



BOARD

OF

GOVERNORS

February 18, 2020

MEETING SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

February 18, 2020

Pierpont Robert C. Byrd National Aerospace Education Center
Pierpont Community & Technical College
1050 E. Benedum Industrial Drive
Bridgeport, WV 26330

1:00 PM **Facility/Program Tour**
Pierpont Robert C. Byrd National Aerospace Education Center

2:00 PM **Full Board Meeting**
Pierpont Robert C. Byrd National Aerospace Education Center

Thomas J. Barlow – Chair
Sharon J. Shaffer – Vice Chair
Brian S. Bozarth – Secretary

Members: Holly C. Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, and Warren “Chip” VanAlsburg. One institutional BOG member position is currently vacant.

Recent BOG Committee Meetings:

- ✓ BOG Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) held December 6, 2019, January 14 and February 11, 2020
- ✓ BOG Data Analytics Research Committee (DAR) held December 6, 2019 and February 6, 2020
- ✓ BOG Finance & Administration Committee (FA) held December 6, 2019 and January 31, 2020
- ✓ BOG Government Relations, Policies & Human Resources Committee (GRPHR) held December 6, 2019

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Tuesday, February 18, 2020

I. Call to Order in Open Session

1. Opening Comment (*Chair: Thomas Barlow*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for November 19, 2019 **Tab 1 - Action Item**
4. Approval of BOG Meeting Minutes for December 6, 2019 **Tab 2 - Action Item**

II. Recognitions – Informational

1. Welcome Dr. Christopher Treadway, West Virginia Higher Education Policy Commission (HEPC), Senior Director of Research and Policy and welcome Pam Woods, HEPC SLED Project Manager

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

IV. Operation Reports

Tab 3 - Informational

1. Academic Affairs and (*Michael Waide*)
2. Student Services (*Lyla Grandstaff*)
3. Information Systems Report (*Robin Strader*)
4. Pierpont Student Government Association (*Joshua Laprise/Raven Thomas*)
5. Pierpont Foundation (*Steve Leach*)

V. Committee of the Whole

1. Presentation of the Proposed WVHEPC Funding Formula Model for Higher Education Institutions
(*Dr Christopher Treadway and Pam Woods*)

2. January 31, 2020 Combined Budget Report
(Dale Bradley, CFO/VP for Finance and Administration)

Tab 4 – Informational


3. Resolution for Review and Approval of the Pierpont
Community & Technical College Mission Statement,
Vision Statement, and Tagline
(Michael P. Waide, Provost/VP Academic Affairs)


Tab 5 – Action Item

VI. Board Committee’s Reports

1. Audit/Finance and Administration Committee (FA) Report (Brian Bozarth, Chair)
2. Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) Report (Sharon Shaffer, Chair)
3. Data Analytics Research Committee (DAR) Report (Brooke Nissim-Sabat, Chair)

VII. New Business

 The scheduled quarterly ATC Advisory Board meeting will be held on March 24, 2020 at 1:00 pm at the Pierpont Advanced Technology Center

 The next regularly scheduled BOG meeting will be held on March 24, 2020 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
November 19, 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 November 19, 2019, beginning at 2:00 PM at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Holly Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr. (phone), Sharon Shaffer, Jillian Sole, Natalie Stone (phone), and Warren 'Chip' VanAlsborg (phone)

Board Members Absent:

Brian Bozarth. One governor appointed BOG position is vacant.

President's Cabinet Members Present:

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

Others in Attendance:

Pierpont faculty and staff

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:01 PM.

2. Call for Public Comment

Mr. Barlow, Chair, announced last call for public sign up for comments to the Board.

• Motion to Amend Board of Governors Meeting Agenda

Chairman Barlow asked for a motion to amend the published Board of Governors meeting agenda as the President, the Chairman, and some members of the Board are scheduled to attend and participate in the WV Legislative Forum in Charleston, as well as other appointments, beginning at 5:00 PM. The request to amend the agenda by moving the

proposed Executive Session and Action Items forward will provide the necessary time to travel to Charleston and meet the appointed time.

A motion was made by Holly Kauffman and seconded by Rick Pruitte to approve the amendment of the published Board meeting agenda. All agreed. Motion carried.

Amended Agenda Items Moved Forward:

X. Executive Session – Closed to the Public

1. Entering Executive Session:

At 2:04 PM, Joshua Laprise 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 interests of the state or political subdivision. Holly Kauffman seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 2:20 PM, Sharon Shaffer motioned to exit Executive Session and return to Open Session. Holly Kauffman seconded the motion. All agreed. Motion carried.

There were no items brought forward from Executive Session.

V. Committee of the Whole – Open Session

*2. Approval of FY 2020 Pay Raise – Action Item
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley presented a resolution for approval of a 5% pay raise increase up to a maximum of \$3,000 for eligible Pierpont employees that is to be effective December 21, 2019 and will be represented on the January 17, 2020 employee paycheck. The funds for the pay raise have been provided by the WV State Legislature through the FY 2020 State Appropriations. Full details were provided in the November 19, 2019 Pierpont Board of Governors Book.

Rick Pruitte offered a motion to approve the FY 2020 Employee Pay Raise, as presented. Jillian Sole seconded the Motion. All agreed. Motion carried.

*3. Resolution for Review and Approval of the Pierpont Community & Technical College Mission Statement, Vision Statement and Tagline – Action Item
(Michael Waide, Provost/VP Academic Affairs)*

In consideration of the time constraints on the meeting, this item was tabled until the February 2020 Board of Governors meeting.

Return to Published Agenda:

I. Continuation of Call to Order

3. *Approval of Minutes from the September 17, 2019 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held September 17, 2019 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. There was no discussion on the motion. Jillian Sole seconded the motion. All agreed. Motion passed.

4. *Approval of Minutes from the November 3, 2019 Emergency BOG Meeting – Action Item*

The minutes of the Emergency Pierpont Board of Governors meeting held November 3, 2019 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. There was no discussion on the motion. Joshua Laprise seconded the motion. All agreed. Motion passed.

5. *Approval of Minutes from the November 7, 2019 Emergency BOG Meeting – Action Item*

The minutes of the Emergency Pierpont Board of Governors meeting held November 7, 2019 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. There was no discussion on the motion. Holly Kauffman seconded the motion. All agreed. Motion passed.

II. Special Recognitions/Presentations – Informational

The Board welcomed incoming, newly-elected, executive officers of the Pierpont Student Government Association (SGA) serving AY 2019-2020. A bio for each officer was read by Raven Thomas, Pierpont's Student Involvement Coordinator. The SGA Executive Officers are:

1. Mr. Joshua Laprise, President
2. Mr. Joshua Kenlaw, Vice President
3. Ms. Katelyn Waddell, Treasurer
4. Ms. Casey Shaver, Secretary
5. Mr. Zachary Summers, Communications Officer

Chairman Barlow thanked Raven Thomas and all of the SGA Executive Officers for the work that they are doing, noting that they are trailblazers. Mr. Barlow invited Ms. Thomas to continue to bring Pierpont students to the Board to be introduced and to be recognized for their good work and awards earned.

