



BOARD

OF

GOVERNORS

August 19, 2014

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

August 19, 2014

Falcon Center Board Room
Locust Avenue, Fairmont, WV

8:00 A.M. Marketing Committee Meeting
Falcon Center Board Room

Members:

Barbara Pavel-Alvarez (*Chair*)
Linda Aman
Beverly Jones
Jeff Tucker

Staff Resource:

Ron Weist

9:00 A.M. Full Board Meeting
Falcon Center Board Room

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

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

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

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

Pierpont Community & Technical College
Board of Governors Meeting
August 19, 2014
9:00 AM

Call to Order

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment *Tab 1 – Informational*
4. Higher Education Acronyms *Tab 2 – Informational*
5. Approval of BOG Meeting Minutes (*June 17, 2014*) *Tab 3 – Action Item*

Special Recognitions/Updates

Dr. Larson:

- 🏆 Introduction of Kelly Buchanan, Incoming Student Government Representative
- 🏆 Introduction of Michael O'Connor, Incoming Faculty Senate Representative
- 🏆 Introduction of Mr. Howard and Mrs. Leslie Clark, founders of the Clark Opportunity Foundation, Inc. providing resources to students from West Green, Clay-Battelle, and Hundred High Schools. Student who have received the Opportunity Scholarship are Tameka Kernen, Haley Moore, Tiffany Luzader, and Harliegh Tennant.
- 🏆 Recognize Leslie Lovett, 2014 National Institute for Staff and Organizational Development (NISOD) Excellence Award Winner
- 🏆 Recognize Rachel Plybon Beach, 2014 National Institute for Staff and Organizational Development (NISOD) Excellence Award Winner

Leslie Lovett/Rosemary Romesburg:

- 🏆 Welcome Adam Evans, Faculty School of Health Careers
- 🏆 Welcome Rita Robinson, Faculty School of Health Careers

Steve Leach:

- 🏆 Welcome Stephen Santilli, Advanced Manufacturing Transformation Coordinator

Rob Linger:

- 🏆 Welcome Joshua Smith, IT Development Specialist
- 🏆 Welcome Harmony Garletts, E-Learning Specialist

Paul Schreffler:

- 🏆 Recognize Kimberly Cale Operations Director CWE, Above and Beyond Award
- 🏆 Welcome Brittany Stout, Information Specialist CWE
- 🏆 Welcome Amy Kittle, Director of Workforce Solutions CWE

Jennifer Weist:

- 🏆 Welcome Cindy Hudok, Director of Financial Aid
 - Recognition for helping Pierpont to be designated, once again, as a Military Friendly School by Victory Media.
- 🏆 Welcome Jessica Cale, Tele-Counselor, Financial Aid

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

Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Workforce Development Report (*Paul Schreffler*) **Tab 4 – Informational**
3. Office of Public Safety Report (*Jack Clayton*)
4. Pierpont Foundation Report (*Steve Leach*) **Tab 5 – Informational**

Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*)
 - a. May 31, 2014 Financial Report **Tab 6 – Informational**
 - b. June 30, 2014 Financial Report **Tab 7 – Informational**
2. New Policy No. 56 – Erosion and Sediment Control (*Stephanie Slaubaugh*)
30-Day Comment Summary Review **Tab 8 – Action Item**
3. New Policy No. 57 - Illicit Discharge and Elimination (*Stephanie Slaubaugh*)
30-Day Comment Summary Review **Tab 9 – Action Item**

Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
 - a. Approval of Addition Project to FY 2015 Capital Projects **Tab 10 – Action Item**
 - b. Approval of FY 2016 Capital Appropriations Request **Tab 11 – Action Item**
 - c. Approval of FY 2016 State Appropriations Request **Tab 12 – Action Item**
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)

3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

New Business

1. The WVADE WVCCA 2014 Conference will be held at Blennerhassett Hotel in Parkersburg, WV. Early registration ends on September 15th after this date registration increased \$50.
2. The regularly scheduled quarterly NCWV ATC Advisory Board Meeting will take place on September 16th at 1:00 PM at the Pierpont Center at Veteran's Square, Room 112.

Old Business

Public Comment

Possible Executive Session

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

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

The next Board of Governors meeting will be held on September 16, 2014 - 2:00 PM – at the Pierpont Center at Veteran's Square, CWE Room 112.

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

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

Tab

1

Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

Tab

2

Acronyms Used in Higher Education

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

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

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

RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
SAP	German Software Corporation, S ystems, A pplications, and P roducts (in Data Processing) or S atisfactory A cademic P rogress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)
STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board (regional agency)
WVADE	West Virginia Association of Developmental Education
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

Tab

3

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

June 17, 2014

2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 17, 2014, beginning at 2:00 PM at Robert H. Mollohan Training Center, Room 232/233.

Present at the meeting were Board members:

Chairman Earl McConnell, Linda Aman, Jim Griffin, Kyle Hamilton, Beverly Jones, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Gene Weaver.

Board members absent were: Jessica Cale, Jeff Tucker, and Chip VanAlsburg.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Steven Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Guests in attendance were: Chelsie Baker, Reporter for the Times West Virginian.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman McConnell called the meeting to order at 2:05 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on May 20, 2014 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Rick Pruitte seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

There were no special recognitions.

President's Report


Dr. Larson thanked the Board for the very positive evaluation presented at the last Board of Governors meeting. As part of the President's self-evaluation, Dr. Larson proposed six goals that she will focus on in the 2014-2015 academic year. They are:


1. Complete and open the North Central Advanced Technology Center
2. Stabilize enrollment and increase external funding
3. Establish the Pierpont Foundation
4. Develop a new Five-Year Strategic Plan and Five-Year Budget Plan
5. Complete a first draft of a Ten-Year Master Facilities Plan
6. Implement an independent student BANNER system for Pierpont.

These six goals will be the format of the President's Board updates and reports.

Dr. Larson commented that Pierpont has an exciting year ahead with many major facilities and programs coming to fruition. Pierpont has an excellent foundation, faculty and staff, as affirmed by the HLC Accreditation Report.

Operation Reports

 Academic Affairs Annual Report: Leslie Lovett provided extensive detail on the achievements and activities of Pierpont's Academic Schools over the past year. The Academic Affairs annual report, orated by Ms. Lovett, will be sent to the Board members via email soon after this June 17, 2014 Board meeting.

 Classified Staff Annual Report: Megan Echols and Mary Jo Rutherford gave the Annual Classified Staff Report that highlighted the classified staff demographics in an electronic presentation. To gather information for this report the classified staff employees answered the following questions.

- Who are we?
- What are your contributions?
- What are your challenges?
- What are your goals for next year?

One item of note from the presentation was that the classified staff will continue to keep communication open with the Board.

Committee of the Whole

➤ *Financial Reports*

Dale Bradley provided reports on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of April 30, 2014. Complete details of these financial reports was provided in the June 17, 2014 Board of Governors book.

➤ *AY 2014-2015 Missing Textbook Adoptions Report*

Ms. Leslie Lovett brought forth a resolution to request approval of the Missing Textbook Adoptions Report. This report is provided annually, by November 1, to the West Virginia Council for Community and Technical College Education.

Through the efforts of the Pierpont and FSU Administrations, the Bookstore Advisory Committee, the Bookstore, and the academic leadership of both institutions, a rate of 92.7% for textbook adoptions was achieved for all know classes for the entire academic year 2014-2015.

Sharon Shaffer presented a motion to accept the Missing Textbook Adoptions Report and forward the same to the West Virginia Council for Community and Technical College Education. Rick Pruitte seconded the motion. All agreed. Motion passed.

➤ *Five Year Program Review – AAS Information Systems Technology*

Ms. Leslie Lovett brought forth a resolution to request approval of the Five Year Program Review for the Associate of Applied Science (AAS) Degree in Information Systems Technology with the recommendation to continue the program at the current level of activity.

WVCTC Title 113, Series 10, Policy Regarding Program Review, requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity, and constancy with the mission of the programs at the institution.

Sharon Shaffer presented a motion to approve the resolution to request approval of the Five Year Program Review for the Associate of Applied Science (AAS) Degree in Information Systems Technology with the recommendation to continue the program at the current level of activity. Kyle Hamilton seconded the motion. All agreed. Motion passed.

➤ *Appointment of AY 2014-2015 Audit/Finance, Marketing, and Regional Academics Committees Officers*

Chairman Earl McConnell announced the appointment of the Officers for the Audit/Finance, Marketing, and Regional Academics Committees for AY 2014-2015.

- Audit/Finance Committee
 - Chair – Kyle Hamilton
 - Member – Jim Griffin
 - Member – Earl McConnell
 - Member – Rick Pruitte
 - Member – Chip VanAlsburg
 - Staff Resource – Dale Bradley

- Marketing Committee
 - Chair – Barbara Pavel-Alvarez
 - Member – Linda Aman
 - Member – Beverly Jones
 - Member – Jeff Tucker
 - Staff Resource – Ron Weist

- Regional Academics
 - Chair – Sharon Shaffer
 - Member – Earl McConnell
 - Gene Weaver
 - Staff Resource – Jeanie Hawkins
 - Staff Resource – Leslie Lovett

These appointments become effective on July 1, 2014.

➤ *Pierpont Board of Governors Meeting Schedule for AY 2014-2015*

Chairman McConnell brought forth a resolution to approve the proposed Pierpont Community & Technical College Board of Governors meeting schedule for AY 2014-2015.

In accordance with the West Virginia Legislature House Bill 3215 §189B-2A-2. Meeting. The Board of Governors is required to hold a minimum of six (6) meetings per year.

The proposed schedule maintains the established meeting schedule of the third Tuesday of the month at 2:00 PM in August, September, October, November, February, March, April, May and June. A flex date and time is set in December for the Board's annual training retreat.

Barbara Pavel-Alvarez presented a motion to approve the proposed Pierpont Community & Technical College Board of Governors meeting schedule for AY 2014-2015. Jim Griffin seconded the motion. All agreed. Motion passed.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, yielded the floor to Dale Bradley to present the Audit/Finance Committee Report

- Resolution for Approval of the Capital Projects for FY 2015

Dale Bradley presented a resolution requesting that the Pierpont Board of Governors approve the \$477,000 Capital Projects budgets for FY 2015.

Capital Projects include \$40,000 for Robert C Byrd Aerospace Education Center gutter repairs, \$197,000 campus-wide small projects, \$100,000 campus-wide academic fund and \$100,000 campus-wide landscaping, and \$40,000 for replacement of the hazardous waste building. A spreadsheet and descriptive detail was provided at the June 17, 2014 Board meeting.

On behalf of the Audit/Finance Committee, Jim Griffin moved to approve the resolution for \$477,000 Capital Projects budgets for Fiscal Year 2015, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

➤ *Board of Governors Nomination Committee*

- Election of AY 2014-2015 Board of Governors Officers

Mr. Gene Weaver, Committee Chair, offered a resolution to approve the recommendations brought forward from the Board of Governors Nominating Committee for the establishment of the Board of Governors Officers for the 2014-2015 Academic Year.

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

The Board of Governors Officers presented for the 2014-2015 Academic Year were:

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

Kyle Hamilton entertained a motion to accept the nominations, as presented, for the establishment of the Board of Governors Officers for the 2014-2015 Academic Year. Rick Pruite seconded the motion. All agreed. Motion passed.

➤ *Regional Academics Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that she has attended the Academic Affairs Regional Academics meeting to aid in focusing the Committee's future plans.

The Board expressed interest in focusing on this Committee's goals, and it was suggested to provide the newly named Regional Academics Committee Chair for AY 2014-2015, Sharon Shaffer, meeting notes of the Academic Affairs Regional Academics meetings.

➤ *Marketing Committee Report*

Sharon Shaffer, Committee Chair, reported that no meeting was held in June; however, budget information has been shared electronically.

New Business

1. Linda Aman discussed the possibility of working with the FBI for any potential hiring efforts for Pierpont students. Linda stated that she would personally explore this possibility.
2. Linda Aman asked Pierpont Administration to consider scholarships for women in prison.

Old Business

No old business was discussed.

Public Comment

No signatures were recorded.

Executive Session

A motion was made at 3:30 PM by Sharon Shaffer that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Gene Weaver seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:50 PM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

Appreciation to Chairman Earl McConnell

Jim Griffin publicly thanked Chairman Earl McConnell for his leadership as the Board Chair during the past two years, and noted that under his guidance the Pierpont Board of Governors received accolades from the HLC accreditation report.

