



BOARD

OF

GOVERNORS

September 17, 2013

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

September 17, 2013

Pierpont Center at Veteran's Square

12:30 PM **Regional Academics Committee Meeting**
Pierpont Center at Veterans Square

Members:

Tom Stose (*Chair/Faculty Representative*)

Jessica Cale (*Student Representative*)

Earl McConnell

Gene Weaver

Staff Resource:

Jeanie Hawkins

Leslie Lovett

1:00 PM **North Central Advanced Technology
Center Advisory Board Meeting**
Pierpont Center at Veterans Square
Executive Conference Room
Suite 402

2:00 PM **Full Board Meeting**
Pierpont Center at Veterans Square
Executive Conference Room
Suite 402

**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
September 17, 2013

Call to Order

1. Opening Comment (*Chairman, Earl McConnell*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of Minutes (*August 20, 2013*)

Tab 1 – Informational

Tab 2 – Informational

Tab 3 – Action Item

Special Recognitions/Updates

1. Rachel Plybon Beach, Instructor – Applied Design

Operation Reports

1. President’s Report (*Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)
3. Center for Workforce Education Report (*Paul Schreffler*)
4. Classified Staff Report (*Mary Jo Rutherford*)
5. Student Government Report (*Sean Rafferty*)

Tab 4 – Informational

Tab 5 – Informational

Committee of the Whole

1. Financial Report - (*CFO, Dale Bradley*)
 - a. July 2013 Combined Financial Report

Tab 6 – Informational

Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
 - a. Funding for Advanced Technology Center Expansion
 - b. Distribution of AY 2013-2014 Tuition and Fees
(*handout at meeting*)
2. Regional Academics Committee Report (*Chair, Tom Stose*)
3. Marketing Committee Report (*Chair, Sharon Shaffer*)

Tab 7 – Action Item

Tab 8 – Informational

New Business

Old Business

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

Tab 9 – Informational

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, October 15, 2013 at 2:00 PM – Location at the Pierpont Center at MTEC.

Tab

1

Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

Tab

2

Acronyms Used in Higher Education

AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACE	The American Council on Education
AS	Associate of Science
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATMAE	Association of Technology Management and Applied Engineering
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)
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary
MTEC	Monongalia County Technical Education Center
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
NEMO	
NETL	National Energy Technology Laboratory
NISOD	National Institute for Staff and Organizational Development
NSF	National Science Foundation
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
SAP	German Software Corporation, <u>S</u> ystems, <u>A</u> pplications, and <u>P</u> roducts (in Data Processing) or <u>S</u> atisfactory <u>A</u> cademic <u>P</u> rogress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)

STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Assistance (federal law)
WIB	Workforce Investment Board (regional agency)
WVADE	West Virginia Association of Developmental Education
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
August 20, 2013
9:00 AM

MINUTES

Appointments to the Board by Governor Tomblin and Swearing in of Members

On August 7, 2013, Governor Earl Ray Tomblin made the following appointments to the Pierpont Board of Governors:

Kyle Hamilton for the term ending June 30, 2016; Earl McConnell for the term ending June 30, 2016; Lewis Weaver for the term ending June 30, 2016; Jeff Tucker for the term ending June 30, 2016; Sharon Shaffer for the term ending June 30, 2016; and Warren “Chip” VanAlsburg for the unexpired term of Dixie Copley ending June 30, 2014. These appointments require the advice and consent of the Senate.

Prior to the start of the Board meeting, these members were officially sworn in by Cyndee Sensibaugh, Notary Public.

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 20, 2013, beginning at 9:00 AM at Pierpont Center at Veteran’s Square in CWE Room 112.

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, Jeff Tucker, Chip VanAlsburg, and Gene Weaver.

Board members absent were:

President’s Cabinet members present were:

President Doreen Larson, Dale Bradley, Sarah Hensley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, 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.

Review of Commitments by Board Members and Acronyms Used in Higher Education

Chairman McConnell called attention to the Commitments by Board Members and Acronyms Used in Higher Education documents that were included in the August 20, 2013 Board Book. He asked the members to review them on their own time.

