PIERPONT
COMMUNITY & TECHNICAL COLLEGE™

BOARD

OF

GOVERNORS

October 21, 2014

Schedule and Agenda

Pierpont Community & Technical College
Board of Governors Meeting and Committee Meetings

October 21, 2014
Falcon Center Board Room
Locust Avenue Campus

1:00 PM   **Regional Academics Committee Meeting**
Location: Contact Sharon Shaffer
Members:
Sharon Shaffer *(Chair)*
Earl McConnell
Gene Weaver
Staff Resource:
Jeanie Hawkins
Leslie Lovett

2:00 PM   **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 21, 2014

Call to Order

1. Opening Comment *(Chairman, Jim Griffin)*
2. Last Call for Public Comment Sign Up
3. Board Member Commitment   *Tab 1 – Informational*
4. Higher Education Acronyms   *Tab 2 – Informational*
5. Approval of BOG Meeting Minutes *(September 16, 2014)*   *Tab 3 – Action Item*

Special Recognitions/Updates

- Introduction of Daina LaClair, Strategic Planning Assistant, School of Human Services *(Dean - Brian Floyd)*

President's Report *(Dr. Doreen M. Larson)*

Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Classified Staff Report *(Mary Jo Rutherford)*
3. Faculty Senate Report *(David Beighley)*
4. Regional Academics Semester Report *(Jeanie Hawkins)*
5. Workforce Development Report *(Paul Schreffler)*   *Tab 4 – Informational*
6. SB 330 and OASIS Updates *(Cindy Curry)*

Committee of the Whole

1. Financial Report *(CFO, Dale Bradley)*
   a. August 31, 2014 Financial Report   *Tab 5 – Informational*
   b. Capital Projects Update – *(Tom Tucker, Asst. VP Facilities)*   *Tab 6 – Informational*

Committee Reports

1. Audit/Finance Committee Report *(Chair, Kyle Hamilton)*
2. Marketing Committee Report *(Chair, Barbara Pavel-Alvarez)*
3. Regional Academics Committee Report *(Chair, Sharon Shaffer)*

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 November 18, 2014 - 2:00 PM – at the Pierpont Center at Veteran's Square, CWE Room 112.

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont Community & Technical College strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

Tab 1

Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

Tab 2

Acronyms Used in Higher Education

AA	Associate of Arts		CCRC	Community College Research Center
AACC	American Association of Community Colleges		CE	Continuing Education
AAS	Associate of Applied Science		CEWD	Center of Energy Workforce Development
ABE	Adult Basic Education			
ACCT	Association of Community College Trustees		CFWV	College Foundation of West Virginia
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group		CHEA	Council for Higher Education Accreditation
			CITE	Center for Information Technology Education
ACF	Advisory Council of Faculty		CIQG	CHEA International Quality Group
ACE	American Council on Education			
AS	Associate of Science		CMC	Competency Model Clearinghouse
AFA	Associate of Fine Arts			
ALICE	Alert, Lockdown, Inform, Counter, and Evacuate		CNME	Center for Nanofabrication Manufacturing Education
APPD	Applied Design		CPT	Certified Phlebotomy Technicians
ASL	American Sign Language			
ASTP	Airframe Structures Training Program		CRD	Council for Resource Development
ATB	Ability to Benefit		CTCS	Community and Technical College System
ATC	Advanced Technology Center			
ATMAE	Association of Technology Management and Applied Engineering		CTE	Career and Technical Education (K-12)
			CUPA HR	College and University Professional Association for Human Resources
ATE	Advanced Technical Education			
BA	Bachelor of Arts			
BBA	Bachelor of Business Administration		CWE	Center for Workforce Education (old terminology – now School of Workforce Development)
BFA	Bachelor of Fine Arts			
BOE	Board of Education		DHHR	Department of Health and Human Resources
BS	Bachelor of Science			
BTG	Bridging the Gap		DOE	Department of Education
CAS	Certificate of Applied of Science		DOL	Department of Labor
CASA	Court Appointed Special Advocates		EC	Early Childhood
			EDGE	Earn a Degree Graduate Early
CASE	Council for Advancement and Support of Education			
CCA	Complete College America		EFC	Expected Financial Contribution
			ELI	Executive Leadership Institute
CCCT	Community College and Career Training		EMR	Emergency Medical Responder