Adjournment and Next Meeting

There being no further business, Jim Griffin made a motion to adjourn. Linda Aman seconded the motion. All Agreed. The Board meeting was adjourned at 3:55 PM.

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

Tab

4

School of Workforce Development - Project Status Report

August 2014 – Board of Governors Meeting

Industry-Sector Strategies

- **Energy**

- ❖ Petroleum Technology

- Industry Advisory Committee meeting was held on July 8, with over 30 attendees. Noble Energy expressed high level of satisfaction on performance of our summer interns.
- Currently taking applications for scholarships available for this program.
- As of July 30, a total of 36 students are in the PTRM program, of which 18 are new this semester. More are being registered every day. Please thank the faculty, Ron Walsmith and Donna Gentry, and Miranda Kessel, our outreach coordinator, who are all working hard to build this program.
- Pierpont partnered with WVU, NRCCE, NETL, WV Northern Community College, and West Virginia University at Parkersburg for an \$11.8 million Round 4 TAACCCT grant. Northern will be the lead institution and fiscal agent. This grant focuses on developing technology-enhanced training for the emerging midstream sector of the industry.
- Leadership from the Allegheny Conference and the ShaleNET consortium of schools are coming here for a visit on September 12. Discussion items include formal participation as a partner in this consortium.
- We continue to offer short-term RigPass certification courses for local companies.

- ❖ Power Systems Institute:

- PSI program will be admitting a larger cohort this fall, potentially 25 or more. 18 current students are returning from their summer internship to finish the program's second year.

- ❖ Power Plant Technology

- Seeing growth in this program as well, with at least 13 new students as of the end of July.
- Mechatronics graduates were afforded an opportunity this summer to complete the PPT program by taking an additional set of classes, and those who completed this were provided an internship at a Mon Power station this summer.

- ❖ Mechatronics

- 14 total students in the program as of July 31, with four first-year students entering this fall. Program growth is slow, and we are considering modifying content to meet the needs of the midstream O&G industry as well as advanced manufacturing.

- **Aerospace**

- ❖ Candidate applications now being accepted for the next cohort of the Aircraft Structures Training Program (ASTP), planned to run from September 29 through November 21.
- ❖ Candidate interviews will be held at the Aerospace Center to facilitate company participation.
- ❖ Working on a project to prepare civilian support technicians for A&P certification as the WV Air National Guard unit at the Martinsburg, WV airport transitions to a different mission. Applied for and received a WV Advance grant in the amount of \$105,000 to implement this short-term, certification prep program.

- **Z Campus**

- ❖ Prepared a response to an RFQ for training services to FCI Morgantown. If awarded, this will be an Advanced Skill Set in Graphic Design, with four credit-bearing courses being offered.

- **Program of Study (Intersegmental) Projects**

- ❖ The goal of these projects is to better align CTC degree programs with K-12 Career and Technical Education (CTE) programs. Mandated by recent state legislation, the following content areas are being investigated for intersegmental alignment to achieve collaborative curriculum development and a clear pathway for students completing technical education at the K-12 level:
 - An assessment of Power and Energy graduates from Randolph County Technical Center has been completed. Curriculum mapping and alignment work is currently being completed.
 - Met with CTE instructors for Advanced Welding curriculum development. Achieved agreement on program content and sequencing. Curriculum proposal is now being prepared for submission.
- ❖ This work has been enhanced through funding received from the Chancellor's office in the amount of \$12,000. The work ensures alignment with the secondary school system's use of the Southern Regional Education Boards' (SREB) Advanced Career (AC) programs. (http://www.sreb.org/page/1608/Advanced_Career.html).

- **ATC**

- ❖ Worked on developing a full set of furniture specifications for RFP.
- ❖ Reviewed and commented on RFPs for Security, Networking and Audio/Visual contracts.
- ❖ Dealt with issues regarding electric supply placement and capacity in various areas.
- ❖ Attended project meetings and conference calls.
- ❖ Worked with faculty on purchasing requirements and scheduling equipment acquisition.

- **Other Activities**

- ❖ Back to full complement of staff as of yesterday. Please welcome aboard Brittany Stout (Information Specialist), Amy Kittle (Director of Workforce Solutions), and Megan Echols (Administrative Assistant). Also, Kimberly Cale has moved to the position of Director of Operations for Continuing Education.
- ❖ Attended North Central WV CTE/CTC Consortium meeting, and subsequent CTE Administrator Conference.
- ❖ Discussing project with Mountaineer Challenge Academy.
- ❖ Attended WVHTC Affiliate Leadership Board meetings.
- ❖ Attended Fairmont Community Partnership Board meetings.
- ❖ Participated in the Downtown Developer's Tour.
- ❖ Met with corporate leadership of Crestwood and Antero to discuss PTRM program.
- ❖ Attended the Buckhannon-Upshur graduation ceremony.
- ❖ Met with representatives of WV DEP to discuss well permit requirements.
- ❖ Attended the "Best Practices in Workforce and Technical Program Delivery" session, sponsored by the WVCTCS.

Tab

5

**Board of Governors
Pierpont Community & Technical College
Pierpont Foundation Report
August 19, 2014**

**Pierpont Foundation Meeting Minutes
Wednesday, April 23, 2014
5:30 p.m. – Veterans Square Board Room**

Present:

Blair Montgomery
Donna Metz
Steve Fairley
Scott Duarte
Bob Tinnell - Teleconference
Steve Leach – Staff Member
Vickie Hedrick – Staff Member

A brief history was provided by Blair Montgomery on the background of community colleges and four components of community colleges.

- Provide access to Higher Education at a low cost
- Career and Technical Education providing jobs and careers
- Responsible to help student build strengths and assessment of students
- Responsible to offer opportunity to educate faculty, staff and students

The Pierpont Foundation name was established, FEIN number was submitted for approval and a review of Bylaws was presented.

Election of Officers:	Chairman	Blair Montgomery
	Vice Chair	Steve Fairley
	Secretary	Scott Duarte
	Treasurer	Donna Metz
	Fundraising	Bob Tinnell

Pierpont Foundation Meeting Minutes
Wednesday, June 4, 2014
5:30 p.m. – Veterans Square Board Room

Present:

Blair Montgomery
Donna Metz
Scott Duarte
Dr. Doreen Larson - Teleconference
Bob Tinnell - Teleconference
Steve Leach – Staff Member

Approval of Meeting Minutes

The minutes of the April 23, 2014 were approved as drafted.

Discussion on increasing members on the Foundation Board throughout the service areas (including Clarksburg and Bridgeport)

Committee of the Whole

- Information on CRD (Council for Resource Development) was given out for review
- Mort Gamble will be contacted by Steve Leach for a training to be held on July 30, 2014.
- Discussion on fundraising for the new facility
- Lists of companies that hire Pierpont graduates were distributed to members
- Levels of Donations were discussed and Donna Metz will research
- Pierpont Endowments were given to Board members

New Business

- Review information received on the needs for 503C
- Discuss contributors
- Discuss graduates of Pierpont Programs and the Advanced Technology Center

Pierpont Foundation Meeting Minutes
Wednesday, July 9, 2014
5:30 p.m. – Veterans Square Board Room

Present:

Blair Montgomery
Donna Metz
Dr. Doreen Larson
Steve Leach – Staff Member
Vickie Hedrick – Staff Member

Approval of Meeting Minutes

The minutes of the June 4, 2014 were approved as drafted.

Committee of the Whole

- Discussion of new Foundation Board members to serve are: Rusty Elliott, Steve Cutright, Woody Thrasher and Diane Urchak
- Blair Montgomery and Brian Floyd meet regarding Foundation Board and Pierpont's Strategic Goals
- Business and Industry List was provided for review
- Levels of Donations were discussed and Donna Metz presented sample levels:
 - Pierpont Pride Gift Amount under \$1,000.00
 - Pierpont Foundation Fellow's Club Gift Amount of \$1,000.00
 - Pierpont Foundation Collegiate's Club Gift Amount of \$2,500.00
 - Pierpont Foundation Scholar's Club Gift Amount of \$5,000.00
 - Pierpont Foundation Dean's Club Gift Amount of \$10,000.00
 - Pierpont Foundation President's Club Gift Amount of \$50,000.00
 - Pierpont Foundation Chancellor's Club Gift Amount of \$100,000.00

New Business

- Review Business and Industry List for contacts
- Mort Gamble presenting on the role of a Board Member on July 30, 2014
- Discuss Pierpont Foundation Level of Sponsorship and what sponsor will receive

Pierpont Foundation Meeting Minutes
Wednesday, July 30, 2014
5:30 p.m. – Veterans Square Board Room

Present:

Blair Montgomery
Donna Metz
Rust Elliott
Steve Cutright
Steve Fairley
Bob Tinnell - Teleconference
Steve Leach – Staff Member
Vickie Hedrick – Staff Member

Approval of Meeting Minutes

The minutes of the July 9, 2014 were approved as drafted.

Committee of the Whole

- Introduction of new board members
- Resignation of Scott Duarte – Board Member
- Review Business and Industry List for contacts

New Business

- Dr. Mort Gamble, Executive Assistant to the President of Bethany College provided training on “Building a Solid Foundation”.

2014 PIERPONT FOUNDATION MEMBERS

Steve Cutright

3015 Dogwood Road
Bridgeport WV 26330
steven-cutright@hotmail.com
Cell – 304-677-9535
Work – 304-293-7861

Rusty Elliott

Marion County Board of Education
100 Husky Drive
Fairmont WV 26554
derykyad@gmail.com
Cell – 304-288-5269
Home – 304-825-6504

Steve W. Fairley - Vice Chair

Youth Academy
7 Crosswind Drive
Fairmont WV 26554
sfairley@academyprograms.org
Cell – 304-844-6138
Work – 304-363-3341

Donna Metz - Treasurer

Marion County Adult Education Center
601 Locust Avenue
Fairmont WV 26554

224 Braddock Street
Fairmont WV 26554 (HOME)
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Tab

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Board of Governors
Financial Report FY 2014
Pierpont Community & Technical College
as of May 31, 2014

SUMMARY:

The projected effect on net assets for FY 2014 as of May 31, 2014 is an increase of \$258,887. However, this amount also includes a Board approved spend down of \$3,215,287 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,956,400).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of May 31, 2014 is \$258,887. This represents a budget decrease of (\$24,833) from the April 30, 2014 Financial Report. As of this report date, approximately 95% of projected tuition and fees revenue and approximately 89% of overall revenues have been realized while approximately 84% of operating expenses have been incurred. The primary budget changes that impacted the budget from the April 30, 2014 Report, are as follows:

- **Operating Revenues Budget:**
 - No Change.
- **Operating Expenses Budget:**
 - Increased by \$42,636. The significant activities accounting for this change are as follows:
 - The “Salaries” expense budget controlled by the President increased by \$1,650. This was the reversal of the system reduction that was completed last month.
 - The “Benefits” expense budget controlled by the President increased by \$9,252. This was the result of PEIA updates to various positions. While the “Benefits” budget controlled by the Fund Managers decreased by (\$2,784) as the result of PEIA updates to various positions.
 - The “Equipment Expense” budget controlled by the Fund Managers increased by \$17,800 to cover computer upgrades in a developmental lab in 203 Jaynes Hall for the School of Academic Studies. This was a one-time use of reserves approved by the Finance Committee.
 - The “Assessment for Support Services” expense budget controlled by the President increased by \$18,470. This is the result of FSU’s movement of budget from a non-chargeback chargeback budget to a chargeback budget. A significant portion of this change will be corrected in the June reporting period as the timing of the correction was not in time to make it into this report.
 - The “Assessment for Operating Costs” expense budget controlled by the President decreased by (\$1,752) as the result of FSU’s movement of budget from operating into labor.
- **Transfers & Other:**

- Increased by \$17,804. The significant activities accounting for this change are as follows:
 - The “Transfers – Other” budget increased by \$4 from the close out of a fund by the Accounting Office.
 - The “One-Time Use of Reserves” increased by \$17,800 as a result of the Finance Committee approval of reserve fund spending for the computer equipment in 203 Jaynes Hall for the School of Academic Studies.

Of the adjusted projected effect on net assets of an increase of \$258,887 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$264,040; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$5,153) with Board approved spending of \$3,215,287 in cash reserves. The Year-To-Date Actual Budget Balance is (\$597,204).

RESTRICTED FUNDS:

The Budget Balance as of May 31, 2014 is (\$2,867). This represents no change from the April 30, 2014 Report, however there was transfers totaling \$49,474 from labor (salaries and fringes) to “Student Financial Aid-Scholarships”, “Supplies and Other Services”, “Equipment Expense” and “Transfers – Others”.

