



BOARD

OF

GOVERNORS

June 16, 2020

MEETING SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

June 16, 2020

Zoom Conference Meeting

<https://us02web.zoom.us/j/4010744958>

1:00 PM NCWV Advanced Technology Center Advisory Board Committee Meeting

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

Members: Holly C. Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, and Warren “Chip” VanAlsburg.

2:00 PM Board of Governors Meeting

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 April 14, 2020
- ✓ BOG Executive Committee (EC) held June 3, 2020
- ✓ BOG Data Analytics and Research Committee (DAR) held June 4, 2020
- ✓ BOG Finance & Administration Committee (FA) held June 5, 2020

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Tuesday, June 16, 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 May 12, 2020 **Tab 1 - Action Item**

II. Recognitions – Informational

- Recognition of Joshua Laprise, outgoing Student Government Representative to the Board of Governors and President of the student body. Joshua served from July 1, 2019 to June 30, 2020. (*Raven Thomas*)
 -  The newly elected SGA Representative to the Pierpont Board of Governors is Christopher Sunseri. Mr. Sunseri will be introduced at the September 2020 BOG meeting.

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

IV. Operation Reports

- Tabled with institutional focus on the COVID-19 Virus

V. Committee of the Whole

1. April 30, 2020 Combined Budget Report **Tab 2 – Informational**
(*Dale Bradley, CFO/VP for Finance and Administration*)
2. Resolution for Review of Comments and Acceptance **Tab 3 – Action Item**
of the Final Draft for Policy PP-8046: Mission Statement Review
(*Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee*)

3. Resolution for Review of Comments and Acceptance of the Final Draft for Policy PP-5019: Procedures Regarding Freedom of Information Act Requests **Tab 4 – Action Item**
(Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)

VI. Board Committee’s Reports

1. Ad Hoc BOG Executive Officers Nominating (EON) Committee *(Brian Bozarth, Chair, Brooke Nissim-Sabat, Rick Pruitte, Warren “Chip” VanAlsbury)*
 - a. Nominations and Election of BOG Executive Officers for 2020-2021 **Tab 5 – Action Item**
2. Audit/Finance and Administration Committee (FA) Report *(Brian Bozarth, Chair)*
 - a. Approval of the FY 2021 Pierpont Only Capital Projects **Tab 6 – Action Item**
(Dale Bradley, CFO/VP for Finance and Administration)
 - b. Approval of the FY 2021 Education and General Budget **Tab 7 – Action Item**
(Dale Bradley, CFO/VP for Finance and Administration)
3. Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) Report *(Sharon Shaffer, Chair)*
4. BOG Executive Committee Report *(Thomas Barlow, Chair)*
5. Data Analytics Research Committee (DAR) Report *(Brooke Nissim-Sabat, Chair)*
6. Government Relations, Policies, and Human Resources Committee (GRPHR) Report *(Warren VanAlsbury, Chair)*

VII. New Business

1. Upcoming Meetings:
 - a. BOG Communication, Academics, Recruiting and Student Services Committee Meeting, July 14, 2020 at 2:00 PM
 - b. BOG Data Analytics Research Committee Meeting, July 23, 2020 at 10:00 AM
 - c. Pierpont BOG Finance and Administration Committee (FA) Meeting (TBD)

- d. The next regularly scheduled ATC Advisory Board meeting will be held on Tuesday, September 15, 2020 at 1:00 PM
- e. The next regularly scheduled BOG meeting will be held on Tuesday, September 15, 2020 at 2:00 PM
- f. BOG Data Analytics Research Committee Meeting, October 1, 2020 at 10:00 AM

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



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

Tab

1

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

**May 12, 2020
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 12, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

Board members present:

Via videoconference: Thomas Barlow, Brian Bozarth, Holly Kauffman, Brooke Nissim-Sabat, Rick Pruitte, Sharon Shaffer, Jillian Sole, Natalie Stone, and Warren ‘Chip’ VanAlsburg

Board Members Absent:

Joshua Laprise and Larry Puccio, Jr. One governor appointed BOG position is vacant.

President’s Cabinet Members Present:

Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Robin Strader, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:

David Beighley, Hollie McDaniel-Brown, Kimberly Cale, Susan Coffindaffer, Kari Coffindaffer, Matthew DeMaria, Carolyn Fletcher, Amanda Hawkinberry, Travis Miller, and Nancy Parks

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:03 PM. The Chairman thanked everyone for attending.

2. Call for Public Comment

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

3. Approval of Minutes from the February 18, 2020, March 24, 2020, and April 20, 2020 BOG Meetings – Action Items

A motion was presented by Jillian Sole to approve the Minutes from the February 18, 2020, March 24, 2020, and April 20, 2020 Pierpont Community & Technical College Board of Governors Meetings. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

Following the COVID-19 social distancing guidelines, recognitions and presentations were tabled.

III. President’s Report – Informational

President Moore shared that a meeting was held on Friday, May 8, 2020, between Fairmont State’s (FSU) President and Board Chair and Pierpont’s President and Vice-Chair to discuss shared campus matters, and the plans to reopen the campus for the fall semester. It is encouraging that this meeting may serve as a first step in regularly scheduled meetings between the institution’s leadership. President Moore thanked Vice Chair Shaffer for her excellent communication during the meeting.

IV. Operation Reports - Informational

Operation Reports were tabled as employees continue their focus on efforts to deal with the COVID-19 Pandemic.

V. Committee of the Whole

1. *March 31, 2020 Combined Budget Report – Informational Item
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the March 31, 2020 Combined Budget Report were provided in the May 12, 2020 Pierpont Board of Governors Book. Mr. Bradley shared that there were no changes to the budget balance from the February 29, 2020 statement. It was noted that expenditures were approximately \$80,000 less this March when compared to expenditures in March 2019.

2. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-8046: Mission Statement Review – Action Item
(Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for proposed changes to Policy PP-8046: Mission Statement Review.

