



BOARD

OF

GOVERNORS

May 11, 2022

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

Regular Meeting

**Wednesday, May 11, 2022
5:00 PM**

**National Aerospace Education Center (NAEC)
1050 East Benedum Industrial Drive
Bridgeport, WV 26330
Room 103**

A videoconference (Zoom) option is available for attendees:

Join Zoom Meeting

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

Meeting ID: 401 074 4958

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Meeting ID: 401 074 4958

Find your local number: <https://us02web.zoom.us/j/4010744958>

AGENDA

I. Call to Order in Open Session

A. Opening Comment (*Chair: David L. Hinkle*)

II. Roll Call

III. Public Comment – Via Email Only

Written comments will be accepted no later than 12:00 PM on May 11 and can be sent to
acollins11@pierpont.edu

- IV. *Approval of Minutes** **Tab 1**
- A. March 22, 2022 (Regular Meeting)
 - B. April 7, 2022 (Special Meeting)
 - C. April 18, 2022 (Special Meeting)
 - D. April 20, 2022 (Special Meeting)
 - E. April 25, 2022 (Special Meeting/Budget Workshop)
- V. Interim President's Report – Informational**
(Dr. Anthony Hancock)
- VI. Institutional Reports – Informational** **Tab 2**
- A. Academic/Student Affairs *(Dr. Michael Waide)*
 - B. Classified Staff *(Ms. Jillian Sole for Ms. Mary Jo Rutherford)*
 - C. Student Government Association *(Ms. Raven Thomas)*
- VII. Committee of the Whole**
- A. March 21, 2022 Combined Finance Report – Informational **Tab 3**
(Dale Bradley, CFO/VP for Finance and Administration)
 - B. *Resolution for Approval - FY 2023 Unrestricted Education and General (E&G) Budget **Tab 4**
(Dale Bradley, CFO/VP for Finance and Administration)
 - C. *Resolution for Approval - FY 2023 Pay Raise **Tab 5**
(George Perich, Director of Human Resources and Organizational Development)
 - D. *Resolution for Approval – 5-year Program Reviews **Tab 6**
 - a. Applied Design (AAS)
 - b. Applied Process Technology (AAS)
 - c. Business (AAS)
 - d. Food Service Management (AAS)
 - e. Health Sciences (AAS)
 - f. Veterinary Technology (AAS)
 - g. Laboratory Assistant (CAS)
 - h. Petroleum Technology (CAS)
 - i. Veterinary Assistant (CAS)*(Dr. Michael Waide, Provost and VP of Academic Affairs)*

Board of Governors Agenda Continued

- E. *Buildout – 3rd Floor of the Advanced Technology Center
- F. *Review, discuss, and approve contract with Omni Associates
- G. *Go Out for Bid – Architectural Firm (A&P School)
- H. *Resource Room – Veterinary Technology Building
- I. *Acceptance and Engagement with Suttle & Stalnaker for Review of Financials

VIII. General

- A. Program Relocation Updates – Informational **Tab 7**
Aviation Maintenance Technology, Culinary, Early Childhood, and Veterinary Technology
(*Academic Deans*)
- B. Discuss and Evaluate Campus Sites Not Currently in Use

IX. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the following:

- A. *Discuss legal agreement between Fairmont State University and Pierpont Community & Technical College (*David L. Hinkle, Chairman of the Board*)
- B. *Interim President Candidate Review (*Lisa Q. Lang, Vice Chairwoman of the Board*)

X. Upcoming Meetings

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
Tuesday, March 22, 2022
5:00 PM

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on March 22, 2022, beginning at 5:00 PM. This meeting was conducted in person at the Pierpont Advanced Technology Center, 500 Galliher Drive, Fairmont WV. A videoconference (Zoom) option was made available to participants. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

I. Call to Order in Open Session

A. Opening Comment (*Chair: David L. Hinkle*)

Mr. David Hinkle, Chair, called the meeting to order in open session at 5:16 PM

II. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Brian S Bozarth	Present (via Zoom)
Thomas F. Cole	Present
Lisa Q. Lang	Present (via Zoom)
David L. Hinkle	Present
Anthony Hinton	Present (via Zoom)
Rick Pruitte	Present (via Zoom)
Jeffery Powell	Present
Larry J Puccio, Jr.	Not Present
Jillian Sole	Present
Haley Thomas	Not Present
Anna Romano	Present (via Zoom)

Amanda Hawkinberry declared that there was a quorum.

Others present:

Dr. Sarah Armstrong Tucker, Chancellor, WVCTCS

Dr. Chris Treadway, Vice Chancellor, WVCTCS

Rich Donovan, WVCTCS

Pamela Wean, Pickering Associates

Senator Robert Beach

Delegate Danielle Walker

Delegate Guy Ward

Members of President's Cabinet, faculty, staff, and others

III. Public Comment – Via Email Only

Written comments were accepted via email. (Attachment A)

IV. Approval of Minutes

Ms. Jillian Sole made an omnibus motion to approve meeting minutes:

November 16, 2021 (Regular Meeting)

December 3, 2021 (Special Meeting)

January 13, 2022 (Workshop Meeting)

January 26, 2022 (Special Meeting)

February 9, 2022 (Special Meeting)

February 23, 2022 (Special Meeting)

March 1, 2022 (Special Meeting)

Mr. Thomas Cole seconded the motion All agreed. Motion carried

V. Interim President's Report – Informational

(Dr. Anthony Hancock)

Dr. Anthony Hancock's report included a PowerPoint presentation. (Attachment B)

Topics included strategic outreach, strategic recruitment/retention initiatives, strategic communications, community relations, and community outreach.

Dr. Anthony Hancock invited BOG Members to attend Commencement on May 13, 2022 at 6:30 PM. Commencement will be held at the Robinson Grand Performing Arts Center in Clarksburg, WV.

VI. Institution Reports

A. Classified Staff *(Mary Jo Rutherford)*

Ms. Mary Jo Rutherford shared her report with the Board. The report was provided in detail in the March 22, 2022 Board of Governors Book materials.

B. Information Systems (*Ronald Hamilton*)

Mr. Ronald Hamilton shared the following updates with the Board:

- Stimulus funds were expended to purchase laptops for faculty/staff. The laptops replaced desktop systems, allowing faculty/staff the capability to work from home during the COVID-19 pandemic.
- Mr. Ronald Hamilton completed federal and state institutional reporting requirements on time.
- The Office of Information Technology is now open 8:00 AM-9:00 PM.

C. Academic/Student Affairs (*Dr. Michael Waide*)

Dr. Michael Waide offered the following comments with this report:

- Dr. Michael Waide assumed supervision of Student Affairs, effective March 14.
- An Open House will be held on April 2, 2022, for prospective students.
- Priority registration for summer and fall terms opens on April 11, 2022.
- Deans and Directors of Academic and Student Affairs are working on a strategic class schedule and realigning our evening course offerings. The strategic course schedule will hybrid offerings.
- Student Affairs adopted an Appreciative Advising Model. Student Affairs staff will participate in Appreciate Advising training on April 22 and April 29, 2022.
- Pierpont Community & Technical College will be participating in the Marion County College and Career Fair on April 26.
- The Pride Academy (Benedum Grant) will provide job skills training for persons with cognitive disabilities. Pathways for the program include retail, customer service, and healthcare. The program will be housed at the Gaston Caperton Center in Clarksburg, WV.

A report was provided in detail in the March 22, 22 Board of Governors Book materials.

D. Student Government Association (*Raven Thomas*)

Ms. Raven Thomas shared her report with the Board. The report was provided in detail in the March 22, 2022 Board of Governors Book materials.

E. Pierpont Foundation (*Julie Cryser*)

Ms. Julie Cryser reported the Pierpont Foundation split from the Fairmont State Foundation on July 1, 2021. The Foundation was raised over \$92,000 in gifts/pledges since November 2021. The Foundation currently has \$802,230.61 in total assets as of February 28, 2022

F. Finance (*Dale Bradley*)

Mr. Dale Bradley presented the February 28, 2022 Combined Finance Report to the Board. The report was provided in detail in the March 22, 2022 Board of Governors Book materials.

VII. Committee of the Whole

A. Resolution for Approval of Additional Capital Funding for the Remodel and Expansion of the United Hospital Center (UHC) Building for the Veterinary Technology Program
(*Dale Bradley, CFO/VP for Finance and Administration*)

Mr. Dale Bradley presented the resolution for Approval of Additional Capital Funding for the Remodel and Expansion of the United Hospital Center (UHC) Building for the Veterinary Technology Program.

Mr. Dale Bradley presented the Drawing Description of the UHC building provided by Pickering Associates. This drawing was made available in the Board of Governors Board Book materials. Discussion ensued. Guests Pamela Ween and Rich Donovan answered various questions from the Board Members.

Ms. Amy Cunningham reviewed the Veterinary Technology budget performa, relocation memo and storage location documents. These items were made available in the Board of Governors Board Book materials.

VIII. Break

At 7:04 PM, Mr. David Hinkle called for a motion to take a break for ten minutes. Mr. Jeffery Powell made a motion to take a break for ten minutes. Mr. Thomas Cole seconded the motion. All agreed. Motion carried.

At 7:17 PM, Mr. David Hinkle called for a motion to reconvene the meeting in Open Session. Ms. Jillian Sole made a motion to go into Open Session. Mr. Jeffery Powell seconded the motion. All agreed. Motion carried.

IX. Committee of the Whole

- A. Resolution for Approval of Additional Capital Funding for the Remodel and Expansion of the United Hospital Center (UHC) Building for the Veterinary Technology Program

Discussion continued revolving around the resolution. Mr. Jeffery Powell requested the Board members hear the plan for the Early Childhood location before deciding on the resolution.

- B. Resolution for Approval of Tuition and Fee Changes for AY 2022-2023

Mr. Dale Bradley presented the resolution for Tuition and Fee Changes for AY 2022-2023. The administration is recommending no baseline increase in tuition and fees. Complete details of all tuition and fee changes were provided in the March 22, 2022 Board of Governors Book materials.

Mr. David Hinkle called for a motion to approve the Tuition and Fee Changes for AY 2022-2023. Mr. Anthony Hinton made a motion to approve the Tuition and Fee Changes for AY 2022-2023. Ms. Jillian Sole seconded the motion. All agreed. Motion carried.

X. New Business

Mr. David Hinkle called for a motion to table the following items until the next meeting:

- A. Dissolve committees created by the previous BOG
- B. Create the following committees and appoint new members:
1. Bylaws Committee
 2. Enrollment and Student Life Committee
 3. Finance Committee
 4. Executive Committee
 5. Faculty and Non-Faculty Handbook Committee
 6. Program Evaluation Committee

Mr. Jeffery Powell motioned to table items A and B from the agenda. Ms. Lisa Lang seconded the motion. All agreed. Motion carried.

- C. Updates on Early Childhood Program

Mr. David Beighley presented the Caperton Center as a possible location for the Early Childhood program and Preschool. Mr. David Beighley reviewed the rendering of the possible build-out of the Early Childhood program and Preschool at the Caperton Center. This document was provided in the Board of Governors Board Book materials. Mr. David Beighley answered various questions from the Board members.

D. Updates on Culinary Program

Mr. David Beighley shared with the Board members the equipment bid closes on March 28. A preconstruction meeting has been scheduled for March 29. Mr. David Beighley answered various questions from the Board members.

E. Discuss hiring an executive secretary for the BOG

Mr. David Hinkle recommended hiring an Executive Secretary for the BOG. Discussion followed. Mr. David Hinkle requested the topic be placed on the agenda for the next BOG as an action item.

F. Discuss restarting the Presidential Search

Mr. George Perich shared with the BOG that there was a 90-day cancellation clause in the Presidential Search contract. Mr. Perich was granted an indefinite extension. Mr. David Hinkle requested the topic be placed on the agenda for the next BOG as an action item.

G. Review, discuss, and approve Pierpont advertising

Ms. Julie Cryser provided an overview of Pierpont's marketing budget. There were 22 live TV ads shown during March Madness. The cost of the ads was \$11,000 and the ads were approved by Dr. Hancock with Perkins funding.

H. Monongalia County Schools – Affiliation Agreement

Mr. Dale Bradley reviewed the Monongalia County School Affiliation Agreement documents that were presented in the Board of Governors Board Book. Discussion ensued. Mr. Dale Bradley, Dr. Michael Waide, and Dr. Anthony Hancock answered various questions asked by Board members.

XI. Committee of the Whole

- A. Resolution for Approval of Additional Capital Funding for the Remodel and Expansion of the United Hospital Center (UHC) Building for the Veterinary Technology Program
(Dale Bradley, CFO/VP for Finance and Administration)

Tab 4 – Action Item

Mr. David Hinkle called for a motion to approve the Additional Capital Funding for the Remodel and Expansion of the United Hospital Center (UHC) Building for the Veterinary Technology Program. Ms. Jillian Sole moved to accept the recommended resolution to approve the \$50,000 transfer of Culinary funds and the additional \$690,000 in Capital Funds for the remodel of the United Hospital Building to relocate the Veterinary Technology

program. Ms. Jillian Sole then amended her motion to include Alternate #2 Office Addition and Alternate #3 Grooming Area. Tom Cole seconded the motion. Mr. David Hinkle called for a formal vote from the Board. The recorded votes were as follows:

Voting Board Member	Vote
Brian S. Bozarth	Yea
Thomas F. Cole	Yea
Lisa Q. Lang	Yea
David L. Hinkle	Yea
Anthony Hinton	Yea
Rick Pruitte	Not present
Jeffery H. Powell	Yea
Larry Puccio, Jr.	Not present
Jillian Sole	Yea
Haley Thomas	Not present
Anna Romano	Yea

Motion carried.

XII. New Business

Mr. David Hinkle moved the following items out of Executive Session into Open Session:

A. Discuss A&P Future Location

1. Appoint committee to help with moving off or staying on Fairmont Campus
2. Appoint two members to a committee to begin negotiation with Fairmont and other possible partners

Mr. David Hinkle appointed Mr. Jeffery Powell, Mr. Thomas Cole, Ms. Lisa Lang, Dr. Anthony Hancock, and Dr. Michael Waide to a committee to help with the moving off or staying on Fairmont Campus.

Mr. David Hinkle appointed Mr. Jeffery Powell and Ms. Lisa Lang to a committee to begin negotiation with Fairmont and other possible partners.

XIII. Executive Session – Closed Session

Mr. David Hinkle called for a motion to table the following items until the next meeting:

- A. Discuss hiring a law firm or lawyer for BOG to evaluate all contracts, leases, grants, HR issues, and negotiations for movement of programs off Fairmont property
- B. Discuss hiring an accounting firm for a forensic audit

- C. Discuss hiring an accounting firm or appoint BOG committee to approve accounts payable moving forward (payroll excluded)

Mr. Jefferey Powell motioned to table items C, D, and E. from the agenda. Mr. Anthony Hinton seconded the motion. All agreed. Motion carried.

A. Entering Executive Session – Closed Session

Ms. Jillian Sole moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Mr. Jeffery Powell seconded the motion. All agreed. Motion Carried.

Items brought into Executive Session:

1. Review and discuss Interim President's contract (*David L. Hinkle, Chairman of the Board*)

B. Exiting Executive Session – Back to Open Session

Mr. Jeffery Powell moved to exit Executive Session and return to Open Session. Ms. Jillian Sole seconded the motion. All agreed. Motion carried.

C. Items brought forward from Executive Session

No items were brought forward from Executive Session.

