



BOARD

OF

GOVERNORS

May 11, 2021

MEETING SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

May 11, 2021

Zoom Conference Meeting

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2:00 PM Board of Governors Meeting

Thomas J. Barlow – Chair

Brooke Nissim Sabat – Vice Chair

Brian S. Bozarth – Secretary

Members: Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, Christopher Sunseri, and Warren “Chip” VanAlsbury. Three institutional BOG member positions are currently vacant.

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Tuesday, May 11, 2021

I. Call to Order in Open Session

1. Opening Comment (*Chair: Thomas Barlow*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes
 - a. Approval of BOG Meeting Minutes of March 23, 2021

Tab 1 - Action Item

II. Recognitions – Informational

- Recognition of Mr. Christopher Sunseri, outgoing Student Government Representative to the Board of Governors and President of the student body. Mr. Sunseri outstandingly served during AY July 1, 2020 to June 30, 2021. (*Raven Thomas*)
 - 📌 A newly elected SGA Representative to the Pierpont Board of Governors for AY 2021-2022 will be introduced at the September 2021 BOG meeting.

III. President’s Report – Informational (*Dr. Anthony Hancock*)

IV. Operation Reports

Tab 2 - Informational

1. Academic Affairs (Michael Waide)
2. Classified Staff (Amanda Hawkinberry)

V. Committee of the Whole

1. March 31, 2021 Combined Finance Report **Tab 3 - Informational**
(*Dale Bradley, CFO/VP for Finance and Administration*)
2. Resolution for Approval of the Pierpont Community & Technical College Board of Governors Meeting Schedule for AY 2021-2022 **Tab 4 – Action Item**
(*Cyndee Sensibaugh, EA to the BOG*)

VI. Board Committee's Reports

1. Audit/Finance and Administration Committee (FA) Report **Tab 5 – Action Item**
(Brian Bozarth, Chair)
 - a. Approval of Unrestricted Education and General Budget for FY 2022
(Dale Bradley, CFO/VP for Finance and Administration)
2. Communications, Academic Affairs, Recruiting & Research Committee (CARR) Report (Brooke Nissim-Sabat, Chair)

VII. New Business

1. Nominations and Election of the AY 2021-2022 ATC Advisory Board Officers to be held at the June 15, 2021 ATC Advisory Board Meeting

Current: 2020-2021 NORTH CENTRAL ATC ADVISORY BOARD OFFICERS

- Jillian Sole – Chair
- Thomas Barlow – Vice Chair
- Vacant – Recording Secretary

North Central ATC Advisory Board – Nominating Committee

- Brian Bozarth – Chair
- Thomas Barlow – ATC Advisory Board Member
- Vacant - NCATCAB Member

2. Nominations and Election of the AY 2021-2022 BOG Executive Officers to be held at the June 15, 2020 BOG Meeting

Current: 2020-2021 PIERPONT BOARD OF GOVERNORS EXECUTIVE OFFICERS

- Thomas J. Barlow – Chair
- Brooke Nissim-Sabat – Vice Chair
- Brian Bozarth – Secretary

Board of Governors Executive Officers Nominating Committee (EON)

- Brian S. Bozarth – Chair
- Brooke Nissim-Sabat – BOG Faculty Senate Representative
- Rick Pruitte – BOG Member
- Warren VanAlsbury – BOG Member

3. Upcoming Meetings:
 - a. The next regularly scheduled ATC Advisory Board meeting is to be held on Tuesday, June 15, 2021 at 1:00 pm.

- b. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, June 15, 2021 at 2:00 pm.

VIII. Old Business

IX. Public Comment

X. Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

_____ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

XI. Adjournment



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

Tab

1

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

March 23, 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 March 23, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

Board Members Present:

Via videoconference: Thomas Barlow, Brian Bozarth, Brooke Nissim-Sabat, Jillian Sole, Natalie Stone, and Christopher Sunseri.

Board Members Absent: Rick Pruitte, Larry Puccio, Jr., and Warren ‘Chip’ VanAlsburg
Three governor appointed BOG positions are vacant.

President’s Executive Cabinet Members Present:

Via videoconference: Dale Bradley, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide. Note – Interim President Hancock was absent due to a death in his family.

Others in Attendance via Videoconference:

Guests: Ryan Quinn (Charleston Gazette)

Pierpont faculty and staff: David Beighley, Kimberly Cale, Kari Coffindaffer, Susan Coffindaffer, John Davis, Memori Dobbs, Carolyn Fletcher, Amanda Hawkinberry, Ashley Tennant, Shelley Tharp, Raven Thomas, and David Williams

I. Call to Order – Open Session

1. Opening Comment

Mr. Thomas Barlow, Chair, called the meeting to order in open session at 2:03 PM.

2. Call for Public Comment

Mr. Barlow, Chair, announced and inquired if there were any requests for public sign up of comments to the Board. No requests were announced or recorded.

3. Approval of Minutes from the February 16, 2021 BOG Meeting – Action Item

A motion was presented by Natalie Stone to approve the Minutes from the February 16, 2021 Pierpont Community & Technical College Board of Governors Meeting, as

presented. Brooke Nissim-Sabat seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

No recognitions presented.

III. Interim President’s Report – Informational

President Hancock’s report was tabled.

IV. Operation Reports - Informational

Operation Reports were tabled.

V. Committee of the Whole

1. *Resolution for Review of Comments and Acceptance of the Amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees - Action Item (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee)*

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees.

At the Pierpont Board of Governors meeting of February 16, 2021, a 30-Day Public Comment Period was established from February 17, 2021 to March 18, 2021, to provide the public the opportunity to address the proposed recommended amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period.

There was one staff comment received noting a grammatical suggestion. A summary of the comment was presented in the March 23, 2021 Board Book and reviewed with the Board.

Brooke Nissim-Sabat offered a motion to approve the amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *February 28, 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 March 23, 2021 Board Book. It was noted that the budget balance as of February 28, 2021 is \$85,120 - no change since December 31, 2020.