EMS	Emergency Medical Services		NCCRS	National College Credit Recommendation Service
EMT	Emergency Medical Technician		NCMPR	National Council for Marketing and Public Relations
ETA	Employment Training Administration (within DOL)		NETL	National Energy Technology Laboratory
ERP	Enterprise Resource Planning		NHCA	National Health Career Association
FAB	Fashion Advisory Board		NISOD	National Institute for Staff and Organizational Development
FAFSA	Free Application for Federal Student Aid		NOCTI	National Occupational Competency Testing Institute
FERPA	Family Education Rights and Privacy Act		NSF	National Science Foundation
FF&E	Furniture, Fixtures, and Equipment		MPA	Master of Public Administration
FOSM	Food Service Management		OSHA	Occupational Safety and Health Administration
FTES	Full Time Equivalent Students		OWHE	Office of Women in Higher Education
HEAPS	Higher Education Adult Part-Time Student		P2C	Pathway to Completion
HEPC	Higher Education Policy Commission		PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
HEPI	Higher Education Price Index		PIPE	Pierpont Institute of Energy Workforce Development of North Central WV
HIT	Health Information Technology			
HLC	Higher Learning Commission			
ITEC	Information Technology Education Center		RAP	Registered Apprenticeship Program
LEA	Local Education Agency		RCCA	Rural Community College Alliance
LLL	Life Long Learners			
LPN	Licensed Practical Nurse		RESA	Regional Education Service Agency
LOCEA	Legislative Oversight Committee for Education Accountability		RHIA	Registered Health Information Administrator
MERCER	Higher Education Classified Annual Salary		RRT	Registered Respiratory Therapist
MLT	Medical Laboratory Technician		SAP	German Software Corporation, **S**ystems, **A**pplications, and **P**roducts (in Data Processing) or **S**atisfactory **A**cademic **P**rogress
MSSC	Manufacturing Skill Standards Council			
MTEC	Monongalia County Technical Education Center			
NACUBA	National Association of College and University Business Officers		SEA	State Education Agency
NAEC	National Aerospace Education Center		SGA	Student Government Association
NCATC	National Coalition of Advanced Technology Centers		SIPP	Survey of Income and Program Participation (US Census)

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

Tab 3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 16, 2014
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 16, 2014, beginning at 2:00 PM in the Pierpont Center at Veteran's Square Room G112.

Board members present were:
Chairman Jim Griffin, Linda Aman (via phone), Kelly Buchanan, Kyle Hamilton (via phone), Beverly Jones, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Chip VanAlsburg.

Board members absent were:
Jeff Tucker and Gene Weaver.

President's Cabinet members present were:
President Doreen Larson, Dale Bradley, Stephen Leach, Rob Linger, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:07 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on August 19, 2014 were presented for approval. Rick Pruitte offered a motion to approve the minutes, as presented. Sharon Shaffer seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

- Dr. Larson announced the news that Paul Schreffler, Vice President and Dean, has earned a Doctor of Management in Community College Policy and Administration from the University of Maryland University College, and gave an overview of this Program.

President's Report

Dr. Larson provided an update on the six goals established by the Board for the President for academic year 2014-2015.

1. **Completion of the North ATC**

Dr. Larson stated that the North ATC is progressing satisfactorily and weather permitting we will be under roof prior to the first snowfall. Dr. Larson thanked the work crews on site for their personal commitment to the project. The contractors involved in the project understand the positive impact that this facility will have on the region and they go above and beyond to support the timeline of the project and provide the highest quality of materials and labor. Dr. Larson also thanked Mr. Blaine McVicker for his excellent project leadership.

2. **Increase Enrollment and Manage Funding**

Dr. Larson informed the Board that the fall enrollment numbers will be finalized around October 15. She stated that Pierpont will be down in enrollment. There was a large increase in high school dual credit enrollment throughout the service region. Dr. Larson encouraged the attendees to spread the word about the dual credit program in West Virginia. While in high school, students can take college courses that fulfill their high school requirements and provide a head start on college credit. These courses are offered at a reduced tuition rate and will transfer to any college or university in West Virginia, and often into other states as well.

