



BOARD

OF

GOVERNORS

June 18, 2019

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

June 18, 2019

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

11:00 AM **Enrollment Management and Communications 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

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

Sharon Shaffer – Chairwoman

Thomas Barlow – Vice Chair

Brian Bozarth – Recording Secretary

William Blandino, Memori Dobbs, Holly C. Kauffman, Linda King, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, and Warren “Chip” VanAlsbury– Members

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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 June 6, 2019
- ✓ Academic and Student Affairs Committee Meeting held on June 10, 2019

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
June 18, 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 May 14, 2019 **Tab 1 - Action Item**

II. Recognitions – Informational

1. Recognition of Memori Dobbs, outgoing Classified Staff Representative to the Pierpont Board of Governors. Memori served two 2-year terms from July 1, 2016 to June 30, 2019.
2. Recognition of Linda King, outgoing Faculty Senate Representative to the Pierpont Board of Governors. Linda served from May 17, 2017 to June 30, 2019.
3. Recognition of William Blandino, outgoing Student Government Representative to the Board of Governors. William served from January 25, 2019 to June 30, 2019.
4. Recognition of Thomas Stose, Director & Senior Professor of the Pierpont Community & Technical Center National Aerospace Education Center, as he retires on June 28, 2019.
5. Recognition of Linda King, Professor of Mathematics and Director of Tutorial Services, as she retires on June 20, 2019.
6. Recognition of Beth Newcome, Professor and Program Coordinator for Applied Design, as she retired on January 4, 2019.

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. Pierpont Foundation (*Steve Leach*)



V. Committee of the Whole

1. Resolutions for Review of Comments from 30-Day Public Comment Period for the Recommended Repeal of Outdated and Non-Applicable Policies **Tab 3 - Action Item**
(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. Financial Report *(CFO, Dale Bradley)*
 - a. April 30, 2019 **Tab 4 - Informational**
 - b. April 30, 2019–Projected FY 19 Year End Financial Status **Tab 5 - Informational**

VI. Committee Reports

1. Audit/Finance and Administration Committee Report *(Brian Bozarth, Chair)*
2. Ad Hoc Nominating Committee Report *(Brian Bozarth, Chair)*
 - a. 2019-2020 Board of Governors Officers Nominations and Approval **Tab 6 - Action Item**
3. Academic and Student Affairs Committee Report *(Sharon Shaffer, Chair)*
4. Enrollment Management/Communications Committee Report *(Linda King, Chair)*
5. President Evaluation Committee *(to convene in Executive Session)*

VII. New Business

-  The quarterly ATC Advisory Board meeting will be held on September 17, 2019, at 1:00 PM at the Pierpont Advanced Technology Center
-  The next regularly scheduled BOG meeting will be held on September 17, 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
May 14, 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 May 14, 2019, 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, Sharon Shaffer, Natalie Stone (phone), and Warren ‘Chip’ VanAlsborg (phone)

Board Members Absent:

William Blandino, Rick Pruitte, and Larry Puccio, Jr.

President’s Cabinet Members Present:

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

Others in Attendance:

Pierpont faculty and staff

I. Call to Order – Open Session

1. Opening Comment

Substituting for Chair Warren VanAlsborg, Sharon Shaffer, Vice-chair, called the meeting to order in open session at 2:02 PM.

2. Call for Public Comment

Ms. Shaffer announced last call for public sign up for comments to the Board.

3. Approval of Minutes from the March 26, 2019 BOG Meeting – Action Item

The minutes of the Pierpont Board of Governors meeting held March 26, 2019 were presented for approval. Tom Barlow 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 – Informational

New employees of the Finance/Business Administration office were introduced to the Board.

Mari Johnson – Accountant Senior

David Williams – Director of Procurement

III. President’s Report – Informational

Dr. Johnny M. Moore shared details about the Pierpont Community & Technical College’s 2019 Commencement held at the Robinson Grand Performing Arts Center, noting the wonderful venue setting and great feedback received from the students and their families, as well as the faculty and staff. The President thanked the Graduation Planning Committee for their hard work in making the event a resounding success, with a special thank you to Amanda Hawkinberry, Vickie Hedrick and Cyndee Sensibaugh for coordinating.

Dr. Moore highlighted national and regional awards that Pierpont has recently received. Awards received were: the National Institute for Staff and Organizational Development Most Promising Places to Work for the third year in a row; the National Association of Community College Entrepreneurship College of Excellence Award; the West Virginia Chamber of Commerce Five Diamond Employer Award; and 50 Year Recognition Award from the WV Physical Therapy Association as the first accredited PTA program in the state with special recognition given to Beverly Born for being the first PTA Program Director and Suellen Hill as the first PTA Clinical Education Coordinator.

IV. Operation Reports - Informational

With the exception of the Faculty Senate Report, all other Operation Reports were electronically provided on May 6, 2019 with the Board of Governors Book materials. Staff members were on hand to answer any questions.

1. Academic Affairs and Student Services

Provost Michael Waide thanked the academic deans for their work over the past academic year, praising their work in standing up General Education courses. Mr. Waide shared that a meeting with the aerospace industry partners and educators was held on May 22nd. Discussion on the welding program and grant focused on the ATC facility ventilation system and timeline.

VP Lyla Grandstaff noted that enrollment is ticking upwards and FASFA is currently listing over 900 students. Student Services have been at work reaching out to all students. Academic and Student Affairs Committee Chair, Sharon Shaffer, requested that the Board members be provided with talking point information regarding the WV Invests Grant.

2. *Center for Workforce Education*

Kimberly Cale, Director of Continuing Education, highlighted that Continuing Education has an enrollment growth with 86 new students, and the community's response to the courses has been very positive.

This week Continuing Education has partnered with the WV Autism Training Center to provide online training support for an autism mentorship program. The online course has 10 modules on how to work with and mentor someone diagnosed with autism.

3. *Classified Staff*

Amanda Hawkinberry, Classified Staff Chair, was on hand to answer any questions or comments related to the materials provided in the May 14, 2019 Board Book.

4. *Faculty Senate*

Susan Coffindaffer, Faculty Senate Chair, announced that the Faculty Senate held an election for officers for the new academic year. Faculty Senate officers for AY 2019-2020 are:

- President – Susan Coffindaffer
- Vice President – Hollie McDaniel-Brown
- Secretary – Matthew DeMaria
- Faculty Senate Board of Governors Representative – Brooke Nissim-Sabat
- ACE Representative – Amy Cunningham

Dr. Coffindaffer highlighted the work the Faculty Senate. They have been reviewing faculty promotions and tenure, accreditations, curriculum program revisions, and faculty senate catalog revisions.

It was shared that Mr. Thomas Stose, Director of the National Aerospace Education Center, will be retiring at the end of June. An interim director to be named. The Paralegal students held a mock trial at the Marion County Courthouse with courthouse staff participating in this successful session.

5. *Pierpont Foundation*

Steve Leach, Foundation Director, was on hand to answer any questions or comments related to the materials provided in the May 14, 2019 Board Book.

V. Committee of the Whole

1. *Resolution for Approval of a 30 Day Public Comment Period for the Recommended Repeal of Outdated and Non-Applicable Policies – Action Item*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for the repeal of four Board of Governors policies as they have been identified as outdated or non-applicable. The public comment period proposed will be from May 15, 2019 to June 13, 2019. The policies offered for comment period are:

- 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

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 being presented to the full Pierpont Board of Governors.

The recommendation to repeal these policies was presented, electronically, to the BOG Executive Committee on April 16, 2019.

