

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

**Tuesday, May 14, 2024**

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

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|                 |   |
|-----------------|---|
| <b>10:00 AM</b> | <b>Human Resources, Policies, By-Laws Committee</b> |
| <b>10:30 AM</b> | <b>Finance and Administration Committee</b>         |
| <b>12:00 PM</b> | <b>Lunch</b>  |
| <b>1:00 PM</b>  | <b>Academics and Student Services Committee</b>     |
| <b>2:00 PM</b>  | <b>Full Board Meeting</b>                           |

\*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, May 14, 2024  
2:00 PM**

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

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**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 March 19, 2024 Regular Meeting

B. Minutes of the April 4, 2024 Special Meeting

C. Minutes of the April 17, 2024 Special Meeting

**VI. Dr. Hayward's Reflections**

*\*Denotes possible action item*

**VII. Human Resources, Bylaws, Policies Committee**

*(Thomas Cole, Chair)*

- A. \*Resolution for Approval of a 30 -day Public Comment Period for Policy PP-8035 Gift Acceptance
- B. \*Resolution for Approval of a 30 -day Public Comment Period for Policy PP-2041 Institutional Employment and Family Relationships
- C. \*Resolution for Approval of a 30 -day Public Comment Period for Policy PP-2051 Employment Innovation – Flexible Work Schedules

**VIII. Finance and Administration Committee**

*(Brian Bozarth, Chair)*

- A. April 30, 2024, Combined Finance Report - *Informational* **Tab 2**  
*(Dale Bradley, VP of Finance and Administration)*
- B. Capital Project Expenditure Report as of May 3, 2024 - *Informational* **Tab 3**  
*(Dale Bradley, VP of Finance and Administration)*
- C. \*Resolution for Approval – FY 2025 Unrestricted Budget **Tab 4**  
*(Dale Bradley, VP of Finance and Administration)*
- D. \*Resolution for Approval – FY 2025 Pay Raise **Tab 5**  
*(Dale Bradley, VP of Finance and Administration)*
- E. \*Resolution for Approval – FY 2025 E&G Capital Projects Budget **Tab 6**  
*(Dale Bradley, VP of Finance and Administration)*

**IX. Academic and Student Services Committee**

*(Thomas Cole, Chair)*

- A. \*Resolution for Approval **Tab 7**  
5-year Program Reviews to Continue at Current Level  
5-year Program Reviews to Continue with Corrective Action and Monitoring  
*(Dr. Michael Waide, Provost/VP of Academics and Student Affairs)*

**X. Board Members' Reflections (3-minute limit)**

**XI. Adjournment**

*\*Denotes possible action item*



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**Tab**

**1**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS**  
**Meeting of May 14, 2024**

|                                |  |
|--------------------------------|--|
| <b>ITEM:</b>                   | Consent Agenda   |
| <b>COMMITTEE:</b>              | Committee of the Whole   |
| <b>RECOMMENDED RESOLUTION:</b> | Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed. |
| <b>STAFF MEMBER:</b>           | 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 March 19, 2024 Regular Meeting
2. Minutes of the April 4, 2024 Special Meeting
3. Minutes of the April 17, 2024 Special Meeting

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

**Board of Governors Meeting**

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

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

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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on March 19, 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 2:05 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:

| <b>Name</b>                  | <b>Present/Not Present</b> |
|------------------------------|----------------------------|
| Brian Bozarth                | Not Present                |
| Dr. Susan Woods Coffindaffer | Present                    |
| Thomas Cole                  | Not Present                |
| David Hinkle                 | Present                    |
| Anthony Hinton               | Not Present                |
| Lisa Lang                    | Present                    |
| Madison Martin               | Not Present                |
| Christine Miller             | Present                    |
| James H. Myers III           | 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. Constituent Comments**

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**

Jeffrey Powell moved to approve the February 20 meeting minutes. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

**VI. Academics and Student Services Committee**

A. Non-Returning Student Report

Nancy Parks answered various questions from board members regarding the **Non-Returning Student Report** (Report provided in Agenda packet).

**VII. Human Resources, Bylaws, Policies Committee**

A. Employee Survey Results

George Perich reviewed the results from the 2023 Employee Engagement Survey.

Survey highlights include:



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- Survey participation rate = 54.9%
- Overall satisfaction rating improved from 3.31 in 2021 to 3.71 in 2023 (rating indicates moderate levels of employee satisfaction)
- All modules improved in a year-over-year comparison with Executive Leadership experiencing the largest improvement of +.65
- Employee management relations and job satisfaction experienced module ratings of 3.97 and 3.91, indicating high levels of employee satisfaction.
- Pierpont's overall importance rating of 86.6 indicated high levels of support for the current program of the college.
- Overall employee engagement rating = 71.4%

## VIII. Finance and Administration Committee

### A. February 29, 2024 Combined Finance Report

Dale Bradley presented the **February 29, 2024 Combined Finance Report** (Report provided in Agenda packet).

### B. Capital Project Expenditure Report as of February 29, 2024

Dale Bradley presented and reviewed the **Capital Projects Expenditure Report as of February 29, 2024** (Report provided in Agenda packet).

Chairman Hinkle requested a report detailing the early childhood business plan, to be presented at the next Board of Governors meeting.

### C. Resolution for Approval - Tuition and Fee Changes for AY 2024-2025

Lisa Lang moved to table the AY 2024-2025 Tuition and Fee Changes. Jeffrey Powell seconded the motion. All agreed. Motion carried. A special meeting will be held on April 4 at 10:00 AM (via Zoom) to discuss tuition and fee changes for the upcoming academic year.

## IX. Advancement and Public Relations Committee

Kathy Hypes reported that the Annual Day of Giving raised \$52,110 from 163 donors, surpassing last year's amount of \$22,600.

## X. Adjournment

There being no further business, Christine Miller moved to adjourn the meeting. James Myers seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Amanda N. Hawkinberry*



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

**Board of Governors Meeting**

**Thursday, April 4, 2024  
10:00 AM**

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

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**MINUTES**

**Notice of Meeting**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 4, 2024, beginning at 10:00 AM. The meeting was conducted via Zoom. 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 10:04 AM.

**II. Roll Call**

Amanda Hawkinberry conducted a roll call:

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

Amanda Hawkinberry announced there was a quorum present.

\*It was noted that Madison Martin and Christine Miller left the meeting before adjournment.

*Others Present:*

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

### **III. Committee of the Whole**

#### **A. Resolution for Approval - Tuition and Fee Changes for AY 2024-2025**

Dale Bradley presented and reviewed the **Tuition and Fee Changes for Academic Year 2024-2025 Resolution** (Attachment A).

Jeffrey Powell moved to approve a 6% tuition increase along with lifting the tuition cap to 15 credit hours as presented in the resolution. James Myers seconded the motion. All agreed. Motion carried.

Thomas Cole moved to approve the supplemental and program fees as presented in the resolution. Juanita Nickerson seconded the motion. All agreed. Motion carried.

### **IV. Adjournment**

There being no further business, Susan Woods Coffindaffer moved to adjourn the meeting. Juanita Nickerson seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Amanda N. Hawkinberry*



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**Pierpont Community & Technical College  
Board of Governors  
Meeting of April 4, 2024**

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

**COMMITTEE:** Committee of the Whole

**STAFF MEMBER:** Dale Bradley

**RECOMMENDED ACTION:** Resolved that the Pierpont Community and Technical College Board of Governors approves either Option 1, Option 2, or Option 3 for Education and General Tuition and Fee changes; the Supplemental Fees changes; and the Program Fee changes identified below for Academic Year 2024-2025.

**ATTACHMENTS:** Attachment F - Option 1 “Fee Planning Schedule – Per Semester”; Attachment F - Option 2 “Fee Planning Schedule – Per Semester”; Attachment F Option 3 “Fee Planning Schedule – Per Semester”; Attachment G “Proposed Supplemental Fees”; and Attachment H “Proposed Program Fees”.

