



BOARD

OF

GOVERNORS

May 14, 2019

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

May 14, 2019

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

11:00 AM **Enrollment Management and Marketing Committee**
Pierpont Advanced Technology Center, President's Conf. Rm. 201 A

Linda King – Chairwoman

Members: William Blandino, Memori Dobbs, Lyla Grandstaff, Johnny M. Moore, Natalie Stone, and Robin Strader

12:00 PM **Academic & Student Affairs Committee**
Pierpont Advanced Technology Center, President's Conf. Rm. 201 A

Sharon Shaffer – Chairwoman

Members: Thomas Barlow, David Beighley, Kimberly Cale, Kari Coffindaffer, Vickie Findley, Lyla Grandstaff, Johnny M. Moore, Nancy Parks, and Michael Waide

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

Warren “Chip” VanAlsbury – Chair

Sharon Shaffer – Vice Chair

Brian Bozarth – Secretary

Members: Thomas Barlow, William Blandino, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., and Natalie Stone. One Institutional BOG Member position vacant.

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Recent BOG Committee Meetings:

- ✓ BOG Finance/Audit and Administration Committee Meeting held on May 2, 2019

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
May 14, 2019

I. Call to Order in Open Session

1. Opening Comment (*Vice Chair: Sharon Shaffer*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for March 26, 2019 **Tab 1 - Action Item**

II. Recognitions – Informational

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

IV. Operation Reports **Tab 2 - Informational**

1. Academic Affairs and Student Services (*Michael Waide and Lyla Grandstaff*)
2. Center for Workforce Education (*Kimberly Cale*)
3. Classified Staff (*Amanda Hawkinberry*)
4. Faculty Senate – To be provided at meeting (*Susan Coffindaffer*)
5. Pierpont Foundation (*Steve Leach*)



V. Committee of the Whole

1. Resolution for Approval of a 30 Day Public Comment Period **Tab 3 - Action Item**
for the Recommended Repeal of Outdated and Non-Applicable Policies
(*Kari Coffindaffer and Susan Coffindaffer: Co-Chairs of the BOG Policies Review Committee*)
 - a. Proposed Repeal of Policy #22 – Credit Card Solicitation
 - b. Proposed Repeal of Policy #26 – Faculty and Administrative Productivity
 - c. Proposed Repeal of Policy #27 – Public School Service Credits
 - d. Proposed Repeal of Policy #30 – Separation of Academic and Faculty Personnel
2. Resolution for Acceptance of the 2019-2020 Pierpont **Tab 4 - Action Item**
Community & Technical College Board of Governors Meeting
Dates and Board Book Deadlines (*Dale Bradley*)
3. Financial Report (*CFO, Dale Bradley*) **Tab 5 - Informational**
 - March 31, 2019

VI. Committee Reports

1. Audit/Finance and Administration Committee Report (*Brian Bozarth, Chair*)
 - a. Approval of FY 2020 Tentative E&G Unrestricted Budget **Tab 6 - Action Item**
(*Will be provided at the Board of Governors Meeting*)
 - b. Approval of FY 2020 Shared Capital Projects **Tab 7 - Action Item**
 - c. Approval of FY 2020 Pierpont Only Capital Projects **Tab 8 - Action Item**
2. Academic and Student Affairs Committee Report (*Sharon Shaffer, Chair*)
3. Enrollment Management/Communications Committee Report (*Linda King, Chair*)
4. Executive Committee (*to convene in Executive Session*)

VII. New Business

-  The quarterly ATC Advisory Board meeting will be held on June 18, 2019, at 1:00 PM at the Pierpont Advanced Technology Center
-  The next regularly scheduled BOG meeting will be held on June 18, 2019 at 2:00 PM at the Pierpont Advanced Technology Center

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
March 26, 2019
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on March 26, 2019, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, William Blandino, Brian Bozarth, Memori Dobbs, Holly Kauffman, Linda King, Sharon Shaffer, and Warren ‘Chip’ VanAlsburg

Board Members Absent:

Rick Pruitte, Larry Puccio, Jr., Natalie Stone and Eugene Weaver

President’s Cabinet Members Present:

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

Others in Attendance:

Dr. Paul Edwards and Family, Professor Kerry Marbury and Family, Sue Montgomery – President of Life Long Learners, Pierpont faculty and staff.

I. Call to Order – Open Session

1. Opening Comment

Chip VanAlsburg, Chair, called the meeting to order in open session at 2:03 PM.

2. Call for Public Comment

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

3. Approval of Minutes from the February 19, 2019 BOG Meeting – Action Item

The minutes of the Pierpont Board of Governors meeting held February 19, 2019 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations – Informational

Mr. Steve Leach presented before the Board the recognition of two distinguished individuals that have had a profound influence to Pierpont Community & Technical College. A plaque and certificate were awarded to both individuals. Photos were taken upon awarding the plaques and included the families, Board Chair and President.

1. Recognition of Dr. Paul Edwards, Father of the Community College in Fairmont, faculty member, Dean, Vice President and Provost. Dr. Edwards joined the faculty of Fairmont State University over 51 years ago. Under Dr. Edwards's leadership the community college developed and formed offering 25 associate degrees and certificate programs. After 35 years of service, Dr. Edwards retired, but continues to teach at Pierpont Community & Technical College as an adjunct. Every year the Paul E. Edwards Award for teaching excellence is awarded to a Pierpont faculty member who has demonstrated a high dedication and accomplishment in teaching. A Physical Therapy Assistant Scholarship has been established in his name.
2. Recognition of Kerry Marbury, All American football player at WVU and staff member of Pierpont Community & Technical College (formerly Fairmont State Community & Technical College), Coordinator of the Office of Multicultural Affairs, and creator of Pierpont's Sign Language Interpreter Associates Degree. Mr. Marbury is known as the fastest man in West Virginia history and the longest run back at West Virginia University where he was named an All American football player. He served as coordinator of the Office of Multi-Cultural Affairs and the off-campus classes. He worked closely with the WV Division of Rehabilitation Services to create the Associate Degree in Sign Language Interpreter, the only one of its kind in WV. He served as faculty teaching Race, Class and Gender, and created the Life Long Learners program which has over 100 dedicated members.

III. President's Report – Informational

Dr. Johnny M. Moore highlighted the very busy schedule in the month of April for Pierpont. He took a moment to recognize Raven Thomas for her work as the coordinator of the Student Government Association (SGA) and the many activities that she is overseeing. Under Raven's leadership the SGA is growing and the members are adopting the philosophy to excel personally, academically, and professionally. The activities are popular with the students and we have been meeting the needs to provide opportunities for the students to interact and engage, which can play a part in student retention.

