



*BOARD*

*OF*

*GOVERNORS*

November 20, 2012

## Schedule/Agenda

### Meeting of the Pierpont Community & Technical College Board of Governors

November 20, 2012

FALCON CENTER BOARD ROOM  
LOCUST AVENUE

**1:00 P.M.**      **North Central Advanced Technology  
Center Advisory Board Meeting**  
*Pierpont Alliance Center*

**2:00 P.M.**      **Full Board Meeting**  
*Pierpont Alliance Center*

#### **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 20, 2012**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Board Member Commitment *Tab 1 - Informational*
4. Approval of Minutes (*October 15, 2012*) *Tab 2 - Action Item*

**Special Recognitions**

1. Recognition of Professor Dennis Wainstock, who has authored a new book entitled “*Election Year 1968: The Turning Point*”<sup>3</sup>
2. Congratulations to Beth Newcome for receiving the 2012 WV Community College Association Outstanding Contributor Award at the WVCCS/WVADE Annual Conference in October.
3. Recognition of Beth Newcome for receiving the 2012 B. B. Maurer WV Folklife Scholar Award for her work in historic textiles and costume preservation.

**Operation Reports**

1. President’s Report (*Doreen Larson*)
2. Academic Affairs Report (*Leslie Lovett*) *Tab 3 – Informational*
3. Classified Staff Report (*Mary Jo Rutherford*)
4. Center for Workforce Education Report (*Paul Schreffler*)
5. Overview of SB 330 (*Cindy Curry*)
6. Faculty Assembly Report (*David Beighley*)
7. Foundation Report (*William Armistead*)
8. Student Government Report (*Jessica Nardo*)

**Committee of the Whole**

1. Financial Reports - September 30, 2012 (*Dale Bradley*) *Tab 4 – Informational*
2. Capital Projects Progress Report (*Tom Tucker*) *Tab 5 – Informational*

## **Committee Reports**

1. Audit/Finance Committee Report (*Dale Bradley*)
  - a. Acceptance of the FY 2012 Financial Statements and Audit (*Dennis Juran – Deloitte and Touche*) **Tab 6 - Action Item**
  - b. Update of FY 2013 Capital Projects **Tab 7 – Action Item**
2. Regional Academics Committee Report (*Tom Stose*)
3. Marketing Committee Report (*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 Board of Governors Retreat will be held on Friday, December 7, 2012  
Robert H. Mollohan Building from 8:00 AM to 4:00 PM.**

**Tab**

**1**

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## Commitments by Board Members

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

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

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

I commit to keep confidential matters confidential.

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

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

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

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

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

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

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

**Tab**

**2**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**October 15, 2012**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on October 15, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

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

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Steve Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh. Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**

Chairman McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

**Commitments by Board Members**

Chairman McConnell cited the oath of Commitments by Board Members written by the Association of Governing Boards of Universities and Colleges.

**Approval of Minutes**

The minutes of September 18, 2012 were presented for approval. Jim Griffin moved that the minutes of September 18, 2012 be Approved. Sharon Shaffer seconded the motion. All agreed. Motion carried.

**Special Recognitions/Presentations**

- President Larson welcomed Ryan Contraski, Student Government member for the Pierpont Faculty Assembly.
- President Larson read a letter of commendation from the Office of the Majority Leader, Brent Boggs, to the Board. Mr. Boggs recognized Pierpont as being in the top 15% of



colleges, universities, and trade schools in the nation that embraced military service members, veterans, and their spouses and working to ensure their academic success.

## **President's Report**

President Larson began her report by thanking the Board members for adjusting their schedules to attend the meeting. The meeting date was moved to enable Provost Lovett and her team to attend the Higher Learning Commission (HLC)/Pioneer Pathways Institution meeting. Pierpont is part of a selected cohort of 2 and 4 year institutions that are creating, testing, and documenting the new accreditation process that will be required of all HLC institutions upon their next review. A full report on Pierpont's quality initiative, and the accreditation assurance process, will be provided as part of the agenda for the December Board of Governors Retreat.

President Larson stated that in addition to accreditation requirements of the Higher Learning Commission, many Pierpont programs also must meet accreditation standards of specifically professions.

These professional associations conduct thorough and intense reviews of college programs that include scrutiny of equipment and facilities, faculty ratios and credentials, student graduation and employment rates, appropriate curriculum, and current and future funding levels. These professional accreditations assure that Pierpont students are getting the quality of education needed to work, succeed, and advance within their chosen profession.

Last year, Pierpont received full accreditation for the Veterinary Technology program and the first accreditation for the Respiratory Therapy program. This fall Pierpont had a positive accreditation visit for the Physical Therapy Assistant program and this week the site team for the American Culinary Federation Education Foundation is evaluating Pierpont's Culinary Arts program. Later this fall, the Emergency Medical Services program will also be reviewed for accreditation.

President Larson reminded that Board that Pierpont is in the first year of implementing its Strategic Priorities. There are four Priorities: to position Pierpont as year-round, flexible, responsive college; to strengthen Pierpont's engagement throughout our service area; to commit Pierpont to a culture of completion; and to complete a Pierpont facility master plan.

Each Academic School, service divisions, and other departments are focusing on these 4 Priorities and reporting regularly. President Larson reviewed the Priorities with the Board.

*Priority #1 - To position Pierpont as a year-round flexible, responsive college:*

This fall, the School of Academic Studies launched a completely new remedial math curriculum. All remedial math is now organized into modules and students can progress at their own pace through the material.

Within that same school, English “stretch” courses are being offered that enroll students who scored close to the college cutoff in a college level English course, with added remedial instruction within the college level course. The pass rate in these English stretch courses is dramatically higher than those in the stand alone remedial courses and the pass rate for higher level English courses for these students is 98%.

The new Global Humanities course will be piloted this spring and the new modular reading and writing course is on track for fall 2013.

Pierpont has just received notice of state grant funding to hire a coordinator of a new program for training in Petroleum Technology. Pierpont and West Virginia Northern are partnering with the Marcellus Shale industries to develop the curriculum and provide hands on training.

*Priority #2 - Strengthen Pierpont's engagement throughout our service area:*

Pierpont received a diversity grant to help fund our three diversity outreach programs planned for spring. We have identified gaps in bandwidth at our regional sites and have solutions in progress to upgrade the bandwidth and also to use distance learning equipment more fully.

With the Foundation, Pierpont has secured over \$15,000 towards the ‘1863’ Video Project highlighting the role of Francis and Julia Pierpont in the formation of the state of West Virginia.

The major focus under this priority is to coordinate and collaborate with the Career and Technical Education Centers within our service area. In accordance with H.B. 436, Pierpont has formed a district consortium with the Career Centers of our 13 counties. Joan Smith, the Director of United Technical Center, is serving as co-chair of this consortium with Dr. Larson. At the past Consortium meeting, Pierpont’s faculty from the School of Business, Aviation and Technology present a workshop on programs that use science, technology, engineering and mathematics (STEM) skills. These STEM skills are also a priority in Career and Technical Center programs. Pierpont now employs 2 full-time recruiters along with a full-time adult outreach advisor. These new positions will provide resources to tailor recruiting and orientation to Pierpont students and to spread those activities through our service area.

*Priority #3 - Commit to a culture of completion:*

The School of Health Careers will pilot mandatory course attendance policies in at least one course in each of its programs. The school is using several attendance policy models and then analyzing the results to see what works best for Pierpont students.

The student service department is implementing the DegreeWorks software product. This product will automatically match student course completion with degree, certificate, and skill set standards so that students and advisors can easily review coursework and plan for timely completion and graduation. This software will be able to automatically graduate

many students and will also audit all student progress so that students can make the best course choices.

Pierpont's Quality Initiative July report has been filed and we are on track to make our next deadline in January 2013. Provost Lovett has recruited and assigned teams to each of 5 accreditation criterion to begin work on our Assurance Report.

In partnership with the Foundation and the Marion and Harrison Chambers of Commerce, Pierpont will hold a donor recognition event on November 15<sup>th</sup>, for supporters of the Math and Writing Tutorial Centers.

Dr. Larson stated that there are two major facility projects for Pierpont underway. Site work is progressing for the Advanced Technology Center for Pierpont. The building plans for the Advance Technology Center are nearing completion and construction bids are scheduled to be posted in November, all things being equal. The expansion with the Mon County Technical Center (MTEC) continues on time and on budget. Academic Affairs has begun program planning for two new daytime classrooms and seven new evening classrooms located at the MTEC facility.

President Larson reviewed the State Measures and Strategic Plan Data with the Board. The Strategic Plan and State Measures data is being compiled and will be used to provide a metric overview of our Initiatives.

President Larson stated that all teams at Pierpont are working hard and producing results, especially the faculty. Pierpont's success and growth relies on its faculty and leaders to strive for excellence, to be innovative, and to place the success of their students before all else. Dr. Larson asked the Board to consider a motion from the Finance Committee to approve a 1% raise. The majority of the recipients of this raise will be the full and part time faculty.

President Larson finalized her report by providing an update on the 2012 Marion County United Way Campaign. Specifically, President Larson acknowledged the extraordinary work of Dale Bradley in coordinating the United Way John Veasey Golf Outing. Dale and his team had a record number of golfers and produced record results.

## **Operation Reports**

- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report
- Mary Jo Rutherford presented the Classified Staff Report
- Nancy Lawler presented the 2012-2013 Advisory Council of Faculty Issues Report
- Kerri Coffindaffer presented the Faculty Assembly Report
- Jessica Nardo presented the Student Government Report

## Committee of the Whole

### ➤ *Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of August 31, 2012. A detailed review was provided in the October 15, 2012 Board of Governors book.

### ➤ *Capital Projects Update*

Tom Tucker provided an update of the Capital Projects for FY 2013. A summary of the project's completion status was provided in the October 15, 2012 Board of Governors Book.

Mr. Tucker reviewed the American with Disabilities Act Facilities Action and Plans with the Board. Mr. Tucker and Mr. Scott Ullum have met to address the progress for ADA improvements to the campus. Ramps and additional handicapped parking have been added. ADA bathroom upgrades are being added, with the goal of having two ADA compliant restrooms in each building. Tables have been added to lecture halls. A detailed overview of the actions and plans was provided in the October 15, 2012 Board of Governors Book.

