



BOARD

OF

GOVERNORS

February 23, 2022

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

Special Meeting

**Wednesday, February 23, 2022
5:00 PM**

**National Aerospace Education Center (NAEC)
1050 East Benedum Industrial Drive
Bridgeport, WV 26330
Room 103**

AGENDA

I. Call to Order in Open Session

1. Opening Comment (*Chair: David L. Hinkle*)
2. Public Comment
Public comment period will accommodate a maximum of ten speakers (two minutes allotted per speaker). Written comments will be accepted no later than 12:00 p.m. on February 23 and can be sent to acollins11@pierpont.edu
3. Approval of BOG Meeting Minutes ***Tab 1 - Action Item***
 - a. November 16, 2021 (Regular Meeting)
 - b. December 13, 2021 (Special Meeting)
 - c. January 13, 2022 (Workshop Meeting)
 - d. January 26, 2022 (Special Meeting)
 - e. February 9, 2022 (Special Meeting)

II. Interim President's Report - Informational
(*Dr. Anthony Hancock*)

III. Institutional Reports

1. Academic Affairs (*Michael Waide*) ***Tab 2 - Informational***
2. Classified Staff (*Mary Jo Rutherford*)
3. Student Government Association (*Raven Thomas*)

IV. Committee of the Whole

1. January 31, 2022 Combined Finance Report ***Tab 3 - Informational***
(*Dale Bradley, CFO/VP for Finance and Administration*)

V. General Discussion and Information

1. Veterinary Technology Program Expenses
2. Early Childhood Program Updates
3. Presidential Search
4. 2023 Budget
5. Update on the partnership between Pierpont Community & Technical College and Fairmont State University
6. Review and discussion of programs located on Fairmont State University's property

VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the following:

1. Review and discuss institutional operations, functions, and structure (*David L. Hinkle, Chairman of the Board*)

VII. Upcoming Meetings

1. *BOG Special Meeting*
March 1, 2022
5:00 PM
National Aerospace Education Center, Room 103
2. *ATC Advisory Board Meeting*
March 22, 2022
1:00 PM
Advanced Technology Center, Room 216A
3. *Regular BOG Meeting*
March 22, 2022
2:00 PM
Advanced Technology Center, Room 216A

VIII. Adjournment



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

Tab

1

MINUTES OF NOVEMBER 16, 2021
BOARD OF GOVERNORS MEETING

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 16, 2021
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on November 16, 2021, beginning at 2:00 PM. This meeting was conducted in person at the Pierpont Advanced Technology Center, 500 Galliher Drive, Fairmont WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Board Members Present: Chair –David L. Hinkle, Thomas F. Cole, Lisa Q. Lang, Jeffery H. Powell, Rick Pruitte, Anna Romano, and Jillian Sole (Phone)

Board Members Absent: Brian S. Bozarth, Anthony Hinton and Larry Puccio, Jr., and Haley N. Thomas. There is one vacant Board member position.

President's Executive Cabinet Members Present:

Interim President Anthony Hancock, Dale Bradley, Julie Cryser, Lyla Grandstaff, Ron Hamilton (phone), Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Guests: Kelly Shafer, Sarah Crouse, and Whitney Merrill of Suttle and Stalnaker, LLC. Pierpont faculty and staff: Rachel Beach, David Beighley, Kari Coffindaffer, Susan Coffindaffer, Amy Cunningham, JJ Davis, Carolyn Fletcher, Amanda Hawkinberry, Nancy Ligus (phone), George Perich, Becky Swiger, Shelly Tharp

I. Call to Order – Open Session

1. Opening Comment

Mr. David Hinkle, Chair, called the meeting to order in open session at 2:07 PM.

2. Approval of Board of Governors Minutes from the September 21, 2021 Meeting and September 29 and October 21, 2021 Special Meetings – Action Item

The Chair moved for a motion to approve the minutes from the September 21, 2021 meeting and the September 29 and October 21, 2021 Special meetings of the Board of Governors. Anna Romano addressed adjustments to the September 21, 2021 Board meeting minutes. In Section II.2 of the minutes a correction to a Board member name was needed, and in Section VI.2b a correction was needed to the Veterinary

Technology Program name. Mr. Tom Cole presented a motion to approve all minutes with the noted corrections to the minutes of September 21, 2021. The motion was second by Lisa Lang. All agreed. Motion carried.

II. Interim President's Report – Informational

Interim President Anthony Hancock announced that Michael P. Waide successfully defended his dissertation for his Doctor of Education Degree on November 12, 2021. Congratulations and a round of applause was bestowed upon Dr. Michael P. Waide by the Board and attendees.

