



BOARD

OF

GOVERNORS

October 15, 2012

Schedule/Agenda

Meeting of the Pierpont Community & Technical College Board of Governors

October 15, 2012

Falcon Center Board Room
Locust Avenue Campus, Fairmont, WV

1:00 P.M. Regional Academics Committee Meeting
Falcon Center Board Room

Members:

Tom Stose (Chair/Faculty Representative)
Barbara Hendrey (Student Representative)
Earl McConnell
Gene Weaver

Staff Resource:

Jeanie Hawkins
Leslie Lovett

1:30 P.M. Marketing Committee Meeting
Falcon Center Board Room

Members:

Sharon Shaffer - Chair
Linda Aman
Beverly Jones

Staff Resource:

Sarah Hensley

2:00 P.M. Full Board Meeting
Falcon Center Board Room

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

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

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

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

Pierpont Community & Technical College
Board of Governors Meeting
October 15, 2012

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Approval of Minutes (*September 18, 2012*)

Tab 1 – Informational

Tab 2 – Action Item

Special Recognitions

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. 2012-2013 Advisory Council of Faculty Issues Report (*Nancy Lawler*)
6. Faculty Assembly Report
7. Student Government Report (*Jessica Nardo*)

Tab 3 – Informational

Tab 4 – Informational

Committee of the Whole

1. Financial Reports - August 31, 2012 (*Dale Bradley*)
2. Capital Projects Update (*Tom Tucker*)
3. Board of Governors Policy #19
Procedures Regarding Freedom of Information Act Requests
Request for Approval of Nomenclature Language (*Stephen Leach*)

Tab 5 – Informational

Tab 6 - Informational

Tab 7 – Action Item

Committee Reports

1. Audit/Finance Committee Report (*Dale Bradley*)
 - a. One Time Use of E & G Capital Funding
 - b. FY 2013 Pay Raise
2. Regional Academics Committee Report (*Tom Stose*)
3. Marketing Committee Report (*Sharon Shaffer*)

Tab 8 – Action Item

Tab 9 – Action Item

New Business

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, November 20, 2012 – Falcon Center Board Room, 2:00 PM.

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

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 18, 2012
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 18, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members: Chairman Earl McConnell, Linda Aman, Jim Griffin, Kyle Hamilton, Barbara Hendrey, Beverly Jones, Rick Pruitte, Sharon Shaffer, and Gene Weaver. Board members absent were: Jeff Tucker, and Tom Stose.

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Steve Leach, 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.

Moment of Silence

Dr. Larson asked that the Board observe a moment of silence for the loss of Pierpont student Candice Skinner Brown who died as a result of injuries from an auto accident. Candice was a student in the Business Technology program.

Approval of Minutes

The minutes of August 21, 2012 were presented for approval. Sharon Shaffer moved that the minutes of August 21, 2012 be Approved. Jim Griffin seconded the motion. All agreed. Motion carried.

Special Recognitions/Presentations

- President Larson welcomed Mr. William Armistead, the new Executive Director to the Pierpont/Fairmont State Foundation. Mr. Armistead officially began his duties on September 10, 2012. The Board welcomed Mr. Armistead.

President's Report

President Larson opened her report by reviewing Pierpont's four priority areas of focus and development: 1) Service flexibility and program access; 2) Building a culture of completion and attention to student success; 3) Completing a facility master plan and; 4) Outreach and involvement throughout our 13 county service region.

Dr. Larson focused on Pierpont's efforts connected with the priority of our 13-county involvement which includes the counties of Monongalia, Preston, Marion, Harrison, Braxton, Lewis, Gilmer, Upshur, Randolph, Taylor, Doddridge, Barbour, and Calhoun. Dr. Larson stated that Pierpont is committed to participation and support of events and community programs across our entire service region. Dr. Larson encouraged all members of the Board to bring events and programs to her attention that would advance efforts to develop Pierpont as an asset throughout all 13 counties.

Dr. Larson discussed the formation of the North Central District Consortium (Consortium), a collaboration between the state K-12 System and the state Community and Technical College System. This collaboration will build upon previous work in Tech Prep and through the Workforce Investment Boards that supported technical education in high schools and encouraged connections with college technical programs.

Dr. Larson informed the Board that the Consortium has identified the following goals:

GOAL #1

Increase the number of secondary career-technical students matriculating into community and technical college education programs.

1. Share individual CTE practices that facilitate high school enrollment in technical courses such as options for general education courses, transportation, and curriculum.
2. Facilitate the establishment of consistent articulation for CTE credits across all community colleges in the state.
3. Support and expand "middle skills" marketing and awareness through partner workshops and cooperative promotion with state CTC system.

GOAL #2

Increase collaboration between Career Technical Secondary Education and Community and Technical Colleges to maximize cost-effectiveness and meet the documented workplace needs of district employers.

1. Design and implement specific outreach activities for high school technical completers to facilitate community college enrollment in articulated programs.
2. Create and fund the position of Career Pathway/EDGE coordinator serving the consortia.

3. Coordinate initiatives of consortia with Vision-shared statewide programs.
4. Provide scholarship incentives to CTE students enrolling in community college programs.

In support of the District Consortium, Pierpont has hired Linda Cronin as a full-time college employee to serve as the Consortium Coordinator. Dr. Larson read an email, written by Mrs. Cronin, to the Board as example of Linda's enthusiasm and effectiveness.

Dr. Larson shared that Pierpont's efforts to connect in Taylor County was the subject of a feature on channel 12. This fall Pierpont is offering "College 101" at Grafton High school that teaches the skills necessary to be successful in college. Students can earn 3 college credits for the class, with the opportunity to earn 12 additional credits at Pierpont.

Other regional initiatives include the MTEC building expansion, increased courses in Preston County (particularly in criminal justice programs), continued expansion of Allied Health in Braxton, new connections with the North Marion Technical programs, collaborative programs with United Technical Center in Harrison, with a particular focus on Mechatronics and Aviation tech, and continued articulation of the Pro-Start culinary program.

In Pierpont's outreach to different population groups within our region, Dr. Larson asked Vice President Sarah Hensley to provide an update efforts on efforts to recruit and support diverse students.

Sarah Hensley announce that Pierpont received an award of \$4,650 for the Diversity for Equity Grant that will help jump start an initiative to spread awareness of academic possibilities to all demographic groups. Pierpont will work to diversify the college's student population through recruitment of underrepresented students in the area. Pierpont will reach out to pastors and other leaders in the community to hear their voice on unmet needs and ideas for student engagement. Events will be scheduled in early spring to provide information on financial aid, career exploration and admission procedures. Surveys will be given to solicit feedback on what the attendees liked and would like to see in the future. Mrs. Hensley encouraged and welcomed the Board's ideas to help make the events a success.

Dr. Larson informed the Board that she, along with the Board Chair, Mr. McConnell, VP Steve Leach, and Len Larson, will travel to Washington, D.C. to meet and update our representatives. Dr. Larson acknowledged that it is a tribute to the open door commitment of our leaders in Washington, that as a Pierpont team, we are able to have one-on-one time with our Senators and our Representatives. Focus will be placed on the ATC project, rapid response programs in Landman and Airframe structure, efforts to support development of oil and gas resources, support of college funds focused upon student success and degree completion, and the statewide leadership of our faculty in innovation in developmental education. Dr. Larson and the Pierpont team will also seek input and support for Pierpont's application to the National Science Foundation that will fund faculty development of a power and energy core curriculum that would integrate with all programs in our Pierpont Institute of Power and Energy.