### ➤ *Board of Governors Policy #19 – Procedures Regarding Freedom of Information Act Request. Request for Approval of Nomenclature Language Update.*

Mr. Steve Leach brought a Resolution before the Board for approval of nomenclature changes to Board of Governors Policy #19. In the ongoing process of reviewing policies, minor (non-substantive) corrections can be made without the necessity of a 30-day public comment period. The recommended nomenclature revisions to Board of Governors Policy #19 – Procedures Regarding Freedom of Information Act Requests, was included in the October 15, 2012 Board of Governors Book.

Mr. Kyle Hamilton presented a motion to Approve the recommended non-substantive revisions to the Board of Governors Policy #19. Mr. Tom Stose Seconded the motion. All agreed. Motion carried.

## Committee Reports

### ➤ *Finance/Audit Committee*

#### a. One-Time Use of E&G Capital Funding

Mr. Dale Bradley presented a Resolution to the Board for approval of the One-Time Use of E&G Capital Funds for specific projects for each institution - due to these

funds becoming available because of effective preparations for and competitive bidding of the East Bond Projects.

A total of \$1,224,500 of the East Bonds \$2.5 million will be used to support activities previously designated for funding by E&G Capital Funds. The newly supported projects for these now available funds are: the Feaster Center pool area repairs and Natatorium HVAC upgrade for the University, and the Pierpont Center shared education classroom facility at MTEC. A detailed summary was provided in the October 15, 2012 Board of Governors Book.

Mr. Kyle Hamilton moved to Approve the One-Time Use of E&G Capital Funds for the projects, as indicated. Mr. Jim Griffin Seconded the motion. All agreed. Motion carried.

b. FY 2013 Pay Raise

Mr. Dale Bradley presented a Resolution to the Board for Approval of a 1% FY 2013 Employee Pay Raise for eligible employees not receiving the Mercer salary scale step increase, or other equity salary adjustments.

Pierpont's President, Administration and Board of Governors in the FY 2013 budget planning process reserved sufficient funds to address an across the board raise of 1% to eligible employees.

Pierpont has met the salary policy requirements concerning faculty promoted in rank, and Mercer salary scale funding for classified staff.

A detailed review of employees eligible to receive the 1% FY 2013 Pay Raise was included in the October 15, 2012 Board of Governors Book.

Mr. Jim Griffin moved to Approve the 1% Pay Increase for FY 2013, as specified for eligible employees. Mr. Tom Stose Seconded the motion. All agreed. Motion carried.

➤ *Off Campus/Regional Academics Committee Report*

- Mr. Tom Stose reported that the Advance Technology Center ground work is progressing, with construction scheduled to begin in the fall.
- Online and dual credit courses are available in Braxton County, and the LPN laboratory is complete.
- The MTEC site work continues, with projection to begin shell work in October. The faculty have raised concerns about access to Wi-Fi in the building.
- The North Central WV Community and Technical College/Career Technical Education Consortium has reviewed and modified their bylaws.

➤ *Marketing Committee Report*

No report.

**Public Comment**

No signatures were recorded.

**New Business**

No new business to report.

**Old Business**

No old business to report.

**Executive Session**

No executive session called.

**Adjournment and Next Meeting**

There being no further business, Tom Stose made a motion to adjourn. Jim Griffin seconded the motion. All Agreed. The Board meeting was adjourned at 3:30 PM.

The next Pierpont Board of Governors Meeting will be held on Tuesday, November 20, 2012 at 2:00 PM, at the Alan B. Mollohan Building, 2<sup>nd</sup> Floor, in Pierpont's Advanced Glance Alliance Center.

**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNOR'S REPORT**  
**ACADEMIC AFFAIRS**  
**November 20, 2012**

**SCHOOL UPDATES**

**Academic Studies**

- ***Bridging Cultures: Work & Identity in a Global Perspective*** team is working on a reading list and developing a syllabus. Two sections of the course will be offered in Spring 2013 on the Locust Avenue and Caperton Center campuses.
- Nancy Parks, Director of Assessment and Testing, attended the annual COMPASS Conference in Hilton Head, SC. The main topic of the conference was changes to the test diagnostic portion. As a result of the knowledge she gained, the School of Academic Studies will examine the following:
  - Matching more closely the diagnostics portion to our developmental math program
  - Exploring the e-write feature for use as a diagnostic essay for placement of students in developmental English classes
  - COMPASS in the next year will be Cloud compatible which should make testing easier. We can explore using the remote proctoring function where students could be tested via a Skype-type system in other locations.
- Dr. Larson hosted a Mini-Retreat on November 2, 2012, with the members of the School of Academic Studies.
- Three faculty members in the School of Academic Studies are currently making applications for promotion.
- Professor Ironda Campbell is currently working on a curriculum proposal for a course entitled “***Communications 2202: Introduction to Communication in the World of Work.***”
- The School is working on Strategic initiatives and discussing plans for focusing and retaining students with the major of undeclared.

**BAT**

- The Robert C. Byrd National Aerospace Education Center has been designated as a Training and Assessment Center for MSSC. (Manufacturing Skills Standards Council).
- A new taxiway was installed from our Center to have runway access to the North Central Regional Airport. This installation was at no expense to Pierpont.
- The Graphics Technology and Drafting/Design Engineering Technology coordinators will present their follow up report to the ATMAE Board meeting in Nashville on November 14, 2012.
- The Power Plant Technology program continues monthly conference calls with First Energy to explore offering both a certificate program and an associate of applied science degree.
- Work continues with Coordinators and Faculty on 2012-13 Goals of the Strategic Plan.
- The BAT faculty had a very enjoyable mini-retreat with Dr. Larson to discuss Strategic goals and issues in the School of Business, Aviation and Technology.
- Working with Frank Dlubak of Dlubak Glass and Global Ceramic Service to design architectural glass panels for the Pierpont Alliance Center.
- BAT faculty worked with Laura Williams to perform a detailed audit of the School of Business, Aviation and Technology web pages.
- The BAT faculty were all trained to use the Evac-Chair by Kerry Marbury, Director of Safety. This chair is instrumental in the exit of disabled people in an emergency situation.
- Development of new Mapping and Print reading courses for the Land Management program and the Drafting/Design Engineering Technology program.



## Health Careers

- Advising packets are being developed for use by health careers faculty during orientation sessions, for distribution to the advising center, and for recruitment activities.
- Strategic Planning initiatives include:
  - Institutional Flexibility -The School is exploring the development of tracks in its Lab Assistant Certificate of Applied Science program.
  - Culture of Completion- The School has agreed to develop and pilot a mandatory attendance policy. A committee has been formed led by Sherri Craddock. All programs within the School are currently using their own attendance policies. We will compare and contrast policies from each program at the end of the semester.
- In efforts to better track retention, certification and graduation rates, the School is entering data from each program onto the M drive. Data will include admissions, graduation, certification, licensure, employment, and retention. This will allow easier comparisons from year to year.
- 13-County Outreach – Faculty are working closely with CWE to plan a continuing education session for clinical faculty which will consist of three one-hour sessions entitled “**Resolving Conflict**”, “**Managing Performance Problems**” and “**Making Meetings Work**”. The purpose of the CE is to reach out and thank our clinical facilities for their efforts in instructing and supervising our students. The date will be November 29, 2012 at the Caperton Center.

## Human Services

- Dean Floyd met with the Human Services faculty for a facilitated discussion with a central question: What can we do to foster greater student success for all students in Human Services programs? The HS faculty chose to offer Individual Program Orientations as a common practice for all of the Human Services Programs. Each program will offer their orientation prior to the fall semester. They will follow up with a common survey of student perceptions related to the information presented in orientation.
- Culinary Arts and Pastry & Baking Arts recently completed their American Culinary Federation Education Foundation re-accreditation site visit. The exit interview was positive and a final written decision is expected in January 2013.
- Human Services faculty met with Laura Williams to perform a website audit November 9, 2012.
- Paralegal/Land Management hosted its first Board of Advisors meeting November 7<sup>th</sup>, 2012.
- The ASID students hosted the 2nd Chair-ity Event fundraiser at the Marion Co. CVB November 10, 2012.

## Regional Academics

- Dean Jeani Hawkins attended the following events:
  - United Technical Center, LSIC, Advisory Council Meeting
  - CFWV Fellows Quarterly Meeting which was hosted by Pierpont at the Byrd Aviation Center
  - RESA 7 Meeting held at A-B College in Barbour County
  - Veterans Celebration at MTEC
  - Convene “online orientation” committee with Vice President Hensley & AVP Jennifer Weist
  - Will serve on Pierpont Pride Day Committee
- Deborah Barker, Administrative Associate
  - Organized and assisted with five Blackboard training for adjuncts this semester
  - Attended Sexual Harassment Training
  - Continues with student academic advising and updating new adjunct files
- Joyce Lamb, Administrative Secretary, Sr.
  - Will be participating in the Jane Lew and Lewis County Christmas Parades
  - Attended Professional Development Training at Locust Avenue Campus
  - Will serve on the Pierpont Pride Day Committee
- Lisa Phillips, CTE Advisor

- Continues to visit area technical centers and build a working relationship
- Attended a ribbon cutting ceremony in Lewis County
- Plans to attend *DegreeNow* – Adult Assessment webinar Nov 14th
- Plans to attend *Noel Levitz – Retaining Adult Students* webinar on Nov 15th
- Linda Cronin, Transition Coordinator
  - Attended the statewide College Transition Initiative Meeting
  - Is currently Implementing a dual credit pilot project at Barbour and Doddridge County High Schools
  - Planned an Early Childhood “Day on Campus” for Barbour, Upshur and MTEC on October 30, 2012 but was cancelled due to inclement weather. The event will be re-scheduled.
- Stevie Eager, student worker at Lewis County was hired as a full-time receptionist at the Braxton Health Careers Center. She will begin work on December 1, 2012.
- Regional Academics has prepared a report on enrollment and head count for fall 2012, and is working with the other Deans on MTEC expansion programing.

