

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS SPECIAL MEETING
February 23, 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 23, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. A videoconference (Zoom) option was made available to participants. 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 5:05 PM.

Board members present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Lisa Q. Lang, Jeffery H. Powell, Anna Romano, Jillian Sole, and Haley Thomas (via Zoom)

Board Members Absent:

Anthony Hinton, Rick Pruitte, and Larry J. Puccio, Jr.

Others Present:

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

2. Public Comment

Chairman Hinkle asked if there were any requests for public sign up of comments to the Board. The following individuals provided comments:

Dr. Ironda Campbell
Lyla Grandstaff
Julie Cryser

Vickie Findley
Dr. Susan Woods-Coffindaffer

II. Interim President's Report – Informational

1. Interim President Anthony Hancock had nothing to report.

III. Institutional Reports

1. Dr. Michael Waide offered the following comments with his report:
 - The Office of Academic Affairs welcomed Skye Feather as the new Administrative Assistant, Sr.
 - Curriculum revision of the LPN program was approved by the WV LPN Board. This will change the program from a 2-year part-time certificate program to a 1-year intensive certificate program.
 - The accrediting body ACEND will evaluate the Nutrition and Dietetics program next week.
 - Pierpont transitioned to our own cloud hosting of the Blackboard Learning Management system.
 - Deans are currently working on course schedules for all next year.

A detailed report was provided in detail in the February 23, 2022 Board Book. No questions were received.

IV. Approval of Minutes

1. Chairman Hinkle called for a motion to approve the minutes from the November 16, 2021, December 13, 2021, January 13, 2022, January 26, 2022, and February 9, 2022 meetings. Jeffery H. Powell moved to table the minutes. Brian Bozarth seconded the motion. All agreed. Motion carried.

V. Institutional Reports

1. Ms. Mary Jo Rutherford shared her report with the Board. The report was provided in detail in the February 23, 2022 Board Book. No questions were received.
2. Ms. Raven Thomas shared her report with the Board. The report was provided in detail in the February 23, 2022 Board Book. Chairman Hinkle inquired about the Student Engagement Initiative. Ms. Thomas explained that students will receive a \$500 stipend for completed Student Engagement Service

Projects.

VI. Committee of the Whole

1. Mr. Dale Bradley shared that the details of the January 31, 2022 Combined Finance Report were provided in the February 23, 2022 Board Book.

VII. General Information and Discussion

1. Veterinary Technology Program Expenses

Bid opening for the Veterinary Technology Building in Clarksburg, WV has been rescheduled for March 8.

Mr. Dale Bradley presented the *Vet Tech Program Estimated Operating Costs FY 23* and *Sources and Use of Funds FY 23 & FY 24 Relocation to Clarksburg* documents and answered various questions from Board members.

2. Early Childhood Program Updates

A discussion was held on location options for the program. The administration believes the Middletown Commons to be the best option for the Early Childhood program. Mr. Dale Bradley presented the *Early Childhood Program (Day Care Facility) Estimated Revenue & Operating Costs FY 23* and the *Early Childhood Program Relocation Projected Costs* documents to the Board. Mr. David Beighley and Mr. Dale Bradley answered various questions from Board members.

3. Presidential Search

Mr. George Perich reported that he spoke with the President Search Firm and informed them of the 30-day hold on the search.

4. 2023 Budget

Chairman Hinkle would like to hold two work sessions to discuss the FY 2023 budget. Board members will send their availability

5. Review and discussion of programs located on the Fairmont State University's property

The administration will develop a timeline of the program moves off of Fairmont State University's campus. Dr. Waide discussed contingency plans for the Culinary, Early Childhood, and Veterinary Technology programs.

6. Update on the partnership between Pierpont Community & Technical College and Fairmont State University.

The legislative bill to bring both colleges back together to bring Pierpont Community & Technical College a division of Fairmont State University will be presented to the Senate Education Committee tomorrow.

VIII. 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. Jeffery H. Powell 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

Thomas F. Cole moved to exit Executive Session and return to Open Session. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

No items were brought forward from Executive Session.

IX. Adjournment

There being no further business, Jeffery H. Powell offered a motion to adjourn the meeting. Lisa Q. Lang seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

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

Pierpont Vision Statement: Empowering individuals to transform their lives through education.

Pierpont Tagline: Education that Works.



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

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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.

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
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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	

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.

