



***BOARD***

***OF***

***GOVERNORS***

**November 16, 2021**

**Tab**

**1**

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

**November 16, 2021 at 2:00 PM**

**Pierpont Advanced Technology Center**  
**500 Galliher Drive, Room 216 A**  
**Fairmont, WV 26554**

---

**2:00 PM Pierpont Community & Technical College**  
**Board of Governors Meeting**

David L. Hinkle – Chair

Lisa Q. Lang– Vice Chair

Brian S. Bozarth – Secretary

Members: Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, Rick Pruitte (*Interim*), Larry Puccio, Jr. (*Interim*), Jillian Sole, Anna Romano, and Haley N. Thomas. *One Governor-appointed BOG position is currently vacant.*

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

**Tuesday, November 16, 2021**

**Pierpont Advanced Technology Center  
500 Galliher Drive, Room 216 A  
Fairmont, WV 26554**

---

**AGENDA**

**I. Call to Order in Open Session**

1. Opening Comment (*Chair: David L. Hinkle*)
2. Approval of BOG Meeting Minutes
  - a. September 21, 2021
  - b. September 29, 2021 (Special Meeting)
  - c. October 21, 2021 (Special Meeting)

***Tab 1 - Action Item***

**II. Interim President's Report - Informational**  
(*Dr. Anthony Hancock*)

**III. Institution Reports**

1. Academic Affairs (*Michael Waide*)
2. Classified Staff (*Amanda Hawkinberry*)
3. Student Services (*Lyla Grandstaff*)

***Tab 2 - Informational***

**IV. Committee of the Whole**

1. October 31, 2021 Combined Finance Report  
(*Dale Bradley, CFO/VP for Finance and Administration*)
2. Presentation/Accept the FY 21 Audited Financial Statements  
(*Dale Bradley, CFO/VP for Finance and Administration*)
3. Approval to Proceed with 5-Year Lease for Culinary Program  
(*Dale Bradley, CFO/VP for Finance and Administration*)

***Tab 3 - Informational***

***Tab 4 - Action Item***

***Tab 5 - Action Item***

**V. Board Committee's Reports**

1. Audit/Finance and Administration Committee (FA) Report (*Brian S. Bozarth, Chair*)

## **VI. Upcoming Meetings**

1. The BOG Development Workshop will be held on Friday, December 3, 2021, 8:00 am.

## **VII. Adjournment**

-----



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

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!

MINUTES OF SEPTEMBER 21, 2021  
BOARD OF GOVERNORS MEETING

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**September 21, 2021**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on September 21, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on the Zoom platform. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

*Board Members Present:* Acting Chair – Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Lisa Lang, Jeffery Powell, Rick Pruitte, Anna Romano, Jillian Sole, and Haley N. Thomas

Board member Natalie Stone was not present as her service ended on September 16, 2021.

*Board Members Absent:* Anthony Hinton and Larry Puccio, Jr.

*President's Executive Cabinet Members Present:*

Interim President Anthony Hancock, Dale Bradley, Julie Cryser, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide

*Others in Attendance:*

Pierpont faculty and staff: David Beighley, Kimberly Cale, Suzan Clemens, Kari Coffindaffer, Susan Coffindaffer, Amy Cunningham, Art Dilger, Carolyn Fletcher, Sara Feltz, Amanda Hawkinberry, John Hornith, Nancy Ligus, Blake Lillard, Nancy Parks, George Perich, Mary Jo Rutherford, James Satterfield, Jason Smith, Aaron St. Clair, Zackary Summers, Becky Swiger, Shelly Tharp and Raven Thomas

**I. Call to Order – Open Session**

*1. Opening Comment*

Mr. Brian Bozarth, Acting Chair, called the meeting to order in open session at 2:03 PM.

Mr. Bozarth took a moment to thank everyone for joining the meeting and welcomed the new Board members, and all attendees, to a new semester at Pierpont.

It was noted that a new Board member was in attendance. Ms. Haley N. Thomas is the Board representative for the Pierpont Student Government Association.

2. *Call for Public Comment*

Mr. Bozarth, Acting Chair, announced last call for public sign up.

3. *Approval of Minutes from the June 15, 2021 and August 17, 2021 BOG Meetings – Action Item*

A motion to approve the minutes from the June 15, 2021 meeting and the August 17, 2021 Special meeting of the Board of Governors meetings were presented by Ms. Jillian Sole and seconded by Thomas Cole. There was no further discussion on the motion. All agreed. Motion carried.

## **II. Special Recognitions/Presentations – Informational**

The Board recognized and welcomed incoming faculty members:

1. From the School of Business, Aviation and Technology presented by Dean Kari Coffindaffer

- Art Dilger, Instructor of Aviation Maintenance
- Blake Lillard, Instructor of Applied Process Technology
- James “Dylan” Satterfield, Instructor of Aviation Maintenance
- Aaron StClair, Instructor of Applied Process Technology

2. From the School of General Education and Professional Studies presented by Dean David Beighley

- Anthony Anobile, Instructor of Food Service Management: Culinary Arts
- Sara Feltz, Instructor of Food Service Management: Culinary Arts

3. From the School of Health Sciences presented by Interim Dean Amy Cunningham

- Jason Smith, Physical Therapy Assistant Director
- Wendy Singleton, Respiratory Care

The Board acknowledged the service of outgoing Board of Governors member:

1. Mr. Thomas Barlow served from August 7, 2017 until his succession on June 29, 2021. At the end of his term Mr. Barlow served as the Chair of the Board. Mr. Barlow was instrumental in the direction and efficiency of the work completed by the Board’s subcommittees. A plaque was presented to Mr. Barlow honoring his service.
2. Mr. Warren ‘Chip’ VanAlsburg served from August 7, 2013 until his succession on June 29, 2021. During his term Mr. Barlow served as the Chair of the Board and the Chair of the Government Relations, Polices, and Human Resources Committee. Mr. VanAlsburg restructured the Board subcommittees, and their purpose, to better meet



the mission of the institution. A plaque was presented to Mr. VanAlsburg honoring his service.

