



BOARD

OF

GOVERNORS

September 18, 2018

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

September 18, 2018

Falcon Center Board Room
1201 Locust Avenue, Fairmont, WV 26554

1:00 PM **NCWV Advanced Technology Center Advisory Board Meeting**
Pierpont Advanced Technology Center, Room 216 A

Warren “Chip” VanAlsborg – Chair
Thomas Barlow – Vice Chair
Sharon Shaffer – Recording Secretary
Brian Bozarth, R. Travis Crigger, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver - Members

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2:00 PM **Full Board Meeting**
Pierpont Advanced Technology Center, Room 216 A

Warren “Chip” VanAlsborg – Chairman
Sharon Shaffer – Vice Chairwoman
Rick Pruitte – Secretary
Thomas Barlow, Brian Bozarth, R. Travis Crigger, Memori Dobbs, Holly C. Kauffman, Linda King, Larry Puccio, Jr., Natalie Stone, and L. Eugene Weaver – Members

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Recent BOG Committee Meetings:

- ✓ BOG Ad Hoc Nominating Committee Meeting held on June 7, 2018
- ✓ BOG Enrollment Management & Communications Committee Meeting held on June 13, 2018
- ✓ BOG Academic and Student Affairs Committee Meeting held on June 14, 2018

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 18, 2018

I. Call to Order in Open Session

1. Opening Comment (*Chairman, Chip VanAlsburg*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for June 19, 2018 **Tab 1 – Action Item**

II. Recognitions – Informational

1. Recognition of Josh Smith, IT Development Specialist, and Casey Conaway, LPN Program Coordinator, for provision of Chromebooks to the LPN Program students (*Rob Linger*)

III. President’s Report – Informational (*Dr. Johnny M. Moore*)

IV. Chairman’s Report – Informational (*Chip VanAlsburg*)

V. Operation Reports

Tab 2 – Informational

1. Academic Affairs (*Michael Waide*)
2. Classified Staff Council (*Amanda Hawkinberry*)
3. Center for Workforce Education (*Kimberly Cale*)
4. Pierpont Foundation (*Steve Leach*)

VI. Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*) **Tab 3 – Informational**
 - a. April 30, 2018 Financial Report
 - b. May 31, 2018 Financial Report
 - c. June 30, 2018 Finance Report
 - d. July 31, 2018 Finance Report
2. Review of Vet Tech Design Plans at Caperton Center **Tab 4 – Action Item**




3. Naming of Appointments to the AY 2018-2019 Board of Governors Committees (*Chairman, VanAlsbury*)

Tab 5 – Informational

VII. Committee Reports

1. Audit/Finance and Administration Committee Report (*Rick Pruitte, Chair*)
2. Academic and Student Affairs Committee Report (*Sharon Shaffer, Chair*)
3. Enrollment Management/Communications Committee Report (*Memori Dobbs, Chair*)

VIII. New Business

-  The next regularly scheduled Pierpont Board of Governors Meeting will be held at 2:00 PM on November 13, 2018 at the Pierpont Advance Technology Center
-  The Annual BOG Retreat will be held on December 7, 2018 from 8:00 AM to 4:00 PM at the Pierpont Advanced Technology Center
-  The quarterly ATC Advisory Board meeting will be held on December 7, 2018 during the Annual BOG Retreat at the Pierpont Advanced Technology Center

IX. Old Business

X. Public Comment

XI. 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.

_____ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

XII. Adjournment

Pierpont Mission Statement

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

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Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 19, 2018
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on June 19, 2018, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Brian Bozarth, Randy Travis Crigger, Memori Dobbs, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Natalie Stone (phone), and Eugene Weaver.

Board Members Absent:

Memory Dobbs and Holly Kauffman

President's Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Rob Linger, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

Reporters from the Exponent Telegram and Times West Virginian newspapers and Pierpont's faculty and staff.

I. Call to Order – Open Session

1. Opening Comments

Chip VanAlsbury, Chair, called the meeting to order in open session at 2:07 PM.

Mr. VanAlsbury thanked Dr. Moore and Pierpont's staff for engaging in new programs and partnerships with industries and higher education institutions. He noted that Pierpont is meeting needs and building at the ground level for a new economy in the state. Chairman VanAlsbury expressed that Pierpont's leadership has the passion to put the people that we serve in the forefront.

2. Call for Public Comment

Mr. VanAlsbury announced last call for public sign up for comments to the Board.

3. *Approval of Minutes from the May 15, 2018 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held May 15, 2018 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Thomas Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

There were no recognitions or presentations.

III. President's Report

President Moore stated that the Pierpont faculty and staff are focused on moving Pierpont forward in its mission, building relationships and partnerships and collaborating with other entities. Over the last three weeks a lot of partnerships have been developed and designed to build the infrastructure to educate students to take on new, in-demand jobs.

Dr. Moore shared that Pierpont has been selected by the Higher Learning Commission (HLC) to participate in the prestigious Student Success Academy. In this role, Pierpont will serve as mentor facility using best practices to improve student success. Ms. Nancy Parks is serving as Pierpont's HLC Accreditation Liaison Officer and will use data analytics to identify "Who are our students?" and "How are we serving our students?".

Dr. Moore informed that earlier on this day he served as a panelist at the Petrochemical Construction Conference in Pittsburgh, and reminded the Board that Pierpont is a member of the Tristate Energy and Advanced Manufacturing (TEAM) Consortium. Working with these groups positions Pierpont to support and grow new jobs.

IV. Chairman's Report

The Chairman's comments were provided in opening statement.

V. Operation Reports - Informational

With the exception of the Academic Affairs and Student Affairs Report, the Operation Reports were provide, in advance, within the June 19, 2018 Board of Governors Book. The Academic Affairs and Student Affairs report was provided at the BOG meeting. Staff members were on hand to answer any questions. The reports provided were:

1. *Academic Affairs and Student Affairs*
2. *Classified Staff Council*
3. *Pierpont Foundation*

1. *Financial Report – Informational*

Mr. Dale Bradley summarized the financial reports for the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of April 30, 2018. Complete details were provided in the June 19, 2018 Board of Governors Book.

2. *Resolution for Approval of Institutional Reorganization, Restructuring, and Renaming of Academic Schools – Action Item*

Mr. Michael Waide, Provost, presented for approval the proposed Institutional Reorganization, Restructuring, and Renaming of Academic Schools.

In compliance with Board of Governors Policy No. 1 – *Change in the Organization of Schools, Departments or Other Administrative Units*, Provost Waide representing the Office of Academic Affairs, conferred and met with the President of Pierpont, the duly elected President of the Faculty Senate, and the duly elected President of Classified Staff Council. Through the office of the President, notification was made to the Chairman of the Board as to the proposed institutional reorganization, restructuring, and renaming of academic schools.

At the Board meeting Mr. Waide provided a handout of the new organizational structure for the Office of Academic Affairs. The proposed changes are:

- Elimination of the School of Workforce Development to realign programs and faculty within the School of Business, Aviation, and Technology.
- Renaming the School of Health Careers to the School of Health Sciences
- Renaming the School of Human Services to the School of General Education and Professional Studies
- Moving the Applied Design Program to from the School of Human Services to the School of Business, Aviation and Technology
- Moving Math to the School of Health Sciences
- Creation of Division of Natural Sciences (to be housed in the School of Health Sciences
- Creation of Division of Physical Sciences (to be housed in the School of Business, Aviation, and Technology
- Creation of Division of General Education (to be house in the School of General Education and Professional Studies
- The Center for Workforce Education will report to Academic Affairs

Sharon Shaffer offered a motion to approve the proposed institutional reorganization, restructuring, and renaming of academic schools, as presented. Thomas Barlow seconded the motion. Board members provided discussion on the realignment providing synergy and focus on Pierpont’s mission, along with a culture

to evolve. All agreed to the motion. Motion carried. The Board thanked Provost Waide for working on the realignment.

VI. Committee Reports

1. Audit/Finance and Administration Committee Report

Rick Pruitte, Chair, stated that there were no items to bring before the Board.

2. Ad Hoc Nominating Committee for the Board of Governors Executive Officers

- Nomination and Election of Board of Governors Executive Officers for AY 2018-2019

In accordance with the West Virginia Legislature House Bill 3215 §189B-2A-1, the Ad Hoc Nominating Committee presented a resolution for the approval of the election and establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2018-2019 academic year.

In the weeks prior to the Board meeting, the Ad Hoc Nominating Committee (Holly Kauffman, Linda King, and Rich Pruitte) sent an electronic request to the whole Board for nominations to the BOG Executive Officers positions. The Committee met and reviewed the submitted nominations. Based on the submissions, the Committee presented for approval:

- Chair – Warren VanAlsburg
- Vice Chair – Sharon Shaffer
- Secretary – Brian Bozarth

Rick Pruitte called for any additional nominations from the floor. Hearing none, Linda King offered a motion to approve Warren VanAlsburg as Chair, Sharon Shaffer as Vice Chair, and Brian Bozarth as Secretary. Larry Puccio, Jr. seconded the motion. There was no further discussion on the matter. Motion carried.

3. Academic and Student Affairs Committee Report - Informational

Sharon Shaffer, Chair, invited Rob Linger to discuss the progress of the new Pierpont webpage. Mr. Linger provided a viewing of the webpage template and stated that a link will be provided to the Board members so that they could view the webpage template and forward any questions or thoughts.

Discussion was held on the relocation of the Veterinary Technology Program to the Caperton Center in Clarksburg. Mr. Michael Waide shared that a meeting was held with the architectural firm and a representative from the Higher Education Policy Commission to review details. Board members expressed the positive investment

that the Vet Tech program will have in the Clarksburg community.

4. *Enrollment Management and Communications Committee Report - Informational*

Memori Dobbs, Chair, shared the Committee's report previously with the Board via email.

5. *Ad Hoc New Organizational Structure (NOS) Task Force – Informational*

Dr. Johnny M. Moore shared that the NOS Task Force met at the end of May to define the NOS Task Force plan and purpose. A review of other institutions structures may be conducted. The next meeting is set for the end of June.

VII. New Business

1. The quarterly meeting of the NCWV Advanced Technology Center Advisory Board will meet Tuesday, September 18, 2018 at 1:00 PM.
2. The regularly scheduled Pierpont CTC Board of Governors Meeting will be held on Tuesday, September 18, 2018 at 2:00 PM.
3. New appointments of the Pierpont Board of Governors Committees' chairs, members, and staff liaisons will be announced by the Chairman of the Board at the first Board meeting of AY 2018-2019.

VIII. Old Business

There was no old business to review.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:26 PM, Sharon Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 4:10 PM, Chairman VanAlsbury motioned to exit Executive Session and return to Open Session.

3. Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

XII. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 4:10 PM. Thomas Barlow seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

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Tab

2

ACADEMIC AFFAIRS REPORT

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs reconstituted an "academic affairs round table" to incorporate the multiple voices, visions, and perspectives of faculty and staff in regards to academic affairs for Pierpont. Presently, the group consists of academic deans, assistant deans, admissions and recruiting, enrollment management, e-learning, non-credit continuing education, and the directors of regional locations. The objective for these biweekly discussions are to bring all academic units (i.e., credit, non-credit, centers, college transition) together to a common table for the purposes of: (1) collaborating and (2) strategizing academics Affairs throughout Pierpont.

SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY

Dean Bacza

Applied Design

The APPD moved from the School of Human Services to The School of BAT to create a hub for Design Programs: Graphics, Applied, and Drafting. APPD Curriculum Proposal passed and will finalizing new courses to open in academic year 19-20. APPD Enrollment is up from 14 to 20 after graduating 4 in May 2018. APPD Faculty (Angie Retton & Rachel Breach) also completed Quality Matters Rubric Training this summer and Rachel Beach completed a 32 Hour Class on AutoDesk REVIT.

Graphics

Ashley Huddle was awarded the Robert Heffner outstanding Graphic Student Scholarship for the Fall 2018 term.

Pierpont Graduates for 2017-2018 scored an average of 81.7 % on the national Career Essentials Graphic Design End of Program exam. The cut off is 60% and the national average is 64.3%

Graphics raised its successful completion on all Graphics classes to a "C" or better.

We gained 9 new Graphics majors this fall.

We began the term by administering the Career Essentials Graphic Design Program Pre-test to all Graphics Freshmen. The cutoff score is 65%. 5 of the 8 students taking the exam made the cut score and the freshman class average was 58.5%. The national average this year is 59%.

Drafting/Design/CAD Engineering Technology

Chris Toothman will be applying for promotion.

All graduates are currently employed.

Major overhaul of CAD lab-Windows 10, AutoDesk 2109 products and SolidWorks software upgrade

Successful 5 year program review

Major curriculum revision approved by Industry committee, Curriculum committee and Faculty Senate

Attend ATMAE national conference for accreditation follow up

Information Systems

Enrollment increase. Big increase in 2nd year retention and Female students. We also have students from 5 counties outside of our service area.

	Fal 2016	Fall 2017	Fall 2018	% growth 18
Total	38	37	74	100.00%
Female	2	3	8	166.67%
Taking First Year Courses	22	26	44	69.23%
Taking 2nd Year	16	11	30	172.73%

5-year review, accreditation, self study, develop Spring entry, make ATC lab work with 2nd year courses.

Business

Katie Roeher - QM Certified and attending Entrepreneurial Leadership Institute Webinar (scheduled for next Friday)

Karen Morris - QM Certified and attended League of Innovations Conference. Award for Excellence in Academic Advising for 2017.

Cori Tallman and McKayla Moore placed 4th in the nation at the Phi Beta Lambda Business Club competition in Baltimore, MD.

Accounting and Business Management students and alumni are now connecting through a group on LinkedIn to network for job opportunities.

Accounting and Business Management students attend a Career Lunch and Learn each semester where they are invited to interact with local business representatives.