XIV. Upcoming Meetings

Mr. David Hinkle canceled the Special BOG Meeting that was scheduled for March 23, 2022. A Special BOG Meeting will be scheduled for April 7, 2022 at 5:00 PM. The meeting will be held at the National Aerospace Education Center in Bridgeport, WV. A Zoom videoconference option will be made available for participants.

XV. Adjournment

There being no further business, Mr. David Hinkle called for a motion to adjourn the meeting. Ms. Jillian Sole made a motion to adjourn the meeting. Mr. Thomas Cole seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

Attachment A

Public Comment–March 22, 2022

By Susan Woods Coffindaffer, B.A., M.B.A., J.D.

I call upon the appointed Pierpont Board of Governors members to resign immediately. Paragraph VII of the Bylaws of the Board of Governors provides:

The members of the Board shall be in fiduciary relationship to the institution and shall not directly or indirectly act adversely to the interest of the college. In the event of any such adverse interest or condition shall arise prior to or after appointment, the Board member(s) shall immediately inform the Board and shall refrain from any consideration of the matters involving the conflict of interest.

The well-documented conflicts of interests identified in the Faculty vote of No Confidence and the very public actions of this board since their appointment illustrate that they have and continue to act adversely to the interest of Pierpont Community & Technical College. In addition, I do not see “dissolve the college” in Paragraph IX of the Bylaws–Duties and Powers.

The following is from an opinion piece published in *The Clarksburg Exponent*, a newspaper that advocates for Fairmont State University in all things:

“I'm disappointed that the Board of Governors never had a chance to present its case to the House,” Hinkle said. “I'm disappointed in our local representative not seeing the big picture, and hopefully, the consequences won't affect Pierpont on the scale has the potential to. Our legislators did fail us in the House.”

Hinkle warned of the need for “drastic moves” but said Pierpont would adhere to the binding separation agreement.

“Our board knows we have potentially 18 months, and unless we change things, we can't go beyond that financially.” he said.

Even after the House rejected Senate Bill 653 as written, Chair Hinkle’s comments misrepresent what happened in the legislature. Chair Hinkle did have a chance to present his case to the House in public testimony. BOG Member Anthony Hinton also testified. Perhaps the House did not find them credible or knowledgeable. With their public statements, how can this Board expect Pierpont to recruit and retain students.

Chair Hinkle is allowed to state, without challenge, that Pierpont only has 18 months to survive financially. On what does Chair Hinkle base this financial forecast?

If a Board of Governors member cannot see alternatives to dissolving Pierpont, then step aside.



President's Report

Pierpont Board of Governor's Regular Meeting

March 22, 2022

Strategic Outreach

- Aviation Program hosted a successful open house on March 12, with 55 visitors and prospective fall enrollees.
- Aviation Technology will be hosting a Job Fair April 12, with at least 9 regional companies participating.



Strategic Outreach

- Planning 13-county President's Tour starting early summer to meet with county superintendents, career and technical education centers and county organizations.
- Planning Tour the ATC Day for principals, teachers, guidance counselors, companies and local legislators, as well as sector-specific Industry Days.

Pierpont's Advanced Technology Center



Career and Technical Centers Tour, including visiting MTEC (above)

Strategic Recruitment/Retention Initiatives

- Pierpont's Admissions team is working to launch TargetX, a robust CRM, by beta testing a new online application intended to be launched with our new website.
- By integrating these systems, we will be able to better track and engage potential students to boost enrollment.



Boosting Pierpont's enrollment in all programs, including MLT pictured above

Strategic Recruitment/Retention Initiatives

- Sixteen General Education courses will be designed by the end of Spring 2022 semester to increase our e-Learning, providing flexible scheduling of classes for students and assisting with recruitment.
- We have a team developing a Strategic Enrollment Plan to strategize ways to increase enrollment, of which the new CRM, website and other tools will play key roles.



Pierpont students thrive in online courses – including general education and completely online programs.

Strategic Recruitment/Retention Initiatives

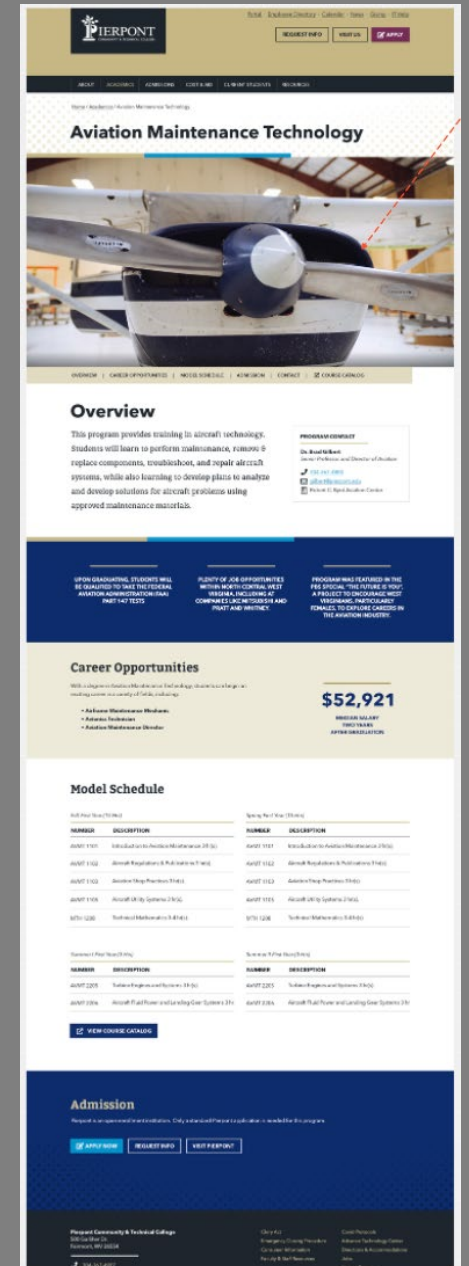
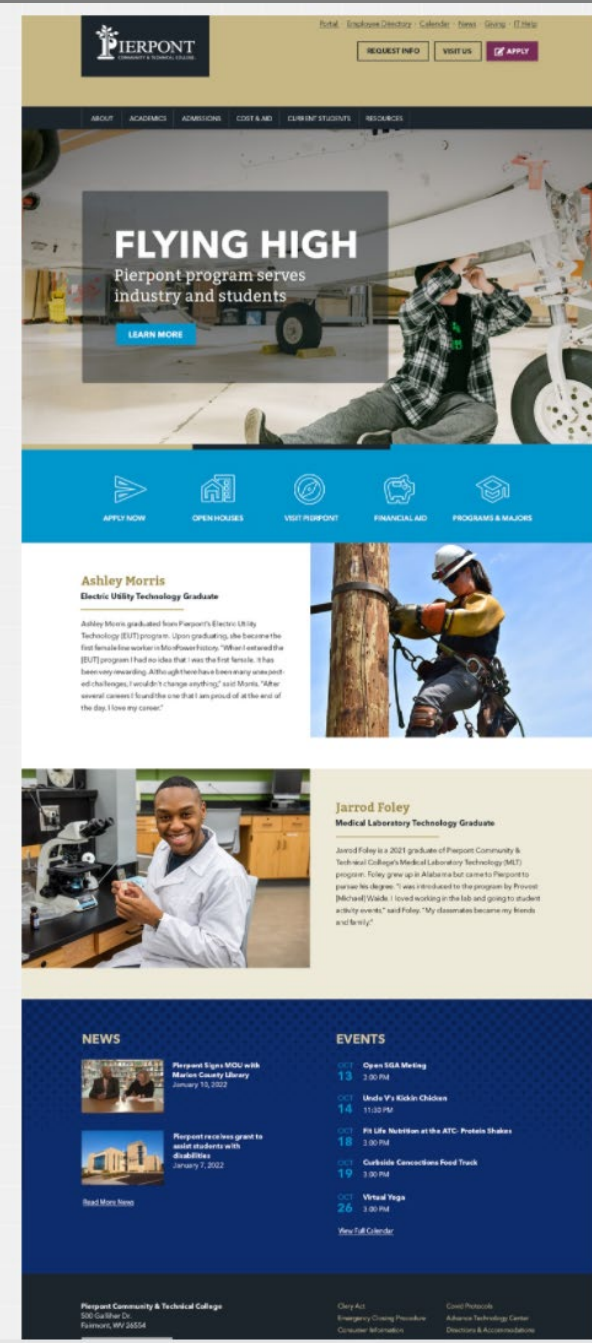
- The Office of the Registrar is implementing new registration software and a new software to streamline the curriculum process.
- We are in the implementation phase of DegreeWorks, a software tool for students and advisors that promotes timely graduation and assists with retention of current students.
- We are in the process of developing a college-wide retention plan that includes the use of peer mentors to help lower our attrition rate.



Students from the Applied Process Technology Program

Strategic Communications

- New website will be launched by May 15, allowing us to connect the website to our new CRM and track and interact with potential students to increase enrollment.



Strategic Communications

- New viewbook is being distributed to potential students at recruitment fairs to provide a quick, easy to read and understand reference on our programs, costs and WV Invests grants and scholarships.
- Launching Pierpont Strong campaign to assist with recruitment and retention.





Community Relations and Outreach

- Pierpont is in the process of hiring a PRIDE Academy program director to help develop the \$150,000 Benedum grant funded program to train students with intellectual disabilities and provide employees to certain sectors of the regional workforce.
- The Pierpont Foundation will distribute nearly \$50,000 in scholarships to students for the Fall 2022 and Spring 2023 semesters.



PRIDEACADEMYPROGRAM

@PIERPONT COMMUNITY & TECHNICAL COLLEGE



PIERPONT FOUNDATION INC.



Community Relations and Outreach

- Advanced Welding will have its first graduates in May.
- Our first in-person graduation ceremony in two years will be held at 6:30 p.m. May 13 at the Robinson Grand Performing Arts Center in Clarksburg.



Advanced Welding - Class of 2022; Their first graduating class

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Thursday, April 7, 2022
5:00 PM

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 7, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. A videoconference (Zoom) option was made available to participants. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order in Open Session

A. Opening Comment (*Chair: David L. Hinkle*)

Mr. David Hinkle, Chair, called the meeting to order in open session at 5:04 PM

Board Members Present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Jeffery Powell, and Jillian Sole

Board Members Absent:

Lisa Q. Lang, Anthony Hinton, Rick Pruitte, Larry Puccio Jr., Haley Thomas, and Anna Romano

Others Present:

Members of President's Cabinet, faculty, staff, and others

Mr. David Hinkle noted an absence of a quorum and dismissed the meeting.

Respectfully submitted by Amanda N. Hawkinberry



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

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS SPECIAL MEETING
April 18, 2022
5:00 PM**

**National Aerospace Education Center (NAEC)
1050 East Benedum Industrial Drive, Room 103
Bridgeport, WV 26330**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 18, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. A videoconference (Zoom) option was made available to participants. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order – Open Session

A. Opening Comment

Mr. David Hinkle, Chair, called the meeting to order in open session at 5:01 PM.

Board Members Present:

Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Lisa Q. Lang, Jeffery H. Powell, Larry J. Puccio, Jr. (via Zoom), Anna Romano, and Jillian Sole

Board Members Absent:

Anthony Hinton, Rick Pruitte, Haley Thomas

Others Present:

Members of President's Cabinet, faculty, staff, and others

II. Committee of the Whole

A. Hire Professional Legal Services

Ms. Lisa Q. Lang moved to hire a professional legal service as soon as possible. Mr. Brian Bozarth seconded the motion. All agreed. Motion carried.

B. Become a client of The Registry

Ms. Lisa Q. Lang moved to register with The Registry Mr. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

C. Early Childhood Relocation to Gaston Caperton Center

D. Allocate up to \$25,000 to begin architectural design for Early Childhood preschool lab at the Gaston Caperton Center

E. Approve change order for Pickering Associates – Early Childhood

Mr. David Hinkle asked to take Committee of the Whole C, D, & E together. None opposed. Mr. Jeffery H. Powell moved to relocate Early Childhood to Gaston Caperton Center, allocate up to \$25,000 to begin architectural design for Early Childhood preschool lab at the Gaston Caperton Center, and approve the change order for Pickering Associates for Early Childhood. Ms. Lisa Q. Lang seconded the motion. All agreed. Motion carried.

F. Temporarily relocate the Veterinary Technology Program to the Gaston Caperton Center

G. Allocate up to \$10,000 for Veterinary Technology to relocate to Gaston Caperton Center

Mr. David Hinkle asked to take Committee of the Whole F & G together. None opposed. Mr. Jeffery H. Powell moved to temporarily relocate the Veterinary Technology Program to the Gaston Caperton Center and allocate up to \$10,000 for Veterinary Technology to relocate to Gaston Caperton Center. Mr. Brian Bozarth seconded the motion. All agreed. Motion carried.

H. Resume Presidential Search

Mr. Thomas F. Cole moved to resume the Presidential search Ms. Anna Romano seconded the motion. All agreed. Motion carried.

III. General

A. Appointments to BOG Committees

Officers and Committees Pierpont Board of Governors Members assignments were included with agenda.

Mr. David Hinkle named two new committees:

By-Laws Committee

- Thomas F. Cole, Committee Chair/BOG Member
- Brian Bozarth, BOG Secretary
- Jillian Sole, Classified Staff BOG Representative
- Larry Puccio Jr., BOG Member

Registry Committee

- Lisa Q. Lang, Committee Chair/BOG Vice Chair
- Anthony Hinton, BOG Member
- Brian Bozarth, BOG Secretary
- George Perich, Staff Resource

B. Mobile Animal Clinic Discussion

Ms. Anna Romano discussed mobile animal clinic may not be needed due to the new time frame for completion of new Veterinary Technology program location.

IV. Executive Session – Closed Session

A. Entering Executive Session – Closed Session

Ms. Lisa Q. Lang moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Mr. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

Items brought into Executive Session:

Discuss negotiations with Fairmont State University regarding property (*David L. Hinkle. Chairman of the Board*)

B. Exiting Executive Session – Back to Open Session

Mr. Thomas F. Cole moved to exit Executive Session and return to Open Session. Mr. Brian Bozarth seconded the motion. All agreed. Motion carried.

C. Motions out of Executive Session

Mr. Jeffery H. Powell moved to authorize Chairman Hinkle to reach out to Chairman David Goldberg for discussion of the progression on MOU. Ms. Lisa Q. Lang seconded the motion. All agreed. Motion carried.

V. Upcoming Meetings

A. Special BOG Meeting

April 20, 2022

Time: 5:00 PM

Location: National Aerospace Education Center, Room 103 or Zoom

B. Special BOG Meeting

April 25, 2022

Time: 5:00 PM

Location: National Aerospace Education Center, Room 103 or Zoom

C. Regular BOG Meeting

May 10, 2022

Time: TBA

Location: TBA

VI. Adjournment

There being no further business, Ms. Lisa Q. Lang offered a motion to adjourn the meeting. Mr. Jeffery H. Powell seconded the motion. All agreed. Motion carried.

Respectfully submitted by Jillian K. Sole

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.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Wednesday, April 20, 2022
5:00 PM**

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 20, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. A videoconference (Zoom) option was made available to participants. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order in Open Session

A. Opening Comment (*Chair: David L. Hinkle*)

Mr. David Hinkle, Chair, called the meeting to order in open session at 5:02 PM

Board Members Present:

Brian S. Bozarth, Thomas F. Cole, Lisa Q. Lang, David L. Hinkle, Anthony Hinton, Jeffery Powell, Anna Romano and Jillian Sole

Board Members Absent:

Larry Puccio Jr. and Haley Thomas

Others Present:

Members of President's Cabinet, faculty, staff, and others

Mr. David Hinkle announced that we are moving the programs that are on Locust Ave. off Fairmont's campus.

