

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, November 15, 2022

Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A

8:00 AM	Academic and Student Services Committee
9:30 AM	Human Resources, Bylaws, Policies Committee
10:30 AM	Finance and Administration Committee
12:00 PM	Technology and Data Reporting Committee
1:00 PM	Lunch
2:00 PM	Full Board Meeting

*All committee meetings will be held in room 216A unless otherwise noted.



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

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

Academic and Student Services Committee Meeting

**Friday, December 2, 2022
8:00 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

- I. Call to Order**
- II. Enrollment Data Summary**
 - A. Reauthorization Data
 - B. Fall 2022 Enrollment
 - C. Student Complaint Summary
 - D. Student Retention & Graduation Rates
 - E. Early-Alert Data
- III. Assessment of General Education Outcomes for AY 22**
- IV. Recruiting Strategies**
- V. Academic Policies (Institutional)**
 - A. Academic Standing
 - B. Transfer credit review for re-admitted
 - C. Academic/Registrar Calendar
 - D. Registration & Course Scheduling
- VI. Faculty Promotion Process (Institutional)**
- VII. Academic Program 5-year Review**
- VIII. Adjournment**



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

Human Resources, Bylaws, Policies Committee Meeting

**Friday, December 2, 2022
9:30 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

- I. Call to Order**
- II. Pierpont Bylaws Review**
- III. Board of Governors Policies (Review and Approval)**
 - A. #7 Ethics, Conflict of Interest, and Conflicts of Commitment (rewrite)
 - B. #25 Salary (rewrite)
 - C. Intellectual Property (new)
 - D. Process to review current Policies
- IV. Institutional (Information Only)**
 - A. Pets and Service Animals on Campus
 - B. Employee Evaluation
 - C. Salary Administration Guidelines
- V. Human Resource Issues**
 - A. Staff Development
 - B. Orientation
 - C. HR Organization
 - D. Issues to Address?
- VI. Adjournment**



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

Finance and Administration Committee Meeting

**Friday, December 2, 2022
10:30 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

I. Call to Order

II. Enrollment Report

- A. Enrollment Summary Comparison Report - Fall Term 2021 as of October 15, 2021 to Fall Term 2022 as of October 15, 2022

III. Revenue Analysis

- A. FY 2023 Pierpont Fee Revenue Analysis as of October 31, 2022

IV. Pierpont/FSU FY 2021 Separation Agreement Payments

- A. Payments to FSU Through November 15, 2022
 - FY 23 Agreement Payment of \$1.5M in two equal installments
 - 1st Installment of \$750,000 paid on September 28, 2022
 - FY 23 Fee for Service Agreement for NAEC
 - \$150,000 Paid YTD
 - Payments of \$37,500 per month for July thru October 2022

V. BOG Action Items/Independent Auditor's Report

- A. *Acceptance of the Independent Auditor's Report by Suttle & Stalnaker, PLLC of Pierpont Community & Technical College's Finance Statements for the year ended June 30, 2022.

VI. BOG Informational Items

- A. Review of the FY 22 Composite Financial Index (CFI)
- B. October 31, 2022 Finance Report
- C. Capital Projects Expenditure Report as of October 31, 2022

BOG Informational Items Continued

**Denotes possible action item*

- D. HEERF (CARES ACT) Student and Institutional Funds Expended through October 31, 2022
- E. FY 23 Budget Planning Timeline
- F. FY 22 Clery Report
- G. Student Default Rate, Fall 2022 Student Accounts Information.
- H. Expressions of Interest Released for Architectural Services for Aviation Facility

VII. Adjournment



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

Technology and Data Reporting Committee Meeting

**Friday, December 2, 2022
12:00 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

- I. Call to Order**
- II. Technology Role Adjustments**
 - A. Subject Matter Experts
 - B. Business Continuity
 - C. Classroom Management
- III. Technology Budget**
 - A. Expense Reduction
 - B. Software Changes
 - Single Sign On
 - Help Desk
- IV. Technology Policies**
 - A. Introduction to Policies
 - B. Timeline
- V. Data Analytics and Reporting**
 - A. Argos
 - B. Business Intelligence
- VI. Adjournment**



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

Regular Meeting

**Friday, December 2, 2022
2:00 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

AGENDA

I. Call to Order

II. Roll Call

III. Public Comment – Via Email Only

Written comments will be accepted no later than 12:00 PM on December 2. Please send comments to BOG@pierpont.edu

IV. *Consent Agenda

Tab 1

A. Minutes of the September 15, 2022 Meeting

V. Dr. Nelson's Reflections

VI. Committee of the Whole

A. *Presentation and Acceptance of the FY 22 Audited Financial Statements
(Suttle & Stalnaker, CPAs, Dale Bradley, VP of Finance and Administration)

Tab 2

B. *Resolution for Approval of a 30-Day Public Comment Period for
Policy PP-5001 Commemorative Tributes and Naming
(George Perich, Director of Human Resources & Organizational Development)

Tab 3

C. October 31, 2022 Combined Finance Report - *Informational*
(Dale Bradley, VP of Finance and Administration)

Tab 4

VII. Conflict of Interest Training

VIII. Human Resources, Bylaws, Policies Committee

**Denotes possible action item*

IX. Technology and Data Reporting Committee

X. Finance and Administration Committee

XI. Academic and Student Services Committee

XII. Presidential Search

A. Presidential Search Committee Chair's Updates

XIII. ATC Advisory Board

A. Industry Relations & Partnership Report

Tab 5

XIV. Adjournment



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Tab

1

**Pierpont Community & Technical College
Board of Governors Meeting
December 2, 2022**

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Community & Technical College's Board of Governors approves the Consent Agenda as proposed.

STAFF MEMBER: Dr. Kathleen Nelson, Interim President

BACKGROUND: The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board book and listed on the proposed consent agenda.

1. Minutes of the September 15, 2022 Meeting

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Thursday, September 15, 2022
2:00 PM

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on September 15, 2022, beginning at 2:00 PM. This meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

I. Call to Order in Open Session

Lisa Lang, Vice Chair, called the meeting to order in open session at 2:02 PM.

II. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Brian Bozarth	Present
Shauna Burns	Present
Dr. Susan Woods Coffindaffer	Present
Thomas Cole	Present
Lisa Lang	Present
David Hinkle	Not Present
Anthony Hinton	Not Present
Lisa Lang	Present
Juanita Nickerson	Present
Jeffery Powell	Present
Larry J Puccio, Jr.	Not Present

Amanda Hawkinberry announced there was a quorum present.

Others Present:

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

III. Public Comment – Via Email Only

Amanda Hawkinberry announced no public comments were received via email.

IV. Consent Agenda

Thomas Cole moved to approve the minutes from the June, July, and August meetings. Jeffery Powell seconded the motion. All agreed. Motion carried.

V. Presidential Update and Board Training

Board Training

Dr. Nelson conducted training related to board roles in the accreditation process. (Attachment A)

Dr. Nelson's Recommendations

Dr. Nelson discussed her recommendations for board meetings and committee structures. The structure will provide adequate engagement of all Board members on issues critical to the college and its accreditor. (Attachment B)

VI. Campus Updates

Academics and Student Services

Dr. Michael Waide reviewed the enrollment report (Attachment C) and answered various enrollment questions from Board members.

Finance and Administration

Dale Bradley reviewed the WV Legislative Audit Report, WV Auditor's Office Budget Analysis Report, and the August 31, 2022 Combined Finance Report.

Resolution for Approval – Performance Based Funding Formula Mission Weights

Shauna Burns moved to accept the funding formula weighted measures as presented. Thomas Cole seconded the motion. All agreed. Motion carried.