Approval of Minutes

The minutes of June 18, 2013 were presented for approval. Mr. Kyle Hamilton offered a motion that the minutes of June 18, 2013 be approved, as presented. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

The minutes of June 24, 2013 were presented for approval. Mr. Jim Griffin moved that the minutes of June 24, 2013 be approved, as presented. Ms. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- **Chip VanAlsburg:** The Board members welcomed Warren ‘Chip’ VanAlsburg to the Board. Mr. VanAlsburg is the General Manager of Frontier Communications for North Central West Virginia. He has a wife, Teresa, and three children. Chip resides in Bridgeport.
- **Jacob Tennant:** Although Jacob was unable to attend the Board meeting due to work commitments, the Board welcomed Jacob Tennant as Pierpont’s IT Development Specialist. Jacob was a very recent graduate of Pierpont with an AAS in Information Systems. He has a wife, Elizabeth, and a daughter who is currently a Pierpont student.
- **Ron Weist:** Ron is taking on a new role as Pierpont’s Director of Enrollment Research and Planning. Ron will provide leadership in applied research and analysis. He will manage vendors, marketing, branding and graphics, and advertising. He will serve as the immediate resource for media relations.

Ron has served the past seven years as a director in the Continuing Workforce Education Department. Ron and his wife, Jennifer – also a Pierpont employee, reside in Pleasant Valley with their two children.

- **Bo Sellers:** Bo is adding to his responsibilities as the Director of Workforce Solutions by also serving as an Ambassador for Pierpont by leading Community Engagement and Outreach. Bo consults with regional industries to provide development opportunities to many of the state’s employers and government agencies.

- Sarah Hensley: Sarah transitioned to a part-time position in July to serve as the Executive Director for Internal Communication. She will be looking to improve staff, faculty, and student awareness of changes and issues, promoting Pierpont pride, and ensuring that the lines of communication are open. Sarah will also focus on clarifying emergency communication procedures for all Pierpont locations.

President's Evaluation Committee Report

Gene Weaver, Chair of the President's Evaluation Committee, provided comments on the President's evaluation that was recently completed.

Mr. Weaver stated that President Larson received an excellent evaluation from the Board and commended the President for her commitment to Pierpont's curriculum, and future endeavors. Mr. Weaver remarked on President Larson's energy and drive and her success in connecting with the community and providing awareness of Pierpont throughout the region.

President's Report

President Larson began her report by welcoming Chip VanAlsbury to the Board and thanking all of the Board members for adjusting their schedule to accommodate the time change.

President Larson stated that Provost Leslie Lovett and her team put together an excellent schedule of events for Professional Development Week for the faculty and staff. The kickoff was held at the Robert H. Mollohan Center and included new staff and faculty introductions, Title IX, and student records privacy (FERPA) training. Also included was Google Apps email training and accreditation working sessions. Dr. Larson thanked Chairman McConnell for attending and providing welcome remarks to the faculty and staff.

President Larson discussed the FY 2015 State Appropriation Request agenda item. Included with the request is a summary of anticipated consequences of a budget reduction and also a document that states Pierpont's future financial concerns. Within the request, Pierpont has asked for the ability to pilot a per-credit-hour tuition model that will aid in lowering overall tuition rates and provide a more diverse funding stream in the short and long term.

Pierpont's tuition is in the middle range for tuition costs for WV community colleges. Pierpont's students have significant fees for construction bonds and auxiliary services added to their tuition costs. Currently, these fees do not contribute to operational funds. The additional costs of these fees are calculated in the tuition costs, while most of WV community colleges do not have these fees included in their tuition costs. Pierpont is using

these dollars wisely and is doing everything possible to ensure that the students are receiving their full money's worth.

Dr. Larson stated that Dale Bradley will be working over the next months to adjust the budget to anticipate another reduction in appropriations.

In closing, President Larson thanked the Board for their support over the past year and then provided a Prezi presentation on the five newly established Presidential performance goals she has set for next year.

Operation Reports

- Leslie Lovett provided a report on Academic Affairs
- Paul Schreffler presented the Center for Workforce Education Report
- Sean Rafferty provided a Student Government Report

Committee of the Whole

➤ *Financial Report*

Dale Bradley provided two independent reports on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of May 31, 2013 and June 30, 2013. A complete summary of both reports was provided in the August 20, 2013 Board of Governors book.

Mr. Bradley reported that Pierpont is working with a new audit firm Stalnaker and Suttle and a completed audit should be expected in October or November.

➤ *Construction Projects Progress Report*

Tom Tucker provided an update on the progress of the capital projects for FY 2013. A complete summary of the report was provided in the August 20, 2013 Board of Governors book.

President Larson, the Board and Dale Bradley thanked Mr. Tucker for the tremendous work being performed by the Physical Plant over this past summer. With the construction to Hardway Hall, physically moving staff to swing space to allow for a seamless process to continue work flow, the employees of the physical plant went above and beyond their duties of their regular work load.

