

Schedule

Meeting of the Pierpont Community & Technical College Board of Governors

October 20, 2009

Falcon Center Board Room
Fairmont, WV

1:00 P.M.	Ad Hoc Committee on Separation of Assets and Liabilities	Falcon Center Board Room
	Members: James Griffin Kyle Hamilton Dixie Copley	
1:00 P.M.	Off Campus Facilities Committee	Conference Room 3
	Members: Leslie Lovett (<i>Chair</i>) Linda Aman Jeff Tucker Beverly Jones	Staff Resource: Rich McCormick Lyla Grandstaff Jeni Hawkins
* 2:00 P.M.	Full Board Meeting	Falcon Center Board Room

*Time approximate, depending on the length of committee meeting.

**Pierpont Community & Technical College Board of Governors
Meeting of October 20, 2009**

Call to Order

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*September 15, 2009*)

Tab 1 – Action Item

Operation Reports

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

Committee of the Whole

1. FY 2009 Audit – Preliminary Information (*Dale Bradley*)
2. Financial Report (*Dale Bradley*)
3. Capital Projects Update (*Dale Bradley*)
4. Presidential Search Firm Selection Process Update (*Jennifer Weist*)

Tab 2 – Informational

Tab 3 - Informational

Tab 4 - Informational

Tab 5 - Informational

Committee Reports

1. Off Campus Operations Committee (*Leslie Lovett*)
2. Finance Committee (*Kyle Hamilton*)
3. Marketing Committee (*Dixie Copley*)
4. Ad Hoc Committee on Separations of Assets and Liabilities (*James Griffin*)

New Business

1. BOG Representative for December Graduation Platform Committee (*James Griffin*)
2. BOG Retreat (*James Griffin*)

Old Business

Public Comment

Possible Executive Session

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

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

Next Meeting date is Tuesday, November 17, 2009 at the Falcon Center Board Room.

|

Pierpont Community & Technical College
BOARD OF GOVERNORS
MINUTES
September 15, 2009

Call to Order

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 15, 2009 beginning at 1:00 p.m. in 219 Hardway Hall. Present at the meeting were Board Members: Leslie Lovett, Beverly Jones, James Griffin, John P. Jones, Dixie Copley, Kyle Hamilton, Ryan Houser, Jeff Tucker, Earl McConnell and Linda Aman.

Absent were Eugene Weaver and Rick Pruitte.

Chair James Griffin called the meeting to order.

Approval of Minutes

Kyle Hamilton moved that the minutes of the June 23, 2009 and August 13, 2009 meetings be approved. Motion carried.

Constituent Reports

Tom Stose presented the Faculty Assembly Report.

Mary Jo Rutherford presented the Classified Staff Report.

Ryan Houser presented the Student Government Report.

Keith Foster presented the Foundation Report.

Devanna Corley presented the Alumni Association Report.

Rusty Elliott presented the Athletic Association Report.

Finance Report

Dale Bradley presented on Pierpont Community & Technical College Unrestricted Education and General and Fund Manager Budgets.

Capital Projects Budget Adjustment

Dale Bradley presented information on the Capital Projects Budget Adjustment for Fiscal Year 2010. The resolution was to reduce the overall budget by \$133,032 for the fiscal year. Dixie Copley moved to approve the adjustment to the Capital Projects budget as presented. Beverly Jones seconded the motion. Motion carried.

Mercer Scale Progression for Classified Staff

Dale Bradley presented on Mercer scale step increase given to the classified staff.

Program Reviews

Rich McCormick presented the following Program Reviews for board approval: Physical Therapy Assistant, Medical Laboratory Technology, Health Information Technology and Interpreter Training Program. A motion was made by Kyle Hamilton to approve the continuation of all four programs at the current level of activity. Dixie Copley seconded the motion. Motion carried.

Fall 2009 Enrollment Report

Rick Porto presented early enrollment data for the fall 2009 semester. Pierpont showed gains in both FTE and headcount.

President's Report

Jennifer Weist delivered the report in President Blair Montgomery's absence. She discussed the continued relationship between the local one-stop system and Pierpont and provided details about the Build It, Keep It, and Share It project conducted over the summer. The site selection process for the Advanced Technology Center continues. The list of sites has been narrowed to several sites in Marion County. Pierpont has submitted a capital projects request to the WV Community and Technical College System. The request included funds for upgrades and repairs at the National Aerospace Education Center, facility expansion in Morgantown and a 50,000 square foot classroom facility to be built in conjunction with the Advanced Technology Center. Pierpont has submitted a FIPSE grant proposal designed to help bolster services to adult students enrolled in off campus locations. The TV Ad Campaign has concluded and was very successful. Web traffic on the Pierpont site has more than doubled since the ads begun. The Power Plant Program will graduate its first class in December. The Heavy Equipment Program will begin as a pilot in the second 8 week term.

