



BOARD

OF

GOVERNORS

November 18, 2014

Schedule and Agenda

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

November 18, 2014

Pierpont Center at Veteran's Square
320 Adams Street, Room G112, Fairmont, WV

1:00 PM **Regional Academics Committee Meeting**
Pierpont Center at Veterans Square

Members:

Sharon Shaffer (*Chair*)
Earl McConnell
Gene Weaver

Staff Resource:

Jeanie Hawkins
Leslie Lovett

1:00 P.M. **Marketing Committee Meeting**
Pierpont Center at Veterans Square

Members:

Barbara Pavel-Alvarez (*Chair*)
Linda Aman
Beverly Jones
Jeff Tucker

Staff Resource:

Steve Leach
Steve Santilli
Bo Sellers

2:00 PM **Full Board Meeting**
Pierpont Center at Veterans Square
CWE, Room G112

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
November 18, 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 (*October 21, 2014*) *Tab 3 – Action Item*

Special Recognitions/Updates

- 🏆 Special Recognition (*Chairman Griffin*)
- 🏆 Recognition of Mr. Thomas Stose, Director RCB NAEC, for his work with the National Business Aviation Association (*Dr. Doreen Larson*) *Tab 4 – Informational*
- 🏆 Introduction of new Classified Staff Council members: Carly Satterfield, Shauntise Weeks, and Amanda Hawkinberry (*Mary Jo Rutherford*)

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

Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Faculty Senate Report (*David Beighley*)
3. Office of Public Safety Report (*Chief Jack Clayton*)
4. Pierpont Foundation Report (*Steve Leach*) *Tab 5 – Informational*
5. Workforce Development Report (*Paul Schreffler*)

Committee of the Whole



1. Financial Report (*CFO, Dale Bradley*)
 - a. September 30, 2014 Financial Report *Tab 6 – Informational*
2. Proposed New Policy No. 58 – Email Established as an Official Form of Communication – 30-Day Comment Period (*Steve Leach*) *Tab 7 – Action Item*
3. Proposed New Policy No. 59 – Furlough and Reduction in Employee Workforce Policy – 30-Day Comment Period (*Steve Leach*) *Tab 8 – Action Item*

Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
 - a. Approval of Boiler Replacement at the Caperton Center
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

Tab 9 – Action Item

New Business

-  Smoke Free Campus Policy
-  The quarterly ATC Advisory Board Meeting previously scheduled for December 1, 2014 will be rescheduled for 1:00 PM on February 17, 2015.

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 Board of Governors Retreat will be held on December 1, 2014 – 8:00 AM – at the Robert H. Mollohan Training Center**

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
AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ABE	Adult Basic Education
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACE	American Council on Education
AS	Associate of Science
AFA	Associate of Fine Arts
ALICE	Alert, Lockdown, Inform, Counter, and Evacuate
APPD	Applied Design
ASL	American Sign Language
ASTP	Airframe Structures Training Program
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATMAE	Association of Technology Management and Applied Engineering
ATE	Advanced Technical Education
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BFA	Bachelor of Fine Arts
BOE	Board of Education
BS	Bachelor of Science
BTG	Bridging the Gap
CAS	Certificate of Applied of Science
CASA	Court Appointed Special Advocates
CASE	Council for Advancement and Support of Education
CCA	Complete College America
CCCT	Community College and Career Training

CCRC	Community College Research Center
CE	Continuing Education
CEWD	Center of Energy Workforce Development
CFWV	College Foundation of West Virginia
CHEA	Council for Higher Education Accreditation
CITE	Center for Information Technology Education
CIQG	CHEA International Quality Group
CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education
CPT	Certified Phlebotomy Technicians
CRD	Council for Resource Development
CTCS	Community and Technical College System
CTE	Career and Technical Education (K-12)
CUPA HR	College and University Professional Association for Human Resources
CWE	Center for Workforce Education (old terminology – now School of Workforce Development)
DHHR	Department of Health and Human Resources
DOE	Department of Education
DOL	Department of Labor
EC	Early Childhood
EDGE	Earn a Degree Graduate Early
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
EMR	Emergency Medical Responder

EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ETA	Employment Training Administration (within DOL)
ERP	Enterprise Resource Planning
FAB	Fashion Advisory Board
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FF&E	Furniture, Fixtures, and Equipment
FOSM	Food Service Management
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HIT	Health Information Technology
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LLL	Life Long Learners
LPN	Licensed Practical Nurse
LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary
MLT	Medical Laboratory Technician
MSSC	Manufacturing Skill Standards Council
MTEC	Monongalia County Technical Education Center
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCATC	National Coalition of Advanced Technology Centers

NCCRS	National College Credit Recommendation Service
NCMPR	National Council for Marketing and Public Relations
NETL	National Energy Technology Laboratory
NHCA	National Health Career Association
NISOD	National Institute for Staff and Organizational Development
NOCTI	National Occupational Competency Testing Institute
NSF	National Science Foundation
MPA	Master of Public Administration
OSHA	Occupational Safety and Health Administration
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
PIPE	Pierpont Institute of Energy Workforce Development of North Central WV
RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
RESA	Regional Education Service Agency
RHIA	Registered Health Information Administrator
RRT	Registered Respiratory Therapist
SAP	German Software Corporation, S ystems, A pplications, and P roducts (in Data Processing) or S atisfactory A cademic P rogress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)

STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board

	(regional agency)
WVADE	West Virginia Association of Developmental Education
WVAYC	West Virginia Association for Young Children
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

Tab

3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
October 21, 2014
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on October 21, 2014, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (via phone), Kelly Buchanan, Beverly Jones, Earl McConnell (via phone), Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, Jeff Tucker (via phone initially and in person later in the meeting), and Warren 'Chip' VanAlsburg (via phone).

Board members absent were:

Kyle Hamilton and Gene Weaver.

President's Cabinet members present were:

President Doreen Larson, Dale Bradley, Stephen Leach, Rob Linger, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh.

Faculty and staff were also in attendance.


Call to Order and Call for Public Comment

Chairman 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 September 16, 2014 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

-  Dean Brian Floyd welcomed and introduced Daina LaClair, Pierpont's new Strategic Planning Assistant. Daina has been working with Dean Floyd to develop Pierpont's

institutional five year plan. She is very busy putting together an external stakeholders meeting that will ensure Pierpont aligns with the priorities of community partners.

Dr. Larson announced that at the LOCEA meeting held in October, an audit was shared detailing the training hours completed by each of the state's community college Board members. Once again, the Board members of Pierpont met and exceeded full compliance of training hours required. Pierpont was one of two Boards that met the requirements and had the most accumulated hours. The Board was given a round of applause, in congratulations of their success.

President's Report

Dr. Larson shared that during the past month, two businesses have approached Pierpont for assistance in workforce development. One company is looking for land contract technicians to support the boom in natural gas development. In response, Pierpont has developed curricula related to land contracts and will develop some custom modules, as needed. The other company needs training in data and cable technicians for large construction projects within the state. Pierpont has received startup funding from the CTCS to support the data and cable training and hopes to begin that program before the first of the year.

Chevron announced major partnership funding for ShaleNet institutions. Pierpont recently achieved designation as a ShaleNet Hub. This designation makes Pierpont eligible to share in the Chevron funding, along with other grant and partnership options.

Dr. Larson announced that under the leadership of President E. Gordon Gee, WVU has stepped up efforts to engage in 2+2 programs and co-recruiting efforts with Pierpont. President Gee identified increased 2+2 programs with Pierpont as one of his 4 immediate leadership strategies. Pierpont is also finalizing a 2+2 program with Alderson Broaddus University in Petroleum Management. Students graduating from the Pierpont Petroleum Tech program will have all 60 credits accepted by AB and will need only 60 additional credits to earn a Bachelors in Petroleum Management. Petroleum managers are in high demand at this time. They are the on-site managers that ensure that the subcontractors are complying with all safety and environmental regulations. AB is interested in similar 2+2 partnerships in graphic design, allied health, and other areas.

Dr. Larson said that the ATC remains on schedule and will shortly be under roof. With this facility Pierpont will go even further in innovative partnerships with fellow educators and regional businesses, as well as fueling enrollment growth.


The Pierpont LPN Program achieved full-status accreditation from the WV State Nursing Board. At this time, the program has a 100% passing rate for graduates on the nursing exam.


