

# Schedule

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

September 15, 2009

Hardway Hall, Room 219  
Fairmont, WV

**1:00 P.M.**

**Full Board Meeting**

**Hardway Hall, Room 219**

**Pierpont Community & Technical College Board of Governors  
Meeting of September 15, 2009**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*June 23, 2009 and August 13, 2009*)

***Tab 1 – Action Item***

**Operation Reports**

1. Faculty Assembly Report (*Tom Stose*)
2. Classified Staff Report (*Mary Jo Rutherford*)
3. Student Government Report (*Emily Miller*)
4. Foundation Report (*Keith Foster*)
5. Alumni Association Report (*Devanna Corley*)
6. Athletic Association Report (*Rusty Elliott*)
7. President's Report (*Blair Montgomery*)

**Committee of the Whole**

1. Financial Report (*Dale Bradley*)
2. Capital Projects Budget Adjustment (*Dale Bradley*)
3. Mercer Scale Progression for Classified Staff (*Dale Bradley*)
4. Program Reviews (*Rich McCormick*)
5. Enrollment Report (*Rick Porto*)

***Tab 2 - Informational***  
***Tab 3 – Action Item***  
***Tab 4 – Informational***  
***Tab 5 – Action Item***  
***Tab 6 - Informational***

**New Business**

1. Separations of Assets and Liabilities – Ad Hoc Committee (*James Griffin*)

**Old Business**

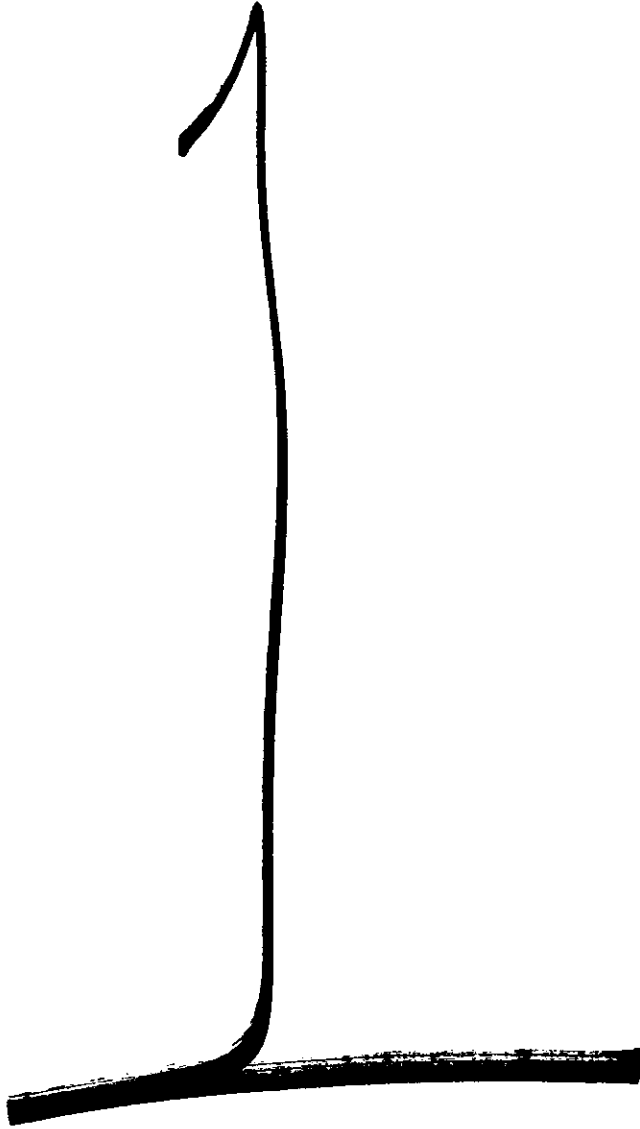
**Public Comment**

**Possible Executive Session**

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

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

**Next Meeting date is Tuesday, October 20, 2009 at the Falcon Center Board Room.**



**Pierpont Community & Technical College**  
**BOARD OF GOVERNORS**  
**MINUTES**  
June 23, 2009

**Call to Order**

A meeting of the Pierpont Community & Technical College Board of Governors was held on June 23, 2009 beginning at 2:00 p.m. in the Falcon Center Board Room. Present at the meeting were Board Members: Leslie Lovett, Beverly Jones, Eugene Weaver, James Griffin, John P. Jones, Dixie Copley, Kyle Hamilton, Rick Pruitte and Ryan Houser.