II. Committee of the Whole

A. Engage with an accounting firm for an external audit

Action Item

Mr. David Hinkle called for a motion to engage with an accounting firm for an external audit. No motion was made.

III. General

A. Program Relocation Updates – Aviation Maintenance Technology, Culinary, Early Childhood, and Veterinary Technology (*Academic Deans*)

Culinary Arts

Mr. David Beighley presented a memo (Attachment A) to Board Members detailing relocation updates. Mr. David Beighley answered various questions from Board Members.

Early Childhood

Mr. David Beighley presented a memo (Attachment B) to Board Members detailing relocation updates. Mr. David Beighley answered various questions from Board Members.

Veterinary Technology

Ms. Amy Cunningham presented a memo (Attachment C) to Board Members detailing relocation updates. Ms. Amy Cunningham answered various questions from Board Members.

Aviation Maintenance Technology

Dr. Kari Coffindaffer, Mr. David Hinkle, Dr. Waide, and Dr. Gilbert met with Jerry Morgan, Maintenance Investigator, in charge of our FAA license, on April 20. The purpose of the meeting was to learn what we needed to do to transition our program from where it is currently located to wherever it will be located in the future. Dr. Kari Coffindaffer answered various questions from Board Members.

IV. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the following:

A. *Entering Executive Session – Closed Session*

Mr. Jeffery Powell moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Mr. Anthony Hinton seconded the motion. All agreed. Motion Carried.

Items brought into Executive Session:

1. Discuss Interim President's Contract (*David L. Hinkle, Chairman of the Board*)

B. *Exiting Executive Session – Back to Open Session*

Mr. Jeffery Powell moved to exit Executive Session and return to Open Session. Ms. Lisa Q. Lang seconded the motion. All agreed. Motion carried.

C. *Items brought forward from Executive Session*

No items were brought forward from Executive Session.

V. Upcoming Meetings

A. Regular BOG Meeting

May 10, 2022

Time: TBA

Location: TBA

VI. Adjournment

There being no further business, Mr. David Hinkle called for a motion to adjourn the meeting. Ms. Lisa Q. Lang made a motion to adjourn the meeting. Mr. Brian S. Bozarth seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!



Pierpont Community & Technical College
School of General Education and Professional Studies
143 Education Building
1201 Locust Avenue
Fairmont, WV 26554

www.pierpont.edu

David M. Beighley, Dean
David.Beighley@pierpont.edu
P | 304-367-4726

To: Pierpont Community and Technical College Board of Governors

From: David M. Beighley, Dean ^{DMB} for the School of General Education and Professional Studies

Subject: Relocation Update – Food Service Management Program

Date: 20 April 2022

The purpose of this memorandum is to update Pierpont Community and Technical College's Board of Governors on the relocation status of the College's Food Service Management Program. Attached is a detailed timeline for relocation of the program to the Middletown Commons; a summary update of relocation activity is identified below.

Vacating Locust Avenue Location

Work to vacate all Locust Avenue space associated with the Food Service Management Program by June 30, 2022 is on schedule.

- All Locust Avenue faculty offices, classrooms, lab and storage spaces have been inventoried
 - Removal of FFE and supplies to begin May 16
- Storage/Staging location for FFE and supplies has been identified

Academic Programming

Class Schedules and Contingency Class Schedules have been developed for Fall 2022, as follows, all of which permit complete relocation of Food Service Management instruction from the Locust Avenue campus by June 30, 2022:

- Plan A – Lectures scheduled for MC beginning August 22 / Labs at MC beginning 10B term (September 26)
- Plan B – Lectures scheduled for ATC beginning August 22 / Labs at MC beginning 10B term (September 26)
- Plan C – Lectures scheduled for ATC beginning August 22 / Labs at MC beginning 3rd 5-wk term (October 31) through Intercession

Additionally and of note, all Summer 2022 Food Service Management instruction is scheduled to be online or at off-campus locations (e.g. internships, practicums).

Middletown Commons Construction

Construction activity at Middletown Commons will begin following regulatory approval processes.

- Pre-construction meeting held March 31
- Omni Associates anticipates receipt of final set of plans April 20 and will submit to DEP for approval
 - Omni Associates to advertise for bids once DEP approves plans
- Omni Associates has assessed construction as a 90-day build-out

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FOSM Lab Equipment

Nearly all lab equipment currently in use on the Locust Avenue campus will be relocated to the Middletown Commons. Orders for new equipment are anticipated to be placed beginning the week of April 25.

- Equipment currently in use on Locust Avenue to be removed beginning May 16
- RFP Bid Process closed March 28
 - Currently working to revise quotes

Proposed Timeline for Relocation of Food Service Management A.A.S. Program to Middletown Commons

Task	Task Specification	Start Date	End Date	Responsibility	Status
BOG Approval of Resolution to Proceed with FOSM Lease			12/3/21	Bradley	Complete
Execution of Lease (Middletown Commons)			2/17/22	Bradley	Complete
Open Bid Period of RFP for FOSM Equipment		3/10/22	3/28/22	Williams	Complete
Final Architectural Meeting			3/21/22	Beighley/FOSM Program Coordinators	Complete
Complete AY2023 FOSM Contingency Class Scheduling			3/25/22	Beighley/FOSM Program Coordinators	Complete
RFP Bid Meeting		TBD	TBD	Bradley/Williams	
Order Equipment per RFP			4/22	Williams/Beighley	
Preliminary Pre-Construction Meeting			3/31/22	Bradley	Complete
Final Pre-Construction Meeting		TBD	TBD	Bradley	
Middletown Commons Construction (Projected 90-Day Build-Out)		3/22	7/22	Bradley	
Inventory Offices	115 ED	3/21/22	4/8/22	Anobile	Complete
	142 ED	3/21/22	4/8/22	Feltz, N.	Complete
	138 ED	3/21/22	4/8/22	Feltz, S.	Complete
	139 ED	3/21/22	4/8/22	Hamilton	Complete
	141 ED	3/21/22	4/8/22	McCue	Complete
Inventory Classrooms/Labs	102 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	104 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	106 Storage	3/21/22	4/15/22	Barrett/Hamilton	Complete
	113A Storage	3/21/22	4/15/22	Feltz, N.	Complete
	126 Classroom	3/21/22	4/15/22	Feltz, N./McCue	Complete
	127 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	129/130 Lab	3/21/22	4/15/22	Feltz, N./McCue	Complete
	132 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	133 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	134 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	135 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	136 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
Submit Institutional Substantive Change Application to HLC			4/15/22	Beighley/Waide	
Vacate Offices		5/16/22	6/10/22	FOSM Faculty	
FFE Removal to Staging Area		5/16/22	6/17/22	Beighley/Hawkins	
FFE Installation		6/22	8/22	Bradley/Beighley	

Punch List and Inspections			8/22	Bradley/FOSM Program Coordinators	
Begin Accreditation Site Reviews	American Culinary Federation (ACF)		10/3/22	Feltz/McCue	
	Accreditation Council for Education in Nutrition and Dietetics (ACEND)		10/3/22	Hamilton	



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www.pierpont.edu

David M. Beighley, Dean
David.Beighley@pierpont.edu
P | 304-367-4726

To: Pierpont Community and Technical College Board of Governors

From: David M. Beighley, Dean ^{*DMB*} for the School of General Education and Professional Studies

Subject: Relocation Update – Early Childhood Education Program and Laboratory Preschool

Date: 20 April 2022

The purpose of this memorandum is to update Pierpont Community and Technical College's Board of Governors on the relocation status of the College's Early Childhood Education Program and Laboratory Preschool.

Pierpont's administration has begun work in anticipation of and resultant to April 18, 2022 Board action approving relocation of the Early Childhood Program from its current Locust Avenue location to the Caperton Center and to begin exploratory architectural design with Pickering Associates for a Caperton-located Laboratory Preschool.

Attached to this memorandum is a detailed timeline for relocation of the academic program and proposed preschool to the Caperton Center. A summary update of relocation activity is identified below.

Vacating Locust Avenue Location

Work to vacate all Locust Avenue space associated with the Early Childhood Education Program and Laboratory Preschool by June 30, 2022 is on schedule.

- All Locust Avenue faculty offices, classrooms, lab and storage spaces have been inventoried
 - Removal of FFE and supplies to begin May 16
- Offices for faculty relocating to the Caperton Center have been identified
 - Straightforward transition from Locust Avenue campus to Caperton Center
- The Early Childhood Education program does not currently occupy dedicated, specialized classrooms on the Locust Avenue campus and such classrooms are similarly not needed by the academic program at the Caperton Center
 - Straightforward transition from Locust Avenue campus to Caperton Center

Academic Programming

All Early Childhood Education academic programming has been transitioned to the Caperton Center for the start of the Fall 2022 semester.

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Attachment C



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

SCHOOL OF HEALTH SCIENCES

P: 304-367-4764
ACunningham7@pierpont.edu

TO: Pierpont Board of Governors

FROM: Ms. Amy Cunningham
Interim Dean, School of Health Sciences

CC: Dr. Anthony Hancock, Interim President
Dr. Michael Waide, Provost
Ms. Anna Romano, Program Coordinator, Veterinary Technology

DATE: April 8, 2022 (updated)

RE: Veterinary Technology Program Relocation

The following is the proposed plan for the relocation of the Veterinary Technology Program and the Veterinary Assistant Program from the Locust Avenue site to the newly purchased building on West Main Street in Clarksburg. **The new building's substantial completion date is 12/08/2022 with a final completion date of 1/7/2023** which is before the start of the spring academic term.

Pierpont is committed to our student's success. We will continue to provide accessible, responsive and comprehensive education during the relocation of the programs which reflects our commitment to continuity of education. We are committed to ensuring a seamless educational transition for the students. The deadline for the current program to be entirely moved from the Locust Avenue campus is June 30, 2022.

The following is a strategic plan to ensure a smooth transition for the students prior to the completion of the new building.

- A trash dumpster has been placed in Hunt Haught Hall for faculty to immediately begin downsizing offices, classrooms, and labs and dispose of any materials, equipment, etc that does not need moved to the new building.
- Faculty to document and tag inventory of items to relocate or store.
- Faculty offices will be located in the old Teaching and Learning Commons area of the Caperton Center for easy access to their students.

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- VETA lectures have been moved to an online format. VETA labs will be offered in a hybrid format in the evenings at the Caperton Center.
- VETT Program lectures are scheduled for rooms 307 or 308 at the Caperton.
- The “Life Sciences” lab in room 309 Caperton will be used for VETT and VETA laboratory courses.
 - VETT has 4 lab courses in the Fall semester
 - VETA has 3 lab courses in Fall semester
- Collaborate with faculty to modify program curriculum to front-load lectures in the program and save specialized labs until later in the curriculum when the new building is completed.
- Animal housing can be done with few animals in Room 309 with cages upon AVMA approval. Faculty and students would continue to follow humane standards and federal and state regulations to care for the animals. The possibility to house animals at the local humane society is also an option.
- Collaborate with Harrison County Humane Society to take students for animal use.
- Application for a second DEA license for veterinarian, Dr. Hurst, through Pierpont if necessary.
- Dean to send notification of “temporary” location to the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

The above options would provide a seamless learning environment during this transitional period and also provide learning resources that exist both inside and outside the classroom.

Proposed Timeline for Relocation of Veterinary Technology Program to Caperton Center					
Task	Task Specification	Start Date	End Date	Responsibility	Status
New building purchase		7/6/21	7/6/21	UHC Hancock	Complete
Perkins equipment purchase		6/30/21	6/31/21	Romano Williams	Complete
AVMA CVTEA accreditor meeting to discuss move	Zoom	2/24/22	2/24/22	Cunningham Romano Hurst	Complete
Relocation Pre-bid meeting		3/11/22	3/11/22	Bradley	Complete
Review of Vet Tech Facility Construction Costs		3/14/22	3/14/22	Bradley Cunningham Romano	Complete
Letter of Intent issued		3/28/22	3/28/22	Donavan	Complete
Additional equipment needs requested for purchase		3/30/22		Romano Wean Williams	
Complete AY2023 VETT and VETA Class Scheduling		3/1/22	4/1/22	Cunningham Romano	Complete
Preconstruction Meeting		4/13/22	4/13/22	Bradley Cunningham Hawkins Donovan Simons Fairchance Construction	Complete
New Building completion		4/22	12/8/2022	Fairchance Construction	
Inventory Offices	116 HHH	4/18/22	5/27/22	Romano	
	118 HHH	4/18/22	5/27/22	Loveridge	
	113 HHH	4/18/22	5/27/22	Hurst	
Inventory Classrooms/Labs	101 HHH Classroom	4/18/22	5/27/22	VETT faculty	
	103 HHH Classroom	4/18/22	5/27/22	VETT faculty	
	B4 Kennel	4/18/22	5/27/22	VETT faculty	
	103A Storage	4/18/22	5/27/22	VETT faculty	
Submit Institutional Substantive Change Application to HLC				Waide	
Vacate Offices		5/16/22	6/10/22	VETT Faculty Hawkins	
FFE Removal to Storage or Caperton		5/16/22	6/17/22	Hawkins Movers	
Construction complete			12/8/2022	Fairchance Construction	
Final Completion			1/7/2023	Fairchance Construction	
FFE Installation		12/8/22	1/20/23	Hawkins	

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				Movers	
Punch List and Inspections		1/9/23	8/22	Bradley Romano	
Begin Accreditation Site Reviews	WVMA		10/3/22	Romano	
	USDA		10/3/22	Romano	

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VETERINARY TECHNOLOGY STORAGE INFORMATION
SUBSTANTIAL COMPLETION DATE (240 CONSECUTIVE DAYS) 12/08/2022
FINAL COMPLETION, 1/07/2023
Approximate time needed – June 2022- Jan 2023 (7 months)

1. Mt. State Trailer Rental – Carl Sullivan – 304-276-1071
20' Storage container monthly = 100.00 (1-6 month period)
90.00 (6-12 month period)
80.00 (1 - year plus)
840.00 (Pre paid for one year and 70.00 monthly hereafter)

40' Storage container monthly = 120.00 (1-6 month period)
110.00 (6-12 month period)
100.00 (1 - Year plus)
1080.00 (Pre paid for one year and 90.00 monthly thereafter)

Delivery = 300.00
Pick up = 300.00 (Paid on 1st invoice)
Tax = 6%
Deposit = 100.00 (Refundable cleaning & damage)
90 x 3 (20' trailers) = \$270 x 7 mo = \$1,890
2. Mobil Mini - 40' x 8 (2360 cubic ft) **\$228/mo x 7 mo = \$1596 x 2 containers = \$3,192**
Pickup \$612
Delivery \$612
3. Meadland – 8.5' x 53' Enclosed box trailer on wheels **\$300/mo x 7 mo = \$2,100**
4. Quality Packing and Moving - \$55/hr per person (4 guys) 2 days (8 hr)
4 x 55/hr = \$220 x 16 hours = \$3,520
5. Relocation of X-ray machine –
 - a. Move to storage - \$3,000
 - b. Move from storage to new building with hook up - \$1,000
 - c. **TOTAL - \$4,000**

TOTAL ESTIMATE FOR VET TECH MOVE	
Storage trailers -	\$1,890
Movers	\$3,520
X-ray machine relocation	<u>\$4,000</u>
Total	\$9,410

Laboratory Preschool Relocation

Work has begun to explore architectural design for a Caperton-located Laboratory Preschool.