## **FACULTY ACHIEVEMENTS**

- School of Academic Studies Dean Mainenti and Nancy Parks, Director of Assessment, have applied to become proctors of the WV EIPA Test (Education Interpreter Performance Assessment) which will make Pierpont one of three testing sites in WV and the only test site in north central WV Pierpont service region.
- WVCCA-WVNADE Conference at Canaan Valley Resort on October 24-26, 2012. Academic Studies faculty Joelleen Bidwell and Jennifer Manor, math faculty, presented a session entitled “*Smaller Bites: Our Model of Developmental Math*” and Nancy Parks co-presented the session entitled “*Culture of Evidence*”
- School of Human Services Jay Mahoney and Allison McCue and students participated in the March of Dimes Signature Chef Auction at the Bridgeport Conference Center November 5, 2012.
- School of Human Services Dr. Beth Newcome was named an Outstanding Pierpont Contributor at the WVCCA Conference. She was also presented the 2012 B.B. Maurer WV Folklife Scholar Award on November 12, 2012.
- School of Human Services Master Sergeant Tracey Corbin (EMS Coordinator) served as Panel Moderator for a Campus Wide Veteran’s Day discussion highlighting Women Veterans.
- School of Human Services Dean Floyd received the Culinary Artisan Award from the Arts and Humanities Commission on Sunday, November 19, 2012.

## **GRANT UPDATES**

- ATC Center - Carlos Martinez met with Deans Bacza and Romesburg regarding IT requirements for the ATC and is continuing to meet with all faculty who will be teaching in the facility. The Deans are also working with their faculty to plan course scheduling and to identify additional needs for the ATC.
- NSF nanotechnology grant with WVU – WVU has submitted the grant to NSF.
- CCHA Grant (See Academic Studies for a report)
- All programs that received WVCTCS grants completed their annual grant monitoring reporting on time.

## **OFFICE OF ACADEMIC AFFAIRS (INTERNAL PROJECTS/COMMITTEES)**

- General Education Committee\*: Joint meetings with the Pathways team continue, following up on assessments and general education progress reported by programs of study.
- Faculty Handbook Committee\*: Handbook is in final review.
- Evaluation Committee\*: In progress, results to be presented to Assembly.
- Curriculum\*: Curriculum committee is receiving proposals from programs and has received a weatherization skill set from CWE.
- Distance Learning Validation of Courses: An Ad Hoc committee will begin a best practice and procedure for Pierpont distance learning.

- Credit hour Compliance: New HLC form for U.S. Department of Education Compliance working with Institutional Research for method for tracking of credit hour compliance.
- HLC Quality Initiative  
Faculty continue to work on program and course outcomes assessment and general education goals. Sample rubrics and examples of assessment tools are being collected from each program of study. General education data collection points, foundational course identification and assessment plans are beginning for each program and the information is being collated. David Beighley, Maggy Helwig, Nancy Parks, Jennifer Weist and Leslie Lovett attended the Cohort 1 and 2 HLC event in IL on October 16, 17. Provost Lovett attended a Peer Training session on October 17 and 18 and an Assessment and Best Practices Round Table on November 1, 2. Criterion Teams have been created to work on the reaffirmation Self-Study document. Brad Gilbert, Jeani Hawkins, Maggy Helwig, Nancy Parks, Beth Newcome, and Jennifer Weist have agreed to serve as Criterion Chairpersons.
- Space Utilization  
The Deans and Provost have identified current Pierpont class and office space on campus. The Pierpont and FSU Provosts are comparing space utilization and will be finalizing classroom space for each institution. Discussions of plans for vacated space when programs move to the ATC are also being discussed at the Pierpont Dean and Provost level.
- MTEC Advisory Council -Provost Lovett attended the Morgantown LISC evening Showcase of the Arts on October 29. The next Advisory Council will be on November 14.

### **ADDITIONAL EVENTS/MEETINGS**

- Faculty members from all Schools will be participating at Campus Visitation Day on November 10, 2012, over 1,100 potential students and guests have registered for the event.
- A Diversity Outreach Program with area pastors is scheduled for November 13, 2012. The Deans will be presenting information on programs and services offered by their areas.
- The Math/Writing Center and Tutorial Services will host a “Business After Hours” event on November 15, 2012 from 5:00pm-7:00pm. This event will involve local business leaders in order to seek potential funding for Tutorial Services and the Math/Writing Center for 2014. The event was set up by Steve Leach, and Dean Mainenti, Professor Linda King, current Director of Tutorial Services, and Professor Debra Benedetti will also host the event.
- PSI (Power Systems Institute) Open House is scheduled for December 1, 2012. Nancy Lawler and Dana Gribben are working with First Energy to plan the event.
- North Central West Virginia CTC/Career and Technical Education District Consortium  
The Consortium is scheduled to meet again on December 4.

**Tab**

**4**

**Board of Governors**  
**Financial Report FY 2013**  
**Pierpont Community & Technical College**  
**as of September 30, 2012**

**SUMMARY:**

The projected effect on net assets for FY 2013 as of September 30, 2012 is an increase of \$30,530. However, this amount also includes a Board approved spend down of \$633,015 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is an decrease of (\$602,485).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of September 30, 2013 is \$30,530. This represents a budget increase of \$5,423 from the August 31, 2012 report. As of this report date, approximately 46% of projected tuition and fees revenue and approximately 39 % of overall revenues have been realized while approximately 12% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the August 31, 2012 report, are as follows:

- **Operating Revenues Budget:**
  - Increased by \$3,999. This was primarily due to the following changes:
    - The Fund Manager controlled “Tuition and Fees” increased by \$2,500 due to the creation of a new operating fund for the North Central West Virginia District Consortium and “Other Operating Revenue” budget increased by \$1,500 from the establishment of a new revenue sources for ShaleNet Tuition & Fees in the workforce area.
- **Operating Expenses Budget:**
  - Decreased by (\$1,424). This was due to the following changes:
    - The President controlled “Salary” expense budget decreased by a (\$2,125) primary due to moving budget from reserves to a faculty position to address a budget shortage.
    - The President controlled and the Fund Managers controlled “Benefits” expense budget increased by a combined \$7,250 primarily due to the above budget move from reserves to a faculty position as well as a variety of PEIA updates.
    - The Fund Manager controlled “Supplies and Other Services” expense budget increased by \$4,000 due to the new operating fund for the North Central West Virginia District Consortium and the establishment of a new revenue sources for ShaleNet Tuition & Fees in the workforce area.
    - The President controlled “Assessment for Support Services” expense budget decreased by (\$16,168) primarily due to transfers by the University from personnel positions to operating budgets and multiple PEIA updates.

- The President controlled “Assessment for Operating Costs” expense budget increased by \$6,163 primarily due to the transfers by the University from personnel positions to operating budgets

Of the adjusted projected effect on net assets of an increase of \$30,530 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$23,986; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus with Board approved spending of \$633,015 in cash reserves. The Year-To-Date Actual Budget Balance is \$3,088,670.

**RESTRICTED FUNDS:**

There were two new grants recognized during the month of September. They are identified individually within the report and total \$14,650 in additional grants for FY 2013.

The Budget Balance as of September 30, 2012 is (\$95,251). This deficit is covered by grant funds cash balances totaling \$1,429,692 on June 30, 2012.

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

Current Unrestricted

As of September 30, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	9,559,530	9,562,030	4,366,120	45.66
	Faculty Services Revenue	1,502,589	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	597,738	49.21
	Operating Costs Revenue	124,691	127,284	0	0.00
	Support Services Revenue	290,966	288,513	0	0.00
	Other Operating Revenue	415,347	417,347	123,424	29.57
	<b>Total:</b>	<b>13,107,909</b>	<b>13,112,549</b>	<b>5,087,282</b>	<b>38.80</b>
<b>OPERATING EXPENSE</b>	Salaries	7,130,094	7,115,527	1,031,846	14.50
	Benefits	1,545,912	1,582,366	206,678	13.06
	Student financial aid-scholarships	140,844	140,844	72,803	51.69
	Utilities	4,699	4,699	267	5.69
	Supplies and Other Services	2,446,415	2,561,326	454,056	17.73
	Equipment Expense	134,692	135,224	47,754	35.32
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	30,703	26.34
	Assessment for Faculty Services	1,272,439	1,272,439	19,413	1.53
	Assessment for Support Services	3,498,892	3,514,050	0	0.00
	Assessment for Student Activity Costs	179,411	179,411	83,822	46.72
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	555,648	45.74
	Assessment for Operating Costs	2,345,039	2,221,298	0	0.00
	<b>Total:</b>	<b>20,029,782</b>	<b>20,058,532</b>	<b>2,502,991</b>	<b>12.48</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,921,874)</b>	<b>(6,945,982)</b>	<b>2,584,290</b>	<b>(37.21)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	8,443,703	8,443,703	1,688,741	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	12,500	
	Investment Income	7,194	7,194	2,047	28.45
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(665,099)	43.19
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>1,038,189</b>	<b>15.02</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(67,618)	(67,618)	(33,809)	50.00
	Indirect Cost Recoveries	0	0	0	
	Transfers for Capital Projects	0	(500,000)	(500,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	633,015	0	0.00
	<b>Total:</b>	<b>56,903</b>	<b>65,397</b>	<b>(533,809)</b>	<b>(816.26)</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>30,530</b>	<b>3,088,670</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>46,144</b>	<b>30,530</b>	<b>3,088,670</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,200,001</b>	<b>5,200,001</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>633,015</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>5,121,624</u></b>	<b><u>4,597,516</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2012 in the amount of \$3,192,921.