**BACKGROUND:**

- **Education and General Tuition and 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.
  - **Option 1 (Three Percent (3%) Tuition Increase)**
    - 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.

- **Option 2 (Implement a Per Credit Hour Tuition Model up to 15 Credit Hours.)**
  - Pierpont will not increase tuition in AY 2024-25 but will implement a Per Credit Hour Tuition Model in which students are charged the below per credit hour rates for each credit hour in which they are enrolled up to a maximum of 15 credit hours.
    - Resident Education and General Tuition Rate of \$232 per credit hour in which a student is enrolled up to 15 credit hours.
    - Reduced Non-Resident Education and General Tuition Rate of \$447 per credit hour in which a student is enrolled up to 15 credit hours.
    - Non-Resident Education and General Tuition Rate of \$552 per credit hour in which a student is enrolled up to 15 credit hours.
  
- **Option 3 (Implement a Per Credit Hour Tuition Model for All Credit Hours.)**
  - Pierpont will not increase tuition in AY 2024-25 but will implement a Per Credit Hour Tuition Model in which students are charged the below per credit hour rates for each credit hour in which they are enrolled.
    - Resident Education and General Tuition Rate of \$232 per credit hour for each credit hour in which a student is enrolled.
    - Reduced Non-Resident Education and General Tuition Rate of \$447 per credit hour for each credit hour in which a student is enrolled.
    - Non-Resident Education and General Tuition Rate of \$552 per credit hour for each credit hour in which a student is enrolled.
      - Refer to Attachment F Options 1, 2 and 3 “Education and General Fee Planning Schedule – Per Semester” Academic Year 2024-25 for fee changes details.
  
- **Pierpont Supplemental 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.
  - 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.
  - Cancel 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 \$2,242 to adjust for cost increases being implemented by ATI and expand the package of services for the LPN students. The expanded package includes a pharmacology book, a test-taking book, additional NCLEX prep and test-taking seminar for the students as well as a program manager that assists faculty in course mapping and ensures curriculum adheres to accreditation standards. The name of the fee will be changed 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 * |
|--|---------------------------|-------------------------------------|----------------------|---|---|
| <b>Pierpont Community and Technical College</b>                                      |                           |                                     |                      |   |   |
| Application Fee - Competitive Programs (ELIMINATED IN AY 23-24)                      | \$20                      | \$0                                 | (\$20)               | 0   | \$0   |
| Board of Governor's Degree Evaluation  | \$300                     | \$300                               | \$0                  | 0   | \$0   |
| Board of Governor's Resident Program Fee   | \$0                       | \$150                               | \$150                | 21  | \$3,150                                       |
| Board of Governor's Non- Resident Program Fee  | \$0                       | \$350                               | \$350                | 366   | \$128,100                                     |
| Cashed Check Copy Fee  | \$15                      | \$15                                | \$0                  | 0   | \$0   |
| Check Stop Payment Fee   | \$25                      | \$25                                | \$0                  | 0   | \$0   |
| Credential Fee - Placement   | \$3                       | \$3                                 | \$0                  | 0   | \$0   |
| Credit Conversion Fee  | \$22                      | \$22                                | \$0                  | 0   | \$0   |
| Credit for Life Experience Evaluation  | \$300                     | \$300                               | \$0                  | 0   | \$0   |
| Diploma Replacement  | \$50                      | \$50                                | \$0                  | 0   | \$0   |
| Resident Dual Credit fee (per credit hour)   | \$25                      | \$25                                | \$0                  | 0   | \$0   |
| Reduced Non-Resident Dual Credit fee (per credit hour)                               | \$0                       | \$48                                | \$48                 | 31  | \$1,748                                       |
| Non-Resident Dual Credit fee (per credit hour)                                       | \$0                       | \$60                                | \$60                 | 34  | \$8,430                                       |
| Exam for Course Credit (per credit hour)   | \$22                      | \$22                                | \$0                  | 0   | \$0   |
| Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped) | \$50                      | \$50                                | \$0                  | 0   | \$0   |
| ID Card Replacement Fee  | \$20                      | \$20                                | \$0                  | 0   | \$0   |
| Late Payment Fee   | \$50                      | \$50                                | \$0                  | 0   | \$0   |
| Late Registration  | \$50                      | \$50                                | \$0                  | 0   | \$0   |
| New Student Fee  | \$130                     | \$130                               | \$0                  | 0   | \$0   |
| Occupational Develop/Tech Studies Degree Evaluation                                  | \$150                     | \$150                               | \$0                  | 0   | \$0   |
| Transcript Fee   | \$8                       | \$8                                 | \$0                  | 0   | \$0   |
| Reinstatement Fee  | \$25                      | \$25                                | \$0                  | 0   | \$0   |
| Returned Check Fee   | \$15                      | \$15                                | \$0                  | 0   | \$0   |
| Senior Citizens Audit Fee (per credit hour)  | \$22                      | \$22                                | \$0                  | 0   | \$0   |
| Violation of Tobacco Free Campus Policy - 2nd Offense                                | \$50                      | \$50                                | \$0                  | 0   | \$0   |
| Violation of Tobacco Free Campus Policy - 3rd Offense                                | \$100                     | \$100                               | \$0                  | 0   | \$0   |
| Non-Degree Employee Tuition Fee (per credit hour)                                    | \$25                      | \$25                                | \$0                  | 0   | \$0   |

## 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<br>2023-24 | Requested Rate Per Semester<br>2024-25 | Increase/<br>(Decrease) | Projected Revenue Due to Fee Change<br>2024-25 * |
|--|------------------------------|--|-------------------------|--|
| <b>Pierpont Community and Technical College</b>  |                              |  |                         |  |
| - Technology Fee (per semester)  | \$200                        | \$200                                  | \$0                     | \$0  |
| - CTC Materials Fee (per course fee)   | \$25                         | \$25                                   | \$0                     | \$0  |
| - Math Lab Fee (per course fee)  | \$55                         | \$55                                   | \$0                     | \$0  |
| Program Fee - Early Childhood (per semester)   | \$275                        | \$275                                  | \$0                     | \$0  |
| Program Fee - Food Service Management (per semester)                                     | \$300                        | \$300                                  | \$0                     | \$0  |
| Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester) | \$300                        | \$300                                  | \$0                     | \$0  |
| Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)         | \$300                        | \$300                                  | \$0                     | \$0  |
| - Culinary Foods Lab Fee (per course fee)  | \$120                        | \$120                                  | \$0                     | \$0  |
| - Culinary Arts membership (per year)  | \$85                         | \$85                                   | \$0                     | \$0  |
| - Culinary Arts Professional Tool Kit  | \$260                        | \$260                                  | \$0                     | \$0  |
| Program Fee - Paralegal Studies (per semester)   | \$275                        | \$275                                  | \$0                     | \$0  |
| Program Fee - Criminal Justice (per semester)  | \$225                        | \$225                                  | \$0                     | \$0  |
| Program Fee - Liberal Studies (per semester)   | \$175                        | \$175                                  | \$0                     | \$0  |
| Program Fee - AMSL/Interpreter Education (per semester)                                  | \$335                        | \$335                                  | \$0                     | \$0  |
| Program Fee - Applied Design (per semester)  | \$225                        | \$225                                  | \$0                     | \$0  |
| Program Fee - Petroleum Technology (per semester)  | \$350                        | \$350                                  | \$0                     | \$0  |
| Program Fee - Petroleum Technology (CAS) (per semester)                                  | \$350                        | \$350                                  | \$0                     | \$0  |
| Program Fee - Electrical Utility Technology (per semester)                               | \$350                        | \$350                                  | \$0                     | \$0  |
| Program Fee - Powerplant Technology (CAS) (per semester)                                 | \$350                        | \$350                                  | \$0                     | \$0  |
| Program Fee - Advanced Welding (per semester)  | \$350                        | \$350                                  | \$0                     | \$0  |
| - Welding Technology Fee (per course fee)  | \$160                        | \$160                                  | \$0                     | \$0  |
| Program Fee - Applied Process Technology (per semester)                                  | \$350                        | \$350                                  | \$0                     | \$0  |
| - Applied Process Technology Tooling U Fee (per course)                                  | \$155                        | \$155                                  | \$0                     | \$0  |
| - Applied Process Technology NETL Lab Fee (per course)                                   | \$84                         | \$84                                   | \$0                     | \$0  |
| Program Fee - Aviation Maintenance (per semester)  | \$400                        | \$400                                  | \$0                     | \$0  |
| Program Fee - Airframe Technology (CAS) (per semester)                                   | \$400                        | \$400                                  | \$0                     | \$0  |
| Program Fee - Avionics Technology (CAS) (per semester)                                   | \$400                        | \$400                                  | \$0                     | \$0  |
| - Aviation Technology Fee (per credit hour)  | \$50                         | \$50                                   | \$0                     | \$0  |
| Program Fee - Business (per semester)  | \$225                        | \$225                                  | \$0                     | \$0  |
| Program Fee - Drafting/Design Engineering (per semester)                                 | \$225                        | \$225                                  | \$0                     | \$0  |
| Program Fee - Technical Drafting (CAS) (per semester)                                    | \$225                        | \$225                                  | \$0                     | \$0  |