Absent were Linda Aman, Jeff Tucker and Earl McConnell.

Chair James Griffin called the meeting to order.

**Approval of Minutes**

Dixie Copley moved that the minutes of the May 12, 2009 meeting be approved. Motion carried.

**Constituent Reports**

Tom Stose presented the Faculty Assembly Report.

Beverly Jones presented the Classified Staff Report.

Keith Foster presented the Foundation Report.

Devanna Corley presented the Alumni Association Report.

**Finance Committee**

Kyle Hamilton reported on the Pierpont Community & Technical College Chargeback Agreement for fiscal year 2010. Dixie Copley moved that the board approve the 2010 Fiscal year Chargeback Agreement. Kyle Hamilton seconded the motion. Motion carried.

**Off-Campus Facilities Committee**

Leslie Lovett, Chair reported that she is working with Jeani Hawkins to establish a date to travel to Lewis County Center. A report detailing efforts to expand offerings in Monongalia County was requested.

**Marketing Committee**

Chair Dixie Copley called on Jennifer Weist to provide an update on marketing activities. Ms. Weist reported that the television Ad Campaign for Pierpont Community & Technical College has begun. The ads featuring current students, alumni and President Montgomery were shown. The "See Yourself There" ad campaign is scheduled to run

through August. Chair Dixie Copley offered recognized Jennifer Weist and Amy Pellegrin for a job well done on the campaign.

## **Financial Report**

Dale Bradley presented the Pierpont Community & Technical College 2010 Unrestricted Education and General and Fund Manager Budgets for approval. Kyle Hamilton moved that they be approved as submitted. Dixie Copley seconded. Motion carried.

Dale Bradley presented the 2010 Capital Projects budget. This budget has already been approved by the Fairmont State University Board of Governors and includes projects that will directly benefit the Community College. The Finance Committee has reviewed the budget and recommends its approval by the full board. Kyle Hamilton moved that the 2010 Capital Projects budget be approved as presented. John P. Jones seconded the motion. Motion carried.

## **Capital Projects Report**

Jim Decker provided an update Capital Projects. 2009 projects included resurfacing of the tennis courts, re-roofing of the Education Building, the Feaster Center elevator, Kennedy Barn renovations and the Locust Avenue extension. New projects for 2010 include projects in Hunt Haught Hall, a re-roofing project at the College Apartments and work on the front columns and steps of the Hardway Building.

## **President's Report**

President Montgomery reported that Pierpont Community & Technical will be hosting a reception in honor of Dr. Krepel and his wife Carol on July 2, 2009. Summer Session I is finishing up with high enrollment. The ad campaign is completed with commercials out. Pierpont is monitoring grant funds aimed at community colleges being released by the Obama administration and is currently working on a submission for a FISPE grant available to Community Colleges for support of adults and displaced workers as well as students taking classes off campus. If awarded, Pierpont could receive up to \$700,000 over the next three years. In Pierpont's 13 counties we are expecting some 6,000 dislocated workers and we are trying to offer scholarships for children of dislocated workers in partnership with FSU. Congratulations went to Jerry Bacza and Tom Stose for a job well done at the Aviation Center. President Montgomery mentioned that Pierpont and Fairmont State University are in the process of developing a Continuation of Operation Plan aimed at allowing services to continue in case of a pandemic flu. Pierpont has entered into a Yellow Ribbon Agreement with the Department of Veterans Affairs as required by the state legislature. The details of the agreement were explained further by Jennifer Weist.

## **New Business**

Jim Griffin explained that the Board must annually elect officers in June. He opened the floor for nominations for Chair. Dixie Copley made the motion to nominate Jim Griffin as Chair to the Board of Governors. Kyle Hamilton seconded the motion. Motion carried. Jim Griffin made the motion to have Dixie Copley continue to serve as Vice Chair and

Beverly Jones to continue to serve as Secretary. Eugene Weaver seconded the motion.  
Motion carried.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:30 p.m.

**Pierpont Community & Technical College**  
**BOARD OF GOVERNORS**  
**MINUTES**  
August 13, 2009

**Call to Order**

Emergency meeting of the Pierpont Community & Technical College Board of Governors was held on August 13, 2009 11:00 a. m.

Participating in person at room 230 Hardway Hall were members James Griffin and Beverly Jones. Members participating by phone conference were: Leslie Lovett, Eugene Weaver, John P. Jones, Kyle Hamilton, Rick Pruitte and Linda Aman. Absent were Jeff Tucker, Ryan Houser, Dixie Copley and Earl McConnell.