Dr. Larson stated that along with the dramatic increase in enrollment in the Petroleum Tech program and the First Energy Power Systems Institute, enrollment in the Allied Health programs remains strong and a second cohort of LPN students has been added at Braxton. Courses are full also at the RCB National Aerospace Education Center in the Associate programs and also the non-credit Airframe Structures program.

Areas experiencing lower enrollment are some of the regional campuses and returning students, in general. Dr. Larson reminded the Board that Pierpont had record-breaking numbers of graduates recently, which has had an impact on returning student enrollment. An intense analysis of enrollment is being performed and adjustments will be made for the spring courses. The implementation of Pierpont's independent Banner system is on schedule for fall 2015.

Dr. Larson reminded the Board that last year, Dale Bradley established a Budget Adjustment Committee consisting of members from across the campus departments. This group will develop a plan to address the budget shortfall expected as a result of lowered enrollment and large cuts in state appropriations over the past two years.

To help the work of this group, some decisions have been made at the cabinet level. Pierpont has deferred replacing the Webmaster position, at this time, and Rob Linger is picking up Web duties.

Dr. Larson stated that with her experience in Banner implementation and innovation for student services, she will now directly supervise Jennifer Weist during this implementation period. Dr. Larson has also asked Ron Weist to step in as an interim Registrar, under her supervision.

This interim plan highlights the Banner project as a top priority and Dr. Larson's direct involvement will streamline all aspects of the project. Pierpont will be able to defer the expense of hiring a new registrar until after the Banner system is in place and the move to the ATC is completed. At that time, Pierpont will be in a much better position to review the student services organization and ongoing staffing needs. Dr. Larson thanked Ron Weist for taking on the registrar duties, and thanked the colleagues in Organizational Development for taking up Mr. Weist's work in marketing.

3. Launch the Pierpont Foundation

Dr. Larson informed the Board that the Pierpont Foundation continues to add members. The major focus of the Foundation, at this time, is engagement in the strategic planning process. On behalf of the Pierpont Foundation, Blair Montgomery will serve as the guest speaker at the next meeting of the Classified Staff Council.

4. Complete the current Strategic Plan, Develop the new Strategic and Budget Plan

Dr. Larson shared some of the accomplishments from the first reports provided by each college division on the current strategic priorities of Flexibility, Completion, 13-County Outreach, and Facilities.

School of Health Careers:
- Health Careers faculty worked diligently prior to the Fall semester to engage and reenroll students into Pierpont classes.   Faculty attended Welcome Wednesdays throughout the summer, including the Health Careers Welcome Wednesday.
- The School of Health Careers is targeting their transition to the ATC as one of this year's school goals. A plan for the move and committees have been established. The committees tasks include: (1) instrumentation and equipment, (2) IT/communication, (3) facilities and furniture, (4) scheduling, (5) moving logistics and (6) supply allocation.   Meetings will be held throughout the year.

School of Academic Studies:
- English 1104 is now using MY SKILLS LAB, a Pearson software program, to enhance grammar and writing skills. We are also using a new text, *Nexus: A Rhetorical Reader for Writers.*
- English 0097 is using a new software program, CONNECT from McGraw-Hill. This online program enhances basic grammar, sentence, paragraph, and essay skills. The

new text being used is *English Skills with Readings.* This program was piloted in a couple of English 0097 sections during the 2013-2014 academic year, and was highly successful for students. *(Pass rates approached 75%).*

Enrollment and Planning Department:
- Fall photo-shoot with CTC students scheduled for October 6th. Images will be used in updated marketing and EDGE materials.
- Working with Blackboard Student Services on a Fall-to-Spring "Re-Registration" outreach campaign targeting unregistered students.

School of Business, Aviation and Technology
- Explore offering an on-line Skills Certificate in Design Technology (combining web design/creation and CAD/engineering graphics)
- Work with Dean Trisel and Chair Kim Murphy to complete a formal 2+2 agreement with the associate and baccalaureate degree in Graphic Technology
- Work with Professor Bachlechner on the creation on a STEM hub at Pierpont Community and Technical college

School of Workforce Development:
- Discussion regarding Early Childhood Advanced Skill Set that will be offered to practitioners as noncredit offering, then converted to credit via Series 3 rule upon matriculation
- First blended course (safety course for technical programs) is being offered in Fall 2014 semester

Academic Affairs Division:
- Academic Affairs and Deans to work on plan for retention and completion as cited by WVCTCS
- Business Dept starting club and news letter
- E-Learning QM team meeting on 9/18 to policy plan and implementation
- On-line courses to be QM approved (fall 2015)

School of Human Services:
- 2nd Floor expansion of Merchant Street is underway. EMS program assisting with space planning.
- First School to hold meetings on new strategic plan development.
- Faculty engage in training on Lumens non-credit student system.