IV. Operation Reports - Informational

The Academic Affairs report was provided as a handout at the meeting and electronically on March 23. Staff members were on hand to answer any questions.

1. *Academic Affairs and Student Services*

A short discussion was held on the Criminal Justice Program relocation to the Caperton Center.

V. Committee of the Whole

1. *Resolution for Approval of Comments and Final Drafts of Modification of Number Identification Structure, Index Classification, and Format for all BOG Policies – Action Item*

- a. Modification to Policy No 50 – Policy on Policies language and index classification, 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

At the Pierpont Board of Governors meeting of February 19, 2019, a 30-Day Public Comment Period was established from February 20, 2019 to March 21, 2019 to provide the public the opportunity to address the proposed recommended amendments to Policy #50 – Policy on Policies (identified henceforward as Policy PP-1000 - Policy on Policies); and addendum PP-1000.A – Classification Table; and addendum PP-1000.B – Format.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

No comments were received during the 30-day public comment period.

Sharon Shaffer presented a motion to accept the modification to Policy No 50 – Policy on Policies language and index classification, with a New Index Classification of PP-1000; the Adoption of Policy PP-1000.A – Classification Table, as an addendum to Policy PP-1000; and the Adoption of Policy PP-1000.B – Format, as an addendum to Policy PP-1000, as presented. Holly Kauffman seconded the motion. All agreed. Motion carried.

2. *Resolution for the Acceptance of the Resignation of L. Eugene Weaver from the Pierpont Community & Technical College Board of Governors, as Submitted on March 11, 2019 – Action Item*

On March 11, 2019, Board member L. Eugene Weaver officially submitted a letter of resignation to the Pierpont Community & Technical College Chairman of the Board, Warren VanAlsbury.

Mr. Weaver has dutifully and faithfully fulfilled his role on the Pierpont Board over many years. He served his initial term and reappointed terms as a Board member from August 1, 2008 until June 17, 2015, when he resigned due to family needs. Mr. Weaver was again appointed for a term of office on January 30, 2017 until June 30, 2020. Mr. Weaver announced his official resignation on March 11, 2019, due to personal health matters.

Sharon Shaffer presented a motion to approve and accept the resignation of Mr. L. Eugene Weaver, effective this day, as presented. Brian Bozarth seconded the motion. All agreed. Motion carried.

A plaque was made in honor of Mr. Weaver's service and will be presented to him at a time convenient to Mr. Weaver.

3. *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 January 31, 2019 and February 28, 2019. Complete details were provided in the March 26, 2019 Board of Governors Book.

A short discussion was held on the postings of salaried positions of senior faculty and administration.

4. *Appointments to the Board of Governors Committees – Informational*

In accordance with the Pierpont Board of Governors Bylaws, adopted on February 25, 2014; IV.A. Special Committees - Appointment of Special Committees of the Board:

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

Therefore, Chairman Chip VanAlsburg announced modifications to the following committees for AY 2018-2019, effective immediately.

- a. Nominating Committee for the Board of Governors Executive Officers
 - Resignation of Holly Kauffman and appointment of Brian Bozarth

- b. Enrollment Management and Communication Committees
 - Appointment of William Blandino, SGA Representative, to fill vacated position of SGA Representative, Travis Crigger

VI. Committee Reports

1. *Audit/Finance and Administration Committee Report*

Resolution for Approval of Tuition and Fee Changes for AY 2019-2020
– Action Item

Brian Bozarth, Chair, yielded the floor to the CFO, Dale Bradley, to present the resolution for Tuition and Fee Changes for AY 2019-2020. Complete details of all tuition and fee changes were provided in the March 26, 2019 Board of Governors Book materials.

The Education and General Fee Planning Schedule – Per Semester, the proposed Pierpont Special Fees, and the listing of Pierpont Program Fees, were presented and offered for approval. A memo from the WV Community & Technical College System’s Office of the Chancellor was also shared regarding the 2019-2020 Tuition and Fee Increase Requests.

Discussions developed in consideration of affordable tuition costs, adjunct and full time faculty staffing, dual credit offerings, and marketing.

After discussion, Brian Bozarth presented a motion to accept the Tuition and Fee Changes for AY 2019-2020. Sharon Shaffer seconded the motion. All agreed. Motion carried.

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

Sharon Shaffer, Chair, shared that a meeting was held on March 12, where the purpose of the Committee was reflected in discussions on enrollment, retention, tuition, and graduation. Addressing workforce and student needs by development of additional training programs in certifications and skill sets were explored. There was enthusiasm for Pierpont acquiring management of its own database, and the opportunity that Senate Bill 1, WV Invests Grant, will provide to our students with free community college tuition. The Vet Tech program space, in relation to accreditation requirements, was stressed.

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

Linda King, Chair, provided a handout of notes from the Committee’s meeting held on March 20. Items highlighted were vocational centers for recruitment, Banner updates, enrollment, Skills USA, and the free community college bill.

4. *Executive Committee Report – Informational*

Chip VanAlsburg, Chair, stated that the Committee has not met and there are no new updates to report.

VII. New Business

The next regularly scheduled BOG meeting will be held on May 14, 2019 at 2:00 PM at the Pierpont Advanced Technology Center

VIII. Old Business

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

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed to the Public

1. Entering Executive Session:

At 3:04 PM, Sharon Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, that which if discussed in public might adversely affect the reputation of any person. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 5:06 PM, Brian Bozarth motioned to exit Executive Session and return to Open Session. Sharon Shaffer 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, Brian Bozarth offered a motion to adjourn the meeting at 5:07 PM. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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Tab

2

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

OFFICE OF ACADEMIC AFFAIRS

SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES

Dean Beighley

American Sign Language / Interpreter Education

The ASL/IE Program hosted the 5th Annual West Virginia Interpreter Retreat April 27th at the North Central Advanced Technology Center. Dr. Byron Bridges served as keynote speaker for the 38 attendees. The retreat is arranged in partnership with the West Virginia Department of Education and Sorenson Communications.

Early Childhood Education and Laboratory Preschool

Lori Barrett, Janet Cole, Ariel Cogar, Kelsey Wilson, and seven Early Childhood Education students attended the April 10-12 Celebrating Connections Early Childhood Conference in Charleston, WV.

The Early Childhood student group, The West Virginia Association for Young Children, volunteered at the 2019 CASA Superhero 5K held April 27th in Bridgeport, WV.