VII. Presidential Search

Dr. Nelson's recommendation regarding the Presidential Search Committee members and search timeline

Thomas Cole moved to accept the revised search committee members as presented (Attachment D) as well as the revised timeline (Attachment E). Susan Woods Coffindaffer seconded the motion. All agreed. Motion carried.

VIII. Committee of the Whole

Resolution for Approval – Revision of FY 23 Board Meeting Dates

Jeffery Powell moved to accept the proposed meeting dates for FY 23. Brian Bozarth seconded the motion. All agreed. Motion carried.

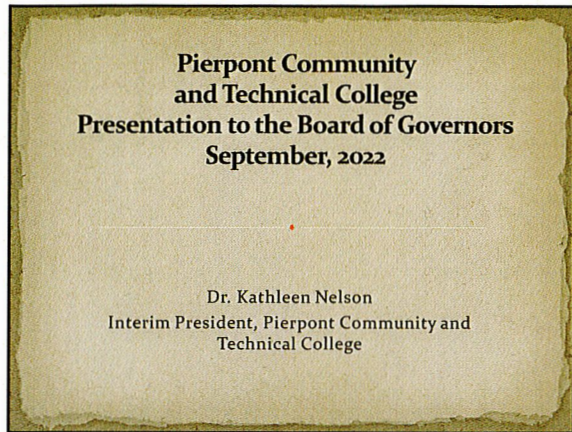
IX. Adjournment

There being no further business, Susan Woods Coffindaffer moved to adjourn the meeting. Thomas Cole seconded the motion. All agreed. Motion carried.

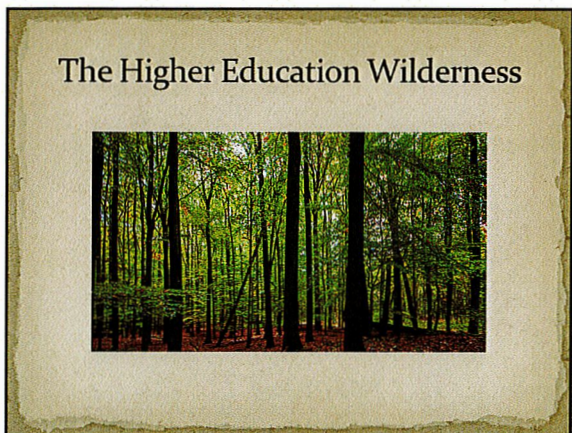
Respectfully submitted by Amanda N. Hawkinberry



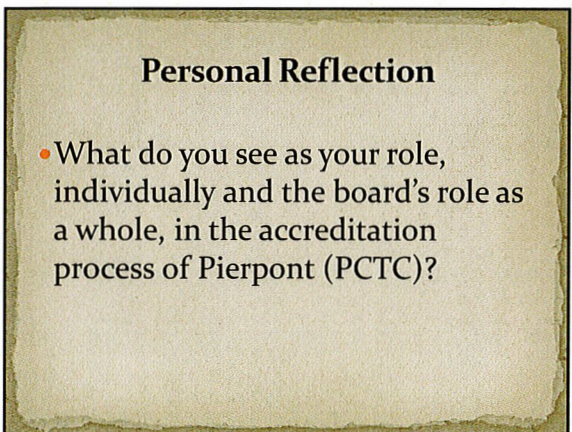
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1



2




3

Workshop Outline

- A Metaphor for Meaning
- Board Roles in the Accreditation Process
- Themes for Board Focus
- Mistakes as Opportunities
- Questions for Ongoing Board Reflection

4

The Board as Guides to the Higher Education Journey and Its Accreditation Processes



5

GUIDES:

- Envision the journey, support the journey, and lead with the end in mind. **Know where you are going.**
- Know and understand the nature of the journey, its purpose, and the rules of way-finding. **Know how to get “there”.**
- Use data to determine how the travelers will make decisions along the journey. **Make sure your GPS (or compass) works.**
- Determine and secure resources for the journey. **Use the right equipment.**

6

- Create self-check sign posts and problem-solve in the midst of the journey. **Make sure the birds don't eat the breadcrumbs.**
- Communicate clearly, seeking feedback regarding changes needed. **Don't leave the travelers in the dark.**
- Learn from the experience. **Practice makes perfect.....or at least better.**
- Enjoy the journey.

7

Board Roles in the Accreditation Process

8

Watch Out for the Twists and Turns!

9

Board Responsibilities:

- Read, review and understand the three major Commission documents.
- Demonstrate commitment to Board work and to the college. Be present.
- Embrace the need for evidence-based data and decision-making.
- Listen to the facts, not just the stories.
- Be self-critical and policy-focused.
- Ensure a systematic review of institutional programs, services and activities in light of the mission.

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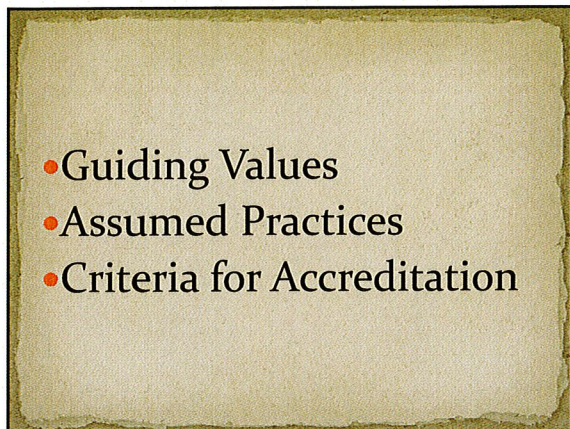
- Clearly understand, monitor, and call for revisions of policies and/or procedures relating to Federal Compliance.
- Embrace the concept of shared governance.
- Know the institution.....its strengths, its challenges, and its history while always supporting its mission and vision.
- Read all materials created by the institution to serve as part of the Commission's Assurance Argument or reports to the HLC.
- ENJOY the journey!

11

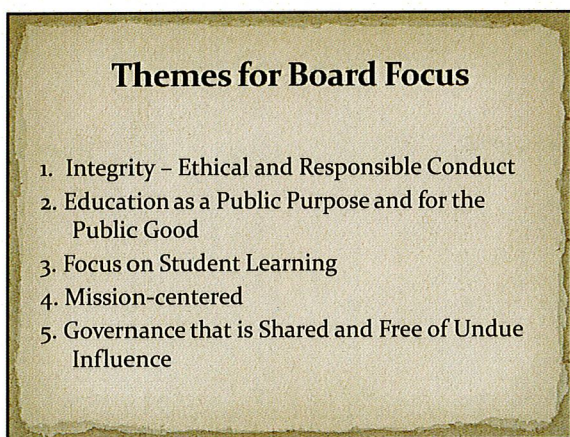
Higher Learning Commission Documents



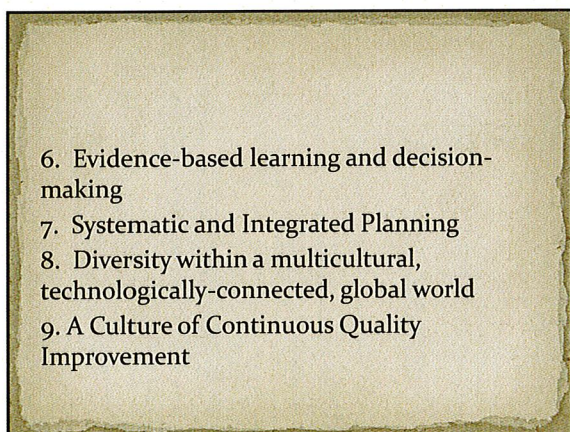
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14



15

Critical Questions:

How have you structured your committee meetings, board meetings, and related board activities to ensure that you are systematically and thoroughly engaged in reviewing evidence appropriate for board focus? Are meetings structured so that all board members can easily attend all board committee meetings?

