



***BOARD
OF
GOVERNORS***

February 19, 2019

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

February 19, 2019

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” VanAlsburg – Chairman
Sharon Shaffer – Vice Chairwoman
Brian Bozarth – Secretary
Thomas Barlow, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr.,
Natalie Stone, and L. Eugene Weaver – Members
William Blandino - Student Government Representative

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Recent BOG Committee Meetings:

- ✓ BOG Finance/Audit and Administration Committee Meeting held on February 7, 2019
- ✓ BOG Executive Committee held on February 8, 2019
- ✓ Enrollment Management and Communications Committee held on February 13, 2019

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 19, 2019

I. Call to Order in Open Session

1. Opening Comment (*Chairman, Chip VanAlsbury*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for November 13, 2018 **Tab 1 – Action Item**
4. Approval of BOG Retreat for December 7, 2018 **Tab 2 – Action Item**

II. Recognitions – Informational

1. Announcing the Pierpont Student Government Association Members for Spring 2019 (*Raven Thomas, Student Involvement Coordinator*)
 - a. President: William Blandino (To also serve as the SGA BOG Representative)
 - b. Vice-President: Joshua Kenlaw
 - c. Secretary: April Wallace
 - d. Treasurer: Sierra Thompson
 - e. Communications Officer: Zachary Summers

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

IV. Operation Reports **Tab 3 – Informational**

1. Academic Affairs and Student Services (*Michael Waide and Lyla Grandstaff*)
2. Pierpont Foundation (*Steve Leach*)

V. Committee of the Whole

1. Resolutions for Acceptance of 5-Year Program Reviews **Tab 4 – Action Item**
 - a. Early Childhood
 - b. Information Systems
 - c. Physical Therapist Assistant
 - d. Health Information Technology
 - e. Medical Laboratory Technology(*Michael P. Waide, Provost*)

2. Resolution for Acceptance of a 30 Day Public Comment Period **Tab 5 – Action Item**
(*Kari Coffindaffer and Susan Coffindaffer: Co-Chairs of the BOG Policies Review Committee*)
for Modification of Number Identification Structure, Index Classification, and Format for all BOG Policies
 - a. Modification to Policy No 50 – Policy on Policies, with a New Index Classification of PP-1000
 - b. Adoption of Policy PP-1000.A – Classification Table, as an addendum to Policy PP-1000
 - c. Adoption of Policy PP-1000.B – Format, as an addendum to Policy PP-1000

3. Financial Report (*CFO, Dale Bradley*) **Tab 6 – Informational**
 - a. October 31, 2018
 - b. November 30, 2018
 - c. December 31, 2018

VI. Committee Reports

1. Audit/Finance and Administration Committee Report (*Brian Bozarth, Chair*)
2. Academic and Student Affairs Committee Report (*Sharon Shaffer, Chair*)
3. Enrollment Management/Communications Committee Report (*Linda King, Chair*)
4. Executive Committee (*Chip VanAlsbury, Chair*)

VII. New Business

- ☞ The quarterly ATC Advisory Board meeting will be held on March 26, 2019, at 1:00 PM at the Pierpont Advanced Technology Center

- ☞ The next regularly scheduled BOG meeting will be held on March 26, 2019 at 2:00 PM at the Pierpont Advanced Technology Center

- ☞ Pierpont Community & Technical College 2019 Commencement Ceremony, Thursday, May 9, 2019 at 6:30 PM at the Robinson Grand Performing Arts Theater, Clarksburg

VIII. Old Business

IX. Public Comment

X. 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.

XI. 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
November 13, 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 November 13, 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., Sharon Shaffer (phone beginning at 3:00pm), Warren ‘Chip’ VanAlsborg and Eugene Weaver (phone)

Board Members Absent:

Randy Travis Crigger and Natalie Stone

President’s Cabinet Members Present:

President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, 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 Comment

Chip VanAlsborg, Chair, called the meeting to order in open session at 2:06 PM.

2. Call for Public Comment

Mr. VanAlsborg 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 September 18, 2018 were presented for approval. Rick Pruitte offered a motion to approve the minutes, as presented. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations

1. Pierpont welcomed and recognized new employees. President Moore called on the Provost and the Vice Presidents to introduce them to the Board.
 - From Academic Affairs, Provost Waide introduced:
 - Travis Miller, Asst. Professor/Director of the ATC
 - Dr. Robin Strader, Director of E-learning
 - From the Office of Finance and Administration, Dale Bradley introduced:
 - Maynard “Chip” Hawkins, ATC Maintenance Manager
 - Eva Simmons, Administrative Assistant Senior
 - Shelley Tharp, Controller
 - From the Office of Information Systems, Rob Linger introduced:
 - Andy Raisovich, III, Director of Institutional Research
 - Chris Daniels, Information Systems Technician
2. President Moore announced that in October 2018:
 - Michael P. Waide transitioned from Interim Provost to Provost
 - Vickie Findley transitioned from Interim Dean of Health Sciences to Dean
 - David Beighley transitioned from the Acting Dean of the School of General Education and Professional Studies to Dean
 - Nancy Williams-Parks transitioned to serve as the Executive Director of Institutional Effectiveness & Accreditation
3. President Moore and Chairman VanAlsburg acknowledged the graduating members of the Pierpont Leadership Institute (PLI) for Fall 2018. President Moore shared that this is the second graduating PLI class, and he lightheartedly noted the 100% graduation rate and 90% retention rate of the PLI members. Dr. Moore shared that the purpose of the PLI is to build institutional capacity and develop a culture of leadership throughout Pierpont. Receiving commemorative plaques for their accomplishment were:
 - Kimberly Cale, Jennifer Farlow, Pamela Hamilton, Amanda Hawkinberry, Mitchell Jordan, Brooke Nissim-Sabat, and Jillian Sole

Note: Jennifer Farlow, Pamela Hamilton, and Brooke Nissim-Sabat were not able to attend the BOG meeting due to prior commitments. Their plaques will be hand delivered to them.
4. The President and the Board formally recognized the upcoming, January 2019, retirement of Dr. Gerald L. Bacza, Dean of the School of Business, Aviation and Technology with 37+ years of service. Prior to the Board meeting, an open reception was held in Dr. Bacza’s honor at which an honorary plaque was presented to him.

III. Chairman's Report

Chairman VanAlsburg congratulated and thanked Dr. Bacza for his great work and years of service to Pierpont. He then congratulated the PLI members, noting that leadership is not about title, it is about helping others to find their potential. Chairman VanAlsburg acknowledged the forward movement of the institution and thanked the entire faculty and staff for the positive volume of activity that Pierpont has engaged in over the past months. The Chairman welcomed the new employees, sharing that Pierpont is happy to have them with us.

IV. President's Report

Dr. Johnny M. Moore shared that Pierpont is at a pivotal point and focused on getting exceptional people on board to bring Pierpont to the next level of excellence, placing the right people in the right positions.

President Moore informed that he attended the NC WV Economic Outlook Conference earlier in the day, on December 3, 2018 he will be serving as a panel member at the Legislative Forum on Education and the Economy, and he is serving on and attending the AACC Commission on Student Success later this week.

Chairman VanAlsburg informed the Board that Philander Smith College honored President Moore last weekend by inducting him into the Philander Smith College Hall of Fame for his outstanding accomplishments while he was member of the institution's basketball team. President Moore thanked the Chair and stated that training in basketball, or sports in general, can prepare individuals for future leadership roles. His training as a point guard helped him to "know who to give the ball to at what time" by learning delegation and the skill sets of individuals.

V. Operation Reports - Informational

The Operation Reports were provided, in advance, within the November 13, 2018 Board of Governors Book. Staff members were on hand to answer any questions. The reports provided were:

1. *Academic Affairs and Student Services*

Additional comments: VP Grandstaff share that Student Services is making great strides in lowering student debt and has assisted students in obtaining over \$1.5 million in financial aid during the 2017-2018 academic year. This has been done by maximizing the Pell Grant opportunities and education regarding student loans.

Provost Waide shared update information on the Veterinary Technology Program accreditation, noting that with the exception of additional program space requirements set by the accrediting body CoARC; all other outstanding deficiencies have been met. The mandated space requirements must be met within 18 months.

2. *Classified Staff Council*
No additional comments
3. *Pierpont Foundation*
Additional comments: There will be a Foundation Board annual luncheon on March 22, 2019 at the Caperton Center.
4. *Information Technology*
No additional comments

VI. Committee of the Whole

1. *Presentation and Acceptance of the FY 2018 Audited Financial Statements – Action Item*

Mr. Dale Bradley, CFO & VP of Finance and Administration, introduced Kelly Shafer and Sarah Crouse of Suttle and Stalnaker, PLLC to present the FY 2018 Audited Financial Statements. Mr. Bradley acknowledged the work of Carolyn Fletcher for her assistance in completing the audit. Ms. Safer and Ms. Crouse reviewed the Financial Statements of Years Ended June 30, 2018 and 2017, the Independent Auditors Reports, and the Report to the Governing Board. The auditors provided handouts of the reports as well as a summarized electronic presentation.

Brian Bozarth offered a motion to approve the FY 2018 Audited Financial Statements, as presented. Rick Pruitte seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *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 August 31, 2018. Complete details were provided in the November 13, 2018 Board of Governors Book.

Additional comments: Enrollment and retention numbers in comparison with the past year were discussed.

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

Chairman VanAlsburg announced the AY 2018-2019 Board of Governors Committees members. They are:

Executive Committee

- Warren VanAlsburg – 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 Effectiveness & 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

VII. Committee Reports

1. *Audit/Finance and Administration Committee Report*
Mr. Pruitte – Chair, reported that the Committee met on November 1, 2018, to discuss enrollment, budget for the upcoming year, financial statements, and the audit.
2. *Academic and Student Affairs Committee Report - Informational*
No report.
3. *Enrollment Management and Communications Committee Report - Informational*
Memori Dobbs, Chair, shared the Committee met earlier in the day at 11:00 am. The Committee focused on communications going out to students, community and service area borders. Ms. Dobbs provided numbers for the volume of ads running through social media, newsprint, and television. A push is underway to address low enrollment programs. Ms. Dobbs highlighted past and upcoming events for students, businesses, and industries.

VIII. New Business

1. An evening reception will be held for December graduates on December 6, 2018 at 5:00 PM at the Pierpont Advanced Technology Center
2. 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
3. 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

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 3:09 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. Linda King seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 3:54 PM, Chairman VanAlsburg motioned to exit Executive Session and return to Open Session. Brian Bozarth seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

XII. Adjournment

There being no further business, Memori Dobbs offered a motion to adjourn the meeting at 3:54 PM. Linda King seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

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Tab

2

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS ANNUAL RETREAT
December 7, 2018
8:30 AM to 4:00 PM**

MINUTES

Notice of Meeting and Attendance

The annual retreat of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 7, 2018, beginning at 8:30 AM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Brian Bozarth, Memori Dobbs, Linda King, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer and Natalie Stone

Board Members Absent:

Randy Travis Crigger Holly Kauffman, Warren ‘Chip’ VanAlsborg and Eugene Weaver

President’s Cabinet Members Present:

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

Others in Attendance:

Pierpont’s faculty and staff.

I. Call to Order and Notice of Public Comment- Open Session

Sharon Shaffer, Vice Chair, called the meeting to order, and notice of public comment was given at 8:30 AM. No signatures were recorded.

II. Welcome Remarks from the President

President Moore thanked the Board members for their work over the past year and for their assistance in helping to move Pierpont forward. The President highlighted the work and partnerships formed over the past months, and discussed national and state panels that he has served and collaborated on. President Moore discussed how to better serve students through the reformation of dual credit and guide credit attainment towards program tracks – to avoid “random acts of dual enrollment”. President Moore cited that nationally, over \$19 billion goes towards unnecessary credits each year.

