

**PATRICK HENRY COMMUNITY COLLEGE  
LOCAL FUNDS SUMMARY  
Period Ending December 31, 2018**

| <u>FUND BALANCES</u>         | <u>BEG. BAL.</u>      | <u>NET INCOME</u>  | <u>END. BAL.</u>      |
|------------------------------|-----------------------|--------------------|-----------------------|
| LOCALITY FUNDS               | \$471,365.65          | \$33,304.64        | \$504,670.29          |
| AUXILIARY FUNDS <sup>1</sup> | \$1,141,610.48        | (\$20,180.79)      | \$1,121,429.69        |
| STUDENT ACTIVITY FUNDS       | \$21,860.99           | (\$7,023.40)       | \$14,837.59           |
| PARKING FUNDS                | <u>\$212,490.92</u>   | <u>\$33,361.80</u> | <u>\$245,852.72</u>   |
| <b>TOTAL LOCAL FUNDS</b>     | <b>\$1,847,328.04</b> | <b>\$39,462.25</b> | <b>\$1,886,790.29</b> |

<sup>1</sup>Including Investment Gain/Loss

**PATRICK HENRY COMMUNITY COLLEGE  
LOCALITY FUND BUDGET REPORT  
Period Ending December 31, 2018**

| <b>REVENUES</b>       |                      | <b>BUDGET</b>       | <b>ACTUAL</b>      | <b>VARIANCE</b>    |
|-----------------------|----------------------|---------------------|--------------------|--------------------|
| 401020                | Henry County         | \$59,442.00         |                    | \$59,442.00        |
| 401040                | Martinsville         | \$19,835.00         | \$19,835.00        | \$0.00             |
| 401030                | Patrick County       | \$17,322.00         | \$8,661.00         | \$8,661.00         |
|                       | <u>Bank Interest</u> | <u>\$5,000.00</u>   | <u>\$5,525.71</u>  | <u>(\$525.71)</u>  |
| <b>TOTAL REVENUES</b> |                      | <b>\$101,599.00</b> | <b>\$34,021.71</b> | <b>\$67,577.29</b> |

| <b>EXPENSES</b>       |  | <b>BUDGET</b>      | <b>ACTUAL</b>      | <b>VARIANCE</b>    |
|-----------------------|--|--------------------|--------------------|--------------------|
| 460040                | 61257 Physical Plant Repair & Maintenance          | \$8,000.00         |                    | \$8,000.00         |
| 460010                | 68800 Contingency Expenses                         | \$7,500.00         |                    | \$7,500.00         |
| 460060                | 61246 Bank Charges                                 | \$1,000.00         | \$717.07           | \$282.93           |
| 470010                | 62320 <u>Plant &amp; Improvements-Construction</u> | <u>\$40,000.00</u> |                    | <u>\$40,000.00</u> |
| <b>TOTAL EXPENSES</b> |  | <b>\$56,500.00</b> | <b>\$717.07</b>    | <b>\$55,782.93</b> |
| <b>NET INCOME</b>     |  | <b>\$45,099.00</b> | <b>\$33,304.64</b> | <b>\$11,794.36</b> |

**LOCALITY FUND BALANCE**

| <u>BEGINNING</u><br><u>BALANCE</u> | <u>NET</u><br><u>INCOME</u> | <u>ENDING</u><br><u>BALANCE</u> |
|------------------------------------|-----------------------------|---------------------------------|
| \$471,365.65                       | \$33,304.64                 | \$504,670.29                    |

**PATRICK HENRY COMMUNITY COLLEGE  
AUXILIARY FUND BUDGET REPORT  
Period Ending December 31, 2018**

| <b>REVENUES</b>       |       |                   | <b>BUDGET</b>      | <b>ACTUAL</b>      | <b>VARIANCE</b>    |
|-----------------------|-------|-------------------|--------------------|--------------------|--------------------|
| 406500                | 40751 | College Bookstore | \$30,000.00        | \$22,651.90        | \$7,348.10         |
| 406510                | 40751 | Vending           | \$19,000.00        | \$9,781.28         | \$9,218.72         |
| 406030                | 40751 | Cateteria         | \$10,000.00        |                    | \$10,000.00        |
| 406530                | 40751 | Miscellaneous     | \$0.00             | \$92.40            | (\$92.40)          |
| <b>TOTAL REVENUES</b> |       |                   | <b>\$59,000.00</b> | <b>\$32,525.58</b> | <b>\$26,474.42</b> |

| <b>EXPENSES</b>       |       |  | <b>BUDGET</b>      | <b>ACTUAL</b>      | <b>VARIANCE</b>    |
|-----------------------|-------|--|--------------------|--------------------|--------------------|
|                       |       | Transfer to Student Activities         | \$20,000.00        | \$20,000.00        | \$0.00             |
| 465020                |       | President's Office/Community Relations | \$10,000.00        | \$3,571.80         | \$6,428.20         |
| 465030                |       | Administration Local Expenses          | \$5,000.00         | \$7.57             | \$4,992.43         |
| 465040                |       | Local Board Expenses                   | \$3,000.00         | \$1,010.18         | \$1,989.82         |
| 465050                |       | Contingency                            | \$2,000.00         | \$64.50            | \$1,935.50         |
| 470010                | 62320 | Plant & Improvements-Construction      | \$15,000.00        | \$7,000.00         | \$8,000.00         |
| <b>TOTAL EXPENSES</b> |       |  | <b>\$55,000.00</b> | <b>\$31,654.05</b> | <b>\$23,345.95</b> |
| <b>NET INCOME</b>     |       |  | <b>\$4,000.00</b>  | <b>\$871.53</b>    |                    |

