

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, June 20, 2023

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

- 11:30 AM** **Human Resources, Bylaws, Policies Committee**
- 12:00 PM** **Lunch**
- 1:00 PM** **Finance and Administration Committee**
- 2:00 PM** **Full Board Meeting**

*All 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, June 20, 2023
2:00 PM**

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

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 June 20. Please send comments to BOG@pierpont.edu

A. Faculty Senate

B. Classified Staff

C. Non-Classified Staff

V. *Consent Agenda

A. Minutes of the May 18 Meeting

Tab 1

VI. Dr. Nelson's Reflections

**Denotes possible action item*

VII. Recognitions

A. Recognition of Outgoing Representatives of the Board of Governors
(Chairman David L. Hinkle)

- Shauna Burns
July 1, 2022-June 30, 2023
- Larry Puccio, Jr.
August 17, 2017-September 18, 2022
- Jillian Sole
July 1, 2019-August 24, 2022

B. Recognition of Phi Theta Kappa Advisor
(Dr. Michael Waide, Provost/VP of Academics and Student Services)

- Jennifer Ellison
5 Years of Service

VIII. Human Resources, Bylaws, Policies Committee

A. *Resolution for Approval – Comments and Repeal of Policy PP-1008 Social Justice **Tab 2**
(George Perich, VP of Human Resources & Organizational Development)

B. Board of Governors Evaluation Results
(George Perich, VP of Human Resources & Organizational Development)

IX. Finance and Administration Committee

A. *Resolution for Approval – Academic Year 2023-2024 Program Fees Returning to Academic Year 2022-2023 Amounts **Tab 3**
(Dale Bradley, VP of Finance and Administration)

B. *Resolution for Approval – Sewer Line Replace at the Caperton Center **Tab 4**
(Dale Bradley, VP of Finance and Administration)

C. *Resolution for Approval – Advanced Technology Center Deferred Maintenance Request **Tab 5**
(Dale Bradley, VP of Finance and Administration)

D. *Resolution for Approval – Gaston Caperton Center Deferred Maintenance Request **Tab 6**
(Dale Bradley, VP of Finance and Administration)

X. ATC Advisory Board

- A. Industry Relations & Partnership Report **Tab 7**
(Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development)

XI. Committee of the Whole

- A. May 31, 2023 Combined Finance Report – *Informational* **Tab 8**
(Dale Bradley, VP of Finance and Administration)
- B. *Executive Officer Elections
(George Perich, VP of Human Resources & Organizational Development)
- C. *Resolution for Approval – Meeting Dates for Academic Year 2023-2024 **Tab 9**
(George Perich, VP of Human Resources & Organizational Development)
- D. *Resolution for Approval – Delegation of Powers to the President **Tab 10**
(George Perich, VP of Human Resources & Organizational Development)
- E. Stopout/Dropout Report – *Informational*
(Dr. Michael Waide, Provost/VP of Academics and Student Services)
- F. FY 2023 Operational Plan – *Informational*
(Dr. Kathleen Nelson, Interim President)

XII. Board Members' Reflections (3-minute limit)

XIII. Adjournment



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*Denotes possible action item

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of June 20, 2023

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed.

The proposed meeting dates are as follows:

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 May 18, 2023 Meeting

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

Board of Governors Meeting

**Thursday, May 18, 2023
2:00 PM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on May 18, 2023, 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 2:09 PM.

Chairman Hinkle offered his reflections and thanked faculty and staff for a successful commencement ceremony. Constituent groups will provide updates at future BOG meetings.

II. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Brian Bozarth	Present
Shauna Burns	Not Present
Dr. Susan Woods Coffindaffer	Present (via Zoom)
Thomas Cole	Present
Lisa Lang	Present
David Hinkle	Present
Anthony Hinton	Not Present
Lisa Lang	Present
Christine Miller	Present
James H. Myers III	Not Present
Juanita Nickerson	Present
Jeffery Powell	Present
Joanne Seasholtz	Present

Amanda Hawkinberry announced there was a quorum present.

Others Present:

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

III. Public Comment

No comments were received via email.

IV. *Consent Agenda

Thomas Cole moved to approve the March 21 and April 12, 2023 meeting minutes. Jeffery Powell seconded the motion. All agreed. Motion carried.

V. Dr. Nelson's Reflections

Dr. Nelson offered her reflections to the Board.

VI. Committee of the Whole

Dale Bradley presented the April 30, 2023 Combined Finance Report.

VII. Academic and Student Services Committee

A. Resolution for Approval – 5-year Program Review to Continue at Current Level

Christine Miller moved to continue at the current level the following programs based on the five-year program reviews:

- Liberal Studies (AA)
- Board of Governors (AAS)
- Aviation Maintenance (AAS)
- Radiologic Technology (AAS)
- Occupational Development: Early Childhood (AAS)

Susan Woods Coffindaffer seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – 5-year Program Review to Continue with Corrective Action and Monitoring

Juanita Nickerson moved to continue the following program with corrective action and monitoring the following program based on the five-year reviews:

- Paralegal Studies (AAS)
Corrective action: Discontinue the specialization in landwork and implement/monitor additional improvement activities.

Christine Miller seconded the motion. All agreed. Motion carried.

C. Resolution for Approval – 3-year Post-Audit Review to Continue at Current Level

Joanne Seasholtz moved to continue at the current level the following program based on the three-year post-audit reviews:

- Advanced Welding (AAS)

Lisa Lang seconded the motion. All agreed. Motion carried.

VIII. Human Resources, Bylaws, Policies Committee

A. Resolution for Approval of Comments and Final Draft for Policies PP-2007 Ethics, Conflict of Interest, and Conflict of Commitment, PP-5025 Salary, and PP-3060 Intellectual Property.