III. President's Report – Informational

In the interest of time, President Moore tabled his report.

IV. Operation Reports - Informational

1. Academic Affairs and Student Services

The Academic Affairs and Student Services Report was provided in detail in the November 19, 2019 Board Book. There were no further questions.

2. Classified Staff Report

The Classified Staff Report was provided in detail in the November 19, 2019 Board Book. There were no further questions.

3. Information Systems Report

The Information Systems Report was provided in detail in the November 19, 2019 Board Book. There were no further questions.

4. Pierpont Student Government Association Report

The Student Government Association Report was provided in detail in the November 19, 2019 Board Book. There were no further questions.

5. Pierpont Foundation

The Pierpont Foundation Report was provided in detail in the November 19, 2019 Board Book. There were no further questions.

V. Committee of the Whole – Continued from forward

1. October 29, 2019 Combined Budget Report – Informational Item (Dale Bradley, CFO/VP for Finance and Administration)

The October 29, 2019 Combined Budget Report was provided in detail in the November 19, 2019 Board Book. There were no further questions.

VI. Board Committee Reports

1. Audit/Finance and Administration Committee Report – Informational (Dale Bradley for Brian Bozarth, Chair)

No report.

2. *Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) – Informational*
(Sharon Shaffer, Chair)

Ms. Shaffer thanked the staff for putting together requested data that was shared with the Committee and Board via email.

3. *Data Analytics Research Committee – Informational*
(Brooke Nissim-Sabat, Chair)

Ms. Nissim-Sabat stated that the Committee has been working together with the CARS Committee to evaluate data for the 13-county service region. Further discussion on Committee goals will occur at the December 6th BOG Retreat.

VII. New Business

- a. The next regularly scheduled quarterly ATC Advisory Board meeting will be held on December 6, 2019 at within the Pierpont BOG Annual Retreat at the Pierpont Advanced Technology Center
- b. The next regularly scheduled BOG meeting will be held on February 18, 2020 at 2:00 PM at the Pierpont Advanced Technology Center

VIII. Old Business

None.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session moved forward.

XI. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 3:03 PM. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement

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Tab

2

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS ANNUAL RETREAT/WORKSHOP
December 6, 2019
8:00 AM

MINUTES

Notice of Meeting and Attendance

An annual retreat/workshop for the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 6, 2019, beginning at 8:00 am at the Pierpont North Central Advanced Technology Center in Fairmont.

Board members present:

Thomas Barlow, Brian Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Sharon Shaffer, Jillian Sole, and Warren ‘Chip’ VanAlsburg

Board Members Absent:

Holly Kauffman, Joshua Laprise, and Natalie Stone. One governor appointed BOG position is vacant.

President’s Cabinet Members Present:

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

Others in Attendance:

Pierpont faculty and staff

Welcome Breakfast

Chairman of the Board, Thomas J. Barlow, open the retreat with good wishes for a happy holiday and wonderful New Year.

The President, Dr. Johnny M. Moore, welcomed the Board and the keynote speaker, Dr. Zornitsa Georgieva. Dr. Moore highlighted the successful work that Pierpont Community & Technical College (Pierpont) has done over the past year. Pierpont has been outperforming competitors in key metrics, job placement rates for students, and national exam averages. Pierpont is transforming and doing a lot of things right.

The President introduced keynote speaker, Zornitsa Georgieva, Ph.D., Research and Policy Analyst for the WV Higher Education Policy Commission and the Community and Technical College System of WV for the Division of Policy and Planning.

Keynote Speaker – Dr. Zornitsa Georgieva

Dr. Georgieva was invited to speak to the Pierpont Board of Governors, by Chairman Thomas Barlow to discuss data covering Pierpont's 13 county service area. Dr. Georgieva gave a presentation overviewing graduate rates, degrees and certificates obtained, in-state employment after graduation, labor market demands, student pathways, and population served in relation to college going rate.

Breakout Sessions for BOG Committees Working Groups

The Board members and staff assembled into working groups for the established BOG Committees. Those committees are:

- Communication, Academic Affairs, Recruiting & Student Services (CARS) – Chair, Sharon Shaffer
- Data Analytics and Research (DAR) – Chair, Brooke Nissim-Sabat
- Finance/Audit and Administration (FA) – Chair, Brian Bozarth
- Government Relations, Policies & Human Resource, Chair – Warren VanAlsburg

The groups worked on firming up the purpose of each committee and setting goals for the next semester. An open discussion on the outcomes of the workgroups were to be presented later in the day's agenda.

A. Call for the Pierpont Board of Governors to Convene in Open Session

1. Call to Order and Call for Public Comment

At 12:10 Mr. Barlow, Chair, called the Board to order in open session and announced last call for public sign up for comments to the Board.

B. Committee of the Whole

1. Review and Approval of FY 2019 Audited Financial Statements – Action Item

Kelly Shaffer and Sarah Crouse of Suttle and Stalknaker, PLLC, presented the FY 2019 Audited Financial Statements to the Board, via web meeting, for approval. The complete detailed report and financial statements were provided in handout to the Board.

Mr. VanAlsburg provided a motion to accept the FY 2019 Audited Financial Statements, as presented. Sharon Shaffer seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

2. Resolution to Approve Regroup Mass Text Messaging System – Action Item

David Williams, Procurement Director, presented a resolution with documents outlining the proposal of mass notification texting services through Regroup. Subscription pricing and references were shared.

Mr. VanAlsburg offered a motion to approve contracting with Regroup to provide Pierpont with mass notification texting services. Sharon Shaffer seconded the motion.

There was discussion on the motion. Mr. Pruitte asked for clarification on the subscription term and payment options, as the agreement provided a three-year subscription with the option to pay in full, or annually.

Ms. Robin Strader, Interim Executive Director of Information Systems, shared that the texting system is an invaluable service to provide students and staff with emergency messaging, weather alerts, and reminders for registration and financial aid deadlines. Students will be able to opt out, if they so choose. Implementation will take approximately 1.5 weeks.

The Board discussed contracting a one-year subscription and evaluating the service at the end of the one-year term.

Mr. VanAlsburg amended his motion to approve the contract with Regroup to provide mass notification texting service for Pierpont for a period of one year with and evaluation at the end of the service term. Sharon Shaffer seconded the amended motion. All agreed. Motion carried.

C. Committee Reports

The Committee Chairs provided a report from the BOG Committee’s Working Groups that were held earlier in the day.

1. Communication, Academic Affairs, Recruiting & Student Services (CARS) – Chair, Sharon Shaffer

Sharon Shaffer reported that the CARS Committee has chosen to focus on five areas.

- a. To develop emergency response and communication plan for each location.
- b. To review academic policies related to Series 11, to assist in student success
- c. To update the BOG Social Justice Policy, may form an Ad-hoc Diversity Committee to assist.