Food Service Management

The Food Service Management Program hosted an Accreditation Council for Education in Nutrition and Dietetics (ACEND) site visit April 8-9 pertaining to its application/candidacy for a Dietetic Technician, Registered program. Pam Hamilton and Brooke Nissim-Sabat have been instrumental in developing the program application and all involved are hopeful that the program will receive ACEND accreditation approval.

The FOSM Pastry and Baking Arts Program prepared 250 desserts for the Pierpont Community and Technical College Student Awards and Employee Recognition Ceremony held April 23rd at the Robert H. Mollohan Center. Chef Allison McCue conceptualized/designed the menu, and received assistance from Chef Jay Mahoney, Chef Natalie Watson, Pam Hamilton, Brooke Nissim-Sabat, and FOSM students preparing the dessert.

Pam Hamilton and Brooke Nissim-Sabat attended the West Virginia Academy of Nutrition and Dietetics Annual Conference and Expo at the Bridgeport Conference Center on April 11-12.

Paralegal Studies

Paralegal Studies students registered for Civil Litigation and Procedure (PARA 2204) participated in a mock civil trial April 30th at the Marion County Courthouse. Susan Riffle,

Family Court Judge and part-time instructor in the Paralegal Studies program, served as judge for the trial and community members served as jurors.

School of General Education and Professional Studies

Pierpont's Alpha Tau Pi chapter of the Phi Theta Kappa International Honor Society inducted 36 new members at its April 18 induction ceremony. Jennifer Ellison, chapter advisor, oversaw the ceremony which included the installation of Natalie Sypolt as chapter co-advisor.

Natalie Sypolt was awarded a Professional Development grant from the West Virginia Humanities Council that will be applied to her Celtic Roots trip to Spain and France this spring/summer.

Natalie Sypolt was selected as the first recipient of The Land More Kind Appalachian Artists Residency.

Jennifer Ellison was re-elected Secretary of the West Virginia Association for Developmental Education.

Linda King completed re-certification as Pierpont's Director of Tutoring Services for the CRLA (College Reading and Language Association) tutoring certification.

Susan Coffindaffer has been re-certified as a Quality Matters Master Reviewer.

SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY

Interim Dean Coffindaffer

Advanced Welding

All of the welding equipment has been moved to the ATC. The welding shop layout has been finalized. An advisory board made of a retired welding professional, a tech center welding instructor and a community college welding instructor helped to design the layout for the welding shop and offered advice on additional needs for the shop. Lincoln Electric (welding equipment company) is finalizing the detailed drawings for the filtration system. Once we have the detailed drawings we can get final approval from the Fire Marshall and we can attain quotes for installation. Contact has been made with three companies for installation - a general contractor, electrical contractor, and a filtration system contractor.

Applied Design

The Applied Design Program is preparing to have 5 students graduate in May. The Student Showcase is May 2 at the ATC from 4:00 - 6:00. The Advisory Board plans to have a summary meeting following the Student Showcase. Two Contract design students are finalizing drawings for the Kitchen remodel at Morgantown High School. Rachel Beach, Vice President of

the West Virginia Association of Family & Consumer Sciences, presented at the annual conference April 6, 2019 at Stonewall Jackson Resort.

Applied Process Technology

The APT program currently has 23 students enrolled in their first year of the program and 17 students in the second year of the program. First Energy POSS/MASS testing is complete and internship offers at First Energy plants have been made. It is anticipated that there will be enough intern positions available for all students, provided they successfully complete all courses. One first year student has accepted a diversity scholarship, sponsored by First Energy, Generation.

Pierpont's Assistant BAT Dean and the APT Program Coordinator attended MPLX (a Marathon/Antero/MarkWest venture) Sherwood natural gas processing facility expansion inauguration in Doddridge County WV. At the event, Marathon Oil CEO, Antero Resources CEO, and Governor Jim Justice, announced that the Sherwood facility is now the largest natural gas processing facility in North America. Further, they announced that an additional 1.2 Billion SCF/day de-ethanizing facility would begin construction, also in Doddridge County. These expansions will result in many new jobs for West Virginians and in particular, graduates of the Applied Process Technology Program. Therefore, it is recommended that the college increase their focus on recruiting for the APT program and consider offering a gas compression school at the ATC campus
Business

Four students compete in the state PBL- FBLA competition in the areas of Interviewing, Accounting, and Marketing. Students in BUSN 2248 participated in mock interviews to prepare them to enter the workforce. Also, graduating students in both accounting and management completed their end of program assessment this past week. The Accounting graduates took the NOTCI Basic Accounting Assessment exam for the first time.

Drafting/Design/CAD Engineering Technology

Finishing up the spring 2019 semester with students taking their AutoCAD certification testing in this final week of classes. The Annual Advisory Committee meeting was held April 26th with some very good input on how to move forward with new job needs and the West Virginia Invests Grant. Minutes will be posted on the Drafting and Design web page. Currently 38 job opening within 25 miles of Fairmont area in AutoCAD have most of my returning students placed in summer internships.

Graphics

The *GRAP 2271-Illustration and Publication* class is preparing to publish their original Coloring and Comic books in April with Amazon.com where they will be made available for sale worldwide. Several graphics students are preparing to complete their 150 hour internships

during the summer prior to their August graduations. The Annual Advisory Committee meeting was held April 26th with some very good input on how to move forward with curriculum revisions and the West Virginia Invests Grant. Minutes will be posted on the Graphics Technology web page.

Information Systems

Information Systems/Cyber Security Industrial Advisory Committee met on 4/26/2019. It was very productive, we presented our 5 year review and opened the floor for comments on Accreditation and Certification efforts. Changes into new areas such as Database and Scripting to come in fall. We are doing an intense search for adjuncts to help with the enrollment increase. We have had several companies come in and talk to students about their industry and how to gain employment. These include the National White Collar Center and Mantech. Future plans are being made to help introduce students to these employers earlier in the academic process to a lot for the 18+ month waiting period for Security Clearance. Certification testing is under way, exact numbers will not be available until after the semester, but a high number of students have already passed the exams successfully.

Machinist Program

The program is HLC approved as of January 15, 2019. We are awaiting WVDOE approval. As of April 8, 2019, we have 8 new prospects and 2 returning students.

Mining Maintenance

The mining maintenance curriculum was approved by the curriculum committee and faculty senate. The curriculum now needs HLC and WV DOE approval. We hope that the curriculum will be fully approved by Fall 2019. We have fielded questions about this program from two other mining companies. Currently, this program is a Murray Energy Corporation exclusive program.