New Business

Chair Jim Griffin wanted to thank Dr. Krepel, Andy Kniceley, and President Montgomery for their support of Pierpont's request that the WV Community College Council approve revisions to the Joint Operating Agreement for Academic Programs and the Memorandum of Agreement for the Delivery of Associate Degree Programs governing the delivery of associate degree programs in Engineering Technology and Nursing.

Separation of Assets and Liabilities

Chair Jim Griffin expressed his desire to establish an Ad Hoc Committee to focus on the Separation of Assets and Liabilities agreement with the University. He opened the floor for volunteers. Dixie Copley and Kyle Hamilton agreed to serve on the committee.

Executive Session

Dixie Copley moved pursuant to 6-9A-4-2b of the WV Code that the Board go into Executive Session to discuss personnel and personal matters, which if discussed in public might adversely affect the reputation of any person. Earl McConnell seconded. Motion carried.

At the end of the executive session Dixie Copley moved that this Board adjourn executive session and reconvene in open session. Kyle Hamilton seconded. Motion carried.

Following the executive session Chair Griffin authorized Jennifer Weist and staff to begin work on a Request for Proposals to secure services for an executive search firm needed to select a President for Pierpont. The RFP will be reviewed and approved by the Executive Committee before being made public.

Adjournment

There being no further business, the meeting was adjourned at 3:00 p.m.



Fairmont State University
and Pierpont Community and Technical College
Statement of Net Assets - Financial Highlights
FISCAL YEAR 2009

	Fairmont State Board of Governors Support	Fairmont State University	Pierpont Community & Technical College	Total Institution
CURRENT CASH:				
Cash at June 30, 2009	11,053,609	10,438,086	6,027,688.00	27,519,383
Cash at June 30, 2008	8,650,566	9,947,429	4,437,834.00	23,035,829
Increase (Decrease)	2,403,043	490,657	1,589,854	4,483,554
Funds with Significant Increases (Decreases)				
West Virginia Higher Education Grant	410,252			410,252
Neighborhood Investment Program Scholarship	94,752			94,752
Infrastructure Reserve	(99,273)			(99,273)
Reserve for Capital Projects	(283,809)			(283,809)
HEPC Matching Capital Project Funds	522,211			522,211
Plant Renewal and Replacement - Capital Projects	1,016,772			1,016,772
Auxiliary Reserves	199,000			199,000
Plant Renewal and Replacement - Auxiliary Capital Projects	581,572			581,572
Baccalaureate - Educational and General (E&G)		727,113		727,113
Gear Up Grant Indirect Costs		129,903		129,903
Current Unrestricted -Bacc.-Fund Manager		(74,852)		(74,852)
Current Unrestricted -Bacc.-Course Fees		(138,595)		(138,595)
Current Unrestricted -Buyout Funds		(115,436)		(115,436)
PCTC - Educational and General (E&G)			510,290	510,290
Allied Health Expansion Program			599,696	599,696
Power Plant Tech - HB3009			154,917	154,917
Power Plant Tech - match			65,933	65,933
Power Plant Tech - WV Advance			58,330	58,330
- Total of Funds with Significant Increases (Decreases)	2,441,477	526,133	1,389,166	4,356,776
NONCURRENT CASH:				
Cash at June 30, 2009	2,463,884	-	-	2,463,884
Cash at June 30, 2008	3,111,856	-	-	3,111,856
Increase (Decrease)	(647,972)	-	-	(647,972)
Funds with Significant Increases (Decreases)				
BB&T Bonds (Series 2006) Construction Fund	(767,242)			(767,242)
- Total of Funds with Significant Increases (Decreases)	(767,242)	-	-	(767,242)
Other post employment benefits (OPEB) Liability:				
OPEB at June 30, 2009	85,910	667,045	273,110	1,026,065
OPEB at June 30, 2008	38,280	279,012	140,707	457,999
Increase (Decrease)	47,630	388,033	132,403	568,066
UNRESTRICTED E&G PLANT AND PRESIDENT'S CONTROL NET ASSETS:				
Unrestricted E&G Plant and Pres. Control Net Assets at June 30, 2009	187,229	6,798,282	2,983,205	9,968,716
Unrestricted E&G Plant and Pres. Control Net Assets at June 30, 2008	195,901	5,033,916	2,367,373	7,597,190
Increase (Decrease)	(8,672)	1,764,366	615,832	2,371,526
UNRESTRICTED AUXILIARY AND FUND MANAGER NET ASSETS:				
Unrestricted Auxiliary and Fund Manager Net Assets at June 30, 2009	2,529,292	543,950	490,320	3,563,562
Unrestricted Auxiliary and Fund Manager Net Assets at June 30, 2008	2,472,489	1,021,016	433,344	3,926,849
Increase (Decrease)	56,803	(477,066)	56,976	(363,287)
TOTAL NET ASSETS:				
Net Assets at June 30, 2009	71,759,223	7,430,921	5,192,678	84,382,822
Net Assets at June 30, 2008	70,746,283	6,060,338	3,529,045	80,335,666
Increase (Decrease)	1,012,940	1,370,583	1,663,633	4,047,156

