

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

**Tuesday, February 21, 2023**

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

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|                 |  |
|-----------------|--|
| <b>8:00 AM</b>  | <b>Academic and Student Services Committee</b>     |
| <b>9:30 AM</b>  | <b>Human Resources, Bylaws, Policies Committee</b> |
| <b>10:30 AM</b> | <b>Finance and Administration Committee</b>        |
| <b>12:00 PM</b> | <b>Lunch</b>                                       |
| <b>1:00 PM</b>  | <b>Advancement and Public Relations Committee</b>  |
| <b>1:30 PM</b>  | <b>Technology and Data Reporting Committee</b>     |
| <b>2:00 PM</b>  | <b>Full Board Meeting</b>                          |

\*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 MEETING**

**Regular Meeting**

**Tuesday, February 21, 2023  
2:00 PM**

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

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**AGENDA**

**I. Call to Order**

A. Chairman Hinkle's Reflections

**II. Conflict of Interest**

**III. Roll Call**

**IV. Public Comment – Via Email Only**

Written comments will be accepted no later than 12:00 PM on February 21. Please send comments to [BOG@pierpont.edu](mailto:BOG@pierpont.edu)

**V. \*Consent Agenda**

***Tab 1***

A. Minutes of the December 2, 2022 Meeting

**VI. Dr. Nelson's Reflections**

**VII. Academic and Student Services Committee**

A. \*Resolution for Approval – Recommendation from President Nelson  
Regarding program discontinuance  
(*Dr. Michael Waide, VP of Academics and Student Services*)

***Tab 2***

**VIII. Human Resources, Bylaws, Policies Committee**

- A. \*Resolution for Approval - Comments and Final Draft of Policy PP-5002 Commemorative Tributes and Naming **Tab 3**  
*(George Perich, VP of Human Resources & Organizational Development)*

**IX. Finance and Administration Committee**

- A. January 31, 2023 Combined Finance Report – *Informational* **Tab 4**  
*(Dale Bradley, VP of Finance and Administration)*
- B. Capital Projects Update – *Informational* **Tab 5**  
*(Dale Bradley, VP of Finance and Administration)*
- C. Contracted Services Report FY 2023 – *Informational* **Tab 6**  
*(Dale Bradley, VP of Finance and Administration)*

**X. Advancement and Public Relations**

**XI. Technology and Data Reporting Committee**

**XII. Presidential Search**

- A. Presidential Search Committee Chair’s Updates

**XIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the following:**

- A. Presidential Search

**XIV. Board Members’ Reflections (3-minute limit)**

**XV. Adjournment**

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*\*Denotes possible action item*

**Tab**

**1**

**Pierpont Community & Technical College  
Board of Governors Meeting  
February 21, 2023**

**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 December 2, 2022 Meeting

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

**Board of Governors Meeting**

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

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

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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on December 2, 2022, beginning at 2:00 PM. The 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**

David Hinkle, Chair, called the meeting to order in open session at 2:01 PM.

**II. Roll Call**

**Amanda Hawkinberry conducted a roll call:**

| <b>Name</b>                  | <b>Present/Not Present</b> |
|------------------------------|----------------------------|
| Brian Bozarth                | Not Present                |
| Shauna Burns                 | Present                    |
| Dr. Susan Woods Coffindaffer | Present                    |
| Thomas Cole                  | Present                    |
| Lisa Lang                    | Present                    |
| David Hinkle                 | Present                    |
| Anthony Hinton               | Present                    |
| Lisa Lang                    | Present                    |
| James H. Myers III           | Present                    |
| Juanita Nickerson            | Present                    |
| Jeffery Powell               | Present                    |

Amanda Hawkinberry announced there was a quorum present.

*Others Present:*

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

### III. \*Consent Agenda

Thomas Cole moved to accept the consent agenda. Lisa Lang seconded the motion. All agreed. Motion carried.

### IV. Dr. Nelson's Reflections

Chairman Hinkle and Dr. Nelson welcomed our newest Board of Governors member, James H. Myers III.

Dr. Nelson welcomed and introduced Kathy Hypes, Pierpont's Vice President of Institutional Advancement and Public Relations.

Pierpont hosted a community Trick-or-Treat event on October 21. An estimated 1,100 community members visited our campus during the event.

Pierpont hosted a Conversation Day on October 28. The day was filled with wonderful conversations.

Dr. Nelson recognized and thanked institutional leaders who completed the **Strengthening Community Colleges Grant** (Attachment A).

Pierpont Community & Technical College signed an articulation agreement with Fairmont State University, the first articulation agreement to be signed in five years between the two institutions. Dr. Nelson gave a brief update on other collaborations taking place at the institution.

Dr. Nelson presented and reviewed the **Institutional Reorganization Chart** with Board members (Attachment B).

### V. Committee of the Whole

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

Susan Woods Coffindaffer moved to accept the Pierpont Community & Technical College financial statement for years ending June 30, 2022 and 2021 and Independent Auditors Report as presented. Thomas Cole seconded the motion. All agreed. Motion carried.