## 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<br>2023-24 | Requested Rate Per Semester<br>2024-25 | Increase/<br>(Decrease) | Projected Revenue Due to Fee Change<br>2024-25 * |
|--|------------------------------|--|-------------------------|--|
| Program Fee - Graphics Technology (per semester)                         | \$225                        | \$225                                  | \$0                     | \$0  |
| Program Fee - Information Systems (per semester)                         | \$225                        | \$225                                  | \$0                     | \$0  |
| Program Fee - Information Systems, Cyber Security (CAS) (per semester)   | \$225                        | \$225                                  | \$0                     | \$0  |
| - Cisco Academy Fee (Per Course)   | \$56                         | \$56                                   | \$0                     | \$0  |
| - CompTIA A+ Exam Fee (Per Course)                                       | \$220                        | \$220                                  | \$0                     | \$0  |
| - CompTIA Security+ Exam Fee (Per Course)                                | \$247                        | \$247                                  | \$0                     | \$0  |
| Program Fee - Emergency Medical Services (per semester)                  | \$325                        | \$325                                  | \$0                     | \$0  |
| Program Fee - Emergency Medical Services Technician (CAS) (per semester) | \$325                        | \$325                                  | \$0                     | \$0  |
| - EMT - P (Paramedic) National Registry Exam Fee                         | \$152                        | \$152                                  | \$0                     | \$0  |
| - EMS - FIDP (Field Internship Database Program) Fee                     | \$100                        | \$100                                  | \$0                     | \$0  |
| Program Fee - Health Science (per semester)                              | \$185                        | \$185                                  | \$0                     | \$0  |
| Program Fee - Physical Therapist Assistant (per semester)                | \$185                        | \$185                                  | \$0                     | \$0  |
| - PhysioU Virtual Lab Fee (per semester)                                 | \$99                         | \$99                                   | \$0                     | \$0  |
| - Physical Therapy APTA Membership Fee (annual) - DISCONTINUED AY 24-25  | \$95                         | \$0                                    | (\$95)                  | \$0  |
| Program Fee - Health Information Technology (per semester)               | \$185                        | \$185                                  | \$0                     | \$0  |
| - HIT Virtual Lab Fee (per semester)                                     | \$75                         | \$75                                   | \$0                     | \$0  |
| Program Fee - Medical Billing and Coding (CAS) (per semester)            | \$185                        | \$185                                  | \$0                     | \$0  |
| - MBC Virtual Lab Fee (per semester)                                     | \$75                         | \$75                                   | \$0                     | \$0  |
| - Medical Billing and Coding Practicum (one time fee)                    | \$0                          | \$203                                  | \$203                   | \$5,075  |
| Program Fee - Veterinary Technology (per semester)                       | \$185                        | \$185                                  | \$0                     | \$0  |
| Program Fee - Veterinary Assistant (CAS) (per semester)                  | \$185                        | \$185                                  | \$0                     | \$0  |
| - Vet Tech Lab Fee (per lab course)                                      | \$50                         | \$50                                   | \$0                     | \$0  |
| - Vet Tech Rabies Vaccination Fee (one time fee)                         | \$935                        | \$935                                  | \$0                     | \$0  |
| - Vet Tech Radiation Monitoring Badge Fee (one time fee)                 | \$0                          | \$150                                  | \$150                   | \$3,750  |
| Program Fee - Medical Laboratory Technology (per semester)               | \$185                        | \$185                                  | \$0                     | \$0  |
| Program Fee - Medical Laboratory Assistant (per semester)                | \$185                        | \$185                                  | \$0                     | \$0  |
| - Med Lab Tech Lab Fee (per lab course)                                  | \$30                         | \$30                                   | \$0                     | \$0  |
| Program Fee - License Practical Nurse (per semester)                     | \$185                        | \$185                                  | \$0                     | \$0  |
| -LPN-NCLEX Review Fee ATI User Fee (one time fee)                        | \$1,630                      | \$2,242                                | \$612                   | \$14,688   |
| Program Fee - Radiology Technology (per semester)                        | \$185                        | \$185                                  | \$0                     | \$0  |
| Program Fee - Respiratory Therapy (per semester)                         | \$185                        | \$185                                  | \$0                     | \$0  |
| - Resp Care National Board Exam Review Fee (per course fee)              | \$425                        | \$425                                  | \$0                     | \$0  |
| - Resp Care Self-Assessment Exam Fee (per course fee)                    | \$65                         | \$65                                   | \$0                     | \$0  |

## **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 * |
|--|---------------------------|-------------------------------------|----------------------|---|
| - Resp Care Trajecsyst Online Portal Fee (one time fee)    | \$100                     | \$100                               | \$0                  | \$0   |
| - Resp Care Board Testing Fee (one time fee)               | \$200                     | \$200                               | \$0                  | \$0   |
| - Resp Care Practice Clinic Simulations Fee (one time fee) | \$75                      | \$75                                | \$0                  | \$0   |
| - Resp EHR Go Fee (per lab course)                         | \$65                      | \$65                                | \$0                  | \$0   |

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

**Board of Governors Meeting**

**Wednesday, April 17, 2024  
4:00 PM**

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

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**MINUTES**

**Notice of Meeting**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 17, 2024, beginning at 4:00 PM. The meeting was conducted via Zoom. 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 4:04 PM.

**II. Roll Call**

Amanda Hawkinberry conducted a roll call:

| <b>Name</b>                  | <b>Present/Not Present</b> |
|------------------------------|----------------------------|
| Brian Bozarth                | Present                    |
| Dr. Susan Woods Coffindaffer | Present                    |
| Thomas Cole                  | Present                    |
| David Hinkle                 | Present                    |
| Anthony Hinton               | Not Present                |
| Lisa Lang                    | Not Present                |
| Madison Martin               | Not Present                |
| Christine Miller             | Not 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

**III. Committee of the Whole**

A. Resolution for Approval - Tuition Changes for AY 2024-2025

Dale Bradley presented and reviewed the **Tuition Changes for Academic Year 2024-2025 Resolution** (Attachment A).

Joanne Seasholtz moved to rescind the previous action that approved tuition changed for AY 2024-2025. Susan Woods Coffindaffer seconded the motion. All agreed. Motion carried.

Thomas Cole moved to approve a 3% tuition increase as presented in the resolution. Jeffrey Powell seconded the motion. All agreed. Motion carried.

