



*BOARD*

*OF*

*GOVERNORS*

September 18, 2012

## Schedule/Agenda

### Meeting of the Pierpont Community & Technical College Board of Governors

September 18, 2012

Falcon Center Board Room  
Locust Avenue Campus, Fairmont, WV

**1:30 P.M.     Marketing Committee Meeting**  
*Falcon Center Board Room*

Members:

Sharon Shaffer - Chair  
Linda Aman  
Beverly Jones

Staff Resource:

Sarah Hensley  
Rod Mayhew

**2:00 P.M.     Full Board Meeting**  
*Falcon Center Board Room*

**Legislated purpose for Pierpont  
Community and Technical College**

**H. B. 3215 – establishing community  
colleges, 18B – 3C-8 Legislative findings  
and intent**

*“The primary goal of the Legislature is to create a statewide network of independently accredited community and technical colleges that focus on technical education, workforce training, and lifelong learning for the Twenty-First Century.”*

*“A necessary precedent to accomplishing the legislative goal is to change the way that leaders at all levels of education, including institutional governing boards, view community and technical colleges. Specifically, that the mission of technical colleges is different from that of traditional four-year colleges in what they accomplish and how they can achieve it effectively and that the state cannot compete successfully in today’s information-driven, technology-based economy if community and technical colleges continue to be viewed as add-ons or afterthoughts attached to baccalaureate institutions.”*

**Pierpont Community & Technical College**  
**Board of Governors Meeting**  
**September 18, 2012**

**Call to Order**

1. Opening Comment
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Approval of Minutes (*August 21, 2012*)

*Tab 1 - Informational*

*Tab 2 - Action Item*

**Special Recognitions**

1. Welcome William Armistead, Executive Director to the Pierpont/Fairmont State Foundation

**Operation Reports**

1. President's Report (*Doreen Larson*)
2. Academic Affairs (*Leslie Lovett*)
3. Center for Workforce Education Report (*Paul Schreffler*)
4. Classified Staff Report (*Mary Jo Rutherford*)
5. Faculty Assembly Report (*David Beighley*)
6. Foundation Report (*William Armistead*)
7. Student Government Report (*Jessica Nardo*)

*Tab 3 - Informational*

*Tab 4 - Informational*

**Committee of the Whole**

1. Financial Report - July 31, 2012 (*Dale Bradley*)

*Tab 5 - Informational*

**Committee Reports**

1. Audit/Finance Committee Report (*Dale Bradley*)
2. Regional Academics Committee Report (*Tom Stose*)
3. Marketing Committee Report (*Sharon Shaffer*)

## **New Business**

## **Old Business**

## **Public Comment**

## **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.

**The next Board of Governors Meeting will be held on Monday, October 15, 2012 –  
Falcon Center Board Room, 2:00 PM.**

**Tab**

**1**

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## Commitments by Board Members

I commit myself fully to the public trust I assume as a member of this Board.

In all matters, I commit to first seek to understand, then to be understood.

I commit to faithfully attend meetings, to be prepared to fully engage in the Board's business and to contribute my comments to the Board's discussion.

I commit to keep confidential matters confidential.

I commit to avoid any conflict of interest and to always act in a confidential manner.

I commit to consistently act in a manner which evidences objectivity, fairness and my allegiance to the state's institutions.

I commit to refrain from making personal comments during board meetings, to be respectful of the views of others and to present my own views in a positive and constructive manner.

I commit to vote my conscience on issues brought before the Board, to voice my views in a responsible and supportive manner, to respect the final decisions of the Board and in expressing a dissenting view, to do so in a constructive manner.

I commit to honor and respect the positions of the Board chair and the President to serve as the official spokespersons for the Board.

I commit to build and maintain strong relationships with other Board members and the President, to seek the views of other Board members and to seek and accept constructive comments from other Board members and the President.

I commit to place my trust in my fellow Board members and to be worthy of their trust in return.

**Tab**

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**August 21, 2012**  
**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 21, 2012, beginning at 2:00 PM in the Falcon Center Board Room.

Present at the meeting were Board members: Chairman Earl McConnell, Linda Aman, Jim Griffin, Beverly Jones, Rick Pruitte, Sharon Shaffer, Jeff Tucker, Tom Stose, and Gene Weaver. Board members absent were: Kyle Hamilton and Barbara Hendrey.

Community and Technical College System Chancellor, James Skidmore, attended.

President's Cabinet members present were: President Doreen Larson, Dale Bradley, Sarah Hensley, Steve Leach, Leslie Lovett, Paul Schreffler, and Cyndee Sensibaugh. Faculty and staff were also in attendance.

**Call to Order and Call for Public Comment**

Chairman McConnell called the meeting to order and announced last call for public sign up for comments to the Board.

**Open Letter to the Board**

Chairman McConnell presented a letter to the Board thanking each for their support and confidence in him to carry out the duties of his position. Chairman McConnell proposed the theme "Gaining Momentum" for the upcoming year. The Chairman stated that this theme would carry forward and build on the momentum that President Larson and the Pierpont staff have been doing over the past year. A copy of this letter was provided in the August 21, 2012 Board book.

**Commitments by Board Members**

Chairman McConnell provided an oath of Commitments by Board Members from the Association of Governing Boards of Universities and Colleges to the Board for review and consideration. This oath will be placed in each monthly Board of Governors book.



## **Approval of Minutes**

The minutes of June 19, 2012 were presented for approval. Jim Griffin moved that the minutes of June 19, 2012 be Approved. Tom Stose seconded the motion. All agreed. Motion carried.