The Board welcomed incoming Governor-appointed representatives to the Board:

1. Thomas F. Cole: Appointed on June 29, 2021, succeeding Warren VanAlsburg
2. Lisa Q. Lang: Appointed on June 29, 2021, succeeding Lewis Weaver who resigned on March 27, 2019
3. David L. Hinkle: Appointed on June 29, 2021, succeeding Holly C. Kauffman who resigned on July 1, 2020
4. Anthony Hinton: Appointed on June 29, 2021, succeeding Thomas J. Barlow
5. Jeffery H. Powell: Appointed on June 29, 2021, succeeding Sharon Shaffer who passed on July 3, 2020

The Board welcomed incoming institutionally-appointed Board of Governors members:

1. Ms. Anna Romano replaces Hollie McDaniel Brown in the role of the BOG Faculty Senate Representative for the 2021-2022 academic year. Ms. Romano began her service on August 13, 2021. Ms. Romano is the Program Coordinator of Veterinary Technology at Pierpont. She also serves on the Faculty Senate Executive Committee. Ms. Romano received her Oath of Office on August 17, 2021 from Notary Public, Cyndee K. Sensibaugh.
2. Ms. Haley N. Thomas is the Board representative for the Pierpont Student Government Association, replacing Christopher Sunseri who graduated last May. Ms. Thomas was elected by her peers on September 9, 2021. Ms. Thomas received her Oath of Office to serve on the Board on September 14, 2021 from Notary Public, Cyndee K. Sensibaugh.

### **III. Interim President's Report – Informational**

Interim President Anthony Hancock welcomed the new Board members stating that their leadership is critical to Pierpont now and moving forward.

Pierpont is in transition working on relocation of programs, assessing vital needs, and developing the Pierpont Foundation. The Culinary Arts, Veterinary Technology and Early Childhood Education programs are scheduled to relocate by June 30, 2022 and progress is being made on these efforts.

Dr. Hancock asked Ms. Anna Romano, Veterinary Technology Program Coordinator, to provide an update on the program's progression. Ms. Romano shared that on August 20, 2021 a final design concept was approved for the building acquired in Clarksburg next to the

Gaston Caperton Center to house the Pierpont Vet Tech program. The bidding process for construction will begin shortly. As the deadline for the program to be moved from the Locust Avenue approaches, alternative plans for kennel space has been developed.

#### **IV. Operation Reports - Informational**

1. *Academic Affairs*

Mr. Michael Waide shared that the Academic Affairs Report was provided in detail in the September 21, 2021 Board Book. No questions were received.

2. *Classified Staff*

Reporting for Amanda Hawkinberry, Ms. Mary Jo Rutherford shared that Mr. Chip Hawkins was named as the Classified Staff Employee of the Year. A social was held on September 8, 2021 honoring Mr. Hawkins. Also, the Classified Staff is holding a fundraiser selling Pierpont items. Proceeds will go to the Classified Staff Council Scholarship Fund.

A complete report was provided in detail in the September 21, 2021 Board Book. No questions were received.

3. *Institutional Advancement/Foundation Board Report*

Ms. Julie Cryser reported that advertisements, commercials, and billboards have begun for Pierpont promotional marketing. The website is in development and a quarterly publication called “Network” has been produced.

For the Pierpont Foundation a new Foundation Board has been established and polices are being developed to assist the operation of the Foundation. The transfer of funds from the management of Fairmont State Foundation is underway and an investment firm has been secured.

A complete report was provided in detail in the September 21, 2021 Board Book. No questions were received.

4. *Student Government Association*

Ms. Raven Thomas introduced the AY 2021-22 Student Government Association elected officers. They are:

- President/Representative to the BOG: Haley Thomas
- Vice President: Justin Clelland
- Student Senator: Zachary Summers

The Secretary and Public Relations Officer positions are vacant.

5. *Student Services*

Ms. Lyla Grandstaff expressed thanks to Ms. Raven Sands (Thomas) and Ms. Jennifer McConnell for there work on the Welcome Fair, as it was the most attended student event to date.

A Constituent Relationship Management System Request for Proposal has been made public and a selection should be made in the next few weeks.

A complete report was provided in detail in the September 21, 2021 Board Book. No questions were received.

## **V. Committee of the Whole**

### *1. May 31, 2021 Combined Finance Report - Informational (Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the Combined Finance Report were provided in the September 21, 2021 Board Book. It was noted that there was an improvement of \$631,960 from the FY 2022 Approved Unrestricted Budget completed in March 2021. The budget balance as of August 31, 2021 is \$254,252. The Overall Operating Revenue Budget improved by \$275,334.

The YTD Actuals reflect:

- Realized approximately 43% of projected tuition and fees revenue
- Realized approximately 44% of overall revenues
- Incurred approximately 7.6% of operating expenses
- The YTD Budget Balance is \$4,145,977

### *2. Resolution to Approve the Establishment of the Pierpont President Search Committee – Action Item*

Mr. Bozarth, Acting Chair, presented a resolution to establish a search committee for the hiring of a permanent President.

Pierpont Community & Technical College and the Presidential Search Committee will conduct a nationwide search for a permanent President, in compliance with Title 135, Series 5 – Evaluating and Employing Presidents, and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”), with the goal to appoint a permanent President by July 1, 2022.

The voting members of the Presidential Search Committee will consist of the three elected executive officers of the Pierpont Community & Technical College Board of Governors (Chair, Vice Chair, and Secretary), of which the elected Chair will serve as the Search Committee Chair.

The Search Committee Chair will coordinate with the Chancellor of the Community and Technical College System to formalize the involvement of the Council in this search process in accordance with the provisions of Series 5 of the Code of State Regulations.

The Search Committee will also include representatives from each of the following categories: Pierpont Foundation, Pierpont Faculty, Pierpont Classified Staff, Pierpont student body, community, business and industry, and K-12/CTE education. Committee membership may be modified or supplemented to assure continued compliance with Series 5 and the applicable rules of the Council.

