



**BOARD of  
GOVERNORS  
*MEETING***

***August 20, 2013***



# Schedule/Agenda

## Meeting of the Pierpont Community & Technical College Board of Governors

**August 20, 2013**

Pierpont Center at Veteran's Square

**8:30 A.M. Marketing Committee Meeting**  
*Pierpont Center at Veterans Square  
CWE Room 112*

Members:

Sharon Shaffer - Chair  
Linda Aman  
Beverly Jones

Staff Resource:

Sarah Hensley  
Ron Weist (guest)

**9:00 A.M. Full Board Meeting**  
*Pierpont Center at Veterans Square  
CWE Room 112*

**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 20, 2013**

**Call to Order**

1. Opening Comment
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 Minutes (*June 18, 2013*) *Tab 3 – Action Item*
6. Approval of Minutes (*June 24, 2013*) *Tab 4 – Action Item*

**Special Recognitions/Updates**

1. Welcome Warren “Chip” VanAlsburg – newest member of the Pierpont Board of Governors
2. Jacob Tennant – new staff member serving as an IT Specialist
3. Ron Weist – position change to Director of Enrollment and Research Planning
4. Bo Sellers – position change to Director of Workforce Solutions/Community Engagement & Outreach
5. Sarah Hensley – position change to Executive Director of Internal Communications

**Operation Reports**

1. President’s Report (*Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)
3. Center for Workforce Education Report (*Paul Schreffler*) *Tab 5 – Informational*
4. Student Government Report (*Sean Rafferty*)

**Committee of the Whole**

1. Financial Report - (*Dale Bradley*)
  - a. May 2013 Combined Financial Report *Tab 6 – Informational*
  - b. June 2013 Combined Financial Report *Tab 7 – Informational*
2. Construction Projects Progress Report (*Tom Tucker*) *Tab 8 – Informational*
3. FY 2015 State Appropriation Request (*Dale Bradley*) *Tab 9 – Informational*
4. FY 2015 Capital Appropriation Request (*Dale Bradley*) *Tab 10 – Action Item*
5. Appointment of AY 2013-2014 Marketing, Audit/Finance, and Regional Academics Sub-Committee Officers (*Earl McConnell*) *Tab 11 – Action Item*

## **Committee Reports**

1. Audit/Finance Committee Report (*Kyle Hamilton*)
2. Regional Academics Committee Report (*Tom Stose*)
3. Marketing Committee Report (*Sharon Shaffer*)

## **New Business**

1. Registration for the 2013 WVCCA/WVADE Conference  
*October 23-25 at the Bridgeport Conference Center*

*Tab 12 – Informational*

## **Old Business**

## **Public Comment**

## **Possible Executive Session**

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

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

**The next Board of Governors Meeting will be held on Tuesday, September 17, 2013 at 2:00 PM – Location at the Pierpont Center at Veterans Square Board Room.**

**Tab**

**1**

## Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

**Tab**

**2**

## Acronyms Used in Higher Education

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

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



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

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

**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING  
June 18, 2013  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 18, 2013, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members:

*Chairman - Earl McConnell, Linda Aman, Jessica Cale, Jim Griffin, Kyle Hamilton, Beverly Jones, Rick Pruitte, Sharon Shaffer, Tom Stose (by phone), Jeff Tucker (by phone) and Gene Weaver.*

President's Cabinet members present were:

*Dale Bradley, Sarah Hensley, Steve Leach, Rob Linger, Leslie Lovett, and Cyndee Sensibaugh*

Faculty and staff were also in attendance.

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

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

**Motion to Amend the Order of the Agenda**

As circumstances warranted the timely exit of some of the Board members from this meeting, a motion was made by Sharon Shaffer to amend the order of the items on the published Board of Governors Agenda to permit the Action Items to be covered as the first items of business. This motion was seconded by Rick Pruitte. All agreed. Motion carried.

**Approval of Minutes**

The minutes of May 21, 2013 were presented for approval. Sharon Shaffer offered a Motion that the minutes of May 21, 2013 be approved, as presented. Jim Griffin seconded the motion. All agreed. Motion carried.

## **Committee of the Whole (action items)**

### *3. Board Officers and Committees Appointments Review for AY 2013-2014*

Gene Weaver offered nominations to fill the positions of Board Officers for AY 2013-2014 as follows:

Chair – Earl McConnell  
Vice Chair – Kyle Hamilton  
Secretary – Sharon Shaffer

Earl McConnell opened the floor for recommendations to be presented for other nominees. There were no other nominations from the floor.

Jim Griffin offered a motion to accept and close the nominations. Kyle Hamilton seconded this motion.

Earl McConnell entertained a motion and Gene Weaver moved that Sharon Shaffer will serve as the 2013-2014 Board Secretary, Kyle Hamilton will serve as the 2013-2014 Board Vice Chair, and Earl McConnell will serve as the 2013-2014 Board Chair. The motion was seconded by Kyle Hamilton. All agreed. Motion carried.

Appointments to the Board Committee's positions will be tabled until the Chairman has conducted independent counsel with prospective appointees.

### *4. AY 2013-2014 Textbook Adoptions Report*

Ms. Leslie Lovett provided, in accordance with Bookstore Policy #54 Section 2.2.7, a report instructed to be compiled annual by June 1<sup>st</sup> and forwarded to the Board of Governors for review.

Committees tasked with the preparation of this report achieved a combined 97% textbook adoption for all known classes covering the entire 2013-2014 academic year. This percentage was reported to the Bookstore on May 30, 2013. Out of 4,396 textbook course section requests issued by the Bookstore to both institutions, two (2) Pierpont courses representing four (4) section titles are missing and being followed up on.

The institutional Board of Governors must submit a report on textbook adoptions to the WV Council for Community and Technical College Education System annually by November 1<sup>st</sup>.

Kyle Hamilton offered a motion to accept the Missing Textbook Adoptions Report and forward the same to the WV Council for Community and Technical College Education System. Sharon Shaffer seconded the motion. All agreed. Motion carried.

### *5. Policy #15 – Grade Point Average for Associate and Baccalaureate Degrees Resolution for Nomenclature Revisions*

Stephen Leach brought forth a Resolution to Amend Policy #15 - Grade Point Average for Associate and Baccalaureate Degrees

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

A detailed review of the recommended nomenclature changes to this policy was provided in the June 18, 2013 Board of Governors book.

Sharon Shaffer presented a motion to accept the proposed nomenclature revisions to Policy #15, and to retitle the policy as "Policy #15 – Grade Point Average for Certificate of Applied Science and Associates Degrees. Beverly Jones seconded the motion. All agreed. Motion carried.

6. *Resolution to Establish the School of Workforce Development and Resolution to Establish the Position of Academic Dean / Director of Workforce Development*

Leslie Lovett brought forth a Resolution to establish the School of Workforce Development.

Resolve that the Pierpont Board of Governors approve the creation of a new academic division of the college, which shall be named the School of Workforce Development, which shall incorporate and administer the following AAS and/or CAS technical degree programs:

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

Sharon Shaffer offered a motion to approve the creation of a new academic division of the college, which shall be named the School of Workforce Development, which shall incorporate and administer AAS and/or CAS technical degree programs. Rick Pruitte seconded the motion. All agreed. Motion carried.

Be it further resolved that the Vice President for Workforce Development will serve in the role of academic Dean for this school, as well as Director of the Advanced Technology Center.

Sharon Shaffer offered a motion to approve that the Vice President for Workforce Development will serve in the role of academic Dean for this school, as well as Director of the Advanced Technology Center. Jim Griffin seconded the motion. All agreed. Motion carried.

## **Committee Reports (action items)**

### *1. Audit/Finance Committee*

#### a. Approval to Complete Campus and Facilities Master Plan

At the May 2013 West Virginia Council for Community and Technical College Education (CTCS) Council meeting, Pierpont was directed to complete an independent Facilities Master Plan and report to the CTCS by January 2015.

Dale Bradley presented a Resolution to the Board for authorization for Pierpont to move forward in completion of a Campus and Facilities Master Plan and to further authorize the use of \$100,000 from the E & G Capital Reserves for the purpose of completing this plan.

Jim Griffin presented a motion to allocate \$100,000 from the E & G Capital Reserves for the completion of a Pierpont Campus and Facilities Master Plan. Mr. Kyle Hamilton seconded the motion. All agreed. Motion carried.

#### b. Approval of E & G Capital Funds for Veteran's Square – Phase 1

In preparation to relocate some Pierpont academic programs and administrative offices to the leased facility located at Veteran's Square in Fairmont, some remodeling and improvements, and the purchase of equipment and furnishings to utilize this space are needed.

Dale Bradley presented a Resolution to the Board for approval of the use of \$175,000 from the E & G Capital Reserves for the purpose of remodeling, administrative fees, furniture, fixtures and equipment for Phase 1 of the Veteran's Square leased facility. A complete estimated cost breakdown was provided in the June 18, 2013 Board of Governors Book. An increase in cost for this Phase is not expected.

Jim Griffin offered a motion to authorize the allocation of \$175,000 from the E & G Capital Reserves for the purpose of remodeling, administrative fees, furniture, fixtures and equipment for Phase 1 of the Veteran's Square leased facility. Kyle Hamilton seconded the motion. All agreed. Motion carried.

## **Executive Session**

Mr. Jim Griffin moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

### *Exiting Executive Session*

Executive Session was exited with the following motion.

### *Items Presented for a Motion from Executive Session*

Gene Weaver offered a motion to accept the annual Board evaluation of President Dr. Doreen M Larson. Kyle Hamilton seconded the motion. All agreed. Motion carried.

## **Special Recognitions/Presentations**

There were no special recognitions.

## **Operation Reports**

### *President's Report*

Provost Leslie Lovett provided the President's summary on the Cabinet Retreat held June 10-11, 2013 for Dr. Doreen Larson.

On June 10<sup>th</sup> and 11<sup>th</sup>, the President's Cabinet held their annual retreat. During an ice breaker, using the Myers-Briggs Type Indicator, the Cabinet members learned the personality trait that they possess at work (and most likely at home). The personality types were: Analyzer, Controller, Persuader, and Stabilizer. Dr. Lovett asked the Board members to do some homework to try to determine what type of personality each of the cabinet members were strongest in. Dr. Lovett asked the Board to mull over the answers until the next board meeting.

Dr. Lovett reported that at the Cabinet Retreat Vice President Schreffler shared an article and findings on the "The Post Traditional Learners" and Dr. Larson reviewed the American Association of community College's "21<sup>st</sup> Century AACC Report, *Reclaiming the American Dream*. After discussion of each article the group reviewed the 2012-2013 strategic plan and noted the projects that were finished, and those that might be carried into next year. Additional priorities were also suggested for the upcoming year.

Dr. Lovett stated that on day two of the Cabinet Retreat the President's Council members were invited to attend. The new check list process for grant approvals was shared by Vice President Leach. Organizational changes and responsibilities beginning in 2013-2014 were reviewed and discussed in anticipation of additional locations, and new programs of study.

The remainder of the retreat involved paring down the strategic priorities for 2013-2014. These goals continue Pierpont's focus on Institutional Flexibility; Culture of Completion; 13-County Outreach; Facility Planning; and HLC Accreditation. A draft of the Strategic Priorities for 2013-2014 was provided to each Board member.

Pierpont faculty, staff, and administration also participated in the statewide announcement of the Petroleum Technology initiatives in partnership with WV Northern Community College held at the Mollohan Building, and Julia Pierpont Day with breakfast and speakers at the Center of Workforce Education followed up with the laying of wreath's in remembrance at the Woodlawn Cemetery.

### **Operation Reports - Continued**

- ✓ Leslie Lovett provided a report for Academic Affairs.

### **Committee of the Whole – Continued (informational items)**

#### *1. Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of April 30, 2013. A complete summary was provided in the June 18, 2013 Board of Governors book.

#### *2. Construction Projects Progress Report*

Tom Tucker provided a progress report of the Capital Projects for FY 2013, and of the facilities construction completion status. Mr. Tucker stated that staff is preparing to move into the renovated Turley Center in July; Hardway Hall renovations are on schedule; and the Caperton Center project has gone out to bid. A summary report was provided in the June 18, 2013 Board of Governors book.

### **Committee Reports - Continued (informational items)**

#### *2. Off Campus/Regional Academics Committee Report*

Mr. Tom Stose reported that a quote has been provided on the cost of furnishing the MTEC facility and Rachel Beach is looking into obtaining additional quotes. The drywall is up at MTEC and the facility is on target for a Fall start up.

#### *3. Marketing Committee Report*

No report.



## **Public Comment**

No signatures were recorded.

## **New Business**

- Chairman McConnell informed the Board that consideration is being given to hold a Board of Governors Meeting on July 16, 2013. More information will follow after July .4, 2013.
- Rob Linger informed the Board that meetings are being held with Fairmont State to discuss the Banner shared database. Pierpont is on track to have its independent Banner system ready by December 2014. Mr. Linger further informed the Board that Pierpont's email services are undergoing a switch to Google apps that will enable a tie-in to Blackboard. This will not affect current email addresses and phone numbers.

## **Old Business**

No old business to report.

## **Adjournment and Next Meeting**

There being no further business, Sharon Shaffer made a motion to adjourn. Rick Pruitte 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 Tuesday, August 20, 2013 at 2:00 PM, with the location to be determined.

**Tab**

**4**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**June 24, 2013**  
**9:30 AM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 24, 2013, beginning at 9:30 AM at the Center for Workforce for Education.

Present at the meeting were Board members:

Chairman Earl McConnell, Linda Aman (by phone), Jessica Cale, Jim Griffin (by phone), Kyle Hamilton (by phone), Beverly Jones, Rick Pruitte, Sharon Shaffer (by phone), Tom Stose, Tom Tucker (by phone) and Gene Weaver.

Board members absent were:

No members were absent.