## **Special Recognitions/Presentations**

- President Larson recognized and congratulated Barbara Alvarez for being chosen as a 2012-2013 Campus Community LINK Faculty Grant recipient for the promotion of the Preston County Pre-K Program.
- Dr. Larson introduced and welcomed Rod Mayhew to the staff of Pierpont. Rod began his career with Pierpont in July as the new Director of Marketing for the Office of Community Engagement.
- Dr. Larson congratulated Dr. Raymond Mainenti and Brian Floyd on their recent appointment as Pierpont's newest Deans. Dr. Mainenti will serve as the Dean of Academic Studies, and Mr. Floyd will serve as Dean of Human Services.
- Dr. Larson welcomed and recognized David Beighley on his appointment as the 2012-2013 President of Faculty Assembly.
- Chairman McConnell gave special recognition to President Larson for receiving the Marion County Chamber of Commerce 2012 Women's Achievement Award. Chairman McConnell also recognized Dr. Larson and Len Larson for their role as the 2012 United Way Campaign Co-chairs. Finally, Chairman McConnell applauded the outstandingly placed, exceptional quality Pierpont commercials that aired during the summer Olympics.

## **Recognition of the CTCS Chancellor**

President Larson recognized Chancellor James Skidmore as a special guest to the Board meeting and offered the floor to him for comment. The Chancellor discussed the proposed 2014 budget cuts with the Board, and noted that higher education has been fortunate in the past years by not receiving budget cuts; however, due to the demands of Medicaid, the Governor has called for a 7.5 percent budget cut for AY 2014. The state community colleges will still need to react to employers needs and move towards independence. The CTCS has met to discuss options to present to the State legislators regarding the budget cuts. The Chancellor expressed hope that all of the community college Boards will support the decisions that the CTCS Council advocates to the legislature in addressing this funding reduction, as we move forward.

## **President's Report**

President Larson opened her report by offering gratitude to Provost Lovett for her work in organizing Pierpont's Professional Development Week, and stated that the week's schedule was the best planned that we have had. Dr. Larson reported the first ever Adjunct Appreciation Dinner and Workshop was held during Professional Development to recognize our part-time faculty members who are critical to our growth and mission.

As enrollment reports are still being compiled, the President noted that classes continue to fill at the RCB National Aerospace Education Center, we have begun our first Power Systems Institute Program this fall, we have filled the new Mechatronics program, and there are 16 students enrolled in the LPN program in Braxton County.

Dr. Larson updated the Board on what lies ahead for Pierpont. This year we are focusing on 'Banner' and 'Budget'. It was agreed, last spring, by Dr. Rose and Dr. Larson to pursue a database that functions independently for each institution, to allow for processes and services appropriate for each school. A shared institutional IT team, partners with WV Net, and the CTCS Chancellors office are working together to move both institutions to independent data bases and related services. Staffing and facilities are also being reviewed to accommodate any adjustments needed in relation to the database changes.

Dr. Larson reported that the budget for FY 2013 is set and on target. With the loss of the former Senior VP of Student Services, Pierpont staff has stepped up and took on additional duties, thus eliminating the need to fund and replace this position. To continue the goal of promotion within Pierpont, two new Deans have been added from the current faculty ranks.

As the Governor has provided advance notice of a proposed 7.5 percent budget reduction for 2014, Dr. Larson stated that a three-part plan has been developed that will enable Pierpont to address the reduction by incorporating budget adjustments. The planned adjustments would include a moderate tuition increase, a draw on reserves, and a moderate reduction in operations budget. Dr. Larson stated that we need to appreciate the many years of stable funding and to do our part to assist the Governor with his plan to keep the economy strong.

Dr. Larson closed by recognizing the many positive comments received about the Pierpont commercials that aired during the Olympics. The high quality of these commercials and the timing came together as a team effort between staff, community talent and media.

## **Congratulations to Dr. Maria Rose**

Dr. Larson asked the Board to extend its best wishes and sincere congratulations to Dr. Maria Rose upon her official Inauguration as President of Fairmont State University on August 25, 2012. Dr. Larson asked the Board for an Ad Hoc Motion to officially extend these well wishes.

Tom Stose presented a motion for the Board to extend its best wishes and congratulations to Dr. Maria Rose upon her inauguration. Chairman McConnell seconded the motion. All agreed. Motion carried.

## Operation Reports

- Leslie Lovett presented the Academic Affairs Report
- Paul Schreffler presented the Center for Workforce Education Report
- Kim Pellillo presented the Foundation Report

## Committee of the Whole

### ➤ *Financial Report*

Dale Bradley provided a report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of May 31, 2013 and June 30, 2012. A detailed review was provided in the August 21, 2012 Board of Governors book.

### ➤ *Board of Governors Policy #38 – Faculty Sick Leave – 30-Day Comment Period Summary Review and Ruling*

Mr. Steve Leach presented a Resolution to the Board for approval of the draft revision of Policy #38 – Faculty Sick Leave (which was provided at the Board of Governors Meeting on June 19, 2012), and additional modifications based on public comments received during the 30-Day Public Comment Period established from June 20, 2012 to July 19, 2012.

Two comments were received from Staff, one comment was received from Faculty, and one comment was received from the President's Cabinet.

- Staff Comments

1. A comment was received from a staff member asking for clarification on the meaning of “six days” to specify whether the revision meant six consecutive days or *any* six days for illness. The staff member also asked about institutional work-related absences, and if this revision applied.
2. A comment was received from a staff member of the office of Human Resources stating that, as appropriate, the wording for all references to 5 days should be: “after an absence of five (5) or more consecutive days...” References that note six (6) days should be changed to say five (5) consecutive days.

The HR staff member also stated that the language for Faculty Responsibilities needs to clarify that after an absence of fourteen (14) consecutive calendar days employee will be removed from payroll.

- Faculty Comment
  1. A comment was received from a faculty member regarding the revision of striking out the word ‘consecutive’ under the Dean’s responsibilities section. The faculty member suggested that this strike out would mean that missing one day a month for six months would require a physician’s note to return to work.
- President’s Cabinet
  1. Comments were received from a member of the President’s Cabinet to clarify the revision regarding the language addressing the ‘six days’ and ‘consecutive’ strike-out. The Cabinet member stated that wording related to ‘six days’ should be considered consecutive days. References that note six (6) days should be changed to say five (5) consecutive days.