Pierpont Community & Technical College

Vet Tech Program Estimated Operating Costs FY 23

Estimated Additional Operational Costs

<u>Operating Cost</u>	<u>Amount</u>
Custodial Services	5,000.00
Utility Costs	10,000.00
Insurance	<u>2,500.00</u>
Total Estimated Additional Operational Costs	<u>17,500.00</u>

Pierpont Community & Technical College

Vet Tech Program Estimated Operating Costs FY 24

Estimated Additional Operational Costs

<u>Operating Cost</u>	<u>Amount</u>
Custodial Services	12,000.00
Utility Costs	8,500.00
Telecommunications	1,500.00
Supplies	2,500.00
Insurance	<u>2,500.00</u>
Total Estimated Additional Operational Costs	<u>27,000.00</u>

Pierpont Community & Technical College
Veterinary Technology Program
Sources and Uses of Funds FY 23 & FY 24
Relocation to Clarksburg

<u>ACCOUNT</u>	<u>ACCOUNT TITLE</u>	<u>FY 22</u> <u>BUDGET</u>	<u>ADDITIONS</u> <u>FY 23</u>	<u>FY 23</u> <u>BUDGET</u>	<u>ADDITIONS</u> <u>FY 24</u>	<u>FY 24</u> <u>BUDGET</u>
Sources of Funding						
3100	Education and General Funds	2,015.00	17,500.00	19,515.00	15,000.00	34,515.00
3125	Course Fee Funds	1,200.00		1,200.00		1,200.00
3167	Program Fee Funds	12,903.76		12,903.76		12,903.76
5971	State Appropriations	<u>189,106.89</u>		<u>189,106.89</u>		<u>189,106.89</u>
TOTAL	Sources of Funding	<u>205,225.65</u>	<u>17,500.00</u>	<u>222,725.65</u>	<u>15,000.00</u>	<u>237,725.65</u>
LABOR						
Personnel Services						
69H292	ADJUNCT FACULTY	4,074.00		4,074.00		4,074.00
69H286	FACULTY	152,182.00		152,182.00		152,182.00
69H105	Annual Increment	<u>2,400.00</u>		<u>2,400.00</u>		<u>2,400.00</u>
TOTAL	Personnel Services	158,656.00	0.00	158,656.00	0.00	158,656.00
Fringe Benefits						
692330	FICA EMPLOYER SHARE	9,895.08		9,895.08		9,895.08
692331	MEDICARE EMPLOYER SHARE	2,241.44		2,241.44		2,241.44
69H106	PEIA FEES	150.00		150.00		150.00
69H109	PUBLIC EMPLOYEES INSURANCE	8,712.00		8,712.00		8,712.00
69H111	WORKERS COMPENSATION	397.45		397.45		397.45
69H113	PENSION AND RETIREMENT	9,356.92		9,356.92		9,356.92
69H114	WV OPEB CONTRIBUTION	<u>4,176.00</u>		<u>4,176.00</u>		<u>4,176.00</u>
TOTAL	Fringe Benefits	34,928.89	0.00	34,928.89	0.00	34,928.89
TOTAL LABOR		<u>193,584.89</u>	<u>0.00</u>	<u>193,584.89</u>	<u>0.00</u>	<u>193,584.89</u>

**Pierpont Community & Technical College
Early Childhood Program (Day Care Facility) Estimated Revenues & Operating Costs FY 23**

Estimated Additional Operational Revenues

<u>Revenue Source</u>	<u>Amount</u>
Infants	76,960.00
Young Toddlers	109,200.00
Older Toddlers	141,440.00
School Age	179,400.00
Wrap Around Care (Before and After School)	<u>96,600.00</u>
Total Day Care Facility Estimated Revenues	603,600.00

Estimated Additional Labor Costs

<u>Labor Cost</u>	<u>Amount</u>
Salaries	287,660.00
Benefits	<u>104,016.00</u>
Total Day Care Facility Labor Costs	391,676.00

Estimated Additional Operational Costs

<u>Operating Cost</u>	<u>Amount</u>
Lease -MC	102,000.00
Custodial Services	17,000.00
Utility Costs	19,000.00
Telecommunications	1,500.00
Food - Misc	20,000.00
Insurance Costs	<u>5,000.00</u>
Total Day Care Facility Operational Costs	<u>164,500.00</u>

Total Expenses **556,176.00**

REVENUES ABOVE OR (BELOW) EXPENSES **47,424.00**

Veternairy Technology Program
Sources and Uses of Funds FY 23 & FY 24
Relocation to Clarksburg