Linda King offered a motion to approve the 30 day public comment period for 1) proposed repeal of Policy #22 – Credit Card Solicitation; 2) proposed repeal of Policy #26 – Faculty and Administrative Productivity; 3) proposed repeal of Policy #27 – Public School Service Credits; and 4) proposed repeal of Policy #30 – Separation of Academic and Faculty Personnel, as presented. Tom Barlow seconded the motion. All agreed. Motion carried.

2. *Resolution for the Acceptance of the 2019-2020 Pierpont Community & Technical College Board of Governors Proposed Meeting Dates and Board Book Deadlines – Action Item*

Cyndee Sensibaugh presented for approval the proposed Board of Governor meeting schedule for academic year 2019-2020. Brian Bozarth offered a motion to approve the Board of Governors meeting schedule and Board Book deadlines for the 2019-2020 academic year. Linda King seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

The approved meeting dates are:

2019

September 17th - BOG
November 19th - BOG
December 6th - BOG Retreat

2020

February 18th - BOG
March 24th - BOG
May 12th - BOG
June 16th - BOG

3. *Financial Report – Informational*

In absence of Mr. Dale Bradley, CFO, Ms. Shelley Tharp and Ms. Carolyn Fletcher 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 March 31, 2019. Complete details were provided in the May 14, 2019 Board of Governors Book.

VI. Committee Reports

1. *Audit/Finance and Administration Committee Report*

- a. Resolution for Approval of FY 2020 Tentative E&G Unrestricted Budget – Action Item

Brian Bozarth, Chair, along with Ms. Shelley Tharp and Ms. Carolyn Fletcher, presented the resolution for approval of the FY 2020 Tentative E&G Unrestricted Budget. Complete details were provided in the May 14, 2019 Board of Governors Book materials.

Discussions focused on enrollment increase estimations and faculty position hires.

After discussion, Brian Bozarth presented a motion to approve the FY 2020 Tentative E&G Unrestricted Budget. Holly Kauffman seconded the motion. All agreed. Motion carried.

- b. Resolution for Approval of FY 2020 Shared Capital Projects

Brian Bozarth, Chair, along with Ms. Shelley Tharp and Ms. Carolyn Fletcher, presented the resolution for approval of the FY 2020 Shared Capital Projects budget. Complete details were provided in the May 14, 2019 Board of Governors Book materials.

Discussions focused on the campus-wide infrastructure priority list.

After discussion, Brian Bozarth presented a motion to approve the FY 2020 Shared Capital Projects budget. Holly Kauffman seconded the motion. All agreed. Motion carried.

c. Resolution for Approval of FY 2020 Pierpont Only Capital Projects

Brian Bozarth, Chair, along with Ms. Shelley Tharp and Ms. Carolyn Fletcher, presented the resolution for approval of the FY 2020 Pierpont Only Capital Projects budget. Complete details were provided in the May 14, 2019 Board of Governors Book materials.

Brian Bozarth presented a motion to approve the FY 2020 Pierpont Only Capital Projects budget. No discussion was held after the motion. Tom Barlow seconded the motion. All agreed. Motion carried.

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

Sharon Shaffer, Chair, shared that the Committee met prior to the Board of Governors meeting and referenced items previously discussed in the Academic and Student Affairs Operation Report.

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

Linda King, Chair, stated that the Committee met prior to the Board of Governors meeting. The Committee has been receiving updates and focusing on enrollment numbers from new students, returning students, and student applications for the WV Invests Grant. The Committee discussed current marketing priorities and strategies on social media and video productions. As the previous Director of Marketing resigned to accept a new position, Ms. Lyla Grandstaff has been serving as the interim Marketing Director until a public relations position is posted next term. The Committee asks for the Board's support for a uniform marketing strategy and a strong Pierpont brand.

4. *Executive Committee Report – Informational*

Sharon Shaffer informed that the Executive Committee will provide a report in closed Executive Session.

A pause in Open Session occurred to enter Executive Session.

VII. Executive Session – Closed to the Public

1. Entering Executive Session:

At 2:48 PM, Brian Bozarth 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. Tom Barlow seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 3:36 PM, Brian Bozarth motioned to exit Executive Session and return to Open Session. Tom Barlow seconded the motion. All agreed. Motion carried.

3. Items Brought Forward from Executive Session

There were no items brought forward from Executive Session.

VIII. New Business

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

IX. Old Business

1. Sharon Shaffer reminded the Board that the Community and Technical College System will be hosting the Board of Governors Workshop on June 12, 2019 at the Stonewall Resort and Conference Center. Attendees to provide registration information to Cyndee Sensibaugh by May 15, 2019.
2. Sharon Shaffer reminded the Board that the Governance Leadership Institute will be holding their annual conference on August 8-10, 2019 in Washington DC. Registrations are due now and hotel deadline is July 8.

X. Public Comment

There were no signatures recorded for public comment.

XI. Adjournment

There being no further business, Brian Bozarth offered a motion to adjourn the meeting at 3:43 PM. Sharon Shaffer seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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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

2

ACADEMIC AFFAIRS REPORT

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs awarded 68 advanced skill sets and 72 skill sets in Spring 2019. The Office of Academic Affairs has awarded 379 advanced skill sets/skill sets in AY 2018-2019.

SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES

Dean Beighley

Early Childhood Education and Laboratory Preschool

9 of 11 (82%) Early Childhood students passed the EOP American Association of Family and Consumer Sciences: Early Childhood Education exam.

The Pierpont Laboratory Preschool hosted its annual family picnic June 7

Food Service Management

Both Culinary Arts and Pastry/Baking Arts had a 100% pass rate (11/11 students) on the EOP American Association of Family and Consumer Sciences: Culinary Arts exam.

The Food Service Management Program hosted the 2019 FFA competition on June 4, seeing 65 Agricultural Education students from high schools and middle schools throughout West Virginia compete.

The Food Service Management Program, in cooperation with the West Virginia Department of Education's Career Technical Education Office, hosted culinary workshops during the week of June 10.

The Food Service Management Program was invited on May 23 to review the proposed culinary program/curriculum scheduled for implementation at the Hazelton Federal Correctional Facility's Secure Female Facility as part of the correctional facility's Culinary Trade Advisory Committee.

SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY

Interim Dean Coffindaffer

Advanced Welding

Finalized drawings have been received from Lincoln Electric (welding equipment company) for the filtration system. Installation quotes are pending. Additional engineering drawings are pending. Contact has been made with three companies for installation - a general contractor, electrical contractor, and a filtration system contractor. A fall 2019 start is planned.

Drafting/Design/CAD Engineering Technology

All students taking their AutoCAD certification testing in this final week of classes passed.

Graphics

Two graphics students are completing their 150-hour internships this summer.

Mining Maintenance

The mining maintenance curriculum was approved by the curriculum committee and faculty senate.

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

EMS

The EMS program is starting in the summer term with the largest number of students the program. That total is 31. The retention rate is 79%. It is believed this is attributed to the redesign of EMS program student orientation and development of our flipped classroom format.

LPN

LPN enrollment for Fall 2019 is up 40% compared to the Fall of 2018 cohort. There are 22 students in the ATC cohort and 10 in the Braxton cohort. A clinical lab was held on June 1, at the Braxton Education Center for both LPN cohorts. Students participated in special lectures on Trauma Informed Care and The Addictions Recovery model of AA. Additionally, a deficient on Obstetric lab experience was rectified and students completed a clinical lab practicum with our new pregnant manikin. The students were scheduled to go to a clinical site, however the OB wing was closed down. The LPN program will once again partner with On Eagles' Wing (a therapeutic horsemanship center in Fairmont). Students will participate on June 15th, in a Workshop titled "Equine Assisted Mental Health Nursing". Students will use horses to increase their own self-awareness, improve observation and assessment skills, and examine organization behavior.

