

**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



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

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	<u>(45,491)</u>	Yes	Immediate	<u>(45,491)</u>	
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	<u>650,000</u>	Yes	Immediate	<u>650,000</u>	
Sub-Total	650,000			650,000	666,979
State Appropriation Allocated for Pay Raises					
Sub-Total	<u>299,023</u> 299,023	Yes	Immediate	<u>299,023</u> 299,023	966,002
Enrollment Growth/(Decline) Adjustment for FY 2020 Revenue Shortfall					
Sub-Total	<u>0</u> 0	No	Immediate	<u>0</u> 0	966,002
One Time Use of Reserves					
Sub-Total	<u>0</u> 0	Yes	Immediate	<u>0</u> 0	966,002
Budget Sweep					
Sub-Total	<u>0</u> 0	No	Immediate	<u>0</u> 0	966,002
Budget Reserve:					
Budget Reserve for \$1.5 M Payment to FSU - Release	<u>523,778</u>	Yes	Immediate	<u>523,778</u>	
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.	<u>327,032</u>	Yes	Immediate	<u>327,032</u>	
Sub-Total	842,177			842,177	2,331,957

FSU Final Separation Agreement					
\$1.5 M Payment FSU	<u>(1,500,000)</u>	Yes	Immediate	<u>(1,500,000)</u>	
	(1,500,000)			(1,500,000)	831,957
Mandatory Pay Raise Costs					
Pay Raise (Salaries \$264,304 and Fringes \$36,738)	<u>(301,042)</u>	Yes	Immediate	<u>(301,042)</u>	
State Minimum Wage Increase	0	No	Immediate	0	
Reserve for State Classification Updates	0	No	Immediate	0	
Faculty Promotions (Salary + Fringes)	0	No	Immediate	0	
Reclassification of Classified and Non-Classified Employees	<u>0</u>	No	Intermediate	<u>0</u>	
Sub-Total	(301,042)			(301,042)	530,915
PEIA Rate Increase:					
Rate Increase to Employer Paid Premiums	<u>0</u>	No	Immediate	<u>0</u>	
Sub-Total	0			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)	<u>(4,235)</u>	Yes	Immediate	<u>(4,235)</u>	
-Chargeback Expense - Increment Savings with removal of excess university increment budgets	<u>0</u>	Yes	Immediate	<u>0</u>	
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)	66,092	Yes	Immediate	66,092	
Transfer of Position # 1110 (Salary \$47,250 + Fringes \$13,113) from Grant Funding	<u>(60,363)</u>	Yes	Immediate	<u>(60,363)</u>	
Transfer of Position # 1111 (Salary \$47,250 + Fringes \$15,273) from Grant Funding	<u>(62,523)</u>	Yes	Immediate	<u>(62,523)</u>	
Sub-Total	(56,794)			(56,794)	469,886
School of Gen Ed & Prof Dev					
Savings from Laboratory Preschool (Salary \$17,980 + Fringe \$8501)	26,481	No	Immediate	0	
Savings from Not Refilling Position # 833 (Salary & Increment \$46,944 + Fringe \$17,685)	64,629	Yes	Immediate	64,629	
Savings from Not Refilling Position # 885 (Salary & Increment \$60,990 + Fringe \$15,029)	76,019	Yes	Immediate	76,019	
Increase Adjunct Budget to Back Fill Positions # 833 & 1047 (Salary \$6,975 + Fringe \$551)	<u>(7,526)</u>	Yes	Immediate	<u>(7,526)</u>	
Savings from Transfer of Early Childhood Pos # 80 to Grant (Salary \$63,244 + Fringe \$13,483)	76,727	Yes	Immediate	76,727	
Savings from Transfer of Early Childhood Pos # 831 to Grant (Salary \$29,646 + Fringe \$10,649)	40,295	Yes	Immediate	40,295	
Savings from Transfer of Early Childhood Pos # 900 to Grant (Salary \$31,000 + Fringe \$7,141)	<u>38,141</u>	Yes	Immediate	<u>38,141</u>	
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)	<u>51,025</u>	Yes	Immediate	<u>51,025</u>	
Sub-Total:	51,025			51,025	809,196
CIO Office					
Additional Funds to make CIO Position # 1053 Full Time (\$25,000 +\$8290)	<u>(33,290)</u>	Yes	Immediate	<u>(33,290)</u>	
Sub-Total:	(33,290)			(33,290)	775,906
Budget Shortages:					
	0	No	Immediate	0	
	<u>0</u>	No	Immediate	<u>0</u>	
Sub-Total:	0			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	22,290	Yes	Immediate	22,290	
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	Budget	
			Changes		
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	Budget	
			Changes		
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 address 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 address 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							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	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							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	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							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	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							PERCENT
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	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						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT 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						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT 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						
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	PERCENT 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%