Petroleum Technology

Our Spring 2019 Advisory Council meeting was conducted at WVNCC recently with both petroleum programs presenting program updates. A proposal was made to add ENRG 1020 – Mechanic 1 to the curriculum as an elective class for those students not taking the summer internship class. The motion was approved. All the initial interviews have been completed by companies seeking to participate in the summer internship program. To date nearly 90% of the students have been offered internships. A safety representative from an industry partner presented the first year students with their OSHA 30 cards. The event has been posted to the Pierpont Facebook page. Invited Teen Challenge to visit the ATC where they heard from various programs offered at Pierpont. There were 8 ladies from the program along with their mentor who took part in the event. Visits were made to both Lewis County and Buckhannon-Upshur High Schools to promote programs offered at Pierpont. The various classes took a total of 4

field trips covering drilling rigs, frac jobs, production site, wireline shop and a compressor station. This would not have been possible if we did not have a working relationship with industry partners. A representative from Peoples Gas instructed the students on the use of our new plastic pipe fusion machine. This machine was recently purchased with Perkins funding.

STREAM

Plans are progressing for the Pierpont Maker Summer Camp that will take place at the ATC from July 15 to 19, 2019. It is partially funded by Nuts, Bolts, and Thingamajigs (NBT), the foundation of the Fabricators and Manufacturers Association, Intl. for a fifteen students ages 12 to 16.

SCHOOL OF HEALTH SCIENCES

Dean Findley

Emergency Medical Services

Starting in May the faculty will begin the paramedic bridge training with Jan Care and Kanawha Valley Ambulance Authority. Paramedic training will begin in the fall for the Wheeling Fire Department. The city of Wheeling has made a mandate that all firefighters are paramedics. Program Coordinator, Ben Tacy received the Faculty Recognition Award.

Health Information Technology

The program will be graduating 14 students in May. The second year students attended the West Virginia Health Information Management Association's annual meeting held at the Bridgeport Conference Center.

Amy Cunningham completed Title IX training in Orlando, FL. She will serve as a Title IX Deputy for Pierpont. The program has made articulation agreements with St. Joseph's College in Maine; University of Cincinnati, Ohio; and WVU for students in health information to continue to a Bachelor's degree. She also serves as the Vice Chair for the WV Advisory Council for Faculty (ACF.)

The students in Health Information Technology program are completing a scanning project with health sciences student files. Once scanned, the information is given to the respective program coordinators for storage.

Medical Laboratory Technology

Sherri Craddock was promoted to Associate Professor. Sherri is also serving as Assistant Dean for the school for online learning. She was recently elected to serve on the WV Society for Clinical Laboratory Science's board of directors.

Melissa White was promoted to Associate Professor and is serving on the board for the WV Society of Clinical Laboratory Science and the WV American Medical Technology. Melissa serves as program coordinator for the MLT program and was awarded the ASCP Program Director grant of \$2500. This grant money was used to purchase two digital cameras for Stonewall Jackson Memorial Hospital and St. Joseph's Hospital. These cameras will be used to record microscopic specimens for student learning. This record specimen can quickly be sent for a supervisor or pathology review. Melissa also served on the scientific planning committee for the 2019 National Clinical Laboratory Educators Conference. She was selected as a moderator for a round table discussion for the topic on "MLT Programs-Current Issues." Erika Rush serves as the faculty advisor to the MLT Student Organization. At the Spring WVSSAMT meeting, she presented the topic "Recognition and Evaluation of Suspected Blood Transfusion Reactions."

MLT students went on a field trip to Vitalant (formerly Central Blood Bank) and Quest Diagnostics Laboratory, Pittsburg, PA, on Friday, April 5th. All 4 MLT instructors (including our adjunct) were chaperones.

MLT class hosted a blood drive for Vitalant (formerly Central Blood Bank) on Wednesday, April 24th where the MLT students (1st and 2nd) year helped to recruit donors.

MLT 1st year class completed their Instrument project in MLAB 1105 This projects involves researching a current Clinical Chemistry analyzer from a management prospective and writing a paper to propose why this analyzer would be a good addition for a laboratory. Students gave a presentation to include poster display board.

Lab Assistants in the Advanced Lab Skills class (LABA 2206) completed a Diversity Assignment exploring cultural diversity problems related to healthcare issues. The assignment included researching a topic, writing a paper, creating a presentation for the class, including a visual display board.

The MLT capstone students on April 30th, gave their poster presentations.

MLT faculty created an Inter-professional Education Activity for MLT and LPN students in March at the ATC. The topic was "Case Studies in Transfusion Reactions". Students worked in small groups on case studies and developed a better understanding of transfusion reactions and teamwork. Attendance was high - 25 students and 4 faculty! More of these inter-professional activities are planned for the future.

Physical Therapist Assistant

The program was honored by the West Virginia Physical Therapy Association with an award for being the first program in WV. The PTA program first started in 1997. Michael Waide, Provost, attended the ceremony at the Stonewall Jackson Resort and received the plaque. Emeritus

faculty, SueEllen Hill and Beverly Born were honored for being the first clinical educator and program coordinator respectively at this event.

Respiratory Care

The program accepted 16 students into the new cohort that started Spring 2019.

Mike Walls has been elected to serve as Treasurer for a two year term for the West Virginia Society of Respiratory Care.

Electrocardiography (ECG) Skill Set

ECG training is being provided to WVU Hospital employees by Hollie Brown. The certification will be used as a career ladder and the individual will get an increase in pay. In the Fall, the ECG training will continue at Morgantown and will start new at the Caperton Center.

License Practice Nursing

Four LPN students participated in the Advanced Technology Center day in Charleston, February 18. The students offered free blood pressure screenings, talked with news media and talked to several local representatives.

The LPN program will be using On Eagle's Wings, an equestrian therapy center for their mental health course. They will also be utilizing the Clarksburg Mission and Drug and Alcohol Recovery venues.

Veterinary Technology

The veterinary technology program is anxiously awaiting completion of their new site. Dr. Adam Evans has resigned from his position as the Veterinarian for the program. A replacement is being pursued.

The student organization continues to have the community pet washes and have been very successful.

Health Sciences

The second pinning ceremony for the School of Health Sciences was held Tuesday, April 30 at the Robert H. Mollohan. The attendance was overwhelming with approximately 610 in attendance including graduates, and family members. Several students received numerous pins for completing skill sets, certificates and associate degrees. The students and family were greeted by Provost and Vice President for Academic Affairs Michael Waide and President Johnny Moore. Mr. Thomas Barlow congratulated the students from the Board of Governors.