Operation Reports

- The Academic Affairs Report was provided in the September 18, 2012 Board Book
- Paul Schreffler presented the Center for Workforce Education Report
- Mary Jo Rutherford presented the Classified Staff Report
- David Beighley presented the Faculty Assembly Report
- William Armistead presented the Foundation Report
- Jessica Nardo presented the Student Government Report

Committee of the Whole

➤ *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 July 31, 2012. A detailed review was provided in the September 18, 2012 Board of Governors book.

Committee Reports

➤ *Finance/Audit Committee*

No report.

➤ *Off Campus/Regional Academics Committee Report*

No report.

➤ *Marketing Committee Report*

Sharon Shaffer reported that the Marketing Committee has met and asked committee member Rod Mayhew to provide an update to the Board. Mr. Mayhew informed the Board that Pierpont is participating in the Buckwheat Festival and needs volunteers. A sign-up sheet was provided. Pierpont is considering adopting a mascot and an opportunity will be provided for everyone to make mascot suggestions and vote online for the mascot of their choice. Pierpont will again be participating in the signature event “Feast of the Seven Fishes” this coming December. Finally, for the “Light up the Park” event at Morris Park, Pierpont will provide the equipment to play music as people drive through.

Public Comment

No signatures were recorded.

New Business

- Dr. Larson informed the Board that a review of the definition of a full-time student in relation to credit hours taken is in discussion.
- Barbara Hendrey brought to the Boards attention that the stairs at Pritchard Hall are very dark and students are concerned for public safety. Dale Bradley will address this concern.

Old Business

Jim Griffin asked for an update on the progress of renovations being made to the campus to accommodate students with disabilities. Mr. Dale Bradley will report at an upcoming Board meeting.

Executive Session

No executive session called.

Adjournment and Next Meeting

There being no further business, Jim Griffin made a motion to adjourn. Sharon Shaffer seconded the motion. All Agreed. The Board meeting was adjourned at 2:55 PM.

The next Pierpont Board of Governors Meeting will be held on Monday, October 15, 2012 at 2:00 PM, in the Falcon Center Board Room.

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNOR'S REPORT
ACADEMIC AFFAIRS
October 15, 2012

SCHOOL UPDATES

Academic Studies

- Nancy Parks reports that 42 students were identified and notified that they had earned enough credits for a “Board of Governors AAS” degree. Several identified will also earn a Laboratory Assistant Certificate of Applied Science degree in December 2012. The BOG degree program continues to seek out students who have earned the degree while completing other career objectives. The BOG degree is a statewide program that provides general education courses in combination with life experience learning or occupational coursework.
- Assistant Professor Ironda Campbell is working on a course proposal “Professional Communication” to create a specific oral communications course that is more appropriate for Pierpont students. This course will serve as an addition to Communications courses students currently have to choose from.
- Twelve faculty members from the School of Academic Studies including Dean Mainenti plan to attend the WVCCA & WVADE Conference at the Canaan Valley Resort and Conference Center on October 24-26, 2012.
- Dean Mainenti and Associate Professor Linda King are co-directing the Tutoring and Math/Writing Center this semester. Statistics from the beginning of the Fall 2012 semester until October 3 reflect, 446 different students have utilized the tutoring center and math lab and have made 1129 visits for professional math/writing tutoring, peer tutoring, academic accommodations testing and math lab attendance.
- Beginning Spring 2013 students will be required to work at least one hour in the math lab and instructors will be required to spend one office hour and one class hour in the lab.
- The English 0098/1104 Stretch Course was created to expedite the progress of students who score between 60-70 on the COMPASS English test. The initiative occurred simultaneously with the State Developmental Task Force’s Best Practices recommendations to expedite developmental students to college level writing courses. Successful students in the course receive credit for both their developmental writing (English 0097) and English 1104 courses. A student may move through English 0098 (0097), passing three of their essays (CR), and simultaneously passing English 1104 (five essays plus quizzes and in-class work). They have to attain a 70% to pass English 1104. A student may pass English 0098, but not English 1104. English 0098/1104 was piloted in Fall 2010. Success rates for pilot sections were: Fall 2010 (one section), English 0098 – 77%; English 1104 – 64%. For Spring 2011, success rate was 50% for both English 0098 and 1104. For Fall 2011, pass rates were English 0098 – 73.6% and English 1104 -- 75.5%. Three sections of the course are running in Fall 2012.

BAT

- A meeting was held on October 5, 2012 with WVU-Parkersburg on a potential 2+2 program for the A.A.S. Information Systems Technology program. More information will follow.
- The Robert C. Byrd National Aerospace Education Center hosted the North Central West Virginia CTC/CTE District Consortium meeting. Doug Furr gave a presentation on the Power Plant Program and Gene Turchin gave a presentation on the Mechatronics program.
- Graphics Technology and Drafting/Design Engineering Technology coordinators submitted their required follow up report to the Association of Technology, Management, and Applied

Engineering (ATMAE). These reports are due in the national office 45 days prior to the Board meeting in Nashville on November 14, 2012.

- The Power Plant Technology program continues monthly conference calls with First Energy to keep the on track.
- Work continues with the Coordinators and BAT Faculty on 2012-13 Goals of the Strategic Plan.
- Business Technology and Office Management are completing the curriculum design to meet the 60 credit hour requirement.
- BAT faculty and staff are meeting and have met with Carlos Martinez of TMC Technologies for IT needs at the Advanced Technology Center.
- Nancy Lawler continues to work with First Energy and Pierpont administration on the contract and second cohort of the Power Systems Institute (PSI) program. Campus information sessions are planned for December 2012, and February 2013.
- Pierpont Aviation students visited the Pittsburgh International Airport on October 5th for an in depth tour of their operation.

Health Careers

- The School of Health Careers formulated the following goals for the 2012-2013 academic year and assigned goal leaders to each:
 - Goal 1: Improve retention, certification and graduation rates – *V. Findley*
 - Goal 2: Enhance recruitment activities – *J. Nelson*
 - Goal 3: Coordinate advising activities within the School of Health Careers – *S. Ford*
 - Goal 4: Continue development of policy for clinical faculty incentives – *S. Craddock*
 - Goal 5: Develop school wide policies – *T. Sager*
 - Goal 6: Participate in United Way campaign – *R. Romesburg*
- Dean Romesburg met with faculty to discern their needs for the Advanced Technology Center and prepared a draft report of their expected needs.
- The Physical Therapy Assistant (PTA) program completed its Site Visit for Reaccreditation. Site visitors' responses were favorable towards the program and the support demonstrated by administration.
- The LPN cabinets were installed in the new LPN lab in Braxton.
- The renovations for 101 Hunt Haught Hall, the newly acquired Vet Tech space are mostly completed. A progress report was sent to the American Veterinary Medical Association (AVMA) by Anna Romano regarding the past reaccreditation visit. The next report will need to address plans for additional kennel space.