As mandated, in 2008, by West Virginia House Bill 3215; Code Chapter 18B; Articles 1 & 2, Pierpont Community & Technical College began operating as an independent 2-year institution. The last revision of the Pierpont Community & Technical College's Mission Statement Review Policy was approved in April 2007 and does not reflect the institution's current structure or the Board's mission statement review procedure. The proposed revisions will insert applicable statutory and regulatory references, clarifies the review process, removes references to Fairmont State University, updates the policy number and reorganizes policy provisions pursuant to Policy PP-1000-B.

The proposed public comment period will be from May 13, 2020 to June 11, 2020.

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.

Sharon Shaffer offered a motion to approve the 30-day public comment period for Policy PP-8046: Mission Statement Review, as presented. Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-5019: Procedures Regarding Freedom of Information Act Requests – Action Item (Dr. Susan Coffindaffer and Dr. Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Review Committee)*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for proposed changes to Policy PP-5019: Procedures Regarding Freedom of Information Act Requests.

Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-5019: Procedures Regarding Freedom of Information Act Requests, requires updating. The proposed revisions add provisions recommended by the General Counsel's Office of the West Virginia Community and Technical College System, inserts applicable statutory and regulatory references, updates the policy number and reorganizes policy sections pursuant to Policy PP-1000-B.

The proposed public comment period will be from May 13, 2020 to June 11, 2020.

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.

Sharon Shaffer offered a motion to approve the 30-day public comment period for PP-5019: Procedures Regarding Freedom of Information Act Requests, as presented.

Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *Resolution for the Approval of the Pierpont Community & Technical College Board of Governors Proposed Meeting Schedule for AY 2020-2021 – Action Item*

Dale Bradley presented for approval the proposed Board of Governor meeting schedule for academic year 2020-2021. Sharon Shaffer offered a motion to approve the Board of Governors meeting schedule for the 2020-2021 academic year, as presented. Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

The approved meeting dates are:

2020

- September 15th
- November 17th
- December 4th - BOG Retreat

2021

- February 16th
- March 23rd
- May 11th
- June 15th

VI. Board Committee Reports

1. *Finance and Administration Committee Report (FA) – Informational Item (Dale Bradley for Brian Bozarth, Chair)*

Mr. Bradley noted that there were no action items coming forth from the May 1, 2020 FA Committee meeting. Discussion was held on the CARES Act funding for refunds to Pierpont students for housing and meal plans. Approximately \$190,000 in refunds will be disbursed to the students. The CARES Act funds are being used to compensate students for COVID-19 related expenses. To date, over 100 students have applied for this financial assistance.

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

a. *Resolution for Review and Approval of the 5-Year Program Reviews for the Associate in Applied Science (AAS) Degrees and the Certificates of Applied Science (CAS) – Action Item (Michael Waide, Provost, for Chair Sharon Shaffer)*

Ms. Shaffer informed that the CARS Committee, along with faculty and staff, have worked together over the past months to evaluate data and recommendations for the 5-Year Program Reviews. Ms. Shaffer shared that the Deans, the faculty and

the Provost presented the findings to the CARS Committee, in a timely manner, and took the task seriously, making themselves available when needed. Each program review contained a rigorous inspection with financials, demographics, and consisted of a large quantity of documentation.

Mr. Waide presented the 5-Year Program Review in accordance with WVCTC Title 133, Series 10, “Policy Regarding Program Review”, that requires each Governing Board to review, at least every five years, programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.

Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost, third party reviewer, and President.

- 1) American Sign Language of Applied Science (AAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the American Sign Language (AAS) Program at its current level of activity. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 2) Criminal Justice Associate of Applied Science (AAS). Recommendation to continue the program with modification to review the curriculum.

Sharon Shaffer presented a motion to approve the continuation of the Criminal Justice (AAS) Program with modification to the curriculum. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 3) Emergency Medical Services Associate of Applied Science (AAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the Emergency Medical Services (AAS) Program at its current level of activity. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 4) Emergency Medical Services Certificate of Applied Science (CAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the Emergency Medical Services (CAS) Program at its current level of activity. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 5) Licensed Practical Nursing Certificate of Applied Science (CAS). Recommendation to continue the program at its current level.

Sharon Shaffer presented a motion to approve the continuation of the Licensed Practical Nursing (CAS) Program at its current level of activity.

Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- 6) Electric Utility Technology Associate of Applied Science (AAS). Recommendation to continue the program at its current level.

Note: Board member Holly Kauffman withdrew from voting on the approval of the Electric Utility Technology AAS 5-Year Program Review, due to a business-related conflict of interest.

Sharon Shaffer presented a motion to approve the continuation of the Electric Utility Technology (AAS) Program at its current level of activity.

Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- b. Resolution for Review and Approval of the 3-Year Post Audit Reviews for the Applied Process Technology (AAS) Degree – Action Item (Michael Waide, Provost, for Chair Sharon Shaffer)

Mr. Waide presented the 3-Year Post Audit Review of the Applied Process Technology (APT) Associate of Applied Science (AAS) Degree in compliance with WVCTC Title 133, Series 10, “Policy Regarding Program Review”. The APT program has been reviewed by the program faculty, the appropriate School Dean, the Provost and third-party reviewer. The CARS Committee has reviewed the final report.

The CARS Committee recommends, after consideration of the 3-Year Post Audit Report on the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree, continuance of the Program at its current status with work toward its 5-year program review."

Sharon Shaffer presented a motion to approve the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree continuance at its current status, with work toward its 5-year program review. Jillian Sole seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

3. *BOG Executive Committee – Informational (Thomas Barlow, Chair)*

Mr. Barlow reported the Committee met on May 4, 2020 and discussed matters related to the CARES Act, the Veterinary Technology Program relocation, and

Information Systems network independence. A follow up meeting regarding these matters was held between FSU's and Pierpont's Presidents and FSU's BOG Chair and Pierpont's Vice Chair. Mr. Barlow informed that the Executive Committee authorized moving ahead with the refund to Pierpont's students for housing and meal plans.

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

Ms. Nissim-Sabat shared that the DARS Committee has not met, therefore, there is no report at this time. The next meeting date is scheduled for June 3.

