

# Schedule

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

January 13, 2009

Falcon Center Board Room  
Fairmont, WV

1:00 P.M.	Pierpont Finance Committee	Falcon Center Board Room
	Members: Kyle Hamilton ( <i>Chair</i> ) John P. Jones Linda Aman Dixie Copley James E. Griffin	Staff Resource: Dale Bradley
1:00 P.M.	Off Campus Facilities Committee	Falcon Center Conference Room 3
	Members: Leslie Lovett ( <i>Chair</i> ) Linda Aman Jeff Tucker Beverly Jones	Staff Resource: Rich McCormick
*2:00 P.M.	Full Board Meeting	Falcon Center Board Room

\*Time approximate, depending on the length of committee meeting.

**Pierpont Community & Technical College Board of Governors  
Meeting of January 13, 2009**

**Call to Order**

1. Opening Comments
2. Last Call for Public Comment Sign Up
3. Approval of Minutes (*December 9, 2008*)

*Tab 1 – Action Item*

**Operation Reports**

1. Faculty Assembly Report (*Tom Stose*)
2. Classified Staff Report (*Mary Jo Rutherford*)
3. Student Government Report (*Kelley Bronson*)
4. Foundation Report (*Jean Ahwesh*)
5. Alumni Association Report (*Devanna Corley*)
6. Athletic Association Report (*Rusty Elliott*)

**Committee of the Whole**

1. Financial Report (*Dale Bradley*)

*Tab 2 - Informational*

**New Business**

1. Internal Professional Development Program Report (*Deb Woods/Bo Sellers*)
2. Fund Manager's Spending Policy (*Dale Bradley*)
3. Possible Student Operated Bistro in Downtown Fairmont (*Brian Floyd/ Jay Rogers*)

*Tab 3 - Informational*

*Tab 4 – Action Item*

**Old Business**

1. Policy 25 – Salary (*Jennifer Weist*)

*Tab 5 - Informational*

**President's Report** (*Blair Montgomery*)

**Public Comment**

**Possible Executive Session**

\_\_\_\_\_ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

**Next Meeting date is Tuesday, February 10, 2009 in the Board Room – Falcon Center**

**Pierpont Community & Technical College**  
**BOARD OF GOVERNORS**  
**MINUTES**  
December 9, 2008

**1. Call to Order**

A meeting of the Pierpont Community & Technical College Board of Governors was held on December 9, 2008 beginning at 2:00 p.m. at the National Aerospace Educational Center. Present at the meeting were Board Members: Earl McConnell, Leslie Lovett, Beverly Jones, Eugene Weaver, James Griffin, Dixie Copley, Deborah Chipps, John P. Jones. Absent were Linda Aman and Jeff Tucker.

Chair James Griffin called the meeting to order.

**2. Approval of Minutes**

Dixie Copley moved the minutes of October 14, 2008 meetings be approved. Earl McConnell seconded. Motion carried.

**3. Constituent Reports**

Tom Stose presented the Faculty Assembly Report.  
Mary Jo Rutherford presented the Classified Staff Report.  
Deborah Chipps presented a written report on behalf of Student Government.

**4. Financial Report**

Dale Bradley reported on Pierpont Community & Technical College Unrestricted and Restricted Funds.

**5. Folk Life Center & Feaster Center**

Sarah Hensley and Jim Decker presented information regarding the phases of the Folk Life Center and the Feaster Center projects.

**6. Policy 25 - Salary**

Jennifer Weist reported on the status of Policy 25. The Emergency Status that was granted allowing the Board to take action without following the timeline for rulemaking outlined in Series 4 requires that action be taken within 90 days to make changes permanent or the policy returns to its original condition. Weist advised the Board that no action was required but encouraged them to start the process of updating the policy so that revisions would be in place when it was time to discuss salary issues in the next fiscal year. Chair Griffin requested that members of the BOG direct comments regarding Policy 25 to Ms. Weist and asked that she begin compiling comments to be shared with the Board at their January meeting.

## **7. Performance Indicators Report**

Jennifer Weist shared information on Pierpont Community & Technical College that was presented as part of the Performance Indicators Report by Chancellor Skidmore to the Legislative Oversight Commission at the November Interim Committee Meeting.