President's Cabinet members present were:

Paul Schreffler, Steve Leach, Dale Bradley, Sarah Hensley, Rob Linger, and Leslie Lovett.

Pierpont staff was also in attendance.

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

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

**Public Comment**

No signatures were recorded.

**New Business**

- "The Chair entertained a motion" moved by Rick Pruitte and seconded by Tom Stose that the Pierpont Community and Technical College Board of Governors approves \$175,000 in E&G General Reserves for remodeling, administrative fees, furniture, fixtures and equipment for Phase 1 of the Veterans Square leased facility instead of E&G Capital Funds until such time as the use of the E&G Capital Funds for this project can be resolved with the Fairmont State University Board of Governors. If resolution can be reached, at that time all expenses associated with this action will be transferred to E&G Capital Funds.

Roll call vote was taken. Motion carried.

### **Old Business**

No old business to report.

### **Adjournment**

There being no further business, Tom Stose made a motion to adjourn. Kyle Hamilton seconded the motion. All Agreed. The Board meeting was adjourned at 9:44 A. M.

**Tab**

**5**

# School of Workforce Development - Project Status Report

## *August 2013 – Board of Governors Meeting*

### **Industry-Sector Strategies**

- ❖ Petroleum Technology Program:
  - Program launched, classes started yesterday.
  - Benedum-funded Outreach Coordinator hired, will come on board September 16. State employee, will work with Pierpont and WV Northern Community College for energy-related program awareness and recruitment.
  - Second grant-funded faculty hired. This person will be instrumental in developing second year content and serve to fill a significant need for contracted workforce training.
  - Land has been surveyed at outdoor laboratory location.
  - Proposal requested by corporate partner – potential major donation - working on submission for August 30 deadline.
  
- ❖ Other Energy Programs:
  - Power Plant program coordinator Doug Furr completed a train-the-trainer seminar by Fossil Energy at the National Energy Technology Laboratory (NETL) on the AVESTAR system, a three-dimensional immersive training (virtual reality) environment. This will be used to enhance the training for students in this program.
  - The WVCTCS system office is planning instructor certification training for MSSC (Manufacturing Skill Standards Council) certification. This is a nationally recognized industry certification that has modules in Safety; Quality Practices & Measurement; Manufacturing Processes & Production; Maintenance Awareness.
  - An additional grant-funded faculty person has been hired, who will serve to instruct courses in Mechatronics, Power Systems, and Power Plant programs, especially for courses designed as shared content between these programs.
  - We continue to provide training to professionals in WV pertaining specifically to the newly adopted 2009 Energy Code. Attendees primarily WV Homebuilders Association members, at seminars offered during the last two months in Morgantown, Martinsburg, and Huntington.
  
- ❖ Aircraft Structures Program
  - Candidate interviews completed, next cohort selected. Six from public, six from industry partners.
  - An article from a national industry publication that highlights this partnership and the results of our previous class is included for your review.

❖ Advanced Welding Program

- We are working closely with welding program instructors from regional K-12 Technical Centers to identify the components of a coordinated CTE-CTC Program of Study in Welding Management.
- Received WV Advance grant in the amount of \$350,000 to purchase equipment for this program. This will be housed in space designed into the Advanced Technology Center.

❖ Corporate training projects currently in development:

- Armstrong World Industries
- Stonewall Jackson Memorial Hospital
- HKEC
- RESA VII
- Dyna-Tech Adhesives
- US Well Services
- T.K. Stanley
- Fairmont Tool
- Baker Hughes
- Skana Aluminum

## HQ Aero Helps Train New Technicians

HAI CONVENTION NEWS - 2013

by **KIM ROSENLOF**

March 7, 2013, 2:15 PM

Aviation employment services company HQ Aero Management (US) recently entered into a partnership with Workforce West Virginia and local aviation companies to create an eight-week Aircraft Structures Training Program at Pierpont Community and Technical College in Fairmont, W.V.

Offered at no cost to students, the certificate program provides entry-level training in fundamental aircraft structures fabrication and repair concepts including assembly tools, blueprint reading, fastener pattern layouts, solid rivet installation and fastener installation. According to Ronald Eagle, v.p. of U.S. operations at HQ Aero (Booth No. C2113), all students who complete the program are guaranteed positions as aviation apprentices through either HQ Aero or one of the program's other partner aviation companies.

"A lot of highly-skilled structures technicians are reaching retirement age and there were no programs to build replacements," said Eagle. "When an industry loses a skill set, it loses some core competence. This course develops apprentice-level technicians to start replacing those skills that industry will soon be missing."

According to Eagle, candidates for the Aircraft Structures Training Program must pass criminal background checks, drug tests and a skills assessment test to ensure the candidate is mechanically inclined. A state grant pays for the instructor and most of the equipment; funds from Workforce West Virginia allow students to attend the program for free.

HQ Aero offers nationwide recruitment services to the aviation industry, providing contract and direct placement of aviation technicians. Employing between 150 and 200 contract aviation technicians at any given time, HQ Aero became involved in the program first to provide guidance in terms of the skills requested by HQ Aero clients when looking for skilled aircraft structures technicians and then as an employer for those workers. Originally slated for 12 students per eight-week session, the first class of 14 students included three students sponsored by another aerospace company that will hire them into the engine maintenance field. Upon graduation from the program, the remaining 11 students will be hired as aircraft structures apprentices by HQ Aero or its clients.

"The basic key behind the success of the program is to highlight the opportunities available in aviation," said Eagle, noting that several key entities, such as Workforce West Virginia and the Mid Atlantic Aerospace Complex, are working hard to develop the aerospace industry in the state. "We're confident that up to 24 students per year can easily be employed within West Virginia," Eagle said. Another Aircraft Structures Training Program class is scheduled at Pierpont for April/May 2013.

TAGS: NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS  
PIERPONT COMMUNITY AND TECHNICAL COLLEGE UNITED STATES AIR FORCE LABOR EDUCATION  
FILED UNDER: TRAINING



**Tab**

**6**

**Board of Governors**  
**Financial Report FY 2013**  
**Pierpont Community & Technical College**  
**as of May 31, 2013**

**SUMMARY:**

The projected effect on net assets for FY 2013 as of May 31, 2013 is an increase of \$395,900 which includes \$346,971 in additional personnel budget savings. However, this amount includes a Board Finance and Audit Committee approved spend down of \$431,563 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is a decrease of (\$35,663).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of May 31, 2013 is \$48,929. This represents a balance increase of \$424 from the April 30, 2013 report. The adjusted budget balance is (-\$382,634) after removing the approved cash reserve spending. As of this report date, approximately 94% of projected tuition and fees revenue and approximately 91% of overall revenues have been realized while approximately 82% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the April 30, 2013 report, are as follows:

- **Operating Revenues Budget:**
  - Decreased by (-\$29). This was due to the following change:
    - The President “Support Services Revenue” decreased by (-\$29) due to the transfer of budget from a student position to a temporary appointment. This temporary appointment was split funded, therefore a portion of the amount transferred was not charged back to FSU resulting in the projected loss of support services revenue.
- **Operating Expenses Budget:**
  - Decreased by (-\$495). This was due to a variety of minor changes with the most significant changes as follows:
    - The President controlled “Benefits” expense budget increased by \$1,306 due to multiple PEIA updates in Economic Development, Medical Lab Tech. and the School of Academic Studies.
    - The President controlled “Assessment for Support Services” expense budget decreased by (-\$1,508) due to multiple PEIA updates by the University associated with Enrollment Services and CIO Information Technology and the Teaching and Learning Commons.

Of the adjusted projected effect on net assets of an increase of \$395,900 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$42,740; Personnel Budget Savings are projected to be \$346,971; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$6,189 with Board approved spending of \$431,563 in cash reserves. The Year-To-Date Actual Budget Balance is \$2,231,447.

**RESTRICTED FUNDS:**

Changes to revenue and expenditures of \$81,265 were recognized during the month of May. The specific grant changes are identified within the Restricted Funds Report in “New Grant Funds” and “Other Grant/Restricted Fund Related Changes”.

The Budget Balance as of May 31, 2013 remains at (\$95,251). This deficit is covered by grant funds cash balances totaling \$1,429,692 from June 30, 2012.

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

As of May 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	9,559,530	9,583,099	9,037,510	94.31
	Faculty Services Revenue	1,502,589	1,502,589	1,255,699	83.57
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	1,163,236	95.76
	Operating Costs Revenue	124,691	135,289	83,955	62.06
	Support Services Revenue	290,966	279,870	180,009	64.32
	Other Operating Revenues	415,347	448,925	296,784	66.11
	<b>Total:</b>	<b>13,107,909</b>	<b>13,164,558</b>	<b>12,017,193</b>	<b>91.28</b>
<b>OPERATING EXPENSE</b>	Salaries	7,130,094	7,168,234	6,208,282	86.61
	Benefits	1,545,912	1,596,996	1,308,578	81.94
	Student financial aid-scholarships	140,844	140,844	155,535	110.43
	Utilities	4,699	4,406	3,194	72.49
	Supplies and Other Services	2,446,415	2,712,956	1,920,387	70.79
	Equipment Expense	134,692	182,986	133,839	73.14
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	122,812	105.36
	Assessment for Faculty Services	1,272,439	1,272,439	1,340,734	105.37
	Assessment for Support Services	3,498,892	3,498,463	2,420,439	69.19
	Assessment for Student Activity Costs	179,411	179,411	169,950	94.73
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	1,141,532	93.97
	Assessment for Operating Costs	2,345,039	2,213,343	1,666,167	75.28
	<b>Total:</b>	<b>20,029,782</b>	<b>20,301,424</b>	<b>16,591,450</b>	<b>81.73</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,921,874)</b>	<b>(7,136,866)</b>	<b>(4,574,256)</b>	<b>64.09</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	8,443,703	8,443,703	8,443,704	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	12,500	12,500	100.00
	Investment Income	7,194	7,194	10,487	145.78
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,501,621)	97.52
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,923,615</b>	<b>6,965,070</b>	<b>100.60</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	431,563	0	
	<b>Total:</b>	<b>56,903</b>	<b>262,180</b>	<b>(159,367)</b>	<b>(60.79)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>48,929</b>	<b>2,231,447</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>346,971</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>46,144</b>	<b>395,900</b>	<b>2,231,447</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,200,001</b>	<b>5,200,001</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>431,563</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>5,121,624</u></b>	<b><u>5,164,338</u></b>		

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

\* Unrestricted Net Asset Balance is 27.24% of the current budgeted total operating expense. Management has established a target of 15% or \$2,862,996 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, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,371,857	8,371,857	8,186,618	97.79
	Faculty Services Revenue	1,502,589	1,502,589	1,255,699	83.57
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	135,289	83,955	62.06
	Support Services Revenue	290,966	279,870	180,009	64.32
	Other Operating Revenues	346,683	352,683	232,811	66.01
	<b>Total:</b>	<b>10,636,786</b>	<b>10,642,288</b>	<b>9,939,092</b>	<b>93.39</b>
<b>OPERATING EXPENSE</b>	Salaries	6,739,342	6,822,096	5,958,327	87.34
	Benefits	1,489,633	1,542,718	1,268,311	82.21
	Student financial aid-scholarships	140,844	140,844	155,535	110.43
	Utilities	4,399	4,106	3,105	75.61
	Supplies and Other Services	1,596,483	1,736,039	1,388,631	79.99
	Equipment Expense	51,097	76,859	59,517	77.44
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	122,812	105.36
	Assessment for Faculty Services	1,272,439	1,272,439	1,340,734	105.37
	Assessment for Support Services	3,498,892	3,498,463	2,420,439	69.19
	Assessment for Student Activity Costs	179,411	179,411	169,950	94.73
	Assessment for Operating Costs	2,345,039	2,213,343	1,666,167	75.28
	<b>Total:</b>	<b>17,434,138</b>	<b>17,602,878</b>	<b>14,553,528</b>	<b>82.68</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,797,353)</b>	<b>(6,960,590)</b>	<b>(4,614,436)</b>	<b>66.29</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	8,443,703	8,443,703	8,443,704	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	10,487	145.78
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,501,621)	97.52
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>6,952,570</b>	<b>100.60</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	0	265,848	0	
	<b>Total:</b>	<b>(67,618)</b>	<b>92,215</b>	<b>(163,617)</b>	<b>(177.43)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>42,740</b>	<b>2,174,517</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,423,244</b>	<b>4,423,244</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>265,848</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>4,469,388</b>	<b>4,200,136</b>		

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

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

As of May 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,187,673	1,211,242	850,892	70.25
	Other Operating Revenues	68,664	96,242	63,974	66.47
	<b>Total:</b>	<b>1,256,337</b>	<b>1,307,484</b>	<b>914,865</b>	<b>69.97</b>
<b>OPERATING EXPENSE</b>	Salaries	390,752	346,138	249,955	72.21
	Benefits	56,279	54,278	40,267	74.19
	Utilities	300	300	89	29.76
	Supplies and Other Services	849,932	976,917	531,756	54.43
	Equipment Expense	83,596	106,127	74,321	70.03
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,380,858</b>	<b>1,483,760</b>	<b>896,389</b>	<b>60.41</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(124,521)</b>	<b>(176,276)</b>	<b>18,476</b>	<b>(10.48)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	12,500	12,500	100.00
	<b>Total:</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>100.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	165,715	0	
	<b>Total:</b>	<b>124,521</b>	<b>169,965</b>	<b>4,250</b>	<b>2.50</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>6,189</b>	<b>35,226</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>769,454</b>	<b>769,454</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>165,715</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>644,933</u></b>	<b><u>609,928</u></b>		

Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending May 31, 2013

<b>New Grant Funds</b>	-
None	
<b>Other Grant/Restricted Fund Related Changes</b>	<b>81,265.00</b>
WVADV Power Plant Tech Year 2 Budget Allocation	81,265.00
<b>Net Change</b>	-