The YTD Actuals reflect:

- Realized approximately 84% of projected tuition and fees revenue
- Realized approximately 83% of overall revenues
- Incurred approximately 54% of operating expenses
- The YTD Budget Balance is \$3,755,267

3. *Resolution for the Approval of Tuition and Fee Changes for AY 2021-2022
(Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley offered, for approval, a resolution to eliminate, increase, and establish Fee Changes for AY 2021-2022. There are no recommended Tuition Changes. Complete details were provided to the Board in the March 23, 2021 BOG Book and reviewed at the meeting.

Brooke Nissim-Sabat offered a motion to approve the recommended Fee Changes for AY 2021-2022. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

VI. Board Committee Reports

1. *Finance and Administration Committee Report (FA) – Informational
(Dale Bradley, CFO/VP for Finance and Administration)*

Brian Bozarth, Chair of the FA Committee stated that there was no additional business to discuss.

2. *Communications, Academic Affairs, Recruiting and Research Committee (CARR) – Informational
(Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat, Chair of the CARR Committee presented the CARR Committee Report.

a. *Program Reviews*

The Committee has begun the work to revise the program review process. Data reporting changes are the focus of the program review process.

VII. New Business

1. Upcoming Meetings:

- a. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, May 11, 2021 at 2:00 pm.

VIII. Old Business

1. COVID-19

Mr. Bradley shared that Pierpont is continuing with the weekly testing. Overall the numbers of positive tests are declining. Many employees have received the vaccination and an additional 10 employees will be vaccinated next week.

Chairman Barlow thanked the Pierpont Executive Team, faculty and staff for their work during the COVID pandemic and for reaching out to their legislators in opposition to House Bill 2805. There was no additional information to share regarding the bill.

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, Natalie Stone offered a motion to adjourn the meeting at 2:27 PM. Brooke Nissim-Sabat seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

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

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

Pierpont Tagline: Education that Works.

Tab

2

Academic Affairs Report

OFFICE OF ACADEMIC AFFAIRS

SCHOOL OF GENERAL EDUCATION AND PROFESSIONAL STUDIES

Dean Beighley

The faculty and staff of Pierpont's School of General Education and Professional Studies have been actively engaged in a multitude of activities since the February 16, 2021 Board of Governors meeting, as exemplified by the following School highlights:

Pierpont's Food Service Management program, in collaboration with West Virginia University's Department of Geography and Geology and Sprouting Farms' Greenville Farm Kitchen, was awarded grant funding as part of USDA NIFA's Agricultural Workforce Development Program. This award, of which Pierpont is subcontracted for approximately \$230,000, was initiated by Pierpont's Food Service Management Program Coordinator, Natalie Feltz, who will serve as Pierpont's faculty mentor for the project. The scope of the project is to refresh workforce development curriculum to meet the needs of the 21st century agricultural industry by integrating federal training programs and an immersive experience in the local food system that addresses a state gap in knowledge and operators. Students engaged in this educational experience learn about preparing value-added products and acidified foods for market, data tools, and are plugged into the network of shared-use kitchens in West Virginia that are processing the House recipes as a "WV Grown" product. This self-sustaining program increases the production of acidified and value-added products via the House recipe program for shared-use kitchens, and profits are reinvested into this workforce-development program partnership. Kudos to Chef Feltz.

Pierpont's Laboratory Preschool was forced to eliminate community and family events during AY2020-2021 due to COVID restrictions. However, faculty and staff employed creative strategies to incorporate some of the usual events into the Laboratory Preschool and student teaching plans. Since the second week of the Spring 2021 semester, Early Childhood Education students have been teaching full-time in the Laboratory Preschool, engaging with the preschool students in the following ways:

- Dr. Seuss Week/Read Across America: Early Childhood Education students prepared lesson plans each day of the week based on different Dr. Seuss books, planning corresponding activities that incorporated concepts from the books.
- Week of the Young Child (WOYC): WOYC is sponsored by the National Association for the Education of Young Children and focuses on children and families. During this week, Early Childhood Education students planned activities and events based on the focus of each day. The focus is designated by NAEYC (Music Monday, Tasty Tuesday, etc). This is usually a large family and community event but was limited to the Laboratory Preschool this year due to COVID.

- Early Childhood Education students prepared for their last few weeks of student teaching, working collaboratively to plan lessons that focused on animals, insects, and dinosaurs. During that time, the students added caterpillars (that will soon be butterflies) and an ant hill to the classroom. Baby chicks also visited the preschool.
- Early Childhood Education students and faculty attended a variety of webinars required for Professional Development due to restrictions placed on in-person conference attendance.

Pierpont’s Criminal Justice Program purchased through Perkins V grant funding a firearms simulation lab. This simulation lab provides Criminal Justice students the opportunity for hands-on, workforce-specific training. Prior firearms training administered by the program was by lecture and example, only, therein leaving Criminal Justice students as a deficit, specific to employer and workforce expectations of graduates, rectified by simulation lab training afforded by the firearms simulation lab equipment. Many thanks to Abigail Hamilton for her work in securing the equipment needed for the lab.

Pierpont’s Liberal Studies A.A. Program Coordinator, Debra Lupica-Scott, revised the program’s curriculum with the goal of increasing program enrollment and student transfer opportunities. The purpose of the Liberal Studies A.A. degree program is to provide students with the educational foundation needed to transfer to a bachelor’s degree program or for many occupations that require at least two years of college. Considering the former charge of the program’s purpose, courses identified on West Virginia Higher Education Policy Commission’s “General Studies and Course Equivalency Transfer Agreement 2020-2021” were targeted in drafting this proposal for Liberal Studies A.A. curriculum addition, therein enhancing options for students seeking to pursue a baccalaureate degree following graduation. Because the Associate of Art degree is not covered by the WV Invests grant for students, it is important that transferability in and out of the program be enhanced to maintain this as a viable option for students for whom this degree was intended – those trying to complete as many general education requirements as possible prior to transferring to a baccalaureate degree program. The curriculum modification is additionally intended to make the degree a more attractive “first-choice” degree option.