Are you working within the structure of the board rather than outside of it as a means of discussing critical issues and preparing for board decision-making? Are you policy-focused rather than operationally-focused?

How do you ensure that board members and the board as a whole remain knowledgeable about and engaged in the work of regional accreditation?

16

~~mistakes~~
Mistakes
are
opportunities
to learn.

17

While not, perhaps, blatantly obvious, Board actions, failures to act and Board structures impact an institution's accreditation status.

- Becoming self-absorbed, being unaware of potential conflicts of interest, or succumbing to undue influence
- Crossing the fine line between policy management and operational management
- Secretly "meeting" in non-meeting settings
- Not operating within the context of shared governance
- Abdicating critical responsibilities
- Breaking Board confidences or disparaging the institution, employees, and/or colleagues on the Board
- Building structures which are dysfunctional, too complex or do not provide access to all aspects under discussion by all board members

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Questions for Ongoing Board Reflection

- Association of Governing Boards of Universities and Colleges – model questions with revisions and additions
- Does the board's agenda provide opportunities for the systematic review of programs, policies, and activities under its purview? Are such reviews timely and transparent? Are annual agendas consistent in the timing of various review elements? Do board minutes reflect adequate discussion and timely decision-making regarding issues impacting the institution's accreditation?

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- Is the board structured in a manner to ensure opportunities for all board members to attend committee meetings and for adequate and timely opportunities for full board discussion and decision-making? Are committees structured to reflect the critical nature of the various topics of concern/interest to the board? Has the board reviewed how it attends to its expectations as reflected in accreditation documents?

20

- How does the board guide the institution and its constituencies on a well-defined path towards a clearly-defined destination through the higher education and accreditation journey?

21



22

Personal Reflection

- What do you see as your role, individually and the board as a whole, in the accreditation process of Pierpont Community and Technical College?

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Enjoy the journey!

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Pierpont CTC Board of Governors

Committee Structure

Dr. Nelson's Recommendation

Human Resources, Policies, Bylaws

- **Administrative Liaison:** **Mr. George Perich**
- **Board Members**
 - **1**
 - **2**

Finance and Administration

- **Administrative Liaison:** **Mr. Dale Bradley**
- **Board Members**
 - **1**
 - **2**

Academics and Student Services

- **Administrative Liaison:** **Dr. Michael Waide**
- **Board Members**
 - **1**
 - **2**

Technology and Data Reporting

- **Administrative Liaison:** **Mr. Tim Henline**
- **Board Members**
 - **1**
 - **2**

Pierpont College Board of Governors

Preliminary Agenda Topics Calendar – FY23

September 15:

- Dr. Nelson's reflections
- Board training regarding HLC's expectations of higher education boards
- Update on all program relocations and construction
- Enrollment review
- HLC multi-location visit report and upcoming HLC campus visit
- New institutional communication structures
- Financial update:
 - Legislative Audit
 - Five-year Fiscal Outlook Review
 - Budget Update
- Interim President Nelson's recommendations regarding Board meeting structures to provide adequate engagement of all Board members on issues critical to the college and its accreditor
- Interim President Nelson's recommendations on revision to the Board's committee structure and meeting times

November 15:

Human Resources, Policies and Bylaws Committee

- Review board's code of conduct and ethics policies and procedures
- Review Training and Inservice Activities Planned for FY23

Finance and Administration Committee

- Review current budget impacts, including an update on program relocations and construction
- Review report on student default rate and other student financial issues

Academics and Student Services Committee

- Review Clery data
- Review Student Engagement Report
- Review final fall Enrollment Report
- Review Student Retention and Persistence Report for FY21-22
- Review Student Academic Assessment Results Report for FY22
- Review Student Complaints Report from FY22

Dr. Nelson

- Review summary of Operational Plan for FY23
- Review Institutional Advancement Plan
- Review Workforce, and Community Development Plan
- Approve the organizational restructuring plan

December 1:

Human Resources, Policies and Bylaws Committee

- Review Board Policies - Recommended Changes

Finance and Administration Committee

- Review Current Budget Impacts, including program relocations and construction
- Review Financial Audit and Recommendations for followup

Academics and Student Services Committee

- Approve Recommendations on New Academic Awards, Changes to Program Lengths or credits, Elimination of Academic Awards

Dr. Nelson

- Review Marketing Plans

February 21 :

Human Resources, Policies and Bylaws Committee

- Approve Recommended Changes to Policies Presented in December

Finance and Administration Committee

- Review Current Budget Impacts, including program relocations and construction
- Review Contractual Relationships Report

Academics and Student Services Committee

- Review Student Post-Graduation Report

Dr. Nelson and BOG Chair

- Approve Procedures and Time Lines for Presidential Evaluation (when permanent president is employed)

March 21:

Human Resources, Policies and Bylaws Committee

- Review Board Bylaws - Recommended Changes

Finance and Administration Committee

- Review Current Budget Adjustments
- Review Current Employee Demographics Report and Strategies to Address Any Challenges
- Approve FY24 Tuition and Fees

Academics and Student Services Committee

- Review and Approve Academic Program Reviews
- Review Academic Consortial Relationships and Special Instructional Agreements Report
- Review academic articulation agreements
- Review Anticipated Changes to Student Services for FY24

May 16:

Human Resources, Policies and Bylaws Committee

- Approve Board Bylaws Changes Presented in April
- Discuss Board Education Plans for FY24
- Conduct Board Self-Evaluation

Finance and Administration Committee

- Review Current Budget Adjustments
- Approve FY24 Budget

Academics and Student Services Committee

Dr. Nelson

- Review Institutional Advancement Report
- Review Operational Plan for FY24
- Review Update on the Strategic Plan

BOG Chair

- Approve Board Committee Assignments for FY24
- Finalize Presidential Evaluation

NOTES:

1. Beginning in FY24, 1/3 of the institution's policies should be reviewed each year.
2. Beginning in FY24, the following items should be reviewed and/or approved every three years: Board Bylaws, Board Policies, General Education Requirements and Philosophy (Alternate Years)
3. Beginning with the start of the new Strategic Plan, an annual operational plan should be created by the President and reviewed by the Board. The operational plan should address activities to meet the goals of the Strategic Plan, address goals not clearly associated with the Strategic Plan, and include a visioning/future's oriented section.



Dr. Michael Paul Waide, Provost
Pierpont Community & Technical College
North Central WV Advanced Technology Center
500 Galliher Drive, Fairmont, WV 26554

AcademicAffairs@pierpont.edu
Phone 304-367-4602

ENROLLMENT UPDATE

Pierpont's enrollment data is presented against the backdrop of trending national enrollment data for community colleges.

Background

During the pandemic in fall 2020, overall enrollment in higher education decreased by 9% compared to fall 2019.¹ The sharpest plummet in higher education enrollment was among community colleges with a 12% decline in enrollment.