## **8. Follow Up to Board Retreat**

### **Delegation of Powers:**

President Montgomery included the Delegation of Powers agreement that was established under the Fairmont State Board of Governors prior to the creation of the Pierpont Board. He explained that the Board had the right to determine their level of authority regarding governance and decision making and had the right to modify agreements once established if needed. Chair Griffin asked members if they wished to accept the agreement as presented. Leslie Lovett offered a correction – replacing Pierpont Community & Technical College with Fairmont State University in a statement about partnership under duties of the President. Dixie Copley moved to accept the Delegation of Powers to President as corrected. Leslie Lovett seconded. Motion carried.

### **Off-Campus Facilities Committee**

Chair Griffin asked for members to volunteer to serve on a Committee on Off-Campus Facilities. Leslie Lovett and Beverly Jones volunteered to serve and Linda Aman and Jeff Tucker were appointed by Chair Griffin. Leslie Lovett was asked to Chair the Committee and agreed.

### **Marketing Committee**

Chair Griffin established a committee on Marketing and asked Dixie Copley, Deborah Chipps and Earl McConnell to serve. Dixie Copley was asked to Chair the committee and agreed.

## **9. Presidents Report**

President Montgomery reported on the Suzhou Institute of Trade and Commerce People's Republic of China visit. An agreement was signed establishing a cooperative relationship between the two institutions for the general purpose promoting educational, research and cultural program as for the mutual benefit of both parties. Pierpont is one of two U.S. partners to have such an agreement with the Suzhou Institute. President Montgomery announced that the Culinary Team had won the State Jr. Hot Foods Competition and will be representing the State in the Regional Competition this spring. Pierpont Community & Technical College is also rolling out a Power Plant Technician program developed in partnership with Allegheny Power.

## **10. Adjournment**

There being no further business, the meeting was adjourned at 4:02 p.m.

Board of Governor's  
Financial Report  
Pierpont Community & Technical College  
Unrestricted Fund  
For the Period as of December 23, 2008

The Unrestricted fund through December 23, 2008 projects a surplus of \$279,020. This surplus is comprised of two Education and General (E&G) fund groups. The Fund Manager E&G fund group which currently has a deficit budget condition of \$(107,691). The President's Control E&G fund group which has a surplus budget condition of \$386,711.

Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Current Year 2009      December      Current Unrestricted  
 LEVEL 2

		Budgeted	Actual Current	Actual to
		Current Year	Year	Budgeted
				Current Year
<b>OPERATING REVENUES</b>	Tuition & Fees	6,521,231.40	3,135,422.68	48.08
	Faculty Services Revenue	1,566,798.00	788,645.00	50.33
	State/Local Grants and Contracts	0.00	0.00	-
	Auxiliary Enterprise Revenue	0.00	(600.00)	-
	Operating Costs Revenue	234,215.13	91,774.79	39.18
	Support Services Revenue	217,003.96	50,892.03	23.45
	Other Operating Revenue	166,442.80	70,620.85	42.43
<b>Sub Total</b>		<b>8,705,691.29</b>	<b>4,136,755.35</b>	<b>47.52</b>
<b>OPERATING EXPENSES</b>	Salaries	5,240,924.50	2,032,502.79	38.78
	Benefits	1,140,518.00	407,426.06	35.72
	Student Financial Aid-Scholarships	423,752.00	197,578.78	46.63
	Utilities	0.00	1,290.20	-
	Supplies and Other Services	1,365,361.82	633,353.53	46.39
	Equipment Expense	167,883.63	117,203.42	69.81
	Loan Cancellations and write-off	0.00	0.00	-
	Fees retained by the Commission	96,143.00	48,071.50	50.00
	Assessment for Faculty Services	1,157,896.00	590,432.00	50.99
	Assessment for Support Services	3,488,399.92	1,076,563.71	30.86
	Assessment for Tuition, Aux, & Capital Costs	1,296,697.00	631,156.00	48.67
	Assessment for Operating Costs	2,518,996.00	818,507.26	32.49
<b>Sub Total</b>		<b>16,896,571.87</b>	<b>6,554,083.25</b>	<b>38.79</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State Appropriations	8,328,395.00	3,497,926.00	42.00
	Gifts	1,000.00	0.00	-
	Investment Income	131,914.00	32,397.97	24.56
	Interest on capital asset related debt	0.00	0.00	-
	Loss/Gain on Disposal of Fixed Assets	0.00	0.00	-
<b>Sub Total:</b>		<b>8,461,309.00</b>	<b>3,530,323.97</b>	<b>41.72</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	0.00	0.00	-
	Exclude - Construction	0.00	0.00	-
	Exclude - Indirect Cost Recoveries	8,591.60	389.85	4.54
	Exclude - Transfers to Capital Projects	0.00	0.00	-
	Exclude - Transfers - Other	0.00	0.00	-
<b>Sub Total:</b>		<b>8,591.60</b>	<b>389.85</b>	<b>4.54</b>
<b>OPERATING INCOME/LOSS</b>		<b>(8,190,880.58)</b>	<b>(2,417,327.90)</b>	<b>29.51</b>
<b>BALANCE - Projected affect on Net Assets at June 30</b>		<b>279,020.02</b>	<b>1,113,385.92</b>	<b>399.03</b>
<b>NET ASSETS - Beginning of Year</b>		<b>2,790,145.00</b>		
<b>PROJECTED NET ASSETS - End of Year</b>		<b>3,069,165.02</b>		