The School of General Education and Professional Studies maintained 200 Jaynes Hall as an open computer lab for students, faculty, and staff to utilize during the Spring 2021 term. Staffed by Work Study students, the lab will operate on the following schedule:

- Monday – 9:00am-8:00pm
- Tuesday – 9:00am-4:00pm
- Wednesday – 9:00am-8:00pm
- Thursday – 9:00am-4:00pm
- Friday – 9:00am-8:00pm

Many thanks to Brady Ball, Justin Clelland, and Harley O'Brien for their Work Study service during AY2020-2021.

SCHOOL OF HEALTH SCIENCES

Acting Dean Michael Waide

Emergency Medical Services:

The EMS program will soon receive \$23,250 in grant money to go towards testing processes to allow students to test for Advanced EMT, a new certification level for WV EMS providers. These funds will go towards testing expenses and the remaining amount will be utilized to provide 15 students with scholarships. Anticipated amount is \$1,000 scholarships for 15 students.

Also, we are currently in the process of applying for a \$50,000 grant to acquire an ambulance simulator for the classroom.

Health Information Technology:

The Health Information Technology is now a non-selective enrollment program. The program will be offered entirely online beginning Fall 2021. The Program is currently in the process of signing an MOU with the American Health Information Management Association for the Medical Coding and Reimbursement micro-credential. The program has also created an advanced skill set in Electronic Health Records in addition the Medical Administrative Assistant advanced skill set. The program is graduating 12 students May 2021.

Health Sciences:

There will be 20 students graduating in May 2021 for the AAS in Health Sciences. Those students have completed the following skillsets:

Phlebotomy-13

Laboratory Assistant-6

Medical Administrative Assistant-10

Electrocardiogram Technician-4

LPN-2 (Only for the Health Science degree)

EMT Basic-2

Veterinary Assistant-1

It is interesting to note that 3 students completed 3 skillsets and 8 students completed two.

The Health Sciences program is recruiting to those individuals who already have a professional credential or licensure to complete the AAS in Health Sciences. The Health Sciences' program is offered online for

Licensed Practical Nursing:

The LPN program will have a pinning ceremony on May 2, 2021 to honor the 23 spring graduates. The 23 graduates are working with ATI in preparation for their state licensure examination, NCLEX-PN. Graduating students are encouraged to work with ATI until they have adequately demonstrated proficiency in the licensed practical nurse curriculum. Once they demonstrate proficiency, they will be able to apply for licensure.

The first-year cohort lost two students during the spring semester. One to the death of her son and the second was accepted into Fairmont State's nursing program for the fall 2021 semester. Eighteen students remain in this cohort and will return for the fall 2021 semester.

Medical Laboratory Technology:

The MLT Program has 11 graduating students for May 2021. This group has overcome all obstacles created by the COVID-19 pandemic to succeed in their education and become outstanding laboratory professionals. Eight of the graduates have already accepted job offers! The last few weeks of the semester have included the graduate poster presentations and a joint molecular lab activity with the first year MLT students.

The program has offered admission to 15 eligible applicants for Fall 2021 and are encouraging interested persons to enroll in our first semester open enrollment courses.

Phlebotomy:

In the Spring Term 2021, we placed 17 students for Phlebotomy Clinical Rotations in 11 different clinical facilities. We successfully navigated through possible COVID exposures and they have completed or are completing on time. We offered a Phlebotomy Certification Exam at midterm with an 87 % pass rate. We have another exam scheduled for May 7th.

Physical Therapist Assistant:

The Physical Therapist Assistant Program plans to return to full face to face class this summer from a hybrid model. The first year students are looking forward to this transition and are excited for their two-week clinic set to start mid-June. Currently most of our second year students are in the clinical setting completing their final rotation of the semester. We have faced some difficulty securing inpatient clinical sites due to continued COVID restrictions, but all of the second year cohort should graduate by August. Several of our 2020 graduates have taken or retaken the NPTE this month and are awaiting results, and our 2021 graduates are set to take the NPTE in July.

Radiologic Technology:

An in-person graduation and reception honored twelve PCTC enrolled students, who completed the Radiologic Technology Program at UHC on May 7 and earned an Associate of Technical Studies, Radiologic Technology Degree. Eleven students will begin their second year of studies in August, while 15 new students have been chosen to begin at that time.

Recent changes to the UHC Radiologic Technology include a Jane Bray promoted to Clinical Coordinator, and the hiring of Kimberley Jackson as an additional Clinical Preceptor. These changes ensured that the program remained compliant with new accreditation standards effective on January 1, 2021.

The program is nearing the end of its ten-year accreditation award period, thus a Self-Study Report was submitted to the Joint Review Committee on Education in Radiologic Technology in March, and an accreditation Site Visit is anticipated this Fall to ensure continuing accreditation of the program.

The Program Director continues to serve as the Chairman of the Board for the WV Medical Imaging and Radiation Therapy Technology Licensing Board.

Lisa Knight, Clinical Preceptor has served as the membership Secretary-Treasurer for the WV Society of Radiologic Technologists, while Jane Bray, Clinical Coordinator, is the Education Rep.

OFFICE OF STUDENT SUCCESS AND COMPLETION

Memori Dobbs

To help students get back on track, the Office of Student Success & Completion was committed to reaching out through email, phone calls, texts messages, and virtual teleconferences to students who were deemed in unsatisfactory academic standing to give them support to repair their academic situation, become successful in their courses, and persist to graduation. For the Spring 2021 Semester Memori Dobbs in the Office of Student Success & Completion received 87 early alert academic referrals, which allows the office to work with students individually and assist in success plans that aids in overcoming barriers to their college success. The Office of SS&C received feedback concerning why students feel that they are under-performing, and those reasons are: under-prepared for online learning, under-prepared for college, lack of time management skills, lack of Blackboard navigation knowledge, lack of third party online course knowledge, self- motivation, delayed communication (communication regarding instructor to student, feeling of learning on their own, and mental health (increase in anxiety). The Office of SS&C addresses the reasons why students feel they are under-performing by giving students the information that's sequential to their concern and follows up with the student on a weekly and biweekly basis. The Office also referred students to other student services to support their concerns.