In fall 2021, enrollment in higher education decreased by an additional 14%.² The decline in enrollment in fall 2021 was attributed to 16% of adults, who intended to enroll in post-secondary educational institutions, canceling their plans.³ Between the fall 2021 and spring 2022 terms, total enrollment fell 4.1% nationwide with the hardest hit to community colleges.⁴

A Gallup-Lumina study in spring 2022 reported two out of three (67%) students in associate degree programs considered taking a break or stopping out of college.⁵

Pierpont's Enrollment Data

Pierpont's enrollment data aligned with those national trends during the previous three years:

Term	Pierpont	National Trend
FY 21	-15.64%	-12%
FY 22	-1.05%	-14%
FY 23	-8.71%	NA

The following data represent Pierpont's enrollment, reported to the Integrated Postsecondary Education Data System (IPEDS):

Fiscal Year	Academic Year	Total Fall Unduplicated Enrollment*	FTE
2020	2019-2020	1912	1342
2021	2020-2021	1613	1169
2022	2021-2022	1596	1064
2023	2022-2023	1457	1010

¹ National Center for Education Statistics (NCES)

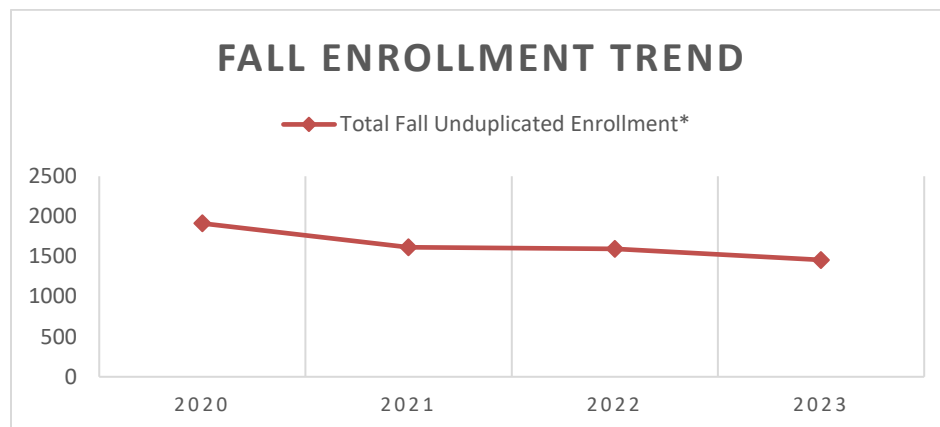
² Hanover Research

³ National Center for Education Statistics (NCES)

⁴ National Student Clearinghouse

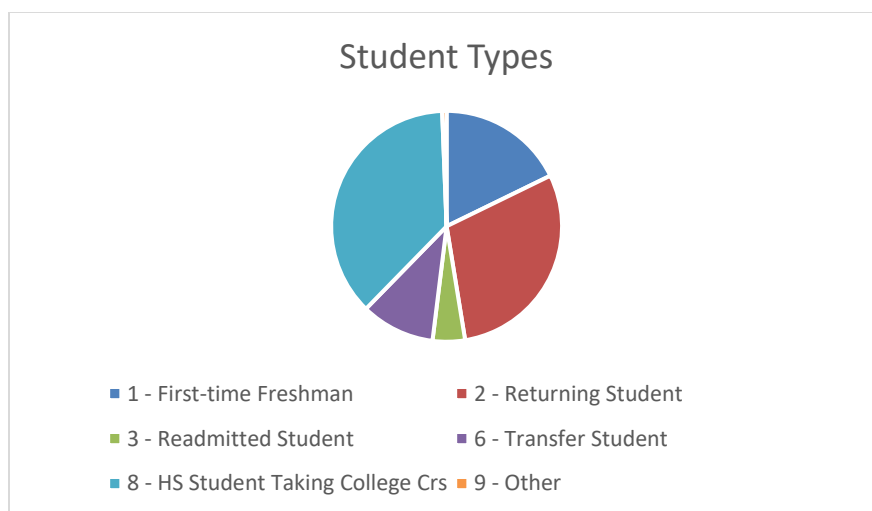
⁵ Lumina Foundation

Visually represented, the enrollment trend demonstrates:



Pierpont Student Types

As of the date of this memorandum, Pierpont's current enrollment is 1,457 students, represented in the following student types: *first-time freshmen* (17.8%), *returning student* (29.6%), *readmitted student* (4.5%), *transfer student* (10.4%), *high school student taking college courses* (37.1%), and *other student* (0.6%).



The highest difference in student types between fall 2022 and fall 2021 was in the returning student category. The percent difference in returning students, compared to last fall term, was -14.8%. Overall, the enrollment changes for Pierpont between fall 2021 and fall 2022 (FY23) were -8.7%. When high school students are excluded, the decrease in enrollment is -10%.

Conclusion

Data indicate a need for Pierpont to develop strategies and programs to reduce stop-outs among students. Strategies to engage students and reduce attrition rates among returning students will be developed to retain students. Such strategies include ***student integration*** and ***engagement, development of multiple pathways to completion, student re-engagement, counseling*** and ***mentoring, community engagement, course completion*** and ***credit recovery, identification of at-risk students, and connection to learning resources.***



ADMISSIONS & RECRUITING ACTIVITIES

Pierpont's *Admissions and Recruiting* team, under the direction of Jenni Farlow, has developed the following plan to target and recruit students for Fall 2023. The plan contains six categories: (1) the College Tour in WV High Schools, (2) Pierpont Open Houses, (3) Community Presence, (4) Career and Technical Education Outreach, (5) Social Gatherings, and (6) College Transfer Fairs

College Tour in WV High Schools

- Tuesday, September 13, 2022 (9am): Barbour, Lewis, Randolph, & Upshur Co. Schools
- Wednesday, September 14, 2022 (9am): Braxton, Gilmer, & Calhoun Co. Schools
- Wednesday, November 9, 2022 (1pm): Doddridge Co. High School
- Thursday, November 10, 2022 (8:30am): Marion, Preston, Monongalia, & Taylor Co. Schools
- Thursday, November 10, 2022 (6pm): Harrison Co. Schools

Pierpont Open Houses

- November 5, 2022: General Open House
- November 5, 2022: Specialized Open House for EUT/Energy Programs
- December 3, 2022: Specialized Open House for Health Sciences
- February 25, 2023: General Open House with Student Scheduling
- April 15, 2023: General Open House with Student Scheduling
- April, 2023: Specialized Open House for Aviation at NAEC
- June 17, 2023: General Open House with Student Scheduling
- Open Houses Aligned with New Facilities: Middletown Commons (March); Caperton (May)

Community Outreach and Presence

- High school and middle school events (e.g., science fairs)
- Young adult learning and training advocacy groups on Pierpont's campus (e.g., YouthBuild)
- EDGE program completion celebrations
- Career and Technical Education Centers and Adult Basic Education Centers
- High school graduations
- Financial Aid Application (FAFSA) workshops within communities in our service region
- Summer programs in partnership with programs (i.e., BOOST academy for academic skills enhancement, STEM camps, aviation camps, health sciences camps).
- Science fair competition in partnership with faculty in spring

Career and Technical Education (CTE) Outreach

- Collaboration with academic deans to coordinate faculty presence and participation in CTEs

Social Outreach

- Inviting, nonthreatening social activities (i.e., mini golf, trivia night) where prospective students can interact with current students, faculty, and staff

College Transfer Fairs

Education that Works!

