



***BOARD***

***OF***

***GOVERNORS***

**June 15, 2021**

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

**June 15, 2021**

**1:00 PM NCWV Advanced Technology Center Advisory Board Committee Meeting**

Jillian Sole – Chairwoman  
Thomas J. Barlow – Vice Chair  
Vacant – Recording Secretary

Members: Brian Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, Christopher Sunseri, and Warren “Chip” VanAlsburg.

Join Zoom Meeting

<https://us02web.zoom.us/j/88656581900?pwd=czVvVVRkM0xqd3pQNEFwQVISMHNIUT09>

Meeting ID: 886 5658 1900

Passcode: 556916

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Meeting ID: 886 5658 1900

Find your local number: <https://us02web.zoom.us/j/88656581900>

**2:00 PM Board of Governors Meeting**

Thomas J. Barlow – Chair  
Brook Nissim-Sabat – Vice Chair  
Brian S. Bozarth – Secretary

Members: Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, Christopher Sunseri, and Warren “Chip” VanAlsburg. Three institutional BOG member positions are currently vacant.

Join Zoom Meeting

<https://us02web.zoom.us/j/82917479565?pwd=RTNmR2hTUmE3Mk5uRUZGdytHUFRBZz09>

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Passcode: 490459

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**AGENDA**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS MEETING**  
**Tuesday, June 15, 2021**

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**I. Call to Order in Open Session**

1. Opening Comment (*Chair: Thomas Barlow*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes
  - a. May 11, 2021
  - b. May 17, 2021 (Emergency Meeting)

***Tab 1 - Action Item***

**II. Recognitions – Informational**

1. Welcome New Pierpont Staff Members (*President: Anthony Hancock*)
  - a. Julie Cryser – VP Workforce/Foundation Director
  - b. Nancy Ligus – Director Workforce/Continuing Education/Economic Development
2. Recognition of Brooke Nissim-Sabat - Outgoing Faculty Representative to the Board of Governors for AY 2019-2020 & AY 2020-2021
3. Welcome to Hollie McDaniel-Brown – Incoming Faculty Representative to the Board of Governors for AY 2021-2022 & AY 2022-2023

**III. President’s Report – Informational (*Dr. Anthony Hancock*)**

**IV. Operation Reports**

1. Academic Affairs (Michael Waide)

***Tab 2 – Informational***

**V. Committee of the Whole**

1. May 31, 2021 Combined Finance Report  
(*Dale Bradley, CFO/VP for Finance and Administration*)

***Tab 3 – Informational***

## **VI. Board Committee's Reports**

1. Ad Hoc BOG Executive Officers Nominating (EON) Committee (*Brian Bozarth, Chair, Brooke Nissim-Sabat, Rick Pruitte, Warren "Chip" VanAlsburg*)
  - a. Nominations and Election of BOG Executive Officers **Tab 4 – Action Item**  
for 2021-2022 (*Brian Bozarth, Chair*)
2. Audit/Finance and Administration Committee (FA) Report (*Brian Bozarth, Chair*)
  - a. Approval of FY 2022 Pierpont Small Projects Budget **Tab 5 – Action Item**  
(*Dale Bradley, CFO/VP for Finance and Administration*)
3. Communications, Academic Affairs, Recruiting & Research Committee (CARR) Report  
(*Brooke Nissim-Sabat, Chair*)

## **VII. New Business**

1. Upcoming Meetings:
  - a. The next regularly scheduled ATC Advisory Board meeting will be held on Tuesday, September 21, 2021 at 1:00 PM
  - b. The next regularly scheduled BOG meeting will be held on Tuesday, September 21, 2021 at 2:00 PM

## **VIII. Old Business**

## **IX. Public Comment**

## **X. Possible Executive Session**

\_\_\_\_\_ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

\_\_\_\_\_ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

## XI. Adjournment

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Mission Statement: To provide accessible, responsive, comprehensive education that works

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!

**Tab**

**1**

Minutes of BOG Meeting  
May 11, 2021

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

**May 11, 2021  
2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on May 11, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

*Board Members Present:*

Via videoconference: Thomas Barlow, Brooke Nissim-Sabat, and Jillian Sole

*Board Members Absent:* Brian Bozarth, Rick Pruitte, Larry Puccio, Jr., Natalie Stone, Christopher Sunseri, and Warren ‘Chip’ VanAlsbury

Three governor appointed BOG positions are vacant.