**IV. Adjournment**

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

*Respectfully submitted by Amanda N. Hawkinberry*



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 of April 17, 2024**

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

**COMMITTEE:** Committee of the Whole

**STAFF MEMBER:** Dale Bradley

**RECOMMENDED ACTION:** Resolved that the Pierpont Community and Technical College Board of Governors approves one of the below options for Education and General Tuition changes for Academic Year 2024-2025.

**ATTACHMENTS:**

**BACKGROUND:**

- **Education and General Tuition and 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.
  - **Option 1 - No Tuition Increase for AY 2024-25**
    - Pierpont will not increase 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.
  - **Option 2 - Three Percent (3%) Tuition Increase for AY 2024-25**
    - Pierpont will increase 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.



- **Option 3 - Four Percent (4%) Tuition Increase for AY 2024-25**
  - Pierpont will increase 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 \$112 per semester.
    - Increase the Reduced Non-Resident Education and General Tuition by \$215 per semester.
    - Increase the Non-Resident Education and General Tuition by \$265 per semester.
  
- **Option 4 - Five Percent (5%) Tuition Increase for AY 2024-25**
  - Pierpont will increase 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 \$140 per semester.
    - Increase the Reduced Non-Resident Education and General Tuition by \$269 per semester.
    - Increase the Non-Resident Education and General Tuition by \$332 per semester.
  
- **Option 5 - Six Percent (6%) Tuition Increase for AY 2024-25**
  - Pierpont will increase 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 \$168 per semester.
    - Increase the Reduced Non-Resident Education and General Tuition by \$332 per semester.
    - Increase the Non-Resident Education and General Tuition by \$398 per semester.

**Tab**

**2**

**Board of Governors**  
**Budget/Finance Report FY 2024**  
**Pierpont Community & Technical College**  
**as of April 30, 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 April 30, 2024, Budget/Finance Report, the Unrestricted Budget Balance remains at (\$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 87% of projected operating revenue.
- The institution has incurred approximately 73% of operating expenses.
- The institution has realized approximately 101% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,691,983.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 78% of projected operating revenue.
- The institution has incurred approximately 81% of operating expenses.
- The institution has realized approximately 98% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$131,889.

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted (Including Depreciation)**

April 30, 2024

|  |  | Current<br>Budget | Actual<br>YTD | YTD Actual to<br>Current<br>Budget |
|--|--|-------------------|---------------|------------------------------------|
| <b>OPERATING REVENUE</b>                             |  |                   |               |                                    |
| Total:   |  | 7,179,296         | 6,252,660     | 87.09%                             |
| <b>OPERATING EXPENSE</b>                             |  |                   |               |                                    |
| Total:   |  | 15,144,238        | 11,103,490    | 73.32%                             |
| <b>OPERATING INCOME / (LOSS)</b>                     |  | (7,964,942)       | (4,850,830)   |                                    |
| <b>NONOPERATING REVENUE<br/>(EXPENSE)</b>            |  |                   |               |                                    |
| Total:   |  | 8,543,527         | 8,651,875     | 101.27%                            |
| <b>TRANSFERS &amp; OTHER</b>                         |  |                   |               |                                    |
| Total:   |  | (367,385)         | (109,061)     | 29.69%                             |
| <b>BUDGET BALANCE UNRESTRICTED</b>                   |  | 211,200           | 3,691,983     |                                    |
| <b>Less Depreciation (Net of Capitalized Assets)</b> |  | (400,000)         |               |                                    |
| <b>BUDGET BALANCE LESS DEPRECIATION</b>              |  | (188,800)         | 3,691,983     |                                    |

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**April 30, 2024**

|   |               | Current<br>Budget | YTD<br>Actual | YTD Actual to<br>Current Budget |
|---|---------------|-------------------|---------------|---------------------------------|
| <b>OPERATING REVENUE</b>                  |               |                   |               |                                 |
|   | <b>Total:</b> | 6,822,465         | 5,347,593     | 78.38%                          |
| <b>OPERATING EXPENSE</b>                  |               |                   |               |                                 |
|   | <b>Total:</b> | 9,128,596         | 7,400,531     | 81.07%                          |
| <b>OPERATING INOCME / (LOSS)</b>          |               | (2,306,131)       | (2,052,938)   |                                 |
| <b>NONOPERATING REVENUE<br/>(EXPENSE)</b> |               |                   |               |                                 |
|   | <b>Total:</b> | 2,250,485         | 2,223,145     | 98.79%                          |
| <b>TRANSFERS &amp; OTHERS</b>             |               |                   |               |                                 |
|   | <b>Total:</b> | (50,732)          | (38,318)      | 75.53%                          |
| <b>BUDGET BALANCE</b>                     |               | (106,378)         | 131,889       |                                 |

**Tab**

**3**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 14, 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 May 3, 2024.

**STAFF MEMBER:** Dale Bradley



Pierpont Community & Technical College  
Project Summary  
**Capital Plant Funds**  
As of May 3, 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                | 191,894                 | 191,894                     | 0                         |
| Vet Tech Relocatoin                    | 10,000                  | 11,377                      | (1,377)                   |
| Caperton Center Sewer Line Replacement | 17,500                  | 17,500                      | 0                         |
| Small Capital Projects                 | 150,000                 | 131,314                     | 18,686                    |
| Culinary Relocation                    | 375,225                 | 375,225                     | 0                         |
| <b>TOTALS</b>                          | <b><u>2,838,945</u></b> | <b><u>2,867,771</u></b>     | <b><u>(28,826)</u></b>    |

| Plant Funds Cash Balances at May 3, 2024        |      |                            |
|---|------|----------------------------|
| Fund Title                                      | Fund | Cash Balance               |
| Caperton Center Expansion-Vet Tech              | 3510 | (46,134.57)                |
| Early Childhood Remodel                         | 3516 | -                          |
| Vet Tech Relocation                             | 3515 | (1,377.47)                 |
| Caperton Center Sewer Line Replacement          | 3517 | -                          |
| Small Capital Projects                          | 3570 | 18,685.64                  |
| Culinary Relocation                             | 3514 | -                          |
| HEPC Debt Service                               | 3573 | 1.00                       |
| Pierpont - E&G Cap & Infrastructure*            | 3575 | 1,065,170.51               |
| <b>Total Cash in Plant Funds on May 3, 2024</b> |      | <b><u>1,036,345.11</u></b> |

| Title  | Fund Code | Transfers                 |
|--|-----------|---------------------------|
| Early Childhood Remodel                                      | 3516      | \$37,793.01               |
| Caperton Sewer Line Replacement                              | 3517      | \$2,500.00                |
| Culinary Relocation  | 3514      | \$24,775.01               |
| <b>FUNDS CLOSED AND CASH RETURNED TO RESERVE FUND - 3575</b> |           | <b><u>\$65,068.02</u></b> |

| Cash Balances Available For Capital Projects as of May 3, 2024 |      |                               |
|--|------|-------------------------------|
| Fund Name  | Fund | Cash Balance                  |
| Pierpont - E&G Cap & Infrastructure*                           | 3575 | 1,036,345.11                  |
| Pierpont Facilities Fee  | 3170 | -                             |
| <b>Total Cash Balances Available For Capital Projects</b>      |      | <b><u>\$ 1,036,345.11</u></b> |

| Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2024 |             |                             |
|--|-------------|-----------------------------|
| Fund 3170  |             | Cash Balance                |
| Beginning Balance  |             | -                           |
| Actual Estimated Revenues  |             | 563,812.00                  |
| NAEC Lease -FY2023 Budget  | (full year) | (405,000.00)                |
| <b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>     |             | <b><u>\$ 158,812.00</u></b> |

*\*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**

**4**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 14, 2024**

- ITEM:** FY 2025 Unrestricted Budget Approval
- COMMITTEE:** Finance/Audit and Administration Committee to Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approve the attached Proposed FY 2025 Unrestricted Budget.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** The Proposed FY 2025 Unrestricted Budget along with a comparison of changes in the FY 2025 Unrestricted Budget from the current April 30, 2024 Unrestricted FY 2024 Budget is included as “**Attachment A**”.
- The details of budget changes for the Proposed FY 2025 Unrestricted Budget are identified in “**Attachment B**” the “FY 2025 Budget Planning Document”.
- Following is a summary of the assumptions used and changes made to the Proposed FY 2025 Unrestricted Budget from the current April 30, 2024, Unrestricted FY 2024 Budget:
- The budget planning process is continuous but planning for the FY 2025 Unrestricted Budget begins in earnest shortly after the start of the FY 2024 fiscal year. Planned/anticipated changes are added to or subtracted from the current FY 2024 unrestricted budget balance of (\$188,800) resulting in the FY 2025 Unrestricted Budget.
  - The FY 2025 Unrestricted Budget assumes a 3% enrollment decline from FY 2024 due to the Department of Education FASFA

application problems (FASFA Application are down approximately 30% nationwide.