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

Current Unrestricted

As of May 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	10,051,808	8,973,333	8,497,242	94.69
	Faculty Services Revenue	1,412,589	1,462,589	938,436	64.16
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	945,708	938,118	99.20
	Operating Costs Revenue	147,418	135,650	81,367	59.98
	Support Services Revenue	285,524	250,028	197,022	78.80
	Other Operating Revenues	441,447	432,034	234,191	54.21
	Total:	13,466,523	12,199,342	10,886,376	89.24
OPERATING EXPENSE	Salaries	6,981,332	6,669,177	6,119,093	91.75
	Benefits	1,562,905	1,494,174	1,276,160	85.41
	Student financial aid-scholarships	140,844	158,344	236,357	149.27
	Utilities	13,199	12,499	14,657	117.26
	Supplies and Other Services	2,774,211	2,533,302	1,771,733	69.94
	Equipment Expense	168,231	255,818	243,994	95.38
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	138,910	100.00
	Assessment for Faculty Services	1,357,439	1,357,439	773,237	56.96
	Assessment for Support Services	3,347,820	2,904,640	2,393,542	82.40
	Assessment for Student Activity Costs	175,174	147,949	133,243	90.06
	Assessment for Auxiliary Fees & Debt Service	1,127,737	945,708	852,318	90.12
	Assessment for Operating Costs	2,198,885	2,046,031	1,693,201	82.76
	Total:	19,964,337	18,663,990	15,646,445	83.83
OPERATING INCOME / (LOSS)		(6,497,814)	(6,464,648)	(4,760,069)	73.63
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,810,425	7,734,209	7,584,426	98.06
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	9,835	136.71
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(487,719)	37.12
	Reappropriated State Funding	0	0	0	
	Total:	6,277,837	6,427,574	7,106,542	110.56
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	(81,279)	142.77
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	7	7	100.00
	One-time use of reserve	326,733	3,215,287	0	0.00
	Total:	219,977	295,961	(2,943,676)	(994.62)
BUDGET BALANCE		0	258,887	(597,204)	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	258,887	(597,204)	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,056,925	5,056,925		
Less: USE OF RESERVE		<u>326,733</u>	<u>3,215,287</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,730,192</u>	<u>2,100,525</u>		

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

* Unrestricted Net Asset Balance is 28.54% of the current budgeted total operating expense. Management has established a target of 15% or \$2,657,742 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 May 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,832,006	7,942,245	7,782,272	97.99
	Faculty Services Revenue	1,412,589	1,462,589	938,436	64.16
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	135,650	81,367	59.98
	Support Services Revenue	285,524	250,028	197,022	78.80
	Other Operating Revenues	352,683	296,792	116,466	39.24
	Total:	11,030,220	10,087,303	9,115,562	90.37
OPERATING EXPENSE					
	Salaries	6,632,008	6,340,690	5,874,111	92.64
	Benefits	1,509,007	1,446,205	1,236,140	85.47
	Student financial aid-scholarships	140,844	146,844	228,618	155.69
	Utilities	12,899	12,399	14,355	115.77
	Supplies and Other Services	1,922,193	1,754,512	1,348,784	76.88
	Equipment Expense	61,838	171,568	164,287	95.76
	Loan cancellations and write-offs	0	0	0	#DIV/0!
	Fees retained by the Commission	116,560	138,910	138,910	100.00
	Assessment for Faculty Services	1,357,439	1,357,439	773,237	56.96
	Assessment for Support Services	3,347,820	2,904,640	2,393,542	82.40
	Assessment for Student Activity Costs	175,174	147,949	133,243	90.06
	Assessment for Operating Costs	2,198,885	2,046,031	1,693,201	82.76
	Total:	17,474,667	16,467,187	13,998,428	85.01
OPERATING INOCME / (LOSS)		(6,444,447)	(6,379,884)	(4,882,866)	76.54
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,810,425	7,734,209	7,584,426	98.06
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	9,835	136.71
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(487,719)	37.12
	Reappropriated State Funding	0	0	0	
	Total:	6,277,837	6,427,574	7,106,542	110.56
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(24,500)	
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	7	7	100.00
	One-time use of reserve	277,616	3,078,746	0	0.00
	Total:	166,610	216,350	(2,886,897)	(1334.37)
BUDGET BALANCE		0	264,040	(663,221)	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,329,289	4,329,289		
Less: USE OF RESERVE		<u>277,616</u>	<u>3,078,746</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,051,673</u>	<u>1,514,582</u>		

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

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

As of May 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,219,802	1,031,088	714,970	69.34
	Other Operating Revenues	88,764	135,242	117,725	87.05
	Total:	1,308,566	1,166,330	832,696	71.39
OPERATING EXPENSE	Salaries	349,324	328,487	244,982	74.58
	Benefits	53,898	47,969	40,019	83.43
	Student financial aid - scholarships	0	11,500	7,739	67.29
	Utilities	300	100	302	302.23
	Supplies and Other Services	852,018	778,789	422,950	54.31
	Equipment Expense	106,393	84,250	79,707	94.61
	Loan cancellations and write-offs	0	0	0	#DIV/0!
	Total:	1,361,933	1,251,094	795,699	63.60
OPERATING INCOME / (LOSS)		(53,367)	(84,764)	36,997	(43.65)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	0	
	Total:	0	0	0	
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	(56,779)	99.74
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	136,540	0	0.00
	Total:	53,367	79,611	(56,779)	(71.32)
BUDGET BALANCE		0	(5,153)	(19,783)	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		723,456	723,456		
Less: USE OF RESERVE		<u>49,117</u>	<u>136,540</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>674,339</u>	<u>581,763</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending May 31, 2014

New Grant Funds	-
No New Grant Funds	
Gifts	-
No New Gifts	
Other Grant/Restricted Fund Related Changes	0.00
No Other Fund Changes	
Net Change	0.00

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending May 31, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,919,757	10,215,192	73.39
	State/Local Grants and Contracts	4,144,425	5,324,535	2,610,579	49.03
	Private Grants and Contracts	756,414	800,745	636,333	79.47
	Other Operating Revenue	0	0	134	
	Total:	17,829,357	20,045,037	13,462,238	67.16
OPERATING EXPENSE	Salaries	1,170,667	1,530,733	671,560	43.87
	Benefits	124,698	229,054	114,406	49.95
	Student financial aid-scholarships	23,573,120	23,594,343	17,687,083	74.96
	Supplies and Other Services	534,686	680,217	260,670	38.32
	Equipment Expense	426,435	2,072,341	224,821	10.85
	Total:	25,829,606	28,106,688	18,958,539	67.45
OPERATING INCOME / (LOSS)		(8,000,249)	(8,061,651)	(5,496,301)	68.18
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	8,000,000	8,000,000	5,545,054	69.31
	Investment Income	0	(0)	8	
	Gifts	0	88,700	88,700	
	Total:	8,000,000	8,088,700	5,633,762	69.65
TRANSFERS & OTHER	Capital Expenditures	(33,283)	(71,532)	(61,882)	86.51
	Construction Expenditures	0	(19,650)	0	0.00
	Transfers for Fin Aid Match	61,006	61,273	61,273	100.00
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(7)	(7)	
	Total:	26,619	(29,916)	(616)	2.06
BUDGET BALANCE		26,370	(2,867)	136,844	(4773.47)
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,568,792	1,568,792		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		1,595,162	1,565,925		

Tab

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

SUMMARY:

The projected effect on net assets for FY 2014 as of June 30, 2014 is an increase of \$228,213. However, this amount also includes a Board approved spend down of \$3,215,287 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$2,987,074).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of June 30, 2014 is \$228,213. This represents a budget decrease of (\$30,674) from the May 31, 2014 Financial Report. As of this report date, approximately 95% of projected tuition and fees revenue and approximately 90% of overall revenues have been realized while approximately 93% of operating expenses have been incurred. The primary budget changes that impacted the budget from the May 31, 2014 Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$23,628. The significant activities accounting for this change are as follows:
 - The “Tuition and Fees” revenue budget controlled by the Fund Managers increased by \$3,508. This was associated with the Aviation Flight Fund.
 - The “Operating Costs Revenue” budget controlled by the President increased by \$1,964. This was the result of moving budget from adjunct labor to supplies.
 - The “Other Operating Revenue” budget controlled by the Fund Managers increased by \$18,156. This was the result of recognition of additional non-credit training activities conducted by the EMS Program.
- **Operating Expenses Budget:**
 - Increased by \$55,053. The significant activities accounting for this change are as follows:
 - The “Salaries” expense budget controlled by the President decreased by (\$2,730) while this budget controlled by the Fund Managers increased by \$10,580 for a net increase of \$7,850. This was primarily the result of recognizing additional labor costs associated with the increased revenue recognized above for the EMS Program.
 - The “Benefits” expense budget controlled by the President increased by \$32,158. This was the result of PEIA updates to various positions for new hires and vacancies. While the “Benefits” budget controlled by the Fund Managers increased by \$2,397 as the result of PEIA updates to various positions and the additional “Salaries” budget for the EMS Program.

- The “Supplies and Other Services” expense budget controlled by the President increased by \$2,664 due to the corrections of errors in the E&G Budgets for the Criminal Justice Program. In addition the Fund Manager controlled budget increased by \$9,664 related to the additional revenue budget of the EMS Program.
 - The “Equipment Expense” budget controlled by the President increased by \$3,836 to cover equipment expenses in the Veterinarian Technology Program.
 - The “Assessment for Support Services” expense budget controlled by the President decreased by (\$3,517). This is the correction of FSU’s movement of budget from a non-chargeback chargeback budget to a chargeback budget in May.
- **Transfers & Other:**
 - Increased by \$751. The significant activities accounting for this change are as follows:
 - The “Transfers – Other” budget increased by \$751 from the close out of a fund by the Accounting Office.

Of the adjusted projected effect on net assets of an increase of \$228,213 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$234,344; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$6,131) with Board approved spending of \$3,215,287 in cash reserves. The Year-To-Date Actual Budget Balance is (\$1,996,491).

RESTRICTED FUNDS:

The Budget Balance as of June 30, 2014 is (\$3,617). This represents a decrease of (\$750) from the May 31, 2014 Report. There was the recognition of two grants; one associated with a WV Advance Grant for the Airlift Wing of the WV National Guard; the second was a grant from the American Dairy Association. Two other grants were closed out and this close out accounted for the \$750 decrease to the budget balance.

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

Current Unrestricted

As of June 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	10,051,808	8,976,840	8,561,810	95.38
	Faculty Services Revenue	1,412,589	1,462,589	950,151	64.96
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	945,708	939,387	99.33
	Operating Costs Revenue	147,418	137,614	90,380	65.68
	Support Services Revenue	285,524	250,028	225,120	90.04
	Other Operating Revenues	441,447	450,190	276,007	61.31
	Total:	13,466,523	12,222,969	11,042,856	90.35
OPERATING EXPENSE	Salaries	6,981,332	6,677,027	6,566,954	98.35
	Benefits	1,562,905	1,528,729	1,377,181	90.09
	Student financial aid-scholarships	140,844	158,344	236,607	149.43
	Utilities	13,199	12,499	16,055	128.45
	Supplies and Other Services	2,774,211	2,545,630	2,012,836	79.07
	Equipment Expense	168,231	259,654	265,714	102.33
	Loan cancellations and write-offs	0	0	(8,351)	
	Fees retained by the Commission	116,560	138,910	138,910	100.00
	Assessment for Faculty Services	1,357,439	1,357,439	819,354	60.36
	Assessment for Support Services	3,347,820	2,901,123	2,860,790	98.61
	Assessment for Student Activity Costs	175,174	147,949	133,243	90.06
	Assessment for Auxiliary Fees & Debt Service	1,127,737	945,708	852,318	90.12
	Assessment for Operating Costs	2,198,885	2,046,031	2,085,681	101.94
	Total:	19,964,337	18,719,042	17,357,291	92.73
OPERATING INCOME / (LOSS)		(6,497,814)	(6,496,073)	(6,314,436)	97.20
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,810,425	7,734,209	7,734,209	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	10,944	152.12
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(487,719)	37.12
	Reappropriated State Funding	0	0	0	
	Total:	6,277,837	6,427,574	7,257,434	112.91
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	(77,843)	136.74
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Indirect Cost Recoveries	4,250	0	0	
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	758	758	100.00
	One-time use of reserve	326,733	3,215,287	0	
	Total:	219,977	296,712	(2,939,489)	(990.69)
BUDGET BALANCE		0	228,213	(1,996,491)	
PERSONNEL BUDGET SAVINGS		0	33,343		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	261,556	(1,996,491)	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,056,925	5,056,925		
Less: USE OF RESERVE		<u>326,733</u>	<u>3,215,287</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,730,192</u>	<u>2,103,194</u>		