Chair James Griffin called the meeting to order.

**New Business**

Kyle Hamilton moved that the board approve the amendments to the Joint Operating Agreement for Academic Programs, dated April 21, 2005 and the Memorandum of Agreement for the Delivery of Associate Degree Programs dated April 21, 2005 as presented. Rick Pruitte seconded. Motion carried.

**Adjournment**

There being no further business, the meeting was adjourned at 11:10 a.m.

2



**Pierpont Community and Technical College  
Financial Report  
Fiscal Year 2010  
for the Period thru August 18, 2009**

**Unrestricted Fund:**

As of the middle of August the budget balance deficit condition increase \$50,000 to a negative \$-201,273 primarily due to the addition of a marketing campaign budget of \$65,000.

Since this report was prepared the Community and Technical College Council's decision on the Nursing and Engineering Tech subsidy agreement requires the subsidy to be continued. This will add \$170,000 to the above deficit condition to \$-371,273. Stimulus funding is expected to be provided amounting to \$247,857. This funding is to offset the mandated reduction to the state appropriation in the same amount.

The net effect of the above budget adjustment plus receipt of stimulus funding will place the 2010 budget plan with a deficit condition of \$-123,416.

**Restricted Fund:**

The 2010 Restricted Fund budget balance of \$-1,584,386 is due to fund balances carried forward in several grant funds. Some of these grants that provided funding in advance of expenditure are:

Technical Training Grant	\$135,165
Power Plant Grants	279,000
WV Advance EMT Grant Bridge	99,800
College Transition	57,800
Oil and Gas Training	50,000
Allied Health Program Expansion	600,000
Culinary Entrepreneurship Grant	134,000
HEOP WV Advance	<u>187,000</u>
	\$1,542,765

Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Current Year 2010 Prior Year 2009 August Current Unrestricted  
 LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual To Budgeted Current Year
<b>OPERATING REVENUES</b>	Tuition and Fees	6,982,347.50	3,101,701.21	44.42
	Faculty Services Revenue	1,502,589.00	0.00	0.00
	Auxiliary Enterprise Revenue	0.00	0.00	
	Operating Costs Revenue	215,378.79	0.00	0.00
	Support Services Revenue	368,503.42	0.00	0.00
	Other Operating Revenue	198,690.00	22,190.00	11.17
	<b>Subtotal:</b>	<b>9,267,508.71</b>	<b>3,123,891.21</b>	<b>33.71</b>
<b>OPERATING EXPENSES</b>	Salaries	5,419,149.00	198,340.08	3.66
	Benefits	1,189,835.00	40,262.90	3.38
	Student financial aid-scholarships	284,748.00	130,140.48	45.70
	Utilities	0.00	0.00	
	Supplies and Other Services	1,569,117.42	150,480.21	9.59
	Equipment Expense	120,387.55	8,890.76	7.39
	Loan cancellations and write-off	0.00	0.00	
	Fees retained by the Commission	96,143.00	23,066.50	23.99
	Assessment for Faculty Services	1,268,259.00	0.00	0.00
	Assessment for Support Services	3,742,234.58	0.00	0.00
	Assessment for Tuition, Aux, & Capital Costs	1,360,513.00	0.00	0.00
	Assessment for Operating Costs	2,599,664.00	0.00	0.00
	<b>Subtotal:</b>	<b>17,650,050.55</b>	<b>551,180.93</b>	<b>3.12</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State Appropriations	8,080,538.00	1,616,108.00	20.00
	Gifts	1,000.00	0.00	0.00
	Investment Income	97,194.00	0.65	0.00
	Other nonoper rev - OPEB Liability	0.00	0.00	
	Reappropriated State Funding	0.00	0.00	
	<b>Subtotal:</b>	<b>8,178,732.00</b>	<b>1,616,108.65</b>	<b>19.76</b>
<b>EXCLUDE OPERATING ACCOUNT</b>	Exclude - Indirect Cost Recoveries	2,536.74	0.00	0.00
	Exclude - Transfers - Other	0.00	0.00	
	<b>Subtotal:</b>	<b>2,536.74</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME/LOSS</b>		<b>(8,382,541.84)</b>	<b>2,572,710.28</b>	<b>-30.69</b>
<b>BUDGET BALANCE</b>		<b>(201,273.10)</b>	<b>4,188,818.93</b>	<b>-2081.16</b>
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0.00</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>(201,273.10)</b>		
<b>NET ASSETS - Beginning of Year</b>		<b>3,458,755.00</b>		
<b>PROJECTED NET ASSETS - End of Year</b>		<b>3,257,481.90</b>		