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution



Pierpont Community & Technical College President Search Committee Members

A. Chair of the Search Committee

- Jeffery Powell Jeff.powell@nstar-tech.com

B. BOG Secretary of the Board

- Brian S. Bozarth Brian.Bozarth@pwc.ca

C. Pierpont Foundation Representative

- Rusty Elliott, Chair of Pierpont Foundation Board Derykyad@gmail.com

D. President's Cabinet Representative

- Dr. Michael Waide, Provost & VP of Academic Affairs Mwaide@pierpont.edu

E. Pierpont Faculty Representative

- Vickie Findley, Faculty Senate President Vfindley@pierpont.edu

F. Pierpont Classified Staff Representative

- Memori Dobbs Mdobbs1@pierpont.edu

G. Non-Classified Staff Representative

- Kimberly Cale, Benefits Coordinator Kbiddle@pierpont.edu

H. Pierpont Student Representative

- Ty Haley Thaley@student.pierpont.edu

I. Community Representative

- Donna Metz, Retired Principal Marion Co. Adult Education Center Dmetz@k12.wv.us

J. K – 12/CTE Educational Representative

- Pam Wilt, Preston County Schools/CTE Administrator Pwilt@k12.wv.us

K. Business Industry Representative

- Rick Simon, CEO Community Care of West Virginia Rick.simon@ccwv.org

Staff Resources:

Dr. Kathleen Nelson, Interim President Knelson2@pierpont.edu

George Perich, Director of HR and Organizational Development Gperich@pierpont.edu

Amanda Hawkinberry, Executive Assistant to the President and Board of Governors
Acollins11@pierpont.edu

Pierpont Presidential Search Committee Timeline

Preliminary – September, 2022

September 20:	Review search timeline and committee structure with the Board of Governors
September 26:	Send letter to all WV Higher Education CEOs (Dr. Nelson)
September 26:	Message sent to all Search Committee members regarding time line and meeting dates (Committee Chair Powell)
October:	Search Committee meeting – introductory meeting, process review, confidentiality
November:	Search Committee meeting – questions, progress reports regarding applicant reviews
December:	Search Committee meeting to select semi-finalists
February:	Search Committee meeting to interview semi-finalists and to select finalists
February:	Finalist announcement
Week of March 13:	Final reference work undertaken and report generated for BOG review Finalists interviewed on campus
March 21:	BOG select new President

Tab

2

**Pierpont Community and Technical College
Board of Governors
Meeting of December 2, 2022**

ITEM: Acceptance of the Independent Auditor's Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College's Finance Statements as of and for the year ended June 30, 2022

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors accept the Financial Statements and the Independent Auditor's Report for FY 2022.

STAFF MEMBER: Dale Bradley

BACKGROUND: Suttle & Stalnaker PLLC presented the audit report and of the FY 2022 Audited Financial Statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of the business-type activities of Pierpont, as of June 30, 2022 and 2021, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

The following are comments about the College's FY 2022 Financial Statements from Management:

- Pierpont issues its Audited FY 2022 Financial Statements September 30, 2022 which was prior to the completion date established by the WV HEPC. The combined WV Higher Education Funds Audit was completed and sent to the WV Department of Administration prior the October 31, 2022 deadline.

- The financial statements include Management Discussion and Analysis, the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position (SRECNP), and the Statement of Cash Flows, and the footnotes.
- The 2022 Audit Report no longer includes details of the Separation of Assets and Liabilities Agreement between Pierpont Community & Technical College and Fairmont State University with the execution of the Final Separation Agreement in April 2021.
- Pierpont's overall Total Net Position improved by \$5,982,202 from \$15,378,354 on June 30, 2021 to \$21,360,556 on June 30, 2022.
- Pierpont's unrestricted portion of the Total Net Position improved by \$3,316,441 from \$(12,430,336) on June 30, 2021 to \$(9,113,895) on June 30, 2022 as detailed in Note 12 on page 49 of the 2022 Audit Report.
- Pierpont's Cash and Cash Equivalents increased by \$4,824,785 from \$7,441,421 June 30, 2021 to \$12,266,206 June 30, 2022.
- Pierpont's Net Capital Assets increased by \$248,070 from \$27,831,555 on June 30, 2021 to \$28,079,625 on June 30, 2022 as detailed in Note 6 beginning on page 38 of the 2022 Audit Report.
- Pierpont's Long-Term Liabilities decreased by \$1,560,854 from \$18,171,318 on June 30, 2021 to \$16,610,464 on June 30, 2022 as detailed in Note 7 on page 40 of the 2022 Audit Report.

Tab

3

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF DECEMBER 2, 2022**

ITEM: Policy PP-5001: Commemorative Tributes and Naming

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for proposed changes to Policy PP-5001: Commemorative Tributes and Naming.

STAFF MEMBER: George Perich; Director, Human Resources & Org. Dev.

BACKGROUND: The language in the existing Commemorative Tributes and Naming Policy requires updating.

As mandated, in 2008, by West Virginia House Bill 3215; Code Chapter 18B; Articles 1 & 2, Pierpont Community & Technical College began operating as an independent 2-year institution. The last revision of the Pierpont Community & Technical College's Mission Statement Review Policy was approved in July 2008 and does not reflect the institution's current structure or the institutional advancement processes. The proposed revisions will insert applicable statutory and regulatory references, clarify the naming and fund-raising processes, remove references to Fairmont State University, and update the policy number and reorganizes policy provisions pursuant to PP-1000-B.

PUBLIC COMMENT PERIOD: December 7, 2022 to January 6, 2023

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
BOG@pierpont.edu*

*The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
<https://www.pierpont.edu/about/board-of-governors/draft-policies/>*

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 2
TITLE: POLICY ON COMMEMORATIVE TRIBUTES AND NAMING

Effective Date: July 1, 2008

Amended:

Repealed:

Scope: Policy regarding the naming or renaming of buildings or organizational units at Pierpont Community & Technical College

Authority: West Virginia Code § 18B-1-6

1. PURPOSE: The following policy and procedures apply to the commemorative naming of physical spaces and/or other entities the ~~University~~ Commemorative Tributes Committee will take under consideration, such as buildings, portions of buildings, streets or other physical facilities, and to the erection and plan for donor recognition walls or hanging of plaques, portraits or other permanent memorials honoring individuals or organizations on the campuses or outlying properties of the ~~university college~~, as well as specific academic units, such as departments, schools, ~~colleges~~, institutes, or centers that may be named in honor of individuals.

2. POLICY: The ~~University College~~ will approve commemorative naming of buildings, physical facilities, specific academic components, and the erection of plaques, signs, and portraits as a commemorative tribute in appropriate instances where the ~~university college~~ has significantly benefited from the relationship with the person or organization and such naming brings no adverse reflection on the ~~university college~~.

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2.1. Policy on Process to Secure a Naming Opportunity

a. All recommendations for commemorative naming tributes should be directed to the President for referral to the Commemorative Tributes Committee.

b. The ~~University~~ Commemorative Tributes Committee is responsible for reviewing proposals for the naming of buildings, other physical facilities, centers, institutes, etc., and for making recommendations to the President.

c. After review, the president will submit his/her selected proposals for commemorative tributes to the Board of Governors.

d. ~~The~~ Board of Governors will act on those proposals recommended by the President. Final approval rests with the Board of Governors.

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e. The Board of Governors ~~may~~ authorize the President, upon the recommendation of the Commemorative Tributes Committee, to approve the erection of plaques, permanent signs and other memorials (such as bricks and benches), and the commissioning and hanging of portraits related to the naming.