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

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending May 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	0	0	0	
	Federal Grants and Contracts	13,473,354	13,491,400	11,774,889	87.28
	State/Local Grants and Contracts	3,375,125	4,414,981	2,910,532	65.92
	Private Grants and Contracts	628,928	658,928	607,976	92.27
	Other Operating Revenue	0	0	21	
	<b>Total:</b>	<b>17,477,407</b>	<b>18,565,309</b>	<b>15,293,418</b>	<b>82.38</b>
<b>OPERATING EXPENSE</b>	Salaries	724,457	1,341,679	437,360	32.60
	Benefits	74,918	149,151	72,526	48.63
	Student financial aid-scholarships	24,040,639	24,123,091	20,859,574	86.47
	Supplies and Other Services	495,303	660,029	186,553	28.26
	Equipment Expense	72,568	106,755	86,143	80.69
	<b>Total:</b>	<b>25,407,886</b>	<b>26,380,705</b>	<b>21,642,155</b>	<b>82.04</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,930,479)</b>	<b>(7,815,396)</b>	<b>(6,348,737)</b>	<b>81.23</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	6,650,845	83.14
	Investment Income	0	0	17	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>6,650,862</b>	<b>83.14</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(232,240)	(349,239)	(239,906)	68.69
	Transfers for Fin Aid Match	67,618	73,633	63,617	86.40
	Indirect Cost Recoveries	0	(4,250)	(4,250)	
	Transfers - Other	0	0	0	
	<b>Total:</b>	<b>(164,622)</b>	<b>(279,856)</b>	<b>(180,539)</b>	<b>64.51</b>
<b>BUDGET BALANCE</b>		<b>(95,101)</b>	<b>(95,252)</b>	<b>121,586</b>	<b>(127.65)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,429,692</b>	<b>1,429,692</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,334,591</b>	<b>1,334,440</b>		



**Tab**

**7**

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

**SUMMARY:**

The projected effect on net assets for FY 2013 as of June 30, 2013 is an increase of \$414,762 which includes \$352,105 in additional personnel budget savings. However, this amount includes a Board Finance and Audit Committee approved spend down of \$431,563 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is a decrease of (-\$16,801).

This \$16,801 budget deficit anticipated for FY 2013 at the end of June has not been realized based on actual data through June 30. Currently there is a \$278,687 budget balance; however we are preparing for annual audit and accrual entries still need accomplished. Until the final audit report is completed with all accruals completed it is too soon to predict an increase or decrease in net assets for FY 2013.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of June 30, 2013 is \$62,657. This represents a balance increase of \$13,728 from the May 31, 2013 report. However the adjusted budget balance is (-\$368,906) after removing the approved cash reserve spending. As of this report date, approximately 95% of projected tuition and fees revenue and approximately 93% of overall revenues have been realized while approximately 92% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the May 31, 2013 report, are as follows:

- **Operating Revenues Budget:**
  - No changes.
- **Operating Expenses Budget:**
  - Decreased by (-\$13,728). The significant activities accounting for this change are as follows:
    - The President controlled “Benefits” expense budget decreased by (-\$25,450) due to multiple PEIA updates in Physical Therapy Assist., VP for Community Engagement and the School of Academic Studies.
    - The President controlled “Assessment for Support Services” expense budget increased by \$11,689 due to multiple PEIA updates by the University associated with Enrollment Services, the Teaching and Learning Commons, Physical Plant Admin and Operations and Maintenance Tech-MATEC.

Of the adjusted projected effect on net assets of an increase of \$414,762 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$56,476; Personnel Budget Savings are projected to be \$352,105; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$6,181 with Board approved spending of \$431,563 in cash reserves. The Year-To-Date Actual Budget Balance is \$278,687.

**RESTRICTED FUNDS:**

Changes to revenue and expenditures of \$175,899 were recognized during the month of June. The specific grant changes are identified within the Restricted Funds Report in “New Grant Funds” and “Other Grant/Restricted Fund Related Changes”.

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

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

As of June 28, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	9,559,530	9,583,099	9,089,050	94.84
	Faculty Services Revenue	1,502,589	1,502,589	1,284,767	85.50
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	1,164,696	95.88
	Operating Costs Revenue	124,691	135,289	132,465	97.91
	Support Services Revenue	290,966	279,870	248,388	88.75
	Other Operating Revenues	415,347	448,925	331,148	73.76
	<b>Total:</b>	<b>13,107,909</b>	<b>13,164,558</b>	<b>12,250,515</b>	<b>93.06</b>
<b>OPERATING EXPENSE</b>	Salaries	7,130,094	7,167,934	6,698,352	93.45
	Benefits	1,545,912	1,571,546	1,421,165	90.43
	Student financial aid-scholarships	140,844	140,844	157,751	112.00
	Utilities	4,699	4,406	4,063	92.21
	Supplies and Other Services	2,446,415	2,713,289	2,067,161	76.19
	Equipment Expense	134,692	182,986	131,745	72.00
	Loan cancellations and write-offs	0	0	19,001	
	Fees retained by the Commission	116,560	116,560	122,812	105.36
	Assessment for Faculty Services	1,272,439	1,272,439	1,401,248	110.12
	Assessment for Support Services	3,498,892	3,510,153	3,263,144	92.96
	Assessment for Student Activity Costs	179,411	179,411	173,279	96.58
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	1,163,803	95.80
	Assessment for Operating Costs	2,345,039	2,213,343	2,111,043	95.38
	<b>Total:</b>	<b>20,029,782</b>	<b>20,287,696</b>	<b>18,734,568</b>	<b>92.34</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,921,874)</b>	<b>(7,123,138)</b>	<b>(6,484,053)</b>	<b>91.03</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	8,443,703	8,443,703	8,443,703	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	12,500	12,500	100.00
	Investment Income	7,194	7,194	11,345	157.70
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,527,667)	99.21
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,923,615</b>	<b>6,939,881</b>	<b>100.23</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(17,774)	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	431,563	0	0.00
	<b>Total:</b>	<b>56,903</b>	<b>262,180</b>	<b>(177,141)</b>	<b>(67.56)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>62,657</b>	<b>278,687</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>352,105</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>46,144</b>	<b>414,762</b>	<b>278,687</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,200,001</b>	<b>5,200,001</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>431,563</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>5,121,624</u></b>	<b><u>5,183,200</u></b>		

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

\* Unrestricted Net Asset Balance is 27.26% of the current budgeted total operating expense. Management has established a target of 15% or \$2,860,936 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, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,371,857	8,371,857	8,206,916	98.03
	Faculty Services Revenue	1,502,589	1,502,589	1,284,767	85.50
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	135,289	132,465	97.91
	Support Services Revenue	290,966	279,870	248,388	88.75
	Other Operating Revenues	346,683	352,683	266,975	75.70
	<b>Total:</b>	<b>10,636,786</b>	<b>10,642,288</b>	<b>10,139,511</b>	<b>95.28</b>
<b>OPERATING EXPENSE</b>	Salaries	6,739,342	6,821,796	6,424,453	94.18
	Benefits	1,489,633	1,517,268	1,377,178	90.77
	Student financial aid-scholarships	140,844	140,844	157,751	112.00
	Utilities	4,399	4,106	3,974	96.77
	Supplies and Other Services	1,596,483	1,736,372	1,459,458	84.05
	Equipment Expense	51,097	76,859	64,506	83.93
	Loan cancellations and write-offs	0	0	17,455	
	Fees retained by the Commission	116,560	116,560	122,812	105.36
	Assessment for Faculty Services	1,272,439	1,272,439	1,401,248	110.12
	Assessment for Support Services	3,498,892	3,510,153	3,263,144	92.96
	Assessment for Student Activity Costs	179,411	179,411	173,279	96.58
	Assessment for Operating Costs	2,345,039	2,213,343	2,111,043	95.38
	<b>Total:</b>	<b>17,434,138</b>	<b>17,589,150</b>	<b>16,576,301</b>	<b>94.24</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,797,353)</b>	<b>(6,946,862)</b>	<b>(6,436,790)</b>	<b>92.66</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	8,443,703	8,443,703	8,443,703	100.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	11,345	157.70
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(1,527,667)	99.21
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>6,927,381</b>	<b>100.24</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(67,618)	(73,633)	(63,617)	86.40
	Transfers for Capital Projects	0	(100,000)	(100,000)	100.00
	Transfers - Other	0	8	8	100.00
	One-time use of reserve	0	265,848	0	0.00
	<b>Total:</b>	<b>(67,618)</b>	<b>92,223</b>	<b>(163,609)</b>	<b>(177.41)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>56,476</b>	<b>326,982</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,423,244</b>	<b>4,423,244</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>265,848</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>4,469,388</b>	<b>4,213,872</b>		

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

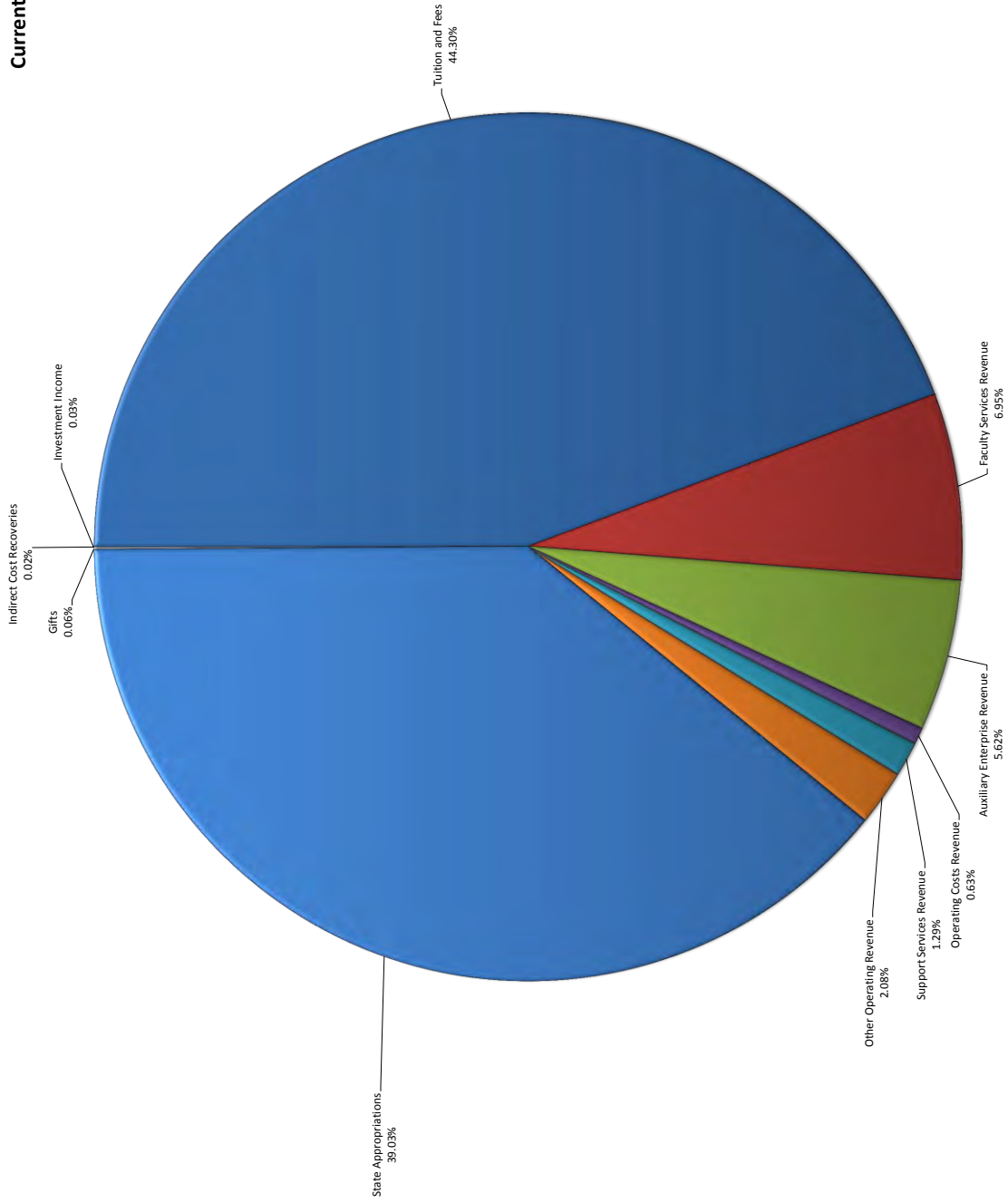
Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of June 28, 2013

