



***BOARD
OF
GOVERNORS***

November 13, 2018

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

November 13, 2018

Pierpont Advanced Technology Center, Room 216 A
500 Galliher Drive, Fairmont, WV

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

Warren “Chip” VanAlsbury – Chairman
Sharon Shaffer – Vice Chairwoman
Brian Bozarth – Secretary
Thomas Barlow, 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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Recent BOG Committee Meetings:

- ✓ BOG Finance/Audit and Administration Committee Meeting held on November 1, 2018

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
November 13, 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 September 18, 2018 **Tab 1 – Action Item**

II. Recognitions – Informational

1. Welcome to new Pierpont Employees:
 - Travis Miller, Asst. Professor/Director of the ATC
 - Dr. Robin Strader, Director of E-learning
 - Maynard “Chip” Hawkins, ATC Maintenance Manager
 - Eva Simmons, Administrative Assistant Senior
 - Shelley Tharp, Controller
 - Andy Raisovich, III, Director of Institutional Research
 - Chris Daniels, Information Systems Technician
2. In October 2018, Michael P. Waide transitioned from Interim Provost to Provost, Vickie Findley transitioned from Interim Dean of Health Sciences to Dean, and David Beighley transitioned from the Acting Dean of the School of General Education and Professional Studies to Dean. Nancy Williams-Parks has transitioned to serve as the Executive Director of Institutional Effectiveness & Accreditation (*Dr. Johnny M. Moore*)
3. Acknowledgement of the graduating members of the Pierpont Leadership Institute for Fall 2018 (*Dr. Johnny M. Moore, and Chairman Warren “Chip” VanAlsburg*)
 - Kimberly Cale, Jennifer Farlow, Pamela Hamilton, Amanda Hawkinberry, Mitchell Jordan, Brooke Nissim-Sabat, and Jillian Sole
4. Recognition of the upcoming retirement of Dr. Gerald L. Bacza, Dean of the School of Business, Aviation and Technology (*Provost Michael Waide, Dr. Johnny M. Moore, and Chairman Warren “Chip” VanAlsburg*)

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

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

V. Operation Reports

Tab 2 – Informational

1. Academic Affairs and Student Services (*Michael Waide and Lyla Grandstaff*)
2. Classified Staff Council (*Amanda Hawkinberry*)
3. Pierpont Foundation (*Steve Leach*)
4. Information Technology (*Rob Linger*)




VI. Committee of the Whole

1. Presentation and Acceptance of the FY 2018 Audited Financial Statements (*Dale Bradley; Kelly Shafer & Sarah Crouse of Suttle & Stalaker, PLLC*) *Tab 3 – Action Item*
2. Financial Report (*CFO, Dale Bradley*) *Tab 4 – Informational*
 - a. August 31, 2018
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

-  An evening reception will be held for December graduates on December 6, 2018 at the Pierpont Advanced 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.

Tab

1

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 18, 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 September 18, 2018, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Warren ‘Chip’ VanAlsburg and Eugene Weaver

Board Members Absent:

Randy Travis Crigger, Sharon Shaffer, and Natalie Stone

President’s Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Rob Linger, Nancy Parks, 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 VanAlsburg, Chair, called the meeting to order in open session at 2:05 PM.

2. Call for Public Comment

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

3. Approval of Minutes from the June 19, 2018 BOG Meeting – Action Item

The minutes of the Pierpont Board of Governors meeting held June 19, 2018 were presented for approval. Holly Kauffman offered a motion to approve the minutes, as presented. Linda King seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

Vickie Findley, Interim Dean of Health Sciences, recognized Josh Smith, IT Development Specialist and Casey Conaway, LPN Coordinator, for initiating and completing a project that provided Chromebooks to each incoming LPN student. The Chromebooks will assist in accessing academic support through online resources. The Chromebook's advanced hardware allows for easier collaboration and quicker access to our Google Suite of services like Gmail, Calendar, Drive, Hangouts, and Google Classroom. The Chromebooks were given to 26 students at the Clinical and Academic Survival Skills weekend.

III. President's Report

President Moore expressed that these are exciting times to be involved in Pierpont as the energy and pulse of the institution is positive. There is a high volume of students at the ATC attending classes, as evident by the overflowing parking lot. President Moore stated that winning teams attract others, and that the National Institute for Staff and Organizational Development (NISOD) has contacted Pierpont to host a NISOD regional workshop. NISOD is a national organization that is committed to promoting and celebrating teaching, learning, and leadership at community and technical colleges. The workshop will be held in the Fall of 2019.

Dr. Moore shared that the Pierpont Leadership Institute (PLI) has begun its second fall cohort. The PLI members for Fall 2018 are: Kimberly Cale, Jennifer Farlow, Pamela Hamilton, Amanda Hawkinberry, Mitchell Jordan, Brooke Nissim-Sabat, and Jillian Sole. Pierpont is creating a culture of leadership throughout the institution and aligning people to take Pierpont to a higher level of achievement. The President's Cabinet has been involved in a group reading of the recently released book *Adaptive Space* to assist with Pierpont's focus to adjust, to be agile and adapt.

President Moore participated as a panelist in the Appalachian Regional Commission's Appalachia Works – Expanding Opportunities for Our Region's Future in Tupelo, MS on September 12-14. Dr. Moore focused on the information gap currently existing between employers, workers, and educational institutions. Dr. Moore also addressed the importance of partnerships with industry to support clear and accessible pathways to job.

President Moore praised Pierpont's faculty and staff on the work they are doing and thanked the Board members for volunteering to serve and work for Pierpont.

IV. Chairman's Report

Chairman VanAlsbury expressed the state has focused on improving higher education models over the recent months and that Pierpont is ready to assist in this mission. The Chairman stated that the Board is here to serve the community and can assist in forming partnerships and recruitment. The Board can impact someone's life by communicating and spreading the good work of Pierpont. Chairman VanAlsbury complimented the President and staff members for the positive news and work.