CENTER FOR WORKFORCE EDUCATION REPORT

Center for Workforce Education

Community Education and Outreach

Community Education has had 2 very busy months. We have offered 8 courses and increased our enrollment by 86 new students. These are 86 community members that may or may not have known all that Pierpont Community & Technical College has to offer. Community Ed can be one of our greatest marketing resources as word of mouth travels quickly. Often while attending these classes I will hear "I didn't know this existed!" "What a wonderful opportunity these kids have!" and my favorite "Can I take this pamphlet home to my grandson?"

It may seem like we are offering a quick one evening class to enrich lives in the community, and we are, but we are doing so much more by connecting with the influencers of our future students.

While trying to keep the cost to the student at a minimum, we are mindful of our budget. These 8 courses have generated a Gross profit of \$1880.00 and a Net Profit of \$957.07. In doing so, we have also shared some of the profit with other departments. Culinary has been very active in our endeavors and we have been able to not only pay their instructors for their time outside of class, but have supplemented their budget with \$304.79.

Community outreach is also about engaging the community in fun, exciting wayslike Easter Egg coloring!! We held a free evening of Easter Egg coloring where different methods were utilized. While the "class" cost us only around \$8.00 the evening was full of giggles and smiles that were priceless, and parents got to tour the ATC.

Upcoming classes include:

- Bread Making
- Pie making
- Red Hat
- TEAS Science Prep
- ASL for beginners
- Federal Acquisition Management
- Coupon \$ence



CLASSIFIED STAFF COUNCIL REPORT



Classified Staff Council

Pierpont Community & Technical College Board of Governors:

Attached you will find approved minutes from our February meeting.

Classified Staff Meeting Minutes

02/28/2019

222A ED | 1:00pm

In Attendance: Anita Davis | Amanda Hawkinberry | Leah Ellyson | Justin Mowrey | Eva Simmons | Christy Reger | Lynn Ebbert | Mary Jo Rutherford | Annette Shaw

I. Call to Order

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

II. The September, October and December meeting minutes were approved by those in attendance at the meeting.

III. Old Business

a. School Supply Drive

We are implementing a 2 week drive for Watson Elementary.

We were unable to get the preschool students to draw on the boxes, but are confident it will still be a successful project.

b. Read Across America

Unfortunately with the busyness of the semester, it was hard to plan for our Read Across America project. We may reach out to FSU's student government, who participated in this event previously.

IV. New Business

a. Elections

Elections will be held in April. Anita Davis, ACCE representative, will be sending out emails regarding elections. Please watch your inbox. Candidates will serve for 2 years.

b. Scholarships

Mary Jo Rutherford said that she would work on scholarship applications like she did last year. (Thanks Mary Jo!) Last year, we only awarded one part-time scholarship, but it was agreed we would make the same scholarships available this year that were available last year: 2 full and one part-time scholarship.

V. ACCE Report

Anita reported that ACCE is concentrating on the legislative bills affecting Higher Ed as of their last meeting, January 29th. The next meeting is set for March 8th. They may also advocate for Higher Ed employees on the 9th (Saturday) as well. Anita will continue to email updates.

VI. Adjournment

Lynn Ebbert made a motion for adjournment. Anita seconded the motion. The motion passed.

FACULTY SENATE REPORT
WILL BE PROVIDED AT THE BOARD MEETING

PIERPONT FOUNDATION REPORT

Pierpont Foundation
Report
May 14, 2019

Pierpont Foundation Report:

- Foundation Board Meeting was held on April 3, 2019
- Pierpont Foundation and the Harrison County Chamber of Commerce held a luncheon in Harrison County, and the event was Education That Works! This was to inform the chamber and local businesses in Harrison County what programs Pierpont Community & Technical College has to offer in our three schools; School of Business, Aviation & Technology, General Education & Professional Studies, School of Health Sciences. Matthew Kittle, Foundation member spoke to the group on behalf of the Foundations.
- Donations were received from the following:
 - EQT donated \$21,486.00
 - First Energy has donated to the Food Pantry in the amount of \$2,176.00
- Pierpont student requested money for student emergency from the Student Emergency Fund and we were able to assist in the amount of \$500.00

PIERPONT ENDOWMENTS - CHANGES THRU MARCH 2019

FUND	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 3/31/2019
Hignbotham/Quintrell (074)	\$ 13,115.68	\$ 271.83	-	\$ (500.00)	-	12,887.51
Honce (140)	74,312.33	1,471.04	-	(2,600.00)	-	73,183.37
Hermits Hollow (155)	42,506.14	912.51	-	-	-	43,418.65
Ruth Marie Skaggs (163)	16,498.61	325.49	-	(600.00)	-	16,224.10
Rhodes Culinary Arts (220)	120,222.96	2,503.57	-	(4,400.00)	(1,244.33)	117,082.20
Rhodes Dietary Management (281)	109,276.57	2,271.37	-	(2,100.00)	-	109,447.94
Christie (318) (St. Institutions Phase II)	45,096.97	964.77	-	(1,000.00)	-	45,061.74
Edwards (358)	16,408.39	352.25	-	(500.00)	-	16,260.64
Stonestreet (394)	51,139.58	1,227.47	4,550.00	(945.00)	(830.86)	55,141.19
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,541.32	226.32	-	-	-	10,767.64
Claypole (479)	2,329.10	49.18	250.00	(500.00)	-	2,128.28
Southwestern Energy Company Scholars Program (502)	277,602.07	5,775.11	-	(3,471.00)	-	279,906.18
	\$ 784,049.72	\$ 16,350.91	\$ 4,800.00	\$ (16,616.00)	\$ (2,075.19)	\$ 786,509.44