Lisa Lang moved to accept the changes and final draft for Policies PP-2007, PP-5025, and PP-3060. Juanita Nickerson seconded the motion. All agreed. Motion carried.

B. Resolution for Approval of Repeal of Policies PP-2012 Post Retirement Employment Program and PP-5042 Assignment and Reassignment of Space.

Juanita Nickerson moved to approve the repeal of Policies PP-2012 and PP-5043. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

C. Resolution for Approval of a 30-Day Public Comment Period for Repeal of Policy PP-1008 Social Justice.

Joanne Seasholtz moved to approve a 30-day public comment period for the repeal of Policy PP-1008. Juanita Nickerson seconded the motion. All agreed. Motion carried.

IX. Finance and Administration Committee

A. Resolution for Approval – FY 2024 Small Projects & HEPC Debt

Thomas Cole moved to approve \$150,000 for Small Projects and \$267,792 for HEPC Debt Service in FY 2024 Capital Project Budget totaling \$417,792 from Pierpont Education and General Capital Funds. Susan Woods Coffindaffer seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – Transfer of the Pierpont Center at MTEC Ownership

Christine Miller moved for the Board to enter into an agreement to sell Pierpont's ownership in the Pierpont Center at the Monongalia County Technical Education Center to the Monongalia Board of Education facility for \$320,664.40. The proceeds to go into the Capital Project Fund. Thomas Cole seconded the motion. All agreed. Motion carried.

C. Resolution for Approval – FY 2024 Unrestricted Budget

Dale Bradley presented the **FY 2024 Unrestricted Budget** (Attachment A).

Thomas Cole moved to approve the FY 2024 Unrestricted Budget including a one-time spend of reserves not to exceed \$285,000. Christine Miller seconded the motion. All agreed. Motion carried.

D. Resolution for Approval – FY 2024 Pay Raise

Dale Bradley presented the **FY 2023 Pay Raise** (Attachment B).

Thomas Cole moved to approve a \$2,300 pay increase for salaried eligible employees and a \$1.18 per hour pay increase for hourly eligible employees to be effective July 1, 2023 for all employees. Jeffery Powell seconded the motion. All agreed. Motion carried.

X. Advancement and Public Relations Committee

Christine Miller announced the Foundation is hosting a Day of Giving on April 4, 2022. The Foundation is challenging Board Members and Foundation Board Members to donate \$1,000 to join the President's Circle. Other informational topics discussed were current advertising projects. The Committee did not have any items to bring forward for action.

XI. Board Member's Reflections

Thomas Cole and Lisa Lang offered their reflections to the Board.

XII. Adjournment

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

Respectfully submitted by Amanda N. Hawkinberry



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Attachment A

**Pierpont Community and Technical College
Board of Governors
Meeting of May 18, 2023**

ITEM: FY 2024 Unrestricted Budget Approval

COMMITTEE: Finance/Audit and Administration Committee to
Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical
College Board of Governors approve the attached
Proposed FY 2024 Unrestricted Budget.

STAFF MEMBER: Dale Bradley

BACKGROUND: The Proposed FY 2024 Unrestricted Budget along
with a comparison of changes in the FY 2024
Unrestricted Budget from the current April 30, 2023
Unrestricted FY 2023 Budget is included as
“**Attachment A**”.

The details of budget changes for the Proposed FY
2024 Unrestricted Budget are identified in
“**Attachment B**” the “FY 2024 Budget Planning
Document”.

Following is a summary of the assumptions used and
changes made to the Proposed FY 2024 Unrestricted
Budget from the current April 30, 2023 Unrestricted
FY 2023 Budget:

- The budget planning process is continuous
but planning for the FY 2024 Unrestricted
Budget begins in earnest shortly after the start
of the FY 2023 fiscal year. Planned/anticipated changes are added to or
subtracted from the current FY 2023
unrestricted budget balance of \$238,872
resulting in the FY 2024 Unrestricted Budget.
The original approved FY 2023 Unrestricted
Budget had a budget balance of \$125,195.
The current budget balance has improved
\$113,677 over the original budget balance.

The majority (approximately \$80,000) of this improvement was the result of organizational restructuring implemented in December 2022.

- The FY 2024 Unrestricted Budget assumes no changes in estimated enrollment from FY 2023.
- Total Operating Revenues include a net reduction in Tuition and Fees (T&F) Revenues of (\$327,437). This net reduction in tuition and fees results from the following changes to estimated revenues:
 - A decrease of (\$800,000) to account for the FY 23 Tuition & Fees Revenue Shortfall
 - An estimated increase of \$409,563 resulting from an increase in FY 24 Tuition & Fees.
 - An estimated increase of \$18,000 resulting from an increase in FY 24 Technology Fee Increase.
 - An estimated increase of \$45,000 resulting from increases in FY 24 Program Fees.
- Non-Operating Revenues include an increase in State Appropriations of \$251,829.
- The Salaries Budget includes an overall increase of \$33,350. This increase is the result of the following changes:
 - Salary increases for all full and part time employees of \$2,300 for salaried employees and approximately \$1.19 per hour for hourly employees.
 - Promotion of three Faculty.
 - An increase in the annual increment pay based on an employee's annual years of service.
 - Elimination of two vacant faculty positions.
 - Salary savings from program closure.
 - Salary savings from an employee retirement.