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

	Current Year 10	Prior Year 09	Period Aug	Current Unrestricted Pierpont C and TC - President	
			Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year
<b>OPERATING REVENUES</b>					
Tuition and Fees			6,311,862.00	2,888,719.04	45.77
Faculty Services Revenue			1,502,589.00	0.00	0.00
Auxiliary enterprise revenue			0.00	0.00	
Operating Costs Revenue			215,378.79	0.00	0.00
Support Services Revenue			368,503.42	0.00	0.00
Other Operating Revenues			123,083.00	0.00	0.00
<b>Subtotal:</b>			<b>8,521,416.21</b>	<b>2,888,719.04</b>	<b>33.90</b>
<b>OPERATING EXPENSES</b>					
Salaries			5,228,940.00	185,538.02	3.55
Benefits			1,158,017.00	38,057.16	3.29
Student financial aid - scholarships			284,748.00	130,140.48	45.70
Utilities			0.00	0.00	
Supplies and Other Services			1,099,237.40	126,102.20	11.47
Equipment Expense			57,423.63	6,158.26	10.72
Loan cancellations and write-offs			0.00	0.00	
Fees retained by the Commission			96,143.00	23,056.50	23.99
Assessment for Faculty Services			1,268,259.00	0.00	0.00
Assessment for Support Services			3,742,234.58	0.00	0.00
Assessment for Tuition, Aux. and Capital Costs			1,360,513.00	0.00	0.00
Assessment for Operating Costs			2,599,664.00	0.00	0.00
<b>Subtotal:</b>			<b>16,895,179.61</b>	<b>509,062.62</b>	<b>3.01</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
State appropriations			8,080,538.00	1,616,108.00	20.00
Investment Income			97,194.00	0.65	0.00
Other nonoper rev - OPEB Liability			0.00	0.00	
Reappropriated State Funding			0.00	0.00	
<b>Subtotal:</b>			<b>8,177,732.00</b>	<b>1,616,108.65</b>	<b>19.75</b>
<b>EXCLUDE OPERATING ACCOUNT</b>					
Exclude - Transfers - Other			0.00	0.00	
<b>Subtotal:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATING INCOME/LOSS</b>			<b>-8,373,763.40</b>	<b>2,379,656.42</b>	<b>-28.42</b>
<b>BALANCE</b>			<b>-196,031.40</b>	<b>3,995,765.07</b>	<b>-2038.33</b>

FZRPR03

Fund %

AUG-18-09

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 10	Prior Year 09	Period Aug	Current Unrestricted Pierpont C and TC Fund Managers	
				Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year
OPERATING REVENUES	Tuition and Fees			670,485.50	212,982.17	31.77
	Other Operating Revenues			75,607.00	22,190.00	29.35
	<b>Subtotal:</b>			<b>746,092.50</b>	<b>235,172.17</b>	<b>31.52</b>
OPERATING EXPENSES	Salaries			190,209.00	12,802.06	6.73
	Benefits			31,818.00	2,205.74	6.93
	Supplies and Other Services			469,880.02	24,378.01	5.19
	Equipment Expense			62,963.92	2,732.50	4.34
	Loan cancellations and write-offs			0.00	0.00	
<b>Subtotal:</b>			<b>754,870.94</b>	<b>42,118.31</b>	<b>5.58</b>	
NONOPERATING REVENUES (EXPENSES)	Gifts			1,000.00	0.00	0.00
	Other nonoper rev - OPEB Liability			0.00	0.00	
<b>Subtotal:</b>			<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	
EXCLUDE OPERATING ACCOUNT	Exclude - Indirect Cost Recoveries			2,536.74	0.00	0.00
	Exclude - Transfers - Other			0.00	0.00	
<b>Subtotal:</b>			<b>2,536.74</b>	<b>0.00</b>	<b>0.00</b>	
<b>OPERATING INCOME/LOSS</b>				<b>-8,778.44</b>	<b>193,053.86</b>	<b>*****</b>
<b>BALANCE</b>				<b>-5,241.70</b>	<b>193,053.86</b>	<b>-3683.04</b>

