

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, March 19, 2023

Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A

10:30 AM	Finance and Administration Committee
12:00 PM	Lunch
2:00 PM	Full Board Meeting

*All meetings will be held in room 216A unless otherwise noted.



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING**

Regular Meeting

**Tuesday, March 19, 2024
2:00 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

I. Call to Order

II. Conflict of Interest

III. Roll Call

IV. Constituent Comments

A. Faculty Senate
Vickie Findley

B. Classified Staff
Mary Jo Rutherford

C. Non-Classified Staff
J.J. Davis

D. Student Government Association
Devin Teeter

V. *Consent Agenda

Tab 1

A. Minutes of the February 20, 2024 Meeting

VI. Dr. Hayward's Reflections

**Denotes possible action item*

VII. Academic and Student Services Committee

- A. Non-Returning Student Report **Tab 2**
(Nancy Parks, Associate Provost of Student Services and Director of Advising and Assessment)

VIII. Human Resources, Bylaws, Policies Committee

- A. Employee Survey Results
(George Perich, VP of Human Resources & Organizational Development)

IX. Finance and Administration Committee

(Brian Bozarth, Chair)

- A. February 29, 2024, Combined Finance Report - *Informational* **Tab 3**
(Dale Bradley, VP of Finance and Administration)

- B. Capital Project Expenditure Report as of February 29, 2024 - *Informational* **Tab 4**
(Dale Bradley, VP of Finance and Administration)

- C. *Resolution for Approval – Tuition and Fee Changes for AY 2024-2025 **Tab 5**
(Dale Bradley, VP of Finance and Administration)

X. Advancement and Public Relations Committee

- A. Day of Giving
(Kathy Hypes, VP of Institutional Advancement and Foundation Director)

XI. Board Members' Reflections (3-minute limit)

XII. Adjournment

**Denotes possible action item*



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Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of March 19, 2024

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed.

STAFF MEMBER: Dr. Milan Hayward, President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board book and listed on the proposed consent agenda.

1. Minutes of the February 20, 2024 Meeting

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Board of Governors Meeting

**Tuesday, February 20, 2024
2:00 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 20, 2024, beginning at 2:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

I. Call to Order

David Hinkle, Chair, called the meeting to order in open session at 2:03 PM.

II. Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Brian Bozarth	Present
Dr. Susan Woods Coffindaffer	Present
Thomas Cole	Present
David Hinkle	Present
Anthony Hinton	Present
Lisa Lang	Present
Madison Martin	Not Present
Christine Miller	Present
James H. Myers III	Not Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present

Amanda Hawkinberry announced there was a quorum present.

Others Present:

Members of President's Cabinet, faculty, staff, and others

IV. Public Comment

No comments were received via email.

A. Faculty Senate

Vickie Findley offered comments from Faculty Senate.

B. Classified Staff

Mary Jo Rutherford offered comments from Classified Staff.

C. Non-Classified Staff

John Davis offered comments from Non-Classified Staff.

D. Student Government Association

Devin Teeter offered comments from SGA.

V. Consent Agenda

Thomas Cole moved to approve the November 14 meeting minutes. Anthony Hinton seconded the motion. All agreed. Motion carried.

VI. Academics and Student Services Committee

Thomas Cole reported there were no action items for Board approval. The committee heard informational items only.

VII. Human Resources, Bylaws, Policies Committee

A. Resolution for Approval of Comments and Final Draft for Policy PP-2009 Sexual Harassment

Joanne Seasholtz moved to accept the changes and final draft for Policy PP-2009 Sexual Harassment. Anthony Hinton seconded the motion. All agreed. Motion carried.



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B. Resolution for Approval to repeal Policy PP-8029 Open Meetings

Joanne Seasholtz moved to approve the repeal of Policy PP-8029 Open Meetings. Juanita Nickerson seconded the motion. All agreed. Motion carried.

VIII. Finance and Administration Committee

A. January 31, 2024 Combined Finance Report – *Informational*
(Dale Bradley, VP of Finance and Administration)

Dale Bradley presented the January 31, 2024 Combined Finance Report.

B. Contracted Service Providers January 2024 - *Informational*
(Dale Bradley, VP of Finance and Administration)

Dale Bradley presented the Contracted Service Provider Report.

C. FY 2024 Capital Projects Update - *Informational*
(Dale Bradley, VP of Finance and Administration)

Dale Bradley presented the FY 2024 Capital Projects Update Report.