*President’s Executive Cabinet Members Present:*

Via videoconference: Interim President Anthony Hancock, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide

*Others in Attendance via Videoconference:*

Pierpont faculty and staff: David Beighley, Kimberly Cale, Suzan Clemens, Kari Coffindaffer, Susan Coffindaffer, John Davis, Memori Dobbs, Carolyn Fletcher, Nancy Parks, George Perich, Robin Strader, Ashley Tennant, Raven Thomas, and David Williams

**I. Call to Order – Open Session**

*1. Opening Comment*

Mr. Thomas Barlow, Chair, called the meeting to order in open session at 2:12 PM.

*2. Call for Public Comment*

Mr. Barlow, Chair, announced and inquired if there were any requests for public sign up of comments to the Board. No requests were announced or recorded.

*3. Approval of Minutes from the March 23, 2021 BOG Meeting – Action Item*


As no quorum had been established, the Minutes from the March 23, 2021 Pierpont Community & Technical College Board of Governors meeting were tabled.



Note: An emergency Board of Governors meeting will be called to conduct business on the agenda action items.

## **II. Special Recognitions/Presentations – Informational**

The Board recognized Mr. Christopher Sunseri, outgoing Student Government Representative to the Board of Governors and President of the student body. Mr. Sunseri outstandingly served during AY July 1, 2020 to June 30, 2021. Although he was absent, a plaque was presented and will be forwarded to Mr. Sunseri.

 As the Student Government Association (SGA) elections are underway, the new SGA Representative to the Pierpont Board of Governors for AY 2021-2022 will be introduced at the September 2021 BOG meeting.

## **III. Interim President's Report – Informational**

Interim President Dr. Anthony Hancock informed that Mr. George Perich has been hired as the new Director of Human Resources. Mr. Perich officially began his post on April 12, and comes to Pierpont from Springfield, IL, where he owned and operated Perich Consulting Enterprises. He has previous HR experience as the Executive Director of Human Resources for Southern Illinois University (SIU) Medicine and the Chief of Human Resources at O'Bleness Health System in Athens, Ohio. Perich is a former resident of Fairmont, having served as Vice President of Human Resources/Legal Services for Fairmont General Hospital from 1992 to 2010. Mr. Perich shared that he has a positive impression of Pierpont and he is pleased to be here and ready to work.

Dr. Hancock shared that a candidate for the position of Director of Workforce/Continuing Education and Economic Development has been selected. As the candidate has not yet submitted a resignation letter with their current employer, Dr. Hancock will not release the candidate's name until that process is completed.

President Hancock has selected an Interim Dean for the School of Health Sciences. The candidate has accepted and will be appointed at the end of May. The incoming Interim Dean is very experienced and will redirect the delivery and strategies of the School of Health Sciences. Once the official appointment letter has been fully executed, the candidate's name will be shared.

Dr. Hancock informed that David Beighley is heading a team to develop the strategic plan for Pierpont. An updated, focused strategic plan will be critical for sustainability and innovation.

The President shared that Cyndee Sensibaugh is leading the effort to ensure the BOG vacancies and expired terms of office are filled by the Governor's Office. Potential candidates have been identified and a portfolio of each candidate is in development for the

Chairman’s approval and submission to the Governor.

Provost Michael Waide announced that a West Virginia Advance Grant for Technical Program Development received approval for \$50,000 to purchase a classroom ambulance simulator. Dr. Hancock, along with the Provost and Dean Kari Coffindaffer, are looking into ways to leverage alternative funding streams and redesigning the aviation program within FAA guidelines. Also, in partnership Western Governors University, 38 new program pathways have been developed.

Dr. Hancock informed that over 300 students applied for graduation, the move from the Locust Avenue campus to the Pierpont Advanced Technology Center is underway, night and weekend classes are being expanded for the fall schedule, policies are being reviewed, and the Pierpont branding is being updated.

#### **IV. Operation Reports - Informational**

##### *1. Academic Affairs*

The Academic Affairs Report was provided in detail in the May 11, 2021 Board Book. Mr. Waide highlighted the work and involvement of the faculty in writing and receiving grants, redesigning program coursework and stackable credentials, and developing articulation agreements.

##### *2. Classified Staff*

The Classified Staff Report was provided in detail in the May 11, 2021 Board Book. Ms. Jillian Sole was available for any questions as Chair, Amanda Hawkinberry, was unavailable.

#### **V. Committee of the Whole**

##### *1. March 31, 2021 Combined Finance Report - Informational (Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the Combined Finance Report were provided in the May 11, 2021 Board Book. It was noted that the budget balance as of, March 31, 2021 is \$85,120 - no change since February 28, 2020.