Information Technology Services:
- Student email has been transferred to Google mail
- New website has been delivered and is under review for content accuracy
- Banner work ongoing (see Banner update)

New Strategic Plan Development:

Pierpont will host a large stakeholders meeting on November 7, 2014 to engage business and community organizations in the development of the strategic plan. This input will then be used at the December Board of Governors Retreat, while working with the faculty and staff to outline the new plan.

5. Draft a Master Facility Plan

Dr. Larson informed the Board that Pierpont is in the process of gathering data on space, density of use, and program enrollment at Locust Ave and Regional locations. An RFP for a Master plan has not been posted, as of this time. The required basic maintenance of the Vet Tech facilities has been completed; however, ongoing issues of adequate animal and instructional spaces have not been resolved. Pierpont continues to upgrade the HVAC system at the RCB National Aerospace Education Center and renovating the space at Merchant Street. Technology upgrades and equipment installation are ongoing at MTEC including the installation of projectors in each classroom.

6. Implement an Independent Banner System

Dr. Larson stated that Pierpont is on track to implement the independent Banner system in January 2015 for service to students enrolling for fall 2015. An MOU with WVNet has been finalized to create the needed Pierpont files from the combined FSU/Pierpont files. Pierpont is exploring options for FSU to host the Pierpont Banner system after separation for ease of interface and staff cost savings. Work has begun to create an "active directory" that will accommodate the Pierpont database. This directory will enable Pierpont students to use the Rec Center, Library, etc., but still have their information in a separate database. The directory will also allow for shared staff in the business office and other areas to service both institutions.

Dr. Larson concluded her report by stating that she will take a short vacation and then she will be presenting at the Rural Community College Alliance conference in Prescott, Arizona. Provost Leslie Lovett will serve as the acting President during this time.

Board Comment on the President's Report

Within the perspective of the President's Report, Board member Barbara Pavel-Alvarez circulated a Pierpont/FSU space sharing report that outlined the allotted percentage of space currently assigned to each institution. It was noted that, although Pierpont pays for 34% of instructional space, only 17% of instructional space has been granted to Pierpont by FSU. Requests for additional space allocations have not been agreed. Chairman Griffin thanked Mrs. Alvarez for bringing this matter before the Board, and stated that the Board will continue to address the unavailability of instructional space in the near future. The Board will consider inclusion of this matter as part of Pierpont's strategic plan.

Operation Reports

- *Academic Affairs Annual Report:* In the absence of Leslie Lovett, Dr. Larson provided a handout and gave an overview of the Academic Affairs report.

- *Classified Staff Report:* Mary Jo Rutherford reported that one full time student scholarship for $500 and one part time student scholarship for $250 have been awarded from the Classified Staff Scholarship Fund. Boxes have been placed throughout the campuses to collect donation items for the Vet. Tech program. The next scheduled meeting for the Classified Staff will be held on October 18. Blair Montgomery and Jim Griffin will be the guest speakers.

- *Faculty Senate Report:* David Beighley reported that policies for Administrative Withdrawals and Attendance have been approved. The next Faculty Senate meeting will be held on October 9.

- *Workforce Development Report:* Paul Schreffler was working in Charleston; therefore, the Workforce Development report was tabled until the next Board meeting.

Committee of the Whole

➢ *Financial Reports*

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, 2014. Mr. Bradley noted that there was a needed correction to the document provided in the September Board of Governors Book. On the Financial Report FY 2015, bullet point number 3, under Operating Revenues Budget, it should show an increase of $32,963, not a decrease as indicated by the brackets surrounding the number. All details of these financial reports were provided in the September 16, 2014 Board of Governors Book.