D. Approval of Capital Funds for Culinary HVAC Control System
(Dale Bradley, VP of Finance and Administration)

Anthony Hinton moved to budget \$40,000 of the remaining Culinary Relocation Capital Project Funds for the Installation of HVAC Control and Monitoring System for the Culinary Academy at Middletown Commons. Christine Miller Seconded the motion. All agreed. Motion carried.

IX. Advancement and Public Relations Committee

Pierpont's 2nd Annual Day of Giving will be held on March 14 (Pi Day). The Foundation has set a goal to raise \$50,000 in honor of Pierpont's 50th birthday. Various campaigns and challenges will be held to help meet department fundraising goals.

Kristen Cosner and Matthew Turner presented their **Day of Giving Presentation** (Attachment A).



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X. ATC Advisory Board

A. Industry Relations & Partnership Report

The Industry Relations & Partnerships Report was reviewed.

XI. Executive Session – Closed Session

- A. Jeffrey Powell moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Thomas Cole seconded the motion. All agreed. Motion carried.

Items brought into Executive Session:

1. Human Resources
2. Future Program Development
3. ATC Deferred Maintenance

B. Exiting Executive Session – Back to Open Session

Lisa Lang moved to exit Executive Session and return to Open Session. Thomas Cole seconded the motion. All agreed. Motion carried.

XII. Adjournment

There being no further business, Thomas Cole moved to adjourn the meeting. Jeffrey Powell seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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2024 Day of Giving

Thursday, March 14

Celebrating 50 years

© Created by
Kristen Cosner - Director of Social Media and Community Affairs

Presented by
Matt Turner - Director of Marketing and Communications
Kristen Cosner - Director of Social Media and Community Affairs
Not for external use

A look into this year's campaign:

- 24 campaigns across campus
- Goal: \$50k and 150 donors
- "Sweet Taste of Victory" Challenge
- We need your help: challenges and matches





Donation Matches and Challenges

The Elliott Family: \$500 Early Childhood Challenge

[Early Childhood Education](#)

Rusty Elliott, Vice Chair of the Pierpont Foundation, and his wife Sissy, will match gifts to the Early Childhood Education campaign dollar for dollar up to \$500.



\$500 MATCH

\$500 REMAINING

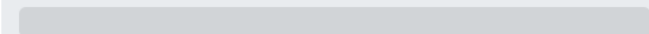
[VIEW PROFILE](#)

[DONATE](#)

Natalie Tennant: The Pierpont Campus Challenge

[President's Fund](#)

Foundation Board Chair, Natalie Tennant, will match gifts to the President's Fund dollar for dollar up to \$500.



\$500 MATCH

\$500 REMAINING

[VIEW PROFILE](#)

[DONATE](#)

The Fantasia Family: The Student Hardship \$500 Challenge

[Student Hardship Fund](#)

Nick Fantasia, Pierpont Foundation Treasurer, and his family, will match gifts to the Student Hardship Fund dollar for dollar up to \$500.



\$500 MATCH

\$500 REMAINING

[VIEW PROFILE](#)

[DONATE](#)





Day of Giving Site

giving.pierpont.edu



Day of Giving Promotional Suite

Marketing Materials



MARCH 2024

50th Anniversary Day of Giving Promotional Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	1	2
3	4	5	6	7 DONATIONS OPEN	8 Natalie Tennant Live on WDTV First at Four	9
	Campaign Fundraiser Sign-ups Save the Date Promotion					
10	11	12	13	14 DAY OF GIVING	15 DAY OF GIVING CELEBRATION	16
	Begin Pre-Giving Promotion Share Day of Giving Site, All Comms Methods			Campaign is LIVE Share Day of Giving Site + Campaigns, All Comms Methods		
17	18	19 DONATIONS CLOSE	20	21	22	23
	Success Phase Promotion Thank-You Videos, Postcards, and Messaging, All Comms Methods					
24	25	26	27	28	29	30
31						
		Pre-giving Phase	Giving Phase	Success Phase		