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		~Current Year 09	Prior Year 08	Period Dec	Current Unrestricted Pierpont C and TC - President		
		Budgeted Current year			Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End
<b>OPERATING REVENUES</b>	Tuition and Fees	5,894,285.00			2,845,513.32	48.28	84.44
	Faculty Services Revenue	1,568,798.00			788,646.00	50.33	0.00
	Auxiliary enterprise revenue	0.00			-800.00		100.00
	Operating Costs Revenue	234,215.13			91,774.79	39.18	32.28
	Support Services Revenue	217,003.86			50,892.03	23.45	27.22
	Other Operating Revenues	85,952.80			39,610.00	46.08	0.00
	<b>Subtotal:</b>	<b>7,998,264.89</b>			<b>3,815,835.14</b>	<b>47.71</b>	<b>64.52</b>
<b>OPERATING EXPENSES</b>	Salaries	5,035,628.50			1,958,473.93	38.89	44.94
	Benefits	1,104,484.00			396,467.46	35.90	62.21
	OPEB Expense	0.00			0.00		0.00
	Student financial aid - scholarships	423,752.00			197,676.78	46.63	83.91
	Utilities	0.00			1,290.20		48.76
	Supplies and Other Services	902,907.37			448,389.11	49.44	51.40
	Equipment Expense	46,948.63			46,072.64	96.13	40.70
	Loan cancellations and write-offs	0.00			0.00		0.00
	Fees retained by the Commission	96,143.00			48,071.50	50.00	50.00
	Assessment for Faculty Services	1,157,886.00			590,432.00	50.99	0.00
	Assessment for Support Services	3,488,399.92			1,076,563.71	30.86	33.51
	Assessment for Tuition, Aux. and Capital Costs	1,296,697.00			631,156.00	48.67	50.58
	Assessment for Operating Costs	2,518,996.00			818,507.26	32.49	34.12
	<b>Subtotal:</b>	<b>16,071,852.42</b>			<b>6,210,990.58</b>	<b>38.65</b>	<b>38.28</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State appropriations	8,326,395.00			3,497,926.00	42.00	42.00
	Investment income	131,914.00			32,397.97	24.56	49.19
	Other nonoper rev - OPEB Liability	0.00			0.00		0.00
	<b>Subtotal:</b>	<b>8,460,309.00</b>			<b>3,530,323.97</b>	<b>41.73</b>	<b>40.96</b>
<b>OTHER CHANGES</b>	Cumulative Effect of Change in Accounting Policy			0.00	0.00		0.00
	<b>Subtotal:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXCLUDE OPERATING ACCOUNT</b>	Exclude - Assets			0.00	26,000.00		135.26
	Exclude - Transfers - Other			0.00	0.00		0.00
	<b>Subtotal:</b>			<b>0.00</b>	<b>26,000.00</b>	<b>0.00</b>	<b>-13.73</b>
<b>OPERATING INCOME/LOSS</b>				<b>-8,073,597.53</b>	<b>-2,395,155.44</b>	<b>29.67</b>	<b>13.14</b>
<b>BALANCE</b>				<b>386,711.47</b>	<b>1,160,168.63</b>	<b>300.01</b>	<b>287.27</b>