Pierpont was once again well-represented at the West Virginia Community College Association and Association of Developmental Education Conference in Parkersburg. There was nice mix of faculty, staff, administration, and Board members in attendance. Michael Waide received the Outstanding Contributor Award from Pierpont for his dedicated service to students and for his excellent work on our accreditation reports.

Dr. Larson said that the development of the new strategic plan is progressing well. A community stakeholders meeting will be held on Friday, Nov. 7 and time will be given at the December Board Retreat to work with faculty on this plan. Dr. Larson asked for Board members send topics to include in the retreat. The quarterly ATC Advisory Board meeting will also be held at this retreat.


In closing, Dr. Larson reminded everyone that Pierpont will have its first Career Services Day on October 28th from 12:00-4:00 PM at the Falcon Center Gym. This event will highlight Pierpont's programs that lead directly to good-paying jobs and raise employer awareness to Pierpont programs that fit their needs.

Operation Reports

 *Academic Affairs Annual Report:* Provost Leslie Lovett distributed, and reviewed a handout of updates provided by each Pierpont School, Student Services, and Academic Affairs.

 *Classified Staff Report:* Mary Jo Rutherford reported that classified staff has met twice since the last Board meeting. Guest speakers at the meetings were Blair Montgomery and Jim Griffin. Blair Montgomery spoke to the classified staff attendees about the Pierpont Foundation and Jim Griffin spoke about enrollment and asked all to become ambassadors of recruiting for Pierpont. Consideration is being given on how to increase attendance at the classified staff meetings.

Mary Jo stated that a new collection for HOPE House will be coming, and the collection for the Vet Tech program was a success.

 *Faculty Senate Report:* David Beighley reported that a Faculty Senate meeting was held on October 10th and there were no action items brought forward from this meeting. Highlights of the work that the Faculty Senate is doing were shared: internal communication procedures are being reviewed by the Gen. Ed. Committee; a call for Faculty Development Awards is being sent out; the curriculum proposal deadline is set for December 12th.

Mr. Beighley gave acknowledgement to Dr. Larson for holding the recent Town Hall meeting, stating that the faculty thought it was productive and successful.

Mr. Beighley stated that at the WVCCA WVADE Conference, Pierpont was well represented with many faculty presenting and attending. Dr. Larson thanked the faculty for sharing their ideas, and time, at the conference. Chairman Griffin invited those attending the conference to come to a follow-up session on October 31st at 1:00 PM in the Falcon Center Conference Room 1.

🏛️ *Regional Academics Semester Report:* No report given. This report will be provided at a future Board meeting.

🏛️ *Workforce Development Report:* Paul Schreffler reviewed the report provided in the October 21, 2014 Board Book. Chairman Griffin congratulated Dr. Schreffler on recently earning his degree in Doctor of Management in Community College Policy and Administration.

🏛️ *SB 330 and OASIS Updates:* Cindy Curry, VP of Human Resources, gave an update on the status of Senate Bill 330 enacted in 2011. Progress on the mandates of this bill have been slow, due to the flux of the Vice Chancellor position. Mrs. Curry is serving on the Vice Chancellor search committee with CTCS and hopes to have this position filled by the beginning of the year.

Mrs. Curry stated that OASIS, automated state resource system, began implementation this past summer for the purchasing system. The Kronos payroll system has been rescheduled to come on line in April 2015. All 'current pay' employees will become 'arrears pay' employees.

Mrs. Curry handed out an article from the WV Gazette, October 16, 2014, outlining the proposed PEIA benefit cuts of \$40 million in the 2015-2016. Public hearings will be held to determine how the cuts would be distributed.

Lastly, Mrs. Curry stated that the HR department will be providing training mandated by the Clery Act, Title IX, and Campus SAFE Act requirements for a 'non-tolerant campus'.

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 August 31, 2014. All details of these financial reports were provided in the October 21, 2014 Board of Governors Book.

➤ *Capital Projects Update*

In absence of Tom Tucker, Stephanie Slaubaugh provided the Capital Projects Update. Stephanie stated that the boiler at the Caperton Center has failed and an emergency purchase order will be presented to the Board for temporary replacement. The facility has no heat, currently, due to this failure. All other details of the Capital Projects were provided in the October 21, 2014 Board of Governors Book.