- The Benefits Budget includes an overall increase of \$75,847. This is the result of the following changes:
 - An increase of 22.3% in the employer paid share of the Public Employee Insurance Agency (PEIA) costs.
 - Savings from the elimination of the PEIA “PAY-GO” per employee costs as result of PEIA’s increases in the employer paid share of PEIA costs.
 - Benefits costs from the across the institution salary increases.
 - Benefits costs from the promotion of three faculty.
 - Benefits costs from the increase in the annual increment.
 - Benefit savings from the elimination of two vacant faculty positions.
 - Benefits savings from program closure
 - Benefits costs from the replacement of an employee retirement.
- The Utilities budget includes an overall increase of \$104,000 for utility costs across all campus locations.
- The Supplies and Other Services budget includes an overall decrease of (\$164,511). This is the result of the following changes:
 - \$137,511 in budget reductions across the institution.
 - \$45,000 decrease in the costs related to the space at NAEC for the Aviation Maintenance Program
 - \$18,000 budget increase for technology infrastructure.

The FY 24 Unrestricted E&G Budget after the above significant actions and assumptions has a positive budget balance of \$114,578. This balance is prior to any approvals of the below one-time cash reserve spending requests.

Request to Spend Cash Reserves (One Time Expenditures)

Background

The institution typically funds equipment upgrades needed by technical academic programs through one of two methods.

- One of those methods is using Carl D. Perkins Career and Technical Education (Perkins) Grants Funds. The institution receives Perkins Grant annually from the WV Council for Community and Technical College based on a formula that divides these funds among the various WV Community & Technical Colleges. The amount of the Perkins Grant is limited based on this formula. Once the institution knows that amount of Perkins Grant those funds are made available across the qualifying academic programs based on prioritized needs and existing commitments. A portion of these funds are used to address equipment upgrades.
- The second method involves the use of cash reserves intentionally accumulated in School Program Fee Funds and Academic Program Course Fee Funds to be used for new and replacement equipment purchases when necessary. The cash reserves are slowly accumulated over the years such that sufficient cash is saved to pay for needed new and replacement equipment.

The School of Business, Aviation and Technology is requesting to spend cash reserves within their Program and Technology Fee Funds of \$177,738 for equipment upgrades.

- \$6,180 is requested to upgrade equipment for AVIONICS classes in the Aviation Maintenance (A&P) Program.

As April 30, 2023 there is approximately \$290,000 in cash reserves in the Aviation Technology Fee Fund to address this expenditure.

- \$171,588 is requested to replace and install equipment. \$151,588 is requested for the

replacement of LabVolt training equipment purchased between 2009 and 2012 for the Applied Process Technology, Energy Utility Technology, and Powerplant Technology Programs. \$20,000 is requested for the installation of existing Welding Equipment at the ATC.

As of April 30, 2023, there is approximately \$350,000 in cash reserves in the Workforce Development Program Fee Fund to address these expenditures.

The School of Health Sciences is requesting to spend cash reserves within their Program Fee Funds of \$89,019 for equipment upgrades.

- \$6,300 is requested to upgrade equipment for the Physical Therapy Assistant Program.
- \$14,285 is requested to upgrade equipment for the Licensed Practical Nursing Program.
- \$6,340 is requested to upgrade equipment for the Medical Laboratory Technology Program.
- \$48,997 is requested to upgrade equipment for the Veterinary Technology Assistant Program.
- \$1,407 is requested to upgrade equipment for the Medical Laboratory Assistant Program
- \$11,690 is requested to upgrade equipment for the Respiratory Care Program.

As of April 30, 2023, there is approximately \$230,000 in cash reserves in the Health Sciences Program Fee Fund to address these expenditures.

As of April 30, 2023, there is approximately \$7,013,463 in cash reserves in Pierpont's Unrestricted Funds with the WV Treasurer's Office. The cash reserve spending requests are a part of Pierpont's Unrestricted Funds.

Pierpont's total cash reserves, which includes the Unrestricted Funds identified above, State Grant Funds, Auxiliary Funds, Capital Funds, Federal

Grant Funds, and cash in our student refund bank account. is approximately \$11,428,616.

ATTACHMENT A
Pierpont Community & Technical College
Proposed FY 2024 Budget
Current Unrestricted (Including Depreciation)

		FY 2023 4/30/2023	Proposed FY 24 Budget	Difference
OPERATING REVENUE	Tuition and Fees	7,262,102	6,934,665	(327,437)
	Auxiliary enterprise revenue	165,000	165,000	0
	Other Operating Revenues	240,602	240,602	0
	Total:	7,667,704	7,340,267	(327,437)
OPERATING EXPENSE	Salaries	7,030,750	7,064,100	33,350
	Benefits	1,597,168	1,673,015	75,847
	Student financial aid - scholarships	248,252	248,252	0
	Utilities	244,012	348,012	104,000
	Supplies and Other Services	5,773,254	5,608,743	(164,511)
	Equipment Expense	74,812	74,812	0
	Fees retained by the Commission	101,407	101,407	0
	Loan cancellations and write-offs	100,000	100,000	0
	Total:	15,169,656	15,218,342	48,686
OPERATING INCOME / (LOSS)		(7,501,951)	(7,878,074)	(376,123)
NONOPERATING REVENUE (EXPENSE)	State appropriations	8,119,152	8,370,981	251,829
	Gifts	102,700	102,700	0
	Investment Income	69,846	69,846	0
	Total:	8,291,698	8,543,527	251,829
TRANSFERS & OTHER	Transfers for Financial Aid Match	(30,875)	(30,875)	0
	Transfers to Plant Reserves	(120,000)	(120,000)	0
	Total:	(150,875)	(150,875)	0
BUDGET BALANCE UNRESTRICTED		638,872	514,578	(124,294)
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0
BUDGET BALANCE LESS DEPRECIATION		238,872	114,578	(124,294)
One Time Spend of Cash Reserves (If Approved)			266,757	
BUDGET BALANCE (Including One Time Spend of Cash Reserves)			(152,179)	

