011 – Board of Governors Meeting

Green Projects

- ❖ Completed the third of six contracted courses in BPI Whole House Air Seal and Insulation with WV Women Work students in Charleston (17 students).
- ❖ Mobile simulation laboratory for building performance analysis training has been received and is in operation. Only such mobile laboratory in the eastern US. Can provide demonstration for Board of Governors at a future date.

Small Business Development

- ❖ Staff at the SBDC office that we sponsor assisted a local company in planning for expansion of its manufacturing facility in Clarksburg. Oliverio Italian Style Peppers awarded Family-owned Business of the Year. Pierpont staff participated in the award presentation and groundbreaking event on June 9.
- ❖ Attended the WV SBDC Board of Advisors meeting in Martinsburg on June 13.

Industry-Sector Strategy

- ❖ Attended Teaming to Win conference, sponsored by the WVHTC Foundation, on June 1.
- ❖ Will provide training to members of IOGA (Independent Oil and Gas Association) at their upcoming annual event in Buckhannon.
- ❖ Met with FBI, Chancellor and ATC Director to determine future training needs and ATC infrastructure on June 14.
- ❖ Met with WVONGA (West Virginia Oil and Natural Gas Association) for a planning session on June 7.
- ❖ Attended WVMA (West Virginia Manufacturer's Association) conference on June 14, exhibited along with staff from other CTCs.
- ❖ Met with WVONGA and OSHA for a planning session on June 16.
- ❖ Meeting with members of the MAAC (Mid-Atlantic Aerospace Consortium) on June 29.
- ❖ Meeting with ShaleNet Consortium on June 30.
- ❖ Met with WVU Nano working group on June 8, planning session on NSF ATE grant proposal.

Training programs

- ❖ Next offering of our extremely successful Federal Acquisitions Management program begins on July 20. This is a two day per month, six month program, focused on developing companies' ability to compete for, win and perform successfully on federal contracts.
- ❖ Will offer a new APICS (Association of Production and Inventory Control Specialists) program beginning in September. This professional development program prepares students to sit for APICS certification.
- ❖ Lastly, we need to note that over the last few years, we have trained over 1200 apprentice miners. Of those, only three have not passed the certification exam. This industry is still in a hiring mode, with new mines planned near Grafton and Ellamore, and is still a significant element in the local economy.

Tab

3

Board of Governors
Financial Report FY 2011
Pierpont Community & Technical College
as of April 30, 2011

SUMMARY:

The projected effect on net assets at June 30, 2011 as of April 30, 2011 is an increase of \$517,793. However this amount includes a Board approved spend down of Fund Manager cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2011 is an increase of \$448,493 . This amount includes \$409,626 in additional personnel budget savings.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2011 is \$108,167. This represents a decrease of \$25,034 from the March 31, 2011 Finance Report. As of this report date, approximately 95% of projected tuition and fees revenue and approximately 92% of overall revenues has been realized while 77% of operating expenses have been incurred. The primary budget changes that impacted the budget from the March 30, 2011 Report is as follows:

- **Operating Revenues Budget:**
 - Increased by \$8,998. This was due primarily to three actions:
 - The Fund Manager controlled “Other Operating Revenue” budget increased by \$8,600 in recognition of anticipated additional revenues.
 - The President controlled “Operating Cost Revenue” budget decreased by (\$112) based on a University transfer of operating budget to student labor.
 - The President controlled “Support Service Revenue” increased by \$510 due to adjustments to five different labor positions.
- **Operating Expenses Budget:**
 - Increased by \$103,332. This was due primarily to six areas:
 - The President and Fund Manager controlled “Salaries” budget increased \$3,440 with adjustment to two positions.
 - The President and Fund Manager controlled “Benefits” budget increased by a combined amount of \$19,114. Approximately \$9,500 of this increase was related to a faculty position moving from military to institutional benefits. Another \$9,600 was due to a position becoming vacant (Vacant positions are budgeted at the maximum benefit costs possible).
 - The Fund Manager controlled “Supplies and Other Services” budget increased by \$71,300. This increase was primarily associated with enabling the spending last month’s Board approval of Fund Manager’s cash reserves spend down of \$69,300.
 - The Fund Manager controlled “Equipment Expenses” budget increased by \$3,000.

- The President controlled "Assessment for Support Services" budget increased by \$5,432 due to PEIA updates to various University positions.
- The President controlled "Assessment for Operating Costs" budget increased by \$1,247.

Of the adjusted projected effect on net assets of an increase of \$448,493 as of June 30, 2011; President's Controlled Fund(s) are projected to have a budget surplus of \$46,016; Personnel Budget Savings are projected to be \$409,626, and Fund Manager's Controlled Fund(s) are projected to have a budget surplus of \$62,151 with Board approved spending of \$69,300 in cash reserves. The Year-To-Date Actual Budget Balance is \$3,375,368.

RESTRICTED FUNDS:

There were a variety of internal transfers between expenditure and transfer categories; however the overall impact was no change to the budget balance which reflects a deficit of (\$741,254). This deficit is covered by grant funds cash balances totaling \$1,455,695. The primary funding sources in the restricted funds are financial aid and state and federal grants.

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted
 As of April 30, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,623,362	8,335,827	7,951,025	95.38
	Faculty Services Revenue	1,502,589	1,502,589	1,325,778	88.23
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,135,737	1,192,637	1,245,433	104.43
	Operating Costs Revenue	208,947	215,716	134,406	62.31
	Support Services Revenue	422,098	404,132	229,063	56.68
	Other Operating Revenue	242,155	365,509	215,974	59.09
	Total:	11,134,887	12,016,409	11,101,677	92.39
OPERATING EXPENSE	Salaries	5,624,599	6,237,923	5,104,826	81.84
	Benefits	1,222,128	1,395,602	1,038,550	74.42
	Student financial aid-scholarships	305,588	307,016	285,822	93.10
	Utilities	0	0	1,028	
	Supplies and Other Services	1,625,463	1,761,976	1,418,688	80.52
	Equipment Expense	137,061	158,045	116,914	73.98
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	104,619	104,619	78,464	75.00
	Assessment for Faculty Services	1,268,259	1,272,439	1,155,885	90.84
	Assessment for Support Services	3,902,533	3,970,189	2,336,171	58.84
	Assessment for Student Activity Costs	149,231	158,131	164,986	104.34
	Assessment for Auxiliary Fees & Debt Service	1,135,737	1,192,637	1,255,610	105.28
	Assessment for Operating Costs	2,375,530	2,377,001	1,618,245	68.08
	Total:	17,850,748	18,935,576	14,576,189	76.97
OPERATING INCOME / (LOSS)		(6,715,861)	(6,919,168)	(3,473,511)	50.20
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,683,748	7,683,748	7,680,573	99.96
	State Fiscal Stabilization Funds	659,694	659,838	659,838	100.00
	Gifts	1,000	1,000	0	0.00
	Investment Income	97,194	97,194	20,504	21.10
	Assessment for E&G Capital & Debt Service Costs	(1,287,282)	(1,397,782)	(1,448,768)	103.65
	Reappropriated State Funding	0	22,217	0	0.00
	Total:	7,154,354	7,066,215	6,912,147	97.82
TRANSFERS & OTHER	Capital Expenditures	0	(27,914)	(34,897)	125.02
	Transfers for Fin Aid Match	(78,992)	(78,992)	(21,851)	27.66
	Indirect Cost Recoveries	0	7,682	2,435	31.70
	Transfers - Other	0	(8,955)	(8,955)	100.00
	One-time use of reserve	0	69,300	0	0.00
	Total:	(78,992)	(38,879)	(63,268)	162.73
BUDGET BALANCE		359,501	108,167	3,375,368	
PERSONNEL BUDGET SAVINGS		0	409,626		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		359,501	517,793		
* Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		4,444,028	4,444,028		
Less: USE OF RESERVE		0	69,300		
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		4,803,529	4,882,521		

* Projected Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$1,255,323.

** Unrestricted Net Asset Balance is 25.05% of the current budgeted total operating expense. Management has established a target of 15% or \$2,669,976 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, 2011

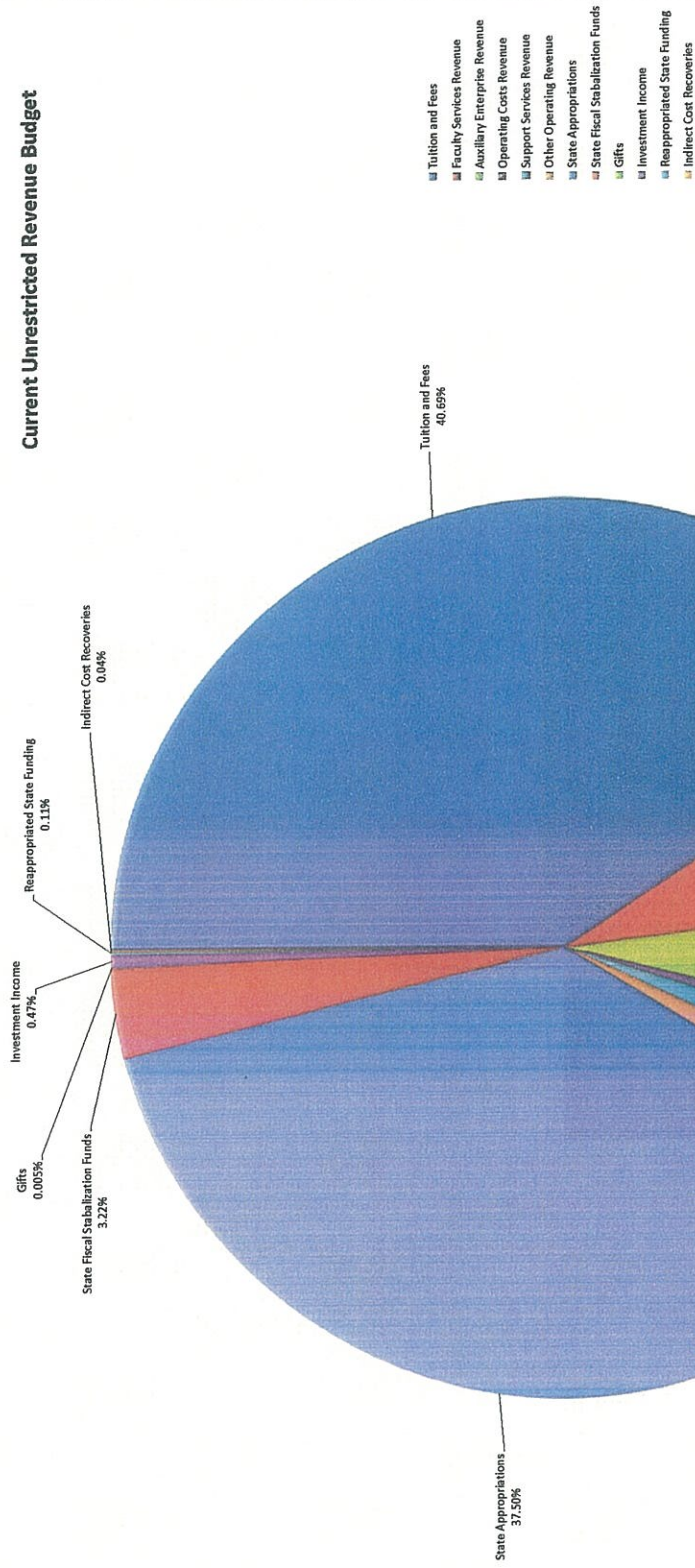
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,897,862	7,422,262	7,164,423	96.53
	Faculty Services Revenue	1,502,589	1,502,589	1,325,778	88.23
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	208,947	215,716	134,406	62.31
	Support Services Revenue	422,098	404,132	229,063	56.68
	Other Operating Revenue	123,083	208,583	146,562	70.27
	Total:	9,154,579	9,753,281	9,000,231	92.28
OPERATING EXPENSE	Salaries	5,470,620	5,972,137	4,871,902	81.58
	Benefits	1,192,238	1,339,456	1,003,002	74.88
	Student financial aid-scholarships	305,588	307,016	285,822	93.10
	Utilities	0	0	1,028	
	Supplies and Other Services	1,098,724	1,085,387	959,094	88.36
	Equipment Expense	57,042	75,942	68,526	90.23
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	104,619	104,619	78,464	75.00
	Assessment for Faculty Services	1,288,259	1,272,439	1,155,885	90.84
	Assessment for Support Services	3,902,533	3,970,189	2,336,171	58.84
	Assessment for Student Activity Costs	149,231	158,131	164,986	104.34
	Assessment for Operating Costs	2,375,530	2,377,001	1,618,245	68.08
	Total:	15,924,384	16,662,317	12,543,124	75.28
OPERATING INOCME / (LOSS)		(6,769,805)	(6,909,035)	(3,542,893)	51.28
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,683,748	7,683,748	7,680,573	99.96
	State Fiscal Stabalization Funds	659,694	659,838	659,838	100.00
	Investment Income	97,194	97,194	20,504	21.10
	Assessment for E&G Capital & Debt Service Costs	(1,287,282)	(1,397,782)	(1,448,768)	103.65
	Reappropriated State Funding	0	22,217	0	0.00
	Total:	7,153,354	7,065,215	6,912,147	97.83
TRANSFERS & OTHERS	Capital Expenditures	0	(22,217)	(28,097)	126.47
	Transfers for Fin Aid Match	(78,992)	(78,992)	(21,851)	27.66
	Transfers - Other	0	(8,955)	(8,955)	100.00
	One-time use of reserve	0	0	0	
	Total:	(78,992)	(110,164)	(58,903)	53.47
BUDGET BALANCE		304,557	46,016	3,310,351	
* Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		3,690,686	3,690,687		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,995,243</u>	<u>3,736,703</u>		

* Projected Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$1,255,323

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted - Fund Manager
 As of April 30, 2011