- Total Operating Revenues include a net increase in revenues of \$84,070. This net increase is from a \$91,904 projected increase in Tuition and Fees Revenues and a decrease of (\$7,834) in Auxiliary Enterprise Revenue resulting from FY 24 enrollment declines. This increase in Tuition and Fees Revenues results from the following changes to estimated revenues:
  - A decrease of (\$257,538) to account for the FY 24 Tuition & Fees Revenue Shortfall.
  - A decrease of (\$113,238) for a 3% enrollment decline in FY 2025.
  - An estimated increase of \$113,238 resulting from a 3% increase in FY 25 Tuition & Fees.
  - An estimated increase of \$ 1,748 resulting from the creation of a Reduced Non-Resident Dual Credit Rate of \$48 per credit hour in FY 25.
  - An estimated increase of \$8,610 resulting from the creation of a Non-Resident Dual Credit Rate of \$60 per credit hour in FY 25.
  - An estimated increase of \$3,150 resulting from the creation of a Resident Board of Governor's Degree Program fee of \$150 per student in FY 25.
  - An estimated increase of \$128,100 resulting from the creation of a Non-Resident Board of Governor's Degree Program fee of \$350 per student in FY 25.
  - An estimated increase of \$200,000 resulting from the HEPC Dual Credit Pilot Pathways in FY 25.
- Non-Operating Revenues include a net increase in State Appropriations of \$242,175 and a projected increase in Investment Income of \$230,154 for a total increase in Non-Operating Revenues of \$472,329

- The Salaries Budget includes an overall increase of \$492,172. This increase is the result of the following changes:
  - Salary increases for all full and part time employees of \$2,845 for salaried employees and approximately \$1.46 per hour for hourly employees.
  - Promotion of six Faculty.
  - An increase in the annual increment pay based on an employee's annual years of service.
  - Elimination of two adjunct faculty positions for teach out of Programs eliminated in FY 24.
  - The move of Early Childhood Faculty and Staff from grant funding in FY 24 to institutional funding in FY 25.
  - Additional partial funding for LPN Program Coordinator Position previously grant funded in FY 24.
  - Additional partial funding of College Academy Coordinator Position previously grant funded in FY 24.
  - Savings from the elimination of the VP for Institutional Advancement Position and refilling with a part-time position.
  - Savings from Temporary Institutional Research Position.
  - Savings from Workforce Director Position change.
  - An increase for the new Director of Institutional Effectiveness Position.
  - An increase for the hire of an additional Admissions/Advising Specialist.
  - An increase for modifying three existing employees job descriptions to improve recruiting and admissions.
- The Benefits Budget includes an overall increase of \$200,051. This is the result of the following changes:
  - An increase of 10.5% in the employer paid share of the Public Employee Insurance Agency (PEIA) costs.

- Benefits costs from the across the institution salary increases.
- Benefits costs from the promotion of six faculty.
- Benefits costs from the increase in the annual increment.
- Benefit savings from the elimination of two adjunct faculty positions.
- Benefits costs from Early Childhood Faculty and staff moving from grant funds to institutional funds.
- Benefit costs from additional partial funding for LPN Program Coordinator Position previously grant funded in FY 24.
- Benefits costs from additional partial funding of College Academy Coordinator Position previously grant funded in FY 24.
- Benefits savings from the elimination of the VP for Institutional Advancement Position and refilling with a part-time position.
- Benefits savings from Temporary Institutional Research Position.
- Benefits savings from Workforce Director Position change.
- Benefits costs from the new Director of Institutional Effectiveness Position.
- Benefits costs from an increase for the hire of an additional Admissions/Advising Specialist.
- Benefits costs from an increase for modifying three existing employees job descriptions to improve recruiting and admissions.
- The Utilities budget includes an overall increase of \$36,000 for utility costs across various campus locations.
- The Supplies and Other Services budget includes an overall decrease of (\$166,720).
- The Fees Retained by the Commission budget increased by \$11,773 based on a fee increase approved by the WV Council for Community & Technical College.

- The Transfers & Other Budget increase in the Transfers to Plant Reserves of \$374,212.
- The elimination of \$400,000 in Depreciation Expense budget in order to increase the amount of Facilities Fee Funds that will be transferred to Plant Reserves for future capital projects.

The FY 25 Unrestricted Budget after the above significant actions and assumptions has a positive budget balance of \$8,111. This balance is prior to the continuation of one-time cash reserve spending request approved for the School of Business, Aviation and Technology in the FY 2024 Unrestricted Budget.

**Continuation of Cash Reserves Spend Approved in the FY 2024 Unrestricted Budget. (One Time Expenditures)**

The School of Business, Aviation and Technology will be carrying forward into FY 2025 previously approved Board of Governors cash reserves spending within their Program and Technology Fee Funds of \$188,000 for equipment upgrades.

Over this past year discussions regarding programing changes for Program expansion and the required upgrades to existing equipment and additional equipment needed to enable the Applied Process Technology and the Welding Technology Programs the ability to offer learners industry driven National Coalition of Certification Centers NC3 credentials in manufacturing and welding have been ongoing. Decisions have been recently finalized and the equipment procurement process is underway but will not be concluded before the end of the current Fiscal Year and therefore the need to continue this approved request into summer of 2024 (FY 2025).

As of April 30, 2023, there is approximately \$340,000 in cash reserves in the Workforce Development Program Fee Fund to address these expenditures.

With the continuation of the School of Business, Aviation and Technology FY 2024 Board of Governors approved cash reserve spending for equipment upgrades, the FY 25 Unrestricted Budget is approximately (\$179,889).