III. Institution Reports - Informational

1. Academic Affairs

Dr. Michael Waide shared that the Academic Affairs Report was provided in detail in the November 16, 2021 Board Book. Dr. Waide announced that on November 15, 2021 he was notified that the Veterinary Technology Program received full accreditation from the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities.

2. Classified Staff

Amanda Hawkinberry shared that Classified Staff Report was provided in detail in the November 16, 2021 Board Book. No questions were received.

3. Student Services

Ms. Lyla Grandstaff shared that the Student Services Report was provided in detail in the November 16, 2021 Board Book. No questions were received.

IV. Committee of the Whole

1. October 31, 2021 Combined Finance Report - Informational (Dale Bradley, CFO/VP for Finance and Administration)

Mr. Bradley shared that the details of the Combined Finance Report were provided in the November 16, 2021 Board Book. It was noted that there was a decrease of \$126,107 from the August 31, 2021 Budget Finance Report. The budget balance as of October 31, 2021 is \$128,144. The Overall Operating Revenue Budget decreased by \$436,541.

The YTD Actuals reflect:

- Realized approximately 46% of projected tuition and fees revenue
- Realized approximately 46% of overall revenues
- Incurred approximately 26% of operating expenses
- The YTD Budget Balance is \$3,042,926

2. *Resolution for Review and Acceptance of the FY 21 Audited Financial Statements by Suttle and Stalnaker, LLC – Action Item*
(Kelly Shafer, CPA and Sarah Crouse, CPA)

Ms. Kelly Shafer and Ms. Sarah Crouse of Suttle and Stalnaker, LLC presented the Audited Financial Statements for Year Ended June 30, 2021. A review of the Independent Auditors Report – Unmodified Opinion, the Management’s Decision and Analysis, Financial Statements, and Supplementary Information was provided. All Board members were provided with a hard copy of the report prior to the meeting.

The Chair moved for a motion. A motion was offered by Mr. Rick Pruitte to accept the FY 21 Audited Financial Statements as presented. Mr. Jeff Powell seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

3. *Resolution to Approve Proceeding with a 5-Year Lease for the Pierpont Culinary Program. – Action Item*
(Dale Bradley, CFO/VP for Finance and Administration)

Mr. Bradley presented a resolution to approve a 5-year lease for the Pierpont Culinary Program.

Chair, David Hinkle, asked for additional details prior to entreating a motion to approve the resolution.

The Chair moved for a motion to table the resolution until the Board can meet to discuss the Culinary Program lease option further. Mr. Jeffery Powell offered a motion to table the resolution to approve a 5-year lease for the Pierpont Culinary Program. Ms. Anna Romano second the motion. All agreed. Motion carried.

V. Board Committee Reports

1. *Finance and Administration Committee (FA) Report*
(Dale Bradley, CFO/VP for Finance and Administration)

Serving for Mr. Brian Bozarth, Committee Chair, Mr. Dale Bradley informed that there was no report from the Finance and Administration Committee.

VI. Upcoming Meetings

- The next regularly scheduled ATC Advisory Board meeting will be held on Monday, December 13, 2021, via Teams platform at 11:00 am.

- The BOG Workshop Retreat will be held on Friday, December 3, 2021, from 8:00 am to 5:00 pm at Stonewall Resort in Roanoke, WV.

VII. Adjournment

There being no further business, Mr. Hinkle called for a motion to adjourn.

A motion to adjourn was offered by Ms. Lisa Lang and seconded by Thomas Cole. All agreed. Motion carried. The meeting adjourned at 3:12 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.

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Pierpont Tagline: Education that Works.

MINUTES OF DECEMBER 3, 2021
SPECIAL MEETING OF THE BOARD

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS SPECIAL MEETING
December 3, 2021
4:00 PM**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 3, 2021, beginning at 4:00 PM. This meeting was held at Stonewall Resort, Roanoke, WV, following the Board of Governor's annual workshop. The meeting was published on the West Virginia Secretary of State's Meetings Notice webpage.

I. Call to Order – Open Session

1. Opening Comment

David Hinkle, Chair, called the meeting to order in open session at 4:00 PM.

Board members present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Jeffery H. Powell, Anna Romano, and Jillian Sole

Board Members Absent:

Lisa Q. Lang, Rick Pruitte, Larry J. Puccio, Jr., and Haley Thomas.