Committee Reports

➢ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, stated that there were no action items to bring before the Board. A copy of the Finance Committee meeting minutes had previously been provided. Mr. Hamilton called for comments on those minutes and other topics. No comments were brought forward.

➢ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that a meeting of the Marketing Committee had been held on September 11. At this meeting Pierpont's partnership with WBOY for Friday night high school football games and Pierpont's presence at the games was discussed. Pierpont has been setting up a tent at these games and encouraging students to register to win a Chrome Book. Through this marketing effort, many potential contacts have been gathered.

Also discussed was the new role that Ron Weist will be filling as Registrar, and the transfer of his current marketing duties to other Pierpont staff members. Mrs. Pavel-Alvarez stated that those persons taking ownership of Mr. Weist's marketing duties will be invited to serve on the Marketing Committee.

➢ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported that the Regional Academics Committee meeting has been postponed to September 17 at 1:30 PM at the Caperton Center, Room 216. Sharon invited all to attend.

New Business

1. Chairman Griffin announced that the Board of Governor Retreat, previously scheduled for December 5, 2014, has been moved to December 1, 2014 at the Robert H. Mollohan Center.

Old Business

1. Chairman Griffin reminded the Board that the WVADE WVCCA 2014 Conference will be held on October 15-17.

Public Comment

No signatures were recorded.

Executive Session

A motion was made by Earl McConnell that 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. Sharon Shaffer seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:38 PM, the Board exited Executive Session. There were no action items brought forward for a motion from Executive Session.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on October 21, 2014 at the Falcon Center Board Room on Locust Avenue.

There being no further business, Chip VanAlsburg made a motion to adjourn. Sharon Shaffer seconded the motion. All agreed. The Board meeting was adjourned at 3:40 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Tab

4

October 2014 – Board of Governors Meeting

Industry-Sector Strategies

- **Energy**
  - ❖ Petroleum Technology
    - ➢ Noble Energy sponsored a Scholarship Luncheon on October 10, held at the Falcon Center. Students, faculty, company representatives, along with city, county, state and local legislators were in attendance.
    - ➢ Earlier today, at the Senator John Heinz History Center in downtown Pittsburgh, Chevron announced its corporate scholarship commitment to the four colleges that serve as the Eastern Hubs of the ShaleNET consortium. The ShaleNET colleges are:
      - ▪ Pierpont Community & Technical College
      - ▪ Pennsylvania College of Technology (Williamsport, PA)
      - ▪ Stark State College (North Canton, OH)
      - ▪ Westmoreland County Community College (Youngwood, PA)
    - ❖ In total, the commitment by this company for student support to the ShaleNET colleges amounts to $486,000 in fiscal years 2014, 2015 and 2016.
    - ❖ Pierpont will receive the following scholarship support from Chevron:
      - ➢ $18,500 for 2014 (to be distributed now, prior to end of the year)
      - ➢ $50,000 for 2015
      - ➢ $50,000 for 2016
    - ❖ These scholarship funds can be used for Mechatronics program as well as the Petroleum Technology program. They can also be used for noncredit programs.
    - ➢ Applied for WVCTCS Tech Scholars grant in the amount of $25,000. This grant provides matching funds for dollars awarded this year through the Noble Energy Scholarship. Expect approval of this grant, on agenda for 10/9/14 Community College Council meeting, will know by this BOG meeting date.
    - ➢ Currently taking applications for all scholarships available for School of Workforce programs.
    - ➢ We were not awarded the Round 4 TAACCCT grant. Pierpont partnered with WVU, NRCCE, NETL, WV Northern Community College, and West Virginia University at Parkersburg for this $11.8 million federal grant. This grant focused on developing technology-enhanced training for the emerging midstream sector of the industry. We plan to repurpose and submit to other potential funders.
    - ➢ Met with a large group of oil and gas companies that work in the midstream sector of this industry on September 5. Initial 'listening session' and discussion of workforce needs.
    - ➢ We continue to offer short-term RigPass certification courses for local companies.
    - ➢ Acquired rough-terrain, four-wheel-drive, extended boom forklift through TAACCCT funding.
    - ➢ Acquired well training simulator through TAACCCT funding,
  - ❖ Power Systems Institute:
    - ➢ The PSI program admitted a larger cohort this fall, with 27 new students. 18 current students are returning from their summer internship to finish the program's second year.