Fairmont State University
and Pierpont Community and Technical College
Statement of Net Assets - Financial Highlights
FISCAL YEAR 2009

EXPLANATION OF INCREASES IN E&G PLANT AND PRESIDENT'S CONTROL NET ASSETS:	Fairmont State Board of Governors Support	Pierpont State University	Pierpont Community & Technical College	Total Institution
Increase (Decrease) in Net Assets	(8,672)	1,764,366	615,832	2,371,526
Reappropriated State Funding		(1,250,000)	(375,000)	(1,625,000)
OPEB liability - accrual for fiscal year 2009	-	345,703	138,812	484,515
Increase in Net Assets before reappropriation and OPEB liability	(8,672)	860,069	379,644	1,231,041

Note: E&G plant funds amounts are only for deferred charges for bond issue costs that are being amortized over the life of the bonds.
Plant funds are otherwise accounted for within restricted net assets.

3

Board of Governors
Financial Report FY 2010
Pierpont Community & Technical College
Unrestricted Funds
as of September 21, 2009

The projected effect on net assets at June 30, 2010 as of September 21, 2009 is a decrease of (\$187,492.19). This represents an improvement from the August 18th budget report. Since the August 18th report the projected budget improved by \$13,780.91. The primary changes are summarized as follows:

- There was a decrease to overall projected "Operating Revenues" budget of (\$4) since the August 18th report. The details are summarized as follows:
 - "Operating Costs Revenue" in the President Controlled Funds increased by \$21,226.86, but was off-set by a decrease to "Support Services Revenue" of (\$21,230.86). The net effect was an overall (\$4) decrease. These two revenue categories are from chargeback fees collected from Fairmont State University and the changes to these revenue categories were due to budget changes made by the FSU.

- There was a decrease to the overall projected "Operating Expenses" budget of (\$13,784.91) since the August 18th report. The details are summarized as follows:
 - The budgets for "Salaries" increased by \$9,938. \$11,637 of this increase was in the President's Controlled Funds. This increase was off-set by a reduction in the "Salaries" budget of \$1,735 in the Fund Manager Controlled Funds. The resulting \$9,938 increase in "Salaries" and a \$13,076.54 increase to the "Benefits" expense budget were off-set by transfers of expense budget from "Supplies and Other Services". This transfer and other minor reductions reduced the "Supplies and Other Services" expense budget a total of \$24,758.45.
 - There was a reduction of \$8,581.72 in the expense budget for "Assessment for Support Services". There was also a reduction of \$3,459.28 in the expense budget for "Assessment for Operating Costs". These two expenses categories are expenses from chargeback expenses paid to Fairmont State University and the reductions to these expenses categories were due to budget changes made by FSU.

Of the projected effect on net assets of a reduction of (\$187,492.19) as of June 30, 2009; President's Controlled Fund(s) are projected to have a budget deficit of (\$183,985.49), Fund Manager's Controlled Fund(s) are projected to have a budget deficit of (\$3,506.70).