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

* Unrestricted Net Asset Balance is 28.45% of the current budgeted total operating expense. Management has established a target of 15% or \$2,666,000 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 June 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,832,006	7,942,245	7,793,073	98.12
	Faculty Services Revenue	1,412,589	1,462,589	950,151	64.96
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	137,614	90,380	65.68
	Support Services Revenue	285,524	250,028	225,120	90.04
	Other Operating Revenues	352,683	296,792	136,466	45.98
	Total:	11,030,220	10,089,268	9,195,191	91.14
OPERATING EXPENSE					
	Salaries	6,632,008	6,337,960	6,297,786	99.37
	Benefits	1,509,007	1,478,363	1,332,780	90.15
	Student financial aid-scholarships	140,844	146,844	228,868	155.86
	Utilities	12,899	12,399	15,748	127.01
	Supplies and Other Services	1,922,193	1,757,176	1,551,490	88.29
	Equipment Expense	61,838	175,404	170,380	97.14
	Loan cancellations and write-offs	0	0	(8,511)	
	Fees retained by the Commission	116,560	138,910	138,910	100.00
	Assessment for Faculty Services	1,357,439	1,357,439	819,354	60.36
	Assessment for Support Services	3,347,820	2,901,123	2,860,790	98.61
	Assessment for Student Activity Costs	175,174	147,949	133,243	90.06
	Assessment for Operating Costs	2,198,885	2,046,031	2,085,681	101.94
	Total:	17,474,667	16,499,598	15,626,519	94.71
OPERATING INOCME / (LOSS)		(6,444,447)	(6,410,331)	(6,431,328)	100.33
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,810,425	7,734,209	7,734,209	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	10,944	152.12
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,313,829)	(487,719)	37.12
	Reappropriated State Funding	0	0		
	Total:	6,277,837	6,427,574	7,257,434	112.91
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(24,500)	
	Transfers for Financial Aid Match	(61,006)	(61,273)	(61,273)	100.00
	Transfers for Capital Projects	(50,000)	(2,801,131)	(2,801,131)	100.00
	Transfers - Other	0	758	758	100.00
	One-time use of reserve	277,616	3,078,746	0	0.00
	Total:	166,610	217,101	(2,886,146)	(1329.41)
BUDGET BALANCE		0	234,344	(2,060,040)	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,329,289	4,329,289		
Less: USE OF RESERVE		<u>277,616</u>	<u>3,078,746</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,051,673</u>	<u>1,484,886</u>		

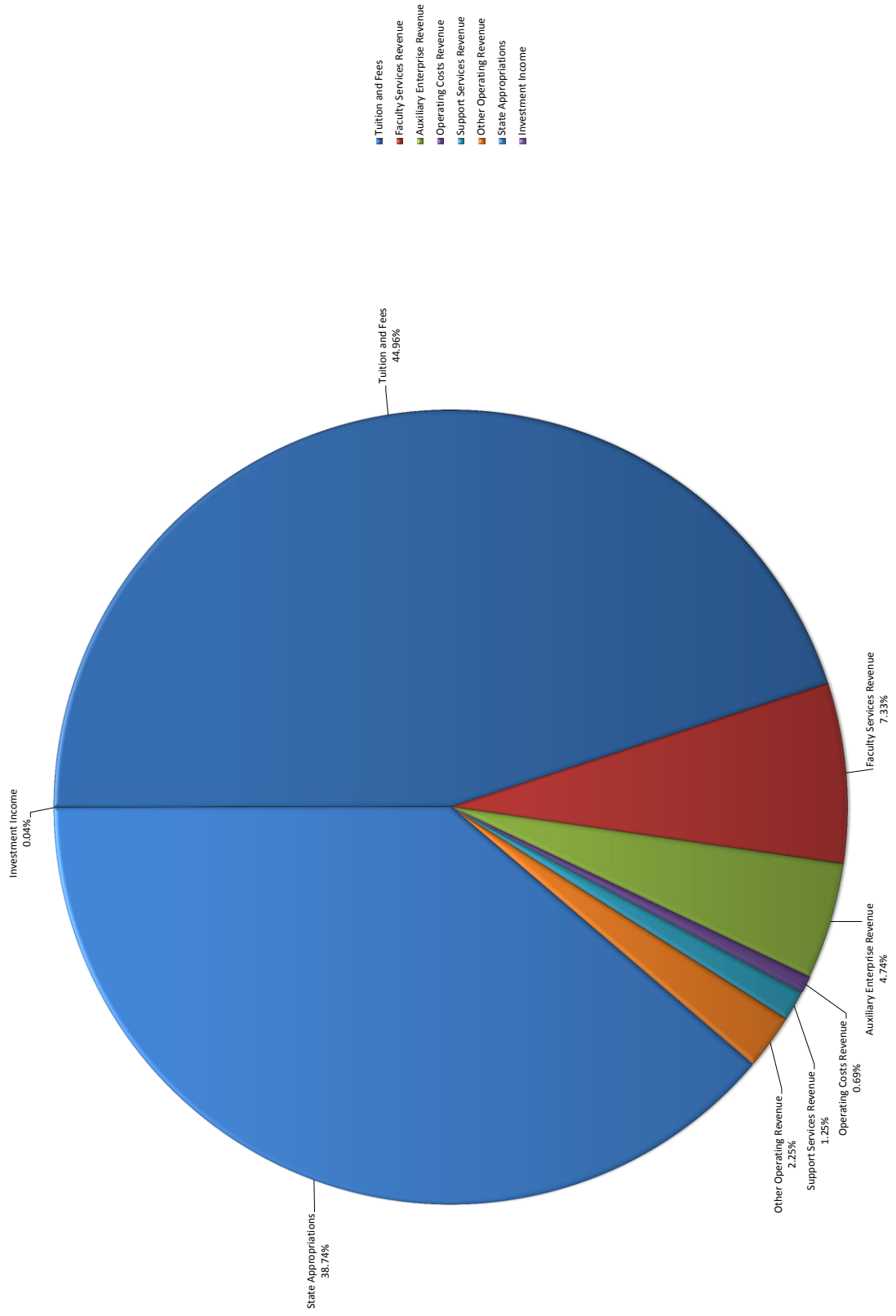
* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$3,255,697.

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

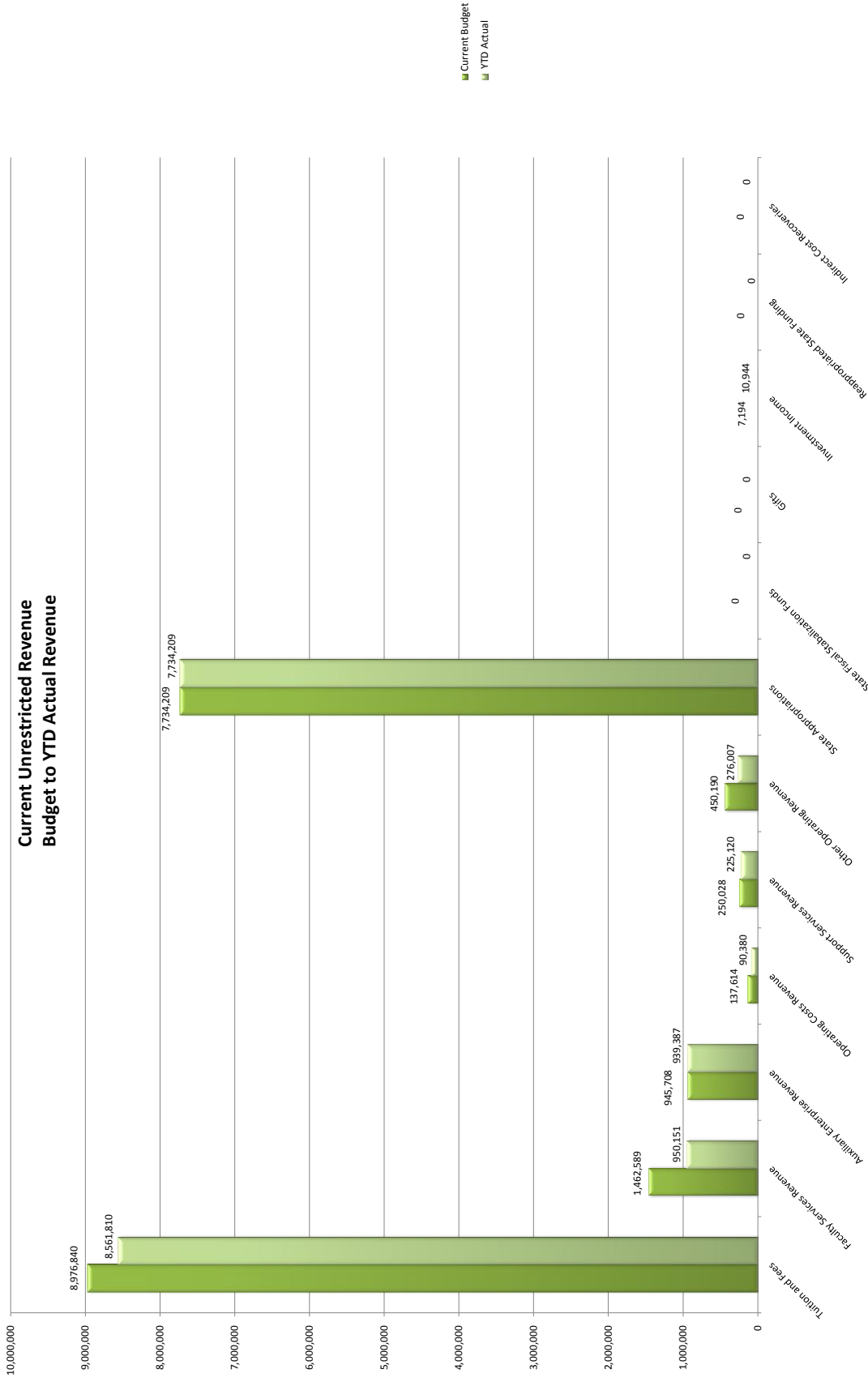
As of June 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,219,802	1,034,596	768,737	74.30
	Other Operating Revenues	88,764	153,398	139,541	90.97
	Total:	1,308,566	1,187,994	908,277	76.45
OPERATING EXPENSE	Salaries	349,324	339,067	269,168	79.38
	Benefits	53,898	50,366	44,401	88.16
	Student financial aid - scholarships	0	11,500	7,739	67.29
	Utilities	300	100	307	307.23
	Supplies and Other Services	852,018	788,454	461,346	58.51
	Equipment Expense	106,393	84,250	95,334	113.16
	Loan cancellations and write-offs	0	0	149	
	Total:	1,361,933	1,273,736	878,444	68.97
OPERATING INCOME / (LOSS)		(53,367)	(85,742)	29,834	(34.79)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	0	
	Total:	0	0	0	
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	(53,343)	93.70
	Indirect Cost Recoveries	4,250	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	136,540	0	0.00
	Total:	53,367	79,611	(53,343)	(67.01)
BUDGET BALANCE		0	(6,131)	(23,510)	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		723,456	723,456		
Less: USE OF RESERVE		<u>49,117</u>	<u>136,540</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>674,339</u>	<u>580,785</u>		