Since the terms 4th week marker, Memori Dobbs of Student Success & Completion has reached out to students who were under-performing in all courses. Throughout the 4th week marker to midterms, there were 199 students noted with an "F" and 156 students with a "D" in one or more classes. The students who were contacted spoke to the Director about recovering from a tough start and developed strategies how to do so. Guiding students into finding success skills that works best for them and their situations is an ongoing process that doesn't end after the initial meeting.

Teaching Excellence

The Office produced a Spring 2021 Midterm edition of the faculty newsletter and curated the following content for the BlackBoard Community: a module for Black History month; a four-part Assessment Basics webinar with viewing guides; recordings from NISOD virtual conference; Teaching Resources from the League for Innovation in Community Colleges; select materials from Vanderbilt University as referenced through the institution's Go2Knowledge series; and faculty contribution to "Colleague Contributions" module. The Director curates free offerings from Cornell's e-series and shares with applicable program faculty.

Two TEAMS focus group meetings were held with all intercession faculty, and their impressions were coupled with student success rates for administrative feedback.

To assist program faculty, Director provides weekly test proctoring for a Caperton Center student with accommodations; has provided resume review for ASL/ITP capstone course; and continues to consult with individual faculty who are referred by Dean or who seek out assistance independently.

Assessment

The Director continues to advise the General Education committee and composed letters sent out to all capstone students regarding general education assessments for graduates. The Director monitors student participation and sends timely notifications to academic administration and program coordinators as to student participation. The Director consulted with new IR staff and brainstormed future assessment projects.

Director has administered end-of-program assessments for Criminal Justice, Early Childhood, and Food Service Management students and continues to serve as test proctor for Pierpont graduate who matriculated to a Bachelor degree program at WV State.

Inclusion

The Office provided advising services to all adult students in the Board of Governors degree program. As of April 23, there are 38 students approved for May 2021 graduation. In February, Director served as moderator for Diversity panel discussion for general student body. Representatives included Pierpont faculty Irona Campbell and WVU representative Brad Grimes.

Director addressed School of GEPS and School of B/A/T to discuss the institutional priority of reducing overall text costs in all programs and shared current price points of all materials, as

available. The Director is currently serving on Provost-appointed five-member Open Educational Resources team.

Director continues to participate in Fairmont's Human Rights Commission and to serve on the Harrison Co. Cultural Foundation. Director is partnering with Harrison County Board of Education to host county-wide AP testing and TASC administration for "credit recovery" for high school seniors to enable them to graduate on time and matriculate to college.

CENTER FOR WORKFORCE

Kimberly Cale

FAA Test Prep This course prepares Aircraft Maintenance Technicians interested in testing for the Federal Aviation Administration (FAA) Airframe Mechanic certification. This non-credit eight-week course consists of classroom and hands-on instruction. Participants that already have an 8610-2 Sign Off or Graduation/Certificate of completion from a Part 147 school will review required knowledge and skills for the FAA written, oral and practical examinations.

March 16, 2021 – May 7, 2021

Time: 6:00 pm - 8:00 pm

18 students from Mitsubishi will complete this course on May 17, 2021

Home Inspector This 80 hour course in partnership with Home Inspector Training Institute provides the knowledge and skills necessary for the certification of Home Inspectors for the state of West Virginia. With successful completion, each graduating student will have received instruction which meets Pre-Licensure Requirements of the West Virginia State Fire Commission for the Certification of Home Inspectors in the state of West Virginia.

There are 2 separate sections scheduled for 2021

April 26 – May 6 This class is running now with 6 students.

Sept 20 – Sept 30

Red Hat Mining Pierpont's 80-hour "new miner" course is designed to prepare students for the WV Office of Miners Health and Safety certification exam, which is required for a job as an entry-level underground coal miner. Trainees will be exposed to a general orientation in mining, mining health and safety, mine gases and ventilation, roof and ribs, haulage, emergency response, accident prevention and hazard recognition, and miner and operator rights and responsibilities.

There are 5 separate sections of this course scheduled for 2021

March 1 – March 19 this section did not run due to low enrollment

May 3 – May 21 this section is scheduled to run and currently has 8 students.

July 12 – July 30

Sept 13 – Oct 1

Nov 1 – Nov 19

TEAS Science Prep This 4 week course was developed as a tool to increase Science scores on the TEAS entrance exam.

There are 3 separate sessions scheduled for 2021.

March 2 – March 23 this section did not run due to low enrollment

May 25 – June 15 This class is open for enrollment now

Sept 7 – Sept 28

Autism Mentor Training Program The WV Autism Training Center's Autism Mentor online training is designed to provide aides working in West Virginia public schools with information needed to help satisfy the state requirements of Autism Mentors according to Policy 5314.01 in the state code. The course will provide 30 hours of instruction in ASD characteristics, behavior techniques, classroom strategies, social supports, and other topics relevant to helping students with ASD. The Autism Mentor training is also open to teachers, professionals, parents, or other stakeholders to meet the training needs of the broader community.

There are 3 sections scheduled for 2021

Jan 11, 2021 - March 19, 2021 course had 22 completers

May 3, 2021 - July 9, 2021 taking enrollment now currently has 16 enrolled

July 12, 2021 - Sept 17, 2021 taking enrollment now currently has 12 enrolled

Carpenter's Helper March 8 - May 27, 2021 In conjunction with West Virginia Women Works, there are currently 10 students enrolled and scheduled to complete May 27, 2021.

IN DEVELOPMENT CURRENTLY

Medical Surveyor CWE is working with Healthcare Management Solutions to provide an Online Medical Surveyor. MOU is in development now.