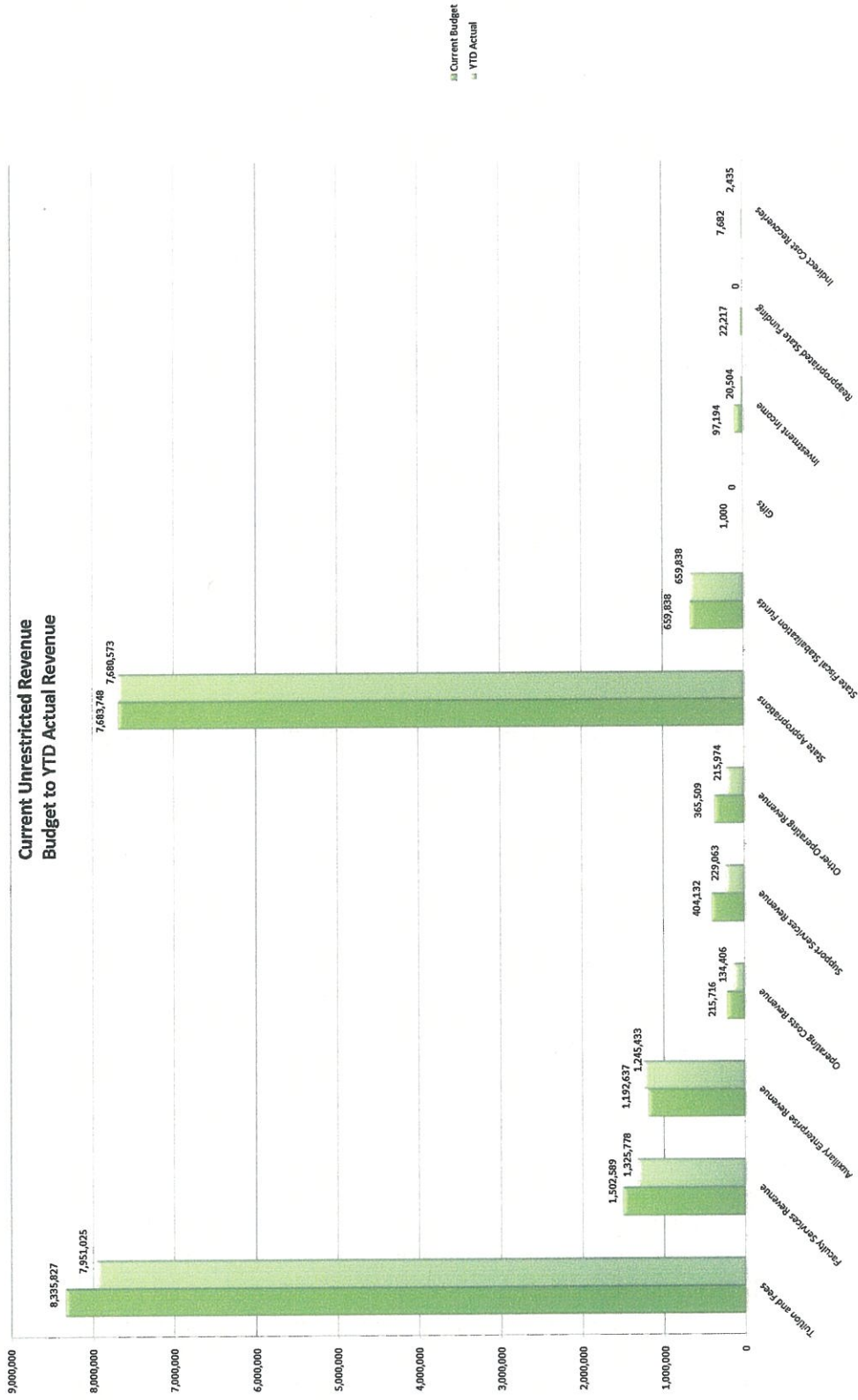
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	725,500	913,565	786,602	86.10
	Other Operating Revenue	119,072	156,926	69,412	44.23
	Total:	844,572	1,070,491	856,014	79.96
OPERATING EXPENSE	Salaries	154,079	265,786	232,924	87.64
	Benefits	29,890	56,146	35,548	63.31
	Supplies and Other Services	526,739	676,589	459,594	67.93
	Equipment Expense	80,020	82,103	48,388	58.94
	Loan cancellations and write-offs	0	0	0	
	Total:	790,728	1,080,624	776,454	71.85
OPERATING INCOME / (LOSS)		53,844	(10,133)	79,559	-785.13
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000	1,000	0	0.00
	Total:	1,000	1,000	0	0.00
TRANSFERS & OTHER	Capital Expenditures	0	(5,697)	(6,800)	119.36
	Indirect Cost Recoveries	0	7,682	2,435	31.70
	Transfers - Other	0	0	0	
	One-time use of reserve	0	69,300	0	0.00
	Total:	0	71,285	(4,365)	-6.12
BUDGET BALANCE		54,844	62,151	75,194	
Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year		722,452	722,452		
Less: USE OF RESERVE		0	69,300		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>777,296</u>	<u>715,303</u>		

Current Unrestricted Revenue Budget



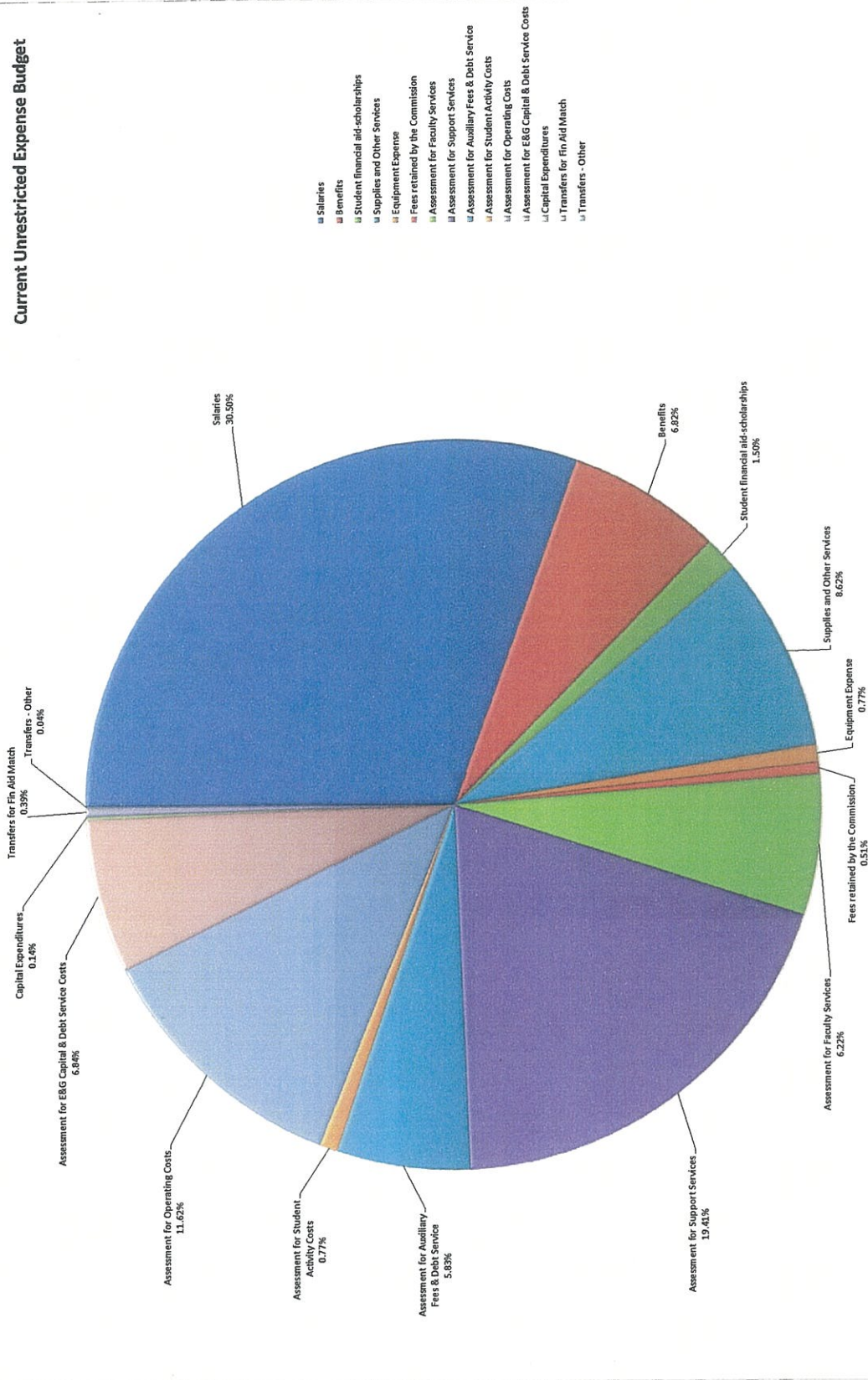
- Tuition and Fees
- Faculty Services Revenue
- Auxiliary Enterprise Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- State Fiscal Stabilization Funds
- Gifts
- Investment Income
- Reappropriated State Funding
- Indirect Cost Recoveries

**Current Unrestricted Revenue
Budget to YTD Actual Revenue**



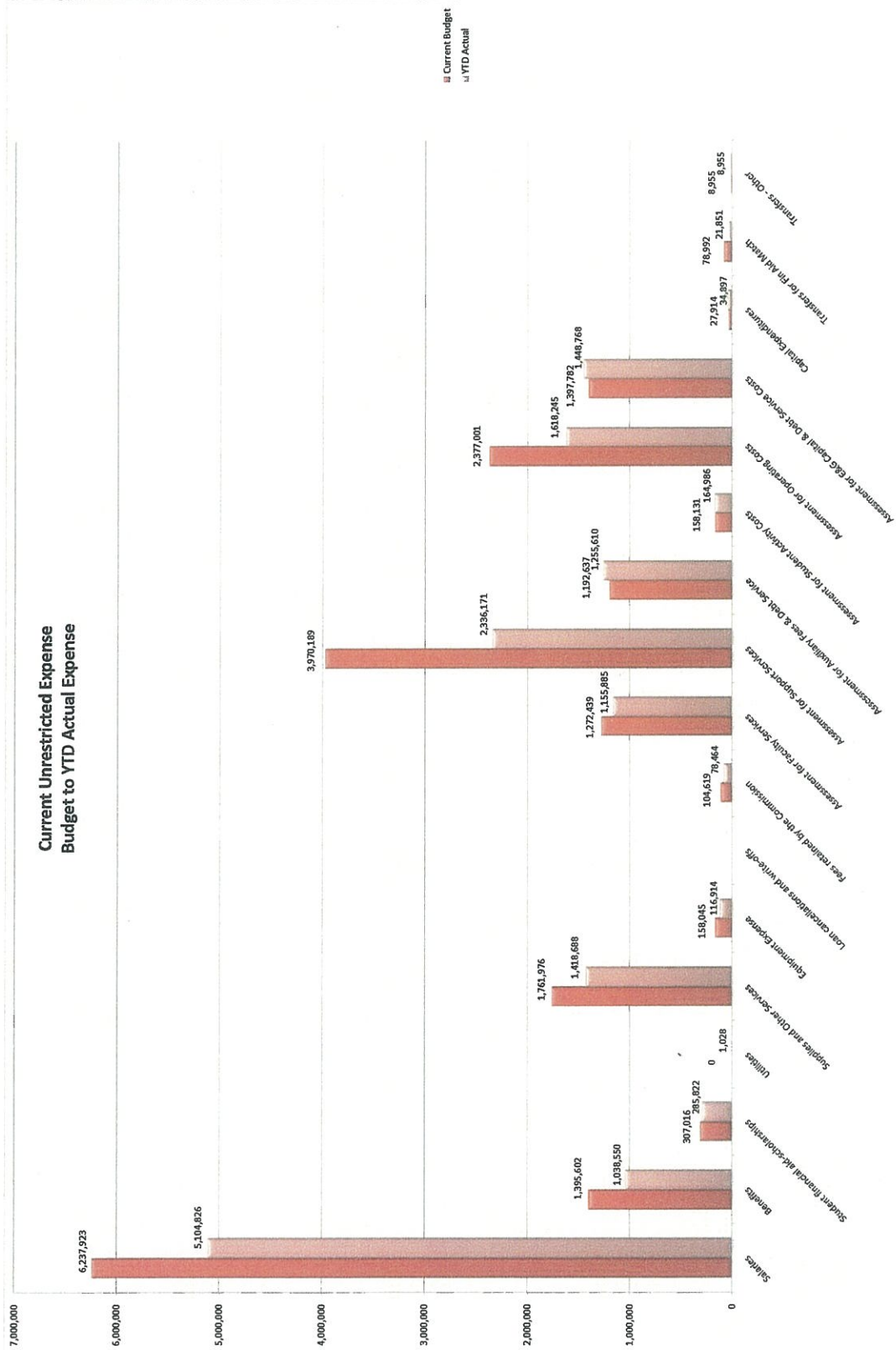
■ Current Budget
■ YTD Actual

Current Unrestricted Expense Budget



- Salaries
- Benefits
- Student financial aid-scholarships
- Supplies and Other Services
- Equipment Expense
- Fees retained by the Commission
- Assessment for Faculty Services
- Assessment for Support Services
- Assessment for Auxiliary Fees & Debt Service
- Assessment for Student Activity Costs
- Assessment for Operating Costs
- Assessment for E&G Capital & Debt Service Costs
- Capital Expenditures
- Transfers for Fin Aid Match
- Transfers - Other

**Current Unrestricted Expense
Budget to YTD Actual Expense**



Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending April 30, 2011

New Grant Funds

none 0.00

Other Grant Related Changes

none 0.00

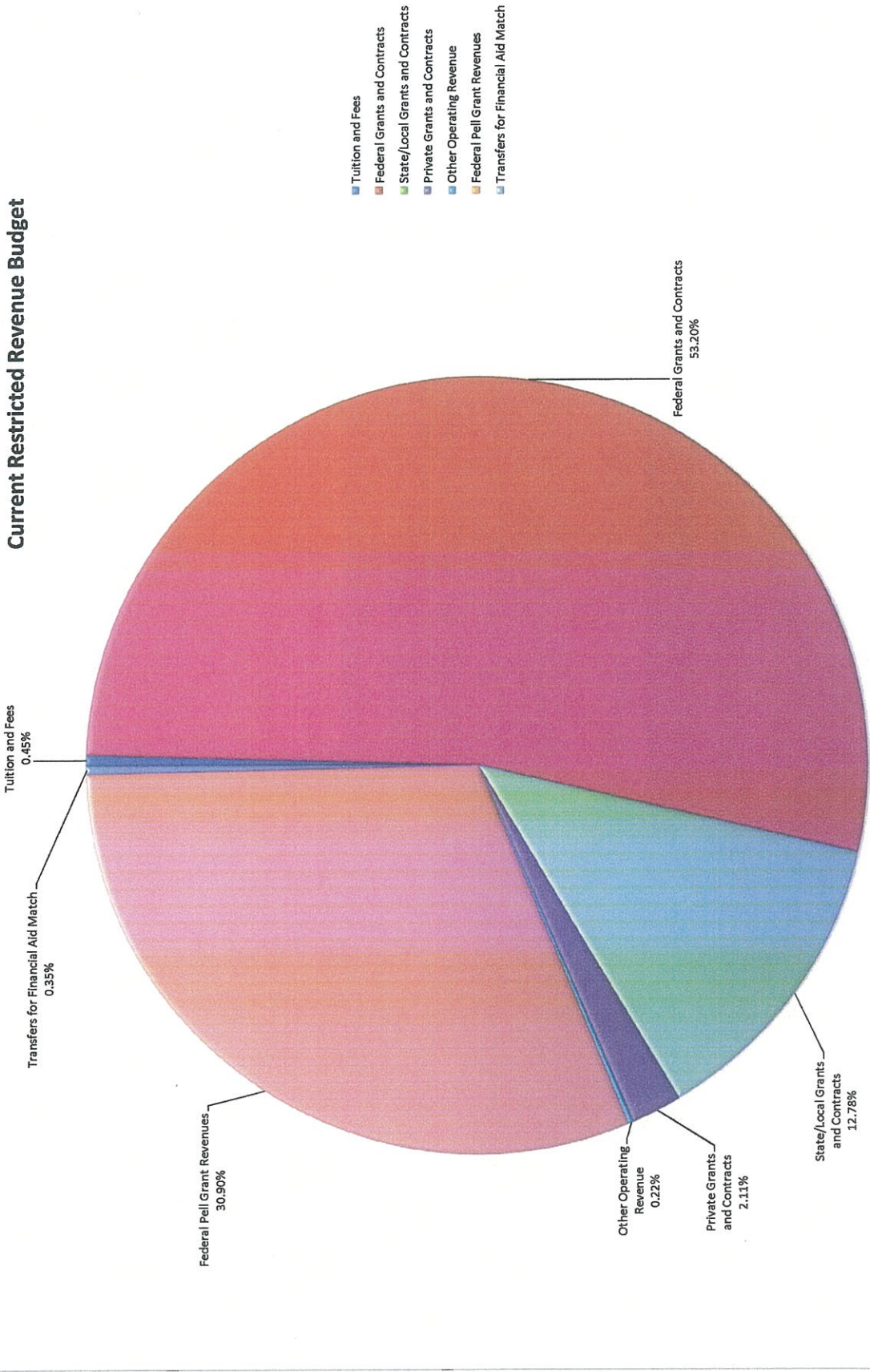
Net Change 0.00

The budget balance of **(\$741,254)** is covered by the restricted fund cash balance of \$1,455,695 on June 30, 2010