Human Services

- The Early Childhood Program will be hosting EDGE students October 30, 2012 from Monongalia, Barbour, and Lewis Counties.
- School of Human Services hosted one day of the three day 2012 West Virginia FFA Food Science and Technology competition as part of the annual career development event (CDE) for state-wide high school and middle school FFA chapters. The state winner will compete for national recognition in a career development event at the October 24-27, 85th National FFA Convention. FFA chapters from Buckhannon-Upshur High School, Cabell Midland High School, Doddridge County High School, Marion County Technical Center, Mineral County Vo-Tech Center, Ravenswood High School, and Ripley High School plus three middle school teams joined the competition; however they do not compete at the national level. Middle Schools included Ripley Middle, Wildwood Middle, and Charlestown Middle. Each team was accompanied by their team advisor. This is the third year for Pierpont's participation in the event.

- The Pierpont Culinary Academy hosted Governor Earl Tomblin on Thursday, September 27, 2012. The Governor was provided information on program updates, toured the facilities, and sampled some food (it was Sauce day in the culinary lab).
- The Fashion Club is helping to design the decorations for the Blue Jean Ball (including a blue jean chandelier).
- The Interior Design students have contributed designs for a new campus Veteran's Memorial.
- The American Society of Interior Designers (ASID) is hosting the 2nd Chair-ity Event which will be held on November 10, 2012 from 5pm to 8pm at the Marion County Visitor's Center (off of the new Gateway Connector).
- The Culinary Academy will be serving meals to benefit ACFWV on a train trip from Huntington to Hinton and back on October 20, 2012.
- The Culinary Academy will also be participating in the March of Dimes Signature Chef Event held November 5, 2012 at the Bridgeport Conference Center.
- The Ballroom Dance Team recently held their competition team tryouts.

Regional Academics

- Lisa Phillips attended the Entrepreneur Café in Buckhannon which was sponsored by Vision Shared. She also attended the STAMATS Adult Recruitment Workshop in Richmond.
- Dual Credit Fall 2012-Spring 2011 information: The duplicated headcount is down 4.2 FTE; unduplicated headcount increased by 2.9 FTE. Weekend College information: Fall 2012, 1st 8 weeks is down <1 FTE (0.80). Thirteen classes were held for both Fall 2011 and 2012. A census date count will be provided next Board Book.
- College 101: Transition enrollments are up 6% from the fall 2011.
- Jasmine Bennett, Program Assistant I, Braxton Higher Education Center, accepted the position of Admissions Counselor for Pierpont. She did a wonderful job for us in Braxton and will do as well for Admissions. We are in the process of replacing the position.
- Dean Hawkins attended the Lewis County Steering Committee meeting.
- Jeani Hawkins, LeAnn Brown, WVWC and the CFWV Fellows met with Rob Kimble, CFO, Sharpe Hospital et al to discuss partnering and ways to meet the projected upcoming needs of the hospital.

FACULTY ACHIEVEMENTS

- Pam Hamilton and Brooke Nissim-Sabat will be attending the Academy of Nutrition & Dietetics Conference in Philadelphia, PA. Pam is the State President and Brooke is the WV Delegate.
- Nancy Parks (and Leslie Lovett, administrator) have been selected by Higher Learning Commission to serve as a Quality Initiative Project reviewers.

GRANT UPDATES

- Debra Benedetti, Linda King, James Savchuk, and Sandra Woods attended the Community College Humanities Association (CCHA) Conference in Washington, DC, on September 24-26, 2012. The team met with their mentor Kathy Fedorko and has been given the go ahead for a Spring piloting of the course. They must have regular progress report meetings with their mentor in order to accomplish this.
- NSF nanotechnology grant with WVU Eva Toth will be sending a white paper with changes to the grant and budget to be submitted to NSF for this initiative. WVU is the lead on this grant.
- Grant report accountability The WVCTCS has sent out the annual request for information concerning state grants. This report will be due on November 3.

OFFICE OF ACADEMIC AFFAIRS (INTERNAL PROJECTS/COMMITTEES)

- Faculty Assembly Committee lists for the current year were approved and committee chairpersons are being finalized.
- General Education Committee Will meet the second Tuesdays of the month. They have also scheduled three dates on which programs can work on the general education information that is due on October 15. The information required includes assessment points, gaps in curriculum and evidence of assessment of general education outcomes.
- Faculty Handbook Is in final stage for Presidential review and release.
- Evaluation Committee In progress, results to be presented to Assembly.
- Curriculum revisions Curriculum committee resuming in October with Rusty Taylor as Chairperson.
- Pathways Quality Initiative Project Meeting in St. Charles, IL, October 16-17 for cohorts 1 and 2. Information for final report should be addressed at the meeting.
- Distance Learning Validation of Courses Self-evaluation by programs offering courses is still in progress. Plan to call for School representatives to study best practices for campus courses and begin review of courses currently offered by distance learning.
- Credit hour Compliance New HLC form for U.S. Department of Education Compliance working with Institutional Research for method for tracking of compliance.
- End of Program Tests All programs of study are working to identify a validated national/state exam that can be used as an end of program exam for graduates to help strengthen programs of study and help in program improvement.

ADDITIONAL INITIATIVES/PROJECTS/MEETINGS

- College Application/Exploration Week event was hosted by Regional Academics at Lewis County High School and also at a separate event for adults at Fred Eberle Technical Center. Dean Hawkins, Joyce Lamb, Debbie Barker, Lisa Phillips (Regional Academics), Bev Oliver (BAT), Karen Wigal (Health Careers), Susan Coffindaffer (Human Services), Isaac Casto (CFWV fellow) Cindy Hudok (financial aid) gave of their time and participated in the events.
- Harrison County Schools/United Technical Center College Careers Night, October 10, 2012 Memori Dobbs (recruiter), Suellen Hill and Shelby Ford (Health Careers) will attend.
- North Central West Virginia CTC/Career and Technical Education District Consortium Consortium members met (see BAT report). Bylaws and executive committee were approved and committee reports were shared and an update from Linda Cronin (Consortium Coordinator) was provided. Next meeting is scheduled for December 5 at UTC. (see draft minutes)
- United Way School Coordinators Debra Benedetti, Assistant Dean, will serve for the School of Academic Studies. Other Coordinators will be announced next Board Book.
- Sherri Craddock (Health Careers) represented Pierpont during the Black Heritage Festival on September 21, 2012.
- Strategic Priority Committees and HLC Criterion Committees Team leaders have been selected for projects. A list of leaders and committee members will be provided for next Board Book.
- Higher Learning Commission Meeting October 16-18
Pathways Cohort 1 and 2, October 16-17; Peer Reviewers October 17-18
- WVCCA/WVADE Meeting
October 24- 26 (Canaan Valley). Several faculty will present (report to follow in November).
- Culinary Accreditation visit October 15-18, 2012.