III. Review of Established Board of Governors Bylaws

The Board reviewed the Board of Governors Bylaw established on February 25, 2014 to ensure they reflect the current responsibilities of the Board. The Board also discussed the previously executed Delegation of Powers to the President agreement. For further reference, Cyndee Sensibaugh will be resending an electronic copy of the Delegation of Powers to all Board members.

The Board determined that there were no changes needed to the Board of Governors Bylaws.

IV. Review of Established Board of Governors Members Goals

The Board reviewed the Board of Governors Members Goals established on December 1, 2017 for any changes or updates. The Board of Governors Goals are:

1. Advocacy Outreach
2. Enhance Financial Literacy
3. Student Demand and Faculty Alignment
4. Foundation Investment
5. Professional Development Attendance at National Level

Discussion was held on the goal of professional development. It was noted that a hold was placed on Board travel to national conferences over the past year. The Board decided to amend Goal 5 to include state conferences. Also the Board amended Goal 3 to include staff alignment. The modified Board of Governors Goals are:

1. Advocacy Outreach
2. Enhance Financial Literacy
3. Student Demand and Faculty/Staff Alignment
4. Foundation Investment
5. Professional Development Attendance at State/National Level

V. HLC Accreditation Report Update

Nancy Parks provided a presentation for the Higher Learning Commission Accreditation Update. The presentation was shared electronically with Board members. The report covered Pierpont's Mission, the Social Justice Policy, Integrity, Teaching & Learning strategies, Institutional Effectiveness, and Board Assistance.

Additional discussion was held on Board of Governors Policies and the work of the Board of Governors Policies Review Committee. A draft of policies that are slated to be brought before the Board for public comment will be provided to the appropriate Board committee prior to the resolution before whole Board.

VI. Pierpont's Legislative Agenda and Strategic Priorities

Mr. Steve Leach provided handouts and updated the Board on legislative priorities and strategies in focus. Discussion centered on Pierpont's independence, dual credit streamlining to better guide students through program pathways, outreach to legislators, and state offered student scholarships.

VII. Fostering Relationships with Business and Educational Partners

An open forum discussion was held on ways to better serve students, the community, educational partners, and partners in business and industry.

VIII. BOG Committees Working Groups – Breakout Session

One hour working groups were held, involving Pierpont Board members, faculty and staff, to discuss and review the goals of each committee.

Discussion from Committee Working Groups

a. Academic and Student Affairs Committee

Sharon Shaffer, Chair, stated that the Academic and Student Affairs Committee requests a chart of the five-year program reviews scheduled and the number of students in the programs. Provost Waide confirmed this information will be shared with the Committee. The institution's organizational charts will be updated, as there have been many changes in recent months. The Committee highlighted the need to further explore offering online skill sets and certificates throughout the more rural service regions. A suggestion was made to the Board members to help identify alumni or acquaintances in rural service regions to generate conversations and ascertain needs in those areas.

b. Finance/Audit and Administration Committee

Brian Bozarth, Chair, reported that the Finance/Audit and Administration Committee compared financial topics from the prior year to this year, and meeting the Board's financial reporting simplification request. In relation to Pierpont's independence transition, Dale Bradley and Lyla Grandstaff updated on realigning positions and staff, and new employee hires to meet increased needs.

c. Enrollment Management Committee

Linda King, Chair, of the Enrollment Management Committee shared updates from the November 18, 2018 campus visitation day, planning for the Skills USA

Competition in the spring with planned work in developing a MOU agreement and scholarships to be provided at the event. Lyla Grandstaff and Bo Sellers shared enrollment data, community marketing events, and FASFA workshops.

IX. President's Evaluation Committee

The President's Evaluation Committee met to review and approve the presidential evaluation timeline, survey recipients and survey questions. The Committee added the Foundation members to receive the same survey question that the Community members will receive, the timeline was approved, and the survey recipient list was to be expanded to include more representation from Braxton, Upshur, Calhoun and Doddridge counties, and to include major program contacts and principals of the CTEs.

At this point in the agenda all participants were dismissed except the President and the Board of Governors members.

X. President and Board – President's Goals and Targets Review

The President and the Board discussed the President's goals and targets.

XI. Adjournment

There being no further business, the Board adjourned at 4:20 PM.

Respectfully submitted by Cyndee K. Sensibaugh

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Tab

3

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT
Will be provided

PIERPONT FOUNDATION REPORT

PIERPONT ENDOWMENTS - CHANGES THRU DECEMBER 2018

FUND	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 12/31/2018
Higinbotham/Quintrell (074)	\$ 13,115.68	\$ (990.56)	\$ -	\$ (250.00)	-	11,875.12
Honce (140)	74,312.33	(5,694.88)	-	(1,300.00)	-	67,317.45
Hermits Hollow (155)	42,506.14	(3,286.08)	-	-	-	39,220.06
Ruth Marie Skaggs (163)	16,498.61	(1,263.94)	-	(300.00)	-	14,934.67
Rhodes Culinary Arts (220)	120,222.96	(8,960.47)	-	(2,200.00)	(1,244.33)	107,818.16
Rhodes Dietary Management (281)	109,276.57	(8,447.98)	-	-	-	100,828.59
Christie (318) (St. Institutions Phase II)	45,096.97	(3,392.72)	-	(1,000.00)	-	40,704.25
Edwards (358)	16,408.39	(1,268.50)	-	-	-	15,139.89
Stonestreet (394)	51,139.58	(4,749.73)	4,550.00	(945.00)	-	49,994.85
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,541.32	(814.93)	-	-	-	9,726.39
Claypole (479)	2,329.10	93.38	-	(250.00)	-	2,172.48
Southwestern Energy Company Scholars Program (502)	277,602.07	(21,365.23)	-	(2,485.50)	-	253,751.34
	\$ 784,049.72	\$ (60,141.64)	\$ 4,550.00	\$ (8,730.50)	\$ (1,244.33)	\$ 718,483.25

PIERPONT NON-ENDOWMENTS - CHANGES THRU DECEMBER 2018

FUND	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 12/31/2018
Life Long Learners (028)	\$ 20,164.35	-	\$ 17,982.00	-	-	\$ 27,847.34
Pratt & Whitney Scholarship (137)	15,690.84	-	-	-	(250.00)	15,440.84
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	-	33,887.26	(1,000.00)	(13,176.97)	218,640.65
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	9,663.68	-	-	-	(200.00)	9,463.68
Pierpont Classified Staff (421)	1,757.27	-	143.00	(125.00)	-	1,775.27
Pierpont Classified Staff - Events Fund (437)	597.22	-	-	-	-	597.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	1,000.00	-	-	(250.00)	-	750.00
Spring Awards' Dinner (473)	-	-	-	-	-	-
Bombardier Scholarship Fund (475)	2,510.00	-	-	-	-	2,510.00
Nobel Energy Scholarship (476)	10,000.00	-	-	(1,125.00)	-	8,875.00
Lockheed Martin - Aviation Tech Degree (490)	1,610.00	-	1,000.00	(945.00)	-	1,665.00
Engine & Airframe Solutions Worldwide (496)	1,010.00	-	-	-	-	1,010.00
Pierpont RCB National Aerospace Education Center (497)	10,000.00	-	3,500.00	(500.00)	-	13,500.00
Shentel Foundation Scholarship (499)	2,500.00	-	-	-	-	2,000.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	92,267.89	-	13,550.00	(17,973.00)	-	87,844.89
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	1,908.00	-	824.00	(500.00)	(25.00)	2,207.00
Pierpont Benedum Academy Fund	128,244.30	-	-	-	(63,310.60)	64,933.70
Foundation Board Fund	3,150.00	-	-	-	-	3,150.00
Pierpont Administration Fund	8,000.00	-	-	-	-	8,000.00
	\$ 529,508.94	\$ -	\$ 70,886.26	\$ (22,418.00)	\$ (87,261.58)	\$ 490,715.62

Tab

4

**RESOLUTIONS
FOR
5-YEAR PROGRAM REVIEWS**

**Executive Summaries and Reports Detail
were electronically provided
on February 7, 2019**

**Pierpont Community & Technical College Board of Governors
Meeting of February 19, 2019**

ITEM:

Five Year Program Review:
Early Childhood,
Associate of Applied Science (A.A.S.)
degree program

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the 5-year program review of the
program as an A.A.S. degree;

STAFF MEMBER:

Michael Paul Waide

BACKGROUND:

The Early Childhood, Associate of Applied
Science (A.A.S.) program has been
reviewed by the program advisory
committee, external reviewer, program
faculty, Dean of the School, Vice President
for Academic Affairs and the President. All
are in agreement that the program is of
quality.

**Pierpont Community & Technical College Board of Governors
Meeting of February 19, 2019**

ITEM:

Five Year Program Review:
Information Systems Technology, Associate
of Applied Science (A.A.S.)
degree program

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the 5-year program review of the
program as an A.A.S degree;

STAFF MEMBER:

Michael Paul Waide

BACKGROUND:

The Information Systems Technology,
Associate of Applied Science (A.A.S.)
program has been reviewed by the program
advisory committee, external reviewer,
program faculty, Dean of the School, Vice
President for Academic Affairs and the
President. All are in agreement that the
program is of quality.

**Pierpont Community & Technical College Board of Governors
Meeting of February 19, 2019**

ITEM:

Five Year Program Review:
Physical Therapist Assistant,
Associate of Applied Science (A.A.S.)
degree program

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the 5-year program review of the
program as an A.A.S. degree;

STAFF MEMBER:

Michael Paul Waide

BACKGROUND:

The Physical Therapist Assistant, Associate
of Applied Science (A.A.S.) program has
been reviewed by the program advisory
committee, external reviewer, program
faculty, Dean of the School, Vice President
for Academic Affairs and the President. All
are in agreement that the program is of
quality.

**Pierpont Community & Technical College Board of Governors
Meeting of February 19, 2019**

ITEM: Five Year Program Review:
Health Information Technology,
Associate of Applied Science (A.A.S.)
degree program

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the 5-year program review of the
program as an A.A.S. degree;

STAFF MEMBER: Michael Paul Waide

BACKGROUND: The Health Information Technology,
Associate of Applied Science (A.A.S.)
program has been reviewed by the program
advisory committee, external reviewer,
program faculty, Dean of the School, Vice
President for Academic Affairs and the
President. All are in agreement that the
program is of quality.

**Pierpont Community & Technical College Board of Governors
Meeting of February 19, 2019**

ITEM:

Five Year Program Review:
Medical Laboratory Technology,
Associate of Applied Science (A.A.S.)
degree program

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community &
Technical College Board of Governors
approve the 5-year program review of the
program as an A.A.S. degree;

STAFF MEMBER:

Michael Paul Waide

BACKGROUND:

The Medical Laboratory Technology,
Associate of Applied Science (A.A.S.)
program has been reviewed by the program
advisory committee, external reviewer,
program faculty, Dean of the School, Vice
President for Academic Affairs and the
President. All are in agreement that the
program is of quality.

Tab

5

**Pierpont Community & Technical College Board of Governors
Meeting of February 19, 2019**

- ITEM:** Modification of number identification structure, index classification, and format for all Board of Governors Policies
- Modification to Policy No. 50 – *Policy on Policies* language and index classification. Policy No. 50’s new index classification will be PP-1000.
- Adoption of New Policy PP-1000.A – Classification Table, as an addendum to PP-1000.
- Adoption of New Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000.
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for Policy PP-1000 - Policy on Policies, and addendums PP-1000.A – Classification Table, and PP-1000.B – Format for Pierpont Community & Technical College Policy
- STAFF MEMBER:** Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee.
- BACKGROUND:** The Pierpont Board of Governors Policies Review Committee (PRC) was established by the President in October 2017 to develop and evaluate the policies of Pierpont Community & Technical College, in accordance with the Higher Education Policy Commission (HEPC) Series 4 – Rules and Administrative Procedures §135-4 and Pierpont Community & Technical College Policy No. 50 Policy on Policies.
- The PRC, consisting of Pierpont administration, faculty and staff, evaluate existing BOG policies for amendment or repeal and development of new BOG policies, as needed. Any

identified amendments or repeals recommended, or any new policies proposed, are presented to the BOG Executive Committee, and may also be presented to other applicable BOG Committees as deemed necessary for review, prior to any Resolution is presented to the full Pierpont Board of Governors Committee of the Whole.