Committee Reports

➤ *Audit/Finance Committee*

Dale Bradley stated that there were no action items to bring before the Board. A copy of the Finance Committee meeting minutes will be provided to the Board. Comments on the minutes are to be directed to Kyle Hamilton, Chairman of the Committee, or Dale Bradley.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported the Steve Leach, Bo Sellers, and Steve Santilli will serve as staff resource to the Marketing Committee, as Ron Weist moves into his new position of Interim Registrar. Mr. Leach, Mr. Seller, and Mr. Santilli each have defined their new roles to the committee.

A suggestion was brought forward from the committee to ensure that the current Pierpont home page is updated more frequently with new photos, and each school is represented equally by creating a rotation schedule in which they will be featured.

An outreach committee is being formed to enhance the Marketing Committee's role and how the committee's efforts and communication are known and shared. The Pierpont marketing team will meet with the Manahan Group to review strategy. The team will also meet with each school to discuss how to involve faculty in the marketing strategies.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported the space at the Caperton Center has been maintained well, and about 43 percent of students attending the center are Pierpont students. The committee is looking into possibility of other program opportunities that can be offered at the center, and how to improve way-finding signs and directions to the site. Enhancing the safety and security procedures are being reviewed.

New Business

No new business.

Old Business

No old business.

Public Comment

No signatures were recorded.

Executive Session

A motion was made by Sharon Shaffer 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. Rick Pruitte seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 5:35 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 November 18, 2014 at the Pierpont Center at Veteran's Square, Room G112.

There being no further business, the Chairman adjourned the meeting. The Board meeting was adjourned at 5:37 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Tab

4



October 24, 2014

Dr. Doreen Larson
Pierpont Community and Technical College
1201 Locust Avenue
Fairmont, West Virginia 26554

Dear Dr. Larson:

Having an educated, trained and proficient workforce is very essential to serve the businesses in West Virginia. As a result, we were very pleased that Professor Thomas Stose was available to assist our marketing effort at the National Business Aviation Association (NBAA) aerospace show held in Orlando, Florida this past week.

The NBAA trade show gives our office an invaluable opportunity to market West Virginia to the world, as well as the important aviation industry. Major aerospace companies sent their teams to this event. Due to his vast experience, Mr. Stose was a respected resource at our West Virginia booth.

As always, your support to improving West Virginia's economy is welcomed and appreciated.

Sincerely,



J. Keith Burdette
Executive Director

JKB/mz

Tab

5

PIERPONT COMMUNITY & TECHNICAL COLLEGE
PIERPONT FOUNDATION MEETING
October 29, 2014
5:30 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Foundation Board was held on October 29, 2014, beginning at 5:30 PM in the Veterans Square Board Room.

Present at the meeting were Board members: Steve Fairley, Donna Metz, Scott Radman and Dr. Doreen Larson.

Pierpont's staff members present were: Brian Floyd, Dean of Human Services and Vickie Hedrick, Executive Assistant.

Approval of Minutes

The minutes of the Pierpont Foundation Board meeting held on July 30, 2014 were presented for approval. Donna Metz offered a motion to approve the minutes, as presented. Steve Fairley seconded the motion. All agreed. Motion carried.

Call to Order

Dr. Doreen Larson welcomed Scott Radman to the Foundation Board. Steve Fairley, Vice Chair called the meeting to order.

Committee of the Whole

- Discussion of new board members
- Report on the progress of the ATC Building

New Business

- Brian Floyd, Dean of Human Services for Pierpont Community & Technical College presented the institutional Strategic Plan for the next 5 years and the External Stakeholders Conference to be held on November 7, 2014 at the Robert H. Mollohan Research Center Building. The Board received an informational business and industry contact list.

Adjournment and Next Meeting

There being no further business, the Board meeting was adjourned at 6:45 PM. The next Pierpont Foundation, Inc. Meeting will be held on Wednesday, December 3, 2014 beginning at 5:30 PM at the Veterans Square Board Room.