President's Cabinet Members Present:

Anthony Hancock (President), Dale Bradley, Cyndee Sensibaugh, and Michael Waide

Others Present:

David Beighley, and Amanda Hawkinberry

II. Resolution for Approval to Proceed with 5-Year Lease for Pierpont's Culinary Program – Action Item

Mr. Dale Bradley presented for approval a resolution to engage a 5-year lease with Middletown Commons for the purpose of relocating Pierpont's Culinary Program from its current site at Locust Avenue.

A discussion was held on the timeline for the move, and the facility parking, security, utilities, insurance, and custodial care. The Board reviewed the current enrollment and the possibilities of enrollment expansion at this new location.

Discussion on offering a retail space was entertained, as well as expanding the lease an additional 5 years.

Chair, David Hinkle, asked for a motion on the resolution. Jillian Sole offered a motion to approve the engagement of a 5-year lease with Middletown Commons, with the stipulation to add the option of an additional 5-years lease and the opportunity to lease a space for the expansion of a retail area. Thomas F. Cole seconded the motion. All agreed. Motion carried.

IV. Adjournment

There being no further business, Jillian Sole offered a motion to adjourn the meeting at 4:52 PM. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

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MINUTES OF JANUARY 13, 2022
WORKSHOP MEETING OF THE
BOARD

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS WORKSHOP MEETING
January 13, 2022
2:00 PM

MINUTES

Notice of Meeting and Attendance

A workshop meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on January 13, 2022, beginning at 2:00 PM. This meeting was held at National Aerospace Education Center, Bridgeport, WV. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order – Open Session

1. Opening Comment

David Hinkle, Chair, called the meeting to order in open session at 2:11 PM.

Board members present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, and Jillian Sole

Board Members Absent:

Rick Pruitte, Larry J. Puccio, Jr., Anna Romano, and Haley Thomas.

President's Cabinet Members Present:

Dr. Anthony Hancock (President), Dale Bradley, Lyla Grandstaff, Amanda Hawkinberry, and Dr. Michael Waide

Others Present:

Dr. Brad Gilbert, Dr. Kari Coffindaffer, and Dr. Susan Coffindaffer

2. Workgroup Discussion

Mr. Dale Bradley reviewed the *FY 22 December 31, 2021 Finance Report* with Pierpont's Board of Governors and answered various questions related to the documents.

Ms. Lyla Grandstaff discussed current and past enrollment trends with Pierpont's Board of Governors and answered questions pertaining to enrollment.

II. Executive Session – Closed Session

1. Entering Executive Session – Closed Session

At 4:03 PM, Anthony Hinton moved pursuant to 6-9-A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Lisa Q. Lang seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

Items brought into Executive Session:

- a. Discussion on personal matters and attorney client privilege (*David L. Hinkle, Chairman of the Board*)

2. Exiting Executive Session – Back to Open Session

At 5:04 PM, Lisa Q. Lang motioned to exit Executive Session and return to Open Session. Thomas F. Cole seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

No items were brought forward from Executive Session.

IV. Adjournment

There being no further business, Lisa Q. Lang offered a motion to adjourn the meeting at 5:08 PM. Thomas F. Cole seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

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MINUTES OF JANUARY 26, 2022
SPECIAL MEETING OF THE BOARD

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS SPECIAL MEETING
January 26, 2022
5:00 PM**

**National Aerospace Education Center (NAEC)
1050 East Benedum Industrial Drive, Room 103
Bridgeport, WV 26330**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on January 26, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order – Open Session

1. Opening Comment

David Hinkle, Chair, called the meeting to order in open session at 5:07 PM.

Board members present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, Larry J. Puccio, Jr., Anna Romano, and Jillian Sole

Board Members Absent:

Rick Pruitte and Haley Thomas

Others Present:

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

II. Executive Session – Closed Session

1. Entering Executive Session – Closed Session

Jillian Sole moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Anthony Hinton seconded the motion. All agreed. Motion carried.

Items brought into Executive Session:

- a. Review and discuss institutional operations, functions, and structure (*David L. Hinkle, Chairman of the Board*)

2. *Exiting Executive Session – Back to Open Session*

Jillian Sole moved to exit Executive Session and return to Open Session. Jeffrey H. Powell seconded the motion. All agreed. Motion carried.

3. *Items brought forward from Executive Session*

The Pierpont Board of Governors will meet on February 2, February 9, and February 16, 2022 at 5:00 p.m. The meetings will take place at the National Aerospace Education Center in Bridgeport, WV.

a. Review cost analysis of the Veterinary Technology and Culinary programs

Anthony Hinton moved:

That the Pierpont Board of Governors will meet on February 2, 2022 at 5:00 p.m. to review a cost projection the Veterinary Technology and Culinary program. The cost projection will include a clear understanding of what funding is available and what the gap is for each program.