Therefore, be it known that recommendation of modification to Policy No. 50 – *Policy on Policies* language and index classification (Policy No. 50’s new index classification will be PP-1000); and,

Adoption of New Policy PP-1000.A – Classification Table, as an addendum to PP-1000; and,

Adoption of New Policy PP-1000.B – Format for Pierpont Community & Technical College Policy, as an addendum to PP-1000,

have been provided for review to the Board of Governors Executive Committee, and with the BOG EC approval, the PRC moves forward with this Resolution.

PUBLIC COMMENT PERIOD: February 20, 2019 to March 21, 2019

All comments are to be made in writing via email or by hard copy to:

Cyndee K. Sensibaugh
Executive Assistant to the President
Pierpont Community & Technical College
1201 Locust Avenue
Fairmont, WV 26554
Cyndee.Sensibaugh@Pierpont.edu
[304-367-4933](tel:304-367-4933)

A written copy of the proposed policy is available for public viewing at:

Office of the President
Pierpont Advanced Technology Center
500 Galliher Drive, Room 201-D
Fairmont, WV 26554

Modification of Number Identification Structure, Index Classification, and Format for all BOG Policies:

- a. Modification to Policy 50: Policy on Polices, with New Index Classification of PP-1000

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
PP-1000

SHORT TITLE: Policy on Policies

REFERENCE: West Virginia Code §18B-1-6(c)(3)

Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*

EFFECTIVE DATE:

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE

This policy is established to meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, *Rules and Administrative Procedures*.

SECTION 2. SCOPE AND APPLICABILITY

This policy establishes the process for adoption, amendment, or repeal of any rules, guidelines, administrative procedures, and policy statements by the Board of Governors (the "Board") of Pierpont Community & Technical College (the "College") that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens.

SECTION 3. DEFINITIONS

3.1 **Rule.** Any regulation, guideline, directive, standard, statement of policy, or interpretation of general application and future effect that has institution-wide effect or affects the rights, privileges or interests of employees, students, or citizens.

- 3.2 **Administrative Procedure.** Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”
- 3.3 **Issuances.** Documents developed and distributed as official rules, guidelines, and policy statements that establish the policies, responsibilities, and general procedures governing Pierpont.
- 3.4 **Unit.** Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, and Technology.
- 3.5 **Department.** Area of the organization directed by a Director/Manager who reports to a member of the President’s Cabinet, such as Admissions, Marketing, and eLearning.
- 3.6 **Program.** – Area of the organization within a department or unit developed to deal with all aspects of a particular function.

SECTION 4. POLICY

- 4.1 **Resolution of Conflicts between Council and Pierpont Rules and Policies.** It is the policy of the College to comply with the mandates of Title 135, Procedural Rule, Series 4, *Rules and Administrative Procedures*, of the West Virginia Council for Community and Technical College Education (the “Council”). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- 4.2 **Documentation.** Administrative issuances of general college-wide interest will be documented as part of Pierpont’s Policy on Policies (POP) system.
- 4.3 **Applicability.** Issuances will be clear, concise, and direct on matters of college-wide effect that:
 - 4.3.1 Establish or define rules, guidelines, or policy statements,
 - 4.3.2 Publish program and institutional administrative decisions,
 - 4.3.3 Effect formal delegation of authority,
 - 4.3.4 Assign functional or operational responsibility and establish organizational structure, or
 - 4.3.5 Provide relevant information for college-wide distribution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 **Types of Issuances.** The following types of issuances will be used.
- 5.1.1 **Pierpont Community & Technical College Policy (PP).** Pierpont Policy will be used to publish rules, guidelines, and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
 - 5.1.2 **Pierpont Emergency Policy (PEP).** Pierpont Emergency Policy will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until a PC&TCP (Pierpont College Policy) is developed and approved.
 - 5.1.5 **Pierpont Institutional Procedure (PIP).** Pierpont Institutional Procedure will be used to publish institutional procedures which are narrow in scope and a limited to a specific unit or department.
- 5.2 **Exclusions.** The following are not rules with institution-wide effect and, therefore, are not part of the POP system and are not subject to the provisions of Title 135, Series 4.
- 5.2.1 Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Pierpont for internal instructions or procedures governing unit, department, or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the POP system.
 - 5.2.2 Academic curricular policies that do not constitute a mission change for the institution.
 - 5.2.3 Day-to-day correspondence.
 - 5.2.4 Specific case or transaction documents and their supporting papers.
 - 5.2.5 Specific task/project assignments, operational directives, or approved documents.
 - 5.2.6 Technical documentation, such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.

- 5.2.7 Brochures or pamphlets approved by the administration for informational release to the general public.
- 5.2.8 Periodic advisory or informational material of short-term value.

SECTION 6. GENERAL PROVISIONS

- 6.1 **Proposal.** Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal, or distribution of an issuance may propose such issuance through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Pierpont's governance process.
- 6.2 **Resolution of Major Differences during Development Process.** Any major differences arising during the POP development process which cannot be resolved will be referred to the President or the President's designee for decision.
- 6.3 **Policy Numbering.** The numbering of Pierpont's issuances will be consistent with the Classification Table for Pierpont's POP system, PP-1000.A. Numbering details and general format for issuances are included as Attachment B (PP-1000.B).
- 6.4 **Track Changes.** Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.
- 6.5 **Periodic Review.** Policies shall be reviewed on a regular basis with a time frame for review of each policy to be determined by the President or the President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

SECTION 7. RESPONSIBILITIES

7.1 Cabinet-level Administrators

- 7.1.1 **Development of New Policies and Review of Existing Policies.** The cabinet-level administrators and their designees are responsible for coordinating with the President or the President's designee to develop new policies or review existing policies to ensure compliance with applicable laws, rules, and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.
- 7.1.2 **Oversight.** The cabinet-level administrators and their designees responsible

for oversight of an approved policy will establish an internal system for periodic review, revision, or cancellation. The last review date will be printed on the issuance prior to approval.

- 7.2 **Operational Management.** The President's Office will be responsible for operational management of the POP system, which will include drafting, revising, or assisting with the revision of policies; adherence to format and good editorial standards; maintenance of master reference files of all issuances; assignment of policy numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.
- 7.3 **Procedure for Adoption, Amendment, or Repeal of Rules, Guidelines, or Policy Statements Subject to the POP system**
- 7.3.1 **Institution-Wide Effect.** The procedures set forth in this section (7.3) shall only apply to the adoption, amendment, or repeal of any rule, guideline, or policy statement by the President or the Board with institution-wide effect.
- 7.3.2 **Compliance with Procedure.** Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended, or repealed by the President or the Board unless the provisions in this section have been met.
- 7.3.3 **Non-Substantive Changes.** The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines, or policy statements transferred to Pierpont's jurisdiction by the West Virginia Higher Education Policy Commission (HEPC) or the West Virginia Council for Community and Technical College Education (Council) to reflect the effect of the transfer. The President may, without following the procedures in this section, adapt existing policies to the classifications, numbering system, and general format set forth in PP-1000.A and PP-1000.B, as long as the adaptation does not require any substantive changes.
- 7.3.4 **Notice to Interested Parties.** If the President or the Board determines that a rule, guideline, or policy statement should be adopted, amended, or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the Assistant to the President shall notify the Chancellor and those persons representing student, faculty, and classified employees at the College, as well as other interested parties, and shall solicit comments and suggestions regarding the determination.

- 7.3.5 **Comment Period.** Any rule, guideline, or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the Assistant to the President to the same parties listed in 7.3.4 of this section for a period of not less than thirty (30) calendar days, with a date noted when written comments on the draft are to be returned to the Assistant to the President.
- 7.3.6 **Public Access.** A final draft of the rule, guideline, or policy statement being considered shall be posted on the Board's pages of the Pierpont website, using strike and insert to designate changes made. All written comments will be available for public review in the office of the Assistant to the President.
- 7.3.7 **Public Hearing on Request.** Upon a request by affected constituencies, individuals, or parties, the Board may schedule a public hearing regarding adoption, amendment, or repeal of the rule, guideline, or policy statement.
- 7.3.8 **Board Action.** At the close of the comment period, the proposed rule, guideline, or policy statement shall then be presented to the appropriate Board committee. If no written comments are received during the comment period, the Board may proceed to the adoption, amendment, or repeal of the rule, guideline, or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption, or the Board may choose to submit the policy for an additional 30-day comment period.
- 7.3.9 **Final Draft Sent to President or the President's Designee.** A final draft of the rule, guideline, or policy statement shall be sent by the President or the President's designee to the parties listed in 7.3.4 of this section with an explanation of any changes, a summary of the comments received, and a decision concerning each issue raised.
- 7.3.10 **Approval by the Chancellor.** Except as otherwise provided, the adoption, amendment, or repeal of any rule, guideline, or policy statement shall not be effective until approved by the Chancellor. Approval by the Chancellor or Council shall not be withheld unless the rule, guideline, or policy is inconsistent with state or federal law or the policies and mission of the Council. If the Chancellor notifies the Board of any specific or general objections to the rule, guideline, or policy statement, the Board or the President will address the objections. If the President or the Board disagrees with the objections, either may appeal to the Council. If the Chancellor has not listed any objections to a rule, guideline, or policy

statement within thirty (30) days of receipt of its final version, it shall be deemed approved.

7.3.11 **Public Access.** All proposed and approved rules, guidelines, and other policy statements shall be available for public viewing at no cost. They will be posted on the Board of Governors pages of the Pierpont website (<https://www.pierpont.edu/about/governance/board-governors/bog-policies>), according to the classification and numbering system established in the Policy on Policies.

7.4 **Pierpont Emergency Policy.** In the case of an emergency, the President or the Board may adopt, amend, or repeal a rule, guideline, or policy statement without first following the procedures set out in this policy.

7.4.1 **Emergency Defined.** For the purpose of this section, an emergency exists when the adoption, amendment, or repeal of a rule, guideline, or policy statement is necessary

7.4.1.1 for the immediate preservation of public peace, health, safety, or welfare,

7.4.1.2 to comply with a time limitation established by a state or federal law or regulation or a directive or rule of the Council,

7.4.1.3 to prevent substantial harm to the public interest, or

7.4.1.4 to deal with a financial exigency.

7.4.2 **Communication to the Chancellor.** The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.

7.4.3 **Limited Duration.** Any adoption, amendment, or repeal of a rule, guideline, or policy statement under the emergency procedure policy shall remain in effect no longer than three (3) months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.

SECTION 8. CANCELLATION

This policy cancels and replaces existing BOG Policy #50, made effective on September 7, 2006.

SECTION 9. REVIEW STATEMENT

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

Attachments: PP-1000.A, Classification Table
PP-1000.B, Format for Pierpont Community & Technical College Policy (PP)

Distribution: Board of Governors (12 members)
<https://www.pierpont.edu/about/governance/board-governors/bog-policies>

Revision Notes:

POLICY NO 50: POLICY on POLICIES

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 50
TITLE: POLICY ON POLICIES

Effective Date September 7, 2006

Amended:

Repealed:

It is the policy of the Pierpont Community & Technical College Board of Governors to follow the process as outlined in Series 4, established by the Higher Education Policy Commission, effective July 31, 2006, for adoption, amendment or repeal of rules, guidelines and other policy statements.

That process is as follows:

This rule shall apply to the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect. It shall not apply to policies, guidelines, or directives established for individual units, divisions, departments or schools of the institution which deal solely with the internal management or responsibilities of that unit, division, department, or school.

