

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, November 19, 2024

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

| | |
|-----------------|---|
| 8:30 AM | Academic and Student Services Committee |
| 9:30 AM | Advancement and Public Relations Committee |
| 10:00 AM | Finance and Administration Committee |
| 11:30 AM | IT and Data Reporting Committee |
| 12:00 PM | Lunch |
| 1:00 PM | Human Resources, Policies, By-Laws 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: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

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

Regular Meeting

**Tuesday, November 19, 2024
2:00 PM**

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

AGENDA

I. Call to Order

II. Conflict of Interest

III. Roll Call

IV. Constituent Comments

A. Faculty Senate
Anthony Anobile

B. Classified Staff
Mary Jo Rutherford

C. Non-Classified Staff
Dr. Suzan Clemens

D. Student Government Association

V. *Consent Agenda

Tab 1

A. Minutes of the September 17, October 22, and November 7 Board of Governors Meetings

VI. Dr. Hayward's Reflections

VII. Academics and Student Services
(Thomas Cole, Chair)

VIII. Marketing and Public Relations

**Denotes possible action item*

(Lisa Lang, Chair)

IX. Finance and Administration

(Jeffrey Powell, Chair)

- A. *Resolution for Approval – Acceptance of the Independent Auditor’s Report
By Suttle & Stalnaker, PLLC of Pierpont Community & Technical College’s
Finance Statements as of and for the year ended June 30, 2024 **Tab 2**
- B. FY 2024 Finance Statements Overview including FY 24 Composite Finance Index (CFI) **Tab 3**
- C. October 31, 2024, Combined Finance Report **Tab 4**
- D. Prioritized Expenditures of One-Time Supplement State Appropriation **Tab 5**
- E. Capital Projects Expenditure Report as of October 31, 2024, and Deferred Maintenance
Projects Update **Tab 6**

X. IT and Data Reporting

(Jeffrey Powell, Chair)

- A. HLC Project Plan
(Olivia Boltz, Director of Institutional Effectiveness)

XI. Human Resources, Bylaws, Policies Committee

(Thomas Cole, Chair)

XII. Committee of the Whole

- A. Rules Governing Executive Session
(George Perich, VP of Human Resources and Organization Development)
- B. Chairman Remarks
- C. New Committees
- D. Updates on New Programs
- E. Update on Randolph County Project
- F. Update on Dual Enrollment

**Denotes possible action item*



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- G. Update on Learning Community's Week, including House Resolution
- H. Status of AVMT Location and Building
- I. Status of University Agreements
- J. Reivew of Hiring Needs (Heath Sciences Administrative Assistant must be replaced ASAP to meet accreditation requirements)
- K. Status of HLC Compliance
- L. Update on VR Grant Activities

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

- A. A&P Building
- B. *Review, Discuss, and Approve Reassignment of Employee Duties
- C. *Review, Discuss, and Approve Ongoing Evaluations of Employees
- D. *Review, Discuss and Approve Reassignment of Board of Governor Duties

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

XV. Adjournment

**Denotes possible action item*



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Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of November 19, 2024

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

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

STAFF MEMBER: Dr. Milan Hayward, President

BACKGROUND:

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

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

1. Minutes of the September 17, 2024 Regular Meeting
2. Minutes of the October 22, 2024 Special Meeting
3. Minutes of the November 7, 2024 Special Meeting

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

Board of Governors Meeting

**Tuesday, September 17, 2024
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 September 17, 2024, 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 Hinke, Chair, called the meeting to order in open session at 2:04 PM.

II. Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III. Roll Call

Skye Feather conducted a roll call:

| Name | Present/Not Present |
|------------------------------|----------------------------|
| Jessica Barker | Present |
| Brian Bozarth | Not Present |
| Dr. Susan Woods Coffindaffer | Present |
| Thomas Cole | Present |
| David Hinkle | Present |
| Anthony Hinton | Not Present |
| Lisa Lang | Present |
| Christine Miller | Present |
| Juanita Nickerson | Present |
| Jeffrey Powell | Present |
| Joanne Seasholtz | Present |

Skye Feather announced there was a quorum present.

Others Present:

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

IV. Constituent Comments

A. Faculty Senate

Vickie Findley offered comments from Faculty Senate.

B. Classified Staff

Mary Jo Rutherford offered comments from Classified Staff.

C. Non-Classified Staff

John Davis offered comments from Non-Classified Staff.

D. Student Government Association (SGA)

Jessica Barker offered comments from SGA

V. Consent Agenda

Chairman Hinkle called for a motion to accept the proposed meeting minutes of May 14, June 18, June 25, and August 15 Board meeting with the correction of the quorum statement on June 25. Jeffrey Powell made the motion. Thomas Cole seconded the motion. All agreed. Motion carried.

VI. Dr. Hayward's Reflections

Dr. Hayward offered reflections on his experiences around the community and institution since the Board met last.

VII. Human Resources, Bylaws, Policies Committee

A. Resolution for Approval of Comments and Final Draft for Policies PP 8035 Gift Acceptance, PP-2041 Institutional Employment and Family Relationships, and PP-2051 Employment Innovation and Flexible Work Schedules

Christine Miller moved to accept the resolutions of policies PP-8035, PP-2041, and PP-2051. Jeffrey Powell seconded the motion. All agreed. Motion carried.

- B. Resolution for Approval of a 30-day Public Comment Period for Policy PP-2059 Furlough and Reduction of Workforce

Jeffrey Powell moved to approve a 30-day Public Comment Period for Policy PP-2059. Juanita Nickerson seconded the motion. All agreed. Motion carried.

- C. Board of Governors Evaluation Results

George Perich reviewed the evaluation results with Board members.

VIII. Committee of the Whole

- A. August 31, 2024 Combined Finance Report

Dale Bradley presented the **August 31, 2024 Combined Finance Report** (Report provided in Agenda packet).

- B. ATC 3rd Floor

Dale Bradley presented the final design of the ATC 3rd floor buildout (Attachment A). Board members' clarifying questions were answered.

- C. Enrollment and Retention

Nancy Parks presented the Enrollment and Retention Report (Attachment B). Board members' clarifying questions were answered.

- D. Laboratory Preschool

David Beighley presented the FY2025 Operational Plan for Pierpont CTC Laboratory Preschool (Attachment C). Board members' clarifying questions were answered.

- E. Braxton Center: Health Care

Amy Cunningham provided an updated on the Braxton County Health Care Campus (Attachment D). Board members' clarifying questions were answered.

- F. Approval of the 2024-2026 Strategic Alignment

The Board requested more information on the metrics used to measure the Strategic Plan's outcomes and additional time to review them before making a decision. Dr. Hayward will re-send the measurables for review, and the Strategic Plan will be revisited at a Special Meeting on October 15, 2024.

IX. Board Members' Reflections

Christine Miller offered general reflections and proposed the Board complete a review of President Hayward's first year of performance.

David Hinkle appointed Christine Miller as Chair of this proposed review committee and assigned Jeffrey Powell and Thomas Cole as committee members.

Joanne Seasholtz offered general reflections.

Juanita Nickerson offered general reflections.

Thomas Cole offered general reflections.

Jeffrey Powell offered general reflections.

Susan Woods-Coffindaffer requested regular updates regarding the planning for the new Aviation building at all future Board meetings.

Lisa Lang requested that regular updates regarding the HLC Accreditation be included on all agendas throughout the ongoing evaluation process, even if the update is "no change."

David Hinkle proposed a Special Meeting on October 15, 2024 to discuss President Hayward's Strategic Plan Proposal.

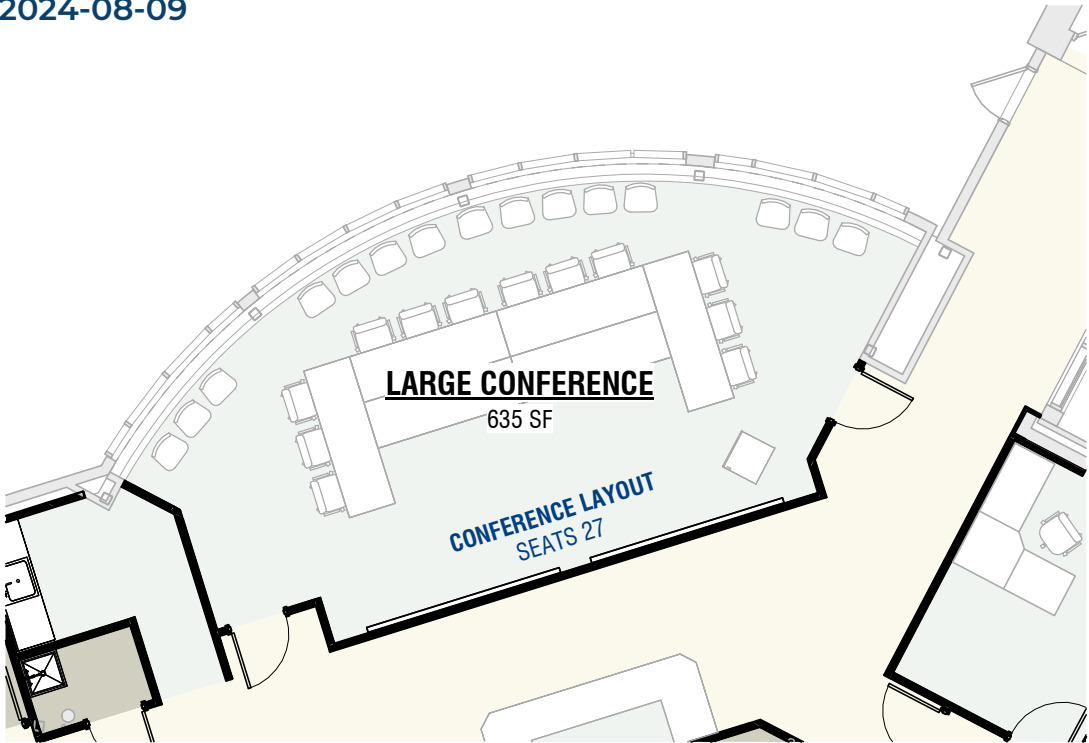
The potential for advising and assisting with Pierpont's external communication strategy and activities was also discussed.