The YTD Actuals reflect:

- Realized approximately 84% of projected tuition and fees revenue
- Realized approximately 83% of overall revenues
- Incurred approximately 62% of operating expenses
- The YTD Budget Balance is \$2,616.468

2. *Resolution for the Approval of the Pierpont Community & Technical College Board of Governors Meeting Schedule for AY 2021-2022 – Action Item (Cyndee K. Sensibaugh, EA to the President and BOG)*

As no quorum had been established, the approval of the Pierpont Community & Technical College Board of Governors meeting schedule for AY 2021-2022 was tabled.

Note: An emergency Board of Governors meeting will be called to conduct business on the agenda action items.

## **VI. Board Committee Reports**

1. *Finance and Administration Committee Report (FA) (Dale Bradley, CFO/VP for Finance and Administration)*
  - a. Approval of Unrestricted Education and General Budget for AY 2022 – Action Item

Brian Bozarth, Chair of the FA Committee, allocated the report to Mr. Dale Bradley, CFO/VP for Finance and Administration. Mr. Bradley informed that the Unrestricted Education and General Budget for AY 2022 is under a deadline for submission to the State. However, as no quorum had been established, the approval of the Unrestricted Education and General Budget for AY 2022 was tabled.

Note: An emergency Board of Governors meeting will be called to conduct business on the agenda action items.

2. *Communications, Academic Affairs, Recruiting and Research Committee (CARR) – Informational (Brooke Nissim-Sabat, Chair)*

Ms. Nissim-Sabat, Chair of the CARR Committee (CARR) Committee, reported that a new process is being developed for program reviews with a focus on an annual timeline, instead of the standard five-year reviewing period.

The Strategic Plan development is under review and work that has been previously done is provided on the TEAMS Drive for assistance in the process.

## **VII. New Business**

1. Nominations and Election of the AY 2021-2022 ATC Advisory Board Officers to be held at the June 15, 2021 ATC Advisory Board Meeting

2. Nominations and Election of the AY 2021-2022 BOG Executive Officers to be held at the June 15, 2020 BOG Meeting
3. Upcoming Meetings:
  - a. The next regularly scheduled ATC Advisory Board meeting is to be held on Tuesday, June 15, 2021 at 1:00 pm.
  - b. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, June 15, 2021 at 2:00 pm.

### **VIII. Old Business**

There was no old business announced.

### **IX. Public Comment**

There were no signatures recorded for public comment.

### **X. Executive Session – Closed Session**

No Executive Session was called.

### **XI. Adjournment**

There being no further business, the meeting adjourned at 3:03 PM.

*Respectfully submitted by Cyndee K. Sensibaugh*

**Pierpont Mission Statement:** To provide accessible, responsive, comprehensive education that works.

**Pierpont Vision Statement:** Empowering individuals to transform their lives through education.

**Pierpont Tagline:** Education that Works.

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Minutes of Emergency BOG Meeting  
May 17, 2021

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

**May 17, 2021**

**2:00 PM**

**MINUTES**

**Notice of Meeting and Attendance**

An emergency meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on May 17, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

**I. Call to Order – Open Session**

*1. Opening Comment*

Thomas Barlow, Chair, called the meeting to order in open session at 2:02 PM.

*Board members present:*

Via videoconference: Thomas J. Barlow, Brian S. Bozarth, Brooke Nissim-Sabat, Rick Pruitte, Jillian Sole, Natalie Stone (phone in), Christopher Sunseri, and Warren “Chip” VanAlsburg.

*Board Members Absent:* Larry J. Puccio, Jr.

Three Governor appointed IBOG positions are vacant.

*President’s Cabinet Members Present:*

Via videoconference: Interim President Anthony Hancock, Lyla Grandstaff, Ron Hamilton, and, Cyndee Sensibaugh

Faculty and staff members were also present.

*2. Call for Public Comment*

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

**II. Executive Session – Closed Session**

*1. Entering Executive Session – Closed Session*

At 2:04 PM Christopher Sunseri moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2. *Exiting Executive Session – Back to Open Session*

At 2:44 PM, Christopher Sunseri motioned to exit Executive Session and return to Open Session. Brian Bozarth seconded the motion. All agreed. Motion carried.