PIERPONT NON-ENDOWMENTS - CHANGES THRU MARCH 2019

	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 3/31/2019
Life Long Learners (028)	\$ 20,164.35	-	\$ 27,601.00	-	\$ (13,524.03)	\$ 34,241.32
Pratt & Whitney Scholarship (137)	15,690.84	-	-	(2,000.00)	-	13,690.84
Culinary Arts (216)	5,808.87	-	2,140.00	-	(3,698.22)	4,250.65
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)	188,100.36	-	39,551.98	-	(2,242.10)	225,410.24
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	9,663.68	-	-	(2,200.00)	-	7,463.68
Pierpont Classified Staff (421)	1,757.27	-	209.00	(250.00)	-	1,716.27
Pierpont Classified Staff Events Fund (437)	644.22	-	-	-	-	644.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	1,000.00	-	-	(500.00)	-	500.00
Bombardier Scholarship Fund (475)	2,510.00	-	-	-	-	2,510.00
Nobel Energy Scholarship (476)	10,000.00	-	-	(1,625.00)	-	8,375.00
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	-	-	13,500.00
Shentel Foundation Scholarship (499)	2,500.00	-	-	(1,000.00)	-	1,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	92,267.89	-	13,550.00	(33,596.00)	-	72,221.89
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	1,908.00	-	1,156.00	(800.00)	-	2,264.00
Pierpont Benedum Academy Fund	117,414.30	-	-	-	(117,414.30)	-
Foundation Board Fund	3,150.00	-	-	-	-	3,150.00
Pierpont Administration Fund	8,000.00	-	-	-	-	8,000.00
	\$ 507,895.94	\$ -	\$ 88,707.98	\$ (42,916.00)	\$ (136,878.65)	\$ 416,809.27

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POLICY #22 - CREDIT CARD SOLICITATION

**Pierpont Community & Technical College Board of Governors
Meeting of May 14, 2019**

ITEM: Policy #22 – Credit Card Solicitation

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed repeal of Policy #22 – Credit Card Solicitation.

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) has reviewed Policy #22 – Credit Card Solicitation and finding the purpose of this policy is addressed in Policy #62 – Campus Solicitation, the PRC made recommendation to the BOG Executive Committee that Policy #22 – Credit Card Solicitation be repealed. This resolution is now presented to the full Pierpont Board of Governors for approval of a 30-day public comment period.

PUBLIC COMMENT PERIOD: May 15, 2019 to June 13, 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

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 22
TITLE: CREDIT CARD SOLICITATION

Effective Date: November 13, 2003

Amended:

Repealed:

SECTION 1. GENERAL

- 1.1 Scope –Policy regarding the regulation of credit card solicitation and marketing on Pierpont Community & Technical College property or at student functions.
- 1.2 Authority –West Virginia Code paragraph 18B-14-10
- 1.1 Effective Date –November 13, 2003

SECTION 2. CREDIT CARD SOLICITATION

- 2.1 No person, corporation, financial institution or any other business entity that promotes, offers or accepts applications for a credit card (a “Credit Card Vendor”) shall solicit current or potential students for credit card applications, or conduct any other activity in connection therewith, on Pierpont Community & Technical College property or at any Pierpont Community & Technical College student function.

POLICY #26 - FACULTY AND ADMINISTRATIVE PRODUCTIVITY

**Pierpont Community & Technical College Board of Governors
Meeting of May 14, 2019**

ITEM: Policy #26 – Faculty and Administrative Productivity

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed repeal of Policy #26 – Faculty and Administrative Productivity.

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) has reviewed Policy #26 – Faculty and Administrative Productivity and finding the majority of this policy is quantifiably impractical, and a portion of this policy is addressed in Policy #34 – Administrators’ Requirement and/or Eligibility for Teaching and/or Scholarly Activity, the PRC made recommendation to the BOG Executive Committee that Policy #26 – Faculty and Administrative Productivity be repealed. This resolution is now presented to the full Pierpont Board of Governors for approval of a 30-day public comment period.

PUBLIC COMMENT PERIOD: May 15, 2019 to June 13, 2019

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

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PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 26
TITLE: FACULTY AND ADMINISTRATIVE PRODUCTIVITY

Effective Date:

Amended:

Repealed:

Administrators shall be at least 10 percent more productive than administrators at similar peer institutions as approved by the Board.

Administrators shall be defined as employees in senior-level positions that should be reported according to the CUPA (College and University Personnel Association) administrator survey guidelines.

In addition to their regular administrative duties, all campus administrators holding faculty rank shall teach at least one course during each eighteen-month employment period or conduct appropriate academic research. Teaching and/or research conducted by administrators shall be evaluated in accordance with institutional policy.

Appropriate measures of productivity will be compared with equivalent data for similar peer institutions as approved by the Board. Such measures shall include the number of administrators as a percent of total full-time employees and the average administrator salary as compared to the appropriate peer average in addition to such other measures as may be prescribed by the Board.

The average number of student credit hours taught per faculty FTE at each institution shall be at least 10 percent greater than the average during the most recent year for which comparable data are available at similar peer institutions as approved by the Board. Where appropriate, the institution shall develop means to relate credit hours to contact hours. The population of faculty will be consistent with those reported in the federal IPEDS (Integrated Postsecondary Education Data "System) survey.

POLICY #27 - PUBLIC SCHOOL SERVICE CREDITS

**Pierpont Community & Technical College Board of Governors
Meeting of May 14, 2019**

ITEM: Policy #27 – Public School Service Credits

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed repeal of Policy #27 – Public School Service Credits.

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) has reviewed Policy #27 – Public School Service Credits and found the language of this policy is not currently applicable. The PRC made recommendation to the BOG Executive Committee that Policy #27 – Public School Service Credits be repealed. This resolution is now presented to the full Pierpont Board of Governors for approval of a 30-day public comment period.

PUBLIC COMMENT PERIOD: May 15, 2019 to June 13, 2019

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

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PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 27
TITLE: PUBLIC SCHOOL SERVICE CREDITS

Effective Date: November 29, 2004

Amended:

Repealed:

Pierpont Community & Technical College students may earn credit towards graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary education attainment.

Students interested in earning such credit should contact the Office of Community Service Learning. The Office of Community Service Learning shall oversee their service to ensure that it meets all academic standards.

POLICY #30 - SEPARATION OF ACADEMIC & FACULTY PERSONNEL

**Pierpont Community & Technical College Board of Governors
Meeting of May 14, 2019**

ITEM: Policy #30 – Separation of Academic and Faculty Personnel

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve to accept public comments for a period of 30 days regarding the proposed repeal of Policy #30 – Separation of Academic and Faculty Personnel.

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) has reviewed Policy #30 – Separation of Academic and Faculty Personnel and finding the language of this policy is no longer applicable, the PRC made recommendation to the BOG Executive Committee that Policy #30 – Separation of Academic and Faculty Personnel be repealed. This resolution is now presented to the full Pierpont Board of Governors for approval of a 30-day public comment period.