V. Operation Reports - Informational

The Operation Reports were provided, in advance, within the September 18, 2018 Board of Governors Book. Staff members were on hand to answer any questions. The reports provided were:

1. *Academic Affairs and Student Affairs*
2. *Classified Staff Council*
3. *Center for Workforce Education*
4. *Pierpont Foundation*

VI. Committee of the Whole

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, May 31, 2018, June 30, 2018 and July 31, 2018. Complete details were provided in the September 18, 2018 Board of Governors Book.

2. *Review of the Veterinary Technology Facility Design Plans at the Caperton Center – Informational*

Mr. Dale Bradley, CFO & VP of Finance and Administration, and Anna Romano, Coordinator of the Veterinary Technology Program, provided a review of the proposed preliminary architectural blueprints to relocate the Veterinary Technology Program to the Caperton Center in Clarksburg. The new facility will include a lab, surgery, isolation room, exam room, kennels and a waiting and reception area. The upgrade is a requirement of the Vet Tech program by its accrediting body. Pierpont's Vet Tech program is ranked as one of the top 30 programs of its kind in the nation. With the new site location, there is vision of opening a grooming certificate program and a hospital in the future. The estimated cost for the upgrade is approximately \$1.8 million.

3. *Naming of Appointments to the AY 2018-2019 Board of Governors Committees – Informational*

This item was tabled, at the request of Chairman VanAlsbury, until the November meeting.

VII. Committee Reports

1. *Audit/Finance and Administration Committee Report*

No report.

2. *Academic and Student Affairs Committee Report - Informational*

No report.

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

Memori Dobbs, Chair, shared that an Open House will be held on November 17th at the ATC, at the Caperton Center and on Locust Avenue.

VIII. New Business

1. The next regularly scheduled Pierpont CTC Board of Governors Meeting will be held on Tuesday, November 13, 2018 at 2:00 PM. Location to be determined.
2. The Annual Pierpont Board of Governors Retreat will be held on December 7, 2018.
3. The next quarterly meeting of the NCWV Advanced Technology Center Advisory Board will be held within the annual BOG Retreat on December 7.

IX. Old Business

There was no old business to review.

X. Public Comment

There were no signatures recorded for public comment.

XI. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:00 PM, Thomas Barlow 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 3:46 PM, Chairman VanAlsburg 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, Larry Puccio, Jr. offered a motion to adjourn the meeting at 3:46 PM. Chip VanAlsborg seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

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Tab

2

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

Office of Academic Affairs

In October, the Office of Academic Affairs submitted to the Higher Education Policy Commission (HEPC) data for consideration for reauthorization. Annually, Pierpont Community & Technical College (Pierpont) completes IPEDS data collection and compilation that informs data presented to the West Virginia Community and Technical College System (WVCTCS) and HEPC for reauthorization. Before the presentation of data, I wish to thank those who, with their expertise and skills, have informed this report: Andy Raisovich, Caitlin Rexrode, Ashley Tennant, Lyla Grandstaff, Amanda Hawkinberry, and Kimberly Cale.

Pierpont reported the following for the previous academic year:

- 54 credit skill set, or advanced skill set awards; we are exploring ways of auto-conferral of skill sets to maximize awards;
- Full-Time Enrollment (FTE) of 1245; unduplicated headcount of 2294;
- Retention rate of 49.9% (data reported in 2017 was 11%);
- Graduation rate of 27.4% (data reported in 2017 was 25%);
- Student loan default rate of 24.7% (data reported in 2017 was 27.6%);
- A total of 294 students that completed certification exams with an overall 85.7% pass rate (n=252);
- 707 non-credit completers through the Center of Workforce Education (CWE) --a 91% completion/pass rate (out of 776 registrations);
- CWE completers whose contact hours equate to 115 FTE;
- The expansion of our testing center to 37.5 hours a week;
- Last year CWE had 776 registrants for continuing education in a 12-month period. At the time of reporting (3-months into the academic year), we already have passed the 50% mark (we have over 400 registrations already for this year) and are continuing and expanding our continuing education opportunities.
- Presently close to 183 Lifelong Learners are participating in adult education opportunities through Pierpont at the Advanced Technology Center.

School of General Education and Professional Studies

Criminal Justice Program

The Criminal Justice Program will be offering classes (CRJU 1100: *Introduction to Criminal Justice* and CRJU 1101: *Police Operations*) at the Caperton Center for Spring 2019. This will be the first such Criminal Justice programming at the Caperton Center.

Early Childhood Program

The Early Childhood Program and the Pierpont Laboratory Preschool hosted its annual "Fall Festival" on October 17. The Early Childhood Program's practicum students created the event. More than 30 children, family members, and community guests attended the festival.

Food Service Management Program

An application prepared by Brooke Nisim-Sabat and Pamela Hamilton to begin a Dietetic Technician, Registered (DTR) A.A.S. program has been provisionally accepted by the Accreditation Council for Education in Nutrition and Dietetics. (ACEND). A self-study will be due to ACEND in December 2018; if approved, a site visit is planned for spring/summer 2019. If accreditation is awarded, Pierpont's DTR program will be the first DTR program in West Virginia and one of only a few in the Mid-Atlantic Region.

General Education - Curriculum Development

All curriculum development for Pierpont's newly created social sciences courses (HST 1101, POL 1101, PSYG 1101, SCY 1101) has been completed. Pertinent GEPS Program Coordinators are working with Pierpont's Director of e-Learning, Robin Strader, to prepare Blackboard master shells for online delivery. These courses, identified below, will run and be internally reviewed for Quality Matters alignment in Spring 2019, with external QM review planned for Fall 2019:

- COM 2200
- ENGL 1104
- ENGL 1108
- ENGL 1109
- HST 1101

- INTR 2200
- MTH 1207
- MTH 1207S
- POL 1101
- PSYG 1101
- SCY 1101

General Education - Scheduling

GEPS General Education course scheduling was completed for all campus locations in consultation with Deans from all academic schools to provide strategic alignment of programming targeted at increasing enrollment at satellite locations and enhancing retention numbers.