Tab

6

Board of Governors
Financial Report FY 2015
Pierpont Community & Technical College
as of September 30, 2014

SUMMARY:

The projected effect on net assets for FY 2015 as of September 30, 2014 is an increase of \$10,579. 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 decrease of (\$1,079).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of September 30, 2014 is \$10,579. This represents a budget decrease of (\$10,695) from the August 31, 2014 Financial Report. As of this report date, approximately 40% of projected tuition and fees revenue and approximately 35 % of overall revenues have been realized while approximately 10% of operating expenses have been incurred (Due to the lack of a FY 15 Chargeback Agreement, no revenues or expenses related to chargeback have been incurred to date.). The primary budget changes that impacted the budget from the August 31, 2014 Financial Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$11,200. This significant activities accounting for this change are as follows:
 - The “Tuition and Fee” revenue budget controlled by the Fund Managers increased by \$2,000.
 - The “Other Operating Revenue” budget controlled by the Fund Managers increased by \$9,200.
- **Operating Expenses Budget:**
 - Increased by \$21,695. This significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the President increased by \$149.
 - The “Benefits” expense budget controlled by the President increased \$26,453 primarily due to PEIA updates.
 - The “Supplies and Other Services” expense budget controlled by the President increased by \$750 to correct a negative budget condition while this budget controlled by the Fund Managers increased by \$10,837 related to the revenue increases of \$11,200.
 - The “Assessment for Support Services” expense budget controlled by the President decreased (\$16,294) as the result of a correction to a duplicate labor chargeback budget entry.

Of the adjusted projected effect on net assets of an increase of \$10,579 as of June 30, 2015; President’s Controlled Fund(s) are projected to have a budget deficit of (\$7,914); Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$18,493 with Board

approved spending of \$11,658 in cash reserves. The Year-To-Date Actual Budget Balance is \$3,752,294.

RESTRICTED FUNDS:

Due to continued reconciliations issues related to OASIS implementation the Restricted Funds Finance Report for September 30, 2014 is not yet available.

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

Current Unrestricted

As of September 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	9,182,244	9,239,906	3,714,224	40.20
	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	385,740	43.22
	Operating Costs Revenue	182,331	139,769	0	0.00
	Support Services Revenue	205,106	237,445	0	0.00
	Other Operating Revenues	381,394	397,917	17,200	4.32
	Total:	11,708,662	11,772,623	4,117,164	34.97
OPERATING EXPENSE	Salaries	6,888,571	6,944,329	1,244,640	17.92
	Benefits	1,537,276	1,559,100	282,620	18.13
	Student financial aid-scholarships	147,438	158,938	127,237	80.05
	Utilities	22,353	22,353	3,950	17.67
	Supplies and Other Services	2,644,212	2,646,720	207,925	7.86
	Equipment Expense	97,280	98,280	(143)	(0.15)
	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	2,776,988	0	0.00
	Assessment for Student Activity Costs	147,949	147,949	0	0.00
	Assessment for Auxiliary Fees & Debt Service	892,586	892,586	0	0.00
	Assessment for Operating Costs	1,791,133	1,794,338	0	0.00
	Total:	17,903,669	17,990,491	1,866,229	10.37
OPERATING INCOME / (LOSS)		(6,195,007)	(6,217,867)	2,250,935	(36.20)
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	(88)	(1.22)
	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	1,516,797	24.16
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	10,579	3,752,294	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		33,439	10,579	3,752,294	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,599,777	1,599,777		
Less: USE OF RESERVE		<u>11,658</u>	<u>11,658</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,621,558</u>	<u>1,598,698</u>		

* 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 9.36% of the current budgeted total operating expense. Management has established a target of 15% or \$2,564,686 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 September 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,162,822	8,162,822	3,575,006	43.80
	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	0	0.00
	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	3,575,506	36.89
OPERATING EXPENSE					
	Salaries	6,586,601	6,632,476	1,207,398	18.20
	Benefits	1,488,383	1,511,998	276,518	18.29
	Student financial aid-scholarships	147,438	147,438	123,237	83.59
	Utilities	22,253	22,253	3,937	17.69
	Supplies and Other Services	1,929,642	1,882,024	172,003	9.14
	Equipment Expense	52,156	52,156	(268)	(0.51)
	Loan cancellations and write-offs	0	0	0	0.00
	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	2,776,988	0	0.00
	Assessment for Student Activity Costs	147,949	147,949	0	0.00
	Assessment for Operating Costs	1,791,133	1,794,338	0	0.00
	Total:	15,900,426	15,916,530	1,782,825	11.20
OPERATING INOCME / (LOSS)		(6,198,375)	(6,224,703)	1,792,680	(28.80)
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	(88)	(1.22)
	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	1,516,797	24.16
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	(7,914)	3,294,040	
* 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		<u>938,639</u>	<u>912,311</u>		