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f. This policy applies only to the naming of facilities in honor of persons or organizations and does not apply to the identification of rooms or facilities with numbers, letters, colors, or generic terms.

g. Commemorative Tributes Committee: The Commemorative Tributes Committee will ~~consist~~ be comprised of the following:

~~President, Pierpont Community and Technical College~~

~~President Chair, Fairmont State Pierpont Foundation, Inc.,~~ Board of Directors

~~University Provost and Vice President for Academic Affairs~~

~~Provost and Vice President of Academic Affairs~~

~~Vice President for Administrative and Fiscal Affairs~~

~~Vice President of Finance and Administration~~

~~Vice President for Institutional Advancement~~

~~Vice President of Information Technology~~

~~Executive Director of Institutional Advancement, Government Affairs, and Public Relations~~

~~Director of Human Resources and Organizational Development~~

~~Vice President for Student Affairs~~

~~Assistant Vice President for Facilities~~

~~President of the Faculty Senate~~

~~President of the Faculty Assembly~~

~~President of the University Classified Staff~~

~~President Chair of the C&TC~~ Classified Staff Council

President of the Student Government Association

~~President of the Alumni Association Board of Directors~~

~~President of the Athletic Association Board of Directors~~

- h. As the ~~university's~~ college's organizational structure evolves, the President is authorized by the Board of Governors to adjust the titles of the committee's membership to reflect those organizational changes.
- i. Committee membership will be a minimum of five and a maximum of 12 members
- j. A minimum of ~~seven~~ 50% plus one (1) of committee membership will constitute a voting quorum.
- k. Committee representatives may send a proxy designate empowered with voting privileges.

2.2. Policy for All Commemorative Tributes

- a. Consideration should be given to the desirability of an appropriate relationship between the use of the physical facility and the person or organization for which the facility is named.
- b. In reviewing proposals for the naming of buildings or other facilities, it is appropriate for the members of the Commemorative Tributes Committee to contact appropriate members of the ~~university~~ college community to obtain and/or validate information.
- c. Any building or other facility bearing the name of a person or organization should be clearly identifiable, distinctive, significant, enduring, and functional and should reflect honor on the person or organization for which it is named. Portions of buildings or rooms within buildings generally should meet these same criteria. In addition, names assigned to portions of buildings or rooms should be helpful to users in identification of the facilities.
- d. This policy applies only to the naming of facilities in honor of persons or organizations and does not apply to the identification of rooms or facilities with numbers, letters, colors, or generic terms.

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2.3. Policy for Names in Tribute of Corporate Entities

- a. Corporate names are considered to be generally appropriate for naming of internal spaces. Such naming opportunities must be stated in the proposal, as part of the negotiation, prior to consideration by the Commemorative Tributes Committee.

- b. Corporate names are not considered to be appropriate for the external identification of campus buildings.
- c. Internal physical spaces may be named for a negotiated period of approximately ten years or less.
- d. Exceptions may be granted in extraordinary situations.

2.4. Policy for Building Names in Tribute of Individuals

- a. Entire buildings, building additions, or portions of buildings may be named in honor of an individual or individuals.
- b. The naming of a building, part of a building, or other facility or property of the ~~university college~~ is a high honor and would not be done casually. The honor is reserved for those who have made extraordinary contributions to the ~~University College~~ through their achievements in service and/or in financial support to the ~~university college~~.
- c. To merit recognition in the naming of a building or portion of a building, an individual's relationship to the ~~university college~~ should be truly exceptional in both quality and impact and be of significant duration.
- d. When financial contributions are a factor, the level of contribution needed to name a building, addition to a building, or portion of a building (as may be the case in a major renovation project) will vary depending on the financing considerations, purpose, size, prominence on campus, and the level of private support needed for construction. Such gift commitments must be payable over a defined pledge term and the donor must provide a legally binding commitment enforceable against his/her assets/estate until the pledge is retired.
- e. In cases of existing construction, outright gifts and/or irrevocable deferred gifts, e.g., life income plans, may be used. The amount credited toward the naming opportunity will be based on the present value of the charitable gift plan.
- f. In cases of new construction and when financial support is needed for construction, only outright gifts of readily marketable assets may be used.
- g. The required gift level for naming spaces within buildings, such as auditoriums, classrooms, laboratories, etc., will be established following the same principles as to naming of existing major facilities.
- h. In the event that a pledge or gift commitment is not met, the institution may choose to revoke naming privileges.
- i. Buildings or other physical facilities are not named for an individual who has been employed ~~on a permanent, full-time basis~~ by the ~~university college~~ during the year

preceding the naming.

- j. Building names should reflect honor on the ~~university college~~ as well as on the person or persons being honored and are considered to be permanent.
- k. In the unlikely event a named building is demolished and replaced, any new building erected in that same area will contain a historical record in the form of a plaque indicating the existence of the previously named structure and honoring the individual for which it was named.

2.5. Plaques and Portraits, and Miscellaneous Items of Recognition

- a. Donor walls, plaques, portraits, and miscellaneous items (bricks, benches, etc.) should be encouraged to commemorate truly outstanding contributions, either in service or financial support, of persons or organizations.
- b. Such tributes should be located inside or outside buildings or facilities that have strong identification with the persons or organizations being honored.
- c. The cost of such plaques, portraits, and miscellaneous recognition items generally should be borne by donors interested in the tributes.
- d. All external designs need to be reviewed and approved by the ~~university architect~~ Vice President of Finance and Administration in order to assure compliance with the ~~university's college's~~ master plan.

2.6. Departments, Schools, ~~Colleges~~, Institutes, Centers, or Other Academic Units

- a. A major academic unit may be named in honor of an individual in recognition of service to the ~~university college~~ and/or in recognition of financial contributions sufficient to provide physical facilities and equipment for its academic and/or research programs, or which would provide sufficient income to cover an appropriate portion of the annual operating costs of the unit, or both.
- b. The name applied to an academic unit should be appropriate to its purpose, and should reflect honor on the ~~university college~~ as well as upon the person for which it is named.
- c. Because the life of a ~~university~~ center or institute is not expected to continue indefinitely, gift funding for ~~an institute or~~ a center ~~or institute~~ may be accomplished by endowment or current gifts. If accomplished by a current gift, the name of the ~~institute or~~ center ~~or institute~~ shall generally be limited to the term during which the expendable gift provides funding. The policies and procedures for naming the center or institute shall be the same as for naming other major academic units of the ~~university college~~.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-5001

SHORT TITLE: Commemorative Tributes and Naming

REFERENCE: W. Va. Code § 18-2A-4

EFFECTIVE: July 1, 2008

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE

This policy is for the naming of commemorative tributes on Pierpont Community & Technical College's campus or outlying areas.

SECTION 2. SCOPE AND APPLICABILITY

This policy establishes the processes and procedures for the commemorative naming of physical spaces and/or other entities the Commemorative Tributes Committee will take under consideration, such as buildings, portions of buildings, streets or other physical facilities, and to the erection and plan for donor recognition walls or hanging of plaques, portraits or other permanent memorials honoring individuals or organizations on the campuses or outlying properties of the college, as well as specific academic units, such as departments, schools, institutes, or centers that may be named in honor of individuals.

SECTION 3. DEFINITIONS

- 3.1 **Commemorative Tributes Committee.** Committee established by this policy to review proposals for the naming of buildings, other physical facilities, centers, institutes, etc., and make recommendations to the President.
- 3.1 **Proxy.** Individual designated by a member of the Commemorative Tributes Committee to represent at a meeting of the committee with voting rights.

SECTION 4. POLICY

- 4.1 The College will approve commemorative naming of buildings, physical facilities, specific academic components, and the erection of plaques,

signs, and portraits as a commemorative tribute in appropriate instances where the college has significantly benefited from the relationship with the person or organization and such naming brings no adverse reflection on the college.