Phlebotomy

Sixteen skill sets were awarded to students this Spring.

The Center for Workforce Education is showing an increase in registration over this time last year for the 3rd month in a row.

Community Ed hosted classes: Discovering Your Roots, Bread Making, and Pie making.

Continuing Education hosted: Apprentice Underground Miner Program --Red Hat (with 11 students total. All students passed MHS testing), TEAS Science Prep, and Autism Mentor Training

Autism Mentor Training is a cooperative effort between Pierpont and The WV Autism Training Center at Marshall University. This course is 100% online. A BIG thank you to Dr. Robin Strader for her assistance. An MOU signing was held on May 13th at the ATC.

The WV invest grant has sparked a lot of interest in students that did not have college in their future plans and did not take the ACT exam. For this reason, Pierpont Community & Technical College has requested and been approved to be a Residual ACT testing site. Scores can only be used with our college, for students who have applied, have been admitted, or are enrolled at Pierpont. This test will assist in admission of students into programming at Pierpont and will be administered on an as needed basis with the exception of ACT National scheduled test dates.

A press release has been submitted for Pierpont's Federal Acquisition Management Program. This press release highlights, local business woman – Roya Maher who credits this program for the success of her business – A3L. FAM class runs for 2 days a month for 6 months from July – Dec. and provides students with knowledge of how to apply for and win federal contracts.

STUDENT SERVICES REPORT

Student Services Update

Student services has been moving forward with the complete separation of the database.

Financial Aid will be packaging aid for students by mid-June, as this was a function that FSU was providing us. Our West Virginia investment applications are up to 416 the second most in the state for community colleges.

Admissions and Recruiting has scheduled several registration sessions and currently we have 929 new student admits with 140 new students enrolled and 329 RSVP'd to register for classes. To put this in prospective, we usually enroll 300 new students for the fall term, and as of June 1, we are up 10% on head count.

Career Services is now working with the Learn and Earn program which will provide internships that the state will provide 50% of the intern's salary.

The recent job fair had over 40 businesses attend.

Counseling and Disability Services Director Suzan Clemens is working with faculty on learning strategies for students to help with time management, managing stress, and other soft skills to help students succeed. After July 1, we will be hiring a counselor to help with the increase of mental health needs.

Registrar Office The office of the Registrar will roll grades for the first time second term summer. This again was a process that was performed by FSU. We

have begun cleaning up Degree Works which is a degree audit software that will help students stay on track.

Veteran Services was separated from FSU last year. Recently we had a federal audit and we met compliance. We now have a veteran's lounge located in Hardway Hall. This is a requirement of the federal government to receive veteran funds. Recently we held an open house and I invite all of you to stop and see the new veteran's area.

DHHR Liaison is a vacant position and currently we are in the process of interviewing applicants. This position works with DHHR approved students to help them in succeed in school.

Student Involvement Student Government elections has been held and new officers have been sworn in. Welcome weekend is currently being planned and dates will be forthcoming.

PIERPONT FOUNDATION REPORT


PIERPONT FOUNDATION REPORT MAY 2019
PIERPONT ENDOWMENTS - CHANGES THRU MAY 2019

FUND	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 5/31/2019
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	225.49	-	(600.00)	-	16,124.10
Rhodes Culinary Arts (220)	120,222.96	2,503.57	-	(4,400.00)	(1,392.00)	116,934.53
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	226.31	-	-	-	10,767.63
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	\$ 16,250.90	\$ 4,800.00	\$ (16,616.00)	\$ (2,222.86)	\$ 786,261.76

PIERPONT NON-ENDOWMENTS - CHANGES THRU MAY 2019

FUND	BALANCE 6/30/2018	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 5/31/2019
Life Long Learners (028)	\$ 20,164.35	-	\$ 28,914.00	-	\$ (23,430.33)	\$ 25,648.02
Pratt & Whitney Scholarship (137)	15,690.84	-	-	(2,250.00)	(4,970.79)	8,470.05
Culinary Arts (216)	5,808.87	-	2,318.35	-	(5,829.22)	2,298.00
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	-	47,952.23	-	(29,254.44)	206,798.15
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	-	264.00	(250.00)	-	1,771.27
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	-	-	(1,000.00)	-	1,510.00
Nobel Energy Scholarship (476)	10,000.00	-	-	(2,105.00)	-	7,895.00
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	-	1,416.00	(1,655.00)	-	1,669.00
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	\$ -	\$ 98,914.58	\$ (45,501.00)	\$ (180,899.08)	\$ 380,410.44

Tab

3

POLICY #22 - CREDIT CARD SOLICITATION

**Pierpont Community & Technical College Board of Governors
Meeting of June 18, 2019**

ITEM: Policy #22 – Credit Card Solicitation

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the proposed repeal of Policy #22 – Credit Card Solicitation. The policy was circulated for public comment for a period of 30-days.

STAFF MEMBER: Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee

BACKGROUND: At the Pierpont Board of Governors meeting of May 14, 2019, a 30-Day Public Comment Period was established from May 15, 2019 to June 13, 2019 to provide the public the opportunity to address the proposed repeal of Policy #22 – Credit Card Solicitation.

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.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECEIVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

***Policy No. 22
Credit Card Solicitation***

Number of Comments Received: 0

Source of Comments Received:

Legal Counsel

Staff

Faculty

President's Cabinet

General

Notice: A copy of comments received during the 30-day comment period are available for public viewing at Pierpont Community & Technical College, Advanced Technology Center, Room 201-D, 500 Galliher Drive, 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 & ADMINISTRATIVE PRODUCTIVITY

**Pierpont Community & Technical College Board of Governors
Meeting of June 18, 2019**

ITEM: Policy #26 – Faculty and Administrative Productivity

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the proposed repeal of Policy #26 – Faculty and Administrative Productivity. The policy was circulated for public comment for a period of 30-days.

STAFF MEMBER: Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee

BACKGROUND: At the Pierpont Board of Governors meeting of May 14, 2019, a 30-Day Public Comment Period was established from May 15, 2019 to June 13, 2019 to provide the public the opportunity to address the proposed repeal of Policy #26 – Faculty and Administrative Productivity.

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.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECEIVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

***Policy No. 26
Faculty and Administrative Productivity***

Number of Comments Received: 0

Source of Comments Received:

Legal Counsel

Staff

Faculty

President's Cabinet

General

Notice: A copy of comments received during the 30-day comment period are available for public viewing at Pierpont Community & Technical College, Advanced Technology Center, Room 201-D, 500 Galliher Drive, Fairmont, WV 26554

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 June 18, 2019**

ITEM: Policy #27 – Public School Service Credits

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the proposed repeal of Policy #27 – Public School Service Credits. The policy was circulated for public comment for a period of 30-days.

STAFF MEMBER: Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee

BACKGROUND: At the Pierpont Board of Governors meeting of May 14, 2019, a 30-Day Public Comment Period was established from May 15, 2019 to June 13, 2019 to provide the public the opportunity to address the proposed repeal of Policy #27 – Public School Service Credits.