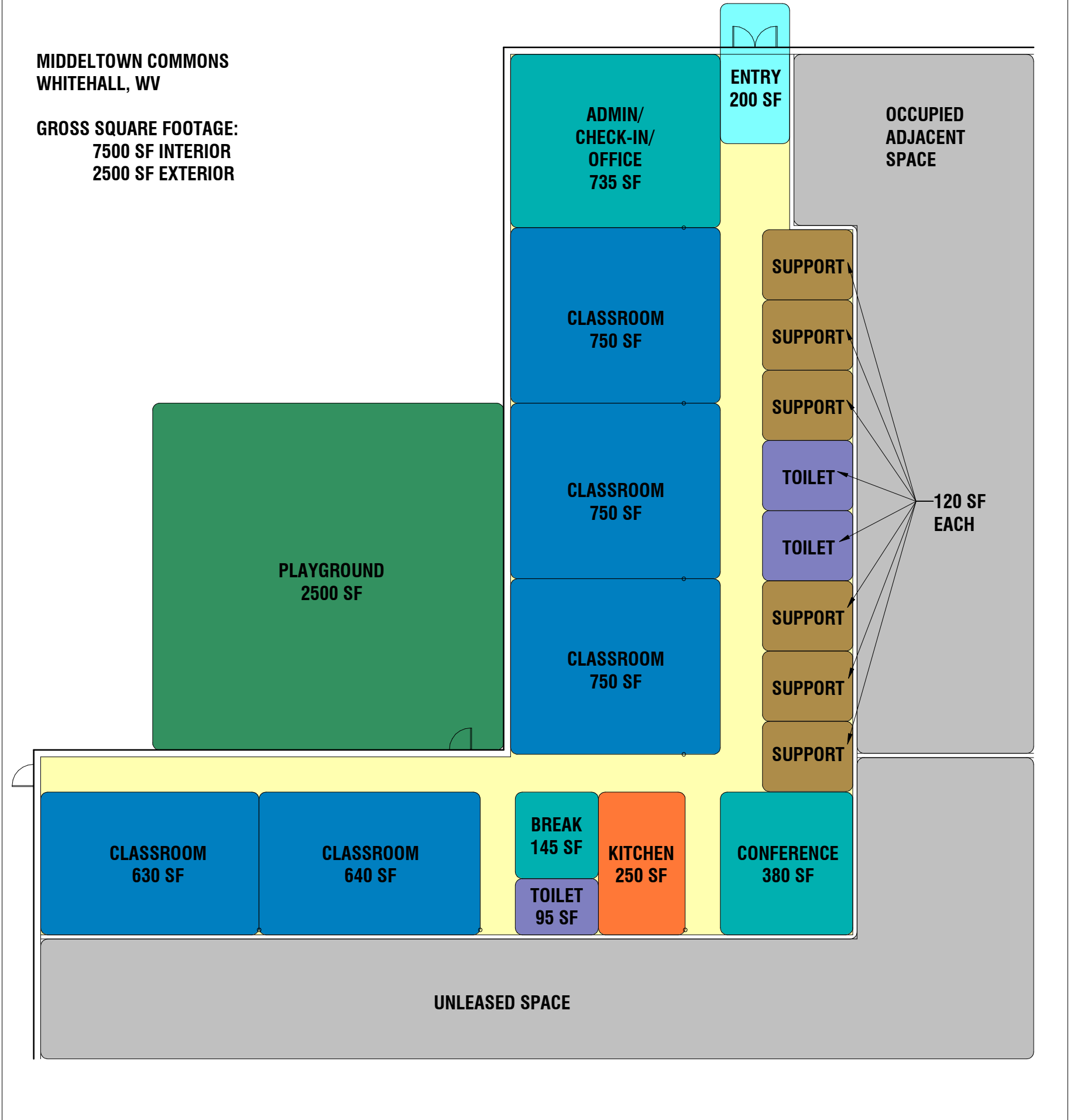
OPERATING EXPENSES						
79H116	OFFICE EXPENSE	1,016.23	2,500.00	3,516.23	5,000.00	8,516.23
79H117	PRINTING AND BINDING	300.00		300.00		300.00
79H119	UTILITIES		\$10,000.00	10,000.00	8,500.00	18,500.00
79H120	TELECOMMUNICATIONS	337.50		337.50	1,500.00	1,837.50
79H122	CONTRACTURAL SERVICES	\$500.00	5,000.00	5,500.00		5,500.00
79H127	TRAVEL EMPLOYEE	216.00		216.00		216.00
79H133	RENTAL (PRINTING,COPYING and MISC)	1,500.00		1,500.00		1,500.00
79H138	SUPPLIES	6,200.03		6,200.03		6,200.03
79H148	HOSPITALITY	231.00		231.00		231.00
79H157	TRAINING AND DEVELOPMENT-IN STATE	540.00		540.00		540.00
79H159	POSTAL	200.00		200.00		200.00
79H253	RESRCH/ED AND MEDICAL EQUIP REPAIR	600.00		600.00		600.00
TOTAL OPERATING EXPENSES		<u>11,640.76</u>	<u>17,500.00</u>	<u>29,140.76</u>	<u>15,000.00</u>	<u>44,140.76</u>
TOTAL SOURCES & USES OF FUNDS						
TOTAL	Sources of Funds	205,225.65	17,500.00	222,725.65	15,000.00	237,725.65
TOTAL	Labor	193,584.89	0.00	193,584.89	0.00	193,584.89
TOTAL	Expenses	<u>11,640.76</u>	<u>17,500.00</u>	<u>29,140.76</u>	<u>15,000.00</u>	<u>44,140.76</u>
NET		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Early Childhood Program Relocation Projected Costs

Description	Amount/Commitments
Classroom Materials	\$ 75,000
Information Technology & Security	\$ 30,000
Outdoor Learning	\$ 20,000
Office and Classroom Furniture	\$ 25,000
Total	<u>\$ 150,000</u>

MIDDELTOWN COMMONS
WHITEHALL, WV

GROSS SQUARE FOOTAGE:
7500 SF INTERIOR
2500 SF EXTERIOR



1 Schematic Layout 01

SCALE: 1/16" = 1'-0" SHEET: SK-1.0