➤ *FY 2015 State Appropriation Request*

Dale Bradley informed the Board that Pierpont was instructed by the WV Cabinet Secretary Department of Revenue to prepare two (2) versions of Pierpont's FY 2015

State Appropriations request within the new State accounting system wvOASIS. The first version would be submitted at 100% of the current FY 2014 base budget. The second version would incorporate a 7.5% reduction to the State Appropriation. If the 7.5% State Appropriation reduction became a reality for FY 2015, a loss of 15% or \$1,219,060 would occur over two years. The submission due date is August 21, 2013.

Documents provide to the Board at the August 20, 2013 meeting included the cover memorandum to Pierpont's AY 2014 State Appropriations submission detailing additional appropriations requests for FY 2015, and also included the memorandum identifying major issues (\$1 million minimum) that should be considered and reviewed for financial impact for FY 2016 – FY 2019.

Copies of the instructional letters received by Robert S. Kiss, WV Cabinet Secretary, and Ed Magee, CFO of WV Higher Education Institutions, were also provided in the August 20, 2013 Board Book.

➤ *FY 2015 Capital Appropriation Request*

Dale Bradley presented for approval the FY 2015 E & G Capital Appropriation Request.

Annually, prior to September 1st, a report on capital project priorities is required to be submitted to the State CTCS (HEPC) for evaluation. This report will include priority projects 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 the project is in progress.

The priority projects list to be submitted to the State includes: Early Learning and Childcare Facility/EMS; Morgantown Facility classroom space; Vet Tech expansion; Culinary Center expansion; and new facility, including land acquisition, for instructional space.

A complete summary detailing funding request amount was include in the August 20, 2013 Board Book.

A motion to approve the submission of the updated FY 2015 E & G Capital Appropriation Request, as provided, was presented by Sharon Shaffer. Jim Griffin seconded the motion. All agreed. Motion carried.

➤ *Appointment of AY 2013-2014 Marketing, Audit/Finance, and Regional Academics Sub-Committee Officers*

Chairman McConnell presented his nominations to the Board Sub-Committee Officers positions for AY 2013/2014. They are, as follows:

Audit/Finance Committee: Kyle Hamilton – Chair, James Griffin, Rick Pruitte, Jeff Tucker, Earl McConnell, and Dale Bradley – Staff Resource

Marketing Committee: Sharon Shaffer – Chair, Linda Aman, Chip VanAlsburg, Beverly Jones, and Ron Weist – Staff Resource

Regional Academics Committee: Tom Stose – Chair, Gene Weaver, Earl McConnell, Jessica Cale, Jeani Hawkins – Staff Resource, and Leslie Lovett – Staff Resource

Jim Griffin moved to accept the nominees to the Board Sub-Committees, as presented. Tom Stose seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Dale Bradley reported that the Pierpont and Fairmont State Audit/Finance Committees met jointly in July to resolve the impasse of the existing Chargeback Agreement between the two institutions. Each institution was to prepare documentation to share with each Audit/Finance Committee that provides suggestions to aid in developing a new Chargeback Agreement. Kyle Hamilton drafted and shared the recommendations of Pierpont with Fairmont State. Pierpont is waiting for response from FSU.

Earlier in the summer the Chancellors, the Presidents, and the Board Chairs met to discuss steps to address this impasse. Pierpont continues to keep the communication lines open to move both institutions forward.

➤ *Off Campus/Regional Academics Committee Report*

Mr. Tom Stose reported that Braxton County LPN class has started with 11 new students. The MTEC facility fire inspection is scheduled for this day, August 20, and the health inspection is completed. The North Central West Virginia CTC/CTE Consortium met and discussed budget, goals, and officers.

➤ *Marketing Committee Report*

Ms. Sharon Shaffer reported that the Marketing Committee met and discussed areas of focus for Ron Weist, new staff resource. The Committee will redefine their purpose and work with Marketing and expand their role. Sharon reminded everyone to attend the MTEC Ribbon Cutting Ceremony on Saturday, August 25.

Public Comment

No signatures were recorded.

New Business

- President Larson reported on the WVCCA/WVADA 2013 Annual Conference to be hosted by Pierpont Community & Technical College on October 23-25, 2013 at the Bridgeport Conference Center in Bridgeport, WV, and encouraged everyone to register. Information on the Conference was provide in the August 20, 2013 Board Book.

- President Larson reviewed the upcoming calendar of events with the Board.

Old Business

No old business to report.

Executive Session

No Executive Session called.

Adjournment and Next Meeting

There being no further business, Ms. Sharon Shaffer made a motion to adjourn. Mr. Jim Griffin seconded the motion. All Agreed. The Board meeting was adjourned at 11:25 AM.