➤ *Items brought forward from Executive Session (Carried Over from the BOG Meeting Agenda Action Items of May 11, 2021)*

- a. Approval of the Unrestricted Education and General Budget for AY 2022
- Electronic voting passed: 7 Yeas, 0 Nays, 2 No Vote

Brooke Nissim Sabat offered a motion to approve the Unrestricted Education and General Budget for AY 2022. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- b. Approval of the AY 2021-2022 BOG Meeting Schedule
- Electronic voting passed: 7 Yeas, 0 Nays, 2 No Vote

Brooke Nissim Sabat offered a motion to approve the AY 2021-2022 BOG Meeting Schedule. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- c. Approval of Minutes of March 23, 2021
- Electronic voting passed: 7 Yeas, 0 Nays, 2 No Vote

Brooke Nissim Sabat offered a motion to approve the Minutes of March 23, 2021 BOG Meeting. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

➤ *Additional Action Items brought forward from Executive Session*

- d. Approval to hire a VP of Workforce and Foundation Director
- Electronic voting passed: 6 Yeas, 1 Nay, 2 No Vote

Brooke Nissim Sabat offered a motion to hire a VP of Workforce and Foundation Director. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- e. Approval to Reorganize Academic Affairs - Instructional Division and Change the Division's Name to Better Align with a Traditional Community College
- Electronic voting passed: 6 Yeas, 1 Nay, 2 No Vote

Brooke Nissim Sabat offered a motion to reorganize Academic Affairs - Instructional Division and change the division's name to better align with a traditional community college. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- f. Approval to Initiate an RFP for a Facilities 10 Year Master Plan – Cost Approximately \$100,000
- Electronic voting passed: 7 Yeas, 0 Nay, 2 No Vote

Brooke Nissim Sabat offered a motion to initiate an RFP for a Facilities 10-Year Master Plan at a cost of approximately \$100,000. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- g. Approval to Contract with a Facilitator to Develop a Strategic Plan - Cost approximately \$75,000
- Electronic voting passed: 6 Yeas, 1 Nay, 2 No Vote

Brooke Nissim Sabat offered a motion to contract with a Facilitator to develop a Strategic Plan at a cost of approximately \$75,000. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

- h. Approval to Contract with an Architect to do a Feasibility Study on the Caperton Center to Determine the Cost of Putting the Culinary Program There - Study Cost Approximately \$50,000
- Electronic voting passed: 6 Yeas, 0 Nay, 3 No Vote

Brooke Nissim Sabat offered a motion contract with an architect to do a Feasibility Study on the Caperton Center to determine the cost of putting the Culinary Program there - Study Cost Approximately \$50,000. Chip VanAlsborg seconded the motion. There was no further discussion on the motion. All agreed. Motion carried.

### **III. Other Items**



1. Open Discussion

Although there were no signatures obtained for Public Comment, the Board entertained discussion for clarification of the process of the proposed institutional reorganization.

**IV. Adjournment**

There being no further business, Chip VanAlsburg offered a motion to adjourn the meeting at 3:11 PM. Nissim-Sabat seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Cyndee K. Sensibaugh*

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**Pierpont Mission Statement:** To provide accessible, responsive, comprehensive education that works.

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**Pierpont Tagline:** Education that Works.

**Tab**

**2**

## Pierpont Community & Technical College

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Prepared By: Michael Waide  
*Provost and Vice President of Academic Affairs*



Reporting Period: June 2021 Report

Submission Date: 04 June 2021

### **A. Issues Requiring Immediate Action**

- Begin hiring process for vacant, temporary, or retiring faculty
  - Instructor of Applied Process Technology
  - Instructor of Applied Process Technology
  - Temporary Instructor of Health Information Technology
  - Instructor of Information Systems
- Final work to relocate faculty offices from the Locust Ave. campus to Caperton Center and the Advanced Technology center requires immediate action. An expected delivery date of June 29 for the ATC office furniture poses some logistical challenges with the June 30 deadline to vacate Locust Avenue, but plans are being implemented with faculty, as needed, to coordinate moving/storage of office items.
- Acquiring a site location for the Veterinary Technology program continues to be an immediate task.