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

		Current Year 10	Prior Year 09	Period Sep	Current Unrestricted LEVEL 2	
		Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year		
OPERATING REVENUES	Tuition and Fees	6,982,347.50	3,545,221.79	50.77		
	Faculty Services Revenue	1,502,589.00	0.00	0.00		
	Auxiliary enterprise revenue	0.00	0.00			
	Operating Costs Revenue	236,605.65	2,848.71	1.20		
	Support Services Revenue	347,272.56	20,070.19	5.78		
	Other Operating Revenues	198,690.00	37,572.88	18.91		
	Subtotal:	9,267,504.71	3,605,713.57	38.91		
OPERATING EXPENSES	Salaries	5,429,087.00	542,387.22	9.99		
	Benefits	1,202,911.54	123,469.68	10.26		
	Student financial aid - scholarships	284,748.00	216,597.61	76.07		
	Utilities	0.00	0.00			
	Supplies and Other Services	1,544,358.97	285,184.79	18.47		
	Equipment Expense	120,387.55	29,141.95	24.21		
	Loan cancellations and write-offs	0.00	0.00			
	Fees retained by the Commission	96,143.00	23,066.50	23.99		
	Assessment for Faculty Services	1,268,259.00	0.00	0.00		
	Assessment for Support Services	3,733,652.86	279,789.08	7.49		
	Assessment for Tuition, Aux. and Capital Costs	1,360,513.00	411,628.00	30.26		
	Assessment for Operating Costs	2,596,204.72	129,796.83	5.00		
	Subtotal:	17,636,265.64	2,041,041.66	11.57		
NONOPERATING REVENUES (EXPENSES)	State appropriations	8,080,538.00	1,616,108.00	20.00		
	Gifts	1,000.00	0.00	0.00		
	Investment Income	97,194.00	0.65	0.00		
	Other nonoper rev - OPEB Liability	0.00	0.00			
	Reappropriated State Funding	375,000.00	0.00	0.00		
	Subtotal:	8,553,732.00	1,616,108.65	18.89		
EXCLUDE OPERATING ACCOUNT	Exclude - Assets	-375,000.00	0.00	0.00		
	Exclude - Indirect Cost Recoveries	2,536.74	0.00	0.00		
	Exclude - Transfers - Other	0.00	0.00			
	Subtotal:	-372,463.26	0.00	0.00		
OPERATING INCOME/LOSS		-8,358,760.93	1,564,671.91	-18.70		
BALANCE		-187,492.19	3,180,780.56	-1696.49		

FZRPR03

Fund %

SEP-21-09

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

		Current Year 10	Prior Year 09	Period Sep	Current Unrestricted Pierpont C and TC - President	
		Budgeted Current year			Actual Current Year	Actual To Budgeted Current Year
OPERATING REVENUES	Tuition and Fees	6,311,862.00			3,230,934.79	51.19
	Faculty Services Revenue	1,502,589.00			0.00	0.00
	Auxiliary enterprise revenue	0.00			0.00	
	Operating Costs Revenue	236,605.65			2,848.71	1.20
	Support Services Revenue	347,272.56			20,070.19	5.78
	Other Operating Revenues	123,083.00			0.00	0.00
	Subtotal:	8,521,412.21			3,253,853.69	38.18
OPERATING EXPENSES	Salaries	5,240,613.00			510,786.57	9.75
	Benefits	1,171,093.54			118,131.45	10.09
	Student financial aid - scholarships	284,748.00			216,597.61	76.07
	Utilities	0.00			0.00	
	Supplies and Other Services	1,074,478.95			230,445.09	21.45
	Equipment Expense	57,423.83			20,349.86	35.44
	Loan cancellations and write-offs	0.00			0.00	
	Fees retained by the Commission	96,143.00			23,066.50	23.99
	Assessment for Faculty Services	1,268,259.00			0.00	0.00
	Assessment for Support Services	3,733,652.86			279,789.08	7.49
	Assessment for Tuition, Aux. and Capital Costs	1,360,513.00			411,628.00	30.26
	Assessment for Operating Costs	2,596,204.72			129,796.83	5.00
	Subtotal:	16,883,129.70			1,940,590.99	11.49
NONOPERATING REVENUES (EXPENSES)	State appropriations	8,080,538.00			1,616,108.00	20.00
	Investment Income	97,194.00			0.65	0.00
	Other nonoper rev - OPEB Liability	0.00			0.00	
	Reappropriated State Funding	375,000.00			0.00	0.00
	Subtotal:	8,552,732.00			1,616,108.65	18.90
EXCLUDE OPERATING ACCOUNT	Exclude - Assets	-375,000.00			0.00	0.00
	Exclude - Transfers - Other	0.00			0.00	
	Subtotal:	-375,000.00			0.00	0.00
OPERATING INCOME/LOSS		-8,361,717.49			1,313,262.70	-15.71
BALANCE		-183,985.49			2,929,371.35	-1592.18