5. *Government Relations, Policies & Human Resources Committee (GRPHER) – Informational (Chip VanAlsbury)*

Mr. VanAlsbury reported that calls have been recently made to local and state legislators providing information on Pierpont's actions to the COVID-19 Pandemic. The Committee continues to monitor the IT network and Vet Tech relocation matters.

VII. New Business

1. Nominations and Election of the AY 2020-2021 ATC Advisory Board Officers to be held at the June 16, 2020 ATC Advisory Board Meeting
2. Nominations and Election of the AY 2020-2021 BOG Executive Officers to be held at the June 16, 2020 BOG Meeting
3. Upcoming Meetings:
 - a. BOG Data Analytics Research Committee Meeting, June 4, 2020 at 10:00 AM
 - b. Pierpont BOG Finance and Administration Committee Meeting, June 5, 2020 at 1:00 PM
 - c. The next regularly scheduled ATC Advisory Board meeting will be held on Tuesday, June 16, 2020 at 1:00 PM
 - d. The next regularly scheduled BOG meeting will be held on Tuesday, June 16, 2020 at 2:00 PM
 - e. BOG Communication, Academics, Recruiting and Student Services Committee Meeting, July 14, 2020 at 2:00 PM

VIII. Old Business

None.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

1. Entering Executive Session – Closed Session

At 3:12 PM Sharon Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. Exiting Executive Session – Back to Open Session

At 4:19 PM, Warren VanAlsbury motioned to exit Executive Session and return to Open Session. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

No Board action items were brought forward from Executive Session.

XI. Adjournment

There being no further business, Warren VanAlsbury offered a motion to adjourn the meeting at 4:20 PM. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.

Pierpont Vision Statement: Empowering individuals to transform their lives through education.

Pierpont Tagline: Education that Works.

Tab

2

Board of Governors
Budget Report FY 2020
Pierpont Community & Technical College
as of April 30, 2020

SUMMARY:

The projected effect on net assets for FY 2020 as of April 30, 2020 is no change.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of April 30, 2020 of \$0.00 represents no change to the budget balance from the March 31, 2020 Budget.

There were no changes in the Operating Revenue Budget.

There were no changes to the Operating Expense Budget.

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

- The institution has realized approximately 85% of projected tuition and fees revenue.
- The institution has realized approximately 84% of overall revenues.
- The institution has incurred approximately 76% of operating expenses.
 - The Equipment Expense is 182.01 % of budget or \$69,122 over budget (This is an increase of \$9,551 from the March Report).
- The Year-To-Date Actual Budget Balance is \$3,119,541.

NOTE: *As of June 1, 2020, the institution has realized 97% of President Controlled projected tuition and fees revenue as compared to the 85% realized in this April 30, 2020 Report.*

RESTRICTED FUNDS:

The Restricted Budget Balance as of April 30, 2020 was \$334,446 which represents an improvement of \$273,715 from the March 31, 2020 budget balance. This change resulted from the continued clean up of various restricted funds. The Restricted Total Operating Revenue increased \$125,215 while the Total Operating Expenses decreased by \$148,500.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of April 30, 2020

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,390,370	8,018,959	6,838,870	85.28%
	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	444,135	73.08%
	Other Operating Revenues	368,528	368,528	293,046	79.52%
	Total:	8,431,655	8,995,252	7,576,051	84.22%
OPERATING EXPENSE	Salaries	7,894,561	7,844,578	6,251,716	79.69%
	Benefits	1,659,001	1,718,645	1,340,189	77.98%
	Student financial aid-scholarships	248,252	248,252	205,523	82.79%
	Utilities	194,062	193,062	146,112	75.68%
	Supplies and Other Services	3,897,255	4,469,338	3,280,824	73.41%
	Equipment Expense	88,542	84,286	153,407	182.01%
	Fees retained by the Commission	101,407	101,407	101,407	100.00%
	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	408,782	67.26%
	Assessment for Operating Costs	0	0	0	0.00%
	Depreciation	400,000	400,000	0	0.00%
	Total:	15,217,952	15,767,333	11,887,960	75.40%
OPERATING INCOME / (LOSS)		(6,786,297)	(6,772,081)	(4,311,909)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	7,820,129	100.00%
	Gifts	126,000	115,000	8,270	7.19%
	Investment Income	7,194	97,194	53,889	55.44%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(450,250)	52.16%
	Fees assessed by Commission for other	0	0	(587)	0.00%
	Total:	7,090,103	7,169,103	7,431,451	103.66%
TRANSFERS & OTHER	Capital Expenditures	(244,000)	(296,016)	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	0	(40,000)	0	0.00%
	Total:	(305,006)	(397,022)	0	0.00%
BUDGET BALANCE		(1,200)	0	3,119,541	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(1,200)	0		
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		2,139,215	2,140,415		

* 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 14.12% of the current budgeted total operating expense. Management has established a target of 15% or \$2,273,935 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, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	5,820,633	6,481,803	5,843,157	90.1%
	Student Activity Support Revenue	64,992	0	0	0.0%
	Faculty Services Revenue	0	0	0	0.0%
	Other Operating Revenues	48,000	48,000	139,384	290.4%
	Total:	5,933,625	6,529,803	5,982,541	91.62%
OPERATING EXPENSE	Salaries	7,298,820	7,250,002	5,817,526	80.24%
	Benefits	1,557,829	1,625,308	1,270,737	78.18%
	Student financial aid-scholarships	237,252	237,252	197,023	83.04%
	Utilities	190,063	190,063	144,104	75.82%
	Supplies and Other Services	2,823,104	3,400,846	2,846,107	83.69%
	Equipment Expense	26,017	24,706	41,178	166.67%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	101,407	100.00%
	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	400,000	400,000	0	0.00%
	Total:	12,761,599	13,329,584	10,418,083	78.16%
OPERATING INOCME / (LOSS)		(6,827,974)	(6,799,781)	(4,435,542)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	7,820,129	100.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	97,194	53,889	55.44%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(450,250)	52.16%
	Fees assessed by Commission for other	0	0	(587)	0.00%
	Total:	7,060,103	7,150,103	7,423,181	103.82%
TRANSFERS & OTHERS	Capital Expenditures	(294,000)	(296,016)	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	0	(40,000)	0	0.00%
	Total:	(355,006)	(397,022)	0	0.00%
BUDGET BALANCE		(122,877)	(46,700)		
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		703,443	779,620		