**North Central West Virginia
Community and Technical College/Career-Technical Education
District Consortium Meeting
September 21, 2012
Robert C. Byrd National Aerospace Education Center
12:00 PM – Hangar B Room
DRAFT MINUTES**

Attendance

1. Dr. Doreen M. Larson- NCWV CTC/CTE Consortium Co-Chair & President, Pierpont C&TC
2. Joan E. Smith- NCWV CTC/CTE Consortium Co-Chair & Director, United Technical Center
3. Dr. Gerald (Jerry) Bacza- Dean, School of Business, Aviation, & Technology, Pierpont C&TC
4. Matthew Call- NCWV CTC/CTE Consortium Co-Chairperson Elect & Principal/Director, Marion County Technical Center
5. Linda Cronin- NCWV CTC/CTE Consortium Coordinator & Transitions Coordinator, Pierpont C&TC
6. Dr. Mike Cutright- NCWV CTC/CTE Consortium Treasurer & Director, Fred W. Eberle Technical Center
7. Lisa Daquilante- Business Education, Doddridge County Schools
8. Doug Furr- Coordinator, Power Plant Certificate of Science Program, Pierpont C&TC
9. Kathy Gilbert- Coordinator Off Campus Programming, Glenville State College
10. Dr. Jeani Hawkins- Dean of Regional Academics, Pierpont C&TC
11. Don Johnson- Director /Principal, Randolph Technical Center
12. Jane Layne (for Phyllis McMillion)- Counselor, Preston High School
13. Lezlie Lough (for John George)- Financial Aid Advisor, Monongalia County Technical Education Center
14. Leslie Lovett- NCWV CTC/CTE Consortium Secretary & Provost, Pierpont C&TC
15. Rod Mayhew- Director of Marketing, Pierpont C&TC
16. Donna Metz- Principal, Marion County Adult & Community Education Center
17. Rebecca Nesbitt- Director/Principal, Career & Technical Center, Philip Barbour High School
18. Carla Rogers- Vice Principal/CTE Director, Buckhannon Upshur High School
19. Deborah (Deb) Super– Work Based Learning Vocational Integration Specialist, Randolph Technical Center
20. Christina (Chris) Thomas– Guidance Counselor, Randolph Technical Center
21. Gene Turchin- Coordinator, Mechatronics Associate of Applied Science Program, Pierpont C&TC
22. Brenda Wells- Director/Assistant Principal Braxton County High School

I. Welcome and Introductions

Dean Jerry Bacza from the School of Business, Aviation and Technology, welcomed the Consortium and noted a welcome from Mr. Thomas Stose Director of the Robert C. Byrd National Aerospace Education Center who was unable to attend due to other commitments. The history of Hangar B, including the support from Dr. Larson for the foam suppression system was shared with the Consortium. Dr. Larson also provided remarks and mentioned the funding support from Senator (then Governor) Joe Manchin for completion of the suppression project and facilities upgrade.

II. Approval of Minutes

The Minutes of the NCWV CTC/CTE meeting held on July 24, 2012 were presented for approval. Matt Call moved to accept the minutes as presented. Mike Cutright seconded the approval. All agreed and the minutes were approved.

III. Committee Reports and Call for Additional Members

A. By-Laws

Matt Call, Mike Cutright, Leslie Lovett, Bryan Sterns

Matt Call reported that the By-laws committee met on September 12 and drafted a set of by-laws to be reviewed by the Consortium. The committee used the June 1, 2006 North Central Tech Prep Consortium by-laws and SB 436 as a template to complete the draft. Matt reviewed each section of the by-laws. Discussion ensued on whether or not to include Committee Chairs on the Executive Committee. Mike Cutright made the motion to include the Committee Chairpersons on the Executive Committee, and Matt Call seconded the motion. All agreed, and the motion was approved. This brings the Executive Committee membership to 12 (2 Co-Chairpersons, the Co-Chairperson Elect, Secretary, Treasurer, 5 Committee Chairpersons, a Glenville representative and a Pierpont representative). The Executive Committee has the authority to make business decisions (Article V Section 1.B.). The terms of office for the Officers are one year and the President of Pierpont C&TC is always a Co-Chairperson according to SB 436. The Co-Chairperson Elect will always be a CTE member of the Consortium. The by-laws do not have term limits for the Officers.

All Committees were instructed to elect a Chairperson according to the by-laws. It was agreed to get the names of the Committee Chairpersons to Linda Cronin and the Co-Chairpersons as soon as possible.

B. Curriculum (Dr. Larson)

Kathy Gilbert, Doreen Larson, Debbie Super

Dr. Larson reported that she, Kathy Gilbert and Jeani Hawkins met to discuss a model for Pierpont and Glenville delivery of dual credit in Braxton County. Glenville will be delivering general education courses and Pierpont will be delivering science and technology courses. A Memorandum of Understanding (MOU) will soon be ready. The MOU will provide a collegial model of dual credit where the institutions are not competing for students. The general education courses offered by Glenville will be accepted at Pierpont.

A discussion of AP credit versus dual credit where an actual grade is transcribed on a college transcript and the marketing of the positive aspects of dual credit took place. Travel in Harrison County presents a problem with dual credit, although South Harrison offers INFO 1100 on-site. The instructor is a current teacher with appropriate credentials. Number of students in the course may affect the ability to offer courses. According to HEPC and WVCTCS Series 19, "Guidelines for the Offering of Early Enrollment Courses for High School Students", attendance in the courses offered must be limited to those students registered for college credit and the same college syllabus, textbook, assignments and assessments must be used in dual credit courses, hampering some schools from offering dual credit. AP is also widely regarded in Monongalia County. Clay Battelle High School has moved from dual credit to AP since the instructor who taught dual credit retired. AP is also a state measure for success. This could be an area to pursue this year.

C. Advising

Jeani Hawkins, Leslie Lough, Sarah Luczak, Chris Thomas

The advising committee has not met. Lisa Phillips (Pierpont advisor) was added to this committee.

D. Marketing

Paula Altman, Donna Metz

The marketing committee has not met. Carla Rogers and Rod Mayhew were added to this committee.

E. Workforce

Barbara DeMary, Don Johnson, Robbie Morris, Paul Schreffler, Tom Stose

Don Johnson reported that the workforce committee had not yet met.

IV. Budget, Spending Requests and Commitments to Participate

Linda Cronin reviewed the annual budget and the commitments to participate. The letters describing the commitments to participate were e-mailed out on September 19, 2012. A check has been received from Barbour County. The budget is based on 100% commitment. Members will determine whether to (1) participate or (2) to participate with financial agreement. Those agreeing to support the Consortium financially will send the payment and purchase order to Pierpont. Pierpont will send an invoice back to the member. The funds collected will be local monies with no end date. The budget from last year was all obligated, with an encumbrance for the honor cords. Linda Cronin suggested that a stipend be given to Michael Rutherford who developed a 1 credit hour Agribusiness course that can be used for EDGE credit. The motion was made by Matt call to accept the spending proposal as outlined, with a second from Carla Rogers. The motion unanimously carried.

V. Pierpont Highlights

Doug Furr (Power Plant Technology Certificate of Applied Science) and Gene Turchin (Mechatronics Technology Associate of Applied Science) presented Pierpont program of study highlights.

The Power Plant program is a one year program that will be expanding into a two year Associate degree program. Doug mentioned a recent graduate (2011) who was making \$36,000 upon hire, and is now making \$60,000 with overtime. Doug explained the entry criteria, the program progression, and job applications.

The Mechatronics program is an 18 month program. Gene provided a definition for mechatronics with examples and applications that were easily understood. Siemens a health care provider that specializes in mechatronics provides a certification for students and the program is looking into that certification.

A time was also provided for question and answer and handouts were provided to those who were interested.

A brief mention of the September 14 EDGE Curriculum Team meeting was made. A CTE and Pierpont team reviewed Graphics, Information Systems and Business alignments. Significant progress was made in game design curriculum. New forms were also created for curriculum review teams to complete when meeting.

VI. Consortium Coordinator's Report

Linda Cronin provided a Consortium Coordinator's report as a meeting handout.