- d. Develop a marketing/branding policy for institutional paraphernalia
- e. To develop a social media policy for consistency across the institution

2. *Data Analytics and Research (DAR) – Chair, Brooke Nissim-Sabat*

Brooke Nissim-Sabat reported that the DAR Committee will make data driven, meaningful decisions to improve student performance. This will be accomplished by:

- a. Looking at students that have stopped out or not completed
- b. Profile successful completers for commonalities
- c. Form a strategic plan map and track key performance indicators

3. *Finance/Audit and Administration (FA) – Chair, Brian Bozarth*

Brian Bozarth reported that the FA Committee will:

- a. Request a dashboard of financial key performance indicators and assign a date for delivery
- b. Ensure the Banner integration is complete and compatible by the end of the fiscal year
- c. Control unbudgeted spending

4. *Government Relations, Policies & Human Resource, Chair (GRPHR) – Warren VanAlsburg*

Warren VanAlsburg reported that the GRPHR Committee will focus on:

- a. Keeping engaged in the 13-county service region by reaching out to the federal, state, county and city legislators of those areas through one-on-one meetings. Steve Leach will be providing a list of those already contacted and upcoming meetings.
- b. Collaborate with the recruiters and reach out to county representative as Pierpont visits high schools in their areas
- c. Improve the staff and faculty evaluation process to assist in goal setting and performance recognition
- d. Review the student evaluation process so that it can be used as a tool for growing and learning

D. Public Comment

There were no signatures recorded for public comment.

E. Adjournment from Board of Governors Open Session

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 1:43 PM. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

Quarterly Advanced Technology Center Advisory Board Meeting

At 2:00 PM, the Pierpont Community & Technical College Board of Governors provided a pause in the annual retreat agenda for the NCWV Advanced Technology Center (ATC) Advisory Board to convene. Minutes for this meeting are provided separately.

Upon exiting the NCWV ATC Advisory Board meeting, the Pierpont Board of Governors returned to the agenda of the Pierpont Board of Governors Retreat/Workshop

Dismissal of Cabinet, Council and Staff Liaisons

At 2:18 PM, members of the President's Cabinet, Council, and staff liaisons were dismissed.

Review of Established BOG Bylaws and Board's Goals

1. BOG Bylaws

The Board reviewed the Board of Governors Bylaw established on February 25, 2014 to ensure they reflect the current responsibilities of the Board. The Board determined that there were no changes needed to the Board of Governors Bylaws.

2. BOG Goals

The Board reviewed the Board of Governors Members Goals established on December 1, 2017 and amended on December 7, 2018, for any needed changes or updates.

The Board of Governors Goals are:

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

Upon review of each of the goals, the Board noted target areas to address:

- Advocacy – all members are to advocate in their region for Pierpont
- Enhancing Financial Literacy – work with the Finance/Audit and Administration Committee's goals and establish a deadline for requested reports and dashboards

- Foundation Investment – Foundation Director to establish an Amazon Smile account

The established BOG Goals will remain as they currently are written.

President and Board Only – Presidents Goals and Targets

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

Respectfully submitted by Cyndee K. Sensibaugh

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.

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Tab

3

ACADEMIC AFFAIRS REPORT

OFFICE OF ACADEMIC AFFAIRS

Summary reports from the academic schools of Pierpont and the areas of academic affairs detail information about the dedicated hard work and devotion of our faculty and staff within academics.

In addition to the following reports, the Provost reports the following:

- Advanced Technology Day at the WV Capitol was a success. Faculty from the Schools of Business, Aviation, & Technology showcased the programs in advanced technology at our ATC. Our stellar Culinary Arts program in the School of General Education and Professional Studies baked 12 dozen homemade pepperoni rolls, and Lynn Ebbert baked Prickett's Fort molasses cookies. Thank you to faculty and staff who contributed to the success of the day at the Capitol.
- The 12-week term begins Monday, February 10th. The 8-week term begins Monday, March 16, 2020. The focus of the 12-week term is delivery of general education courses and introductory courses in academic programs; whereas, the focus of the 8-week terms are delivery of skill sets and advanced skill sets.
- Last year, our academic catalog went live with the product Acalog. Another product of Acalog is SECTION, which the Office of Academic Affairs is implementing in conjunction with the Registrar to creatively map course schedules. The resource allows academic areas to strategically map out course schedules across the institution to offer accessible course times to students.
- Our curriculum committee and faculty senate approved a skill set in WV Tourism and a new one-year CAS in Hospitality and Tourism. Our Office is collaborating with CTCS, HLC, the DOE, and our Student Affairs area to seek appropriate degree approvals.
- Program coordinators have completed 5-year program reviews. Presently, the deans are summarizing data from the reviews. The summary data will be presented with the executive summaries and the full narrative reports to the CARS committee of the BOG for Q&A and then to the fuller BOG for approval. Programs under review include American Sign Language (AAS), Criminal Justice (AAS), Electric Utility Technology (AAS), Emergency Medical Services (CAS), Emergency Medical Services (AAS), and Licensed Practical Nursing. Additionally, our Applied Process Technology (AAS) has a three-year audit, which will be reviewed, due.
- An application cycle for our competitive health sciences programs passed on January 30. Our phenomenal team in Student Services is working to present information to our programs for selective decisions. Another cycle of applications will come in March 2020.

- A Commencement working group will be meeting from February through April to plan and finalize our commencement program, which will be held on Thursday, May 7th at the Robinson Grand in Clarksburg. (This is the last year our commencement exercises will be held on Thursday to accommodate the advanced schedule of the Robinson.) Dr. Moore has made invitations for a keynote and student speaker for Commencement. Special thanks to the Student Services staff and the executive administrative assistants who help Pierpont pull off an exceptional Commencement program!
- The Office of Academic Affairs received the summary narrative of our HLC Site-visit Team at the end of December. The visit was in response to focus areas for monitoring from our 2017-2018 assurance review. Four areas have been transitioned to “met.” Regarding the fifth area, HLC has requested the institution develop a comprehensive budgeting plan, inclusive of contingency budgets, for three years at a time.
- HEPC | CTCS has revised Series 11, the designation of degree programs. One of the significant changes allows institutions to establish joint academic programs. Pierpont is currently exploring opportunities. More details to come...
- In response to HLC’s counsel for general education, the Office of Academic Affairs created an ad hoc working group, comprised of the leaders of general education, curriculum, and admissions/credits, to establish and implement a comprehensive system of assessment of our general education courses. The group has developed a 3-year plan for assessing, evaluating, monitoring, and adjusting general education outcomes and courses for the improvement of student learning. Thanks, team!
- Pierpont remains accredited as an independent institution of higher education with HLC until 2024. Our next assurance argument will be submitted to HLC in 2022. The Office of Academic Affairs is establishing an “Assurance Team” to begin working on collection of evidence and compilation of our next narrative two years from now. Dean David Beighley will be the team leader for the *Assurance Team* and will be traveling with me to Chicago in April to HLC’s annual conference to learn of the updated standards (effective after 2020).
- With suggestions of a statewide funding formula, which could include our workforce development and continuing education data, the Office of Academic Affairs has directed our staff in CWE to transition to sole use of BANNER. Our team has built courses in BANNER and will begin functioning in our database, so data could be quickly exported to HEPC and CTCS for inclusion in our funding formula.
- The Office of Academic Affairs is coordinating CWE’s efforts to integrate course offerings in workforce education and continuing education into our academic catalog. Incorporation of course offerings into the catalog meets the requirements of grant-funding and financial-aid opportunities for non-credit programs. Thanks, CWE|WD!