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.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECEIVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

***Policy No. 27
Public School Service Credits***

Number of Comments Received: 0

Source of Comments Received:

Legal Counsel

Staff

Faculty

President's Cabinet

General

Notice: A copy of comments received during the 30-day comment period are available for public viewing at Pierpont Community & Technical College, Advanced Technology Center, Room 201-D, 500 Galliher Drive, Fairmont, WV 26554

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 June 18, 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 the proposed repeal of Policy #30 – Separation of Academic and Faculty Personnel. The policy was circulated for public comment for a period of 30-days.

STAFF MEMBER: Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee

BACKGROUND: At the Pierpont Board of Governors meeting of May 14, 2019, a 30-Day Public Comment Period was established from May 15, 2019 to June 13, 2019 to provide the public the opportunity to address the proposed repeal of Policy #30 – Separation of Academic and Faculty Personnel.

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.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECEIVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

***Policy No. 30
Separation of Academic and Faculty Personnel***

Number of Comments Received: 0

Source of Comments Received:

Legal Counsel

Staff

Faculty

President's Cabinet

General

Notice: A copy of comments received during the 30-day comment period are available for public viewing at Pierpont Community & Technical College, Advanced Technology Center, Room 201-D, 500 Galliher Drive, Fairmont, WV 26554

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

SUMMARY:

The projected effect on net assets for FY 2019 as of April 30, 2019 is a decrease of (\$515,365).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2019 of (\$515,365) represents a budget balance improvement of \$11,795 from the March 31, 2019 Budget.

There were no changes to Operating Revenue Budgets during the month.

There was a \$11,795 improvement to the Operating Expense Budget. The “Salaries” budget increased by \$9,739 due to various minor changes to labor positions. The “Benefits” budget decreased by (\$1,997) due to the changes above and PEIA updates. The “Utilities” budget for the Caperton Center was corrected resulting in an increase of \$73,663. This correction was completed by budget transfers from the “Supplies and Other Services” budget which decreased by (\$93,412). The Equipment Expense Budget Increased by \$205 due to a transfer from the “Supplies and Other Services” budget.

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

- The institution has realized approximately 89% of projected tuition and fees revenue.
- The institution has realized approximately 85% of overall revenues
- The institution has incurred approximately 67% of operating expenses.
 - All directly related operating expense areas are in line with overall operating expenses, except, Labor. Labor expenses are about 10% above expected amounts at this time in the fiscal year.
- The Year-To-Date Actual Budget Balance is \$3,603,035.

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 April 30, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,879,379	7,716,258	6,881,833	89.19%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	21,084	6.80%
	Auxiliary Enterprise Revenue	607,765	607,765	591,097	97.26%
	Operating Costs Revenue	0	0	0	0.00%
	Support Services Revenue	0	0	0	0.00%
	Other Operating Revenues	368,596	368,596	258,637	70.17%
	Total:	9,190,740	9,067,611	7,752,650	85.50%
OPERATING EXPENSE	Salaries	7,272,095	6,855,420	5,269,378	76.86%
	Benefits	1,580,613	1,700,963	1,109,423	65.22%
	Student financial aid-scholarships	237,752	248,252	170,649	68.74%
	Utilities	120,399	194,062	127,767	65.84%
	Supplies and Other Services	2,639,974	2,785,529	1,788,152	64.19%
	Equipment Expense	85,889	89,795	61,527	68.52%
	Fees retained by the Commission	103,326	100,232	0	0.00%
	Assessment for Faculty Services	310,000	310,000	9,955	3.21%
	Assessment for Support Services	1,561,595	1,529,881	768,517	50.23%
	Assessment for Student Activity Costs	97,001	27,107	21,654	79.88%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	540,735	88.97%
	Assessment for Operating Costs	1,560,922	1,587,181	863,197	54.39%
	Total:	16,177,331	16,036,188	10,730,955	66.92%
OPERATING INCOME / (LOSS)		(6,986,591)	(6,968,576)	(2,978,305)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,244,243	7,244,243	7,244,243	100.00%
	Gifts	126,000	126,000	1,934	1.53%
	Investment Income	7,194	7,194	82,992	1153.63%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(735,060)	85.15%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,514,217	6,514,217	6,593,551	101.22%
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)	(515,365)	3,603,035	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(533,380)	(515,365)		
* 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>2,849,276</u>		

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

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

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

As of April 30, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,447,812	6,156,918	5,967,394	96.92%
	Student Activity Support Revenue	25,000	64,992	0	0.00%
	Faculty Services Revenue	310,000	310,000	21,084	6.80%
	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	6,002,281	91.22%
OPERATING EXPENSE					
	Salaries	6,575,508	6,190,466	4,822,980	77.91%
	Benefits	1,471,245	1,593,818	1,032,426	64.78%
	Student financial aid-scholarships	226,752	237,252	189,066	79.69%
	Utilities	116,400	190,063	125,598	66.08%
	Supplies and Other Services	1,741,407	1,725,030	1,281,204	74.27%
	Equipment Expense	23,207	27,271	37,870	138.87%
	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	9,955	3.21%
	Assessment for Support Services	1,561,595	1,529,881	768,517	50.23%
	Assessment for Student Activity Costs	97,001	27,107	21,654	79.88%
	Assessment for Operating Costs	1,560,922	1,587,181	863,197	54.39%
	Total:	13,787,363	13,518,300	9,152,466	67.70%
OPERATING INOCME / (LOSS)		(6,956,551)	(6,938,391)	(3,150,185)	45.40%
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,244,243	7,244,243	7,244,243	100.00%
	State Fiscal Stabilization Funds	0	0	0	0.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	7,194	82,992	1153.63%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(735,060)	85.15%
	Fees assessed by Commission for other	0	0	(558)	0.00%
	Total:	6,484,217	6,484,217	6,591,617	101.66%
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)	(515,180)	3,429,221	
* 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>1,462,905</u>		