- Initial architectural planning meeting held April 19 with Pickering Associates
- Preliminary site inspections at the Caperton Center completed by WV State BOE Licensing Agent, WV Health Department, and WV State Fire Marshall
- Preschool will operate as private PreK for AY2022-2023
 - Transition through Harrison County BOE to public PreK for AY2023-2024
- CARES Act funding will be suspended with the closure of the Locust Avenue Preschool
 - Funding will resume with the opening of the relocated Preschool

**Proposed Timeline for Relocation of Early Childhood A.A.S. Program
(with Preschool) to Caperton Center**

Task	Task Specification	Start Date	End Date	Responsibility	Status
Inventory Offices	140 ED	3/21/22	4/8/22	Cole	Complete
	144 ED	3/21/22	4/8/22	Barrett	Complete
Inventory Classrooms/Labs	102 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	104 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	106 Storage	3/21/22	4/15/22	Barrett/Hamilton	Complete
	113 Lab	3/21/22	4/15/22	Barrett	Complete
	114 Classroom	3/21/22	4/15/22	Barrett	Complete
	116 Storage	3/21/22	4/15/22	Barrett	Complete
	122 Storage	3/21/22	4/15/22	Barrett	Complete
	124 Lab	3/21/22	4/15/22	Barrett	Complete
	125 Storage	3/21/22	4/15/22	Barrett	Complete
	Playground	3/21/22	4/15/22	Barrett	Complete
Vacate Offices		5/16/22	6/10/22	Barrett/Cole	
Classroom/Office FFE Removal to Caperton		5/16/22	6/17/22	Bradley/Beighley/Hawkins	
Preschool FFE to Staging Area		5/16/22	6/17/22	Bradley/Beighley/Hawkins	
Receive Administrative/BOG Approval for PreK			4/18/22	Beighley/Bradley	Complete
Architectural Planning Meeting(s)		4/19/22	TBD	Beighley/Barrett	In-Process
Bid Process for Renovation		TBD	TBD	Bradley/Williams	
Renovation Process		TBD	TBD	Bradley	
Preschool FFE Installation		TBD	TBD	Bradley/Beighley	
Schedule Initial PreK Inspections	WV State BOE Licensing Agent		4/14/22	Barrett	Complete
	WV Health Department		4/14/22	Barrett	Complete
	WV State Fire Marshall		4/19/22	Barrett	Complete
Submit Integrated Pest Management Plan to Department of Agriculture			T-150 Days	Barrett	
Submit Needs Assessment to WV DHHR			T-140 Days	Barrett	
Submit Written Verification of Compliance Understanding to WV BOE			T-140 Days	Barrett	

Submit PreK Application to WV DHHR Division of Early Care and Education			T-120 Days	Barrett	
Submit Meal Subsidy Application to Child and Adult Care Food Program	<i>Must have DHHR Approval of PreK Application</i>		T-60 Days	Barrett	
Submit Preschool Compliance Information to Child Care Resource Center	<i>Must have DHHR Approval of PreK Application</i>		T-60 Days	Barrett	
Begin Preschool Enrollment Process		T-30 Days	T-10 Days	Barrett	
Hold Community Preschool Open House			T-7 Days	Barrett/PreK Staff	
Open Preschool (First Day of Classes)			T-0 Days	Barrett/PreK Staff	
Submit Tiered Preschool Reimbursement Application to WV DHHR			T+30 Days	Barrett	
Begin National Association for the Education of Young Children (NAEYC) Preschool Accreditation Process			T+30 Days	Barrett	

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Monday, April 25, 2022
5:00 PM

MINUTES

Notice of Meeting and Attendance

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 25, 2022, beginning at 5:00 PM. This meeting was held at the National Aerospace Education Center, Bridgeport, WV. A videoconference (Zoom) option was made available to participants. The meeting was published on the West Virginia Secretary of State's Meetings Notice Webpage.

I. Call to Order in Open Session

A. Opening Comment (*Chair: David L. Hinkle*)

Mr. David Hinkle, Chair, called the meeting to order in open session at 5:02 PM

Board Members Present:

Brian S. Bozarth, Thomas F. Cole (via Zoom), Lisa Q. Lang, David L. Hinkle, Jeffery Powell, Anna Romano, and Jillian Sole

Board Members Absent:

Anthony Hinton, Larry Puccio Jr. and Haley Thomas

Others Present:

Members of President's Cabinet, faculty, staff, and others

II. Committee of the Whole

A. Hire an accounting firm for an independent financial analysis

Action Item

Mr. David Hinkle called for a motion to hire an accounting firm for an independent financial analysis. No motion was made.

III. Budget Workshop

Mr. Dale Bradley presented and reviewed the following budget documents during the workshop:

- FY 2023 Budget Planning Document (Attachment A)
- FY 2023 Unrestricted Working Budget Draft as of March 12, 2022 (Attachment B)
- Funds Primarily Involved in Operating the Institution (Attachment C)

Discussion items included:

The approved FY 2023 Institutional Budget is due to WVCTCS by May 15.

Mr. Brian Bozarth asked if utility and custodian expenses for the Veterinary Technology Building (during construction) were included in the budget for FY 23. Mr. Dale Bradley stated he would add those additional expenses to the budget.

Mr. Jeffery Powell requested a topic to be placed on the agenda for the next meeting: Tour and evaluate campus locations not currently in use.

IV. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the following:

- A. Discuss Interim President's Contract (*David L. Hinkle, Chairman of the Board*)

Mr. David Hinkle elected to not go into Executive Session or discuss the Executive Session topic in Open Session.

V. Upcoming Meetings

- A. *Regular BOG Meeting*

Mr. David Hinkle changed the date of the regular meeting to May 11, 2022. The Regular Board of Governors meeting will be held at the National Aerospace Education Center in Bridgeport, WV at 5:00 PM.

VI. Adjournment

There being no further business, Mr. David Hinkle called for a motion to adjourn the meeting. Mr. Jeffery Powell made a motion to adjourn the meeting. Mr. Brian S. Bozarth seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

Attachment A

FY 2023 BUDGET PLANNING DOCUMENT PIERPONT COMMUNITY & TECHNICAL COLLEGE EDUCATION & GENERAL FUNDS

As of March 31, 2022 Budget Condition of:	62,470	Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Revenue Adjustments:					
State Appropriation Increase	0	Yes	Immediate	0	
Tuition and Fee Increase	0	Yes	Immediate	0	
Tuition and Fee Fund Manager Adjustments	0	Yes	Immediate	0	
Fund Manager - Loss of Laboratory Preschool BOE Revenue	(45,491)	Yes	Immediate	(45,491)	
Sub-Total	(45,491)			(45,491)	16,979
Removal of Budget Offsets					
Budget Sweep	0	No	Immediate	0	
Unrestricted Central Control Adjustment	0	No	Immediate	0	
Sub-Total	0			0	16,979
Fee for Service Expense Savings					
Reduction in Fee for Service Payment to FSU for FY 23	650,000	Yes	Immediate	650,000	
Sub-Total	650,000			650,000	666,979
State Appropriation Allocated for Pay Raises	299,023	Yes	Immediate	299,023	
Sub-Total	299,023			299,023	966,002
Enrollment Growth/(Decline) Adjustment for FY 2020 Revenue Shortfall	0	No	Immediate	0	
Sub-Total	0			0	966,002
One Time Use of Reserves	0	Yes	Immediate	0	
Sub-Total	0			0	966,002
Budget Sweep	0	No	Immediate	0	
Sub-Total	0			0	966,002
Budget Reserve:					
Budget Reserve for \$1.5 M Payment to FSU - Release	523,778	Yes	Immediate	523,778	
Sub-Total	523,778			523,778	1,489,780
Budget Change Nonoperating Revenue (Expense)					
Assessment for E&G Capital & Debt Service Costs Removal & Transfer to Supplies and Other Services	515,145	Yes	Immediate	515,145	
Do Not Transfer Funds to Plant Funds (Capital Funds & HEPC Bond Debt) for FY 23.	327,032	Yes	Immediate	327,032	
Sub-Total	842,177			842,177	2,331,957

FSU Final Separation Agreement
\$1.5 M Payment FSU

(1,500,000)
(1,500,000) Yes Immediate (1,500,000)
(1,500,000) 831,957

Mandatory Pay Raise Costs

Pay Raise (Salaries \$264,304 and Fringes \$36,738)
State Minimum Wage Increase
Reserve for State Classification Updates
Faculty Promotions (Salary + Fringes)
Reclassification of Classified and Non-Classified Employees

(301,042) Yes Immediate (301,042)
0 No Immediate 0
0 No Immediate 0
0 No Immediate 0
0 No Intermediate 0
Sub-Total (301,042) (301,042) 530,915

PEIA Rate Increase:

Rate Increase to Employer Paid Premiums

0 No Immediate 0
Sub-Total 0 530,915
11877

Annual Increment (\$60.00 per pay after 3 yrs of service)

Annual Years of Service Increase (\$4,140 Salary + \$95 Fringes)
-Chargeback Expense - Increment Savings with removal of excess university increment budgets

(4,235) Yes Immediate (4,235)
0 Yes Immediate 0
Sub-Total (4,235) (4,235) 526,680

Faculty:

School of Business, Aviation & Technology

Savings from Not Refilling Position # 1047 (Salary & Increment \$57,750 + Fringe \$8,342)
Transfer of Position # 1110 (Salary \$47,250 + Fringes \$13,113) from Grant Funding
Transfer of Position # 1111 (Salary \$47,250 + Fringes \$15,273) from Grant Funding

66,092 Yes Immediate 66,092
(60,363) Yes Immediate (60,363)
(62,523) Yes Immediate (62,523)
Sub-Total (56,794) (56,794) 469,886

School of Gen Ed & Prof Dev

Savings from Laboratory Preschool (Salary \$17,980 + Fringe \$8501)
Savings from Not Refilling Position # 833 (Salary & Increment \$46,944 + Fringe \$17,685)
Savings from Not Refilling Position # 885 (Salary & Increment \$60,990 + Fringe \$15,029)
Increase Adjunct Budget to Back Fill Positions # 833 & 1047 (Salary \$6,975 + Fringe \$551)
Savings from Transfer of Early Childhood Pos # 80 to Grant (Salary \$63,244 + Fringe \$13,483)
Savings from Transfer of Early Childhood Pos # 831 to Grant (Salary \$29,646 + Fringe \$10,649)
Savings from Transfer of Early Childhood Pos # 900 to Grant (Salary \$31,000 + Fringe \$7,141)

26,481 No Immediate 0
64,629 Yes Immediate 64,629
76,019 Yes Immediate 76,019
(7,526) Yes Immediate (7,526)
76,727 Yes Immediate 76,727
40,295 Yes Immediate 40,295
38,141 Yes Immediate 38,141
Sub-Total 314,766 288,285 758,171

Staff:

Financial Aid Office

Savings from Not Refilling Position # 961 Fin Aid Director (Salary \$40,598 + Fringes \$10,427)

51,025 Yes Immediate 51,025
Sub-Total: 51,025 809,196

CIO Office

Additional Funds to make CIO Position # 1053 Full Time (\$25,000 +\$8290)

(33,290) Yes Immediate (33,290)
Sub-Total: (33,290) 775,906

Budget Shortages:

0 No Immediate 0
0 No Immediate 0
Sub-Total: 0 775,906

Budget Cut(Increases) Initiatives:

Culinary Lease	(125,000)	Yes	Immediate	(125,000)	
Culinary Custodial Services	(19,000)	Yes	Immediate	(19,000)	
Culinary Internet Connectivity	(1,500)	Yes	Immediate	(1,500)	
Culinary General Supplies	(2,500)	Yes	Immediate	(2,500)	
Vet Tech Storage Costs	(5,000)	No	Immediate	0	
Vet Tech Surgery Rental Costs	(10,000)	No	Immediate	0	
NAEC Rental and Operational Costs	(500,000)	Yes	Immediate	(500,000)	
Fund Manager Capital Expenditure Reduction	<u>22,290</u>	Yes	Immediate	<u>22,290</u>	
Sub-Total:	(640,710)			(625,710)	150,196

Utility Fee Increases:

Culinary Utility Costs	(25,000)	Yes	Immediate	(25,000)	
Sub-Total:	(25,000)			(25,000)	125,196

Establishment/Update of Operation Budget:

Savings from Laboratory Preschool Operations	0	Yes	Immediate	0	
Sub-Total:	0			0	125,196

Tuition Waivers & Scholarships Costs:

Full Ride Scholarships (Montgomery)	0	No	Immediate	0	
Combined Ability Scholarship	0	No	Immediate	0	
Waivers Due to Increase of Fee	0	No	Immediate	0	
Yellow Ribbon Waiver	0	No	Immediate	0	
Francis Pierpont Waiver	0	No	Immediate	0	
Tuition Waiver Costs Sub-total:	0			0	125,196

SEOG & Federal Work Study:

SEOG Matching Contributions	0	No	Immediate	0	
FWS Matching Contributions	0	No	Immediate	0	
SEOG & Federal Work Study Sub-total:	0			0	125,196

PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:	74,207			62,726	125,196
--	---------------	--	--	---------------	----------------

FY 19 ONE-TIME BUDGETS REMOVED:**Removal of One-time FY 2019 Budgets:**

Fund Manager Controlled					
One-time Use of Reserves -	0	Yes	Immediate	0	
<i>Removal of FY 19 One-time Budgets - Fund Manager Controlled Sub-total</i>	<i>0</i>			<i>0</i>	
President Controlled					
One-time Budget Value Placed for reflection of YTD Chargeback Savings	0	Yes	Immediate	0	
One-time Use of Reserves -	0	Yes	Immediate	0	
<i>Removal of FY 19 One-time Budgets - President Controlled Sub-total</i>	<i>0</i>			<i>0</i>	
Fund Manager					
One-time Revenue Budget Increase Fund 3126XX-Course Fee EMS Program	0	Yes	Immediate	0	
One-time Expense Budget Increase Fund 3126XX-Course Fee EMS Program	0	Yes	Immediate	0	
One-time Revenue Budget Increase Fund 3166XX-Veterans Affairs	0	Yes	Immediate	0	
One-time Expense Budget Increase Fund 3166XX-Veterans Affairs	0	Yes	Immediate	0	

	0			0	
Removal of One-time FY 2019 Budgets Sub-total:	0			0	
FY 19 ONE-TIME BUDGETS REMOVED SECTION SUB-TOTAL:	0			0	125,196
Budget Deficit Reduction Actions:					
Use of Budget Reserves	0	No	Immediate	0	125,196
FY 2023 Net Budget After Projections:					<u>125,196</u>

Working Draft as of March 12, 2022
Pierpont Community & Technical College
Current Unrestricted (Including Depreciation)

Attachment B

Based on the March 31, 2021 Budget Report
(Excludes Early Childhood Dare Care Facility)