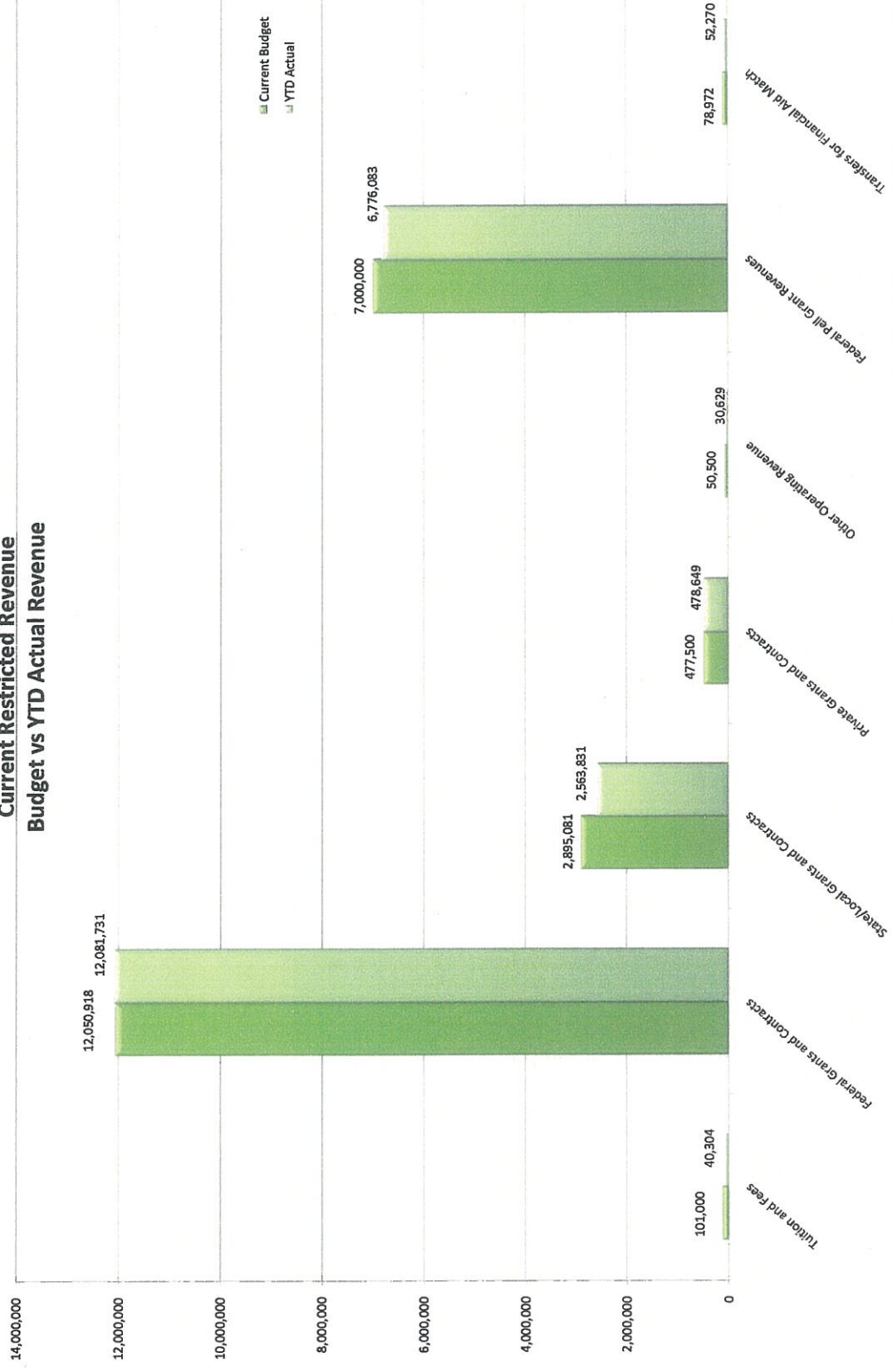
PIERPONT COMMUNITY AND TECHNICAL COLLEGE
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
As of April 30, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	101,000	101,000	40,304	39.90
	Federal Grants and Contracts	14,127,178	12,050,918	12,081,731	100.26
	State/Local Grants and Contracts	2,400,453	2,895,081	2,563,831	88.56
	Private Grants and Contracts	567,000	477,500	478,649	100.24
	Other Operating Revenue	50,500	50,500	30,629	60.65
	Total:	17,246,131	15,574,999	15,195,144	97.56
OPERATING EXPENSE	Salaries	826,924	1,188,542	529,439	44.55
	Benefits	138,299	173,110	74,266	42.90
	Student financial aid-scholarships	22,234,369	20,953,030	20,782,538	99.19
	Utilities	100	100	424	423.51
	Supplies and Other Services	751,849	699,676	160,397	22.92
	Equipment Expense	85,289	350,415	140,678	40.15
	Total:	24,036,830	23,364,873	21,687,742	92.82
OPERATING INCOME / (LOSS)		(6,790,699)	(7,789,875)	(6,492,598)	83.35
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	6,000,000	7,000,000	6,776,083	96.80
	Total:	6,000,000	7,000,000	6,776,083	96.80
TRANSFERS & OTHER	Capital Expenditures	(11,281)	(20,801)	(25,640)	123.26
	Transfers for Fin Aid Match	78,992	78,992	52,264	66.16
	Indirect Cost Recoveries	(6,812)	(7,685)	(2,435)	31.68
	Transfers - Other	0	(1,886)	(1,886)	100.00
	Total:	61,099	48,621	22,304	45.87
BUDGET BALANCE		(729,600)	(741,254)	305,789	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,459,063	1,455,695		
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>729,463</u>	<u>714,441</u>		

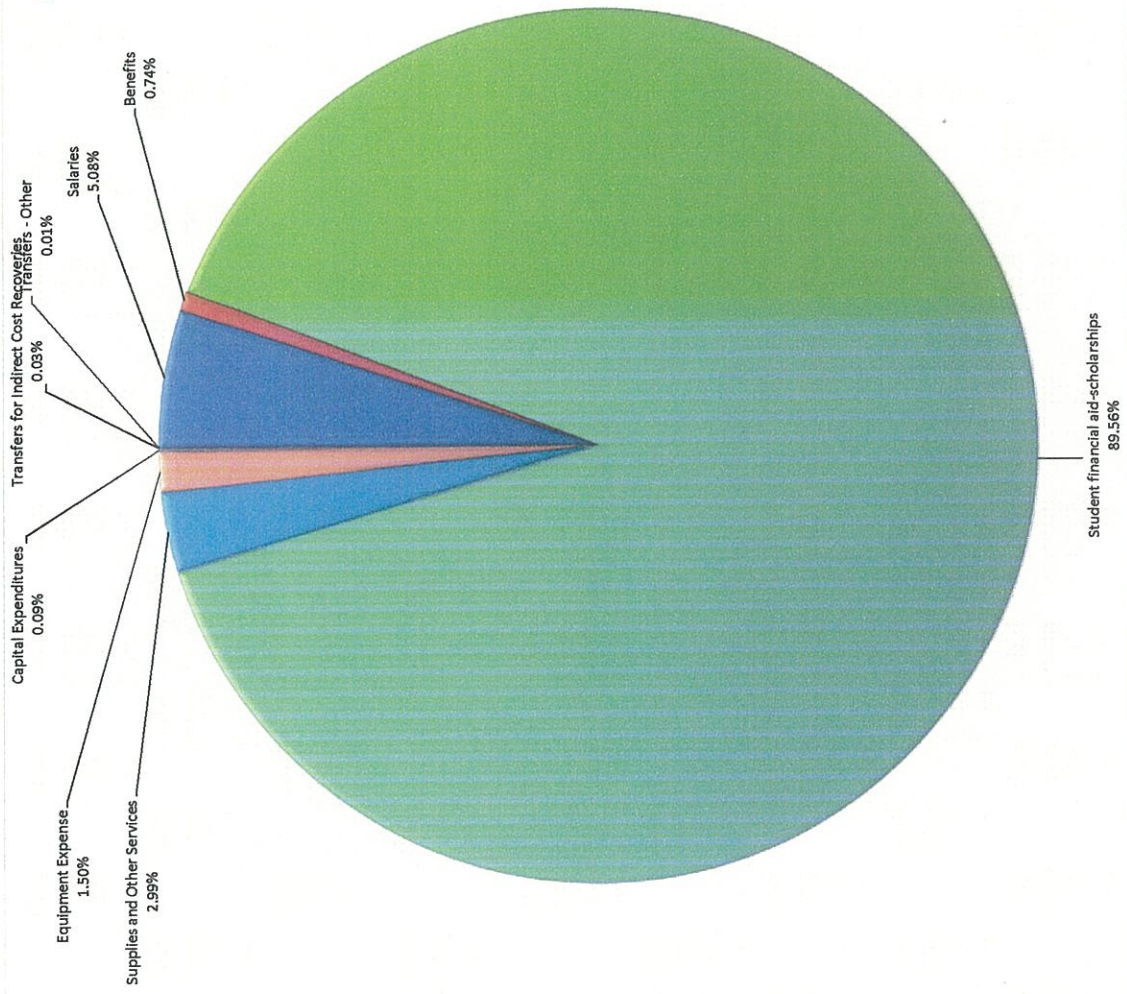
Current Restricted Revenue Budget



Current Restricted Revenue Budget vs YTD Actual Revenue

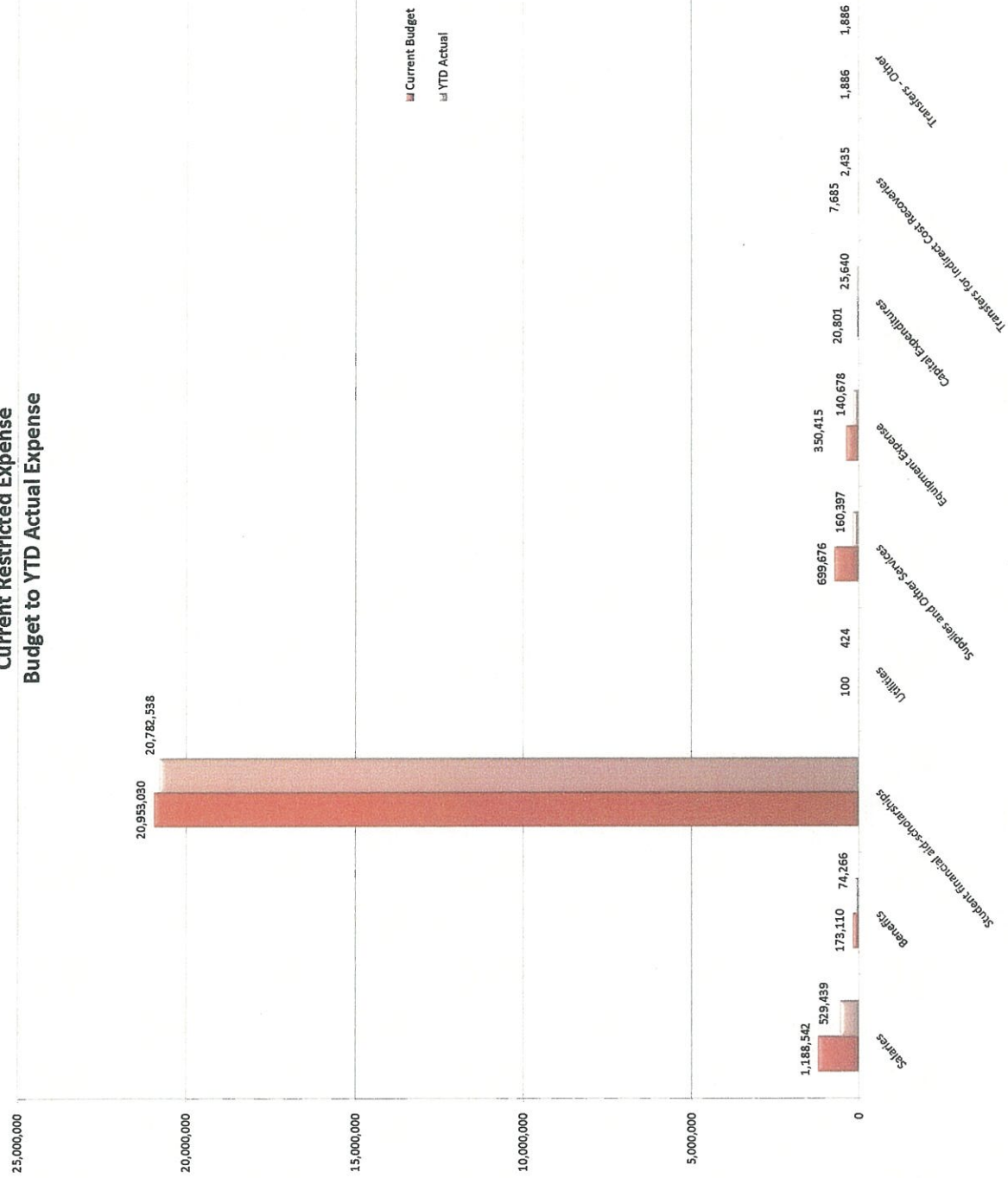


Current Restricted Expense Budget



- Salaries
- Benefits
- Student financial aid-scholarships
- Supplies and Other Services
- Equipment Expense
- Capital Expenditures
- Transfers for Indirect Cost Recoveries
- Transfers - Other

Current Restricted Expense Budget to YTD Actual Expense



Tab

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**Pierpont Community and Technical College
Board of Governors
June 21, 2011**

Item: Workers Compensation Insurance Policy for Fiscal Year 2012.

Committee: Committee of the Whole

Information Item:

Staff Member: Dale Bradley

Background: At this time Pierpont Community and Technical College employees are included in the Workers Compensation Insurance Policy provided to Fairmont State University. Pierpont Administration intends to investigate the possibility of an independent Pierpont policy for FY 2013.

It is being recommended that the Fairmont State University Board of Governors in their June 16, 2011 accept the policy being offered by Brickstreet through the Higher Education Policy Commission group policy structure. The specific action taken by the FSU Board will be reported. The background information provided to the FSU Board regarding this issue is provided below.

The Higher Education Policy Commission Group Workers Compensation Insurance Policy offering (made by Brickstreet) is offering a premium savings of \$7,888 over the stand alone policy offering made by Brickstreet on April 28, 2011. Below shows the policy comparisons between these two offerings and how they compare to the current year policy premium costs.

FY 2012 Group Policy	\$141,244
FY 2012 Stand Alone Policy	\$149,132
FY 2011 Current Policy	\$150,592

The Group Policy requires Group Expectations, Individual Institution Membership Criteria, and an Association Safety Program Membership Participation Agreement to be completed. Attached is information shared by HEPC staff related to these requirements. We have been notified that HEPC staff will organize our group association beginning in early June.

The engagement of an insurance agent of record is being requested to be placed on hold until more direction is provided by the HEPC staff related to how this service would occur under the group policy offering.

The policy for fiscal year 2013 will be discussed by the HEPC group membership during the 2012 fiscal year.



400 Quarrier Street
Charleston, WV 25301

NOTICE OF DEPOSIT PREMIUM DUE

FAIRMONT STATE COLLEGE
ATTN: ELIZABETH MCCUTCHEON, 1201 LOCUST
AVENUE
FAIRMONT, WV, 26554-2451

Quote Number: Q46655303132011/01
Renewal Of: WC10034451-08
Quote Date: May 20, 2011
Deposit Number: 3548726
Deposit Due Date: 07/16/2011
Total Policy Premium: \$141,244.00

Agent:
Phone:

Workers' Compensation Policy Effective 07/01/2011 - 07/01/2012

Total Premium:	\$123,357.00
WV Deficit Reduction Surcharge:	\$11,102.00
WV Regulatory Surcharge:	\$6,785.00
WV Fire and Casualty Surcharge:	\$0.00
Total Policy Premium:	\$141,244.00
Quote Deposit:	\$35,311.00
Payments Applied to Quote:	\$0.00

Minimum Deposit Premium Due 07/16/2011 \$35,311.00

You must pay the minimum deposit amount due to activate coverage.