The next Pierpont Board of Governors Meeting will be held on Tuesday, September 17, 2013 at 2:00 PM in the Pierpont Center at Veteran's Square Executive Conference Room. Prior to the Board meeting, a North Central Advance Technology Center Advisory Board Meeting will be held at 1:00 PM in this location.

Tab

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Workforce Development - Project Portfolio / Status Report

For the period ending 9/17/13:

- September 27th - two separate meetings are scheduled here to discuss and plan for intersegmental Programs of Study. The goal of this work is to better align CTC degree programs with K-12 Career and Technical education programs. Those attending include Chancellor Skidmore, former K-12 Department of Education Assistant Chancellor for Adult and Technical Education Stanley Hopkins, Provost Lovett and Pierpont faculty from the following programs:
 - Mechatronics: 10 am -12 pm
 - Petroleum: 1-3 pm
- We are also working with several CTE schools in the region to define a collaborative Program of Study for Welding.
- Petroleum Technology program Outreach Coordinator Lisa Buchanan (a Benedum grant-funded WV state employee) will start on Sept. 16. She will be working out of our Veterans' Square office. Her charge is to travel the Pierpont CTC and WV Northern Community College service regions to meet with students, their parents, and the general community to inform and increase awareness of career pathways and opportunities in this growing industry and in other energy-related careers as well.
- The ATC Team (Pierpont faculty and staff that will be working in this building) will be meeting soon with the architect to discuss items and issues related to implementation of the project. The meeting is scheduled for Friday, October 4, at 1-3 pm, at Veterans' Square.
- The next 8-week ASTP course began on September 9 with a full class of 12 students.

Tab

5

PIERPONT COMMUNITY & TECHNICAL COLLEGE – PRESIDENT’S COUNCIL

CLASSIFIED STAFF COUNCIL REPORT – SEPTEMBER 9, 2013

Classified Staff Council met on June 20th – WV Birthday – celebrating 150 years.

Guest Speaker, Earl McConnell, BOG President shared with us his experience in 1963 on WV Birthday. He had traveled to Washington, DC, was part of the Parade of Flags, who performed for President John F. Kennedy. He concluded with a short story of 4 people named: Somebody, Everybody, Nobody and Anybody.

Cindy Curry, CHRO, shared with us the progress of Senate Bill 330.

There was no meeting in July.

We had a meeting on August 29th. With the new reclassification, there are 5 part-time and 25 full-time classified staff members. We welcome new and returning classified staff members.

For 2013-2015 the following will serve on the Council:

Chair & Clerical/Secretarial Category – Mary Jo Rutherford

Vice-Chair – Laura Williams

Secretary and Technical/Professional Category – Megan Echols

ACCE & BOG Representative and Technical/Professional Category – Beverly Jones

Executive/Administrative/Managerial Category – Anita Davis

Professional Non-Faculty Category – Miwa Edward and Joyce Ross

Cindy Curry, CHRO, reported that notices will be sent out by October 1st to employees not covered by PEIA. With the new Health Care Law, the Division of Labor is enforcing part-time employees working 29 or more hours will be offered health care. This affects student employees, adjuncts and professional tutors.

Beginning January 2015, there will be 26 pays a year. Pays will be direct deposit or by a WV pay card.

A full-time classified staff council scholarship for the 2013-2014 academic year was awarded to Brandon Latocha, son of Kristie Latocha, a classified staff employee.

Our next classified staff council meeting is September 19th.

This concludes my report.

Mary Jo Rutherford
Pierpont Community & Technical College
Classified Staff Council Chair
MaryJo.Rutherford@pierpont.edu
304-367-4919
304-367-4587 fax

Tab

6

**Board of Governors
Financial Report FY 2014
Pierpont Community & Technical College
as of July 31, 2013**

SUMMARY:

The projected effect on net assets for FY 2014 as of July 31, 2013 is an increase of \$72,945. However, this amount also includes a Board approved spend down of \$362,496 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2014 is an decrease of (\$289,551).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of July 31, 2013 is \$72,945. This represents a budget increase of \$72,945 from the original budget approved for FY 2014. As of this report date, approximately 34% of projected tuition and fees revenue and approximately 29 % of overall revenues have been realized while approximately 3% of operating expenses have been incurred. The primary budget changes that impacted the budget from the original approved budget for FY 2014, are as follows:

- **Operating Revenues Budget:**
 - Decreased by (\$334,130). This was due to a variety of corrective changes since the original budget was approved:
 - The “Tuition and Fee” revenue budget controlled by the President decreased by (\$24,000) while the “Tuition and Fee” revenue budget controlled by the Fund Managers decreased by (\$199,173).
 - The “Operating Costs Revenue” budget controlled by the President decreased by (\$9,822).
 - The “Support Service Revenue” budget controlled by the President decreased by (\$17,024).
 - The “Other Operating Revenue” budget controlled by the President decreased by (\$65,891).
- **Operating Expenses Budget:**
 - Decreased by (\$378,241). This was due to a variety of corrective changes since the original budget was approved:
 - The “Salary” expense budget controlled by the President increased by \$89,868 while the “Salary” expense budget controlled by the Fund Managers decreased by a (\$51,495).
 - The “Benefits” expense budget controlled by the President decreased (\$23,078) while the “Benefits” expense budget controlled by the Fund Managers decreased by (\$7,029).
 - The “Student Financial Aid-Scholarships” expense budget controlled by the President increased by \$6,000.
 - The “Utilities” expense budget controlled by the Fund Managers decreased by (\$200).

- The “Supplies and Other Services” expense budget controlled by the President decreased by (\$87,063) while the “Supplies and Other Services” expense budget controlled by the Fund Managers decreased by (\$120,002).
 - The “Equipment Expense” budget controlled by the President increased by \$121,220, while the “Equipment Expense” budget controlled by the Fund Managers decreased by (\$41,613).
 - The “Fees Retained by the Commission” controlled by the President increased by \$22,350
 - The “Assessment for Support Services” controlled by the President decreased by (\$268,978).
- **Transfers & Others**
 - Increased by \$28,834. This was due to a variety of corrective changes since the original budget was approved:
 - In the “Transfer for Capital Projects” controlled by the President \$50,000 was removed as this transaction occurred in FY 2013 and was carried forward incorrectly.
 - The “Capital Expenditures” controlled by the Fund Manager decreased by (\$56,929).
 - The “One Time Use of Reserves” controlled by the Fund Managers increased by \$35,763 due to the carry forward of projects approved by the Board Finance and Audit Committee in FY 2013 that are to be completed in FY 2014.

Of the adjusted projected effect on net assets of an increase of \$72,945 as of June 30, 2014; President’s Controlled Fund(s) are projected to have a budget surplus of \$72,945; Fund Manager’s Controlled Fund(s) are projected to have a balanced budget with Board approved spending of \$362,496 in cash reserves. The Year-To-Date Actual Budget Balance is \$4,876,861.

RESTRICTED FUNDS:

The Budget Balance as of July 31, 2013 is \$26,370.

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

As of July 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	10,051,808	9,828,635	3,397,731	34.57
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,127,737	1,109,517	408,277	36.80
	Operating Costs Revenue	147,418	137,596	0	0.00
	Support Services Revenue	285,524	268,500	0	0.00
	Other Operating Revenues	441,447	375,556	100	0.03
	Total:	13,466,523	13,132,393	3,806,107	28.98
OPERATING EXPENSE					
	Salaries	6,981,332	7,019,705	200,817	2.86
	Benefits	1,562,905	1,532,798	51,035	3.33
	Student financial aid-scholarships	140,844	146,844	10,279	7.00
	Utilities	13,199	12,999	190	1.46
	Supplies and Other Services	2,774,211	2,567,146	201,258	7.84
	Equipment Expense	168,231	247,839	27,373	11.04
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	0	0.00
	Assessment for Faculty Services	1,357,439	1,357,439	0	0.00
	Assessment for Support Services	3,347,820	3,078,842	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	0	0.00
	Assessment for Auxiliary Fees & Debt Service	1,127,737	1,109,517	0	0.00
	Assessment for Operating Costs	2,198,885	2,198,885	0	0.00
	Total:	19,964,337	19,586,096	490,952	2.51
OPERATING INCOME / (LOSS)		(6,497,814)	(6,453,703)	3,315,156	(51.37)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,810,425	7,810,425	1,562,085	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	(380)	(5.28)
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	0	0.00
	Reappropriated State Funding	0	0	0	
	Total:	6,277,837	6,277,837	1,561,705	24.88
TRANSFERS & OTHER					
	Capital Expenditures	0	(56,929)	0	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Indirect Cost Recoveries	4,250	4,250	0	0.00
	Transfers for Capital Projects	(50,000)	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	326,733	362,496	0	0.00
	Total:	219,977	248,811	0	0.00
BUDGET BALANCE		0	72,945	4,876,861	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	72,945	4,876,861	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,056,925	5,056,925		
Less: USE OF RESERVE		<u>326,733</u>	<u>362,496</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,730,192</u>	<u>4,767,374</u>		