FZRPRO3

Fund %

DEC-23-08

**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		- Current Year 09	Prior Year 08	Period	Dec	Current Unrestricted Pierpont C and TC Fund Managers		
				Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End	
OPERATING REVENUES	Tuition and Fees			626,946.40	289,909.36	46.24	58.74	
	Other Operating Revenues			80,490.00	31,010.85	38.53	43.42	
	<b>Subtotal:</b>			<b>707,436.40</b>	<b>320,920.21</b>	<b>45.36</b>	<b>56.91</b>	
OPERATING EXPENSES	Salaries			205,296.00	74,028.86	36.06	42.65	
	Benefits			36,034.00	10,868.61	30.44	41.34	
	OPEB Expense			0.00	0.00			
	Utilities			0.00	0.00		0.00	
	Supplies and Other Services			462,454.46	186,864.42	40.43	36.17	
	Equipment Expense			120,835.00	71,130.78	58.82	73.41	
	Loan cancellations and write-offs			0.00	0.00		0.00	
	<b>Subtotal:</b>			<b>824,719.45</b>	<b>343,092.67</b>	<b>41.50</b>	<b>39.15</b>	
NONOPERATING REVENUES (EXPENSES)	Gifts			1,000.00	0.00	0.00		
	<b>Subtotal:</b>			<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
EXCLUDE OPERATING ACCOUNT	Exclude - Assets			0.00	-25,000.00		100.00	
	Exclude - Indirect Cost Recoveries			8,591.60	389.85	4.64	14.74	
	Exclude - Transfers - Other			0.00	0.00		0.00	
	<b>Subtotal:</b>			<b>8,591.60</b>	<b>-24,610.15</b>	<b>-286.44</b>	<b>-17.01</b>	
<b>OPERATING INCOME/LOSS</b>				<b>-117,283.05</b>	<b>-22,172.46</b>	<b>18.91</b>	<b>951.37</b>	
<b>BALANCE</b>				<b>-107,691.45</b>	<b>-46,782.61</b>	<b>43.44</b>	<b>81.09</b>	

FZRPR03

Fund %

DEC-23-08

**Board of Governors  
Financial Report  
Pierpont Community and Technical College  
Restricted Fund  
For the period as of December 23, 2008**

**Revenues:**

Revenues increased by approximately	\$116,228.00
Tech Training	\$30,000.00
Power Plant Tech Training Grant	84,848.00
DHHR Early Care & Ed. Grant	1,380.00

**Expenditures:**

Expenditures increased approximately	\$109,228.00
Tech Training	\$23,000.00
Power Plant Tech Training Grant	84,848.00
DHHR Early Care & Ed. Grant	1,380.00

The budget balance of \$-644,308.35 is covered by the restricted fund cash balance of \$711,965.09 on June 30, 2008.

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

Current Year 2009 Prior Year 2008 December Current Restricted  
LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year
<b>OPERATING REVENUES</b>	Tuition and Fees	138,455.97	85,649.41	61.86%
	Federal Grants and Contracts	13,631,209.06	5,572,404.93	40.88%
	State/Local Grants and Contracts	2,901,693.49	1,888,017.87	65.07%
	Private Grants and Contracts	1,053,325.00	273,871.68	26.00%
	Other Operating Revenues	91,379.00	25,478.50	27.88%
<b>Sub Total</b>		<b>17,816,062.52</b>	<b>7,845,422.39</b>	<b>44.04%</b>
<b>OPERATING EXPENSES</b>	Salaries	918,704.14	168,350.56	18.32%
	Benefits	164,854.29	31,551.02	19.14%
	Student Financial Aid-Scholarships	16,018,281.00	6,369,819.62	39.77%
	Utilities	500.00	188.68	
	Supplies and Other Services	1,012,155.85	135,497.21	13.39%
	Equipment Expense	94,640.26	64,118.87	67.75%
	Loan Cancellation and write-offs	-59.30	0.00	0.00%
<b>Sub Total</b>		<b>18,209,076.24</b>	<b>6,769,525.96</b>	<b>37.18%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	0.00	0.00	0.00%
<b>Sub Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-297,591.00	-173,548.75	58.32%
	Exclude-Construction			0.00%
	Exclude - Transfers for Fin Aid Match	54,888.00	9,221.30	16.80%
	Exclude - Indirect Cost Recoveries	-8,591.63	-389.85	4.54%
	Exclude - Transfers - Other			
<b>Sub Total:</b>		<b>-251,294.63</b>	<b>-164,717.30</b>	<b>65.55%</b>
<b>OPERATING INCOME/LOSS</b>		<b>-393,013.72</b>	<b>1,075,896.43</b>	<b>-273.76%</b>
<b>BALANCE - Projected affect on Net Assets at June 30</b>		<b>-644,308.35</b>	<b>911,179.13</b>	<b>-141.42%</b>
<b>NET ASSETS - Beginning of Year</b>		<b>728,328.00</b>		
<b>PROJECTED NET ASSETS - End of Year</b>		<b>84,019.65</b>		