GEPS Personnel Changes

Debra Lupica-Scott has been named Liberal Studies A.A. Program Coordinator, and Jennifer Ellison has been named Interdisciplinary Studies Coordinator, with both positions effective at the start of the Spring 2019 semester.

School of Health Sciences

Electrocardiograph Technology

Electrocardiograph Technology (ECG) and Phlebotomy Advanced Skill Sets will be offered to the Mountaineer Challenge Academy for the summer of 2019. The ECG skill set will be offered in Monongalia County for Spring 2019. This ECG skill set will be offered to the employees of J. W. Ruby Memorial Hospital who work at the Heart and Vascular Institute. A Memorandum of Understanding is scheduled to be signed November 15, at 10:00 a.m. at the ATC.

Health Information Technology Program

The second year Health Information Technology (HIT) students attended the West Virginia Health Information Management Association's Fall Retreat on October 26, 2018, at the Robert

H. Mollohan Building. Students learned the new coding changes, how to appropriately release mental health records, data analytics, resume building and various communication styles. A Certified Professional Coder training course will start November 12 and run through May 18, 2018. Everyone who successfully passes the national certification test for a Certified Professional Coder will receive five credits toward the HIT Program.

Medical Laboratory Technology Program

Medical Laboratory Technology (MLT) faculty and six MLT students attended the two-day conference in Charleston WV, October 11-12. Students attended presentations on a variety of topics; like “Cold Stored Platelets”, “Healthcare Delivery is a Team Sport”, “Molecular Detection of Enteric Pathogens”, “Current Concepts in HIV” and many more. Students also observed laboratory instrumentation demonstrations from several companies that brought their equipment to the vendor hall at the conference. The vendors provided free study booklets, snacks, and prizes. There was a student forum during the conference for clinical laboratory science students across the state to meet and discuss issues. There were several networking opportunities for students with clinical laboratory managers across the state.

The microbiology supervisor at WVU hospital, Amanda Murray, gave MLT students and faculty a tour of the WVU laboratory on October 19, 2018. Students attending received a demonstration of all testing performed in this area, which includes several molecular diagnostic tests. We even participated in “Clinical Rounds” with WVU medical students. A WVU resident presented an unusual infectious disease case that was recently discovered at WVU. The presentation was interactive with microscope slides and bacterial plates for our students and WVU residents to observe, touch, and ask questions. The tour included other laboratory areas, such as the automated chemistry track, immunohematology, and specimen processing. All attendees learned from the visit and students especially enjoyed interacting with the clinical laboratory scientists and physicians at WVU

The Pierpont MLT Student Organization sponsored a blood drive for Central Blood Bank (CBB) at the ATC on Oct. 24th. There is a constant need for blood products and CBB provides blood products to all hospitals in our region. Melissa White was contacted by the Central Blood Bank

and said the blood collected on the 24th was put to good use because of the mass shooting at the Synagogue in Pittsburgh this week.

Radiology Technology Program-UHC

Students from the program attended The WV Society of Rad Tech 66th Annual Conference was held Oct. 25-27, 2019 at Canaan Valley Resort. The students participated in competitions in Research Paper, Scientific Exhibit and Student Quiz Bowl. More than 100 students participated in the competitions representing eight different WV Rad Tech Programs.

United Hospital Center had some winners – all PCTC enrolled students! See Below:

1st place, Research paper - Bailee Johnson “Detection of a Silent Killer”

3rd place, Research paper – Taylor Hartness “Diagnosing and Staging Non-Small Cell Lung Cancer”

2nd place, Student Quiz Bowl – Emilee Gibson, Cara Kirk and Melinda Nicholson

3rd place, Student Quiz Bow (tie) - Leah Arbogast, Chauntelle Radabaugh and Kylie Womeldorff

Physical Therapist Assistant Program

The students from the PTA program attended a joint session with another PTA program and WVU PT program. This was an opportunity for PT’s and PTA’s to interact and know the duties of the specific disciplines. An employee of Health South Rehabilitation Hospital was a guest lecturer for the students at the FSU Feaster Center pool for the PTA students. The students learned how water therapy can help improve the mobility of a patient. October 29 – November 1 was Physical Therapist Week. Students and faculty had a luncheon to celebrate.

The Center for Workforce Education

CWE upcoming opportunities for students and the community.

Youth Build from Elkins, WV has been utilizing Garrett College in McHenry, MD for their non-credit online offerings. Following a meeting with Provost Waide, Pierpont will now be their

only college of choice for both credit and non-credit offerings. They average 65 students per cohort and have a robust alumni. Through a joint effort with YouthBuild and Pierpont's Early College Academy, YouthBuild will be bringing a bus of students to Pierpont's open House to complete FASFA, College applications, and will be able to enroll in any of our offerings. Youth Build has been supplied with information on our offerings with special interest given to the following: Red Hat Mining, PEC Safeland training, Home Inspector, ACT Prep, Fusion Inspector, Certified Professional Medical Coder (hybrid) and HEAPS funding. For students interested in a medical field, Pierpont will be creating a program that will contain both non-credit and credit offerings, beginning with Medical Terminology 3 credit course, Anatomy and Phys. Non-credit, ECG skill set, and Phlebotomy skill set.

Lewis Co. High School recently began a SAT Prep course using Pierpont as a facilitator for the course. CWE enrolled 30 high school juniors in the course. This program is going very well, and we have recently been contacted about expanding the program to include ALL Junior classmen. This will mean enrolling an additional 86 students for a total of 116 enrolled.

All seven Red Hat mining students from the 9/3/2018 course have passed their mining exam and gained employment. The current class, which also contains seven students, will complete Nov.16th.

PEC Safeland USA Basic Safety Awareness course will run on 11/16/18. This is a basic safety course for the oil and gas industry.

FAA Remote Pilot Certification Test Prep Course will run twice on 11/26/2018. This class prepares students for the FAA Remote Pilot Certificate test. This license is required to professionally fly small-unmanned aerial systems (sUAS), also known as drones.

Several non-credit personal enrichment courses are in development: Cookie decorating, TEAS Science Test Prep, Photography, STEM physics of music, and ASL for first responders.