Alumni survey created and distributed to track where are students are currently employed.

Encourage the State and National Business Competitions for Pierpont students through Phi Beta Lambda.

Karen Morris & Katie Roeher to attend the League of Innovations Conference Spring Semester

Applied Process Technology

We have 1 new adjunct faculty, Mr. Alan Parks, teaching our Mechanics class this fall. He has shown great initiative to get oriented to our program and content and has already developed good relationships with new students.

Also returning as an adjunct, Mr. Joe Filchock is teaching our fluids class this semester. He has been teaching our students since 2015 and has taught a number of different classes for us including Fluids, Mechanics, and Basic, Intermediate and Advanced Instrumentation. Welcome back Joe! Joe was able to come to us through our previous outreach to Dr. Sam Ameri of WVU.

Many of our students serving in summer internships received accolades from our internship sponsoring companies. Two of these students already passed their "C" operator oral boards while on their internships which positions them nicely for full time employment. This does not normally happen until they are full time employees. Also, one student intern has already been offered a full time job pending his completion of the Applied Process Technology, AAS Energy Systems pathway in December 2018.

Three of our diversity students have applied for a diversity scholarship sponsored through First Energy. Thanks to Mr. Alan Wilson of First Energy for championing this scholarship through First Energy.

We doubled the number of new APT students in the fall of 2018 compared to the Fall 2017 semester.

The APT program now has graduates working at many companies including First Energy, Antero, Longview Power, AMBIT's Grantown Power Station, Dominion, Resolute Forest Products, Addivant Chemical, Mark West Energy Partners, and USA Compression.

Petroleum Technology

Nathan Rakestraw was recently elected to serve a one-year term as president of the Bridgeport Rotary Club.

Electric Utility Technician

There are 28 new students this fall.

EUT now has a new model schedule that began this fall. MTH 1204 removed and INTRO to PSYG added.

STREAM

All physics courses taught this semester utilize open source resources only. The free-of-charge online text book comes from Rice University's OpenStax (<https://openstax.org/>). Martina implemented in BlackBoard numerical word problems for each class to substitute for WebAssign, which she used in previous semesters for online homework assignments.

SCHOOL OF HEALTH CAREERS

Interim Dean Vickie Findley

Respiratory Care

Respiratory Care Program is officially accredited. There are approximately 70 students interested in the program.

Electrocardiography

WVU Medicine is interested in working with Pierpont in some of our Health Sciences programs to give their employees an opportunity for career laddering. ECG skill set is one of the programs currently in the works. The plan is to educate the employees so they may obtain their national certification.

Medical Laboratory Technology

Medical Laboratory Technology graduated nine students in the spring. Eight students took the national licensure examination and six passed.

Health Information Technology

Health Information Technology will be promoting the Prior Learning Assessment to individuals who are working in the field and have no degree or certification. The program is looking forward to implementing steps to be a distance education program.

A student, Beverly McKinney in HIT, has been awarded the SPOKES Student of the Year for 2018. SPOKES (Strategic Planning in Occupational Knowledge for Employment and Success). This award is offered through the West Virginia Adult Education Association. The program's goal is to teach participants the skills and attitudes needed in order to obtain and retain employment, with the ultimate goal of self-sufficiency.

Amy Cunningham will be serving as Vice-Chair for the Advisory Council of Faculty for the 2018-2019 AY. She was also selected by HEPC to serve as a facilitator for WV Momentum Planning Academy that will be held Sept 4-6 at Charleston Marriott.

The Planning Academy is a two-day event that brings together institutional teams, each with an assigned CCA-trained facilitator, to refine implementation plans for each strand of the Momentum Pathways project. West Virginia is focused on the components of the Momentum Year, along with Academic Maps with Proactive Advising. The event will consist of a short plenary session on the first day, but most of the time is dedicated to providing teams focused time together to refine their strategies.

Amy is also serving as Assistant Dean for Assessment.

Veterinary Technology and Veterinary Assistant

Veterinary Technology and Veterinary Assistant Programs are eagerly anticipating the finalization of the architectural drawings for their new space.

Physical Therapist Assistant

Physical Therapist Assistant had 100% pass rate on the national examination from the Spring 2017 and 2018. A temporary Program Coordinator, Erin Curry, has been hired.

Radiologic Technology (Technical Studies)

UHC

There have 26 students enrolled in the Radiologic Technology program, 24 of 26 are PCTC enrolled.

One of the PCTC-enrollees, Melinda Nicholson, was a state-wide scholarship recipient, but I may have already reported (and not sure this is the type of info you are pursuing).

Rose Trupo was appointed as the Educator Rep on the WV Medical Imaging and Radiation Therapy Technology Licensing Board.

WVU

Total Radiography enrollment is 35, which 23 are Pierpont participants (10 2nd years and 13 1st years)

- 100% program completion rate in 2018 (all 15 in the 2016 enrollment cohort completed the program) We historically have a good completion rate (80-90%) but it's rare that all make it through.
- 100% 1st time pass rate on the ARRT exam. Class average was 87 which should put our graduate's mean score in the 75-80th percentile range nationwide.
- In March, we successful navigated the USDE's review process and received continued authorization through 2024 to participate in the Title IV Student Financial Aid programs.

- WVU Medicine started construction on a new standalone Children’s Hospital which will become a key clinical rotation for our imaging science students upon completion in 2020.
- We are in the process of rebranding our education section as the “WVU Medicine Imaging Science Education Programs”. We have historically referred to our global operations as the “Radiologic Technology Education Programs but with our expansion into MRI, Echocardiography and our longstanding Ultrasound program, we feel that Radiologic Technology designation was limited and did not fully reflect our educational offerings.

Laboratory Assistant and Phlebotomy

Phlebotomy had 28 students who passed the national certification. Sherri Craddock was appointed the Program Director of Laboratory Assistant and Phlebotomy. She is also serving as the Assistant Dean for Online Learning.

LPN

LPN conducted an Academic and Skills Survival weekend for 26 students on August 19. Activities included CPR certification; basic clinical skills; introduction to textbook resources, student services, and study skills. Additionally this weekend offered a matriculation ceremony that included the presentation of Chromebooks and student practical nurse name badges. Students were provided training from the IT Department on the use of the Chromebooks. A big thank you goes to President Johnny Moore, Amy Cunningham, Suzann Clemens, Josh Smith, Lynn Ebbert, Steve Leach, and Rob Linger for making this weekend a success.

EMS

Emergency Medical Services has officially moved to their new location at the Gaston Caperton Center in Clarksburg. The program shared some of their supplies with the LPN and Respiratory Care Programs so they wouldn’t have to relocate everything.

SCHOOL OF HUMAN SERVICES

Interim Dean Beighley

School of General Education and Professional Studies

Brooke Nissim-Sabat and Pamela Hamilton were selected as participants for the Pierpont Leadership Institute.

Natalie Sypolt's first book, *The Sound of Holding Your Breath*, was published by WVU Press.

GEPS is piloting an Adjunct Mentor Program.

GEPS programs are continuing to explore and establish educational and industry partnerships.

Early Childhood Education and Pierpont Laboratory Preschool

Pierpont's Early Childhood Laboratory Preschool completed renovations to enhance its Reggio-centered pedagogical design.

Food Service Management

Natalie Watson hired as Assistant Professor of Food Service Management: Culinary Arts.

Culinary Arts Program is ranked 19th nationally by Best Choice Schools (second consecutive year ranked in the top 20).

Culinary Arts Program prepared a dish of chilled salmon with grain salad and saffron aioli for the 155th West Virginia birthday celebration on Capitol Hill in Washington D.C. Team members included CA Program Coordinator and Executive Chef Jay Mahoney; Chef Natalie Watson; and CA students Alecca Hunt and Stephen Nebel.

General Education

The following General Education courses housed in GEPS are being developed for Spring 2019 online delivery:

- COM 2200
- ENGL 1104
- ENGL 1108
- ENGL 1109
- HST 1101
- INTR 2200
- MTH 1207
- MTH 1207S
- POL 1101
- PSYG 1101
- SCY 1101

CLASSIFIED STAFF COUNCIL REPORT



Classified Staff Council
June 2018 BOG Report

Pierpont Community & Technical College Board of Governors:

Attached you will find approved minutes from our May and June meeting.

Classified Staff Council Meeting
05/23/2018 12:00pm
126 ED

Present: Mary Jo Rutherford | Amanda Hawkinberry | Tracy Kennedy | Lynn Ebbert | Beverly Jones | Anita Davis | Justin Mowrey | Leah Ellyson

I. Call to Order

The meeting was called to order by Amanda Hawkinberry, Chair.

II. Approval of April Minutes

Anita Davis was unable to attend the last meeting due to a scheduling conflict with Early College Academy. The title of Provost Waide needs edited to Interim Provost Waide. The minutes will be altered to reflect these changes. Amanda called for a motion to approve the April minutes as written after said changes. Justin Mowrey made a motion to approve the minutes from the April meeting. Beverly Jones seconded the motion. There was no discussion on the motion. The motion passed.

III. IT Updates

Justin reported that The IT Wiki is coming out next month with trouble shooting tips and eventually video updates. There will be both a Faculty/Staff site and a Student site.

IV. Old Business

a. Scholarship

i. Amanda reported that the \$1,150 from the fundraiser is in the bank and we will be able to distribute two full-time and two part-time scholarships. It was discussed that the deadline would be June 30th. Mary Jo and Anita will review the applications and decide the winners and the winners will be emailed.

V. New Business

a. BOG Report – Memori Dobbs was not in attendance.

b. ACCE Report

Anita reported that the April Meeting was held at WVU. ACCE discussed and reviewed salary policy, pay raises and property rights.

During the May meeting, ACCE discussed how a new legislative bill would need created if non-classified and classified staff were combined. Currently there are two separate legislative bills for classified and non-classified staff. They also discussed the new report on the funding model.

c. Other Committee Reports

i. Events Fund

The Classified Staff sent flowers to Leah Ellyson on behalf of her grandmother's passing. Beverly did not think the money should have been taken from the Events Fund because it was not an event. Amanda and Mary Jo both called and got approval to use this

money at their discretion and agreed it was a worthy cause. Beverly is going to look into the Events Fund and whether or not it is a restricted fund.

VI. Adjournment

Beverly made a motion to adjourn the meeting. Anita seconded the motion. The meeting was adjourned.

* A special thank you to Betty Smith and Allison McCue who provided lunch for this meeting. *

Respectfully Submitted,
Leah Ellyson
Secretary

Classified Staff Council Meeting

06/27/2018 9:30am

113 ATC

Present: Lynn Ebbert | Leah Ellyson | Justin Mowrey | Dustin Winski | Paige Buckhalter | Anita Davis | Kimberly Cale | Amanda Hawkinberry | Annette Shaw | Shannon Carnes | Steve Leach | President Moore | Jillian Sole | Tracey Kennedy | Mary Jo Rutherford

I. Call to Order

The meeting was called to order by Amanda Hawkinberry, Chair.

II. Approval of May Minutes

Amanda called for a motion to approve the May minutes as written. Lynn Ebbert made a motion to approve the minutes from the May meeting. Anita Davis seconded the motion. There was no discussion on the motion. The motion passed.

III. Dr. Moore

Dr. Moore thanked the Classified Staff for the hard work they put in all year round. He stated that Pierpont has accomplished a lot in the past few weeks alone. We are continuing to be successful and build a structure for the long term by working together.

Dr. Moore discussed the connections we are building and the partnerships we are forming around the state to help make opportunities for our students.

It was determined that it would be opportune to have a "Town Hall" quarterly meeting for proper communication among the staff and faculty.

IV. IT Updates

Dustin Winski has created an enrollment tracker for the new website with graphics and pie charts that showcase when and where students drop specific classes so we have insight to the amount of withdrawals each semester.

Amanda suggested adding the reasoning behind dropped classes i.e, if the student dropped out because of financial aid we may be able to assist them.

Justin Mowrey reported that the last of the Dial Pad phones have been installed. There are also all new lab computers at MTEC. Justin reported that the IT Wiki is currently focused on faculty and staff. He will release the Wiki to students in the fall. He discussed using YouTube to create "How To" videos. Updates on the Wiki will be emailed.

Paige shared a rough draft of the website. She condensed the pages by a massive amount and combined all like information on single pages to make it less confusing to the viewer. Good job, Paige.

The new website's soft launch will be Monday, July 2nd.

V. Old Business

a. Scholarship

Amanda sent out a reminder to all about scholarship applications. Mary Jo will send out an email regarding how many applications were submitted and we will go from there. The fundraiser we had in the spring was a great success. It was discussed we would make it an annual fundraiser and considered having it in the fall before Christmas.

VI. New Business

a. BOG Report – Memori Dobbs was not in attendance.

b. ACCE Report

Anita reported ACCE met June 18th at Concord University. They discussed the upcoming Community Council meeting, the funding model for Community College and monitoring the PEIA taskforce. Classified Staff who have transitioned to Non-Classified Staff still have the amount of leaves they had as Classified Staff. This will need updated. ACCE is working on preparing their July retreat where they will be drafting legislative bylaws of Classified & Non-Classified Staff corrections.

c. Associate Degree

Nancy Parks was kind enough to type a letter that stated she would be more than happy to assist any staff member without an Associate obtain their degree.

It was discussed that there were more staff with Associate Degrees that may be interested in obtaining Bachelor Degrees. Amanda will bring this up to Nancy.

The Student Success Summit is free and many have registered to go in July.

VII. Adjournment

Jillian Sole made a motion to adjourn the meeting. Dustin seconded the motion. The meeting was adjourned.

Respectfully Submitted,
Leah Ellyson
Secretary

CENTER FOR WORKFORCE EDUCATION REPORT

CENTER FOR WORKFORCE EDUCATION

SEPT 18, 2018

The Skill Set and Matrix reports have been completed for the Higher Education Policy Commission. From these reports we can understand the students we serve better.