#### 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*)

Anthony Hinton moved to approve a 30-day public comment period for Policy PP-5001 Commemorative Tributes and Naming. Shauna Burns seconded the motion. All agreed. Motion carried.

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

Dale Bradley presented the October 31, 2022 Combined Finance Report. It was noted there was an error in the report that was presented in the Board book materials. The year-to-date budget balance of restricted funds is \$0.

**VI. Conflict of Interest Training**

The Conflict of Interest training will be conducted during the February Board of Governors meeting.

**VII. Human Resources, Bylaws, Policies Committee**

The committee met for the first time today.

**VIII. Technology and Data Reporting Committee**

The committee met for the first time today.

**IX. Finance and Administration Committee**

The committee met for the first time today.

**X. Academic and Student Services Committee**

The committee met for the first time today.

**XI. Presidential Search**

Jeffery Powell, Chair of the Presidential Search Committee, announced the committee will have their second meeting on December 13. The committee has over 30 candidates to review.

**XII. ATC Advisory Board**

Instead of having a separate ATC Advisory Board, there will be a placeholder for ATC updates on the Board agendas quarterly. Dr. Michael Waide reviewed the handout that was provided to Board members in the Board book.

**XIII. Adjournment**



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

*Respectfully submitted by Amanda N. Hawkinberry*



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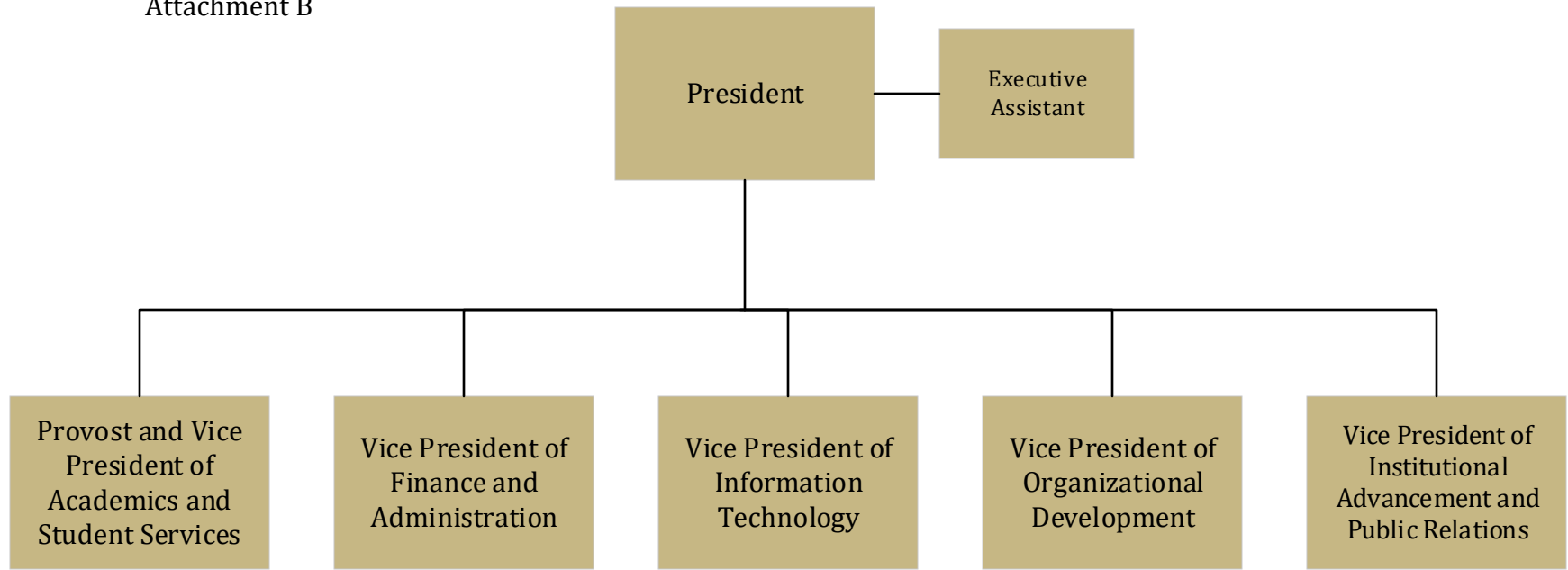
## Attachment A