A motion was offered by Ms. Lisa Lang to approve the establishment of a President Search Committee. Mr. Jeff Powell seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

3. *Resolution to Approve the Establishment of the Pierpont President Search Committee – Action Item*

Mr. Bozarth, Acting Chair, presented a resolution to establish a timeline for the President Search Committee.

A nationwide search will be conducted, in compliance with *Title 135, Series 5 – Evaluating and Employing Presidents*, and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”), with the goal to appoint a permanent President by July 1, 2022.

The proposed timeline will provide the President Search Committee guidance and measures, with established deadlines, to assist in a productive search for a permanent President for Pierpont Community & Technical College.

A motion was offered by Mr. Thomas Cole to approve the establishment of a President Search Timeline. Mr. Rick Pruitte seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

## **VI. Board Committee Reports**

1. *AdHoc BOG Executive Officers Nominating Committee (EON)*  
*(Brian Bozarth, Chair, Rick Pruitte)*

a. Nominations and Election of BOG Executive Officers for the 2021-2022 Academic Year – Action Item

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

Vacancies to the BOG Executive Officers positions were created on June 29, 2021, when Governor Jim Justice appointed new Pierpont Community & Technical College Board of Governors members to succeed existing BOG members.

The current Pierpont Board of Governors Executive Officers are:

Acting Chair: Brian Bozarth  
Vice Chair: Vacant  
Secretary: Brian Bozarth

From August 6, 2021 to August 17, 2021, the Pierpont Community & Technical College Board of Governors members were petitioned to forward nominations for the vacant Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Nominations were received and reviewed by the Nominating Committee and are hereby provided for consideration.

The nominees were:

Chair: David L Hinkle and Brian S. Bozarth  
Vice Chair: Lisa Q. Lang and Larry Puccio, Jr.  
Secretary: Brian S. Bozarth and Natalie Stone

Acting Chair, Mr. Bozarth called for additional nominees from the floor. Hearing none, the election of the Board Officers proceeded.

Mr. Brian Bozarth withdrew his name for consideration of serving as Chair. As Ms. Natalie Stone is no longer serving on the Board, her name was withdrawn from serving as Secretary. Mr. Puccio, Jr. was not present to accept his nomination to serve as Vice Chair.

Ms. Cyndee K. Sensibaugh called for a formal vote from the Board to elect the Board Officers.

To serve as Chair – Mr. David L. Hinkle  
To serve as Vice Chair – Ms. Lisa Lang  
To serve as Secretary – Mr. Brian S. Bozarth

The recorded votes were as follows:

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

Upon completion of the recorded votes, Acting Chair, Brian Bozarth asked for a motion to elect David L. Hinkle as Chair, Lisa Q. Lang as Vice Chair, and Brian S. Bozarth as Secretary for the remainder of the 2021-2022 academic year, with the notation that the Board Chair will serve a two-year term.

A question was asked by an attendee if, given Mr. David L. Hinkle’s role as a County Commissioner and in his service on the North Central Airport Board, there would be a conflict of interest in his service as Chair. Mr. Bozarth shared that a conversation, via email, on this matter was written to the Higher Learning Commission, as well as vocally to Mr. Hinkle. Mr. Hinkle acknowledged and expressed to Mr. Bozarth that he would recuse himself from any votes that may have a direct conflict with his roles.

No further discussion was held.

Mr. Rick Pruitte offered a motion to approve and elect David L. Hinkle as Chair, Lisa Q. Lang as Vice Chair, and Brian S. Bozarth as Secretary for the remainder of the 2021-2022 academic year, noting that the Board Chair serves a two-year term. Mr. Jeff Powell seconded the motion. All agreed. Motion carried.

2. *Finance and Administration Committee (FA) Report*  
*(Brian Bozarth, Chair, and Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Brian Bozarth, Chair of the FA Committee, asked Mr. Dale Bradley, CFO/VP for Finance and Administration, to present the FA Committee report.

a. Capital Projects Request – Informational Item

Mr. Bradley shared the submission of the State Appropriations Request for the next fiscal year. The Higher Education Policy Commission (HEPC) receives this report, before their September 1<sup>st</sup> deadline, of capital project priorities funding

requests, or for which intuitional funding is planned or committed, or project funds committed and/or in progress.

Pierpont’s Capital Project Appropriations Request for FY 2023 totals \$37,500,00. Complete details of the Capital Projects Request were provided in the September 21, 2021 Board of Governors Book.

- b. Resolution for Capital Funding Approval for the Remodel and Expansion of the Veterinary Technology Assistant Program – Action Item

Mr. Bradley presented a resolution for approval of up to \$850,000 to be taken from Capital Funds for the remodel and expansion of the recently acquired United Hospital Center Building at 211 South Chestnut Street, Clarksburg WV, for the relocation of the Veterinary Technology Assistant Program. Along with the \$850,000, the Community and Technical College System Council has committed \$1.1M for this project, bringing the project total to \$1.95M.

A motion was offered by Mr. Jeff Powell to approve \$850,000 from Capital Funds to be used on the Remodel and Expansion of the Veterinary Technology Assistant Program. Ms. Jillian Sole, seconded the motion. All agreed. Motion carried.

## **VII. New Business**

1. Upcoming Meetings:

- a. The next regularly scheduled BOG meeting will be held on Tuesday, November 16, 2021 at 2:00 PM
- b. The next regularly scheduled ATC Advisory Board meeting will be held on Friday, December 3, 2021, within the scheduled BOG Workshop Retreat.
- c. The BOG Workshop Retreat will be held on Friday, December 3, 2021, from 8:00 am to 4:00 pm.

## **VIII. Old Business**

There was no old business announced.

## **IX. Public Comment**

There were no signatures recorded for public comment.

## **X. Executive Session – Closed Session**

No Executive Session was called.

## **XI. Adjournment**

There being no further business, Mr. Bozarth called for a motion to adjourn.

Prior to an adjournment motion being made, Ms. Jillian Sole called to go into Executive Session. As the topic for the Executive Session was not stated on the Board Agenda, Mr. Bozarth conferred with Cyndee K. Sensibaugh, Board Liaison, if Executive Session could be called. Ms. Sensibaugh advised that no Executive Session could be called at that time, as there was no advanced notice of the item to be discussed on the Board Agenda. No Executive Session was called.