**ATTACHMENT A**  
**Pierpont Community & Technical College**  
**Proposed FY 2025 Budget**  
**Current Unrestricted**

|   |                                      | FY 2024<br>4/30/2024      | Proposed<br>FY 25 Budget  | Difference              |
|---|--------------------------------------|---------------------------|---------------------------|-------------------------|
| <b>OPERATING REVENUE</b>  | Tuition and Fees                     | 6,909,333                 | 7,001,237                 | 91,904                  |
|   | Auxiliary enterprise revenue         | 168,800                   | 160,966                   | (7,834)                 |
|   | Other Operating Revenues             | <u>101,163</u>            | <u>101,163</u>            | <u>0</u>                |
|   | <b>Total:</b>                        | <b>7,179,296</b>          | <b>7,263,366</b>          | <b>84,070</b>           |
| <b>OPERATING EXPENSE</b>  | Salaries                             | 7,252,513                 | 7,744,685                 | 492,172                 |
|   | Benefits                             | 1,733,004                 | 1,933,055                 | 200,051                 |
|   | Student financial aid - scholarships | 248,252                   | 248,252                   | 0                       |
|   | Utilities                            | 328,013                   | 364,013                   | 36,000                  |
|   | Supplies and Other Services          | 5,330,319                 | 5,163,599                 | (166,720)               |
|   | Equipment Expense                    | 66,710                    | 66,710                    | 0                       |
|   | Fees retained by the Commission      | 85,426                    | 97,199                    | 11,773                  |
|   | Loan cancellations and write-offs    | <u>100,000</u>            | <u>100,000</u>            | <u>0</u>                |
|   | <b>Total:</b>                        | <b>15,144,238</b>         | <b>15,717,514</b>         | <b>573,276</b>          |
| <b>OPERATING INCOME / (LOSS)</b>  |                                      | <b><u>(7,964,942)</u></b> | <b><u>(8,454,148)</u></b> | <b><u>(489,206)</u></b> |
| <b>NONOPERATING REVENUE</b>   | State appropriations                 | 8,370,981                 | 8,613,156                 | 242,175                 |
| <b>(EXPENSE)</b>  | Gifts                                | 102,700                   | 102,700                   | 0                       |
|   | Investment Income                    | <u>69,846</u>             | <u>300,000</u>            | <u>230,154</u>          |
|   | <b>Total:</b>                        | <b>8,543,527</b>          | <b>9,015,856</b>          | <b>472,329</b>          |
| <b>TRANSFERS &amp; OTHER</b>  | Capital Expenditures                 | (146,910)                 | (146,910)                 | 0                       |
|   | Transfers for Financial Aid Match    | (30,875)                  | (30,875)                  | 0                       |
|   | Transfers to Plant Reserves          | <u>(189,600)</u>          | <u>(563,812)</u>          | <u>(374,212)</u>        |
|   | <b>Total:</b>                        | <b>(367,385)</b>          | <b>(741,597)</b>          | <b>(374,212)</b>        |
| <b>BUDGET BALANCE UNRESTRICTED</b>                                      |                                      | <b>211,200</b>            | <b>(179,889)</b>          | <b>(391,089)</b>        |
| <b>Less Depreciation (Net of Capitalized Assets)</b>                    |                                      | (400,000)                 | 0                         | 400,000                 |
| <b>BUDGET BALANCE LESS DEPRECIATION</b>                                 |                                      | <b>(188,800)</b>          | <b>(179,889)</b>          | <b>8,911</b>            |
| <b>One Time Spend of Cash Reserves (Continuation of FY 24 Approval)</b> |                                      |                           | <b>188,000</b>            |                         |
| <b>BUDGET BALANCE (Including One Time Spend of Cash Reserves)</b>       |                                      |                           | <b>8,111</b>              |                         |

**ATTACHMENT B**  
**FY 2025 BUDGET PLANNING DOCUMENT**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**EDUCATION & GENERAL FUNDS**  
As of May 6, 2024

| As of April 30, 2024 Budget Condition of:   | (188,800)        |                 |            |                  |                  |
|---|------------------|-----------------|------------|------------------|------------------|
|   |                  | Yes/No Decision | Time Frame | Budget Effect    | Running Total    |
| <b>PERMANENT BUDGET ADJUSTMENTS:</b>  |                  |                 |            |                  |                  |
| <b>Savings From Removal of One Time Budgets in Previous FY (FY 24)</b>                              |                  |                 |            |                  |                  |
| Removal of One Time Equipment Spend School of BAT (Fund 3115)                                       | 188,000          | Yes             | Immediate  | 188,000          |                  |
| Removal of One Time Equipment Spend School of BAT - Aviation (Fund 3152)                            | 6,600            | Yes             | Immediate  | 6,600            |                  |
| Removal of One Time Equipment Spend School of Heath Careers (Fund 3135)                             | <u>90,400</u>    | Yes             | Immediate  | <u>90,400</u>    |                  |
| <b>Sub-Total</b>  | <b>285,000</b>   |                 |            | <b>285,000</b>   | <b>96,200</b>    |
| <b>Revenue Adjustments:</b>   |                  |                 |            |                  |                  |
| State Appropriation (Decrease) Funding Formula  | (85,964)         | Yes             | Immediate  | (85,964)         |                  |
| State Appropriation Increase - Pay Raises   | 328,139          | Yes             | Immediate  | 328,139          |                  |
| 3% Tuition and Fee Increase ( \$37,746 per 1%)(113,228) 4/01/24                                     | 113,238          | Yes             | Immediate  | 113,238          |                  |
| Tuition and Fee Increase - Dual Credit - Establish Reduced Non-Resident Rate (\$48 Per Credit Hour) | 1,748            | Yes             | Immediate  | 1,748            |                  |
| Tuition and Fee Increase - Dual Credit - Establish Non Resident Rate (\$60 Per Credit Hour)         | 8,610            | Yes             | Immediate  | 8,610            |                  |
| Program Fee - Establish Resident BOG Degree Program Fee of \$150 per student                        | 3,150            | Yes             | Immediate  | 3,150            |                  |
| Program Fee - Establish Non-Resident BOG Degree Program Fee of \$350 per student                    | 128,100          | Yes             | Immediate  | 128,100          |                  |
| Interest Income Increase  | 230,154          | Yes             | Immediate  | 230,154          |                  |
| HEPC Dual Credit Pilot Pathways (Estimated @ \$100,000 Per Semester)                                | <u>200,000</u>   | Yes             | Immediate  | <u>200,000</u>   |                  |
| <b>Sub-Total</b>  | <b>927,175</b>   |                 |            | <b>927,175</b>   | <b>1,023,375</b> |
| <b>Removal of Budget Offsets</b>  |                  |                 |            |                  |                  |
| Budget Sweep  | <u>0</u>         | No              | Immediate  | <u>0</u>         |                  |
| <b>Sub-Total</b>  | <b>0</b>         |                 |            | <b>0</b>         | <b>1,023,375</b> |
| <b>Adjustments for Actual/Planned Enrollment Changes</b>  |                  |                 |            |                  |                  |
| Enrollment (Decline) Adjustment for FY 24 (Approximately 5%) 4/01/24                                | (257,538)        | Yes             | Immediate  | (257,538)        |                  |
| Enrollment (Decline) Adjustment for FY 25 (Approximately 3%)  | <u>(113,238)</u> | Yes             | Immediate  | <u>(113,238)</u> |                  |
| <b>Sub-Total</b>  | <b>(408,522)</b> |                 |            | <b>(370,776)</b> | <b>652,599</b>   |
| <b>Budget Change System Expenses</b>  |                  |                 |            |                  |                  |
| Increase in CTC Council FY 2025 Higher Education Resource Assessment                                | <u>(11,773)</u>  | Yes             | Immediate  | <u>(11,773)</u>  |                  |
| <b>Sub-Total</b>  | <b>(11,773)</b>  |                 |            | <b>(11,773)</b>  | <b>640,826</b>   |
| <b>Mandatory Pay Raise Costs</b>  |                  |                 |            |                  |                  |
| Pay Raise (\$288,000 Salaries + \$40,139 Fringes)   | (328,139)        | Yes             | Immediate  | (328,139)        |                  |
| Faculty Promotions Pos# (\$37,138 Salaries + \$5,162 Fringes)                                       | <u>(42,300)</u>  | Yes             | Immediate  | <u>(42,300)</u>  |                  |
| <b>Sub-Total</b>  | <b>(370,439)</b> |                 |            | <b>(370,439)</b> | <b>270,387</b>   |
| <b>PEIA Rate Increase/Changes:</b>  |                  |                 |            |                  |                  |
| Rate Increase to Employer Paid Premiums (10.5%)   | <u>(79,663)</u>  | Yes             | Immediate  | <u>(79,663)</u>  |                  |
| <b>Sub-Total</b>  | <b>(79,663)</b>  |                 |            | <b>(79,663)</b>  | <b>190,724</b>   |
| <b>Annual Increment (\$60.00 per pay after 3 yrs of service)</b>                                    |                  |                 |            |                  |                  |
| Annual Years of Service Increase (\$6,180 Salary + \$860 Fringes)                                   | <u>(7,040)</u>   | Yes             | Immediate  | <u>(7,040)</u>   |                  |
| <b>Sub-Total</b>  | <b>(7,040)</b>   |                 |            | <b>(7,040)</b>   | <b>183,684</b>   |