VII. New Business

A. By-Law Approval and Election of Officers

Mike Cutright made the motion to approve the By-Laws as presented, and Matt Call seconded the motion. The motion passed. A slate was drafted for the Officers and included, Matt Call, Co-Chairperson-Elect; Leslie Lovett, Secretary; and Mike Cutright, Treasurer. Joan Smith made a motion to accept the slate of officers to serve, Carla Rogers seconded the motion, and the slate of Officers was approved by acclamation.

Next Meeting

The next meeting will take place during December 2012.

Tab

4



West Virginia Advisory Council of Faculty 2012-2013 Issues
“Creating a Culture for Student Success”

In order to better serve our students, the community, the state, and our institutions of learning, West Virginia higher education faculty support and endorse the following—

For Our Institutions:

- ◆ Encourage a greater “Pre-K through College Connection,” so that the continuum of learning and linkage between higher and public education becomes seamless;
- ◆ Continue re-visioning and enhancing the quality and delivery of academic and technical programs in order to improve student retention, graduation rates, and “time to degree”;
- ◆ Advocate for faculty personnel issues, including salary compression relief for faculty, staffing stability, and shared governance to promote student success.

For the West Virginia HEPC and CCTCE :

- ◆ Advocate increasing the percentage of faculty who are fulltime in order to maintain academic integrity for programs, to recruit high-quality faculty, and to ensure institutional stability;
- ◆ Continue progress in shared governance by engaging the ACF in the work of the HEPC/CCTCE;
- ◆ Encourage an increased number of CTC long-term contracts for full-time faculty or non-probationary faculty and eliminate inappropriate use of “Instructional Specialists.”

For the West Virginia Legislature:

- ◆ Provide a systematic funding mechanism for faculty salary raises and address the problem of salary compression in order to **return** West Virginia from 15th to 13th among SREB states;
- ◆ Provide a systematic funding mechanism for capital projects, deferred maintenance, and Higher Education initiatives mandated by the Legislature;
- ◆ Amend code limiting 20% Tenured CTC faculty to 30%.

*Unanimously supported by Pierpont Community and Technical College Faculty Assembly
September 13, 2012*

Tab

5

Board of Governors
Financial Report FY 2013
Pierpont Community & Technical College
as of August 31, 2012

SUMMARY:

The projected effect on net assets for FY 2013 as of August 31, 2012 is an increase of \$25,107. However, this amount also includes a Board approved spend down of \$635,015 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is an decrease of (\$609,908).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of June 30, 2013 is \$25,107. This represents a budget increase of \$6,913 from the July 31, 2012 report. As of this report date, approximately 46% of projected tuition and fees revenue and approximately 39 % of overall revenues have been realized while approximately 7% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the July 31, 2012 report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$500. This was primarily due to the following changes:
 - The President controlled “Other Operating Revenue” budget increased by \$500 from the establishment of an operating budget for the Life Long Learners.
- **Operating Expenses Budget:**
 - Increased by \$2,081. This was due to the following changes:
 - The President controlled and the Fund Managers controlled “Salary” expense budget decreased by a combined (\$14,821) primary due moving budget reserve to a variety of positions and also moving some labor budget to supplies.
 - The President controlled and the Fund Managers controlled “Benefits” expense budget increased by a combined \$14,321 primarily due to moving budget reserve to a variety of positions and two PEIA updates.
 - The President’s controlled and Fund Manager controlled “Supplies and Other Services” expense budget increased by \$21,606 due primarily to the movement of labor budget to supplies and the establishment of the budget for Pierpont’s BRIM Insurance expense. This was offset by a reduction to the “Assessment for Operating Costs”.
 - The President controlled “Assessment for Support Services” expense budget increased by \$10,372 primarily due to updates to University personnel positions and multiple PEIA adjustments.
 - The President controlled “Assessment for Operating Costs” expense budget decreased by (\$29,673) primarily due to updates to Athletic Area Obligations and the adjustment for Pierpont’s BRIM Insurance expense.
- **Transfers & Other:**
 - Increased by \$8,494. This was due to the following changes:

- The President controlled “Transfers for Capital Projects” was established for (\$500,000) which was the transfer of the \$500,000 in E&G Reserves for the Pierpont Center at MTEC approved by the Board in April 2012.
- The President controlled “One-time use of reserve” increased by \$500,000 to recognize the \$500,000 use of E&G Reserves for the Pierpont Center at MTEC. The Fund Managers controlled “One-time use of reserve” increased by \$8,494 to address the carry forward of expense budgets in grant indirect funds that occurred in July and was reported in the July 31, 2012 Finance Report.

Of the adjusted projected effect on net assets of an increase of \$25,107 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$25,107; Fund Manager’s Controlled Fund(s) are projected to have a zero budget with Board approved spending of \$633,015 in cash reserves. The Year-To-Date Actual Budget Balance is \$4,286,464.

RESTRICTED FUNDS:

There were two new grants recognized during the month of August. They are identified individually within the report and total \$66,137 in additional grants for FY 2013. The Budget Balance as of August 31, 2012 is (\$95,101). This deficit is covered by grant funds cash balances totaling \$1,429,692 on June 30, 2012.

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

As of August 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	9,559,530	9,559,530	4,385,131	45.87
	Faculty Services Revenue	1,502,589	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	618,245	50.89
	Operating Costs Revenue	124,691	127,284	0	0.00
	Support Services Revenue	290,966	288,514	0	0.00
	Other Operating Revenue	415,347	415,847	59,254	14.25
	Total:	13,107,909	13,108,550	5,062,631	38.62
OPERATING EXPENSE					
	Salaries	7,130,094	7,117,652	420,851	5.91
	Benefits	1,545,912	1,575,116	86,130	5.47
	Student financial aid-scholarships	140,844	140,844	69,409	49.28
	Utilities	4,699	4,699	135	2.86
	Supplies and Other Services	2,446,415	2,557,326	279,792	10.94
	Equipment Expense	134,692	135,767	37,674	27.75
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	30,703	26.34
	Assessment for Faculty Services	1,272,439	1,272,439	0	0.00
	Assessment for Support Services	3,498,892	3,530,219	0	0.00
	Assessment for Student Activity Costs	179,411	179,411	69,424	38.70
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	463,556	38.16
	Assessment for Operating Costs	2,345,039	2,215,136	0	0.00
	Total:	20,029,782	20,059,955	1,457,672	7.27
OPERATING INCOME / (LOSS)		(6,921,874)	(6,951,405)	3,604,958	(51.86)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	8,443,703	8,443,703	1,688,741	20.00
	State Fiscal Stabalization Funds	0	0	0	
	Gifts	0	0	12,500	
	Investment Income	7,194	7,194	1,020	14.17
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(486,946)	31.62
	Reappropriated State Funding	0	0	0	
	Total:	6,911,115	6,911,115	1,215,315	17.58
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(67,618)	(67,618)	(33,809)	50.00
	Indirect Cost Recoveries	0	0	0	
	Transfers for Capital Projects	0	(500,000)	(500,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	633,015	0	0.00
	Total:	56,903	65,397	(533,809)	(816.26)
BUDGET BALANCE		46,144	25,107	4,286,464	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		46,144	25,107	4,286,464	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		5,200,001	5,200,001		
Less: USE OF RESERVE		<u>124,521</u>	<u>633,015</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>5,121,624</u>	<u>4,592,093</u>		