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

* Unrestricted Net Asset Balance is 27.37% of the current budgeted total operating expense. Management has established a target of 15% or \$2,771,487 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 July 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,832,006	8,808,006	3,222,748	36.59
	Faculty Services Revenue	1,412,589	1,412,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	147,418	137,596	0	0.00
	Support Services Revenue	285,524	268,500	0	0.00
	Other Operating Revenues	352,683	286,792	0	0.00
	Total:	11,030,220	10,913,483	3,222,748	29.53
OPERATING EXPENSE	Salaries	6,632,008	6,721,876	190,617	2.84
	Benefits	1,509,007	1,485,929	36,142	2.43
	Student financial aid-scholarships	140,844	146,844	10,279	7.00
	Utilities	12,899	12,899	185	1.43
	Supplies and Other Services	1,922,193	1,835,130	188,944	10.30
	Equipment Expense	61,838	183,058	26,423	14.43
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	138,910	0	0.00
	Assessment for Faculty Services	1,357,439	1,357,439	0	0.00
	Assessment for Support Services	3,347,820	3,078,842	0	0.00
	Assessment for Student Activity Costs	175,174	175,174	0	0.00
	Assessment for Operating Costs	2,198,885	2,198,885	0	0.00
	Total:	17,474,667	17,334,985	452,589	2.61
OPERATING INOCME / (LOSS)		(6,444,447)	(6,421,502)	2,770,159	(43.14)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,810,425	7,810,425	1,562,085	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	(380)	(5.28)
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	0	0.00
	Reappropriated State Funding	0	0	0	
	Total:	6,277,837	6,277,837	1,561,705	24.88
TRANSFERS & OTHERS	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Transfers for Capital Projects	(50,000)	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	277,616	277,616	0	0.00
	Total:	166,610	216,610	0	0.00
BUDGET BALANCE		0	72,945	4,331,864	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,329,289	4,329,289		
Less: USE OF RESERVE		<u>277,616</u>	<u>277,616</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,051,673</u>	<u>4,124,618</u>		

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

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

As of July 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,219,802	1,020,629	174,982	17.14
	Other Operating Revenues	88,764	88,764	100	0.11
	Total:	1,308,566	1,109,393	175,082	15.78
OPERATING EXPENSE	Salaries	349,324	297,829	10,201	3.42
	Benefits	53,898	46,869	14,893	31.78
	Utilities	300	100	5	5.10
	Supplies and Other Services	852,018	732,016	12,314	1.68
	Equipment Expense	106,393	64,781	950	1.47
	Loan cancellations and write-offs	0	0	0	
	Total:	1,361,933	1,141,594	38,362	3.36
OPERATING INCOME / (LOSS)		(53,367)	(32,201)	136,720	(424.58)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	0	
	Total:	0	0	0	
TRANSFERS & OTHER	Capital Expenditures	0	(56,929)	0	
	Indirect Cost Recoveries	4,250	4,250	0	0.00
	Transfers - Other	0	0	0	
	One-time use of reserve	49,117	84,880	0	0.00
	Total:	53,367	32,201	0	0.00
BUDGET BALANCE		0	(0)	136,720	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		723,456	723,456		
Less: USE OF RESERVE		<u>49,117</u>	<u>84,880</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>674,339</u>	<u>638,576</u>		

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

		Beginning Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees				
	Federal Grants and Contracts	12,928,518	12,928,518	22,308	0.17
	State/Local Grants and Contracts	4,144,425	4,144,425	0	0.00
	Private Grants and Contracts	756,414	756,414	0	0.00
	Other Operating Revenue	0	0	0	
	Total:	17,829,357	17,829,357	22,308	0.13
OPERATING EXPENSE	Salaries	1,170,667	1,170,667	25,312	2.16
	Benefits	124,698	124,698	4,430	3.55
	Student financial aid-scholarships	23,573,120	23,573,120	19,811	0.08
	Supplies and Other Services	534,686	534,686	23,123	4.32
	Equipment Expense	426,435	426,435	5,809	1.36
	Total:	25,829,606	25,829,606	78,485	0.30
OPERATING INCOME / (LOSS)		(8,000,249)	(8,000,249)	(56,177)	0.70
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	8,000,000	8,000,000	414	0.01
	Investment Income	0	(0)	(0)	
	Total:	8,000,000	8,000,000	414	0.01
TRANSFERS & OTHER	Capital Expenditures	(33,283)	(33,283)	0	0.00
	Transfers for Fin Aid Match	61,006	61,006	0	0.00
	Indirect Cost Recoveries	(1,104)	(1,104)	0	
	Transfers - Other				
	Total:	26,619	26,619	0	0.00
BUDGET BALANCE		26,370	26,370	(55,763)	(211.46)
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,568,792	1,568,792		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,595,162	1,595,162		

Tab

7

**Pierpont Community and Technical College
Board of Governors
Meeting of September 17, 2013**

ITEM: Funding for Advanced Technology Center
Expansion

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves an additional \$2.5 Million in Funding for the Advanced Technology Center. This commitment of funds consists of \$1.5 Million in E&G Reserves and \$1 Million in E&G Capital Funds for Pierpont's support of Pierpont requested additions to the Advanced Technology Center.