### **Grant Application – Strengthening Community Colleges**

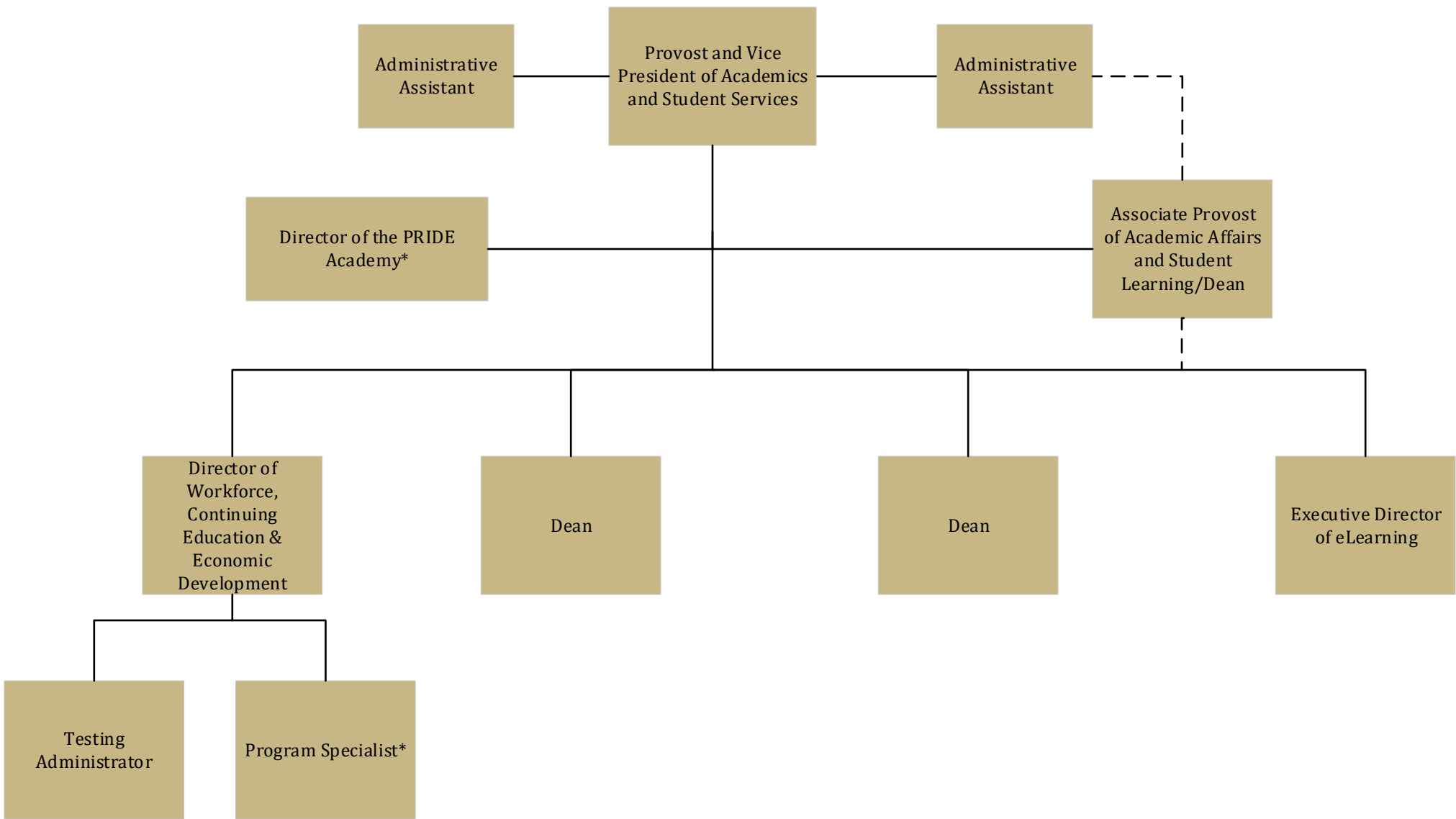
Pierpont submitted on October 20, 2022 a grant application in response to a United States Department of Labor “Strengthening Community Colleges Training Grant” funding opportunity announcement. Should Pierpont’s application be approved, Pierpont will focus its grant activities on strengthening the college’s operations, leading to improved student outcomes and institutional efficiency, which are tenets of the West Virginia Council for Community and Technical College Education’s (WVCCTCE) newly adopted Performance-Based Funding Formula (§135-2-4). Pierpont intends to target in its work students who are academically underprepared, adults, and low-income, as defined by the WVCCTCE (§135-2-3). The preliminary grant activities outlined in the college’s application focus on strengthening the recruitment of students participating in dual enrollment programs in aviation fields, adult students entering the college’s aviation program, and incumbent workers seeking to develop new and advanced skills. To accomplish this goal, the college will preliminarily work to enhance institutional policies, procedures, and programming in order to better recruit, retain, and train those students for careers in the aviation industry; the product of such work will then be used as a model broadly institutionalized to strengthen the college’s technology systems, enrichment programming, career coaching/mentoring, strategic sector partnerships, and accelerated learning pathways. If approved, a \$1.5 million grant award is anticipated.