- Our testing center will be expanding its hours of operation. A part-time position for test proctor will be re-posted through HR. This position will promote extended hours of testing in the evenings and weekends
- Last March, the governor signed into law a bill that requires colleges to report on the use of open-educational resources (OER), which reduces textbook costs for our students. Three faculty in general education courses will collaborate at an HEPC|CTCS workshop at Stonewall in the Spring 2020 to develop and transition general education courses at Pierpont in science, mathematics, and computer applications to OER with the goal of no costs associated with textbooks for students. This team of three will work with the Faculty Senate textbook group to model best practices for Pierpont. Thanks, Team.
- In addition to Open Educational Resources (OER), Pierpont will be exploring an HEPC|CTCS product, WICHI, which allows for seamless transition of general education courses across state institutions of higher education.
- The Office of Academic Affairs has requested several curriculum changes, supplementing the agenda of the committee. I have requested a revision to our math (MTH) support courses, creating more of a lab support environment for students. The revision of the support courses also addresses issues of faculty qualifications for those support courses. I have requested that our computer concepts (OFAD) course revise its curriculum to include Microsoft Access so that the course could be placed on the Core Transfer list for general education. I have requested that our dean in Health Sciences finalize revisions to our A&P, human biology, and biology for submission for approval for the Core Transfer list in general education. The objective of these revisions is to enhance our mission of transferability of courses by increasing the number of courses on Pierpont's Core Transfer list.
- Through the Admissions and Credits committee of Faculty Senate, the Office of Academic Affairs has requested the review and revision of the following academic policies:
 - Incomplete grades: This policy needs clarification and a student-centric process that allows the academically appropriate award of incomplete grades for Pierpont-identified purposes
 - Academic forgiveness: This policy presently comingles a policy for Ds and Fs. This policy needs delineation. Ds are satisfactory academic standing in some courses and should require student consent for academic forgiveness. However, Fs—conjoined with Ds in this policy—could be forgiven automatically when the other requirements of the policy are fulfilled.
 - Academic probation: The deans have requested a review and revision (if necessary) of our policy on academic probation so that it is more student-centric

and promotes persistence in a positive way.

Any revision of policies within the committee would be presented to the Faculty Senate for its comment period, two readings, and implementation. Thanks, deans, for the guidance in academic policy-setting.

- Pierpont will once again host SkillsUSA on April 17 and 18 at most of our campuses. Amanda Hawkinberry, team lead, will work with Martina Bachlechner as STREAM coordinator and Raven Thomas in Admissions & Recruiting and Student Involvement to coordinate Pierpont's hospitality and recruiting efforts for CTE students from across the state. Thanks, Team.
- In the Spring, the Office of Academic Affairs will invite the vendor Tutor.com, our 24/7 online tutoring service, to campus to offer training for faculty and staff. The Offices of Academic Affairs and Student Services have requested the enhanced embedding our Tutor.com application on the institutional landing page for Blackboard.
- The Office of Academic Affairs has received five applicants for the position of e-Learning Specialist. With the transition of Dr. Strader's duties last Spring, this position fills the needs of curriculum and instructional design for our learning management system (LMS), Blackboard. The search committee has received the qualified applicants for review and will begin its interview process soon.
- Pierpont continues to expand our articulation agreements, presently posted on our interactive academic catalog page for articulation agreements. Routinely, the Office of Academic Affairs revises those agreements with programs and institutions. Presently, we are expanding and revising our articulation agreements with WVU and West Liberty University.
- Applications for promotion and tenure have been received in the Office of Academic Affairs. Four individuals applied for promotion in faculty rank. One individual applied for tenure. Complete portfolios have been made available to the Chair of the Personnel Committee, which will make recommendations to the President in March.
- Our nationally ranked Culinary Arts program will be competing nationally this Spring, representing its talented students, faculty, and Pierpont. Congrats!
- Our national honorary, Phi Theta Kappa, will be recognized regionally and nationally this year for its advancement of academic excellence and service! Congrats!

SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES

Dean Beighley

The School of General Education and Professional Studies has launched several initiatives aimed at increasing student engagement, success, and retention since the December BOG meeting.

Working in collaboration with the Office of Student Services and Mountain Craft Productions, several GEPS programs have begun filming commercials to aid marketing and recruitment efforts. Already completed is a spot for the American Sign Language / Interpreter Education A.A.S. program, and scheduled for filming within the month are the Pastry and Baking, and Nutrition and Dietetics Technology specializations of the Food Service Management (FOSM) Program. The FOSM program also participated as a vendor in Fairmont's Annual Feast of the Seven Fishes. The Culinary Arts Program prepared calamari and seafood chowder for the event. Additionally, in celebration of the Feast's 200th anniversary, the Pastry and Baking Program prepared a three layer cake that was displayed at Veteran's Square during the festivities. The Pastry and Baking Program also prepared pepperoni rolls for Pierpont's work during the Advanced Technology Center Day at the Capitol held January 27th in Charleston.

Administratively, GEPS completed and filed with the Provost's Office 5-Year Program Reviews for the American Sign Language/Interpreter Education A.A.S. program and the Criminal Justice A.A.S. program. Additionally, Pierpont's Faculty Senate approved in its December meeting a curriculum proposal submitted by the FOSM program. In this proposal, the program revised its curriculum for the Resort and Hotel Management specialization, revising coursework to better align with changing industry needs and revising the specialization title to Hospitality and Tourism Management to better reflect the updated curricular focus. Additionally, the proposal added a Hospitality and Tourism Certificate of Applied Science degree, revised the Events Management Advanced Skill Set, and added a West Virginia Tourism Management Advanced Skill Set. Finally, Assistant Dean for the School of GEPS, Debbie Benedetti, reported 100% participation in the School's Fall 2019 assessment reporting.

SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY

Interim Dean Coffindaffer

Applied Design:

The Applied Design program graduated 2 students in December and expects 5 more to graduate in the Spring of 2020. Faculty are working with the advisory committee to revise curriculum and have an advisory committee meeting scheduled in the spring following the Student Spring Showcase.

The Career Closets at the Locust Ave. campus and ATC are available for students to use as needed. This closet provides students with interview appropriate clothing from community donations.

Rachel Beach, Program Coordinator was recently selected for membership by WVU Chapter of The National Society of Leadership and Success, Sigma Alpha Pi, and is the incoming President of the West Virginia Association of Family & Consumer Sciences Association.

Applied Process Technology:

Due to a 55% increase in enrollment in the Fall 2019 and minimal attrition the program is meeting with industry and actively seeking an additional 20-25 internship opportunities with local industry for the summer of 2020.

Business:

James Rogers, a business student, placed as one of 28 semi-finalists, selected from WV colleges and universities, in the WV Business Plan Competition. He will go on to compete in Charleston in April.