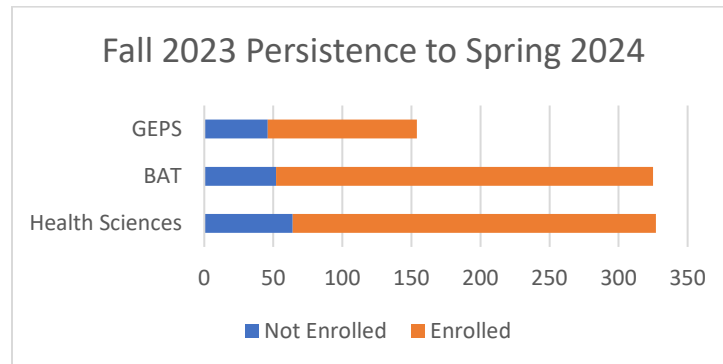
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Tab

2

NON-RETURNING STUDENT REPORT

As reported in the January 2024 BOG meeting, there were 162 students who were enrolled in Fall 2023 but did not return for the Spring 2024 semester:



Upon Board request for additional information, research across the institution offers the following insights on this non-returning population:

- On average, students attempted 13 credits for the Fall 2023 semester; the average GPA was 1.66. 44 of the non-returning students exited with a GPA of 0.00, and 15 had a GPA under 1.0.
- Common general education core course enrollments show that 56% were enrolled in ENGL 1104; 46% in MTH; and 38% in Computer Concepts and Applications. Success rates (C+) were 56%, 40%, and 48%, respectively.
- June and July 2023 were especially problematic regarding student account activation due to changes in “single sign-on” and how students received information about account creation. No information was available regarding the dates of students’ initial log-ins, but dates of last log-ins show that four students had never accessed their account, while 81 had last logged in through December, with remaining students logging in after the start of the Spring term.
- 32 students had both a financial and a credential hold; 35 had a financial hold only; 10 had credential holds only.
 - Despite eligibility for financial aid, many students did not finalize the verification process, resulting in outstanding account balances that precluding their ability to register for Spring 2024 coursework
 - 40% of non-returning students exited with a balance.
- Non-returning students appear to under-utilize success resources, and there is an insufficient use of existing referral services to support these students:
 - Fewer than 20% of the students on the non-returning list were referred by faculty or staff through the “Early Alert” warning system: GESPS (12); BAT (9); Health Sciences (5)
 - Only 14 students had taken advantage of Learning Support services. Only one academic school (Health Sciences) referred students to the Learning Support office. Seven students were registered for Disability Services, and three were referred through DHHR-WV Works. No students on the non-returning list had accessed mental health services.
 - Only 3 students from the list of non-returning students had accessed the free in-person and or online tutoring resources.

Student Feedback

Over 40% of all non-returning students officially withdrew prior to the end of the term. Students shared the following concerns:

- *“I wasn’t mentally prepared for college.”*
- *“I was in a drug counseling program and my counselor recommended trying college and the program would pay for it. I only finished out the semester so I wouldn’t have to repay the aid.”*

- *“I got a job. I was in Welding but then I took a Welding job. I never was going to pass math, so I knew I’d never graduate. I got a good job offer, and I took it.”*
- *“I’ve had issues on both my end and the school’s end logging in to Blackboard, the worst being the last four weeks. I work shift work and can only log in during certain times.”*
- *“I unfortunately was unable to obtain previous tax documents to fulfill my FAFSA application by the end of deadline. I plan to enroll for the Spring semester after I obtain the proper documentation.”*
- *“I need to do in-person for math, I believe.”*
- *“My children are having difficulty navigating through mine and their father’s divorce, and have been getting into much troubles. I will be sitting out this semester to focus on spending time with them a bit more, as I also have a full-time job, and will be doing some individual and group therapy to get us all ready when I re-enroll. Thanks so much!*
- *In general: falling behind in classes, lack of adequate time; financial concerns; personal reasons; transportation issues; and career changes.*

Plans to Address

Pierpont strives for continuous improvements in decreasing stop-outs and increasing student success, in part by continuing strategies of the Strategic Enrollment Plan, as well as incorporating new strategies, as outlined below.