If you have any questions concerning account payment, please call between the hours of 8:00AM and 5:00PM Monday through Friday at 1-866-45BRICK or 1-304-941-1000 or visit us at www.brickstreet.com

Remove the stub below and return with your payment



Make checks payable to:
BRICKSTREET MUTUAL INSURANCE COMPANY
Electronic Payments: Online at www.brickstreet.com
or call 1-877-202-8745 for assistance
* please do not remit cash

Quote Number: Q46655303132011/01
Deposit Number: 3548726
Due Date: 07/16/2011

PAYMENT MUST BE RECEIVED BY DUE DATE

Amount Enclosed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FAIRMONT STATE COLLEGE
ATTN: ELIZABETH MCCUTCHEON, 1201 LOCUST
AVENUE
FAIRMONT, WV, 26554-2451

Send Payments to:
BRICKSTREET MUTUAL INSURANCE COMPANY
P.O. BOX 11285
CHARLESTON, WV 25339-1285

003548726

53368901

4665530313201101



Insurance Proposal

Date prepared: 05/20/2011

For:

FAIRMONT STATE COLLEGE
ATTN: ELIZABETH MCCUTCHEON, 1201
LOCUST AVENUE
FAIRMONT, WV, 26554-2451

Proposed Policy Period: 07/01/2011 - 07/01/2012
Quote #: Q46655303132011/01
Renewal of: WC10034451-08

Prepared by:

CHRISTINA WILLIAMS

***This proposal will expire 30 days from the quote date or the requested effective date
whichever is greater***

400 Quarrier Street, Charleston, West Virginia 25301-2010
304.941.1000-phone • 866.45.BRICK
www.brickstreet.com



Workers' Compensation Insurance

Proposed Policy Period: 07/01/2011 - 07/01/2012 Quote #: Q46655303132011/01

Coverage

Part I. Workers' Compensation Insurance - Statutory

Part II. Employer's Liability Limit:

\$100,000.00	Bodily injury by accident, each accident
\$500,000.00	Bodily injury by disease, policy limit
\$100,000.00	Bodily injury by disease, each employee

West Virginia Broad Form Employers Liability excluded.

States Covered

WV

Endorsements

List of endorsements based on quote coverage

SCHEDULE RATING WORKSHEET - SR0001
WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY - WC000000A
INFORMATION PAGE - WC000001A
PARTNERS, OFFICERS AND OTHERS EXCLUSION ENDORSEMENT - WC000308
CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM - WC000421C
TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT -
WC000422A
WEST VIRGINIA CANCELLATION ENDORSEMENT - WC470601
WV INTENTIONAL INJURY EXCLUSION ENDORSEMENT - WC990306



Workers' Compensation Insurance

Proposed Policy Period: 07/01/2011 - 07/01/2012 Quote #: Q46655303132011/01

Coverage

Part I. Workers' Compensation Insurance - Statutory

Part II. Employer's Liability Limit:

\$100,000.00	Bodily injury by accident, each accident
\$500,000.00	Bodily injury by disease, policy limit
\$100,000.00	Bodily injury by disease, each employee

West Virginia Broad Form Employers Liability excluded.

States Covered

WV

Endorsements

List of endorsements based on quote coverage

SCHEDULE RATING WORKSHEET - SR0001
WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY - WC000000A
INFORMATION PAGE - WC000001A
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WC000422A
WEST VIRGINIA CANCELLATION ENDORSEMENT - WC470601
WV INTENTIONAL INJURY EXCLUSION ENDORSEMENT - WC990306



BrickStreet Insurance Customer Service

360° Team Approach

- **Claims Services:**
 - Twenty four (24) Hour Contact
 - Cost Reduction Programs
 - Case Management Services
 - Medical Cost Containment
 - Procedure/Bill Review by Medical Specialists
 - Return to Work/Rehabilitation Services
 - Medical Provider Selection Assistance
 - Vendor Management
 - Special Investigative/Fraud Units
 - Pro-Active Claims handling
 - Specialized Services

- **Loss Control Services:**
 - Job Site visits
 - Safety Training
 - Construction Technical Guides & Film Library
 - Industry Experienced Representatives

- **Audit Services:**
 - Pre-Audit Conference
 - Classification Analysis - verification
 - Final Audit

- **Underwriting Services:**
 - Respond to request regarding coverages and rating plans
 - Coordinate services on account

- **Litigation Management:**
 - Reduce frequency and extent
 - Panel counsel
 - Litigation strategy
 - Savings to policyholders

NOTE: Premium listed is an estimated annual premium based upon submitted payroll exposures.

This proposal shows the premiums for the coverages described, but in no way changes or affects any terms, conditions or exclusions of the policies currently in existence. Proposed premiums shown are based on information furnished to BrickStreet Mutual Insurance Company. If accepted, the coverages in this proposal will commence upon the expiration of any policies currently in effect. Coverage comparisons are available if desired. This proposal will expire 30 days from the quote date or the requested effective date whichever is greater.

IMPORTANT NOTICE REGARDING EXPIRATION OF CURRENT WEST VIRGINIA WORKERS' COMPENSATION INSURANCE COVERAGE.

The current workers' compensation insurance coverage provided by Policy Number WC10034451-08 is scheduled to expire at 12:01 am on 07/01/2011. In the event this proposal is not accepted and the initial premium for a renewal policy is not received on or before 07/16/2011, your current policy will lapse (expire) at the time and on the date identified above, workers' compensation insurance coverage will no longer be provided by BrickStreet Mutual Insurance Company, and the lapse (expiration) of workers' compensation insurance coverage will be reported to the West Virginia Offices of the Insurance Commissioner.

BrickStreet's standard policy does not provide coverage for claims brought under West Virginia Code 23-4-2(d)(2)(ii). It is vital that you discuss your interest in purchasing this additional coverage with your underwriter or agent.

Group Expectations

1. Conduct quarterly safety committee meetings
2. The safety committee should include:
 - At least 4 policyholders who participate in the Group Association Plan
 - An association representative
 - Agent should be invited to attend
 - BrickStreet representative
3. At the safety committee meeting, the committee will review the performance of the group.
4. By the 2nd quarterly safety committee meeting, the committee will implement compliance tracking of the five-step safety program.

By the second quarterly safety committee meeting, the committee will develop and distribute an action plan for assisting members in completing the five-step safety program.

5. After all quarterly safety committee meetings, the committee will distribute the meeting minutes to the safety committee members.



BrickStreet Group Association Plan Individual Membership Criteria

BrickStreet has base requirements that companies must meet in order to qualify for association membership. These include:

1. Agree to, and report claims within 48 hours of a loss;
2. Achieve and maintain a three-year loss ratio of 65 percent or less;
3. Implement a formal return-to-work program;
4. Attend at least one safety seminar per year that applies to operational hazards, or complete one SafetySource online course dealing with operational hazards. (Note: We already provide many safety seminar opportunities across the state. If they are unable to make one of these, or decide not to attend, the online course would be at their own cost.)
5. Implement an effective Safety and Loss Control program including but not limited to the following items:

Step 1: Formal declaration of a companywide loss prevention and loss control policy.

The safety policy should be signed and dated by top management and should then be distributed to all employees and conspicuously posted.

Step 2: Formal identification of a safety committee or coordinator

Top management should distribute a dated memo to all employees identifying the safety coordinator and/or safety committee members and outlining their responsibilities. The appointed safety coordinator should also sign and date the description of duties and responsibilities. The safety coordinator should show documentation of his/her participation in the safety program by documenting and signing safety audits, participating in safety meetings and accident investigation, etc.

The safety committee should meet on a regular basis (at least quarterly), depending on your industry. Documentation should consist of dated meeting minutes with the safety committee members' signatures.

Step 3: Clearly defined and conspicuously posted safety/loss prevention rules

Employers and safety coordinators/committees should develop site-specific safety rules and orient existing employees and all new hires to these rules. Employees should sign and date the document acknowledging their awareness and understanding of the rules. The safety rules should be readily accessible for review by all employees.

Step 4: Safety awareness and loss prevention training

Safety topics discussed and a signed/dated employee attendance roster must be included as documentation of completed training sessions. New hire training is crucial and BrickStreet recommends a documented orientation process. Additionally, a plan for periodic training, at least quarterly or as new equipment is purchased or procedures are changed, should also be conducted and documented.

Step 5: Written policies and procedures on claims management

Documentation (short written plan) on how claims are managed, including items such as:

- When and how claims are reported by employees and to whom;
- How the employer ensures that claims are reported to BrickStreet within 48 hours and by whom;
- How claims are investigated; and,
- How modified duty is implemented.

The claims management procedures should be signed and dated by a member of upper management and/or the organization's claims administrator.



WORKERS' COMPENSATION ASSOCIATION SAFETY PROGRAM MEMBER PARTICIPATION AGREEMENT

As a member in good standing with the (Insert Association name) Association

Member Name

BrickStreet Policy Number

Enrolls by this agreement as a participating member in the BrickStreet Association Safety Program.

This contract agreement renews, provided the member agrees to and meets the following criteria. The member:

- A. Agrees to, and reports claims within 48 hours of a loss;
- B. Achieves and maintains a three-year loss ratio of 65 percent or less;
- C. Implements and maintains a formal return-to-work program;
- D. Attends at least one safety seminar per year that applies to operational hazards, or completes one SafetySource online course dealing with operational hazards annually; and,
- E. Implements and maintains an effective Safety and Loss Control program including but not limited to the following:

Step 1: Formal declaration of a companywide loss prevention and loss control policy

The safety policy should be signed and dated by top management and distributed to all employees and conspicuously posted.

Step 2: Formal identification of a safety committee or coordinator

Top management should distribute a dated memo to all employees identifying the safety coordinator and/or safety committee members and outlining their responsibilities. The appointed safety coordinator should also sign and date the description of duties and responsibilities. The safety coordinator should show documentation of his/her participation in the safety program by documenting and signing safety audits, participating in safety meetings and accident investigation, etc.

The safety committee should meet on a regular basis (at least quarterly), depending on your industry. Documentation should consist of dated meeting minutes with the safety committee members' signatures.

Step 3: Clearly defined and conspicuously posted safety/loss prevention rules

Employers and safety coordinators/committees should develop site-specific safety rules and orient existing employees and all new hires to these rules. Employees should sign and date the document acknowledging their awareness and



understanding of the rules. The safety rules should be readily accessible for review by all employees.

Step 4: Safety awareness and loss prevention training

Safety topics discussed and a signed/dated employee attendance roster must be included as documentation of completed training sessions. New-hire training is crucial and BrickStreet recommends a documented orientation process. Additionally, a plan for periodic training, at least quarterly or as new equipment is purchased or procedures are changed, should also be conducted and documented.

Step 5: Written policies and procedures on claims management

Documentation (short written plan) on how claims are managed, including items such as:

- When and how claims are reported by employees and to whom;
- How the employer ensures that claims are reported to BrickStreet within 48 hours and by whom;
- How claims are investigated; and,
- How modified duty is implemented.

The claims management procedures should be signed and dated by a member of upper management and/or the organization's claims administrator.

- F. Maintains its own policy with BrickStreet and complies with all requirements of BrickStreet, including, but not limited to, the reporting of payroll, the payment of premiums, the implementation of loss control measures and cooperation in claims management and administration. Each member will continue to have individual loss experience rating for the purposes of determining premiums.
- G. Understands that no member of the Group shall have the right to any information concerning rates, premiums, commissions or other funds payable by any other member, such information being confidential, proprietary information of such member. No member shall have any liability for the premiums, commissions, and other charges of any other member.
- H. Understands that their premium and loss data will be used by BrickStreet and by the Association to monitor both individual and group performance.

SIGNATURE

For _____ Member
(Print or Type Member Name)

Signature (Authorized Member Representative)	Title	Date
--	-------	------

Print/Type Name: _____

Address: _____

E-mail: _____

Tab

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CAPITAL PROJECTS				
FY 2011				
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes
Hardway Hall - HVAC Unit	\$ 56,472.00	\$ 56,472.00	\$ -	Project is Complete
Infrastructure - Hardway Hall	\$ 362,739.03	\$ 362,739.03	\$ -	Project is Complete
Infrastructure - Retaining Walls	\$ 130,000.00	\$ 69,812.90	\$ 60,187.10	Project is Complete
Byrd Center - HVAC Units (2)	\$ 50,000.00	\$ 67,480.00	\$ (17,480.00)	Contract for construction has been finalized and notice to proceed has been issued. Submittal process is underway. Contractor will be on site week of June 13th. Sufficient E&G funding in Byrd Center Roof Renewal to cover HVAC purchase. Plan to purchase additional HVAC units with available funding.
Byrd Center - Roof Renewal	\$ 400,000.00	\$ 285,440.00	\$ 114,560.00	Contract for construction has been finalized and notice to proceed has been issued. Submittal process is underway. Contractor began working on site week of June 6th. Sufficient E&G funding in Byrd Center Roof Renewal to cover HVAC purchase. Plan to purchase additional HVAC units with available funding.
Aerospace Fire Suppression - ARRA	\$ 1,100,000.00	\$ 965,943.00	\$ 134,057.00	Contract for construction has been finalized and notice to proceed has been issued. Submittal process is underway. Contractor began working on site week of June 6th. Approval is being requested from the Governor's Office to spend available budget on classroom equipment and HVAC units.
Folklife - Phase III (ARRA)	\$ 532,700.00	\$ 409,335.00	\$ 123,365.00	Contractor has completed masonry work on elevator shaft. Rough carpentry, sprinkler piping, and electrical rough-in are in progress.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 415,000.00	\$ 5,085,000.00	Programming will proceed after Turley programming is finished.

Completed

In Progress

CAPITAL PROJECTS					
FY 2011					
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes	
Hunt Haught Hall Glass Front	\$ 194,000.00	\$ 194,000.00	\$ -	Demo has been completed on the south side of stairwell. Installation of window frames has begun. North side of stairs will follow completion of south side.	In Progress
Hunt Haught Hall HVAC Units	\$ 735,518.00	\$ 904,000.00	\$ (168,482.00)	Contract for construction has been finalized and notice to proceed has been issued. Submittal process is underway. Contractor will be on site week of June 13th. Change Order is being processed to reduce contract by \$81,800.00. Additional funding of \$90,000 is requested in Capital Request FY 2012 to cover the temperature controls.	
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ 16,550.00	\$ 180,749.00	Project bid on May 25th. Letter of recommendation for award has been received from the project engineer. Notice of intent to award has been issued to the contractor.	
Infrastructure - Retaining Wall Merchant Street	\$ 175,000.00	\$ 9,000.00	\$ 166,000.00	1 contractor bid on this project. Bid came in over the project budget. Project design is being reviewed and project will re-bid at later date.	
Musick Library Elevator	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	Negotiations have been completed with the architectural firm. Contract for architectural services is being prepared.	
Turley Center Renovations	\$ 6,000,000.00	\$ 466,500.00	\$ 5,533,500.00	Project programming is continuing	
Wallman Hall Renovations	\$ 5,200,000.00	\$ 390,000.00	\$ 4,810,000.00	Contract for architectural services has been finalized. Design work is beginning	
Infrastructure - Paving Lot #15	\$ 58,560.00	\$ -	\$ 58,560.00		Not Started
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00		
Turley Center Renovations - FF&E	\$ 550,000.00	\$ -	\$ 550,000.00		
Academic Fund	\$ -	\$ -	\$ -	On-going - Numerous projects throughout year	On-Going
Landscaping	\$ 100,000.00	\$ 83,218.46	\$ 16,781.54	On-going - Numerous projects throughout year	
Physical Plant - Small Projects	\$ 197,000.00	\$ 139,739.38	\$ 57,260.62	On-going - Numerous projects throughout year	
	\$ 23,579,288.03	\$ 4,835,229.77	\$ 18,744,058.26		

AUXILIARY CAPITAL PROJECTS

FY 2011

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
College Apartments - Roof E & F	\$ 64,990.00	\$ 64,990.00	\$ -	Completed on 8/31/10	Completed
Residence Halls - Facility Audit Master Plan	\$ 163,835.00	\$ 139,035.00	\$ 24,800.00	Is progressing. The Consultants are working on draft reports of findings and recommendations on growth potential in housing units and mix of units. Also working on maintenance needs and related costs, facility upgrade recommendations and related costs, and new housing potential and related costs. Completion date is not known at this time.	In Progress
Residence Halls - Housing Software	\$ 60,000.00	\$ 53,596.18	\$ 6,403.82	The software implementation is in its final stages and will be fully implemented with the start of the fall semester. Currently waiting final completion to complete the final payment.	
Parking Garage - Maintenance - Caulking & Painting	\$ 50,000.00	\$ -	\$ 50,000.00		Not Started
	\$ 338,825.00	\$ 257,621.18	\$ 81,203.82		

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Pierpont Community and Technical College
Board of Governors
June 21, 2011

Item: AY 2011-12 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 100% textbook adoptions for all known classes for fall term 2011, spring term 2012, and summer 2012. This covers the entire 2011-2012 academic year.

Please note: Barnes and Noble and Follett bookstores have recognized that this success of 100% textbook adoptions is a first for any institution in their companies that they are aware.