If a governing board or the president determines that a rule, guideline or policy statement should be adopted, amended, or repealed concerning a subject matter under the governing board's jurisdiction, excluding academic curriculum policies which do not constitute a mission change, the Assistant to the President shall notify the Chancellor, those persons representing student, faculty, and classified employees at the institution, as well as other interested parties, and solicit comments and suggestions regarding the intent to adopt, amend or repeal.

Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form to the same individuals and parties and a date noted when written comments on the draft are to be returned to the Assistant to the President. The public comment period will be of at least thirty days duration.

A final draft of the rule, guideline or policy statement being considered shall be posted on the Board of Governors pages of the Pierpont website, using strike and insert to designate changes made; and all comments received in writing will be available for public review in the office of the Assistant to the President. The proposed rule, guideline, or policy statement shall then be presented to the appropriate committee of the governing board. The committee of the governing board may endorse the adoption, amendment, or repeal and make a recommendation to the governing board for final adoption, amendment, or repeal.

Upon request by the affected constituencies, individuals, or parties, the governing board or presidents may schedule a public hearing regarding adoption, amendment, or repeal of the rule, guideline, or policy statement.

All proposed and approved rules, guidelines and other policy statements can be accessed (viewed) by the public at no cost. They will also be posted on the Board of Governors pages of the Pierpont website, www.pierpont.edu. The rules, guidelines or policy statements shall be enumerated in a manner that makes them easily identifiable.

The president, without following the procedures in this rule, may make editorial, non-substantive changes in rules or policies transferred to the institution's jurisdiction by the Council to reflect the effect of the transfer; and may make editorial, non-substantive changes in previous institution-level rules or policies (pre Board of Governors.)

The Chancellor shall be notified of any rule, guideline, or policy statement adopted by the board. If the Chancellor notifies the board of any specific or general objections to the rule, guideline, or policy statement, the board or president will address the objections. If the president and/or governing board disagree with the objections they may appeal to the Council. If the Chancellor has not listed any objections to a rule, guideline, or policy statement within thirty (30) days of receipt of its final version it shall be deemed approved. Approval by the Chancellor or Council shall not be withheld unless the rule, guideline, or policy is inconsistent with state or federal law or the policies and mission of the Council.

In the case of an emergency, the board may adopt, amend, or repeal a rule, guideline, or policy statement without first following the procedure set out in this rule. For the purpose of this section, an emergency exists when the adoption, amendment, or repeal of a rule, guideline, or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council or legislature, or to prevent substantial harm to the public interest, or to deal with financial exigency. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor.

Any adoption, amendment, or repeal of a rule, guideline, or policy statement under the emergency procedure as described shall remain in effect no longer than three (3) months and shall expire unless the board has completed final approval under the normal process set out in this rule.

b. Adoption of Policy PP-1000.A - Classification Table
Addendum to PP-1000

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
PP-1000.A

SHORT TITLE: Classification Table

REFERENCE: PP-1000, POP Development System

EFFECTIVE DATE:

AMENDED:

REPEALED:

REVIEWED:

1000 GENERAL

Policies related to general administrative issues, such as the Policy on Policies (POP) Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms or Buildings, Records/Documents, Tobacco Use, Solicitation, Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment, such as Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas (regardless of the particular school or program), academic services, and academic issues, such as School-to-Work/Tech Prep, Academic Programs, eLearning, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

4000 STUDENT SERVICES

Policies relating to services provided to or for students, such as Student Conduct,

Activities, Student Government Association, Grievances, Family Educational Rights and Privacy Act (FERPA), Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues and physical plant, such as Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE, AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce, and community development, such as Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY

Policies relating to Computer Center/Services, Instructional Technologies, Interactive/Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, Web Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to the general operations of Pierpont Community & Technical College.

c. Adoption of Policy PP-1000.B - Format
Addendum to Policy PP-1000

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-1000.B

SHORT TITLE: Format for Pierpont Community & Technical College Policy (PP)

REFERENCE: PP-1000, Policy on Policies (POP) Development System

EFFECTIVE:

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE

This policy establishes the format and procedures for preparation and publication of Pierpont Community & Technical College Policy.

SECTION 2. DEFINITION

Pierpont Community & Technical College Policy (PP) will be used to publish policy statements, administrative decisions, general guidelines or procedures, and other college administrative information of a continuing nature.

SECTION 3. NUMBERING

The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (PP) and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required. For example, if a policy has two attachments, those attachments will be identified as PP-Policy Number.A and PP-Policy Number.B.

SECTION 4. STANDARD FORMAT

4.1 General

This attachment illustrates the standard layout and paragraphing for all Pierpont

Community & Technical College Policies in this manual. Standard sections within each policy include Purpose, Scope and Applicability, Definitions, Policy, Background or Exclusions, General Provisions, Responsibilities, Cancellations, and Review Statement. The first page must use the standard Pierpont Community & Technical College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy short title, and page number. Policies will use a page size of 8½ x 11 inches, 1-inch margins on all sides, Century Gothic font type, and 11-point font size.

4.2 Content

Pierpont Community & Technical College Policies must include the following headings. If a heading does not apply, the preparer should indicate so by inserting "Not Applicable" under the heading.

SHORT TITLE: Short name identifying the subject of the policy

REFERENCE: Include references when they improve understanding or when they cite higher directives that require or govern the policy.

EFFECTIVE: Insert the date the policy became effective.

AMENDED: Insert the date the policy was amended.

REPEALED: Insert the date the policy was repealed.

REVIEWED: Insert the date the policy was last reviewed.

SECTION 1. PURPOSE

Describe the primary reason for the policy in broad-based terms. Why has this policy been written?

SECTION 2. SCOPE AND APPLICABILITY

Identify the departments, people, or items affected by the policy.

SECTION 3. DEFINITIONS

Provide the specific meaning of a word, term, or phrase as used in the policy.

SECTION 4. POLICY

State the guidelines. What does the policy do? List the specific points.

SECTION 5. BACKGROUND OR EXCLUSIONS

Provide background or exclusions in this section if either is needed for understanding.

SECTION 6. GENERAL PROVISIONS

Include information required for clarity that will not fit under other headings.

SECTION 7. RESPONSIBILITIES

Specify who does what, when, how, and where. Use sub-headings for the what, when, how, and where if necessary for clarity. Reference may be made to the College catalog; faculty, staff, or student manuals; or similar documents for specific responsibility or procedures.

SECTION 8. CANCELLATION

Identify any previous policy that is being superseded.

SECTION 9. REVIEW STATEMENT

All policies shall be reviewed on a regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments: Identify any official summary statements, forms, or attachments that have been included with the policy.

Distribution: Identify the individuals, groups, or units to whom the policy has been distributed.

Revision Notes: These notes, which include the date of the revision, identify changes made to the policy in order to describe or clarify the policy provisions, to identify any changes in management responsibilities and/or titles, and to correct any grammatical or typographical errors.

4.3 Paragraphing

4.3.1 **Legal Numbering System.** A legal numbering system will be used for paragraphs.

4.3.2 **Section Headings.** Section headings will be in capitalized and bold letters.

4.3.3 **Subparagraph Headings.** Headings for subparagraphs will be capitalized and will follow the numbering system below:

SECTION 1. SECTION HEADING

1.1 First Subparagraph

1.1.1 Second Subparagraph

4.3.3 **No Subparagraphs.** If a section or subparagraph does not have multiple subparagraphs, the text will begin in line with the margin of the section heading or subparagraph.

4.4 Margins

4.4.1 **Page Margins.** Use 1-inch margins at the left, right, top, and bottom of the page.

4.4.2 **Subparagraphs.** Indent each subparagraph 0.5 inches from the left margin.

4.5 Page Numbering Format

4.5.1 **Format.** Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: "Page 2 of 5."

4.5.2 **Position.** The position of page numbers is within the footer at the right-hand margin of every page.

4.6 Font Type and Size

The font type must be Century Gothic, and the font size should be 11 points.

SECTION 5. CORRECTIONS OR REVISIONS

5.1 Corrections

Corrections will be processed for publication by the President's Office.

“Corrections” differ from “revisions” in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc., but do not revise policy intent.

5.2 Revisions

Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

5.3 Cancellation

Revised policies will replace and supersede existing policies.

SECTION 6. FILING

Pierpont’s administrative issuances will be filed in accordance with the Classification Table (POP Development System PP-1000.A). The official policy document will be maintained in the President’s Office.

SECTION 7. PROCESSING FOR PUBLICATION

7.1 **Responsibilities of Recommending Party.** The recommending Individual, Group, and/or Unit will:

7.1.1 **Coordination.** Coordinate proposed issuances with other offices affected by the policy.

7.1.2 **Research.** Research the existing policies to minimize duplication, redundancy, and omissions.

7.1.3 **Printed Hard Copy.** Follow policy format and prepare a printed hard copy for the President’s Office using appropriate word processing software.

7.2 **Responsibilities of the President’s Office.** The President’s Office will:

7.2.1 **Policy Numbering and Distribution.** Assure proper format and coordination, assign policy numbers, and reproduce and distribute the policy.

7.2.2 **Indexing.** Maintain and issue a current index of Pierpont’s administrative policies.

Tab

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FINANCIAL REPORT
FOR
OCTOBER 31, 2018

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

SUMMARY:

The projected effect on net assets for FY 2019 as of October 31, 2018 is a decrease of (\$394,454).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of October 31, 2018 of (\$394,454) represents a budget balance improvement of \$77,093 from the September 30, 2018 Budget.

There was no change to the overall Operating Revenue Budget.

There was a \$77,093 improvement to the Operating Expense Budget. The "Salaries" budget decreased by (\$34,559) due to the transfer of funding to grant sources, the transition of labor budget from vacant positions to refill the MTEC Program Assistant position and the transfer of Fund Managers controlled supplies budget to labor budget. The "Benefits" budget decreased by (\$34,176) due to the changes above and PEIA updates. The "Supplies and Other Services" budget decreased by (\$9,594) related to the transfer of Fund Manager controlled supplies budget to labor budget. The "Assessment for Support Services" budget decreased by (\$175) due to FSU transfer of budget from a chargeback position to a non-chargeback position.

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

- The institution has realized approximately 43% of projected tuition and fees revenue.
- The institution has realized approximately 41% of overall revenues
- The institution has incurred approximately 23% 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 \$2,802,415.

RESTRICTED FUNDS:

There was no changes to the Restricted Funds Budget Balance during this period.