Members of Pierpont’s grant writing team are:

- David Beighley, Dean of the School of General Education and Professional Studies
- Nicki Bentley-Colthart, Grant Writer, Consultant and Owner of The Grant Advantage
- Dr. Kari Coffindaffer, Dean of the School of Business, Aviation, and Technology
- Amy Cunningham, Dean of the School of Health Sciences
- Joni Gray, Transitional Education Specialist
- Tim Henline, VP of Information Technology
- Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development
- Jennifer McConnell, Executive Director of Admissions, Recruiting, and Student Engagement
- Dr. Kathleen Nelson, Interim President
- Nancy Parks, Director of the Center for Teaching Excellence, Assessment, and Inclusion
- Dr. Michael Waide, Provost and VP of Academics and Student Services

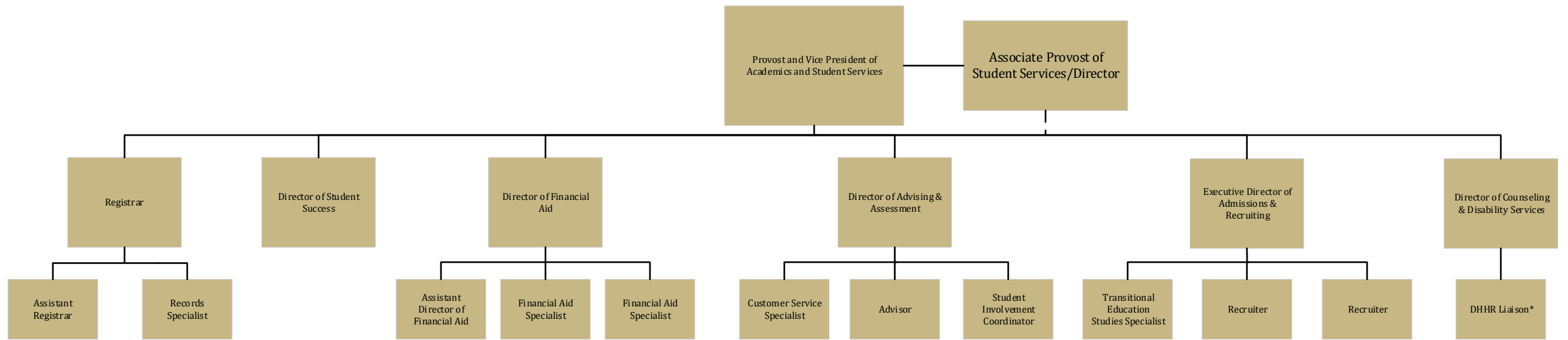


**Draft 8**



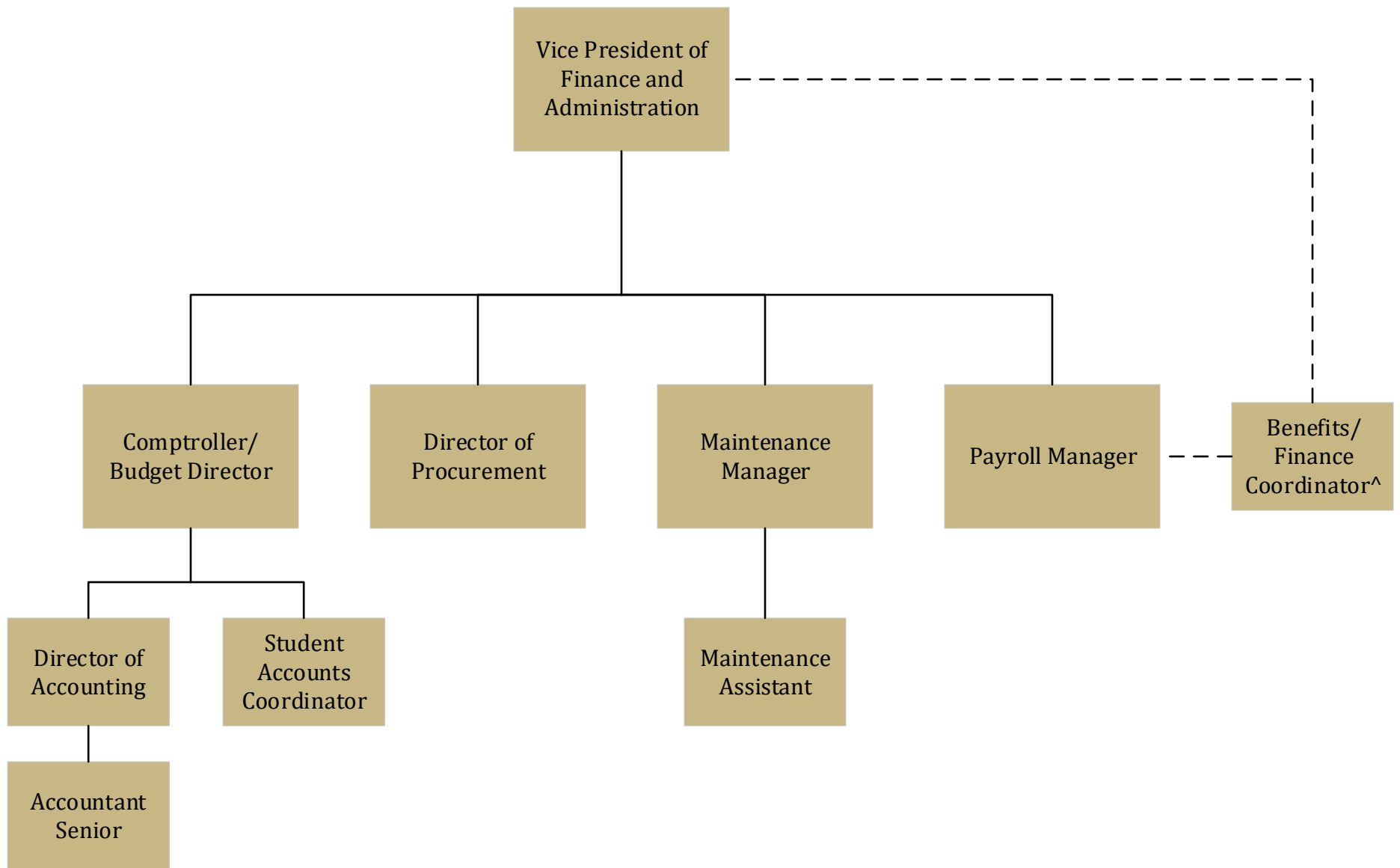
**Draft 9**

\*Grant funded position



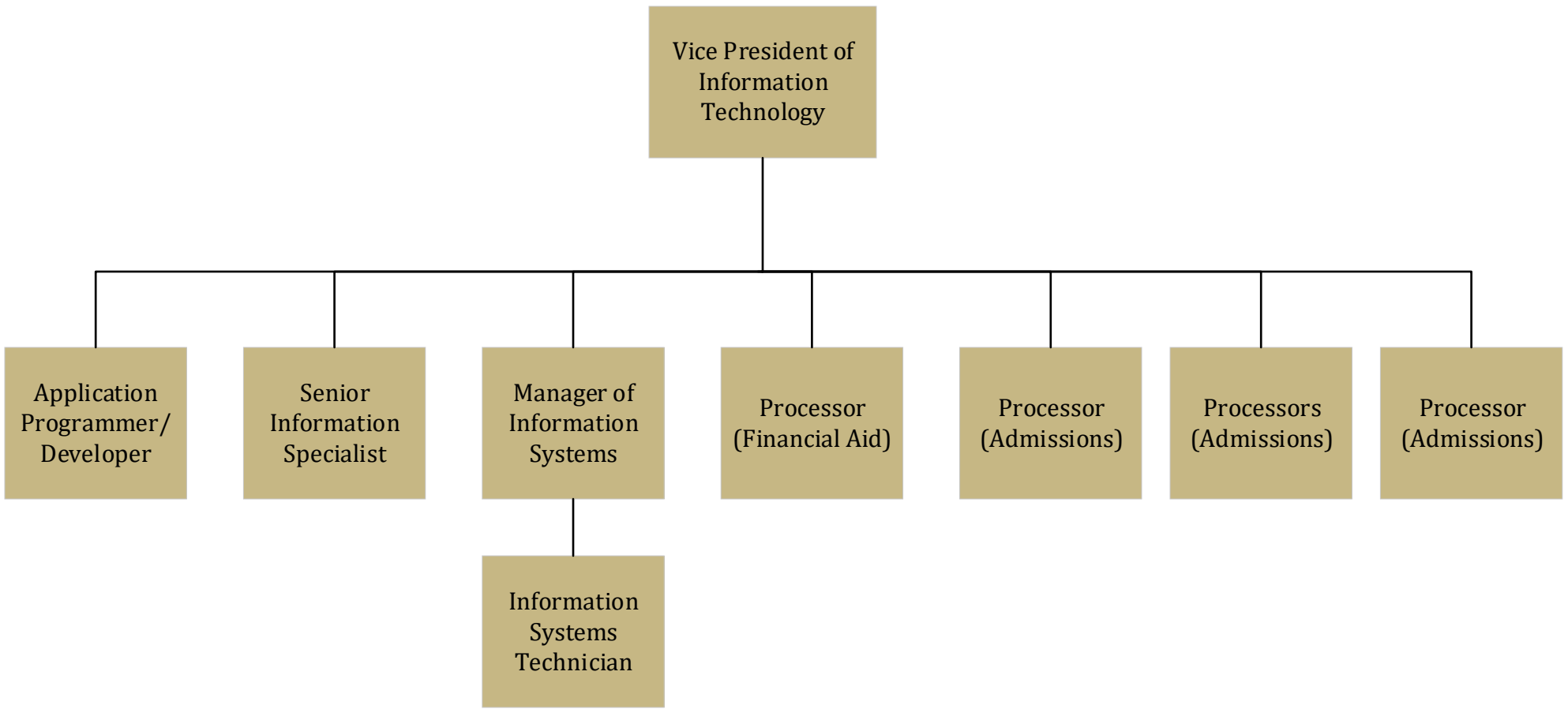
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\*Grant funded position