A motion to adjourn was offered by Mr. Rick Pruitte and seconded by Jeffery Powell. All agreed. Motion carried. The meeting adjourned at 3:18 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

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

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

**Pierpont Tagline:** Education that Works.



MINUTES OF SEPTEMBER 29, 2021  
SPECIAL MEETING OF THE BOARD

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS SPECIAL MEETING  
September 29, 2021  
3:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on September 21, 2021, beginning at 3:00 PM. This meeting was conducted via video conference on Zoom and the meeting link was published on the West Virginia Secretary of State's Meetings Notice webpage.

**I. Call to Order – Open Session**

1. Opening Comment

Mr. David Hinkle, Chair, called the meeting to order in open session at 3:04 PM.

*Board members present:*

Via videoconference: Brian S. Bozarth, Thomas F. Cole, David L. Hinkle, Anthony Hinton, Lisa Q. Lang, Jeffery H. Powell, Rick Pruitte, Anna Romano, and Jillian Sole

*Board Members Absent:*

Anthony Hinton, Larry J. Puccio, Jr., and Haley Thomas

*President's Cabinet Members Present:*

Dale Bradley, Ron Hamilton, and Cyndee Sensibaugh

*Others Present:*

Susan Coffindaffer, Faculty Senate President

2. Call for Public Comment

Mr. David Hinkle, Chair, asked if there were any requests for public sign up of comments to the Board. One comment request was recorded.

**II. Possible Call for Executive Session – Closed Session**

1. Entering Executive Session – Closed Session

At 3:21 PM Jillian Sole moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

Items brought into Executive Session were:

- a. Discussion on Administrative Personnel Matter, as Requested by the Classified Staff Council Representative
  - b. Discussion on Administrative Personnel Matter, as Requested by the Faculty Representative
  - c. President Search Committee Category Members
2. Exiting Executive Session – Back to Open Session

At 4:27 PM, Jillian Sole motioned to exit Executive Session and return to Open Session. Jeffery Powell seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

No items were brought forward from Executive Session.

### **III. Public Comment**

A request for Public Comment was made by Dr. Susan Coffindaffer, Faculty Senate President.

Dr. Coffindaffer asked for clarification on the Board approved establishment of the President Search Committee, and the President Search Timeline, at the Board of Governors meeting held on September 21, 2021, and how this may have correlation with the Board's Special Meeting agenda of August 17, 2021. In response, during the meeting of August 17, 2021, the Board did not discuss any information requiring Board action.

### **IV. Adjournment**

There being no further business, Thomas F. Cole offered a motion to adjourn the meeting at 4:38 PM. Brian Bozarth seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

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

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

**Pierpont Tagline:** Education that Works.

MINUTES OF OCTOBER 21, 2021  
SPECIAL MEETING OF THE BOARD

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS SPECIAL MEETING  
October 21, 2021  
3:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on October 21, 2021, beginning at 3:00 PM. This meeting was conducted via video conference on Zoom and the meeting link was published on the West Virginia Secretary of State's Meetings Notice webpage.

**I. Call to Order – Open Session**

1. Opening Comment

Mr. David Hinkle, Chair, called the meeting to order in open session at 3:10 PM.

*Board members present:*

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

*Board Members Absent:*

Anthony Hinton, Rick Pruitte, and Larry J. Puccio, Jr.

*President's Cabinet Members Present:*

Dale Bradley and Cyndee Sensibaugh

*Others Present:*

George Perich, Members of the President Search Committee (Justin Clelland, Susan Coffindaffer, Memori Dobbs, Rusty Elliott, Donna Metz)

2. Call for Public Comment

Mr. David Hinkle, Chair, asked if there were any requests for public sign up of comments to the Board.

**II. Possible Call for Executive Session – Closed Session**

1. Entering Executive Session – Closed Session

At 3:15 PM Jeffery Powell moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Lisa Lang seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

Items brought into Executive Session were:

- a. Recommendation for Approval to Launch an RFP for a President Search Firm
2. Exiting Executive Session – Back to Open Session

At 3:39 PM, Lisa Lang motioned to exit Executive Session and return to Open Session. Thomas Cole seconded the motion. All agreed. Motion carried.

3. Items brought forward from Executive Session

A motion was made by Thomas Cole to approve the launch of an RFP for the purpose of hiring a national search firm to seek the next President of Pierpont Community & Technical College, with the discussed approved salary and firm costs. A second to the motion was offered by Jeff Powell. All agreed. Motion Carried.

Chair David Hinkle appointed Jeff Powell, Thomas Cole, and George Perich to review any submitted RFPs to Pierpont. After review of the RFPs a recommendation for a search firm will be brought before the President Search Committee.

### **III. Public Comment**

There was no request for public comment.

### **IV. Adjournment**

There being no further business, Thomas F. Cole offered a motion to adjourn the meeting at 3:44 PM. Jeffery Powell seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

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

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

**Pierpont Tagline:** Education that Works.

**Tab**

**2**

## ACADEMIC AFFAIRS REPORT



## **OFFICE OF ACADEMIC AFFAIRS**

*Provost Michael Waide*

The operational report, listed below, consists of summary reports from the deans and directors who provide exceptional leadership in service to Pierpont's students through Academic Affairs.

## **SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY**

*Dean Coffindaffer*

In the School of Business, Aviation, & Technology the NAEC Aviation Center is in the process of adding a Cessna Citation and a Piper Aztec aircraft to the Pierpont Fleet of aircraft used for Maintenance training. These aircraft are the final large purchases funded by the expiring EDA grant.

Several faculty are working to complete 5-year Program Reviews in Applied Process Technology (AAS), Applied Design (AAS), Business (AAS), Petroleum (AAS) and Petroleum (CAS)

Joe Filchock, Petroleum program Coordinator has completed his training and is now an authorized OSHA outreach trainer for OSHA 10 and OSHA 30.