A detailed copy of the recommended policy revision was provided in the June 19, 2012 Board of Governors Book.

In review of the public comments received, it was recommended to clarify the language addressing the ‘six days’ reference and ‘consecutive’ strike-out reference.

Tom Stose presented a motion to incorporate the noted comments into the draft revision of Policy #38 and Accept the Resolution to approve the final draft of the Faculty Sick Leave policy (renamed Faculty Absence Due to Illness or Injury, henceforth). Sharon Shaffer Seconded the motion. All agreed. Motion carried.

➤ *Board of Governors Policy #46 – Mission Statement Review- Mandated Review*

Mr. Steven Leach presented a Resolution to the Board to inform that a review has been completed by the President and the President’s Cabinet on the Pierpont Mission Statement in accordance with Board of Governors Policy #46 Mission Statement Review. No immediate need for action to amend the existing Mission Statement was found.

## **Committee Reports**

➤ *Finance/Audit Committee*

a. FY 2014 Capital Appropriation Request

Mr. Dale Bradley brought forth a Resolution for approval of the FY Capital Appropriation Request. A detailed report of the proposed FY 2014 Capital

Appropriation Request was provided in the August 21, 2012 Board of Governors Book.

Jim Griffin Moved to Approve the Capital Appropriation Request for FY 2014. Beverly Jones Seconded the motion. All agreed. Motion carried.

b. FY 2014 State Appropriations Request

Mr. Dale Bradley provided a detailed report to the Board on strategies and budget reductions that Pierpont would implement to comply with the projected 7.5% decrease in state appropriations for FY 2014. Correspondence addressing the FY Appropriation Request from the Department of Revenue, the Community and Technical College System, the WV Higher Education Policy Commission, and the Office of the President of Pierpont Community & Technical College was provided in the August 21, 2012 Board of Governors Book.

➤ *Off Campus/Regional Academics Committee Report*

Tom Stose provided a handout to the Board listing current and ongoing activities for regional campus operations. Mr. Stose provided updates for the ATC, Braxton County, Lewis County, Preston County, RCB National Aerospace Center, MTEC and the NCWV CTC/CTE Consortium.

➤ *Marketing Committee Report*

Sharon Shaffer reported that the Marketing Committee has been in communication and are targeting areas of need.

As a side item, Beverly Jones asked that the Board consider reviewing the joint institution's smoking policy.

**Public Comment**

No signatures were recorded.

**New Business**

➤ *Appointment of AY 2012-2013 Marketing, Audit/Finance, Off-Campus/Regional Academic Subcommittee Officers and Members.*

Chairman Earl McConnell offered his recommendations of appointments to the Board of Governors Subcommittees for AY 2012-2013. They are:

- ✓ North Central Advanced Technology Center Advisory Board  
Jim Griffin – Chair, Sharon Shaffer – Vice Chair, and Kyle Hamilton – Secretary.

- ✓ Audit/Finance Committee  
    Kyle Hamilton – Chair, James Griffin, Rick Pruitte, Jeff Tucker, and Dale Bradley – Staff Resource
- ✓ Marketing Committee  
    Sharon Shaffer – Chair, Linda Aman, Beverly Jones, and Sarah Hensley – Staff Resource
- ✓ Regional Academics/Off Campus Committee  
    Tom Stose – Chair, Earl McConnell, Gene Weaver, Barbara Hendrey – Student Representative, Jeanie Hawkins – Staff Resource, and Leslie Lovett – Staff Resource

Tom Stose Moved accept the Board Subcommittee appointments as presented. Jim Griffin Seconded the Motion. All agreed. Motion carried.

### **Old Business**

No old business announced.

### **Executive Session**

No executive session called.

### **Adjournment and Next Meeting**

There being no further business, the Board meeting was adjourned at 3:55 PM. The next Pierpont Board of Governors Meeting will be held on September 18, 2012 at 2:00 PM, in the Falcon Center Board Room.

**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNOR'S REPORT**  
**ACADEMIC AFFAIRS**  
**September 18, 2012**

**SCHOOL UPDATES**

Academic Studies

- Associate Professor Nancy Parks, Director of Assessment and Testing, reported that 931 students have participated in placement testing on the Locust Avenue, Randolph County and MTEC campuses from the first day of official orientation June 12 to the end of the first week of classes August 24. (does NOT include Lewis County or Caperton Center).
- Overall math placement rates indicated that 85% of students required to test were placed into developmental math skills math; 71% of students are required to complete a developmental skills (58%) and/or developmental skills/English I hybrid before becoming eligible for English 1104; and 60% of entering students referred for placement testing, tested below the recommended “college readiness” Reading score.
- Extended testing services were made available to current Allegheny Energy employees who wished to enter the Power Systems Institute, as well as to those students new to college who wish to become part of the program.
- The School of Academic Studies is responsible for developmental and college-credit English and Technical Report Writing (ENGL 1104 and 1109); this semester those three courses combine to serve 1,660 students; 30% of those are developmental English enrollments.
- The School is also responsible for all Math 0080, as well as three introductory college-credit courses Math 1100; Math 1103; and Math 1106. Combined these courses serve 1393 students this semester; 94% of those are developmental skills enrollments.
- Developmental Math Module Summary: Overall pass rate for Math 0094 was 32.8% compared to the modularized pilot course pass rate of 34%. Although not statistically significant, a reduction in the number of students needing a second developmental math course was noted. In the Modularized pilot developmental math course, 17% cut their developmental math sequence in half and will enter into a college-level course after one semester. If this pattern continues, of approximately 1500 students, a minimum of 255 students who would have previously needed two semesters before entering a college course would see a reduction to one semester of time.
- Full modularization of developmental math is now offered on all campuses (Fall 2012). Faculty training has been conducted at five campus locations. Training sessions will also be held the week before midterms and the week before finals in the same five locations.
- Professor David Beighley was invited to attend as a non-voting guest (Assembly President) the annual ACF Retreat in Logan, WV in mid-July. A majority of time was spent at the retreat focused on Mountain State’s accreditation loss two weeks prior, the also established the Council’s goals for the upcoming year and met with several HEPC and state representatives.