Business Faculty Karen Morris and Katie Roehrer will be attending the National Student Success Conference in Tampa March 1 – 3, 2020.

Drafting/Design Technology:

Drafting / Design Engineering Technology will be hosting, ATMAE (Association of Technology, Management, and Applied Engineering), on March 1-3, 2020 for their 5-year re-accreditation visit.

Electric Utility Program:

The EUT program is currently holding its annual recruiting events for the fall startup.

Graphics Technology:

Graphics Technology will be hosting, ATMAE (Association of Technology, Management, and Applied Engineering), on March 1-3, 2020 for their 5-year re-accreditation visit.

Information Systems:

The Information Systems program is working on a curriculum changes to address changes in industry standards and available teaching simulations. This program refresh will create more opportunities for students and alignment with industry changes. Cisco has changed the structure of their certifications. The second will take our Cybersecurity concentration and make it a stand alone degree. Both of these moves will allow us to start the process of seeking national accreditation for each of the programs in their defined industry area.

Mining Technology:

The program has received all the required degree approvals as of January 8, 2020. A meeting was held with Murray Energy Corp., WV Northern Community College, and Pierpont C&TC on January 17, 2020, to discuss marketing strategies including social media and traditional marketing. Murray Energy Corp. is accepting applications for the Fall 2020 cohort up until July 8, 2020. The program was awarded a \$231,984 Learn and Earn Grant through WVCTCS and the grant will run through May 2022.

Welding:

The Welding Program is enjoying its second semester and has more than doubled its enrollment of the fall. Lab construction is complete and we have moved into hands-on labs with real-world equipment. Curriculum Development is ongoing, textbooks are being sourced, and Blackboard Shells are being created.

SCHOOL OF HEALTH SCIENCES

Dean Findley

Seven programs from Health Sciences represented the college at the Advanced Technology Center (ATC) recognition day at the state capitol on Monday, January 27, 2020. Those programs are as follows: Health Sciences, Health Information, Medical Administrative Assistant, Licensed Practical Nursing, Medical Laboratory Technology, Phlebotomy and Laboratory Assistant. A Diversity Training for Health Sciences students was held on Friday, January 17. This event was sponsored by Student Services.

Licensed Practical Nursing:

Grafton City Hospital has become a new clinical site for the LPN students. Students are finalizing their preceptorships experiences for Spring. Progressive proctored testing was implemented for Spring 2020. Applications for Fall 2020 admittance are approximately around 110.

Emergency Medical Service:

A new certification for an Advanced Emergency Medical Technician was developed by the state EMS office. The development committee was chaired by our EMS program coordinator, Ben Tacy. A curriculum proposal is being developed to allow this new certification as a skill set. This allows an additional certification in addition to the CAS and AAS degree.

Medical Laboratory Technology:

MLT has received 24 applications for the program starting in the Fall. In an effort to increase enrollment in the program and on the recommendation of the MLT advisory board, the admission process has been updated. This new process allows students to register for all the first semester MLT courses. If the courses are passed successfully with a grade of C or better, the student can be admitted for the second semester courses and into the program. This has allowed 6 students to enter the program by this method. There were 10 graduates in May 2019. 100% of the graduates have been employed while 86% have passed their licensure exams.

CWE

Travis Miller

Aircraft Structures Technician Training (ASTT) Will start on Feb 10th, five students are enrolled. Another training is planned to start May 4, 2020, and six students are interested. These are the first cohorts in this training since it was abandoned years ago.

Mountaineer Challenge Academy – Finished first training with Mountaineer Challenge academy this Fall with nine students in Phlebotomy and ECG. This Spring we are offering Phlebotomy and Home Inspector training for students at Mountaineer Challenge Academy.

Awarded two Learn and Earn Grants through the WVCTCS, Global Science and Technology, and Murray Energy Corporation. We are working on finalizing a Learn and Earn grant application

with HQ Aero. Currently, we are in discussions with Pratt and Whitney Engine Services and Bombardier Commercial Aircraft Services concerning possible Learn and Earn opportunities.

CWE has offered several other courses/trainings since the last BOG report. Classes included Home Inspector Training, Red Hat Mining, Autism Mentor Training Program, and various online 3rd party courses. A total of 88 students completed one of these courses/trainings since the last BOG report.

Professional development opportunities for PCTC employees with Microsoft Excel (3) and Word (1) Basics were successfully held. These offerings were an experimental model for CWE as we offered the training free for employees but enrolled outside participants at a cost. The outside participant's fees paid for the instructor's costs.

TUTORIAL SERVICES

Jeffrey Noel

During the Fall 2019 semester, Tutorial Services logged 199 tutoring sessions. These visits were split between the Jaynes 207 Tutoring Center and the ATC. 45 different students received tutoring for a total of 310 hours of tutoring over the course of the semester. This is a significant reduction from Fall 2018, when the Tutoring Center was serving FSU students. At that time, only 33% of the students attending tutoring were Pierpont students. This difference accounts for most of the drop in numbers.

Tutoring for the Spring began on Tuesday January 21st during the second week of classes. Relative to the Fall, main campus tutoring hours have been reduced on Fridays. Three new writing tutors were hired, which allowed for full coverage during the Center's operating hours. Math tutoring hours at the ATC have been increased.

OFFICE OF STUDENT SUCCESS AND COMPLETION

Memori Dobbs

No report

ACADEMY FOR TEACHING EXCELLENCE, ASSESSMENT, AND INCLUSION

Nancy Parks

The director continues to participate in President's Council and Deans & Directors meetings (Academic Affairs), as well as DARS and CARS subcommittees of the Board of Governors; has been providing student support for Locust Ave. and ATC referrals and walk-in students at the Caperton Center; and published the second faculty newsletter, Finals 2019 edition.

Teaching Excellence

The Director responded to individual requests for classroom assistance, including providing class coverage for five course sessions for faculty absences. Coverage included hosting Q/A discussions with dual-enrollment students and administering course evaluations and common assessments. At instructors' request, the Director also attended a class session of a program-required Science course and addressed student concerns about various program and

institutional policies and practices; instructors report positive feedback from students regarding this classroom intervention

Assessment

The Director participated in the majority of meetings of the HLC site visit in early November and provided an official response to the accreditors' concerns of our meeting our Social Justice policy. That response was submitted as "evidence," leading in part to that "concern" being subsequently deemed "met."

The Director assumed primary responsibility for the narrative portions of five-year program reviews for Criminal Justice and EUT degrees and the LPN certificate.

At the request of LPN faculty, the Director participated in ATI Nursing Education training for new testing software. Use of this software will allow the institution to identify areas of concern in nursing instruction and student performance at identified points along the curriculum.

The Office compiled three-year final course grade distributions for all General Ed courses and shared results with Provost and Director for Student Success for further follow-up as it pertains to Early Alert pilot. December 2019 graduation rates were compiled and shared with Provost and Deans, indicating certificate and degree programs with highest and lowest enrollments.