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

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

As of April 30, 2019

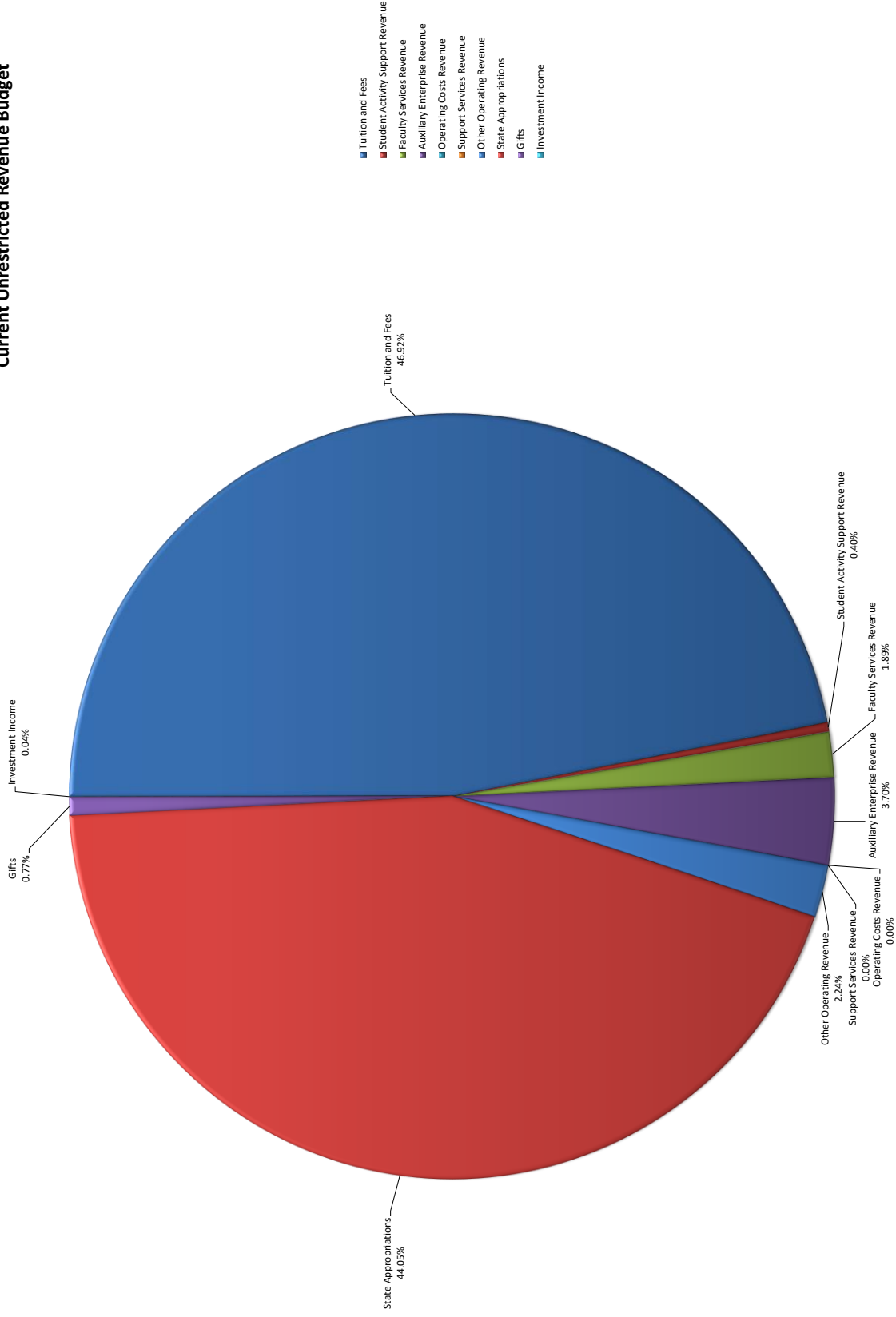
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,441,964	1,559,341	914,439	58.64%
	Other Operating Revenues	320,528	320,596	244,833	76.37%
	Total:	1,762,492	1,879,937	1,159,273	61.67%
OPERATING EXPENSE					
	Salaries	696,587	664,954	446,398	67.13%
	Benefits	109,368	107,145	76,997	71.86%
	Student financial aid - scholarships	11,000	11,000	(18,416)	-167.42%
	Utilities	3,999	3,999	2,170	54.25%
	Supplies and Other Services	913,660	1,060,499	506,948	47.80%
	Equipment Expense	62,682	62,525	23,657	37.84%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,797,296	1,910,122	1,037,754	54.33%
OPERATING INCOME / (LOSS)		(34,804)	(30,186)	121,519	
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)	(186)	123,452	
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>1,372,990</u>		

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

As of April 30, 2019

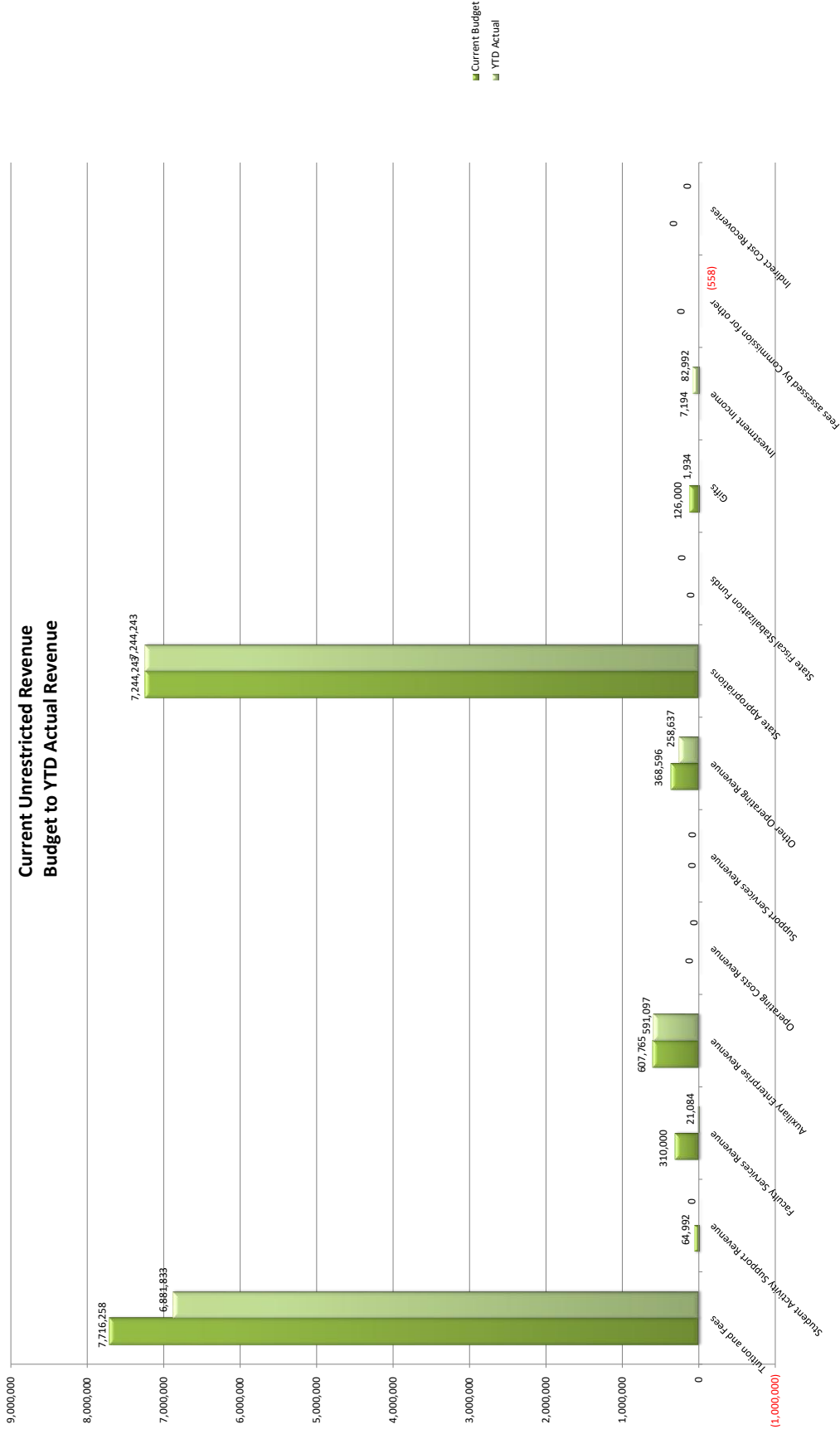
		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	591,097	97.26%
	Total:	607,765	607,765	591,097	97.26%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	540,735	88.97%
	Total:	607,765	607,765	540,735	88.97%
OPERATING INCOME / (LOSS)		0	0	50,362	
BUDGET BALANCE		0	0	50,362	
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