BAT

- Information Systems Technology AAS program is resuming discussions with WVU-Parkersburg on a potential 2+2 program.
- Curriculum revisions continue in order to incorporate IBM-SAP (Systems Applications and Products) initiatives and Enterprise Resource Planning (ERP) into the Information Systems Technology program.



- Drafting/Design/CAD Engineering Technology volunteered their services to assist in the Marion County Public Library renovation. Old blueprints from 1912 are being converted to electronic CAD drawings for the use of the architects and contractors.
- Graphics Technology and Drafting/Design Engineering Technology coordinators are in the final phase of their accreditation report to ATMAE. The reports will be presented to the ATMAE Board in the middle of November 2012.
- The PSI group of twenty four linemen and sub-station workers began the Electric Utility Technology AAS program this Fall. A trip to the Whitehall training center is scheduled in the future.
- The Power Plant Technology CAS program continues to place graduates. The last cohort (Fall 2011 – Summer 2012) is at 75% employment rate.
- The Mechatronics AAS program is setting up new equipment and implementing the second cohort with 7 students.
- Business Technology and Office Management are beginning the curriculum process to meet the 60 credit hour Associate degree, WVCTCS suggested requirement.
- Aviation is in the process of hiring a replacement for Bob Yokely, who retired this past Spring.

### Health Careers

- The programs of the School of Health Careers are dedicated to educating and equipping its graduates for work in a variety of healthcare fields. To accomplish that purpose, the faculty of the School of Health Careers at Pierpont CTC collaborated and established goals that the School believes assist in preparing its students for the healthcare industry. The School of Health Careers seeks to embody its informal mission: *“Educating...Equipping...Engaging.”* This academic year, the School is dedicated to educating, equipping and engaging our students.
- The School of Health Careers is examining ways to improve student retention and graduation rates within the programs of the School and evaluating ways to maintain or improve professional certification rates. Continuing to emphasize the importance of professionalism in healthcare, the School of Health Careers is developing School wide policies for attendance and academic integrity in an effort to promote academic professionalism that translates well into any healthcare setting. In addition to developing a School-wide attendance policy, the School of Health Careers is working on a model attendance policy for the College.
- Understanding the public’s high interest in healthcare, the School of Health Careers is discussing ways to enhance both recruitment and advising activities, inviting prospective students to explore their academic careers at Pierpont C&TC.
- Relying on our clinical affiliates to assist in equipping our students, the School of Health Careers is reviewing ways that we can provide continuing education incentives for those professionals who provide additional clinical training for our students.
- Realizing that one of the central tenets of community-based higher education is the College’s relationship to the greater community, the School of Health Careers is dedicated to its community service. This academic year the School is exploring ways to participate in the United Way campaign, not only demonstrating our commitment to community but also modeling our service to students.

### Human Services

- Dean Floyd has been meeting with each of the program faculty and coordinators within the School to develop a program needs assessment for long range planning and mapping of the School of Human Services contribution to the Pierpont Strategic Plan.

- Rachel Plybon Beach, Coordinator for the Interior Design program, has been working on e-Portfolios for her students. This pilot project has gone exceptionally well so far, and Rachel is assessing the feasibility of eventually offering a campus wide course on e-portfolios.
- Susan Coffindaffer, JD and new faculty and Coordinator with Paralegal and Land Management, has worked hard in a very short time to attract a group of students into her Intro to Paralegal Studies and Intro to Land Management courses. Susan brings significant experience to Pierpont and is in the process of gathering best practices to develop a full curriculum for these programs.
- Brooke Nissim-Sabat attended the National Licensure and Enforcement Conference sponsored by the Academy of Nutrition and Dietetics in San Francisco.
- The EMS program has demonstrated excellent retention for its Paramedic program. EMS is preparing 27 of the original 33 students for the final Certification Test in December. This will be the largest Paramedic class to date.

### Regional Academics

- Dean Jeani Hawkins assisted the RESA 7 staff in writing a grant through Project ISAAC which included a College 101 Transition Component. The five year grant was approved for \$215,000.00. The grant will serve Nutter Fort Primary, Central Preston Middle School and Preston County High School. Dean Hawkins was asked to serve on the Regional Advisory Council which will meet bi-monthly.
- An increase in Regional Academics enrollment was noted for Fall 2012. Details will be forthcoming after the October enrollment date.
- President Larson and Dean Hawkins met with Glenville's Provost and Off-Campus Coordinator to discuss components for a revised "Memo of Understanding" pertaining to Braxton, Upshur and Randolph Counties. The MOU is currently in draft stage.
- Provost Lovett, Dean Hawkins and Lisa Phillips met with Matt Call, CTE Director at the Marion County Technical Center, toured the facility and discussed possible future partnerships.
- Provost Lovett, VP Sarah Hensley, Dean Hawkins and Rod Mayhew, Director of Marketing, met with the CFVV "Fellows" Isaac Casto and Angela Miller to discuss grant goals for this year.

### FACULTY ACHIEVEMENTS

- Associate Professor, Nancy Parks delivered a "Pierpont Professionalism" workshop for Welcome Weekend activities, highlighting how professionalism begins in the academic setting. The Professionalism Presentation was developed in response to the new Pierpont General Education outcome of "professionalism".
- Professor Debra Benedetti, Writing Coordinator, School of Academic Studies, published a children's book entitled *Season of Play (2011)*. Her book has been named a Finalist in the Children's/Juvenile Non-Fiction category for the "2012 A Next Generation Indie Book Award," and the "2012 Seal of Excellence" from Creative Child Magazine Awards program.