Jessica Barker declined to offer reflections.

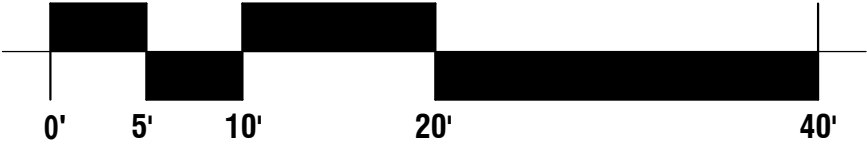
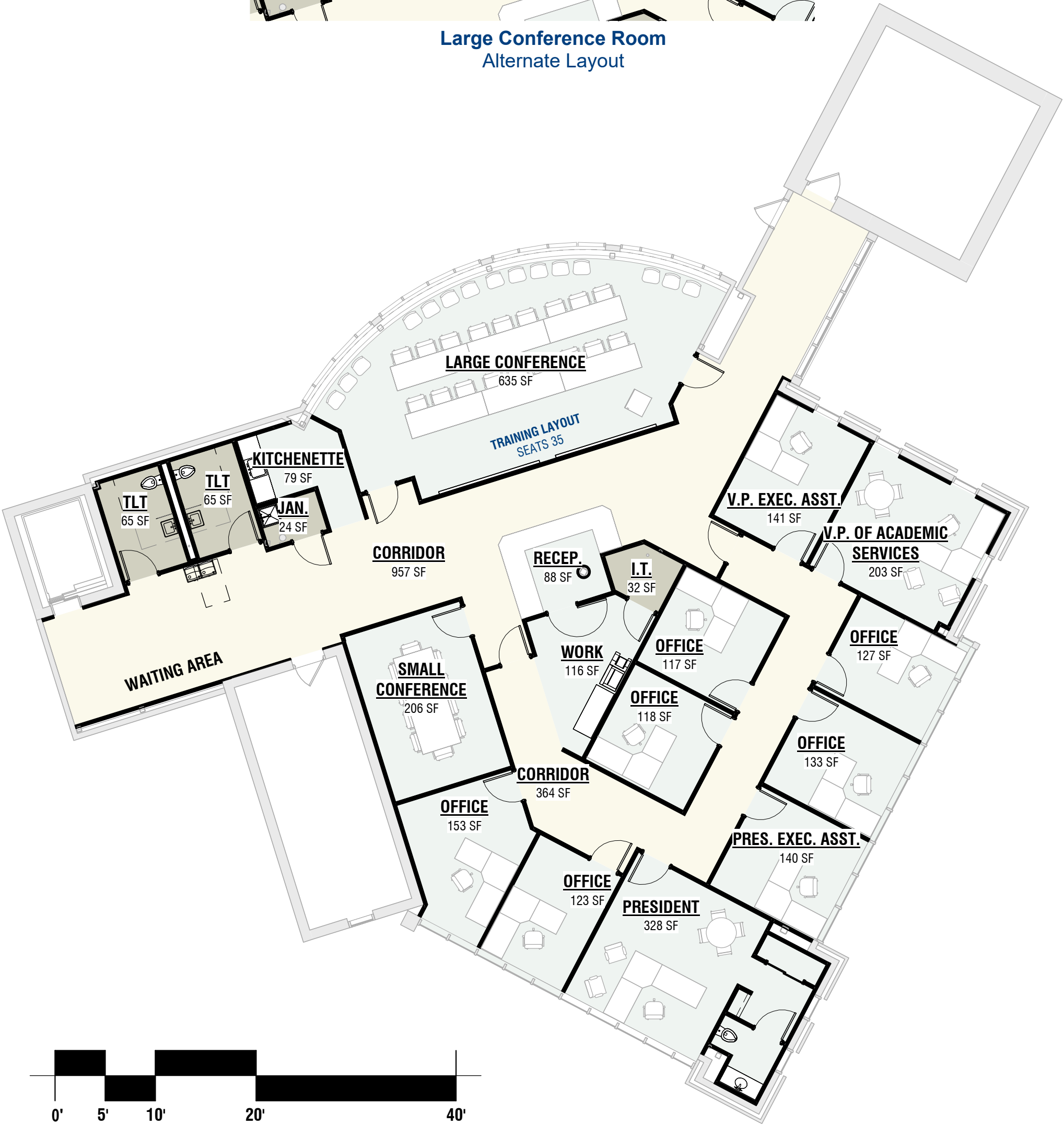
X. Adjournment

There being no further business, Thomas Cole moved to adjourn the meeting at 4:51 p.m. Christine Miller seconded the motion. All agreed. Motion carried.

Respectfully submitted by Skye Feather



Large Conference Room
Alternate Layout



Enrollment Update: Using the first day of the fourth week of classes as a comparison, Fall 2024 enrollments reflect the following:

- A 26% increase in first-time freshmen; a 7% increase in returning students; and a 3% increase in re-admitted students.
- An overall increase in enrollments of 10.4%: 12% of non-DE students; 5.5% of Dual Enrollment students.

The Student Services areas took the following steps to enhance recruitments and registrations:

Completion of Phase 1 of the Customer Relations Management (CRM) project

Pierpont's CRM, Salesforce, has been designed to generate more tailored messaging to recruits and admitted students with more speed and consistency.

Creation of Student Resource Exhibits

Pierpont produced posters and Student Success guides to highlight the many separate student services offered at Pierpont. Those posters line the hallway of the main floor of the ATC and thoughtfully distributed through the Caperton Center and Air Centers, as well. A fourth set is prepared for "on the road" events, as appropriate.

Revised Summer Orientation/Registration Sessions

The summer registration calendar was revised to include days dedicated to academic schools, and a presentation of services was shared with all students and parents prior to course registration in the form of printed Student Success Guides and a live presentation. In addition, an IT presentation was built into the day to ensure that new students had their accounts set up prior to course registration and received instructions on how to keep account active and updated.

Earlier Contacts with Counseling/Disabilities/Learning Strategies/WV Works

By delineating each service area of the Office of Learning Support, families were aware of all services offered to several student audiences; as a result, more students registered for either Disability Services or counseling much earlier in the term than in previous years. In addition, eight students in Fall 2024 are now registered with the WV Works staff, a significant increase over the prior year's participation, and student-parents are forming a new student organization based on their needs and interests.

Revised Job Descriptions for Admissions/Advising Specialists

The job duties of "recruitment specialist," "coordinator, student engagement," and "advisor" were combined to yield a new position of "Admissions/Advising" specialist to encourage a more holistic approach to recruitment and academic advising functions, maximizing current human

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resources. An additional hire under this new title yielded a new Pierpont employee, well versed in working with at-risk populations of both traditional and non-traditional aged students.

Increased Phone and Email Outreach

Admissions/Advising specialists engaged in targeted, intensive phone and email outreach to both admitted students who had yet registered for courses, as well as to those students who were eligible to return but had not yet registered for coursework to increase the number of enrolled students for Fall 2024. Program coordinators also participated in more targeted outreach to their returning students. Likewise, those same staff are currently engaged in phone outreach for student “check-ins.”

Intensive Financial Aid Monitoring & Outreach

Due to ongoing issues with FAFSA deployment and Pierpont receiving all required “individual student records,” Financial Aid staff engaged in individualized contact with at least 25% of all incoming students who required further instructions to complete their FAFSA and ensure its timely delivery to Pierpont.

Identify verification

To ensure the veracity of enrollments, the Persona software alerted administrators to any issues regarding student identity verification. That identity check is now a required component of the initial Pierpont application.

Start-of-Term letter to all Incoming Students

Prior to the start of classes, all new Pierpont students received a “Welcome” letter with details regarding the academic calendar, importance of checking email, reminders about how to order books, etc.