Project Management CWE is currently in discussions with Pratt & Whitney to develop a Project Management course.

ELEARNING

Robin Strader

As the semester is ending, we are awaiting to hear what vendor will be awarded the bid for a new Learning Management System (LMS) for the state through WVNET. With the change of the LMS there will be a lot of planning and work that will be completed over the next year. Once WVNET has announced their plan for the migration eLearning will then be able to lay out a project plan for moving out of Blackboard and into the new LMS. This will involve training for faculty and students, new templates being designed, and re-design of courses. eLearning will also begin writing procedures for moving courses online to provide students with a more cohesive, professional-looking program, and students won't have to re-orienting themselves to new course designs and styles at the beginning of every course. With the new LMS eLearning

will begin collecting data to examine the relationship between student engagement and learning outcomes to ensure PCTC is meeting student's needs.

NSF

Glenna Pirner

A faculty writing team consisting of Martina Bachlechner, Susan Coffindaffer, Glenna Pirner, and Rachel Plybon-Beach has been formed to work on a National Science Foundation (NSF) Advanced Technology Education (ATE) grant proposal with the intent of establishing a makerspace at Pierpont. The makerspace will serve Pierpont students, faculty, and staff as well as corporations, schools, and eventually the general public as a collaborative location for specialized workforce training and innovation using high-tech resources. The team is working with Project Vision, a group of NSF ATE experts, to finalize a one-page summary outlining the activities and objectives of the project. Pierpont administration has committed to dedicate two rooms on the second floor as well as the third floor of the Advanced Technology Center for the makerspace environment. An advisory board is being developed, including a representative from Houston Community College's IDEASudio. Planning and writing will continue over the summer term, with the finalized proposal due in early October.

TUTORING

Jeffrey Noel

Tutoring Services will be moving to the ATC this summer. A return to face-to-face drop-in tutoring in the upcoming academic year is expected to reverse the trend of flagging student utilization of tutoring. With Pierpont's Fairmont presence consolidated to the ATC, the new location is expected to be more convenient to a larger proportion of students. Additionally, Tutorial Services' physical presence at the ATC should create increased student awareness of services offered

Classified Staff Report



Classified Staff Council May 2021 BOG Report

Fan Cloth Fundraiser

Classified Staff Council's annual Fan Cloth fundraiser ended on March 8, 2021. We raised \$284.00 in funds and that money was deposited into our Classified Staff Scholarship Fund. We plan to have another Fan Cloth fundraiser after courses start in the fall semester.

Scholarship Applications

Applications are now being accepted for the AY 2021-2022 Classified Staff Council Scholarship. We will be awarding two full-time (\$500) and two part-time (\$250) scholarships to eligible candidates.

Go2Knowledge Webinars

Classified Staff members have participated in the following professional development webinars:

- Training Front Office Staff: Handling Difficult & Disruptive Behaviors
- Mental Health Issues On Campus: Understanding Data, Recognizing Red Flags & Assisting Students In Distress
- Advising Undecided Students: Personalized Services To Support The Decision-Making Process

These professional development webinars are hosted through Go2Knowledge. Pierpont's membership grants employees' access to hundreds of live and on-demand webinars.

Classified Staff Council Election Results

The following classified staff members were recently elected to represent the Classified Staff Council for the 2021-2023 term:

Chair - Amanda Hawkinberry

Board of Governors Representative - Jillian Sole

EEO Category: Paraprofessional - Mary Jo Rutherford

EEO Category: Maintenance/Skilled Craft Worker - Maynard Hawkins

Upcoming Meeting Dates

May 26 at 1:00 p.m. (via conference call)

June 30 at 1:00 p.m. (via conference call)

Student Services Report

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**Board of Governors
Budget Report FY 2021
Pierpont Community & Technical College
as of March 31, 2021**

SUMMARY:

The projected effect on net assets for FY 2021 as of March 31, 2021 is an increase of \$85,120.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2021 of \$85,120 represents no change since the February 28, 2020 Budget Report.

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

- The institution has realized approximately 84% of projected tuition and fees revenue.
- The institution has realized approximately 83% of overall revenues.
- The institution has incurred approximately 62% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$2,616,468.

SPENDING COMPARISON

In a review of spending to date for FY 21 as of March 31, 2021 and spending during the same period in FY 20, the institution spent approximately \$597,528 less this year through March than was spent through March 2020.

RESTRICTED FUNDS:

The Restricted Budget Balance as of March 31, 2021 is (\$302,260).

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

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,980,754	7,516,099	6,269,449	83.41%
	Auxiliary Enterprise Revenue	607,765	457,000	378,311	82.78%
	Other Operating Revenues	368,528	303,253	288,708	95.20%
	Total:	8,957,047	8,276,352	6,936,468	83.81%
OPERATING EXPENSE	Salaries	7,953,377	7,681,915	4,871,745	63.42%
	Benefits	1,744,293	1,649,838	1,064,509	64.52%
	Student financial aid-scholarships	248,252	248,252	182,940	73.69%
	Utilities	193,062	193,062	114,817	59.47%
	Supplies and Other Services	4,269,338	4,315,728	2,421,085	56.10%
	Equipment Expense	84,286	85,695	52,437	61.19%
	Fees retained by the Commission	101,407	101,407	77,611	76.53%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	374,884	82.03%
	Total:	15,301,780	14,832,897	9,160,028	61.75%
OPERATING INCOME / (LOSS)		(6,344,733)	(6,556,545)	(2,223,560)	
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	115,000	115,000	10,000	8.70%
	Investment Income	69,846	69,846	7,182	10.28%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(415,509)	80.66%
	Fees assessed by Commission for other	0	0	(1,131)	0.00%
	Total:	7,141,755	7,489,830	4,840,028	64.62%
TRANSFERS & OTHER	Capital Expenditures	(296,016)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Total:	(397,022)	(448,165)	0	0.00%
BUDGET BALANCE UNRESTRICTED		400,000	485,120	2,616,468	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		0	85,120	2,616,468	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,304,867	2,304,867		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>2,304,867</u>	<u>2,389,987</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288