45 students completed the OSHA Handsafe training aimed at safety protocols for the Oil and Gas industry occupations.

## **SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES**

*Dean Beighley*

The faculty and staff of Pierpont's School of General Education and Professional Studies (GEPS) have been actively engaged in a multitude of activities since reporting at the last regularly-scheduled Board of Governors meeting, as exemplified by the following School highlights:

GEPS program coordinators are in the process of preparing 16 curriculum proposals intended to enhance course and program curriculum, provide greater flexibility for student scheduling, and improve assessment activities. In addition to the curriculum revision, Dean Beighley has prepared intents to plan for the creation of a Leadership Studies (AA) degree, a Public Policy and Administration (AA) degree, and a Teacher Preparation: Elementary Education (AA) degree meant for consideration under West Virginia Higher Education Policy Commission Series 11.

The Food Service Management: Nutrition and Dietetics Technology A.A.S. degree program, is finalizing a self-study to submit to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in preparation for a February 2022 accreditation site visit. The Food Service Management A.A.S. degree program, inclusive of all four degree specializations, is also finalizing a five-year review in accordance with West Virginia Higher Education Policy Commission Series 10.

All programs aligned with the School of General Education and Professional Studies have been actively engaged with external stakeholders by reconstituting program advisory boards and scheduling advisory board meetings. Faculty within the Food Service Management Program have also been preparing for several community outreach events scheduled for the upcoming holiday season.

Finally, Pierpont's administration and GEPS leadership have been actively engaged in identifying spaces for the Early Childhood Education, inclusive of Pierpont's Laboratory Preschool, and Food Service Management programs' relocation from the Locust Avenue campus.

## **SCHOOL OF HEALTH SCIENCES**

*Interim Dean Amy Cunningham*

The Veterinary Technology program successfully submitted their AVMA focused site visit responses by the deadline of October 22, 2021. The AVMA CVTEA Accreditation decision meeting will take place November 4-7, 2021; the program expects formal notification at the end of November.

The program coordinators for the Health Science (AAS), Veterinary Technology (AAS), Veterinary Assistant (CAS), and Laboratory Assistant (CAS), are currently working on the narratives for their five-year reviews. Enrollment data and financial data were supplied to the coordinators to assist in their narrative summaries.

All Health Science programs will be designating 30 minutes of classroom time to advise and assist the cohorts in registering for Spring 2022 courses. All returning students are to be registered prior to their departure before Thanksgiving break. We hope this will increase retention in our health science programs from Fall to Spring semesters.

Work continues on the joint venture with WVNCC and our LPN program. The curriculum which is currently being revised will develop a curriculum proposal. The new program will offer students a one-year, full-time LPN hybrid program. Theory courses will be online with clinical instruction face to face.

## **ELEARNING**

*Robin Strader*

Migration to the new Blackboard is underway. Blackboard is Pierpont's learning management system. Blackboard engineers are working with WVNET to move Pierpont data into a test instance. Once completed, Pierpont's eLearning will be given access for testing purposes. eLearning is currently moving course content into a master shell for each online course. Course reviews for Quality Matters are taking place as master shells are created. eLearning is updating the general information that will become part of the standard template applied to all courses in the new Blackboard instance. eLearning is also developing an Introduction to Blackboard module for students that will also be included in the template for all courses.

This week the Aviation Technology Program underwent a thorough FAA inspection of our FAR Part 147 curriculum compliance, facility conditions, equipment adequacy, current and past student attendance and grading records, staffing levels, and quality of instruction (including new instructor interviews and classroom oversight). This was our first inspection since before the start of the Covid pandemic outbreak and it resulted in very minor paperwork corrections required, an accomplishment that speaks well for the contribution of the faculty and staff of the program. We are in the final stage of our last two aircraft funded by the ARC/EDA Grant that will be expiring in March of 2022. Of the \$1,000,000.00 allocated for one aircraft in 2019, we modified the line item to enable the school to acquire a Beech King Air (\$350,000), a BeechJet 400 (\$250,000), a Cessna 182 (\$80,000), a Cessna 172 (\$70,000), a Piper Aztec (\$40,000), a Cessna Citation Jet (\$210,000), and negotiated a deal for four Pratt and Whitney JT15D engines valued at \$180,000. These aircraft, along with ARC/EDA Grant funded electronic test equipment and avionics will place the aviation technology program in a strong position for adapting to the long-awaited FAA Part 147 curriculum regulatory revisions expected to be release this November. The fall semester enrollment numbers set a record high of 130 students on the first day of classes, however since that time no-shows and students dropping from courses has decreased the number to approximately 110. With the FAA inspection behind us, our focus is now on filling the vacated seats by recruiting spring semester students that typically come from non-traditional student populations such as displaced workers, ex-military ranks, and transfer students from other college programs. Currently, our staffing needs are being met with two new faculty funded from the ARC/EDA Grant and an adjunct faculty member, along with all full-time faculty members working overload schedules. Moving forward into the spring semester, we will have the addition of a retiring Air Force service-member teaching two classes as part of a military retirement program focused on interning retirees into civilian career fields. Lastly, we are awaiting a December notification of an FAA Workforce Grant valued at \$500,000.00 for two faculty positions, electronic test equipment, and a maintenance training simulator that will also be valuable for positioning the program for future growth.

**OFFICE OF STUDENT SUCCESS AND COMPLETION***Memori Dobbs*

In alignment with the Higher Learning Commissions charge to pursue educational improvement through goals and strategies that improve retention, persistence and completion rates in Pierpont's degree and certificate programs, the Office of Student Success & Completion is spearheading a Student Success Workgroup. The launching of the workgroup is to develop a coordinated plan to increase attainment throughout the institution. Comprised of faculty and staff the Student Success Workgroup will define student success for Pierpont and identify a shared vision for student success that aligns with the institution's mission, identify student success milestones beyond graduation and retention, identify services that contribute to

student success and identify what services are missing, and identify policies and practices that need to be analyzed for the impact on student success. The workgroup will also identify and follow-through individual student concerns as they arise on a weekly basis. The Student Success Workgroup will convene weekly to develop vision, goals, and workplan.