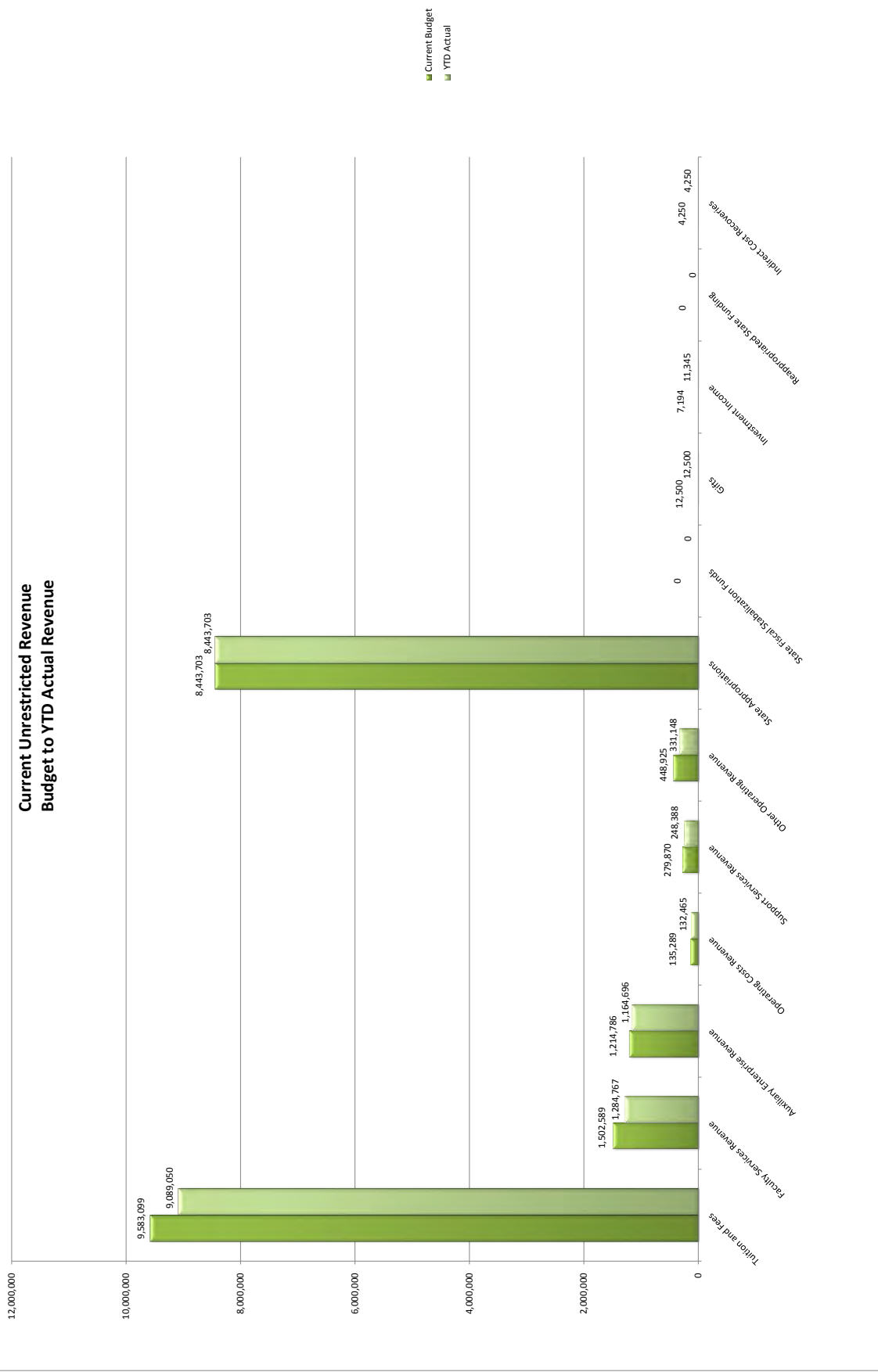
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,187,673	1,211,242	882,134	72.83
	Other Operating Revenues	68,664	96,242	64,174	66.68
	<b>Total:</b>	<b>1,256,337</b>	<b>1,307,484</b>	<b>946,308</b>	<b>72.38</b>
<b>OPERATING EXPENSE</b>	Salaries	390,752	346,138	273,899	79.13
	Benefits	56,279	54,278	43,987	81.04
	Utilities	300	300	89	29.76
	Supplies and Other Services	849,932	976,917	607,703	62.21
	Equipment Expense	83,596	106,127	67,239	63.36
	Loan cancellations and write-offs	0	0	379	
	<b>Total:</b>	<b>1,380,858</b>	<b>1,483,760</b>	<b>993,297</b>	<b>66.94</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(124,521)</b>	<b>(176,276)</b>	<b>(46,989)</b>	<b>26.66</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	12,500	12,500	100.00
	<b>Total:</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>100.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	(17,774)	
	Indirect Cost Recoveries	0	4,250	4,250	100.00
	Transfers - Other	0	(8)	(8)	
	One-time use of reserve	124,521	165,715	0	0.00
	<b>Total:</b>	<b>124,521</b>	<b>169,957</b>	<b>(13,532)</b>	<b>(7.96)</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>6,181</b>	<b>(48,021)</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>769,454</b>	<b>769,454</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>165,715</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>644,933</u></b>	<b><u>609,920</u></b>		