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

Current Unrestricted

As of October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	8,081,052	3,508,665	43.42%
	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	291,349	47.94%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	47,228	12.81%
	Total:	9,190,740	9,432,405	3,847,242	40.79%
OPERATING EXPENSE	Salaries	7,272,095	7,090,605	1,803,259	25.43%
	Benefits	1,580,613	1,669,367	334,582	20.04%
	Student financial aid-scholarships	237,752	237,752	94,069	39.57%
	Utilities	120,399	120,399	53,840	44.72%
	Supplies and Other Services	2,639,974	2,918,887	589,284	20.19%
	Equipment Expense	85,889	85,732	22,749	26.53%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	0	0.00%
	Assessment for Support Services	1,561,595	1,525,044	276,650	18.14%
	Assessment for Student Activity Costs	97,001	27,107	10,236	37.76%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	238,207	39.19%
	Assessment for Operating Costs	1,560,922	1,587,181	393,604	24.80%
	Total:	16,177,331	16,280,071	3,816,479	23.44%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,847,665)	30,763	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	3,042,582	42.00%
	Gifts	126,000	126,000	950	0.75%
	Investment Income	7,194	7,194	16,404	228.02%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(276,289)	32.01%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	6,514,217	6,514,217	2,783,647	42.73%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	(11,995)	149.94%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(11,995)	19.66%
BUDGET BALANCE		(533,380)	(394,454)	2,802,415	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(394,454)		
* 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>2,970,187</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 October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,521,812	3,032,452	46.50%
	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	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	48,000	48,000	873	1.82%
	Total:	6,830,812	6,944,804	3,033,325	43.68%
OPERATING EXPENSE					
	Salaries	6,575,508	6,417,807	1,646,269	25.65%
	Benefits	1,471,245	1,561,018	311,363	19.95%
	Student financial aid-scholarships	226,752	226,752	90,094	39.73%
	Utilities	116,400	116,400	53,326	45.81%
	Supplies and Other Services	1,741,407	1,857,538	368,322	19.83%
	Equipment Expense	23,207	23,207	14,091	60.72%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	0	0.00%
	Assessment for Support Services	1,561,595	1,525,044	276,650	18.14%
	Assessment for Student Activity Costs	97,001	27,107	10,236	37.76%
	Assessment for Operating Costs	1,560,922	1,587,181	393,604	24.80%
	Total:	13,787,363	13,752,285	3,163,955	23.01%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,807,482)	(130,630)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,244,243	7,244,243	3,042,582	42.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	16,404	228.02%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(276,289)	32.01%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	6,484,217	6,484,217	2,782,697	42.91%
TRANSFERS & OTHERS					
	Capital Expenditures	0	(8,000)	(11,995)	149.94%
	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)	(11,995)	19.66%
BUDGET BALANCE		(533,340)	(384,271)	2,640,072	
* 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>1,593,814</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 October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,964	1,559,241	476,213	30.54%
	Other Operating Revenues	320,528	320,596	46,355	14.46%
	Total:	1,762,492	1,879,837	522,568	27.80%
OPERATING EXPENSE					
	Salaries	696,587	672,798	156,990	23.33%
	Benefits	109,368	108,349	23,219	21.43%
	Student financial aid - scholarships	11,000	11,000	3,975	36.14%
	Utilities	3,999	3,999	514	12.85%
	Supplies and Other Services	913,660	1,061,349	220,962	20.82%
	Equipment Expense	62,682	62,525	8,657	13.85%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,920,020	414,317	21.58%
OPERATING INCOME / (LOSS)		(34,804)	(40,184)	108,251	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	950	3.17%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	950	3.17%
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)	(10,184)	109,201	
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>1,362,992</u>		

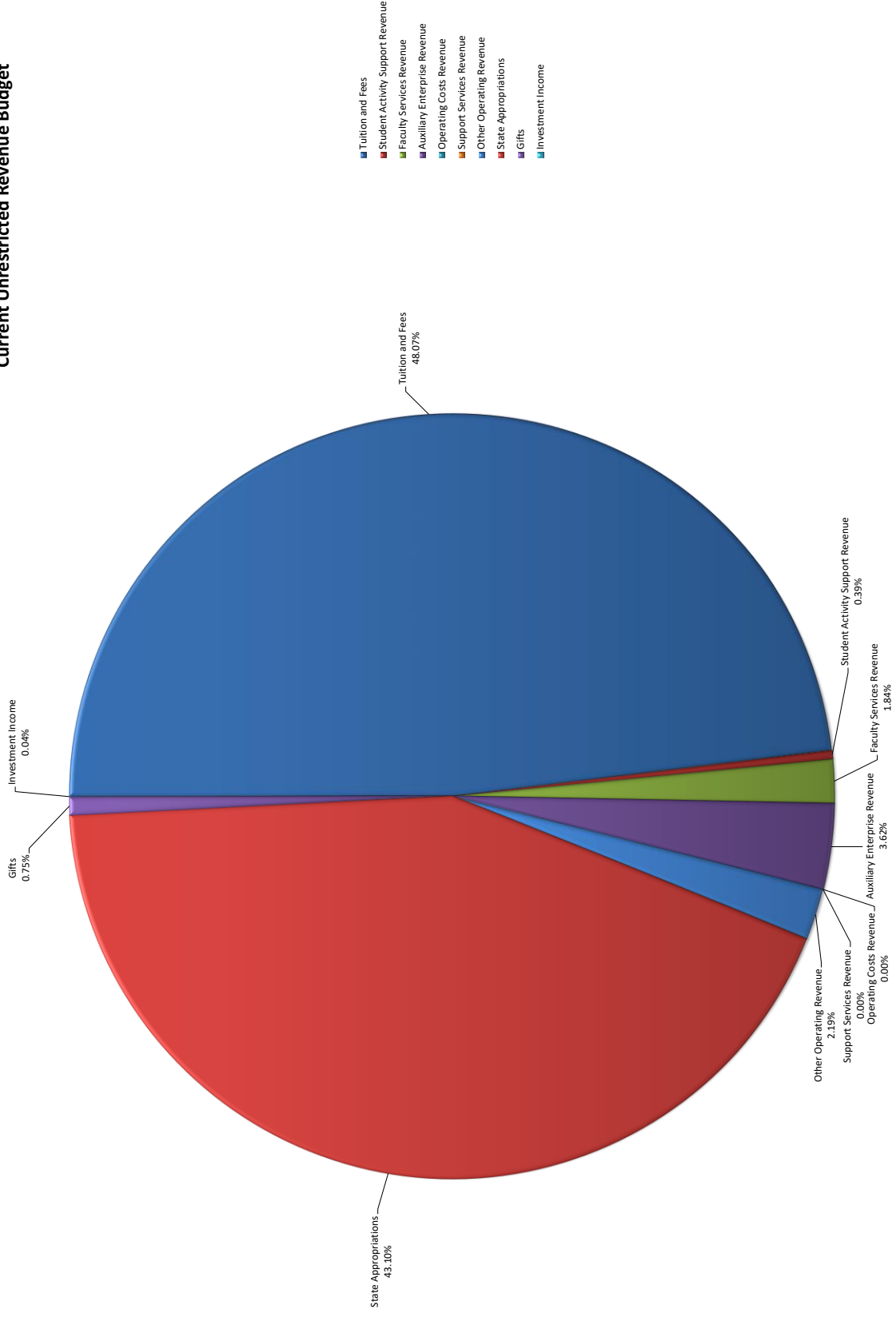
Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses

Auxiliary - Pierpont C&TC - Clearing

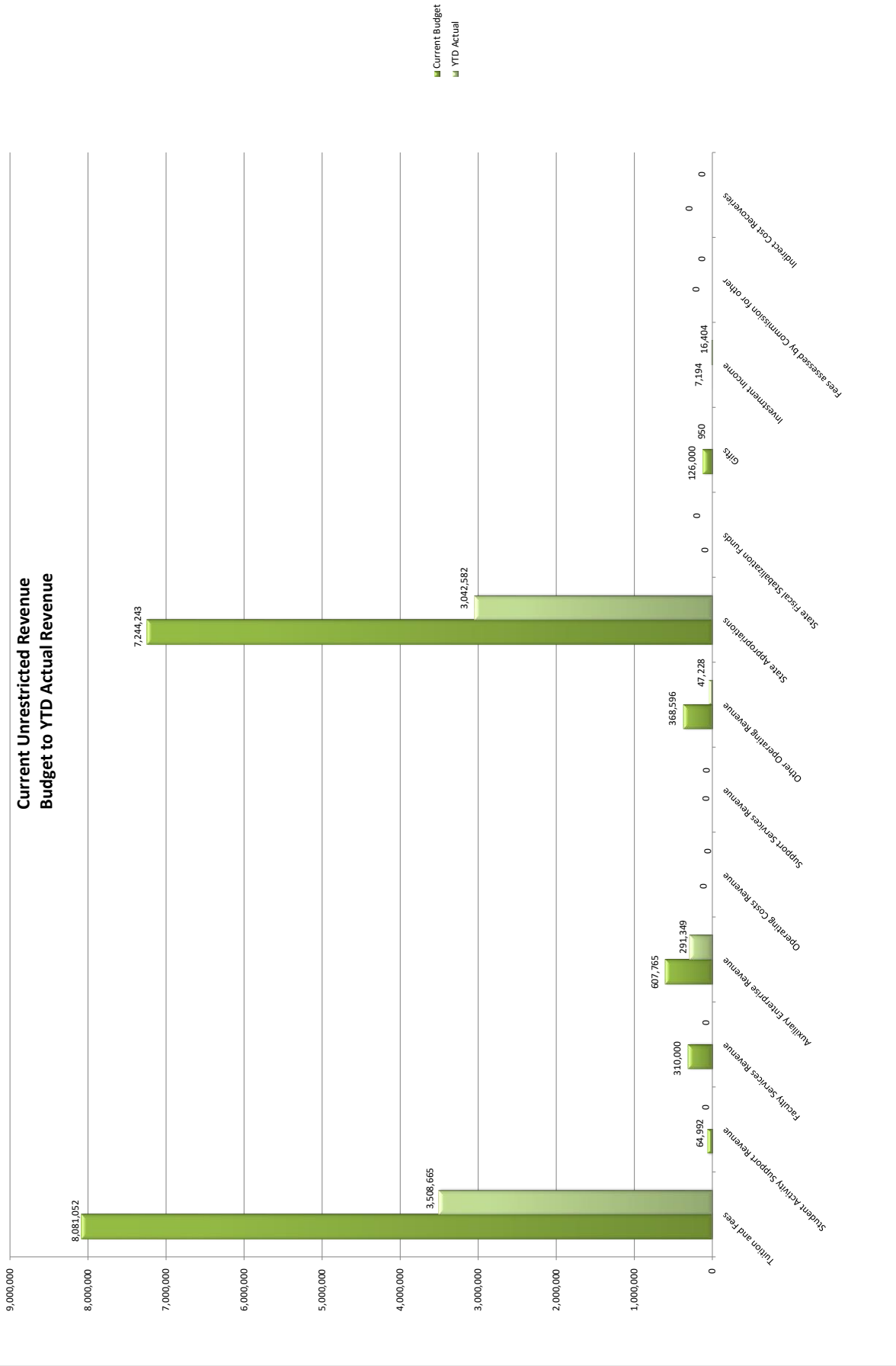
As of October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	291,349	47.94%
	Total:	607,765	607,765	291,349	47.94%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	238,207	39.19%
	Total:	607,765	607,765	238,207	39.19%
OPERATING INCOME / (LOSS)		0	0	53,142	0.00%
BUDGET BALANCE		0	0	53,142	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>		