### **ACADEMY FOR TEACHING EXCELLENCE, ASSESSMENT, AND INCLUSION**

*Nancy Parks*

The Director for the Center for Teaching Excellence, Assessment, & Inclusion has been working with the Office of Institutional Research in compiling success rates for general education coursework, gathering and preparing documents for upcoming accreditation reports, and participating in the General Education Committee. The Director continues ongoing support of individual faculty, including requested orientations for new faculty, co-facilitation of a Business Technology course requirement, and producing a faculty newsletter. In addition, the Director has been working with academic Deans in designing Spring 2022's professional development activities for faculty.

### **TUTORING**

*Jeffrey Noel*

Tutorial services is operating primarily out of the Advanced Technology Center this semester, with the Caperton Center as a secondary location. The ATC has 21 hours per week during which Math, Physics, and Writing Tutoring are offered. These hours are limited primarily to afternoons due to the tutoring space being scheduled for classroom use in the mornings. The Caperton Center has 12 hours of English tutoring and 6 hours of Math tutoring per week. Student usage of tutoring for Math and Physics has been steady, with 56 hours of usage over the past 9 weeks. Demand for writing tutoring has been very low, at only 4 total hours.

## CLASSIFIED STAFF REPORT



## Classified Staff Council November 2021 BOG Report

### **Fan Cloth Fundraiser**

Classified Staff Council hosted a Fan Cloth fundraiser from September 7-October 1, 2021. Seventy-six items were sold and \$304 was raised. All proceeds from the fundraiser will be deposited into the Classified Staff Council Scholarship Fund.

### **Classified Staff Employee of the Year Social**

Classified Staff Council hosted a Classified Staff Employee of the Year Social on September 8. This award honors a Classified Staff employee who consistently demonstrates initiative, integrity, teamwork, outstanding work performance, and dedication to Pierpont and its mission. Maynard "Chip" Hawkins was selected as the 2021 Classified Staff Employee of the Year.

### **Upcoming Meeting Dates**

All meetings will be held at 1:00 p.m.

*November 17*

Location: Monongalia County Technical Education Center (MTEC)

*December 15*

Location: Advanced Technology Center (ATC)

*January 26*

Location: Advanced Technology Center (ATC)

*February 23*

Location: Advanced Technology Center (ATC)

*March 30*

Location: Advanced Technology Center (ATC)

# STUDENT SERVICES REPORT

Student Service updates For Board of Governors

### ***Recruiting Admissions and Student Involvement***

Recruiters attended college fairs and high school visits during the fall term. Face to face and virtual open houses are scheduled as follows:

- *December 1 Virtual*
- *December 11 Virtual*
- *February 3 Virtual*
- *February 26 In person*
- *April 2 In person*
- *May 18 Online*

Recruiters are in the process of scheduling students for spring term.

### ***Financial Aid***

Over one million dollars of HEERF funding has been given to students attending the fall.

Pierpont will award HEERF funding again in the spring semester.

### ***WV Invests Grant***

2021-2022 Academic Year

- Total Awarded \$1,554,037

Fall Semester

- Awarded \$630,354
- Disbursed \$451,170 (students have until the end of the semester to complete community service requirement)

Spring Semester

- Awarded \$923,683



- Spring only awards are currently being reviewed

### ***WV Higher Education Grant***

- State completed a late award cycle, students who have applied and submitted the FAFSA up through October 29, 2021, are being reviewed for eligibility for the Higher Education Grant. Deadline for Higher Ed is usually April 15<sup>th</sup>, this extension is expected to assist many Pierpont students.
- Academic eligibility is currently being reviewed; Pierpont has 260 students to review. Deadline for review to be completed is November 15<sup>th</sup>.

### ***Registrar***

Spring schedule is now available for all students to register. Social media, newspaper ads and press releases have gone out to let the public know new students can now register for the spring term.

We have 90 graduation applicants for December.

### ***Office of Counseling and Disability Services***

#### **Review of our Office's activities August 1<sup>st</sup> to date**

- Mental Health
  - Current case load = 16
  - Appointments = 86 (2020 in same period = 73)
  - Presentations = 3
- Disability Services
  - 19 intakes (2020 in same period = 24)
- Learning Strategies
  - Appointments = 22
  - Class presentations = 2
- DHHR/TANF – Pierpont's Parents' Place
  - WV Works students (Students with children who are registered with DHHR - WV WORKS) = 0

- DHHR sends people to us, and we are not receiving referrals because their numbers are down, people are not coming to DHHR
- Jama is creating monthly newsletters to “market” this resource
  - To students sharing the resources DHHR provides through us
  - To DHHR reps telling them about PCTC resources for their clients
    - She attended a virtual meeting of reps from our 13 counties, taking Skye Feather with her, to let them ask questions about our programs, regular and certificate
- Parents’ Place
  - Our graphic design intern has created coloring pages highlighting several of Pierpont’s programs for kids who are accompanying their parents to orientations and events
  - More children’s activities have been added to the Parents’ Place website
  - In the process of creating an informational module on Teaching Children About Emotions

### ***Student Government***

Student Government recently participated in a trunk or treat event hosted by the City of Clarksburg. Our students were able to engage with community members and passed out candy to approximately 1000 children. They exemplified Pierpont Pride and represented our institution well.

**Tab**

**3**

**Board of Governors**  
**Budget/Finance Report FY 2022**  
**Pierpont Community & Technical College**  
**as of October 31, 2021**

**SUMMARY:**

The projected effect on net assets for FY 2022 as of October 31, 2021, is an increase of \$128,144.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of October 31, 2021, of \$128,144 represents a decrease of (\$126,107) from the August 31, 2021 Budget/Finance Report.

The overall Operating Revenue Budget decreased by (\$436,541). This change is primarily related to a reduction in Auxiliary Enterprise Revenue of (\$457,000) which is the recognition of the structure change that occurred with the execution of the Final Separation Agreement. Prior to the Final Separation Agreement, Pierpont collected a variety of Auxiliary Enterprise Fees that were transferred to Fairmont State University (FSU). With the execution of the Final Separation Agreement, Pierpont no longer collects and transfers these Auxiliary Enterprise Revenues to FSU. Instead of this activity, Pierpont now makes a direct payment to FSU as identified in the Final Separation Agreement. In FY 22 this direct payment is \$1.3 Million.