\* Unrestricted Net Asset Balance is 27.60% of the current budgeted total operating expense. Management has established a target of 15% or \$2,826,562 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, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	8,371,857	8,371,857	4,138,333	49.43
	Faculty Services Revenue	1,502,589	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	127,284	0	0.00
	Support Services Revenue	290,966	288,513	0	0.00
	Other Operating Revenue	346,683	347,183	100,704	29.01
	<b>Total:</b>	<b>10,636,786</b>	<b>10,637,426</b>	<b>4,239,037</b>	<b>39.85</b>
<b>OPERATING EXPENSE</b>	Salaries	6,739,342	6,728,039	988,142	14.69
	Benefits	1,489,633	1,524,176	201,690	13.23
	Student financial aid-scholarships	140,844	140,844	72,803	51.69
	Utilities	4,399	4,399	252	5.74
	Supplies and Other Services	1,596,483	1,704,092	353,487	20.74
	Equipment Expense	51,097	51,629	17,202	33.32
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	30,703	26.34
	Assessment for Faculty Services	1,272,439	1,272,439	19,413	1.53
	Assessment for Support Services	3,498,892	3,514,050	0	0.00
	Assessment for Student Activity Costs	179,411	179,411	83,822	46.72
	Assessment for Operating Costs	2,345,039	2,221,298	0	0.00
	<b>Total:</b>	<b>17,434,138</b>	<b>17,456,938</b>	<b>1,767,513</b>	<b>10.12</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,797,353)</b>	<b>(6,819,511)</b>	<b>2,471,524</b>	<b>(36.24)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	8,443,703	8,443,703	1,688,741	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	2,047	28.45
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(665,099)	43.19
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>1,025,689</b>	<b>14.84</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(67,618)	(67,618)	(33,809)	50.00
	Transfers for Capital Projects	0	(500,000)	(500,000)	100.00
	Transfers - Other	0	0	0	
	One-time use of reserve	0	500,000	0	0.00
	<b>Total:</b>	<b>(67,618)</b>	<b>(67,618)</b>	<b>(533,809)</b>	<b>789.45</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>23,986</b>	<b>2,963,403</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,423,244</b>	<b>4,423,244</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>500,000</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,469,388</u></b>	<b><u>3,947,230</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2012 in the amount of \$3,192,921.

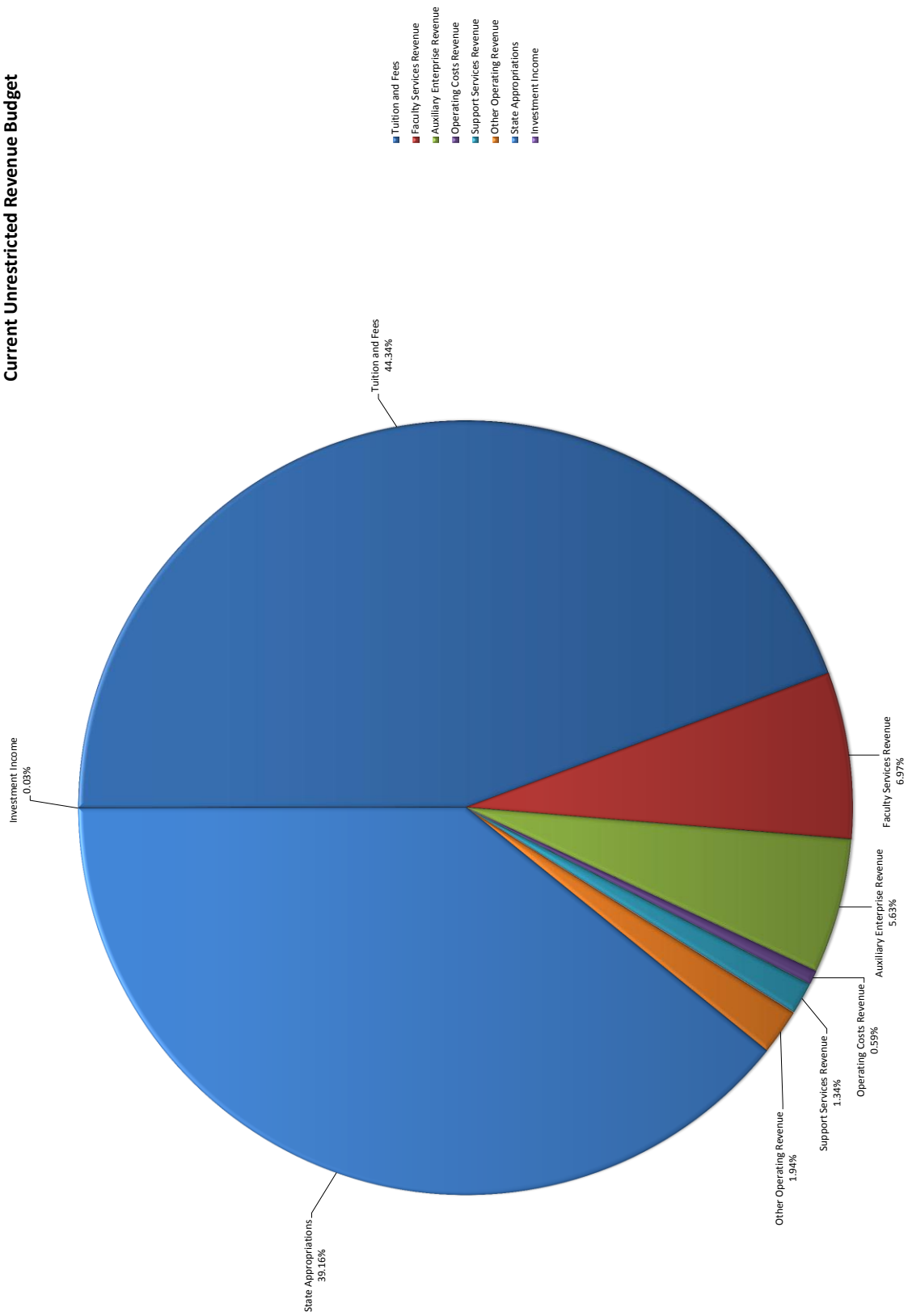


Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

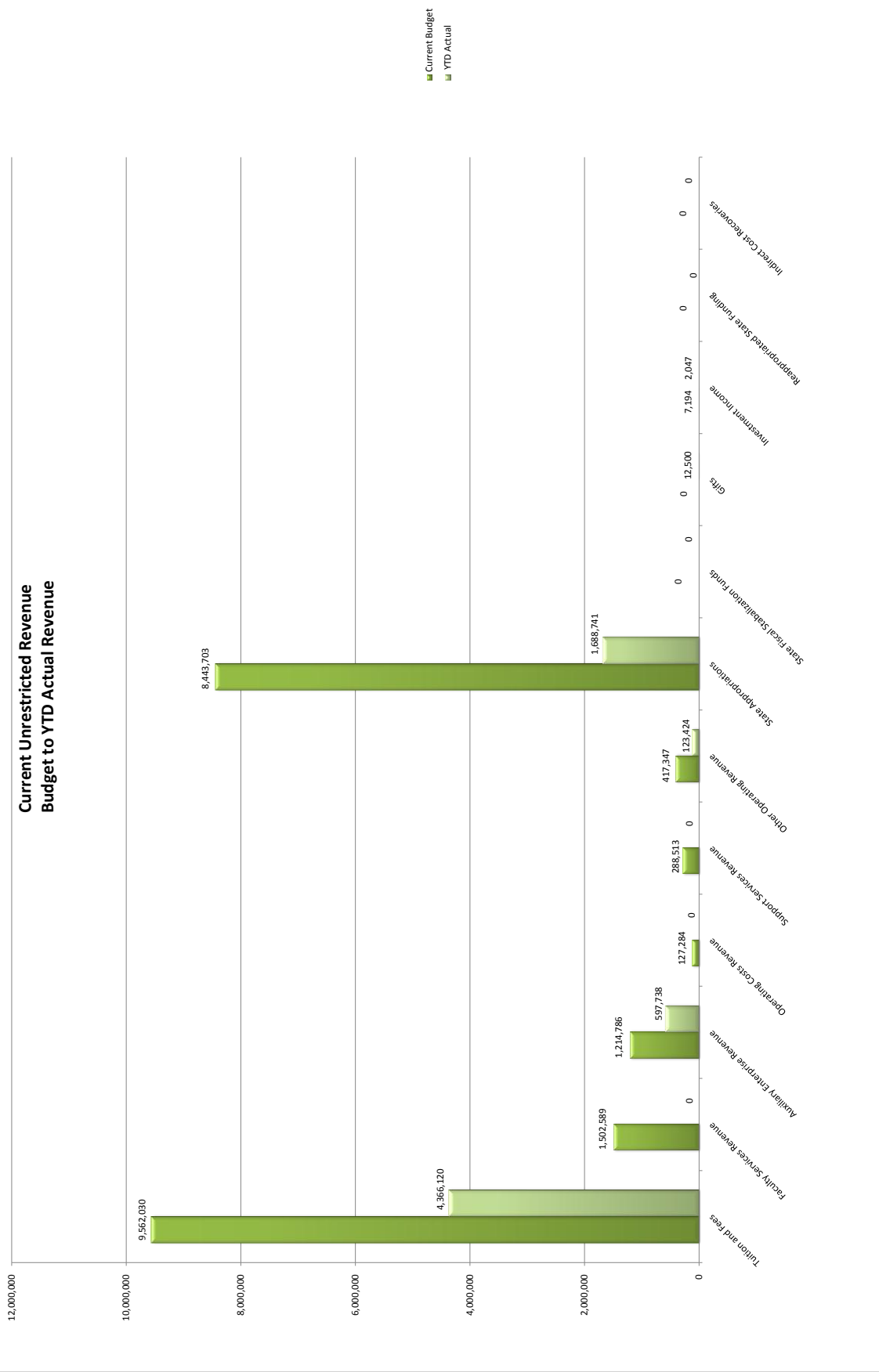
As of September 30, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,187,673	1,190,173	227,787	19.14
	Other Operating Revenue	68,664	70,164	22,720	32.38
	<b>Total:</b>	<b>1,256,337</b>	<b>1,260,337</b>	<b>250,507</b>	<b>19.88</b>
<b>OPERATING EXPENSE</b>	Salaries	390,752	387,488	43,705	11.28
	Benefits	56,279	58,190	4,988	8.57
	Utilities	300	300	15	5.00
	Supplies and Other Services	849,932	857,234	100,570	11.73
	Equipment Expense	83,596	83,596	30,552	36.55
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,380,858</b>	<b>1,386,808</b>	<b>179,830</b>	<b>12.97</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(124,521)</b>	<b>(126,471)</b>	<b>70,677</b>	<b>(55.88)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	12,500	0.00
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	133,015	0	0.00
	<b>Total:</b>	<b>124,521</b>	<b>133,015</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>6,544</b>	<b>83,177</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>769,454</b>	<b>769,454</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>133,015</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>644,933</u></b>	<b><u>642,983</u></b>		