Jeffrey H. Powell seconded the motion. All agreed. Motion carried.

b. Move forward with a discussion of a strategic partnership with Fairmont State University

Anthony Hinton moved:

That the Pierpont Board of Governors will discuss a potential strategic partnership between Pierpont Community & Technical College and Fairmont State University to look at opportunities from an operational perspective.

Anthony Hinton moved to amend this motion by inserting the statement that Pierpont Community & Technical College will engage with a legislative consultant to assist in the exploratory process with the intent of maintaining the College's best interests.

Jillian Sole seconded the motion. All agreed. Motion carried.

c. Pause on spending of new programs

Anthony Hinton moved:

That Pierpont Community & Technical College will pause spending on any new programs until Pierpont sees where strategic partnership with Fairmont State University may lead.

Anna Romano seconded the motion. All agreed. Motion carried.

d. Pause Pierpont Community & Technical College's Presidential Search

Jillian Sole moved:

That Pierpont Community & College will pause the Presidential Search for 30 days.

Anthony Hinton seconded the motion. All agreed. Motion carried.

IV. Adjournment

There being no further business, Jeffery H. Powell offered a motion to adjourn the meeting. Brian S. Bozarth seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

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MINUTES OF FEBRUARY 9, 2022
SPECIAL MEETING OF THE BOARD

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS SPECIAL MEETING
February 9, 2022
5:00 PM**

**National Aerospace Education Center (NAEC)
1050 East Benedum Industrial Drive, Room 103
Bridgeport, WV 26330**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 9, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order – Open Session

1. *Opening Comment*

David Hinkle, Chair, called the meeting to order in open session at 5:08 PM.

Board members present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, Anna Romano, and Jillian Sole

Board Members Absent:

Rick Pruitte, Larry J. Puccio, Jr. and Haley Thomas

Others Present:

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

II. Committee of the Whole

1. Resolution for Approval to Execute Lease with Middletown Commons for the Culinary Program (*Dale Bradley, CFO/VP of Finance and Administration*) – **Action Item**

Chairman Hinkle called for a motion to approve the lease but not the budget for relocation. Thomas F. Cole offered a motion to approve the lease for the space of the Culinary program. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

III. Executive Session – Closed Session

1. *Entering Executive Session – Closed Session*

Lisa Q. Lang moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Anthony Hinton seconded the motion. All agreed. Motion carried.

Items brought into Executive Session:

- a. Review and discuss institutional operations, functions, and structure (*David L. Hinkle, Chairman of the Board*)

2. *Exiting Executive Session – Back to Open Session*

Anthony Hinton moved to exit Executive Session and return to Open Session. Jillian Sole seconded the motion. All agreed. Motion carried.

IV. Committee of the Whole

1. Resolution for Approval of Capital Funding for the Purchase of Equipment; Information Technology Infrastructure; Furniture and Fixtures; and Relocation Costs to facilitate the relocation of the Culinary Program to the Middletown Commons. (*Dale Bradley, CFO/VP of Finance and Administration*) – **Action Item**

Anthony Hinton moved to approve \$400,000 to move forward with the purchase of equipment for the culinary program's relocation. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

V. Adjournment

There being no further business, Jeffery H. Powell offered a motion to adjourn the meeting. Thomas F. Cole seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

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Tab

2

ACADEMIC AFFAIRS REPORT



Office of the Provost
Pierpont Community & Technical College
North Central WV Advanced Technology Center
500 Galliher Drive, Fairmont, WV 26554

Michael Paul Waide, Ed.D.
AcademicAffairs@pierpont.edu
Phone 304-367-4602

Operational Report from Academic Affairs

A new academic term is underway. With the beginning of the term, the Office of Academic Affairs experienced the transition of Ms. Amanda Hawkinberry, former administrative assistant, to the Office of the President. Academic Affairs is pleased to announce the hiring of Ms. Skye Feather, who will assume administrative duties in the Office of Academic Affairs on February 14, 2022. Ms. Feather was the hiring committee's selection and recommendation and transfers to Academic Affairs from Pierpont's Student Services. Welcome to Academic Affairs, Skye!

Contained in the operational report from Academic Affairs are updates from the academic schools' deans and directors of areas within Academic Affairs since the previous report to the Board of Governors (BOG).