STAFF MEMBER: Dale Bradley

BACKGROUND: Pierpont Community & Technical College requested and received approval to make additions to the design of the Advanced Technology Center in December 2012. These additions included the following:

- Space for a Student Services Center.
- Space to Accommodate the Medical Laboratory Technician Program.
- Additional Space for four (4) Classrooms.
- Additional Space for Administrative Offices for the President, Cabinet Staff, Student Government and Board Meeting Room.

In return for these additions to the project, Pierpont Administration committed an additional \$2.5 million to construction and architectural /administrative costs. Pierpont had previously pledged \$1.3 million to the project for the addition of allied health space to the project. This makes

Pierpont's total commitment to the Advanced Technology Center \$3.8 million.

Based on the recently received construction bids, the Advanced Technology Center will begin construction soon. This positive bid result requires the Board to officially commit these reserves to the project. Based on the bids, the Student Services Center space, the Medical Laboratory Technician Program space and the additional four (4) classroom space will be completed and finished. The additional administration space shell will be constructed, but the space will not be finished unless additional funds are secured or sufficient cost savings during construction are recognized to allow finishing of the space.

Tab

8

**Pierpont Community and Technical College
Board of Governors
Meeting of September 17, 2013**

ITEM: Distribution of AY 2013-14 Tuition and Fees for In-State Residents On-Campus and Off-Campus Fee Structures.

COMMITTEE: Finance Committee

INFORMATION ITEM:

STAFF MEMBER: Dale Bradley

BACKGROUND: The Chair of Pierpont's Board of Governor's requested a breakdown of the AY 2013-14 Tuition and Fees for In-State Residents ON-Campus and Off-Campus Fee Structures.

The attached documents breakdowns the on-campus and off-campus AY 2013-14 tuition and fees by fee type and whether that fee type is controlled exclusively by Pierpont, shared control with Fairmont State University, or exclusively controlled by Fairmont State University.

(Attachment will be provided as a hand out at the September 17, 2013 meeting)

Tab

9



The Secret
Is Revealed

WVCCA/WVADE
Joint Annual Conference

October 23rd - 25th 2013
Bridgeport Conference Center

Community and Technical College System of WV

2013 WVCCA WVADE Conference - October 23rd - 25th
Bridgeport Conference Center - Charles Point - Bridgeport, WV

Wednesday, October 23, 2013

Registration 12:00 to 5:00 PM	Private FBI Tour 8:30 to 11:30 AM	Chancellor & President's Luncheon Meeting 12:00 to 1:00 PM	Chancellor's Meeting 1:00 to 4:00 PM	Concurrent Session 1 1:30 to 2:20 PM	Concurrent Session 2 2:30 to 3:20 PM	Welcome Reception 6:00 PM
Registration Table in Bridgeport Conference Center Lobby	Depart Wingate Hotel Lobby (via FBI transport) Tour FBI CJIS Facility	Ballroom B/D	Ballroom B/D West Virginia Community and Technical College Board of Governors Association (WVCTCBOGA)	<p>Suite 1: Who needs Adjuncts? We Do! (Secret Power of Adjuncts) <i>Larry Kefauver</i></p> <p>Suite 2: WVNET's MOOC - Lessons Learned (Education Delivery Models) <i>Dr. Mary Stewart</i></p> <p>Suite 3: Secrets to Successful Grant Writing <i>Dr. Raymond Alvarez</i></p> <p>Suite 4: On the Right Track (Reassessment of Math Curriculum) <i>Suzette Breiden</i></p> <p>Ballroom A: Normed Based National Assessment Measures, Can National Assessment Testing Work for your Program? <i>Dr. Beth Newcome/Dr. Barbara Alvarez</i></p> <p>Ballroom C: Multi-faceted Approach to Improving Developmental Educational Outcomes <i>Larry Trickett, Dr. Vicki Riley, Christian Sullivan</i></p>	<p>Suite 1: What is Your Definition of Student Success: Is it the Same as Your Students? <i>Stephanie Alexander</i></p> <p>Suite 2: Technology Through the Lens of Multiple Intelligences <i>Dr. Stephen Miller</i></p> <p>Suite 3: Compass Test Prep and Transitional Course Credit <i>Larry De Rosa</i></p> <p>Suite 4: Autobiography: 13 Steps to Student Empowerment <i>Dr. Michael Curry</i></p> <p>Ballroom A: Creating a Common Concept-Based Curriculum in Nursing Education - AND Task Force <i>Pamela Alderman, Rose Breebe, Sharon Boni, Theresa Cowan, Joyce Egnor, Linda Stelek, Rhonda White, Burton Kent Wilson</i></p> <p>Ballroom C: Developing Workforce Skill Programs Interconnected with Local and Regional Employers of the WV Energy Industry - IRAND <i>Dr. Gallardo Gonzalez</i></p>	<p>Depart Hotel Lobbies 5:45 PM (via Marion Co Transit Authority) Robert H. Mollohan Center Industrial Park Drive, Fairmont, WV</p>