* 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 April 30, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,569,737	1,537,156	995,713	64.78%
	Other Operating Revenues	320,528	320,528	153,662	47.94%
	Total:	1,890,265	1,857,684	1,149,375	61.87%
OPERATING EXPENSE	Salaries	595,741	594,576	434,190	73.03%
	Benefits	101,172	93,337	69,452	74.41%
	Student financial aid - scholarships	11,000	11,000	8,500	77.27%
	Utilities	3,999	2,999	2,007	66.92%
	Supplies and Other Services	1,074,150	1,068,492	434,717	40.69%
	Equipment Expense	62,525	59,580	112,229	188.37%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	1,848,587	1,829,984	1,061,095	57.98%
OPERATING INCOME / (LOSS)		41,678	27,700	88,279	
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	46,700	96,549	
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>1,319,363</u>		

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

As of April 30, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	444,135	73.08%
	Total:	607,765	607,765	444,135	73.08%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	408,782	67.26%
	Total:	607,765	607,765	408,782	67.26%
OPERATING INCOME / (LOSS)		0	0	35,353	
BUDGET BALANCE		0	0	35,353	
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 April 30, 2020

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	5,452,952	4,817,329	88.34%
	State and Local Grants and Contracts	3,454,036	1,987,501	57.54%
	Private Grants and Contracts	550,374	61,015	11.09%
	Other Operating Revenues	0	0	0.00%
	Total:	9,457,362	6,865,844	72.60%
OPERATING EXPENSE	Salaries	572,750	108,837	19.00%
	Benefits	37,693	16,719	44.36%
	Student financial aid-scholarships	9,331,172	8,878,797	95.15%
	Supplies and Other Services	791,545	121,118	15.30%
	Equipment Expense	240,275	19,509	8.12%
	Total:	10,973,436	9,144,979	83.34%
OPERATING INCOME / (LOSS)		(1,516,074)	(2,279,134)	150.33%
NONOPERATING REVENUE	Federal Pell Grant Revenue	2,900,000	2,719,008	93.76%
	Federal CARES Act Revenue	577,399	0	0.00%
	Federal CARES Act Expense	(577,399)	0	0.00%
(EXPENSE)	Gifts	6,744	0	0.00%
	Total:	2,906,744	2,719,008	93.54%
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		334,446	439,874	
Add: RESTRICTED NET ASSETS - Beginning of Year		28,037		
Less: USE OF RESERVE		0		
Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>362,483</u>		

Tab

3

**Pierpont Community & Technical College Board of Governors
Meeting of June 16, 2019**

ITEM: Policy PP-8046: Mission Statement Review

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the proposed modifications to Policy PP-8046: Mission Statement Review. 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 12, 2020, a 30-Day Public Comment Period was established from May 13, 2019 to June 11, 2020 to provide the public the opportunity to address the proposed repeal of Policy PP-8046: Mission Statement Review.

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.

Note: No comments were received up to the date of the BOG Book production deadline of June 8, 2020. Any comments received after June 8 and up until June 11, 2020, will be provided at the June 16 Board of Governors meeting.

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

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

***Policy PP-8046
Mission Statement Review***

Number of Comments Received: 0 (as of June 8, 2020)

Source of Comments Received:

Legal Counsel

Staff

Faculty

President's Cabinet

General

Notice: A copy of comments received during the 30-day comment period were available for public viewing upon request, and in adherence with the social distancing guidelines for the COVID-19 Pandemic.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-8046

SHORT TITLE: Mission Statement Review Policy

REFERENCE: W. Va. Code §§18B-1-6 and 18B-1D-1 and W. Va. Code R. § 135-49-1 *et seq.*

EFFECTIVE: December 15, 2005

AMENDED: April 5, 2007

REPEALED:

REVIEWED: April 30, 2020

SECTION 1. PURPOSE

This policy describes guidelines for reviewing the mission statement of Pierpont Community & Technical College (Pierpont).

SECTION 2. SCOPE AND APPLICABILITY

This policy affects all college constituencies.

SECTION 3. DEFINITIONS

None

SECTION 4. POLICY

Pierpont will review its mission statement periodically as an important part of strategic planning.

SECTION 5. BACKGROUND OR EXCLUSIONS

None

SECTION 6. GENERAL PROVISIONS

6.1 **Review Period.** Pierpont Community & Technical College will review its mission statement at least once every five years, but may do so more frequently as needed

- 6.2 **Procedure.** The President's Cabinet will initiate and establish the guidelines for each review and will recommend any changes to the Board of Governors.
- 6.3 **Approval.** Pierpont's President will forward recommendations to the Board of Governors for their final approval and adoption.
- 6.4 **Publication.** Pierpont will publish the Mission Statement on its website.

SECTION 7. RESPONSIBILITIES

- 7.1 **President's Cabinet.** The President's Cabinet is responsible for the execution of this policy.
- 7.2 **Employees.** All Pierpont employees are expected to know the mission statement and understand and support the college's mission.

SECTION 8. CANCELLATION

This policy does not cancel any previous policy.

SECTION 9. REVIEW STATEMENT

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

Attachments: None.

Distribution: Members of the Board of Governors and the President of Pierpont Community & Technical College

Revision Notes: The proposed revisions reorganize policy provisions pursuant to PP-1000.B, insert applicable statutory and regulatory references, remove references to Fairmont State University, and clarify the review process.