4.2 Process to Secure a Naming Opportunity.

- 4.2.1 All recommendations for commemorative naming tributes should be directed to the President for referral to the Commemorative Tributes Committee.
- 4.2.2 The Commemorative Tributes Committee is responsible for reviewing proposals for the naming of buildings, other physical facilities, centers, institutes, etc., and for making recommendations to the President.
- 4.2.3 After review, the president will submit his/her selected proposals for commemorative tributes to the Board of Governors.
- 4.2.4 The Board of Governors will act on those proposals recommended by the President. Final approval rests with the Board of Governors.
- 4.2.5 The Board of Governors may authorize the President, upon the recommendation of the Commemorative Tributes Committee, to approve the erection of plaques, permanent signs and other memorials (such as bricks and benches), and the commissioning and hanging of portraits related to the naming.
- 4.2.6 This policy applies only to the naming of facilities in honor of persons or organizations and does not apply to the identification of rooms or facilities with numbers, letters, colors, or generic terms.
- 4.2.7 The Commemorative Tributes Committee will be comprised of the following:
 - 4.2.7.1 Chair, Pierpont Foundation, Board of Directors
 - 4.2.7.2 Provost and Vice President of Academic Affairs
 - 4.2.7.3 Vice President of Finance and Administration
 - 4.2.7.4 Vice President of Institutional Advancement, Government Affairs, and Public Relations
 - 4.2.7.5 Vice President of Organizational Development and Human Resources
 - 4.2.7.6 President of the Faculty Senate
 - 4.2.7.7 Chair of the Classified Staff Council

4.2.7.8 President of the Student Government Association

- 4.2.8 As the college's organizational structure evolves, the President is authorized by the Board of Governors to adjust the titles of the committee's membership to reflect those organizational changes.
- 4.2.9 Committee membership will be a minimum of five and a maximum of 12 members
- 4.2.10 A minimum of 50% plus one (1) of committee members will constitute a voting quorum.
- 4.2.11 Committee representatives may send a proxy designate empowered with voting privileges.

4.3 **Policy for All Commemorative Tributes**

- 4.3.1 Consideration should be given to the desirability of an appropriate relationship between the use of the physical facility and the person or organization for which the facility is named.
- 4.3.2 In reviewing proposals for the naming of buildings or other facilities, it is appropriate for the members of the Commemorative Tributes Committee to contact appropriate members of the college community to obtain and/or validate information.
- 4.3.3 Any building or other facility bearing the name of a person or organization should be clearly identifiable, distinctive, significant, enduring, and functional and should reflect honor on the person or organization for which it is named. Portions of buildings or rooms within buildings generally should meet these same criteria. In addition, names assigned to portions of buildings or rooms should be helpful to users in identification of the facilities.
- 4.3.4 This policy applies only to the naming of facilities in honor of persons or organizations and does not apply to the identification of rooms or facilities with numbers, letters, colors, or generic terms.

4.4 **Policy for Names in Tribute of Corporate Entities**

- 4.4.1 Corporate names are considered to be generally appropriate for naming of internal spaces. Such naming opportunities must be stated in the proposal, as part of the negotiation, prior to consideration by the Commemorative Tributes Committee.

4.4.2 Corporate names are not considered to be appropriate for the external identification of campus buildings.

4.4.3 Internal physical spaces may be named for a negotiated period of approximately ten years or less.

4.4.4 Exceptions may be granted in extraordinary situations.

4.5 **Policy for Building Names in Tribute of Individuals**

4.5.1 Entire buildings, building additions, or portions of buildings may be named in honor of an individual or individuals.

4.5.2 The naming of a building, part of a building, or other facility or property of the college is a high honor and would not be done casually. The honor is reserved for those who have made extraordinary contributions to the College through their achievements in service and/or in financial support to the college.

4.5.3 To merit recognition in the naming of a building or portion of a building, an individual's relationship to the college should be truly exceptional in both quality and impact and be of significant duration.

4.5.4 When financial contributions are a factor, the level of contribution needed to name a building, addition to a building, or portion of a building (as may be the case in a major renovation project) will vary depending on the financing considerations, purpose, size, prominence on campus, and the level of private support needed for construction. Such gift commitments must be payable over a defined pledge term and the donor must provide a legally binding commitment enforceable against his/her assets/estate until the pledge is retired.

4.5.5 In cases of existing construction, outright gifts and/or irrevocable deferred gifts, e.g., life income plans, may be used. The amount credited toward the naming opportunity will be based on the present value of the charitable gift plan.

4.5.6 In cases of new construction and when financial support is needed for construction, only outright gifts of readily marketable assets may be used.

4.5.7 The required gift level for naming spaces within buildings, such as auditoriums, classrooms, laboratories, etc., will be established following the same principles as to naming of existing major facilities.

4.5.8 In the event that a pledge or gift commitment is not met, the institution may choose to revoke naming privileges.

- 4.5.9 Buildings or other physical facilities are not named for an individual who has been employed on a permanent, full-time basis by the college during the year preceding the naming.
- 4.5.10 Building names should reflect honor on the college as well as on the person or persons being honored and are considered to be permanent.
- 4.5.11 In the unlikely event a named building is demolished and replaced, any new building erected in that same area will contain a historical record in the form of a plaque indicating the existence of the previously named structure and honoring the individual for which it was named.

4.6 **Departments, Schools, Institutes, Centers, or Other Academic Units**

- 4.6.1 A major academic unit may be named in honor of an individual in recognition of service to the college and/or in recognition of financial contributions sufficient to provide physical facilities and equipment for its academic and/or research programs, or which would provide sufficient income to cover an appropriate portion of the annual operating costs of the unit, or both.
- 4.6.2 The name applied to an academic unit should be appropriate to its purpose and should reflect honor on the college as well as upon the person for which it is named.
- 4.6.3 Because the life of a center or institute is not expected to continue indefinitely, gift funding for a center or institute may be accomplished by endowment or current gifts. If accomplished by a current gift, the name of the center or institute shall generally be limited to the term during which the expendable gift provides funding. The policies and procedures for naming the center or institute shall be the same as for naming other major academic units of the college.

SECTION 5. BACKGROUND OR EXCLUSIONS

SECTION 6. GENERAL PROVISIONS

- 6.1 **Review Period.** Pierpont Community & Technical College will review this policy as needed.
- 6.2 **Procedure.** The President's Cabinet will initiate and establish the guidelines for each review and will recommend any changes to the Board of Governors.
- 6.3 **Approval.** Pierpont's President will forward recommendations to the Board of Governors for their final approval and adoption.
- 6.4 **Publication.** Pierpont will publish the policy on its website.

SECTION 7. RESPONSIBILITIES

7.1 **President's Cabinet.** The President's Cabinet is responsible for the execution of this policy.

SECTION 8. CANCELLATION

8.1 This policy replaces previous Board of Governors Policy #2

SECTION 9. REVIEW STATEMENT

All policies shall be reviewed on a regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments: None.

Distribution: Members of the Board of Governors and the President of Pierpont Community & Technical College

Revision Notes: The proposed revisions reorganize policy provisions pursuant to PP-1000.B, insert applicable statutory and regulatory references, remove references to Fairmont State University, and clarify the review process.

Tab

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Board of Governors
Budget/Finance Report FY 2023
Pierpont Community & Technical College
as of October 31, 2022

Pierpont's overall financial structure consists of four primary fund types; unrestricted, auxiliary, restricted, and plant/capital funds.

Unrestricted Funds – Includes those economic resources of the institution which are expendable for any purpose in performing the primary objectives of the institution, i.e, instruction, research, extension, and public service, and which have not been designated by the governing board for other purposes. These funds consist of State Appropriations, not designated for a specific purpose, and general tuition and fees revenues. For fiscal management purposes Pierpont segregates Unrestricted funds into two subgroups; President Controlled Funds and Fund Manager Controlled Funds.

- President Controlled Funds consist of State Appropriations, and general tuition and fees revenues.
- Fund Manager Controlled Funds consist primarily of program fees and lab/course fee funds that are used to cover program specific operational costs.