- First Energy plans to provide scholarships for all students entering into next year's PSI program.
- ❖ Power Plant Technology
  - Sustaining enrollment in this program, with 11 new students this year.
- ❖ Mechatronics
  - Program growth is slow.
  - Using the goals within the TAACCCT grant as a model for change, we are modifying content in the PPT and MECT programs to meet the needs of the midstream O&G industry as well as advanced manufacturing. New courses in Process Technology and Instrumentation and Control (I&C) will be integrated into the School to meet the employment needs of industry.

- **Aerospace**
  - ❖ The Aircraft Structures Training Program (ASTP) began September 29 and will run through November 21.
  - ❖ Working on a project to prepare civilian support technicians for A&P certification at the WV Air National Guard unit at the Martinsburg, WV airport. This unit is in transition to a different mission. Applied for and received a WV Advance grant in the amount of $105,000 to implement this short-term, certification prep program.

- **Data Cabling and Fiber Optic Training**
  - ❖ Received a $300,000 Advance grant for noncredit training for these skill sets. Employment opportunity at the new FBI center is driving this project.
  - ❖ Funding is intended for acquisition of training equipment and marketing the program.

- **ATC**
  - ❖ Worked with faculty on purchasing requirements and scheduling of equipment acquisition.
  - ❖ Worked with Dean Romesburg and her faculty on course and space scheduling for Fall 2015 at ATC.
  - ❖ Received shipment of additional hydraulics, pneumatics, and mechanical trainers. Currently housed at CWE at Veterans' Square. Classes moved there due to higher enrollment and space constraints, there being no available space on campus. This will all be used at the ATC upon its completion.
  - ❖ Purchased 4 training mannequins, training simulation software, and related video/data system for Respiratory Care program. Will be delivered to ATC in June.

- **Other Activities**
  - ❖ Hosted the Interim Legislative Committee meeting for Education and Finance at the Atrium on August 26.
  - ❖ Discussing project with Mountaineer Challenge Academy.
  - ❖ Attended Fairmont Community Partnership Board meetings.
  - ❖ Attended WVCCA Conference.
  - ❖ Attended WV Education Alliance conference.
  - ❖ Met with corporate leadership of Proactive Services to discuss PTRM program.
  - ❖ Met with Greystar representatives re: midstream oil and gas industry needs.
  - ❖ Visited NETL with ShaleNET partners on September 12.
  - ❖ Invited to sit on WVCTCS Master Plan Steering Committee. Attended one session to date (same time as last BOG meeting).
  - ❖ Will present at the Governor's Energy Summit this Thursday.

Tab 5

Board of Governors
Financial Report FY 2015
Pierpont Community & Technical College
as of August 31, 2014

SUMMARY:
The projected effect on net assets for FY 2015 as of August 31, 2014 is an increase of $21,274. However, this amount also includes a Board approved spend down of $11,658 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2015 is an increase of $9,616.

UNRESTRICTED OPERATING FUNDS:
The Budget Balance as of August 31, 2014 is $21,274. This represents a budget increase of $31,337 from the July 31, 2014 Financial Report. As of this report date, approximately 41% of projected tuition and fees revenue and approximately 35 % of overall revenues have been realized while approximately 7% of operating expenses have been incurred (Due to continuing implementation issues with OASIS many of the expenses that have been incurred utilizing the State Purchase Card are not yet posted to Banner Finance). The primary budget changes that impacted the budget from the July 31, 2014 Financial Report, are as follows:

- **Operating Revenues Budget:**
  o Decreased by ($625). This significant activities accounting for this change are as follows:
    ▪ The "Support Services Revenue" budget controlled by the President decreased by ($625).
- **Operating Expenses Budget:**
  o Decreased by ($15,084). This significant activities accounting for this change are as follows:
    ▪ The "Salary" expense budget controlled by the President increased by $603 while the "Salary" expense budget controlled by the Fund Managers decreased by a ($13,642).
    ▪ The "Benefits" expense budget controlled by the President decreased ($13,419) while the "Benefits" expense budget controlled by the Fund Managers decreased by ($2,127).
    ▪ The "Supplies and Other Services" expense budget controlled by the Fund Managers decreased by ($1,109).
    ▪ The "Assessment for Support Services" expense budget controlled by the President decreased ($1,232).
    ▪ The "Assessment for Operating Costs" expense budget controlled by the President decreased by ($1,036).