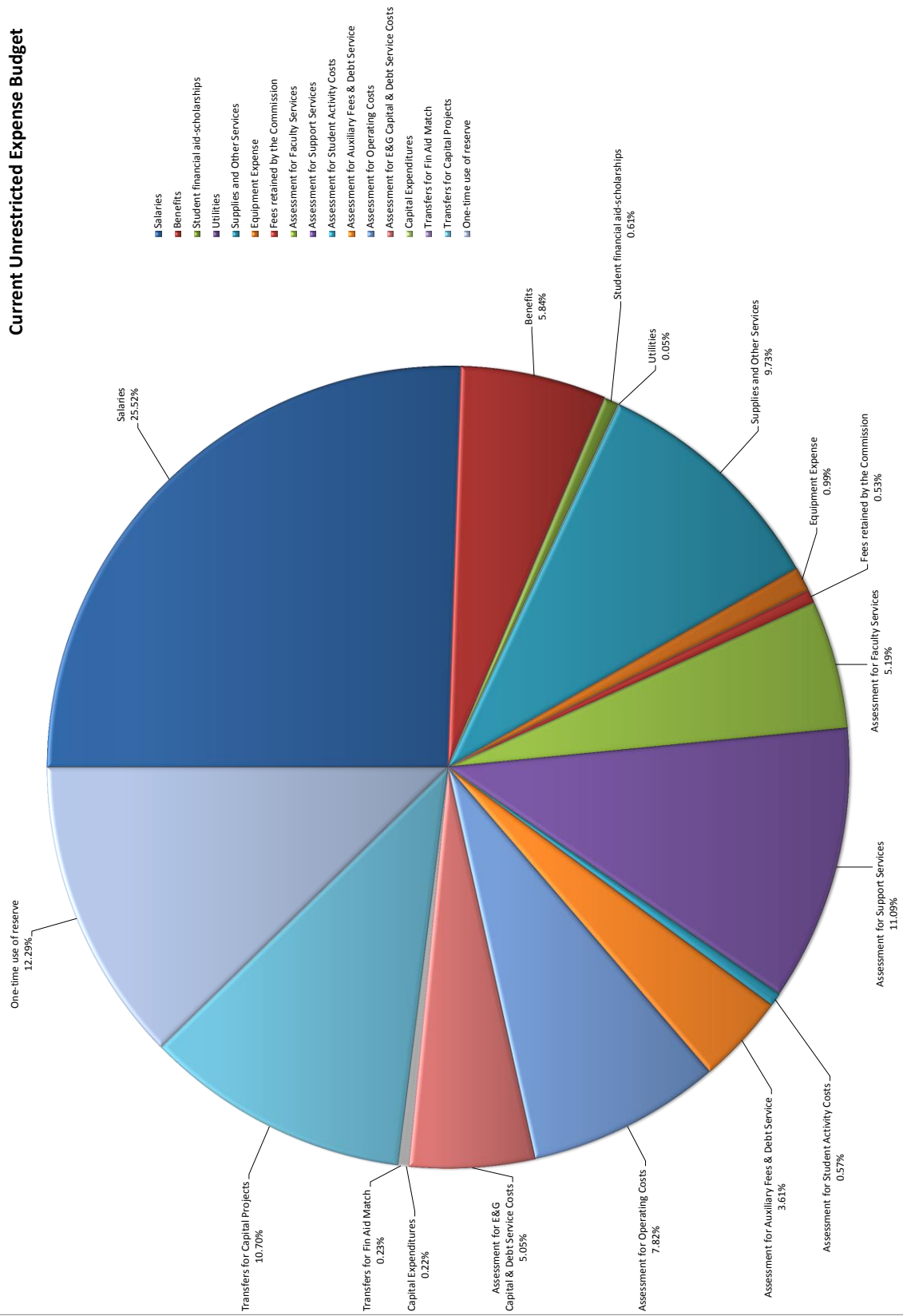
Current Unrestricted Revenue Budget



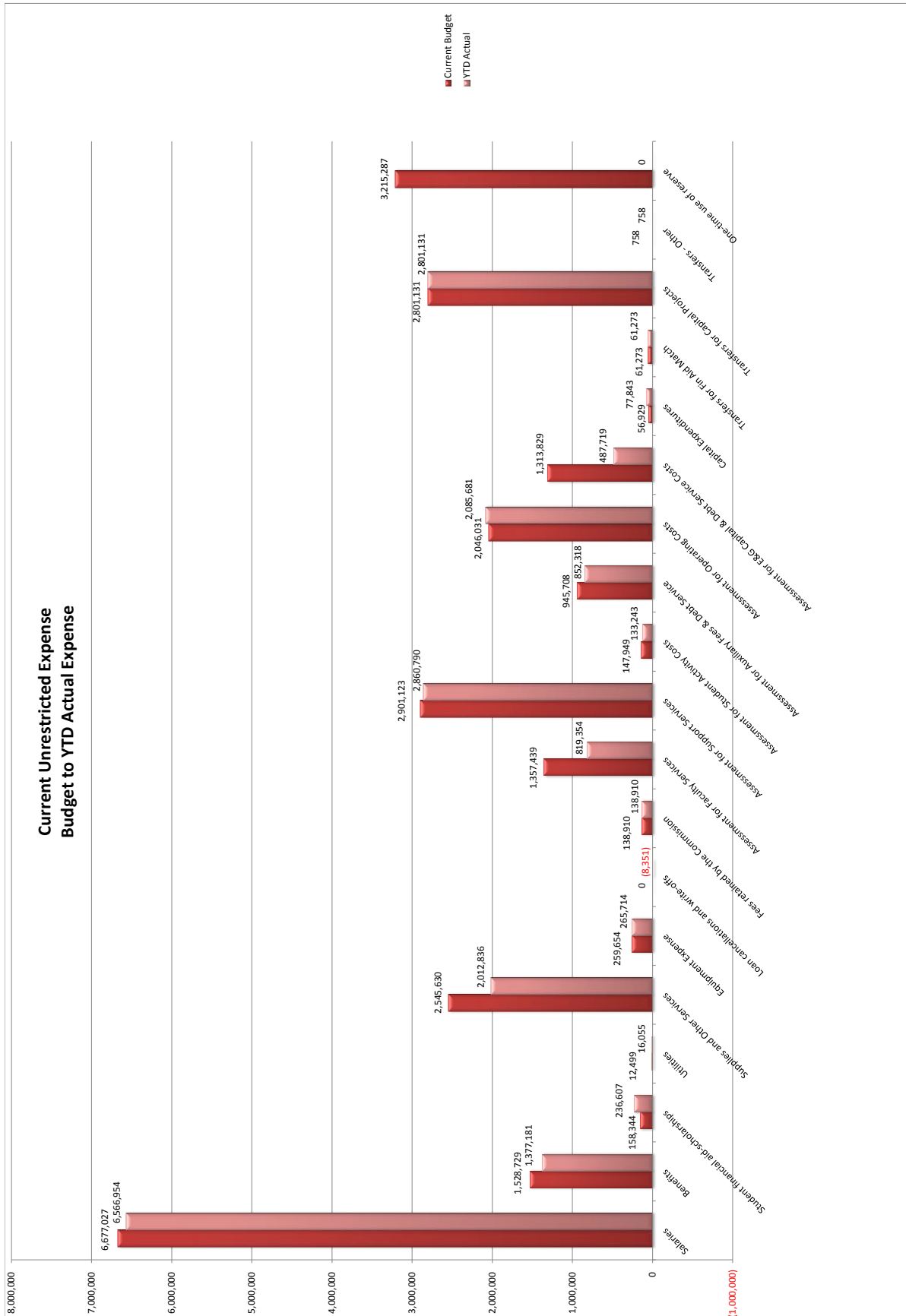
Current Unrestricted Revenue Budget to YTD Actual Revenue



Current Unrestricted Expense Budget



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



Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending June 28, 2014

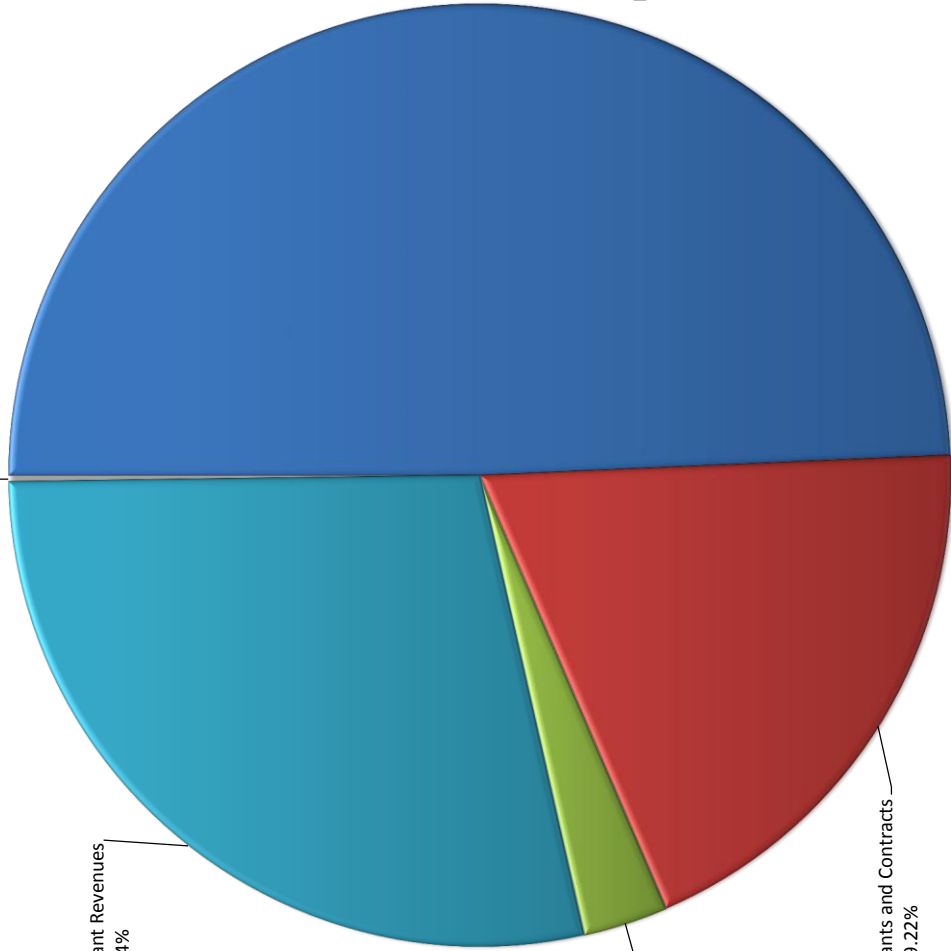
New Grant Funds	125,830.00
WVADV Airlift Wing/WV Nat Guard	105,830.00
American Dairy	20,000.00
Gifts	-
No New Gifts	
Other Grant/Restricted Fund Related Changes	(4,917.00)
IECC Training Grant Close	(4,167.00)
WVADV Mechatronics	(750.00)
Net Change	(750.00)
WVADV Mechatronics was closed out to Unrestricted Overhead Fund 549900	
Cash Balance in Unrestricted Overhead Fund was used on Adjunct Position for Mechatronics	(750.00)

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending June 28, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	13,919,757	10,423,295	74.88
	State/Local Grants and Contracts	4,144,425	5,426,197	2,678,950	49.37
	Private Grants and Contracts	756,414	820,745	667,840	81.37
	Other Operating Revenue	0	0	134	
	Total:	17,829,357	20,166,700	13,770,218	68.28
OPERATING EXPENSE	Salaries	1,170,667	1,547,177	730,397	47.21
	Benefits	124,698	236,197	125,838	53.28
	Student financial aid-scholarships	23,573,120	23,594,343	17,995,233	76.27
	Supplies and Other Services	534,686	663,487	303,194	45.70
	Equipment Expense	426,435	2,193,364	240,010	10.94
	Total:	25,829,606	28,234,567	19,394,672	68.69
OPERATING INCOME / (LOSS)		(8,000,249)	(8,067,868)	(5,624,453)	69.71
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	8,000,000	8,000,000	5,604,506	70.06
	Investment Income	0	(0)	8	
	Gifts	0	88,700	88,700	100.00
	Total:	8,000,000	8,088,700	5,693,214	70.38
TRANSFERS & OTHER	Capital Expenditures	(33,283)	(74,967)	(65,318)	87.13
	Construction Expenditures	0	(9,997)	(9,997)	100.00
	Transfers for Fin Aid Match	61,006	61,273	61,273	100.00
	Indirect Cost Recoveries	(1,104)	0	0	
	Transfers - Other	0	(758)	(758)	100.00
	Total:	26,619	(24,450)	(14,800)	60.53
BUDGET BALANCE		26,370	(3,617)	53,961	(1491.78)
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,568,792	1,568,792		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		1,595,162	1,565,175		

Current Restricted Revenue Budget

Transfers for Financial Aid Match
0.22%



- Federal Grants and Contracts
- State/Local Grants and Contracts
- Private Grants and Contracts
- Federal Pell Grant Revenues
- Transfers for Financial Aid Match