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TO: The Board of Governors

FROM: Deborah Woods, Project Coordinator,  
Internal Professional Development

DATE: July 30, 2008

SUBJECT: FY 2007-08 Report on Internal Professional Development (IPD)

**I. COURSE OFFERINGS and STATISTICS**

This past year the following professional development courses or workshops were offered to the staff of FSU and PC&TC. Staff members self-selected and self-assessed themselves and enrolled in the courses they felt best served their professional needs. I have included the course names, the number of employees who registered, the number of employees who actually attended, and the percent of attendance for courses individually and altogether. In addition, this year I have included statistics for the training workshops that were offered by the Human Resources Department and the Brown Bag Lunches that were held.

<b>Fiscal Year 2007-08</b>				
<b>A. Internal Professional Development Courses</b>				
<b>Class</b>	<b>Registered</b>	<b>Attended</b>	<b>% Attended</b>	<b>Dates Class Offered</b>
2003 MS Access Intermed.	34	17	50%	07-10 to 07-12-2007
2003 MS Access Advanced AM	28	10	36%	08-07 to 08-09-2008
Communication in the Wrkplc.	22	17	77%	09-25-2007
Putting the "Super" in Sprvsr.	17	10	59%	10-17-2007
2003 MS Word Productivity	11	9	82%	10-26-2007
2003 MS Excel Productivity	20	15	75%	11-09-2007

2003 MS Access Productivity	17	6	35%	11-30-2007
Managing Multiple Priorities	20	16	80%	02-05-2008
PC Safety & Data Info Security	29	21	72%	03-13 & 04-10-2008
Essentials of Project Mgmt.	18	14	78%	03-27 to 03-28-2008
*2007 MS Word Basics	27	35	130%	04-18 to 04-30-2008
Advanced Supervisory Training	27	20	74%	04-30-2008
2007 MS Excel Basics	41	27	66%	05-16-2008
2007 MS Word Basics	36	33	92%	05-20 to 05-22-2008
*2007 MS Excel Intermediate	38	42	111%	06-03 to 06-05-2008
*2007 MS Word Intermediate	34	36	106%	06-17 to 06-19-2008
*2007 MS Excel Basics	33	36	109%	06-24 to 06-25-2008
*Participants were allowed to attend the day of the workshop so some did not pre-register				
<b>Average</b>	<b>37.5</b>	<b>22.0</b>	<b>78.35%</b>	
<b>Total Classes=17</b>				
<b>Total Registered - All Classes</b>	<b>452</b>			
<b>Total Attended - All Classes</b>	<b>364</b>			
<b>Total % All Classes</b>	<b>80.53%</b>			
<b>Total Registered per Class</b>	<b>26.58</b>			
<b>Total Attended per Class</b>	<b>21.41</b>			
<b>Total % per Class</b>	<b>80.54%</b>			
<b>Total Unduplicated</b>	<b>143</b>			

<b>B. Human Resources Training Workshops</b>		
<b><u>Training Workshop</u></b>	<b><u>Date</u></b>	<b><u>Number Attended</u></b>
Non-classified Online Position Description Training	Feb. 12, 19, & 26	81
Harassment Training – All Employees	March 11	40
Harassment Training – Supervisors	March 11	24
Online Staff Evaluation – Employees	March 24, 25, 26	204
Online Staff Evaluation – Supervisor/Hiring Manager	March 26	74
<b>TOTAL PARTICIPANTS</b>		<b>423</b>