* Unrestricted Net Asset Balance is 16.03% of the current budgeted total operating expense. Management has established a target of 15% or \$2,156,385 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 March 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,490,298	5,981,222	5,449,079	91.1%
	Other Operating Revenues	48,000	5,000	102,430	2048.6%
	Total:	6,538,298	5,986,222	5,551,509	92.74%
OPERATING EXPENSE					
	Salaries	7,358,801	7,083,871	4,531,838	63.97%
	Benefits	1,650,956	1,561,782	1,005,792	64.40%
	Student financial aid-scholarships	237,252	237,252	182,940	77.11%
	Utilities	190,063	190,063	112,817	59.36%
	Supplies and Other Services	3,200,846	3,252,235	2,165,731	66.59%
	Equipment Expense	24,706	23,395	46,783	199.97%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	77,611	76.53%
	Total:	12,864,031	12,550,005	8,123,512	64.73%
OPERATING INOCME / (LOSS)		(6,325,733)	(6,563,783)	(2,572,003)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	96,000	96,000	10,000	10.42%
	Investment Income	69,846	69,846	7,182	10.28%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(415,509)	80.66%
	Fees assessed by Commission for other	0	0	(1,131)	0.00%
	Total:	7,122,755	7,470,830	4,840,028	64.79%
TRANSFERS & OTHERS					
	Capital Expenditures	(296,016)	0	0	0.00%
	Construction Expenditures		0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Total:	(397,022)	(425,875)	0	0.00%
BUDGET BALANCE		400,000	481,172	2,268,025	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		0	81,172	2,268,025	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,250,395	1,250,395		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,250,395</u>	<u>1,331,567</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288.

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

As of March 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,490,456	1,534,877	820,370	53.45%
	Other Operating Revenues	320,528	298,253	186,278	62.46%
	Total:	1,810,984	1,833,130	1,006,648	54.91%
OPERATING EXPENSE	Salaries	594,576	598,044	339,907	56.84%
	Benefits	93,337	88,056	58,717	66.68%
	Student financial aid - scholarships	11,000	11,000	0	0.00%
	Utilities	2,999	2,999	2,000	66.68%
	Supplies and Other Services	1,068,492	1,063,493	255,354	24.01%
	Equipment Expense	59,580	62,300	5,654	9.08%
	Loan cancellations and write-offs	0	0	0	0.00%
	Total:	1,829,984	1,825,892	661,632	36.24%
OPERATING INCOME / (LOSS)		(19,000)	7,238	345,016	
NONOPERATING REVENUE (EXPENSE)	Gifts	19,000	19,000	0	0.00%
	Investment Income	0	0	0	0.00%
	Total:	19,000	19,000	0	0.00%
TRANSFERS & OTHER	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%
	Total:	0	(22,290)	0	0.00%
BUDGET BALANCE		0	3,948	345,016	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,013,520	1,013,520		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,013,520</u>	<u>1,017,468</u>		

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

As of March 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	457,000	378,311	82.78%
	Total:	607,765	457,000	378,311	82.78%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	374,884	82.03%
	Total:	607,765	457,000	374,884	82.03%
OPERATING INCOME / (LOSS)		0	0	3,427	0.00%
BUDGET BALANCE		0	0	3,427	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>40,952</u>	<u>40,952</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>40,952</u>	<u>40,952</u>		

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

As of March 31, 2021

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	4,707,483	2,923,921	62.11%
	State and Local Grants and Contracts	3,349,015	2,378,348	71.02%
	Private Grants and Contracts	386,348	142,048	36.77%
	Other Operating Revenues	0	0	0.00%
	Total:	8,442,846	5,444,317	64.48%
OPERATING EXPENSE	Salaries	886,600	120,184	13.56%
	Benefits	112,611	12,353	10.97%
	Student financial aid-scholarships	8,654,050	7,686,311	88.82%
	Utilities	0	3,000	
	Supplies and Other Services	1,509,366	114,812	7.61%
	Equipment Expense	145,792	19,428	13.33%
	Total:	11,308,419	7,956,088	70.36%
OPERATING INOCME / (LOSS)		(2,865,573)	(2,511,771)	87.65%
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenue	2,650,000	2,286,842	86.30%
	Gifts	5,605	0	0.00%
	Federal CARES Act Revenue	428,198	970,767	226.71%
	Federal CARES Act Expense	0	(896,915)	0.00%
	Total:	3,083,803	2,360,694	76.55%
TRANSFERS & OTHERS	Capital Expenditures	(532,477)	0	0.00%
	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	(22,888)	0	0.00%
	Transfer - for Capital Projects	0	0	0.00%
	Total:	(524,490)	0	0.00%
BUDGET BALANCE		(306,260)	(151,077)	
Add: RESTRICTED NET ASSETS - Beginning of Year		0		
Less: USE OF RESERVE		0		
Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>(306,260)</u>		

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**Pierpont Community & Technical College
Board of Governors Meeting
May 11, 2021**

ITEM: Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2021-2022

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community & Technical College's Board of Governors approve the proposed meeting schedule, in which, unless otherwise amended by the authority of the Chairman of the Board of Governors and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at the regularly scheduled time of 2:00 PM on the third Tuesday of the month in September 2021, November 2021, February 2022, and June 2022.

To align with the state budget reporting requirements, the March 2022 meeting will be held on the fourth Tuesday of the month and the May 2022 meeting will be held on the second Tuesday of the month. An annual Board of Governors Retreat will be held in December 2021.

Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2021-2022, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.

STAFF MEMBER: Cyndee Sensibaugh, EA to the Board of Governors

BACKGROUND: *In accordance with West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings.* The Board of Governors is required to hold a minimum of six (6) meetings per year.