Of the adjusted projected effect on net assets of an increase of $21,274 as of June 30, 2015; President's Controlled Fund(s) are projected to have a budget surplus of $3,143; Fund Manager's Controlled Fund(s) are projected to have a budget surplus of **$**18,130 with Board

approved spending of $11,658 in cash reserves. The Year-To-Date Actual Budget Balance is $4,347,236.

RESTRICTED FUNDS:

The Restricted Funds Finance Report for August 31, 2014 was not yet available.

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

As of August 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	9,182,244	9,237,906	3,748,616	40.58
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	892,586	892,586	400,152	44.83
	Operating Costs Revenue	182,331	139,769	8,614	6.16
	Support Services Revenue	205,106	237,445	0	0.00
	Other Operating Revenues	381,394	388,717	16,500	4.24
	Total:	**11,708,662**	**11,761,423**	**4,173,882**	**35.49**
OPERATING EXPENSE	Salaries	6,888,571	6,944,180	703,121	10.13
	Benefits	1,537,276	1,532,647	165,199	10.78
	Student financial aid-scholarships	147,438	158,938	125,702	79.09
	Utilities	22,353	22,353	2,548	11.40
	Supplies and Other Services	2,644,212	2,635,133	137,853	5.23
	Equipment Expense	97,280	98,280	1,755	1.79
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	138,910	138,910	0	0.00
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,793,282	(43)	(0.00)
	Assessment for Student Activity Costs	147,949	147,949	12,591	8.51
	Assessment for Auxiliary Fees & Debt Service	892,586	892,586	80,630	9.03
	Assessment for Operating Costs	1,791,133	1,794,338	97,889	5.46
	Total:	**17,903,669**	**17,968,596**	**1,327,245**	**7.39**
OPERATING INCOME / (LOSS)		**(6,195,007)**	**(6,207,173)**	**2,846,637**	**(45.86)**
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,584,426	7,584,426	1,516,885	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	(849)	(11.80)
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,313,829)	0	0.00
	Reappropriated State Funding	0	0	0	
	Total:	**6,277,791**	**6,277,791**	**1,516,036**	**24.15**
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.30
	Indirect Cost Recoveries	0	0	0	
	Transfers for Capital Projects	0	0	0	
	Transfers - Other	3	3	0	0.00
	One-time use of reserve	11,658	11,658	0	0.00
	Total:	**(49,345)**	**(49,345)**	**(15,438)**	**31.29**
BUDGET BALANCE		**33,439**	**21,274**	**4,347,236**	
PERSONNEL BUDGET SAVINGS		**0**	**0**		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		**33,439**	**21,274**	**4,347,236**	
* **Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year**		**1,599,777**	**1,599,777**		
Less: USE OF RESERVE		**11,658**	**11,658**		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		**1,621,558**	**1,609,393**		

* *Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of $3,323,527*

* *Unrestricted Net Asset Balance is 9.37% of the current budgeted total operating expense. Management has established a target of 15% or $2,561,401 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 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,162,822	8,162,822	3,628,817	44.46
	Faculty Services Revenue	865,000	865,000	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	182,331	139,769	8,614	6.16
	Support Services Revenue	205,106	237,445	0	0.00
	Other Operating Revenues	286,792	286,792	500	0.17
	Total:	**9,702,051**	**9,691,827**	**3,637,930**	**37.54**
OPERATING EXPENSE	Salaries	6,586,601	6,632,327	679,233	10.24
	Benefits	1,488,383	1,485,545	161,193	10.85
	Student financial aid-scholarships	147,438	147,438	121,702	82.54
	Utilities	22,253	22,253	2,541	11.42
	Supplies and Other Services	1,929,642	1,881,274	101,513	5.40
	Equipment Expense	52,156	52,156	1,630	3.13
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	138,910	138,910	0	0.00
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,785,961	2,793,282	(43)	(0.00)
	Assessment for Student Activity Costs	147,949	147,949	12,591	8.51
	Assessment for Operating Costs	1,791,133	1,794,338	97,889	5.46
	Total:	**15,900,426**	**15,905,473**	**1,178,249**	**7.41**
OPERATING INOCME / (LOSS)		**(6,198,375)**	**(6,213,645)**	**2,459,681**	**(39.59)**
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,584,426	7,584,426	1,516,885	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	(849)	(11.80)
	Assessment for E&G Capital & Debt Service Costs	(1,313,829)	(1,313,829)	0	0.00
	Reappropriated State Funding	0	0	0	
	Total:	**6,277,791**	**6,277,791**	**1,516,036**	**24.15**
TRANSFERS & OTHERS	Capital Expenditures	0	0	0	
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.30
	Transfers for Capital Projects	0	0	0	
	Transfers - Other	3	3	0	
	One-time use of reserve	0	0	0	
	Total:	**(61,003)**	**(61,003)**	**(15,438)**	**25.31**
BUDGET BALANCE		**18,414**	**3,143**	**3,960,280**	
* **Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year**		**920,225**	**920,225**		
Less: USE OF RESERVE		**0**	**0**		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		**938,639**	**923,368**		