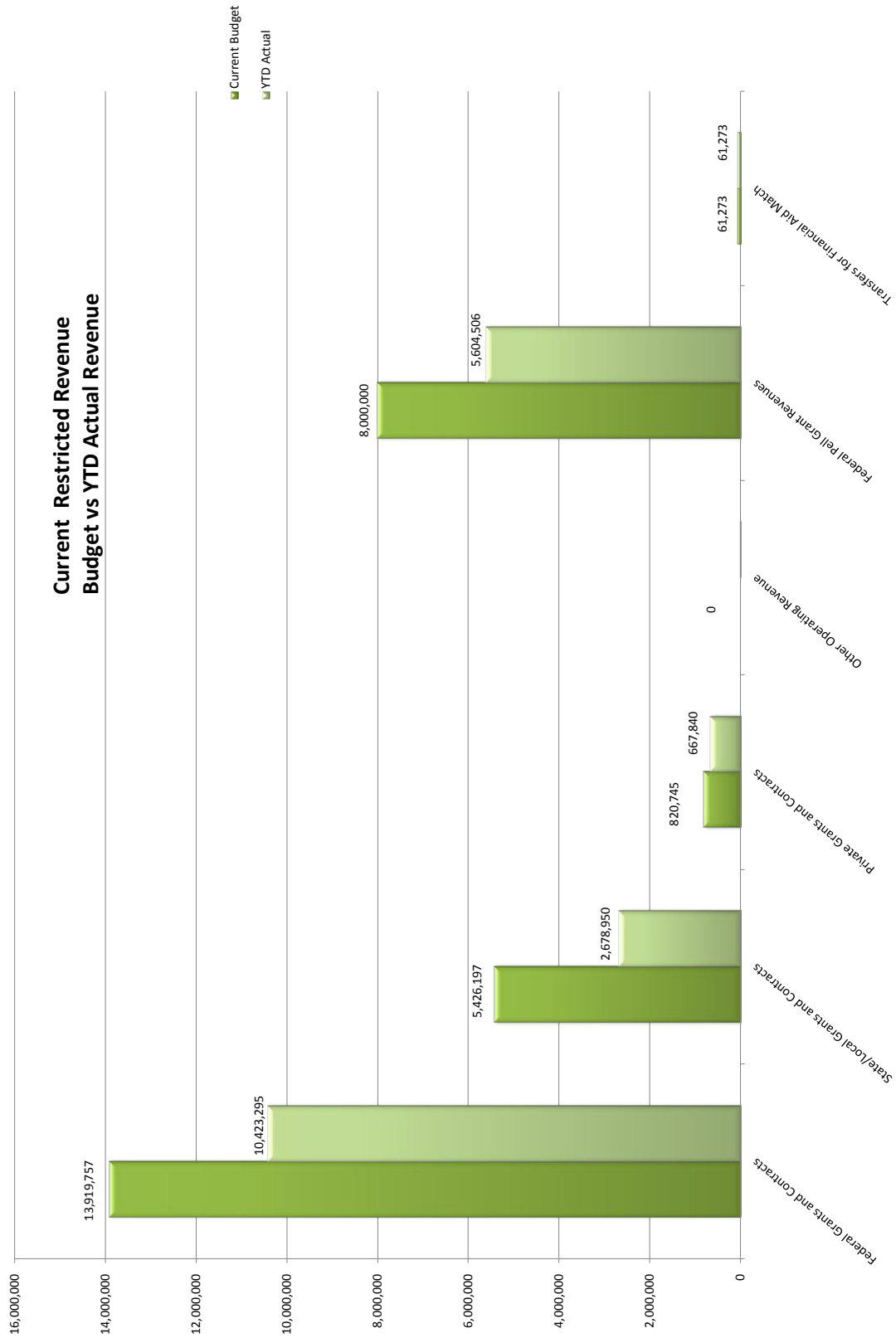
Federal Grants and Contracts
49.31%

Federal Pell Grant Revenues
28.34%

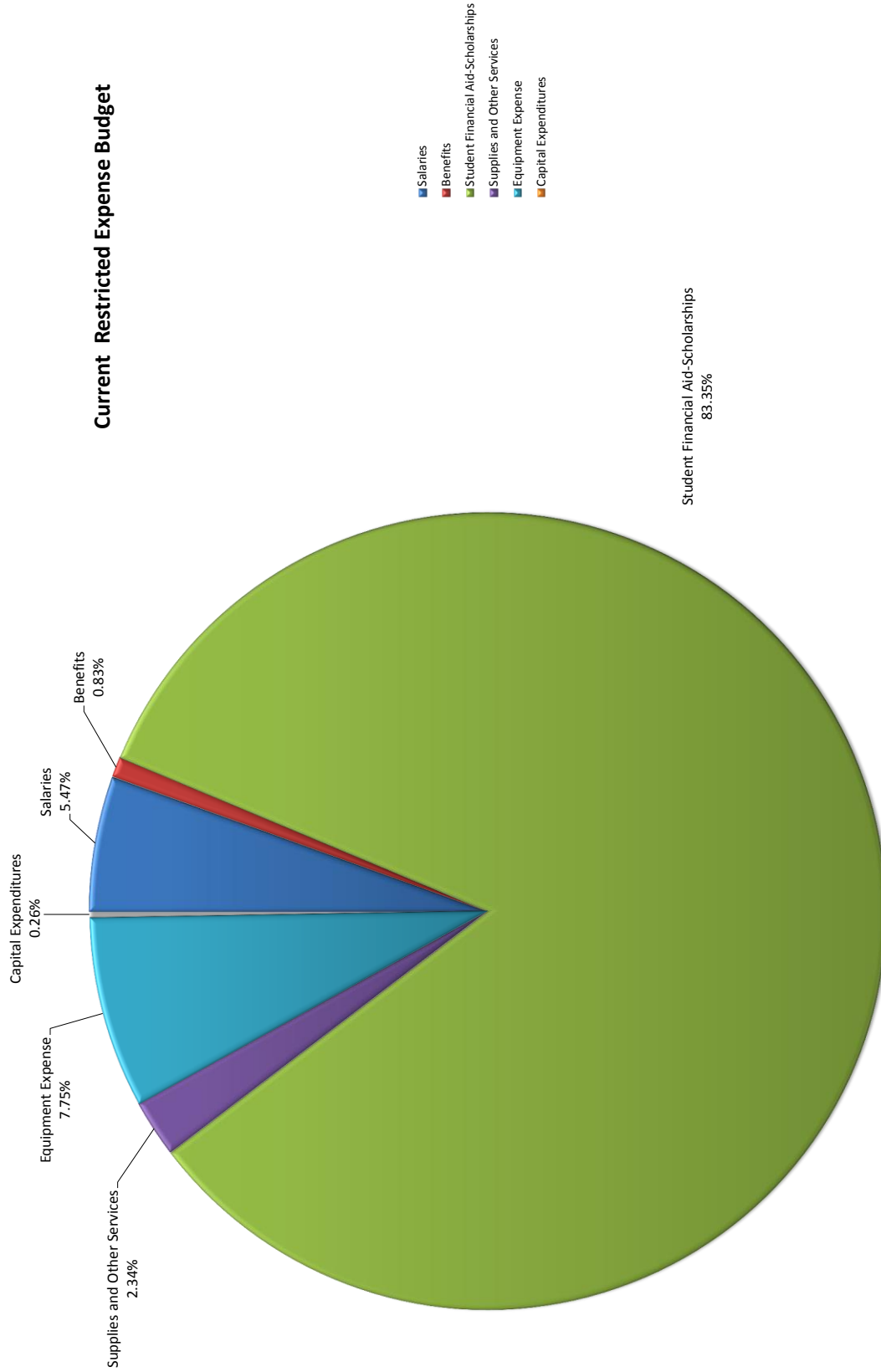
Private Grants and Contracts
2.91%

State/Local Grants and Contracts
19.22%

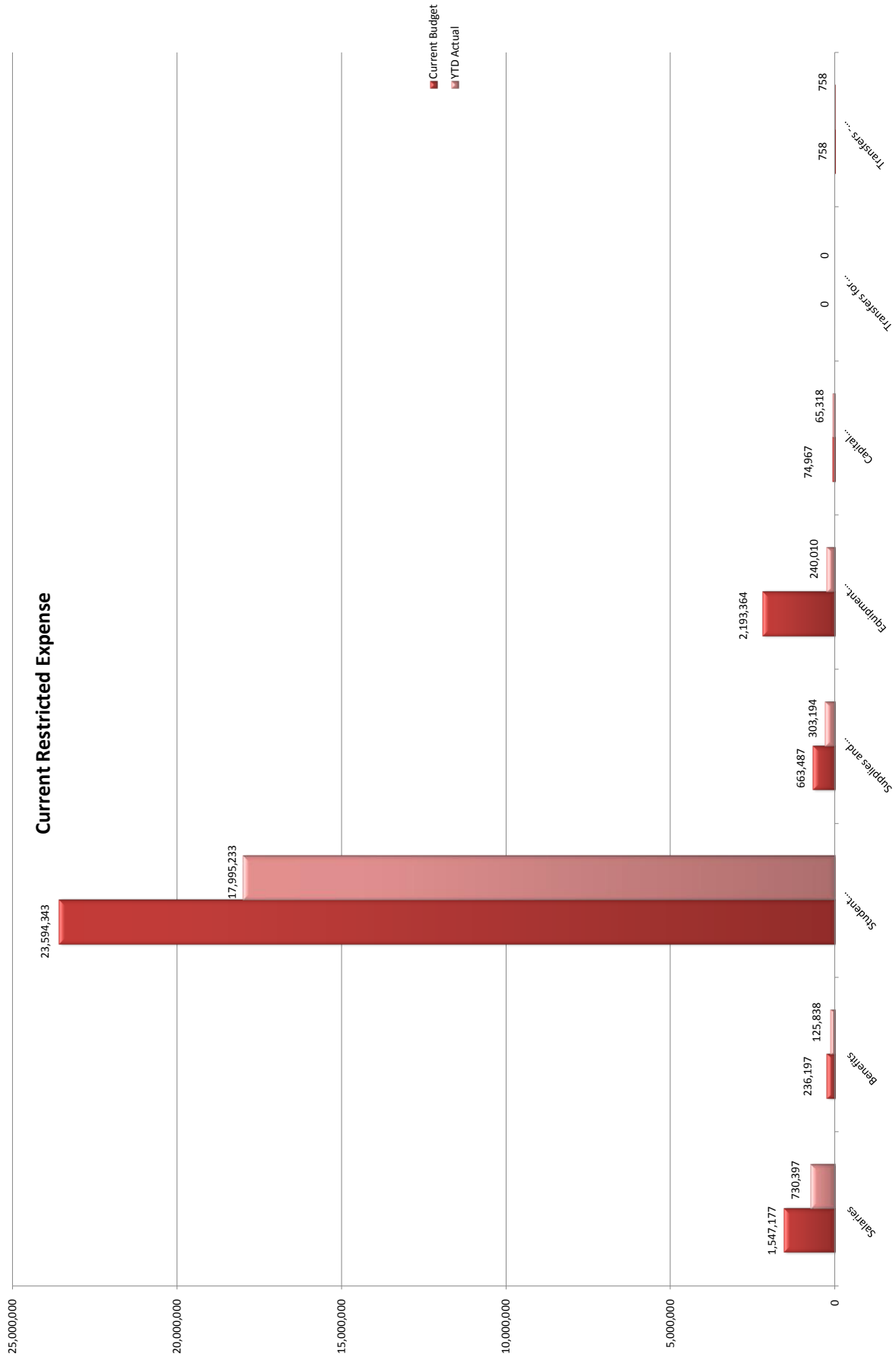
Current Restricted Revenue Budget vs YTD Actual Revenue



Current Restricted Expense Budget



Current Restricted Expense



Board of Governors
Summary of Auxiliary, E&G Capital, Infrastructure, and E&G Operating Fees
for FY 2014

SUMMARY:

The attached spreadsheet details the Auxiliary, E&G Capital, Infrastructure, and E&G Operating Fees Pierpont collected and transferred to Fairmont State University during FY 2014. It also identifies the E&G Capital and Infrastructure Fees that Pierpont has proposed to retain for “Pierpont Only” spending decisions.

Pierpont has transferred \$1,566,501 of these collected fees and has proposed to transfer another \$289,515 for a total proposed transfer of \$1,856,017 while retaining \$548,929 for “Pierpont Only” spending decisions.