Current Unrestricted Revenue Budget

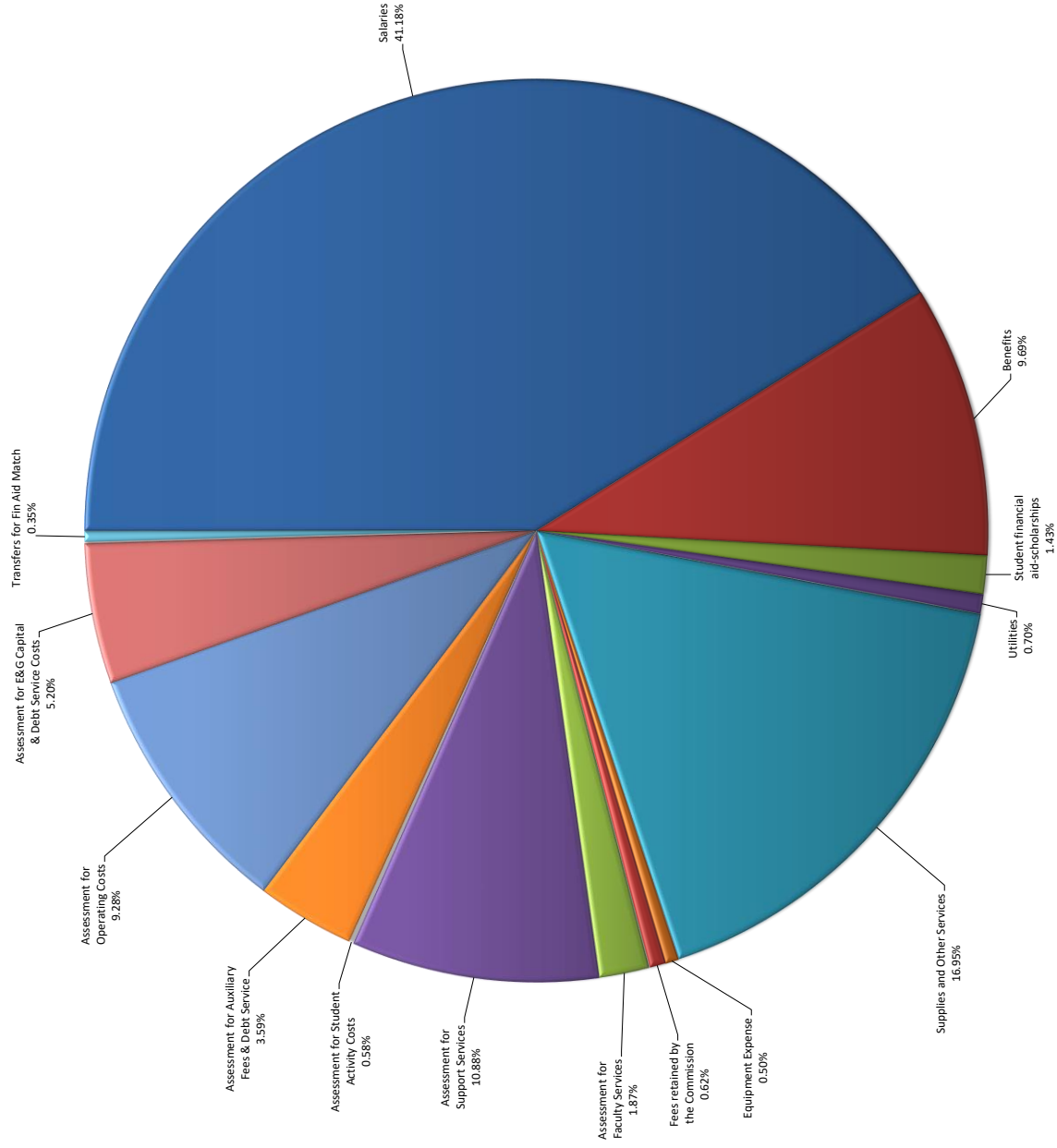


Current Unrestricted Revenue Budget to YTD Actual Revenue

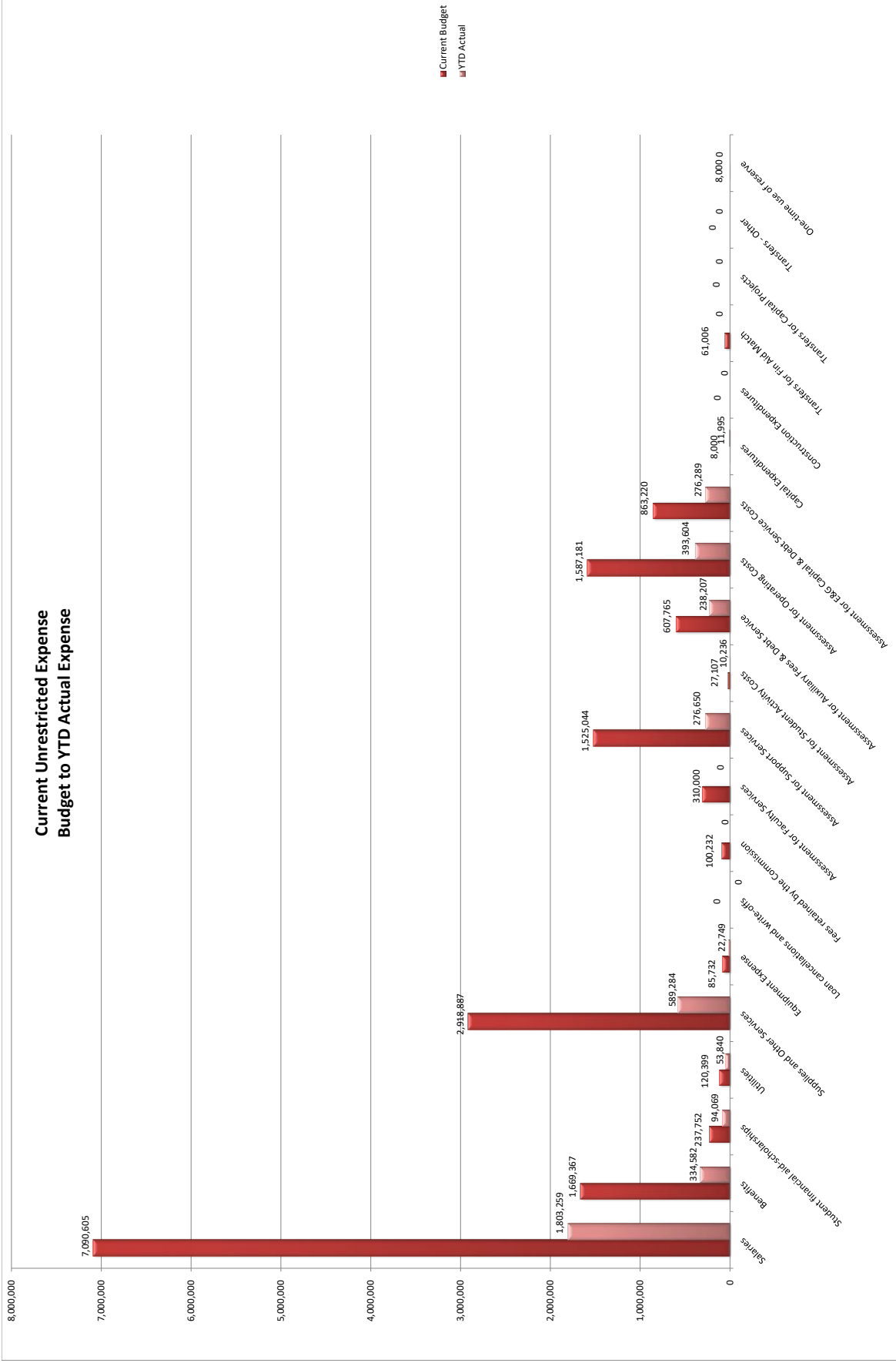


Current Unrestricted Expense Budget

- 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
For the period ending October 31, 2018

No budget changes for October, period 04.

Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
For the period ending October 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	2,259,699	24.14%
State/Local Grants and Contracts	3,239,699	3,205,036	637,062	19.88%
Private Grants and Contracts	660,794	671,358	117,588	17.51%
Total:	13,260,435	13,236,336	3,014,349	22.77%
OPERATING EXPENSE				
Salaries	883,164	859,274	46,152	5.37%
Benefits	101,363	91,045	7,119	7.82%
Student financial aid-scholarships	14,487,843	14,487,843	3,851,383	26.58%
Supplies and Other Services	292,157	338,132	28,608	8.46%
Equipment Expense	417,486	442,869	170,014	38.39%
Total:	16,182,013	16,219,163	4,103,276	25.30%
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(1,088,927)	
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	1,415,288	31.45%
Gifts	6,184	6,184	940	15.20%
Total:	4,506,184	4,506,184	1,416,228	31.43%
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(116,168)	7.54%
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)	(1,479,691)	(90,485)	6.12%
BUDGET BALANCE	111,852	43,667	236,816	
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	18,080		

FINANCIAL REPORT
FOR
NOVEMBER 30, 2018

**Board of Governors
Financial Report FY 2019
Pierpont Community & Technical College
as of November 30, 2018**

SUMMARY:

The projected effect on net assets for FY 2019 as of November 30, 2018 is a decrease of (\$452,879).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of November 30, 2018 of (\$452,879) represents a budget balance decline of (\$58,425) from the October 31, 2018 Budget.

There was no change to the overall Operating Revenue Budget.

There was a \$58,425 increase to the Operating Expense Budget. The "Salaries" budget increased by \$37,153 due to the transition of labor budget from vacant positions to refill the MTEC Program Assistant position. The "Benefits" budget increased by \$25,912 due to the changes above and PEIA updates. The "Supplies and Other Services" budget decreased by (\$4,640).

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

- The institution has realized approximately 43% of projected tuition and fees revenue.
- The institution has realized approximately 42% of overall revenues
- The institution has incurred approximately 30% 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 \$1,693,645.

RESTRICTED FUNDS:

There was no changes to the Restricted Funds Budget Balance during this period.

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

Current Unrestricted

As of November 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	8,081,052	3,474,601	43.00%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	Auxiliary Enterprise Revenue	607,765	607,765	290,895	47.86%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	173,353	47.03%
	Total:	9,190,740	9,432,405	3,951,619	41.89%
OPERATING EXPENSE	Salaries	7,272,095	7,127,758	2,375,107	33.32%
	Benefits	1,580,613	1,695,279	456,716	26.94%
	Student financial aid-scholarships	237,752	237,752	109,439	46.03%
	Utilities	120,399	120,399	67,148	55.77%
	Supplies and Other Services	2,639,974	2,914,247	722,337	24.79%
	Equipment Expense	85,889	85,732	26,965	31.45%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,525,043	386,783	25.36%
	Assessment for Student Activity Costs	97,001	27,107	11,128	41.05%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	259,428	42.69%
	Assessment for Operating Costs	1,560,922	1,587,181	525,375	33.10%
	Total:	16,177,331	16,338,495	4,946,869	30.28%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,906,090)	(995,251)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	3,042,582	42.00%
	Gifts	126,000	126,000	950	0.75%
	Investment Income	7,194	7,194	24,282	337.53%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(366,810)	42.49%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	6,514,217	6,514,217	2,701,004	41.46%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	(12,108)	151.35%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(12,108)	19.85%
BUDGET BALANCE		(533,380)	(452,879)	1,693,645	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(452,879)		
* 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>2,911,762</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 November 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,521,812	3,032,453	46.50%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	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	48,000	873	1.82%
	Total:	6,830,812	6,944,804	3,046,096	43.86%
OPERATING EXPENSE					
	Salaries	6,575,508	6,454,960	2,170,150	33.62%
	Benefits	1,471,245	1,586,930	425,112	26.79%
	Student financial aid-scholarships	226,752	226,752	105,464	46.51%
	Utilities	116,400	116,400	66,434	57.07%
	Supplies and Other Services	1,741,407	1,853,528	447,868	24.16%
	Equipment Expense	23,207	23,207	13,129	56.57%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,525,043	386,783	25.36%
	Assessment for Student Activity Costs	97,001	27,107	11,128	41.05%
	Assessment for Operating Costs	1,560,922	1,587,181	525,375	33.10%
	Total:	13,787,363	13,811,340	4,157,885	30.10%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,866,536)	(1,111,789)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,244,243	7,244,243	3,042,582	42.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	24,282	337.53%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(366,810)	42.49%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	6,484,217	6,484,217	2,700,054	41.64%
TRANSFERS & OTHERS					
	Capital Expenditures	0	(8,000)	(12,108)	151.35%
	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)	(12,108)	19.85%
BUDGET BALANCE		(533,340)	(443,325)	1,576,157	
* 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>1,534,760</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 November 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,964	1,559,241	442,148	28.36%
	Other Operating Revenues	320,528	320,596	172,480	53.80%
	Total:	1,762,492	1,879,837	614,628	32.70%
OPERATING EXPENSE					
	Salaries	696,587	672,798	204,957	30.46%
	Benefits	109,368	108,349	31,604	29.17%
	Student financial aid - scholarships	11,000	11,000	3,975	36.14%
	Utilities	3,999	3,999	714	17.86%
	Supplies and Other Services	913,660	1,060,719	274,470	25.88%
	Equipment Expense	62,682	62,525	13,836	22.13%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,919,390	529,556	27.59%
OPERATING INCOME / (LOSS)		(34,804)	(39,554)	85,072	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	950	3.17%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	950	3.17%
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)	(9,554)	86,022	
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>1,363,622</u>		

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

As of November 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	290,895	47.86%
	Total:	607,765	607,765	290,895	47.86%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	259,428	42.69%
	Total:	607,765	607,765	259,428	42.69%
OPERATING INCOME / (LOSS)		0	0	31,467	
BUDGET BALANCE		0	0	31,467	
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 November 30, 2018

No budget changes for November, period 05.