FZRPR03

Fund %

SEP-21-09

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

		Current Year 10	Prior Year 09	Period	Sep	Current Unrestricted Pierpont C and TC Fund Managers	
				Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	
OPERATING REVENUES	Tuition and Fees			670,485.50	314,287.00	46.87	
	Other Operating Revenues			75,607.00	37,572.88	49.69	
	Subtotal:			746,092.50	351,859.88	47.16	
OPERATING EXPENSES	Salaries			188,474.00	31,580.65	16.76	
	Benefits			31,818.00	5,338.23	16.78	
	Supplies and Other Services			469,880.02	54,739.70	11.65	
	Equipment Expense			62,963.92	8,792.09	13.96	
	Loan cancellations and write-offs			0.00	0.00		
	Subtotal:			753,135.94	100,450.67	13.34	
NONOPERATING REVENUES (EXPENSES)	Gifts			1,000.00	0.00	0.00	
	Other nonoper rev - OPEB Liability			0.00	0.00		
	Subtotal:			1,000.00	0.00	0.00	
EXCLUDE OPERATING ACCOUNT	Exclude - Indirect Cost Recoveries			2,536.74	0.00	0.00	
	Exclude - Transfers - Other			0.00	0.00		
	Subtotal:			2,536.74	0.00	0.00	
OPERATING INCOME/LOSS				-7,043.44	251,409.21	*****	
BALANCE				-3,506.70	251,409.21	-7169.40	

FZRPR03

Fund %

SEP-21-09

**Board of Governors
Financial Report
Pierpont Community and Technical College
Restricted Fund
For the period as of Sept 22, 2009**

Revenues:

Revenues did not change	\$0.00
-------------------------	---------------

Expenditures:

Expenditures increased	\$5.00
------------------------	---------------

EXPEDITE	5.00
----------	-------------

The budget balance of \$-1,584,381.23 is covered by the restricted fund cash balance of \$1,756,103.28 on June 30, 2009.

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

Current Year 2010 Prior Year 2009 Sep Current Restricted

LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year
OPERATING REVENUES	Tuition and Fees	157,104.03	33,794.25	21.51%
	Federal Grants and Contracts	13,641,949.59	7,175,447.20	52.60%
	State/Local Grants and Contracts	1,729,346.70	265,849.07	15.37%
	Private Grants and Contracts	1,018,325.00	78,901.36	7.75%
	Other Operating Revenues	66,637.00	17,102.00	25.66%
Sub Total		16,613,362.32	7,571,093.88	45.57%
OPERATING EXPENSES	Salaries	892,706.95	102,651.88	11.50%
	Benefits	115,999.39	18,834.85	16.24%
	Student Financial Aid-Scholarships	16,006,021.00	7,473,263.73	46.69%
	Utilities	500.00	9.34	1.87%
	Supplies and Other Services	1,102,899.80	111,580.58	10.12%
	Equipment Expense	109,051.93	20,211.39	18.53%
Sub Total		18,227,179.07	7,726,551.77	42.39%
NONOPERATING REVENUES (EXPENSES)	Investment Income	0.00	0.00	0.00%
Sub Total:		0.00	0.00	0.00%
EXCLUDE OPERATING	Exclude - Assets	-34,403.80	0.00	0.00%
	Exclude - Transfers for Fin Aid Match	67,067.40	27,212.00	40.57%
	Exclude - Indirect Cost Recoveries	-3,228.08	0.00	0.00%
	Exclude - Transfers - Other	0	0	0.00%
Sub Total:		29,435.52	27,212.00	92.45%
OPERATING INCOME/LOSS		-1,613,816.75	-155,457.89	9.63%
BUDGET BALANCE		-1,584,381.23	-128,245.89	8.09%
NET ASSETS - Beginning of Year		1,756,103.28		
PROJECTED NET ASSETS - End of Year		171,722.05		

4

Capital Project Update: October 7, 2009

Academic Fund - Hunt Haught Hall Painting - Floors 3 & 4	Painting was completed on floors 3 and 4 the week of August 24th.
College Apartments Roof Replacement Bldg A/B	Project was completed the week of August 17th.
Education Building Roof & Waterproofing	Contractor has began work on exterior waterproofing. Portions of old caulking have been removed and washdown is in progress. Actual roof replacement is scheduled to begin week of Oct 12th.
Feaster Center Elevator	Project is 99% complete. Punch list work is continueing. Third floor elevator lobby is open for ADA access. Landscaping work is completed.
Feaster Center HVAC	Two new roof top units have been set in place and are running. Air balancing remains to be completed.
Hunt Haught Hall Glass Front	Project has not been started.
Infrastructure - Hardway Hall portico improvements	Architectural firm Ewing Cole was selected as firm to work with. We are waiting on proposal in order to award architectural service contract.
Infrastructure - IT Emergenecy Back-up	Project has not been started.
Infrastructure - painting of roads and parking lots & Inspections	Project was completed week of August 21st.
Infrastructure - Pierpont Signage	Temporary signage has been ordered. RFB is being put together for advertising for bids.
Folk Life Center	Interior framing is complete. Mechanical and electrical rough in 95% complete. Insulation is installed in both interior and exterior walls. Water has been connected to city service.
Locust Avenue	Schedule for work is to be determined by utility companies and WV Department of Highways.
Physical Plant - Landscaping	Several projects have been completed. There will be several more throughout the year.
Physical Plant Small Projects	Several projects have been completed. There will be many throughout the year.