The overall Operating Expense Budget decreased by (\$310,434). The primary factors in this improvement to the Operating Expense Budget was the reduction of \$597,00 in the Assessment for Auxiliary Fees & Debt Service related to the changes in Auxiliary Enterprise Revenue and expenses as a result of the Final Separation Agreement. Specifically, Pierpont no longer transfers Auxiliary Enterprise Revenues to FSU. Additional changes was a (\$37,784) reduction in Salaries expenses; an increase of \$82,652 to Benefits expenses; an increase of \$241,698 in Supplies and Other Services expenses.

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

- The institution has realized approximately 46% of projected tuition and fees revenue.
- The institution has realized approximately 46% of overall revenues.
- The institution has incurred approximately 26% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$3,042,926.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted (Including Depreciation)  
As of October 31, 2021

	Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
Tuition and Fees	7,387,309	7,532,482	3,436,487	45.62%
Auxiliary Enterprise Revenue	457,000	140,000	126,264	90.19%
Other Operating Revenues	303,253	313,873	131,502	41.90%
<b>Total:</b>	<b>8,147,562</b>	<b>7,986,355</b>	<b>3,694,253</b>	<b>46.26%</b>
<b>OPERATING EXPENSE</b>				
Salaries	7,798,934	7,454,331	1,677,173	22.50%
Benefits	1,702,872	1,737,777	344,327	19.81%
Student financial aid-scholarships	248,252	248,252	59,507	23.97%
Utilities	193,062	192,562	59,112	30.70%
Supplies and Other Services	4,479,713	4,574,979	1,597,250	34.91%
Equipment Expense	85,695	78,267	17,885	22.85%
Fees retained by the Commission	101,407	101,407	46,786	46.14%
Loan cancellations and write-offs	100,000	100,000	0	0.00%
Assessment for Auxiliary Fees & Debt Service	457,000	0	0	0.00%
<b>Total:</b>	<b>15,166,935</b>	<b>14,487,576</b>	<b>3,802,040</b>	<b>26.24%</b>
<b>OPERATING INCOME / (LOSS)</b>	<b>(7,019,373)</b>	<b>(6,501,221)</b>	<b>(107,788)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
State Appropriations	7,820,129	7,820,129	3,284,454	42.00%
Gifts	115,000	102,700	0	0.00%
Investment Income	69,846	69,846	1,532	2.19%
Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
Fees assessed by Commission for other	0	0	(135,273)	0.00%
<b>Total:</b>	<b>7,489,830</b>	<b>7,477,530</b>	<b>3,150,713</b>	<b>42.14%</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	0	(22,290)	0	0.00%
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)	(395,000)	0	0.00%
Transfers - Other	0	0	0	0.00%
<b>Total:</b>	<b>(425,875)</b>	<b>(448,165)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>	<b>44,582</b>	<b>528,144</b>	<b>3,042,926</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>	<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>	<b>(355,418)</b>	<b>128,144</b>	<b>3,042,926</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>	<b>(12,025,481)</b>	<b>(12,025,481)</b>		
<b>Less: USE OF RESERVE</b>	<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>	<b>(12,380,899)</b>	<b>(11,897,337)</b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2021 in the amount of \$404,855.

\* Unrestricted Net Asset Balance is -83.34% of the current budgeted total operating expense. Management has established a target of 15% or \$2,164,455 as the goal for the level of unrestricted net asset balance that should be maintained.

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

**Current Unrestricted - President**

As of October 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	5,835,788	6,148,210	2,998,577	48.8%
	Other Operating Revenues	298,253	5,000	124,250	2485.0%
	<b>Total:</b>	<b>6,134,041</b>	<b>6,153,210</b>	<b>3,122,827</b>	<b>50.75%</b>
<b>OPERATING EXPENSE</b>	Salaries	7,238,361	7,020,094	1,576,557	22.46%
	Benefits	1,618,039	1,679,800	328,374	19.55%
	Student financial aid-scholarships	237,252	237,252	55,507	23.40%
	Utilities	190,063	189,563	59,112	31.18%
	Supplies and Other Services	3,435,726	3,339,293	1,469,862	44.02%
	Equipment Expense	27,702	20,273	16,295	80.38%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	46,786	46.14%
	<b>Total:</b>	<b>12,948,549</b>	<b>12,687,682</b>	<b>3,552,493</b>	<b>28.00%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,814,508)</b>	<b>(6,534,472)</b>	<b>(429,667)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,820,129	7,820,129	3,284,454	42.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	69,846	69,846	1,532	2.19%
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0	0.00%
	Fees assessed by Commission for other	0	0	(135,273)	0.00%
	<b>Total:</b>	<b>7,470,830</b>	<b>7,470,830</b>	<b>3,150,713</b>	<b>42.17%</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	0	0	0	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)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(425,875)</b>	<b>(425,875)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>230,447</b>	<b>510,483</b>	<b>2,721,047</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>(169,553)</b>	<b>110,483</b>	<b>2,721,047</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>(13,599,471)</b>	<b>(13,599,471)</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>(13,769,024)</b>	<b>(13,488,988)</b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2021 in the amount of \$404,855.