- Continue to act on first-year *Suggested Strategies* of the *Strategic Enrollment Plan*, including the following:
 - Create options to reduce past balances to create a pathway for students to return and or eliminate older debt.
 - Campaign to illuminate pathway; complete audit and reach out to students during their first “missed” semester.
 - Create a communication plan for students who’ve not completed a FAFSA and or WV Invests grant application to curb future account balances.
 - Require faculty to administer a meaningful graded assignment and post grade within first two weeks of classes to identify and provide early interventions for at-risk populations.
 - Promote use of Tutorial Services, Counseling/Disabilities/Learning Strategies, Student Success, and Student Engagement offices through first 5 weeks.
 - Establish Academic Advisory Council...to bolster program-specific and proactive advising with current and prospective advisees.
 - Identify historical “holds” (credential and financial) as to develop more accurate communication plans for students.
 - Increase tutoring availability and visibility.
- Revise approach to summer advising/registration sessions for new admits, including more information about support services, including an IT presence for student assistance in setting up initial accounts, which should reduce both IT and Bboard help tickets.
- Create a comprehensive Resource Exhibit to present student support information. Include Tutoring, Learning Strategies, Counseling, Mental Health Counseling, Early Alert, Financial Aid, etc.. Such a resource can educate faculty and staff, too, in hopes of increasing use of internal referrals for students.
- Encourage wider use of Ad Astra system to ensure adequate number of course sections to address model schedules of all degree programs.
- Convene the “Policies” team comprised of a cross-functional team of Student Services and Academic Affairs to discuss extending the individual course withdrawal date. Currently, students must choose between remaining in a class they’re failing vs. withdrawing from the entire institution.

Focus on Success

This report was created in collaboration across our institution, demonstrating our commitment to a unified cross-campus approach addressing student persistence and retention efforts designed for student success.

Tab

3

Board of Governors
Budget/Finance Report FY 2024
Pierpont Community & Technical College
as of February 29, 2024

Pierpont's overall financial structure consists of four primary fund types: unrestricted, auxiliary, restricted, and plant/capital funds.

Unrestricted Funds – Includes those economic resources of the institution which are expendable for any purpose in performing the primary objectives of the institution, i.e., instruction, research, extension, and public service, and which have not been designated by the governing board for other purposes. These funds consist of State Appropriations, not designated for a specific purpose, and general tuition and fees revenues. For fiscal management purposes Pierpont segregates Unrestricted funds into two subgroups; President Controlled Funds and Fund Manager Controlled Funds.

- President Controlled Funds consist of State Appropriations, and general tuition and fees revenues.
- Fund Manager Controlled Funds consist primarily of program fees and lab/course fee funds that are used to cover program specific operational costs.

Auxiliary Funds – Auxiliary funds are a subsection of unrestricted funds. Auxiliary enterprises are activities conducted primarily to provide facilities or services to students, faculty, and staff. Such activities could include residence halls, food services, bookstore, parking, etc. At Pierpont these activities are reported as a separate fund type for fiscal management. Currently parking is the only Auxiliary fund activity and is used to support maintaining parking resources and campus security.

Restricted Funds - The restricted fund group consists of those funds expendable for operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended. Restricted funds primarily consist of contracts and grants received from federal or state governments for financial aid, research, public service or other restricted purposes.

Plant/Capital Funds – Plant/Capital Funds are a subsection of unrestricted funds used for debt service, capital projects, facilities maintenance, and renewal.

SUMMARY UNRESTRICTED FUNDS:

As of the February 29, 2024, Budget/Finance Report, the Unrestricted Budget Balance is (\$188,800) which includes Board approved spend down of Fund Manager cash reserves of \$285,000.

As of this report date, the YTD Actuals for Unrestricted Funds reflect the following:

- The institution has realized approximately 85% of projected operating revenue.
Note: This a decrease of 8% from the January 31, 2024, Report. Students were removed on January 31, 2024, for non-payment and non-attendance. This included Spring Term fraudulent student accounts.

- The institution has incurred approximately 59% of operating expenses.
- The institution has realized approximately 76% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,652,001.

SUMMARY RESTRICTED FUNDS:

As of this report date, the YTD Actuals for Restricted Funds reflect the following:

- The institution has realized approximately 67% of projected operating revenue.
- The institution has incurred approximately 69% of operating expenses.
- The institution has realized approximately 98% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$431,953.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)
February 29, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE				
	Total:	7,179,296	6,141,839	85.55%
OPERATING EXPENSE				
	Total:	15,144,238	8,946,187	59.07%
OPERATING INCOME / (LOSS)		(7,964,942)	(2,804,348)	
NONOPERATING REVENUE (EXPENSE)				
	Total:	8,543,527	6,527,586	76.40%
TRANSFERS & OTHER				
	Total:	(367,385)	(71,236)	19.39%
BUDGET BALANCE UNRESTRICTED		211,200	3,652,001	
Less Depreciation (Net of Capitalized Assets)		(400,000)		
BUDGET BALANCE LESS DEPRECIATION		(188,800)	3,652,001	