The Lumens non-credit data system is utilized for several items that are not class related. It allows us to process payments for various items such as replacement ID card, Housing for PSI summer students, ect. .

Raw data 1526 separate entries made into Lumens system

906 individual class registrations

416 individual classes were taken to assist WV Educators with recertification needs.

2017-2018

	Ind. Registration	Total contact hr	# of completers
Skill Enhancement < 15 hr	130	921	130
Skill Set 15-179 contact hr	707	23,603	639
Advanced Skill Set 180-435 hrs	69	39,765	68
Total	906	64,289	837

This report can be deceiving because of completer #. The State only counts completers in the Fiscal Year. Twenty seven (27) of the students in the Skill Set 15-179 hour category are still enrolled and actively working toward completion. Because these students will complete outside of the reporting window they will never be counted in any reporting.

PIERPONT FOUNDATION REPORT

Pierpont Foundation
Report
September 18, 2018

Pierpont Foundation Report:

- Foundation Board Meeting was held on August 1, 2018
- Foundation Board Meeting was held on September 12, 2018.
- Contacting Foundation Board Members and possible new members are being contacted.
- 2018 Fall Campaign was launched on August 14, 2018 and will run until December 7, 2018 for Faculty/Staff giving.
- Steve Leach, Michael Waide and Raymond Alvarez visited with Gateway Community College to discuss a CDL Program for Pierpont Community & Technical College on August 30, 2018.
- Steve Leach will be attending the CASE (Council for Advancement and Support of Education) Conference held in Baltimore MD, October 22-24, 2018: Conference for Newcomers in Development/Fund Raising.
- Pierpont Foundation Event is tentatively scheduled for February 28, 2019 with Industry contacts.

PIERPONT ENDOWMENTS - CHANGES THRU JULY 2018

FUND	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 7/31/2018
Higinbotham/Quintrell (074)	\$ 13,115.68	\$ 240.86	-	\$ -	\$ (2.93)	13,353.61
Honce (140)	74,312.33	1,364.76	-	-	(16.58)	75,660.51
Hermits Hollow (155)	42,506.14	780.62	-	-	(9.48)	43,277.28
Ruth Marie Skaggs (163)	16,498.61	303.00	-	-	(3.68)	16,797.93
Rhodes Culinary Arts (220)	120,222.96	2,207.91	-	-	(26.83)	122,404.04
Rhodes Dietary Management (281)	109,276.57	2,006.88	-	-	(24.38)	111,259.07
Christie (318) (St. Institutions Phase II)	45,096.97	828.20	-	-	(10.06)	45,915.11
Edwards (358)	16,408.39	301.34	-	-	(3.66)	16,706.07
Stonestreet (394)	51,139.58	939.17	-	-	(11.41)	52,067.34
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,541.32	-	-	-	-	10,541.32
Claypole (479) (not endowed)	2,329.10	-	-	-	-	2,329.10
Southwestern Energy Company Scholars Program (502)	277,602.07	5,098.19	-	-	(61.94)	282,638.32
	\$ 784,049.72	\$ 14,070.93	\$ -	\$ -	\$ (170.95)	\$ 797,949.70

PIERPONT NON-ENDOWMENTS - CHANGES THRU JULY 2018

	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 7/31/2018
Life Long Learners (028)	\$ 20,164.35	-	-	-	\$ (169.00)	\$ 19,995.35
Pratt & Whitney Scholarship (137)	15,690.84	-	-	-	-	15,690.84
Culinary Arts (216)	5,808.87	-	-	-	-	5,808.87
Workforce Development Initiatives (262)**	5,000.00	-	-	-	-	5,000.00
Culinary Arts Study Abroad Program (301)	962.33	-	-	-	-	962.33
Silent Adventures (Hearing impaired) (382)	3,200.00	-	-	-	-	3,200.00
Respiratory Therapy Financial Assistance (400)	24.83	-	-	-	-	24.83
Pierpont C & TC Fund (401)	198,930.36	-	41.24	-	(1,269.95)	197,701.65
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	9,663.68	-	-	-	-	9,663.68
Pierpont Classified Staff - Events Fund (437)	1,757.27	-	22.00	(125.00)	-	1,654.27
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	1,000.00	-	-	-	-	1,000.00
Spring Awards' Dinner (473)	-	-	-	-	-	-
Bombardier Scholarship Fund (475)	2,510.00	-	-	-	-	2,510.00
Nobel Energy Scholarship (476)	10,000.00	-	-	-	-	10,000.00
Lockheed Martin - Aviation Tech Degree (490)	1,610.00	-	-	-	-	1,610.00
Engine & Airframe Solutions Worldwide (496)	1,010.00	-	-	-	-	1,010.00
Pierpont RCB National Aerospace Education Center (497)	10,000.00	-	-	-	-	10,000.00
Shentel Foundation Scholarship (499)	2,500.00	-	-	-	-	2,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	97,267.89	8,550.00	-	-	-	100,817.89
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	1,908.00	112.00	-	-	-	2,020.00
Pierpont Benedum Academy Fund	128,244.30	-	-	-	-	128,244.30
Foundation Board Fund	3,150.00	-	-	-	-	3,150.00
Pierpont Administration Fund	8,000.00	-	-	-	-	8,000.00
	\$ 529,555.94	\$ -	\$ 8,725.24	\$ (125.00)	\$ (1,438.95)	\$ 536,717.23

Tab

3

APRIL 30, 2018 FINANCIAL REPORT

Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of April 30, 2018

SUMMARY:

The projected effect on net assets for FY 2018 as of April 30, 2018 is a decrease of (\$21,441).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2018 of (\$21,441) represents a budget balance improvement of \$22,105 from the March 31, 2018 Finance Report. The “tuition and Fees” revenues budget was reduced by (\$217,009) in April to address enrollment declines for AY 17-18.

The overall operating expense budgets decreased by (\$238,379). This decrease in operating budget costs were primarily the result of adjustments to salary and fringe benefits. There was a decrease to the “Salaries” budget of (\$215,076) by reducing over budget conditions on various positions. This reduction in salaries resulted in a decrease to the “Benefits” budget of (\$25,322). There was a slight reduction to the “Student Financial Aid-Scholarships budget of (\$4,000). The “Supplies and Other Services” increased by \$2,672. The “Assessment for Support Services” increased by \$3,347 due to FSU position vacancies and associated PEIA updates.

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

- The institution has realized approximately 89% of projected tuition and fees revenue.
- The institution has realized approximately 84% of overall revenues
- The institution has incurred approximately 71% of operating expenses.
 - All directly related operating expense areas, Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,904.976.

RESTRICTED FUNDS:

A Statewide Perkins Leadership Grant of \$12,800 was recognized in April. There was no change to the Budget Balance of \$7,106.

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

Current Unrestricted

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	7,622,898	6,805,533	89.28%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	Auxiliary Enterprise Revenue	658,036	597,036	571,688	95.75%
	Operating Costs Revenue	96,283	85,520	41,713	48.78%
	Support Services Revenue	200,748	187,607	123,628	65.90%
	Other Operating Revenues	368,528	400,653	102,641	25.62%
	Total:	9,786,260	9,228,715	7,745,559	83.93%
OPERATING EXPENSE	Salaries	6,769,482	6,553,180	4,797,257	73.21%
	Benefits	1,461,475	1,533,806	1,063,879	69.36%
	Student financial aid-scholarships	237,752	233,752	188,981	80.85%
	Utilities	56,838	120,399	94,827	78.76%
	Supplies and Other Services	2,610,733	2,437,647	1,549,564	63.57%
	Equipment Expense	96,251	106,189	88,164	83.03%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,813,989	1,286,257	70.91%
	Assessment for Student Activity Costs	122,001	97,001	90,739	93.54%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	562,584	94.23%
	Assessment for Operating Costs	1,542,743	1,541,835	1,083,924	70.30%
	Total:	15,789,264	15,448,159	11,036,063	71.44%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,219,445)	(3,290,504)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	Gifts	126,000	126,000	1,049	0.83%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(796,228)	92.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,064,010	6,259,010	6,221,112	99.39%
TRANSFERS & OTHER	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(1,291)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Total:	(61,006)	(61,006)	(25,631)	42.01%
BUDGET BALANCE		0	(21,441)	2,904,976	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(21,441)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,351,200</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,263,654 as the goal for the level of unrestricted net asset balance that should be maintained.

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

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,176,464	5,831,600	94.42%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	41,713	48.78%
	Support Services Revenue	200,748	187,607	123,628	65.90%
	Other Operating Revenues	48,000	48,000	1,370	2.85%
	Total:	7,323,242	6,832,591	6,098,666	89.26%
OPERATING EXPENSE					
	Salaries	6,083,213	5,847,123	4,445,237	76.02%
	Benefits	1,346,231	1,423,505	992,858	69.75%
	Student financial aid-scholarships	226,752	226,752	183,981	81.14%
	Utilities	52,839	116,400	92,250	79.25%
	Supplies and Other Services	1,665,308	1,514,949	1,046,800	69.10%
	Equipment Expense	23,207	23,207	33,994	146.48%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,813,989	1,286,257	70.91%
	Assessment for Student Activity Costs	122,001	97,001	90,739	93.54%
	Assessment for Operating Costs	1,542,743	1,541,835	1,083,924	70.30%
	Total:	13,296,246	13,018,086	9,485,926	72.87%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,185,495)	(3,387,260)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(796,228)	92.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,034,010	6,229,010	6,220,063	99.86%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(527)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(24,868)	40.76%
BUDGET BALANCE		0	(17,491)	2,807,935	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>1,968,594</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

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

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,484,454	1,446,435	973,934	67.33%
	Other Operating Revenues	320,528	352,653	101,271	28.72%
	Total:	1,804,982	1,799,088	1,075,205	59.76%
OPERATING EXPENSE					
	Salaries	686,269	706,057	352,021	49.86%
	Benefits	115,244	110,301	71,021	64.39%
	Student financial aid - scholarships	11,000	7,000	5,000	71.43%
	Utilities	3,999	3,999	2,578	64.45%
	Supplies and Other Services	945,425	922,698	502,765	54.49%
	Equipment Expense	73,044	82,982	54,170	65.28%
	Loan cancellations and write-offs	0	0	0	#DIV/0!
	Assessment for Student Activity Costs	0	0	0	#DIV/0!
	Total:	1,834,982	1,833,038	987,553	53.88%
OPERATING INCOME / (LOSS)		(30,000)	(33,950)	87,652	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	1,049	3.50%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,049	3.50%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	(764)	0.00%
BUDGET BALANCE		(0)	(3,950)	87,937	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,369,226</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of April 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	597,036	571,688	95.75%
	Total:	658,036	597,036	571,688	95.75%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	562,584	94.23%
	Total:	658,036	597,036	562,584	94.23%
OPERATING INCOME / (LOSS)		0	0	9,104	0.00%
BUDGET BALANCE		0	0	9,104	0.00%
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Pierpont Community and Technical College
Board of Governors
Current Restricted
For the period ending April 30, 2018

New Grant Funds	12,800
Pilot for WV Graduate (Rev & Exp Equal)	
Gifts	0
Other Grant/Restricted Fund Related Changes	0
Net Change	0

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending April 30, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	9,417,520	5,410,114	57.45
State/Local Grants and Contracts	2,995,907	3,275,870	1,365,939	41.70
Private Grants and Contracts	632,568	858,085	453,460	52.85
Total:	11,261,246	13,551,476	7,229,513	53.35
OPERATING EXPENSE				
Salaries	755,239	1,087,588	217,259	19.98
Benefits	61,540	97,461	43,322	44.45
Student financial aid-scholarships	14,475,756	14,538,106	9,949,970	68.44
Supplies and Other Services	190,550	319,454	113,703	35.59
Equipment Expense	325,210	490,586	111,484	22.72
Total:	15,808,295	16,533,194	10,435,738	63.12
OPERATING INCOME / (LOSS)	(4,547,049)	(2,981,718)	(3,206,225)	107.53
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	3,103,085	68.96
Gifts	1,059	1,059	0	0.00
Total:	4,501,059	4,501,059	3,103,085	68.94
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(1,573,241)	(60,523)	3.85
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31
Indirect Cost Recoveries	0	0	0	0.00
Transfers - Other	0	0	0	0.00
Total:	38,462	(1,512,235)	(45,085)	2.98
BUDGET BALANCE	(7,528)	7,106	(148,224)	(2085.76)
Add: RESTRICTED NET ASSETS - Beginning of Year	(13,518)	(13,518)		
PROJECTED RESTRICTED NET ASSETS - End of Year	(21,046)	(6,412)		

MAY 31, 2018 FINANCIAL REPORT

Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of May 31, 2018

SUMMARY:

The projected effect on net assets for FY 2018 as of May 31, 2018 is a decrease of (\$21,441).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of May 31, 2018 of (\$21,441) represents no change to the budget balance \$21,441 from the April 30, 2018 Finance Report.

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

- The institution has realized approximately 94% of projected tuition and fees revenue.
- The institution has realized approximately 89% of overall revenues
- The institution has incurred approximately 79% of operating expenses.
 - All directly related operating expense areas, Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,904.976.

RESTRICTED FUNDS:

There was no change to the Budget Balance of \$7,106.