		Current	FY 23	Proposed FY 23	
		Budget	Budget Changes	Budget	
OPERATING REVENUE	Tuition and Fees	7,546,982	0	7,546,982	
	Auxiliary Enterprise Revenue	505,379	0	505,379	
	Other Operating Revenues	517,628	(45,491)	472,137	Loss of Revenue Laboratory Preschool
	Total:	8,569,989	(45,491)	8,524,498	
OPERATING EXPENSE	Salaries	7,434,986	64,746	7,499,732	Net of adjustments - Changes to President Controlled Funds and Fund Manager Controlled Funds
	Benefits	1,740,980	(8,695)	1,732,285	Net of adjustments - Changes to President Controlled Funds and Fund Manager Controlled Funds
	Student financial aid-scholarships	248,252		248,252	
	Utilities	148,790	25,000	173,790	Utility Costs for Culinary
	Supplies and Other Services	5,286,158	974,222	6,260,380	Additional budget from Assess E&G Cap & Debt Ser to cover the \$1.5M payment to FSU + Additional Costs Culinary, NAEC Operation and NAEC Lease Costs.
	Equipment Expense	76,312		76,312	
	Fees Paid to the Commission	101,407		101,407	
	Loan Cancellations and Write-offs	100,000		100,000	
	Total:	15,136,885	1,055,273	16,192,158	
OPERATING INCOME / (LOSS)		(6,566,896)	(1,100,764)	(7,667,660)	

Working Draft as of March 12, 2022
Current Unrestricted (Including Depreciation)
Based on the March 31, 2021 Budget Report
(Excludes Early Childhood Dare Care Facility)

		Current	FY 23	Proposed FY 23	
		Budget	Budget Changes	Budget	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	299,023	8,119,152	
	Gifts	102,700	0	102,700	
	Investment Income	69,846		69,846	
	Assessment for E&G Capital & Debt Service Costs	(515,145)	515,145	0	\$326,222 moved to Supplies and Other Services for \$1.5 M payment to FSU + \$5K moved to Transfer to Plant + \$183,923 saved to addrees Culinary Lease & Operating Costs
Total:		7,477,530	814,168	8,291,698	
TRANSFERS & OTHER	Capital Expenditures	(22,290)	22,290	0	Budget Correction - Not needed in Fund Manager
	Construction Expenditures	0		0	
	Transfers for Financial Aid Match	(30,875)		(30,875)	
	Indirect Cost Recoveries	0		0	
	Transfers for Capital Projects	(395,000)	395,000	0	Moved to Transfers to Plant Funds
	Transfers to Plant Funds (Capital Funds & HEPC Bond Debt)	0	(67,968)	(67,968)	Capital funds & HEPC Bond Debt Payments
	Total:	(448,165)	349,322	(98,843)	
BUDGET BALANCE UNRESTRICTED		462,469	62,726	525,195	
Less Depreciation (Net of Capitalized Assets)		(400,000)	0	(400,000)	
BUDGET BALANCE LESS DEPRECIATION		62,469		125,195	

Working Draft as of March 12, 2002
Pierpont Community & Technical College
Current Unrestricted - President

Based on the March 31, 2021 Budget Report
(Excludes Early Childhood Dare Care Facility)

		Current Budget	FY 23 Budget Changes	Proposed FY 23 Budget	
OPERATING REVENUE	Tuition and Fees	6,148,210	0	6,148,210	
	Other Operating Revenues	5,000	0	5,000	
	Total:	6,153,210	0	6,153,210	
OPERATING EXPENSE	Salaries	6,999,549	63,339	7,062,888	Savings from Vacant Fin Aid Dir + No Refill Faculty Vacancy + Transfers 2 Faculty from Grant+ Add Funds for Full Time CIO + Annual increment Inc + State Mandated Pay Raise.
	Benefits	1,682,909	(8,891)	1,674,018	Savings from Vacant Fin Aid Dir + No Refill Faculty Vacancy + Transfers 2 Faculty from Grant+ Add Funds for Full Time CIO + Annual increment Inc + State Mandated Pay Raise.
	Student financial aid-scholarships	237,252		237,252	
	Utilities	145,791	25,000	170,791	Utility Costs for Culinary
	Supplies and Other Services	3,448,719	974,222	4,422,941	Additional budget from Assess E&G Cap & Debt Ser to cover the \$1.5M payment to FSU + Additional Costs Culinary, NAEC Operation and NAEC Lease Costs.
	Equipment Expense	20,068		20,068	
	Loan Cancellations and Write-offs	100,000		100,000	
	Fees Paid to the Commission	101,407		101,407	
	Total:	12,735,695	1,053,670	13,789,365	
OPERATING INOCME / (LOSS)		(6,582,485)	(1,053,670)	(7,636,155)	

Working Draft as of March 12, 2002
Pierpont Community & Technical College
Current Unrestricted - President

Based on the March 31, 2021 Budget Report
(Excludes Early Childhood Dare Care Facility)

		Current Budget	FY 23 Budget Changes	Proposed FY 23 Budget	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	299,023	8,119,152	
	Gifts	96,000		96,000	
	Investment Income	69,846		69,846	
	Assessment for E&G Capital & Debt Service Costs	(515,145)	515,145	0	\$326,222 moved to Supplies and Other Services for \$1.5 M payment to FSU + \$5K moved to Transfer to Plant + \$183,923 saved to addrees Culinary Lease & Operating Costs
	Total:	7,470,830	814,168	8,284,998	
TRANSFERS & OTHERS	Capital Expenditures	0		0	
	Construction Expenditures	0		0	
	Transfers for Financial Aid Match	(30,875)		(30,875)	
	Transfers for Capital Projects	(395,000)	395,000	0	Moved to Transfers to Plant Funds
	Transfers - Other	0		0	
	Transfers to Plant		(67,968)	(67,968)	Capital Funds & HEPC Bond Debt Payments
	Total:	(425,875)	327,032	(98,843)	
BUDGET BALANCE		462,470	87,530	550,000	
Less Depreciation (Net of Capitalized Assets)		(400,000)	0	(400,000)	
BUDGET BALANCE LESS DEPRECIATION		62,470	87,530	150,000	

Working Draft as of March 12, 2022
Pierpont Community & Technical College
Current Unrestricted - Fund Manager

Based on the March 31, 2021 Budget Report
(Excludes Early Childhood Dare Care Facility)

		Current Budget	FY 23 Budget Changes	Proposed FY 23 Budget	
OPERATING REVENUE	Tuition and Fees	1,398,772	0	1,398,772	
	Other Operating Revenues	294,373	(45,491)	248,882	Loss of Revenue Laboratory Preschool
	Total:	1,693,145	(45,491)	1,647,654	
OPERATING EXPENSE	Salaries	435,438	1,407	436,845	Pay Raise
	Benefits	58,071	196	58,267	Pay Raise
	Student financial aid - scholarships	11,000		11,000	
	Utilities	2,999		2,999	
	Supplies and Other Services	1,113,804	0	1,113,804	
	Equipment Expense	56,244		56,244	
	Loan Cancellations and Write-offs	0		0	
	Total:	1,677,556	1,603	1,679,159	
OPERATING INCOME / (LOSS)		15,589	(47,094)	(31,505)	
NONOPERATING REVENUE (EXPENSE)	Gifts	6,700		6,700	
	Investment Income	0		0	
	Total:	6,700		6,700	

Working Draft as of March 12, 2022
Current Unrestricted - Fund Manager

Based on the March 31, 2021 Budget Report
(Excludes Early Childhood Dare Care Facility)

		Current Budget	FY 23 Budget Changes	Proposed FY 23 Budget	
TRANSFERS & OTHER	Capital Expenditures	(22,290)	22,290	0	Budget Correction - Not needed in Fund Manager Funds
	Construction Expenditures	0		0	
	Indirect Cost Recoveries	0		0	
	Transfers - Other	0		0	
	Transfer - for Capital Projects	0		0	
Total:		(22,290)	22,290	0	
BUDGET BALANCE		(1)	(24,804)	(24,805)	

Attachment C

FISCAL YEAR: 22
AS OF 25-APRIL-2022

Budget Status Report
83.33% OF YEAR COMPLETED

FUNDS PRIMARY INVOLVED IN OPERATING THE INSTITUTION

FUND: 5971 State Appr Per Serv Comm Coll						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT AVAILABLE BALANCE
TOTAL	Labor	7,804,697.08	4,996,456.05	0	2,808,241.03	
NET		7,804,697.08	4,996,456.05	0.00	2,808,241.03	35.98%

FUND: 3100 Education and General Comm Coll						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT AVAILABLE BALANCE
TOTAL	Labor	1,119,612.46	726,739.23	0	392,873.23	
TOTAL	Expenses	3,547,863.31	2,987,436.18	281,077.74	279,349.39	
NET		4,667,475.77	3,714,175.41	281,077.74	672,222.62	20.42%

FUND: 3168 BAT Program Fees						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT AVAILABLE BALANCE
TOTAL	Labor	73,106.00	36,545.25	0	36,560.75	
TOTAL	Expenses	67,624.00	24,735.28	0	42,888.72	
NET		140,730.00	61,280.53	0.00	79,449.47	56.46%

FUND: 3167 Gen Ed & Pro Studies Program Fees						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT AVAILABLE BALANCE
TOTAL	Labor	84,405.27	51,509.86	0	32,895.41	
TOTAL	Expenses	54,300.02	25,076.27	0	29,223.75	
NET		138,705.29	76,586.13	0.00	62,119.16	44.78%

FUND: 3115 Workforce Development Program Fee							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	AVAILABLE BALANCE	
TOTAL	Labor	39,987.75	29,888.42	0	10,099.33		
TOTAL	Expenses	<u>61,013.00</u>	<u>9,098.44</u>	<u>0</u>	<u>51,914.56</u>		
NET		101,000.75	38,986.86	0.00	62,013.89		61.40%

FUND: 3135 Health Sciences Program Fee							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	AVAILABLE BALANCE	
TOTAL	Labor	87,285.80	26,291.47	0	60,994.33		
TOTAL	Expenses	<u>103,714.20</u>	<u>51,112.80</u>	<u>0</u>	<u>52,601.40</u>		
NET		191,000.00	77,404.27	0.00	113,595.73		59.47%

TOTAL COMBINED FUNDS							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	AVAILABLE BALANCE	
TOTAL	Labor	9,209,094.36	5,867,430.28	0.00	3,341,664.08		
TOTAL	Expenses	<u>11,639,211.61</u>	<u>8,093,915.02</u>	<u>281,077.74</u>	<u>3,264,218.85</u>		
NET		20,848,305.97	13,961,345.30	281,077.74	6,605,882.93		33.03%

Tab

2

Academic/Student Affairs



Office of the Provost
Pierpont Community & Technical College
North Central WV Advanced Technology Center
500 Galliher Drive, Fairmont, WV 26554

Michael Paul Waide, Ed.D.
AcademicAffairs@pierpont.edu
Phone 304-367-4602

Operational Report from Academic Affairs & Student Affairs

Contained in the operational report from Academic Affairs are updates from the academic schools' deans and directors of areas within Academic Affairs since the previous report to the Board of Governors (BOG).

Academic Schools

Business, Aviation, & Technology

In the School of Business, Aviation & Technology the Aviation Maintenance program is busy emptying the mezzanine storage area in Hangar B in preparation for their eventual relocation. The Advanced Welding program is graduating its first class of 4 students. Joe Filchok and his Petroleum students recently renovated the Pump Jack. They refurbished and repainted the pump jack and the Graphics Program provided new vinyl branding for the project. Lynn Ebbert, Administrative Assistant for the School of BAT, retired on March 25th.

Health Sciences

The Medical Laboratory Technology Program sponsored The West Virginia State Society for American Medical Technologists (WVSSAMT) annual Scientific Meeting on Saturday, April 9th at the ATC. The educational event for lab professionals, medical assistants, and students included three presentations. Three MLT faculty hold offices in this society.

MLT Professor Erika Rush chaperoned an MLT student trip to Vitalant blood center and the Quest Diagnostics lab in Greentree PA on April 22. Also, on April 22, Professor Melissa White was a guest lecturer at Liberty High School in Anatomy and Physiology class. Professor White took fake urine specimens for the students to evaluate and perform

testing. She also took this opportunity to discuss all of the Health Science programs at Pierpont.

e-Learning

eLearning is finalizing the procedures for the eCollege. The guidelines cover course development, maintenance of fully developed courses, and requirements of the online faculty. The General Education courses under development by The Babb Group are on schedule for completion at the end of May. End-of-course evaluations were released by eLearning for Spring 2022 on April 19th for students to complete. eLearning is developing training modules for faculty teaching courses online. The training is based on comments from students who enrolled in courses with this format during the Spring semester.

Student Success & Completion

The Office of Student Success & Completion identified that first time online users were having difficulties navigating Blackboard for online learning. The Office is in process of collaborating with e-Learning to develop a Blackboard navigation orientation for students to enhance the learning experience for first time online users by expanding their familiarity with course environment, attain course components, and access the tools before courses begins.

Teaching Excellence & Assessment

The Center for Teaching Excellence, Assessment, & Inclusion has been conducting annual end-of-program assessments is assisting in the creation of two comprehensive "test-out" exams for a non-traditional adult learner in the Petroleum Engineering Tech degree program to allow for a timelier graduation. Upon completion of those comprehensive exams, those exams will be added to the institutional menu of Prior Learning Assessments.

The Center has supervised the installation of the Studiomatic™ One Button Studio video recording station, incorporated in the Teaching & Learning Center for faculty and student use. Once it is fully operational, there will be a "grand opening;" in the meantime, students from the Gaston Caperton Center have been testing it out to assist in the development of a reader-friendly user's guide when the Center Director is unavailable to assist. A special edition of the faculty newsletter will be shared over the summer to address ways in which using the studio to increase video presence and thus engagement in

online courses can enhance student engagement and student success. The Director for the Center of Teaching has helped to lead the development and administration of Pierpont's new oral communication rubric for our general education assessment efforts.

Counseling and Disability Services

Counseling and Disability Services addressed two students in crisis and met with 109 appointments. The division began its QPR suicide prevention training, putting three people through the course in April. Counseling and Disability Services is also putting together "Like Skills" programs for fall. Under the direction of Counseling and Disability Services, a working group to explore "Essential Functions" for academic programs is developing a template for programs and classes. Counseling and Disability Services also focuses on learning strategies which has developed informational videos for faculty, so faculty could be informed to refer students in need. The division also includes "Pierpont's Parents Place," a program to support student-parents, and has participated in WV Works student meetings.

Financial Aid

FAFSA and financial aid tracking processes are complete. As a result, letters to students who are required to submit documentation for verification have been sent out and will be ongoing as needed. On April 19, Financial Aid ran the testing phase of our budgeting process for the 2022-2023 aid year and resolved process-oriented issues. The staff plans to move toward production on May 2, 2022. Financial aid award notifications will go to students the week of May 2, 2022. Summer financial aid processing began April 12 and is ongoing. We have also provided verification training for financial aid staff.

Enrollment, Admissions, & Recruiting

Pierpont recently hosted the "Explore Academy" that had approximately 100 middle school students throughout the day the admissions team was able to talk to the students about their future and show them the ATC. Within *Transitional Education*, all EDGE scholarships were able to be awarded and completion cords for the EDGE consortium was given to 12 counties within the service region thus far. Summer & Fall 2022 class registration has begun, and many new students have scheduled times to work with advisors to move forward.

Registrar

The Office of the Registrar is in the final stage of implementation with *Register*, our new registration software that will help the students and faculty engage more in the registration process. In the new few weeks, we'll be bringing the product live and training our faculty, staff, and students. We are also beginning the initial stages of implementation of *Curriculog*, our new software that will help streamline the curriculum process. This implementation will take approximately 12-14 weeks and is scheduled to be ready for the Fall 2022 semester. Registration is now underway for the Summer 2022 and Fall 2022 semesters, and we have also brought live the Spring 2023 class schedule, which will help students select which courses to take. And finally, graduation is only a few weeks away, so our office is not only busy preparing for the commencement, but also for the conferral process following commencement.