Academic Schools

Business, Aviation, & Technology

Several BAT programs and faculty moved over the summer from Locust Avenue to other locations. The combined programs of Graphics Technology, Applied Design, and Drafting/Design Technology have completed one semester of teaching in their new combined lab, the new computers are installed, and planned spring upgrades include large screen TV monitors replacing the overhead projector screen. The projector and screen are being repurposed into ATC 215 to enhance the lecture capabilities of that classroom.

Educate to Elevate, the Business Management program for First Energy Call Center admitted 7 additional students to be blended into the existing cohort. In addition, 3 new students were admitted into the new CAS in Technical Drafting and will take 1 class a semester at night toward their degree. The Aviation Maintenance program enrollment cap was increased to 130 in the fall term and capacity is currently at 126 students. The

program fleet increased by two aircraft. Curriculum changes to the Advanced Welding Program were approved by Faculty Senate and will be implemented Fall 2022. Dean Coffindaffer met with several potential industry partners to discuss internship opportunities in information systems, business, and cybersecurity.

General Education & Professional Studies

The faculty and staff of Pierpont's School of General Education and Professional Studies (GEPS) have been actively engaged in numerous activities since last reporting. GEPS program coordinators are preparing 16 curriculum proposals intended to enhance course and program curriculum, provide greater flexibility for student scheduling, and improve assessment activities. Additionally, the Nutrition and Dietetics Technology degree program submitted a self-study to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in preparation for a February/March 2022 accreditation site visit. Finally, Pierpont's administration and GEPS leadership have been actively engaged in identifying spaces for the Early Childhood Education, inclusive of Pierpont's Laboratory Preschool, and Food Service Management programs' relocation from the Locust Avenue campus.

Health Sciences

The School of Health Sciences is planning an open house on Saturday, February 19, offering hands-on activities for potential students interested in health care occupations. Work continues on a joint licensed practical nursing (LPN) program with West Virginia Northern Community & Technical College. Our revised curriculum was approved by committee and will be sent to Senate for final approval. The new program will offer students a one-year, full-time LPN hybrid program, which offers a shortened time-to-completion and a flexible delivery format. The new program and our new program coordinator are on the WV LPN Board agenda for approval on February 17, 2022. Additionally, the new hybrid program in *Medical Billing & Coding*, a one-year degree, began this spring term.

Accreditation & WV Higher Education

In January 2022, the provost submitted a formal request to the WV Community & Technical College System (CTCS) to amend Pierpont's degree inventory, updating the CIP (classification of instructional programs) code for our degree in Radiologic Technology.

The approved request allows inclusion of Pierpont's program in the proposed funding formula for higher education.

The Office of Academic Affairs in collaboration with CTCS renewed Pierpont's NC-SARA application. NC-SARA is a multi-state reciprocity agreement for colleges and universities. Pierpont's partnership and approval for participation allows Pierpont to offer online courses or programs across state and territorial lines across the U.S. Pierpont is accredited by the Higher Learning Commission to offer these distance education offerings.

Higher Learning Commission

The Higher Learning Commission (HLC) will conduct a multisite visit to Pierpont on April 18, 2022, visiting two of Pierpont's additional locations: (a) the NAEC and (b) Pierpont's Radiologic Technology program at WVU-Medicine in Morgantown. The visit is a requirement for all higher education institutions (HEI) in the eighth year of their accreditation cycle. Pierpont is presently in year eight of its accreditation cycle.

Additionally, the HLC will complete a campus evaluation visit (CEV) in June 2022 to formally approve 500 Gallihier Drive as Pierpont's main campus.

Pierpont's next comprehensive accreditation on-site review by HLC is scheduled for October 2023. Pierpont's submission of an assurance argument will be September 2023. An inclusive team of representative members across the Pierpont community have begun work on the draft of Pierpont's argument and the collection of supporting evidence for accreditation.

Specialized Accreditors

A site team for the accreditation of Pierpont's Nutrition program will be on site to meet with program administrators on Monday, February 28, 2022, from 9:30 am to noon. In November 2021, Pierpont received notification of the full accreditation status of Pierpont's Veterinary Technology two-year degree program.

e-Learning

Over the winter break, Pierpont successfully migrated the learning management system, Blackboard, from WVNET to Blackboard SaaS, a cloud-based platform. The migration was completed during the holiday break to minimize to keep disruption for students and faculty. Work towards establishing an e-College, which would oversee the development and deployment of online courses and programs, continues simultaneously

with the suggested revision of BOG Policy 61 on distance learning. During the Spring semester, work will begin to develop or re-develop all online General Education courses and several courses from other disciplines. Processes are being written to approve new online course offerings to ensure Pierpont sees a return on the investment of developing the courses online. A new internal resource site for online faculty will be completed and shared in February, providing instructional faculty with resources for development and training. Finally, the executive director of e-Learning and an academic dean have begun a review of completed/received RFPs to develop quality online general education thru.