***NOTE:** Transfer amounts are based on actual cash received and will differ from total revenues received as we operate on an accrual basis and therefore the total revenues include some amount of account receivable from student who are yet to pay.*

Pierpont Community & Technical College
Fee Transfers FY 2014

Fund Name	Pierpont			Bond Debt		Pierpont Fee Revenue Transferred as of 11-12-2013	Pierpont Fee Revenue Transferred on 4-4-2014	Total Pierpont Fee Revenue Transferred as of 6-30-2014	Pierpont Fee Revenue Transferred August 2014	Total Pierpont Fee Revenue Transferred for FY 14	Total Value of Disputed Funds Pierpont Proposes for Transfer (34.53%)	Total Value Of Funds Pierpont Transferred & Proposes to Transfer	Total Value of Disputed Funds Purposed to be Retained for Pierpont Projects	
	Budget	Revenue YTD @ 6-30-2014	Cash Balance @ 6-30-2014	% of Revenue to Budget	Principal									Interest
Auxiliary Bond Funds - Series 2012A and 2012 B														
Facilities Fee	310,287	308,528	26,592	99.43%	197,186	203,616	400,802	142,269	137,935	280,204	26,112	306,316		
Falcon Center - Operating Fee	298,036	292,401	25,643	98.11%	682,954	691,082	1,374,036	136,222	128,806	265,028	25,643	290,671		
Falcon Center - Building Fee	284,263	285,762	25,061	100.53%	-	-	-	133,129	125,881	259,010	24,093	283,103		
E&G Capital Bond Funds - Series 2012A and 2012B														
Infrastructure Fee	366,720	371,334	218,694	101.26%	212,358	219,284	431,642	74,523 *	74,482 *	149,005	0	224,520	143,179	
Infrastructure Fee - Fairmont State - Land Debt	-	-	-	-	31,963	33,005	64,968	-	-	-	-	-	-	-
Housing Fund - Series 2012A and 2012B Bonds														
Housing - Rent Only	-	-	-	-	685,539	699,673	1,384,211	-	-	-	-	-	-	-
Subtotal of Fees and 2012 Refinanced Debt	1,259,306	1,258,025	295,990		1,810,000	1,846,660	3,655,660	486,143	467,104	953,247	75,848	1,104,610	143,179	
E&G Capital Bond Funds - Series 2006 and HEPC Debt														
E&G Capital Fee	947,109	967,051	619,750	102.11%	539,159	392,765	931,924	169,357 *	169,357 *	338,714	0	552,714	405,750	
Subtotal of Fees and 2006 and HEPC Debt	947,109	967,051	619,750		539,159	392,765	931,924	169,357	169,357	338,714	0	552,714	405,750	
Auxiliary - Non-Bond Funds														
Athletics	53,122	52,696	4,782	99.20%	-	-	-	24,817	23,259	48,076	4,782	52,858		
Subtotal of Fees Auxiliary - Non-Bond Funds	53,122	52,696	4,782		-	-	-	24,817	23,259	48,076	4,782	52,858		
E&G Operating - Non-Bond Funds														
Student Program	109,010	108,298	9,410	99.35%	-	-	-	50,516	47,659	98,175	9,277	107,452		
Central Fees	38,939	38,684	3,361	99.35%	-	-	-	18,044	17,024	35,068	3,314	38,382		
Subtotal of Fees - E&G Operating-Non-Bond Funds	147,949	146,983	12,771		-	-	-	68,560	64,683	133,243	12,591	145,834		
Totals & Total Debt Payments	2,407,486	2,424,755	933,294		2,349,159	2,239,425	4,587,584	748,876	724,402	1,473,279	289,515	1,856,017	548,929	

*Amount of Pierpont Fee Revenues transferred to cover Pierpont's portion of bond debt at Pierpont ownership level of 34.53%.

Tab

8

**Pierpont Community & Technical College Board of Governors
Meeting of May 17, 2012**

ITEM: New BOG Policy #56 – Erosion and Sediment Control

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the final version of Policy #56 – Erosion and Sediment Control. This final draft would include modifications based on any comments received during the announced 30-day public comment period.

STAFF MEMBER: Stephanie Slaubaugh

BACKGROUND: At the Pierpont Board of Governors meeting of May 20, 2014, a 30-Day Public Comment Period was established from May 21, 2014 to June 19, 2014 to provide the public the opportunity to address the proposed new BOG Policy 56 – Erosion and Sediment Control. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

No comments were received during the 30-day public comment period. Therefore, no modifications were made to the initial draft of the new BOG Policy #56 – Erosion and Sediment Control.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 56
TITLE: Erosion and Sediment Control
(Construction Site Run-off Control)

Effective Date:

Amended:

Repealed:

SECTION 1. PURPOSE/INTENT

During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes. In addition, clearing and grading during construction cause the loss of native vegetation necessary for terrestrial and aquatic habitat.

As a result, the purpose of this Pierpont Community & Technical College Board of Governors policy is to safeguard persons, protect property, and prevent damage to the environment within the campuses of Pierpont Community & Technical College. This policy will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any construction activity that disturbs or breaks the topsoil or results in the movement of earth on land within Pierpont Community & Technical College property. In addition, the intent of this Policy is to follow the West Virginia Department of Environmental Protection's requirements. In the event that an overlap or contradiction of the WVDEP requirements is found in this document, the state requirements shall govern.

SECTION 2. PLAN REVIEW AND APPROVAL

- A. Any construction activity, by an outside entity, resulting in a land disturbance of 5,000 sf or greater requires an Erosion and Sediment Control Plan to be submitted to Pierpont Community & Technical College.
- B. Any construction activity resulting in a land disturbance of more than one acre requires a construction site plan review, accompanied by an Erosion and Sediment Control Plan. The construction plans and Erosion and Sediment Control Plan shall be reviewed by Pierpont Community & Technical College to determine compliance with the West Virginia Erosion and Sediment Control Handbook and other criteria set forth within this "Erosion and Sediment Control Policy". In addition, demonstration of appropriate NPDES registration must be made to Pierpont Community & Technical College prior to construction. Within 30 days after receiving the plans, Pierpont Community & Technical College shall:

1. Approve the plan;
 2. Approve the plan subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation;
 3. Disapprove the plan, indicating the reason(s) and procedure for submitting a revised plan.
- C. Failure of the Institution to act on an original or revised plan within 30 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant and the Institution. The Institution **may** allow a project to proceed while comments are being addressed.
- D. Pierpont Community & Technical College shall reserve the authority to review the plans at a Public Hearing/Meeting, allowing public comment on the proposed plans.

SECTION 3. EROSION AND SEDIMENT CONTROL PLAN

- A. The Erosion and Sediment Control Plan shall include the following:
1. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 2. All erosion and sediment control measures necessary to meet the objectives of this policy and the West Virginia Erosion & Sediment Control For Developing Areas Handbook throughout all phases of construction and after completion of development of the site.
 3. Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
 4. Provisions for maintenance of control facilities.
- B. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section 2 of this policy.

SECTION 4. DESIGN REQUIREMENTS

1. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of the West Virginia Erosion & Sediment Control For Developing Areas Handbook, and shall be adequate to prevent transportation of sediment from the site to the satisfaction of Pierpont

Community & Technical College. Cut and fill slopes shall be *no greater than 2:1*, except as approved by the Institution to meet other community or environmental objectives.

2. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other chapters of this Policy. Clearing techniques that retain natural vegetation and drainage patterns, as described in the West Virginia Erosion & Sediment Control For Developing Areas Handbook, shall be used to the satisfaction of Pierpont Community & Technical College.
3. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
4. Erosion control requirements shall include the following:
 1. Soil stabilization shall be completed within *five days* of clearing or inactivity in construction.
 2. If seeding or another vegetative erosion control method is used, it shall become established within *two weeks* or the Institution may require the site to be reseeded or a non-vegetative option employed.
 3. Special techniques that meet the design criteria outlined in West Virginia Erosion & Sediment Control For Developing Areas Handbook on steep slopes or in drainage ways shall be used to ensure stabilization.
 4. Soil stockpiles must be stabilized or covered at the end of each workday.
 5. The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
 6. Techniques shall be employed to prevent the blowing of dust or sediment from the site.
 7. Techniques that divert upland runoff past disturbed slopes shall be employed.
5. Sediment control requirements may include
 1. Settling basins, sediment traps, or tanks and perimeter controls.
 2. Settling basins that are designed in a manner that allows adaptation to provide long term storm water management, if required by Pierpont Community & Technical College.
 3. Protection for adjacent properties by the use of a vegetated buffer strip in combination with perimeter controls

6. Waterway and watercourse protection requirements shall include
 1. A temporary stream crossing installed and approved by the relevant approval agency if a wet watercourse will be crossed regularly during construction
 2. Stabilization of the watercourse channel before, during, and after any in-channel work
 3. All on-site storm water conveyance channels designed according to the criteria outlined in West Virginia Erosion & Sediment Control For Developing Areas Handbook.
 4. Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels
7. Construction site access requirements may include
 1. A temporary access road provided at all sites
 2. Other measures required by the Institution in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains.

SECTION 5. INSPECTION

- A. Pierpont Community & Technical College or designated agent shall make inspections of the erosion and sediment controls on a given construction site and verify that said controls have been installed and maintained per plan. The contractor must notify the Pierpont Community & Technical College Project Manager prior to the following activities:
 1. Start of Construction/Installation of Sediment and Erosion Measures
 2. Modifications to the Erosion and Sediment Control Plan
 3. Stabilization of Site/Removal of E&SC Controls
- B. The permittee or his/her agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved Erosion and Sediment Control Plan(s). The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures.
- C. The Institution or its designated agent shall be permitted to enter the construction site as deemed necessary to make regular inspections to ensure the Erosion and Sediment Controls have been constructed and maintained per the approved plan. If the inspection reveals that the proper installation and/or maintenance of E&SC devices is not present on a site, Pierpont Community & Technical College shall notify the contractor in writing that there are deficiencies and that immediate action must be taken. The contractor will then have (14) days to fix the deficiencies before enforcement measures are taken.

SECTION 6. ENFORCEMENT

A. Stop-Work Order:

In the event that the contractor violates the terms of this Policy, neglects to carry out the approved plan, or implements grading in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the vicinity of the development site, and the contractor does not repair the deficiencies within 14 days of the written notice, Pierpont Community & Technical College may issue a stop work order immediately.

B. Violation and Penalties:

In the event that the contractor does not repair the deficiencies within (14) days of the written notice, Pierpont Community & Technical College may also;

- 1) Hire a separate contractor to correct the deficiencies. In the event that this takes place, Pierpont Community & Technical College can then deduct the cost of the remedial work from the original contractor for the additional work, including administrative costs.

SECTION 7. SEPARABILITY

The provisions and sections of this Policy shall be deemed to be separable, and the invalidity of any portion of this Policy shall not affect the validity of the remainder.

Tab

9

**Pierpont Community & Technical College Board of Governors
Meeting of May 17, 2012**

ITEM: New BOG Policy #57 – Illicit Discharge Detection and Elimination

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the final version of Policy #57 – Illicit Discharge Detection and Elimination. This final draft would include modifications based on any comments received during the announced 30-day public comment period.

STAFF MEMBER: Stephanie Slaubaugh

BACKGROUND: At the Pierpont Board of Governors meeting of May 20, 2014, a 30-Day Public Comment Period was established from May 21, 2014 to June 19, 2014 to provide the public the opportunity to address the proposed new BOG Policy 56 – Erosion and Sediment Control. The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period

No comments were received during the 30-day public comment period. Therefore, no modifications were made to the initial draft of the new BOG Policy #56 – Erosion and Sediment Control.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 57
TITLE: ILLICIT DISCHARGE DETECTION AND ELIMINATION

Effective Date:

Amended:

Repealed:

SECTION 1. PURPOSE/INTENT

The purpose of this Pierpont Community & Technical College Board of Governors policy is to provide for the health, safety, and general welfare of the Pierpont Community & Technical College students, faculty, and staff as well as the citizens of the surrounding area through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This Policy establishes methods for controlling the introduction of pollutants into the storm sewer system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this Policy are:

- A. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user.
- B. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
- C. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this Policy

SECTION 2. APPLICABILITY

This Policy shall apply to all water entering the Pierpont Community & Technical College storm drain system unless explicitly exempted by an authorized enforcement agency.

SECTION 3. RESPONSIBILITY FOR ADMINISTRATION

Pierpont Community & Technical College shall administer, implement, and enforce the provisions of this Policy. Any powers granted or duties imposed upon Pierpont Community & Technical College may be delegated in writing by the Institution to persons or entities acting in the beneficial interest of or in the employ of the Institution.