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

Current Unrestricted

As of May 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	7,622,898	6,805,533	89.28%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	Auxiliary Enterprise Revenue	658,036	597,036	571,688	95.75%
	Operating Costs Revenue	96,283	85,520	41,713	48.78%
	Support Services Revenue	200,748	187,607	123,628	65.90%
	Other Operating Revenues	368,528	400,653	102,641	25.62%
	Total:	9,786,260	9,228,715	7,745,559	83.93%
OPERATING EXPENSE	Salaries	6,769,482	6,553,180	4,797,257	73.21%
	Benefits	1,461,475	1,533,806	1,063,879	69.36%
	Student financial aid-scholarships	237,752	233,752	188,981	80.85%
	Utilities	56,838	120,399	94,827	78.76%
	Supplies and Other Services	2,610,733	2,437,647	1,549,564	63.57%
	Equipment Expense	96,251	106,189	88,164	83.03%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,813,989	1,286,257	70.91%
	Assessment for Student Activity Costs	122,001	97,001	90,739	93.54%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	562,584	94.23%
	Assessment for Operating Costs	1,542,743	1,541,835	1,083,924	70.30%
	Total:	15,789,264	15,448,159	11,036,063	71.44%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,219,445)	(3,290,504)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	Gifts	126,000	126,000	1,049	0.83%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(796,228)	92.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,064,010	6,259,010	6,221,112	99.39%
TRANSFERS & OTHER	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(1,291)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Total:	(61,006)	(61,006)	(25,631)	42.01%
BUDGET BALANCE		0	(21,441)	2,904,976	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(21,441)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,351,200</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,263,654 as the goal for the level of unrestricted net asset balance that should be maintained.

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

As of May 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,176,464	5,831,600	94.42%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	100,355	32.37%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	41,713	48.78%
	Support Services Revenue	200,748	187,607	123,628	65.90%
	Other Operating Revenues	48,000	48,000	1,370	2.85%
	Total:	7,323,242	6,832,591	6,098,666	89.26%
OPERATING EXPENSE					
	Salaries	6,083,213	5,847,123	4,445,237	76.02%
	Benefits	1,346,231	1,423,505	992,858	69.75%
	Student financial aid-scholarships	226,752	226,752	183,981	81.14%
	Utilities	52,839	116,400	92,250	79.25%
	Supplies and Other Services	1,665,308	1,514,949	1,046,800	69.10%
	Equipment Expense	23,207	23,207	33,994	146.48%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	126,560	40.83%
	Assessment for Support Services	1,820,626	1,813,989	1,286,257	70.91%
	Assessment for Student Activity Costs	122,001	97,001	90,739	93.54%
	Assessment for Operating Costs	1,542,743	1,541,835	1,083,924	70.30%
	Total:	13,296,246	13,018,086	9,485,926	72.87%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,185,495)	(3,387,260)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	28,353	394.12%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(796,228)	92.24%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,034,010	6,229,010	6,220,063	99.86%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(8,903)	0.00%
	Construction Expenditures	0	0	(527)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(15,438)	25.31%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(24,868)	40.76%
BUDGET BALANCE		0	(17,491)	2,807,935	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>1,968,594</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

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

As of May 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,484,454	1,446,435	973,934	67.33%
	Other Operating Revenues	320,528	352,653	101,271	28.72%
	Total:	1,804,982	1,799,088	1,075,205	59.76%
OPERATING EXPENSE	Salaries	686,269	706,057	352,021	49.86%
	Benefits	115,244	110,301	71,021	64.39%
	Student financial aid - scholarships	11,000	7,000	5,000	71.43%
	Utilities	3,999	3,999	2,578	64.45%
	Supplies and Other Services	945,425	922,698	502,765	54.49%
	Equipment Expense	73,044	82,982	54,170	65.28%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,834,982	1,833,038	987,553	53.88%
OPERATING INCOME / (LOSS)		(30,000)	(33,950)	87,652	
NONOPERATING REVENUE (EXPENSE)	Gifts	30,000	30,000	1,049	3.50%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,049	3.50%
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	(764)	0.00%
BUDGET BALANCE		(0)	(3,950)	87,937	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,369,226</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of May 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	597,036	571,688	95.75%
	Total:	658,036	597,036	571,688	95.75%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	562,584	94.23%
	Total:	658,036	597,036	562,584	94.23%
OPERATING INCOME / (LOSS)		0	0	9,104	
BUDGET BALANCE		0	0	9,104	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Pierpont Community and Technical College
Board of Governors
Current Restricted
For the period ending May 31, 2018

New Grant Funds
No Changes for May

Other Grant/Restricted Fund Related Changes

0

Net Change

0

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending May 31, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	9,417,520	5,468,153	58.06
State/Local Grants and Contracts	2,995,907	3,267,070	1,377,203	42.15
Private Grants and Contracts	632,568	858,085	453,460	52.85
Total:	11,261,246	13,542,676	7,298,816	53.89
OPERATING EXPENSE				
Salaries	755,239	1,064,247	234,653	22.05
Benefits	61,540	99,201	46,069	46.44
Student financial aid-scholarships	14,475,756	14,538,106	10,144,603	69.78
Supplies and Other Services	190,550	332,254	151,531	45.61
Equipment Expense	325,210	490,586	117,799	24.01
Total:	15,808,295	16,524,394	10,694,654	64.72
OPERATING INCOME / (LOSS)	(4,547,049)	(2,981,718)	(3,395,839)	113.89
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	3,220,814	71.57
Gifts	1,059	1,059	5	0.47
Total:	4,501,059	4,501,059	3,220,819	71.56
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(1,573,241)	(62,520)	3.97
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31
Indirect Cost Recoveries	0	0	0	0.00
Transfers - Other	0	0	0	0.00
Total:	38,462	(1,512,235)	(47,082)	3.11
BUDGET BALANCE	(7,528)	7,106	(222,101)	(3125.33)
Add: RESTRICTED NET ASSETS - Beginning of Year	(13,518)	(13,518)		
PROJECTED RESTRICTED NET ASSETS - End of Year	(21,046)	(6,412)		

JUNE 30, 2018 FINANCIAL REPORT

**Board of Governors
Financial Report FY 2018
Pierpont Community & Technical College
as of June 30, 2018**

SUMMARY:

The projected effect on net assets for FY 2018 as of Jun 30, 2018 is a decrease of (\$29,288).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of June 30, 2018 of (\$29,288) represents a decrease in to the budget balance of (\$21,441) from the May 31, 2018 Finance Report.

There was a \$28,500 increase to the “Tuition and Fees” revenue budget within the Fund Manager Funds in recognition of additional revenue received.

There was an increase in the “Benefits” expense budget of \$16,776 due to a PEIA update and a \$28,500 increase the “Supplies and Other Services” expense budget that offset the additional revenues previously identified. In addition, there was a reduction to the “Assessment for Support Services” expense budget of (8,928) which offset the increase to the “Benefits” expense budget.

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

- The institution has realized approximately 94% of projected tuition and fees revenue.
- The institution has realized approximately 90% of overall revenues
- The institution has incurred approximately 86% of operating expenses.
 - All directly related operating expense areas, Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses.
- The Year-To-Date Actual Budget Balance is \$1,125,299.

RESTRICTED FUNDS:

There was recognition of a WV Department of Education (WVDE) Grant of \$5,484 for the delivery of a Baking & Pastry Training for the WVDE. In addition, a Learn & Earn Grant was recognized of \$5,120. There was various offsetting enters due to the recognition of these grants, but the net effect was no change to the Budget Balance of \$7,106.

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

Current Unrestricted

As of June 28, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	8,099,205	7,651,398	7,194,569	94.03%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	197,001	63.55%
	Auxiliary Enterprise Revenue	658,036	597,036	583,853	97.79%
	Operating Costs Revenue	96,283	85,520	57,884	67.68%
	Support Services Revenue	200,748	187,607	164,506	87.69%
	Other Operating Revenues	368,528	400,653	176,836	44.14%
	Total:	9,786,260	9,257,215	8,374,650	90.47%
OPERATING EXPENSE	Salaries	6,769,482	6,553,180	5,754,659	87.81%
	Benefits	1,461,475	1,550,582	1,287,869	83.06%
	Student financial aid-scholarships	237,752	233,752	206,978	88.55%
	Utilities	56,838	120,399	111,350	92.48%
	Supplies and Other Services	2,610,733	2,466,147	1,834,348	74.38%
	Equipment Expense	96,251	106,189	101,514	95.60%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	213,127	68.75%
	Assessment for Support Services	1,820,626	1,805,061	1,656,000	91.74%
	Assessment for Student Activity Costs	122,001	97,001	93,640	96.54%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	575,021	96.31%
	Assessment for Operating Costs	1,542,743	1,541,835	1,454,548	94.34%
	Total:	15,789,264	15,484,507	13,392,381	86.49%
OPERATING INCOME / (LOSS)		(6,003,004)	(6,227,292)	(5,017,731)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	Gifts	126,000	126,000	1,049	0.83%
	Investment Income	7,194	7,194	49,218	684.15%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(851,861)	98.68%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,064,010	6,259,010	6,186,344	98.84%
TRANSFERS & OTHER	Capital Expenditures	0	0	(903)	0.00%
	Construction Expenditures	0	0	(1,291)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(41,121)	67.40%
	Total:	(61,006)	(61,006)	(43,314)	71.00%
BUDGET BALANCE		0	(29,288)	1,125,299	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		0	(29,288)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,561,262</u>	<u>3,343,353</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,263,654 as the goal for the level of unrestricted net asset balance that should be maintained.

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

As of June 28, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,614,752	6,176,464	6,150,589	99.58%
	Student Activity Support Revenue	53,459	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	197,001	63.55%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	96,283	85,520	57,884	67.68%
	Support Services Revenue	200,748	187,607	164,506	87.69%
	Other Operating Revenues	48,000	48,000	22,870	47.65%
	Total:	7,323,242	6,832,591	6,592,850	96.49%
OPERATING EXPENSE					
	Salaries	6,083,213	5,847,123	5,344,409	91.40%
	Benefits	1,346,231	1,440,281	1,203,302	83.55%
	Student financial aid-scholarships	226,752	226,752	201,978	89.07%
	Utilities	52,839	116,400	108,100	92.87%
	Supplies and Other Services	1,665,308	1,514,949	1,250,944	82.57%
	Equipment Expense	23,207	23,207	45,008	193.94%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	103,326	103,326	100.00%
	Assessment for Faculty Services	310,000	310,000	213,127	68.75%
	Assessment for Support Services	1,820,626	1,805,061	1,656,000	91.74%
	Assessment for Student Activity Costs	122,001	97,001	93,640	96.54%
	Assessment for Operating Costs	1,542,743	1,541,835	1,454,548	94.34%
	Total:	13,296,246	13,025,934	11,674,382	89.62%
OPERATING INOCME / (LOSS)		(5,973,004)	(6,193,343)	(5,081,533)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	6,989,036	6,989,036	6,989,036	100.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	49,218	684.15%
	Assessment for E&G Capital & Debt Service Costs	(1,058,220)	(863,220)	(851,861)	98.68%
	Fees assessed by Commission for other	0	0	(1,098)	0.00%
	Total:	6,034,010	6,229,010	6,185,295	99.30%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(903)	0.00%
	Construction Expenditures	0	0	(527)	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	(41,121)	67.40%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	(42,551)	69.75%
BUDGET BALANCE		0	(25,339)	1,061,212	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,174,706</u>	<u>1,960,746</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

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

As of June 28, 2018

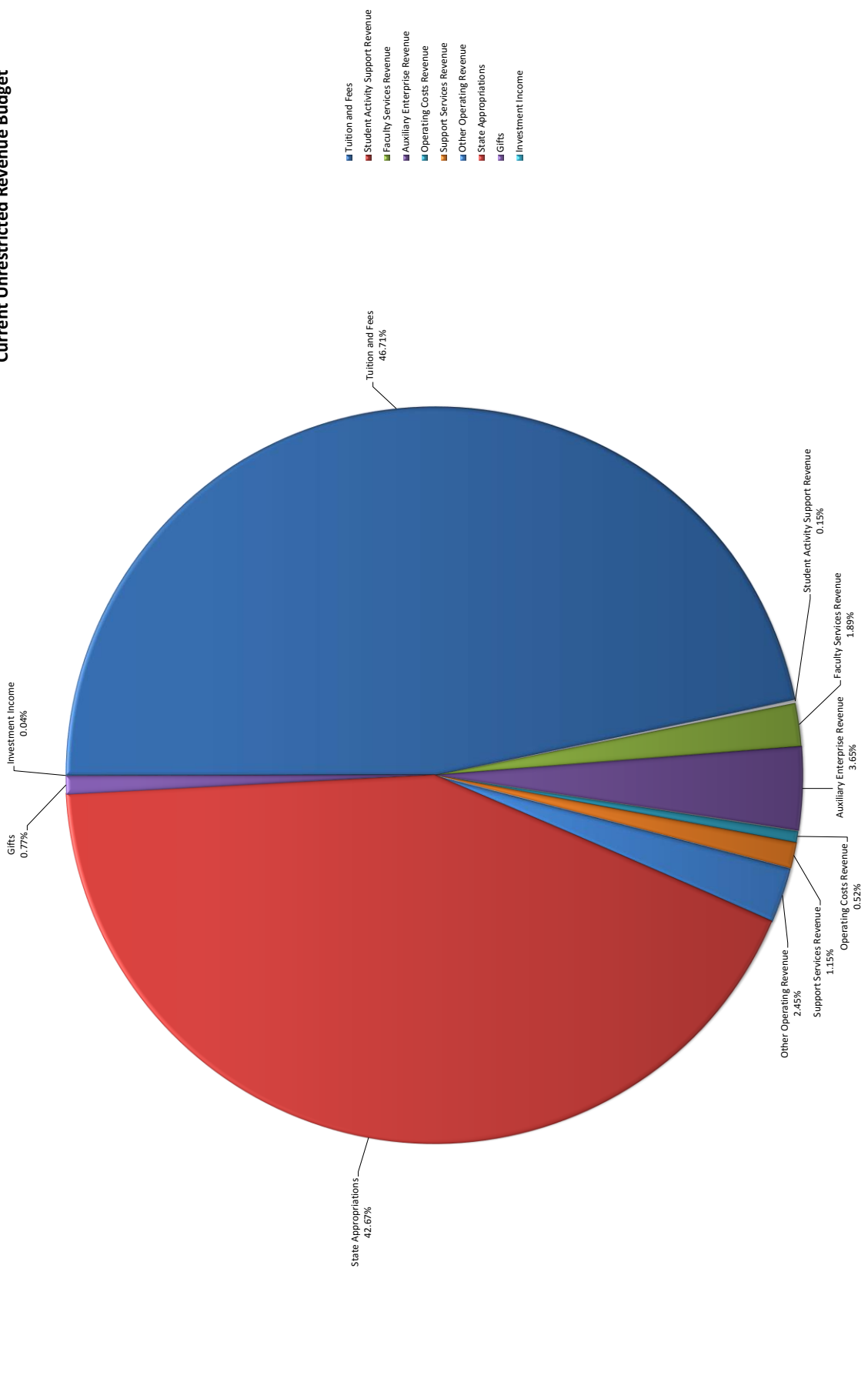
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,484,454	1,474,935	1,043,981	70.78%
	Other Operating Revenues	320,528	352,653	153,966	43.66%
	Total:	1,804,982	1,827,588	1,197,947	65.55%
OPERATING EXPENSE					
	Salaries	686,269	706,057	410,250	58.10%
	Benefits	115,244	110,301	84,568	76.67%
	Student financial aid - scholarships	11,000	7,000	5,000	71.43%
	Utilities	3,999	3,999	3,250	81.27%
	Supplies and Other Services	945,425	951,198	583,404	61.33%
	Equipment Expense	73,044	82,982	56,506	68.09%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,834,982	1,861,538	1,142,978	61.40%
OPERATING INCOME / (LOSS)		(30,000)	(33,950)	54,970	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	1,049	3.50%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,049	3.50%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	(764)	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	(764)	0.00%
BUDGET BALANCE		(0)	(3,950)	55,255	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,373,176</u>	<u>1,369,226</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of June 28, 2018