This 100% level of textbook adoptions was achieved by the end of March 2011.

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.

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

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

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 21, 2011**

ITEM: FY 2012 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 2012.

STAFF MEMBER: Dale Bradley

BACKGROUND: The Finance Committee has met with Administration and reviewed the changes proposed to the FY 2012 Unrestricted E&G Budget. The proposed FY 2012 Unrestricted E&G Budget is attached as well as the changes from the current April 30, 2011 E&G budget are summarized in the attached budget comparisons document.

The initial FY 2012 Unrestricted E&G Budget reflects an increase in State Appropriation of \$737,429 over the FY 2011 State Appropriation levels. This \$737,429 includes replacement of the \$659,838 in stimulus backfill American Recovery and Reinvestment Act funding provided in FY 2011 and \$78,190 in addition funding to be used toward employee salary increases. Excluding the additional \$78,190 this State Appropriation returns Pierpont's state funding to the FY 2009 levels. This budget includes the use of \$66,500 in cash reserves as part of the overall budget plan. The FY 2012 initial budget has a budget balance of \$112,533.94.

The budget comparison is shown for all Unrestricted Funds which consists of President Controlled and Fund Manager Funds. The

comparison documents compare the current FY 2011 Unrestricted E&G Budget as of April 30, 2011 to the initial FY 2012 Unrestricted E&G Budget and reflect any differences between the two in the third column. This comparison is made for all Unrestricted Funds as well as for the President controlled and the Fund Manager controlled funds separately.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of July 1, 2011

		FY 2012 Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,673,888.60	0.00	0.00
	Faculty Services Revenue	1,802,589.00	0.00	0.00
	State/Local Grants and Contracts	0.00	0.00	
	Auxiliary Enterprise Revenue	1,262,867.00	0.00	0.00
	Operating Costs Revenue	202,317.41	0.00	0.00
	Support Services Revenue	377,210.08	0.00	0.00
	Other Operating Revenue	301,909.00	0.00	0.00
	Total:	12,341,286.00	0.00	0.00
OPERATING EXPENSE	Salaries	6,667,540.00	0.00	0.00
	Benefits	1,464,714.00	0.00	0.00
	Student financial aid-scholarships	140,844.00	0.00	0.00
	Utilities	0.00	0.00	
	Supplies and Other Services	1,774,274.65	0.00	0.00
	Equipment Expense	129,582.13	0.00	0.00
	Loan cancellations and write-offs	0.00	0.00	
	Fees retained by the Commission	104,818.00	0.00	0.00
	Assessment for Faculty Services	1,272,438.68	0.00	0.00
	Assessment for Support Services	3,907,559.57	0.00	0.00
	Assessment for Student Activity Costs	158,181.00	0.00	0.00
	Assessment for Auxiliary Fees & Debt Service	1,282,667.00	0.00	0.00
	Assessment for Operating Costs	2,437,327.80	0.00	0.00
	Total:	19,306,898.13	0.00	0.00
OPERATING INCOME / (LOSS)		(6,967,440.13)	0.00	0.00
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,421,177.00	0.00	0.00
	State Fiscal Stabilization Funds	0.00	0.00	
	Gifts	1,000.00	0.00	0.00
	Investment Income	97,194.00	0.00	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,397,782.00)	0.00	0.00
	Reappropriated State Funding	0.00	0.00	
	Total:	7,121,589.00	0.00	0.00
TRANSFERS & OTHER	Capital Expenditures	0.00	0.00	
	Transfers for Fin Aid Match	(76,982.00)	0.00	0.00
	Indirect Cost Recoveries	877.07	0.00	0.00
	Transfers - Other	0.00	0.00	
	One-time use of reserve	86,500.00	0.00	0.00
	Total:	(11,614.93)	0.00	0.00
BUDGET BALANCE		112,533.94	0.00	
PERSONNEL BUDGET SAVINGS		0.00		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		112,533.94		
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year				
Less: USE OF RESERVE		<u>86,500.00</u>		
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year				

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted - President
 As of July 1, 2011

		FY 2012 Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,719,834.00	0.00	0.00
	Faculty Services Revenue	1,502,589.00	0.00	0.00
	State/Local Grants and Contracts	0.00	0.00	0.00
	Operating Costs Revenue	203,317.41	0.00	0.00
	Support Services Revenue	377,210.09	0.00	0.00
	Other Operating Revenue	193,583.00	0.00	0.00
	Total:	9,996,533.50	0.00	0.00
OPERATING EXPENSE	Salaries	6,346,475.00	0.00	0.00
	Benefits	1,402,515.00	0.00	0.00
	Student financial aid-scholarships	140,844.00	0.00	0.00
	Utilities	0.00	0.00	0.00
	Supplies and Other Services	1,123,545.00	0.00	0.00
	Equipment Expense	57,041.63	0.00	0.00
	Loan cancellations and write-offs	0.00	0.00	0.00
	Fees retained by the Commission	104,619.00	0.00	0.00
	Assessment for Faculty Services	1,272,439.58	0.00	0.00
	Assessment for Support Services	3,907,560.00	0.00	0.00
	Assessment for Student Activity Costs	158,131.00	0.00	0.00
	Assessment for Operating Costs	2,437,327.80	0.00	0.00
	Total:	16,850,597.11	0.00	0.00
OPERATING INOCME / (LOSS)		(6,954,063.61)	0.00	0.00
NONOPERATING REVENUE (EXPENSE)	State Appropriations	8,421,177.00	0.00	0.00
	State Fiscal Stabilization Funds	0.00	0.00	0.00
	Investment Income	97,194.00	0.00	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,387,782.00)	0.00	0.00
	Reappropriated State Funding	0.00	0.00	0.00
	Total:	7,120,589.00	0.00	0.00
TRANSFERS & OTHERS	Capital Expenditures	0.00	0.00	0.00
	Transfers for Fin Aid Match	(78,992.00)	0.00	0.00
	Transfers - Other	0.00	0.00	0.00
	One-time use of reserve	25,000.00	0.00	0.00
	Total:	(53,992.00)	0.00	0.00
BUDGET BALANCE		112,533.39	0.00	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year				
Less: USE OF RESERVE		<u>25,000.00</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
As of July 1, 2011

		FY 2012 Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	953,731.50	0.00	0.00
	Other Operating Revenue	109,329.00	0.00	0.00
	Total:	1,062,060.50	0.00	0.00
OPERATING EXPENSE	Salaries	321,065.00	0.00	0.00
	Benefits	62,199.00	0.00	0.00
	Supplies and Other Services	650,830.07	0.00	0.00
	Equipment Expense	71,540.50	0.00	0.00
	Loan cancellations and write-offs	0.00	0.00	0.00
	Total:	1,105,434.57	0.00	0.00
OPERATING INCOME / (LOSS)		(43,377.07)	0.00	0.00
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000.00	0.00	0.00
	Total:	1,000.00	0.00	0.00
TRANSFERS & OTHER	Capital Expenditures	0.00	0.00	
	Indirect Cost Recoveries	877.07	0.00	0.00
	Transfers - Other	0.00	0.00	
	One-time use of reserve	41,500.00	0.00	0.00
	Total:	42,377.07	0.00	0.00
BUDGET BALANCE		0.00	0.00	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year				
Less: USE OF RESERVE		41,500.00		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year				

Pierpont Community & Technical College
Budget Statement of Revenues and Expenses
Comparison FY 2011 April 30, 2011 to FY 2012 Current Unrestricted

		Budgeted FY2011 04/30/11	Budgeted FY2012 07/01/11	DIFFERENCE
OPERATING REVENUE				
	Tuition & Fees	8,335,826.70	8,673,565.50	337,738.80
	Faculty Services Revenue	1,502,589.00	1,502,589.00	0.00
	Federal Grants and Contracts	0.00	0.00	0.00
	State/Local Grants and Contracts	0.00	0.00	0.00
	Auxiliary Enterprise Revenue	1,192,637.00	1,252,667.00	60,030.00
	Operating Costs Revenue	215,715.85	205,317.41	(12,398.44)
	Support Services Revenue	404,181.60	377,210.09	(26,971.51)
	Other Operating Revenue	355,509.00	301,909.00	(53,600.00)
	Total:	12,016,408.15	12,311,258.00	294,849.85
OPERATING EXPENSE				
	Salaries	6,257,923.00	6,667,540.00	429,617.00
	Benefits	1,395,602.00	1,464,714.00	69,112.00
	Student Financial Aid-Scholarships	307,016.00	340,844.00	(166,172.00)
	Utilities	0.00	0.00	0.00
	Supplies and Other Services	1,761,975.96	1,774,274.95	12,298.99
	Equipment Expense	158,044.55	128,582.13	(29,462.42)
	Loan Cancellations and write-off	0.00	0.00	0.00
	Fees retained by the Commission	104,619.00	104,619.00	0.00
	Assessment for Faculty Services	1,272,438.68	1,272,438.68	0.00
	Assessment for Support Services	3,970,189.05	3,907,559.57	(62,629.48)
	Assessment for Student Activity Costs	158,181.00	158,181.00	0.00
	Assessment for Auxiliary Fees & Debt Service	1,192,637.00	1,252,667.00	60,030.00
	Assessment for Operating Costs	2,377,001.33	2,437,327.80	60,326.47
	Total:	18,935,577.57	19,308,698.13	373,120.56
OPERATING INCOME/LOSS		(6,919,169.42)	(6,997,440.13)	(78,271.71)
NONOPERATING REVENUE (EXPENSE)				
	State Appropriations	7,683,748.00	8,421,177.00	737,429.00
	State Fiscal Stabilization Funds	659,838.00	0.00	(659,838.00)
	Gifts	1,000.00	1,000.00	0.00
	Investment Income	97,194.00	97,194.00	0.00
	Other nonoper rev - OPEB Liability	0.00	0.00	0.00
	Assessment for B&G Capital & Debt Service Costs	(1,397,782.00)	(1,397,782.00)	0.00
	Reappropriated State Funding	22,216.66	0.00	(22,216.66)
	Total:	7,066,214.66	7,121,589.00	55,374.34
TRANSFERS & OTHER				
	Capital Expenditures	(27,913.66)	0.00	27,913.66
	Transfers for Fin Aid Match	(78,992.00)	(78,992.00)	0.00
	Indirect Cost Recoveries	7,681.69	877.07	(6,804.62)
	Transfers - Other	(8,955.13)	0.00	8,955.13
	One-time use of reserve	69,300.00	66,500.00	(2,800.00)
	Total:	(38,879.10)	(11,614.93)	27,264.17
BUDGET BALANCE		108,167.14	112,533.94	4,366.80

Pierpont Community & Technical College
Budget Statement of Revenues and Expenses
Comparison FY 2011 April 30, 2011 to FY 2012 Current Unrestricted - President

		Budgeted FY2011 4/30/2011	Budgeted FY2012 7/1/2011	DIFFERENCE
OPERATING REVENUE	Tuition and Fees	7,422,282.00	7,719,834.00	297,572.00
	Faculty Services Revenue	1,502,589.00	1,502,589.00	0.00
	State/Local Grants and Contracts	0.00	0.00	0.00
	Operating Costs Revenue	215,716.00	203,317.41	(12,398.59)
	Support Services Revenue	404,132.00	377,210.09	(26,921.91)
	Other Operating Revenue	208,583.00	193,583.00	(15,000.00)
	Total:	9,753,282.00	9,996,533.50	243,251.50
OPERATING EXPENSE	Salaries	5,972,137.00	6,346,475.00	374,338.00
	Benefits	1,339,456.00	1,402,615.00	63,059.00
	Student financial aid-scholarships	307,016.00	140,844.00	(166,172.00)
	Utilities	0.00	0.00	0.00
	Supplies and Other Services	1,085,387.00	1,123,644.88	38,257.88
	Equipment Expense	75,942.00	57,041.63	(18,900.37)
	Loan cancellations and write-offs	0.00	0.00	0.00
	Fees retained by the Commission	104,619.00	104,619.00	0.00
	Assessment for Faculty Services	1,272,439.00	1,272,438.68	(0.32)
	Assessment for Support Services	3,970,189.00	3,907,559.57	(62,629.43)
	Assessment for Student Activity Costs	158,131.00	158,131.00	0.00
	Assessment for Operating Costs	2,377,001.00	2,437,327.80	60,326.80
	Total:	16,662,317.00	16,950,596.66	288,279.66
OPERATING INCOME / (LOSS)		(6,809,035.00)	(6,954,063.06)	(45,028.06)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,883,748.00	8,421,177.00	737,429.00
	State Fiscal Stabilization Funds	658,838.00	0.00	(658,838.00)
	Investment Income	97,194.00	97,194.00	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,397,782.00)	(1,397,782.00)	0.00
	Reappropriated State Funding	22,217.00	0.00	(22,217.00)
	Total:	7,065,215.00	7,120,589.00	55,374.00
TRANSFERS & OTHERS	Capital Expenditures	(22,217.00)	0.00	22,217.00
	Transfers for Fin Aid Match	(78,992.00)	(78,992.00)	0.00
	Transfers - Other	(8,955.00)	0.00	8,955.00
	One-time use of reserve	0.00	25,000.00	25,000.00
	Total:	(110,164.00)	(53,992.00)	56,172.00
BUDGET BALANCE		46,016.00	112,533.94	66,517.94

Pierpont Community & Technical College
Budget Statement of Revenues and Expenses
Comparison FY 2011 April 30, 2011 to FY 2012 Current Unrestricted - Fund Manager

		Budgeted FY2011 4/30/2011	Budgeted FY2012 07/01/11	DIFFERENCE
OPERATING REVENUE	Tuition and Fees	813,565.00	953,731.50	40,166.50
	Other Operating Revenue	156,926.00	108,329.00	(48,600.00)
	Total:	1,070,491.00	1,062,057.50	(8,433.50)
OPERATING EXPENSE	Salaries	265,786.00	321,085.00	55,279.00
	Benefits	58,146.00	62,199.00	6,053.00
	Supplies and Other Services	676,589.00	650,630.07	(25,958.93)
	Equipment Expense	82,103.00	71,540.50	(10,562.50)
	Loan cancellations and write-offs	0.00	0.00	0.00
Total:	1,080,624.00	1,105,434.57	24,810.57	
OPERATING INCOME / (LOSS)		(10,133.00)	(43,377.07)	(33,244.07)
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000.00	1,000.00	0.00
	Total:	1,000.00	1,000.00	0.00
TRANSFERS & OTHER	Capital Expenditures	(5,697.00)	0.00	5,697.00
	Indirect Cost Recoveries	7,682.00	877.07	(6,804.93)
	Transfers - Other	0.00	0.00	0.00
	One-time use of reserve	69,300.00	41,500.00	(27,800.00)
Total:	71,285.00	42,377.07	(28,907.93)	
BUDGET BALANCE		62,152.00	0.00 -	(62,152.00)

Tab

8

**Pierpont Community and Technical College
Board of Governors
Meeting of June 21, 2011**

ITEM: FY 2012 Pay Raise

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Whereas, the Governor, Legislature and the Community and Technical College System supports a pay raise for higher education employees; and

Whereas, the Governor and Legislature provided partial funding for a pay raise through an increase to Pierpont's State Appropriation; and

Whereas, Pierpont's Administration and Board of Governors intend to continue full funding of the Mercer Step salary scale for classified employees

Be it resolved, that the Pierpont Community and Technical College Board of Governors approves a 2% pay increase for FY 2012 for eligible Pierpont employees or implementation of the Mercer Salary Scale step increase for classified employees with 15 or less years of service effective October 1, 2011.

STAFF MEMBER: Dale Bradley

BACKGROUND: The Governor and Legislature increased Pierpont's State Appropriation sufficient to fund a portion of a salary increase for higher education employees. Neither the Governor nor the Legislature determined what that pay raise was to be for higher education employees. Pierpont's President, Administration and Board of Governor's determined that a 2% across the board raise was appropriate and practical for all employees not receiving the Mercer Step increase. This increase along with the 2.3% raise provided in FY 2011 represents a 4.3% pay raise over the last two years to those employees receiving both raises.