# Current Unrestricted Revenue Budget

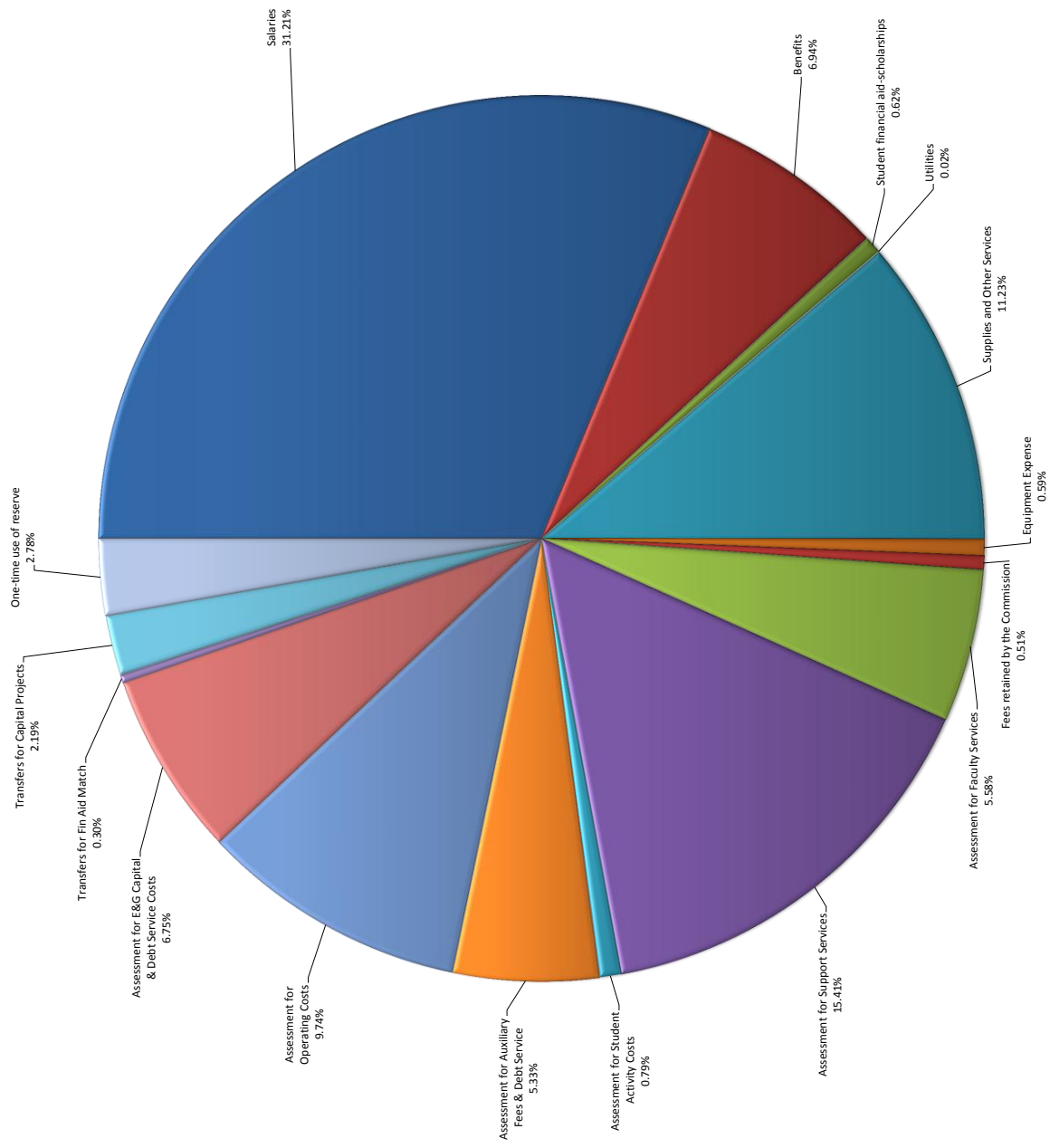


**Current Unrestricted Revenue  
Budget to YTD Actual Revenue**

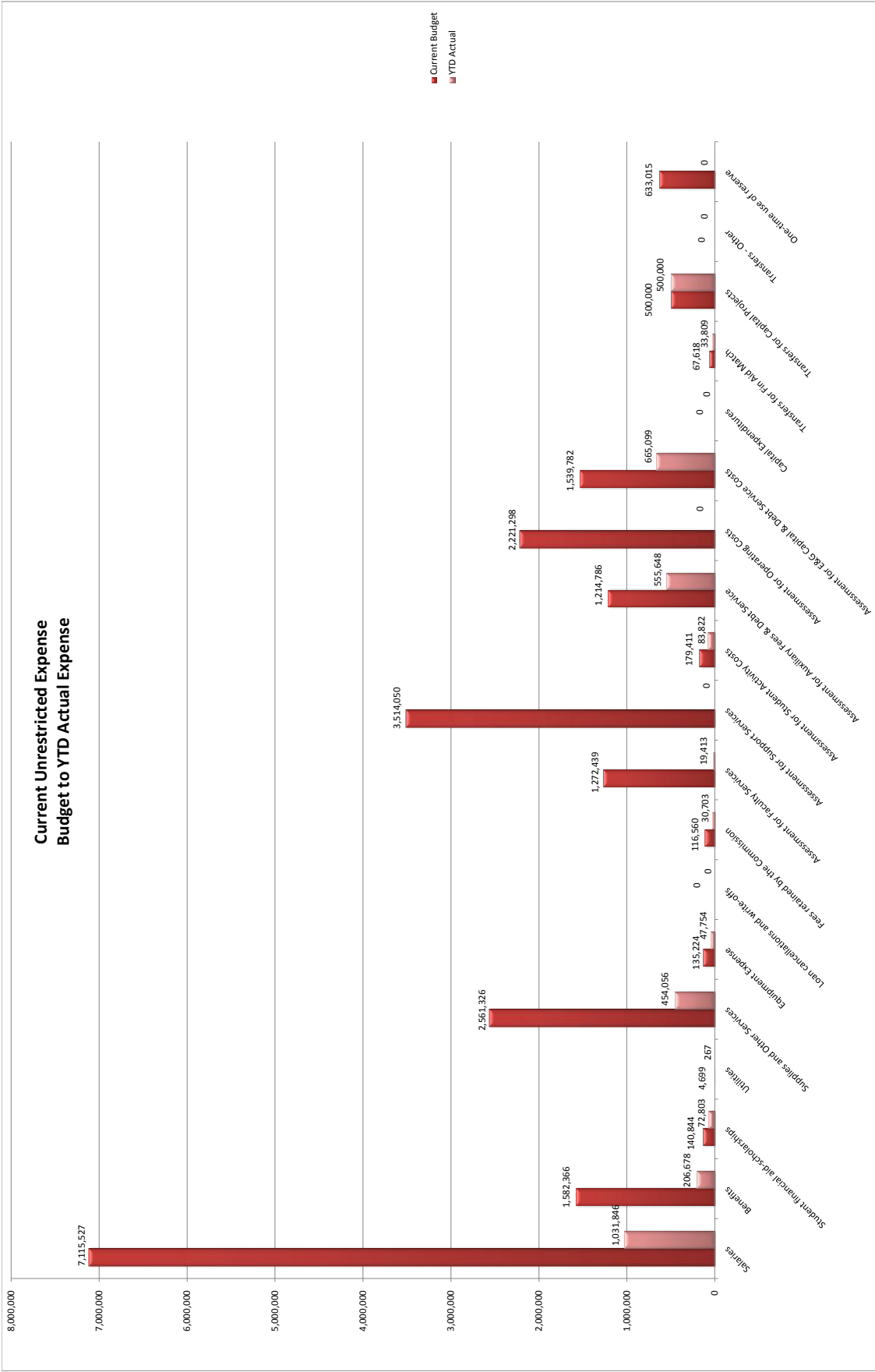


# Current Unrestricted Expense Budget

- Salaries
- Benefits
- Student financial aid-scholarships
- Utilities
- Supplies and Other Services
- Equipment Expense
- Fees retained by the Commission
- Assessment for Faculty Services
- Assessment for Support Services
- Assessment for Student Activity Costs
- Assessment for Auxiliary Fees & Debt Service
- Assessment for Operating Costs
- Assessment for E&G Capital & Debt Service Costs
- Transfers for Fin Aid Match
- Transfers for Capital Projects
- One-time use of reserve



**Current Unrestricted Expense  
Budget to YTD Actual Expense**



Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending September 30, 2012

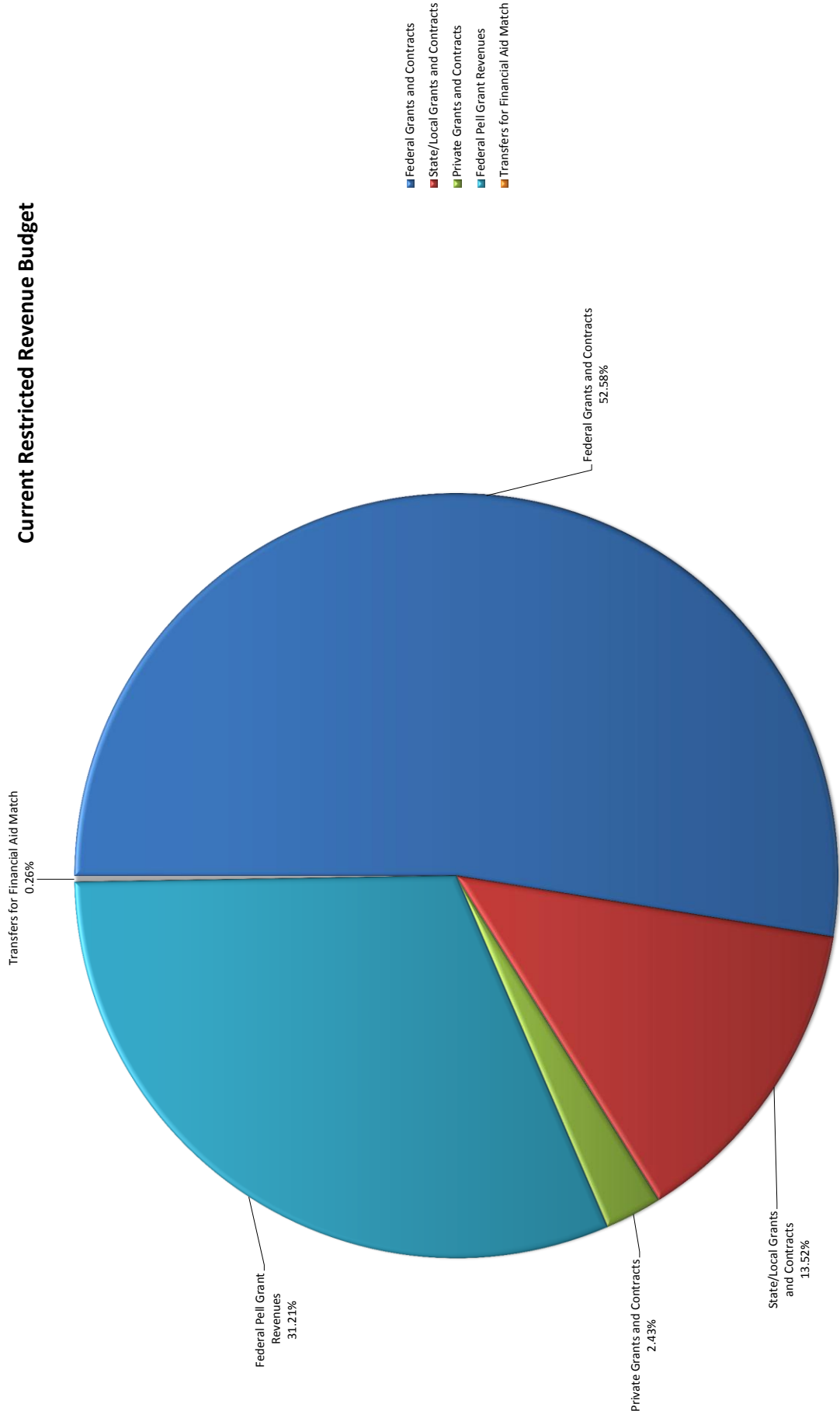
<b>New Grant Funds</b>	<b>14,650.00</b>
New College Transition	10,000.00
Diversity of Equity Grant	4,650.00
<b>Other Grant/Restricted Fund Related Changes</b>	<b>(149.53)</b>
Close out of Tech Training Fund	(150.00)
Close out of HEOP Grant Fund (Heavy Equipment Operator)	0.47
<b>Net Change</b>	<b>(149.53)</b>