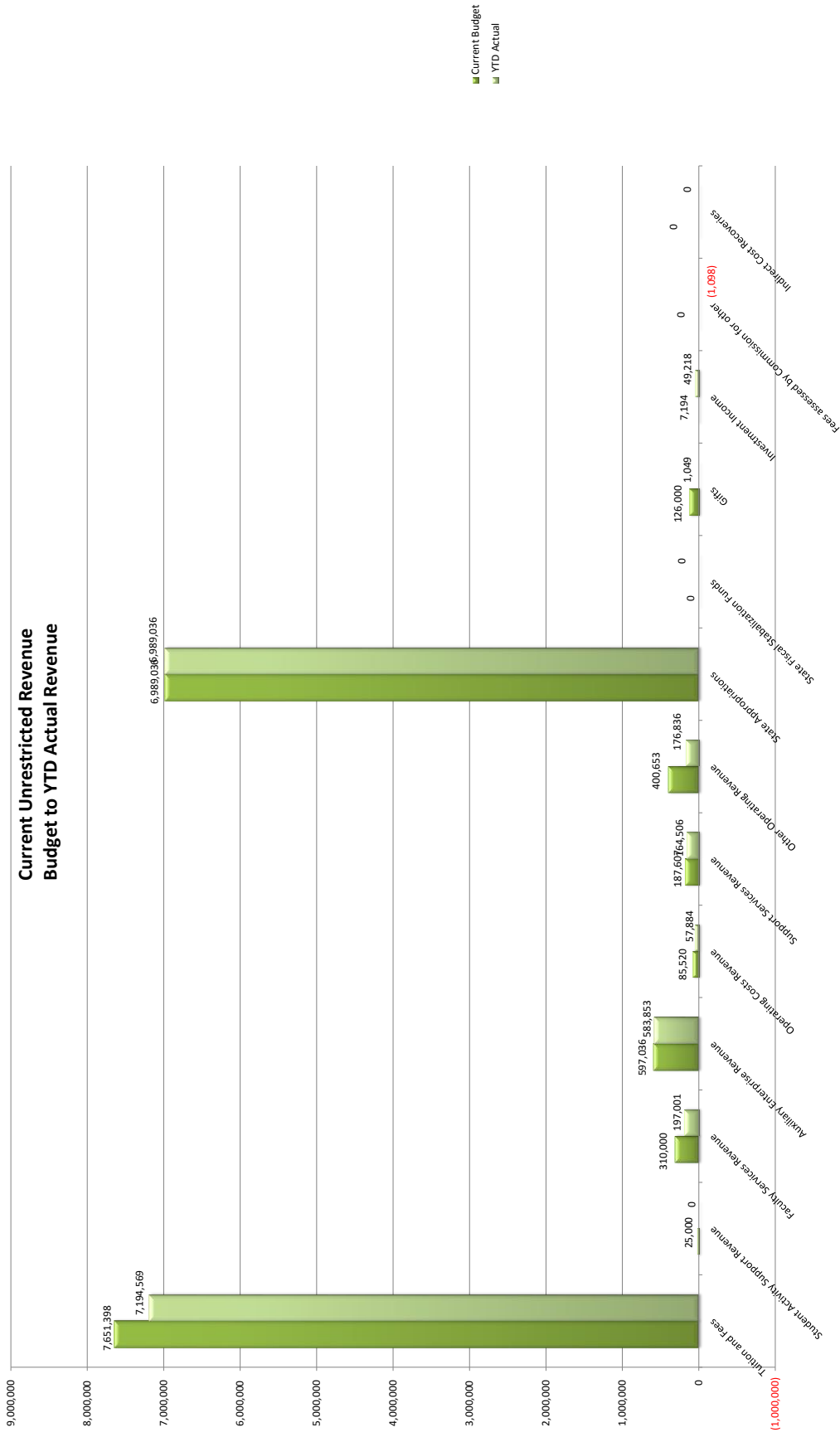
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	658,036	597,036	583,853	97.79%
	Total:	658,036	597,036	583,853	97.79%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	658,036	597,036	577,606	96.75%
	Total:	658,036	597,036	577,606	96.75%
OPERATING INCOME / (LOSS)		0	0	6,247	
BUDGET BALANCE		0	0	6,247	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

Current Unrestricted Revenue Budget

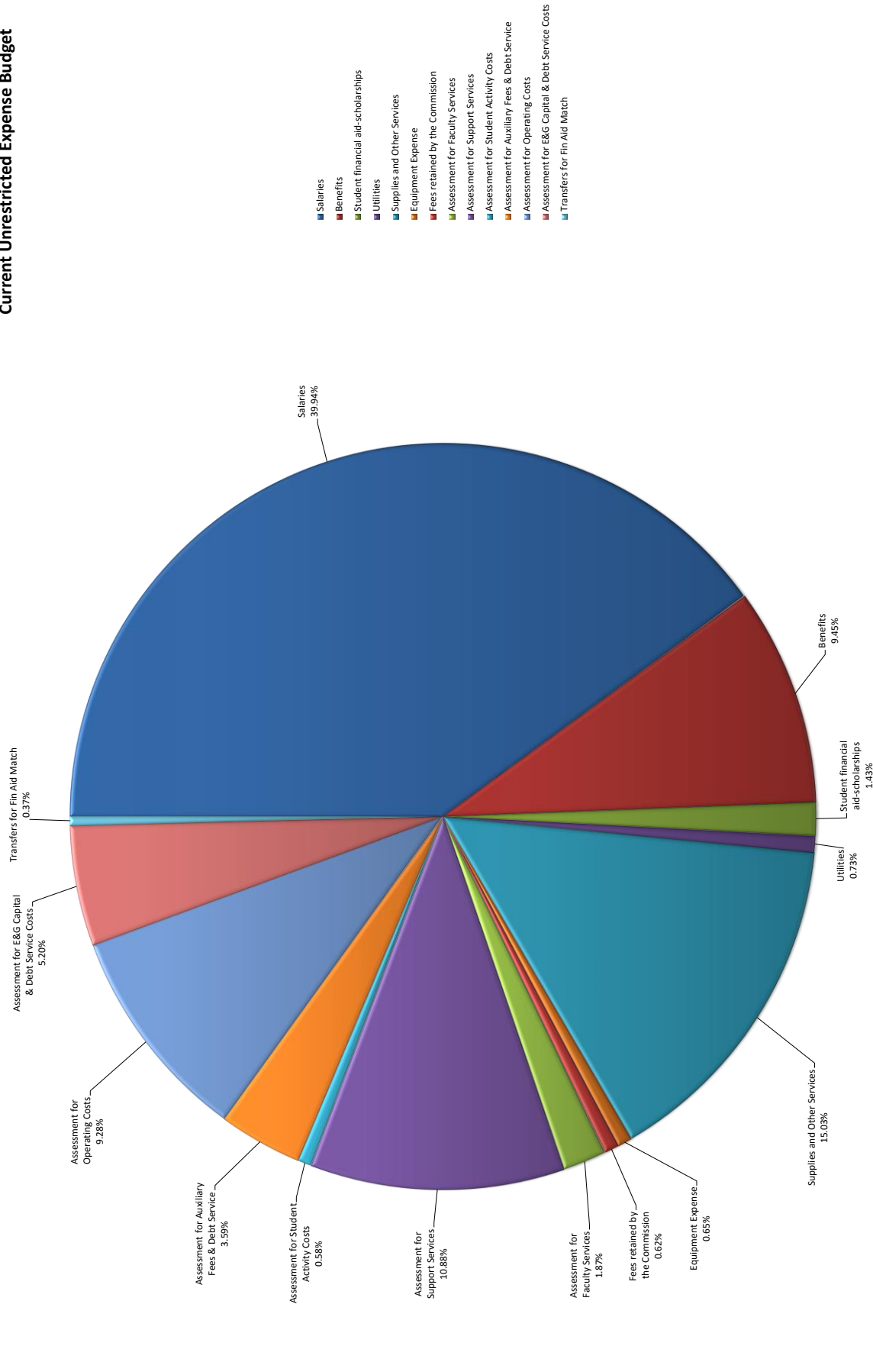


- Tuition and Fees
- Student Activity Support Revenue
- Faculty Services Revenue
- Auxiliary Enterprise Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- Gifts
- Investment Income

Current Unrestricted Revenue Budget to YTD Actual Revenue

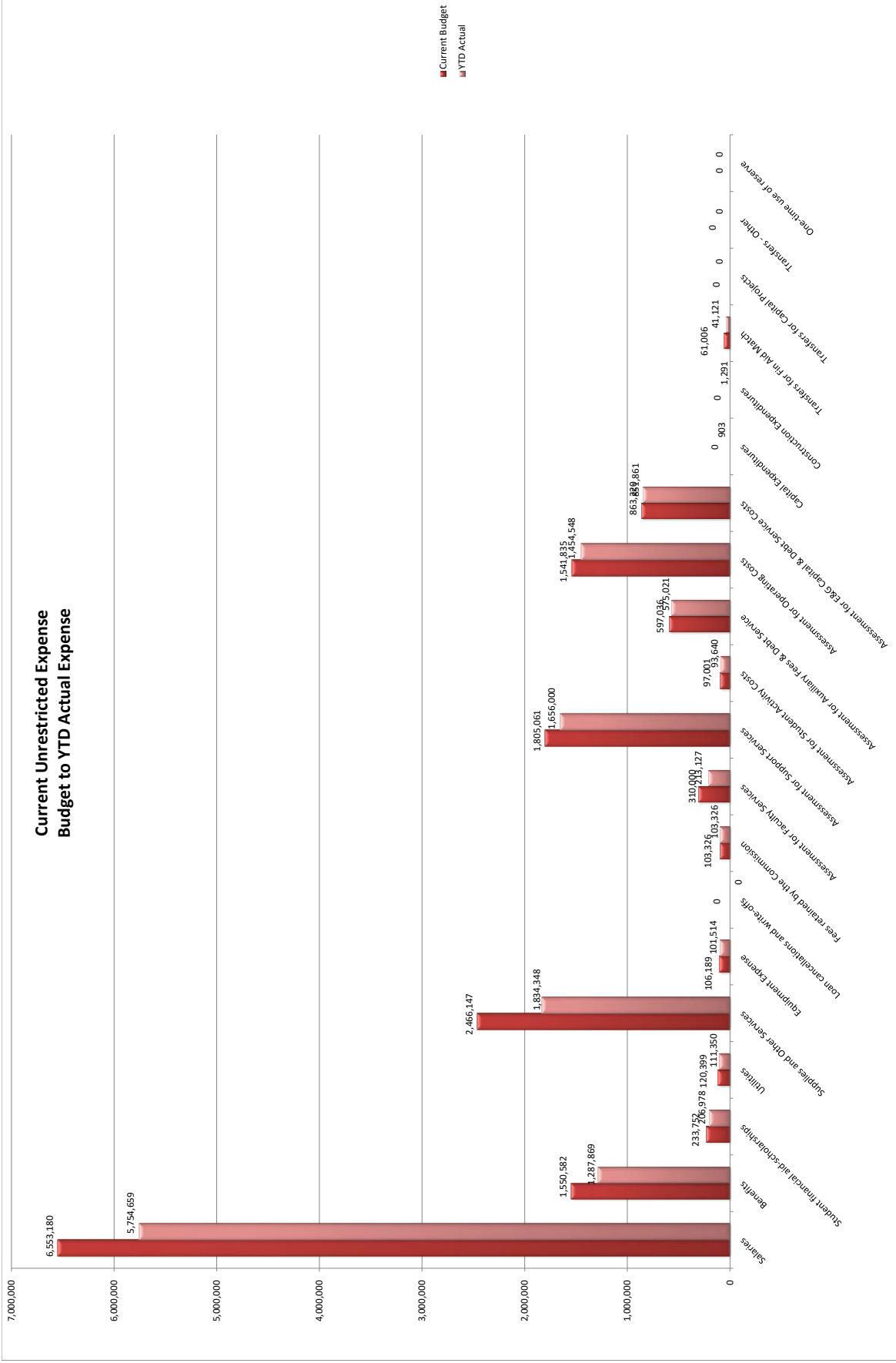


Current Unrestricted Expense Budget



- Salaries
- Benefits
- Student financial aid-scholarships
- Utilities
- Supplies and Other Services
- Equipment Expense
- Fees retained by the Commission
- Assessment for Faculty Services
- Assessment for Support Services
- Assessment for Student Activity Costs
- Assessment for Auxiliary Fees & Debt Service
- Assessment for Operating Costs
- Assessment for E&G Capital & Debt Service Costs
- Transfers for Fin Aid Match