# Current Unrestricted Revenue Budget

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

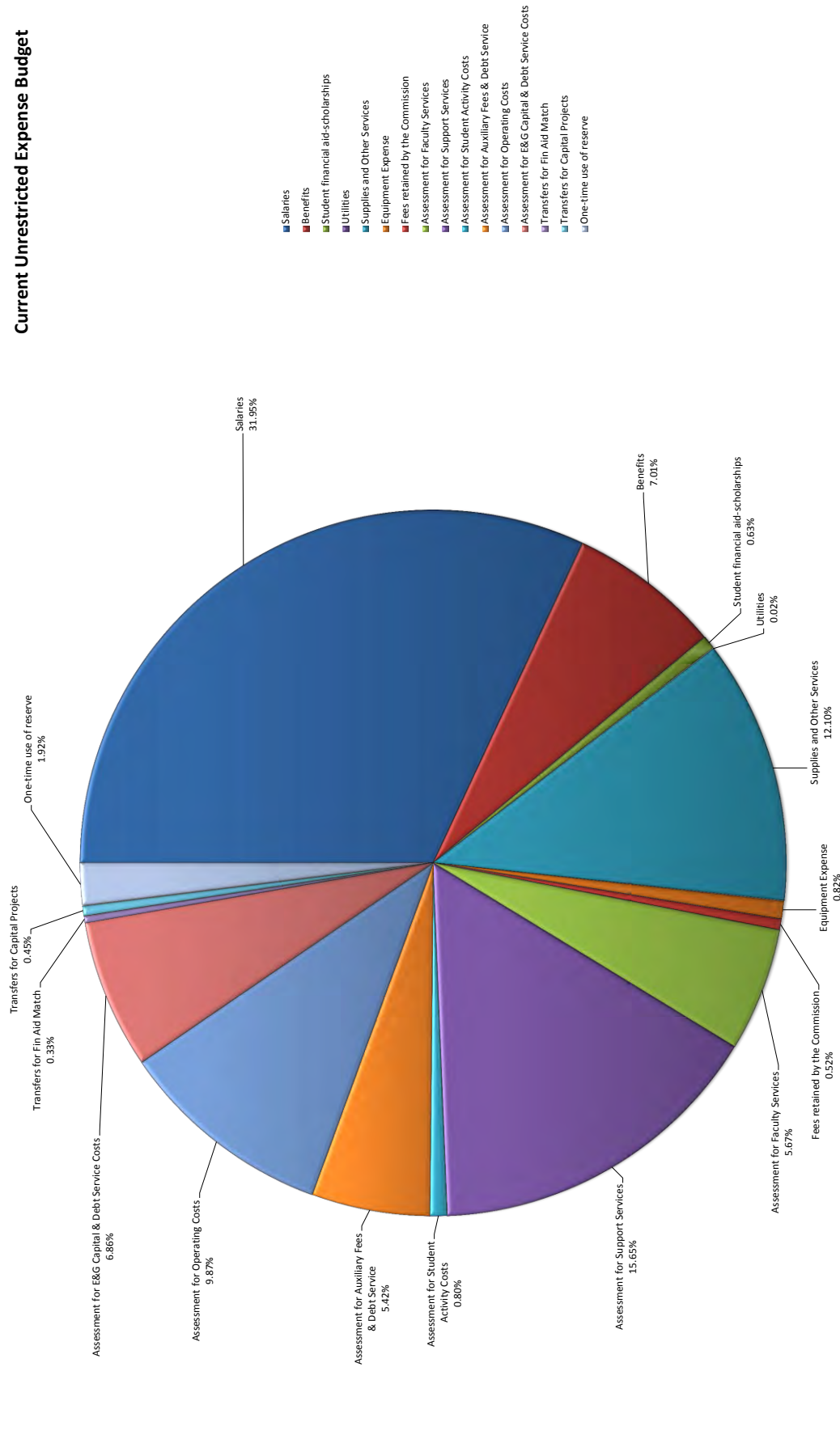


**Current Unrestricted Revenue  
Budget to YTD Actual Revenue**

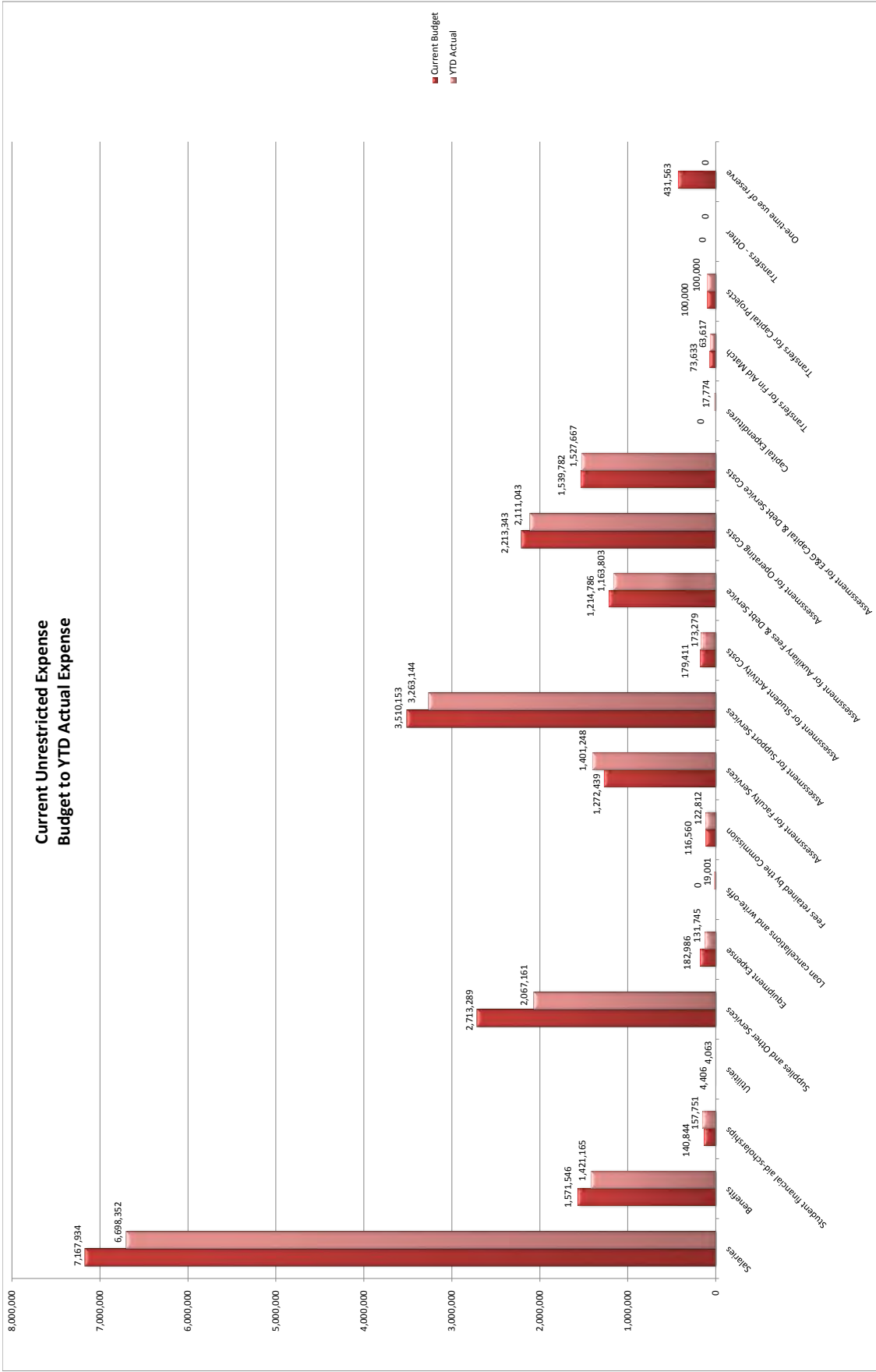




# Current Unrestricted Expense Budget



**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, 2013

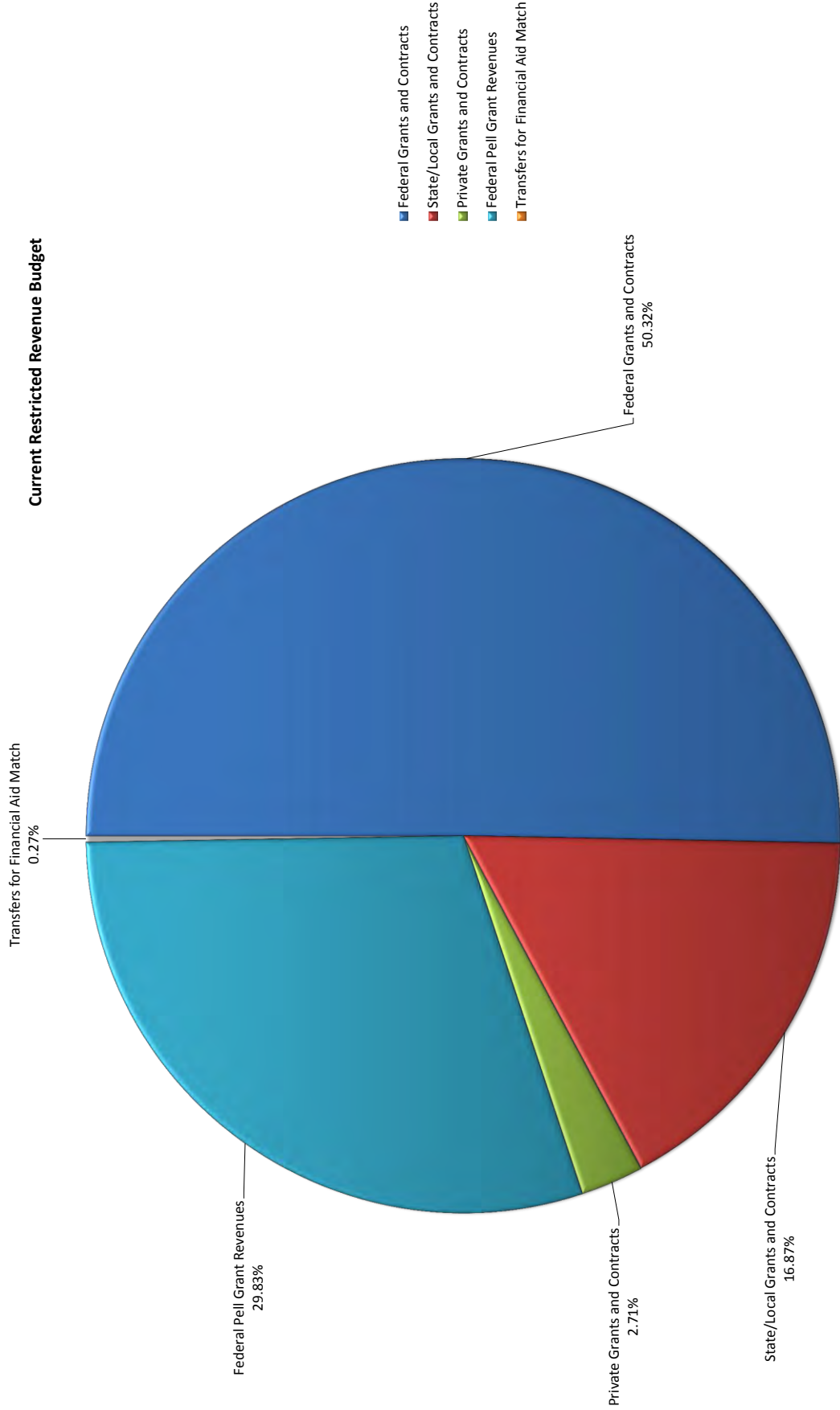
<b>New Grant Funds</b>	<b>188,756.00</b>
Petroleum Technology Benedum Grant	66,910.00
WV Advance Petroleum Engineering Certification and AAS Grant	121,846.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>(12,857.27)</b>
ShaleNet (close)	(12,857.27)
<b>Net Change</b>	<b>-</b>

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

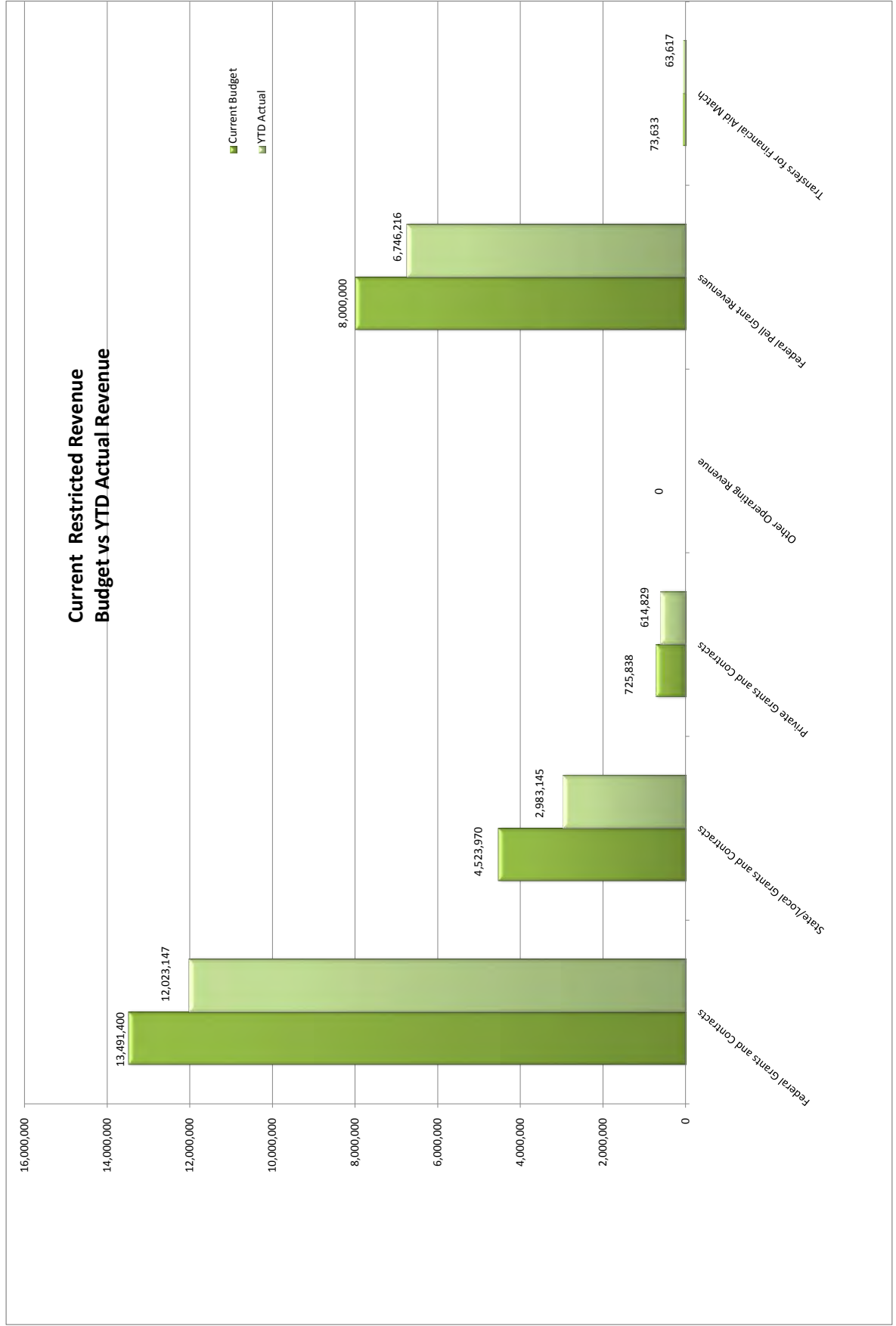
Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 For the period ending June 28, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	0	0	0	
	Federal Grants and Contracts	13,473,354	13,491,400	12,023,147	89.12
	State/Local Grants and Contracts	3,375,125	4,523,970	2,983,145	65.94
	Private Grants and Contracts	628,928	725,838	614,829	84.71
	Other Operating Revenue	0	0	21	
	<b>Total:</b>	<b>17,477,407</b>	<b>18,741,207</b>	<b>15,621,142</b>	<b>83.35</b>
<b>OPERATING EXPENSE</b>	Salaries	724,457	1,441,515	488,563	33.89
	Benefits	74,918	192,606	81,222	42.17
	Student financial aid-scholarships	24,040,639	24,123,091	21,191,265	87.85
	Supplies and Other Services	495,303	686,279	227,460	33.14
	Equipment Expense	72,568	171,661	95,271	55.50
	<b>Total:</b>	<b>25,407,886</b>	<b>26,615,152</b>	<b>22,083,780</b>	<b>82.97</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,930,479)</b>	<b>(7,873,945)</b>	<b>(6,462,638)</b>	<b>82.08</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	6,746,216	84.33
	Investment Income	0	0	17	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>6,746,233</b>	<b>84.33</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(232,240)	(290,689)	(239,906)	82.53
	Transfers for Fin Aid Match	67,618	73,633	63,617	86.40
	Indirect Cost Recoveries	0	(4,250)	(4,250)	
	Transfers - Other	0	0	0	
	<b>Total:</b>	<b>(164,622)</b>	<b>(221,306)</b>	<b>(180,539)</b>	<b>81.58</b>
<b>BUDGET BALANCE</b>		<b>(95,101)</b>	<b>(95,251)</b>	<b>103,056</b>	<b>(108.19)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,429,692</b>	<b>1,429,692</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,334,591</b>	<b>1,334,441</b>		

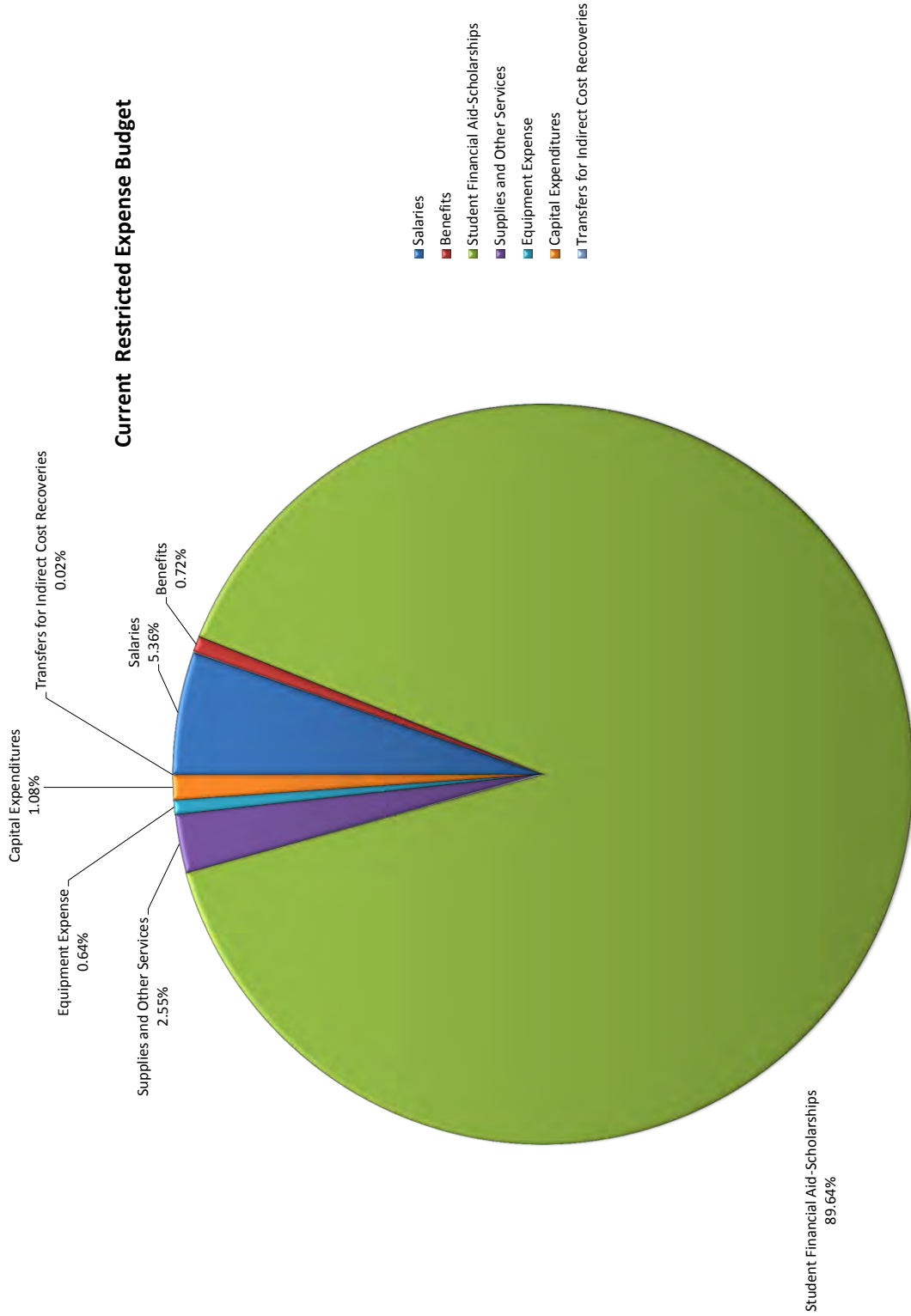
**Current Restricted Revenue Budget**



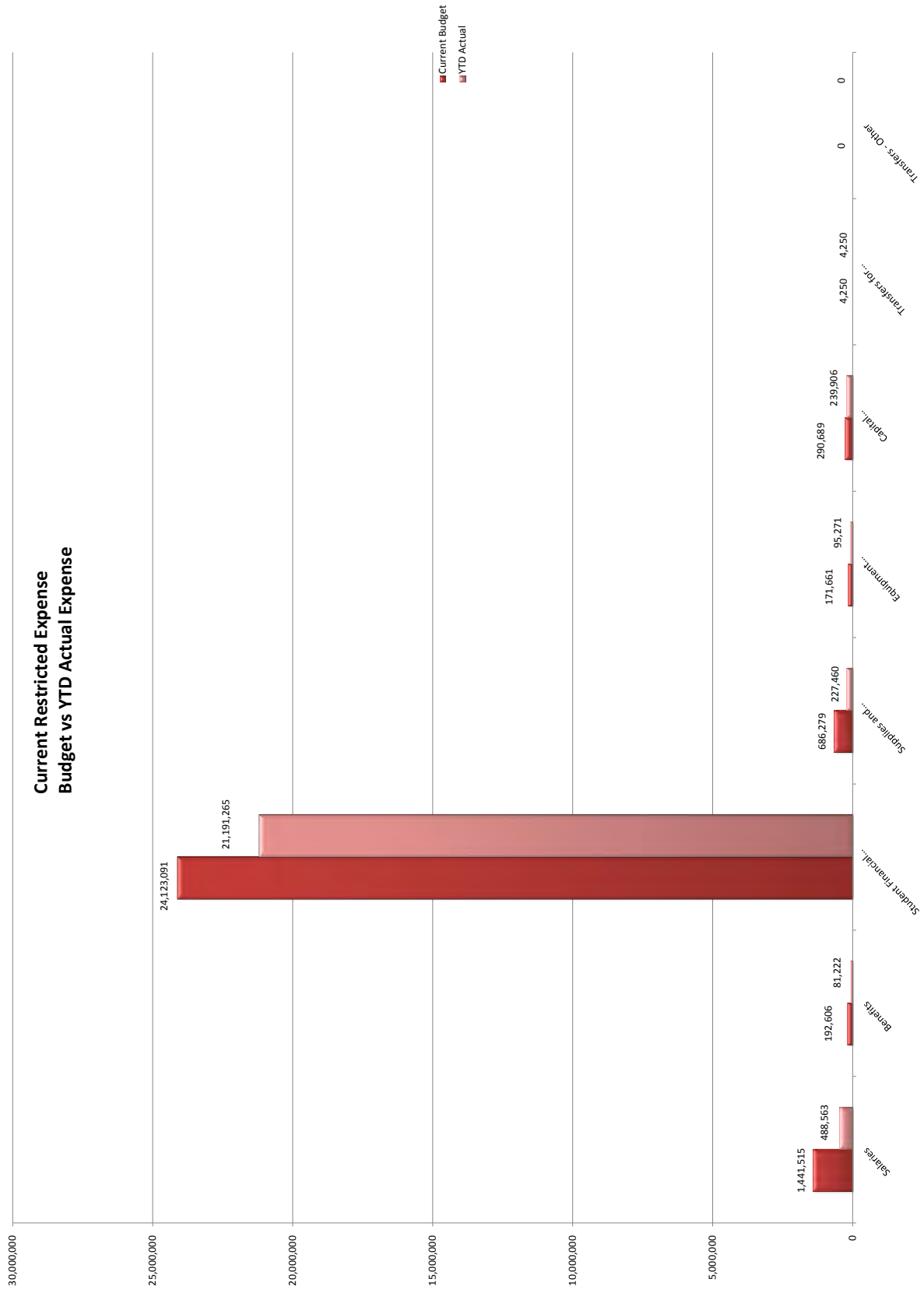
### Current Restricted Revenue Budget vs YTD Actual Revenue