SECTION 4. DISCHARGE PROHIBITIONS

A. Prohibition of Illegal Discharges

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

1. The following discharges are exempt from discharge prohibitions established by this Policy: water line flushing or other potable water sources (if water line flushing is hyper-chlorinated, then water shall be de-chlorinated before discharging the line), landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if de-chlorinated – typically less than one PPM chlorine), fire fighting activities, and any other water source not containing Pollutants.
2. Discharges specified in writing by Pierpont Community & Technical College as being necessary to protect public health and safety.
3. Dye testing is an allowable discharge, but requires a verbal notification to the Pierpont Community & Technical College prior to the time of the test.
4. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

B. Prohibition of Illicit Connections

1. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

2. This prohibition expressly includes, without limitation, illicit connection made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this policy if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

SECTION 5. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to Pierpont Community & Technical College prior to the allowing of discharges to the MS4.

SECTION 6. MONITORING OF DISCHARGES

A. Applicability

1. This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

B. Access to Facilities

1. Pierpont Community & Technical College shall be permitted to enter and inspect facilities subject to this Policy as often as may be necessary to determine compliance.
2. Contractors shall allow Pierpont Community & Technical College access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.
3. Pierpont Community & Technical College shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the Institution to conduct monitoring and/or sampling of the facility's storm water discharge.
4. Pierpont Community & Technical College has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and

monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the contractor at the written or oral request of the Institution and shall not be replaced. The costs of clearing such access shall be borne by the contractor.
6. Unreasonable delays in allowing Pierpont Community & Technical College access to a permitted facility is a violation of this Policy. A contractor or operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the Institution reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this Policy.

SECTION 7. ENFORCEMENT

A. Notice of Violation.

Whenever Pierpont Community & Technical College finds that a person has violated a prohibition or failed to meet a requirement of this Policy, the Institution may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

1. The performance of monitoring, analyses, and reporting;
2. The elimination of illicit connections or discharges;
3. That violating discharges, practices, or operations shall cease and desist;
4. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
5. Payment of a fine to cover administrative and remediation costs; and
6. The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated contractor and the expense thereof shall be charged to the violator.

SECTION 8. APPEAL OF NOTICE OF VIOLATION

Any person receiving a Notice of Violation may appeal the determination of the Institution. The notice of appeal must be received within 30 days from the date of the Notice of Violation. A meeting shall then be held between Pierpont Community & Technical College and the appellant within 15 days of the receipt of the notice of appeal. Pierpont Community & Technical College's decision following this meeting shall be final.

SECTION 9. ENFORCEMENT MEASURES AFTER APPEAL

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 30 days of the decision of the Institution, then representatives of the Institution shall take any and all measures necessary to abate the violation and/or restore the property.

SECTION 10. COST OF ABATEMENT OF THE VIOLATION

Within 60 days after abatement of the violation, the violator will be notified of the cost of abatement, including administrative costs.

SECTION 11. REMEDIES NOT EXCLUSIVE

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of Pierpont Community & Technical College to seek cumulative remedies.

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**Pierpont Community and Technical College
Board of Governors
Meeting of August 19, 2014**

ITEM: Additional Item for the FY 2015 Capital Projects for replacement of HVAC Unit at the National Aerospace Education Center.

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves the addition of \$49,000 to the FY 2015 Capital Project budgets for the replacement of an HVAC Unit at the National Aerospace Education Center.

STAFF MEMBER: Dale Bradley

BACKGROUND: In the June 2014 Board of Governors Meeting the Board approved five capital projects budgets on the attached Capital Project Request for FY 2015. Since that time the replacement of an additional HVAC Unit at the National Aerospace Education Center has been recommended by the Physical Plant for addition to the planned capital projects for FY 2015. Both institutions administrations and Board of Governor's Finance Committees agree that this project should be move forward at this time while funding for larger repair and maintenance projects are still under discussion.

There is disagreement between the institutions over how the additional capital funding available for FY 2015 is to be budgeted. Pierpont needs to use some of its capital funds for Pierpont "only" projects and the University does not agree with those uses or that the funds can even be used as Pierpont plans, therefore there are no additional projects identified at this time.

CAPITAL PROJECT REQUEST

FY 2015

Project	E&G Capital	Infrastructure	Total
Aerospace Center - Gutter Repairs	\$ 40,000.00		\$ 40,000.00
Aerospace Center - HVAC Replacement	\$ 49,000.00		\$ 49,000.00
Campus Wide - Small Projects	\$ 175,000.00	\$ 22,000.00	\$ 197,000.00
Campus Wide - Academic Fund	\$ 100,000.00		\$ 100,000.00
Campus Wide - Landscaping		\$ 100,000.00	\$ 100,000.00
Hazardous Waste Bldg Replacement	\$ 40,000.00		\$ 40,000.00
Total	\$ 404,000.00	\$ 122,000.00	\$ 526,000.00

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**Pierpont Community and Technical College
Board of Governors
August 19, 2014**

Item: FY 2016 Capital Appropriation Request

Committee: Committee of the Whole

Recommended Resolution: Be it resolved, that the Board of Governors approve the attached updated E&G Capital Appropriation Request for FY 2016.

Staff Member: Dale Bradley

Background: Annually prior to September 1st we are requested and required to submit our capital project priorities that have a relation to the campus master plan and for which funding is requested, or for which institutional funding is planned/committed, and/or for which funding has been provided and these projects are in-progress.

This prioritized list is evaluated by the State CTCS (HEPC) Staff and is placed on a state wide CTCS (HEPC) prioritized projects list for funding based on the following categories:

- Code compliance projects receive the highest priority.
- Re-roofing and building envelope projects are the second highest priority.
- HVAC and energy and utility improvements are the third highest priority.
- Building and campus renewal (renovation) projects.
- New Buildings

There is no guarantee that the list being submitted will receive funding.

Note: Pierpont and Fairmont State University are required to submit separate and unduplicated projects to the CTCS (HEPC) staff, however, our Separation of Assets Agreement requires us to be jointly responsible for all co-owned Education and General buildings. Therefore, the submissions on behalf of each institution are being reviewed and approved by both institutions governing boards.

Please find attached recommended prioritized lists for both institutions for your approval.

**Pierpont Community & Technical College
Capital Project Appropriations Request
FY 2016**

Priority	Building	Project	Project Cost	Category	HEPC Code
1	Advanced Technology Center	Completion of Third Floor & FF&E	\$ 650,000	New Facility	
2	Building Acquisition & Remodel	Veterinarian Technology/Early Learning & Childcare Facility	\$ 4,000,000	New Facility	
3	New Facility	Morgantown Facility - Classroom Space	\$ 8,500,000	New Facility	
4	New Facility - Including Land Acquisition	Instructional Space	\$ 20,500,000	New Facility	

Fairmont State University

Capital Project Appropriation Request

FY 2016

<i>Priority</i>	<i>Project</i>	<i>Project Cost</i>	<i>Category</i>
1	New Facility Student Housing Apartments (Demolition of Existing)	\$ 35,000,000	New buildings and facilities
2	Caperton Center HVAC Boilers	\$ 400,000	Deferred maintenance
3	Education Building Elevator Upgrades	\$ 125,000	Life safety and ADA
4	Turley Center Roof Renewal	\$ 400,000	Deferred maintenance
5	Wallman Hall Roof Renewal	\$ 300,000	Deferred maintenance
6	Colebank Hall Elevator Upgrades	\$ 125,000	Life safety and ADA
7	Musick Library Elevator Upgrades	\$ 150,000	Life safety and ADA
8	Facilities - Campus Security/Parking Office Expansion	\$ 160,000	Building and campus renewal or renovation
9	Hunt Haught Hall Window Replacement Project	\$ 750,000	Deferred maintenance
10	Hardway Hall Roof Renewal & Waterproofing	\$ 600,000	Deferred maintenance
11	Infrastructure Exterior Renovations Hardway Hall Sidewalks	\$ 750,000	Life safety and ADA
12	Infrastructure Parking Lot Paving (Spread over 5 Years)	\$ 1,000,000	Deferred maintenance
13	Campus Wide - Camera Security System	\$ 350,000	Life safety and ADA
14	Campus Wide - Emergency Phones Upgrades	\$ 100,000	Life safety and ADA
15	Hunt Haught Hall Roof Renewal	\$ 400,000	Deferred maintenance
16	Musick Library Roof Renewal	\$ 450,000	Deferred maintenance
17	Feaster Center HVAC Upgrades (Lobby)	\$ 250,000	Deferred maintenance
18	Shaw House Great Room Addition	\$ 300,000	New buildings and facilities
19	Jaynes Hall Windows	\$ 525,000	Deferred maintenance
20	Infrastructure Road to Tennis Courts	\$ 200,000	Building and campus renewal or renovation
21	Jaynes Hall HVAC & Temperature Controls	\$ 2,600,000	Deferred maintenance
22	Colebank Hall HVAC & Temperature Control Systems	\$ 1,600,000	Deferred maintenance
23	Education Building Temperature Control Systems	\$ 100,000	Deferred maintenance
24	Musick Library HVAC	\$ 500,000	Deferred maintenance
25	Musick Library Multi-Media Seating Renovations (Seating Replacement)	\$ 150,000	Life safety and ADA

NOTE: Highlighted Projects indicate projects added to Capital Appropriations Request this year.

Fairmont State University				
Capital Project Appropriation Request				
FY 2016				
Priority	Project	Project Cost	Category	
26	Education Building HVAC Unit Replacements (3 Units)	\$ 1,200,000	Deferred maintenance	
27	Wallman Hall Painting Interior Building (Classrooms & Tower Room)	\$ 100,000	Deferred maintenance	
28	Land Acquisition Campus Periphery & Locust Avenue	\$ 2,500,000	New buildings and facilities	
29	Caperton Center Parking Improvements	\$ 150,000	New buildings and facilities	
30	Kiln Building Building Replacement	\$ 250,000	Building and campus renewal or renovation	
31	Feaster Center Windows & Doors	\$ 200,000	Building and campus renewal or renovation	
32	Jaynes Hall Fire Alarm System Upgrade	\$ 400,000	Life safety and ADA	
33	Merchant Street Roof Renewal	\$ 400,000	Deferred maintenance	
34	Merchant Street HVAC	\$ 500,000	Deferred maintenance	
35	Merchant Street Sprinkler System	\$ 500,000	Life safety and ADA	
36	Infrastructure Pedestrian Steps between Hardway & Turley	\$ 500,000	Life safety and ADA	
37	Parking Garage Elevator Addition	\$ 300,000	New buildings and facilities	
38	Infrastructure Stone Steps to Locust Avenue	\$ 900,000	Building and campus renewal or renovation	
39	Falcon Center Elevator Addition	\$ 100,000	Life safety and ADA	
40	Infrastructure Development South of Locust Avenue (Drainage)	\$ 1,000,000	Building and campus renewal or renovation	
41	Hunt Haight Hall Exterior Cleaning & Waterproofing	\$ 300,000	Deferred maintenance	
42	Colebank Hall Exterior Cleaning & Waterproofing	\$ 300,000	Deferred maintenance	
43	Jaynes Hall Exterior Cleaning & Waterproofing	\$ 300,000	Deferred maintenance	
44	Musick Library Exterior Cleaning & Waterproofing	\$ 300,000	Deferred maintenance	
45	Morrow Hall Renovations	\$ 10,375,859	Building and campus renewal or renovation	
46	Pence Hall Renovations	\$ 7,272,292	Building and campus renewal or renovation	
47	Prichard Hall Renovations	\$ 8,864,022	Building and campus renewal or renovation	
48	Morrow Hall Roof Renewal	\$ 300,000	Deferred maintenance	
49	Pence Hall Roof Renewal	\$ 250,000	Deferred maintenance	
50	Prichard Hall Roof Renewal	\$ 250,000	Deferred maintenance	
51	Caperton Center Exterior Cleaning & Waterproofing	\$ 200,000	Deferred maintenance	

NOTE: Highlighted Projects indicate projects added to Capital Appropriations Request this year.

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**Pierpont Community and Technical College
Board of Governors
Meeting of August 19, 2013**

ITEM: FY 2016 State Appropriations Request

Information for this item will be provided the day of the meeting as directions regarding the completion of the FY 2016 State Appropriations Request has yet to be received from the WV Council for Community & Technical College at the time the August 19, 2014 Board of Governors meeting materials needed to go to print. Pierpont's FY 2016 State Appropriations Request is due before the end of August, 2014.