Institutional Research and Data Reporting

At the end of February, Pierpont will begin the annual submission of institutional data to the Higher Learning Commission (HLC). This annual submission of data is required of all HLC-accredited institutions. To facilitate the drafting of Pierpont's assurance argument for re-accreditation with HLC, a survey will go to the campus community and solicit input from members of the campus community.

Pierpont's institutional researcher will be working collaboratively with Student Services and Academic Affairs, under the leadership of VP Grandstaff, to develop a strategic enrollment plan for Pierpont Community & Technical College. This plan will help the College think strategically about enrolling and retaining students, budget planning, and the allocation of resources. This work is connected to preparation for an HLC comprehensive visit in the fall of 2023.

Student Success & Completion

The Office of Student Success & Completion has formed a Student Success workgroup to gather and evaluate information on student progress, persistence, retention, and completion. This data will be used to inform improvements for students. The Office of Student Success & Completion has reached out to 187 students on academic probation for the Spring 2022 semester to advise them of their academic standing, conduct self-assessments, and develop academic success plans in partnership with the students. Student Success & Completion has requested referrals from faculty to identify students who are experiencing academic difficulty early in the semester. By identifying these students, the Office of Student Success & Completion can address their needs and promote their academic success. The Office of Student Success & Completion has developed a peer

mentoring program to help students connect to the institution's services and resources, find information on policies and dates, develop time management strategies, and serve as an encouraging, supportive mentor to first year and returning students at Pierpont.

Teaching Excellence & Assessment

The Center for Teaching Excellence, Assessment, & Inclusion has been compiling institutional assessment data for two primary general education outcomes, Written Communication and Quantitative Literacy, and is assisting the General Education committee in implementing a plan for the assessment of Oral Communication for spring 2022. The group will develop a common evaluation tool for all capstone courses to ensure that all Pierpont graduates are being assessed equitably.

The Office has been developing and curating learning modules for instructional faculty in the Blackboard Community, including Faculty Development Day resources and the upcoming spring 2022 faculty newsletter.

The Director has also been assisting in the revision of student learning outcomes and curricular alignment, most recently for the following: Business Technology tracks (Management and Accounting); science courses; and revisions to the Laboratory Assistant curriculum. Additionally, the Center's director serves on a work group for Pierpont's upcoming re-accreditation report and is compiling evidentiary information.

Tutoring Services

Tutorial Services' in-house tutors provided 98 hours of tutoring to students in the Fall semester. Service was suspended for the eight weeks following Fall final exams, which was winter break for the College, and resumed on January 31st. Face-to-face tutoring is now available for 25 hours per week at the Advanced Technology Center and 12 hours per week at the Caperton Center. Tutoring is coordinating with the Medical Laboratory Technician faculty this semester to offer a weekly study hall for the students in that program. The next steps for this semester will be to increase student awareness of Tutorial Services via the student newsletter, fliers, signage, and faculty coordination. Additionally, steps will be taken to cultivate a more welcoming atmosphere for students in the tutoring space.

CLASSIFIED STAFF REPORT

BOG Report
Classified Staff Council
February 15, 2022

Pierpont Classified Staff Council met via conference call on December 15, 2021 and January 26, 2022.

Items covered were:

- *November and December 2021 Meeting Minutes were approved.
- *Committee Reports
- *\$302 was the profit from the Fan Cloth Fund Raiser for the Classified Staff Scholarship Fund.

Under New Business, Classified Staff Council Chair resigned. Amanda Hawkinberry has taken a new position. Council extends best wishes to Amanda in her new position and thanks her for the time she served as Council Chair.

In December 2021, Vice-Chair, Mary Jo Rutherford took the position of Interim Chair. A nomination and special election were held in January 2022 by HR to fill the Chair's position. Mary Jo Rutherford will serve as Chair. The unexpired term will run until June 30, 2023. Jillian Sole was appointed as Vice-Chair.

On January 26, 2022, Classified Staff Council met. John Davis, Registrar met with classified staff to discuss and answer questions on how scheduling will work for the Fall 2022 Semester.

That concludes my report.