Expanded Welcome Week activities

Instead of offering a “Welcome” event the Saturday prior to the start of term, events were spread out over the first week of courses at all campus locations. This allowed more students to participate than previously attended on a Saturday. On each campus M-R, students enjoyed either a food truck, ice cream vendor, coffee/drinks stations and party-sized pizzas.. Faculty and staff engaged with students by staffing “Ask Me” tables to respond to general inquiries from students.

Simplified EARLY ALERT notification process: The Early Alert referral forms have been simplified for students and faculty, and the form was revised to be an “app” on the student portal for easier access. As a result, faculty use of the internal referral process increased during the first two weeks of courses.

Student Success Workshop Series: In response to student concerns shared in surveys administered on Orientation/Registration days, a series of workshops are offered twice weekly and via TEAMS on topics referenced by students as “concerns,” including time management, navigating online courses, and financial literacy. While attendance has been low, student feedback to the Blackboard sessions were overwhelmingly positive.

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Expanded Student Services staffing at Caperton Center: There is now a Student Services staff at the Caperton Center every Monday-Wednesday: Exec. Director of Admission; Rotating Admissions/Advising Specialist; and Student Success Director, respectively.

Administrator monitoring of Student Services incoming email: Weekly “wrap-ups” and or “previews” are sent to all students. Formerly, this email was monitored by a Student Services Specialist (front-desk staff) but is now being monitored by the interim AVP of Student Services, who can respond to student inquiries directly and more efficiently, providing “warm forwards” only as needed. This In-box is monitored throughout the day, including evenings and weekends.

10 RETENTION STRATEGIES for FALL 2024

- Continue Phone & Text “Check-ins” with All Students and Student Success workshop series
- Continue weekly meetings of all Student Services directors to discuss efforts and concerns affecting cross-office efforts.
- Employ “case management” approach at four-week, midterm, and alternate term starts, examining success rates across courses; cross-referencing students with Early Alert and referrals to counseling, disabilities, and learning support; noting any disparities; and inviting program coordinators and or deans in for follow-up discussions as indicated.
- Collaborate with Tutorial Services to meet the academic support needs of students enrolled in traditionally high-risk courses
- Encourage enrollment and completion of required six credits of general education to ensure students work toward CAS degree status, working closely with Institutional Effectiveness to track enrollment, completion, and persistence of students in those minimum general education requirements.
- Work with academic program coordinators and faculty to plan co-curricular activities of interest to their respective enrollments.
- Employ “case management” approach at four-week, midterm, and alternate term starts, examining success rates across courses; cross-referencing students with Early Alert and referrals to counseling, disabilities, and learning support; noting any disparities; and inviting program coordinators and or deans in for follow-up discussions as indicated.
- Execute mental health/mindfulness activities sponsored by Mental Health Grant
- Celebrate FIRST GENERATION college student activities sponsored by First Generation Student Success Grant
- Work more closely and intentionally with program faculty advisors to increase percentage of students who schedule Spring 2025 courses prior to Thanksgiving break

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David M. Beighley, Dean
Associate Provost for Academics & Student Learning
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To: Pierpont Community and Technical College Board of Governors

From: David M. Beighley, *DMB* Dean for the School of General Education and Professional Studies

Subject: FY2025 Operational Plan for Pierpont CTC Laboratory Preschool

Date: 17 September 2024

The purpose of this report is to apprise Pierpont Community and Technical College's Board of Governors of the FY2025 operational plan for Pierpont's Laboratory Preschool following the Harrison County Board of Education's December 18, 2023 decision to deny the facility status as a public collaborative partner for the 2024-2025 school year.

Public Preschool Operation as Harrison County BOE Collaborative Partner

Were the Laboratory Preschool to have been approved by the Harrison County Board of Education as a collaborative partner, the Board would subsidize operational costs in the amount of \$3,250.00 per child annually. This subsidy is a hard cap, as the West Virginia Board of Education limits the number of preschool children in a classroom to 20, thus equating to a maximum annual award of \$65,000.00.

Private Preschool Operation and Plans

Since beginning operations at Pierpont's Gaston Caperton Center on January 23, 2023, following relocation from its Locust Avenue location, the Laboratory Preschool has operated as a private preschool. Current annual revenue generated by the Laboratory Preschool is significantly less than the potential \$65,000.00 Harrison County Board of Education subsidy due largely to lower-than-expected enrollment. However, operating as a private preschool, maximizing enrollment and tuition revenue, projects a significantly higher annual financial return than that of the BOE subsidy when considering the following variables in the operational analysis:

- enrollment has varied in the Preschool's first 17 months of operation at the Caperton Center, having five (5) students enrolled in Spring 2023, nine (9) students enrolled in Fall 2023, and seven (7) students enrolled in Spring 2024;
- the Laboratory Preschool's daily tuition rate for FY2024 was \$20.00, requiring minimum weekly attendance of three days, and operated on the College's 30-week fall/spring calendar;
- the Laboratory Preschool's status as either public or private has no impact on student capacity, personnel, or operational expenses;
- West Virginia Department of Health and Human Resources (WVDHHR) Legislative Rule 78 limits maximum programmatic capacity to 20 preschool students based upon the current facility's physical space;

- the Laboratory Preschool is staffed in accordance to WVDHHR Legislative Rule 78. No additional personnel would be required if maximum enrollment (20) is achieved nor would a reduction in personnel be permissible with enrollment decline; and
- operational costs would not differ between public or private status, scaling only by enrollment.

In effort to maximize revenue considering the limitations of and adherence to the above variables, the following actions have been implemented for FY2025:

1. Increase daily tuition rate from \$20.00 to \$30.00
2. Adjust the operational calendar from 30 weeks to 38 weeks

Using Spring 2024 enrollment, tuition rate, and the operational calendar as a baseline, the table below identifies the potential impact the adopted actions are projected to have on annual Laboratory Preschool revenue:

| Action | Enrollment | Weekly Revenue per Child | Weeks | Annual Revenue | Difference (from \$21,000 Baseline) |
|---|------------|--------------------------|-------|--------------------|-------------------------------------|
| Baseline Level (per FY2024 model) | 7 | \$100.00 | 30 | \$21,000.00 | n/a |
| Increase Daily Tuition from \$20 to \$30 | 7 | \$150.00 | 30 | \$31,500.00 | + \$10,500.00 |
| (Above plus) Increase Operational Weeks from 30 to 38 | 7 | \$150.00 | 38 | \$39,900.00 | + \$18,900.00 |
| Maximum WVBOE Subsidy (20 students @ \$3,250/annually) | | | | \$65,000.00 | |
| <i>Enrollment needed to match/exceed maximum WVBOE Subsidy</i> | 12 | \$150.00 | 38 | \$68,400.00 | + \$47,400.00 |
| (Above plus) Increase Enrollment to Maximum Capacity | 20 | \$150.00 | 38 | \$114,000.00 | + \$93,000.00 |

The Laboratory Preschool currently has 11 children enrolled for AY2025 (Fall 2024), experiencing a 57.14% enrollment increase from Spring 2024. Projected FY2025 operational expenses, revenue, and profit margins associated with a Laboratory Preschool enrollment of 11 are identified below, with historical figures for context:

| Fiscal Year | Enrollment | Operational Expense | Operational Cost per Student | Annual Revenue per Student | Margin (per Student) |
|-------------------------|------------|---------------------|------------------------------|----------------------------|----------------------|
| FY2018-2019* | 17 | \$24,459.82 | \$1,438.81 | \$2,750.00 | \$1,311.19 |
| FY2019-2020* | 12 | \$11,234.33 | \$936.19 | \$2,750.00 | \$1,813.81 |
| FY2020-2021* | 13** | \$9,314.46 | \$716.50 | \$2,750.00 | \$2,033.50 |
| FY2021-2022* | 15*** | \$9,846.05 | \$656.40 | \$2,750.00 | \$2,093.60 |
| FY2022-2023 | 5**** | \$9,875.62 | \$1,975.12 | \$3,000.00 | \$1,024.88 |
| FY2023-2024 | 8 | \$16,640.08 | \$2,080.01 | \$3,000.00 | \$919.99 |
| FY2024-2025 (Projected) | 11 | \$22,303.22 | \$2,027.57 | \$5,700.00 | \$3,672.43 |

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- *Laboratory Preschool located on former Locust Avenue campus
- **Laboratory Preschool operations truncated due to March 2021 closure for COVID-19
- ***Laboratory Preschool operated under COVID-19 protocol/restrictions
- ****Laboratory Preschool in operation on from January-May 2023 due to Caperton Center relocation

Strategies for Continued Enrollment Increase

A multifaceted approach to achieve the goal of enrollment increase that has and will continue to be deployed by the Laboratory Preschool Director, Dean of General Education and Professional Studies, and related staff is, as follows:

Community Engagement

- **Harrison County Community Organizations:** Engage with local businesses, community centers, and organizations to create awareness. Partner with libraries, healthcare providers, and churches to distribute information and leverage their networks and resources for reaching families.
- **Community Events and Open Houses:** Organize and/or participate in community events (e.g., First Fridays, Italian Heritage Festival, Black Heritage Festival, Winterfest) and hold school open houses to interact directly with families and showcase the preschool's offerings.
- **Local Childcare Centers and Daycares:** Establish/Enhance relationships with local childcare centers and daycares.
- **Parent Ambassadors:** Encourage current parents to act as ambassadors for the Laboratory Preschool.