* 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 27.59% of the current budgeted total operating expense. Management has established a target of 15% or \$2,826,775 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 August 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,371,857	8,371,857	4,201,474	50.19
	Faculty Services Revenue	1,502,589	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	127,284	0	0.00
	Support Services Revenue	290,966	288,514	0	0.00
	Other Operating Revenue	346,683	347,183	59,124	17.03
	Total:	10,636,786	10,637,427	4,260,598	40.05
OPERATING EXPENSE					
	Salaries	6,739,342	6,730,164	397,376	5.90
	Benefits	1,489,633	1,510,382	83,743	5.54
	Student financial aid-scholarships	140,844	140,844	69,409	49.28
	Utilities	4,399	4,399	125	2.83
	Supplies and Other Services	1,596,483	1,704,092	207,837	12.20
	Equipment Expense	51,097	52,172	10,390	19.92
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	30,703	26.34
	Assessment for Faculty Services	1,272,439	1,272,439	0	0.00
	Assessment for Support Services	3,498,892	3,530,219	0	0.00
	Assessment for Student Activity Costs	179,411	179,411	69,424	38.70
	Assessment for Operating Costs	2,345,039	2,215,136	0	0.00
	Total:	17,434,138	17,455,817	869,007	4.98
OPERATING INOCME / (LOSS)		(6,797,353)	(6,818,390)	3,391,592	(49.74)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	8,443,703	8,443,703	1,688,741	20.00
	State Fiscal Stabalization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	1,020	14.17
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(486,946)	31.62
	Reappropriated State Funding	0	0	0	
	Total:	6,911,115	6,911,115	1,202,815	17.40
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(67,618)	(67,618)	(33,809)	50.00
	Transfers for Capital Projects	0	(500,000)	(500,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	0	500,000	0	0.00
	Total:	(67,618)	(67,618)	(533,809)	789.45
BUDGET BALANCE		46,144	25,107	4,060,597	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		4,423,244	4,423,244		
Less: USE OF RESERVE		0	500,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>4,469,388</u>	<u>3,948,351</u>		

* 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 August 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,187,673	1,187,673	183,657	15.46
	Other Operating Revenue	68,664	68,664	130	0.19
	Total:	1,256,337	1,256,337	183,787	14.63
OPERATING EXPENSE	Salaries	390,752	387,488	23,474	6.06
	Benefits	56,279	64,734	2,387	3.69
	Utilities	300	300	10	3.33
	Supplies and Other Services	849,932	853,234	71,955	8.43
	Equipment Expense	83,596	83,596	27,283	32.64
	Loan cancellations and write-offs	0	0	0	
	Total:	1,380,858	1,389,352	125,110	9.00
OPERATING INCOME / (LOSS)		(124,521)	(133,015)	58,677	(44.11)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	12,500	0.00
	Total:	0	0	12,500	0.00
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	133,015	0	0.00
	Total:	124,521	133,015	0	0.00
BUDGET BALANCE		0	0	71,177	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		769,454	769,454		
Less: USE OF RESERVE		<u>124,521</u>	<u>133,015</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>644,933</u>	<u>636,439</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
Restricted Funds
For the period ending August 31, 2012

New Grant Funds

College Transition	46,137.00
American Dairy 12-13	20,000.00

Other Grant/Restricted Fund Related Changes

Child Development Scholarship budget increase per C. Hudok	5,000.00
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Net Change **0.00**

The budget balance of **(95,101)** 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
 As of August 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	0	0	0	
	Federal Grants and Contracts	13,473,354	13,473,354	5,680,766	42.16
	State/Local Grants and Contracts	3,375,125	3,426,262	692,731	20.22
	Private Grants and Contracts	628,928	648,928	165,186	25.46
	Other Operating Revenue	0	0	(258)	
	Total:	17,477,407	17,548,544	6,538,425	37.26
OPERATING EXPENSE					
	Salaries	724,457	739,899	21,056	2.85
	Benefits	74,918	79,026	4,360	5.52
	Student financial aid-scholarships	24,040,639	24,045,639	10,009,258	41.63
	Utilities			0	
	Supplies and Other Services	495,303	540,981	14,086	2.60
	Equipment Expense	72,568	73,478	44,767	60.93
	Total:	25,407,886	25,479,023	10,093,526	39.62
OPERATING INCOME / (LOSS)		(7,930,479)	(7,930,479)	(3,555,101)	44.83
NONOPERATING REVENUE (EXPENSE)					
	Federal Pell Grant Revenues	8,000,000	8,000,000	3,354,467	41.93
	Investment Income	0	0	1	
	Total:	8,000,000	8,000,000	3,354,468	41.93
TRANSFERS & OTHER					
	Capital Expenditures	(232,240)	(232,240)	(214,907)	92.54
	Transfers for Fin Aid Match	67,618	67,618	16,656	24.63
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0		0	
	Total:	(164,622)	(164,622)	(198,251)	120.43
BUDGET BALANCE		(95,101)	(95,101)	(398,884)	419.43
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,429,692	1,429,692		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		1,334,591	1,334,591		

Tab

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**Pierpont Community and Technical College
Board of Governors
Meeting of October 15, 2012**

ITEM: Capital Projects for FY 2013 Update

COMMITTEE: Committee of the Whole

INFORMATION ITEM

STAFF MEMBER: Tom Tucker

ATTACHMENTS: Summary of FY 2013 Capital Projects Completion Status.

CAPITAL PROJECTS

FY 2013

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Academic Fund	\$ 25,000.00	\$ 6,218.12	\$ 18,781.88	To be spent on programmatic changes approved by the academic deans.
Landscaping	\$ 100,000.00	\$ 17,646.11	\$ 82,353.89	Numerous purchases throughout the year for landscaping needs on all campus sites.
Physical Plant Small Projects	\$ 197,000.00	\$ 33,359.57	\$ 163,640.43	Numerous purchases for small projects throughout the campuses.
Aerospace Center - HVAC Units (FY12)	\$ 148,833.48	\$ 136,245.00	\$ 12,588.48	Completed June 30, 2012
Aerospace Center - Floor Replacement	\$ 38,000.00	\$ 34,940.75	\$ 3,059.25	Completed August 2012
Aerospace Center - HVAC Upgrades	\$ 60,000.00	\$ -	\$ 60,000.00	
Campus - ADA Restrooms	\$ 50,000.00	\$ -	\$ 50,000.00	
Caperton Center - Roof Renewal	\$ 400,000.00	\$ -	\$ 400,000.00	Plan to advertise an Expression of Interest in October for A&E for this project and Jaynes Hall Roof Renewal.
Feaster Center - HVAC Upgrade Pool Area	\$ 307,000.00	\$ -	\$ 307,000.00	Plan to advertise an Expression of Interest this month for A&E for this project and the Natatorium Upgrades.
Feaster Center - Natatorium Upgrades	\$ 740,000.00	\$ -	\$ 740,000.00	Plan to advertise an Expression of Interest this month for A&E for this project and the Pool HVAC Upgrade Project.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 4,608,823.12	\$ 891,176.88	Phase 1A has been relocated and contractor began mobilization. Contractor furnished pods for additional furniture storage.
Hunt Haught Hall - Window Replacement (FY12)	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	Hired an A&E to prepare specifications for windows within Hunt Haught Hall
Hunt Haught Hall - Green House	\$ 149,650.00	\$ -	\$ 149,650.00	
Hunt Haught Hall - Elevator Upgrades	\$ 100,000.00	\$ -	\$ 100,000.00	Working with elevator maintenance vendor on project needs.
Information Technology -AC Unit	\$ 80,000.00	\$ -	\$ 80,000.00	Tower Engineering is reviewing and updating specification to bid the equipment and install of a new AC Unit
Infrastructure - Merchant Wall (FY11)	\$ 350,000.00	\$ 7,015.50	\$ 342,984.50	
Infrastructure - Parking Lot #15 Paving (FY12)	\$ 158,560.00	\$ 131,688.00	\$ 26,872.00	Completed July 2012
Infrastructure - Sealing Parking Lots (FY12)	\$ 25,000.00	\$ 23,846.00	\$ 1,154.00	Completed June 2012
Infrastructure - Aerospace Parking Lot Paving (FY12)	\$ 80,000.00	\$ 79,567.50	\$ 432.50	Completed July 2012
Infrastructure - Access Road (FY12)	\$ 170,000.00	\$ 140,104.00	\$ 29,896.00	Completed July 2012