Tab

4

**Pierpont Community & Technical College Board of Governors
Meeting of June 16, 2019**

ITEM: Policy PP-5019: Procedures Regarding Freedom of Information Act Requests

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the proposed modifications to Policy PP-5019: Procedures Regarding Freedom of Information Act Requests. 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 12, 2020, a 30-Day Public Comment Period was established from May 13, 2019 to June 11, 2020 to provide the public the opportunity to address the proposed repeal of Policy PP-5019: Procedures Regarding Freedom of Information Act Requests.

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.

Note: No comments were received up to the date of the BOG Book production deadline of June 8, 2020. Any comments received after June 8 and up until June 11, 2020, will be provided at the June 16 Board of Governors meeting.

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

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

***Policy PP-5019
Procedures Regarding Freedom of Information Act Requests***

Number of Comments Received: 0 (as of June 8, 2020)

Source of Comments Received:

Legal Counsel

Staff

Faculty

President's Cabinet

General

Notice: A copy of comments received during the 30-day comment period were available for public viewing upon request, and in adherence with the social distancing guidelines for the COVID-19 Pandemic.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-5019

SHORT TITLE: Procedures regarding Freedom of Information Act (FOIA) Requests

REFERENCE: West Virginia Code §§ 18B-1-6 and 29B-1-1 *et seq.*

EFFECTIVE: February 13, 2003

AMENDED: October 15, 2012 (non-substantive); _____, 2020

REPEALED:

REVIEWED: April 30, 2020

SECTION 1. PURPOSE

This policy establishes the procedure for requests made of Pierpont Community & Technical College (Pierpont) for public records, pursuant to the West Virginia Freedom of Information Act (WVFOIA), as found in W. Va. Code § 29B-1-1 *et seq.*

SECTION 2. SCOPE AND APPLICABILITY

This policy shall apply to all persons, schools, units, divisions, departments, and other entities that are under the jurisdiction of the Pierpont Community & Technical College and its Board of Governors, as well as those employees who may receive WVFOIA requests or who have access to responsive materials.

SECTION 3. DEFINITIONS

- 3.1 **Business Day.** Excludes Saturdays, Sundays, legal or college holidays, and any day when Pierpont closes in part or in whole (e.g., an early closure due to inclement weather).
- 3.2 **Custodian.** The elected or appointed official charged with administering a public record. [W. Va. Code § 29B-1-2(1)]
- 3.3 **Law Enforcement Officer.** Those individuals defined as law enforcement officers in W. Va. Code § 30-29-1(6), as well as those individuals defined as "chief executive" in W. Va. Code § 30-29-1(2).
- 3.4 **Person.** Any natural person, corporation, partnership, firm, or association.

- 3.5 **Public Record.** Any writing containing information relating to the conduct of the public's business, prepared, owned, and retained by a public body. [W. Va. Code § 29B-1-2(4)]
- 3.6 **Regular Business Hours.** 8:00 a.m. to 4:00 p.m. on a business day.
- 3.7 **Writing.** Any book, paper, map, photograph, card, tape recording, or other documentary materials, regardless of physical form or characteristics. [W. Va. Code § 29B-1-2(5)]

SECTION 4. POLICY

Pierpont Community & Technical College will provide timely, accurate, and consistent agency responses to Freedom of Information Act requests in accordance with its obligations under the law and in compliance with the applicable rules and related procedures established by the West Virginia Secretary of State for the submission of information related to FOIA requests received and processed to an end.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 **Background.** The West Virginia Freedom of Information Act, West Virginia Code § 29B-1-1 *et seq.*, is a state law that allows any person to inspect, view, or copy any public record that is prepared, owned, and maintained by a public body.
- 5.2 **Exemptions.** Some records in the possession of a public body may be withheld from disclosure according to W. Va. Code § 29B-1-4, which is incorporated here by reference.

SECTION 6. GENERAL PROVISIONS

- 6.1 **Freedom of Information Officer.** The Vice President for Finance and Administration, or in his/her absence, the Assistant to the President, will serve as the Freedom of Information Officer for Pierpont Community & Technical College.
- 6.1.1 **Review and Referral.** The Freedom of Information Officer shall be responsible for reviewing any requests for information and referring them to the appropriate staff member to prepare a response.
- 6.1.2 **Other Responsibilities.** The Freedom of Information Officer shall
- 6.1.2.1. **Compliance.** Ensure compliance with the WVFOIA, Secretary of State Rules and Procedures, this policy, and any other related procedures.

6.1.2.2 **Education.** Assist in understanding and applying this policy and any related procedures.

6.1.2.3 **Training.** Train faculty and staff on key aspects of the WVFOIA, this policy, and any related procedures.

6.2 **Receiving a FOIA Request.** All requests, either in hard copy or electronic form, shall be immediately hand delivered upon receipt to the Freedom of Information Officer. If the person who initially receives the request is the person with the expertise in the area of the request, that individual should begin immediately to prepare a response but must also provide a copy of the request to the Freedom of Information Officer.

6.3 **Responding to a FOIA Request**

6.3.1 **Referral.** The Freedom of Information Officer will, upon receipt of a request, make a referral to the appropriate staff member to prepare a response.

6.3.2 **Response.** In drafting an appropriate response in accordance with applicable statutory requirements, the staff member should consult with the legal division of the West Virginia Council for Community & Technical College System. The staff member will present a copy of the draft response to the Freedom of Information Officer for approval before issuing a response. The Freedom of Information Officer must be copied on all final letters of response to Freedom of Information Act requests.

6.3.2 **Access to Records.** Under certain circumstances, as determined by the appropriate staff member preparing the response and the Freedom of Information Officer, a time may be arranged for the individual requesting the information to review the documents at a Pierpont office in lieu of providing copies of lengthy documents to the individual.

6.3.3 **Response Timeline.** A response, either granting the request or giving written reasons for its denial, must be issued to the applicant within five (5) ~~working~~ business days of receipt of the request.

6.4 **Secretary of State Reporting.** Upon receipt of a freedom of information request, the Freedom of Information Officer shall provide the following information to the Secretary of State:

6.4.1 **Request.** The nature of the request;

6.4.2 **Response.** The nature of the college's response;

6.4.3 **Response Time.** The timeframe required to comply with the request in full; and

6.4.4 **Fee.** The amount of reimbursement charged to the party requesting the information.