**Faculty:**

**School of Business, Aviation & Technology**

FY 24 Adjunct Teach Out Savings - Program Elimination # 696 (Salaries \$18,846 + Fringes \$1,489)

20,335

Yes

Immediate

20,335

FY 24 Adjunct Teach Out Savings - Program Elimination # 1089 (Salaries \$20,940 + Fringes \$1,654)

22,594

Yes

Immediate

22,594

**Sub-Total**

**42,929**

**42,929**

**226,613**

**School of Gen Ed & Prof Dev**

Early Childhood Pos# 80, 831, 900 (Grant FY 24 Salaries \$124,688.47 + Fringes \$28,732.86)

(153,421)

Yes

Immediate

(153,421)

**Sub-Total**

**(93,146)**

**(153,421)**

**73,192**

**School of Health Sciences**

LPN Program Existing Pos# 855 (Grant Funded FY 24) - Existing FY 25 Budget Shortfall (\$15,277 + \$5,665)

(20,942)

Yes

Immediate

(20,942)

**Sub-Total**

**58,357**

**(20,942)**

**52,250**

**Staff:**

**Academic Affairs**

College Academy Coordination - Funding Need Beyond College Transition Pos# 911 (Sal \$29,086+ Fr \$13,906)

(42,992)

Yes

Immediate

(42,992)

**Sub-Total:**

**(42,992)**

**(42,992)**

**9,258**

**Institutional Advancement**

Savings From Restructure (Eliminate Pos# 953 VP Inst Adv - Replace with PT K Hypes) (\$82,770 +\$13,301)

96,071

Yes

Immediate

96,071

**Sub-Total:**

**96,071**

**96,071**

**105,329**

**Institutional Research**

Savings Temp Institutional Research (Pos# TT00781 5971/7701) (\$20,358 + \$2,829)

23,187

Yes

Immediate

23,187

**Sub-Total:**

**23,187**

**23,187**

**128,516**

**Workforce Director Change**

Savings from Workforce Director Change (\$11,290 + \$8,481)

19,771

Yes

Immediate

19,771

**Sub-Total:**

**19,771**

**19,771**

**148,287**

**Budget Cut(Increases) Initiatives:**

Auxiliary Fee Operating Budget Reduction - Enrollment Decrease FY 24

7,834

Yes

Immediate

7,834

Student Programing Operating Budget Redution - Enrollment Decrease FY 24

3,300

Yes

Immediate

3,300

Student Health Services Operating Budget Reduction - Enrollment Decrease FY 24

418

Yes

Immediate

418

Facilities Transfer Budget Reduction - Enrollment Decrease FY 24

30,788

Yes

Immediate

30,788

Academic Program Fees Budget Reduction - Enrollment Decrease FY 24

58,168

Yes

Immediate

58,168

0

Yes

Immediate

0

**Sub-Total:**

**100,508**

**100,508**

**248,795**

**Utility Fee Increases:**

ATC Utility Cost Increases

(23,000)

Yes

Immediate

(23,000)

Caperton Center Utility Cost Increases

(13,000)

Yes

Immediate

(13,000)

**Sub-Total:**

**(36,000)**

**(36,000)**

**212,795**

**Additional Requests for FY 25**

**Priority 1 Requests**

**Administrative Requests:**

**Institutional Research**

New Director of Institutional Effectiveness (Salary \$80,000 + Fringes \$27,811)

(107,811)

Yes

Immediate

(107,811)

**Sub-Total:**

**(107,811)**

**(107,811)**

**104,984**

**Capital Funds Corrections**

Transfer FSU Fee for Service Payment From Capital Funds to E&G Funds - Remove Depreciation Budget (\$400K)

|                   |     |           |                |        |
|-------------------|-----|-----------|----------------|--------|
| <u>(5,000)</u>    | Yes | Immediate | <u>(5,000)</u> | 99,984 |
| <b>Sub-Total:</b> |     |           | <b>(5,000)</b> |        |

**Admissions/Advising**

One Admissions/Advising Specialists ((\$46,300) +(\$23,127 )

Three (3) Existing Employees Job Positions Updated to \$46K (\$19,707 +\$2,739)

|                   |     |           |                 |              |
|-------------------|-----|-----------|-----------------|--------------|
| <u>(69,427)</u>   | Yes | Immediate | <u>(69,427)</u> |              |
| <u>(22,446)</u>   | Yes | Immediate | <u>(22,446)</u> |              |
| <b>Sub-Total:</b> |     |           | <b>(91,873)</b> | <b>8,111</b> |

**One Time Use of Reserves**

Continuation of One Time Equipment Spend School of BAT (Fund 3115)

|                  |     |           |                  |           |
|------------------|-----|-----------|------------------|-----------|
| <u>(188,000)</u> | Yes | Immediate | <u>(188,000)</u> | (179,889) |
| <b>Sub-Total</b> |     |           | <b>(188,000)</b> |           |

**FY 2025 Net Budget After Projections & Continuation of One Use of Reserves:**

**(179,889)**

**Tab**

**5**

**Pierpont Community & Technical College  
Board of Governors  
Meeting of May 14, 2024**

**ITEM:** FY 2025 Pay Raise

**COMMITTEE:** Finance/Audit and Administration Committee to  
Committee of the Whole

**RECOMMENDED RESOLUTION:** Whereas the WV State Legislature in their FY 2025 State Appropriations provided additional funding to be used for paying raises for employees employed in FY 2025 and Pierpont’s Administration in the FY 2025 budget planning process reserved additional funds to address an across the board pay raise,

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves a \$2,845 pay increase for salaried eligible employees and a \$1.46 per hour pay increase for hourly eligible employees to be effective July 14, 2024 (The start of the first pay period in FY 2025) for all non-faculty employees. Faculty pay raises shall be effective with the start of their FY 2025 faculty contract in mid-August 2024.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Pierpont’s President and Administration has determined based on the additional funding provided through Pierpont’s State Appropriation for pay raises in FY 2025 that a \$2,845 pay increase for salaried employees and a \$1.46 per hour pay increase for hourly employees is appropriate and practical for all eligible employees.

Based on these pay raise amounts employees will receive pay increases ranging from 1.92% to 9.71% with the average increase 5.18%.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-classified staff, except the President, employed on June 30, 2024, will be considered eligible.
- The raise amount will be based on the employee's March 31, 2024, salary. Any promotion or equity salary increases received after April 1, 2024, will not be used in calculating the amount of an employee's pay raise.

**Tab**

**6**



**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 14, 2024**

**ITEM:** FY 2025 Pierpont Education and General Capital Project Budget Approval

**COMMITTEE:** Finance/Audit and Administration Committee to Committee of the Whole

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors approve \$150,000 for Small Projects, \$271,777 for HEPC Debt Service, and \$200,000 for the Advanced Technology Center 3<sup>rd</sup> Floor Furniture, Fixtures and IT Infrastructure in the FY 2025 Capital Project Budget totaling \$621,777 from Pierpont Education and General Capital Funds.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** As of April 30, 2024, Pierpont’s Education and General Capital Fund has an uncommitted cash balance of \$1,036,345. During the current fiscal year Pierpont has assessed \$558,477 in Capital Fees through May 6, 2024. It is estimated that approximately \$90,000 in cash from the FY 23 Capital Fees assessment of \$558,477 will be transferred to the Education and General Capital Fund at fiscal year-end increasing the uncommitted cash balance of Education and General Capital Fund to a minimum of \$1,126,345.