Classified Staff

BOARD OF GOVERNORS MEETING

MAY 10, 2022

Classified Staff Council Report

Chairperson Hinkle, Board of Governors, President Hancock:

Classified Staff Council met via conference call on March 30th and April 27th.

Items discussed were:

*February 23rd Minutes were approved as written.

*Jillian Sole gave the BOG Report.

*Updating the Pierpont website for Classified Staff.

*A committee was formed to accept nominations and select a Classified Staff Employee of the Year for 2021-2022. The article was presented through the Office of Communications in the College's E-Newsletter. An award will be presented to the classified staff employee in June.

*Sierra Spitzer attended her first ACCE Meeting with the State via conference call. They discussed working on the bylaws and changing the wording because some classified staff are now non-classified staff employees. There was also a discussion on the 5% pay increase for state employees.

*We are also in the process of filling the vacant EEO Categories on the Council.

*The next Classified Staff Council Meeting will be on May 25th.

That concludes my report.

Questions?

Mary Jo Rutherford
Classified Staff Council Chair
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
mrutherford@pierpont.edu
(304) 367-4919

Student Government Association

Student Government Report April 2022

The student body has elected new executive officers for the 2022-2023 academic year. They are:

Shauna Haycox- President

CJ Scott- Vice President

and Forrest Moats- Public Relations Officer.

These students are eager to step into leadership and I'm confident that they will bring a lot to the table during the next academic year.

Tab

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**Board of Governors
Budget/Finance Report FY 2022
Pierpont Community & Technical College
as of March 31, 2022**

SUMMARY:

The projected effect on net assets for FY 2022 as of March 31, 2022, is an increase of \$62,469.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2022, of \$62,469 represents no change from the February 28, 2022 Budget/Finance Report.

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

- The institution has realized approximately 78% of projected tuition and fees revenue.
- The institution has realized approximately 106% of auxiliary enterprise revenues.
- The institution has realized approximately 77% of overall revenues.
- The institution has incurred approximately 63% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,752,055.

NOTE: *All Unrestricted Funds now identify the CARES Act (HEERF) Institutional Funds drawn for lost revenues year to date as reported in "TRANSFERS & OTHER" in line "Transfer to Reserve/Operating (from HEERF Funding). The total amount drawn YTD is \$816,340.*

RESTRICTED FUNDS

Restricted funds are made up of all grants including Federal, State, and Private and are restricted in their use to the guidelines associated with each specific grant. There was no change to the March 31, 2022 Budget/Finance from the February 28, 2022 Budget/Finance Report.

PLANT FUNDS

Plant Funds do not have an Operating Revenue budget due to funds only getting transferred into plant funds from other fund types; primarily from Unrestricted Funds. There are no Tuition and Fee revenues that go directly into Plant Funds.

The Capital Expenditures Budget increased by \$35,000 based on the Board's approval of \$25,000 for Early Childhood Design Work at Caperton and \$10,000 for Veterinary Technology Program relocation.

- The Year-To-Date Actual Budget Balance is \$2,012,216.
- The current uncommitted cash balance in Plant Funds and the Facilities Fee Fund is approximately \$1,525,564.

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

March 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,387,309	7,546,982	5,941,625	78.73%
	State/Local Grants and Contracts	0	0	1,500	0.00%
	Auxiliary enterprise revenue	457,000	505,379	534,927	105.85%
	Other Operating Revenues	303,253	517,628	87,601	16.92%
	Total:	8,147,562	8,569,989	6,565,653	76.61%
OPERATING EXPENSE	Salaries	7,798,934	7,434,986	4,700,969	63.23%
	Benefits	1,702,872	1,740,980	981,085	56.35%
	Student financial aid - scholarships	248,252	248,252	151,619	61.07%
	Utilities	193,062	148,790	158,366	106.44%
	Supplies and Other Services	4,479,713	5,286,158	3,344,356	63.27%
	Equipment Expense	85,695	76,312	43,016	56.37%
	Fees retained by the Commission	101,407	101,407	70,179	69.21%
	Loan cancellations and write-offs	100,000	100,000	16,133	16.13%
	Assessment for Auxiliary Fees & Debt Service	457,000	0	0	0.00%
	Total:	15,166,935	15,136,885	9,465,723	62.53%
OPERATING INCOME / (LOSS)		(7,019,373)	(6,566,896)	(2,900,070)	
NONOPERATING REVENUE	State appropriations	7,820,129	7,820,129	5,239,486	67.00%
(EXPENSE)	Gifts	115,000	102,700	0	0.00%
	Investment Income	69,846	69,846	1,980	2.84%
	Assessment for E&G Capital & Debt Service Cos	(515,145)	(515,145)	0	0.00%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	7,489,830	7,477,530	5,241,466	70.10%
TRANSFERS & OTHER	Capital Expenditures	(22,290)	(22,290)	(10,682)	47.92%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(395,000)	0	0	0.00%
	Transfers to Plant Reserves	0	(395,000)	(395,000)	100.00%
	Transfer to Reserves/Operating (from HEERF fu	0	0	816,341	0.00%
	Total:	(448,165)	(448,165)	410,658	-91.63%
BUDGET BALANCE UNRESTRICTED		22,292	462,469	2,752,055	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)		
BUDGET BALANCE LESS DEPRECIATION		(377,708)	62,469	2,752,055	

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

March 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	5,835,788	6,148,210	5,108,658	83.1%
	State/Local Grants and Contracts	0	0	1,500	0.0%
	Other Operating Revenues	298,253	5,000	51,305	1026.1%
	Total:	6,134,041	6,153,210	5,161,463	83.88%
OPERATING EXPENSE					
	Salaries	7,238,361	6,999,549	4,476,197	63.95%
	Benefits	1,618,039	1,682,909	948,002	56.33%
	Student financial aid - scholarships	237,252	237,252	141,413	59.60%
	Utilities	190,063	145,791	158,222	108.53%
	Supplies and Other Services	3,435,726	3,448,719	2,504,156	72.61%
	Equipment Expense	27,702	20,068	33,862	168.74%
	Loan cancellations and write-offs	100,000	100,000	(0)	0.00%
	Fees retained by the Commission	101,407	101,407	70,179	69.21%
	Total:	12,948,549	12,735,695	8,332,031	65.42%
OPERATING INOCME / (LOSS)		(6,814,508)	(6,582,485)	(3,170,568)	
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	69,846	69,846	1,980	2.84%
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
	Fees assessed by Commission for other	0	0	0	0.00%
	Total:	7,470,830	7,470,830	5,241,466	70.16%
TRANSFERS & OTHERS					
	Capital Expenditures	0	0	(10,682)	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	(30,875)	0	0.00%
	Transfers for Capital Projects	(395,000)	0	0	0.00%
	Transfers to Plant Reserves	0	(395,000)	(395,000)	0.00%
	Transfer to Reserves/Operating (from HEERF funding)	0	0	582,812	0.00%
	Total:	(425,875)	(425,875)	177,130	-41.59%
BUDGET BALANCE		230,447	462,470	2,248,028	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		(169,553)	62,470	2,248,028	

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

March 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,551,521	1,398,772	832,967	59.55%
	Other Operating Revenues	5,000	294,373	64,805	22.01%
	Total:	1,556,521	1,693,145	897,772	53.02%
OPERATING EXPENSE					
	Salaries	560,574	435,438	224,773	51.62%
	Benefits	84,833	58,071	33,083	56.97%
	Student financial aid - scholarships	11,000	11,000	8,705	79.14%
	Utilities	2,999	2,999	144	4.80%
	Supplies and Other Services	1,043,987	1,113,804	205,095	18.41%
	Equipment Expense	57,994	56,244	9,154	16.28%
	Loan cancellations and write-offs	0	0	0	0.00%
	Total:	1,761,387	1,677,556	480,953	28.67%
OPERATING INCOME / (LOSS)		(204,866)	15,589	416,818	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	19,000	6,700	0	0.00%
	Investment Income	0	0	0	0.00%
	Total:	19,000	6,700	0	0.00%
TRANSFERS & OTHER					
	Capital Expenditures	(22,290)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfer to Reserves/Operating (from HEERF funding)	0	0	10,358	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	Total:	(22,290)	(22,290)	10,358	0.00%
BUDGET BALANCE		(208,156)	(1)	427,177	

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

March 31, 2022

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary enterprise revenue	457,000	505,379	510,826	101.08%
	Other Operating Revenues		218,255	201,684	92.41%
	Total:	457,000	723,634	712,510	98.46%
OPERATING EXPENSE	Assessment for Auxiliary Fees & Debt Service	457,000	0	0	0.00%
	Supplies and Other Services	0	723,634	841,105	116.23%
	Student financial aid - scholarships	0	0	1,501	0.00%
	Loan cancellations and write-offs	0	0	16,133	0.00%
	Total:	457,000	723,634	858,738	118.67%
TRANSFERS & OTHERS	Transfer to Reserves/Operating (from HEERF funding)	0	0	223,170	0.00%
	Total:	0	0	223,170	0.00%
OPERATING INCOME / (LOSS)		0	0	76,941	0.00%
BUDGET BALANCE		0	0	76,941	

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

Current Restricted

March 31, 2022

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	4,585,194	2,576,260	56.19%
	State/Local Grants and Contracts	5,270,440	5,143,017	97.58%
	Private Grants and Contracts	682,682	192,720	28.23%
	Operating Costs Revenue	0	0	0.00%
	Support Services Revenue	0	0	0.00%
	Other Operating Revenues	0	0	0.00%
	Total:	10,538,316	7,911,996	75.08%
OPERATING EXPENSE	Salaries	474,522	186,663	39.34%
	Benefits	59,906	28,209	47.09%
	Student financial aid - scholarships	8,865,089	6,857,049	77.35%
	Supplies and Other Services	3,117,962	239,218	7.67%
	Equipment Expense	134,991	61,194	45.33%
	Total:	12,652,470	7,372,332	58.27%
OPERATING INOCME / (LOSS)		(2,114,153)	539,664	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	2,650,000	2,101,488	79.30%
	Gifts	5,605	0	0.00%
	Federal CARES Act Revenue	6,296,895	3,274,367	52.00%
	Federal CARES Act Expenses	(2,430,091)	(3,574,761)	0.00%
	Total:	6,522,410	1,801,095	27.61%
TRANSFERS & OTHERS	Capital Expenditures	(483,081)	(114,286)	23.66%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
Transfers - Indirect Cost (Changed)	Indirect Cost Recoveries	0	0	0.00%
	Transfer to Reserves/Operating (from HEERF funding)	(1,456,051)	(816,341)	
	Transfers to Plant Reserves	(2,500,000)	(2,500,000)	0.00%
	Total:	(4,408,256)	(3,430,627)	77.82%
BUDGET BALANCE		0	(1,089,868)	

Pierpont Community & Technical College

Actual vs Budget Statement of Revenues and Expenses

Plant Funds

March 31, 2022

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	0	0	0.00%
	Total:	0	0	0.00%
OPERATING EXPENSE	Supplies and Other Services	173,195	238,907	137.94%
	Total:	173,195	238,907	137.94%
OPERATING INOCME / (LOSS)		(173,195)	(238,907)	
NONOPERATING REVENUE (EXPENSE)	Investment Income	12,000	0	0.00%
	HEPC Debt Service	(269,416)	(270,546)	100.42%
	Total:	(257,416)	(270,546)	105.10%
TRANSFERS & OTHERS	Capital Expenditures	(2,363,331)	(373,331)	15.80%
	Construction Expenditures	0	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers to Plant Reserves	2,895,000	2,895,000	0.00%
	Transfers - Other	0	0	0.00%
	Total:	531,669	2,521,669	474.29%
BUDGET BALANCE		101,058	2,012,216	

Tab

4

Pierpont Community and Technical College
Board of Governors
Meeting of May 11, 2022

ITEM:	FY 2023 Unrestricted Education and General (E&G) Budget Approval
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Community & Technical College Board of Governors approve the attached FY 2023 Unrestricted Education & General (E&G) Budget.
STAFF MEMBER:	Dale Bradley
BACKGROUND:	<p>Attached is a comparison identifying changes in the FY 2023 Unrestricted E&G Budget to the current March 31, 2022 Unrestricted FY 2022 E&G Budget.</p> <p>The FY 2023 Unrestricted E&G Budget reflects the following significant actions/assumptions:</p> <ul style="list-style-type: none">• No increase or decrease in estimated enrollment.• No increase in E&G Tuition and Fees• An increase in base State Appropriations of \$299,023.• A decrease in Other Operating Revenue of (\$45,491) from the Laboratory Preschool.• An overall increase in Salaries of \$64,804 which includes a 5% across the institution for full and part time employees up to a maximum of \$3,750.• A decrease in overall Benefits of (\$8,688) which includes a 5% across the institution for full and part time employees up to a maximum of \$3,750.• An increase of \$32,722 for utility costs for the Veterinary Technology facility and the Culinary Programs leased space.• An increase in Supplies and Other Services of \$976,835. This represents \$200,000

increases in the Bond Debt payment to FSU above the past year's amount and increased costs related to the leasing of space for the Culinary Program, and the NAEC for the Aviation Maintenance Program and additional facility operation costs for the Veterinary Technology Program.

- The removal of Assessment for E&G Capital & Debt Service Costs related to previous fees transferred to FSU.
- The removal of \$22,290 in Capital expenditures from Fund Manager Funds.
- The removal of Transfers for Capital Projects and planned Transfers to Plant Funds of \$57,763.