The Director prepared a pre/post questionnaire for student participants at Health Sciences Diversity seminar and compiled and shared results for this co-curricular event.

At Provost request, the Director served as chair of a General Education ad-hoc committee, designed to re-energize and re-focus standing committee efforts in goal of implementing a continuous assessment cycle of general education, including the revision of capstone courses and a standardized calendar of Gen Ed assessments.

Inclusion

In partnership with the Office of Student Engagement, the Director attended SafeZone training sponsored by the LGBTQ+ Center at West Virginia University. As a result, such SafeZone training was offered to all faculty and staff during January Professional Development activities.

In addition, the Director partnered with MLT faculty to research and present on the value of using OER (Open Education Resources) to reduce texts and materials costs for students. This addresses our institutional aim of "access."

The Director also participated as a panel host for the annual STREAM day in November, leading a learning activity for students and hosted a Q/A forum with Science faculty and Science professionals from the community.

STUDENT SERVICES REPORT

Office of Student Services and Enrollment Management Report to the Board of Governors (BOG)

Admissions and Recruiting

- Attended Fall college fairs through WV Tour
- Contacting High Schools in our 13-county service area for visits
- Promoting EDGE and EDGE Scholarships
- Hosted several campus events with high schools & middle schools
- Planning an Open House April 4th - will begin marketing at end of Feb.

Marketing

- We saw a 55% increase in our overall website page views.
- We saw a 30% increase in the page views for the "Programs A-Z" section.
- We had a 9% increase in catalog views.
- We had a 12% increase of people going to our website from the WV Invests webpage.

Google Ads

- We saw a 44% increase on clicks with our Google ads!
- We saw a 967% conversion increase (32 total conversions).
- We saw a 42% increase in overall impressions.

Facebook

We had an increase in: Reach (20%), Views (36%), Engaged Users (16%), Clicks (32%), and Likes (176%).

Student Activities

- Student Organization Fair- new student organizations participating for the very first time.
- MLK Day Poster- Was up the week before MLK Day at the ATC. Students wrote what freedom and equality meant to them.
- Health Career Diversity Summit- Health Career students had the opportunity to hear from a panel of diversity specialists within the healthcare field from WVU. Students also completed Safe Zone Training with Dr. Ellen Rodriguez of the WVU LGBTQ Center.
- The Pierpont Board Game Appreciation Club became a recognized student group.

Registrar

- Dean's List = 259
- President List = 121
- Degrees Conferred = 76

Financial Aid

- Fall 2019, 200 students were awarded the WV Invests Grant, total award amount paid \$409,377.00
- 653 community service hours turned in for the Fall semester.
- For Spring 2020, 261 students have been awarded the WV Invests Grant, total award amount \$516,808.00.
- Total amount of WV Invests Grant funds awarded = \$926,185.00 for AY 19-20
- AY 19-20 we received a total of 989 applications for WV Invests Grant.
- Over 400 of these applications were not eligible due to already having enough Financial Aid, prior degree, or attempting over 90 hours.
- The remaining applicants were either not enrolled, defaulted on previous student loans, not meeting satisfactory academic progress (SAP), or did not meet WV Invests requirements.
- For the 20/21 year we have 354 applications for WV Invests Grant already submitted.
- Hiring an AmeriCorps Ambassador for college pilot program
- Help students identify an institution and program area of study
- Assist students with the college application process
- Facilitate the process of how post-secondary credits and/or prior learning can be applied to a certificate or degree
- Support the completion of the FAFSA, application for WV Invests and with possible verification of their FAFSA application Facilitate the WV Invest application process
- Serve as a liaison between the college and students to ensure the college is aware of students' goals
- Facilitate pre-college enrollment activities such as campus tours, answering student questions, etc.
- Loan borrowing is down, but we do not have reports for exact comparisons.

INFORMATION SYSTEMS REPORT

Information Technology Update

The move of applications to Pierpont's network has continued while we wait for FSU to turn over the remote campuses. The following has been completed:

- Titanium has been migrated from FSU servers to Pierpont's server at the ATC.
- Completed computer imaging/deployment
- Wireless network installed at ATC
- Completing Eduroam wireless contract. Once FSU completes their installation Eduroam will be available on Locust Ave.
- All campus sites are ready to cutover to Pierpont network circuits

PIERPONT STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association Board of Governors Report

This semester, SGA is very optimistic about creating new fun and exciting activities and events for Students. We plan to send a web link to a poll that Students can anonymously answer questions regarding what they would like to see more of on campus. We expect this to be successful on increasing our student attendance at events because instead of SGA trying to come up with events we think students may like we are rather planning events that are wanted most among students.

SGA is also talking over the possibility of adding a basketball hoop and a picnic area with an awning and new tables for students to sit and eat at the Advanced Technology Center. We have also discussed getting an upgrade on the current water fountains at the ATC. The upgrade would be to add a water bottle refill station to the back of the fountain that would allow for a quicker and easier refill.

Student Government has also recruited new Student Senators: Christopher Sunseri

- >Garrett Crossland-Bolyard (who is one of our Monty Mascots)

- >Kara Smith

- >Kimberly Alt

- >Mason Epperly (who is the other one of our Monty Mascots)

Student Government is still actively looking for more Senators.

PIERPONT FOUNDATION REPORT

PIERPONT ENDOWMENTS - CHANGES THRU DECEMBER 2019

FUND	BALANCE 7/1/2019	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 9/30/2019
Higinbotham/Quintrell (074)	\$ 13,157.71	\$ 888.40	-	-	-	14,046.11
Honce (140)	75,094.31	5,070.27	-	-	-	80,164.58
Hermits Hollow (155)	44,340.78	2,885.81	-	(1,600.00)	-	45,626.59
Ruth Marie Skaggs (163)	16,647.62	1,124.04	-	-	-	17,771.66
Rhodes Culinary Arts (220)	119,978.57	8,100.81	-	-	-	128,079.38
Rhodes Dietary Management (281)	111,758.39	7,545.80	-	-	-	119,304.19
Christie (318) (St. Institutions Phase II)	46,011.40	3,106.63	-	-	-	49,118.03
Edwards (358)	16,595.84	1,120.53	-	-	-	17,716.37
Stonestreet (394)	56,330.95	3,837.23	2,550.00	-	(1,288.63)	61,429.55
Shell (434) (Not endowed)	5,000.00	-	-	-	-	5,000.00
Prezioso (456) (Not endowed)	10,996.33	742.46	-	-	-	11,738.79
Claypole (479)	2,171.63	146.62	-	-	-	2,318.25
Southwestern Energy Company Scholars Program (502)	285,304.33	19,193.94	-	(1,029.00)	-	303,469.27
	\$ 803,387.86	\$ 53,762.54	\$ 2,550.00	\$ (2,629.00)	\$ (1,288.63)	\$ 855,782.77