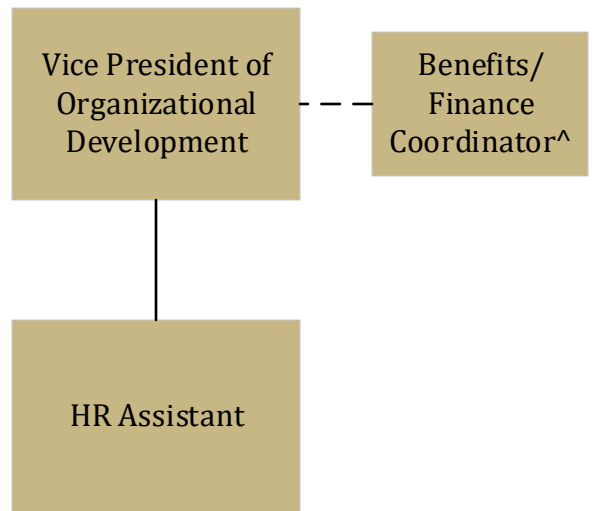


**Draft 7**

^Position also reports to the VP of Human Resources



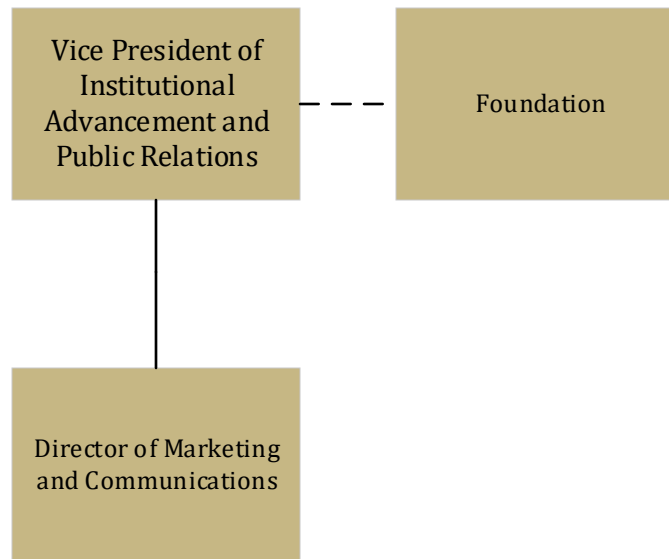
**Draft 6**



**Draft 7**

^Position also reports to the VP of Finance & Administration





**Draft 7**

**Tab**

**2**

**Pierpont Community & Technical College Board of Governors  
Meeting of February 21, 2023**

- ITEM:** Annual Program Viability Review and Recommendation for Program Discontinuance
- COMMITTEE:** From the sub-committee on *Academics and Student Services* to the Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Community & Technical College Board of Governors accepts the president's recommendation, approves, and terminates two academic programs based on the annual program viability review (§135-11-9.1)
- STAFF MEMBERS:** Dr. Michael Paul Waide, Provost  
Mr. Tim Henline, VP for Information Technology
- BACKGROUND:** An annual program viability review was conducted in fall 2022. The results of the program viability review indicated two non-viable academic programs: (1) Graphics Technology and (2) Drafting/Design Engineering Technology. A summary review of the data points for each program demonstrated the following:

**Graphics Technology (AAS)**

Index Variables: FTE Score: 5 out of 5, Enrollment Score: 2 out of 5, Graduation Score: 2 out of 5, DFW Score: 1 out of 5, Regional Occupation Outlook Score: -2 out of 4, National Outlook Score: 0 out of 3, Two-year Enrollment Trend Score: -1 out of 1, Two-year FTE Trend Score: 0 out of 1. Total Score: 7 out of 29 possible.

**Drafting/Design Engineering Technology (AAS)**

Index Variables: FTE Score: 5 out of 5, Enrollment Score: 2 out of 5, Graduation Score: 2 out of 5, DFW Score: 2 out of 5, Regional Occupation Outlook Score: -3 out of 4, National Outlook Score: -1 out of 3, Two-year Enrollment Trend Score: 0 out of 1, Two-year FTE Trend Score: 1 out of 1. Total Score: 8 out of 29 possible.

Based on information from the annual program viability review, the president and executive cabinet recommend the termination of the Graphics Technology and the Drafting/Design Engineering Technology academic programs, effective FY24, with the implementation of teach-out strategies to accommodate already-enrolled students.

**Tab**

**3**

**Pierpont Community & Technical College  
Board of Governors Meeting  
February 21, 2023**

**ITEM:** Policy PP-5002: Commemorative Tributes and Naming

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the proposed changes to Policy PP-5002: Commemorative Tributes and Naming.