Pierpont Community & Technical College
Current Unrestricted Budget (Including Depreciation)

		FY 2022 March 31, 2022	Proposed FY 23 Budget	Difference
OPERATING REVENUE	Tuition and Fees	7,546,982	7,546,982	0
	Auxiliary Enterprise Revenue	505,379	505,379	0
	Other Operating Revenues	517,628	472,137	(45,491)
	Total:	8,569,989	8,524,498	(45,491)
OPERATING EXPENSE	Salaries	7,434,986	7,499,790	64,804
	Benefits	1,740,980	1,732,292	(8,688)
	Student financial aid-scholarships	248,252	248,252	0
	Utilities	148,790	181,512	32,722
	Supplies and Other Services	5,286,158	6,262,993	976,835
	Equipment Expense	76,312	76,312	0
	Fees Paid to the Commission	101,407	101,407	0
	Loan Cancellations and Write-offs	100,000	100,000	0
	Total:	15,136,885	16,202,558	1,065,673
OPERATING INCOME / (LOSS)		(6,566,896)	(7,678,060)	(1,111,164)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	8,119,152	299,023
	Gifts	102,700	102,700	0
	Investment Income	69,846	69,846	0
	Assessment for E&G Capital & Debt Service Costs	(515,145)	0	515,145
	Total:	7,477,530	8,291,698	814,168
TRANSFERS & OTHER	Capital Expenditures	(22,290)	0	22,290
	Construction Expenditures	0	0	0
	Transfers for Financial Aid Match	(30,875)	(30,875)	0
	Indirect Cost Recoveries	0	0	0
	Transfers for Capital Projects	(395,000)	0	395,000
	Transfers to Plant Funds (Capital Funds & HEPC Bond Debt)	0	(57,763)	(57,763)
	Total:	(448,165)	(88,638)	359,527
BUDGET BALANCE UNRESTRICTED		462,469	525,000	62,531
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0
BUDGET BALANCE LESS DEPRECIATION		62,469	125,000	62,531

FY 2023 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS

As of March 31, 2022 Budget Condition of:

PERMANENT BUDGET ADJUSTMENTS:

	62,470	Yes/No Decision	Time Frame	Budget Effect	Running Total
Revenue Adjustments:					
State Appropriation Increase	0	Yes	Immediate	0	
Tuition and Fee Increase	0	Yes	Immediate	0	
Tuition and Fee Fund Manager Adjustments	0	Yes	Immediate	0	
Fund Manager - Loss of Laboratory Preschool BOE Revenue	(45,491)	Yes	Immediate	(45,491)	16,979
Sub-Total	(45,491)			(45,491)	
Removal of Budget Offsets					
Budget Sweep	0	No	Immediate	0	
Unrestricted Central Control Adjustment	0	No	Immediate	0	16,979
Sub-Total	0			0	
Fee for Service Expense Savings					
Reduction in Fee for Service Payment to FSU for FY 23	650,000	Yes	Immediate	650,000	666,979
Sub-Total	650,000			650,000	
State Appropriation Allocated for Pay Raises					
Enrollment Growth/(Decline) Adjustment for FY 2020 Revenue Shortfall	299,023	Yes	Immediate	299,023	966,002
Sub-Total	299,023			299,023	
One Time Use of Reserves					
Budget Sweep	0	No	Immediate	0	966,002
Sub-Total	0			0	
Budget Reserve:					
Budget Reserve for \$1.5 M Payment to FSU - Release	523,778	Yes	Immediate	523,778	1,489,780
Sub-Total	523,778			523,778	
Budget Change Nonoperating Revenue (Expense)					
Assessment for Ed&G Capital & Debt Service Costs Removal & Transfer to Supplies and Other Services	515,145	Yes	Immediate	515,145	2,342,162
Do Not Transfer Funds to Plant Funds (Capital Funds & HEPC Bond Debt) for FY 23.	337,237	Yes	Immediate	337,237	
Sub-Total	852,382			852,382	

\$1.5 M Payment FSU

Pay Raise (Salaries \$264,304 and Fringes \$36,738)

State Minimum Wage Increase
Reserve for State Classification Updates
Faculty Promotions (Salary + Fringes)
Reclassification of Classified and Non-Classified Employees

Rate Increase to Employer Paid Premiums

- Chargeback Expense - Increment Savings with removal of excess university/increment budgets

School of Business, Aviation & Technology

Savings from not Refilling Position # 1047 (Salary & Increment \$57,750 + Fringe \$6,342)
Transfer of Position # 1110 (Salary \$47,250 + Fringes \$13,113) from Grant Funding
Transfer of Position # 1111 (Salary \$47,250 + Fringes \$15,273) from Grant Funding

Savings from Laboratory Preschool (Salary \$17,980 + Fringe \$8501)

Savings from Not Refilling Position # 833 (Salary & Increment \$46,994 + Fringe \$15,028)
Savings from Not Refilling Position # 885 (Salary & Increment \$60,990 + Fringe \$17,685)
Increase Adjunct Budget to back fill Positions # 833 & 1047 (Salary \$6,975 + Fringe \$551)
Savings from Transfer of Early Childhood Pos # 830 to Grant (Salary \$66,244 + Fringe \$13,488)
Savings from Transfer of Early Childhood Pos # 831 to Grant (Salary \$29,666 + Fringe \$7,649)
Savings from Transfer of Early Childhood Pos # 900 to Grant (Salary \$31,000 + Fringe \$7,141)

Financial Aid Office

Savings from Not Refilling Position # 961 Fin Aid Director (Salary \$40,598 + Fringes \$10,427)

Additional Funds to make CIO Position # 1053 Full Time (\$25,000 +\$8290)

Budget Shortages:

	(1,500,000) <u>(1,500,000)</u>	Yes	Immediate	(1,500,000) <u>(1,500,000)</u>	842,162
	(301,108)	Yes	Immediate	(301,108)	
	0	No	Immediate	0	
	0	No	Immediate	0	
	0	No	Intermediate	0	
Sub-Total:	<u>(301,108)</u>	No	Intermediate	<u>(301,108)</u>	541,054
Sub-Total:	<u>0</u>	No	Immediate	<u>0</u>	541,054
11877	0			0	
	(4,235) <u>0</u>	Yes	Immediate	(4,235) <u>0</u>	
Sub-Total:	<u>(4,235)</u>	Yes	Immediate	<u>(4,235)</u>	536,819
	66,092 <u>(60,363)</u>	Yes	Immediate	66,092 <u>(60,363)</u>	
	(62,523) <u>(56,794)</u>	Yes	Immediate	(62,523) <u>(56,794)</u>	480,025
Sub-Total:	<u>(56,794)</u>	Yes	Immediate	<u>(56,794)</u>	
	26,481	No	Immediate	0	
	64,629	Yes	Immediate	64,629	
	76,019	Yes	Immediate	76,019	
	(7,526) <u>(7,526)</u>	Yes	Immediate	(7,526) <u>(7,526)</u>	
	76,727	Yes	Immediate	76,727	
	40,295	Yes	Immediate	40,295	
	38,141	Yes	Immediate	38,141	
Sub-Total:	<u>314,766</u>	Yes	Immediate	<u>288,285</u>	768,310
	51,025 <u>51,025</u>	Yes	Immediate	51,025 <u>51,025</u>	819,335
Sub-Total:	<u>51,025</u>	Yes	Immediate	<u>51,025</u>	
	(33,290) <u>(33,290)</u>	Yes	Immediate	(33,290) <u>(33,290)</u>	786,045
Sub-Total:	<u>(33,290)</u>	Yes	Immediate	<u>(33,290)</u>	
	0 <u>0</u>	No	Immediate	0 <u>0</u>	
	0	No	Immediate	0	
Sub-Total:	<u>0</u>	No	Immediate	<u>0</u>	786,045

Budget Cuts(Increases) Initiatives:

Culinary Lease
Culinary Custodial Services
Culinary Internet Connectivity
Culinary General Supplies
Vet Tech Storage Costs
Vet Tech Surgery Rental Costs
NAEC Rental and Operational Costs
Fund Manager Capital Expenditure Reduction
Vet Tech Utility Costs (Feb - June 23)
Vet Tech Custodial Services Costs (Feb - June 23)

(125,000)	Yes	Immediate	(125,000)	125,001
(19,000)	Yes	Immediate	(19,000)	
(1,500)	Yes	Immediate	(1,500)	
(2,500)	Yes	Immediate	(2,500)	
(5,000)	No	Immediate	0	
(10,000)	No	Immediate	0	
(500,000)	Yes	Immediate	(500,000)	
22,290	Yes	Immediate	22,290	
(7,722)	Yes	Immediate	(7,722)	
(2,613)	Yes	Immediate	(2,613)	
(651,044)			(651,044)	

Utility Fee Increases:

Culinary Utility Costs

(25,000)	Yes	Immediate	(25,000)	125,001
(25,000)			(25,000)	

Establishment/Update of Operation Budget:

Savings from Laboratory Preschool Operations

0	Yes	Immediate	0	125,001
0			0	

Tuition Waivers & Scholarships Costs:

Full Ride Scholarships (Montgomery)
Combined Ability Scholarship
Waivers Due to Increase of Fee
Yellow Ribbon Waiver
Francis Pierpont Waiver

Tuition Waiver Costs Sub-total:

0	No	Immediate	0	125,001
0	No	Immediate	0	
0	No	Immediate	0	
0	No	Immediate	0	
0	No	Immediate	0	

SEOG & Federal Work Study:

SEOG Matching Contributions
FWS Matching Contributions

SEOG & Federal Work Study Sub-total:

0	No	Immediate	0	125,001
0	No	Immediate	0	

PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:

74,012			62,531	125,001
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FY 19 ONE-TIME BUDGETS REMOVED:

Removal of One-time FY 2019 Budgets:

Fund Manager Controlled

One-time Use of Reserves -

Removal of FY 19 One-time Budgets - Fund Manager Controlled Sub-total

0	Yes	Immediate	0	
0			0	

President Controlled

One-time Budget Value Placed for reflection of YTD Chargeback Savings

One-time Use of Reserves -

Removal of FY 19 One-time Budgets - President Controlled Sub-total

0	Yes	Immediate	0	
0	Yes	Immediate	0	
0			0	

Fund Manager

One-time Revenue Budget Increase Fund 3126XX-Course Fee EMS Program
One-time Expense Budget Increase Fund 3126XX-Course Fee EMS Program
One-time Revenue Budget Increase Fund 3166XX-Veterans Affairs
One-time Expense Budget Increase Fund 3166XX-Veterans Affairs

0	Yes	Immediate	0	
0	Yes	Immediate	0	
0	Yes	Immediate	0	
0	Yes	Immediate	0	

Removal of One-time FY 2019 Budgets Sub-total:					0	0
					0	0
FY 19 ONE-TIME BUDGETS REMOVED SECTION SUB-TOTAL:					0	0
Budget Deficit Reduction Actions:						
Use of Budget Reserves					0	125,001
FY 2023 Net Budget After Projections:						125,001

Tab

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**Pierpont Community & Technical College
Board of Governors
Meeting of May 11, 2022**

ITEM: FY 2023 Pay Raise

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Whereas, the WV State Legislature in their FY 2023 State Appropriations provided additional funds to be used for paying raises for employees employed in FY 2022; and Pierpont's Administration and Board of Governors, in the FY 2023 budget planning process, reserved sufficient funds to address an increase in employee base rates.

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves an average pay increase of 5%, up to a maximum of \$3,750 for all eligible Pierpont employees, that is to be effective July 2, 2022 (The beginning of the first pay period in FY 2023) and will be represented on employees July 29, 2022 pay check.

STAFF MEMBER: George Perich

BACKGROUND: Pierpont's President and Administration has determined that an average raise of 5% up to a maximum of \$3,750 is appropriate and practical for all eligible employees.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-

classified staff, except the President, employed on July 1, 2022 will be considered eligible.

- The raise amounts up to the maximum will be based upon the employee's salary as of April 30, 2022. Any promotion or equity salary increases received and effective on or after March 1, 2022 will not be used in calculating the amount of an employees pay raise.

Tab

6

Pierpont Community & Technical College Board of Governors Meeting of May 11, 2022

ITEM: Five-year Reviews of Academic Programs

COMMITTEE: Committee of the Whole

**RECOMMENDED
RESOLUTION:**

Resolved, that the Pierpont Community & Technical College Board of Governors (1) approve the five year program reviews for the Associate of Applied Science (AAS) degrees in Applied Design, Applied Process Technology Business, Food Service Management, Health Sciences, and Veterinary Technology and (2) approve the Certificate of Applied Science (CAS) degree in Laboratory Assistant, Petroleum, and Veterinary Assistant with the recommendation to continue each program at either the current level of activity or with modification/corrective action.

STAFF MEMBER: Dr. Michael Waide, Provost and Vice President for Academic Affairs

BACKGROUND: WVCTC Title 135 CSR, Series 10, “Policy Regarding Program Review,” 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 academic dean, the Provost & Vice President for Academic Affairs, and the Interim President. All agree each program is of quality, has potential for growth, meets the mission of the college, and is needed by the citizens and industry of north central West Virginia. Where continuation is qualified with “corrective action,” the action relates to method of instructional delivery or modification to a pathway within the degree.

The executive summary for the programs, and the full text review, with pertinent appendices were available for review by the Board of Governors for a period of two weeks during which members could submit questions for clarification in writing to the academic deans.

The respective academic deans reviewed and audited the academic degree programs, assessing (a) accreditation, (b) goals and objectives of the program, (c) curriculum, (d) graduation rates, (e) employment rates, (f) certification and licensure rates, (g) workforce demand, (h) enrollment trends, and (i) financial data. In compliance with Series 10, the reviews included evaluation of viability, adequacy, necessity and consistency with the mission of the programs and the College.

The President, Provost, and Deans recommend the following to the Board of Governors:

Degree	Name	Recommendation of Outcome §135-10-5	Action(s)
AAS	Applied Design	Continuation with reduced level of activity/corrective action (§135-10-5.1.2)	Reduce/discontinue the specialization in “design assistant” and revise or realign the learning outcomes for “interior design” and “fashion merchandising” concentrations.
AAS	Applied Process Technology	Continuation at the current level of activity (§135-10-5.1.1)	N/A
AAS	Business	Continuation at current level (§135-10-5.1.1)	N/A
AAS	Food Service Management	Continuation and continuation with reduced level of activity/corrective action (§135-10-5.1.2)	Continue culinary arts at current level of activity; discontinue the specialization in hospitality/tourism; monitor nutrition and dietetics
AAS	Health Sciences	Continuation with corrective action (§135-10-5.1.2)	Implement end-of-program assessment and program graduate surveys, explore and implement national certification exam for degree, collaborate with Finance & Administration to establish degree program budget separate from School budget.
AAS	Veterinary Technology	Continuation with corrective action (§135-10-5.1.2)	Increase enrollment and admissions acceptance rates, evaluate strategic, flexible scheduling
CAS	Laboratory Assistant	Continuation with corrective action (§135-10-5.1.2)	Increase capacity on course enrollment, promote certification attempts and pass-rates, align workforce needs for point-of-care testing with curriculum
CAS	Petroleum Technology	Continuation with corrective action (§135-10-5.1.2)	Alignment of curriculum to focus on midstream production, increase enrollment
CAS	Veterinary Assistant	Continuation with corrective action (§135-10-5.1.2)	Course delivery, alignment of learning objectives, implementation of end-of-program assessment, implementation of advisory board

Tab

7



Pierpont Community & Technical College

School of Business, Aviation & Technology

Caperton Center, 130

501 W. Main Street

Clarksburg, WV 26301

www.pierpont.edu

Kari C. Coffindaffer, Dean

Kari.Coffindaffer@pierpont.edu

P} 304-367-4638

To: Pierpont Community & Technical College, Board of Governors

From: Kari C. Coffindaffer, Dean for the School of Business, Aviation & Technology

Subject: Aviation Maintenance Program

Date: 3 May 2022

The School of Business, Aviation & Technology is moving forward with the steps to move the Aviation program from its present location. Dr. Gilbert and his team are working with Dale and Chip to empty the Mezzanine storage area in Hangar B. A pair of storage warehouses have been located near Hite Field in Clarksburg that suits our needs. They are approximately one-quarter mile from the Caperton Center. The buildings will likely be used for Vet Tech, and Early Childhood storage as well. Arrangements will be finalized this week.

Dr. Gilbert is working with Jerry Morgan, our PMI to initiate the steps in the official name change for our certificate of operation, and the retired Air Commander aircraft has been removed from the facility. Dr. Gilbert and Dr. Coffindaffer are working with the Human Resources department to begin advertising for the two open AVMT faculty positions.

Sincerely,

Kari C. Coffindaffer, Ed.D.

Dean, School of Business, Aviation & Technology

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Pierpont Community & Technical College
School of General Education and Professional Studies
143 Education Building
1201 Locust Avenue
Fairmont, WV 26554

www.pierpont.edu

David M. Beighley, Dean
David.Beighley@pierpont.edu
P | 304-367-4726

To: Pierpont Community and Technical College Board of Governors

From: David M. Beighley, Dean ^{DMB} for the School of General Education and Professional Studies

Subject: Relocation Update – Food Service Management Program

Date: 4 May 2022

The purpose of this memorandum is to update Pierpont Community and Technical College's Board of Governors on the relocation status of the College's Food Service Management Program pertaining to work completed since the 20 April 2022 Board report. Attached is a detailed timeline for relocation of the program to the Middletown Commons; a summary update of relocation activity is identified below.