* 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 September 30, 2014

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,019,423	1,077,085	139,218	12.93
	Other Operating Revenues	94,602	111,125	16,700	15.03
	Total:	1,114,025	1,188,210	155,918	13.12
OPERATING EXPENSE	Salaries	301,970	311,853	37,242	11.94
	Benefits	48,893	47,102	6,103	12.96
	Student financial aid - scholarships	11,500	11,500	4,000	
	Utilities	100	100	13	12.86
	Supplies and Other Services	714,570	764,696	35,922	4.70
	Equipment Expense	45,124	46,124	125	0.27
	Loan cancellations and write-offs	0	0	0	
	Total:	1,122,157	1,181,374	83,404	7.06
OPERATING INCOME / (LOSS)		(8,132)	6,835	72,514	1060.85
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	18,493	72,514	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		674,750	674,750		
Less: USE OF RESERVE		<u>11,658</u>	<u>11,658</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>666,618</u>	<u>681,585</u>		

Tab

7

**Pierpont Community & Technical College Board of Governors
Meeting of November 18, 2014**

Item: New Policy No. 58 – Email Established as an Official Form of Communication

Committee: Committee of the Whole

Action: Review of the attached Policy No. 58 – Email Established as an Official Form of Communication.

Resolved, that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for Policy No. 58 – Email Established as an Official Form of Communication.

Staff Member: Steve Leach

Background: Currently there is a high dependency on email communication to inform faculty, staff, and students about important matters. The administration of Pierpont Community & Technical College recognizes the importance of issuing *Policy No. 58 – Email Established as an Official Form of Communication* to establish email as the official form of communication, and to provide the administration with the authority to assign an email to all faculty, staff, and students, and to provide access to computers or kiosks, and to provide training on the use of these computers or kiosks so that emails can be reviewed by all faculty, staff, and students on a regular and timely basis.

**PUBLIC COMMENT PERIOD:
November 19 to December 18, 2014**

All comments are to be made in writing to:

**Cyndee K. Sensibaugh
Executive Assistant to the President
Pierpont Community & Technical College
320 Adams Street, Suite 407
Fairmont, WV 26554**

Cyndee.Sensibaugh@Pierpont.edu

A written copy of the proposed policy is available for public viewing at 320 Adams Street, Suite 407, Fairmont WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 58

TITLE: Email Established as the Official Form of Communication
(for Pierpont Community & Technical College)

Effective Date:

Amended:

Repealed:

SECTION 1. PURPOSE/INTENT

- 1.1 To establish and ensure that Pierpont Community & Technical College (Pierpont) campus email is an official method of communication between, faculty, staff, and students and to ensure that email messages from the College directed to faculty, staff, and students are delivered, accessible to the intended recipient and retrieved by the recipient.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all constituents of Pierpont Community & Technical College, for whom a campus email account is provided, including but not limited to students, staff, faculty and others assigned institutional email accounts.

SECTION 3. DEFINITIONS

- 3.1 Campus Email Account: An email account provided by Pierpont (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.
- 3.2 Campus Directory – the online address book associated with the faculty/staff/student email system.

SECTION 4. POLICY

- 4.1 Pierpont Community & Technical College will utilize institutionally-issued email accounts to convey institutional-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, email communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:
- 4.1.1 Announcement of policy or regulatory changes,

- 4.1.2 Human Resources or employment-related notifications/deadlines,
 - 4.1.3 Information from the State Enterprise Resource Planning Board,
 - 4.1.4 Financial Aid or registration notifications/deadlines,
 - 4.1.5 Class or work schedule changes,
 - 4.1.6 Inclement weather advisories/instructions,
 - 4.1.7 Mandatory training or meeting notifications,
 - 4.1.8 Any other information deemed relevant and/or necessary to employees or students.
- 4.2 Email messages originating from Pierpont, or via automated campus or student information system processes, will be sent exclusively to the campus email address.
- 4.3 Pierpont email distribution lists will be used ONLY to disseminate information directly related to the business of the institution re: Board of Governors Policy No. 53 - Information Technology.
- 4.4 Students may configure their campus email account to forward Pierpont email to a preferred email address. Faculty and staff are expected to use the Pierpont-provided email tools and are prohibited from forwarding email indiscriminately to an external email account. All messages contained within the Pierpont's email system are the property of and proprietary to the institution.
- 4.5 All official faculty and staff campus accounts will be maintained in the campus directory.
- 4.6 Email communication from Pierpont faculty/staff to students must originate from an official College account.