FZRPR03

Fund %

AUG-18-09

Pierpont Community and Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Current Year 2010 Prior Year 2009 Aug Current Restricted  
 LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year
<b>OPEATING REVENUES</b>	Tuition and Fees	157,104.03	20,469.25	13.03%
	Federal Grants and Contracts	13,641,949.59	6,345,428.00	46.51%
	State/Local Grants and Contracts	1,729,346.70	27,352.50	1.58%
	Private Grants and Contracts	1,018,325.00	0.00	0.00%
	Other Operating Revenues	66,637.00	22,315.00	33.49%
<b>Sub Total</b>		<b>16,613,362.32</b>	<b>6,415,564.75</b>	<b>38.62%</b>
<b>OPERATING EXPENSES</b>	Salaries	890,008.95	74,853.69	8.41%
	Benefits	115,032.38	12,726.01	11.06%
	Student Financial Aid-Scholarships	16,006,021.00	6,458,139.80	40.35%
	Utilities	500.00	5.06	1.01%
	Supplies and Other Services	1,106,569.81	73,772.13	6.67%
	Equipment Expense	109,051.93	17,094.04	15.68%
<b>Sub Total</b>		<b>18,227,184.07</b>	<b>6,636,590.73</b>	<b>36.41%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	0.00	0.00	0.00%
<b>Sub Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-34,403.80	0.00	0.00%
	Exclude - Transfers for Fin Aid Match	67,067.40	27,212.00	40.57%
	Exclude - Indirect Cost Recoveries	-3,228.08	0.00	0.00%
	Exclude - Transfers - Other	0	0	0.00%
<b>Sub Total:</b>		<b>29,435.52</b>	<b>27,212.00</b>	<b>92.45%</b>
<b>OPERATING INCOME/LOSS</b>		<b>-1,613,821.75</b>	<b>-221,025.98</b>	<b>13.70%</b>
<b>BUDGET BALANCE</b>		<b>-1,584,386.23</b>	<b>-193,813.98</b>	<b>12.23%</b>
<b>NET ASSETS - Beginning of Year</b>		<b>1,756,103.28</b>		
<b>PROJECTED NET ASSETS - End of Year</b>		<b>171,717.05</b>		

3

**Pierpont Community and Technical College**  
**September 15, 2009**

**Item:** Capital Projects Budget Adjustment for Fiscal Year 2010

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved that the Pierpont Community and Technical College (PC&TC) Board of Governors approve the modifications to below recommended project budgets due to the need to reduce the 2010 budgets by \$133,032.

**Staff Member:** Dale Bradley

**Background:** Since the approval of the 2010 Capital Project request on June 18, 2009 a review of fund availability to meet the capital projects budget occurred and we found that the fund balances from the 2009 proceeds (after debt service payments were made) fell short of the Capital Project budgets by \$33,032.

Also as we verified the match dollars available for the Hardway Walks Project we found that the match amount to be provided by the Higher Education Policy Commission was overstated by \$100,000.

To make sure we do not overspend available fund balances we are recommending adjustments to the following capital project budgets:

	<u>Reduction Amount</u>
Hunt Haught Hall Glass Front	\$11,614
IT Emergency Back-up	2,701
Education Roof Project	25,000
Academic Fund	25,000
Locust Avenue Road Widening	<u>68,717</u>
	\$133,032

Please find attached capital project budget report that reflects adjustments to the 2010 capital project budgets.