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
February 29, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE				
	Total:	6,799,465	4,532,603	66.66%
OPERATING EXPENSE				
	Total:	9,105,596	6,274,723	68.91%
OPERATING INOCME / (LOSS)		(2,306,131)	(1,742,120)	
NONOPERATING REVENUE (EXPENSE)				
	Total:	2,250,485	2,212,391	98.31%
TRANSFERS & OTHERS				
	Total:	(50,732)	(38,318)	75.53%
BUDGET BALANCE		(106,378)	431,953	

Tab

4

**Pierpont Community and Technical College
Board of Governors
Meeting of March 19, 2024**

ITEM: FY 2024 Capital Projects Update.

COMMITTEE: Finance and Administration Committee

INFORMATION ITEM: FY 2024 Capital Project Budgets, Expenditures, and Cash Balances as of February 29, 2024.

STAFF MEMBER: Dale Bradley

Pierpont Community & Technical College
Project Summary
Capital Plant Funds
As of February 29, 2024

Projects			
Projects - Funds Transferred	Approved Budget	Actual Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,140,461	(46,135)
Early Childhood Remodel	229,687	191,894	37,793
Vet Tech Relocatoin	10,000	11,377	(1,377)
Caperton Center Sewer Line Replacement	20,000	17,500	2,500
Small Capital Projects	150,000	147,565	2,435
Culinary Relocation	400,000	339,426	60,574
TOTALS	<u>2,904,013</u>	<u>2,848,222</u>	<u>55,791</u>

Plant Funds Cash Balances at February 29, 2024		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	(46,134.57)
Early Childhood Remodel	3516	37,793.01
Vet Tech Relocation	3515	(1,377.47)
Caperton Center Sewer Line Replacement	3517	2,500.00
Small Capital Projects	3570	2,435.39
Culinary Relocation	3514	60,574.01
HEPC Debt Service	3573	135,266.00
Pierpont - E&G Cap & Infrastructure*	3575	995,188.97
Total Cash in Plant Funds on February 29, 2024		<u>1,186,245.34</u>

Cash Balances Available For Capital Projects as of Februray 29, 2024		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	995,188.97
Pierpont Facilities Fee	3170	-
Total Cash Balances Available For Capital Projects		<u>\$ 995,188.97</u>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2024		
Fund 3170		Cash Balance
Beginning Balance		-
Estimated Revenues		561,629.00
NAEC Lease -FY2023 Budget	(full year)	(405,000.00)
Projected Cash in Unrestricted Facilities Fee Fund at June 30		<u>\$ 156,629.00</u>

*For fiscal year 2024, the NAEC lease payments are budgeted from Facilities Fee in the amount of \$405,000.

Tuition and fees in excess of the lease payments will be transferred to Capital Reserves at year end.

Tab

5

**Pierpont Community & Technical College
Board of Governors
Meeting of March 19, 2024**

ITEM: Approval of Tuition and Fee Changes for Academic Year 2024-2025

COMMITTEE: Finance/Audit and Administration Committee

STAFF MEMBER: Dale Bradley

RECOMMENDED ACTION: Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition changes identified below for Academic Year 2024-2025.

ATTACHMENTS: Attachment F “Fee Planning Schedule – Per Semester”, Attachment G “Proposed Special Fees”, and Attachment H “Proposed Program Fees”.

BACKGROUND:

- **Education and General Tuition Fees** are charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.
 - Pierpont will increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2024-25.
 - Increase the Resident Education and General Tuition by \$84 per semester.
 - Increase the Reduced Non-Resident Education and General Tuition by \$161 per semester.
 - Increase the Non-Resident Education and General Tuition by \$199 per semester.
 - Refer to Attachment F “Education and General Fee Planning Schedule – Per Semester” Academic Year 2024-25 for fee changes details.
- **Pierpont Special Fees** are operational, or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.