### GRANT UPDATES

- NSF nanotechnology grant with WVU – Eva Toth will be meeting with Provost Lovett to discuss new ramifications of the grant on Friday September 14, 2012. WVU is the lead on this grant.
- CCHA Grant Debbie Benedetti, Jim Savchuk, Sandra Woods and Linda King will be attending the CCHA National Bridging Cultures Conference in Washington, DC, September 27 – 29, 2012. They will meet with mentors/scholars to discuss the parameters of their project (CCHA National Bridging Cultures Grant), a humanities literature course. The course will be entitled "Bridging

Cultures: A Global Workforce Perspective” and will emphasize globalism in the workplace. The course will start with a West Virginia perspective (coal mining) and will move to the national and then global perspective. A pilot course will be offered in Spring 2013 at both the Locust Avenue and Caperton Center campus. The conference call scheduled for August 16 was not held.

### **OFFICE OF ACADEMIC AFFAIRS (INTERNAL PROJECTS/COMMITTEES)**

- The first Faculty Assembly meeting of the academic year is scheduled for September 13\*.
- General Education Committee\*: Joint meetings with the Pathways team following up on assessments and general education progress reported by programs of study.
- Faculty Handbook Committee\*: Completed in final stages for President/Provost review and release.
- Evaluation Committee\*: In progress, results to be presented to Assembly.
- Curriculum revisions\*: Curriculum committee resuming in September.
- Pathways Quality Initiative Project: New platform released by HLC August 1- September 15, training to take place August 1-30. Webinars are scheduled during September for the QI and Assurance programs and Peer Reviewers training. Meeting in St. Charles, IL, October 16-17 for cohorts 1 and 2.
- Distance Learning Validation of Courses: Self-evaluation by programs offering courses is still in progress. Three faculty have completed Quality matters training.
- Credit hour Compliance: New HLC form for U.S. Department of Education Compliance working with Institutional Research for method for tracking of compliance.
- Professional development week : was well attended and the agenda included two new events an Adjunct faculty dinner, and a Pierpont new student Smart Start day. The Caperton center also held a convocation session for faculty that included an Emergency Training day.

\*All Faculty Assembly Committees will be finalized and vetted with meetings beginning in September/October.

### **ADDITIONAL INITIATIVES/PROJECTS/MEETINGS**

- MTEC Advisory Council Meeting Linda Cronin and Provost Lovett attended the quarterly Monongalia County Technical Education Center (MTEC) on August 29. On September 18, several of the MTEC Advisory Council members will attend a State Advisory Board meeting in Morgantown that will be discussing WV state curriculum goals for the Career and Technical Education Centers (CTEs). Provost Lovett will be attending.
- North Central West Virginia CTC/Career and Technical Education District Consortium Consortium members met twice. By-Laws subcommittee is meeting through drop box. Next meeting is scheduled for September 21.
- Higher Learning Commission Meeting October 16-18  
Pathways Cohort 1 and 2, October 16-17; Peer Reviewers October 17-18
- WVCCA/WVADE Meeting  
October 24- 26 (Canaan Valley), Several faculty planning to present (report to follow in November).



## Professional Development Week Fall 2012

Date	Time	Event	Location	Speaker	Audience
Monday August 13	8:00 - noon	Pierpont Offices Closed	All Locations		
	8:30am-9:00am	Morning Refreshments	Colebank Hall	President Larson	All Pierpont Faculty & Staff
	8:45 am-9:25am	Opening Session	Colebank Hall	Provost Lovett	All Pierpont Faculty & Staff
	9:30 – 10:25 am	Pathways Project and Reaccreditation Update	Colebank Hall		All Pierpont Faculty & Staff
	10:30 – 11:15 am	<i>The Season of Change</i>	Colebank Hall	Bo Sellers	All Pierpont Faculty & Staff
	11:15 - noon	<i>E-mail Etiquette</i>	Colebank Hall	Lyla Grandstaff	All Pierpont Faculty & Staff
	Noon – 1:00 pm	Lunch and Speaker <i>Nanotechnology Applications</i>	Colebank Hall	Dr. Cerasela-Zoica Dinu	All Pierpont Faculty & Staff
	Noon – 4:00 pm	Blackboard Training	SkyLab (Library)	Vicki Holcomb	New Faculty
	1:00 – 2:00 pm	<i>Celebration of Ideas and Accomplishments Part I</i>	Colebank Hall	James Savchuk Dean Van Bibber	All Pierpont Faculty & Staff
	2:00 – 3:00 pm	<i>Pierpont Website: The Next Generation</i> Website Updates, Pierpont Progress (repeated)	Colebank Hall	Laura Williams	All Faculty and Staff
	3:00 – 4:00 pm	<i>Deans Meeting</i>	203 Hardway Hall		Deans and Provost
Tuesday August 14	8:00 – 9:00 am	<i>What's New at the Library?</i>	Colebank Hall	Kelly Bradish Charley Hively	All Pierpont Faculty
	9:00 – 11:00 am	<i>Assessment Rubrics and Highlighting the Future</i> <i>Identifying Assessment Points</i>	Colebank Hall	David Beighley, Nancy Parks, Leslie Lovett	All Pierpont Faculty
	9:00 – noon	<i>New Faculty Meeting</i>	219 Hardway Building	Colleen Roberts Evie Brantmayer	New Faculty