Current Unrestricted Expense Budget to YTD Actual Expense



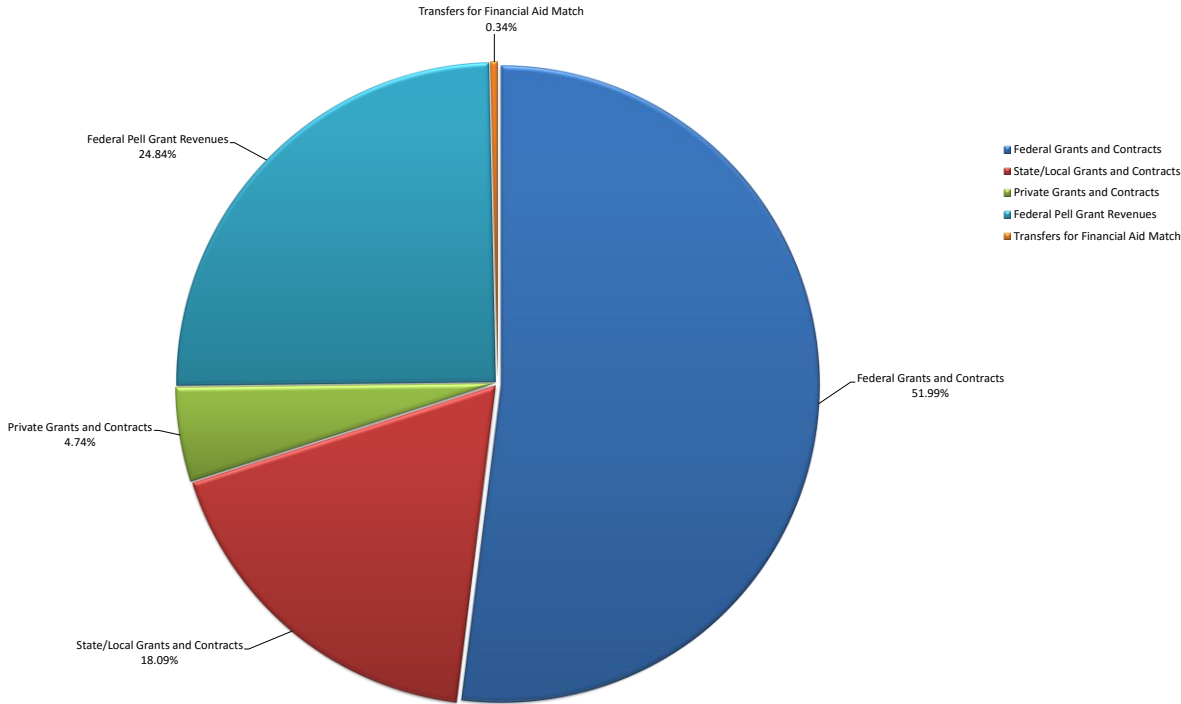
Pierpont Community and Technical College
Board of Governors
Current Restricted
For the period ending June 29, 2018

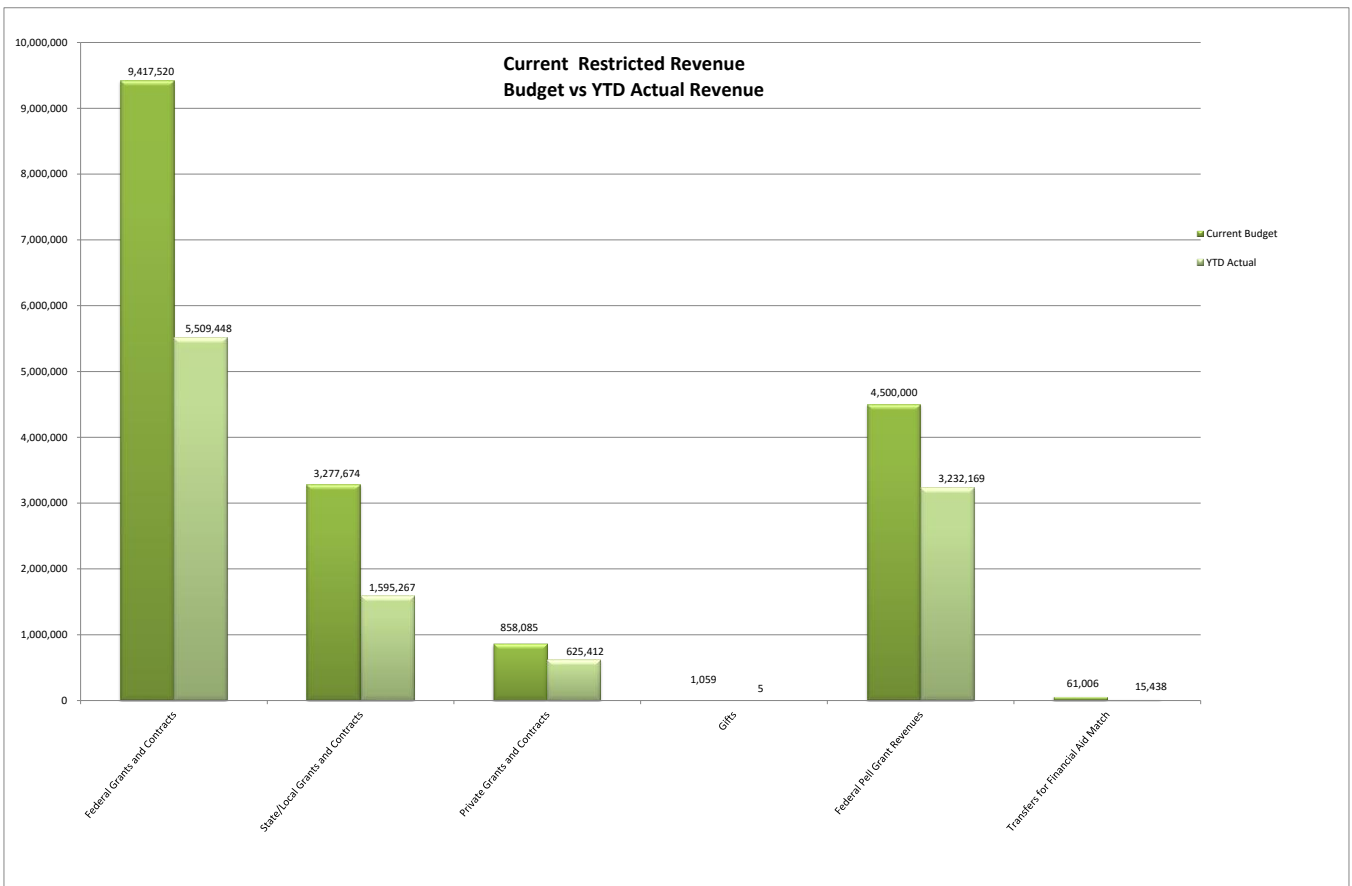
New Grant Funds	10,604
WVDE - Baking & Pastry Workshop	5,484
Learn & Earn	5,120
Other Grant/Restricted Fund Related Changes	<hr/> 0
Entries to Match Budget to YTD Activity - Net zero change	
Net Change	0

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 Current Restricted
 For the period ending June 29, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	7,632,770	9,417,520	5,509,448	58.50
State/Local Grants and Contracts	2,995,907	3,277,674	1,595,267	48.67
Private Grants and Contracts	632,568	858,085	625,412	72.88
Total:	11,261,246	13,553,280	7,730,128	57.04
OPERATING EXPENSE				
Salaries	755,239	1,065,747	247,404	23.21
Benefits	61,540	99,380	48,836	49.14
Student financial aid-scholarships	14,475,756	14,538,106	10,200,601	70.16
Supplies and Other Services	190,550	296,129	157,276	53.11
Equipment Expense	325,210	531,214	117,799	22.18
Total:	15,808,295	16,530,576	10,771,916	65.16
OPERATING INCOME / (LOSS)	(4,547,049)	(2,977,296)	(3,041,788)	102.17
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	3,232,169	71.83
Gifts	1,059	1,059	5	0.47
Total:	4,501,059	4,501,059	3,232,174	71.81
TRANSFERS & OTHER				
Capital Expenditures	(22,544)	(1,577,663)	(62,520)	3.96
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	61,006	61,006	15,438	25.31
Indirect Cost Recoveries	0	0	0	0.00
Transfers - Other	0	0	0	0.00
Total:	38,462	(1,516,657)	(47,082)	3.10
BUDGET BALANCE	(7,528)	7,106	143,305	2016.54
Add: RESTRICTED NET ASSETS - Beginning of Year	(13,518)	(13,518)		
PROJECTED RESTRICTED NET ASSETS - End of Year	(21,046)	(6,412)		