Supplemental Fees Creations

- Establish a Reduced Non-Resident Dual Credit Fee of \$48 per credit hour for those Non-Resident Dual Credit Students who reside in counties bordering Pierpont's service region which includes Fayette and Greene Counties in Pennsylvania and Garrett County Maryland.
- Establish a Non-Resident Dual Credit Fee of \$60 per credit hour for those Non-Resident Dual Credit Students who are not residents of the State of WV and do not reside in the Counties identified in the Reduced Non-Resident Dual Credit Fee.
- Establish a Resident Board of Governor's Degree Program Fee of \$150 per student for Residents applying for the Board of Governors Degree. Pierpont awards the Board of Governors Degree to individuals who successfully completes the requires associated with the Board of Governors Degree. The institution currently does not have a residency requirement for individuals receiving the Board of Governors Degree and therefore most individuals applying for and receiving this degree take no classes from Pierpont and pay no fees to Pierpont. These individuals have taken college courses at various institutions that are evaluated by Pierpont to insure they have successfully completed the 60 hours of college credit required for awarding of the degree. The work involved in this evaluation can be quite extensive involving considerable time of various staff members. Pierpont Administration recommends creating this fee to offset the staff costs involved in this process.
- Establish a Non-Resident Board of Governor's Degree Program Fee of \$350 per student for Non-Residents applying for the Board of Governors Degree. Pierpont awards the Board of Governors Degree to individuals who successfully completes the requires associated with the Board of Governors Degree. The institution currently does not have a residency requirement for individuals receiving the Board of Governors Degree and therefore most individuals applying for and receiving this degree take no classes from Pierpont and pay no fees to Pierpont. These individuals have taken college courses at various institutions that are evaluated by Pierpont to insure they have successfully completed the 60 hours of college credit required for awarding of the degree. The work involved in this evaluation can be quite extensive involving considerable time of various staff members. Pierpont Administration recommends creating this fee to offset the staff costs involved in this process.
 - Refer to Attachment G "Proposed Supplemental Fees" Academic Year 2024-25 for fee changes details.
- **Pierpont Program Fees** are charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.

Program Fee Deletions, Increases or Creations

- Delete the Physical Therapy APTA Membership Fee (Annual Fee) of \$95 annually.

The Fee was never implemented and has been determined it is not needed.

- Increase the LPN NCLEX (One-Time Fee) from \$1,630 to \$1,915 to adjust for cost increases being implemented by ATI and change the name of the fee from LPN NCLEX to ATI User Fee. This product is used by students in the LPN Program to prepare for the National Council Licensure Examination (NCLEX).
- Establish the Medical Billing and Coding Practicum (One-Time Fee) of \$203. Currently this fee for students has been covered under a Medical Billing and Coding Grant that expires at the end of the current fiscal year. This fee covers the cost of a “preparation package” for students to access an online study guide plus practice assessments in preparation for sitting for the Certified Billing and Coding Specialist (CBCS) certification exam through the National Health Career Association. The fee will also cover the CBCS Certification Exam fee.
- Establish the Veterinary Technology Radiation Monitoring Badge (One-Time Fee) of \$150. This fee is to purchase the students required radiation badges to monitor their radiation exposure. The fee also covers the \$25 per quarter cost of analyzation of radiation exposure.
 - Refer to Attachment H “Proposed Program Fees’ Academic Year 2024-25 for fee changes details.

Attachment G

West Virginia Council for Community and Technical College Education Proposed Supplemental Fees Academic Year 2024-25

Special Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible (Y or N)
Pierpont Community and Technical College						
Application Fee - Competitive Programs (ELIMINATED IN AY 23-24)	\$20	\$0	(\$20)	0	\$0	N
Board of Governor's Degree Evaluation	\$300	\$300	\$0	0	\$0	N
Board of Governor's Resident Program Fee	\$0	\$150	\$150	21	\$3,150	N
Board of Governor's Non- Resident Program Fee	\$0	\$350	\$350	366	\$128,100	N
Cashed Check Copy Fee	\$15	\$15	\$0	0	\$0	N
Check Stop Payment Fee	\$25	\$25	\$0	0	\$0	N
Credential Fee - Placement	\$3	\$3	\$0	0	\$0	N
Credit Conversion Fee	\$22	\$22	\$0	0	\$0	N
Credit for Life Experience Evaluation	\$300	\$300	\$0	0	\$0	N
Diploma Replacement	\$50	\$50	\$0	0	\$0	N
Duel Credit fee (per credit hour)	\$25	\$25	\$0	0	\$0	N
Reduced Non-Resident Duel Credit fee (per credit hour)	\$0	\$48	\$48	31	\$1,748	N
Non-Resident Duel Credit fee (per credit hour)	\$0	\$60	\$60	34	\$8,430	N
Technology Fee (per semester)	\$200	\$200	\$0	0	\$0	Y
Exam for Course Credit (per credit hour)	\$22	\$22	\$0	0	\$0	N
Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped)	\$50	\$50	\$0	0	\$0	N
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
Late Payment Fee	\$50	\$50	\$0	0	\$0	N
Late Registration	\$50	\$50	\$0	0	\$0	N
New Student Fee	\$130	\$130	\$0	0	\$0	N
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0	\$0	N
Transcript Fee	\$8	\$8	\$0	0	\$0	N
Reinstatement Fee	\$25	\$25	\$0	0	\$0	N
Returned Check Fee	\$15	\$15	\$0	0	\$0	N
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 2nd Offense	\$50	\$50	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 3rd Offense	\$100	\$100	\$0	0	\$0	N
Non-Degree Employee Tuition Fee (per credit hour)	\$25	\$25	\$0	0	\$0	N