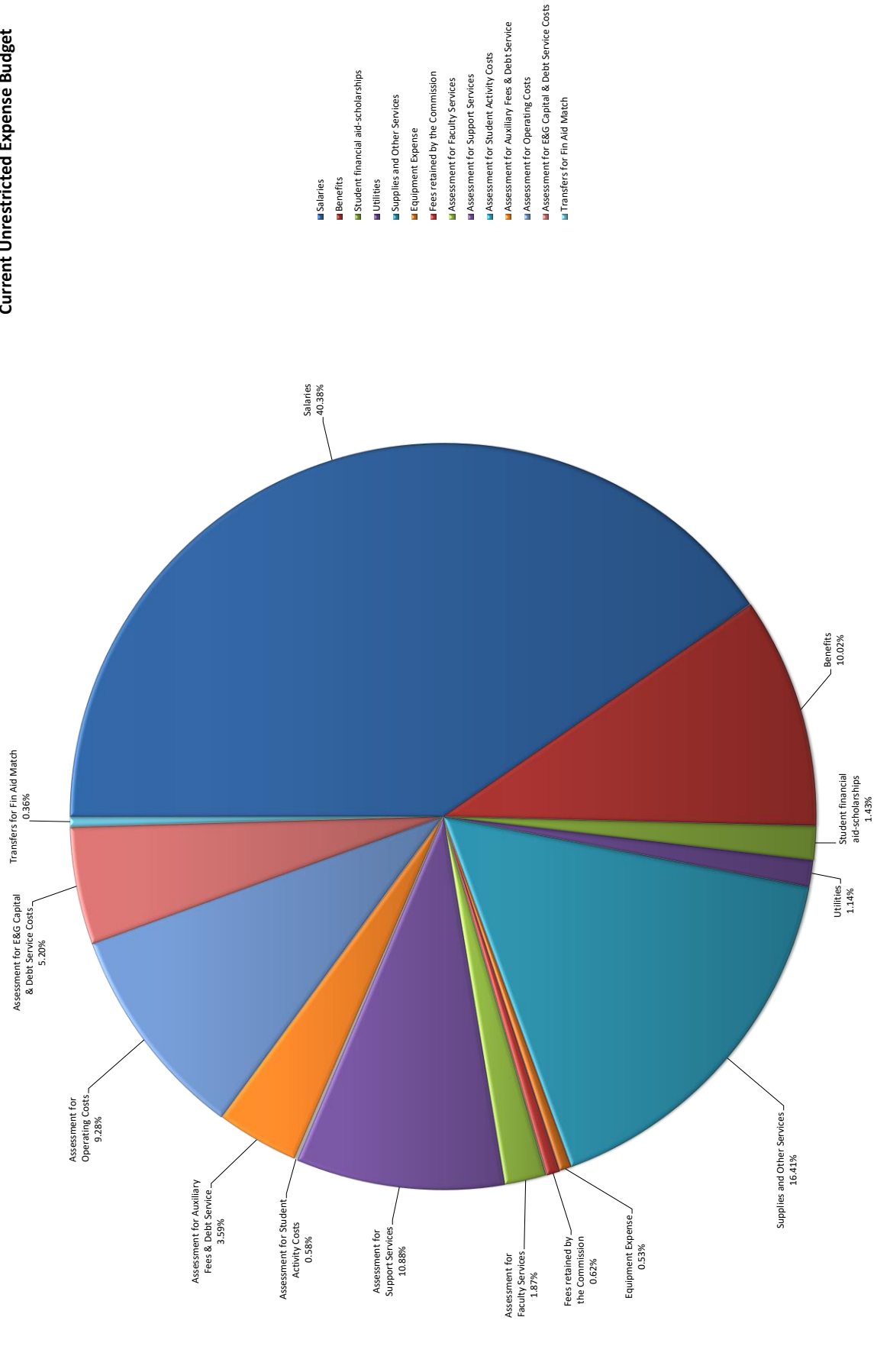


- Tuition and Fees
- Student Activity Support Revenue
- Faculty Services Revenue
- Auxiliary Enterprise Revenue
- Operating Costs Revenue
- Support Services Revenue
- Other Operating Revenue
- State Appropriations
- Gifts
- Investment Income

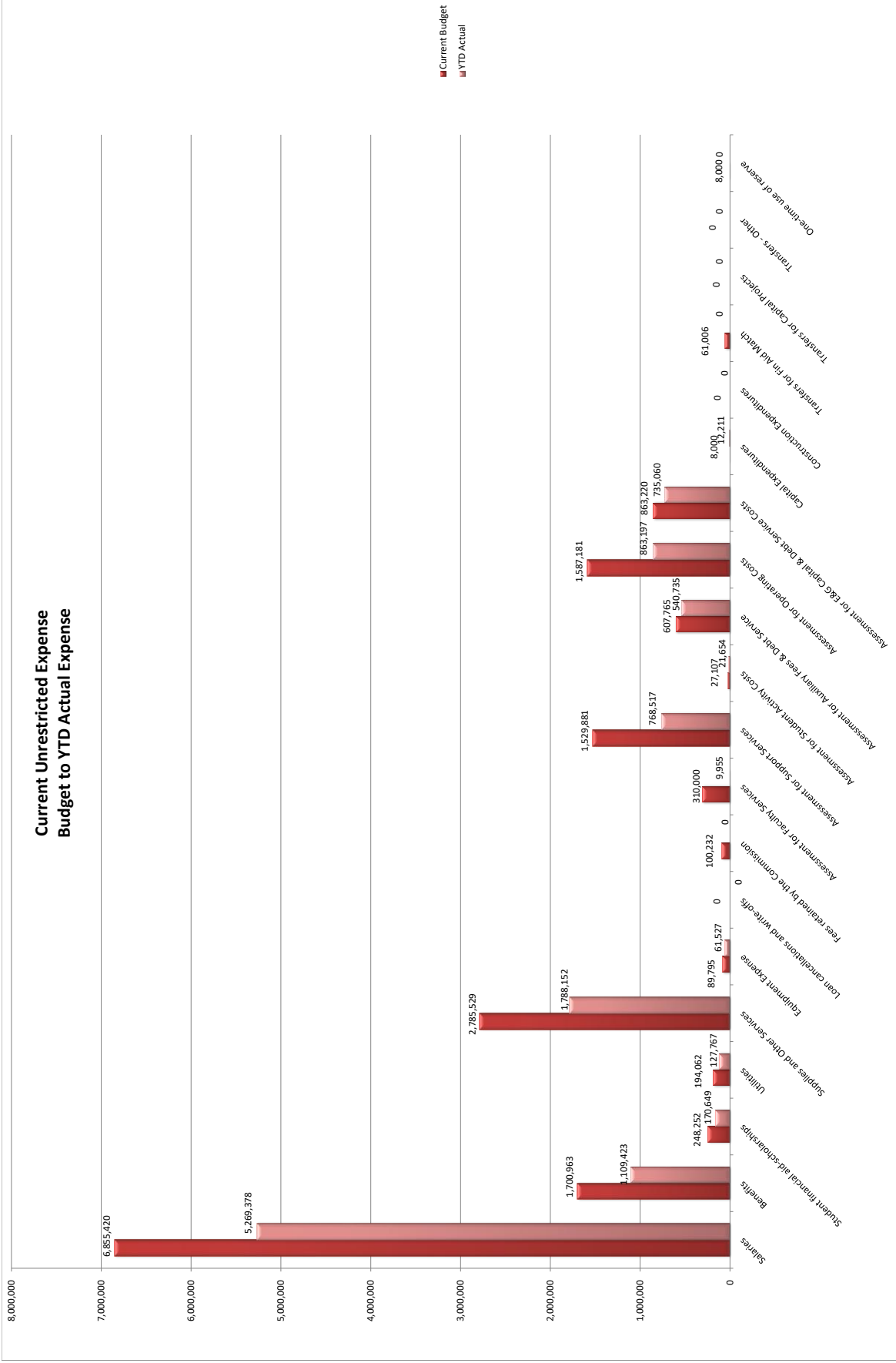
Current Unrestricted Revenue Budget to YTD Actual Revenue