6.5 **Fees.**

6.5.1 **Duplicating Cost.** Because responding to Freedom of Information Act requests demands staff time and resources, Pierpont may establish fees reasonably calculated to reimburse the college for its actual costs in responding to the request.

6.5.2 **Timekeeping.** Staff members preparing a response will keep track of the staff time spent and report that information to the Freedom of Information Officer. Fees for responding to requests will be updated from time to time as warranted by analysis of actual costs.

SECTION 7. RESPONSIBILITIES

Pierpont's Freedom of Information Officer, in consultation with the General Counsel's office of the West Virginia Community & Technical College System, is responsible for the interpretation and application of this policy.

SECTION 8. CANCELLATION

This policy does not cancel an existing policy.

SECTION 9. REVIEW STATEMENT

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

Attachments: None

Distribution: Members of the Board of Governors, President of the College, Vice President of Finance and Administration, and Assistant to the President

Revision Notes: May 1, 2020—This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and adds provisions recommended by the General Counsel's Office of the West Virginia Community & Technical College System.

Tab

5

Pierpont Community & Technical College Board of Governors

Meeting of June 16, 2020

ITEM: Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2020-2021 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 2020-2021 Academic Year. Nominations for the Pierpont Board of Governors Chair, Vice Chair, and Secretary will be presented.

COMMITTEE MEMBERS: Brian Bozarth (Chair), Brooke Nissim-Sabat, Rick Pruitte, and Warren 'Chip' VanAlsburg

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 8, 2020 to May 1, 2020, 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
2019 - 2020 OFFICERS**

Current Pierpont Board of Governors Executive Officers

Chair: Thomas Barlow
Vice Chair: Sharon Shaffer
Secretary: Brian Bozarth



NOMINATIONS AND APPROVAL OF THE

**PIERPONT BOARD OF GOVERNORS
2020 - 2021 OFFICERS**

Nominated Pierpont Board of Governors Executive Officers

Chair: _____
Vice Chair: _____
Secretary: _____

Tab

6

**Pierpont Community and Technical College
Board of Governors
Meeting of June 5, 2020**

ITEM: FY 2021 Pierpont Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors approve \$75,000 for Small Projects in FY 2021 Capital Project budget consisting of \$75,000 from Pierpont Only Education and General Capital Funds.

STAFF MEMBER: Dale Bradley

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

CAPITAL PROJECT REQUEST

FY 2021

Project	E&G Capital	Infrastructure	Total
Small Projects	\$ 75,000.00		\$ 75,000.00
Total	\$ 75,000.00	\$ -	\$ 75,000.00

Tab

7

**Pierpont Community and Technical College
Board of Governors
Meeting of June 5, 2020**

- ITEM:** FY 2021 Unrestricted Education and General (E&G) Budget Approval
- COMMITTEE:** Finance/Audit and Administration Committee
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approve the attached FY 2021 Unrestricted Education & General (E&G) Budget.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** The Finance/Audit and Administration Committee has met with Administration and reviewed the changes proposed to the FY 2021 Unrestricted E&G Budget. The Finance Committee’s review utilized the attached FY 2021 Budget Planning document.
- Also attached is a comparison identifying changes in the FY 2021 Unrestricted E&G Budget to the current April 30, 2020 Unrestricted FY 2020 E&G Budget.
- The FY 2021 Unrestricted E&G Budget reflects the following significant actions/assumptions:
- No increase or decrease in estimated enrollment.
 - A 3% increase in E&G Tuition and Fees.
 - No change to the base State Appropriations.
 - A reduction in Fund Manager Funds Tuition and Fee Revenue of (\$46,700).
 - A reduction in Tuition and Fee Revenue of (\$158,678) from an FY 2020 revenue shortfall.
 - A reduction to Interest Earnings of \$27,348 based on reduced interest earnings in FY 20.
 - A reduction of \$200,000 for Information Technology/Network Service payments to Fairmont State University.

- Budgeted \$55,033 in General Budget Reserves.
- Budgeted savings of \$167,298 from elimination of a part time position and not replacing a retiring staff position and a retiring faculty position.
- Budgeted additional personnel costs of \$156,541 related to contract requirements, the hiring of one new administrative position, and additional funding for two current vacancies.
- Budgeted additional personnel costs of \$44,506 to replace grant funding that is no longer available to support an existing position.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)

		FY 2020 April 30, 2020	Proposed FY 21 Budget	Difference
OPERATING REVENUE	Tuition and Fees	8,018,959	7,980,754	(38,205)
	Auxiliary Enterprise Revenue	607,765	607,765	0
	Other Operating Revenues	368,528	368,528	0
	Total:	8,995,252	8,957,047	(38,205)
OPERATING EXPENSE	Salaries	7,844,578	7,953,377	108,799
	Benefits	1,718,645	1,744,293	25,648
	Student financial aid-scholarships	248,252	248,252	0
	Utilities	193,062	193,062	0
	Supplies and Other Services	4,469,338	4,269,338	(200,000)
	Equipment Expense	84,286	84,286	0
	Fees retained by the Commission	101,407	101,407	0
	Loan cancellations and write-offs	100,000	100,000	0
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	0
	Total:	15,367,333	15,301,780	(65,553)
OPERATING INCOME / (LOSS)		(6,372,081)	(6,344,733)	27,348
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	0
	Gifts	115,000	115,000	0
	Investment Income	97,194	69,846	(27,348)
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	0
	Total:	7,169,103	7,141,755	(27,348)
TRANSFERS & OTHER	Capital Expenditures	(296,016)	(296,016)	0
	Transfers for Fin Aid Match	(61,006)	(61,006)	0
	Indirect Cost Recoveries	0	0	0
	Transfers for Capital Projects	(40,000)	(40,000)	0
	Transfers - Other	0	0	0
	One-time use of reserve	0	0	0
	Total:	(397,022)	(397,022)	0
BUDGET BALANCE UNRESTRICTED		400,000	400,000	0
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0
BUDGET BALANCE UNRESTRICTED LESS DEPRECIATION		0	0	0

Note: Propose that positive budget balance be put into budget reserves to address possible needs throughout the year.