**FY 2024 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS**

As of April 30, 2023 Budget Condition of:	238,873				
		Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Revenue Adjustments:					
State Appropriation Increase (Pay Raises)	251,829	Yes	Immediate	251,829	
Tuition and Fee Increase (Tuition Increase 10 %)	409,563	Yes	Immediate	409,563	
Technology Fee Increase	18,000	Yes	Immediate	18,000	
Program Fees Increases	45,000	Yes	Immediate	45,000	
Sub-Total	724,392			724,392	963,265
Fee for Service Expense Savings					
Reduction in Fee for Service Payment to FSU for FY 24	45,000	Yes	Immediate	45,000	
Sub-Total	45,000			45,000	1,008,265
Enrollment Growth/(Decline) Adjustment for FY 2023 Revenue Shortfall					
Sub-Total	(800,000)	Yes	Immediate	(800,000)	208,265
Mandatory Pay Raise Costs					
Pay Raise (Salaries \$230,000 + Fringes \$31,970)	(261,970)	Yes	Immediate	(261,970)	
Faculty Promotions Pos# 521; 569; 873 (Salaries \$19,877 + Fringes \$2,713)	(22,590)	Yes	Immediate	(22,590)	
Sub-Total	(284,560)			(284,560)	(76,295)
PEIA Rate Increase/Changes:					
Rate Increase to Employer Paid Premiums (22.3%)	(115,427)	Yes	Immediate	(115,427)	
PEIA Pay-Go Elimination Savings	40,000	Yes	Immediate	40,000	
Sub-Total	(75,427)			(75,427)	(151,722)
Annual Increment (\$60.00 per pay after 3 yrs of service)					
Annual Years of Service Increase (\$6,300 Salary + \$860 Fringes)	(7,160)	Yes	Immediate	(7,160)	
Sub-Total	(7,160)			(7,160)	(158,882)
Faculty:					
Vacant Positions					
Pos# 123; 231(Salaries \$43,000 + \$64,032 + Fringes \$7,971 + \$9,790)	124,793	Yes	Immediate	124,793	
Sub-Total	124,793			124,793	(34,089)
School of Business, Aviation & Technology					
Program Elimination Pos# 696 (Salaries \$69,920 + Fringes \$15,020)	84,940	Yes	Immediate	84,940	
Adjunct Teach Out Costs - Program Elimination # 696 (Salaries \$18,846 + Fringes \$1,489)	(20,335)	Yes	Immediate	(20,335)	
Program Elimination Pos# 1089 (Salaries \$68,726 + Fringes \$13,421)	82,147	Yes	Immediate	82,147	
Adjunct Teach Out Costs - Program Elimination # 1089 (Salaries \$20,940 + Fringes \$1,654)	(22,594)	Yes	Immediate	(22,594)	
Sub-Total	124,158			124,158	90,069
Staff:					
Academic Affairs					
Pos# 460 Retirement (New Salary \$32,000 + Fringes \$20,465)(Salary Savings \$16,935 + Fringe Increase \$7,937)	8,998	Yes	Immediate	8,998	
Sub-Total:	8,998			8,998	99,067

Budget Cut/(Increases) Initiatives:

Registry Contract Elimination (5971/70155)
 Culinary Custodial Costs (3100/7476)
 Vet Tech Custodial Costs (3100/7621)
 Admission Budget Reduction (3100/7110)
 Orientation Budget Reduction (3100/7112)
 Academic Affairs Budget Reduction (3100/7200)
 Counseling Services Budget Reduction (3100/7204)
 Graduation - Budget Increase (3100/7202)
 Assessment Services (3100/7210)
 Online Learning (3100/7702)
 Student Services Budget Reduction (3100/7203)
 Presidential Search Budget Elimination (3100/7016)
 Program Fee Budget Reductions (3115/3135/3167/3168)

	27,032	Yes	Immediate	27,032	
	(21,500)	Yes	Immediate	(21,500)	
	(20,000)	Yes	Immediate	(20,000)	
	766	Yes	Immediate	766	
	1,194	Yes	Immediate	1,194	
	5,150	Yes	Immediate	5,150	
	8,074	Yes	Immediate	8,074	
	(2,333)	Yes	Immediate	(2,333)	
	9,650	Yes	Immediate	9,650	
	5,000	Yes	Immediate	5,000	
	14,478	Yes	Immediate	14,478	
	30,000	Yes	Immediate	30,000	
	80,000	Yes	Immediate	80,000	
Sub-Total:	137,511			137,511	236,578

Utility Fee Increases:

Culinary Utility Costs (3100/7476)
 Vet Tech Utility Costs (3100/7621)
 ATC Utility Costs (3100/7527)
 Caperton Utility Costs (3100/7528)

	(19,000)	Yes	Immediate	(19,000)	
	(42,000)	Yes	Immediate	(42,000)	
	(26,500)	Yes	Immediate	(26,500)	
	(16,500)	Yes	Immediate	(16,500)	
Sub-Total:	(104,000)			(104,000)	132,578

Establishment/Update of Operation Budget:

Increase Technology Fee Operations Budget (3100/7704)

	(18,000)	Yes	Immediate	(18,000)	
Sub-Total:	(18,000)			(18,000)	114,578

PERMANENT BUDGET ADJUSTMENTS TOTAL:

(124,295) 114,578

Attachment B

**Pierpont Community & Technical College
Board of Governors
Meeting of May 18, 2023**

ITEM: FY 2024 Pay Raise

COMMITTEE: Finance/Audit and Administration Committee to
Committee of the Whole

RECOMMENDED RESOLUTION: Whereas, the WV State Legislature in their FY 2024 State Appropriations provided additional funding to be used for paying raises for employees employed in FY 2024 and Pierpont’s Administration in the FY 2024 budget planning process reserved additional funds to address an across the board pay raise,

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves a \$2,300 pay increase for salaried eligible employees and a \$1.18 per hour pay increase for hourly eligible employees to be effective July 1, 2023 (The start of the first pay period in FY 2024) for all employees.