PIERPONT BOARD OF GOVERNORS MEETINGS*
&
ADVANCED TECHNOLOGY CENTER ADVISORY BOARD MEETINGS**
Academic Year 2021-2022

2021

September 21st - BOG

- Also the ATC Advisory Board meets this day

November 16th - BOG

December 3rd - BOG

- BOG Retreat: 8:00 am to 4:00 pm
- ATC Advisory Board will also meet at the BOG Retreat

2022

February 15th - BOG

March 22nd - BOG

- Also the ATC Advisory Board meets this day

May 10th - BOG

June 21st - BOG

- Also the ATC Advisory Board meets this day

**Board of Governors meetings start at 2:00 PM, unless otherwise noted.*

***Advanced Technology Center Advisory Board Meetings start at 1:00 PM, unless otherwise noted.*



Pierpont Community & Technical College

Board of Governors Meeting Dates & BOG Meeting Agenda & Materials Deadlines

2021 – 2022

Meeting Date

Agenda Book Deadline

2021

September 21, 2021

September 10, 2021

November 16, 2021

November 5, 2021

December 3, 2021 – (BOG Retreat: 8:00 am to 4:00 pm)

2022

February 15, 2022

February 4, 2022

March 22, 2022

March 11, 2022

May 10, 2022

April 29, 2022

June 21, 2022

June 10, 2022

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**Pierpont Community and Technical College
Board of Governors
Meeting of May 11, 2021**

- ITEM:** FY 2022 Unrestricted Education and General (E&G) Budget Approval
- COMMITTEE:** Finance/Audit and Administration Committee
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors approve the attached FY 2022 Unrestricted Education & General (E&G) Budget.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** The Finance/Audit and Administration Committee has met with Administration and reviewed the changes proposed to the FY 2022 Unrestricted E&G Budget. The Finance Committee’s review utilized the attached FY 2022 Budget Planning document.
- Also attached is a comparison identifying changes in the FY 2022 Unrestricted E&G Budget to the current March 31, 2021 Unrestricted FY 2021 E&G Budget.
- The FY 2022 Unrestricted E&G Budget reflects the following significant actions/assumptions:
- No increase or decrease in estimated enrollment.
 - No increase in E&G Tuition and Fees
 - No change to the base State Appropriations.
 - A reduction in Tuition and Fee Revenue of (\$128,790) from an FY 2021 revenue shortfall.
 - An increase in Salaries of \$117,019
 - An increase in Benefits of \$53,034
 - An increase in Supplies and Other Services of \$163,985. This represents approximately \$65,000 for Student Services Customer Relations Management (CRM) software and

\$100,000 for the development of a Facilities Master Plan.

- The use of \$377,708 of One-Time Reserves to balance the budget. The source of these funds will be recovered lost revenues in FY 21 from CARES ACT Funds.

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

		FY 2020 March 31, 2021	Proposed FY 22 Budget	Difference
OPERATING REVENUE	Tuition and Fees	7,516,099	7,387,309	(128,790)
	Auxiliary Enterprise Revenue	457,000	457,000	0
	Other Operating Revenues	303,253	303,253	0
	Total:	8,276,352	8,147,562	(128,790)
OPERATING EXPENSE	Salaries	7,681,915	7,798,934	117,019
	Benefits	1,649,838	1,702,872	53,034
	Student financial aid-scholarships	248,252	248,252	0
	Utilities	193,062	193,062	0
	Supplies and Other Services	4,315,728	4,479,713	163,985
	Equipment Expense	85,695	85,695	0
	Fees retained by the Commission	101,407	101,407	0
	Loan cancellations and write-offs	100,000	100,000	0
	Assessment for Auxiliary Fees & Debt Service	457,000	457,000	0
	Total:	14,832,897	15,166,935	334,038
OPERATING INCOME / (LOSS)		(6,556,545)	(7,019,373)	(462,828)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	0
	Gifts	115,000	115,000	0
	Investment Income	69,846	69,846	0
	Assessment for E&G Capital & Debt Service Costs	(515,145)	(515,145)	0
	Total:	7,489,830	7,489,830	0
TRANSFERS & OTHER	Capital Expenditures	(22,290)	(22,290)	0
	Transfers for Fin Aid Match	(30,875)	(30,875)	0
	Indirect Cost Recoveries	0	0	0
	Transfers for Capital Projects	(395,000)	(395,000)	0
	Transfers - Other	0	0	0
	One-time use of reserve	0	0	0
	Total:	(448,165)	(448,165)	0
BUDGET BALANCE UNRESTRICTED		485,120	22,292	(462,828)
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0
BUDGET BALANCE UNRESTRICTED LESS DEPRECIATION		85,120	(377,708)	(462,828)
Less: USE OF RESERVE			<u>377,708</u>	
BUDGET BALANCE UNRESTRICTED - Including Use of Reserves (One-Time)			<u>(0)</u>	

**FY 2022 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS**

As of March 31, 2021 Budget Condition of:	85,120	Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Revenue Adjustments:					
State Appropriation Increase	0	No	Immediate	0	
Tuition and Fee Increase	0	Yes	Immediate	0	
Tuition and Fee Fund Manager Adjustments	0	Yes	Immediate	0	85,120
Sub-Total	0			0	85,120
Removal of Budget Offsets					
Budget Sweep	0	No	Immediate	0	
Unrestricted Central Control Adjustment	0	No	Immediate	0	85,120
Sub-Total	0			0	85,120
Fee for Service Expense Savings					
Reduction in Fee for Service for FY 22	523,778	Yes	Immediate	523,778	608,898
Sub-Total	523,778			523,778	608,898
State Appropriation Allocated for Pay Raises					
Enrollment Growth/(Decline) Adjustment for FY 2020 Revenue Shortfall	0	No	Immediate	0	608,898
Sub-Total	0			0	608,898
Budget Reserve:					
General Budget Reserve for \$1.3 M Guarantee Payment to FSU	(128,790)	Yes	Immediate	(128,790)	480,108
Sub-Total	(128,790)			(128,790)	480,108
Budget Sweep					
Budget Reserve:	0	No	Immediate	0	480,108
Sub-Total	0			0	480,108
Pay Raises:					
Mandatory Pay Raise Costs	(523,778)	Yes	Immediate	(523,778)	(43,670)
Sub-Total	(523,778)			(523,778)	(43,670)
Pay Raises:					
Mandatory Pay Raise Costs	0	No	Immediate	0	(43,670)
Pay Raise	0	No	Immediate	0	
State Minimum Wage Increase	0	No	Immediate	0	
Reserve for State Classification Updates	0	No	Immediate	0	
Faculty Promotions (Salary + Fringes)	0	Yes	Immediate	0	
Reclassification of Classified and Non-Classified Employees	0	No	Intermediate	0	(43,670)
Sub-Total	0			0	(43,670)
PEIA Rate Increase:					