**STAFF MEMBER:** George H. Perich; Vice President, Human Resources & Org. Dev.

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

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.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-5002**

**SHORT TITLE:** Commemorative Tributes and Naming

**REFERENCE:** W. Va. Code § 18-2A-4

**EFFECTIVE:** July 1, 2008

**AMENDED:**

**REPEALED:**

**REVIEWED:**

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**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**

**4**

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

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 the January 31, 2023 Budget/Finance Report, the Unrestricted Budget Balance is \$238,988. This is an improvement of \$88,812 from the previous Unrestricted Budget Balance reported in the October 31, 2022 Budget/Finance Report. This improvement was the result of recently implemented restructuring of administrative areas within the institution.

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

- The institution has realized approximately 74% of projected operating revenue.
- The institution has incurred approximately 47% of operating expenses.
- The institution has realized approximately 66% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$4,906,029 (Includes \$837,379 captured in lost revenues from HEERF (CARES ACT) Funds).

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 45% of projected operating revenue.
- The institution has incurred approximately 35% of operating expenses.
- The institution has realized approximately 49% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$360,538.

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted (Including Depreciation)**  
**January 31, 2023**

|   | Current<br>Budget | Actual<br>YTD | YTD Actual to<br>Current<br>Budget |
|---|-------------------|---------------|------------------------------------|
| <b>OPERATING REVENUE</b>                      |                   |               |                                    |
| Total:  | 7,632,584         | 5,636,080     | 73.84%                             |
| <b>OPERATING EXPENSE</b>                      |                   |               |                                    |
| Total:  | 15,134,419        | 7,052,907     | 46.60%                             |
| <b>OPERATING INCOME / (LOSS)</b>              | (7,501,835)       | (1,416,827)   |                                    |
| <b>NONOPERATING REVENUE<br/>(EXPENSE)</b>     |                   |               |                                    |
| Total:  | 8,291,698         | 5,490,810     | 66.22%                             |
| <b>TRANSFERS &amp; OTHER</b>                  |                   |               |                                    |
| Total:  | (150,875)         | 832,046       | -551.48%                           |
| <b>BUDGET BALANCE UNRESTRICTED</b>            | 638,988           | 4,906,029     |                                    |
| Less Depreciation (Net of Capitalized Assets) | (400,000)         |               |                                    |
| <b>BUDGET BALANCE LESS DEPRECIATION</b>       | 238,988           | 4,906,029     |                                    |



**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**January 31, 2023**

|   |        | Current<br>Budget | YTD<br>Actual | YTD Actual to<br>Current Budget |
|---|--------|-------------------|---------------|---------------------------------|
| <b>OPERATING REVENUE</b>                  |        |                   |               |                                 |
|   | Total: | 7,993,945         | 3,579,803     | 44.78%                          |
| <b>OPERATING EXPENSE</b>                  |        |                   |               |                                 |
|   | Total: | 12,435,449        | 4,301,921     | 34.59%                          |
| <b>OPERATING INOCME / (LOSS)</b>          |        |                   |               |                                 |
|   |        | (4,441,504)       | (722,118)     |                                 |
| <b>NONOPERATING REVENUE<br/>(EXPENSE)</b> |        |                   |               |                                 |
|   | Total: | 4,716,431         | 2,295,586     | 48.67%                          |
| <b>TRANSFERS &amp; OTHERS</b>             |        |                   |               |                                 |
|   | Total: | (274,927)         | (1,212,930)   | 441.18%                         |
| <b>BUDGET BALANCE</b>                     |        |                   |               |                                 |
|   |        | 0                 | 360,538       |                                 |



**Tab**

**5**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 21, 2023**

**ITEM:** FY 2023 Capital Projects Update.

**COMMITTEE:** Finance/Audit and Administration Committee

**INFORMATION ITEM:** FY 2023 Capital Project Budgets, Expenditures, and Cash Balances as of January 31, 2023.

**STAFF MEMBER:** Dale Bradley

# Pierpont Community & Technical College

## Project Summary

### Capital Plant Funds

As of January 31, 2023

| Projects                             |                         |                             |                           |
|--------------------------------------|-------------------------|-----------------------------|---------------------------|
| Projects - Funds Transferred         | Approved Budget         | Actual Expenditures to Date | Unexpended Budget Balance |
| Caperton Center Expansion - Vet Tech | 2,094,326               | 1,140,390                   | 953,936                   |
| Master Facilities Plan               | 151,700                 | 151,700                     | 0                         |
| Early Childhood Architect Design     | 25,000                  | 24,688                      | 313                       |
| Early Childhood Remodel              | 229,687                 | 191,894                     | 37,793                    |
| Vet Tech Relocatoin                  | 10,000                  | 11,377                      | (1,377)                   |
| Small Capital Projects               | 150,000                 | 49,605                      | 100,395                   |
| Culinary Relocation                  | 400,000                 | 238,904                     | 161,096                   |
| <b>TOTALS</b>                        | <b><u>3,060,713</u></b> | <b><u>1,808,557</u></b>     | <b><u>1,252,156</u></b>   |