CAPITAL PROJECTS

FY 2013

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Infrastructure - Campus Lighting Upgrades	\$ 210,000.00	\$ -	\$ 210,000.00	Finalizing plan for updating and adding fixtures around campus.
Infrastructure - Paving Projects	\$ 349,488.00	\$ -	\$ 349,488.00	Waiting on Vendor to supply documentation to award contract.
Infrastructure - Painting & Striping	\$ 25,000.00	\$ 23,625.00	\$ 1,375.00	Completed August 2012
Jaynes Hall - Roof Renewal (FY12)	\$ 350,000.00	\$ -	\$ 350,000.00	Plan to advertise an Expression of Interest in October for A&E for this project and Caperton Center Roof Renewal.
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	
Musick Library Elevator	\$ 2,000,000.00	\$ 1,009,694.00	\$ 990,306.00	Final progress meeting completed. Going over punch list. Waiting on Fire Marshal walk-thru for occupancy.
Musick Library - HVAC	\$ 240,000.00	\$ -	\$ 240,000.00	
School House Museum Repairs	\$ 40,000.00	\$ -	\$ 40,000.00	Structural Analysis completed by A&E firm. Additional budget needed to secure structure and update handicap access.
Turley Center FFE	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	Working on layouts with representative on state contract
Turley Center Renovations	\$ 6,000,000.00	\$ 6,185,494.22	\$ (185,494.22)	Building has been gutted. Metal Framing & Drywall work is being done. Waterproofing work continues.
Wallman Hall - Foundation Waterproof (FY12)	\$ 150,000.00	\$ 25,500.00	\$ 124,500.00	Part of project below.
Wallman Hall Renovations	\$ 5,200,000.00	\$ 4,375,651.65	\$ 824,348.35	Working on waterproofing; First Floor fire alarm complete; Working on 2nd floor. New gas feed tied in; Ready to set meter. Boilers, chiller & pumps have been removed.
Wallman Hall Elevator Replacement	\$ 200,000.00	\$ -	\$ 200,000.00	Working with elevator maintenance vendor on project needs.

American with Disabilities Act (ADA) Facilities Actions & Plans

Hardway

1. New ADA closer to 110 office area
2. Make both restrooms on first floor ADA compliant.
3. New ADA compliant entrance doors on second floor.
4. Added ADA tables to room 128.

Falcon Center

1. Making both restrooms on second floor more accessible.

Wallman

1. New ADA restrooms 4th floor.

Turley

1. 4 new ADA restrooms.
2. New elevator.
3. New ADA operators on exterior doors.

Library

1. New elevator to Library from lot#14.
2. New ADA operator from tunnel to Library.
3. New ADA restrooms first floor.

General Information:

- An ADA compliance committee has been established.
- Evacuation Chairs have been installed in every building.
- Plan to upgrade at least two restrooms in every building to meet ADA requirements.

Tab

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**Pierpont Community & Technical College Board of Governors
Meeting of October 15, 2012**

- ITEM:** Board of Governors Policy # 19 – Procedures Regarding Freedom of Information Act Requests
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors Approve the List of Nomenclature Revisions to Policy # 19 – Procedures Regarding Freedom of Information Act Requests
- STAFF MEMBER:** Stephen Leach
- BACKGROUND:**
- In 2008, the WV State Legislature approved HB 3215 which created a statewide network of independently accredited community and technical colleges under the jurisdiction of the WV Community and Technical College Council. This bill separated Pierpont Community & Technical College from its previous host institution, Fairmont State University. As part of that separation, Pierpont was placed under the authority of its own Board of Governors.
- As a starting point for governance, copies of all existing policies from the prior combined Board of Governors were transferred to the Pierpont BOG. The Board was then free to maintain, amend or abolish the transferred policies.
- At the time of transfer, some of the non-substantive nomenclature issues were addressed and corrected. However, additional corrections are needed.
- In the on-going process of reviewing and revising these 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 the proposed changes be presented to the Pierpont BOG for approval via a resolution.
- Attached to this resolution are the recommended nomenclature revisions to Board Policy #19 Procedures Regarding Freedom of Information Act Requests.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 19

TITLE: PROCEDURES REGARDING FREEDOM OF INFORMATION ACT REQUESTS

Effective Date: February 13, 2003

Amended:

Repealed:

In accordance with the Freedom of Information Act at West Virginia code §29B-1-1, it is the policy of Pierpont Community & Technical College to provide timely, accurate, and consistent agency responses to Freedom of Information Act requests.

~~The Assistant to the President, or in his/her absence, T~~the Vice President for Administration or in his/her absence, the Assistant to the President and Fiscal Affairs, will serve as the Freedom of Information Officer for Pierpont Community & Technical College. The Freedom of Information Officer shall be responsible for reviewing any requests for ~~information~~ and information and ~~for~~ referral to the appropriate staff member for preparation of a response.

All requests, either in hard copy or facsimile form, shall be immediately hand delivered upon receipt to the Freedom of Information Officer. If the person who initially receives the request is the person with the expertise in the area of the request, that individual should begin immediately to prepare a response but must also provide a copy of the request to the Freedom of Information Officer.

The Freedom of Information Officer will, upon receipt of a request, make a referral to the appropriate staff member to prepare a response. The staff member should consult with the legal division of the ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education to prepare an appropriate response, in accordance with applicable statutory requirements. The staff member will share a copy of the draft response with the Freedom of Information Officer prior to issuing a response.

A response, either granting the request or giving written reasons for its denial, must be issued to the applicant within five (5) working days of receipt of the request. The Freedom of Information Officer must be copied on all final letters of response to Freedom of Information Act request.

Under certain circumstances, as determined by the appropriate staff member preparing the response and the Freedom of Information Officer, a time may be arranged for the individual requesting the information to review the documents at the campus in lieu of providing copies of lengthy documents to the individual.

Because responding to Freedom of Information Act requests demands staff time and resources, a duplicating cost of 30 (thirty) cents per page will be charged for responding to all requests for information.

Staff members preparing a response will keep track of the staff time spent and report that information to the Freedom of Information Officer. Fees for responding to requests will be updated from time to time as warranted by analysis of actual costs.