All classified employees with 15 or less years of service will be moved to the next step on the Mercer Salary Scale effective October 1, 2011.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time classified staff, and full-time and part-time non-classified staff, except the President, hired prior to July 1, 2011 and who have not received a promotion and/or or salary increase since July 1, 2011 will be considered eligible.
- Full and part-time classified staff meeting the previous criteria and who have reached full funding on the current classified staff salary schedule for their years of experience and pay grade and do not receive the October 1, 2011 Mercer Salary Scale step increase will be considered eligible.
- Adjunct Faculty will be considered eligible to receive the 2% raise effective in the spring 2012 semester.
- All Retirees on phased retirement will be considered eligible.

Tab

9

**Pierpont Community & Technical College
Board of Governors
June 21, 2011**

ITEM: FY 2012 Chargeback Agreement

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved, that the Pierpont Community and Technical Board of Governors approve the chargeback agreement for fiscal year 2012 and the estimated chargeback budget for same.

STAFF MEMBER: Dale Bradley

BACKGROUND: Changes in chargeback budget values for each institution due to adjustments to the agreement and a change in the FTE enrollment allocation percentage assigned to both institutions are included in the 2012 agreement attached.

Legal authority for Chargeback Agreement:

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

(a) Intent and purposes. --

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

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

(b) Where an independent community and technical college was linked administratively to a sponsoring state college or university,, or was designated as a regional campus or a division of another accredited state institution of higher education, prior to the first day of July, two thousand eight the following conditions apply:

(1) The community and technical college shall be

accredited separately from the former sponsoring institution;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) The governing board of the community and technical college and the Council are responsible for the development of the community and technical college and for compliance with the essential conditions, all as required by this article.

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

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

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

(1) The cost of the academic services;

(2) The quality of the academic services;

(3) The availability, both as to time and place, of the academic services; and

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

Chargeback Agreement for Fiscal Year 2012

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.

E.1.2a. Support service charge back for staff located in the academic schools or departments, for salary and benefit costs.

The chargeback services for support staff located in the academic units will be based on enrollment percentages within that academic unit. These percentages will be budgeted based on total credit hour enrollment percentages for the prior academic year's fall and spring terms at census dates.

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.

E. 1.4. Academic operating costs are funded directly by E&G revenues received by each institution. In some academic units, a portion of the operating (non-labor) expense budgets are based on the percentage of total credit hours calculated for PIERPONT and FSU students in that academic unit. The chargeback for these operating expenses is

driven by the percentages found on the attached Support Services and Operating Cost Chargeback Table. The organization manager of those academic units has budget authority to spend against these budgets during the fiscal year. All unspent budgets at the end of each fiscal year are not carried forward to future fiscal years. Once again any unspent budget increases the fund balance of the appropriate institutions. These fund balances are under the direct control of the respective Presidents of each institution.

E.1.5. Support staff actual liability costs.

The liability costs incurred annually from employee benefits provided to support staff, such as retiree health premiums, severance payable, etc. will be allocated to the institutions based on the percentage of total credit hours calculated for the 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.

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.

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.

E.1.7. Chargeback Table

The attached chargeback table will be utilized for FY 2012. This table will utilize percentages based on total credit hour enrollments for prior academic year's fall and spring terms at census dates.

Chairperson
Fairmont State
Board of Governors

Chairperson
Pierpont Community & Technical College
Board of Governors

President
Fairmont State University

President
Pierpont Community & Technical College

**Changes
to
Chargeback Agreement for Fiscal Year 2012**

1. Institutional Advancement – Organization 030000

Current FY2011 chargeback condition:

- Pierpont pays chargeback costs to FSU at the institutional chargeback rate on all labor costs.
- Pierpont pays chargeback costs to FSU at the institutional chargeback rate on all of the operating costs.

Proposed changes for FY 2012:

- As previously agreed to by FSU and Pierpont Administration, Pierpont will pay no chargeback costs for any labor or operating costs for Institutional Advancement.

2. Alumni Office – Organization 030500

Current FY2011 chargeback condition:

- Pierpont pays chargeback costs to FSU at the institutional chargeback rate on all labor costs.
- Pierpont pays chargeback costs to FSU at the institutional chargeback rate on all of the operating costs.

Proposed changes for FY 2012:

- As previously agreed to by FSU and Pierpont Administration, Pierpont will pay no chargeback costs for any labor or operating costs the Alumni Office.

3. Web and Graphics – Organization 032500

Current FY2011 chargeback condition:

- Pierpont pays chargeback costs to FSU at the institutional chargeback rate on all labor costs.
- Pierpont pays chargeback costs to FSU at the institutional chargeback rate on all of the operating costs.

Proposed changes for FY 2012:

- As previously agreed to by FSU and Pierpont Administration, Pierpont will pay no chargeback costs for any labor or operating costs for Web and Graphics.
- Pierpont will assume full responsibility for and transfer the employment of two jointly agreed employees from FSU Web and Graphics to Pierpont.

4. Director of Public Relations Budget – Organization 031000.

Current FY2011 chargeback condition:

- Pierpont currently pays 5% chargeback on the Director of Public Relations position related to emergency communication services.

Proposed changes for FY 2012:

- Pierpont will continue to pay 5% chargeback on the Director of Public Relations position related to emergency communication services.

5. International Student Coordinator and English as a Second Language.

Current FY 2011 chargeback condition:

- 50% of International Student Coordinator's salary and fringes, and all of the student labor and operating costs are subject to chargeback to FSU at a 73% rate.
- Pierpont manages all of the English as a Second Language Activities.

Proposed changes for FY 2012:

- Pierpont will transfer all International Student Activities (including English as a Second Language) to FSU.
- FSU will transfer the International Student Coordinator Position and the person currently holding that position from a Pierpont employee to an FSU employee.
- Pierpont will incur no chargeback costs related to International Student Activities.

6. Tutoring

Current FY 2011 chargeback condition:

- 60% of the Tutoring Coordinator's salary & fringe costs are subject to chargeback to FSU.
- The student labor and operating budget are subject to chargeback to FSU
- The chargeback rate is at the institutional chargeback rate.
- Pierpont secured a Grant that created the Math and Writing Tutoring Center within the current tutoring environment. This grant will conclude September 30, 2011. This grant has eliminated most of the actual tutoring costs incurred for FY 2011 for both Pierpont and FSU.

Proposed changes for FY 2012:

- Upon conclusion of the grant, it is estimated that a \$100,000 will be needed annually to maintain the Math and Writing Tutoring Center. Until the long term

plan of securing donations to fund the \$100,000 annually is successful, Pierpont plans to budget \$100,000 annually or \$75,000 (3/4 of the estimated annual amount needed) for FY 2012 in E&G Funding toward the Math and Writing Tutoring Center.

- Since this service benefits and is available to both FSU and Pierpont students, Pierpont proposes that FSU pay chargeback at the institutional rate for FY 2012 on the additional budget of \$75,000.
- Any donations or alternative funding that can be secured in FY 2012 toward this activity would reduce Pierpont's direct costs and in turn reduce FSU's chargeback costs.

7. Assessment Services

Current FY 2011 chargeback condition:

- 50% of Director of Assessment's salary & fringes costs are subject to chargeback to FSU.
- The chargeback percentage was based on the number of students within each institution with a Compass Test Score thereby indicating they used placement testing services. Based on enrolled students from July 1, 2009 through April 2010; approximately 40% are University Students and 60% are Pierpont Students, therefore the chargeback rate to the University for FY 11 was 40%.
- The costs of the actual purchase of the Compass Tests from ACT have/are being charged to the Pierpont President's Organization which is not subject to chargeback to the FSU.

Proposed Changes for FY 2012:

- The chargeback percentage for FY 12 would be based on the number of students enrolled within each institution during FY 11 with a Compass Test Score thereby indicating they used placement testing services: The chargeback rate to the University will be 35.11% for FY 12 as determined by the number of Students in Banner from July 1, 2010 through April 2011 with Compass Scores.
- Pierpont will transfer budget from the Pierpont President's Organization to the Assessment Services Organization 751500 which would make these operating expenses subject to chargeback to FSU at the FY 12 chargeback rate.
- Estimated total budget transfer of \$9,000.

8. Institutional Research

Current FY 2011 chargeback condition:

- Due to the funding structure for this FSU position and a related graduate assistant student, Pierpont has not been paying chargeback for position.

Proposed Changes for FY 2012:

- Pierpont uses the Institutional Research services and therefore would propose that the labor costs of associated with this activity be transferred to an Institutional Research Organization and Pierpont would pay chargeback costs at the institutional rate for the labor costs within this Organization.

Institutional Chargeback Allocation Detail

for: Fairmont State University and Pierpont C&TC

<u>FY 2012</u>	<u>Chargeback C&TC</u>	<u>Chargeback University</u>
Chargeback Allocation (From) to:		
Revenue:		
Capital Fees	1,397,782.00	2,518,828.00
Required Auxiliary Fees	1,252,667.00	3,889,958.00
Student Services	158,131.00	421,938.00
Other (list):	0.00	0.00
Total Chargeback Revenue	2,808,580.00	6,830,724.00
 Teaching Chargeback		
Instruction:		
Total Teaching Chargeback	1,272,439.00	1,502,589.00
 Support Services and Operating Chargeback Expenses:		
Academic Support	848,502.15	128,321.18
Student Services	1,226,031.65	0.00
Operations and Maintenance of Plant	1,707,290.64	0.00
Institutional Support	2,181,277.85	21,086.88
Other:		
Instruction	316,730.71	424,581.45
Public Service		0.00
Chargeback Estimate for Pay Raises	65,694.00	6,538.00
Total Support Services and Operating Chargeback	6,345,527.00	580,527.51
Grand Total	10,426,546.00	8,913,840.51

FY 2012 CHARGEBACK TABLE

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
12	1	020500	ADA Administration	U	600009	65.48	34.52	100
12	1	020500	ADA Administration	U	800000	65.48	34.52	100
12	1	022500	Staff Development	U	600009	65.48	34.52	100
12	1	022500	Staff Development	U	800000	65.48	34.52	100
12	1	023000	Multi-Cultural Affairs	U	600009	65.48	34.52	100
12	1	023000	Multi-Cultural Affairs	U	800000	65.48	34.52	100
12	1	031011	Public Relations - Labor	U	600009	95	5	100
12	1	031011	Public Relations - Labor	U	800000	95	5	100
12	1	103500	Office of Grants & Contracts	U	600009	65.48	34.52	100
12	1	103500	Office of Grants & Contracts	U	800000	65.48	34.52	100
12	1	120000	Institutional Research - Director	U	600009	65.48	34.52	100
12	1	120000	Institutional Research - Director	U	800000	65.48	34.52	100
12	1	151508	Strategic Planning Administration	U	600009	65.48	34.52	100
12	1	151508	Strategic Planning Administration	U	800000	65.48	34.52	100
12	1	155000	Leadership Fairmont State	U	600009	65.48	34.52	100
12	1	155000	Leadership Fairmont State	U	800000	65.48	34.52	100
12	1	210100	Teaching Excellence	U	600009	65.48	34.52	100
12	1	210100	Teaching Excellence	U	800000	65.48	34.52	100
12	1	210107	Faculty Development-Ind Disciplines	U	600009	65.48	34.52	100
12	1	210107	Faculty Development-Ind Disciplines	U	800000	65.48	34.52	100
12	1	210700	Operations and Maintenance-MATEC	U	600009	65.48	34.52	100
12	1	210700	Operations and Maintenance-MATEC	U	800000	65.48	34.52	100
12	1	211000	Academic Advising Center	U	600009	65.48	34.52	100
12	1	211000	Academic Advising Center	U	800000	65.48	34.52	100
12	1	213000	Academic Assessment	U	600009	65.48	34.52	100
12	1	213000	Academic Assessment	U	800000	65.48	34.52	100
12	1	216000	Registrar	U	600009	65.48	34.52	100
12	1	216000	Registrar	U	800000	65.48	34.52	100
12	1	220000	Honors Program	U	600009	97.12	2.88	100
12	1	220000	Honors Program	U	800000	97.12	2.88	100
12	1	221000	School of Business	U	600009	80.5	19.5	100
12	1	221000	School of Business	U	800000	80.5	19.5	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
12	1	221500	School of Education/Hlth-Human Perf	U	600009	91.21	8.79	100
12	1	221500	School of Education/Hlth-Human Perf	U	800000	91.21	8.79	100
12	1	222000	School of Fine Arts	U	600009	73.02	26.98	100
12	1	222000	School of Fine Arts	U	800000	73.02	26.98	100
12	1	227000	Dean - College of Liberal Arts	U	600009	69.18	30.82	100
12	1	227000	Dean - College of Liberal Arts	U	800000	69.18	30.82	100
12	1	227010	Dept of Behavioral Sciences	U	600009	60.43	39.57	100
12	1	227010	Dept of Behavioral Sciences	U	800000	60.43	39.57	100
12	1	227020	Dept of Language & Literature	U	600009	77.16	22.84	100
12	1	227020	Dept of Language & Literature	U	800000	77.16	22.84	100
12	1	227030	Dept of Social Sciences	U	600009	72.46	27.54	100
12	1	227030	Dept of Social Sciences	U	800000	72.46	27.54	100
12	1	227500	Dean-College of Science & Technolog	U	600009	84.22	15.78	100
12	1	227500	Dean-College of Science & Technolog	U	800000	84.22	15.78	100
12	1	227510	Dept - Biology/Chemistry/Geoscience	U	600009	80.27	19.73	100
12	1	227510	Dept - Biology/Chemistry/Geoscience	U	800000	80.27	19.73	100
12	1	227520	Dept-Computer Science/Math/Physics	U	600009	83.33	16.67	100
12	1	227520	Dept-Computer Science/Math/Physics	U	800000	83.33	16.67	100
12	1	227530	Department of Technology	U	600009	93.74	6.26	100
12	1	227530	Department of Technology	U	800000	93.74	6.26	100
12	1	240000	Health Careers Administration	U	600009	88.21	11.79	100
12	1	240000	Health Careers Administration	U	800000	88.21	11.79	100
12	1	271000	Caperton Center-Administration	U	600009	65.48	34.52	100
12	1	271000	Caperton Center-Administration	U	800000	65.48	34.52	100
12	1	272000	Caperton Center - Instruction	U	600009	65.48	34.52	100
12	1	272000	Caperton Center - Instruction	U	800000	65.48	34.52	100
12	1	301000	Enrollment Services	U	600009	65.48	34.52	100
12	1	301000	Enrollment Services	U	800000	65.48	34.52	100
12	1	311000	Business Office	U	600009	65.48	34.52	100
12	1	311000	Business Office	U	800000	65.48	34.52	100
12	1	313000	Mailroom	U	600009	65.48	34.52	100
12	1	313000	Mailroom	U	800000	65.48	34.52	100
12	1	315000	Student Accounts	U	600009	65.48	34.52	100
12	1	315000	Student Accounts	U	800000	65.48	34.52	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
12	1	315500	General Institutional	U	600009	65.48	34.52	100
12	1	315500	General Institutional	U	800000	65.48	34.52	100
12	1	315800	Institutional Administrative Costs	U	600009	65.48	34.52	100
12	1	315800	Institutional Administrative Costs	U	800000	65.48	34.52	100
12	1	315900	Financial Aid Matching	U	600009	65.48	34.52	100
12	1	315900	Financial Aid Matching	U	800000	65.48	34.52	100
12	1	340000	Physical Plant Administration	U	600009	65.48	34.52	100
12	1	340000	Physical Plant Administration	U	800000	65.48	34.52	100
12	1	340008	Recycling	U	600009	65.48	34.52	100
12	1	340008	Recycling	U	800000	65.48	34.52	100
12	1	340500	Custodial Services	U	600009	65.48	34.52	100
12	1	340500	Custodial Services	U	800000	65.48	34.52	100
12	1	341200	Utilities	U	600009	65.48	34.52	100
12	1	341200	Utilities	U	800000	65.48	34.52	100
12	1	342500	Receiving and Storage	U	600009	65.48	34.52	100
12	1	342500	Receiving and Storage	U	800000	65.48	34.52	100
12	1	400000	Vice President Student Affairs	U	600009	65.48	34.52	100
12	1	400000	Vice President Student Affairs	U	800000	65.48	34.52	100
12	1	410000	Student Administration	U	600009	65.48	34.52	100
12	1	410000	Student Administration	U	800000	65.48	34.52	100
12	1	411000	Office of Admissions	U	600009	65.48	34.52	100
12	1	411000	Office of Admissions	U	800000	65.48	34.52	100
12	1	411006	Admissions - Orientation	U	600009	65.48	34.52	100
12	1	411006	Admissions - Orientation	U	800000	65.48	34.52	100
12	1	411007	College Summit	U	600009	65.48	34.52	100
12	1	411007	College Summit	U	800000	65.48	34.52	100
12	1	412000	Student Fin Aid Administration	U	600009	65.48	34.52	100
12	1	412000	Student Fin Aid Administration	U	800000	65.48	34.52	100
12	1	412500	Guidance and Counseling	U	600009	65.48	34.52	100
12	1	412500	Guidance and Counseling	U	800000	65.48	34.52	100
12	1	413000	Student Placement	U	600009	65.48	34.52	100
12	1	413000	Student Placement	U	800000	65.48	34.52	100
12	1	413500	Welcome Weekend	U	600009	65.48	34.52	100
12	1	413500	Welcome Weekend	U	800000	65.48	34.52	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
12	1	612500	Learning Technologies	U	600009	65.48	34.52	100
12	1	612500	Learning Technologies	U	800000	65.48	34.52	100
12	1	613000	CIO - Telephone	U	600009	65.48	34.52	100
12	1	613000	CIO - Telephone	U	800000	65.48	34.52	100
12	1	615000	Library	U	600009	65.48	34.52	100
12	1	615000	Library	U	800000	65.48	34.52	100
12	1	615066	Library-Reserve	U	600009	65.48	34.52	100
12	1	615066	Library-Reserve	U	800000	65.48	34.52	100
12	1	616500	Retention Initiative	U	600009	65.48	34.52	100
12	1	616500	Retention Initiative	U	800000	65.48	34.52	100
12	1	617000	CIO - Information Technology	U	600009	65.48	34.52	100
12	1	617000	CIO - Information Technology	U	800000	65.48	34.52	100
12	1	617005	Business Applications	U	600009	65.48	34.52	100
12	1	617005	Business Applications	U	800000	65.48	34.52	100
12	1	617010	E-Learning Support	U	600009	65.48	34.52	100
12	1	617010	E-Learning Support	U	800000	65.48	34.52	100
12	1	617015	Solutions Center	U	600009	65.48	34.52	100
12	1	617015	Solutions Center	U	800000	65.48	34.52	100
12	1	617020	Networks	U	600009	65.48	34.52	100
12	1	617020	Networks	U	800000	65.48	34.52	100
12	1	620900	Business Office - Computer Charges	U	600009	65.48	34.52	100
12	1	620900	Business Office - Computer Charges	U	800000	65.48	34.52	100
12	1	621000	Gen Institutional-Computer Charges	U	600009	65.48	34.52	100
12	1	621000	Gen Institutional-Computer Charges	U	800000	65.48	34.52	100
12	1	711000	Off-Campus Courses - South	C	609909	65.48	34.52	100
12	1	711000	Off-Campus Courses - South	C	700000	65.48	34.52	100
12	1	714000	Off-Campus Credit Programs	C	609909	65.48	34.52	100
12	1	714000	Off-Campus Credit Programs	C	700000	65.48	34.52	100
12	1	714500	Dual-Credit Programs	C	609909	65.48	34.52	100
12	1	714500	Dual-Credit Programs	C	700000	65.48	34.52	100
12	1	716500	Staff Professional Dev/Community Ed	C	609909	65.48	34.52	100
12	1	716500	Staff Professional Dev/Community Ed	C	700000	65.48	34.52	100
12	1	721000	C&TC Business	C	609909	42.27	57.73	100
12	1	721000	C&TC Business	C	700000	42.27	57.73	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
12	1	723005	Sign Language Interpreter Program	C	609909	37.82	62.18	100
12	1	723005	Sign Language Interpreter Program	C	700000	37.82	62.18	100
12	1	724005	Criminal Justice	C	609909	56.78	43.22	100
12	1	724005	Criminal Justice	C	700000	56.78	43.22	100
12	1	724501	Applied Design	C	609909	47.2	52.8	100
12	1	724501	Applied Design	C	700000	47.2	52.8	100
12	1	724502	Early Childhood	C	609909	19.36	80.64	100
12	1	724502	Early Childhood	C	700000	19.36	80.64	100
12	1	724503	Drafting	C	609909	62.09	37.91	100
12	1	724503	Drafting	C	700000	62.09	37.91	100
12	1	724504	Food Service	C	609909	34.34	65.66	100
12	1	724504	Food Service	C	700000	34.34	65.66	100
12	1	724505	Graphics	C	609909	55.53	44.47	100
12	1	724505	Graphics	C	700000	55.53	44.47	100
12	1	724507	Ballroom Dance	C	609909	62.16	37.84	100
12	1	724507	Ballroom Dance	C	700000	62.16	37.84	100
12	1	724800	C&TC Aviation and Technology	C	609909	33.32	66.68	100
12	1	724800	C&TC Aviation and Technology	C	700000	33.32	66.68	100
12	1	725000	School of Business, Aviation & Tech	C	609909	42.31	57.69	100
12	1	725000	School of Business, Aviation & Tech	C	700000	42.31	57.69	100
12	1	725500	Tutoring	C	609909	65.48	34.52	100
12	1	725500	Tutoring	C	700000	65.48	34.52	100
12	1	727000	School of Human Services	C	609909	39.44	60.56	100
12	1	727000	School of Human Services	C	700000	39.44	60.56	100
12	1	727500	School of Health Careers	C	609909	22.20	77.80	100
12	1	727500	School of Health Careers	C	700000	22.20	77.80	100
12	1	740500	C&TC Medical Lab Tech	C	609909	34.09	65.91	100
12	1	740500	C&TC Medical Lab Tech	C	700000	34.09	65.91	100
12	1	741500	C&TC Health Information Technology	C	609909	10.04	89.96	100
12	1	741500	C&TC Health Information Technology	C	700000	10.04	89.96	100
12	1	742000	C&TC Veterinary Technology	C	609909	4.23	95.77	100
12	1	742000	C&TC Veterinary Technology	C	700000	4.23	95.77	100
12	1	742500	C&TC Physical Therapy Assistant	C	609909	1.14	98.86	100
12	1	742500	C&TC Physical Therapy Assistant	C	700000	1.14	98.86	100