Student Services

Financial Aid

Pierpont Community and Technical College

Financial Aid Executive Summary

Award Year 2017-2018

<u>Fund</u>	<u>Paid Amount</u>
Federal Pell Grant	\$3,241,963
Federal SEOG Grant	\$148,692
WV Higher Education Grant	\$818,110
WV HEAPS Grant (part time grant state grant)	\$90,361
Institutional Aid (Scholarships and Waivers)	\$419,777
AmeriCorps Awards	\$12,237
WV Promise Scholarship	\$216,577
Federal Work Study	\$56,892
Federal Direct Subsidized Loan	\$2,070,277
Federal Direct Unsubsidized Loan	\$2,955,118
Federal Direct Parent Loan	\$274,895
Private Loans (Alternative)	\$250,054
Total Aid Paid	\$10,554,953

Default Rate Information

Cohort Year	Total Borrowers in cohort	Total Defaulted Borrowers	Default Percentage	Increase/Decrease in Borrowers
2013	1363	377	27.6%	-----
2014	1286	353	27.4%	-77
2015	1079	267	24.7%*	-207
2016	767	148	19%	-312
2017	712	49	6.8%	-55
2018	667	0	0%**	-45

*Current *Official* Default Rate

**With the understanding that this cohort is mostly still in forbearance and capable of defaulting yet.

What we have accomplished in 2018 so far:

- Initiated Awareness Activities including, but not limited to:
 - FAFSA Workshops (where in Spring 18 we had 0-5 attendees at each and in fall we've increased that to 17-35 attendees at each)
 - Financial Aid Fridays on Social Media where we make short informative posts regarding financial aid awareness
 - Classroom Presentations (at primary, secondary, and institutional levels)
 - Working with Admissions/Recruitment to revise financial aid information that is part of their packets and how they communicate that information to potential students, with focus on In-state vs Out-of-state and on campus vs off campus in relation to T/F cost and estimated Cost of Attendance.
 - Professional Development Training with Faculty members to
- Recertification of our Program Participation Agreement with the Department of Education
- Completion of state wide single audit for FY18 with Suttle and Stalnaker
- Completion of HEPC state annual reporting
- Completion of annual FISAP form

Future Items to work on:

- Awareness
 - Default prevention continuation
 - FAFSA Completion Campaign for our service region. The state sets a 60% goal for the state, I would like to push our service region to 80% and partner with local banks to provide incentive/rewards for such
- Policy and Procedures to visit/revise:
 - Satisfactory Academic Progress Policy and Appeal Procedure
 - Cost of Attendance/Budget surveying to update our annual amounts, Algorithmic Budgeting
 - Packaging Policy to incorporate Algorithmic Packaging

Admission and Recruiting

Currently participating in the WV tour visiting high schools across the state and in our service area.

Orientation dates will be set in the near future for the spring semester.

Application week starts first week of November and admission counselors will be visiting high schools and collecting applications.

Applications are coming in steady for the Fall 19 year.

Advising

Advising has started for the spring term. A “professional advising model” is being researched as a possibility for Pierpont students.

Counseling and ADA

Dr. Clemens has seen an increase in mental health counseling.

Students are engaged in the “Learning Strategies” that have been developed by the office and assist students and faculty with time management, test taking skills, and study skills.

Early College Academy

Currently, ECA is up and running at MTEC in Morgantown and Preston County, we will be looking at Marion, Taylor for the upcoming fall term.

Office Wide

Reorganization of the office is almost complete, we will continue to evaluate and make changes as necessary.

Many staff members are involved in looking at policies that affect students and how can Pierpont streamline those policies and make them more student friendly.

School of Business, Aviation and Technology

General Comment

Hired a new director/faculty member for the Advanced Technology Center. Travis Miller began on October 29. Five faculty members are applying for promotion. Evaluations are in progress. Spring scheduling is fully under way and graduation audits are in progress. Planning for the November 17 open house.

Aviation

PT6-Turbo Props were delivered. New lathes arrived for the Aircraft basic science.

New curriculum planned from the FAA with modern upgrades.

Provost Waide to provide additional information for this report

Applied Design

Continuing to work on building articulation agreements. The department continues to market the programs to increase enrollment. Working on new program sheets.

Graphics-Resolved the Adobe license issues for both the instructor and the lab. Finalized plans for course coverage in the Graphics and CAD departments. Dr. Coffindaffer will be attending the ATMAE conference and workshop to prepare for the upcoming accreditation visit.

Information Systems

Working on the 5-year program review. Attending meeting on the web site task force. Attended cybersecurity meeting with industry and political leaders at the ATC.

Drafting/Design

Coordinator Chris Toothman will be attending the ATMAE conference and workshop to prepare for the upcoming accreditation visit. Working with IT to get the CAD lab back to a fully operational stage. Received a new HP Z9 plotter to set up and install.

STEAM

The Fall STREAM Day will be on Wednesday, November 7 from 9AM to 1:30PM at the ATC. Male and female 8th grade students are invited. Dr. Bachlechner attended the 2018 ADEIL conference. (Association for Distance Education and Independent Learning). Got the Respondus Lockdown Browser installed for Blackboard.

Business/Accounting

Developing a charter and by laws to create an independent Pierpont business student organization. Held the first official meeting as a Pierpont organization. The Business career event is scheduled for November 1. Exploring a nationally standardized end of program exam for accounting majors. Need to order 3 new replacement computers.

Applied Processing Technology

Working to schedule various 8-week courses to offer the First Energy students. Finalizing details for the First Energy diversity scholarship awards. Mitchell Jordan will be attending the Pierpont Leadership Academy.

Petroleum

Students attended the WV Oil and Gas expo at the Mylan event center

Workforce

PSI Information session, Nov 10th @Robert H. Mollohan building, 10AM-Noon. Need a good end of program test.

Industry Partnerships

Working to develop the welding program with RCBI. Facility needs developed. Working with the curriculum for the Mining Maintenance program. Posted the revised course list for the Machinist's program. For the Spring 2019 semester.