Targeted Outreach and Enhanced Online Presence

- **Marketing Campaigns:** Develop targeted marketing campaigns using local media, such as newspapers, radio stations, and TV channels.
- **Website and SEO:** Establish a sub-page for the Laboratory Preschool on Pierpont CTC's website that is user-friendly, informative, and optimized for search engines which includes detailed information about programming, staff, and enrollment procedures.
- **Social Media:** Actively use social media platforms to engage with the community, sharing success stories, updates, and photos of activities.

Quality and Accreditation

- **Highlight Quality:** Promote the unique nature of the laboratory design/setting and the Reggio Emilia curricular approach, differentiating Pierpont's Preschool from others. Showcase testimonials and success stories from parents and children.
- **Seek Accreditation:** Attain National Association for the Education of Young Children (NAEYC) accreditation for the Laboratory Preschool and Early Childhood Education A.A.S. degree program

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A close-up photograph of medical equipment. A black stethoscope with silver-colored binaurals and a chest piece is draped over a white medical form. A black pen with a silver-colored clip is also resting on the form. To the left, a silver-colored metal clipboard is partially visible. The entire setup is placed on a blue surface. The medical form contains various fields and text, including "NEW PATIENT REGISTRATION", "PLEASE PRINT", "Work Phone", "Home Phone & Address", "INSURANCE", "Patient's Name", "Date of Birth", "Sex", "Race", "Ethnicity", "Religion", "Marital Status", "Occupation", "Education", "Allergies", "Current Medications", "Past Medical History", "Family History", "Social History", "Review of Systems", "Physical Examination", "Vital Signs", "Laboratory Tests", "Imaging Studies", "Referrals", "Follow-up", "Signature", "Date", "Physician", "Nurse", "Medical Assistant", "Pharmacist", "Dietitian", "Social Worker", "Counselor", "Therapist", "Other".

SCHEDULE

| CCT Training | Course Dates |
|---|--|
| Phlebotomy | November 2, 2024 – January 18, 2025 |
| Point of Care Technician | February 2, 2025 – March 1, 2025 |
| Electrocardiograph Technician (EKG) | March 15, 2025 – April 12, 2025 |
| Emergency Medical Technician – Basic | February 2025 |
| Licensed Practical Nursing preparatory courses | Fall 2025 |

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

Board of Governors Meeting

**Tuesday, October 22, 2024
2:00 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 201A**

MINUTES

Notice of Meeting

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on October 22, 2024, beginning at 2:00 PM. The meeting was conducted 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 called the meeting to order in open session at 2:00 PM.

II. Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III. Roll Call

Amanda Hawkinberry conducted a roll call:

| Name | Present/Not Present |
|------------------------------|----------------------------|
| Jessica Barker | Present |
| Dr. Susan Woods Coffindaffer | Present |
| Thomas Cole | Present |
| David Hinkle | Present |
| Anthony Hinton | Not Present |
| Lisa Lang | Present |
| Christine Miller | Present |
| Juanita Nickerson | Present |
| Jeffrey Powell | Present |
| Joanne Seasholtz | Present |
| Nathan Weese | Present |

Amanda Hawkinberry announced there was a quorum present.

Others Present:

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

IV. Committee of the Whole

A. Resolution for Approval – Adoption of the 2024-2026 Strategic Plan

Dr. Milan Hayward presented the 2024-2026 Strategic Plan for approval.

Thomas Cole moved to approve the 2024-2026 Strategic Plan. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – Adoption of Mission and Visions Statements, Core Values and Tag Line

Thomas Cole moved to approve the Mission, Vision, Value, and Tag Line as presented in the resolution. Jessica Barker seconded the motion. All agreed. Motion carried.

C. Representation of the College

The board reviewed information regarding external communications. Lobbying for direct legislative action is not a permissible use of state funds, but it is permissible to hire representatives to inform and educate legislators about the college. The discussion emphasized the need for assistance with external communication strategies to effectively share Pierpont's vision for education within its 13-county service region and highlight the community college's role in higher education, its value, and initiatives. The board requested to see a proposal outlining potential hours per month for external communications support and related details at the next Board meeting.

V. Adjournment

There being no further business, Juanita Nickerson moved to adjourn the meeting. Jessica Barker seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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**

Board of Governors Meeting

**Thursday, November 7, 2024
4:30 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 201A**

MINUTES

Notice of Meeting

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on November 7, 2024, beginning at 4:30 PM. The meeting was conducted 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 called the meeting to order in open session at 4:33 PM.

II. Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III. Roll Call

Amanda Hawkinberry conducted a roll call:

| Name | Present/Not Present |
|------------------------------|----------------------------|
| Jessica Barker | Present |
| Dr. Susan Woods Coffindaffer | Present |
| Thomas Cole | Present |
| David Hinkle | Present |
| Anthony Hinton | Present |
| Lisa Lang | Present |
| Christine Miller | Present |
| Juanita Nickerson | Present |
| Jeffrey Powell | Present |
| Joanne Seasholtz | Present |
| Nathan Weese | Present (Zoom) |

Amanda Hawkinberry announced there was a quorum present.

IV. Executive Session – Closed Session

A. Entering Executive Session – Closed Session

Jeffrey Powell moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Anthony Hinton seconded the motion. All agreed. Motion Carried.

Items brought into Executive Session:

1. Personnel Matters

B. Exiting Executive Session – Back to Open Session

Jeffrey Powell moved to exit Executive Session and return to Open Session. Anthony Hinton seconded the motion. All agreed. Motion carried.

C. Items brought forward from Executive Session

No items were brought forward from Executive Session.

V. Adjournment

There being no further business, Anthony Hinton moved to adjourn the meeting. Juanita Nickerson seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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

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**Pierpont Community and Technical College
Board of Governors
Meeting of November 19, 2024**

ITEM: Acceptance of the Independent Auditor’s Report by Suttle & Stalnaker, PLLC of Pierpont Community and Technical College’s Finance Statements as of and for the year ended June 30, 2024

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it resolved that the Board of Governors accept the Financial Statements and the Independent Auditor’s Report for FY 2024.

STAFF MEMBER: Dale Bradley

BACKGROUND: Suttle & Stalnaker PLLC presented the audit report and of the FY 2024 Audited Financial Statements to the Board of Governors.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of the business-type activities of Pierpont, as of June 30, 2024, and 2023, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

The following are comments about the College’s FY 2024 Financial Statements from Management:

- Pierpont issues its Audited FY 2024 Financial Statements September 30, 2024, which was prior to the completion date established by the WV HEPC.
- The financial statements include Management Discussion and Analysis, the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in

Net Position (SRECNP), and the Statement of Cash Flows, and the footnotes.

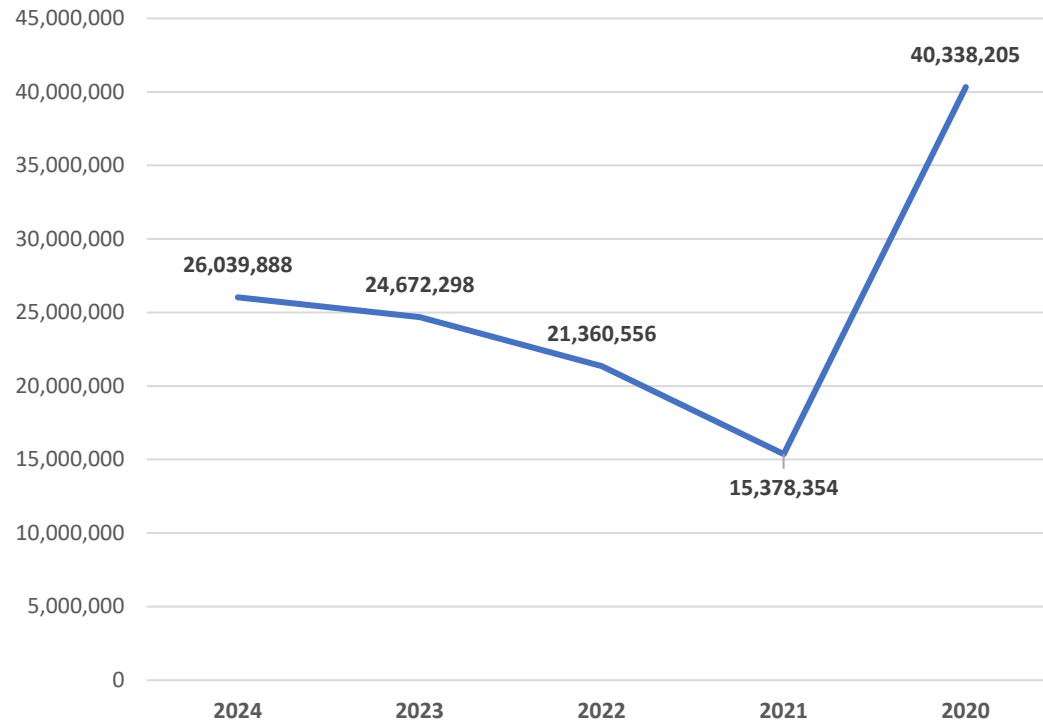
- Pierpont's overall Total Net Position improved by \$1,367,590 from \$24,672,298 on June 30, 2023, to \$26,039,888 on June 30, 2024.
- Pierpont's unrestricted portion of the Total Net Position improved by \$2,529,233 from \$(6,078,296) as of June 30, 2023, to \$(3,549,021) as of June 30, 2024, as detailed in Note 11 on page 48 of the FY 2024 Audited Financial Statements.
- Pierpont's Cash and Cash Equivalents increased by \$1,340,506 from \$11,484,660 on June 30, 2023, to \$12,825,166 on June 30, 2024. \$608,099 or 45% of the increase in Cash and Cash Equivalents was from the One-Time Supplemental State Appropriations of \$304,973 and the Student College Access Grant of \$303,126.
- Pierpont's Net Capital Assets decreased by \$(1,055,225) from \$30,757,405 on June 30, 2023, to \$29,702,180 on June 30, 2024, as detailed in Note 5 beginning on page 36 of the FY 2024 Audited Financial Statements.
- Pierpont's Long-Term Liabilities decreased by \$2,176,704 from \$15,654,722 on June 30, 2023, to \$13,857,215 on June 30, 2024, as detailed in Note 6 on page 38 of the FY 2024 Audited Financial Statements.