	Yes/No Decision	Time Frame	Budget Effect	Running Total
Rate Increase to Employer Paid Premiums	No	Immediate	0	(43,670)
Sub-Total			0	(43,670)
11877				
Annual Increment (\$60.00 per pay after 3 yrs of service)				
Increment Increase (\$6,180 Salary + \$844 Fringes)	Yes	Immediate	(7,024)	(50,694)
Sub-Total			(7,024)	(50,694)
Faculty:				
School of Health Careers				
Refill Dean Vacancy (Salary \$80,000 + Fringes 22,800)	Yes	Immediate	(102,800)	
Sub-Total			0	
	No	Immediate	(102,800)	
Workforce				
3 Part-Time WF positions embedded in each school (Salary \$22,500 + Fringe \$1,778 Each)	No	Immediate	0	
Sub-Total			0	
	No	Immediate	0	
School of Gen Ed & Prof Dev				
	No	Immediate	0	
Sub-Total			0	
	No	Immediate	0	
Faculty Sub-total:			(175,634)	(153,494)
Staff:				
President's Office				
Add Funds for Director of WF & Cont ED (Salary \$9,500 + Fringes \$12,932)	Yes	Immediate	(22,432)	
New VP for WF & Foundation (Salaries \$120,000 + Fringes \$28,361)	Yes	Immediate	(148,361)	
Sub-Total:			(170,793)	
New Staff Hires				
Human Resources - New Hire Savings	Yes	Immediate	61,767	
Benefits Coordinator (Replaced funding linked to Workforce)	Yes	Immediate	(28,719)	
Senior Accountant - Change to Savings	Yes	Immediate	7,500	
Sub-Total:			40,548	
Vacant Positions				
Pos # 915 - E-Learning Specialist (Salary \$40,000 +Fringes \$5,560)	Yes	Immediate	45,460	
Pos # 930 - Applications Analyst (salary \$38,520 + Fringes \$5,355) - Reviewed Thurs	No	Immediate	43,875	
Pos # 988 - Information Systems Technician (Salary \$30,000 + Fringes \$4,170) - Reviewed Thurs	No	Immediate	34,170	
Pos # 1007 - Assistant Professor / Director of ATC (Salary \$75,000 + Fringes \$10,425)	No	Immediate	85,425	
Pos # 1051 - Assistant Professor of Nursing (Salary \$45,000 + Fringes \$6,255)	Yes	Immediate	51,255	
Pos # 1107 - Counselor 2 (Salary \$ 33,000 + Fringes \$4,587) - Possibly Use for S Clemens	Yes	Immediate	15,000	
Sub-Total:			275,185	
Admissions and Recruiting				
New Career Advisor (Salary \$35,568 + Fringes \$16,625)	No	Immediate	(52,193)	
3 New Advisors - One Per School (Salary \$35,568 + Fringes \$16,625 Each)	No	Immediate	(156,579)	
2 Part-Time Front Desk/Admission Processor/Fin Aid Processor (Salary \$21,000 + Fringes \$1,659 Each)	No	Immediate	(45,318)	
Sub-Total:			(254,090)	
IT Department				
Additional Funding for Pos # 930 Application Programmer/Developer (Salary \$21,480 + Fringes \$9,312)	Yes	Immediate	(36,146)	
Sub-Total:			(36,146)	

	Yes/No Decision	Time Frame	Budget Effect	Running Total
Maintenance				
Caperton Maintenance Staff (Salary \$39,000 + Fringes \$17,102)	No	Immediate	0	
Salary Increase For Maintenance Management Duties (\$2.50 Per Hr + Fringes)	Yes	Immediate	(5,553)	
Fleet Management Duties (\$5K + Fringes)	No	Immediate	0	
Sub-Total:			(5,553)	
Staff Sub-total:			(60,229)	(213,723)
Establishment/Update of Operation Budget:				
General Institutional				
Truck Lease	Yes	Immediate	(8,900)	
Master Facility Plan	Yes	Immediate	(100,000)	
Sub-Total:			(108,900)	
IT Budget requests:	No	Immediate	0	
Sub-Total:			0	
Student Services Budget requests:				
CRM	Yes	Immediate	(65,000)	
Sub-Total:			(65,000)	
Human Resources Budget requests:	No	Immediate	0	
Sub-Total:			0	
Finance Budget requests:				
NetNet Student Refund System	Yes	Immediate	(7,560)	
Savings From Intelicheck Contract	Yes	Immediate	6,371	
Sub-Total:			(1,189)	
Academic Affairs Budget requests:	No	Immediate	0	
Sub-Total:			0	
Establishment/Update of Operation Budget Sub-total:			(175,089)	(388,812)
Annual BRIM Premium:				
Brim Premium Decrease (Org 7411)	Yes	Immediate	11,104	
Annual BRIM Premium Sub-total:	No	Immediate	0	
			11,104	(377,708)
PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:			(462,828)	(377,708)
FY 2022 Budget After Projections:			(602,988)	
Budget Deficit Reduction Actions:				
Use of Budget Reserves			377,708	(0)
FY 2021 Net Budget After Projections and Reserve Spending:			(225,280)	