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

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	9,359,942	9,359,942	2,502,629	26.74
State/Local Grants and Contracts	3,239,699	3,205,036	778,150	24.28
Private Grants and Contracts	660,794	671,358	123,122	18.34
Total:	13,260,435	13,236,336	3,403,902	25.72
OPERATING EXPENSE				
Salaries	883,164	859,274	70,670	8.22
Benefits	101,363	91,045	11,989	13.17
Student financial aid-scholarships	14,487,843	14,487,843	4,423,241	30.53
Supplies and Other Services	292,157	338,132	54,399	16.09
Equipment Expense	417,486	442,869	168,220	37.98
Total:	16,182,013	16,219,163	4,728,519	29.15
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(1,324,618)	44.41
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	1,423,622	31.64
Gifts	6,184	6,184	940	15.20
Total:	4,506,184	4,506,184	1,424,562	31.61
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(116,531)	7.56
Construction Expenditures	0	0	0	
Transfers for Fin Aid Match	61,006	61,006	25,683	42.10
Indirect Cost Recoveries	0	0	0	
Transfers - Other	0	0	0	
Total:	(1,472,754)	(1,479,691)	(90,848)	6.14
BUDGET BALANCE	111,852	43,667	9,096	20.83
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	18,080		

FINANCIAL REPORT
FOR
DECEMBER 31, 2018

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

SUMMARY:

The projected effect on net assets for FY 2019 as of December 31, 2018 is a decrease of (\$565,475).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of December 31, 2018 of (\$565,475) represents a budget balance decline of (\$112,596) from the November 30, 2018 Budget.

There was no change to the overall Operating Revenue Budget.

There was a \$112,596 increase to the Operating Expense Budget. The "Salaries" budget increased by \$70,798 due to the creation of a temporary part time Registrar Assistant position needed for BANNER transition and the funding of a Financial Aid Director position . The "Benefits" budget increased by \$45,245 due to the changes above and PEIA updates. The "Supplies and Other Services" budget decreased by (\$3,447).

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

- The institution has realized approximately 43% of projected tuition and fees revenue.
- The institution has realized approximately 42% of overall revenues
- The institution has incurred approximately 35% 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 \$851,018.

RESTRICTED FUNDS:

There was no changes to the Restricted Funds Budget Balance during this period.

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

Current Unrestricted

As of December 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	8,081,052	3,487,690	43.16%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	Auxiliary Enterprise Revenue	607,765	607,765	290,873	47.86%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	183,816	49.87%
	Total:	9,190,740	9,432,405	3,975,149	42.14%
OPERATING EXPENSE	Salaries	7,272,095	7,198,556	2,953,826	41.03%
	Benefits	1,580,613	1,740,524	584,015	33.55%
	Student financial aid-scholarships	237,752	237,752	84,298	35.46%
	Utilities	120,399	120,399	73,028	60.65%
	Supplies and Other Services	2,639,974	2,914,247	888,268	30.48%
	Equipment Expense	85,889	85,732	39,877	46.51%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,521,596	386,783	25.42%
	Assessment for Student Activity Costs	97,001	27,107	11,128	41.05%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	259,428	42.69%
	Assessment for Operating Costs	1,560,922	1,587,181	525,375	33.10%
	Total:	16,177,331	16,451,091	5,812,469	35.33%
OPERATING INCOME / (LOSS)		(6,986,591)	(7,018,686)	(1,837,320)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	3,042,582	42.00%
	Gifts	126,000	126,000	950	0.75%
	Investment Income	7,194	7,194	24,282	337.53%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(366,810)	42.49%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,514,217	6,514,217	2,700,446	41.45%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	(12,108)	151.35%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	One-time use of reserve	0	8,000	0	0.00%
	Total:	(61,006)	(61,006)	(12,108)	19.85%
BUDGET BALANCE		(533,380)	(565,475)	851,018	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(565,475)		
* 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>2,799,166</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 December 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,521,812	3,032,825	46.50%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	12,770	4.12%
	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	48,000	4,617	9.62%
	Total:	6,830,812	6,944,804	3,050,212	43.92%
OPERATING EXPENSE					
	Salaries	6,575,508	6,525,758	2,692,530	41.26%
	Benefits	1,471,245	1,632,175	542,669	33.25%
	Student financial aid-scholarships	226,752	226,752	106,214	46.84%
	Utilities	116,400	116,400	72,093	61.94%
	Supplies and Other Services	1,741,407	1,853,528	551,139	29.73%
	Equipment Expense	23,207	23,207	21,144	91.11%
	Loan cancellations and write-offs	0	0	0	0.00%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	6,442	2.08%
	Assessment for Support Services	1,561,595	1,521,596	386,783	25.42%
	Assessment for Student Activity Costs	97,001	27,107	11,128	41.05%
	Assessment for Operating Costs	1,560,922	1,587,181	525,375	33.10%
	Total:	13,787,363	13,923,936	4,915,518	35.30%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,979,132)	(1,865,305)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,244,243	7,244,243	3,042,582	42.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	24,282	337.53%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(366,810)	42.49%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,484,217	6,484,217	2,699,496	41.63%
TRANSFERS & OTHERS					
	Capital Expenditures	0	(8,000)	(12,108)	151.35%
	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)	(12,108)	19.85%
BUDGET BALANCE		(533,340)	(555,921)	822,082	
* 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>1,422,164</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 December 31, 2018

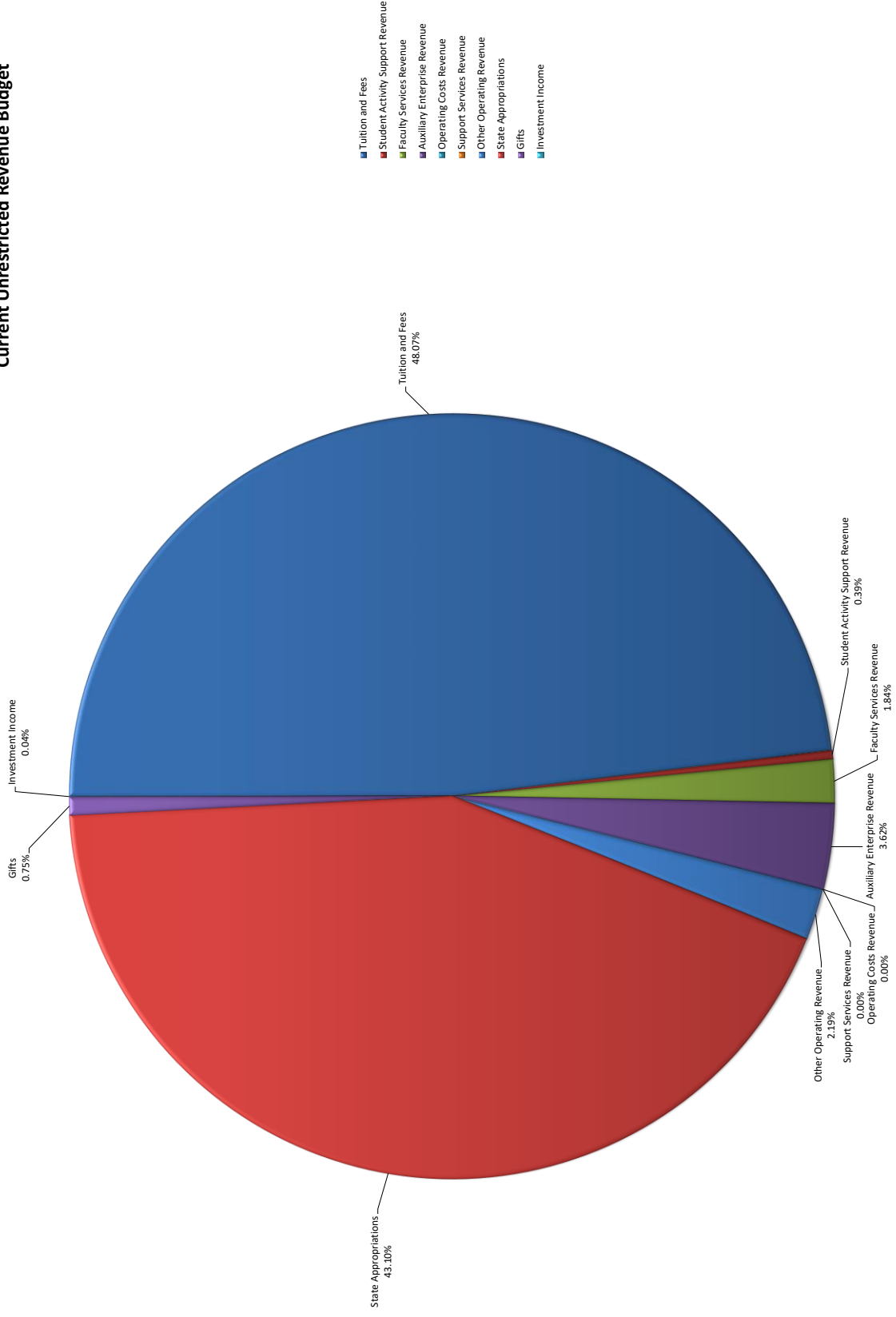
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,964	1,559,241	454,865	29.17%
	Other Operating Revenues	320,528	320,596	179,199	55.90%
	Total:	1,762,492	1,879,837	634,064	33.73%
OPERATING EXPENSE					
	Salaries	696,587	672,798	261,296	38.84%
	Benefits	109,368	108,349	41,346	38.16%
	Student financial aid - scholarships	11,000	11,000	(21,916)	-199.24%
	Utilities	3,999	3,999	936	23.39%
	Supplies and Other Services	913,660	1,060,719	337,129	31.78%
	Equipment Expense	62,682	62,525	18,733	29.96%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,919,390	637,523	33.21%
OPERATING INCOME / (LOSS)		(34,804)	(39,554)	(3,459)	8.75%
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	30,000	950	3.17%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	950	3.17%
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)	(9,554)	(2,509)	
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>1,363,622</u>		