CAPITAL PROJECTS

FY 2010

Project	Carried Forward Budget	Budget Adjustment FY/2010	Total Budget	Expenses	Encumbrances	Available Budget	Project Complete Date
Academic Fund	\$ 100,000.00	\$ (25,000.00)	\$ 75,000.00	\$ 54,400.00	\$ -	\$ 20,600.00	Painting HHH : \$54,400 9/1/09
College Apartments - Building A/B Roof	\$ 73,000.00	\$ -	\$ 73,000.00	\$ 48,930.00	\$ -	\$ 24,070.00	8/30/2009
College Apartments - Building G Carpet	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 7,315.88	\$ -	\$ 7,684.12	8/15/2009
Education Building - Exterior Waterproofing	\$ 185,000.00	\$ (12,500.00)	\$ 172,500.00	\$ 9,080.70	\$ 154,269.30	\$ 9,170.00	
Education Building - Roof Replacement	\$ 320,000.00	\$ (12,500.00)	\$ 307,500.00	\$ 9,080.70	\$ 272,359.30	\$ 26,080.00	
Feaster Center - Elevator & Steps	\$ 1,499,221.95	\$ -	\$ 1,499,221.95	\$ 1,328,808.85	\$ 172,613.10	\$ -	
Feaster Center - HVAC Phase II	\$ 298,774.00	\$ -	\$ 298,774.00	\$ 250,483.36	\$ 48,290.64	\$ -	
Hunt Haight Hall Glass Front	\$ 250,000.00	\$ (11,614.00)	\$ 238,386.00	\$ -	\$ -	\$ 238,386.00	
Infrastructure - Hardway Hall	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -	\$ -	\$ 400,000.00	
Infrastructure - IT Emergency Back-Up	\$ 200,000.00	\$ (2,701.00)	\$ 197,299.00	\$ -	\$ -	\$ 197,299.00	
Infrastructure - Painting & Striping Roadway & Parking Lots	\$ 58,000.00	\$ -	\$ 58,000.00	\$ 57,543.08	\$ -	\$ 456.92	9/1/2009
Infrastructure - Pierpont Signage	\$ 58,734.00	\$ -	\$ 58,734.00	\$ -	\$ -	\$ 58,734.00	
IT Software - Card System	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	
Kennedy Barn - Folklife Center - Phase II	\$ 568,789.00	\$ -	\$ 568,789.00	\$ 172,255.07	\$ 321,733.20	\$ 74,800.73	
Locust Avenue	\$ 279,289.00	\$ (68,717.00)	\$ 210,572.00	\$ -	\$ -	\$ 210,572.00	
Physical Plant - Landscaping	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 29,680.35	\$ 3,200.00	\$ 67,119.65	
Physical Plant Small Projects	\$ 202,959.39	\$ -	\$ 202,959.39	\$ 42,782.20	\$ 36,329.57	\$ 123,847.62	Parking Lot Proj: \$29,259.39; 8/15/09
	\$ 4,648,767.34	\$ (133,032.00)	\$ 4,515,735.34	\$ 2,008,120.19	\$ 1,008,795.11	\$ 1,498,820.04	

5

**Request
for Proposals**



Pierpont Community & Technical College
Procurement Office
1201 Locust Avenue
Fairmont WV 26554-2470

RFP #

RFP-245

For information contact:

Monica J. Cochran
mcochran@pierpont.edu

Phone: 304-367-4711
FAX: 304-367-4706

DATE

Questions Due: 3:00 pm on Monday, October 5, 2009

9-19-09

Answers Released by: Monday, October 12, 2009

Bids Due: 3:00 pm on Monday, October 19, 2009

Request for Proposals

The Pierpont Community & Technical College Board of Governors is seeking an executive search firm to assist in the process of selecting a president for Pierpont Community & Technical College. See attached pages for complete specifications.