### **B. Key Accomplishments and Recognitions**

- Drafted and submitted a request to Higher Learning Commission (HLC) to approve First Energy as a campus
- Drafted and submitted a request to Higher Learning Commission (HLC) to approve 500 Galliher Drive as the main campus
- Effective with the AY2021-2022 Academic Catalog, Dean Beighley eliminated all selective-admissions criteria and language regarding an application/application process for Food Service Management programming. All specializations will now be open-admissions as neither the American Culinary Federation (accreditor for Culinary and Pastry & Baking) nor the Accreditation Council for Education in Nutrition and Dietetics (accreditor for NDTR) dictate selective admissions requirements for incoming students. Interim Dean Amy Cunningham is reviewing program admissions criteria in the School of Health Sciences to align admissions criteria with approved curriculum proposals.
- Curriculum proposals for (1) Drafting/Design (2) Graphics (3) Billing and Coding were approved by Faculty Senate
- The Office of Student Success and Completion is working with the 113 students concerning their academic probationary status for Fall 2021.
- The Center for Teaching Excellence, Assessment, & Inclusion is preparing an executive summary with English and Math departments regarding overall assessment of general education results.
- Created Business Management AAS Weekend College. Students can earn their degree entirely on the weekends. Classes will be offered on Saturdays only and will begin in Fall 2021.
- Created evening programs for Web Design Skill Set, Graphics Technology AAS, Liberal Studies AAS, and Entrepreneurship Skill Set. Classes will be held after 4:00 p.m. and will begin in Fall 2021.
- OER Grant
  - This OER grant through the WV HEPC and the CTCS was approved for \$1,000 to support creation or adoption of open recourses in a college course. This grant was submitted by

Professor Melissa White, and she plans to use utilize business textbooks from Openstax and/or healthcare management textbooks on the eBook Community College Collection for her HLCA 2995: Health Science Capstone course.

- CDC Grant
  - Project Firstline: Infection Control in Community College Curriculum (pending approval)- The intent of this project is to provide “engaging, innovative, and effective infection control training for millions of frontline healthcare workers and the public health workforce. This grant was submitted by Professor Melissa White and Professor Sherri Craddock, MLT Faculty.
- Advance Grant
  - This grant was approved for \$50,000 to purchase a state-of-the-art ambulance simulator for the EMS classroom to be utilized by students pursuing their degree in Emergency Medical Services (CAS or AAS) as well as the basic EMT Basic Skillset. This will help prepare students in the cognitive, psychomotor, and affect learning domains. This grant was submitted by Ben Tacy, Program Director for Emergency Medicine Service.
- ASCP Medical Laboratory Science Program Director Educational Grant
  - This grant approves up to \$10,000 to help MLT programs educate and empower future medical laboratory professionals. This grant will help programs with program enrichment and expenses; clinical sites and placements; and advertising and outreach efforts to promote the profession to potential students. This grant was submitted by Professor Melissa White and the expected date of approval is late June.
- Finalized alternative assignment policy that allows faculty time to complete certain assigned tasks that cannot be accomplished as part of the regular assigned responsibilities of full-time faculty or instructional leaders
- Finalized class cancellation policy to establish a procedure for orderly and transparent in decision-making in cancelling classes with insufficient enrollment.
- Finalized moving general education faculty to the School of General Education and Professional Studies. The move allows for maximization of scheduling to meet the needs of students and foster the development of general education programs under one school.

### **C. Top Risk for this Period**

- Meeting Locust Ave. move deadline
- Securing Veterinary Technology program location
- Securing Culinary program location
- Securing Aviation program location
- Securing Preschool Laboratory location
- Securing qualified faculty for vacant faculty positions

### **D. Top Priorities for Next Month**

- After preliminary consideration of the Advance Grant in Aviation, it was suggested by Council representative Nancy Ligus the grant be modified and resubmitted as separate Tech Development and Advance Grants and those grants are being modified.
- The job description and announcement for an Instructor of Food Service Management and Assistant Professor of Physical Therapist Assistant Program Director were approved and posted. Pending an adequate candidate pool, the goal is to complete the search and interview process,

and identify the top candidate for the positions by June 28. The job descriptions and announcements for the APT faculty, Information Systems Technology faculty, and the temporary instructor of Health Information Technology faculty positions are pending and will be posted ASAP.