CLASSIFIED STAFF COUNCIL REPORT



Classified Staff Council
November 2018 BOG Report

Pierpont Community & Technical College Board of Governors:

Attached you will find approved minutes from our August meeting.

Classified Staff Meeting Minutes

August 29, 2018 | 1:00pm

222A ATC

In Attendance: Amanda Hawkinberry | Christy Reger | Justin Mowrey | Bo Sellers | Tracey Kennedy | Memori Dobbs | Paige Buckhalter | Jillian Sole | Leah Ellyson

I. Call to Order

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

II. Approval of June Minutes

Amanda called for a motion to approve the June minutes. The motion was made by Bo Sellers to approve the June 2018 minutes. Memori seconded the motion. The motion passed.

III. Goals/Projects for the Upcoming Year

a. Partnering with K12 Students

Amanda mentioned they met Sarah Tucker at the Student Summit in July. Sarah partners with K12 & colleges. She mentioned the first week of March is "Read across America" week. Amanda suggested we get some staff members to go to schools around the area and read to the younger students. We can give the students information about Pierpont when we visit, so that they can grow up knowing Pierpont is an available option for them. We can also extend this idea to other staff and faculty who would be interested in reading at schools.

Tracey Kennedy suggested getting a small packet together for the each of the kids to take home with information about Pierpont, bookmarks, coloring pages, a personal letter to parents, etc.

b. Partnering with K12 Teachers

Amanda mentioned school supplies are often donated at the beginning of the year. She suggested collecting supplies now and donating them in January or March, when the school supplies are running low.

Tracey suggested partnering with different schools each semester so we can give a significant amount of supply donations to each school.

If you're interested in helping out with either of these projects, feel free to email Amanda.

c. FanCloth

Last year's FanCloth fundraiser was successful. There was much agreement to organize the fundraiser again this year. Amanda will send out an email about this soon. If we get all orders placed by October, the items will get shipped in before Christmas Break.

We must sell **50** items to make a profit.

We will not be paying for the items to get presorted this time, since it did not make the process any easier last time.

Amanda called for a motion to approve moving forward with this fundraiser. Killian Sole made a motion to proceed with the FanCloth fundraiser. Bo Sellers seconded the motion. The motion passed.

d. Game Day Fundraiser

Bo Sellers had the idea to sell a “Game Day Bundle” for a fundraiser. This bundle could include game tickets and fan merchandise. He will look into popular games and tickets and we will discuss the fundraiser further. There was much agreement this was a great fundraising idea.

IV. IT Updates – Justin Mowrey

a. Website Addition

Justin mentioned he was working on a centralized location on the website that will refer to campus policies and procedures. This addition to the website is early in conception. More to come...

b. New Website

Paige Buckhalter projected the start date for the new website will be this weekend (September 1-2) if things go as planned.

V. Internal Newspaper – Bo Sellers

Bo spoke with Classified Staff about the Internal Newspaper. It will include recent, updated information and news about the College and will be available to all employees.

Tracey Kennedy suggested a small section that highlights a staff/faculty member so all employees can put names to faces easier.

Bo will be updating and designing the newsletter. He will need to gather information from direct sources for the newspaper. Amanda suggested Mary Jo Rutherford, Beverly Jones, and Leah Ellyson as contacts for updated news, as well as potentially the Deans.

It is still being discussed how often the newspaper will come out. There was discussion on monthly and two times a semester, but no decision was reached.

VI. Student Partnership with Life United Methodist Church – Jillian Sole

a. Partnering with Life United Methodist Church

Jillian Sole shared her experience about students coming up to the front desk at the ATC and revealing they weren't getting enough to eat. Jill has been putting free snacks out for the students, and other faculty and staff are welcome to do the same. She will put the snacks collected in a pantry the students can use at their convenience during the semester. All food pantry items are open to all students, no questions asked.

Life United Methodist Church moved in close to our facility and reached out to see if they could help with any student needs. Jill mentioned the students' hunger and we partnered with them to come up with the following ideas to help out the students this semester.

b. Food Pantry Event

Jill and Life United Methodist Church decided they would be doing an official Food Pantry event for Pierpont students one day during the semester at the ATC for students to “shop” for food items they may be in need of. This will be open to all Pierpont students. If Pierpont students from other locations would like to participate, we will wrap up food and make sure it gets to them.

c. Free Monthly Lunch

United Methodist Church agreed to offer free lunch for Pierpont students, faculty, and the community at large one to two times a month.

d. Travel Services for Students

United Methodist Church has offered their church van services to Pierpont students. Their van seats 6 students and they offered to bus students for no charge and at any time to different locations around the area, from campuses to errand runs.

e. Food Truck

Jill has a meeting later next week with both United Methodist Church and the Disability Action Center to discuss the availability of a possible food truck option for our students.

e. Potential "Yard Sale" Style Holiday Season Donation

Jill stated United Methodist may also partner with us to do a "yard sale" style donation event set up with toys, gently worn clothes, and other items for students in need during the holiday season.

Thank you Jill for noticing this issue, expanding our partnerships with the community and helping out our students!

VII. Old Business

a. Scholarship

Jill was awarded the part-time scholarship. Congratulations, Jill! Part of the scholarship will be distributed this fall, and the other half will be distributed during the spring semester. Jill is working on obtaining her RBA from Fairmont State.

Amanda said the scholarship fund's main revenue comes from our FanCloth fundraiser. Thanks to everyone helping out with the FanCloth fundraiser!

VIII. Other Issues/Concerns/Discussions

a. Directories and Databases

Directories and databases will be updated in time to reflect the new adjustments faculty and staff have recently undergone.

b. Open House

Memori Dobbs let us know that the Open House will be Saturday, September 17th and it will be located at the ATC.

IX. Adjournment

Amanda made a motion to adjourn the meeting. Tracey seconded the motion. The motion passed.