PUBLIC COMMENT PERIOD: May 15, 2019 to June 13, 2019

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

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Executive Assistant to the President
Pierpont Community & Technical College
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PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 30

**TITLE: POLICY REGARDING SEPARATION OF ACADEMIC AND FACULTY PERSONNEL
POLICIES**

Effective Date: November 29, 2004

Amended:

Repealed:

Academic and faculty personnel policies for Fairmont State University and Pierpont Community & Technical College shall be separate.

The appropriate faculty representative body (Faculty Senate –FSU; Faculty Assembly –Pierpont) shall work with the appropriate administration to ensure that academic and faculty personnel policies are adopted and updated as needed to accomplish each institution’s distinct missions.

The FSU Provost and Vice President of Academic Affairs will ensure that the FSU Faculty Handbook is updated each year and made available on-line.

The Pierpont Vice President of Academic Affairs will ensure that the Pierpont Faculty Handbook is updated each year and made available online.

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**Pierpont Community & Technical College
Board of Governors Meeting
May 14, 2019**

ITEM: Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2019-2020

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community & Technical College's Board of Governors approve the proposed meeting schedule, in which, unless otherwise amended by the authority of the Chairman of the Board of Governors and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at the regularly scheduled time of 2:00 PM on the third Tuesday of the month in September 2019, November 2019, February 2020, and June 2020.

To align with the state budget reporting requirements, the March 2020 meeting will be held on the fourth Tuesday of the month and the May 2020 meeting will be held on the second Tuesday of the month. An annual Board of Governors Retreat will be held in December 2019.

Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2019-2020, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.

STAFF MEMBER: Dale R. Bradley, VP Finance and Administration/CFO

BACKGROUND: *In accordance with West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings.* The Board of Governors is required to hold a minimum of six (6) meetings per year.



**Proposed Dates for the
*PIERPONT BOARD OF GOVERNORS MEETINGS**
&
*ADVANCED TECHNOLOGY CENTER ADVISORY BOARD MEETINGS***
Academic Year 2019-2020**

2019

September 17th - BOG

- Also the ATC Advisory Board

November 19th - BOG

December 6th - BOG

- BOG Retreat: 8:00 am to 4:00 pm, ATC Room 216-A
- ATC Advisory Board will also meet at the BOG Retreat

2020

February 18th - BOG

March 24th - BOG

- Also the ATC Advisory Board

May 12th - BOG

June 16th - BOG

- Also the ATC Advisory Board

**Board of Governors meetings start at 2:00 PM, unless otherwise noted.*

***Advanced Technology Center Meetings start at 1:00 PM, unless otherwise noted.*



Pierpont Community & Technical College
Board of Governors Meeting Dates
&
Agenda Book Deadlines
2019 – 2020

Meeting Date

Agenda Book Deadline

2019

September 17, 2019

September 6, 2019

November 19, 2019

November 8, 2019

December 6, 2019 – (BOG Retreat: 8:00 am to 4:00 pm)

2020

February 18, 2020

February 8, 2020

March 24, 2020

March 13, 2020

May 12, 2020

May 1, 2020

June 16, 2020

June 5, 2020

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

SUMMARY:

The projected effect on net assets for FY 2019 as of March 31, 2019 is a decrease of (\$527,160).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2019 of (\$527,160) represents a budget balance improvement of \$5,227 from the February 28, 2019 Budget.

There was a \$100 decrease in Tuition and Fees Revenue Budget under the Fund Managers.

There was a \$5,227 improvement to the Operating Expense Budget. The "Salaries" budget decreased by (\$28,686) due to various minor changes to labor positions. The "Benefits" budget increased by \$19,589 due to the changes above and PEIA updates. The "Supplies and Other Services" budget decreased by (\$3,759) and the Equipment Expense Budget Increased by \$3,859 due to a transfer from the "Supplies and Other Services" and the \$100 revenue increased identified above.

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

- The institution has realized approximately 85% of projected tuition and fees revenue.
- The institution has realized approximately 81% of overall revenues
- The institution has incurred approximately 61% of operating expenses.
 - All directly related operating expense areas including Pierpont Labor and Fringes and Charge Back Labor and Fringes, are in line with overall operating expenses, except Utilities. Utilities need line item budget adjustment, but the total dollar amount is non-material.
- The Year-To-Date Actual Budget Balance is \$1,868,137.

RESTRICTED FUNDS:

There were 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 March 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	7,716,258	6,539,136	84.74%
	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	570,476	93.86%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	239,634	65.01%
	Total:	9,190,740	9,067,611	7,362,017	81.19%
OPERATING EXPENSE	Salaries	7,272,095	6,845,681	4,684,248	68.43%
	Benefits	1,580,613	1,702,960	981,281	57.62%
	Student financial aid-scholarships	237,752	248,252	170,649	68.74%
	Utilities	120,399	120,399	116,486	96.75%
	Supplies and Other Services	2,639,974	2,878,941	1,544,969	53.66%
	Equipment Expense	85,889	89,590	55,810	62.29%
	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	1,529,873	768,517	50.23%
	Assessment for Student Activity Costs	97,001	27,107	20,741	76.52%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	518,211	85.27%
	Assessment for Operating Costs	1,560,922	1,587,181	863,197	54.39%
	Total:	16,177,331	16,047,982	9,730,552	60.63%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,980,371)	(2,368,536)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	4,853,643	67.00%
	Gifts	126,000	126,000	1,934	1.53%
	Investment Income	7,194	7,194	71,524	994.21%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(677,659)	78.50%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,514,217	6,514,217	4,248,883	65.22%
TRANSFERS & OTHER	Capital Expenditures	0	(8,000)	(12,211)	152.63%
	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)	(12,211)	20.02%
BUDGET BALANCE		(533,380)	(527,160)	1,868,137	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(527,160)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		3,561,262	2,918,999		
Less: USE OF RESERVE		0	8,000		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>3,023,118</u>	<u>2,383,839</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2018 in the amount of \$3,250,676