Pierpont Board of Governors Policies with Recommended Non-substantive, Nomenclature Revisions
October 15, 2012

POLICY	SECTION/ ARTICLE	CURRENTLY	RECOMMENDED
Policy 19	Paragraph 2	The Assistant to the President, or in his/her absence, the Vice President for Administration and Fiscal Affairs, ...	The Vice President for Finance and Administration, or in his/her absence, the Assistant to the President, ...
Policy 19	Paragraph 4	the Higher Education Policy Commission	the West Virginia Council for Community and Technical College Education

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**Pierpont Community & Technical College
Board of Governors
Meeting of October 15, 2012**

Item: Pierpont Community and Technical College and Fairmont State University Agreement for One-Time Use of E&G Capital Funding

Committee: Finance Committee

Recommended Resolution: The Board of Governors approves the use of E&G Capital Funds for specific projects for each institution due to these funds becoming available because of effective preparations for and competitive bidding of East Bond Projects.

Staff Member: Dale Bradley

Background: Over the past ten months, due to the preparation work accomplished by Mr. Tom Tucker, Ms. Stephanie Slaubaugh, Mrs. Lenora Montgomery, and Mr. Donald Strand, the East Bond projects competitive bidding process has led to an available balance of over \$2.5 million.

Due to this effective project management effort, East Bond dollars are now available to pay for projects originally planned to be paid for by E&G Capital Funds already approved by the University and Pierpont Boards.

A total of \$1,224,500 of the East Bond \$2.5 million will be used to support three activities previously designated for funding by E&G Capital Funds:

Turley Center F, F, & E	\$1,000,000
Wallman Hall Foundation Waterproofing	124,500
Wallman Hall Elevator Replacement	<u>100,000</u>
TOTAL	\$1,224,500

This action frees up \$1,224,500 in E&G Capital Funds to be available to support University and Pierpont specific projects originally planned to be supported by E&G Operational Funds Reserves. Those projects are:

University – Feaster Center Pool area repairs and Natatorium HVAC upgrade.

Pierpont – Pierpont Center-Shared Educational Classroom Facility at MTEC.

Please find attached agreement documenting the availability of funds and the planned use of same to save each institutions use of their E&G Operating Fund Reserves.

Fairmont State University

And

Pierpont Community & Technical College

Agreement for One Time Use of E&G Capital Funding

History – Information

The Governor's Office awarded Fairmont State University a total of \$18,700,000 as part of the Education, Arts, Science and Tourism (EAST) Bonds in 2009. The projects approved were as follows:

Turley Center	\$6,000,000	Create a Student Access Center for the campus
Wallman Hall	\$5,200,000	HVAC & Electrical Upgrades
Musick Library	\$2,000,000	ADA access from upper level to lower level of campus
Hardway Hall	\$5,500,000	HVAC & Electrical Upgrades

All four projects are currently under contract and substantial completion is expected over the next year.

With the award of all project contracts to date, Fairmont State EAST Bond fund has an available balance of \$2,511,654.42.

In June 2012, The Board of Governors for both institutions approved the Capital Project Plan for FY 2013 which included projects carried forward from previous years, additional funds for existing projects and new projects. The following projects funded from the E&G Capital Reserve were part of this plan:

Turley Center FFE	\$1,000,000
Wallman Hall Foundation Waterproof	\$ 124,500
Wallman Hall Elevator Replacement	\$ 100,000
TOTAL	\$1,224,500

Over the last three fiscal years, the average percentage contributions to E&G Capital Reserve were FSU at 62.7% and PCTC at 37.3%.

Agreement Information

Fairmont State University Board of Governors and Pierpont Community and Technical College Board of Governors agree to move a total of \$1,224,500 approved E&G Capital Projects to the FSU EAST Bond Fund. The projects to be moved are as follows:

Turley Center FFE	\$1,000,000
Wallman Hall Foundation Waterproof	\$ 124,500
Wallman Hall Elevator Replacement	\$ 100,000
TOTAL	\$1,224,500
FSU contributed 62.7% of total	\$767,761.50
PCTC contributed 37.3% of total	\$456,738.50

Each institution may use this newly available E&G Capital Budget for a one time use.

Fairmont State University will replace \$767,761.50 of the E&G Operating Fund budgeted for the Feaster Center HVAC Upgrade Pool Area and Natatorium Upgrades.

Pierpont Community and Technical College will replace \$456,738.50 of the Pierpont E&G Reserves for the MTEC Shared Educational Facility.

Ron Tucker, Board of Governor’s Chairman
Fairmont State University

Date

Earl McConnell, Board of Governor’s Chairman
Pierpont Community & Technical College

Date

**Fairmont State University and
Pierpont Community and Technical College
E&G Capital and Intrastructure Fee Contributions
Fiscal Years 2010-2012**

E&G Capital Fees

	<u>Fiscal Year</u>	TOTAL FEES	Fairmont State		Pierpont	
			Amount	Percentage	Amount	Percentage
	FY 2012	3,008,035	1,850,559	61.5%	1,157,476	38.5%
	FY 2011	2,983,389	1,871,279	62.7%	1,112,110	37.3%
	FY 2010	2,796,302	1,788,436	64.0%	1,007,866	36.0%
	Average Percentage			62.7%		37.3%

Infrastructure Fees

	<u>Fiscal Year</u>	TOTAL FEES	Fairmont State		Pierpont	
			Amount	Percentage	Amount	Percentage
	FY 2012	1,155,291	728,210	63.0%	427,081	37.0%
	FY 2011	1,164,147	744,464	63.9%	419,683	36.1%
	FY 2010	1,041,832	731,945	70.3%	309,887	29.7%
	Average Percentage			65.7%		34.3%

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**Pierpont Community & Technical College
Board of Governors
Meeting of October 15, 2012**

ITEM: FY 2013 Pay Raise

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Whereas, Pierpont's Administration and Board of Governors continued full funding of the Mercer salary scale for classified employees effective July 1, 2012 and provided salary increase for faculty promoted in rank with the beginning of their AY 2012-13 faculty contract, and

Whereas, Pierpont's President having met the two Pierpont Salary Policy (Board of Governor's Policy #25) requirements concerning faculty promoted in rank and Mercer salary scale funding for classified staff now brings forward a general salary increase plan for Board approval, and

Whereas, Pierpont's Administration and Board of Governors in the FY 2013 budget planning process reserved sufficient funds to address an across the board raise,

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves a 1% pay increase for FY 2012 for eligible Pierpont employees that is to be effective December 1, 2012.

STAFF MEMBER: Dale Bradley

BACKGROUND: Pierpont's President, Administration and Board of Governor's has determined that a 1% across the board raise is appropriate and practical for all eligible employees not receiving the Mercer salary scale step increase or other equity salary adjustments.

All classified employees with 15 or less years of service were moved to the next step on the Mercer salary scale effective July 1, 2012.

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

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-classified staff, except the President, hired prior to July 1, 2012 and who have not received an equity salary increase since June 30, 2012 will be considered eligible.
- Full and part-time classified staff meeting the previous criteria and who have reached full funding on the current classified staff salary schedule for their years of experience and pay grade and did not receive the July 1, 2012 Mercer Salary Scale step increase will be considered eligible.
- Adjunct Faculty will be considered eligible to receive the 1% raise effective in the spring 2013 semester.
- All Retirees on phased retirement “will not” be considered eligible.
- Classified Staff receiving the Mercer salary scale step increase effective July 1, 2012 “will not” be considered eligible.