- Identifying space for our academic programs remain a priority. The Early Childhood Education program met with Rev. Larry Buckland and the Life United Methodist Church administration on June 21 to discuss options for the Early Childhood Education program and Pierpont Laboratory Preschool. Dean Beighley will be drafting a summary for presidential review this week. A meeting with Pickering and Associates to discuss options for the Food Service Management program is scheduled for June 3.
- Veterinary Technology Accreditation Special Site Visit (possibly August 18-19)
  - The American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) continued our Veterinary Technology Program on Probationary accreditation. The program has exceeded the allowable time on Probationary accreditation. The timeframe for Probationary Accreditation has only been extended until Fall 2021 under the provisions of the CVTEA COVID-19 Policy. Failure to substantially meet the Standards of Accreditation by Fall of 2021 may result in an adverse change in accreditation status, and the program being placed on Involuntary Terminal accreditation. In accordance with Section XI Special Site Visit of the Accreditation Policies and Procedures of the AVMA CVTEA, the Committee has required an in-person special site visit (Wednesday August 18th - Thursday August 19th, 2021). The special site visit will be focused, and assess Standard 2, Finance; Standard 4, Physical Facilities and Equipment, and Standard 5, Clinical Resources.
- Curriculum proposals are in process for the Fall semester: (1) Applied Design (2) Welding changes are continuing to be refined for fall submission. (3) CAS in Technical Drafting, (4) CAS in Entrepreneurship, and (5) AAS in Artificial Intelligence as well as (6) AAS in Purchasing Logistics are being researched or developed for fall submission to the curriculum committee.
- Developing an intent-to-plan in accordance with Series 11 and general curriculum for the following A.A. degree programs is a top priority:
  - Business and Marketing
  - Public Administration
  - Child Development Studies
  - Ethnic, Cultural, and Gender Studies
  - Leadership
  - Public Safety
  - History
- Identify other programs eligible for Accreditation:
  - Accounting
  - ASL/Interpreter Education
  - Criminal Justice
  - Laboratory Preschool
  - Health Sciences
  - Applied Design
  - Liberal Studies
  - Paralegal Studies
  - Business Management

- Information Systems
- Cyber Security
- Applied Process Technology
- Petroleum Technology
- Aviation Technology
- Welding
- Update faculty handbook
- Develop expectations for online instruction for full-time and part-time faculty.

**E. Miscellaneous (on-going projects and priorities)**

- Finalize 5-year review reporting template and revise policies related to program review in accordance with State Code
- Begin planning an Adjunct Recruiting Event to occur in August 2021
- Target classes or programs that could benefit Open Educational Resources Open educational resources are freely accessible, openly licensed text, media, and other digital assets that are useful for teaching, learning, and assessing as well as for research purposes
- Prepare for move from Blackboard to other LMS system.
- Review program catalog pages and compare admission requirements with curriculum proposals
- Ruby Losh, ASL/Interpreter Education Program Coordinator, and Dean Beighley are exploring an opportunity with WV School for the Deaf (Romney, WV) to provide ASL instruction to facility staff.
- Initiate faculty contract process

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**Board of Governors**  
**Budget Report FY 2021**  
**Pierpont Community & Technical College**  
**as of May 31, 2021**

**SUMMARY:**

The projected effect on net assets for FY 2021 as of May 31, 2021 is an increase of \$93,486.

**UNRESTRICTED OPERATING FUNDS:**

The Budget Balance as of May 31, 2021 of \$93,486 represents an improvement of \$8,366 from the March 31, 2021 Budget Report.

The overall Operating Revenue Budget had a slight decrease of (\$7,825) related to the cleanup of various revenue funds.

The overall Operating Expense Budget decreased by (\$28,491).

The overall Nonoperating Revenue (Expenses) decreased by (\$12,300)

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

- The institution has realized approximately 90% of projected tuition and fees revenue.
- The institution has realized approximately 90% of overall revenues.
- The institution has incurred approximately 74% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$3,919,492.

**SPENDING COMPARISON**

In a review of spending to date for FY 21 as of May 31, 2021 and spending during the same period in FY 20, the institution spent approximately \$682,233 less this year through May than was spent through May 2020.

**RESTRICTED FUNDS:**

The Restricted Budget Balance as of May 31, 2021 is (\$302,260) which is unchanged since the March 31, 2021 Budget Report.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted (Including Depreciation)  
As of May 31, 2021

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	7,980,754	7,508,334	6,754,318	89.96%
	Auxiliary Enterprise Revenue	607,765	457,000	409,863	89.69%
	Other Operating Revenues	368,528	303,193	279,679	92.24%
	<b>Total:</b>	<b>8,957,047</b>	<b>8,268,527</b>	<b>7,443,860</b>	<b>90.03%</b>
<b>OPERATING EXPENSE</b>	Salaries	7,953,377	7,690,654	5,999,096	78.01%
	Benefits	1,744,293	1,647,465	1,304,362	79.17%
	Student financial aid-scholarships	248,252	248,252	222,737	89.72%
	Utilities	193,062	192,562	180,364	93.67%
	Supplies and Other Services	4,269,338	4,283,457	2,714,411	63.37%
	Equipment Expense	84,286	83,609	61,241	73.25%
	Fees retained by the Commission	101,407	101,407	77,611	76.53%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	368,571	80.65%
	<b>Total:</b>	<b>15,301,780</b>	<b>14,804,406</b>	<b>10,928,393</b>	<b>73.82%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(6,344,733)</b>	<b>(6,535,879)</b>	<b>(3,484,533)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	7,820,129	7,820,129	7,820,129	100.00%
	Gifts	115,000	102,700	10,000	9.74%
	Investment Income	69,846	69,846	7,888	11.29%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(432,861)	84.03%
	Fees assessed by Commission for other	0	0	(1,131)	0.00%
	<b>Total:</b>	<b>7,141,755</b>	<b>7,477,530</b>	<b>7,404,025</b>	<b>99.02%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(296,016)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(397,022)</b>	<b>(448,165)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>400,000</b>	<b>493,486</b>	<b>3,919,492</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>0</b>	<b>93,486</b>	<b>3,919,492</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>2,304,867</b>	<b>2,304,867</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>2,304,867</u></b>	<b><u>2,398,353</u></b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288