Respectfully Submitted,
Leah Ellyson
Secretary

PIERPONT FOUNDATION REPORT

Pierpont Foundation
Report
November 13, 2018

Pierpont Foundation Report:

- Foundation Board Meeting was held on November 7, 2018
- We have two new Foundation Board Members – Phyllis Thomas McMillion and Matthew Kittle.
- 2018 Fall Campaign was launched on August 14, 2018 and will run until December 7, 2018 for Faculty/Staff giving.
- 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.
- Donations were received from Dominion Energy Services, Inc. in the amount of \$6,000.00 and West Virginia Desk and Derrick Club in the amount of \$500.00.
- Pierpont Foundation Event is tentatively scheduled for February 28, 2019 with Industry contacts.

INFORMATION TECHNOLOGY REPORT

Pierpont IT
November 2018
Board Report

Pierpont IT has recently taken steps to bolster the institutional research capabilities of Pierpont. With the hire of Andy Raisovich many reporting activities that were previously handled by FSU or various department in Pierpont are now centralized under the Pierpont IT umbrella. The following reports have recently been completed and documented for future ease of creation:

- HEPC census reporting
- IPEDS reporting
- HEPC reauthorization reporting
- Perkins Core reporting (WVCTCS)
- EMSI survey (WVCTCS)
- Production of some five-year program study data

Resolution of 201920 schedule issue where Fairmont classes were appearing on Pierpont's schedule due to data entry errors on the 4 year side was also handled in short order by the IT team.

Current/near future projects being lead by institutional research include the following:

Banner 9 separation

- Starting people on test plans, some sound testing occurring
- Asking people to start evaluating office procedures, with a view towards developing a procedures manual for each area
- Standing up technical environment with WVNET, other state agencies, which consists of:
 - Polaris environment (file exchange with Banner for data loads)
 - Banner 9 authentication with our AD
 - Standing up and configuring Banner Self Service
 - Planning to migrate some custom schemas from the shared Banner database into PIERTEST
 - Working on how to allow Banner printing back to campus from WVNET
 - Discussion with WVNET about ancillary environments/tools, like FormFusion and Intellectcheck
 - Discussion with WVSTO about gaining a merchant/terminal ID for Banner Self Service for taking payments
 - Discussion with WVOASIS team about standing up and integrating NeoGov
- Discovering personnel and knowledge gaps, to start planning for requesting funds be budgeted appropriately.
 - Some of these budget requests may come in THIS FISCAL YEAR, as many will be needed to help us over the hump and through our first semester
 - Already occurring in some areas: hired Shelley Tharp (Finance and AR to some degree), Eva (?) (payroll)
- Development of last year's and this coming year's Common Data Set

Within the network and communications area of Pierpont IT, we have been working to ensure proper infrastructure security robustness. The following items have been addressed:

- Working with New ATC Maintenance Employee (Chip Hawkins) on setting up his access to;
 - The ATC HVAC System Controls
 - The ATC Secure Door Locks System Controls
 - The ATC Security Camera System Controls
- Patching VMWare infrastructure hosts on a Specter/Meltdown Intel Vulnerability regarding Hyper-threading
 - This Infrastructure securely manages our connections to Google and Banner
 - Required a multiple hour support call to VMWare to completely mitigate this vulnerability on our network
- Fixed a SQL Database backup issue on Suzan Clemens Titanium Server
 - This system is used to scheduled meetings with her patients
 - This system also maintains secure patient information (HIPAA) regarding her patients
- Working with Dustin Winski and Paige Buckhalter on updates to the new Dev Pierpont Website Server
 - This server resides on Pierpont's VMWare Infrastructure
 - Server requires a newer version of Drupal to be installed due to a vulnerability
 - A recent Drupal upgrade crashed this entire server
 - Using our Veeam Backup System on our VMWare Infrastructure I was able to recover this server from backup
 - These backups run nightly for all our servers
 - It took less than 5 minutes to get this server restored and operational
 - Dustin Winski and Paige Buckhalter, led by Josh Smith are developing methods to streamline security updates on the new web server.
- Working on updating our IT procedures to improve communications and ticket response times.
- Overseeing the Help Desk Ticketing System to ensure tickets are being addressed and resolved according to Pierpont IT policy.

Pierpont's webmaster, Paige Buckhalter has been working with the Website Task Force to ensure a uniform structure for all programs on the new website. A target launch date has been set for January 15th and are working towards gathering academic school and institutional department content needed to see if that date is feasible. In addition to working with the Task Force, Paige has been updating both the current and new sites with requests that come in from faculty and staff.

Dustin Winski is currently working on building an additional instance of our new website to test the package manager Composer which will allow us to quickly update separate packages as security updates are released. He is developing full documentation on how to set up a new instance of our webserver and how to maintain security updates to the website which will also aid in any needed D/R (disaster recovery) activities down the road. Dustin has also begun development on a real time data dashboard that tracks current FTE's and Headcount numbers by the week. This dashboard will be expanded on over time to include vital indicators for the President's review.

Tab

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**Pierpont Community and Technical College
Board of Governors
Meeting of November 13, 2018**

ITEM: Acceptance of the Independent Auditor’s Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College’s Finance Statements as of and for the year ended June 30, 2018

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors accept the Financial Statements and the Independent Auditor’s Report for FY 2018.

STAFF MEMBER: Dale Bradley

BACKGROUND: Suttle & Stalnaker PLLC presented the audit report and provided a copy of the FY 2018 Audited Financial Statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of the business-type activities of Pierpont, as of June 30, 2018 and 2017, and the changes in financial position and cash flows thereof for the years then ended in accordance with generally accepted accounting principles.

The following are comments about the College’s FY 2018 Financial Statements from Management:

- Pierpont issues its Audited FY 2018 Financial Statements October 10, 2018 ahead of the October 15, 2018 completion date established by the HEPC. The combined WV Higher Education Funds Audit was completed and sent to the WV Department of Administration prior the October 31, 2018 deadline.