CAPITAL PROJECTS

FY 2010

Academic Fund	\$ 100,000.00	\$ (25,000.00)	\$ 75,000.00	\$ 54,400.00	\$ -	\$ 20,600.00	
College Apartments - Building A/B Roof	\$ 793,000.00	\$ -	\$ 793,000.00	\$ 46,930.00	\$ -	\$ 24,070.00	8/30/2009
College Apartments - Building C Carpet	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 73,157.88	\$ -	\$ 7,684.12	8/15/2009
Education Building - Exterior Waterproofing	\$ 185,000.00	\$ (12,500.00)	\$ 172,500.00	\$ 3,697.55	\$ 159,632.45	\$ 9,170.00	
Education Building - Roof Replacement	\$ 320,000.00	\$ (12,500.00)	\$ 307,500.00	\$ 3,697.55	\$ 277,722.45	\$ 26,080.00	
Feaster Center - Elevator & Steps	\$ 1,505,267.73	\$ -	\$ 1,505,267.73	\$ 926,108.64	\$ 579,159.09	\$ -	
Feaster Center - HVAC Phase II	\$ 297,340.72	\$ -	\$ 297,340.72	\$ -	\$ 297,058.00	\$ 282.72	
Hunt Haught Hall Glass Front	\$ 250,000.00	\$ (11,614.00)	\$ 238,386.00	\$ -	\$ -	\$ 238,386.00	
Infrastructure - Hardway Hall	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ 400,000.00	
Infrastructure - IT Emergency Back-Up	\$ 200,000.00	\$ (2,701.00)	\$ 197,299.00	\$ -	\$ -	\$ 197,299.00	
Infrastructure - Painting & Striping Roadway & Parking Lots	\$ 58,000.00	\$ -	\$ 58,000.00	\$ -	\$ 57,395.00	\$ 605.00	
Infrastructure - Pierpont Signage	\$ 58,734.00	\$ -	\$ 58,734.00	\$ -	\$ -	\$ 58,734.00	
IT Software - Card System	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	
Kennedy Barn - Folklife Center - Phase II	\$ 668,789.00	\$ -	\$ 668,789.00	\$ 85,805.22	\$ 397,659.84	\$ 85,323.94	
Locust Avenue	\$ 279,289.00	\$ (68,717.00)	\$ 210,572.00	\$ -	\$ -	\$ 210,572.00	
Physical Plant - Landscaping	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 21,278.77	\$ -	\$ 78,721.23	
Physical Plant Small Projects	\$ 202,959.39	\$ -	\$ 202,959.39	\$ 39,954.96	\$ 12,250.57	\$ 150,753.84	Parking Lot Proj. 8/15/09
	\$ 4,653,379.04	\$ (133,032.00)	\$ 4,520,347.04	\$ 1,191,188.69	\$ 1,780,877.40	\$ 1,548,281.85	



## Capital Project Update: September 1, 2009

Academic Fund - Hunt Haught Hall Painting - Floors 3 & 4	Painting was completed on floors 3 and 4 the week of August 24th.
College Apartments Roof Replacement Bldg A/B	Project was completed the week of August 17th.
Education Building Roof & Waterproofing	Project has bid and Lombardi Development was low bidder and has been awarded contract. Pre-construction meeting was held on September 2nd. Documents are in Charleston for approval and Notice to Proceed.
Feaster Center Elevator	Project is 98% complete. Occupancy has been granted by State Fire Marshal. Punch list is being worked on. Landscaping is partially completed.
Feaster Center HVAC	Two new roof top units have been set in place and are running. Air balancing remains to be completed.
Hunt Haught Hall Glass Front	Project has not been started.
Infrastructure - Hardway Hall portico improvements	Architectural firm Ewing Cole was selected as firm to work with. We are waiting on proposal in order to award architectural service contract.
Infrastructure - IT Emergency Back-up	Project has not been started.
Infrastructure - painting of roads and parking lots & inspections	Project was completed week of August 21st.
Infrastructure - Pierpont Signage	Design was forwarded to both BOG for approval week of week of August 31st. Project will be advertised and bid after approval.
Folk Life Center	Underground utilities have been completed and floor slab has been poured. Interior walls are framed and mechanical & electrical utilities are being roughed in.
Locust Avenue	Schedule for work is to be determined by utility companies and WV Department of Highways.
Physical Plant - Landscaping	Several projects have been completed. There will be several more throughout the year.
Physical Plant Small Projects	Several projects have been completed. There will be many throughout the year.

4

**Pierpont Community and Technical College**  
**September 15, 2009**

**Item:** Classified staff step increase progression to keep staff fully funded on Mercer pay scale for years of service step.

**Committee:** Committee of the Whole

**Information Item Only**

**Staff Member:** Dale Bradley

**Background:** In 2009 fiscal year all classified staff employees were brought to their target salary on the Mercer pay scale authorized by the State Legislature several years ago. This action was encouraged by both the Legislature and the Higher Education Policy Commission.

Each year after full funding of the pay scale we should be providing years-of-service step increases to classified staff up to the current 15 year maximum step pay structure. Attached is the Mercer scale structure.

In June the Board of Governors approved the addition of new budget to provide for the bringing of classified staff to the next step (year-of-service) of the Mercer pay scale.

This item is to inform the Board of Governors that the step increase will be implemented in November 2009. Non-arrears employees will see their step increase in the November 15<sup>th</sup> pay and arrears employees will see their step increase in the November 30<sup>th</sup> pay.