Auxiliary Funds – Auxiliary funds are a subsection of unrestricted funds. Auxiliary enterprises are activities conducted primarily to provide facilities or services to students, faculty, and staff. Such activities could include residence halls, food services, bookstore, parking, etc. At Pierpont these activities are reported as a separate fund type for fiscal management. Currently parking is the only Auxiliary fund activity and is used to support maintaining parking resources and campus security.

Restricted Funds - The restricted fund group consists of those funds expendable for operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended. Restricted funds primarily consist of contracts and grants received from federal or state governments for financial aid, research, public service or other restricted purposes.

Plant/Capital Funds – Plant/Capital Funds are a subsection of unrestricted funds used for debt service, capital projects, facilities maintenance and renewal.

SUMMARY UNRESTRICTED FUNDS:

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

- The institution has realized approximately 42% of projected operating revenue.
- The institution has incurred approximately 27% of operating expenses.
- The institution has realized approximately 42% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$2,588,604.

SUMMARY RESTRICTED FUNDS:

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

- The institution has realized approximately 28% of projected operating revenue.
- The institution has incurred approximately 31% of operating expenses.
- The institution has realized approximately 25% of nonoperating revenues.
- The institution has realized approximately 92% of transfers & other activity.
- The Year-To-Date Actual Budget Balance is \$74,933.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)
October 31, 2022

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE				
	Total:	7,623,574	3,178,375	41.69%
OPERATING EXPENSE				
	Total:	15,214,222	4,042,279	26.57%
OPERATING INCOME / (LOSS)		(7,590,647)	(863,904)	
NONOPERATING REVENUE (EXPENSE)				
	Total:	8,291,698	3,457,841	41.70%
TRANSFERS & OTHER				
	Total:	(150,875)	(5,333)	3.53%
BUDGET BALANCE UNRESTRICTED		550,176	2,588,604	
Less Depreciation (Net of Capitalized Assets)		(400,000)		
BUDGET BALANCE LESS DEPRECIATION		150,176	2,588,604	

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
October 31, 2022

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
	Total:	9,841,870	2,773,349	28.18%
OPERATING EXPENSE				
	Total:	11,790,282	3,656,502	31.01%
OPERATING INOCME / (LOSS)		(1,948,412)	(883,153)	
NONOPERATING REVENUE (EXPENSE)				
	Total:	4,716,431	1,203,696	25.52%
TRANSFERS & OTHERS				
	Total:	(268,019)	(245,610)	91.64%
BUDGET BALANCE		2,500,000	74,933	

Tab

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Pierpont Community & Technical College
Center for Workforce Education
500 Galliher Drive
Fairmont, WV 26554

www.pierpont.edu

Nancy Ligus, Director
nligus@pierpont.edu
P | 304-366-8912

To: ATC Advisory Board Committee
From: Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development
Subject: Industry Relations & Partnerships Report
Date: December 2, 2022

Focus Areas:

- **Contracted Corporate Training (Customized)**

Completed/Committed for FY23:

- WV National Guard- CompTIA Certifications in Information Security and Linux
- Mountaineer Challenge Academy- PEC Safeland Basic (Oil & Gas Safety)
- Immunohematology- Davis Medical (Jan 2023)

- **Continuing Education and Workforce Training (Open Enrollment)**

Completed /Committed for FY23:

- Underground Miner Red Hat Training (Cancelled-Low enrollment)
- Home Inspector Training (Sept. 19-Sept. 29)
- Start Your Own Business-Entrepreneurial Essentials (Cancelled-Low enrollment)
- FAA Test Prep- Powerplant (Sept. 27-Nov. 17)
- Aviation Structures Technician Training (Rescheduled to Jan. -Feb. 17, 2023)
- EMT Basic -Upshur County (January 25- May 3, 2023)
- Mental Health First Aid (Feb. 2023)
- Landscape Technician Bootcamp w/WVNLA (March/April) (Workforce Training)

Programs in Progress:

- Mental Health First Aid (Pierpont Employees)
- FAA Test Prep – Airframe (Workforce Training)
- Patient Care Technician w/ MonHealth (Workforce Training)
- ServSafe Food Handling and Management (Workforce Training)
- Specialty Welding-Pipefitting (Workforce Training)



Pierpont Community & Technical College

Center for Workforce Education

500 Galliher Drive

Fairmont, WV 26554

www.pierpont.edu

- **Testing Center**
 - Fully trained and certified backup testing Administrator- Joe Loureiro
 - Redesign to Web site to separate Testing Center Page and information
 - Outreach to employers to bring awareness of Test Center capabilities
 - Began a social media campaign in October to raise public awareness
- **DATA from FY 22 (July 1, 2022 -June 30, 2022 Final)**

Testing Center:

Total Revenue	\$ 17,281.50	Total Candidates	871
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1) Year to Date for CWE: FY 23 (from July 1, 2022)

Testing Center (through October 2022)

Total Revenue	\$ 5,865.00	Total Candidates	253
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Corporate Training (Contracted-All)

Total Gross Revenue	\$ 40,645	Total Students	19
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Continuing Education/Workforce Training (Open Enrollment)

Total Gross Revenue	\$16,530	Total Students	18
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World Education (Online partner)	Revenue \$ 45.00	# Students	1
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Initiatives/Activities for the Center for Workforce Education

a) Employer engagement:

- (4) Learn & Earn projects with Applied Process Technology and Petroleum Technology
10 Student Interns over Summer 2022
- New Learn & Earn projects for Spring 2023 in progress; IT apprenticeships using AIM Grant funding for students
- Specialty Welding (Pipefitting)- Mid-Atlantic Fabrication: Project in progress to start first cohort in Feb/March 2023
- Mountaintop Beverage- Advanced Manufacturing & Process Control program
- Mid-Atlantic Fabrication- Specialty Welding in Pipefitting
- Held LEAN 101 Workshop Oct. 2022 - WV Manufacturers Extension Program
- Mon Health- Patient Care Technician training with pathway to Clinical Assistant (Spring 2023)
- Aviation Structures Technician Training- Met with companies to review curriculum



Pierpont Community & Technical College

Center for Workforce Education

500 Galliher Drive

Fairmont, WV 26554

www.pierpont.edu

- b) Hired Jose Loureiro as the CWE Program Specialist; His primary responsibilities will be to administer and coordinate CWE workforce training programs and backup Testing Center
- c) Attended WVCTCS Workforce Director's meeting hosted by Sept. 13-14:
Updates on state funding changes, state funding formula impacting workforce training and state funding appropriations, new data resources
- d) Restructuring of the Apprenticeships in Motion (AIM) federal grant project:
Students enrolled in the IT degree programs may become grant recipients if participating in Learn & Earn internships. IT Training for incumbent workers may offer businesses wage stipends and training reimbursement under the new structure. The AIM grant is in effect until July 2023 with an option for a 1-year extension.
- e) Collaborated in proposed Strengthening Community Colleges DOL-ETA Grant pursuing accelerated career pathway training (non-credit to credit) to support Aviation Industry in NC WV for advanced manufacturing skills
- f) Expanding outreach to Veterans for workforce training, including World Education
- g) Collaborator in (2) A.R.C Power Grants: TEAM Consortium *Tristate Pathways 2.0: Connecting to the Right Skills and to Jobs*, WVU ARC Power Initiative: *Energy Transitions Jobs Roadmap*
- h) Met with Upshur County Commission Board; Pierpont CWE Purpose and partnership presentation
- i) Attended WV Cybersecurity Workforce Development Group meeting and NC WV Virtual Manufacturers Roundtable (Oct.)