Current Unrestricted Expense Budget



Current Unrestricted Expense Budget to YTD Actual Expense



Pierpont Community and Technical College
Current Restricted
For the period ending April 30, 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 April 30, 2019

	Approved Budget*	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	9,359,942	9,359,942	4,686,673	50.07%
State/Local Grants and Contracts	3,239,699	3,205,686	1,398,404	43.62%
Private Grants and Contracts	660,794	673,358	344,323	51.14%
Total:	13,260,435	13,238,986	6,429,400	48.56%
OPERATING EXPENSE				
Salaries	883,164	859,274	183,781	21.39%
Benefits	101,363	91,045	35,789	39.31%
Student financial aid-scholarships	14,487,843	14,487,843	8,531,388	58.89%
Supplies and Other Services	292,157	340,782	123,607	36.27%
Equipment Expense	417,486	442,869	186,172	42.04%
Total:	16,182,013	16,221,813	9,060,737	55.86%
OPERATING INCOME / (LOSS)	(2,921,579)	(2,982,827)	(2,631,337)	
NONOPERATING REVENUE (EXPENSE)				
Federal Pell Grant Revenues	4,500,000	4,500,000	2,724,745	60.55%
Gifts	6,184	6,184	940	15.20%
Total:	4,506,184	4,506,184	2,725,685	60.49%
TRANSFERS & OTHER				
Capital Expenditures	(1,533,760)	(1,540,697)	(457,444)	29.69%
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)	(431,761)	29.18%
BUDGET BALANCE	111,852	43,667	(337,414)	
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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Pierpont Community and Technical College
Current Unrestricted
Projected FY 19 Year End Financial Status
As of April 30, 2019

The attached *Actual VS Budget Statement of Revenues and Expenses with Year End Projections and Accruals* is additional information beyond the current Year to Date Finance Report attempting to provide estimated year-end results including projections and adjustments for accrual entries done for the annual audited financial statements. The forecast amounts are based primarily on fiscal year 2018 revenues, expenditures and audit accruals. Current year-to-date activity was used to adjust the projections when appropriate.

It is important to remember these are projections based on current and historic information and that actual results will vary.

Operating Revenues:

Tuition and Fee Revenue is projected to increase by \$393,397 for a total of \$7,275,230 at June 30, 2019, which is 94.28% of budget.

Other Operating Revenues are projected to increase by \$186,959 for a total of \$445,596 or 120.89% of budget at year-end.

Total Operating Revenues are projected to be \$8,410,584 or 92.75% of the budgeted amount.

Operating Expenses:

Salaries expense is projected to increase by \$1,709,471 including estimated year-end payroll amounts for accrued payroll and increment pay of \$655,595. Total *Salaries* expense is estimated at \$6,978,849 or 101.80% of budget at year-end.

Benefits expense is projected to increase by \$570,047 including year-end accrual estimates for benefits on accrued payroll and increment pay, compensated absences, pension liability and other post-employment benefits liabilities of \$348,162. Total *Benefits* expense is estimated at \$1,679,470 or 98.74% of budget at year-end.

Student Financial Aid-Scholarships expense is projected to increase by \$49,178 to \$219,827 or 88.55% of budget. Student financial aid expense in the Unrestricted Fund consists of institutional waivers and scholarships.

Utilities expense is projected to increase by \$41,568 to \$169,336 or 87.26% of budget at year-end.

Supplies and Other Services expense is projected at \$2,071,877 or 74.38% of budget based on spending patterns from fiscal year 2018.

Loan Cancellations and Write-Offs includes estimated uncollectible student account balances. This is a non-cash expense that must be recognized at year-end. This expense is estimated at \$162,819 based on fiscal year 2018 calculations.

Assessment for Support Services and *Assessment for Operating Costs* are projected for May 2019 and June 2019 based on the average of the actual chargebacks for February 2019, March 2019 and April 2019. *Assessment for Support Services* is projected to increase by \$530,548 to \$1,299,065 or 84.91% of budget at year-end. *Assessment for Operating Costs* is projected to increase by \$600,085 to \$1,463,282 or 92.19% of budget at year-end.

Total Operating Expenses are projected at \$14,871,338 or 92.74% of budget at year-end.

Non-operating Revenue (Expense):

State Appropriations are projected at \$7,244,243 or 100%.

Investment Income is projected at \$110,656 based on current earnings. Investment budgets have been conservative due to low interest rates.

Total Non-Operating Net Revenues are projected at \$6,556,637 or 100.65% of budget.

The above projections result in an FY 19 Current Unrestricted Budget Balance of \$22,666 at year-end.

In an attempt to reflect a comprehensive year-end projection, results that include projected activity from the Restricted Funds, Plant Funds and Shared Ownership Asset Funds have been included to develop a projected Total Net Assets (Net Position) at June 30, 2019. This includes estimates for Depreciation Expense of \$773,000 and a projected decrease in Shared Ownership Assets of \$300,000 based on preliminary FY 19 student enrollments of both institutions. Capital Equipment purchases from restricted funds is projected at \$450,000. **These projections result in a decrease in Total Net Assets (Net Position) of \$(600,334) for a Projected Net Assets (Net Position) of \$40,734,260 at June 30, 2019.**

The last section of the report provides projected cash balance changes in an attempt to determine the projected cash balance at June 30, 2019. Shared Ownership (BOG Support) funds are accounted for in funds maintained by Fairmont State; therefore, details are not available to estimate cash balance changes for the year. The Shared Ownership Cash at the June 30, 2018 was \$1,858,853. Unrestricted, Restricted and Other Funds cash is projected at \$4,896,363 at year-end. The analysis to estimate the cash balance started with the cash balance as of April 30, 2019 and adjustments were made for anticipated revenues, expenditures and transfers through June 30, 2019.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted Including Year End Projections and Accruals
As of April 30, 2019

	Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget	Projected Year End with Accruals	Projected Year End to Current Budget
OPERATING REVENUE						
Tuition and Fees	7,879,379	7,716,258	6,881,833	89.19%	393,397	
* <i>Projected Tuition and Fees</i>					7,275,230	94.28%
* <i>Total Tuition and Fees</i>	7,879,379	7,716,258	6,881,833			
Student Activity Support Revenue	25,000	64,992	0	0.00%	65,000	
* <i>Projected Student Activity Support Revenue</i>					65,000	100.01%
* <i>Total Student Activity Support Revenue</i>	25,000	64,992	0		65,000	
Faculty Services Revenue	310,000	310,000	21,084	6.80%	0	
* <i>Projected Faculty Services Revenue</i>					21,084	6.80%
* <i>Total Faculty Services Revenue</i>	310,000	310,000	21,084			
Auxiliary Enterprise Revenue	607,765	607,765	591,097	97.26%	12,578	
* <i>Projected Auxiliary Enterprise Revenue</i>					603,675	99.33%
* <i>Total Auxiliary Enterprise Revenue</i>	607,765	607,765	591,097			
Other Operating Revenues	368,596	368,596	258,637	70.17%	186,959	
* <i>Projected Other Operating Revenues</i>					445,596	120.89%
* <i>Total Other Operating Revenues</i>	368,596	368,596	258,637			
Total:	9,190,740	9,067,611	7,752,650	85.50%	8,410,584	92.75%
OPERATING EXPENSE						
Salaries	7,272,095	6,855,420	5,269,378	76.86%	1,709,471	
* <i>Projected Salaries and Accrual Entry</i>					6,978,849	101.80%
* <i>Total Salaries</i>	7,272,095	6,855,420	5,269,378			
Benefits	1,580,613	1,700,963	1,109,423	65.22%	570,047	
* <i>Projected Benefits and Accrual Entry</i>					1,679,470	98.74%
* <i>Total Benefits</i>	1,580,613	1,700,963	1,109,423			
Student Financial Aid-Scholarships	237,752	248,252	170,649	68.74%	49,178	
* <i>Projected Student financial aid-scholarships</i>					219,827	88.55%
* <i>Total Student financial aid-scholarships</i>	237,752	248,252	170,649			
Utilities	120,399	194,062	127,767	65.84%	41,568	
* <i>Projected Utilities and Accrual Entry</i>					169,336	87.26%
* <i>Total Utilities</i>	120,399	194,062	127,767			
Supplies and Other Services	2,639,974	2,785,529	1,788,152	64.19%		