FY	COA	ORG	ORG TITLE	OWNER	FUND	UNIV %	PC&TC %	Total
12	1	743000	C&TC EMS Program	C	609909	15.75	84.25	100
12	1	743000	C&TC EMS Program	C	700000	15.75	84.25	100
12	1	743500	Lab Assistant Program	C	609909	22.62	77.38	100
12	1	743500	Lab Assistant Program	C	700000	22.62	77.38	100
12	1	744000	C&TC Respiratory Therapy	C	609909	7.85	92.15	100
12	1	744000	C&TC Respiratory Therapy	C	700000	7.85	92.15	100
12	1	746000	C&TC Para Education	C	609909	39.19	60.81	100
12	1	746000	C&TC Para Education	C	700000	39.19	60.81	100
12	1	751000	School of Academic Studies	C	609909	42.51	57.49	100
12	1	751000	School of Academic Studies	C	700000	42.51	57.49	100
12	1	751500	Assessment Services	C	609909	35.11	64.89	100
12	1	751500	Assessment Services	C	700000	35.11	64.89	100
12	1	770005	Radiological Technology	C	609909	6.33	93.67	100
12	1	770005	Radiological Technology	C	700000	6.33	93.67	100
12	1	772500	C&TC General Administration	C	609909	65.48	34.52	100
12	1	772500	C&TC General Administration	C	700000	65.48	34.52	100
12	1	773000	Off Campus Courses - North	C	609909	65.48	34.52	100
12	1	773000	Off Campus Courses - North	C	700000	65.48	34.52	100

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.

Tab

10

**Pierpont Community and Technical College
Board of Governors
June 21, 2011**

ITEM: FY 2012 Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Pierpont Community and Technical College Board of Governors reauthorize the carryover projects from the 2011 approved E&G Capital Project list, and the 2011 approved Auxiliary 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 2012.

Be it resolved that the Pierpont Community and Technical College Board of Governors approve the Auxiliary Capital Project plan for FY 2012.

STAFF MEMBER: Dale Bradley

BACKGROUND: 2011 E&G and Auxiliary Capital Projects which are already funded in the amount of \$20,764,381.60 (see attached 2011 continuing capital projects list) are recommended to be reauthorized for the 2012 fiscal year.

New projects to be funded by E&G Capital Fee and Infrastructure Fee reserves amount to \$1,791,055.00 (please see attached FY 2012 Proposed Capital Projects list, and narrative explaining the need for the new projects).

New capital projects to be funded by Auxiliary Enterprise reserves amount to \$550,070.64 (please see attached FY 2012 proposed capital projects and narrative explaining the need for the new projects).

**CAPITAL PROJECTS
FY 2011 - CONTINUING PROJECTS**

<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	<i>E&G Capital 449800</i>	<i>Infrastructure 449000</i>	<i>ARRA</i>	<i>HEPC BOND</i>	<i>Foundations</i>
Byrd Center	HVAC Units (2)						
	Expended &/or Encumbered to date	\$ 50,000.00	\$ 50,000.00				
	Available Budget for Project	\$ 6,000.00	\$ 6,000.00				
		\$ 44,000.00	\$ 44,000.00				
Byrd Center	Roof Renewal						
	Expended &/or Encumbered to date	\$ 400,000.00	\$ 400,000.00				
	Available Budget for Project	\$ 28,000.00	\$ 28,000.00				
		\$ 372,000.00	\$ 372,000.00				
Byrd Center	Fire Suppression						
	Expended &/or Encumbered to date	\$ 1,100,000.00	\$ 1,100,000.00				
	Available Budget for Project	\$ 88,000.00	\$ 88,000.00				
		\$ 1,012,000.00	\$ 1,012,000.00				
Folklife Center	Phase III						
	Expended &/or Encumbered to date	\$ 532,700.00	\$ 532,700.00		\$ 500,000.00	\$ 32,700.00	
	Available Budget for Project	\$ 409,335.00	\$ 409,335.00		\$ 376,635.00	\$ 32,700.00	
		\$ 123,365.00	\$ 123,365.00		\$ 123,365.00		
Hardway Hall	Renovations						
	Expended &/or Encumbered to date	\$ 5,500,000.00	\$ 5,500,000.00		\$ 5,500,000.00		
	Available Budget for Project	\$ 403,000.00	\$ 403,000.00		\$ 403,000.00		
		\$ 5,097,000.00	\$ 5,097,000.00		\$ 5,097,000.00		
Hunt Haught Hall	Glass Front						
	Expended &/or Encumbered to date	\$ 194,000.00	\$ 194,000.00				
	Available Budget for Project	\$ 194,000.00	\$ 194,000.00				
Hunt Haught Hall	HVAC Units						
	Expended &/or Encumbered to date	\$ 735,518.00	\$ 235,518.00	\$ 500,000.00			
	Available Budget for Project	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00			
		\$ 690,518.00	\$ 235,518.00	\$ 455,000.00			
Infrastructure	IT Emergency Back Up						
	Expended &/or Encumbered to date	\$ 197,299.00	\$ 197,299.00				
	Available Budget for Project	\$ 16,550.00	\$ 16,550.00				
		\$ 180,749.00	\$ 180,749.00				
Infrastructure	Merchant St Retaining Wall						
	Expended &/or Encumbered to date	\$ 175,000.00	\$ 175,000.00				
	Available Budget for Project	\$ 9,000.00	\$ 9,000.00				
		\$ 166,000.00	\$ 166,000.00				

**CAPITAL PROJECTS
FY 2011 - CONTINUING PROJECTS**

<i>Building</i>	<i>Project</i>	<i>E&G Capital 449800</i>	<i>Infrastructure 449000</i>	<i>ARRA</i>	<i>HEPC BOND</i>	<i>Foundations</i>
Infrastructure Locust Avenue	Expended &/or Encumbered to date	\$ 40,000.00	\$ 40,000.00			
	Available Budget for Project	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -
Infrastructure Paving Lot #15	Expended &/or Encumbered to date	\$ 58,560.00	\$ 58,560.00			
	Available Budget for Project	\$ -	\$ 58,560.00	\$ -	\$ -	\$ -
Musick Library Elevator Addition	Expended &/or Encumbered to date	\$ 2,000,000.00		\$ 2,000,000.00		
	Available Budget for Project	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ -
Turley Center Renovations	Expended &/or Encumbered to date	\$ 6,000,000.00		\$ 6,000,000.00		
	Available Budget for Project	\$ 454,610.40	\$ -	\$ -	\$ 454,610.40	\$ -
		\$ 5,545,389.60	\$ -	\$ -	\$ 5,545,389.60	\$ -
Turley Center Renovations - FF&E	Expended &/or Encumbered to date	\$ 550,000.00	\$ 550,000.00			
	Available Budget for Project	\$ -	\$ -	\$ -	\$ -	\$ -
Wallman Hall Renovations	Expended &/or Encumbered to date	\$ 5,200,000.00		\$ 5,200,000.00		
	Available Budget for Project	\$ 390,000.00	\$ -	\$ -	\$ 390,000.00	\$ -
		\$ 4,810,000.00	\$ -	\$ -	\$ 4,810,000.00	\$ -

**AUXILIARY CAPITAL PROJECTS
FY 2011 - CONTINUING PROJECTS**

<i>Building</i>	<i>Project</i>	<i>Project Budget</i>	<i>Facilities Fee</i> 370100	<i>Housing</i> 290600	<i>Other</i>
Parking Garage	Maintenance - Caulking & Painting	\$ 50,000.00	\$ 50,000.00		
	Expended &/or Encumbered to date	\$ -			
	Available Budget for Project	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -
Residence Halls	Facility Audit Master Plan	\$ 163,835.00	\$ 150,000.00	\$ 13,835.00	
	Expended &/or Encumbered to date	\$ 139,035.00	\$ 125,200.00	\$ 13,835.00	
	Available Budget for Project	\$ 24,800.00	\$ -	\$ 24,800.00	\$ -

CAPITAL PROJECTS

FY 2012 - PROPOSED CAPITAL PROJECTS

Anticipated Reserve Balance June 30, 2011			\$ 1,971,856.00	\$ 1,299,055.00	\$ 672,801.00
Building	Project	Project Budget		E&G Capital 449800	Infrastructure 449000
1.	Academic Fund	\$ 100,000.00		\$ 100,000.00	
2.	Physical Plant Small Projects	\$ 197,000.00		\$ 175,000.00	\$ 22,000.00
3.	Physical Plant Landscaping	\$ 100,000.00			\$ 100,000.00
4.	Byrd Center HVAC Units (2)	\$ 50,000.00		\$ 50,000.00	
5.	Jaynes Hall Roof Renewal	\$ 350,000.00		\$ 350,000.00	
6.	Hunt Haught Hall Temperature Controls	\$ 90,000.00		\$ 90,000.00	
7.	Hunt Haught Hall Window Replacement	\$ 60,000.00		\$ 60,000.00	
8.	Turley Center FF&E	\$ 324,055.00		\$ 324,055.00	
9.	Wallman Hall Foundation Waterproof	\$ 150,000.00		\$ 150,000.00	
10.	Infrastructure Merchant Street Retaining Wall	\$ 175,000.00			\$ 175,000.00
11.	Infrastructure Access Road - Tennis Courts	\$ 125,000.00			\$ 125,000.00
12.	Infrastructure Fencing @ Physical Plant	\$ 20,000.00			\$ 20,000.00
13.	Infrastructure Paving - Lot #15	\$ 25,000.00			\$ 25,000.00
14.	Infrastructure Sealing Parking Lots	\$ 25,000.00			\$ 25,000.00
Total		\$ 1,791,055.00		\$ 1,299,055.00	\$ 492,000.00
Anticipated Reserve Balance after Project			\$ 180,801.00	\$ -	\$ 180,801.00

Turley Center FF&E: A total of \$1,000,000 is to be reserved for FF&E from FY 2011 thru FY 2013. An additional \$125,945 will be needed from FY 2013 Capital Project Plan