\* Unrestricted Net Asset Balance is 16.06% of the current budgeted total operating expense. Management has established a target of 15% or \$2,152,111 as the goal for the level of unrestricted net asset balance that should be maintained.

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

As of May 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	6,490,298	5,981,222	5,856,041	97.9%
	Other Operating Revenues	48,000	5,000	86,011	1720.2%
	<b>Total:</b>	<b>6,538,298</b>	<b>5,986,222</b>	<b>5,942,052</b>	<b>99.26%</b>
<b>OPERATING EXPENSE</b>					
	Salaries	7,358,801	7,083,570	5,581,563	78.80%
	Benefits	1,650,956	1,562,632	1,232,042	78.84%
	Student financial aid-scholarships	237,252	237,252	222,737	93.88%
	Utilities	190,063	189,563	177,772	93.78%
	Supplies and Other Services	3,200,846	3,242,190	2,405,330	74.19%
	Equipment Expense	24,706	22,895	55,587	242.79%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	77,611	76.53%
	<b>Total:</b>	<b>12,864,031</b>	<b>12,539,509</b>	<b>9,752,642</b>	<b>77.78%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(6,325,733)</b>	<b>(6,553,287)</b>	<b>(3,810,590)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	7,820,129	7,820,129	7,820,129	100.00%
	Gifts	96,000	96,000	10,000	10.42%
	Investment Income	69,846	69,846	7,888	11.29%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(432,861)	84.03%
	Fees assessed by Commission for other	0	0	(1,131)	0.00%
	<b>Total:</b>	<b>7,122,755</b>	<b>7,470,830</b>	<b>7,404,025</b>	<b>99.11%</b>
<b>TRANSFERS &amp; OTHERS</b>					
	Capital Expenditures	(296,016)	0	0	0.00%
	Construction Expenditures		0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	<b>Total:</b>	<b>(397,022)</b>	<b>(425,875)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>400,000</b>	<b>491,668</b>	<b>3,593,435</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>	<b>(400,000)</b>	<b>0</b>	
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>0</b>	<b>91,668</b>	<b>3,593,435</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,250,395</b>	<b>1,250,395</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,250,395</u></b>	<b><u>1,342,063</u></b>		

\* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288.

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

As of May 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	1,490,456	1,527,112	898,277	58.82%
	Other Operating Revenues	320,528	298,193	193,668	64.95%
	<b>Total:</b>	<b>1,810,984</b>	<b>1,825,305</b>	<b>1,091,945</b>	<b>59.82%</b>
<b>OPERATING EXPENSE</b>	Salaries	594,576	607,084	417,533	68.78%
	Benefits	93,337	84,833	72,320	85.25%
	Student financial aid - scholarships	11,000	11,000	0	0.00%
	Utilities	2,999	2,999	2,592	86.42%
	Supplies and Other Services	1,068,492	1,041,267	309,081	29.68%
	Equipment Expense	59,580	60,714	5,654	9.31%
	Loan cancellations and write-offs	0	0	0	0.00%
	<b>Total:</b>	<b>1,829,984</b>	<b>1,807,897</b>	<b>807,180</b>	<b>44.65%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(19,000)</b>	<b>17,408</b>	<b>284,765</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	19,000	6,700	0	0.00%
	Investment Income	0	0	0	0.00%
	<b>Total:</b>	<b>19,000</b>	<b>6,700</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	<b>Total:</b>	<b>0</b>	<b>(22,290)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>1,818</b>	<b>284,765</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,013,520</b>	<b>1,013,520</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,013,520</u></b>	<b><u>1,015,338</u></b>		

Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Auxiliary - Pierpont C&TC - Clearing