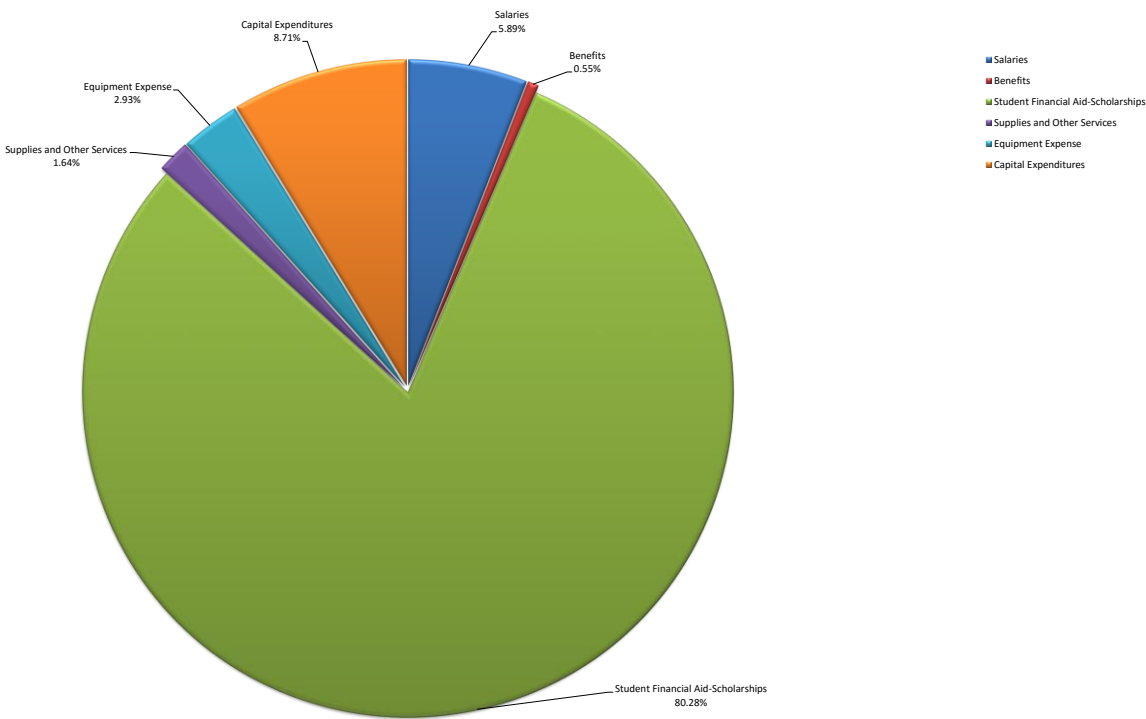
Current Restricted Revenue Budget

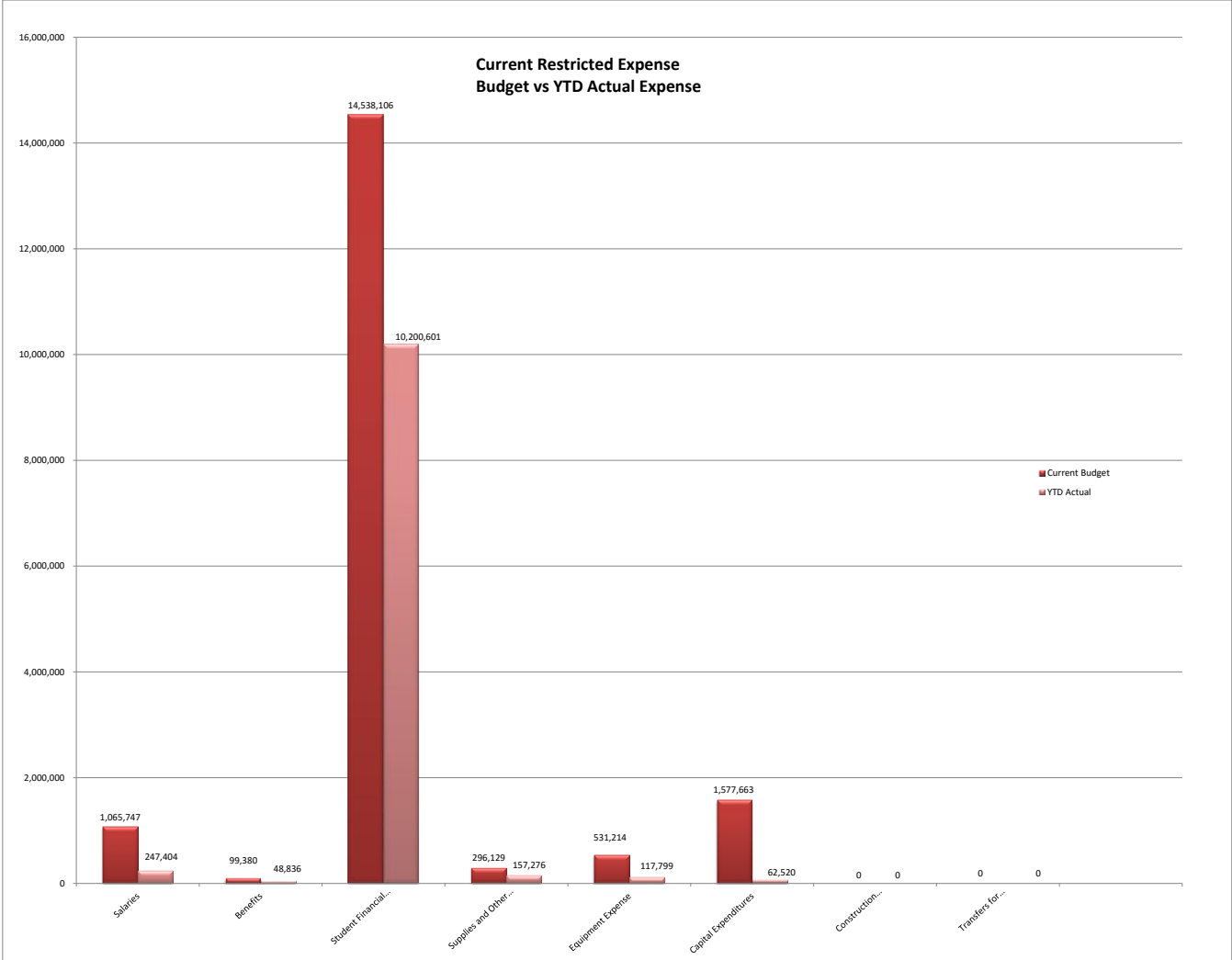




For

Current Restricted Expense Budget





JULY 31, 2018 FINANCIAL REPORT

**Board of Governors
Financial Report FY 2019
Pierpont Community & Technical College
as of July 31, 2018**

SUMMARY:

The projected effect on net assets for FY 2019 as of July 31, 2018 is a decrease of (\$642,484).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of July 31, 2018 of (\$642,484) represents a budget balance decrease of (\$55,134) from the Initial FY 2019 Approved Budget.

There was a \$202,077 increase to the "Tuition and Fees" revenue budget.

There were various changes to the expense budgets. The following identifies the specific changes:

- Salaries increased by \$19,747
- Benefits increased by 93,780
- Supplies and Other Services increased by \$204,558
- Equipment decreased by (\$542)
- Fees Retained by the Commission decreased by (\$3,094)
- Assessment for Support Services decreased by (\$13,755)
- Assessment for Student Activity Costs decreased by (\$69,894)
- Assessment for Operating Costs increased by \$26,259

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

- The institution has realized approximately 36% of projected tuition and fees revenue.
- The institution has realized approximately 31% of overall revenues
- The institution has incurred approximately 2% of operating expenses.
 - All directly related operating expense areas, Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses.
- The Year-To-Date Actual Budget Balance is \$3,887,752.

RESTRICTED FUNDS:

The July 31, 2018 Report was not available.

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

As of July 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,889,775	8,091,852	2,883,935	35.64%
	Student Activity Support Revenue	25,000	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	0	0.00%
	State/Local Grants and Contracts	0	0	0	0.00%
	Auxiliary Enterprise Revenue	607,765	607,765	42	0.01%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,528	368,376	1,500	0.41%
	Total:	9,201,068	9,402,993	2,885,478	30.69%
OPERATING EXPENSE	Salaries	7,272,095	7,291,842	228,905	3.14%
	Benefits	1,580,613	1,674,393	57,099	3.41%
	Student financial aid-scholarships	237,752	237,752	416	0.17%
	Utilities	120,399	120,399	1,140	0.95%
	Supplies and Other Services	2,655,066	2,859,624	102,525	3.59%
	Equipment Expense	85,889	85,347	5,884	6.89%
	Fees retained by the Commission	103,326	100,232	25,058	25.00%
	Assessment for Faculty Services	310,000	310,000	0	0.00%
	Assessment for Support Services	1,610,801	1,597,046	0	0.00%
	Assessment for Student Activity Costs	97,001	27,107	276	1.02%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	5,084	0.84%
	Assessment for Operating Costs	1,560,922	1,587,181	0	0.00%
	Total:	16,241,629	16,498,689	426,387	2.58%
OPERATING INCOME / (LOSS)		(7,040,561)	(7,095,695)	2,459,091	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	1,448,849	20.00%
	Gifts	126,000	126,000	0	0.00%
	Investment Income	7,194	7,194	0	0.00%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(20,188)	2.34%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	6,514,217	6,514,217	1,428,661	21.93%
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	Total:	(61,006)	(61,006)	0	0.00%
BUDGET BALANCE		(587,350)	(642,484)	3,887,752	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(587,350)	(642,484)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,973,912</u>	<u>2,730,157</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

* Unrestricted Net Asset Balance is 22.35% of the current budgeted total operating expense. Management has established a target of 15% or \$2,263,654 as the goal for the level of unrestricted net asset balance that should be maintained.

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

As of July 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,447,812	6,521,812	2,571,561	39.43%
	Student Activity Support Revenue	25,000	25,000	0	0.00%
	Faculty Services Revenue	310,000	310,000	0	0.00%
	State/Local Grants and Contracts	0	0	0	0.00%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	48,000	47,780	0	0.00%
	Total:	6,830,812	6,904,592	2,571,561	37.24%
OPERATING EXPENSE	Salaries	6,575,508	6,584,684	214,662	3.26%
	Benefits	1,471,245	1,563,573	53,271	3.41%
	Student financial aid-scholarships	226,752	226,752	416	0.18%
	Utilities	116,400	116,400	1,111	0.95%
	Supplies and Other Services	1,741,407	1,820,641	78,104	4.29%
	Equipment Expense	23,207	23,207	1,873	8.07%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	100,232	25,058	25.00%
	Assessment for Faculty Services	310,000	310,000	0	0.00%
	Assessment for Support Services	1,610,801	1,597,046	0	0.00%
	Assessment for Student Activity Costs	97,001	27,107	276	1.02%
	Assessment for Operating Costs	1,560,922	1,587,181	0	0.00%
	Total:	13,836,569	13,956,823	374,771	2.69%
OPERATING INOCME / (LOSS)		(7,005,757)	(7,052,231)	2,196,790	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	1,448,849	20.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	0	0.00%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(20,188)	2.34%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	6,484,217	6,484,217	1,428,661	22.03%
TRANSFERS & OTHERS	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	(61,006)	(61,006)	0	0.00%
BUDGET BALANCE		(582,546)	(629,020)	3,625,451	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,592,160</u>	<u>1,357,065</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$3,756,664

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

As of July 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,964	1,570,041	312,375	19.90%
	Other Operating Revenues	320,528	320,596	1,500	0.47%
	Total:	1,762,492	1,890,637	313,875	16.60%
OPERATING EXPENSE					
	Salaries	696,587	707,158	14,243	2.01%
	Benefits	109,368	110,820	3,828	3.45%
	Student financial aid - scholarships	11,000	11,000	0	0.00%
	Utilities	3,999	3,999	30	0.74%
	Supplies and Other Services	913,660	1,038,984	24,421	2.35%
	Equipment Expense	62,682	62,140	4,010	6.45%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,934,101	46,532	2.41%
OPERATING INCOME / (LOSS)		(34,804)	(43,464)	267,343	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	0	0.00%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	0	0.00%
TRANSFERS & OTHER					
	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	One-time use of reserve	0	0	0	0.00%
	Total:	0	0	0	0.00%
BUDGET BALANCE		(4,804)	(13,464)	267,343	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,373,176	1,373,176		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,368,372</u>	<u>1,359,712</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of July 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	257,501	42.37%
	Total:	607,765	607,765	257,501	42.37%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	5,084	0.84%
	Total:	607,765	607,765	5,084	0.84%
OPERATING INCOME / (LOSS)		0	0	252,417	0.00%
BUDGET BALANCE		0	0	252,417	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>13,380</u>	<u>13,380</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>13,380</u>	<u>13,380</u>		

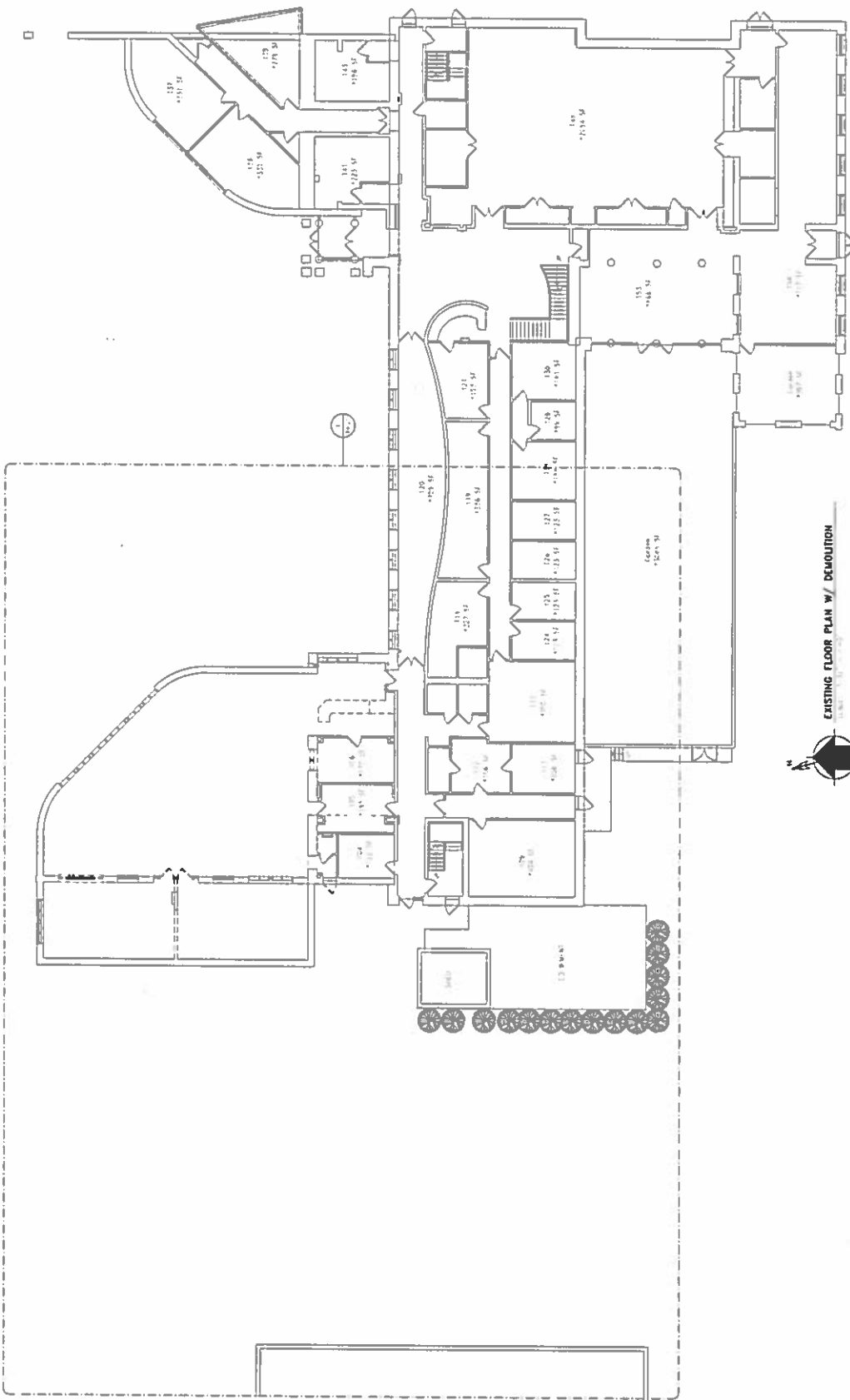
Tab

4

NO.	DATE	DESCRIPTION
1		EXISTING FLOOR PLAN

Drawing Description
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 CAPERTON CENTER
 501 W MAIN ST CLARKSBURG, WV
 EXISTING FLOOR PLAN W/ DEMOLITION

Project: 210810
Designed By: JMS
Drawn By: JMS
Checked By: JMS
Scale: 1/8" = 1'-0"
Plot Date: 02/20/14
Revisions: A
Drawing Number: A101