### Current Restricted Expense Budget



### Current Restricted Expense Budget vs YTD Actual Expense





**Tab**

**8**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of August 20, 2013**

**ITEM:** Capital Projects for FY 2013 Progress Report

**COMMITTEE:** Committee of the Whole

**INFORMATION ITEM**

**STAFF MEMBER:** Tom Tucker

**ATTACHMENTS:** Summary of FY 2013 Capital Projects Completion Status.

**CAPITAL PROJECTS**

**Carried Forward from FY 2013**

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Academic Fund</b>	\$ -	\$ -	\$ -	To be spent on programmatic changes approved by the academic deans.
<b>Landscaping</b>	\$ -	\$ -	\$ -	Numerous purchases throughout the year for landscaping needs on all campus sites.
<b>Physical Plant Small Projects</b>	\$ -	\$ -	\$ -	Numerous purchases for small projects throughout the campuses.
<b>Aerospace Center - HVAC Upgrades</b>	\$ 60,000.00	\$ -	\$ 60,000.00	Pre-bid Meeting held 7/12/13. Bids Due 7/25/13.
<b>Campus - ADA Restrooms</b>	\$ 50,000.00	\$ -	\$ 50,000.00	
<b>Caperton Center - Roof Renewal</b>	\$ 400,000.00	\$ -	\$ 400,000.00	A&E will begin drafting specifications and drawings to bid project.
<b>Feaster Center - HVAC Upgrade Pool Area</b>	\$ 307,000.00	\$ -	\$ 307,000.00	Combined with Natatorium Upgrades
<b>Feaster Center - Natatorium Upgrades</b>	\$ 740,000.00	\$ -	\$ 740,000.00	Notice of Intent to Award sent to Contractor. Bonds & Insurance Docs due 7/27/13
<b>Hardway Hall Renovations</b>	\$ 5,500,000.00	\$ 5,437,125.37	\$ 62,874.63	Weekly updates are posted on Physical Plant website. Project is still on schedule.
<b>Hunt Haught Hall - Window Replacement (FY12)</b>	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	A&E completing specifications for review.
<b>Hunt Haught Hall - Green House</b>	\$ 149,650.00	\$ -	\$ 149,650.00	Bids Opened 3/18/13 - All bids were over budget by \$200,000 or more. Project has been REBID. Prebid Meeting 7/16/13
<b>Hunt Haught Hall - Elevator Upgrades</b>	\$ 90,500.00	\$ 81,300.00	\$ 9,200.00	Work is almost complete; <b>Requesting to move \$9,500 of this funding to Information Technology - AC Unit Project Below. Contracted HVAC will purchase unit and install to save time of re-bidding project.</b>
<b>Information Technology -AC Unit</b>	\$ 111,570.00	\$ 9,070.00	\$ 102,500.00	Low Bid Contractor unable to obtain required insurance. Memo sent to contractor retracting Notice of Intent to Award. Project will have to be re-bid; Contracted HVAC vendor has submitted a quote of \$102,500 to complete project.
<b>Infrastructure - Merchant Wall (FY11)</b>	\$ 350,000.00	\$ 7,015.50	\$ 342,984.50	A&E has been contracted - Design work to begin with A&E.
<b>Infrastructure - Campus Lighting Upgrades</b>	\$ 187,930.00	\$ -	\$ 187,930.00	Finalizing plan for updating and adding fixtures around campus.
<b>Infrastructure - Paving Projects</b>	\$ 321,095.20	\$ -	\$ 321,095.20	Preparing Specifications for open-end contract

**CAPITAL PROJECTS**

**Carried Forward from FY 2013**

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Jaynes Hall - Roof Renewal (FY12)</b>	\$ 350,000.00	\$ -	\$ 350,000.00	Prebid Meeting 7/17/13.
<b>Locust Avenue</b>	\$ 40,000.00	\$ -	\$ 40,000.00	FSU met with State Road to review some options on the lighting. Waiting on info from State Road as to when project will move forward.
<b>Musick Library - HVAC</b>	\$ 293,500.00	\$ -	\$ 293,500.00	Low Bid Contractor unable to obtain required insurance. Memo sent to contractor retracting Notice of Intent to Award. Notice of Intent to Award sent to Contractor. Bonds & Insurance due 7/17/13
<b>School House Museum Repairs</b>	\$ 70,000.00	\$ -	\$ 70,000.00	A&E updating specifications to prepare bidding documents.
<b>Turley Center FFE</b>	\$ 1,000,000.00	\$ 893,888.90	\$ 106,111.10	Majority of Furniture has been delivered and installed. Additional delivery scheduled for 7/25/13
<b>Turley Center Renovations</b>	\$ 6,502,680.00	\$ 6,403,857.31	\$ 98,822.69	Weekly updates are posted on the Physical Plant website.
<b>Wallman Hall - Foundation Waterproof (FY12)</b>	\$ 25,500.00	\$ 25,500.00	\$ -	Part of Wallman Renovations
<b>Wallman Hall Renovations</b>	\$ 4,757,879.02	\$ 4,680,866.65	\$ 77,012.37	Weekly updates are posted on Physical Plant website.
<b>Wallman Hall Elevator Replacement</b>	\$ -	\$ -	\$ -	Contracted with Otis Elevator - part of Renovations budget above; Work to be done this summer.

**Tab**

**9**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of August 20, 2013**

**ITEM:** FY 2015 State Appropriation's Request

**COMMITTEE:** Committee of the Whole

**INFORMATION ITEM:**

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** On Monday August 5, 2013 the WV Cabinet Secretary Department of Revenue, Mr. Robert S. Kiss sent information for the submission of our FY 2015 State Appropriations Request. In this document (Mr. Kiss's memo that accompanied the State Budget Offices instructions for completing the FY 2015 Appropriations Request is attached) Pierpont was directed to prepare two (2) versions of our FY 2015 State Appropriations request within the new State accounting system known as wvOASIS. The first version of our FY 2015 State Appropriations Request is to be submitted at 100% of the current FY 2014 base budget. The second version of our FY 2015 State Appropriations Request is to incorporate a 7.5% reduction to our State Appropriation. This reduction amounts to a \$585,782 loss in state appropriations. Should this 7.5% State Appropriations become a reality for FY 2015 this would represent a loss in State Appropriations of 15% or \$1,219,060 over two years.

On Tuesday, August 6, 2013 the Chief Financial Officers of WV Higher Education Institutions received the attached memo from Ed Magee with directions for completing the FY 2015 State

Appropriations Request with a due date for submission of August 21, 2013

At the time that the Pierpont Board of Governors August 20, 2013 meeting agenda items needed completed and distributed, Pierpont Administration was preparing all of the documents requested. The completed documents will be provided to the Board prior to the August 20, 2013 Board meeting.

The documents to be provided to the Board prior to the August 20, 2013 Board meeting will include the following:

- The cover memorandum to our FY 2014 State Appropriations Submission detailing additional appropriations requests for FY 2015.
- The memorandum that identifies any major issues (\$1 million minimum) that should be considered and reviewed for financial impact for FY 2016 – FY 2019.



## DEPARTMENT OF REVENUE

EARL RAY TOMBLIN  
GOVERNOR

STATE BUDGET OFFICE  
BUILDING 1, ROOM W310  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WEST VIRGINIA 25305

ROBERT S. KISS  
CABINET SECRETARY

TO: All Spending Units

FROM: Robert S. Kiss, Cabinet Secretary  
Department of Revenue

SUBJECT: FY 2015 Appropriation Request

DATE: August 5, 2013

A handwritten signature in black ink, appearing to read "R. Kiss", written over the printed name of Robert S. Kiss.

The Fiscal Year 2015 Appropriation Request Instructions provide direction for the preparation of the Governor's FY 2015 Executive Budget, which will be submitted to the Legislature during the Regular Legislative Session in January 2014.

Fiscal Year 2015 is a landmark year for the West Virginia budgeting process. It marks the beginning of the State's new accounting system known as wvOASIS. Budget Development is the first module of the system to "go-live" and will pave the way for the complete integration of the State's administrative functions including finance, human resources/payroll, and procurement.

**The initial entry for the FY 2015 request for all funds in Budget Development must be submitted in the wvOASIS system at 100% of the FY 2014 base budget (FY 2014 appropriation less any onetime appropriations).**

However, balancing the upcoming FY 2015 General Revenue Budget will be a challenge that requires fiscal discipline. Recent projections show a significant funding gap for FY 2015. Simply stated, anticipated revenues are not expected to keep pace with the costs of current programs, due to the recent sluggish national economy and a slowdown in the mining of coal. Moreover, as we have long anticipated, the trend of declining lottery revenues will continue in FY 2015 due to competition in bordering states.

In the face of these revenue challenges, expenditures at current program base levels for FY 2015 are expected to grow. At this time, our current Medicaid program alone requires additional funding of almost \$100 million above its FY 2014 base appropriation. It should be noted that these costs are not related to any Medicaid expansion.

The strength of the State's Rainy Day Funds and our philosophy of conservative fiscal management have us well positioned to handle the challenges presented with the FY 2015 budget. Nevertheless, consistent with our commitment to provide a balanced budget and long-term fiscal stability, we as a State must continue to take measures that reduce the overall FY 2015 expenditure growth and position the State to balance budgets in the years that follow. Although budget reductions are never easy, we must continue to be good stewards of taxpayer dollars. Therefore, targeted reductions are again required at this time.



**As a second Appropriation Request, each General Revenue and Regular Lottery Revenue funded department must also provide a separate scenario—using the form available on the State Budget Office website—to show a 7.5% reduction and the consequences of such a reduction ([see page 4 for further instructions](#)).**

At this time, you may anticipate that the reductions will not apply to all funds within General Revenue and Regular Lottery Revenue and the following fund/appropriations will be **excluded** from the 7.5% reduction scenario:

Debt Service

Public Defenders – Public Defenders Corporations fund 0226-35200 and Appointed Counsel Fees fund 0226-78800

Public Education – School Aid Formula fund 0317, Child Nutrition fund 0303-13000, Increased Enrollment fund 0313-14000, Special Education-Counties fund 0314-15900, Vocational Aid fund 0390-14800 and Adult Basic Education fund 0390-14900

Rehabilitation Services – fund 0310

Division of Miners' Health, Safety and Training – fund 0277

Division of Health – State Aid for Local Health Services fund 0407-18400, Primary Care Support fund 0407-62800, Behavioral Health Program fund 0525-21900, and Institutional Facilities Operations fund 0525-33500

Division of Human Services – All Medicaid accounts, Social Services fund 0403-19500, Family Preservation Program fund 0403-19600, Child Protective Services fund 0403-46800, Child Support Enforcement fund 0403-70500, Temporary Assistance for Needy Families fund 0403-70700, Child Care MOE fund 0403-70800, and Child and Family Services fund 0403-73600

Division of Corrections – Correctional Units fund 0450

State Police – Trooper Retirement Fund 0453-60500, Retirement Systems-Unfunded Liability fund 0453-77500

Department of Veterans' Assistance – Veterans' Nursing Home fund 0456-28600

Senior Services – Transfers to DHHR in fund 0420-53900 and fund 5405-53900, and Senior Services Medicaid Transfer fund 5405-87100.

Cabinet Secretaries and Bureau Commissioners may adjust expenditures among funds/agencies/programs as deemed necessary as long as their department/bureau's total for General Revenue and Regular Lottery Funds is equal to or less than 92.5% of the FY 2014 base budget (adjusted for exemptions noted above). **Any movement of funds and the impact of the budget reductions should be fully explained in the comments on the Budget Reduction Scenario form to be included with your appropriation request submission (i.e. how staffing is affected, proposed elimination of programs, etc.).**

Any requests for improvements or supplemental appropriations should be submitted only after careful review. Only in rare cases will these requests be considered. Additional state funding should not be requested to replace lost federal funding.

Again, we must be committed to fiscal discipline over the long term. Therefore, agencies must be diligent in controlling spending and maintaining programs that are sustainable and not rely on additional state funding for FY 2015.