STAFF MEMBER: Dale Bradley

BACKGROUND: Pierpont’s Interim President and Administration has determined based on the additional funding provided through Pierpont’s State Appropriation for pay raises in FY 2024 that a \$2,300 pay increase for salaried employees and a \$1.18 per hour pay increase for hourly employees is appropriate and practical for all eligible employees.

Based on these pay raise amounts employees will receive pay increases ranging from 1.58% to 8.52% with the average increase 4.29%.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-classified staff, except the President, employed on July 1, 2023 will be considered eligible.
- The raise amount will be based on the employee's March 31, 2023 salary. Any promotion or equity salary increases received after April 1, 2023 will not be used in calculating the amount of an employees pay raise.

Tab

2

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF JUNE 20, 2023**

ITEM: Policy PP-1008: Social Justice

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the repeal of Policy PP-1008: Social Justice

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

BACKGROUND:

The proposed repeal is based upon the fact that the policy contains redundant and vague language. The language relevant to discrimination and related issues is contained within several locations in the Pierpont website and other materials.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 8
TITLE: SOCIAL JUSTICE

Effective Date: December 5, 2001

Amended:

Repealed:

SECTION 1. GENERAL

- 1.1 Scope: This policy defines social justice, what and how it is to be accomplished, and provides guidelines for filing complaints.
- 1.2 Authority West Virginia Code § 18B-1-6
- 1.3 Effective Date December 5, 2001

SECTION 2. SOCIAL JUSTICE POLICY

- 2.1 The Pierpont Community & Technical College Board of Governors is committed to bringing about mutual understanding and respect among all individuals and groups at Pierpont Community & Technical College and to eliminating all forms of discrimination as provided by West Virginia and federal law.
- 2.2 Consistent with its comprehensive mission, and recognizing that the development of human potential is a fundamental goal in a democratic society, the Pierpont Board of Governors promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, color, national origin, sex, sexual preference, sexual orientation, age religion, veteran status, or disability.

SECTION 3. IMPLEMENTATION

- 3.1 Pierpont shall develop a program for social justice consisting of the following elements:
 - 3.1.1 Activities, including education, which have a goal of eliminating prejudice or discrimination based upon race, color, national origin, sex, sexual preference, sexual orientation, age, religion, veteran status, or disability from student life and working conditions in the institution.
 - 3.1.2 An appraisal of the institution's educational environment, job structure, and employment practices as they relate to social justice.
 - 3.1.3 Provision for counseling and responding to employees, applicants, and students who charge that they have been discriminated against, and for the informal resolution of such matters before the filing of a formal complaint.

3.2 Responsibility for carrying out the social justice program is assigned as follows:

- 3.2.1 The President of Pierpont shall designate an administrative officer who will be responsible for overseeing the social justice program as part of his or her other duties and responsibilities. This officer is expected to carry out the institution's social justice program, as directed by the president, by developing plans, procedures, and regulations necessary to carry out the institution's program, and by examining the operations of the institution at regular intervals to assure their conformity with this social justice policy.
- 3.2.2 Each dean, chair, director, unit head and supervisor has the immediate day-to-day responsibility for implementing the social justice policy.
- 3.2.3 All employees are expected to set the tone and help create an environment for positive change and results within the social justice area.

SECTION 4. AREAS OF IMPLEMENTATION

4.1 The social justice officer is authorized to carry out the institution's program as authorized by the president in the following areas:

- 4.1.1 Developing plans, procedures, and regulations necessary to carry out the institution's program. Specifically, an acceptable social justice plan will be developed with assistance and support from persons recommended by the president to assist in carrying out the programs.
- 4.1.2 Evaluating the operations of the institution at regular intervals to assure their conformity with this rule. Require such reports as deemed appropriate from all divisions of the institution.
- 4.1.3 Proposing and encouraging changes in course content and curriculum, student life programs, personnel programs and administrative procedures designed to eliminate discriminatory practices which are covered by this section and improve the institution's program for social justice and assisting the institution's administration in arriving at solutions to problems. Changes in curriculum shall be approved by the faculty through the curriculum approval process of the institution.
- 4.1.4 Encouraging and providing assistance to faculty in broadening course content and offerings to reflect the social justice goals of the College.
- 4.1.5 Providing for the prompt receipt, investigation, disposition, and rendering of a written recommendation to the president of general allegations made by organizations or third parties of systematic discrimination.

SECTION 5. FILING OF COMPLAINTS

5.1 Pierpont shall assure that procedures are available for applicants, students and employees for the handling of social justice complaints and assume appropriate dissemination of information concerning it to faculty, staff and students.

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**Pierpont Community & Technical College
Board of Governors
Meeting of June 20, 2023**

ITEM: Approval of Reducing Previously Approved Identified Program Fees Changes for Academic Year 2023-2024 back to Academic Year 2022-23 Rates.