The budget balance of **(95,251)** is covered by the restricted fund cash balance of 1,429,692 on June 30, 2012

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 As of September 2012

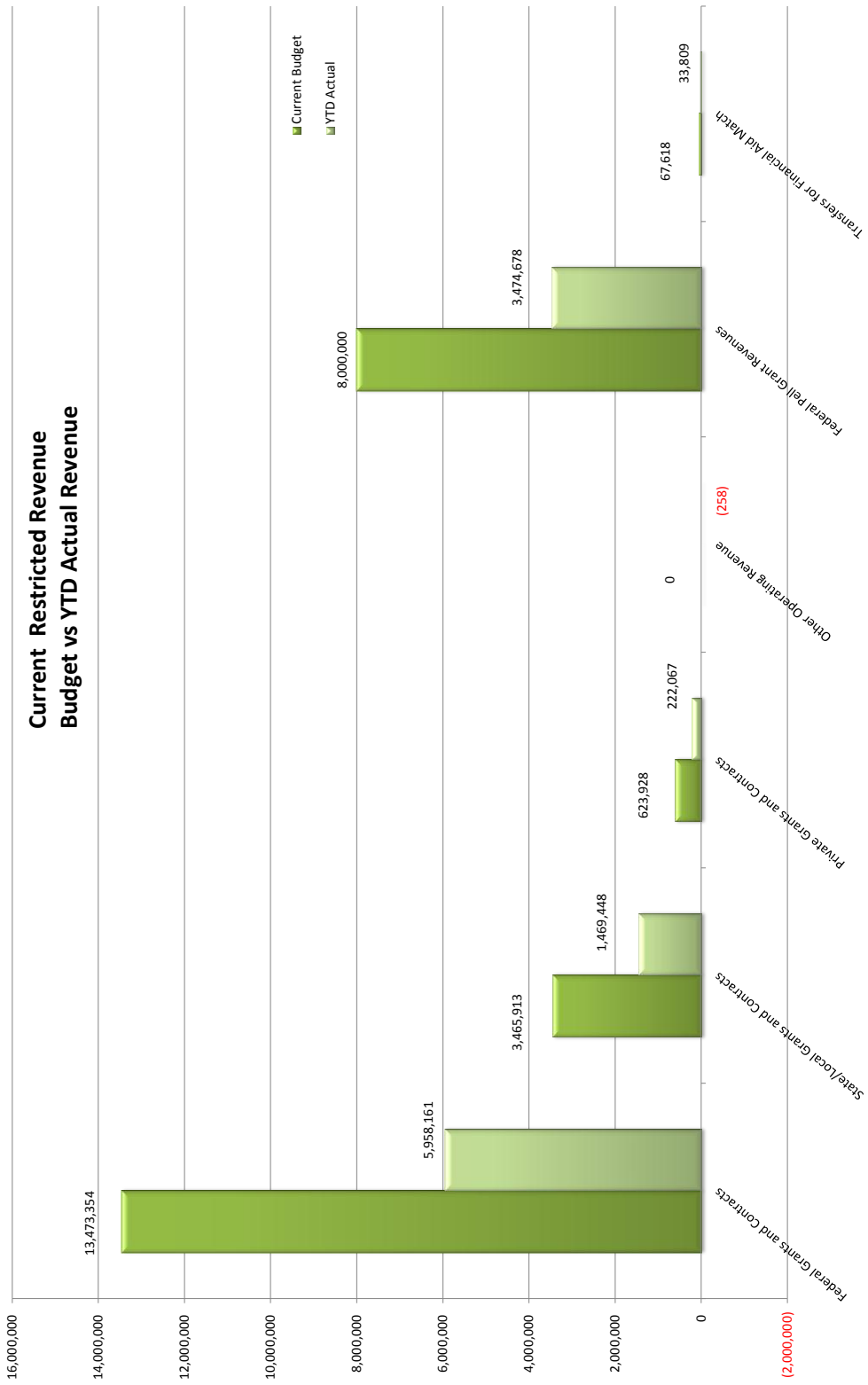
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	0	0	0	
	Federal Grants and Contracts	13,473,354	13,473,354	5,958,161	44.22
	State/Local Grants and Contracts	3,375,125	3,465,913	1,469,448	42.40
	Private Grants and Contracts	628,928	623,928	222,067	35.59
	Other Operating Revenue	0	0	(258)	
	<b>Total:</b>	<b>17,477,407</b>	<b>17,563,194</b>	<b>7,649,418</b>	<b>43.55</b>
<b>OPERATING EXPENSE</b>	Salaries	724,457	903,460	55,426	6.13
	Benefits	74,918	108,838	10,470	9.62
	Student financial aid-scholarships	24,040,639	24,045,639	10,546,964	43.86
	Utilities	0	0	0	
	Supplies and Other Services	495,303	361,653	14,702	4.07
	Equipment Expense	72,568	74,234	48,135	64.84
	<b>Total:</b>	<b>25,407,886</b>	<b>25,493,823</b>	<b>10,675,697</b>	<b>41.88</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,930,479)</b>	<b>(7,930,629)</b>	<b>(3,026,279)</b>	<b>38.16</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	8,000,000	8,000,000	3,474,678	43.43
	Investment Income	0	0	1	
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>3,474,679</b>	<b>43.43</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(232,240)	(232,240)	(214,907)	92.54
	Transfers for Fin Aid Match	67,618	67,618	33,809	50.00
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	<b>Total:</b>	<b>(164,622)</b>	<b>(164,622)</b>	<b>(181,098)</b>	<b>110.01</b>
<b>BUDGET BALANCE</b>		<b>(95,101)</b>	<b>(95,251)</b>	<b>267,302</b>	<b>(280.63)</b>
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		1,429,692	1,429,692		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		1,334,591	1,334,441		