* <i>Projected Supplies and Other</i>						283,725			
* <i>Total Supplies and Other</i>	2,639,974	2,785,529	1,788,152			2,071,877			74.38%
Equipment Expense	85,889	89,795	61,527			24,318			
* <i>Projected Equipment Expense</i>								68.52%	
* <i>Total Equipment Expense</i>	85,889	89,795	61,527			85,844			95.60%
Loan Cancellations and Write-Offs	0	0	0			162,819			
* <i>Projected Loan Cancellations and Write-Offs Accrual Entry</i>								0.00%	
* <i>Total Loan Cancellations and Write-Offs</i>	0	0	0			162,819			0.00%
Fees Retained by the Commission	103,326	100,232	0			100,232			100.00%
Assessment for Faculty Services	310,000	310,000	9,955			0			
* <i>Projected Assessment for Faculty Services</i>								3.21%	
* <i>Total Faculty Services</i>	310,000	310,000	9,955			9,955			3.21%
Assessment for Support Services	1,561,595	1,529,881	768,517			530,548			
* <i>Projection to expend 100% of budget</i>								50.23%	
* <i>Total Assessment for Support Services</i>	1,561,595	1,529,881	768,517			1,299,065			84.91%
Assessment for Student Activity Costs	97,001	27,107	21,654			5,453			
* <i>Projection to expend 100% of budget</i>								79.88%	
* <i>Total Assessment for Student Activity Costs</i>	97,001	27,107	21,654			27,107			100.00%
Assessment for Auxiliary Fees & Debt Service	607,765	607,765	540,735			62,940			
* <i>Projection to transfer 100% of revenue</i>								88.97%	
* <i>Total Assessment for Auxiliary Fees & Debt Service</i>	607,765	607,765	540,735			603,675			99.33%
Assessment for Operating Costs	1,560,922	1,587,181	863,197			600,085			
* <i>Projection to expend 100% of budget</i>								54.39%	
* <i>Total Assessment for Operating Costs</i>	1,560,922	1,587,181	863,197			1,463,282			92.19%
Total:	16,177,331	16,036,188	10,730,955			14,871,338			92.74%
OPERATING INCOME / (LOSS)	(6,986,591)	(6,968,576)	(2,978,305)			(6,460,754)			
NONOPERATING REVENUE (EXPENSE)									
State Appropriations	7,244,243	7,244,243	7,244,243			0			
* <i>Recognize 4th Quarter State Appropriation</i>								100.00%	
* <i>Total State Appropriations</i>	7,244,243	7,244,243	7,244,243			7,244,243.00			100.00%
Gifts	126,000	126,000	1,934			1,934			1.53%
Investment Income	7,194	7,194	82,992			27,664			1153.63%
* <i>Projected Investment Income</i>								1.53%	
* <i>Total Investment Income</i>	7,194	7,194	82,992			110,656			1538.18%

Assessment for E&G Capital & Debt Service Costs
 * *Projected Assessment for E&G Capital & Debt Service Costs*
 * *Total Assessment for E&G Capital & Debt Service Costs*

Fees assessed by Commission for other	(863,220)	(863,220)	(735,060)	85.15%	(64,578)	92.63%
Total:	0	0	(558)	0.00%	(558)	0.00%
	6,514,217	6,514,217	6,593,551	101.22%	6,556,637	100.65%

TRANSFERS & OTHER

Capital Expenditures	0	(8,000)	(12,211)	152.63%	(12,211)	152.64%
Construction Expenditures	0	0	0	0.00%	0	0.00%
Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%	(61,006)	100.00%
Indirect Cost Recoveries	0	0	0	0.00%	0	0.00%
Transfers for Capital Projects	0	0	0	0.00%	0	0.00%
Transfers - Other	0	0	0	0.00%	0	0.00%
One-time use of reserve	0	8,000	0	0.00%	0	0.00%
Total:	(61,006)	(61,006)	(12,211)	20.02%	(73,217)	120.02%

BUDGET BALANCE

	(533,380)	(515,365)	3,603,035		22,666	
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PROJECTED EFFECT ON NET ASSETS AT JUNE 30

	(533,380)	(515,365)			22,666	
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Add: UNRESTRICTED NET ASSETS - Beginning of Year

	3,561,262	2,918,999			2,918,999	
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Less: USE OF RESERVE

	0	8,000			0	
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Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year

	3,027,882	2,395,634			2,941,665	
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TOTAL NET ASSETS - Beginning of Year - per 2018 audited statements

					41,334,594	
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FY 2019 PROJECTED CHANGES IN NET ASSETS:

CHANGE IN NET POSITION- PROJECTED 2019 YEAR END WITH ACCRUALS			22,666			
ESTIMATED DEPRECIATION EXPENSE FOR FY 2019		(773,000)				
PROJECTED INCREASE IN NET POSITION - RESTRICTED CAPITAL EQUIPMENT		450,000				
PROJECTED CHANGE IN SHARED OWNERSHIP ASSETS		(300,000)				
FY 2019 PROJECTED DECREASE IN TOTAL NET ASSETS		(600,334)				
PROJECTED NET ASSETS - JUNE 30, 2019		40,734,260				

PROJECTED CHANGES TO FY 2019 CASH BALANCE

	Cash June 30, 2018	FY 18 Liabilities Paid in FY 19	FY 18 Adjusted Cash	Projected Cash June 30, 2019
Shared Ownership (BOG Support Funds)	1,858,853	0	1,858,853	1,858,853
Unrestricted, Restricted and Other Funds	5,916,560	(1,283,267)	4,633,293	4,896,363
Total Institution Cash Balances	7,775,413.00	(1,283,267)	6,492,146.00	6,755,216.00

Tab

6

Pierpont Community & Technical College Board of Governors

Meeting of June 18, 2019

ITEM: Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2019-2020 Academic Year.

COMMITTEE: Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers present for approval the election and establishment of the Board of Governors Officers for the 2019-2020 Academic Year. Nominations for the Pierpont Board of Governors Chair, Vice Chair, and Secretary will be presented.

COMMITTEE MEMBERS: Brian Bozarth (Chair), Linda King, and Rick Pruitte

BACKGROUND: *In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment.* Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30, preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not

serve as chairperson for more than four consecutive years.

From April 3, 2019 to June 6, 2019, the Pierpont Community & Technical College Board of Governors members were electronically petitioned to forward nominations for the Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Those nominations were collected, tallied, and reviewed by the Nominating Committee.



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

Current Pierpont Board of Governors Executive Officers

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



**PIERPONT BOARD OF GOVERNORS
2019 - 2020 OFFICERS & COMMITTEES**

Nominated Pierpont Board of Governors Executive Officers

Chair: _____
Vice Chair: _____
Secretary: _____