<b>C. Brown Bag Lunches</b>		
<b><u>Topic</u></b>	<b><u>Date</u></b>	<b><u>Number Attended</u></b>
Brown Bag Brainstorming Session	September 14	5
Fundamentals of Estate Planning	October 3	11
Genealogy	October 9	6
Stories of Coming Out	October 10	4
Technology Tips	October 19	4
Email Etiquette	November 2	5
Adjunct Faculty w/out Benefits	November 6	7
Dealing with Aging Parents	December 2	3
Healthy Eating During the Holidays	December 5	5
Determining Your Stress Style	January 23	30
Strategic Plan Overview	February 1	13
What in the World is Leadership Fmt. State	February 12	10
Freshening Up on Freshmen	March 4	12
Love Your Heart...Chats for Women	March 6	5
Employee Benefits		10
The Great Educational Divide	April 2	22
Being Green	April 21	15
Research through the London Eye	April 23	10
Experience the Grand Canyon	April 29	40
<b>TOTAL PARTICIPANTS</b>		<b>217</b>

<b>D. Other Staff Development Events</b>		
<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Number Attended</u></b>
Webinar: Going Paperless: How to Prepare and Survive the Transition from Print to Digital	June 24	11
Webinar: Paper and Pixels 101	June 25	12
Webinar: The Editor's Guide to the Digital Galaxy: How to Edit a Paperless & Multimedia Magazine	June 26	10
<b>TOTAL PARTICIPANTS</b>		<b>33</b>

This year, in addition to the actual training workshops delivered by the Internal Professional Development office, an effort was made to capture all staff training that took place throughout the campus. This included training workshops that were set up and delivered by the Human Resources department as well as training or webinars that staff members attended within their own departments. This resulted in a total of 1,037 attendees at the various training venues. Of course, this is not an unduplicated number but still gives a picture of the number of employees who are availing themselves of training opportunities.

Looking at just the statistics for the actual workshops delivered by IPD, there were a total of 143 unduplicated participants this year. Last year there were a total of 94 unduplicated participants for a 52% increase this year over last. In addition, last year a total of 13 IPD training workshops were offered while this year a total of 17 were offered for a 30.7 % increase in IPD workshop offerings. Good strides have been made in increasing the offerings of training workshops available and in increasing the number of staff who are taking advantage of these opportunities.

## **II. GOALS COMPLETED**

Strategic Goal 7 of the 2006-2011 Strategic Plan states that the purpose of this goal is to "develop, retain, and recruit high quality people who contribute to a satisfying and productive work environment." Following is a brief overview on the status of the Internal Professional Development Program for fiscal year 2007-08.

- Developed and delivered several training and workshop offerings during FY 2007-08 (see Tables in I. above);
- With the update on campus from the MS 2003 Office Suite to the MS 2007 Office Suite, several training workshops were conducted to train staff and faculty in its use. This update should be totally in force by fall 2008 and training in this will continue throughout the fall and spring to ensure that all campus personnel are trained. In addition, licensing was purchased from Quick Reference Guides that allowed us to share 2-page reference guides with all staff and faculty for easy reference to several MS Office programs;
- Conducted in-depth research project on Banner needs and usage. Interviewed staff and faculty from every major department to determine how each used both the Native Banner and Online (WebFor) Banner. Have collated the results and am in the process of working with various constituencies to design training workshops to meet both the general needs and specific needs of staff and faculty;

- Wrote policies and procedures for the IPD Program and worked with Steve Leach in Human Resources and Sarah Hensley in the President's office to finalize them (attached at the end);
- Have continued to keep the IPD web site updated to keep it fresh and easy to access and use (<http://www.fairmontstate.edu/facstaffresources/hr/InternalProfDev/default.asp>). It continues to include information about training sessions and workshops currently offered, articles of interest covering various workplace topics, and links to our FSU integrated calendar, which includes scheduled Brown Bag Lunches, and links to Microsoft Office Suite 2003 and 2007 tutorials.

### III. GOALS FOR FY 2008-09

- Continue to build class and workshop offerings each semester;
- Develop a fall, spring, summer brochure of classes; the first one will be available for Fall 2008;
- Survey supervisors to assess the long-term impact of training on job performance and departmental productivity;
- Identify internal and external resources for delivering the training needed (instructors, books, additional technology such as CD's, DVD's, online training programs and resources, additional access to computer labs, etc).;
- Develop a series of workshops to address the needs of supervisors and managers, both first-time and experienced;
- Create training workshops to both explain and expand the use of our online Banner system known as WebFor.