PIERPONT NON-ENDOWMENTS - CHANGES THRU DECEMBER 2019

FUND	BALANCE 7/1/2019	EARNINGS	GIFTS/ OTHER INCOME	SCHOLARSHIP PAYMENTS	OTHER EXPENSES	BALANCE 9/30/2019
Life Long Learners (028)	\$ 25,648.02	-	\$ 18,421.00	-	\$ (11,011.09)	\$ 33,057.93
Pratt & Whitney Scholarship (137)	7,525.05	-	-	-	-	7,525.05
Culinary Arts (216)	2,351.96	-	24.00	-	(653.20)	1,722.76
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)	179,045.89	-	46,583.06	-	(31,670.73)	193,958.22
Montgomery Honorary Scholarship (403)	3,710.00	-	-	-	-	3,710.00
Pierpont Veterans' Education (404)	7,463.68	-	-	-	-	7,463.68
Pierpont Classified Staff (421)	1,793.27	-	143.00	(500.00)	-	1,436.27
Pierpont Classified Staff Events Fund (437)	644.22	-	-	-	-	644.22
Faculty Textbooks Scholarships (463)	999.00	-	-	-	-	999.00
Oil and Gas Industry Scholarship (465)	500.00	-	-	-	-	500.00
Bombardier Scholarship Fund (475)	1,510.00	-	-	-	-	1,510.00
Nobel Energy Scholarship (476)	7,895.00	-	-	(145.00)	-	7,750.00
Lockheed Martin - Aviation Tech Degree (490)	1,665.00	-	-	-	-	1,665.00
Engine & Airframe Solutions Worldwide (496)	1,010.00	-	-	-	-	1,010.00
Pierpont RCB National Aerospace Education Center (497)	14,500.00	-	-	(1,890.00)	-	12,610.00
Shentel Foundation Scholarship (499)	1,500.00	-	-	-	-	1,500.00
Aladdin/Pepsi/Follett Scholarships - Pierpont (508)	67,627.07	-	-	(500.00)	-	67,127.07
Pierpont School of Human Services Scholarship Fund (515)	800.00	-	-	-	-	800.00
Pierpont Student Emergency Fund (544)	1,898.00	-	12,700.00	(1,766.06)	-	12,831.94
Foundation Board Fund	3,150.00	-	-	-	-	3,150.00
Pierpont Administration Fund	8,000.00	-	-	-	-	8,000.00
	\$ 348,423.32	\$ -	\$ 77,871.06	\$ (4,801.06)	\$ (43,335.02)	\$ 378,158.30

Tab

4

**Board of Governors
Budget Report FY 2020
Pierpont Community & Technical College
as of January 31, 2020**

SUMMARY:

The projected effect on net assets for FY 2020 as of January 31, 2020 based on the preliminary October 30, 2019 Budget is a decrease of (\$85,590).

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of January 31, 2020 of (\$85,590) represents a budget balance increase of \$3,822 from the October 30, 2019 Budget.

The overall Operating Revenue Budget had a slight decrease of (\$11,107) related to clean up of various revenue funds. As part of that clean up the revenue category of "Student Activity Support Revenue" was rolled into the "Tuition and Fees" revenue category.

There was a \$14,929 decrease to the Operating Expense Budget. The "Supplies and Other Services" expense budget increased by \$13,489. With the removal of Student Activity Support Revenue, the expense category of "Assessment for Student Activity Costs" budget was eliminated.

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

- The institution has realized approximately 83% of projected tuition and fees revenue.
- The institution has realized approximately 83% of overall revenues
- The institution has incurred approximately 47% of operating expenses.
 - Student financial aid-scholarships expense is 51% over budget and Equipment Expense is 45% over budget.
- The Year-To-Date Actual Budget Balance is \$5,048,224.

RESTRICTED FUNDS:

The Restricted Budget Balance as of January 31, 2020 was \$88,055. Since July 1, 2019 there have been a total of nine grants received. The specific grant and amount of each are as follows:

Workforce Learn & Earn Petroleum Technology	\$6,020.00
Jobs and Hope - Transition Agent	\$7,200.00
Dept. Of Education Hospitality & Tourism	\$13,515.00
EQT Welding 2020 - Foundation	\$21,486.80
DHHR Student Services Grant FY20	\$56,203.00
Jobs and Hope- Advanced Manufacturing Robotics Expansion	\$170,000.00
Murray Energy Learn & Earn Mine Maintenance Technology	\$231,984.00
FY 2020 Vocational Grant	\$251,325.00
WV Invest - YTD	<u>\$418,645.00</u>
Total	\$1,176,378.80

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of January 31, 2020

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	7,390,370	8,018,959	6,683,903	83.35%
	Student Activity Support Revenue	64,992	0	0	0.00%
	Faculty Services Revenue	0	0	0	0.00%
	Auxiliary Enterprise Revenue	607,765	607,765	611,277	100.58%
	Other Operating Revenues	<u>368,528</u>	<u>368,528</u>	<u>149,336</u>	40.52%
	Total:	8,431,655	8,995,252	7,444,516	82.76%
OPERATING EXPENSE					
	Salaries	7,894,561	7,842,011	3,745,262	47.76%
	Benefits	1,659,001	1,635,913	787,880	48.16%
	Student financial aid-scholarships	248,252	248,252	377,068	151.89%
	Utilities	194,062	193,062	98,366	50.95%
	Supplies and Other Services	3,897,255	4,640,352	2,011,672	43.35%
	Equipment Expense	88,542	86,177	124,957	145.00%
	Fees retained by the Commission	101,407	101,407	76,055	75.00%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Faculty Services	0	0	0	0.00%
	Assessment for Support Services	0	0	0	0.00%
	Assessment for Student Activity Costs	27,107	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	209,207	34.42%
	Assessment for Operating Costs	0	0	0	0.00%
	Depreciation	<u>400,000</u>	<u>400,000</u>	<u>0</u>	0.00%
	Total:	15,217,952	15,854,939	7,430,466	46.87%
OPERATING INCOME / (LOSS)		(6,786,297)	(6,859,687)	14,050	-0.20%
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	126,000	115,000	8,270	7.19%
	Investment Income	7,194	97,194	28,713	29.54%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(242,882)	28.14%
	Fees assessed by Commission for other	<u>0</u>	<u>0</u>	<u>587</u>	0.00%
	Total:	7,090,103	7,169,103	5,034,174	70.22%
TRANSFERS & OTHER					
	Capital Expenditures	(244,000)	(294,000)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	Transfer - for Capital Projects	<u>0</u>	<u>(40,000)</u>	<u>0</u>	0.00%
	Total:	(305,006)	(395,006)	0	0.00%
BUDGET BALANCE		(1,200)	(85,590)	5,048,224	
PERSONNEL BUDGET SAVINGS		0	0	0	
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(1,200)	(85,590)	5,048,224	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,140,415	2,140,415		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,139,215</u>	<u>2,054,825</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2019 in the amount of \$2,974,842

* Unrestricted Net Asset Balance is 13.75% of the current budgeted total operating expense. Management has established a target of 15% or \$2,289,315 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 January 31, 2020