As of May 31, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	607,765	457,000	409,863	89.69%
	<b>Total:</b>	<b>607,765</b>	<b>457,000</b>	<b>409,863</b>	<b>89.69%</b>
<b>OPERATING EXPENSE</b>	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	368,571	80.65%
	<b>Total:</b>	<b>607,765</b>	<b>457,000</b>	<b>368,571</b>	<b>80.65%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>0</b>	<b>0</b>	<b>41,292</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>	<b>41,292</b>	
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b><u>40,952</u></b>	<b><u>40,952</u></b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>40,952</u></b>	<b><u>40,952</u></b>		

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

As of May 31, 2021

		Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	Federal Grants and Contracts	4,707,483	3,126,937	66.42%
	State and Local Grants and Contracts	3,359,815	2,318,716	69.01%
	Private Grants and Contracts	386,348	163,555	42.33%
	Other Operating Revenues	0	7,922	0.00%
	<b>Total:</b>	<b>8,453,646</b>	<b>5,617,130</b>	<b>66.45%</b>
<b>OPERATING EXPENSE</b>				
	Salaries	886,600	149,356	16.85%
	Benefits	112,611	14,854	13.19%
	Student financial aid-scholarships	8,654,050	7,988,648	92.31%
	Utilities	0	3,000	
	Supplies and Other Services	1,520,166	142,439	9.37%
	Equipment Expense	145,792	159,575	109.45%
	<b>Total:</b>	<b>11,319,219</b>	<b>8,457,872</b>	<b>74.72%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(2,865,573)</b>	<b>(2,840,742)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	Federal Pell Grant Revenue	2,650,000	2,299,634	86.78%
	Gifts	5,605	0	0.00%
	Federal CARES Act Revenue	1,433,796	978,927	68.28%
	Federal CARES Act Expense	(1,005,598)	(915,702)	0.00%
	<b>Total:</b>	<b>3,083,803</b>	<b>2,362,859</b>	<b>76.62%</b>
<b>TRANSFERS &amp; OTHERS</b>				
	Capital Expenditures	(532,477)	0	0.00%
	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	(22,888)	0	0.00%
	Transfer - for Capital Projects	0	0	0.00%
	<b>Total:</b>	<b>(524,490)</b>	<b>0</b>	<b>0.00%</b>
<b>BUDGET BALANCE</b>		<b>(306,260)</b>	<b>(477,883)</b>	
<b>Add: RESTRICTED NET ASSETS - Beginning of Year</b>		<b>0</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>		
<b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>		<b><u>(306,260)</u></b>		

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**4**

# Pierpont Community & Technical College Board of Governors

## Meeting of June 15, 2021

**ITEM:** Resolution for Approval of the Election and Establishment of the Pierpont Community & Technical College Board of Governors Officers for the 2021-2022 Academic Year.

**COMMITTEE:** Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Community & Technical College Board of Governors Ad Hoc Nominating Committee for the BOG Executive Officers present for approval the election and establishment of the Board of Governors Officers for the 2021-2022 Academic Year. Nominations for the Pierpont Board of Governors Chair, Vice Chair, and Secretary will be presented.

**COMMITTEE MEMBERS:** Brian Bozarth (Chair), Brooke Nissim-Sabat, Rick Pruitte, and Warren 'Chip' VanAlsburg

**BACKGROUND:** *In accordance with West Virginia Legislature House Bill 3215 §189B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment.* Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30, preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.

From May 20, 2021 to May 28, 2021, the Pierpont Community & Technical College Board of Governors members were electronically petitioned to forward nominations for the Pierpont Community & Technical College Board of Governors Executive Officers positions to the Nominating Committee. Those nominations were collected, tallied, and reviewed by the Nominating Committee.





**PIERPONT BOARD OF GOVERNORS  
2020 - 2021 OFFICERS & COMMITTEES**

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**Current Pierpont Board of Governors Executive Officers**

Chair: Thomas Barlow  
Vice Chair: Brooke Nissim-Sabat  
Secretary: Brian Bozarth

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**PIERPONT BOARD OF GOVERNORS  
2021 - 2022 OFFICERS & COMMITTEES**

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**Nominated Pierpont Board of Governors Executive Officers**

Chair: \_\_\_\_\_  
Vice Chair: \_\_\_\_\_  
Secretary: \_\_\_\_\_

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**5**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of June 15, 2021**

**ITEM:** FY 2022 Pierpont Small Projects

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors approve \$100,000 for Small Projects in FY 2022 Capital Project budget consisting of \$100,000 from Pierpont Education and General Capital Funds.

**STAFF MEMBER:** Dale Bradley

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