- The financial statements include Management Discussion and Analysis, the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position (SRECNP), and the Statement of Cash Flows, and the footnotes. Staff prepare all of these items in preparation for the annual audit.
- The 2018 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Pierpont Community & Technical College and Fairmont State University sharing with interested bond holders of both institutions commitment toward bond debt, operating budgets of bond related auxiliaries, and repair and renovation of all Shared Education and General Facilities. This information is found in financial statement note 17.
- During Fiscal Year 2018 Pierpont experienced decreases in revenues due to enrollment declines. Full-time Equivalent (FTE) enrollment decreased from 1,375 for Fall 2016 to 1,272 for Fall 2017. Headcount enrollment decreased from 1,937 for Fall 2016 to 1,854 for Fall 2017.
- Pierpont began operation of the North Central Advanced Technology Center (ATC) in August 2016. During FY 2018 Pierpont recognized payments made and expenses incurred on behalf of Pierpont for construction and capitalized equipment at the ATC in the amount of \$1,028,955 net of accumulated depreciation.
- The other postemployment benefits (OPEB) liability has accrued since Fiscal Year 2008 for a total unfunded liability of \$3,756,664 at June 30, 2017. July 1, 2017 Pierpont implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. This Statement reclassified some items and changed the valuation methodology used to record the net OPEB liability. The net effect of the change in accounting policy along with other internal and external payments

was a reduction of the recognized OPEB liability for Fiscal Year 2018 of \$505,988 for a total unfunded liability of \$3,250,676 as of June 30, 2018. The State of West Virginia has instituted several measures to reduce the OPEB liability and the projected elimination of the liability by fiscal year 2037.

- The 2018 Fiscal Year total net position including OPEB liability decreased by \$184,167 to \$41,334,584. When the OPEB liability is excluded the total net position decreased by \$690,155 to \$44,585,270.
- The 2018 Fiscal Year unrestricted net position including OPEB liability improved by \$65,864 to (\$331,677). When the OPEB liability is excluded the unrestricted net position decreased by (\$440,124) to \$2,918,999.

Tab

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

SUMMARY:

The projected effect on net assets for FY 2019 as of August 31, 2018 is a decrease of (\$508,979).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of August 31, 2018 of (\$508,979) represents a budget balance improvement of \$133,505 from the July 31, 2018 Budget.

There was a \$29,192 increase to the overall Operating Revenue Budget. Specifically, the President controlled "Student Activity Support Revenue" budget increased by \$39,992 while the Fund Manager controlled "Tuition and Fee" revenue budget decreased by (\$10,800).

There was a \$104,313 improvement to the Operating Expense Budget. The "Salaries" budget decreased by (\$47,606) due to the removal of some temporary personnel budgets and reduction to "Reserves for Personnel" identified in the FY 2019 budget planning process. The "Benefits" budget decreased by (\$15,318) due to the changes above and PEIA updates. The "Supplies and Other Services" budget increased by \$39,992 offsetting the amount identified in the increase to the "Student Activity Support Revenue" budget. The "Assessment for Support Services" budget decreased by (\$70,031) due to the elimination of a Reserves for Personnel removal and various PEIA updates.

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

- The institution has realized approximately 41% of projected tuition and fees revenue.
- The institution has realized approximately 35% of overall revenues
- The institution has incurred approximately 10% 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 \$3,053,404.

RESTRICTED FUNDS:

Four grants recognized during this reporting period include; \$9,600 for the Perkins Pilot WV Jobs for Grads Continuation; \$5,000 Diversity for Equity Grant; \$8,648 Perkins Lead Unified Technology Pilot for the LPN Program; and \$2,500 ASCP Foundation – Microscope Camera for the Med Lab Tech Program. The overall Restricted Funds Budget Balance increased by \$32,641 in the August 31, 2018 Report to \$39,748.

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

Current Unrestricted

As of August 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	8,081,052	3,312,876	41.00%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	0	0.00%
	Auxiliary Enterprise Revenue	607,765	607,765	0	0.00%
	Operating Costs Revenue	0	0	664	0.00%
	Support Services Revenue	0	0	9,112	0.00%
	Other Operating Revenues	368,596	368,376	1,500	0.41%
	Total:	9,190,740	9,432,185	3,324,152	35.24%
OPERATING EXPENSE	Salaries	7,272,095	7,244,236	696,804	9.62%
	Benefits	1,580,613	1,659,075	91,547	5.52%
	Student financial aid-scholarships	237,752	237,752	78,058	32.83%
	Utilities	120,399	120,399	13,184	10.95%
	Supplies and Other Services	2,639,974	2,888,266	227,967	7.89%
	Equipment Expense	85,889	85,347	20,964	24.56%
	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	1,561,595	1,527,015	266,859	17.48%
	Assessment for Student Activity Costs	97,001	27,107	276	1.02%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	272,491	44.83%
	Assessment for Operating Costs	1,560,922	1,587,181	0	0.00%
	Total:	16,177,331	16,394,376	1,693,208	10.33%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,962,190)	1,630,944	
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	(6,201)	-86.19%
	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	1,422,460	21.84%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	Indirect Cost Recoveries	0	0	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	8,000	0	0.00%
	Total:	(61,006)	(61,006)	0	0.00%
BUDGET BALANCE		(533,380)	(508,979)	3,053,404	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(508,979)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	3,372,641		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,027,882</u>	<u>2,855,662</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 August 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,521,812	2,930,223	44.93%
	Student Activity Support Revenue	25,000	64,992	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	664	0.00%
	Support Services Revenue	0	0	9,112	0.00%
	Other Operating Revenues	48,000	47,780	0	0.00%
	Total:	6,830,812	6,944,584	2,940,000	42.34%
OPERATING EXPENSE					
	Salaries	6,575,508	6,546,380	637,066	9.73%
	Benefits	1,471,245	1,548,701	85,800	5.54%
	Student financial aid-scholarships	226,752	226,752	74,083	32.67%
	Utilities	116,400	116,400	12,963	11.14%
	Supplies and Other Services	1,741,407	1,860,633	146,014	7.85%
	Equipment Expense	23,207	23,207	15,425	66.47%
	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	1,561,595	1,527,015	266,859	17.48%
	Assessment for Student Activity Costs	97,001	27,107	276	1.02%
	Assessment for Operating Costs	1,560,922	1,587,181	272,491	17.17%
	Total:	13,787,363	13,873,608	1,536,035	11.07%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,929,024)	1,403,965	
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	(6,201)	-86.19%
	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	1,422,460	21.94%
TRANSFERS & OTHERS					
	Capital Expenditures	0	(8,000)	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	8,000	0	0.00%
	Total:	(61,006)	(61,006)	0	0.00%
BUDGET BALANCE		(533,340)	(505,813)	2,826,425	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,174,706	1,986,085		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,641,366</u>	<u>1,472,272</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 August 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,964	1,559,241	382,653	24.54%
	Other Operating Revenues	320,528	320,596	1,500	0.47%
	Total:	1,762,492	1,879,837	384,153	20.44%
OPERATING EXPENSE					
	Salaries	696,587	697,856	59,739	8.56%
	Benefits	109,368	110,374	5,747	5.21%
	Student financial aid - scholarships	11,000	11,000	3,975	36.14%
	Utilities	3,999	3,999	221	5.51%
	Supplies and Other Services	913,660	1,027,634	81,953	7.97%
	Equipment Expense	62,682	62,140	5,539	8.91%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,913,003	157,173	8.22%
OPERATING INCOME / (LOSS)		(34,804)	(33,166)	226,979	
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)	(3,166)	226,979	
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>1,370,010</u>		