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	5,820,633	6,461,803	5,925,017	91.41%
	Student Activity Support Revenue	64,992	0	0	0.00%
	Faculty Services Revenue	0	0	0	0.00%
	Other Operating Revenues	<u>48,000</u>	<u>48,000</u>	<u>25,967</u>	54.10%
	Total:	5,933,625	6,529,803	5,950,984	91.14%
OPERATING EXPENSE	Salaries	7,298,820	7,246,270	3,438,112	47.45%
	Benefits	1,557,829	1,534,741	736,130	47.96%
	Student financial aid-scholarships	237,252	237,252	368,568	155.35%
	Utilities	190,063	190,063	97,130	51.10%
	Supplies and Other Services	2,823,104	3,573,751	1,700,440	47.58%
	Equipment Expense	26,017	24,706	16,647	67.38%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	76,055	75.00%
	Assessment for Faculty Services	0	0	0	0.00%
	Assessment for Support Services	0	0	0	0.00%
	Assessment for Student Activity Costs	27,107	0	0	0.00%
	Assessment for Operating Costs	0	0	0	0.00%
	Depreciation	<u>400,000</u>	<u>400,000</u>	<u>0</u>	0.00%
	Total:	12,761,599	13,408,190	6,433,081	47.98%
OPERATING INOCME / (LOSS)		(6,827,974)	(6,878,387)	(482,097)	7.01%
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	97,194	28,713	29.54%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(242,882)	28.14%
	Fees assessed by Commission for other	<u>0</u>	<u>0</u>	<u>587</u>	0.00%
	Total:	7,060,103	7,150,103	5,025,904	70.29%
TRANSFERS & OTHERS	Capital Expenditures	(294,000)	(294,000)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	Transfers for Capital Projects	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	<u>0</u>	<u>(40,000)</u>	<u>0</u>	0.00%
	Total:	(355,006)	(395,006)	0	0.00%
BUDGET BALANCE		(122,877)	(123,290)	4,543,807	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		826,320	826,320		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>703,443</u>	<u>703,030</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2019 in the amount of \$2,974,842.

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

As of January 31, 2020

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,569,737	1,537,156	758,886	49.37%
	Other Operating Revenues	320,528	320,528	123,369	38.49%
	Total:	1,890,265	1,857,684	882,255	47.49%
OPERATING EXPENSE					
	Salaries	595,741	595,741	307,150	51.56%
	Benefits	101,172	101,172	51,750	51.15%
	Student financial aid - scholarships	11,000	11,000	8,500	77.27%
	Utilities	3,999	2,999	1,236	41.21%
	Supplies and Other Services	1,074,150	1,066,601	311,232	29.18%
	Equipment Expense	62,525	61,471	108,310	176.20%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,848,587	1,838,984	788,178	42.86%
OPERATING INCOME / (LOSS)		41,678	18,700	94,077	503.09%
NONOPERATING REVENUE (EXPENSE)					
	Gifts	30,000	19,000	8,270	43.53%
	Investment Income	0	0	0	0.00%
	Total:	30,000	19,000	8,270	43.53%
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%
	Transfer - for Capital Projects	0	0	0	0.00%
	Total:	0	0	0	0.00%
BUDGET BALANCE		71,678	37,700	102,347	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,272,663	1,272,663		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,344,341</u>	<u>1,310,363</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing
 As of January 31, 2020

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	<u>607,765</u>	<u>607,765</u>	<u>611,277</u>	100.58%
	Total:	607,765	607,765	611,277	100.58%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	<u>607,765</u>	<u>607,765</u>	<u>209,207</u>	34.42%
	Total:	607,765	607,765	209,207	34.42%
OPERATING INCOME / (LOSS)		0	0	402,070	
BUDGET BALANCE		0	0	402,070	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>41,432</u>	<u>41,432</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>41,432</u>	<u>41,432</u>		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Restricted
 As of January 31, 2020

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	5,658,070	3,900,836	68.94%
	State and Local Grants and Contracts	3,874,744	1,045,839	26.99%
	Private Grants and Contracts	450,374	16,713	3.71%
	Other Operating Revenues	0	0	0.00%
	Total:	9,983,188	4,963,388	49.72%
OPERATING EXPENSE	Salaries	695,853	104,597	15.03%
	Benefits	68,038	18,007	26.47%
	Student financial aid-scholarships	9,851,172	6,977,468	70.83%
	Supplies and Other Services	888,127	59,592	6.71%
	Equipment Expense	242,463	7,371	3.04%
	Total:	11,745,653	7,167,035	61.02%
OPERATING INOCME / (LOSS)		(1,762,465)	(2,203,647)	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenue	2,900,000	2,470,883	85.20%
	Gifts	6,744	0	0.00%
	Total:	2,906,744	2,470,883	85.01%
TRANSFERS & OTHERS	Capital Expenditures	(1,094,342)	0	0.00%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	61,006	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers - Indirect Cost	(22,888)	0	0.00%
	Transfer - for Capital Projects	0	0	0.00%
	Total:	(1,056,224)	0	0.00%
BUDGET BALANCE		88,055	267,236	
Add: RESTRICTED NET ASSETS - Beginning of Year		28,037		
Less: USE OF RESERVE		0		
Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>116,092</u>		

Tab

5

**Pierpont Community & Technical College Board of Governors
Meeting of February 18, 2020**

ITEM:

1. Pierpont Board of Governors Policy #46 – Mission Statement Review - Adoption of New Mission Statement
2. Adoption of Vision Statement
3. Adoption of Tagline

COMMITTEE:

Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community & Technical College Board of Governors approve the Adoption of the new Mission, Vision, and Tagline:

1. **Mission:** *To provide accessible, responsive, comprehensive education that works.*
2. **Vision:** *Empowering individuals to transform their lives through education.*
3. **Tagline:** *Education that works.*

STAFF MEMBER:

Michael P. Waide, Provost/VP Academic Affairs

BACKGROUND:

In accordance with Board of Governors Policy #46 – Mission Statement Review Policy, which mandates that the Institution's Mission Statement be reviewed every five years, the Pierpont President's Council began work in April 2019 to consider the revision of Pierpont's Mission Statement. The Council also considered the creation of a Vision Statement and Tagline. During Council meetings over two months, members drafted more impactful statements to align with the state system's goals, and to serve as a foundation in the development of the new strategic priorities of the next three-five years.

The drafted statements were shared in a survey with faculty, staff, and BOG members in June 2019. Over 75% of faculty, staff, and BOG members "liked" or "really liked" the proposed revisions. A separate survey was sent to students who also approved, at 75% or better, stating they "liked" or "really liked" revisions.

75% of faculty and staff; 79% of general student population; and 82% of 2019 graduates LIKE or REALLY LIKE the proposed Mission Statement.

86% of faculty/staff and 89% of students LIKE or REALLY LIKE the proposed Vision Statement.

72% of faculty/staff and 77% of students LIKE or REALLY LIKE the proposed Tagline.

PROPOSED*

Mission

To provide accessible, responsive, comprehensive education that works.

Vision

Empowering individuals to transform their lives through education.

Tagline

Education that works.

(*To be approved by the Pierpont Board of Governors)

Current 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.

*Approved by the Pierpont Community & Technical College Board of Governors on November 15, 2016