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

As of December 31, 2018

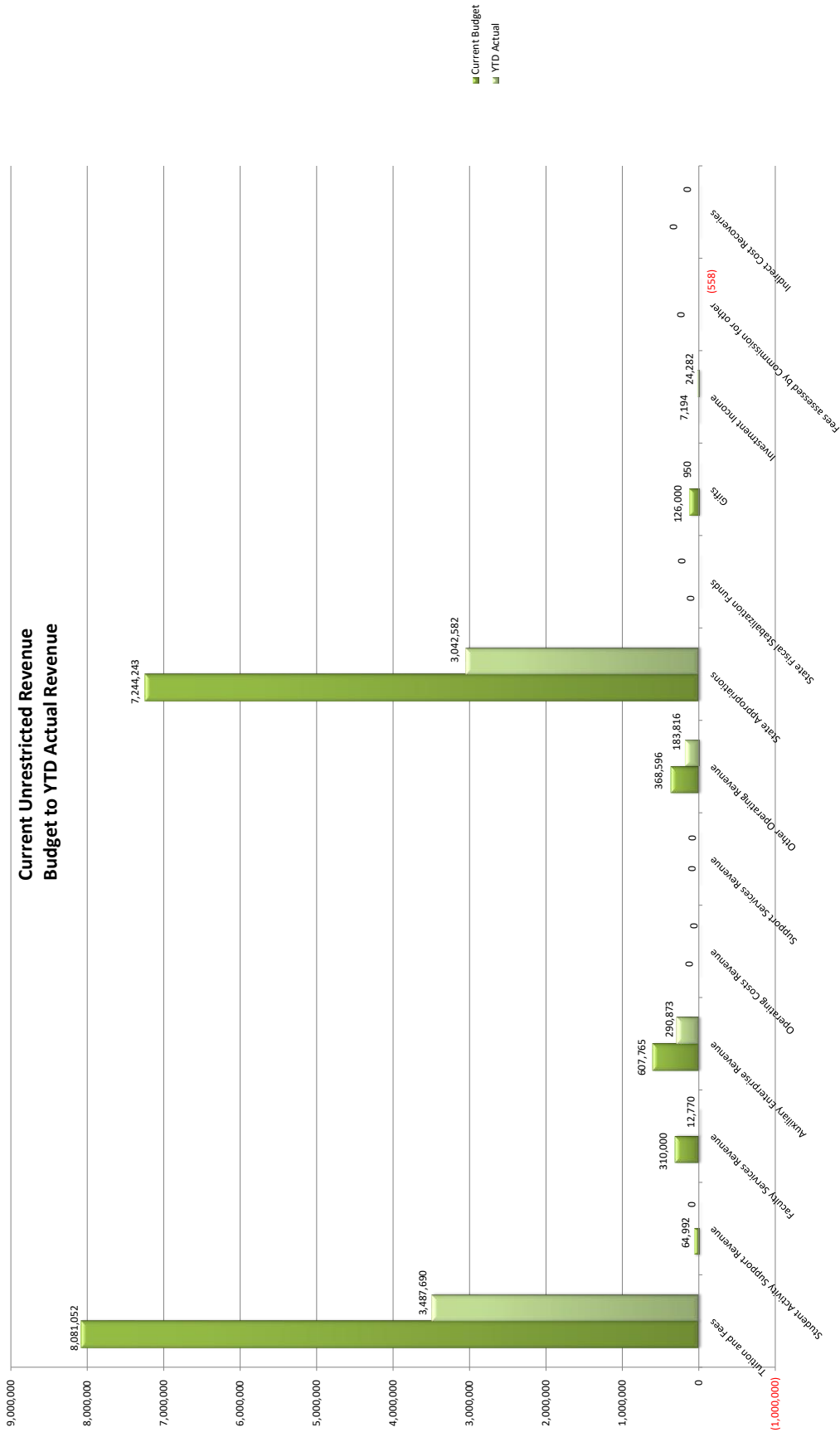
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	290,873	47.86%
	Total:	607,765	607,765	290,873	47.86%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	259,428	42.69%
	Total:	607,765	607,765	259,428	42.69%
OPERATING INCOME / (LOSS)		0	0	31,445	
BUDGET BALANCE		0	0	31,445	
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

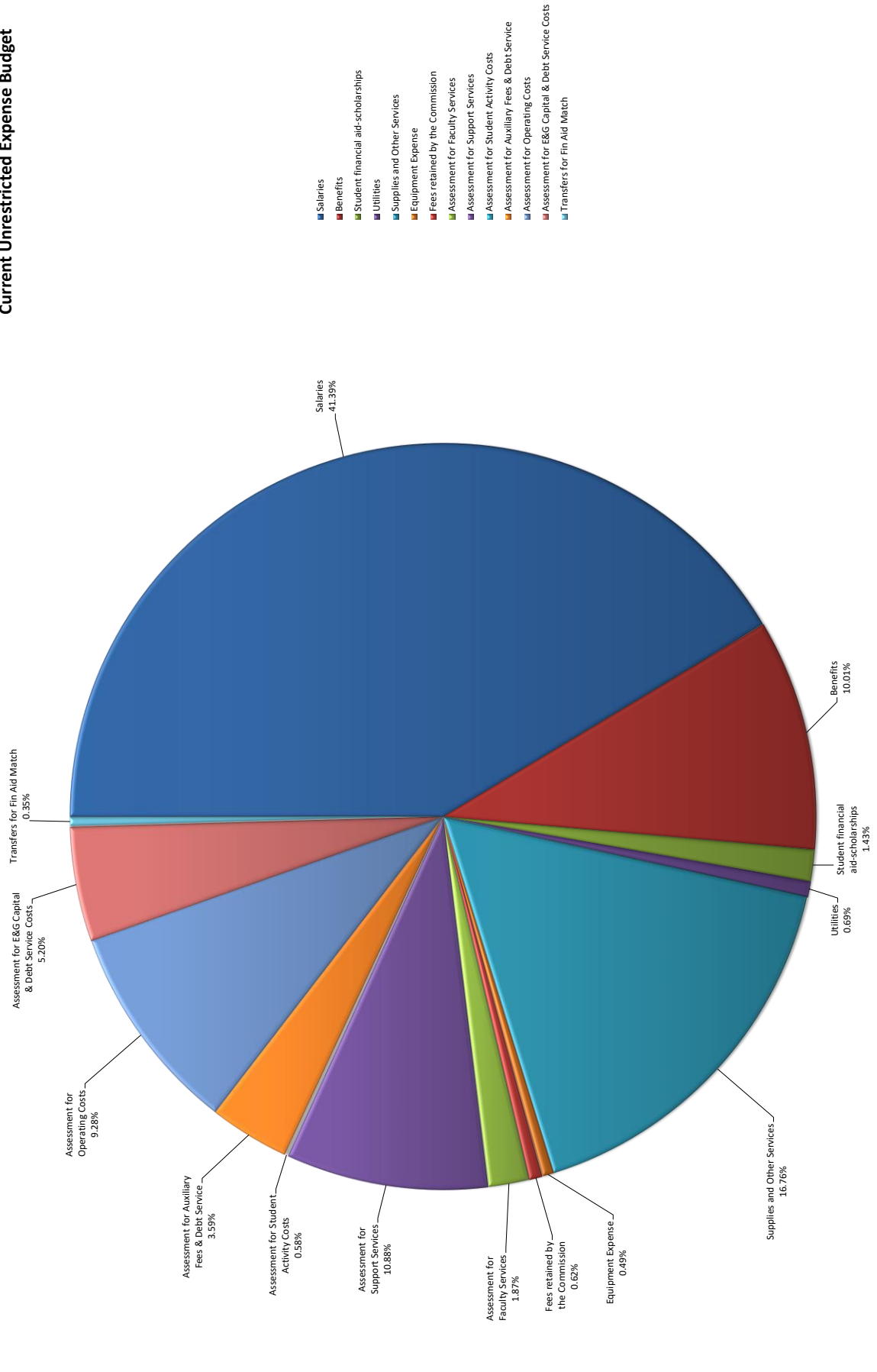


- Tuition and Fees
- Student Activity Support Revenue
- Faculty Services Revenue
- Auxiliary Enterprise Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- Gifts
- Investment Income

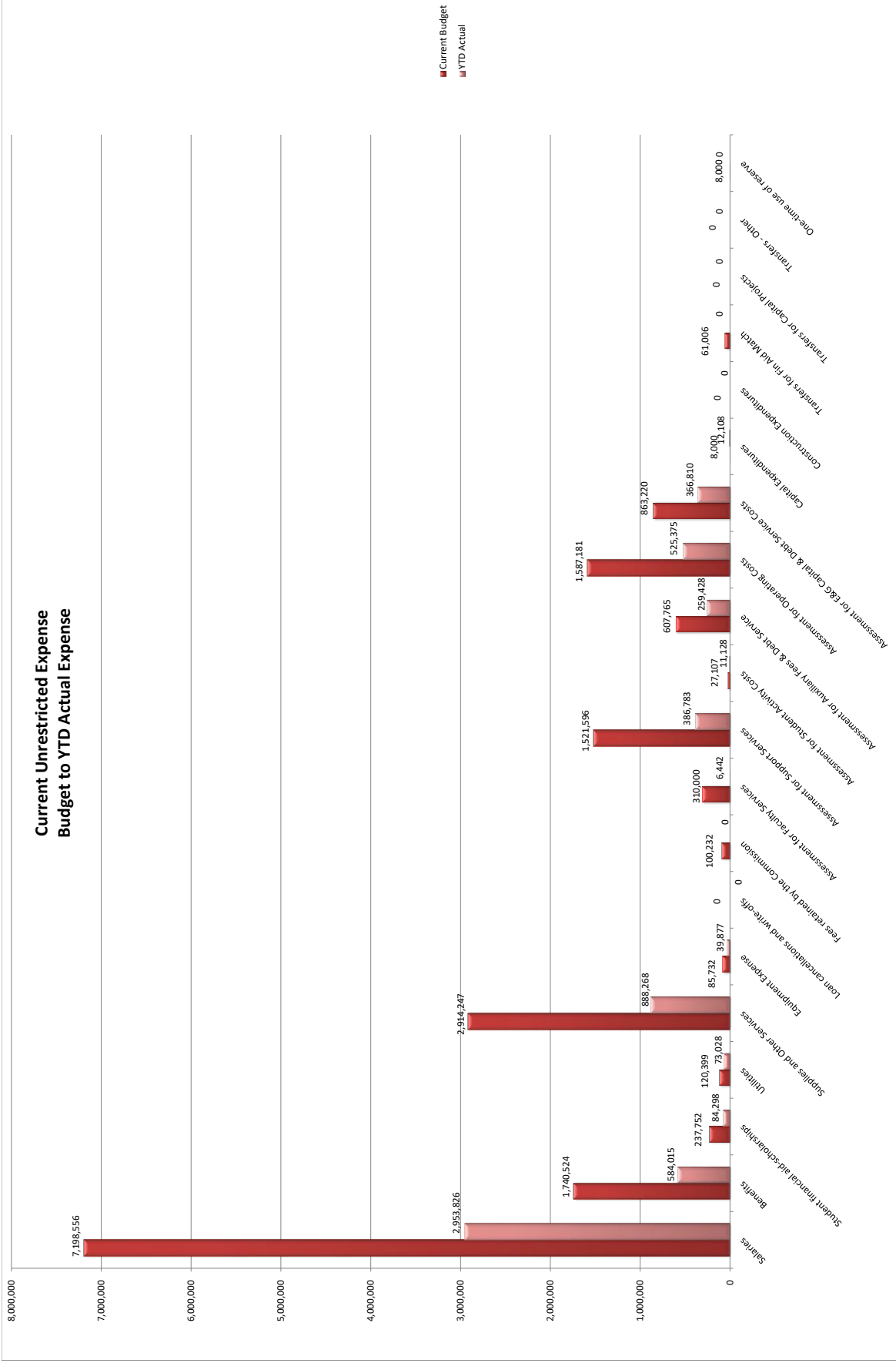
Current Unrestricted Revenue Budget to YTD Actual Revenue



Current Unrestricted Expense Budget



**Current Unrestricted Expense
Budget to YTD Actual Expense**



Pierpont Community and Technical College
Board of Governors
For the period ending December 31, 2018

No budget changes for December, period 06

Pierpont Community and Technical College
Budget vs Actual Statement of Revenues and Expenses
For the period ending December 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	2,488,527	26.59
State/Local Grants and Contracts	3,239,699	3,205,036	822,807	25.67
Private Grants and Contracts	660,794	671,358	127,593	19.01
Total:	13,260,435	13,236,336	3,438,927	25.98
OPERATING EXPENSE				
Salaries	883,164	859,274	94,953	11.05
Benefits	101,363	91,045	16,784	18.44
Student financial aid-scholarships	14,487,843	14,487,843	4,457,246	30.77
Supplies and Other Services	292,157	338,132	62,074	18.36
Equipment Expense	417,486	442,869	172,060	38.85
Total:	16,182,013	16,219,163	4,803,117	29.61
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(1,364,190)	45.73
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	1,422,901	31.62
Gifts	6,184	6,184	940	15.20
Total:	4,506,184	4,506,184	1,423,841	31.60
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(176,663)	11.47
Construction Expenditures	0	0	0	
Transfers for Fin Aid Match	61,006	61,006	25,683	42.10
Indirect Cost Recoveries	0	0	0	
Transfers - Other	0	0	0	
Total:	(1,472,754)	(1,479,691)	(150,980)	10.20
BUDGET BALANCE	111,852	43,667	(91,330)	(209.15)
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	18,080		