# Current Restricted Revenue Budget

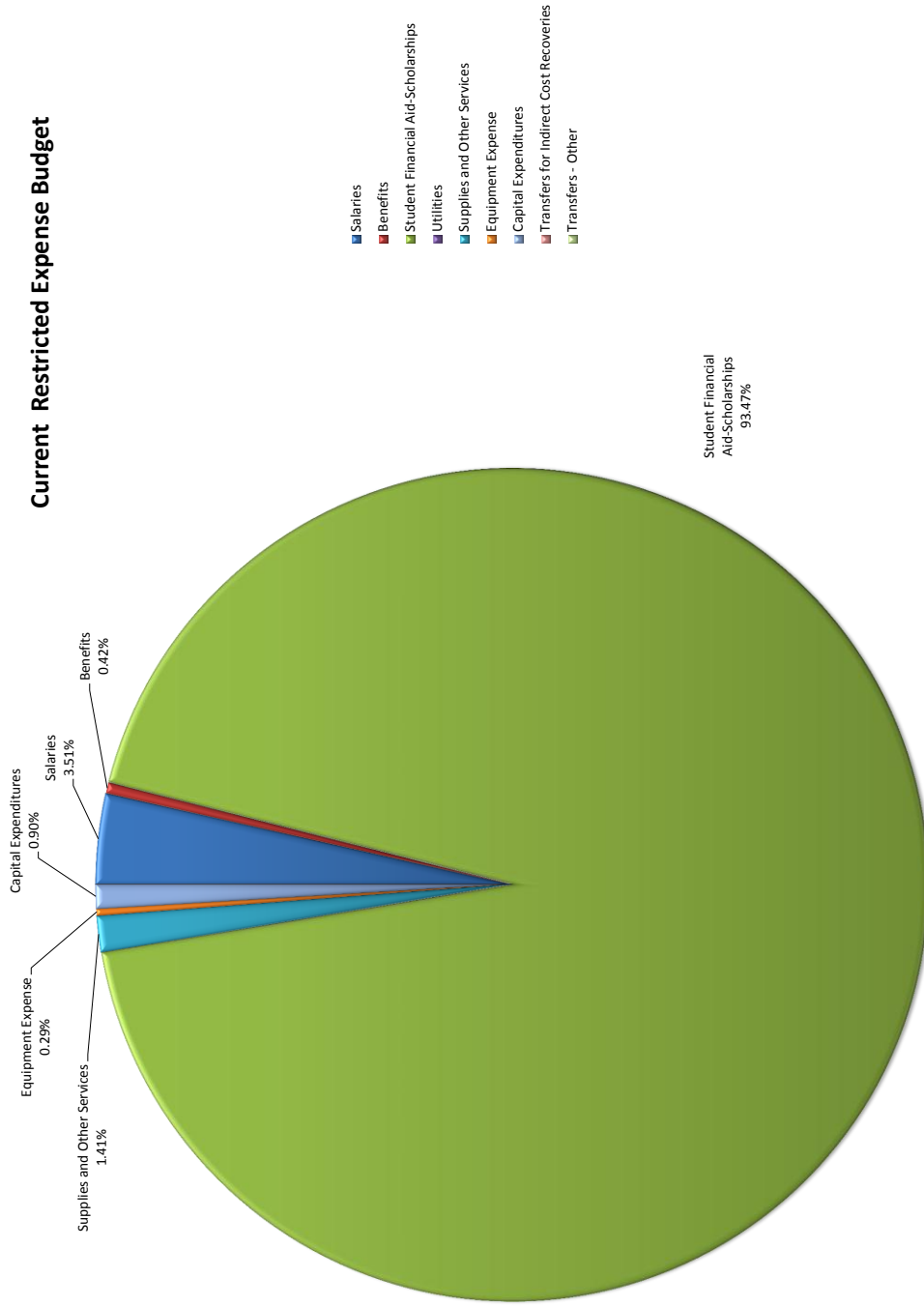




### Current Restricted Revenue Budget vs YTD Actual Revenue

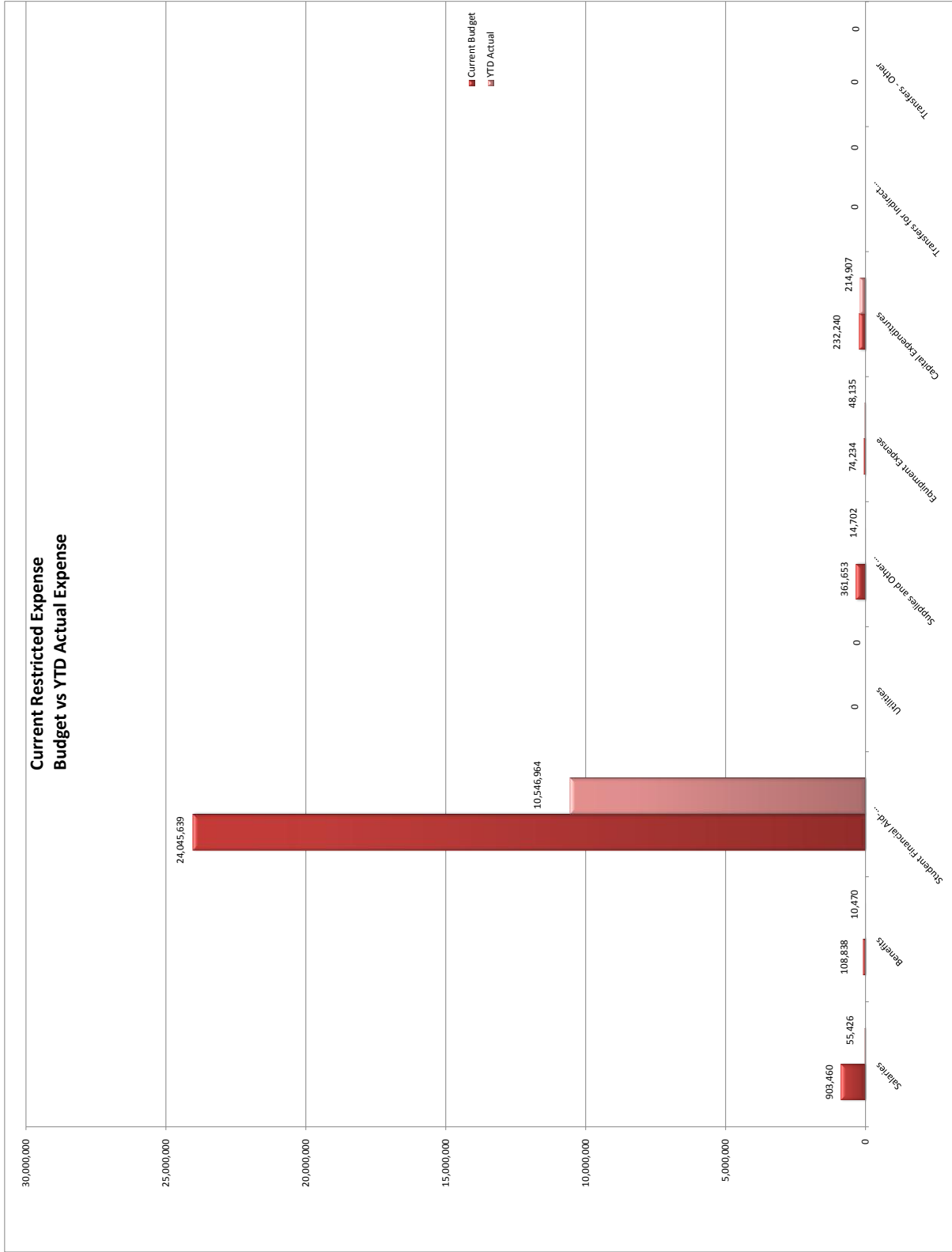


## Current Restricted Expense Budget



Student Financial  
Aid-Scholarships  
93.47%

**Current Restricted Expense  
Budget vs YTD Actual Expense**



**Tab**

**5**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of November 20, 2012**

**ITEM:** Capital Projects for FY 2013 Progress Report

**COMMITTEE:** Committee of the Whole

**INFORMATION ITEM**

**STAFF MEMBER:** Tom Tucker

**ATTACHMENTS:** Summary of FY 2013 Capital Projects Completion Status.

**CAPITAL PROJECTS**

**FY 2013**

<b>E&amp;G Capital Funding Only</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Academic Fund</b>	\$ 100,000.00	\$ 6,218.12	\$ 93,781.88	To be spent on programmatic changes approved by the academic deans
<b>Aerospace Center - HVAC Units (FY12)</b>	\$ 148,833.48	\$ 136,245.00	\$ 12,588.48	Completed June 30, 2012
<b>Aerospace Center - Floor Replacement</b>	\$ 38,000.00	\$ 34,940.75	\$ 3,059.25	Completed August 2012
<b>Aerospace Center - HVAC Upgrades (FY 13)</b>	\$ 60,000.00	\$ -	\$ 60,000.00	
<b>Campus - ADA Restrooms</b>	\$ 50,000.00	\$ -	\$ 50,000.00	
<b>Caperton Center - Roof Renewal</b>	\$ 400,000.00	\$ -	\$ 400,000.00	Preparing Expression of Interest to hire an A&E; combining project with Jaynes Hall Roof Renewal
<b>Hunt Haught Hall - Window Replacement (FY12)</b>	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	A&E is preparing specification for windows in Hunt Haught Hall
<b>Hunt Haught Hall - Elevator Upgrades</b>	\$ 100,000.00	\$ -	\$ 100,000.00	Working with Elevator Maintenance Vendor on project needs
<b>Information Technology -AC Unit</b>	\$ 80,000.00	\$ -	\$ 80,000.00	Tower Engineering is reviewing and updating specifications to bid the equipment and install of new AC Unit.
<b>Musick Library - HVAC</b>	\$ 293,500.00	\$ -	\$ 293,500.00	Funding Note: Added \$53,500 funding available due to HEPC Bond Refunding award to Jaynes Hall
<b>School House Museum Repairs</b>	\$ 70,000.00	\$ -	\$ 70,000.00	Funding Note: Added \$30,000 funding available due to HEPC Bond Refunding award to Jaynes Hall

<b>E&amp;G &amp; Infrastructure Capital Funding</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Physical Plant Small Projects</b>	\$ 175,000.00	\$ 52,057.79	\$ 122,942.21	Numerous purchases for small projects throughout the campuses.
<b>Physical Plant Small Projects (Infrastructure)</b>	\$ 22,000.00	\$ -	\$ 22,000.00	

**CAPITAL PROJECTS**

**FY 2013**

<b>Infrastructure Funding</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Infrastructure - Merchant Wall (FY11)</b>	\$ 350,000.00	\$ 7,015.50	\$ 342,984.50	
<b>Infrastructure - Parking Lot #15 Paving (FY12)</b>	\$ 158,560.00	\$ 131,688.00	\$ 26,872.00	Completed July 2012
<b>Infrastructure - Sealing Parking Lots (FY12)</b>	\$ 25,000.00	\$ 23,846.00	\$ 1,154.00	Completed June 2012
<b>Infrastructure - Aerospace Parking Lot Paving (FY12)</b>	\$ 80,000.00	\$ 79,567.50	\$ 432.50	Completed July 2012
<b>Infrastructure - Access Road (FY12)</b>	\$ 170,000.00	\$ 140,104.00	\$ 29,896.00	Completed July 2012
<b>Infrastructure - Campus Lighting Upgrades</b>	\$ 210,000.00	\$ -	\$ 210,000.00	Finalizing Plan for updating and adding fixtures around campus.
<b>Infrastructure - Paving Projects</b>	\$ 349,488.00	\$ -	\$ 349,488.00	Vendor is resubmitting some paperwork that was not completed on approved forms.
<b>Infrastructure - Painting &amp; Striping</b>	\$ 25,000.00	\$ 23,625.00	\$ 1,375.00	Completed August 2012
<b>Locust Avenue</b>	\$ 40,000.00	\$ -	\$ 40,000.00	
<b>Landscaping</b>	\$ 100,000.00	\$ 17,646.11	\$ 82,353.89	Numerous purchases throughout the year for landscaping needs on all campus sites.

**CAPITAL PROJECTS**

**FY 2013**

<b>East Bonds</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Hardway Hall Renovations</b>	\$ 5,088,961.56	\$ 4,598,748.12	\$ 490,213.44	Revising pipe layout with Structural & Mechanical engineer due to inadequate load bearing capabilities; Cost modifications due to unforeseen circumstances found in existing buiding. Working on updating phasing schedule.
<b>Musick Library Elevator</b>	\$ 990,850.98	\$ 990,850.98	\$ -	Completed October 2012
<b>Turley Center Renovations</b>	\$ 6,182,167.95	\$ 6,174,167.95	\$ 8,000.00	Met with City of Fairmont on new meter and service; Continuing work on ductwork & piping. Plan to install chiller in December.
<b>Wallman Hall Renovations</b>	\$ 4,838,019.51	\$ 4,375,651.65	\$ 462,367.86	Replaced gas line to building; AHU #2 & DOAS #1 & #4 have been replaced and are operational. Graphics area is complete and have moved back into area.