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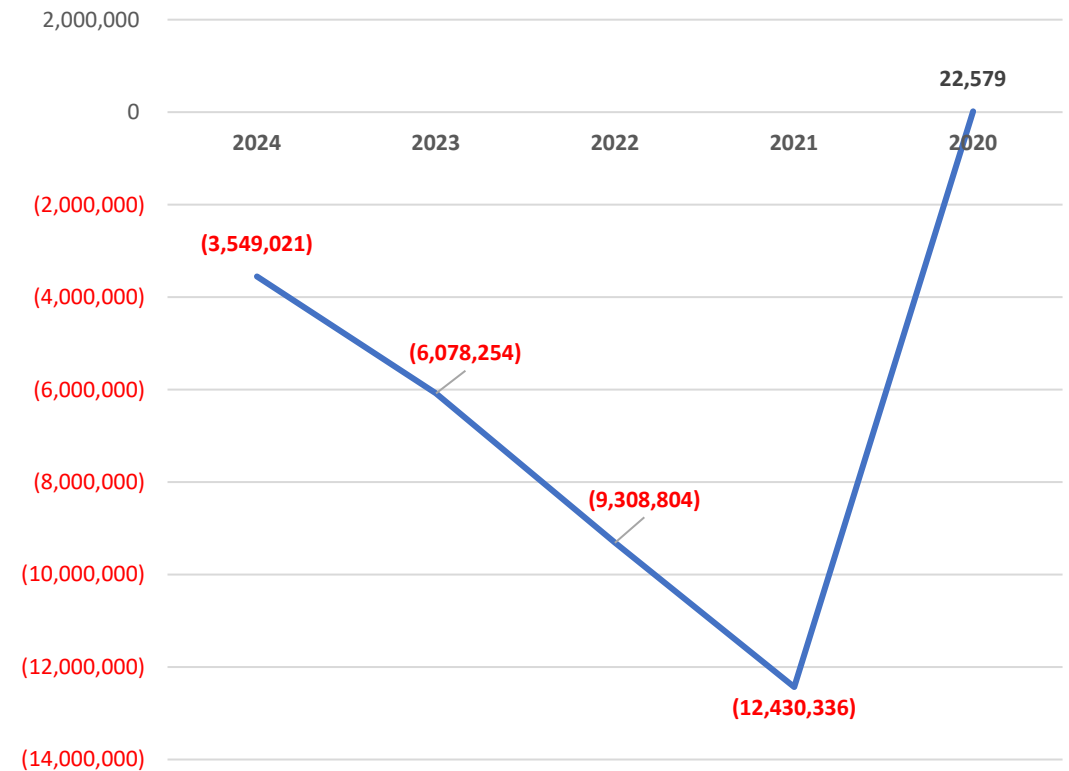
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FY 2024 Financial Overview

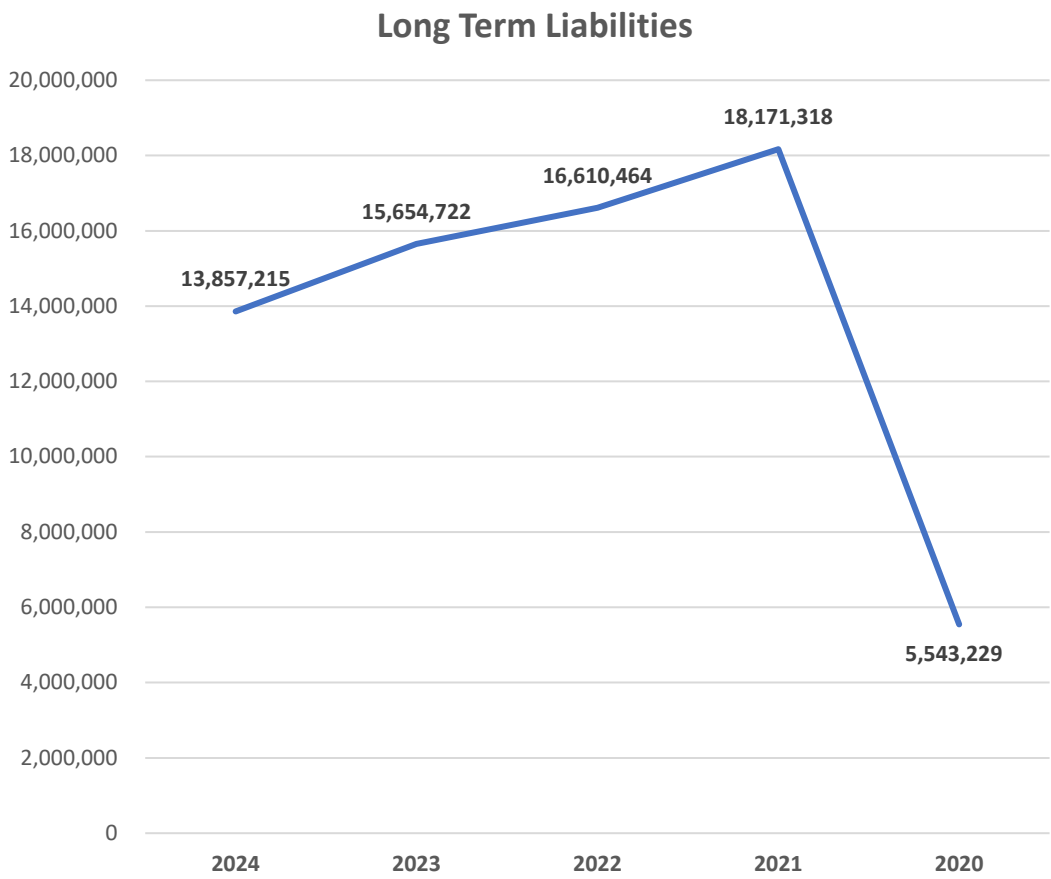
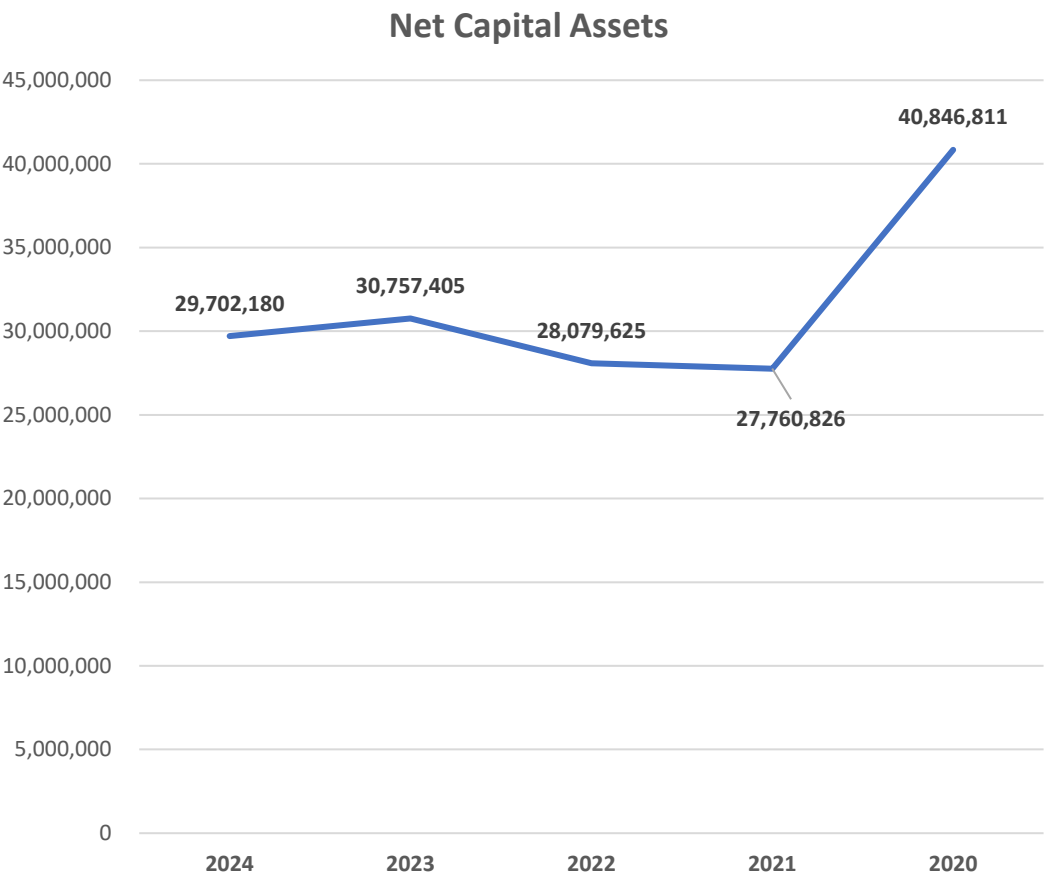
Total Net Position (Assets - Liabilities)
(Net Investment in Capital Assets, Restricted Net Position, Unrestricted Net Position)