* *Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2014 in the amount of $3,323,527*

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

As of August 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,019,423	1,075,085	119,800	11.14
	Other Operating Revenues	94,602	101,925	16,000	15.70
	Total:	**1,114,025**	**1,177,010**	**135,800**	**11.54**
OPERATING EXPENSE	Salaries	301,970	311,853	23,888	7.66
	Benefits	48,893	47,102	4,006	8.51
	Student financial aid - scholarships	11,500	11,500	4,000	
	Utilities	100	100	8	7.86
	Supplies and Other Services	714,570	753,859	36,339	4.82
	Equipment Expense	45,124	46,124	125	0.27
	Loan cancellations and write-offs	0	0	0	
	Total:	**1,122,157**	**1,170,537**	**68,366**	**5.84**
OPERATING INCOME / (LOSS)		**(8,132)**	**6,472**	**67,434**	**1041.85**
NONOPERATING REVENUE (EXPENSE)	Gifts	0	0	0	
	Total:	**0**	**0**	**0**	
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	11,658	11,658	0	0.00
	Total:	**11,658**	**11,658**	**0**	**0.00**
BUDGET BALANCE		**3,526**	**18,130**	**67,434**	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		674,750	674,750		
Less: USE OF RESERVE		11,658	11,658		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		666,618	681,222		

Tab 6

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 21, 2014

ITEM: Capital Projects Update FY 2015

COMMITTEE: Committee of the Whole

INFORMATION ITEM

STAFF MEMBER: Tom Tucker, Asst. VP Facilities

ATTACHMENT: Summary of Capital Projects Completion Status

CAPITAL PROJECTS

FY 2015

Project	Project Budget	Encumbrances & Expenses	Available Project Budget	Project Updates
Academic Fund	$ 159,182.93	$ 59,182.93	$ 100,000.00	Various Academic Projects throughout the year. Carry-over encumbrances from FY 14
Landscaping	$ 100,000.00	$ -	$ 100,000.00	Various Projects for FY 15
Small Projects	$ 311,426.28	$ -	$ 311,426.28	Various Projects for FY 15, Carry-over from FY 14
Aerospace Gutter Repairs	$ 40,000.00	$ -	$ 40,000.00	Bids have opened and contract is being prepared
Aerospace HVAC Replacement	$ 49,000.00		$ 49,000.00	
Campus - ADA Restrooms	$ 50,000.00	$ 19,512.00	$ 30,488.00	Jaynes Restroom complete
Caperton Waterproofing	$ 166,412.50	$ 15,302.50	$ 151,110.00	Contract being prepared for Waterproofing
Hazardous Waste Building	$ 40,000.00	$ -	$ 40,000.00	Decontamination of Building is scheduled. Finalizing Purchase of New Building. Coordinating removal of old building and placement of new building
Infrastructure - Paving	$ 295,767.99	$ 245,476.00	$ 50,291.99	Paving completed on parking lots; gravel to be installed on Locust Lot
Infrastructure - Merchant Street Retaining Wall	$ 375,327.21	$ 375,327.21	$ -	completed
Physical Plant Expansion	$ 160,000.00	$ -	$ 160,000.00	On Hold
School House Museum Repairs	$ 70,000.00	$ -	$ 70,000.00	Preparing Bid Package