<b>HEPC Bond Refunding &amp; E&amp;G Capital Funding</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Jaynes Hall - Roof Renewal (FY12)</b>	\$ 350,000.00	\$ -	\$ 350,000.00	Funding Note: 50/50 Split between funds



**Tab**

**6**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of November 20, 2012**

**ITEM:** Acceptance of the Independent Auditor's Report by Deloitte & Touche LLP of Pierpont Community and Technical College's Finance Statements as of and for the year ended June 30, 2012.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors accepts the Financial Statements and the Independent Auditor's Report for FY 2012.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Dennis Juran of Deloitte & Touche LLP presented the audit report of the College's prepared financial statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of Pierpont Community and Technical College. Pierpont was provided an unqualified opinion (the best opinion possible).

Highlights of the FY 2012 Financial Statements include:

- Total Net Assets increased by 1.20% or \$238,961.
- Total Current Assets increased by 6.63% or \$652,984 resulting primarily from an increase in cash and cash equivalents of \$577,541.
- Total Non-Current Assets increased 2.74% or \$572,831.
- Total Current Liabilities increased by 11.80% or \$347,697.
- Total Non-Current Liabilities increased by 8.07% or \$639,157.

- The financial condition of Pierpont reflects a 3.1:1 ratio of Current Assets to Current Liabilities.
- OPEB liability increased by \$998,071 or 31% to \$3,192,921. With this increase the Total Unrestricted Net Assets decreased by \$571,124 to \$2,002,080. When the OPEB liability is excluded the Total Unrestricted Net Assets increased by \$426,947 to \$5,195,001. \$1,800,000 of the Unrestricted Net Assets is designated for the Advanced Technology Center and the Pierpont Center at MTEC.
- The 2012 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Fairmont State University and Pierpont Community and Technical College for sharing with interested bond holders of both institutions related to both institutions commitment toward bond debt, and repair and renovation of all shared Education and General Facilities.

**Tab**

**7**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of November 20, 2012**

**ITEM:** Update of E&G Capital Projects due to use of East Bond Funding replacing already previously approved projects supported by E&G Capital Funds. Also new funding provided to Fairmont State University from the HEPC Bond Refunding.

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approves the attached updated Education & General (E&G) Capital Project list for FY 2013.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** The recently approved action to use East Bond Funding to pay for Turley Center furniture, fixtures, and equipment of \$1,000,000, Wallman Hall Elevator Replacement of \$100,000, and Wallman Hall Foundation Waterproofing of \$124,500, requires an update to the prior approved capital project list (see attached – highlighted in green).

Additional funding of \$175,000 toward the Jaynes Hall Roof Replacement project was recently provided by the Higher Education Policy Commission (HEPC) to Fairmont State University as a result of HEPC Bond Refunding. This additional funding required an institutional match, but this additional HEPC funding frees up E&G Capital Funds allowing adjustments to other projects that need additional funding. These projects are highlighted in orange on the attached list and are explained below:

Since the E&G Capital Budget approval in June:

- The Education building temperature controls required replacement at a cost of \$40,000.

- Musick Library work of \$51,500 originally thought to be allowable to be funded with East Bonds was not allowed after review of these expenses by HEPC staff.
- Musick Library HVAC replacement costs were under-budgeted and needs an additional \$53,500 added to this project.
- School house Museum repair costs were under-budgeted and needs an additional \$30,000 added to this project.

**CAPITAL PROJECTS**

**FY 2013**

<b>E&amp;G Capital Funding Only</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Academic Fund	\$ 100,000.00	\$ 6,218.12	\$ 93,781.88	To be spent on programmatic changes approved by the academic deans
Aerospace Center - HVAC Units (FY12)	\$ 148,833.48	\$ 136,245.00	\$ 12,588.48	Completed June 30, 2012
Aerospace Center - Floor Replacement	\$ 38,000.00	\$ 34,940.75	\$ 3,059.25	Completed August 2012
Aerospace Center - HVAC Upgrades (FY 13)	\$ 60,000.00	\$ -	\$ 60,000.00	
Campus - ADA Restrooms	\$ 50,000.00	\$ -	\$ 50,000.00	
Caperton Center - Roof Renewal	\$ 400,000.00	\$ -	\$ 400,000.00	Preparing Expression of Interest to hire an A&E; combining project with Jaynes Hall Roof Renewal
Education Bldg - Temperature Controls	\$ 40,000.00	\$ 39,229.00	\$ 771.00	Funding Note: Funding available due to HEPC Bond Refunding award to Jaynes Hall Completed October 2012
Hunt Haught Hall - Window Replacement (FY12)	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	A&E is preparing specification for windows in Hunt Haught Hall
Hunt Haught Hall - Elevator Upgrades	\$ 100,000.00	\$ -	\$ 100,000.00	Working with Elevator Maintenance Vendor on project needs
Information Technology -AC Unit	\$ 80,000.00	\$ -	\$ 80,000.00	Tower Engineering is reviewing and updating specifications to bid the equipment and install of new AC Unit.
Musick Library Work	\$ 51,500.00	\$ 51,500.00	\$ -	Funding Note: Funding available due to HEPC Bond Refunding award to Jaynes Hall; Concrete Canopy Roofing: \$34,000; HVAC: \$14,557; Plaster Repair: \$2553 Work was completed as part of Veritas' contract for the Elevator
Musick Library - HVAC	\$ 293,500.00	\$ -	\$ 293,500.00	Funding Note: Added \$53,500 funding available due to HEPC Bond Refunding award to Jaynes Hall
School House Museum Repairs	\$ 70,000.00	\$ -	\$ 70,000.00	Funding Note: Added \$30,000 funding available due to HEPC Bond Refunding award to Jaynes Hall

<b>E&amp;G Capital Funding &amp; Operating <span style="color: red;">FSU &amp; PCTC Agreement</span></b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Feaster Center - Natatorium Upgrades	\$ 740,000.00	\$ -	\$ 740,000.00	Preparing Expression of Interest to hire A&E for Feaster Center projects
Feaster Center - HVAC Upgrade Pool Area \$279,238.50 - Operating \$27,761.50 - E&G Capital Funding (FSU & PCTC Agreement)	\$ 307,000.00	\$ -	\$ 307,000.00	Preparing Expression of Interest to hire A&E for Feaster Center projects
Pierpont Center @ MTEC \$43,261.50 - Operating \$456,738.50- E&G Capital Funding (FSU & PCTC Agreement)	\$ 500,000.00	\$ 450,000.00	\$ 50,000.00	Contract with Monongalia County Board of Education for construction of shared facility. Site work complete. Contractor scheduled to build the structure in early November.

**CAPITAL PROJECTS**

**FY 2013**

<b>E&amp;G &amp; Infrastructure Capital Funding</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Physical Plant Small Projects	\$ 175,000.00	\$ 52,057.79	\$ 122,942.21	Numerous purchases for small projects throughout the campuses.
Physical Plant Small Projects (Infrastructure)	\$ 22,000.00	\$ -	\$ 22,000.00	

<b>Infrastructure Funding</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Infrastructure - Merchant Wall (FY11)	\$ 350,000.00	\$ 7,015.50	\$ 342,984.50	
Infrastructure - Parking Lot #15 Paving (FY12)	\$ 158,560.00	\$ 131,688.00	\$ 26,872.00	Completed July 2012
Infrastructure - Sealing Parking Lots (FY12)	\$ 25,000.00	\$ 23,846.00	\$ 1,154.00	Completed June 2012
Infrastructure - Aerospace Parking Lot Paving (FY12)	\$ 80,000.00	\$ 79,567.50	\$ 432.50	Completed July 2012
Infrastructure - Access Road (FY12)	\$ 170,000.00	\$ 140,104.00	\$ 29,896.00	Completed July 2012
Infrastructure - Campus Lighting Upgrades	\$ 210,000.00	\$ -	\$ 210,000.00	Finalizing Plan for updating and adding fixtures around campus.
Infrastructure - Paving Projects	\$ 349,488.00	\$ -	\$ 349,488.00	Vendor is resubmitting some paperwork that was not completed on approved forms.
Infrastructure - Painting & Striping	\$ 25,000.00	\$ 23,625.00	\$ 1,375.00	Completed August 2012
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	
Landscaping	\$ 100,000.00	\$ 17,646.11	\$ 82,353.89	Numerous purchases throughout the year for landscaping needs on all campus sites.



**CAPITAL PROJECTS**

**FY 2013**

<b>East Bonds</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Hardway Hall Renovations</b>	\$ 5,088,961.56	\$ 4,598,748.12	\$ 490,213.44	Revising pipe layout with Structural & Mechanical engineer due to inadequate load bearing capabilities; Cost modifications due to unforeseen circumstances found in existing building. Working on updating phasing schedule.
<b>Musick Library Elevator</b>	\$ 990,850.98	\$ 990,850.98	\$ -	Completed October 2012
<b>Turley Center FF&amp;E</b>	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	Working with representative from state contract; working with IT needs
<b>Turley Center Renovations</b>	\$ 6,182,167.95	\$ 6,174,167.95	\$ 8,000.00	Met with City of Fairmont on new meter and service; Continuing work on ductwork & piping. Plan to install chiller in December.
<b>Wallman Hall Renovations</b>	\$ 4,838,019.51	\$ 4,375,651.65	\$ 462,367.86	Replaced gas line to building; AHU #2 & DOAS #1 & #4 have been replaced and are operational. Graphics area is complete and have moved back into area.
<b>Wallman Hall Foundation Waterproofing</b>	\$ 124,500.00	\$ -	\$ 124,500.00	Included as part of contract with Renovations.
<b>Wallman Hall Elevator Replacement</b>	\$ 100,000.00	\$ -	\$ 100,000.00	Working with elevator maintenance vendor on project needs

<b>HEPC Bond Refunding &amp; E&amp;G Capital Funding</b>				
<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
<b>Jaynes Hall - Roof Renewal (FY12)</b>	\$ 350,000.00	\$ -	\$ 350,000.00	Funding Note: 50/50 Split between funds