COMMITTEE: Finance/Audit and Administration Committee

STAFF MEMBER: Dale Bradley

RECOMMENDED ACTION: Resolved that the Pierpont Community and Technical College Board of Governors Approves Reducing Identified Previously Approved Program Fees changes for Academic Year 2023-2024 back to Academic Year 2022-23 Rates such that the fees are still eligible for WV Invest Funding.

ATTACHMENTS: The Listing of Program Fees (Attachment H – Program Fee Reductions) identifying the proposed fee rates for Academic Year 2023-24.

BACKGROUND:

- In the March 21, 2023 Board of Governors Meeting, Academics and Administration recommended increases to various Program Fees for the 2023-24 Academic Year which were approved by the Board of Governors. As part of the approval process, Board approved fee changes for the upcoming Academic Year are submitted to the Community and Technical College System Administration for their review prior to seeking final approval from the WV Council for Community and Technical Education.

The Community and Technical College System Administration identified significant fees increases from all the Schools in the WV Community and Technical College System.

This review identified that the combination of all the AY 2023-24 fees increases from all the Schools within the WV Community and Technical College System would exceed available WV Invests funding for AY 2023-24.

The Community and Technical College System Administration meet with all the Schools within the WV

Community and Technical College System to better understand the basis of the fee increases from each School. At the conclusion of these discussions, the Community and Technical College System Administration identified individual fees for each School that would not be eligible for WV Invest funding in AY 2023-24 if the increases for these fees remained in place for AY 2023-24.

Therefore, to insure Community and Technical College System Administration identified Pierpont fees remain eligible for WV Invests funding in AY 2023-24, Pierpont Academics and Administration are recommending the Program Fees in “Attachment H - Program Fee Reductions” be reduced to their AY 2022-23 rates.

- **Pierpont Program Fees** are charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students. Please see fee change details identified in Attachment H - Program Fee Reductions.

Program Fee Reductions

- Refer to Attachment H – Program Fee Reductions “Proposed Program Fees” Academic Year 2023-24 for detailed fee changes.

Attachment H - Program Fee Reductions

West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2023-24

Program Fees and Charges	BOG Approved Rate Per Semester 2023-24	Revised Requested Rate Per Semester 2023-24	Increase/ (Decrease)	WV Invests Eligible
Pierpont Community and Technical College				
Program Fee - Early Childhood (per semester)	\$310	\$275	(\$35)	Y
Program Fee - Food Service Management (per semester)	\$335	\$300	(\$35)	Y
Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester)	\$335	\$300	(\$35)	Y
Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)	\$335	\$300	(\$35)	Y
Program Fee - Paralegal Studies (per semester)	\$310	\$275	(\$35)	Y
Program Fee - Criminal Justice (per semester)	\$260	\$225	(\$35)	Y
Program Fee - Liberal Studies (per semester)	\$210	\$175	(\$35)	N
Program Fee - Applied Design (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Petroleum Technology (per semester)	\$375	\$350	(\$25)	Y
Program Fee - Petroleum Technology (CAS) (per semester)	\$375	\$350	(\$25)	Y
Program Fee - Electrical Utility Technology (per semester)	\$375	\$350	(\$25)	Y
Program Fee - Powerplant Technology (CAS) (per semester)	\$375	\$350	(\$25)	Y
Program Fee - Advanced Welding (per semester)	\$375	\$350	(\$25)	Y
- Welding Technology Fee (per course fee)	\$170	\$160	(\$10)	Y
Program Fee - Applied Process Technology (per semester)	\$375	\$350	(\$25)	Y
Program Fee - Aviation Maintenance (per semester)	\$425	\$400	(\$25)	Y
Program Fee - Airframe Technology (CAS) (per semester)	\$425	\$400	(\$25)	Y
Program Fee - Avionics Technology (CAS) (per semester)	\$425	\$400	(\$25)	Y
Program Fee - Business (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Drafting/Design Engineering (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Technical Drafting (CAS) (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Graphics Technology (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Information Systems (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Information Systems, Cyber Security (CAS) (per semester)	\$250	\$225	(\$25)	Y
Program Fee - Emergency Medical Services (per semester)	\$360	\$325	(\$35)	Y
Program Fee - Emergency Medical Services Technician (CAS) (per semester)	\$360	\$325	(\$35)	Y
Program Fee - Health Science (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Physical Therapist Assistant (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Health Information Technology (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Medical Billing and Coding (CAS) (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Veterinary Technology (per semester)	\$220	\$185	(\$35)	Y

Attachment H - Program Fee Reductions

**West Virginia Council for Community and Technical College Education
Proposed Program Fees
Academic Year 2023-24**

Program Fees and Charges	BOG Approved Rate Per Semester 2023-24	Revised Requested Rate Per Semester 2023-24	Increase/ (Decrease)	WV Invests Eligible
Program Fee - Veterinary Assistant (CAS) (per semester)	\$220	\$185	(\$35)	Y
- Vet Tech Lab Fee (per lab course)	\$50	\$30	(\$20)	Y
Program Fee - Medical Laboratory Technology (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Medical Laboratory Assistant (per semester)	\$220	\$185	(\$35)	Y
Program Fee - License Practical Nurse (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Radiology Technology (per semester)	\$220	\$185	(\$35)	Y
Program Fee - Respiratory Therapy (per semester)	\$220	\$185	(\$35)	Y

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**Pierpont Community and Technical College
Board of Governors
Meeting of June 20, 2023**

ITEM: Approval of Capital Funding for Sewer Line replacement at the Gaston Caperton Center.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Community & Technical College Board of Governors approves Capital Funds for the replacement of a damaged sewer line at the Gaston Caperton Center.

STAFF MEMBER: Dale Bradley

BACKGROUND: Pierpont Facilities Management has identified that the sewer line associated with the two single individual use restrooms on the ground floor of Gaston Caperton Center are damaged beyond repair and must be replaced.