Unrestricted Net Position
(Resources Not Restricted in Use)

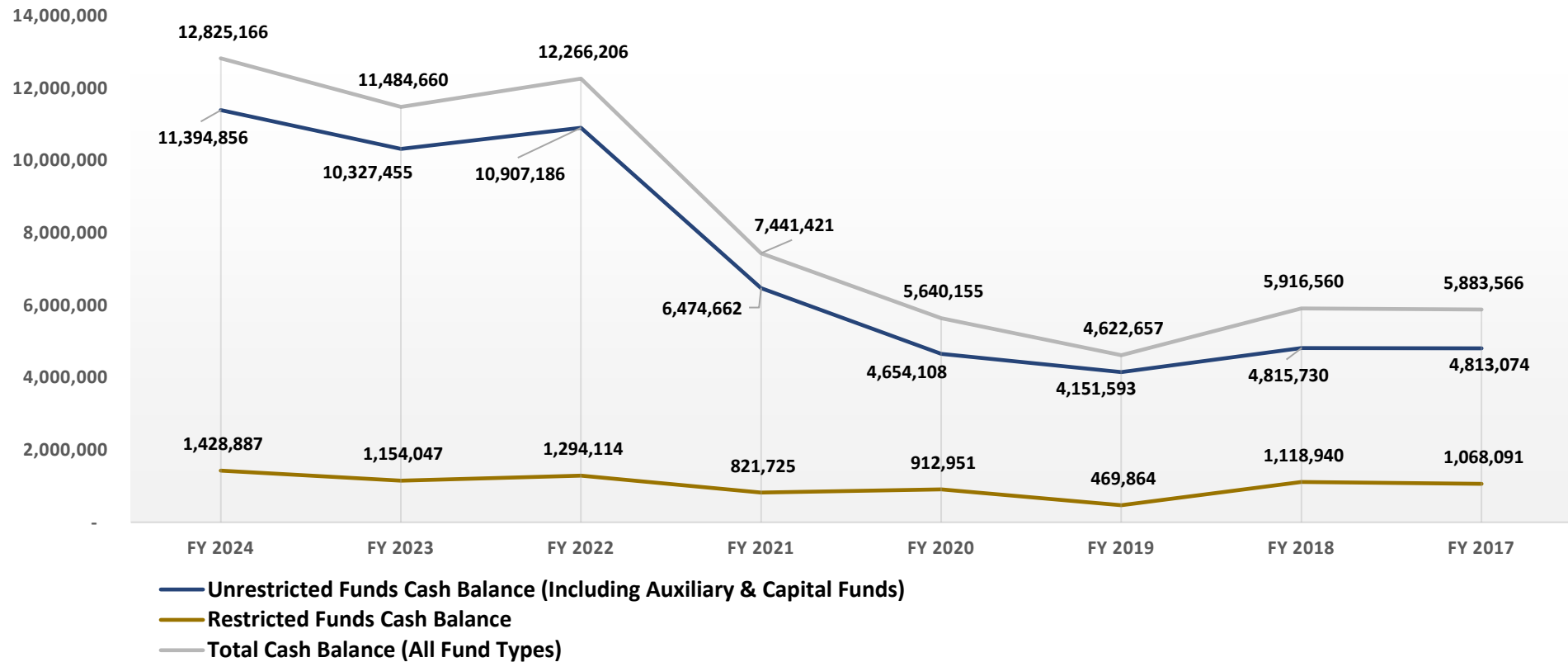


FY 2024 Financial Overview – Cont.



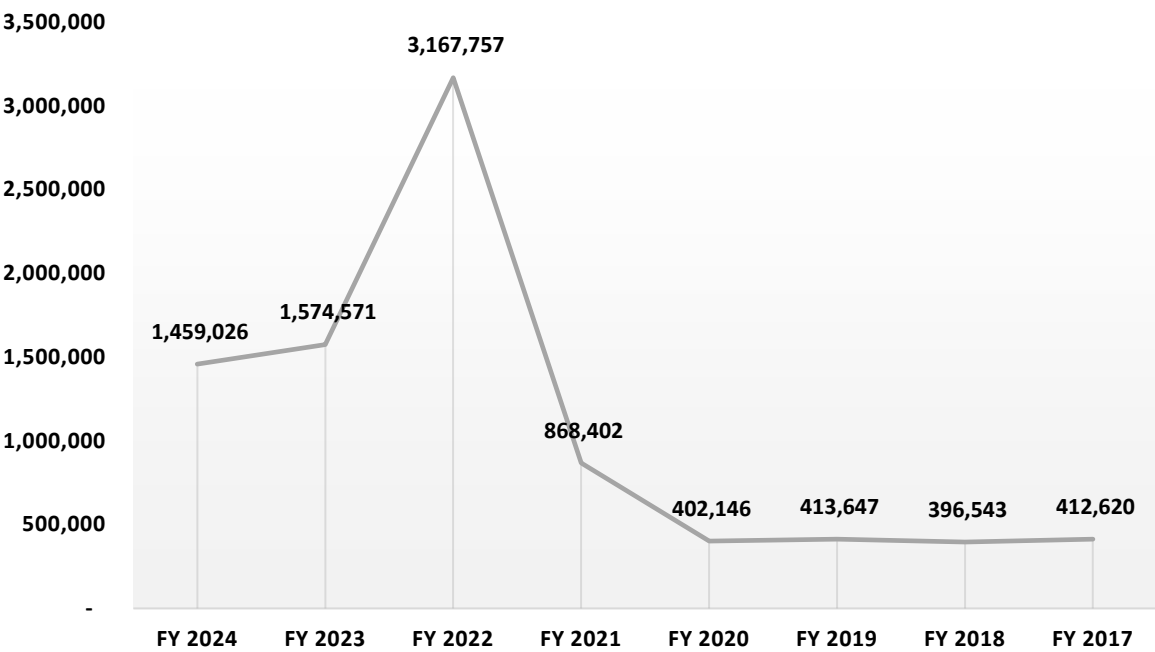
FY 2024 Financial Overview – Cont.