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

As of August 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	289,892	47.70%
	Total:	607,765	607,765	289,892	47.70%
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	284,808	
BUDGET BALANCE		0	0	284,808	
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
For the period ending August 31, 2018

New Grant Funds

Perkins Pilot WV Jobs for Grads Cont	\$ 9,600.00
Diversity for Equity Grant	\$ 5,000.00
Perkins Lead Unified Tech Pilot LPN	\$ 8,648.38
ASCP Foundation - Microscope Camera	\$ 2,500.00
	<hr/>
	\$ -

Other Grant/Restricted Fund Related Changes

FY18 Perkins Vocational Grant - Reduced prior year budgets to zero	\$ (71,503.97)
FY19 Perkins Vocational Grant Adjustment	\$ (600.00)
	<hr/>
	\$ (72,103.97)

Net Change	\$ (72,103.97)
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Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
For the period ending August 31, 2018

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	9,359,942	9,359,942	1,657,508	17.71%
State/Local Grants and Contracts	3,239,699	3,185,724	10,960	0.34%
Private Grants and Contracts	660,794	660,794	86,252	13.05%
Total:	13,260,435	13,206,460	1,754,720	13.29%
OPERATING EXPENSE				
Salaries	883,164	863,193	20,365	2.36%
Benefits	101,363	91,045	2,214	2.43%
Student financial aid-scholarships	14,487,843	14,487,843	3,123,005	21.56%
Supplies and Other Services	292,157	320,912	9,873	3.08%
Equipment Expense	417,486	433,292	124,750	28.79%
Total:	16,182,013	16,196,286	3,280,207	20.25%
OPERATING INCOME / (LOSS)	(2,921,579)	(2,989,826)	(1,525,487)	
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	1,296,507	28.81%
Gifts	6,184	6,184	0	0.00%
Total:	4,506,184	4,506,184	1,296,507	28.77%
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,537,617)	(57,500)	3.74%
Construction Expenditures	0	0	0	0.00%
Transfers for Fin Aid Match	61,006	61,006	25,683	42.10%
Indirect Cost Recoveries	0	0	0	0.00%
Transfers - Other	0	0	0	0.00%
Total:	(1,472,754)	(1,476,611)	(31,817)	2.15%
BUDGET BALANCE	111,852	39,748	(260,798)	
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	14,161		

Tab

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Pierpont Community & Technical College Board of Governors

Meeting of November 13, 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.



**PIERPONT BOARD OF GOVERNORS
2018 – 2019 OFFICERS & COMMITTEES**

***Modifications to BOG Committees Chairs and Members
As Named By Chairman VanAlsbury
November 13, 2018***

Pierpont Board of Governors Executive Officers (named 6/19/18)

Warren “Chip” VanAlsbury – Chair
Sharon Shaffer – Vice Chair
Brian Bozarth – Secretary

COMMITTEES

Executive Committee

Warren VanAlsbury – Chair
Brian Bozarth – BOG Member
Holly Kauffman – BOG Member
Linda King – BOG Faculty Senate Representative
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
Lyla Grandstaff – VP Student Services, Staff Resource
Nancy Parks – Ex. Director, Institutional Advancement and Accreditation, Staff Resource
Michael Waide – Provost, Staff Resource
Kimberly Cale – Director, Continuing Education, Staff Resource
Academic Deans
Johnny M. Moore, Ex Officio

Finance/Audit and Administration Committee

Brian Bozarth – Chair

Holly Kauffman – BOG Member

Rick Pruitte – BOG Member

Larry Puccio, Jr. – BOG Member

L. Eugene Weaver – BOG Member

Dale Bradley – VP/ CFO, Staff Resource

Steve Leach – VP Organization & Development, Staff Resource

Johnny M. Moore, Ex Officio

Enrollment Management and Communications Committee

Linda King - Chair

Memori Dobbs – BOG Classified Staff Representative

Randy Travis Crigger – BOG Student Representative

Natalie Stone – BOG Member

Lyla Grandstaff – VP Student Services

Rob Linger – VP Information Systems /CIO, Staff Resource

Bo Sellers – Marketing Director, Staff Resource

Johnny M. Moore, Ex Officio

Ad Hoc Committees

Nominating Committee for BOG Executive Officers

Holly Kauffman – BOG Member

Linda King – BOG Faculty Senate Representative

Rick Pruitte – BOG Member

Presidential Evaluation Committee

Holly Kauffman, Chair

Linda King

Natalie Stone

Thomas Barlow

Larry Puccio, Jr.

Sharon Shaffer

Transitory New Organizational Structure (NOS) Task Force (named 5/15/18)

Warren VanAlsburg – 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

NORTH CENTRAL ADVANCE TECHNOLOGY CENTER ADVISORY BOARD

North Central Advanced Technology Center Advisory Board Officers (named 6/19/18)

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