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

		FY 2020 April 30, 2020	Proposed FY 21 Budget	Difference
OPERATING REVENUE	Tuition and Fees	6,481,803	6,490,298	8,495
	Other Operating Revenues	48,000	48,000	0
	Total:	6,529,803	6,538,298	8,495
OPERATING EXPENSE	Salaries	7,250,002	7,358,801	108,799
	Benefits	1,625,308	1,650,956	25,648
	Student financial aid-scholarships	237,252	237,252	0
	Utilities	190,063	190,063	0
	Supplies and Other Services	3,400,846	3,200,846	(200,000)
	Equipment Expense	24,706	24,706	0
	Loan cancellations and write-offs	100,000	100,000	0
	Fees retained by the Commission	101,407	101,407	0
	Total:	12,929,584	12,864,031	(65,553)
OPERATING INOCME / (LOSS)		(6,399,781)	(6,325,733)	74,048
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	0
	Gifts	96,000	96,000	0
	Investment Income	97,194	69,846	(27,348)
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	0
	Total:	7,150,103	7,122,755	(27,348)
TRANSFERS & OTHERS	Capital Expenditures	(296,016)	(296,016)	0
	Transfers for Fin Aid Match	(61,006)	(61,006)	0
	Transfers for Capital Projects	(40,000)	(40,000)	0
	Transfers - Other	0	0	0
	Total:	(397,022)	(397,022)	0
BUDGET BALANCE		353,300	400,000	46,700
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0
BUDGET BALANCE UNRESTRICTED LESS DEPRECIATION		(46,700)	(0)	46,700

Note: Propose that positive budget balance be put into budget reserves to address possible needs throughout the year.

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

		FY 2020 April 30, 2020	Proposed FY 21 Budget	Difference
OPERATING REVENUE	Tuition and Fees	1,537,156	1,490,456	(46,700)
	Other Operating Revenue	320,528	320,528	0
	Total:	1,857,684	1,810,984	(46,700)
OPERATING EXPENSE	Salaries	594,576	594,576	0
	Benefits	93,337	93,337	0
	Student financial aid - scholarships	11,000	11,000	0
	Utilities	2,999	2,999	0
	Supplies and Other Services	1,068,492	1,068,492	0
	Equipment Expense	59,580	59,580	0
	Total:	1,829,984	1,829,984	0
OPERATING INCOME / (LOSS)		27,700	(19,000)	(46,700)
NONOPERATING REVENUE (EXPENSE)	Gifts	19,000	19,000	0
	Investment Income	0	0	0
	Total:	19,000	19,000	0
TRANSFERS & OTHER	Capital Expenditures	0	0	0
	Indirect Cost Recoveries	0	0	0
	Transfers - Other	0	0	0
	One-time use of reserve	0	0	0
	Total:	0	0	0
BUDGET BALANCE		46,700	0	(46,700)

FY 2021 BUDGET PLANNING DOCUMENT
 PIERPONT COMMUNITY & TECHNICAL COLLEGE
 EDUCATION & GENERAL FUNDS

As of April 30, 2020 Budget Condition of:	0	Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Revenue Adjustments:					
State Appropriation Increase	0	No	Immediate	0	
Tuition and Fee Increase	167,173	Yes	Immediate	167,173	
Tuition and Fee Fund Manager Adjustments	(46,700)	Yes	Immediate	(46,700)	
Sub-Total	120,473			120,473	120,473
Removal of Budget Offsets					
Budget Sweep	0	No	Immediate	0	
Unrestricted Central Control Adjustment	0	No	Immediate	0	
Sub-Total	0			0	120,473
Chargeback Expense Savings					
Saved Chargeback Expense - General Institutional	0	No	Immediate	0	
Saved Chargeback Expense - Library	0	No	Immediate	0	
Saved Chargeback Expense - Enrollment Services	0	No	Immediate	0	
Saved Chargeback Expense - General Administrative Orgs	0	No	Immediate	0	
Saved Chargeback Expense - Mailroom	200,000	Yes	Immediate	200,000	
Saved Chargeback Expense - IT Orgs	0	No	Immediate	0	
Saved Chargeback Expense - Physical Plant	200,000	No	Immediate	200,000	
Sub-Total	200,000			200,000	320,473
State Appropriation Allocated for Pay Raises					
	0	No	Immediate	0	
Sub-Total	0			0	320,473
Enrollment Growth/(Decline) Adjustment for FY 2020 Revenue Shortfall					
	(158,678)	Yes	Immediate	(158,678)	
Sub-Total	(158,678)			(158,678)	161,795
Interest Earnings Increase (Decline)					
	(27,348)	Yes	Immediate	(27,348)	
Sub-Total	(27,348)			(27,348)	134,447
Budget Sweep					
	0	No	Immediate	0	
Sub-Total	0			0	134,447
Budget Reserve:					
Reserve for Labor - President's Incentive Pay	(9,711)	Yes	Immediate	(9,711)	
General Budget Reserve	(55,033)	Yes	Immediate	(55,033)	
Sub-Total	(64,744)			(64,744)	69,703
Pay Raises:					
	0	No	Immediate	0	
Sub-Total	0			0	69,703