**The requests are due on or before September 3rd, 2013. Extensions cannot be granted per W.Va. Code §11B-2-3.**

Each cabinet/bureau/constitutional office and other selected agencies will be contacted at a later date by my office to schedule a budget hearing.



Bruce L. Berry, M.D.  
*Chair*

Paul L. Hill, Ph.D.  
*Chancellor*

West Virginia Higher Education Policy Commission  
West Virginia Community and Technical College System

1018 Kanawha Boulevard, East, Suite 700  
Charleston, West Virginia 25301  
(304) 558-2101

www.hepc.wvnet.edu  
www.wvctcs.org



Robert L. Brown  
*Chair*

James L. Skidmore  
*Chancellor*

## MEMORANDUM

TO: Chief Financial Officers

FROM: Ed Magee

DATE: August 6, 2013

RE: FY 2015 Appropriation Request

---

The FY 2015 appropriation request instructions and forms are now posted on the West Virginia Budget Office's website: <http://www.budget.wv.gov/stateagencyforms/AR>. The requests will be made in a two-stage process. For the first stage, General Revenue and Regular Lottery Revenue FY 2015 requests will be entered by each institution into OASIS Budget Development at 100% of the FY 2014 base budget. For the second stage, each institution will complete the Budget Scenario Form, reflecting an overall 7.5% reduction for higher education. The Commission and Council will determine the specific reductions for each institution. This information will be provided to you as soon as it is available.

The forms that require institution completion are the AR2, AR3, AR8, AR12 and the Budget Scenario Form. Please complete these forms in accordance with the instructions provided by the Budget Office.

Form AR2 – Division Account Summary. This form is a summary of each FY 2015 institution including all funds used by the institution. Please refer to page 5 of the appropriation request instructions for information on how to complete Form AR2. The AR2 may be completed at the detailed chart of accounts level, including sub fund and sub object. If an institution chooses not to budget at the detailed chart of accounts level, a default value of "0" may be used.

Form AR3 – Schedule of Federal Funds for Each Grant. The Budget Office has requested that each institution complete these forms for all federal funds that have been or are expected to be received. Please refer to page 8 of the appropriation request instructions for information on how to complete Form AR3. Importantly, please note that a separate Form AR3 should be completed for each grant or expected grant. Please do not lump grants that come from the same grantor by separate contracts on one Form AR3.

August 7, 2013

Page 2

Form AR8 – Capital Expenditure Projects. For FY 2015, the OASIS system will be used instead of the HEFIS system to enter requests for capital projects. Please refer to page 12 of the appropriation request instructions for information on how to complete Form AR8. A separate form must be completed for each project with a total cost of \$100,000 or more. The AR8 will be used to prioritize institutional capital requests. In the priority field, please use the following coding format to provide additional capital project information:

Institutional Priority

Numeric whole number beginning with 001

Category

- A: Instructional Space
- B: Library, computer, communications and other academic infrastructure
- C: Research Facilities and Equipment
- D: Physical education and ancillary service facilities
- E: Administrative support services and physical plant improvements
- F: Campus utility and major infrastructure
- G: Auxiliary, parking, athletic and recreation facilities

Project Class

- 1: life safety and ADA
- 2: deferred maintenance
- 3: building and campus renewal or renovation
- 4: new buildings and facilities

Funding Status

- 1: new request
- 2: supplemental funding request
- 3: funded and underway

Project Status

- 1: preliminary planning stage
- 2: project under design by Architect/Engineer
- 3: out to bid or under construction

Master Plan

- Y: Yes
- N: No

OASIS Priority examples:

Priority Category Project Class Funding Status Project Status Master Plan  
001A212Y (priority 1, instructional space, deferred maintenance, new request, project under design by Architect/engineer, included in master plan)

August 7, 2013

Page 3

002C111Y (priority 2, research facilities and equipment, life safety and ADA, new request, preliminary planning stage, included in master plan)

Form AR12 – Revenue Funds estimate. This form is a summary of the anticipated quarterly revenue by revenue source for each fund that collects revenue. Please refer to page 16 of the appropriation request instructions for information on how to complete Form AR12.

Budget Reduction Scenario Form Please complete one form for each General Revenue and Lottery Revenue fund within your institution. Please refer to page 4 of the appropriation request instructions for information on how to complete this form.

### Future Financial Issues

If applicable to your institution, please describe briefly in a couple of sentences one or two major issues (\$1 million minimum) that should be considered and reviewed for financial impacts for FY 2016 - FY 2019. This information is not being collected for budget improvement requests, but for a better understanding of the major issues that may negatively impact your institution. Include any financial issues (positive or negative), legislation or legal issues that need to be brought to the table for discussion and possible inclusion in the Governor's "Six Year Financial Plan." The information you provide will be presented in a consolidated Future Financial Issues Statement for Higher Education.

### Conclusion

The submission deadline to the Budget Office for the consolidated appropriation request is September 3, 2013. No submission extensions will be granted; therefore, Forms AR2, AR3, AR8, and AR12 are to be completed and returned via email to Pam Ashley ([ashley@hepc.wvnet.edu](mailto:ashley@hepc.wvnet.edu)) by August 21st. Please submit Future Financial Issues to Patty Miller ([miller@hepc.wvnet.edu](mailto:miller@hepc.wvnet.edu)) by August 21st. Please contact Pam Ashley at 304-558-0281 for questions or problems with the AR2, AR3, and AR12 forms. Please contact Rich Donovan at 304-558-0281 ([donovan@hepc.wvnet.edu](mailto:donovan@hepc.wvnet.edu)) for question or problems with the AR8 forms.

**Tab**

**10**

**Pierpont Community and Technical College  
Board of Governors  
August 20, 2013**

**Item:** FY 2015 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 2015.

**Staff Member:** Dale Bradley

**Background:** Annually prior to September 1<sup>st</sup> 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, however the recently funded projects was a result of prior year submissions.

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 existing Education and General buildings. Therefore, the submissions on behalf of each institution are being reviewed and approved by both institutions, (please reference the Separation of Assets document {pages 5 & 6} section titled "Education and General Buildings and Infrastructure").

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



**Pierpont Community & Technical College  
Capital Project Appropriations Request  
FY 2015**

<b>Priority</b>	<b>Building</b>	<b>Project</b>	<b>Project Cost</b>	<b>Category</b>	<b>Notes</b>
1	Building Acquisition & Remodel	Early Learning & Childcare Facility/EMS	\$ 4,000,000	New Facility	
2	New Facility	Morgantown Facility - Classroom Space	\$ 8,500,000	New Facility	
3	Hunt Haught Hall	Vet Tech Expansion	\$ 1,000,000	Building & Campus Renewal	
4	Education Building	Culinary Center Expansion	\$ 2,000,000	Building & Campus Renewal	
5	New Facility - Including Land Acquisition	Instructional Space	\$ 20,500,000	New Facility	

**Fairmont State University**

**Capital Project Appropriations Request**

**FY 2014**

<b>Priority</b>	<b>Dates</b>	<b>Building</b>	<b>Project</b>	<b>Project Cost</b>	<b>Category</b>	<b>Notes</b>
1	7/1/2013	Caperton Center	HVAC (Boilers)	\$ 400,000	HVAC & Energy Efficiency	
2	12/1/2013	Education Building	Elevator Upgrades	\$ 125,000	Building & Campus Renewal	
3	7/1/2015	Turley Center	Roof Renewal	\$ 400,000	Roof & Building Envelope	
4	5/1/2014	Wallman Hall	Roof Renewal	\$ 300,000	Roof & Building Envelope	
5	4/1/2013	Colebank Hall	Elevator Upgrades	\$ 125,000	Building & Campus Renewal	
6	4/1/2014	Musick Library	Elevator Upgrades	\$ 150,000	Building & Campus Renewal	
7	7/1/2013	Hunt Haight Hall	Window Replacement Project	\$ 250,000	Roof & Building Envelope	budgeted (partial)
8	7/1/2013	Hardway Hall	Roof Renewal & Waterproofing	\$ 600,000	Roof & Building Envelope	
9	7/1/2014	Infrastructure	Exterior Renovations Hardway Hall Sidewalks	\$ 750,000	Roof & Building Envelope	Partial budget Request FY 2014
10	7/1/2012	Infrastructure	Parking Lot Paving (Spread over 5 years)	\$ 1,000,000	Building & Campus Renewal	budgeted (partial)
11	7/1/2013	Feaster Center	HVAC Upgrades (Lobby)	\$ 250,000	Building & Campus Renewal	
12	7/1/2014	Shaw House	Great Room Addition	\$ 300,000	University's President's Home	
13	7/1/2014	Jaynes Hall	Windows	\$ 525,000	Building & Campus Renewal	
14	7/1/2014	Infrastructure	Road to Tennis Courts	\$ 200,000	Building & Campus Renewal	
15	7/1/2013	Jaynes Hall	HVAC & Temperature Control Systems	\$ 2,600,000	HVAC & Energy Efficiency	
16	7/1/2013	Colebank Hall	HVAC & Temperature Control Systems	\$ 1,500,000	HVAC & Energy Efficiency	
17	7/1/2013	Education Building	Temperature Control Systems	\$ 100,000	HVAC & Energy Efficiency	
18	1/1/2013	Land Acquisition	Campus Periphery & Locust Avenue	\$ 2,500,000	New Facility	
19	7/1/2013	Infrastructure	Walk To Upper Campus from Education Building	\$ 125,000	Building & Campus Renewal	
20	7/1/2013	Caperton Center	Additional Parking	\$ 900,000	Building & Campus Renewal	
21	7/1/2013	Kiln Building	Building Replacement	\$ 250,000	Building & Campus Renewal	
22	7/1/2013	Feaster Center	Windows & Doors	\$ 200,000	Auxiliary	
23	7/1/2013	Feaster Center	Seating & Floor Replacement	\$ 900,000	Auxiliary	
24	6/1/2014	Jaynes Hall	Fire Alarm System Upgrade	\$ 400,000	Building & Campus Renewal	
25	7/1/2013	Merchant Street	Roof Renewal	\$ 400,000	Roof & Building Envelope	
26	7/1/2013	Merchant Street	HVAC	\$ 500,000	HVAC & Energy Efficiency	
27	1/1/2014	Merchant Street	Sprinkler System	\$ 500,000	Building & Campus Renewal	
28	1/1/2014	Feaster Center	Pool Upgrades & Drainage	\$ 300,000	Auxiliary	
29	1/1/2014	Feaster Center	Painting	\$ 100,000	Building & Campus Renewal	
30	7/1/2014	Infrastructure	Road to Gazebo	\$ 250,000	Utility Improvement	

**Fairmont State University**

**Capital Project Appropriations Request**

**FY 2014**

<b>Priority</b>	<b>Dates</b>	<b>Building</b>	<b>Project</b>	<b>Project Cost</b>	<b>Category</b>	<b>Notes</b>
31	7/1/2014	Infrastructure	Pedestrian Steps between Hardway & Turley	\$ 500,000	Building & Campus Renewal	
32	7/1/2014	New Facility	Student Housing Apartments (Demolition of Existing)	\$ 29,117,574	Auxiliary - Student Housing	
33	7/1/2015	Parking Garage	Elevator Addition	\$ 100,000	Auxiliary	
34	7/1/2015	Infrastructure	Stone Steps to Locust Avenue	\$ 900,000	Building & Campus Renewal	
35	7/1/2015	Falcon Center	Elevator Addition	\$ 100,000	Auxiliary	
36	7/1/2015	Infrastructure	Development South of Locust Avenue (Drainage)	\$ 1,000,000	Utility Improvement	
37	7/1/2015	Fine Arts Building	New Facility	\$ 25,000,000	New Facility	
38	7/1/2016	Hunt Haught Hall	Exterior Cleaning & Waterproofing	\$ 300,000	Roof & Building Envelope	
39	7/1/2016	Colebank Hall	Exterior Cleaning & Waterproofing	\$ 300,000	Roof & Building Envelope	
40	7/1/2016	Jaynes Hall	Exterior Cleaning & Waterproofing	\$ 300,000	Roof & Building Envelope	
41	7/1/2016	Musick Library	Exterior Cleaning & Waterproofing	\$ 300,000	Roof & Building Envelope	
42	7/1/2022	New Facility	Parking Garage -800 spaces (losing 300 original spaces)	\$ 20,000,000	Building & Campus Renewal	
43	7/1/2025	Morrow Hall	Renovations	\$ 10,375,859	Auxiliary - Student Housing	
44	7/1/2028	Pence Hall	Renovations	\$ 7,272,292	Auxiliary - Student Housing	
45	7/1/2031	Prichard Hall	Renovations	\$ 8,864,022	Auxiliary - Student Housing	
46	7/1/2013	Campus Wide	Smoke Huts	\$ 100,000	New Facility	
47	7/1/2014	Wallman Hall	Theatre Renovations	\$ 800,000	Building & Campus Renewal	
48	7/1/2014	Jaynes Hall	Roof Renewal	\$ 350,000	Roof & Building Envelope	budgeted
49	7/1/2012	Hunt Haught Hall	Greenhouse Renovations	\$ 400,000	Roof & Building Envelope	budgeted
50	7/1/2013	Caperton Center	Roof Renewal	\$ 400,000	Roof & Building Envelope	budgeted
51	1/1/2013	Caperton Center	Exterior Cleaning & Waterproofing	\$ 200,000	Roof & Building Envelope	budgeted
52	7/1/2012	Feaster Center	Basketball Locker Room Upgrades (Men's & Women's)	\$ 200,000	Building & Campus Renewal	budgeted
53	7/1/2013	Colebank Hall	IT Emergency Back-Up System	\$ 197,299	HVAC & Energy Efficiency	budgeted
54	7/1/2012	Feaster Center	HVAC & Temperature Control Systems (Pool Area)	\$ 307,000	Auxiliary	budgeted
55	7/1/2012	Infrastructure	Campus Lighting Upgrades	\$ 200,000	HVAC & Energy Efficiency	budgeted
56	7/1/2012	Feaster Center	Natorium Upgrades	\$ 740,000	Building & Campus Renewal	budgeted
57	7/1/2012	Musick Library	HVAC & Temperature Controls	\$ 500,000	HVAC & Energy Efficiency	budgeted (partial)
58	7/1/2013	Infrastructure	Merchant Street Wall Structure Repair	\$ 350,000	Building & Campus Renewal	budgeted
59	7/1/2012	Wallman Hall	Elevator Replacement	\$ 200,000	Building & Campus Renewal	budgeted
60	7/1/2012	Hardway Hall	Renovations	\$ 5,500,000	Building & Campus Renewal	budgeted
61	7/1/2012	Turley Center	Renovations	\$ 6,000,000	Auxiliary - Student Housing	budgeted