	Noon – 1:00 pm	Safe Zone Training Introduction – <i>Would you like to Become a Safe Zone for LGBTQ Students</i>	Colebank Hall	Andrea Pammer	All Faculty and Staff Brown Bag Lunch
	1:00 – 2:15 pm	<i>QPR- Recognizing and Responding to Suicide Risk in Your Students</i>	Colebank Hall	Andrea Pammer	All Faculty and Staff
	2:30 – 3:45 pm	<i>Miniature Horses in the Classroom - Can They Do That? Accommodating Disabilities in the Classroom</i>	Colebank Hall	Andrea Pammer	All Faculty
	3:30 – 5:00 pm	Open Instruction for Blackboard	Sky Lab (Library)	Vicki Holcomb	Adjuncts & Full-time faculty
	5:00 – 6:00 pm	Open lab for Blackboard work	200 Jaynes Hall	Vicki Holcomb	Adjuncts & Full-time faculty
	6:00 – 8:00 pm	Adjunct Dinner	Colebank Hall	Administration, Staff, Deans, Coordinators, Faculty	Adjuncts
Wednesday, August 15	9:00 – 11:00 am	<i>“Continuing the Conversation Assessment Results 2011-12”</i> Discussing your Course and Program Assessment Results	Colebank Hall	Deans, Assistant Deans, Program Coordinators, Director of Assessment, Provost	All faculty
	10:30 – 11:30 am	<i>LibGuides Basics**</i>	Library Training Center	Kelly Brandish, Charley Hively	Interested Faculty and staff
	11:00 – noon	<i>Celebration of Ideas and Accomplishments Part II</i>	Colebank Hall	Jodee Nelson, Suelen Hill, Elizabeth Hill	Faculty & Staff
	Noon – 1:00 pm	<i>“Continuing the Conversation Assessment Results 2011-12” Working Lunch</i>	128 Hardway		Faculty from Morning session
	1:00 – 2:00 pm	<i>Pierpont Website: The Next Generation”</i>	128 Hardway	Laura Williams	All Pierpont Faculty and Staff
	1:00 – 3:30 pm	Open Lab Blackboard training	Sky Lab (library)	Vicki Holcomb	Interested Faculty and Staff
Thursday, August 16	All Day	School Events	TBA	Deans	All Pierpont Faculty
	10:00 – 11:00 am	LibGuides Basics**	Library Training Center	Kelly Brandish, Charley Hively	Interested Faculty and staff
Friday, August 17	8:30 – noon	<i>Welcome Weekend Pierpont Student Smart Start</i>	Gym 1	Administrators, Deans, Faculty	All Pierpont Students
	noon – 1:00 pm	<i>Welcome Weekend Lunch</i>	Falcon Lawn/Gym 2	Students, Faculty and Staff	
Saturday, August 18	Noon – 4:00 pm	<i>Welcome Weekend Caperton Convocation, Lunch and Emergency Training Session</i>	Caperton Center	Dr. Rose, Dr. Larson	
Tuesday August 21	5:00 -7:00 pm	<i>Caperton Center Back to School Bash</i>	Caperton Center		All Pierpont and FSU students

**Tab**

**4**

# Workforce Development - Project Status Report

## September 2012 – Board of Governors Meeting

### Industry-Sector Strategies

- ❖ Petroleum Technology program planning is progressing.
  - This will be structured as a collaborative program between WV Northern CC and Pierpont CTC. Classes will be offered at both institutions, but the major equipment installation and higher-level hands-on laboratory courses will be offered solely at Pierpont.
  - A WV Advance grant has been submitted to fund the hire of a program coordinator, to be located at Pierpont.
  - A presentation was made to the WVONGA Fall Conference; with a proposed budget and a structured ask from industry for equipment donations and fiscal support.
  - Next meeting of the Advisory Committee for this program is scheduled for September 25 in Morgantown.
- ❖ First ShaleNet course started September 10, 17 students, will conclude September 28.
- ❖ Aerospace Sheet Metal Program is in the participant application stage, and is scheduled to begin the first week of November.
- ❖ American Fiber Resources
  - This local company was purchased by larger corporation, now Resolute Forest Products
  - Meeting with Debbie Johnston, Resolute's Director of Public Affairs for the US, on Sept. 26
- ❖ Helped to plan and facilitate the WVHTC Affiliate Network's recent Town Hall event.

### Community Engagement

- ❖ Participated in the recent North Marion High School C.A.P.S. program public meeting
- ❖ Dr. Larson and I participated in a roundtable session at the WVEDC annual conference yesterday in Morgantown.

### Other

- ❖ Presented training programs to Tripoint company and PDC Energy.
- ❖ Bo Sellers presented at the annual NISOD conference this summer in Austin, TX.
- ❖ Participated in the annual Teaming to Win conference in Morgantown.
- ❖ Working with several regional companies that may result in contract training:
  - Wendling Food Service, Buckhannon
  - Dyna-Tech, Rex-Hide and Dyna-Mix – Grafton
  - HK Castings, Weston
  - Valley Supply, Elkins
  - Pillar Innovations, Morgantown
  - Exdel Services, Fairmont
- ❖ US Well Services Inc. – Presented contract training in Microsoft Excel 2007 & professional development within the topic of Leadership
- ❖ Planning training programs for VA Hospital in Clarksburg
- ❖ Statewide meeting with other CTC Workforce Development Directors in Charleston on September 6
  - New Tech Scholars program established.
  - Revised (simplified) workforce reporting matrix and definitions.
- ❖ New Director of Programming for Continuing Education Department is now on board – Anita Davis.
- ❖ I was nominated for election to the Board of Directors for the National Coalition of Advanced Technology Centers (NCATC). This election will take place on Oct. 4 at their fall meeting in Racine, WI.

**Tab**

**5**



**Board of Governors**  
**Financial Report FY 2013**  
**Pierpont Community & Technical College**  
**as of July 31, 2012**

**SUMMARY:**

The projected effect on net assets for FY 2013 as of July 31, 2012 is an increase of \$18,194. However, this amount also includes a Board approved spend down of \$124,521 in cash reserves which is a reduction of net assets, therefore the adjusted projected effect on assets at June 30, 2013 is an decrease of (\$106,327).