The replacement of the sewer line is part of Pierpont’s Deferred Maintenance Grant Request that will be submitted to the WV Governor’s Office for funding. However, no timeline has been established regarding when grant funding will become available when and if Pierpont’s Grant Request is approved.

The replacement of this sewer line needs to be completed during the summer months prior to the return of students in the Fall 2023 Term as the replacement requires digging up and repairing a portion of the first-floor hallway at the Gaston Caperton Center.

Should Pierpont’s Deferred Maintenance Grant Request be approved, the costs associated with this sewer line replacement will reimbursement Pierpont Capital Funds used for this project.

There is currently \$838,973 in Capital Funds available to address this project.

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IN THE MATTER OF AUTHORIZING PIERPONT COMMUNITY AND TECHNICAL COLLEGE TO APPLY FOR A STATE INSTITUTIONS OF HIGHER EDUCATION DEFERRED MAINTENANCE GRANT FROM THE WEST VIRGINIA GOVERNOR'S OFFICE FOR DEFERRED MAINTENANCE AT PIERPONT COMMUNITY AND TECHNICAL COLLEGE AND DELEGATING AUTHORITY TO THE PRESIDENT TO SIGN THE APPLICATION.

WHEREAS, the West Virginia Governor's Office is accepting applications for the State Institutions of Higher Education Deferred Maintenance Grant; and

WHEREAS, Pierpont Community and Technical College desires to participate in this grant program as a means of providing needed maintenance to the Advanced Technology Center campus facilities; and

WHEREAS, Board of Governors and Institutional Leadership have identified deferred maintenance improvements at Pierpont Community and Technical College as a high priority need; and

WHEREAS, the highest priority need identified includes maintenance and completion of the Advanced Technology 3rd Floor and other deferred maintenance issues; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF PIERPONT COMMUNITY AND TECHNICAL COLLEGE AS FOLLOWS:

The Board of Governors demonstrates its support of the submittal of the grant application for the State Institutions of Higher Education Deferred Maintenance Grant for the maintenance and completion of the Advanced Technology 3rd Floor and other deferred maintenance issues by Pierpont Community and Technical College; and

The Board of Governors demonstrates its support to prioritize this project maintenance and completion of the Advanced Technology 3rd Floor and other deferred maintenance issues as the highest priority with regard to deferred maintenance at Pierpont Community and Technical College's Advanced Technology Center Campus; and

The Board of Governors authorizes its President to execute the application for the State Institutions of Higher Education Deferred Maintenance Grant and any other documentation necessary to effectuate submittal of the grant application.

This Resolution shall be effective following its adoption by the Board of Governors

Passed by the Board of Governors this 20 th (Date) of June (Month), 2023 (Year).

ATTEST:

Signature, Board of Governors Authorized Official

David Hinkle
Printed Name

Chairman
Title

Education that Works!

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

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IN THE MATTER OF AUTHORIZING PIERPONT COMMUNITY AND TECHNICAL COLLEGE TO APPLY FOR A STATE INSTITUTIONS OF HIGHER EDUCATION DEFERRED MAINTENANCE GRANT FROM THE WEST VIRGINIA GOVERNOR'S OFFICE FOR DEFERRED MAINTENANCE AT PIERPONT COMMUNITY AND TECHNICAL COLLEGE AND DELEGATING AUTHORITY TO THE PRESIDENT TO SIGN THE APPLICATION.

WHEREAS, the West Virginia Governor's Office is accepting applications for the State Institutions of Higher Education Deferred Maintenance Grant; and

WHEREAS, Pierpont Community and Technical College desires to participate in this grant program as a means of providing needed maintenance to the Gaston Caperton Center campus facilities; and

WHEREAS, Board of Governors and Institutional Leadership have identified deferred maintenance improvements at Pierpont Community and Technical College as a high priority need; and

WHEREAS, the highest priority need identified includes deferred maintenance issues at the Caperton Center Campus; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF PIERPONT COMMUNITY AND TECHNICAL COLLEGE AS FOLLOWS:

The Board of Governors demonstrates its support of the submittal of the grant application for the State Institutions of Higher Education Deferred Maintenance Grant for the deferred maintenance issues at the Gaston Caperton Center Campus by Pierpont Community and Technical College; and

The Board of Governors demonstrates its support to prioritize this project deferred maintenance issues at the Gaston Caperton Center Campus as the highest priority with regard to deferred maintenance at Pierpont Community and Technical College's Gaston Caperton Center Campus; and

The Board of Governors authorizes its President to execute the application for the State Institutions of Higher Education Deferred Maintenance Grant and any other documentation necessary to effectuate submittal of the grant application.

This Resolution shall be effective following its adoption by the Board of Governors

Passed by the Board of Governors this 20 th (Date) of June (Month), 2023 (Year).

ATTEST:

Signature, Board of Governors Authorized Official

David Hinkle
Printed Name

Chairman
Title

Education that Works!