Cash Balances (All Fund Types) 2017 - 2024

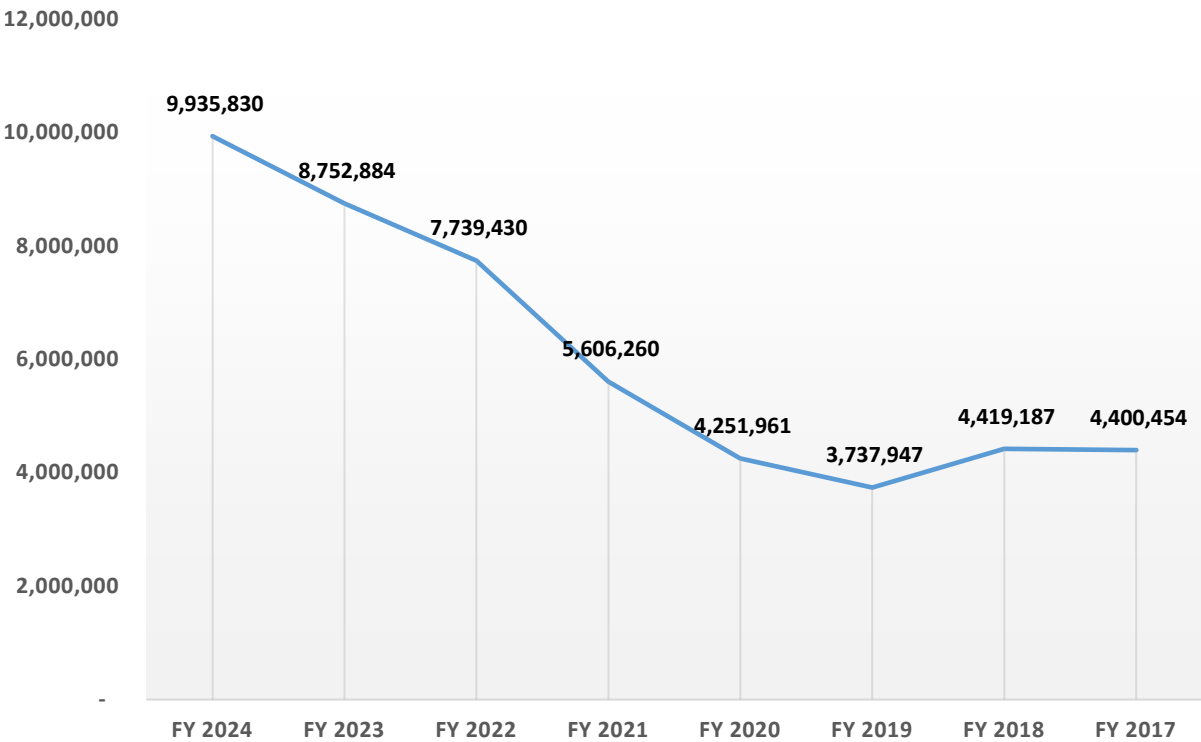


FY 2024 Financial Overview – Cont.

Unrestricted Auxiliary & Capital Funds Cash Balances
2017 - 2024

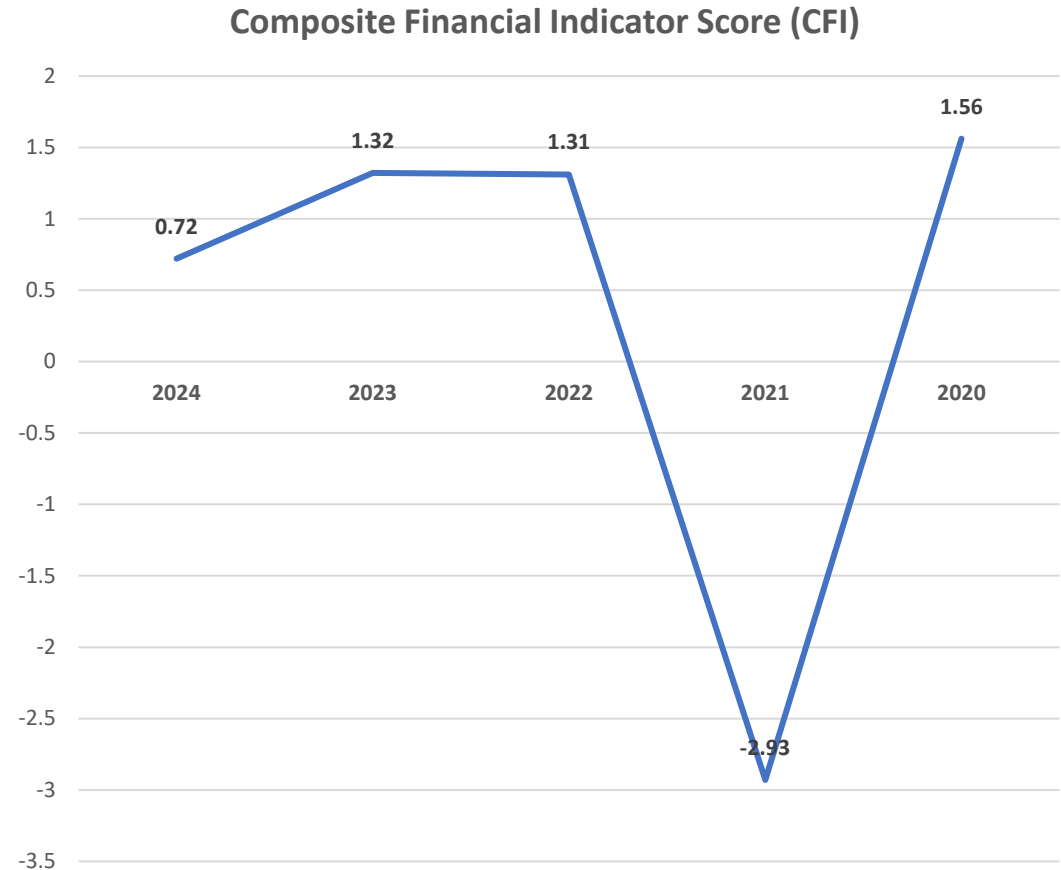


Unrestricted Funds Cash Balances 2017 - 2024
(Without Capital Funds)



Composite Financial Indicator (CFI) Score Comparison Fiscal Year 2020 - 2024

- The Composite Financial Index (CFI) is used as a measure of an institutions overall financial health. The CFI comprised of four financial ratios used to communicate financial information and answer questions concerning financial health.
 - *Primary Reserve Ratio*
 - Are resources sufficient and flexible enough to support the mission?
 - *Return on Net Position Ratio*
 - Does financial asset performance support the strategic direction?
 - *Net Operating Revenues Ratio*
 - Do operating results indicate the institution is living within available resources?
 - *Viability Ratio*
 - Is debt managed strategically to advance the mission?
- The CFI Score is used by the Higher Learning Commission (HLC) to monitor financial stability. For Public Institutions, HLC considers score ranges of
 - 1.1 to 10.0 – Above the Zone
 - 0.0 to 1.0 – In the Zone
 - -4.0 to -0.1 – Below the Zone
- When an institution CFI score falls “In the Zone” for the first year, HLC issues a letter of concern and the Institution must acknowledge receipt and confirm the financial information was submitted correctly.
- If the institution reports a CFI that falls “In the Zone” for a second consecutive year, HLC will require the institution submit financial data and reports and undergo a Panel Review. If an institution CFI score falls “Below the Zone”, the institution is referred to a Panel Review.



Composite Financial Indicator (CFI) Score Comparison

Fiscal Year 2020 – 2024 – Ratio Details

| | 2024 | 2023 | 2022 | 2021 | 2020 |
|--|-------------|-------------|-------------|--------------|-------------|
| Primary Reserve Ratio | -0.42 | -0.84 | -1.23 | -1.40 | 0.48 |
| Net Operating Revenue Ratio | 0.67 | 1.00 | 1.00 | -0.02 | 0.02 |
| Return on Net Position Ratio | 0.65 | 1.48 | 2.00 | -0.80 | 0.00 |
| Viability Ratio | -0.18 | -0.32 | -0.46 | -0.57 | 1.06 |
| Composite Financial Indicator Score (CFI) | 0.72 | 1.32 | 1.31 | -2.79 | 1.56 |

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Board of Governors
Budget/Finance Report FY 2025
Pierpont Community & Technical College
as of October 31, 2024

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 October 31, 2024, Budget/Finance Report, the Unrestricted Budget Balance is (\$193,497) which includes Board approved spend down of Fund Manager cash reserves of \$188,000 and a One-Time Supplemental Appropriation of \$304,973 received in FY 24.

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

- The institution has realized approximately 54% of projected operating revenue.
 - *Note: Tuition and Auxiliary revenues are exceeding budget due to Fall 2024 enrollment being up by approximately 9% at the end of October compared to the previous year at the same time.*

- The institution has incurred approximately 26% of operating expenses.
- The institution has realized approximately 48% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$4,158,934.

SUMMARY RESTRICTED FUNDS:

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

- The institution has realized approximately 42% of projected operating revenue.
- The institution has incurred approximately 52% of operating expenses.
- The institution has realized approximately 73% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$249,323.