Any questions must be submitted in writing to:

Monica Cochran, Director of Procurement
Pierpont Community & Technical College
1201 Locust Avenue
Fairmont, WV 26554

Phone: (304) 367-4711

Fax: (304) 367-4706

Email: mcochran@pierpont.edu

REQUEST FOR PROPOSALS
EXECUTIVE SEARCH CONSULTING SERVICES
FOR THE PRESIDENCY OF PIERPONT COMMUNITY & TECHNICAL COLLEGE
RFP # 245

SECTION 1 – OVERVIEW / INTENT OF RFP

- 1.1 The Pierpont Community & Technical College Board of Governors is seeking an executive search firm to assist in the process of selecting a president for Pierpont Community & Technical College.
- 1.2 It is the Board of Governors' intent to select and contract with a single executive search consultant (the Consultant) to work with the Executive Secretary of the Screening and Search Committee (the Committee) and assist it in the process of selecting a president for Pierpont Community & Technical College. As directed by the Committee, the principle services of the Consultant will be to identify potential qualified candidates for consideration, initiate contacts with prospective candidates, receive all nominations and applications, narrow the pool of acceptable candidates based on the qualifications and criteria set by the Committee, and perform a comprehensive credential review of the finalists. The Committee will consider recommendations from the Consultant on how the search shall be conducted to assure equal opportunity for all. All administrative functions of the search process will be performed by the Committee.
- 1.3 Pierpont Community & Technical College is a comprehensive community college serving thirteen counties in north central West Virginia. Pierpont offers more than 50 associate degree and certificate programs. Through its Center for Workforce Education, Pierpont offers a large number of non-credit workforce training programs. Combined annual enrollment is approximately 6700. Pierpont is one of ten public community colleges in the West Virginia Community and Technical College System.

The college shares a 120-acre main campus in Fairmont, West Virginia, with our partner institution Fairmont State University. Pierpont operates the Robert C. Byrd National Aerospace Education Center in Bridgeport, West Virginia and the Braxton County Higher Education Center, in Flatwoods, West Virginia. Additionally, classes are offered at more than 15 sites throughout the service region. For more information visit www.pierpont.edu.

SECTION 2 - SPECIFICATIONS/SCOPE OF WORK

- 2.1 The Consultant selected for this project shall have extensive experience with academic executive searches, and there will be a preference for experience and demonstrated strengths and successes in searches for academic executive administrators in community and technical colleges. The successful proposer must have well developed search methodologies and candidate research skills, a national network of professional contacts, and a proven ability to identify and attract talented highly qualified individuals to this search process. The successful proposer must demonstrate an understanding of the academic executive search process both on campus and in the national market place.
- 2.2 The Consultant shall work under the direction of the Executive Secretary of the Screening and Search Committee and the direction of the Chairman of the Board of Governors in the final stages of the search process. The service provided by the Consultant shall include, but may not be limited to the following:

- A. Recruitment - The Consultant shall actively seek out individuals with superior qualifications and encourage them to become candidates for the position.
 - B. Applications and Nominations - The Consultant shall receive all applications and nominations and maintain a summary list of all candidates.
 - C. Preliminary Screening - The Consultant shall conduct a preliminary screening of the credentials of the candidates, including a review of information contained on resumes and the knowledge the Consultant has of such individuals and the organizations they have served, prior to any candidate being submitted by the Consultant for consideration by the Committee.
 - D. The Consultant may be requested to make contacts with individuals nominated by others.
- 2.3 The Consultant may be requested to meet with the Chairman of the Board of Governors, the Executive Secretary, the Committee and the Board of Governors during the early and subsequent phases of the search process in order to become familiar with the search and selection process and procedures, and the qualifications required for the position. Travel expenses may be reimbursed according to the College's Travel Regulation, or may be included in the fee and expense proposal during final negotiations upon mutual agreement of both parties.

SECTION 3 - SUBMITTING PROPOSALS

- 3.1 Please submit an original and six (6) copies of the proposal, plus one complete electronic copy. The original proposal should be bound in a three-ring, loose-leaf binder. Proposals will be received until 3:00 PM, October 19, 2009. Proposals must be submitted in a sealed envelope or package. Deliver proposals by the specific date and time to:

Monica J. Cochran, Director of Procurement
Pierpont Community & Technical College
Room 320 Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554

- 3.2 Faxed or electronically transmitted proposals will not be accepted. All documents/information submitted in response to this solicitation will be considered public information, pursuant to the West Virginia Freedom of Information Act.
- 3.3 Communications with employees of Pierpont Community & Technical College or with other representatives of the State concerning this request by you or on your behalf, except as is specified in Section 3, would not be appropriate during the submission and selection process.
- 3.4 Questions concerning this RFP will be received in writing until 3:00 PM, October 5, 2009, and must be directed to:

Monica J. Cochran, Director of Procurement
Pierpont Community & Technical College
1201 Locust Avenue
Fairmont, WV 26554
Phone: (304) 367-4711
Fax: (304) 367-4706
Email: mcochran@pierpont.edu

3.5 Questions will be answered in writing and by October 12, 2009

SECTION 4 - PROPOSER QUALIFICATIONS

- 4.1 Proposals are being solicited from firms that are engaged in the business of providing services identified in the RFP. Proposals shall include, at a minimum, the information in Paragraph 3.2 and Sections 4 and 5. Failure to include this information may be grounds for rejection of the proposal.
- 4.2 The proposal shall present evidence that the firm or its officers have been engaged for at least the past three (3) years in providing services as listed in the RFP. Furthermore, all firms responding to this RFP should have experience of offering a similar service. References must be included stating the name, position and telephone number of a contact person.