**Tab**

**7**

**Pierpont Community & Technical College  
Board of Governors**

**May 14, 2024**

**ITEM:** Five-year Reviews of Academic Programs

**COMMITTEE:** Committee on Academics and Student Services to the Committee of the Whole

**RECOMMENDED RESOLUTION:**

**Resolved**, that the Pierpont Community & Technical College Board of Governors, based on the five-year review of programs, ***continue at the current level*** the following programs:

**Early Childhood Education (AAS)**

*Continue:* The dean recommends the program continues at the current level. The dean expects the program to achieve and maintain a full NAEYC accreditation in May 2026 and to increase its rates in enrollment (in 2025) and its retention (in 2026). The dean expects the program to explore career pathways and to explore different modalities for the delivery of instruction. The provost expects an increase in FTE enrollment.

**Information Systems (AAS)**

*Continue:* The dean recommends the program continues at the current level. The dean expects the expansion of community partnerships, the implementation of continuous quality improvements, and the achievement/maintenance of an accreditation status. The provost expects an increase in graduation rates.

**Medical Laboratory Technology (AAS)**

*Continue:* The dean recommends the program continues at its current level, noting the program's success in certification pass rates and post-graduation job placement/employment rates. The dean expects the program to explore career pathways, increase its recruiting efforts, and maintain its current accreditation status. As the program, across the previous five (5) years has demonstrated reductions in FTE, the provost expects an increase in FTE enrollment.

**Physical Therapist Assistant (AAS)**

*Continue:* The dean recommends the program continues at its current level, noting the program's success in its graduation and employment rates. The program has demonstrated a solid licensure exam rate (n=82%). On occasion, this rate has not met the accreditor's threshold, but the program has responded with process and curricular improvement plans. The dean expects the program to maintain its full accreditation status and to participate in institutional recruiting efforts. The provost expects the program to improve its graduation rate and to increase its FTE enrollment.

**Resolved**, that the Pierpont Community & Technical College Board of Governors, based on the five-year review of programs, ***continue with corrective action and monitoring*** the following program:

**Information Systems (CAS)**

*Corrective action:* The dean recommends the program continues at the current level. The dean expects the implementation of a continuous improvement plan and the achievement of an

*accreditation status for the degree program. The dean further noted the potential for the creation of micro-credentials. While the enrollment data in the review included the two-year degree students, the average enrollment for the one-year CAS degree across the five-year period was four (4). The dean's expectation for creating micro-credentials could address this enrollment datapoint, leading to the provost's expectation that enrollment in the one-year degree increases. Further focused consultation on increasing enrollment with the dean warrants the provost's recommendation that the program continue with corrective action. The corrective action, suggested by the dean, would be curricular adjustments or additions that would promote students' digital literacy and "make the CAS degree viable on its own."*

### **Health Information Technology (AAS)**

*Corrective action: The dean recommends the program continues with corrective action. The dean expects improvement in both retention rates and student completion (or graduation) rates. The dean outlined the following corrective actions: curriculum mapping with the creation of career pathways, improvements to student retention rates, integration of course assessment data to improve HIT courses, and creation of apprenticeships or internships. The provost expects a return to a 67-69% retention rate for the program.*

### **Respiratory Care (AAS)**

*Corrective action: The dean recommends the program continues with corrective action. While the program has maintained a consistent FTE enrollment since 2019, the dean noted the need for corrective actions, specifically curriculum mapping and modifications to the curriculum for the improvement of student learning outcomes. Additionally, the dean has recommended targeted instructional strategies to engage students and to support their learning (i.e., self-assessment exams, alternative learning sites). The provost expects the program to increase its graduation rate and, since the program holds a provisional accreditation status, to obtain/maintain its full accreditation status.*

### **STAFF MEMBER:**

Dr. Michael Waide,  
Provost and Vice President for Academics & Student Services

### **BACKGROUND:**

WVCTC Title 135 CSR, Series 10, "Policy Regarding Program Review," requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity, and constancy with mission of the programs at the institution.

Each program has been reviewed by the program faculty, the appropriate academic dean, the Provost & Vice President for Academics and Student Services. The respective academic deans reviewed and audited the academic degree programs, assessing (a) accreditation, (b) goals and objectives of the program, (c) curriculum, (d) graduation rates, (e) employment rates, (f) certification and licensure rates, (g) workforce demand, (h) enrollment trends, and (i) financial data. In compliance with Series 10, the reviews included evaluation of viability, adequacy, necessity, and consistency with the mission of the programs and the College.

The Provost and Deans recommend the following to the Board of Governors:

| Degree | Name                      | Recommendation of Outcome<br>§135-10-5                        | Note(s)   |
|--------|---------------------------|---|---|
| AAS    | Early Childhood Education | Continuation at the current level of activity (§135-10-5.1.1) | The dean recommends the program continues at the current level. The dean expects the program to achieve and maintain a full NAEYC accreditation in May 2026 and to increase its rates in enrollment (in 2025) and its retention (in 2026). The dean expects the program to explore career pathways and to explore different modalities for the delivery of instruction. The provost expects an increase in FTE enrollment.  |
| AAS    | Information Systems       | Continuation at current level (§135-10-5.1.1)                 | The dean recommends the program continues at the current level. The dean expects the expansion of community partnerships, the implementation of continuous quality improvements, and the achievement/maintenance of an accreditation status. The provost expects an increase in graduation rates.   |
| CAS    | Information Systems       | Continuation with corrective action (§135-10-5.1.2)           | The dean recommends the program continues at the current level. The dean expects the implementation of a continuous improvement plan and the achievement of an accreditation status for the degree program. The dean further noted the potential for the creation of micro-credentials. While the enrollment data in the review included the two-year degree students, the average enrollment for the one-year CAS degree across the five-year period was four (4). The dean's expectation for creating micro-credentials could address this enrollment datapoint, leading to the provost's expectation that enrollment in the one-year degree increases. Further focused consultation on increasing enrollment with the dean warrants the provost's recommendation that the program continue with corrective action. The |

|     |                               |   |  |
|-----|-------------------------------|---|--|
|     |                               |   | corrective action, suggested by the dean, would be curricular adjustments or additions that would promote students' digital literacy.  |
| AAS | Medical Laboratory Technology | Continuation at current level (§135-10-5.1.1)       | The dean recommends the program continues at its current level, noting the program's success in certification pass rates and post-graduation job placement/employment rates. The dean expects the program to explore career pathways, increase its recruiting efforts, and maintain its current accreditation status. As the program, across the previous five (5) years has demonstrated reductions in FTE, the provost expects an increase in FTE enrollment.  |
| AAS | Physical Therapist Assistant  | Continuation at current level (§135-10-5.1.1)       | The dean recommends the program continues at its current level, noting the program's success in its graduation and employment rates. The program has demonstrated a solid licensure exam rate (n=82%). On occasion, this rate has not met the accreditor's threshold, but the program has responded with process and curricular improvement plans. The dean expects the program to maintain its full accreditation status and to participate in institutional recruiting efforts. The provost expects the program to improve its graduation rate and to increase its FTE enrollment value. |
| AAS | Health Information Technology | Continuation with corrective action (§135-10-5.1.2) | The dean recommends the program continues with corrective action. The dean expects improvement in both retention rates and student completion (or graduation) rates. The dean outlined the following corrective actions: curriculum mapping with the creation of career pathways, improvements to student retention rates, integration of course assessment data to improve HIT courses, and creation of apprenticeships or internships. The provost expects a return to a 67-69% retention rate for the program.  |

|     |                  |   |   |
|-----|------------------|---|---|
| AAS | Respiratory Care | Continuation with corrective action (§135-10-5.1.2) | <p>The dean recommends the program continues with corrective action. While the program has maintained a consistent FTE enrollment since 2019, the dean noted the need for corrective actions, specifically curriculum mapping and modifications to the curriculum for the improvement of student learning outcomes. Additionally, the dean has recommended targeted instructional strategies to engage students and to support their learning (i.e., self-assessment exams, alternative learning sites). The provost expects the program to increase its graduation rate and, since the program holds a provisional accreditation status, to obtain/maintain its full accreditation status.</p> |
|-----|------------------|---|---|