### IV. FY PROGRAM FINANCIAL COSTS

- Half-time cost for Project Coordinator: \$12,684 base salary plus benefits cost;
- Other expenses \*

○ Instructors	\$ 3,504.53
○ Contract for Banner Project Consultant	600.00
○ Vehicle rental	173.98
○ Office and printing expenses	488.95
○ Misc.	<u>495.00</u>
Total	\$ 5,262.46

\* See attached budget report for complete details

### V. LONG-TERM GOALS

- Work with Human Resources and supervisors to identify skill sets needed for individual positions and/or departments to better refine and focus training efforts and to assist in identifying areas of increased proficiency or needed improvement in the employee evaluation process;

- Work with academic constituencies to begin to assign academic credit for appropriate classes that can be applied towards a degree program;
- Identify and recruit a cadre of internal instructors who can facilitate our training workshops;

There has been a positive response to these early efforts of developing and implementing the internal professional development program. There is much to be done, but with the support and encouragement already received, it is a task that will only improve as we go forward, increasing job performance, employee satisfaction, and departmental productivity.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah S. Woods".

Deborah S. Woods

**Pierpont Community & Technical College Board of Governors  
January 5, 2009**

**ITEM:** Fund Manager's Cash Reserve Spending

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:**

Whereas, the Board of Governors desires to permit Fund Managers to spend part of their accumulated cash reserves; and

Whereas, the Board of Governors wants to limit the buildup of Fund Manager's cash reserves in the future;

Now, therefore, be it resolved that \$200,000 of the FY 2008 ending total Fund Manager's cash reserves of approximately \$565,734 is approved for spending in the FY 2009 Budget.

Be it further resolved, that the President work with the Deans to allocate these funds to the needs that have the highest priority.

Be it further resolved for the 2009 fiscal year and beyond that, as a general policy, no more than twice the revenue budget in a fiscal year can be carried forward in cash reserves on the Fund Manager's balance sheet unless a specific need has been identified and approved by the President.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:**

The Fund Manager's cash reserves result from four major activities: (A) indirect cost funds, (B) savings from salary reduction due to a grant paying a portion of an employee's salary, (C) course fee funds, and (D) workforce training/customized education. A brief description of each follows:

- (A) Indirect Cost Funds – Indirect cost revenues are received as a part of a grant. They are funds received to cover the overhead involved in the grant process and administration. Fifty (50) percent of these revenues are shared with the Deans, Program Coordinators and Principal Investigator (PI). The other fifty (50) percent goes to support the Research Office. The indirect cost percent for Pierpont Community & Technical College for on campus research is 53.5 percent and 18.0 percent for off campus research. The rates are set by the federal government.
- (B) Savings from Salary Reduction – Savings from Salary Reductions due to a grant paying a portion of the employee's salary – The practice has been to provide a part of the savings to the Fund Manager who arranged for the grant. These funds can be used at the manager's discretion for purchase of equipment and related other expenses.

- (C) Course Fee Funds – Course fee funds are assessed in courses to cover the cost of providing educational equipment and/or activities for the more expensive programs. Fund Managers occasionally have educational equipment needs that are larger than the fees accumulated in a one year period and therefore accumulate cash reserves over a period of years to address these needs.
- (D) Workforce Training/Customized Education – Workforce Training/Customized Education consists of open enrollment and organization specific training and educational offerings delivered to address specific workforce skills and/or in response to specific educational requests from regional private and public organizations. These activities, whenever possible, are expected to generate revenues beyond their direct expenses and in so doing typically result in cash balances at the end of each fiscal year. These activities typically account for approximately 40 – 50 percent of the total Fund Manager’s Year End Cash Balances annually.

Pierpont Community & Technical College

Faculty Recommendations to the Board on Revision of Policy 25

12/09/2008

- I. The faculty recommends that the current distribution of funds that are available for equity be reduced or eliminated and that the Board seek other sources for funding to assure that all faculties are at the 90% CUPA level.
- II. The faculty merit increases are based upon an annual evaluation that takes many hours for the faculty to complete. We would like to propose that the Faculty would be evaluated annually with a form that could be checked off easily by administration and faculty members together, but only turn in a Merit Evaluation (book) every other year. Faculty can carry their merit score on the off year, or choose to submit a new one to improve their score.
- III. The faculty further recommends those faculties receiving a satisfactory yearly evaluation be eligible for salary increases, and that subsequent increases be predominantly distributed across-the-board to all eligible faculty with a smaller portion reserved to reward meritorious work.