**Fairmont State University**

**Capital Project Appropriations Request**

**FY 2014**

<b>Priority</b>	<b>Dates</b>	<b>Building</b>	<b>Project</b>	<b>Project Cost</b>	<b>Category</b>	<b>Notes</b>
	7/1/2013	Hazardous Waste Building	Building Replacement	\$ 200,000	Roof & Building Envelope	removed - found another option less than \$100,000.
	7/1/2013	Hardway Hall	Painting	\$ 100,000	Building & Campus Renewal	removed - completed with Hardway
	1/1/2014	Jaynes Hall	Interior Painting	\$ 250,000	Building & Campus Renewal	removed - completed with Student Workers
	1/1/2012	Wallman Hall	Exterior Cleaning & Waterproofing	\$ 300,000	Roof & Building Envelope	completed
	7/1/2012	Wallman Hall	Foundation Waterproof	\$ 150,000	Roof & Building Envelope	completed
	7/1/2012	Wallman Hall	Renovations	\$ 5,200,000	Building & Campus Renewal	completed
	7/1/2012	Musick Library	Elevator	\$ 2,000,000	Building & Campus Renewal	budgeted
	1/1/2013	Hunt Haught Hall	Elevator Upgrades	\$ 100,000	Building & Campus Renewal	removed - completed

**Tab**

**11**



## PIERPONT BOARD OF GOVERNORS 2013 – 2014 OFFICERS & COMMITTEES

---

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

Earl McConnell – Chair  
Kyle Hamilton – Vice Chair  
Sharon Shaffer – Secretary

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

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

### **Audit/Finance Committee**

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

### **Marketing Committee**

Sharon Shaffer - Chair  
Linda Aman  
**Chip VanAlsborg**  
Beverly Jones  
**Ron Weist – Staff Resource**

## **Regional Academics/Off Campus Committee**

Tom Stose – Chair, Faculty Representative

Gene Weaver

Earl McConnell

Jessica Cale

Jeani Hawkins – Staff Resource

Leslie Lovett – Staff Resource

---

## **Presidential Evaluation Committee**

Eugene Weaver – Chair

Kyle Hamilton

Rick Pruitte

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

Gene Weaver - Chair

Sharon Shaffer

Kyle Hamilton

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

Jim Griffin

Sharon Shaffer

---

Added to Committee



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

**With Recommended Changes for 2013- 2014 Highlighted**

---

**Pierpont Board of Governors Officers**

Earl McConnell – Chair  
Kyle Hamilton – Vice Chair  
Sharon Shaffer – Secretary

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

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

**Audit/Finance Committee**

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

**Marketing Committee**

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

**Regional Academics/Off Campus Committee**

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



Leslie Lovett – Staff Resource

---

**Presidential Evaluation Committee**

Eugene Weaver – Chair  
Kyle Hamilton  
Rick Pruitte

**Board of Governors Officers – Nominating Committee**

Gene Weaver - Chair  
Sharon Shaffer  
Kyle Hamilton

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

Jim Griffin  
Sharon Shaffer

---

No longer serving Pierpont Community & Technical College

Replacement recommended, as staff position has changed

**Tab**

**12**



The Secret  
Is Revealed

WVCCA/WVADE  
Joint Annual Conference

October 23<sup>rd</sup> - 25<sup>th</sup> 2013  
Bridgeport Conference Center

Community and Technical College System of WV





**West Virginia's Community Colleges are  
no longer a best kept secret!**

**Secrets will be shared at the  
2013 WVCCA WVADE  
Community College Conference.**



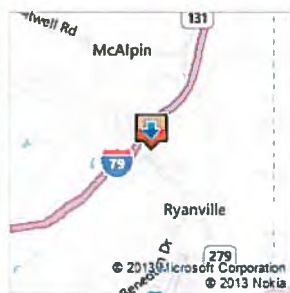
### When

Wed., Oct. 23, 2013, 8:00 AM  
to  
Fri., Oct. 25, 2013, 1:00 PM

[Add to Calendar](#)

### Where

**Bridgeport Conference Center  
300 Conference Center Way  
Bridgeport, WV 26330**



[Driving Directions](#)

### Contact

Cyndee Sensibaugh  
Pierpont Community & Technical College  
304-367-4933; 4692  
[cyndee.sensibaugh@pierpont.edu](mailto:cyndee.sensibaugh@pierpont.edu)

### Award Nominations

At this time, we are soliciting for  
Outstanding Contributor nominations  
for each institution.

## 2013 WVCCA WVADE Community College Conference

The 2013 WVCCA/WVADE  
Community College Conference

will be held October 23rd - 25th

at the

**Bridgeport Conference Center  
located at Charles Pointe,  
exit 124 off of I79, Bridgeport WV.**

### Scheduled Keynote Speakers are:

- Dr. Geraldo E. de los Santos, CEO/President League for Innovations
- American Association of Community Colleges
- Dr. Edward A. Morante, Higher Education Consultant for Developmental Education

### Excursions and Extra Curricular Events in the Planning:

- Reception on Wednesday evening at the Robert H. Mollohan Center
  - *Featuring Vocal Tapestry Coral Group*
  - *Book Exchange (bring any books you'd want to swap or give away)*
  - *More to Come*
- Tour of the Robert C. Byrd Aerospace Engineering Training Center
- Tour of the FBI Center for the Presidents, Council, and Board members

Our deadline for submission will be September 15, 2013.

**[Click here for information on what to provide when submitting your Nomination](#)**

#### ***Hotel Information:***

- Hotel Registration Information: Charles Pointe features two newly constructed hotels near the Bridgeport Conference Center.
- The Wingate by Wyndham adjoins the conference center and the Microtel Inn & Suites is immediately adjacent to the conference center. Both hotels offer free on-site parking.
- For reservations at the Wingate by Wyndham call 304-808-1000. The room rate at the Wingate is \$99.00. Please refer to Group Code CGPIER when calling. This group rate will expire on September 20th.
- For reservations at the Microtel Inns and Suites call 304-808-2000. The room rate at the Microtel is \$89.00 . Please refer to Group Code 722-673478 when calling. This group rate will expire on September 20th.

#### **Entertainment and Awards Dinner:**

Thursday evening at the Bridgeport Conference Center a Murder Mystery Dinner Theater will be presented, followed by the Annual Outstanding Contributor Awards.

**[CLICK ON THE MAGNIFYING GLASS TO REGISTER NOW!](#)**



#### **[Silent Auction](#)**

Your institution is encouraged to bring an item to the conference to assist us in our fundraising efforts for the Phi Beta Kappa Scholarship Fund. Auction award winners will be announced on the evening of Thursday, October 24th during Outstanding Contributor Awards program. If you have any questions, please contact Joyce Ross at 304-367-4738 or Miwa Edwards at 304-367-4208.

Please note: The RFP submission deadline has passed. Proposals are no longer being accepted. Thank you to everyone that sent in a presentation proposal. We had a lot of very good submissions, that will contribute to an educational, informative conference.

**[Download a Proposal Form Here! \(PDF\)](#)**

**[Or Here! \(Word Document\)](#)**

**When**

Wed., Oct. 23, 2013, 8:00 AM  
to  
Fri., Oct. 25, 2013, 1:00 PM

[Add to Calendar](#)

**Where**

Bridgeport Conference Center  
300 Conference Center Way  
Bridgeport, WV 26330



Driving Directions

**Contact**

Cyndee Sensibaugh  
Pierpont Community & Technical College  
304-367-4933; 4692  
cyndee.sensibaugh@pierpont.edu

**Award Nominations**

At this time, we are soliciting for Outstanding Contributor nominations for each institution.

Our deadline for submission will be September 15, 2013.

*Click here for information on what to provide when submitting your Nomination*

**Hotel Information:**

- Hotel Registration Information: Charles Pointe features two newly constructed hotels near the Bridgeport Conference Center.
- The Wingate by Wyndham adjoins the conference center and the Microtel Inn & Suites is immediately

## 2013 WVCCA WVADE Community College Conference

The 2013 WVCCA/WVADE  
Community College Conference

will be held October 23rd - 25th

at the

Bridgeport Conference Center  
located at Charles Pointe,  
exit 124 off of I79, Bridgeport WV.

**Scheduled Keynote Speakers are:**

- Dr. Geraldo E. de los Santos, CEO/President League for Innovations
- American Association of Community Colleges
- Dr. Edward A. Morante, Higher Education Consultant for Developmental Education

**Excursions and Extra Curricular Events in the Planning:**

- Reception on Wednesday evening at the Robert H. Mollohan Center
  - *Featuring Vocal Tapestry Coral Group*
  - *Book Exchange (bring any books you'd want to swap or give away)*
  - *More to Come*
- Tour of the Robert C. Byrd Aerospace Engineering Training Center
- Tour of the FBI Center for the Presidents, Council, and Board members

**Entertainment and Awards Dinner:**

Thursday evening at the Bridgeport Conference Center a Murder Mystery Dinner Theater will be presented, followed by the Annual Outstanding Contributor Awards.

**CLICK ON THE MAGNIFYING GLASS  
TO REGISTER NOW!**



Microtel Inn & Suites is immediately adjacent to the conference center. Both hotels offer free on-site parking.

- For reservations at the Wingate by Wyndham call 304-808-1000. The room rate at the Wingate is \$99.00. Please refer to Group Code CGPIER when calling. This group rate will expire on September 20th.
- For reservations at the Microtel Inns and Suites call 304-808-2000. The room rate at the Microtel is \$89.00 . Please refer to Group Code 722-673478 when calling. This group rate will expire on September 20th.



### **Silent Auction**

Your institution is encouraged to bring an item to the conference to assist us in our fundraising efforts for the Phi Beta Kappa Scholarship Fund. Auction award winners will be announced on the evening of Thursday, October 24th during Outstanding Contributor Awards program. If you have any questions, please contact Joyce Ross at 304-367-4738 or Miwa Edwards at 304-367-4208.

Please note: The RFP submission deadline has passed. Proposals are no longer being accepted. Thank you to everyone that sent in a presentation proposal. We had a lot of very good submissions, that will contribute to an educational, informative conference.

***Download a Proposal Form Here! (PDF)***

***Or Here! (Word Document)***



**When**

Wednesday October 23, 2013 at 8:00 AM EDT  
-to-  
Friday October 25, 2013 at 1:00 PM EDT

[Add to Calendar](#)

**Where**

Bridgeport Conference Center  
300 Conference Center Way  
Bridgeport, WV 26330



Driving Directions

**Contact**

Cyndee Sensibaugh  
Pierpont Community & Technical College  
304-367-4933, 4692  
mailto:cyndee.sensibaugh@pierpont.edu

## 2013 WVCCA WVADE Annual Conference

The 2013 WVCCA/WVADE Community College Conference will be held October 23 - 25 at the Bridgeport Conference Center located at Charles Pointe, exit 124 off of I79, Bridgeport WV.

Required information

### Personal Information

First Name:

Last Name:

Email Address:

Confirm Email Address:

Do you have any dietary restrictions? If so, please explain.

500 characters remaining

Phone:

Cell Phone:

Address 1:

Address 2:

Address 3:

City:

State:

ZIP Code:



Prefix:

--Choose--

**Fee**

Type	Fee
Event fee (includes Awards Dinner) \$275.00 after Wednesday October 2, 2013	\$225.00

**Business Information**

Company:

Job Title:

**Badge Information**

Badge Name:

Title

Institution

If you had a secret word - what would it be?

**Guest Information**

You may add a maximum of 1



**Credit Card Payment Information:**

Paying by Credit Card. Credit card payments can be made by contacting Mr. Steve Lippiello, WVADE/WVCCA Conference Treasurer, via telephone (304-214-8809) or email to [slippiello@wvcca.edu](mailto:slippiello@wvcca.edu).

To process credit card payments Mr. Lippiello will need to have: 1. The name of the credit card holder as it appears on the card 2. Credit card number 3. Credit card expiration date 4. The security code on the back of the card (3-digits)

Once payment has been made, Mr. Lippiello will mail your receipt. Please provide a mailing address when making your credit card payment for the registration.

**Hotel Information:**

Hotel Registration Information: Charles Pointe features two newly constructed hotels near the Bridgeport Conference Center.

The Wingate by Wyndham adjoins the conference center and the Microtel Inn & Suites is immediately adjacent to the conference center. Both hotels offer free on-site parking.

For reservations at the Wingate by Wyndham call 304-808-1000. The room rate at the Wingate is \$99.00. Please refer to Group Code CGPIER when calling. This group rate will expire on September 20th.

For reservations at the Microtel Inns and Suites call 304-808-2000. The room rate at the Microtel is \$89.00 . Please refer to Group Code 722-673478 when calling. This group rate will expire on September 20th.

**Payment**

**Payment Summary**

Name	Type	Quantity	Fee	Total
		1	\$0.00	\$0.00
			<b>Total</b>	<b>\$0.00</b>

Yes, I would like to receive conference updates.

[Register](#)

[Go back to Event Page](#)

[Mobile View](#)