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

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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: June 13, 2023

Focus Areas:

Contracted Corporate Training (Customized)

Contracted 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 FY23:

- Underground Miner Red Hat Training
- Home Inspector Training
- FAA Test Prep- Powerplant
- EMT Basic -Upshur County
- Mental Health First Aid
- Landscape Technician Bootcamp
- CompTIA Security +

Other Courses Offered/Cancelled due to low enrollment: FAA Test Prep-Airframe and Systems/Structures Review, Aviation Structures Technician Training, Start Your Own Business Essentials, Linux +

- Testing Center
 - Fully trained and certified backup testing Administrator has allowed full operation of Testing Center and increased capacity
 - Social media campaign ongoing to raise public awareness of capabilities



Revenue Year to Date for CWE: FY 23 (from July 1, 2022- June 30, 2023)

Testing Center

Total Revenue \$ 20,666 * Total Candidates 997*

Corporate Training (Contracted)

Total Gross Revenue \$ 42,990 Total Students 26

Continuing Education/Workforce Training (Open Enrollment)

Total Gross Revenue \$ 45,569 Total Students 66 (52% Run Rate)

World Education (Online partner) Revenue \$ 45.00 Total Students 2

*data only available thru May 31, 2023

Initiatives/Activities for the Center for Workforce Education FY23

a) Grants and Funding Opportunities:

- (5) Learn & Earn projects approved (Aviation, Petroleum Technology, IT)
- Apprenticeship in Motion (AIM) Grant funding for IT Degree Program students
- WV CTCS Advance Grant- Landscape Technician Bootcamp with WV Nursery & Landscaping Association
- Perkins Leadership Grant- EMT-Basic at Fred Eberle Technical Center
- Successfully closed all CTCS grants from 2017-2022

b) Expanded outreach to WIOA Participant and Veterans for workforce training through World Education online partnership

c) Participation in external Initiatives:

- i) WV National Guard Cyber Workforce Council
- ii) BEADS (Broadband Equity, Access, and Deployment) WV Broadband Workforce Council (WV Office of Economic Development)
- iii) WVU ARC Power Initiative: *Energy Transitions Jobs Roadmap*
- iv) TEAMs Consortium ARC Power Initiative: *TEAM Pathways 2.0: Connections that Work*
- v) Region 6 Business Services Team, Region 6 Outreach Committee/AJC Partner

d) Conferences Attended: AACC- Workforce Development Institute, WV Manufacturing Association Energy Growth Summit, Focus Forward, WV CTCS Workforce Directors

e) Region 6 Partners and Outreach Committee



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

www.pierpont.edu

FY 24 Outlook:

Continuing Education, Corporate Training and Community Ed:

- Casto Technical Services- Commercial HVAC and Building Automation Systems
- Mountaineer Job Challenge- Healthcare and IT Certifications
- Communications Workers of America- Broadband Installation Training
- Mon Health- Patient Care Technician
- WVU Medicine- Healthy Meal Program, Medical Lab Technician Transition, IT Certifications
- Landscape Technician Bootcamp
- EMT- Basic
- PRIDE Academy
- OMNIS Building Technologies
- ServSafe Food Handling /Management Certification
- Mental Health First Aid
- WV Dept. of Education-Culinary Workshop
- TEAS Test Prep (Nursing Admission)
- Aviation Structures and FAA Test Prep

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Board of Governors
Budget/Finance Report FY 2023
Pierpont Community & Technical College
as of May 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 May 31, 2023 Budget/Finance Report, the Unrestricted Budget Balance is \$238,872. There has been no change from the previous Unrestricted Budget Balance reported in the April 30, 2023 Budget/Finance Report.

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

- The institution has realized approximately 81% of projected operating revenue.
- The institution has incurred approximately 80% of operating expenses.
- The institution has realized approximately 99% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,021,121 (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 74% of projected operating revenue.
- The institution has incurred approximately 63% of operating expenses.
- The institution has realized approximately 70% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$102,171.

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

May 31, 2023

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE				
Total:		7,667,704	6,187,538	80.70%
OPERATING EXPENSE				
Total:		15,169,656	12,188,169	80.35%
OPERATING INCOME / (LOSS)		(7,501,951)	(6,000,631)	
NONOPERATING REVENUE (EXPENSE)				
Total:		8,291,698	8,221,552	99.15%
TRANSFERS & OTHER				
Total:		(150,875)	800,199	-530.37%
BUDGET BALANCE UNRESTRICTED		638,872	3,021,121	
Less Depreciation (Net of Capitalized Assets)		(400,000)		
BUDGET BALANCE LESS DEPRECIATION		238,872	3,021,121	

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

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
	Total:	8,026,723	5,915,411	73.70%
OPERATING EXPENSE				
	Total:	12,496,946	7,900,327	63.22%
OPERATING INOCME / (LOSS)		(4,470,223)	(1,984,916)	
NONOPERATING REVENUE (EXPENSE)				
	Total:	4,711,311	3,307,842	70.21%
TRANSFERS & OTHERS				
	Total:	(274,927)	(1,220,754)	444.03%
BUDGET BALANCE		(33,839)	102,171	

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PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of June 20, 2023

ITEM: Meeting Schedule for Academic Year 2023-2024

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors approve the proposed meeting schedule for Academic Year 2023-2024.

The proposed meeting dates are as follows:

- September 19, 2023
- November 14, 2023
- February 20, 2024
- March 19, 2024
- May 14, 2024
- June 18, 2024

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Organizational Development

BACKGROUND:

18B-2A-2 of the West Virginia Code sets forth the requirement that Boards of Governors shall hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

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PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of June 20, 2023

ITEM:	Delegation of Powers to the President
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the agreement enumerating the powers, duties, and responsibilities of the Board of Governors and the powers, duties, and responsibilities of the President of Pierpont Community & Technical College.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Organizational Development

BACKGROUND:

18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

The Delegation of Powers Agreement provides enumeration of those powers, duties, and responsibilities that Pierpont Community & Technical College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of Pierpont Community and Technical College.

Given its legal responsibility for the institutions, the Board of Governors maintains control of all broad institutional policy. The powers, duties, and responsibilities that are designated to the President represent the day-to-date operation of the institution and reflect the implementation of policy.