Mary Jo Rutherford
Chair
Pierpont Classified Staff Council
500 Galliher Drive
Fairmont, WV 26554
304-367-4919
E-mail: mrutherford@Pierpont.edu

STUDENT GOVERNMENT ASSOCIATION REPORT

The Student Government Association has various future projects they are working on for the Spring Semester. These include the Student Engagement Initiative, a program allowing students to complete a service project while receiving a small stipend, programming celebrating Black History Month, and various other engagement activities throughout the semester.

Tab

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Board of Governors
Budget/Finance Report FY 2022
Pierpont Community & Technical College
as of January 31, 2022

SUMMARY:

The projected effect on net assets for FY 2022 as of January 31, 2022, is an increase of \$62,470.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of January 31, 2022, of \$62,470 represents no change from the December 31, 2021 Budget/Finance Report.

The overall Operating Revenue Budget increased by \$583,634. All increases were in the Auxiliary Funds and were related to finalizing changes regarding Housing, Meal Plans, Capital Funds, Falcon Center, and Parking revenues that were transferred to FSU in the previous fiscal year but are now retained by Pierpont and used as part of the payment of the FY 22 \$1.3M obligation to FSU identified in the FY 21 Final Separation Agreement. As a result of these changes the Auxiliary Enterprise Revenue increased by \$365,379 and the Other Operating Revenues within the Auxiliary Funds increased by \$218,255.

The overall Operating Expense Budget increased by \$583,634. All increases were in the Auxiliary Funds and were related to finalizing changes regarding Housing, Meal Plans, Capital Funds, Falcon Center, and Parking revenues that were transferred to FSU in the previous fiscal year but are now retained by Pierpont and used as part of the payment of the FY22 \$1.3M obligation to FSU identified in the FY 21 Final Separation Agreement. As a result of these changes the Supplies and Other Services within the Auxiliary Funds increased by \$583,634.

The net effect of the actions was no change to the overall Unrestricted Budget Balance as the Auxiliary Funds increased revenues and increased expenses net to zero.

There was a correction to fund transfer categories within Transfers & Other of \$395,000 which had previously been identified as "Transfers for Capital Projects" and is now correctly identified as "Transfers to Plant Reserves".

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

- The institution has realized approximately 79% of projected tuition and fees revenue.
- The institution has realized approximately 106% of auxiliary enterprise revenues.
- The institution has realized approximately 80% of overall revenues.
- The institution has incurred approximately 46% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$4,725,011.

PLANT FUNDS

Plant funds have now been updated and added to the Budget/Finance Report. Plant Funds do not have an Operating Revenue budget due to funds only getting transferred into plant funds from other fund types; primarily from Unrestricted Funds. There are no Tuition and Fee revenues that go directly into Plant Funds.

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

- The institution has realized approximately 151% of projected transfers into Plant Funds.
- The institution has incurred approximately 77% of operating expenses.
- The institution has incurred approximately 51% of non-operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,213,942.
- The current uncommitted cash balance in Plant Funds and the Facilities Fee Fund is \$2,458,349.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)
As of January 31, 2022

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,387,309	7,546,982	5,988,762	79.35%
	Auxiliary Enterprise Revenue	457,000	505,379	538,373	106.53%
	Other Operating Revenues	303,253	517,628	333,377	64.40%
	Total:	8,147,562	8,569,989	6,860,512	80.05%
OPERATING EXPENSE	Salaries	7,798,934	7,433,786	3,603,326	48.47%
	Benefits	1,702,872	1,740,885	741,604	42.60%
	Student financial aid-scholarships	248,252	248,252	34,990	14.09%
	Utilities	193,062	192,562	104,234	54.13%
	Supplies and Other Services	4,479,713	5,243,680	2,330,458	44.44%
	Equipment Expense	85,695	76,312	36,618	47.98%
	Fees retained by the Commission	101,407	101,407	70,179	69.21%
	Loan cancellations and write-offs	100,000	100,000	71,145	71.15%
	Assessment for Auxiliary Fees & Debt Service	457,000	0	0	0.00%
	Total:	15,166,935	15,136,884	6,992,554	46.20%
OPERATING INCOME / (LOSS)		(7,019,373)	(6,566,895)	(132,042)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	115,000	102,700	0	0.00%
	Investment Income	69,846	69,846	2,209	3.16%
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
	Total:	7,489,830	7,477,530	5,241,695	70.10%
TRANSFERS & OTHER	Capital Expenditures	(22,290)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(395,000)	0	0	0.00%
	Transfers to Plant Reserves	0	(395,000)	(395,000)	0.00%
	Transfers - Other	0	0	10,358	0.00%
	Total:	(448,165)	(448,165)	(384,642)	85.83%
BUDGET BALANCE UNRESTRICTED FUNDS		22,292	462,470	4,725,011	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		(377,708)	62,470	4,725,011	