Thursday, October 24, 2013

Registration 8:00 to 10:00 AM	Breakfast and Plenary Speaker 8:00 to 10:00 AM	Concurrent Session 1 10:10 to 11:00 AM	Lunch and Keynote Speaker 11:30 AM to 1:45 PM	Concurrent Session 2 2:00 to 2:50 PM	Robert C. Byrd National Aerospace Education Center 3:00 to 4:30 PM	Concurrent Session 3 3:00 to 3:50 PM	Murder Mystery Dinner Theater and Outstanding Contributor Awards 5:30 to 9:00 PM
Registration Table in Conference Center Lobby	Dr. Gerardo de los Santos, CEO League for Innovation	<p>Suite 1: AACCC 21st Century Report <i>Dr. Marie Grange</i></p> <p>Suite 2: Innovative Approach to Reducing the Number of Students Needing Developmental Courses <i>Larry Trickett, Dennis Bills and Larry De Rosa</i></p> <p>Suite 3: At the Speed of Light (Best Learning Management Systems) <i>Laura Little</i></p> <p>Suite 4: Improving Academic Skills and Promoting Higher Order Cognitive Development <i>Joyce Worwye</i></p>	Ballroom Laurie Quarles, AACCC	<p>Suite 1: Roots Before STEM: Preparatory Self-Paced Online Science Course <i>Dr. Gerald Barco, Martina Bachlechner</i></p> <p>Suite 2: Aligning Course Objectives with Assessment Using an Online Forum <i>Tiffany Snyder</i></p> <p>Suite 3: Empowering Developmental Students to Independence: Providing Coaching Based Advice and Direction <i>Nikki Donahue</i></p> <p>Suite 4: Engaging Adjunct Faculty <i>Dr. Colisa Pierce</i></p>	<p>Suite 1: Big Bloom Theory: iPad Apps/Web Version <i>Dr. Sherril Ritter, Kathleen Phillips</i></p> <p>Suite 2: Transition from Classroom to Workplace with an Emphasis on Relationships w Community to Enhance Employee Opportunity <i>Vanesa Bailey and Karen Tulley</i></p> <p>Suite 3: Campus Crisis - Run, Hide, Fight - Right? <i>David Lord, Rita Roberson</i></p> <p>Suite 4: Enhancing the Student Educational Experience <i>Lana Anderson</i></p>	<p>Ballroom 5:30 PM Mobsters, Molls, & Marmara Dinner Theater</p>	

Friday, October 25, 2013

Chancellor's Breakfast and Keynote Speaker 8:30 to 11:00 AM	Concurrent Session 1 11:10 AM to 12:00 PM	Boxed Lunch and WVCCA Business Meeting 12:00 to 1:30 PM	Concurrent Session 2 12:00 to 1:00 PM	"The Secret is Revealed" West Virginia Community Colleges			
Chancellor Jim Skidmore	<p>Suite 1: Sticking With It: Reducing Dropout Rates in Online Developmental Courses <i>Larry Trickett, Dennis Bills</i></p> <p>Suite 2: Ready or Not? <i>Deborah Woods</i></p> <p>Suite 3: Trait Emotional Intelligence in the College Classroom <i>Dr. Shelly Ray</i></p> <p>Suite 4: Blackboard Hosting Service: How May We Help? <i>Dr. Mary Stewart</i></p>	Ballroom WVCCA Business Meeting Dr. Charles Terrell, President	<p>Suite 1: Sticking With It: Reducing Dropout Rates in Online Developmental Courses <i>Larry Trickett, Dennis Bills</i></p> <p>Suite 2: Ready or Not? <i>Deborah Woods</i></p> <p>Suite 3: Trait Emotional Intelligence in the College Classroom <i>Dr. Shelly Ray</i></p> <p>Suite 4: Blackboard Hosting Service: How May We Help? <i>Dr. Mary Stewart</i></p>				