SECTION 5 – THE SELECTION PROCESS

- 5.1 Acceptable proposals will be evaluated by a committee in accordance with the Higher Education Purchasing Regulations based on the criteria listed in this RFP.
- 5.2 The evaluation committee may elect to interview one or more firms. Interviews may be conducted in person or by telephone conference call. If interviews are held, final adjustments in the evaluation scoring will be made following the firm's presentation. The evaluation committee may request additional information prior to making a contract award. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the Chief Procurement Officer reserves the right to undertake negotiations with the next most advantageous proposer without undertaking a new procurement process.
- 5.3 Evaluations will be based on overall services to be provided, qualifications, including recent experience, and costs. Award will not necessarily be made to the firm submitting the lowest cost proposal. The proposal receiving the highest overall score will be declared the most advantageous firm.
- 5.4 After an award, all proposals will become a matter of public record and open for inspection. After the opening, proposals shall become the property of Pierpont Community & Technical College and will not be returned. The successful firm will receive a purchase order issued by Pierpont Community & Technical College.

SECTION 6 - PROPOSALS / EVALUATION CRITERIA

- 6.1 Proposals shall include the following information in the order specified. If the proposer fails to provide any of the following information, the evaluators may, at their option, ask the proposer to provide the missing information or they may evaluate the proposal without the missing information.
1. Management summary. (20 points maximum)
 - A. The proposer shall prepare an organization staffing chart of those employees to be utilized in performing this contract.
 - B. Detailed resumes of key personnel that will be assigned to this engagement, including relevant technical qualifications, and those of principals are required.

2. The proposed method of doing the work. (20 points maximum)
 - A. Provide a detailed summary of your approach to complete the work
 - B. Provide a description of special resources, skills or services which the firm possesses, which are not addressed as part of this RFP, that would be available as part of an agreement with successful proposer. Please demonstrate any advantages that would be realized by the Board of Governors as result of these resources.
3. Experience and References (20 points maximum)
 - A. Provide a description of your firms experience with similar engagements, specifically with presidential searches for community and/or technical colleges within past five years.
 - B. Provide a minimum of three references of previous clients. Include college/university name, contact person, address and phone number.
4. Proposed project schedule. (15 points maximum)
5. Fee proposal. (25 points maximum)

SECTION 7- ADDITIONAL INFORMATION

- 7.1 Pierpont Community & Technical College reserves the right to reject any and all proposals with or without cause, and to waive any irregularities in the responses received as a result of this request, when such irregularities are not in conflict with the West Virginia Code or the Higher Education Purchasing Regulations. In addition, Pierpont Community & Technical College reserves the right to make such investigations as it deems necessary as to the qualification of any and all proposers, and to conduct pre-contract negotiations.
- 7.2 Discussions and interviews may be held with firms under final consideration prior to making a selection for award; however, proposals may be accepted without such discussions or interviews.
- 7.3 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, Pierpont Community & Technical College reserves the right to undertake negotiations with the next most advantageous firm without undertaking a new procurement process. The State's WV-96 form is attached to demonstrate the State law and guidelines that must be adhered to in any contracts presented to Pierpont Community & Technical College for execution. A copy of additional terms and conditions that a firm wished to offer for consideration should be enclosed with the proposal. The successful firm must be a registered vendor with the Purchasing Division, WV Department of Administration, and have a valid vendor number. (See Exhibit F for vendor registration form.)
- 7.4 Payment of fees and expenses, not to exceed the maximum proposed, will be made upon satisfactory completion of the required services. Progress payments may be approved at the discretion of Pierpont Community & Technical College's Chief Procurement Officer.
- 7.5 The following is a list of Exhibits that are attached and are applicable to this RFP:
 - Exhibit A, Instructions to Bidders
 - Exhibit B, Terms and Conditions
 - Exhibit C, Agreement Addendum WV-96
 - Exhibit D, Prompt Pay Act of 1990 (WV Code §5A-3-54)
 - Exhibit E, No-Debt Affidavit
 - Exhibit F, Vendor Registration and Disclosure Statement