Please be mindful that this does not provide step increase for all classified employees, only those with less than 15 years of service. Step increases will be given to 19 of the 32 classified staff members.

Please find attached a budget summary report that shows the effect of the step increase on the budget that was set aside for this step increase.

The Unrestricted budget set aside for this step increase is sufficient. The Restricted Fund budget set aside for this step increase is short by approximately \$160 which will cause an adjustment to appropriate grant fund budgets.

## Step Structure Effective 7/1/2005

Grade	ENTRY RATE is in Bold - Rounding Applied	Classified salaries listed are based on 12 months														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	<b>12,816 (6.57)</b>	13,094	13,385	13,677	13,968	14,274	14,580	14,900	15,221	15,541	15,876	16,226	16,575	16,939	17,304	17,682
2	<b>13,488 (6.92)</b>	13,764	14,070	14,376	14,696	15,017	15,352	15,687	16,036	16,386	16,750	17,129	17,507	17,886	18,294	18,687
3	<b>14,184 (7.27)</b>	14,478	14,798	15,133	15,483	15,832	16,182	16,546	16,925	17,304	17,697	18,090	18,498	18,920	19,343	19,780
4	<b>14,928 (7.66)</b>	15,250	15,599	15,949	16,313	16,692	17,085	17,478	17,872	18,279	18,702	19,139	19,576	20,027	20,493	20,959
5	<b>15,696 (8.05)</b>	16,066	16,444	16,837	17,231	17,624	18,046	18,469	18,906	19,343	19,794	20,260	20,741	21,222	21,717	22,227
6	<b>16,560 (8.49)</b>	16,954	17,362	17,784	18,207	18,644	19,081	19,547	20,013	20,479	20,974	21,469	21,994	22,518	23,057	23,596
7	<b>17,496 (8.97)</b>	17,915	18,352	18,804	19,255	19,721	20,202	20,697	21,192	21,717	22,241	22,780	23,334	23,902	24,484	25,081
8	<b>18,504 (9.49)</b>	18,949	19,416	19,896	20,391	20,901	21,411	21,950	22,489	23,042	23,610	24,193	24,805	25,416	26,043	26,684
9	<b>19,560 (10.03)</b>	20,056	20,566	21,091	21,615	22,168	22,722	23,290	23,887	24,484	25,096	25,737	26,378	27,048	27,732	28,417
10	<b>19,920 (10.22)</b>	20,421	20,938	21,484	22,029	22,602	23,176	23,763	24,379	25,008	25,638	26,295	26,980	27,666	28,379	29,106
11	<b>21,120 (10.83)</b>	21,665	22,239	22,812	23,400	24,015	24,645	25,288	25,945	26,617	27,316	28,015	28,757	29,498	30,267	31,064
12	<b>22,440 (11.51)</b>	23,022	23,624	24,253	24,896	25,554	26,225	26,924	27,638	28,365	29,120	29,890	30,687	31,498	32,323	33,176
13	<b>23,856 (12.23)</b>	24,477	25,134	25,805	26,505	27,218	27,945	28,701	29,470	30,267	31,078	31,918	32,771	33,652	34,561	35,484
14	<b>25,368 (13.01)</b>	26,057	26,771	27,498	28,253	29,022	29,806	30,631	31,470	32,323	33,204	34,114	35,051	36,002	36,981	38,002
15	<b>27,024 (13.86)</b>	27,764	28,533	29,330	30,141	30,981	31,834	32,715	33,624	34,561	35,512	36,505	37,512	38,547	39,624	40,715
16	<b>28,824 (14.78)</b>	29,624	30,449	31,316	32,197	33,092	34,030	34,981	35,974	36,981	38,030	39,093	40,198	41,331	42,492	43,694
17	<b>30,768 (15.78)</b>	31,638	32,533	33,470	34,421	35,400	36,421	37,456	38,519	39,624	40,757	41,918	43,121	44,352	45,611	46,925
18	<b>32,880 (16.86)</b>	33,820	34,799	35,806	36,841	37,904	39,009	40,142	41,303	42,506	43,736	44,995	46,296	47,639	49,023	50,450
19	<b>37,632 (19.30)</b>	38,718	39,855	41,022	42,219	43,460	44,747	46,064	47,410	48,801	50,238	51,719	53,230	54,801	56,416	58,062
20	<b>40,272 (20.65)</b>	41,471	42,712	43,984	45,301	46,647	48,038	49,460	50,941	52,452	54,023	55,623	57,284	58,990	60,755	62,550
21	<b>43,176 (22.14)</b>	44,478	45,824	47,216	48,637	50,103	51,614	53,170	54,786	56,431	58,137	59,902	61,712	63,568	65,482	67,472
22	<b>46,344 (23.77)</b>	47,754	49,220	50,731	52,272	53,873	55,534	57,224	58,975	60,785	62,640	64,555	66,530	68,579	70,674	72,828
23	<b>49,800 (25.54)</b>	51,330	52,931	54,561	56,252	58,002	59,797	61,653	63,568	65,527	67,562	69,656	71,826	74,040	76,344	78,708
24	<b>53,568 (27.47)</b>	55,234	56,970	58,750	60,605	62,505	64,465	66,485	68,579	70,734	72,948	75,237	77,601	80,039	82,552	85,156
25	<b>57,480 (29.48)</b>	59,483	61,383	63,328	65,348	67,427	69,567	71,781	74,070	76,419	78,842	81,356	83,944	86,607	89,360	92,202