| Plant Funds Cash Balances at January 31, 2023        |      |                            |
|--|------|----------------------------|
| Fund Title   | Fund | Cash Balance               |
| Caperton Center Expansion-Vet Tech                   | 3510 | 953,936.08                 |
| Master Facility Plan                                 | 3511 | -                          |
| Early Childhood Architect Design                     | 3513 | 312.50                     |
| Culinary Relocation                                  | 3514 | 161,096.00                 |
| Vet Tech Relocation                                  | 3515 | (1,377.47)                 |
| Early Childhood Remodel                              | 3516 | 37,793.01                  |
| Pierpont Small Capital Projects                      | 3570 | 139,738.74                 |
| HEPC Debt Service                                    | 3573 | 132,561.00                 |
| Pierpont - E&G Cap & Infrastructure*                 | 3575 | 843,505.77                 |
| <b>Total Cash in Plant Funds on January 31, 2023</b> |      | <b><u>2,267,565.63</u></b> |

| Cash Balances Available For Capital Projects as of January 31, 2023 |      |                      |
|---|------|----------------------|
| Fund Name   | Fund | Cash Balance         |
| Pierpont - E&G Cap & Infrastructure *                               | 3575 | 843,505.77           |
| Pierpont Facilities Fee   | 3170 | -                    |
| <b>Total Cash Balances Available For Capital Projects</b>           |      | <b>\$ 843,505.77</b> |

| Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2023 |                      |
|--|----------------------|
| Fund 3170  | Cash Balance         |
| Beginning Balance  | -                    |
| Estimated Revenues   | 570,000.00           |
| NAEC Lease -FY2023 Budget<br>(full year)                                 | (450,000.00)         |
| <b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>     | <b>\$ 120,000.00</b> |

\*For fiscal year 2023, the NAEC lease payments are budgeted from Facilities Fee in the amount of \$450,000. Tuition and fees in excess of the lease payments will be transferred to Capital Reserves at year end.

**Tab**

**6**

**Pierpont Community and Technical College**  
**Board of Governors**  
**Meeting of February 21, 2023**

- ITEM:** FY 2023 Contracted Service Providers as of January 2023.
- COMMITTEE:** Finance/Audit and Administration Committee
- INFORMATION ITEM:** List of Service Providers Pierpont Community and Technical College has or is utilizing in FY 2023 as of January 2023.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** General information of companies/organizations Pierpont has or is engaging in providing contracted services to the institution during FY 2023.



**Pierpont Community & Technical College  
Contracted Services in FY 2023**

**Vendor Name**

ALLIED UNIVERSAL SECUR  
AMERICAN INCOME LIFE INSURANCE COMPANY  
BRAXTON CO BD OF EDUCATION  
BREWER & COMPANY  
CINTAS CORP  
CITYNET LLC  
COLLEGIATE ENTERPRISE SOLUTIONS LLC  
CONLEY CPA GROUP PLLC  
DATARAILS.COM  
DIALPAD INC  
DINSMORE & SHOHL LLP  
EMCOR SERVICES SCALISE INDUSTRIES  
FAIRMONT MARION CO TRANSIT AUTHORITY  
FOLLETT HIGHER EDUCATION GROUP LLC  
HART OFFICE SOLUTIONS  
K M SERVICE CO INC  
MON VALLEY ELECTRIC INC  
NELNET BUSINESS SOLUTIONS INC  
NEWTECH SYSTEMS INC  
OMNI ASSOCIATES ARCHITECTS INC  
OUTSOLVE LLC  
RELIANT CAPITAL SOLUTIONS LLC  
REPUBLIC SERVICES TRASH  
SAFETY KLEEN SYSTEMS  
SHRED-IT USA LLC  
SQ LAWN CARE PLUS  
STANDARD EXTERMINATING  
STAX MEDICAL WASTE SERVICE  
SUPERIOR LAWN CARE SERVICES  
THE BABB GROUP INC  
THE HANOVER RESEARCH COUNCIL LLC  
THE OP SHOP INC  
TIM BLEECH INTERACTIVE  
TUTOR COM INC  
VIC KING EXCAVATING LLC  
WASTE MGMT WM EZPAY  
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC  
WEST VIRGINIA ELEVATOR LLC  
WILLIAMS & FUDGE INC

**Vendors Paid Due to Learn & Earn Grants**

AMERICAN BITUMINOUS POWER PARTNERS LP  
CRESTWOOD MARCELLUS MIDSTREAM LLC  
HQ AERO MANAGEMENT US INC  
NORTHSTAR TECHNOLOGIES LLC  
RYAN ENVIRONMENTAL LLC

**Workforce Training Activities**

AERO LOGISTICS LLC  
HOME INSPECTOR TRAINING  
MU AUTISM TRAINING CTR

RFK SOLUTIONZ CORPORATION  
WEST VIRGINIA WOOD TECHNOLOGY CENTER

**Summer Internship - Culinary**  
SANTA CROCE FARM LLC