	Yes/No Decision	Time Frame	Budget Effect	Running Total
Mandatory Pay Raise Costs				
Pay Raise	No	Immediate	0	
State Minimum Wage Increase	No	Immediate	0	
Reserve for State Classification Updates	No	Immediate	0	
Faculty Promotions	Yes	Immediate	(28,931)	
Reclassification of Classified and Non-Classified Employees	No	Intermediate	0	40,772
Sub-Total			(28,931)	
PEIA Rate Increase:				
Rate Increase to Employer Paid Premiums	No	Immediate	0	40,772
11877			0	
Sub-Total			(7,024)	33,748
Annual Increment (\$60.00 per pay after 3 yrs of service)	Yes	Immediate	(7,024)	
Increment Increase			(7,024)	
Sub-Total			(7,024)	33,748
Faculty:				
School of Health Careers				
Eliminate Part-Time Secretary Position	Yes	Immediate	14,216	
	No	Immediate	0	
Sub-Total			14,216	
School of BAT				
Retirement of Program Assistant I - Do Not Refill	Yes	Immediate	52,785	
Retirement of Petroleum Program Director - Do Not Refill	Yes	Immediate	100,297	
		Immediate	153,082	
Sub-Total			206,164	
School of Gen Ed & Prof Dev				
	No	Immediate	0	
		Immediate	0	
Sub-Total			0	
Faculty Sub-total:			167,298	201,046
Staff:				
President's Office				
President's Contract Increase FY 21	Yes	Immediate	(8,322)	
Institutional Research Director	Yes	Immediate	(91,411)	
			(99,733)	
Sub-Total:			(100,055)	
New Human Resource Staff				
Human Resources position - HR Generalist	No	Immediate	0	
Benefits Coord/ Admin Support - Additional Funding Needed (\$21,500 + \$14,253)	Yes	Immediate	(35,753)	
			(121,469)	
Sub-Total:			(121,469)	
E-Learning Staff				
E-Learning Specialist - Additional Funding Needed (\$10,000 Salary + \$11,055 Fringes)	Yes	Immediate	(21,055)	
			(21,055)	
Sub-Total:			(42,110)	
Staff Sub-total:			(242,257)	44,506
Funding Changes in Labor (Move Positions from Grant Funding):				
Director of Admissions - Additional Funding Needed (\$35,589 Salary + \$8,917 Fringes)	Yes	Immediate	(44,506)	
			(44,506)	
Sub-Total:			(89,012)	(0)
Budget Shortages:				
	No	Immediate	0	
	No	Immediate	0	
Sub-Total:			0	(0)

	Yes/No Decision	Time Frame	Budget Effect	Running Total
Budget Cut/(Increases) Initiatives:				
	0	No	0	
	0	No	0	
Sub-Total:	0		0	(0)
Academic Program Cuts/(Increases):				
	0	No	0	
Sub-Total:	0		0	(0)
Utility Fee Increases:				
	0	No	0	
Sub-Total:	0		0	(0)
Establishment/Update of Operation Budget:				
	0	No	0	
	0	No	0	
Sub-Total:	0		0	
IT Budget requests:				
	0	No	0	
Sub-Total:	0		0	
Student Services Budget requests:				
	0	No	0	
Sub-Total:	0		0	
Human Resources Budget requests:				
	0	No	0	
Sub-Total:	0		0	
Finance Budget requests:				
	0	No	0	
Sub-Total:	0		0	
Academic Affairs Budget requests:				
	0	No	0	
Sub-Total:	0		0	
Establishment/Update of Operation Budget Sub-total:	0		0	(0)
Pierpont Operations Fee:				
Increase to Operations Fee Revenue	0	No	0	
Pierpont Operations Fee Sub-total:	0		0	(0)
Lease Updates:				
Increased Operations Fee Revenue	0	No	0	
Lease Updates Sub-total:	0		0	(0)
Advanced Technology Center:				
Operation Costs (transfer of budget from Vet Sq Lease to only open the 2nd floor)	0	No	0	
Advanced Technology Center Sub-total:	0		0	(0)
Shared Campus Operational Costs				
Payments to FSU for Shared Campus	0	Yes	0	
Custodial Costs Sub-total:	0		0	(0)

	Yes/No Decision	Time Frame	Budget Effect	Running Total
Audit Contract Costs: Financial Statement Audit Costs	No	Immediate	0 0	(0)
Audit Contract Costs Sub-total:				
Annual BRIM Premium: Brim Premium Increase (Org 7411) -Chargeback Expense - Brim Premium	No No	Immediate Immediate	0 0	(0)
Annual BRIM Premium Sub-total:				
HERA Assessment: Annual HERA Assessment	Yes	Immediate	0 0	(0)
HERF Assessment Sub-total:				
Collection Costs: Student Debt Collection Costs	No	Immediate	0 0	(0)
Collection Costs Sub-total:				
Degree Works: Transfer Equivalency	No	Immediate	0 0	(0)
Degree Works Sub-total:				
ADA Costs: Disability Accommodations	No	Intermediate	0 0	(0)
ADA Costs Sub-total:				
Banner Implementation: Elucian Contract	No	Intermediate	0 0	(0)
Banner Implementation Sub-total:				
Tuition Waivers & Scholarships Costs: Full Ride Scholarships (Montgomery) Combined Ability Scholarship Waivers Due to Increase of Fee Yellow Ribbon Waiver Francis Pierpont Waiver	No No No No No	Immediate Immediate Immediate Immediate Immediate	0 0 0 0 0	(0)
Tuition Waiver Costs Sub-total:				
SEOG & Federal Work Study: SEOG Matching Contributions FWS Matching Contributions	No No	Immediate Immediate	0 0	(0)
SEOG & Federal Work Study Sub-total:				
PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:			(85,716)	(0)
FY 20 ONE-TIME BUDGETS REMOVED:				
Removal of One-time FY 2020 Budgets: Fund Manager Controlled One-time Use of Reserves -	Yes	Immediate	0 0	
<i>Removal of FY 20 One-time Budgets - Fund Manager Controlled Sub-total</i>				
President Controlled One-time Use of Reserves -	Yes	Immediate	0 0	
<i>Removal of FY 20 One-time Budgets - President Controlled Sub-total</i>				
Removal of One-time FY 2020 Budgets Sub-total:			0	(0)
FY 20 ONE-TIME BUDGETS REMOVED SECTION SUB-TOTAL:			(85,716)	(0)
FY 2021 Budget After Projections:			0	(0)
Budget Deficit Reduction Actions: Use of Budget Reserves			0	(0)
FY 2021 Net Budget After Projections and Reserve Spending:			(85,716)	(0)