Vacating Locust Avenue Location

Work to vacate all Locust Avenue space associated with the Food Service Management Program by June 30, 2022 is on schedule.

- Storage/Staging location for FFE and supplies has been identified (Middletown Commons)
- Meeting held with representative from Accelerated Construction to plan for Locust Avenue equipment removal
- Meeting held with Fairmont State University Vice President of Facilities Management to assess needs for Locust Avenue equipment removal (utility shutoff and doorframe removal)

Academic Programming

As reported to the Board at its April 20th meeting, Class Schedules and Contingency Class Schedules have been developed for Fall 2022, all of which permit complete relocation of Food Service Management instruction from the Locust Avenue campus by June 30, 2022. As all relocation and construction activity is currently on schedule, the FOSM program intends to adhere to "Plan A" identified below:

- Plan A – Lectures scheduled for MC beginning August 22 / Labs at MC beginning 10B term (September 26)
- Plan B – Lectures scheduled for ATC beginning August 22 / Labs at MC beginning 10B term (September 26)
- Plan C – Lectures scheduled for ATC beginning August 22 / Labs at MC beginning 3rd 5-wk term (October 31) through Intercession

As previously reported to the Board, all Summer 2022 Food Service Management instruction is scheduled to be online or at off-campus locations (e.g. internships, practicums).

Additionally, the Provost and Dean of General Education & Professional Studies are in the process of drafting a Substantive Change Application to submit the Higher Learning Commission, requesting approval of the Middletown Commons as a branch campus/additional location.

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Middletown Commons Construction

Omni Associates received DEP approval of Middletown Commons architectural plans on May 3. Construction activity is planned, as follows:

- Omni Associates to advertise for bids on May 6 (first advertisement) and May 13 (second advertisement)
 - Prebid is scheduled for May 17
 - Bids due May 26
- Construction to begin immediately following bid award
 - Omni Associates has assessed construction as a 90-day build-out

FOSM Lab Equipment

As reported to the Board at its April 20th meeting, nearly all lab equipment currently in use on the Locust Avenue campus will be relocated to the Middletown Commons. Orders for new equipment began the week of May 2. The following actions have been taken to minimize cost to the institution following assessment and revision of initial vendor quotes:

- A new RFP will be drafted pertaining solely to hood systems, less installation costs
- A second new RFP will be drafted pertaining to FOSM lab equipment

Proposed Timeline for Relocation of Food Service Management A.A.S. Program to Middletown Commons

Task	Task Specification	Start Date	End Date	Responsibility	Status
BOG Approval of Resolution to Proceed with FOSM Lease			12/3/21	Bradley	Complete
Execution of Lease (Middletown Commons)			2/17/22	Bradley	Complete
Open Bid Period of RFP for FOSM Equipment		3/10/22	3/28/22	Williams	Complete
Final Architectural Meeting			3/21/22	Beighley/FOSM Program Coordinators	Complete
Complete AY2023 FOSM Contingency Class Scheduling			3/25/22	Beighley/FOSM Program Coordinators	Complete
Open Bid Period (second) of RFP for FOSM Hood Systems		TBD	TBD	Williams	
Open Bid Period (second) for FOSM Equipment		TBD	TBD	Williams	
RFP Bid Meeting		TBD	TBD	Bradley/Williams	
Order Equipment per RFP			4/22	Williams/Beighley	In-Process
Preliminary Pre-Construction Meeting			3/31/22	Bradley	Complete
Middletown Commons Construction Bid Process		May 6	May 26	Omni Associates	
Middletown Commons Construction Prebid			May 17	Bradley/Omni Associates	
Final Pre-Construction Meeting		TBD	TBD	Bradley/Beighley/FOSM Program Coordinators	
Middletown Commons Construction (Projected 90-Day Build-Out)		3/22	7/22	Bradley	
Inventory Offices	115 ED	3/21/22	4/8/22	Anobile	Complete
	142 ED	3/21/22	4/8/22	Feltz, N.	Complete
	138 ED	3/21/22	4/8/22	Feltz, S.	Complete
	139 ED	3/21/22	4/8/22	Hamilton	Complete
	141 ED	3/21/22	4/8/22	McCue	Complete
Inventory Classrooms/Labs	102 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	104 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	106 Storage	3/21/22	4/15/22	Barrett/Hamilton	Complete
	113A Storage	3/21/22	4/15/22	Feltz, N.	Complete
	126 Classroom	3/21/22	4/15/22	Feltz, N./McCue	Complete
	127 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	129/130 Lab	3/21/22	4/15/22	Feltz, N./McCue	Complete
	132 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	133 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete

	134 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	135 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
	136 Storage	3/21/22	4/15/22	Feltz, N./McCue	Complete
Submit Institutional Substantive Change Application to HLC			4/15/22	Beighley/Waide	In-Process
Vacate Offices		5/16/22	6/10/22	FOSM Faculty	
FFE Removal to Staging Area		5/16/22	6/17/22	Beighley/Hawkins	
FFE Installation		6/22	8/22	Bradley/Beighley	
Punch List and Inspections			8/22	Bradley/FOSM Program Coordinators	
Begin Accreditation Site Reviews	American Culinary Federation (ACF)		10/3/22	Feltz/McCue	
	Accreditation Council for Education in Nutrition and Dietetics (ACEND)		10/3/22	Hamilton	



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143 Education Building
1201 Locust Avenue
Fairmont, WV 26554

www.pierpont.edu

David M. Beighley, Dean
David.Beighley@pierpont.edu
P | 304-367-4726

To: Pierpont Community and Technical College Board of Governors

From: David M. Beighley, Dean ^{DMB} for the School of General Education and Professional Studies

Subject: Relocation Update – Early Childhood Education Program and Laboratory Preschool

Date: 4 May 2022

The purpose of this memorandum is to update Pierpont Community and Technical College's Board of Governors on the relocation status of the College's Early Childhood Education Program and Laboratory Preschool pertaining to work completed since the 20 April 2022 Board report.

Attached to this memorandum is a detailed timeline for relocation of the academic program and proposed preschool to the Caperton Center. A summary update of relocation activity is identified below.

Vacating Locust Avenue Location

Work to vacate all Locust Avenue space associated with the Early Childhood Education Program and Laboratory Preschool by June 30, 2022 is on schedule. As reported to the Board at its April 20th meeting, all Locust Avenue faculty offices, classrooms, lab and storage spaces have been inventoried with removal of FFE and supplies to begin May 16.

Additionally, the following actions have been completed in preparation for program relocation:

- Storage/Staging location for FFE and supplies has been identified (Clarksburg Warehouse Location)
- Meeting held with Fairmont State University Vice President of Facilities Management to assess needs for Locust Avenue FFE removal

Academic Programming

As reported to the Board at its April 20th meeting, all Early Childhood Education academic programming has been transitioned to the Caperton Center for the start of the Fall 2022 semester.

Laboratory Preschool Relocation

Work has begun to explore architectural design for a Caperton-located Laboratory Preschool. As of May 4, Pierpont's administration is awaiting plans from Pickering Associates to present for Board consideration.

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Proposed Timeline for Relocation of Early Childhood A.A.S. Program (with Preschool) to Caperton Center

Task	Task Specification	Start Date	End Date	Responsibility	Status
Inventory Offices	140 ED	3/21/22	4/8/22	Cole	Complete
	144 ED	3/21/22	4/8/22	Barrett	Complete
Inventory Classrooms/Labs	102 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	104 Classroom	3/21/22	4/15/22	Barrett/Hamilton	Complete
	106 Storage	3/21/22	4/15/22	Barrett/Hamilton	Complete
	113 Lab	3/21/22	4/15/22	Barrett	Complete
	114 Classroom	3/21/22	4/15/22	Barrett	Complete
	116 Storage	3/21/22	4/15/22	Barrett	Complete
	122 Storage	3/21/22	4/15/22	Barrett	Complete
	124 Lab	3/21/22	4/15/22	Barrett	Complete
	125 Storage	3/21/22	4/15/22	Barrett	Complete
	Playground	3/21/22	4/15/22	Barrett	Complete
Vacate Offices		5/16/22	6/10/22	Barrett/Cole	
Classroom/Office FFE Removal to Caperton		5/16/22	6/17/22	Bradley/Beighley/Hawkins	
Preschool FFE to Staging Area		5/16/22	6/17/22	Bradley/Beighley/Hawkins	
Receive Administrative/BOG Approval for PreK			4/18/22	Beighley/Bradley	Complete
Architectural Planning Meeting(s)		4/19/22	TBD	Beighley/Barrett	In-Process
Bid Process for Renovation		TBD	TBD	Bradley/Williams	
Renovation Process		TBD	TBD	Bradley	
Preschool FFE Installation		TBD	TBD	Bradley/Beighley	
Schedule Initial PreK Inspections	WV State BOE Licensing Agent		4/14/22	Barrett	Complete
	WV Health Department		4/14/22	Barrett	Complete
	WV State Fire Marshall		4/19/22	Barrett	Complete
Submit Integrated Pest Management Plan to Department of Agriculture			T-150 Days	Barrett	
Submit Needs Assessment to WV DHHR			T-140 Days	Barrett	
Submit Written Verification of Compliance Understanding to WV BOE			T-140 Days	Barrett	

Submit PreK Application to WV DHHR Division of Early Care and Education			T-120 Days	Barrett	
Submit Meal Subsidy Application to Child and Adult Care Food Program	<i>Must have DHHR Approval of PreK Application</i>		T-60 Days	Barrett	
Submit Preschool Compliance Information to Child Care Resource Center	<i>Must have DHHR Approval of PreK Application</i>		T-60 Days	Barrett	
Begin Preschool Enrollment Process		T-30 Days	T-10 Days	Barrett	
Hold Community Preschool Open House			T-7 Days	Barrett/PreK Staff	
Open Preschool (First Day of Classes)			T-0 Days	Barrett/PreK Staff	
Submit Tiered Preschool Reimbursement Application to WV DHHR			T+30 Days	Barrett	
Begin National Association for the Education of Young Children (NAEYC) Preschool Accreditation Process			T+30 Days	Barrett	



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

SCHOOL OF HEALTH SCIENCES

P: 304-367-4764
ACunningham7@pierpont.edu

TO: Pierpont Board of Governors

FROM: Ms. Amy Cunningham
Interim Dean, School of Health Sciences

CC: Dr. Anthony Hancock, Interim President
Dr. Michael Waide, Provost
Ms. Anna Romano, Program Coordinator, Veterinary Technology

DATE: May 11, 2022 (updated)

RE: Veterinary Technology Program Relocation Update

The following is the proposed plan for the relocation of the Veterinary Technology Program and the Veterinary Assistant Program from the Locust Avenue site to the newly purchased building on West Main Street in Clarksburg. **The new building's substantial completion date is 12/08/2022 with a final completion date of 1/7/2023** which is before the start of the spring academic term.

Pierpont is committed to our student's success. We will continue to provide accessible, responsive and comprehensive education during the relocation of the programs which reflects our commitment to continuity of education. We are committed to ensuring a seamless educational transition for the students. The deadline for the current program to be entirely moved from the Locust Avenue campus is June 30, 2022.

The following is an updated strategic plan to ensure a smooth transition for the students prior to the completion of the new building.

- A trash dumpster has been placed in Hunt Haught Hall for faculty to immediately begin downsizing offices, classrooms, and labs and dispose of any materials, equipment, etc that does not need moved to the new building.
- Faculty to document and tag inventory of items to relocate or store.
- Collaborate with faculty to modify program curriculum to front-load lectures in the program and save specialized labs until later in the curriculum when the new building is completed.

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- Possible collaboration with Harrison County Humane Society to take students for animal use.

Update 5/04/2022

- Dr. Hurst has applied to get her DVM West Virginia license addressed changed. Once this is completed, she can request change of address with DEA.
- VETA lectures have been moved to an online format. VETA labs will be offered in a hybrid format in the evenings at the Caperton Center.
- All Vet Tech faculty and Dean Cunningham visited the Caperton Center on 5/3/22 to finalize classroom and pet housing placement. The following will be utilized for Fall 2022, pending classroom availability:
 - 304 Caperton will house dogs and their kennels with 3 exam tables and 2 tables.
 - 305 Caperton will house the cats along with some open shelving.
 - These rooms are conveniently located across from Room 300 “Mechanical Room” where students can get water for the animals and fill water buckets for cleaning. These rooms are also conveniently located at the end of the hallway beside the stairwell giving access for students to take the dogs outside for walks.
 - 306 Caperton will be the large animal room and lecture room housing the large horse model and metal storage shelving
 - 309 Caperton is the Life Sciences lab that will be utilized for all VETA and VETT laboratory courses.
 - Faculty offices will be located in Teaching and Learning Commons area. Faculty will share this office space.
- Faculty has begun boxing and labeling their office items. Items will be labeled for storage or Caperton with corresponding room number.
- Faculty has also begun boxing and labeling equipment for the move.
- Equipment not required for Fall 2022 academic term, will be stored in a climate-controlled warehouse.
- Dean Cunningham has submitted the substantive change form and additional relevant documentation and photos to the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) for approval.

Proposed Timeline for Relocation of Veterinary Technology Program to Caperton Center					
Task	Task Specification	Start Date	End Date	Responsibility	Status
New building purchase		7/6/21	7/6/21	UHC Hancock	Complete
Perkins equipment purchase		6/30/21	6/31/21	Romano Williams	Complete
AVMA CVTEA accreditor meeting to discuss move	Zoom	2/24/22	2/24/22	Cunningham Romano Hurst	Complete
Relocation Pre-bid meeting		3/11/22	3/11/22	Bradley	Complete
Review of Vet Tech Facility Construction Costs		3/14/22	3/14/22	Bradley Cunningham Romano	Complete
Letter of Intent issued		3/28/22	3/28//22	Donavan	Complete
Additional equipment needs requested for purchase		3/30/22		Romano Wean Williams	
Complete AY2023 VETT and VETA Class Scheduling		3/1/22	4/1/22	Cunningham Romano	Complete
Preconstruction Meeting		4/13/22	4/13/22	Bradley Cunningham Hawkins Donovan Simons Fairchance Construction	Complete
Begin building construction		4/22	12/8/2022	Fairchance Construction	On track
Inventory Offices	116 HHH	4/18/22	5/27/22	Romano	On track
	118 HHH	4/18/22	5/27/22	Loveridge	Completed
	113 HHH	4/18/22	5/27/22	Hurst	On track
Inventory and box classrooms/Labs	101 HHH Classroom	4/18/22	5/27/22	VETT faculty	On track
	103 HHH Classroom	4/18/22	5/27/22	VETT faculty	On track
	B4 Kennel	4/18/22	5/27/22	VETT faculty	On track
	103A Storage	4/18/22	5/27/22	VETT faculty	On track
Vet Faculty and Dean Caperton inspection		5/3/22	5/3/22	VETT faculty Dean	Completed
Submit Institutional Substantive Change Application to AVMA CVTEA			5/6/2022	Dean Cunningham	Completed
Submit Institutional Substantive Change Application to HLC				Waide	
Vacate Offices		5/16/22	6/10/22	VETT Faculty Moving Company	
FFE Removal to Storage or Caperton		5/16/22	6/17/22	Hawkins Moving Company	

Construction complete			12/8/2022	Fairchance Construction	
Final Completion			1/7/2023	Fairchance Construction	
FFE Installation		12/8/22	1/20/23	Hawkins Movers	
Punch List and Inspections		1/9/23	8/22	Bradley Romano	
Begin Accreditation Site Reviews	WVMA		10/3/22	Romano	
	USDA		10/3/22	Romano	

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