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of June 30, 2013 is \$18,194. This represents a budget decrease of (\$27,950) from the original budget approved for FY 2013. As of this report date, approximately 34% of projected tuition and fees revenue and approximately 29 % of overall revenues have been realized while approximately 2% of operating expenses have been incurred. The primary budget changes, that impacted the budget from the original approved budget for FY 2013, are as follows:

- **Operating Revenues Budget:**
  - Increased by \$141. This was primarily due to the following changes:
    - The President controlled “Operating Costs Revenue” budget decreased by (\$919) while the “Support Service Revenue” increased by \$1,060 due to the updating of two Pierpont chargeback positions. Each position’s salary was changed due to duty changes and the impact of this change was estimated in the original FY 2013 Budget. The net effect of increased revenue of \$141 was the difference between the estimated change and the true change when implemented.
- **Operating Expenses Budget:**
  - Increased by \$28,092. This was due to the following changes:
    - The President controlled and the Fund Managers controlled “Salary” expense budget increased by a combined \$2,379 due to the difference between the estimated change in the original FY 2013 Budget and the true change when implemented.
    - The President controlled and the Fund Managers controlled “Benefits” expense budget increased by a combined \$14,883 due to the difference between the estimated change in the original FY 2013 Budget and the true change when implemented, as well as multiple updates to employees PEIA benefits costs.
    - The President’s controlled “Supplies and Other Services” expense budget increased by \$85,346 and the “Equipment Expense” budget increased by \$1,075 due primarily to the restructuring of the Office of Admissions and Admissions Orientations. The operating budgets of these offices and recruiters were separated into independent budgets for Fairmont State and Pierpont. They had previously been combined

into one University budget with Pierpont paying chargeback. This increase was offset by reductions to chargeback expenses.

- The President controlled “Assessment for Support Services” expense budget increased by \$20,955 due to University personnel changes in the Enrollment Services area as well as multiple updates to employees PEIA benefits costs for the University.
- The President controlled “Assessment for Operating Costs” expense budget decreased by (\$100,231) due primarily to the previously reported changes to the Office of Admissions and Admissions Orientations.
- The Fund Managers controlled “Supplies and Other Services” expense budget increased by \$3,959 and “Equipment Expense” budget decreased by (\$276) due to the carry forward of expense budgets in grant indirect funds that had not been accounted for in the original FY 2013 Budget.

Of the adjusted projected effect on net assets of an increase of \$18,194 as of June 30, 2013; President’s Controlled Fund(s) are projected to have a budget surplus of \$26,766; Fund Manager’s Controlled Fund(s) are projected to have a budget deficit of (\$8,572) with Board approved spending of \$124,521 in cash reserves. The Year-To-Date Actual Budget Balance is \$5,072,179.

**RESTRICTED FUNDS:**

There were four new grants recognized during the month of July. They are identified individually within the report and total \$227,891 in additional grants for FY 2013. The Budget Balance as of July 31, 2012 is (\$90,073). This deficit is covered by grant funds cash balances totaling \$1,429,692 on June 30, 2012.

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

As of July 31, 2012

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Tuition and Fees	9,559,530	9,559,530	3,241,515	33.91
	Faculty Services Revenue	1,502,589	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	1,214,786	1,214,786	482,119	39.69
	Operating Costs Revenue	124,691	123,772	0	0.00
	Support Services Revenue	290,966	292,026	0	0.00
	Other Operating Revenue	415,347	415,347	59,124	14.23
	<b>Total:</b>	<b>13,107,909</b>	<b>13,108,050</b>	<b>3,782,759</b>	<b>28.86</b>
<b>OPERATING EXPENSE</b>					
	Salaries	7,130,094	7,132,473	178,395	2.50
	Benefits	1,545,912	1,560,795	31,382	2.01
	Student financial aid-scholarships	140,844	140,844	6,197	4.40
	Utilities	4,699	4,699	70	1.49
	Supplies and Other Services	2,446,415	2,535,720	125,274	4.94
	Equipment Expense	134,692	135,492	9,055	6.68
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	0	0.00
	Assessment for Faculty Services	1,272,439	1,272,439	0	0.00
	Assessment for Support Services	3,498,892	3,519,847	0	0.00
	Assessment for Student Activity Costs	179,411	179,411	2,814	1.57
	Assessment for Auxiliary Fees & Debt Service	1,214,786	1,214,786	19,625	1.62
	Assessment for Operating Costs	2,345,039	2,244,808	0	0.00
	<b>Total:</b>	<b>20,029,782</b>	<b>20,057,874</b>	<b>372,811</b>	<b>1.86</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,921,874)</b>	<b>(6,949,824)</b>	<b>3,409,947</b>	<b>(49.07)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	8,443,703	8,443,703	1,688,741	20.00
	State Fiscal Stabilization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(26,509)	1.72
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>1,662,232</b>	<b>24.05</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(67,618)	(67,618)	0	0.00
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	124,521	0	0.00
	<b>Total:</b>	<b>56,903</b>	<b>56,903</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>18,194</b>	<b>5,072,179</b>	
<b>PERSONNEL BUDGET SAVINGS</b>		<b>0</b>	<b>0</b>		
<b>PROJECTED EFFECT ON NET ASSETS AT JUNE 30</b>		<b>46,144</b>	<b>18,194</b>	<b>5,072,179</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>5,200,001</b>	<b>5,200,001</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>124,521</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>5,121,624</u></b>	<b><u>5,093,674</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2012 in the amount of \$3,192,921.