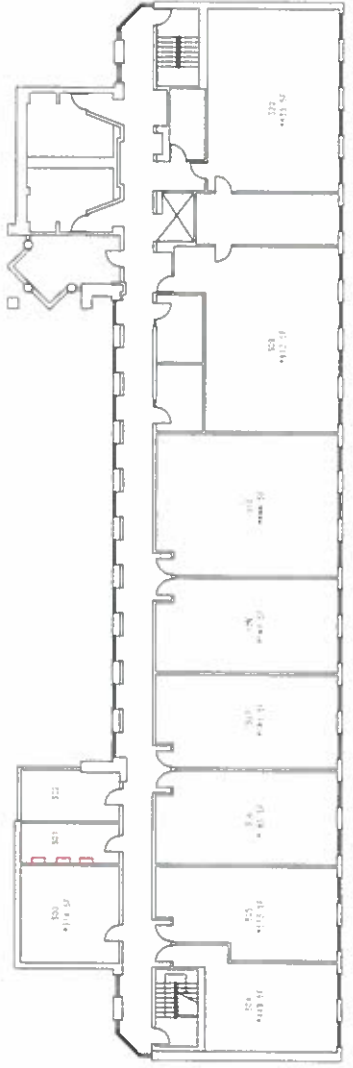


EXISTING FLOOR PLAN W/ DEMOLITION

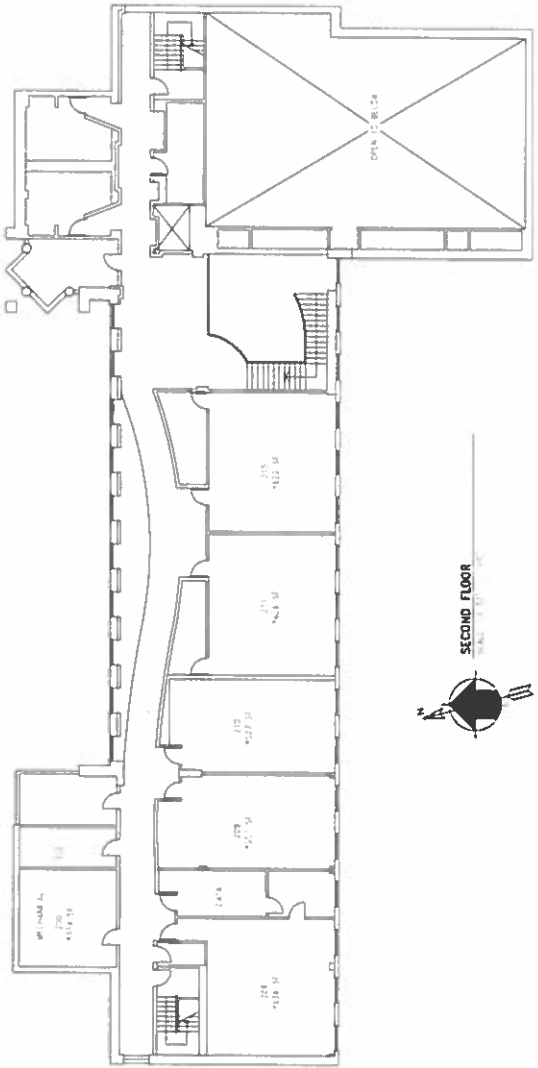
Rev.	Description	Date

Drawing Description
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 501 W MAIN ST (TAKESHITA) WA
 CAPERTON CENTER
 SECOND & THIRD FLOOR FLOOR PLANS

Project: 210401
Designed By: Designer
Drawn By: Author
Checked By: Checker
Scale:
Plot Date:
Revised:
Drawing Number: A102



THIRD FLOOR



SECOND FLOOR



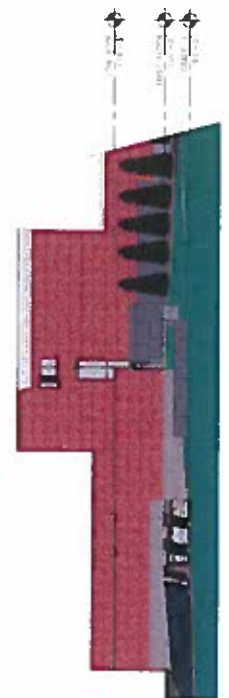
REV	DATE	DESCRIPTION
1	08/15/11	ISSUED FOR PERMIT

Drawing Description
 PERIPOINT COMMUNITY & TECHNICAL COLLEGE
 501 W MAIN ST, CLARKSBURG, WV
 CAPERTON CENTER
 BUILDING ELEVATIONS - SHEET 2.2

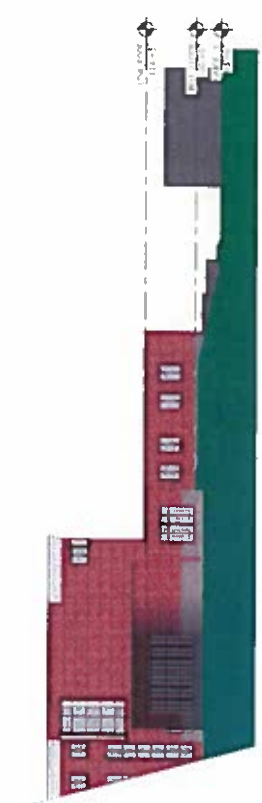
Project: 211011
 Designed By: Designer
 Drawn By: Johns
 Checked By: Checker
 Scale: 1/8" = 1'-0"
 Plot Date: 07/20/11
 Revision: A
 Drawing Number: **A201**



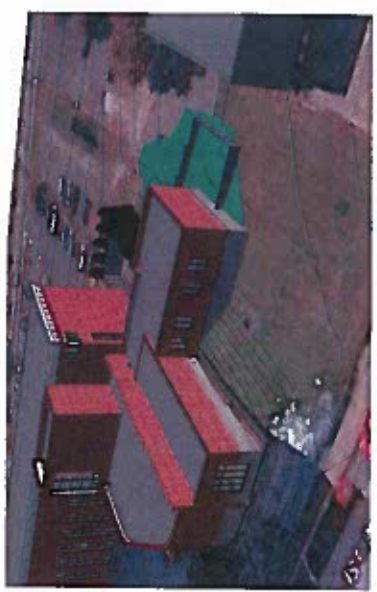
EAST ELEVATION
 1/8" = 1'-0"



SOUTH ELEVATION
 1/8" = 1'-0"



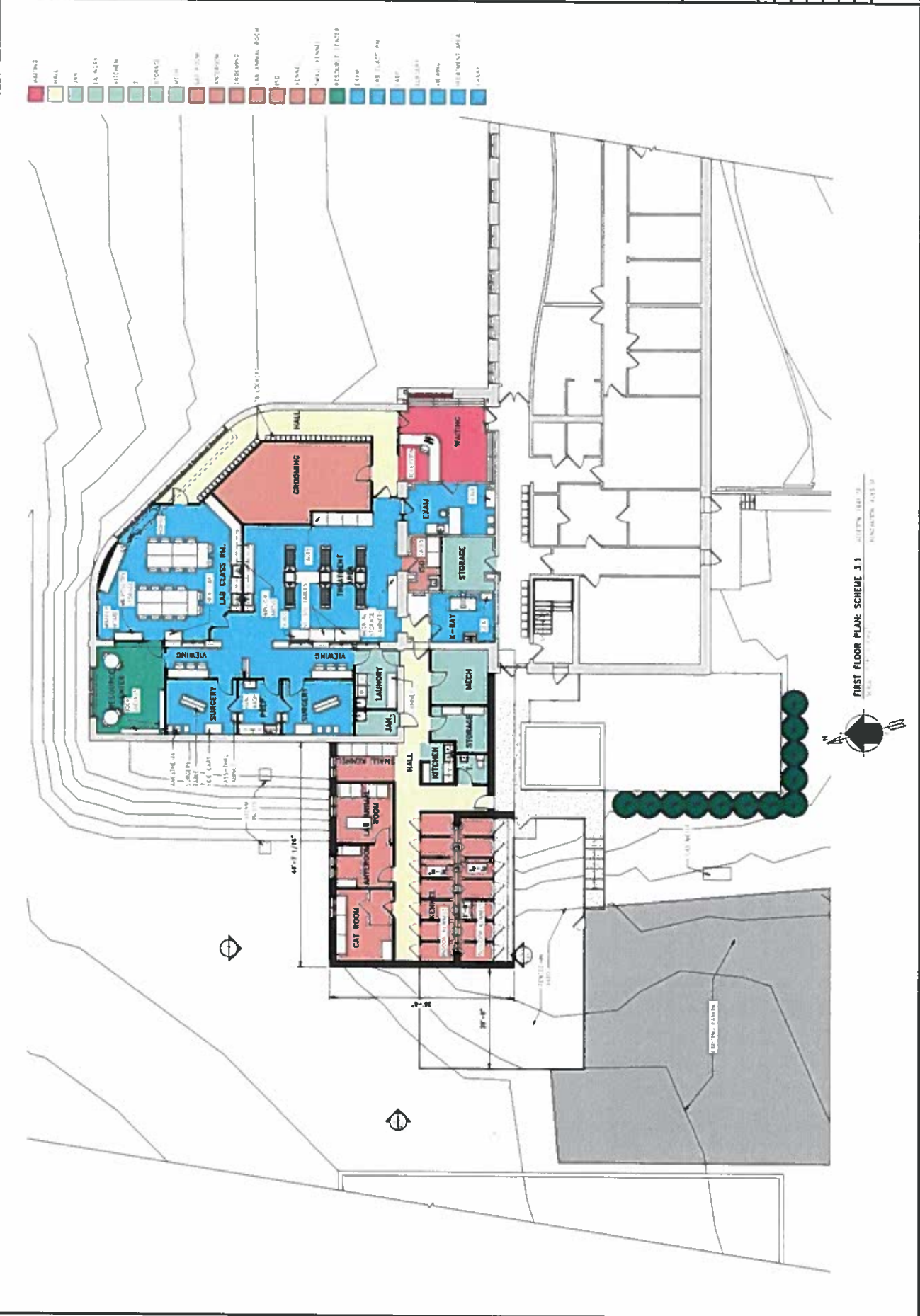
WEST ELEVATION
 1/8" = 1'-0"



Discipline	Disciplinarian	Disciplinarian Title	Date

Drawing Description
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 101 W MAIN ST. FALSBURGH, VA
 CAPERTON CENTER
 FLOOR PLAN - SCHEME 1.1

Project: 2108101
 Designed By: Designer
 Drawn By: Aads
 Checked By: Checker
 Scale: 1/8" = 1'-0"
 Plot Date:
 Elevation:
 Drawing Number:
A603



FIRST FLOOR PLAN: SCHEME 3.1
 SHEETS: 100-01
 DRAWING: A603.01

Tab

5

Pierpont Community & Technical College Board of Governors

Meeting of September 18, 2018

ITEM: Appointment of the 2018-2019 Academic Year Board Committee Chairs and members. *This Resolution is for an informational item, only.*

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Chair of Pierpont Community & Technical College Board of Governors will present the appointment of the Chairs and members to the Audit/Finance and Administration, Academic and Student Affairs, and Enrollment Management/Communications Committees for AY 2018-2019.

STAFF MEMBER: Warren, 'Chip' VanAlsburg, Board Chair

BACKGROUND:

In accordance with the Pierpont Board of Governors Bylaws adopted on February 25, 2014:

IV. Special Committees

A. Appointment of Special Committees of the Board

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee. Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings. Special committees may not act unilaterally for the Board. Committee members may conduct meetings via electronic conferencing.

Therefore, the Chair of the Pierpont Board of Governors will hereby announce the appointment of the Chairs and members, to the committees of Audit/Finance and Administration, Academic and Student Affairs, and Enrollment Management/Communications for AY 2018-2019.



(CURRENT - as of June 19, 2018)
PIERPONT BOARD OF GOVERNORS
2018 - 2019 OFFICERS & COMMITTEES

Pierpont Board of Governors Executive Officers (named June 19, 2018)

Warren "Chip" VanAlsburg – Chair
Sharon Shaffer – Vice Chair
Brian Bozarth – Secretary

Executive Committee

Warren VanAlsburg – Chair
Memori Dobbs – BOG Classified Staff Representative
Holly Kauffman – BOG Member
Rick Pruitte – BOG Member
Sharon Shaffer – BOG Member
Johnny M. Moore – President
Cyndee K. Sensibaugh – EA to the President and BOG

Academic and Student Affairs Committee

Sharon Shaffer – Chair
Thomas Barlow – BOG Member
Linda King – BOG Faculty Senate Representative
Michael Waide – Provost, Staff Resource
Lyla Grandstaff – VP Student Services, Staff Resource
Rob Linger – VP Information Systems, CIO, Staff Resource
Academic Deans

Finance/Audit and Administration Committee

Rick Pruitte – Chair
Brian Bozarth – BOG Member
Holly Kauffman – BOG Member
L. Eugene Weaver – BOG Member
Johnny M. Moore – President

June 19, 2018

Dale Bradley – VP/ CFO, Staff Resource

Rob Linger – VP/CIO, Staff Resource

Enrollment Management and Communications Committee

Memori Dobbs – Chair, BOG Classified Staff Representative

Randy Travis Crigger – BOG Student Representative

Larry Puccio, Jr. – BOG Member

Natalie Stone – BOG Member

Lyla Grandstaff – VP Student Services

Steve Leach – VP Organization & Development, Staff Resource

Bo Sellers – Marketing Director, Staff Resource

Ad Hoc Committees

Nominating Committee for BOG Executive Officers

Holly Kauffman – BOG Member

Linda King – BOG Faculty Senate Representative

Rick Pruitte – BOG Member

New Organizational Structure (NOS) Task Force (named May 15, 2018)

Warren VanAlsbury – BOG Chair

Sharon Shaffer – BOG Member

Thomas Barlow – BOG Member

Johnny M. Moore – President

Dale Bradley – VP/CFO, Staff Resource

Lyla Grandstaff – VP Student Services, Staff Resource

Steve Leach – VP Organization & Development, Staff Resource

Rob Linger – VP/CIO, Staff Resource

Cyndee K. Sensibaugh – EA to the President and Board

Ashley Tennant – Director of Finance, Staff Resource

Presidential Evaluation Committee (named June 19, 2018)

Natalie Stone – Chair

Thomas Barlow

Larry Puccio, Jr.

Sharon Shaffer

North Central Advanced Technology Center Advisory Board Officers (named June 19, 2018)

Sharon Shaffer – Chair
Thomas Barlow – Vice Chair
Brian Bozarth – Recording Secretary

North Central Advanced Technology Center Advisory Board – Nominating Committee

Sharon Shaffer – Chair
Thomas Barlow – ATC Advisory Board Member
Brian Bozarth – ATC Advisory Board Member