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

As of January 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	5,835,788	6,148,210	5,175,536	84.2%
	Other Operating Revenues	298,253	5,000	22,575	451.5%
	Total:	6,134,041	6,153,210	5,198,111	84.48%
OPERATING EXPENSE					
	Salaries	7,238,361	6,999,549	3,418,604	48.84%
	Benefits	1,618,039	1,682,909	714,569	42.46%
	Student financial aid-scholarships	237,252	237,252	27,784	11.71%
	Utilities	190,063	189,563	104,090	54.91%
	Supplies and Other Services	3,435,726	3,404,947	1,918,097	56.33%
	Equipment Expense	27,702	20,068	28,014	139.60%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	70,179	69.21%
	Total:	12,948,549	12,735,695	6,281,337	49.32%
OPERATING INCOME / (LOSS)		(6,814,508)	(6,582,485)	(1,083,226)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	69,846	69,846	2,209	3.16%
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
	Total:	7,470,830	7,470,830	5,241,695	70.16%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	(30,875)	0	0.00%
	Transfers for Capital Projects	(395,000)	0	0	0.00%
	Transfers to Plant Reserves	0	(395,000)	(395,000)	0.00%
	Transfers - Other	0	0	0	0.00%
	Total:	(425,875)	(425,875)	(395,000)	92.75%
BUDGET BALANCE PRESIDENTS CONTROLLED FUNDS		230,447	462,470	3,763,469	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		(169,553)	62,470	3,763,469	

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

As of January 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,551,521	1,398,772	813,226	58.14%
	Other Operating Revenues	5,000	294,373	86,547	29.40%
	Total:	1,556,521	1,693,145	899,773	53.14%
OPERATING EXPENSE					
	Salaries	560,574	434,237	184,722	42.54%
	Benefits	84,833	57,976	27,035	46.63%
	Student financial aid - scholarships	11,000	11,000	5,705	51.86%
	Utilities	2,999	2,999	144	4.80%
	Supplies and Other Services	1,043,987	1,115,099	114,849	10.30%
	Equipment Expense	57,994	56,244	8,604	15.30%
	Loan cancellations and write-offs	0	0	0	0.00%
	Total:	1,761,387	1,677,555	341,059	20.33%
OPERATING INCOME / (LOSS)		(204,866)	15,590	558,714	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	19,000	6,700	0	0.00%
	Investment Income	0	0	0	0.00%
	Total:	19,000	6,700	0	0.00%
TRANSFERS & OTHER					
	Capital Expenditures	(22,290)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	10,358	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	Total:	(22,290)	(22,290)	10,358	0.00%
BUDGET BALANCE FUND MANAGER CONTROLLED FUNDS		(208,156)	(0)	569,072	

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing
 As of January 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	457,000	505,379	538,373	106.53%
	Other Operating Revenues	0	218,255	224,255	102.75%
	Total:	457,000	723,634	762,628	105.39%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	457,000	0	0	0.00%
	Supplies and Other Services	0	723,634	297,512	41.11%
	Student financial aid-scholarships	0	0	1,501	0.00%
	Loan cancellations and write-offs	0	0	71,145	
	Total:	457,000	723,634	370,158	51.15%
OPERATING INCOME / (LOSS)		0	0	392,470	
BUDGET BALANCE AUXILIARY FUNDS		0	0	392,470	

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

As of January 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	0	0	0	0.0%
	Total:	0	0	0	0.00%
OPERATING EXPENSE	Supplies and Other Services	0	223,195	172,454	77.27%
	Total:	0	223,195	172,454	77.27%
OPERATING INCOME / (LOSS)		0	(223,195)	(172,454)	
NONOPERATING REVENUE (EXPENSE)	Investment Income	0	2,000	0	0.00%
	HEPC Debt Service	0	(269,416)	(135,273)	50.21%
	Total:	0	(267,416)	(135,273)	50.59%
TRANSFERS & OTHERS	Capital Expenditures	0	(1,223,331)	(373,331)	30.52%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers to Plant Reserves	0	2,895,000	2,895,000	100.00%
	Transfers - Other	0	0	0	0.00%
	Total:	0	1,671,669	2,521,669	150.85%
BUDGET BALANCE PLANT FUNDS		0	1,181,058	2,213,942	