SECTION 5. RESPONSIBILITIES AND PROCEDURES

- 5.1 Information Technology is responsible for the maintenance of the campus directory and campus email system, including the creation of accounts.
- 5.2 Institutional business units must ensure that messages are appropriately addressed to campus email addresses.
- 5.3 The use of institutional accounts shall be governed and in accordance with all institutional and Information Technology guidelines and policies, including the Board of Governors Policy No. 53 – Information Technology, on acceptable use of this medium.

- 5.4 Faculty, staff, and students must maintain their campus and/or preferred email address to ensure that they receive their email and are encouraged to check their accounts daily.
- 5.5 Faculty, staff and students are responsible for responding to email notifications sent by authorized parties to their official email accounts in a timely manner. Failure to read and respond appropriately to an email communication in a timely manner (except in instances of system downtime) does not release the employee or student from the obligation of knowing and timely compliance with its content and requirements.
- 5.6 Training for kiosks and use of computers for the previously stated purposes will be provided by Human Resources and Pierpont IT staff.

Tab

8

**Proposed New Policy No. 59 – Furlough and Reduction in Employee
Workforce Policy – 30-Day Comment Period**

Resolution and Policy will be presented as a handout at the Pierpont Community & Technical College Board of Governors meeting of November 18, 2014.

Tab

9

**Pierpont Community and Technical College
Board of Governors
Meeting of November 18, 2014**

ITEM: Additional Item for the FY 2015 Capital Projects for replacement of Boiler Unit at the Caperton Center.

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Pierpont Community & Technical College Board of Governors approves the addition of \$385,500 plus \$7,000 per month for temporary boiler rental to the FY 2015 Capital Project budgets for the replacement of the Boiler Unit at the Caperton Center.

STAFF MEMBER: Dale Bradley

BACKGROUND: In the June 2014 Board of Governors Meeting the Board approved five capital projects budgets on the attached Capital Project Request for FY 2015. In August the Board of Governors approved the replacement of an additional HVAC Unit at the National Aerospace Education Center as an additional project for the planned capital projects for FY 2015.

On October 15, 2014 the original 15 year old boiler at the Caperton Center completely failed after many attempts to try to keep the boiler operational. The three primary reasons for the boiler failure are as follows:

1. A hole formed in the heating chamber.
2. The insulation that protects the heating chamber failed and fell off.
3. The boiler tubes sagged causing the tubes to collapse and close.

The boiler has been identified as needing replaced for a few years at an estimated cost of \$400,000, but has never made it to the approval level since only

minimal capital improvements have been approved by both Boards over the last two year's due to dispute between the two institutions regarding the control of capital funds. With the boilers failure an emergency boiler has been rented and operational as of October 20, 2014 for the Caperton Center at a cost of \$7,000 per month (It is estimated that boiler rental cost will total between \$21,000 and \$28,000). Both institutions administrations and Board of Governor's Finance Committees agree that this project has to move forward at this time and an emergency purchase order was executed on October 24, 2014 for the purchase of the replacement boiler.

CAPITAL PROJECT REQUEST

FY 2015

Project	E&G Capital	Infrastructure	Total
Aerospace Center - Gutter Repairs	\$ 40,000.00		\$ 40,000.00
Aerospace Center - HVAC Replacement	\$ 49,000.00		\$ 49,000.00
Campus Wide - Small Projects	\$ 175,000.00	\$ 22,000.00	\$ 197,000.00
Campus Wide - Academic Fund	\$ 100,000.00		\$ 100,000.00
Campus Wide - Landscaping		\$ 100,000.00	\$ 100,000.00
Hazardous Waste Bldg Replacement	\$ 40,000.00		\$ 40,000.00
Caperton Center Boiler Replacement *	\$ 385,500.00		\$ 385,500.00
Total	\$ 789,500.00	\$ 122,000.00	\$ 911,500.00

* Will be additional costs of \$7,000 per month for temporary boiler rental.
 Anticipated cost boiler rental is \$21K - \$28K.