AUXILIARY CAPITAL PROJECTS
FY 2012 - PROPOSED AUXILIARY CAPITAL PROJECTS

Anticipated Reserve Balance June 30, 2011						
Building	Project	Project Budget	Facilities 370100	Housing 290600	Athletics 330000	Falcon 310200
1.	Parking Garage Maintenance - Caulking & Painting	\$ 50,000.00	\$ 50,000.00			
2.	Parking Lot - Aerospace Ctr Paving	\$ 125,000.00	\$ 125,000.00			
3.	Residence Halls Bryant Place - 1st Floor Showers	\$ 10,000.00		\$ 10,000.00		
4.	Residence Halls Gutter Repair & Installation of Snow Guards	\$ 23,000.00		\$ 23,000.00		
5.	Residence Halls Morrow Hall - Boiler Replacement	\$ 125,000.00		\$ 125,000.00		
6.	Press Box Press Box Roof Renewal	\$ 5,570.00			\$ 5,570.00	
7.	Press Box Press Box Upgrades	\$ 26,850.64			\$ 26,850.64	
8.	Duvall Rosier Field Turf Field Groom Machine	\$ 16,650.00			\$ 16,650.00	
9.	Falcon Center Fabric Duct Replacement	\$ 35,000.00				\$ 35,000.00
10.	Falcon Center Dining Carpet Replacement	\$ 78,000.00				\$ 78,000.00
11.	Falcon Center Furniture (Student Lounge/Gathering Areas)	\$ 35,000.00				\$ 35,000.00
12.	Falcon Center Window Cleaning (Inside & Out)	\$ 20,000.00				\$ 20,000.00
Totals		\$ 550,070.64	\$ 175,000.00	\$ 158,000.00	\$ 49,070.64	\$ 168,000.00

Anticipated Reserve Balance after Projects

FY 2012 PROPOSED CAPITAL PROJECT DESCRIPTION:

- 1. Academic Fund** – These dollars are appropriated annually to cover costs of major renovations and/or improvements to classrooms and facilities.
- 2. Physical Plant Small Projects** – These dollars are used for much smaller projects both interior and exterior. These dollars also cover office type renovations.
- 3. Physical Plant Landscaping** – These dollars cover expenses for Roads and Grounds department improvements....flowers, trees & pruning, mulch, stone, salt for snow and ice.
- 4. Byrd Center HVAC Units (2)** – Continuing upgrade of HVAC units at the end of their life cycle.
- 5. Jaynes Hall Roof Renewal** – These dollars will cover life cycle roof replacement on Jaynes Hall.
- 6. Hunt Haught Hall Temperature Controls** – These dollars will cover final cost of HVAC project currently underway.
- 7. Hunt Haught Hall Window Replacement** – Windows on Hunt Haught Hall are original windows installed in early 1970's. These dollars will cover portion of replacement. This will be completed over several years.
- 8. Turley FF&E** – This is second year of funding new fixtures, furniture, and equipment for the new Student Access and Success Center.
- 9. Wallman Hall Foundation Waterproofing** – Several classrooms on lower level of Wallman Hall have experienced water infiltration. These dollars will be used to correct this problem, while renovation project is underway.
- 10. Infrastructure Merchant Street Retaining Wall** – This project bid last year and came in significantly over budget. This project will continue and these dollars will be used to supplement previous dollars.
- 11. Infrastructure Access Road Tennis Courts** – This roadway is currently stone and we have experienced considerable damage by heavy rains. Asphalt paving will prevent washing of stone and erosion.
- 12. Infrastructure Fencing at Physical Plant** – We have experienced numerous items being stolen from the area surrounding the Physical Plant. Gates are planned on both sides of Physical Plant building to prevent automobiles from driving around buildings after hours.
- 13. Infrastructure Paving Lot #15** – This is the parking lot on the old tennis courts between Pence Hall and Feaster Center. Lot has deteriorated over years. This is continuing project from last year and these dollars will supplement existing dollars.
- 14. Infrastructure Sealing Parking Lots** – We will begin sealing parking lots on a continual basis. This has not happened in the past. 20 year plan is being prepared.

FY 2012 PROPOSED AUXILIARY CAPITAL PROJECT DESCRIPTION:

1. **Parking Garage Maintenance Caulking and Painting** – These dollars will cover cost of maintenance repairs on top two parking levels.
2. **Parking Lot Aerospace Center** – This will cover resurfacing of the existing student and faculty parking areas. Lot is original asphalt installed in the early 1990's.
3. **Residence Halls First Floor Showers** – Handicap showers allow water to run out into drying area and onto adjacent walls. Folding doors will reduce water coming out of showers.
4. **Residence Halls Gutter Repair and Snow Guards** – Ice damaged a section of gutter on front of Bryant Place this past winter. In past we have had several light fixtures on side of building damaged. Snow guards will prevent ice from damaging building.
5. **Residence Halls Morrow Hall Boiler Replacement** – Morrow Hall currently has two boilers that are both leaking. One was shut off last winter due to severity of leakage. This will install a new boiler and we will attempt to replace bad sections of second boiler. Second boiler will be replaced next year.
6. **Press Box Roof Repair** – Roof has several leaks. This is a painted on roof coating.
7. **Press Box Upgrades** – Interior of press box will be upgraded so that adequate seating will be provided for invited guests. This will benefit both institutions as well as athletics.
8. **Duvall Rosier Field Grooming Machine** – Grooming machine will loosen rubber infill and stand blades of turf up so that wear is reduce on sides of blades. This will lengthen life of field.
9. **Falcon Center Fabric Duct Replacement** – A replacement set of Fabric ducts will be purchased and installed with these dollars. The existing set will be washed and stored and these two sets will be changed periodically.
10. **Falcon Center Dining Carpet Replacement** – The dining area carpet is the most heavily traveled carpet on campus and is near the end of its useful life. These dollars will replace this carpet.
11. **Falcon Center Furniture (Student Lounge/Gathering Areas)** – The furniture throughout the Falcon Center for Student Gathering Areas is in need of replacement.
12. **Falcon Center Window Cleaning** – The windows in the Falcon Center need to be cleaned from floor to ceiling inside and out.

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**Pierpont Community & Technical College Board of Governors
Meeting of June 21, 2011**

ITEM:	Office of Community Engagement
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Community & Technical College Board of Governors approves the creation of the Office of Community Engagement organizational division.
STAFF MEMBER:	Doreen Larson
BACKGROUND:	See attached proposal



Office of Community Engagement: Background, Goals and Structure

Background:

In March of 2010, Pierpont established its own one-person office of Public and Community Relations. The intent was to establish an independent and concentrated focus on getting Pierpont's name, brand and image out via media relations and marketing. Co-branding and joint marketing efforts had not been effective for establishing Pierpont's identity in the region.

Pierpont continued to pay chargeback for graphics design support, a department that, at the time, reported to the FSU Assistant to the President.

Pierpont also continued to pay chargeback for the university's Institutional Advancement office, which included fundraising, donor relations, alumni relations and special events. The positions of VP for Institutional Advancement and Executive Director of the Foundation were filled by one individual (at the time, Bun Perkinson) as had been the tradition.

During the fiscal year, the university advertised for a new VP for Institutional Advancement, but chose (over Pierpont's objections) to separate that position from that of Foundation Executive Director and to include responsibility for the areas of communications and marketing (areas Pierpont was already covering independently.) With the fundraising leadership removed from the job, and the duplication of the communications and marketing functions, Pierpont indicated it would not continue to pay chargeback for the VP for Institutional Advancement.

During the course of the year, both institutions agreed to separate the institutional advancement functions and discontinue the chargeback Pierpont had been paying for those services.

This memo outlines Pierpont's plan for covering those areas of responsibility after the end of the fiscal year on June 30, 2011, by establishing an Office of Community Engagement.

Goals:

The Pierpont Community & Technical College Board of Governors held a retreat in December 2010. Among the priorities and goals discussed at the meeting, three in particular would be directly addressed through the Office of Community Engagement:

- **Importance of presence in all thirteen counties**
- **Marketing and identity as a priority – particularly the website**
- **More outreach to adult and part-time students**

In addition, the draft “Pierpont Priorities” Strategic Plan also addresses these issues.

The Strategic Vision is to: Transform Pierpont from a well-kept secret to a best-known asset.

The Guiding Principle is to: Act as a family; treat others as family.

Goals include:

- **Position Pierpont as a year-round, flexible, responsive college (which includes modifying our infrastructure to fulfill our mission; and to focus outreach on adults and part-time students.)**

- **Strengthen Pierpont’s engagement throughout our service area.**

Structure:

We have consciously chosen to name this new division the “Office of Community Engagement” rather than “Institutional Advancement”. This reflects our plan to be outward looking, community focused, and intentional about establishing and cultivating partnerships with many constituencies, including, but not limited to, current and prospective students and their families, alumni, employers, regional business and community leaders, current and prospective donors, foundations, and current and prospective employees. We want to “engage” these groups to partner and serve. While this office will help strengthen Pierpont as an institution and will help establish it as a “best-known asset”, it is not first and foremost about “advancing the institution”, but rather about “engaging the community.”

Description of overall areas of function:

- A. Vice President of Community Engagement (full-time person) (Currently funded)
 - a. Overall supervision and leadership of OCE
 - b. Media Relations
 - c. Public Relations
 - d. “Story-telling”
 - e. Friend-Raising
 - f. Assist with publications
 - g. Assist with web content
 - h. Acts as Director of Marketing until that position is funded and filled

- B. Director of Alumni and Donor Relations (full time person) (Funded through chargeback termination)
 - a. Friend-Raising
 - b. Fund-raising – interface with Foundation
 - c. Fund-raising – maintain contact with current and potential donors
 - d. Coordinates volunteer group
 - e. Event planning
 - f. Supervise part-time events planner

- C. Director of Electronic Communications (full time person) (Funded through chargeback termination)
 - a. Serve as Webmaster with both technical and design experience
 - b. Manage, coordinate, update design, navigation, and content for the Pierpont home page and primary institutional pages
 - c. Train and guide other employees who maintain various pages throughout the Pierpont website
 - d. Assist with integration of social media, e-mail and emerging electronic communication platforms into an overall electronic communications plan

- D. Director of Marketing (full time person) (New position, funding TBD)
 - a. Image Awareness and Branding
 - b. Advertising
 - c. Recruitment Publications
 - d. Interface with Enrollment Management and Workforce Training
 - e. Supervise part-time graphic designer OR facilitate contract with external design firm

- E. Community Service Learning Coordinator (faculty release time)
 - a. Coordinate with Pierpont faculty and student groups to keep track of and help promote awareness of community service learning activities
 - b. Assist with annual United Way campaign

- F. Event Planning (part time person) (Funding TBA)

Community Group Sponsorship Committee: Form a small committee to review and approve requests; with annual budget; guidelines.

Funding:

Projected personnel costs:

Director of Alumni and Donor Relations (Salary range \$35,000 to \$40,000 plus benefits)

Director of Electronic Communications (Salary range \$35,000 to \$45,000 plus benefits)

Director of Marketing (Salary range \$40,000 to \$50,000 plus benefits)

Community Service Learning Coordinator (Faculty release time – 3 to 6 hours?)

Event Planning Specialist (Part-time salary range?)

Annual Graphic design contract, not to exceed \$25,000

Timeline:

Phase One

VP position, effective July 1, 2011

Post jobs for Director of Alumni and Donor Relations and Director of Electronic Communications by mid-June; form committees and do interviews in July; have on board in August or September.

Search and identify graphics firm to provide services, beginning July 1, 2011.

Phase Two

Draft job description for Community Service Learning Coordinator and distribute to faculty in the fall. Have small committee review applications and make selection, effective beginning of spring semester.

Draft job description for part time events planner – and proceed with identifying candidates as funds become available.

Identify funding stream for Director of Marketing

Draft job description for Director of Marketing

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May 17, 2011

Mr. Jim Griffin, Chairman
Board of Governors
Pierpont Community & Technical College

Dear Chairman Griffin:

This cover letter is to inform you of my attendance at the *Association of Community College Trustees – West Virginia Advocacy Group* meeting on Friday, April 29, 2011 in Charleston, WV. This meeting was to create and recommend a *Common Advocacy Agenda* to include a plan of action for local governing boards to engage legislators and other influential individuals.

Of the ten (10) schools requested to send a representative, only five (5) schools participated. The schools and representatives were:

1. Bridgemont C&TC; Montgomery, WV; BoG Member: Mr. Barry Holstein
2. Eastern WV C&TC; Moorefield, WV; BoG Chair: Mr. Faron Shanholtz (phone only)
3. Mountwest C&TC; President, Keith Cotroneo
4. New River C&TC; President, Ted D. Spring
New River C&TC; BoG Chair: Ms. Leslie Baker - ACCT Coordinator.
5. Pierpont C&TC; BoG Member: Mr. Earl McConnell

Truly, the lack of response for this organizational meeting was disheartening, however, after two hours of discussion, it was agreed that all the Chairs of the respective colleges would:

1. Possibly meet in June at the Governor's Mansion with 1st Lady Mrs. Tomblin.
2. Possibly meeting Oct. 12/13 at Glade Springs for work session.
3. All BoG Members meet at the next Legislative Session and "Bring A Success Story."

These meetings would certainly bring a consensus of ideas and strategy for the upcoming development of the ACCT Advocacy Group as well as promote the educational status of our Community Colleges throughout the State when meeting with our Legislative partners during their winter session.

Respectfully submitted,

Earl McConnell, Member-Board of Governors
Pierpont Community & Technical College

cc: Dr. Larson, President PCTC

Attachments: 2

Association of **C**ommunity **C**ollege **T**rustees **W**est **V**irginia **A**dvocacy **G**roup
Affiliate of the West Virginia Community College Association
Meeting No: 2011-04-29

Convener: Leslie Baker, ACCT State Coordinator, Chair, New River Board of Governors

Date, Location and Time: April 29, 2011, WVCTCS Offices, Charleston, 2 p.m.
1018 Kanawha Blvd. E. Ste 700; 304-558-0265

Introduction(s): Name:
Represented Community College:
Appointed to the Board:
Term Appointment:
Offices Held on the Board:
Occupation:

Purpose: Organizational meeting following the Board of Governors training program held in Charleston on December 8, 2010 by ACCT and sponsored by WVCTCS and the WVCCA Executive Board.

Possible Goals:

1. Establish a purpose statement for our statewide advocacy organization
 - a. Share Examples
 - b. Approval
2. Create a structure for the organization
 - a. Officers
 - b. Annual Meetings (WVCCA Conference)
3. Create and recommend a common advocacy agenda [program of work for annual advocacy] to include a plan of action for local governing boards to engage legislators and other influential individuals to be discussed at the annual meeting.
4. Create a Cycle of Planning
 - a. Each October create an advocacy agenda for consideration by the membership for the following legislative session
 1. Prepare a 'white page' [talking points] for distribution to each Community and Technical College Board of Governors addressing current topics
 2. Prepare an update on the process of effective meetings with legislators and other influential individuals
 - b. Recommit to the advocacy agenda for the current year and review strategies and successes
 - c. Create visitation calendars and advocate for a day at the Legislature for Community College Boards of Governors and community college representatives
5. Next meeting date
6. Adjournment

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West Virginia Community College Association (WVCCA)
&
West Virginia Association for Developmental Association (WVADE)



West Virginia
**Community
College
Association**



West Virginia Association
for Developmental Education



2011 Joint Annual Conference
October 26-28
Glade Springs, WV

WVCCA and WVADE encourage participation by faculty, staff, administration, and board of governors members at the joint conference. This year's theme is:

Complete to Compete

We are seeking presentations, round table discussions, and poster sessions in the following areas:

- Developmental Education and Adult Basic Education
- Workforce Preparation and Development
- Student Services
- Teaching and Learning
- College Governance and Leadership
- Academic Affairs
- Retention and Graduation
- Recruitment and Marketing
- Grassroots Advocacy
- Educating with Technology

Contact Calisa via email cpierce@kvctc.edu, or call 304-807-7430 with any questions.



KANAWHA VALLEY
COMMUNITY & TECHNICAL COLLEGE