\* Unrestricted Net Asset Balance is 27.60% of the current budgeted total operating expense. Management has established a target of 15% or \$2,826,463 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 July 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	8,371,857	8,371,857	3,101,205	37.04
	Faculty Services Revenue	1,502,589	1,502,589	0	0.00
	State/Local Grants and Contracts	0	0	0	
	Operating Costs Revenue	124,691	123,772	0	0.00
	Support Services Revenue	290,966	292,026	0	0.00
	Other Operating Revenue	346,683	346,683	59,124	17.05
	<b>Total:</b>	<b>10,636,786</b>	<b>10,636,927</b>	<b>3,160,329</b>	<b>29.71</b>
<b>OPERATING EXPENSE</b>					
	Salaries	6,739,342	6,741,674	169,579	2.52
	Benefits	1,489,633	1,499,675	31,125	2.08
	Student financial aid-scholarships	140,844	140,844	6,197	4.40
	Utilities	4,399	4,399	65	1.48
	Supplies and Other Services	1,596,483	1,681,829	102,414	6.09
	Equipment Expense	51,097	52,172	6,097	11.69
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	116,560	116,560	0	0.00
	Assessment for Faculty Services	1,272,439	1,272,439	0	0.00
	Assessment for Support Services	3,498,892	3,519,847	0	0.00
	Assessment for Student Activity Costs	179,411	179,411	2,814	1.57
	Assessment for Operating Costs	2,345,039	2,244,808	0	0.00
	<b>Total:</b>	<b>17,434,138</b>	<b>17,453,658</b>	<b>318,291</b>	<b>1.82</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,797,353)</b>	<b>(6,816,731)</b>	<b>2,842,038</b>	<b>(41.69)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	8,443,703	8,443,703	1,688,741	20.00
	State Fiscal Stabalization Funds	0	0	0	
	Gifts	0	0	0	
	Investment Income	7,194	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,539,782)	(1,539,782)	(26,509)	1.72
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>6,911,115</b>	<b>6,911,115</b>	<b>1,662,232</b>	<b>24.05</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	0	0	0	
	Transfers for Fin Aid Match	(67,618)	(67,618)	0	0.00
	Transfers - Other	0	0	0	
	One-time use of reserve	0	0	0	
	<b>Total:</b>	<b>(67,618)</b>	<b>(67,618)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>46,144</b>	<b>26,766</b>	<b>4,504,270</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>4,423,244</b>	<b>4,423,244</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>4,469,388</u></b>	<b><u>4,450,010</u></b>		

\* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2012 in the amount of \$3,192,921.

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

As of July 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,187,673	1,187,673	140,310	11.81
	Other Operating Revenue	68,664	68,664	0	0.00
	<b>Total:</b>	<b>1,256,337</b>	<b>1,256,337</b>	<b>140,310</b>	<b>11.17</b>
<b>OPERATING EXPENSE</b>	Salaries	390,752	390,799	8,816	2.26
	Benefits	56,279	61,120	256	0.42
	Utilities	300	300	5	1.67
	Supplies and Other Services	849,932	853,890	22,860	2.68
	Equipment Expense	83,596	83,320	2,959	3.55
	Loan cancellations and write-offs	0	0	0	
	<b>Total:</b>	<b>1,380,858</b>	<b>1,389,430</b>	<b>34,895</b>	<b>2.51</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(124,521)</b>	<b>(133,093)</b>	<b>105,415</b>	<b>(79.20)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	0.00
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	One-time use of reserve	124,521	124,521	0	0.00
	<b>Total:</b>	<b>124,521</b>	<b>124,521</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(8,572)</b>	<b>105,415</b>	
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>769,454</b>	<b>769,454</b>		
<b>Less: USE OF RESERVE</b>		<b><u>124,521</u></b>	<b><u>124,521</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>644,933</u></b>	<b><u>636,361</u></b>		

Pierpont Community and Technical College  
Board of Governors  
Financial Report  
Restricted Funds  
For the period ending July 31, 2012

**New Grant Funds**

Community Link	5,000.00
Perkins Vocational Grant	196,963.40
Shale Net	25,000.00
The Journey Begins	5,927.60

**Other Grant/Restricted Fund Related Changes**

**Net Change** -

The budget balance of **(\$95,073)** is covered by the restricted fund cash balance of \$1,429,692 on June 30, 2012

Pierpont Community and Technical College  
 Budget vs Actual Statement of Revenues and Expenses  
 Current Restricted  
 As of July 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Federal Grants and Contracts	13,473,354	13,473,354	6,805	0.05
	State/Local Grants and Contracts	3,375,125	3,375,125	47,865	1.42
	Private Grants and Contracts	628,928	628,928	426	0.07
	Other Operating Revenue	0	0	(258)	
	<b>Total:</b>	<b>17,477,407</b>	<b>17,477,407</b>	<b>54,838</b>	<b>0.31</b>
<b>OPERATING EXPENSE</b>					
	Salaries	724,457	724,457	10,036	1.39
	Benefits	74,918	74,918	1,767	2.36
	Student financial aid-scholarships	24,040,639	24,040,639	(1,014)	(0.00)
	Utilities	0	0	0	
	Supplies and Other Services	495,275	495,275	6,603	1.33
	Equipment Expense	72,568	72,568	326	0.45
	<b>Total:</b>	<b>25,407,858</b>	<b>25,407,858</b>	<b>17,719</b>	<b>0.07</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,930,451)</b>	<b>(7,930,451)</b>	<b>37,119</b>	<b>(0.47)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Federal Pell Grant Revenues	8,000,000	8,000,000	3,076	0.04
	<b>Total:</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>3,076</b>	<b>0.04</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(232,240)	(232,240)	0	0.00
	Transfers for Fin Aid Match	67,618	67,618	0	0.00
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	0	0	
	<b>Total:</b>	<b>(164,622)</b>	<b>(164,622)</b>	<b>0</b>	<b>0.00</b>
<b>BUDGET BALANCE</b>		<b>(95,073)</b>	<b>(95,073)</b>	<b>40,195</b>	<b>(42.28)</b>
*	<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>1,429,692</b>	<b>1,429,692</b>		
**	<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b>1,334,619</b>	<b>1,334,619</b>		