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

As of October 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,551,521	1,384,272	437,910	31.63%
	Other Operating Revenues	5,000	308,873	7,252	2.35%
	<b>Total:</b>	<b>1,556,521</b>	<b>1,693,145</b>	<b>445,162</b>	<b>26.29%</b>
<b>OPERATING EXPENSE</b>	Salaries	560,574	434,238	100,616	23.17%
	Benefits	84,833	57,977	15,953	27.52%
	Student financial aid - scholarships	11,000	11,000	4,000	36.36%
	Utilities	2,999	2,999	0	0.00%
	Supplies and Other Services	1,043,987	1,095,686	72,376	6.61%
	Equipment Expense	57,994	57,994	1,590	2.74%
	Loan cancellations and write-offs	0	0	0	0.00%
<b>Total:</b>	<b>1,761,387</b>	<b>1,659,894</b>	<b>194,535</b>	<b>11.72%</b>	
<b>OPERATING INCOME / (LOSS)</b>		<b>(204,866)</b>	<b>33,251</b>	<b>250,627</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	19,000	6,700	0	0.00%
	Investment Income	0	0	0	0.00%
	<b>Total:</b>	<b>19,000</b>	<b>6,700</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
<b>Total:</b>		<b>0</b>	<b>(22,290)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>(185,866)</b>	<b>17,661</b>	<b>250,627</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,556,350</b>	<b>1,556,350</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>1,370,484</b>	<b>1,574,011</b>		

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

As of October 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	457,000	140,000	126,264	90.19%
	<b>Total:</b>	<b>457,000</b>	<b>140,000</b>	<b>126,264</b>	<b>90.19%</b>
<b>OPERATING EXPENSE</b>	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	457,000	0	0	0.00%
	Supplies and Other Services	0	140,000	55,012	39.29%
	<b>Total:</b>	<b>457,000</b>	<b>140,000</b>	<b>55,012</b>	<b>39.29%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>0</b>	<b>0</b>	<b>71,252</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>	<b>71,252</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>17,640</b>	<b>17,640</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b>17,640</b>	<b>17,640</b>		



**Tab**

**4**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of November 16, 2021**

**ITEM:** Acceptance of the Independent Auditor’s Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College’s Finance Statements as of and for the year ended June 30, 2021

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors accept the Financial Statements and the Independent Auditor’s Report for FY 2021.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Suttle & Stalnaker PLLC presented the audit report and of the FY 2021 Audited Financial Statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of the business-type activities of Pierpont, as of June 30, 2021 and 2020, and the changes in financial position and cash flows thereof for the years then ended in accordance with generally accepted accounting principles.

The following are comments about the College’s FY 2021 Financial Statements from Management:

- Pierpont issues its Audited FY 2021 Financial Statements October 1, 2021 which was the completion date established by the HEPC. The combined WV Higher Education Funds Audit was completed and sent to the WV Department of Administration prior the October 31, 2021 deadline.

- The financial statements include Management Discussion and Analysis, the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position (SRECNP), and the Statement of Cash Flows, and the footnotes.
- The 2021 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Pierpont Community & Technical College and Fairmont State University found in financial statement Note 16 beginning on page 58. However, FY 2021 is the last year such representations will be needed due to the execution of the Final Separation Agreement in April 2021.
- The 2021 Audit Report detail the changes to Pierpont's financial condition resulting from the execution of the Final Separation Agreement. Note 17 beginning on page 63 details the changes with the summary being a total loss on the final separation from Fairmont State of (\$27,872,673).

**Tab**

**5**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of November 16, 2021**

**ITEM:** Approval to Proceed with a 5-Year Lease with Middletown Commons for the Culinary Program

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors approve proceeding with executing a 5-Year Lease of \$125,000 annually with the Middletown Commons for the relocation of Pierpont's Culinary Program.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Based in the Final Separation Agreement, Pierpont must relocate the Culinary Program off the Fairmont State University Locust Avenue Campus by June 30, 2022.

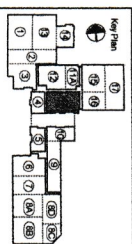
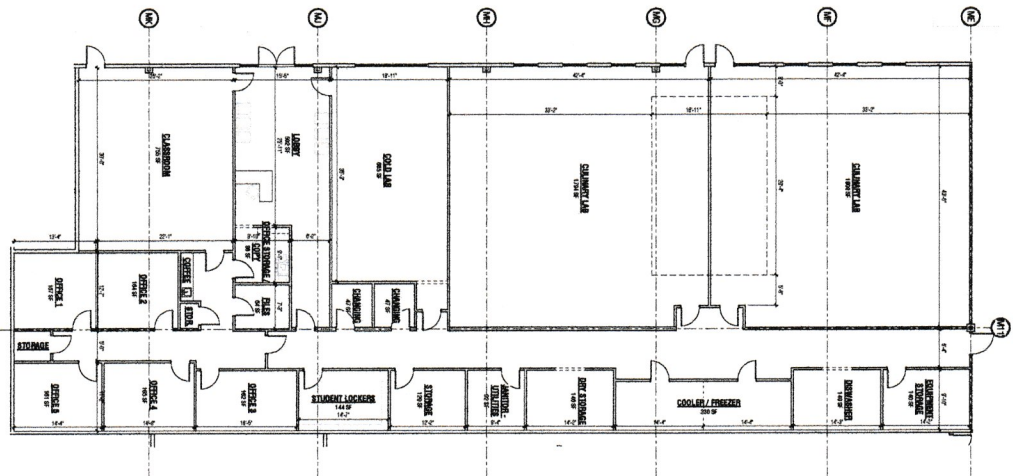
Pierpont Administration has been actively reviewing a variety of possible solution to a location for the Culinary Program that included various partnerships, leasing options, purchasing options and new construction.

Based on Pierpont Administration's analysis of the options, it is recommending that Pierpont lease approximately 9,000 square feet at a rate of approximately \$13.88 per sq. ft. (see attached proposed layout of space) inside the Middletown Commons for the next 5-years to accommodate the relocation of the Culinary Program.

Pierpont's Administration believes this is the most practical viable option for a location for Culinary Program that enables Pierpont to meet to timelines identified in the Final Separation Agreement.

Additionally, it is Pierpont's understanding that the lease must also be approved by the Council for Community & Technical College Education before Pierpont can proceed.

**1 FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**A-1.1**  
PIERPONT CULINARY AT MIDDLETOWN COMMONS (SUITE 155) OPTION 7  
FLOOR PLAN



**PIERPONT CULINARY AT MIDDLETOWN COMMONS (SUITE 155) OPTION 7**

FLOOR PLAN

NOT FOR  
CONSTRUCTION  
2023-09-24