* Projected Unrestricted Net Asset Balance is 14.85% of the current budgeted total operating expense. Management has established a target of 15% or \$2,407,197 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 March 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,156,918	5,702,262	92.62%
	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	13,803	28.76%
	Total:	6,830,812	6,579,910	5,728,835	87.07%
OPERATING EXPENSE					
	Salaries	6,575,508	6,180,727	4,292,369	69.45%
	Benefits	1,471,245	1,595,815	913,972	57.27%
	Student financial aid-scholarships	226,752	237,252	189,066	79.69%
	Utilities	116,400	116,400	114,529	98.39%
	Supplies and Other Services	1,741,407	1,818,122	1,092,452	60.09%
	Equipment Expense	23,207	27,066	34,086	125.94%
	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	1,529,873	768,517	50.23%
	Assessment for Student Activity Costs	97,001	27,107	20,741	76.52%
	Assessment for Operating Costs	1,560,922	1,587,181	863,197	54.39%
	Total:	13,787,363	13,529,775	8,295,371	61.31%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,949,865)	(2,566,536)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,244,243	7,244,243	4,853,643	67.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	71,524	994.21%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(677,659)	78.50%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,484,217	6,484,217	4,246,950	65.50%
TRANSFERS & OTHERS					
	Capital Expenditures	0	(8,000)	(12,211)	152.63%
	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)	(12,211)	20.02%
BUDGET BALANCE		(533,340)	(526,654)	1,668,203	
* 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>1,451,431</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 March 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,441,964	1,559,341	836,875	53.67%
	Other Operating Revenues	320,528	320,596	225,831	70.44%
	Total:	1,762,492	1,879,937	1,062,705	56.53%
OPERATING EXPENSE	Salaries	696,587	664,954	391,879	58.93%
	Benefits	109,368	107,145	67,309	62.82%
	Student financial aid - scholarships	11,000	11,000	(18,416)	-167.42%
	Utilities	3,999	3,999	1,957	48.94%
	Supplies and Other Services	913,660	1,060,819	452,517	42.66%
	Equipment Expense	62,682	62,525	21,723	34.74%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,910,442	916,970	48.00%
OPERATING INCOME / (LOSS)		(34,804)	(30,506)	145,736	
NONOPERATING REVENUE (EXPENSE)	Gifts	30,000	30,000	1,934	6.45%
	Investment Income	0	0	0	0.00%
	Total:	30,000	30,000	1,934	6.45%
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)	(506)	147,669	
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>1,372,670</u>		

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

Auxiliary - Pierpont C&TC - Clearing

As of March 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	570,476	93.86%
	Total:	607,765	607,765	570,476	93.86%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	518,211	85.27%
	Total:	607,765	607,765	518,211	85.27%
OPERATING INCOME / (LOSS)		0	0	52,265	
BUDGET BALANCE		0	0	52,265	
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
Current Restricted
For the period ending March 31, 2019

New Grant Budgets

No change

NET CHANGE

-

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

For the period ending March 31, 2019

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	9,359,942	9,359,942	4,720,399	50.43%
State/Local Grants and Contracts	3,239,699	3,205,686	1,397,034	43.58%
Private Grants and Contracts	660,794	673,358	333,657	49.55%
Total:	13,260,435	13,238,986	6,451,090	48.73%
OPERATING EXPENSE				
Salaries	883,164	859,274	161,563	18.80%
Benefits	101,363	91,045	31,585	34.69%
Student financial aid-scholarships	14,487,843	14,487,843	8,032,794	55.45%
Supplies and Other Services	292,157	340,782	119,556	35.08%
Equipment Expense	417,486	442,869	184,702	41.71%
Total:	16,182,013	16,221,813	8,530,200	52.58%
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(2,079,110)	
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	2,720,199	60.45%
Gifts	6,184	6,184	940	15.20%
Total:	4,506,184	4,506,184	2,721,139	60.39%
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(445,568)	28.92%
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)	(419,885)	28.38%
BUDGET BALANCE	111,852	43,667	222,144	
Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	(25,587)	(25,587)		
PROJECTED RESTRICTED NET ASSETS - End of Year	86,265	18,080		

Tab

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FY 2020 TENTATIVE E&G UNRESTRICTED BUDGET
Will be provided at the Board of Governors Meeting

Tab

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**Pierpont Community and Technical College
Board of Governors
Meeting of May 14, 2019**

ITEM: FY 2020 Shared Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors approve \$1,460,000 in FY 2020 Capital Project budgets consisting of \$1,140,000 from Education and General Capital Funds and \$320,000 from Infrastructure Funds.

STAFF MEMBER: Dale Bradley

BACKGROUND: Attached is a list of capital project needs for the upcoming fiscal year that are necessary to the operation and maintenance of the physical plant of the institution's shared facilities and grounds.

**CAPITAL PROJECT PLAN
FY 2020**

INFRASTRUCTURE PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Campus Wide	Landscaping	\$ 100,000.00
2	Campus Wide	Small Projects	\$ 20,000.00
3	Infrastructure	Paving	\$ 150,000.00
4	Infrastructure	Infrastructure & Utility Maintenance/Upgrades	\$ 50,000.00
			\$ 320,000.00

2020 Capital Projects Descriptions

Infrastructure Projects

1 Landscaping

Provide miscellaneous landscaping and required equipment for campus. Roads & Grounds Services, Mowing, Clearing of Roadways, Purchase of Salt.

2 Small Projects

See #1 E&G Projects

3 Paving

Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.

4 Infrastructure & Utility Maintenance Upgrades

Routine maintenance and upgrades to campus infrastructure including sidewalks, steps, and utility lines.

**CAPITAL PROJECT PLAN
FY 2020**

E&G PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Hardway Hall	Roof Renewal & Waterproofing	\$ 640,000.00
2	Hunt Haught Hall	Roof Renewal	\$ 500,000.00
			\$ 1,140,000.00

2020 Capital Projects Descriptions

E&G Projects

1 Hardway Hall Roof Renewal & Waterproofing

Hardway Hall Roof warranty expired 2/21/2011. These systems are past their expected life and are due for replacement. The exterior envelope of this building including: brick, stone lintels, and terra cotta all need repaired, cleaned, and waterproofing applied to seal these materials as a necessary preventative measure.

2 Hunt Haught Hall Roof Renewal

Hunt Haught Hall Roof warranty expired 10/19/2013. These systems are past their expected life and require replacement.

Tab

8

**Pierpont Community and Technical College
Board of Governors
Meeting of May 14, 2019**

ITEM: FY 2020 Pierpont Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors approve \$50,000 in FY 2020 Capital Project budgets consisting of \$50,000 from Pierpont Only Education and General Capital Funds.

STAFF MEMBER: Dale Bradley

BACKGROUND: Attached is a list of capital project needs for the upcoming fiscal year for the Advanced Technology Center.

CAPITAL PROJECT REQUEST

FY 2020

Project	E&G Capital	Infrastructure	Total
ATC - I-79 Sign	\$ 50,000.00		\$ 50,000.00
Total	\$ 50,000.00	\$ -	\$ 50,000.00