**FY2010 Classified Staff Raises  
CTC**

<b>Amount</b>	<b>Benefits</b>	<b>Total Labor</b>	<b>Fund Type</b>
857	164	1,021	17 Current Unrestricted-C&TC - Fund Manager
16,754	3,183	19,937	19 Current Unrestricted-C&TC - Pres Control
<b>17,611</b>	<b>3,347</b>	<b>20,958</b>	<b>C&amp;TC Current Unrestricted</b>
		<b>21,846</b>	<b>Held in Reserve</b>
		888	Estimated Budget Savings
222	42	264	22 College Restricted - C&TC
1,193	227	1,420	27 Current Restricted - Community Coll
<b>1,415</b>	<b>269</b>	<b>1,684</b>	<b>C&amp;TC - Current Restricted</b>
		<b>1,525</b>	<b>Held in Reserve</b>
		(159)	Estimated Budget Savings

5

**Pierpont Community & Technical College Board of Governors  
Meeting of September 15, 2009**

**ITEM:** Program Review: Physical Therapy Assistant, Medical Laboratory Technology, Health Information Technology and Interpreter Training Program.

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors approve the continuation of all four programs at the current level of activity.

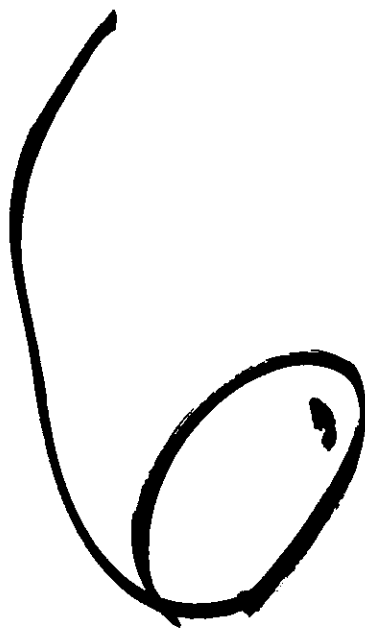
**STAFF MEMBER:** Rich McCormick

**BACKGROUND:** The Physical Therapy Assistant program has been reviewed by the advisory committee, program faculty, Dean of Health Careers, Vice President for Administration and President. All are in agreement that the program is of quality, growth and is needed by the citizens and industry of north central West Virginia.

The Medical Laboratory Technology program has been reviewed by the advisory committee, program faculty, Dean of Health Careers, Vice President for Administration and President. All are in agreement that the program is of quality, growth and is needed by the citizens and industry of north central West Virginia.

The Health Information Technology program has been reviewed by the advisory committee, program faculty, Dean of Health Careers, Vice President for Administration and President. All are in agreement that the program is of quality, growth and is needed by the citizens and industry of north central West Virginia.

The Interpreter Training program has been reviewed by the advisory committee, program faculty, Dean of Academic Studies, Vice President for Administration and President. All are in agreement that the program is of quality, growth and is needed by the citizens and industry of north central West Virginia.





**Pierpont Community & Technical College Board of Governors  
September 15, 2009**

**ITEM:** Fall 2009 Enrollment Report

**COMMITTEE:** Committee of the Whole

**INFORMATION ITEM ONLY:**

**STAFF MEMBER:** Rick Porto

Please be aware that this agenda item is still being finalized by staff. An updated version will be presented and discussed at the September 15<sup>th</sup> meeting.