Attachment H

West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2024-25

Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible
Pierpont Community and Technical College					
- CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0	Y
- Math Lab Fee (per course fee)	\$55	\$55	\$0	\$0	Y
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Food Service Management (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0	Y
- Culinary Arts membership (per year)	\$85	\$85	\$0	\$0	N
- Culinary Arts Professional Tool Kit	\$260	\$260	\$0	\$0	N
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Liberal Studies (per semester)	\$175	\$175	\$0	\$0	N
Program Fee - AMSL/Interpreter Education (per semester)	\$335	\$335	\$0	\$0	Y
Program Fee - Applied Design (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Petroleum Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Powerplant Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Advanced Welding (per semester)	\$350	\$350	\$0	\$0	Y
- Welding Technology Fee (per course fee)	\$160	\$160	\$0	\$0	Y
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0	Y
- Applied Process Technology Tooling U Fee (per course)	\$155	\$155	\$0	\$0	Y
- Applied Process Technology NETL Lab Fee (per course)	\$84	\$84	\$0	\$0	Y
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Airframe Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Avionics Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
- Aviation Technology Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Technical Drafting (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems, Cyber Security (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
- Cisco Academy Fee (Per Course)	\$56	\$56	\$0	\$0	N
- CompTIA A+ Exam Fee (Per Course)	\$220	\$220	\$0	\$0	N
- CompTIA Security+ Exam Fee (Per Course)	\$247	\$247	\$0	\$0	N

Attachment H

West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2024-25

Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0	Y
Program Fee - Emergency Medical Services Technician (CAS) (per semester)	\$325	\$325	\$0	\$0	Y
- EMT - P (Paramedic) National Registry Exam Fee	\$152	\$152	\$0	\$0	N
- EMS - FIDP (Field Internship Database Program) Fee	\$100	\$100	\$0	\$0	N
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- PhysioU Virtual Lab Fee (one time fee)	\$99	\$99	\$0	\$0	Y
- Physical Therapy APTA Membership Fee (annual)	\$95	\$0	(\$95)	\$0	N
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0	Y
- HIT Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
Program Fee - Medical Billing and Coding (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- MBC Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
- Medical Billing and Coding Practicum (one time fee)	\$0	\$203	\$203	\$5,075	Y
Program Fee - Veterinary Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- Vet Tech Lab Fee (per lab course)	\$50	\$50	\$0	\$0	Y
- Vet Tech Rabies Vaccination Fee (one time fee)	\$935	\$935	\$0	\$0	Y
- Vet Tech Radiation Monitoring Badge Fee (one time fee)	\$0	\$150	\$150	\$3,750	Y
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Medical Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- Med Lab Tech Lab Fee (per lab course)	\$30	\$30	\$0	\$0	Y
Program Fee - License Practical Nurse (per semester)	\$185	\$185	\$0	\$0	Y
- LPN NCLEX Review Fee (one time fee)	\$1,630	\$1,915	\$285	\$6,840	Y
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0	Y
- Resp Care National Board Exam Review Fee (per course fee)	\$425	\$425	\$0	\$0	Y
- Resp Care Self-Assessment Exam Fee (per course fee)	\$65	\$65	\$0	\$0	Y
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0	Y
- Resp Care Board Testing Fee (one time fee)	\$200	\$200	\$0	\$0	Y
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0	Y
- Resp EHR Go Fee (per lab course)	\$65	\$65	\$0	\$0	Y