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

October 31, 2024

| | | Current | Actual | YTD Actual to |
|--|--------------------------------------|--------------------|------------------|-----------------------|
| | | Budget | YTD | Current Budget |
| OPERATING REVENUE | | | | |
| | Tuition and Fees | 7,078,999 | 3,899,220 | 55.08% |
| | Auxiliary enterprise revenue | 160,000 | 1,134 | 0.71% |
| | Other Operating Revenues | 111,163 | 74,843 | 67.33% |
| | Total: | 7,350,162 | 3,975,197 | 54.08% |
| OPERATING EXPENSE | | | | |
| | Salaries | 7,703,009 | 1,715,439 | 22.27% |
| | Benefits | 1,926,717 | 423,311 | 21.97% |
| | Student financial aid - scholarships | 248,252 | 18,296 | 7.37% |
| | Utilities | 364,013 | 102,137 | 28.06% |
| | Supplies and Other Services | 5,602,846 | 1,770,491 | 31.60% |
| | Equipment Expense | 131,877 | 82,791 | 62.78% |
| | Fees retained by the Commission | 97,199 | 48,600 | 50.00% |
| | Loan cancellations and write-offs | 100,000 | 0 | 0.00% |
| | Total: | 16,173,914 | 4,161,065 | 25.73% |
| OPERATING INCOME / (LOSS) | | (8,823,751) | (185,867) | |
| NONOPERATING REVENUE | | | | |
| (EXPENSE) | State appropriations | 8,613,156 | 4,306,578 | 50.00% |
| | Gifts | 102,700 | 94 | 0.09% |
| | Investment Income | 300,000 | 76,987 | 25.66% |
| | Total: | 9,015,856 | 4,383,660 | 48.62% |
| TRANSFERS & OTHER | | | | |
| | Capital Expenditures | (100,000) | (38,858) | 0.00% |
| | Transfers for Financial Aid Match | (30,875) | 0 | 0.00% |
| | Transfers to Plant Reserves | (559,700) | 0 | 0.00% |
| | Total: | (690,575) | (38,858) | 5.63% |
| BUDGET BALANCE UNRESTRICTED | | (498,470) | 4,158,934 | |
| One-Time Supplemental Appropriation (Received in FY 24) | | 304,973 | | |
| BUDGET BALANCE ONE-TIME SUPPLEMENTAL APPROPRIATION | | (193,497) | 4,158,934 | |

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
October 31, 2024

| | | Current Budget | YTD Actual | YTD Actual to Current Budget |
|---|--------------------------------------|---------------------------|-----------------------|---|
| OPERATING REVENUE | | | | |
| | Federal Grants and Contracts | 3,780,244 | 868,363 | 22.97% |
| | State/Local Grants and Contracts | 3,824,674 | 2,480,592 | 64.86% |
| | Private Grants and Contracts | 406,805 | 47,268 | 11.62% |
| | Total: | 8,011,722 | 3,396,223 | 42.39% |
| OPERATING EXPENSE | | | | |
| | Salaries | 732,125 | 38,866 | 5.31% |
| | Benefits | 148,231 | 10,182 | 6.87% |
| | Student financial aid - scholarships | 7,390,535 | 4,422,745 | 59.84% |
| | Supplies and Other Services | 583,984 | 109,876 | 18.81% |
| | Equipment Expense | 12,582 | 3,699 | 29.40% |
| | Total: | 8,867,457 | 4,585,368 | 51.71% |
| OPERATING INOCME / (LOSS) | | (855,734) | (1,189,145) | |
| NONOPERATING REVENUE (EXPENSE) | | | | |
| | Federal Pell Grant Revenues | 2,250,000 | 1,640,352 | 72.90% |
| | Gifts | 485 | 0 | 0.00% |
| | Total: | 2,250,485 | 1,640,352 | 72.89% |
| TRANSFERS & OTHERS | | | | |
| | Capital Expenditures | (1,642,935) | (201,883) | 12.29% |
| | Construction Expenditures | 0 | 0 | 0.00% |
| | Transfers for Financial Aid Match | 30,875 | 0 | 0.00% |
| | Transfers for Capital Projects | 0 | 0 | 0.00% |
| Transfers - Indirect Cost (Chan | Indirect Cost Recoveries | (6,887) | 0 | 0.00% |
| | Transfers to Plant Reserves | 0 | 0 | 0.00% |
| | Total: | (1,618,947) | (201,883) | 12.47% |
| BUDGET BALANCE | | (224,196) | 249,323 | |

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Pierpont Community and Technical College
Board of Governors
Meeting of November 19, 2024

ITEM: Prioritized Expenditures of One-Time Supplemental State Appropriation

COMMITTEE: Finance and Administration Committee

INFORMATION ITEM: List of eight (8) Prioritized Expenditures of One-Time Supplemental State Appropriation

STAFF MEMBER: Dale Bradley

BACKGROUND: At the conclusion of FY 2024 Pierpont received a one-time supplemental appropriation of \$304,973 that was made available to the institution to address the increased employer’s share of PEIA costs in FY 2024 and FY 2025. This funding could also be used to address other operational costs of the institution. Given the timing of the receipt of these funds and Pierpont’s FY 2024 financial operational status, none of these funds were used to address FY 2024 employer’s share of PEIA costs.

Throughout the Fall Pierpont’s FY 2025 Tuition and Fee Revenues having been comfortably running ahead of the FY 2025 Tuition and Fee Revenue Budget based on increased Fall enrollments. Therefore, Pierpont Administrative Leadership determined the funds could be used for one-time strategic needs/investments in the institution.

Based on the above determination, the President’s Council was directed to identify potential strategic uses for these funds. In determining and prioritizing potential strategic uses, the Council was to focus on investments priorities that addressed compliance needs, positive impact on enrollment, institutional financial health, and institutional accreditation.

The President's Council began with approximately 25 potential needs/ investments and based on the identified criteria narrowed that to the 8 prioritized expenditures on the attached list.

Ideas for Strategic (Operational) Use of One-Time Supplemental State Appropriation
(Highest Priorities - Mandatory/Compliance, Enrollment, Financial Health, Accreditation)

Funds Available

One-Time Supplemental State Appropriation

\$304,973

Funding Uses

| <u>Item</u> | <u>Project Description</u> | <u>Amount</u> | <u>Funds Remaining</u> | <u>Project Ranking Order</u> |
|--------------------|---|----------------------|-------------------------------|-------------------------------------|
| 1 | Required system upgrade to Banner v. 9 (IE Consulting) Self-Service | \$90,000 | \$214,973 | 1 |
| 2 | Securing classrooms in emergency situation. | \$50,000 | \$164,973 | 2 |
| 3 | Establish Wifi at Aviation Center Hangar Area and Upgrade Classroom Wifi. | \$19,770 | \$145,203 | 3 |
| 4 | Font Refresh - Logo, etc | \$7,500 | \$137,703 | 4 |
| 5 | Corporate and Career Training (CCT) adjustment to Salesforce Application | \$10,000 | \$127,703 | 5 |
| 6 | HLC Accreditation Consultant - Accreditation | \$25,000 | \$102,703 | 6 |
| 7 | New website design and implementation | \$70,000 | \$32,703 | 7 |
| 8 | Legislative - Government Support | \$30,000 | \$2,703 | 8 |

Projects - Parking Lot

| | | |
|---|--|-----------|
| * | PCTC Community Impact Study - Lightcast | \$17,500 |
| * | Professional review of organization and curriculum of our aviation maintenance program | \$20,000 |
| * | Emergency classroom communications system for Pierpont campus facilities. | \$100,000 |
| * | Consultant to assist us in developing program level student handbook | \$25,000 |
| * | Consultant to assist with Institutional Marketing Campaign | \$0 |
| * | Vendor to review of Student Services | \$25,000 |

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**Pierpont Community and Technical College
Board of Governors
Meeting of November 19, 2024**

ITEM: FY 2025 Capital Projects Update.

COMMITTEE: Finance and Administration Committee

INFORMATION ITEM: FY 2025 Capital Project Budgets, Expenditures, and Cash Balances as of October 31, 2024.

STAFF MEMBER: Dale Bradley

Pierpont Community & Technical College
Project Summary
Capital Plant Funds
As of October 31, 2024

| Projects | | | |
|---|-------------------------|-----------------------------|---------------------------|
| Projects - Funds Transferred | Approved Budget | Actual Expenditures to Date | Unexpended Budget Balance |
| Caperton Center Expansion - Vet Tech | 2,094,326 | 2,140,461 | (46,135) |
| ATC 3rd Floor Furniture, Fixtures & Inform. Tech. | 200,000 | 0 | 200,000 |
| Small Capital Projects | 150,000 | 50,540 | 99,460 |
| TOTALS | <u>2,444,326</u> | <u>2,191,000</u> | <u>253,326</u> |

| Plant Funds Cash Balances at October 31, 2024 | | |
|---|------|--------------------------|
| Fund Title | Fund | Cash Balance |
| Caperton Center Expansion-Vet Tech | 3510 | (46,134.57) |
| ATC 3rd Floor Furniture, Fixtures & Inform. Tech. | 3518 | 200,000.00 |
| Small Capital Projects | 3570 | 98,704.93 |
| HEPC Debt Service | 3573 | 134,682.00 |
| Pierpont - E&G Cap & Infrastructure* | 3575 | 581,789.00 |
| Total Cash in Plant Funds on May 31, 2024 | | <u>969,041.36</u> |

| Cash Balances Available For Capital Projects as of October 31, 2024 | | |
|---|------|-----------------------------|
| Fund Name | Fund | Cash Balance |
| Pierpont - E&G Cap & Infrastructure* | 3575 | 581,789.00 |
| Pierpont Facilities Fee | 3170 | 276,892.84 |
| Total Cash Balances Available For Capital Projects | | <u>\$ 858,681.84</u> |

| Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2025 | | |
|--|--|-----------------------------|
| Fund 3170 | | Cash Balance |
| Beginning Balance | | 313.00 |
| Estimated Revenues | | 559,700.00 |
| Projected Cash in Unrestricted Facilities Fee Fund at June 30 | | <u>\$ 560,013.00</u> |