| <b>AUXILIARY FUND BALANCE</b> |                         |                         |                      |                       |
|-------------------------------|-------------------------|-------------------------|----------------------|-----------------------|
|                               | <b><u>BEGINNING</u></b> | <b><u>INVEST.</u></b>   | <b><u>NET</u></b>    | <b><u>ENDING</u></b>  |
|                               | <b><u>BALANCE</u></b>   | <b><u>GAIN/LOSS</u></b> | <b><u>INCOME</u></b> | <b><u>BALANCE</u></b> |
|                               | \$1,141,610.48          | (\$21,052.32)           | \$871.53             | \$1,121,429.69        |

**PATRICK HENRY COMMUNITY COLLEGE  
AUXILIARY FUNDS INVESTMENT PERFORMANCE  
December 31, 2018**

|                              |                     |
|------------------------------|---------------------|
|                              | <u>Amount</u>       |
| <b>BEGINNING VALUE</b>       | \$665,524.59        |
| Plus cash deposits           | \$0.00              |
| <u>Less cash withdrawals</u> | <u>\$0.00</u>       |
| <b>ADJUSTED BASIS</b>        | <b>\$665,524.59</b> |

|                              |            |              | <u>Month</u>  | <u>FYTD</u>   | <u>Cum.</u>   |
|------------------------------|------------|--------------|---------------|---------------|---------------|
|                              |            |              | <u>Return</u> | <u>Return</u> | <u>Return</u> |
| <b>PORTFOLIO VALUE AS OF</b> | 7/31/2018  | \$679,988.88 | 2.17%         | 2.17%         | 13.33%        |
|                              | 8/31/2018  | \$680,718.12 | 0.11%         | 2.28%         | 13.45%        |
|                              | 9/30/2018  | \$682,349.12 | 0.24%         | 2.53%         | 13.72%        |
|                              | 10/31/2018 | \$659,594.77 | -3.33%        | -0.89%        | 9.93%         |
|                              | 11/30/2018 | \$669,765.66 | 1.54%         | 0.64%         | 11.63%        |
|                              | 12/31/2018 | \$644,472.27 | -3.78%        | -3.16%        | 7.41%         |

**Gain/Loss** **(\$21,052.32)**

**PATRICK HENRY COMMUNITY COLLEGE  
STUDENT ACTIVITIES BUDGET REPORT  
Period Ending December 31, 2018**

| <b>REVENUES</b>       |  | <b>BUDGET</b>       | <b>ACTUAL</b>       | <b>VARIANCE</b>     |
|-----------------------|--|---------------------|---------------------|---------------------|
| 100850                | Student Activity Fees  | \$125,000.00        | \$69,593.31         | \$55,406.69         |
|                       | From Auxiliary Funds   | \$20,000.00         | \$20,000.00         | \$0.00              |
|                       | <u>Club Receipts</u>   | <u>\$5,000.00</u>   | <u>\$9,292.02</u>   | <u>(\$4,292.02)</u> |
| <b>TOTAL REVENUES</b> |  | <b>\$150,000.00</b> | <b>\$98,885.33</b>  | <b>\$51,114.67</b>  |
| <b>EXPENSES</b>       |  | <b>BUDGET</b>       | <b>ACTUAL</b>       | <b>VARIANCE</b>     |
| 90101                 | Student Activities & Cultural Events<br>(See Following Schedule) | <u>\$150,000.00</u> | <u>\$105,908.73</u> | <u>\$44,091.27</u>  |
| <b>TOTAL EXPENSES</b> |  | <b>\$150,000.00</b> | <b>\$105,908.73</b> | <b>\$44,091.27</b>  |
| <b>NET INCOME</b>     |  | <b>\$0.00</b>       | <b>(\$7,023.40)</b> | <b>\$7,023.40</b>   |

| <b>STUDENT ACTIVITIES FUND BALANCE</b> |                       |                           |
|--|-----------------------|---------------------------|
| <u>BEGINNING<br/>BALANCE</u>           | <u>NET<br/>INCOME</u> | <u>ENDING<br/>BALANCE</u> |
| \$21,860.99                            | (\$7,023.40)          | \$14,837.59               |



| STUDENT ACTIVITIES FUNDS<br>BUDGET REPORT<br>PERIOD ENDING December 31, 2018 |                           |                           |                         |                   |                               |                                |                     |                     |                    |
|--|---------------------------|---------------------------|-------------------------|-------------------|-------------------------------|--------------------------------|---------------------|---------------------|--------------------|
| DEPT. CODE   | ACTIVITY                  | BALANCE FORWARD 6/30/2018 | TRANSFER FROM AUXILIARY | CLUB RECEIPTS     | STUDENT ACTIVITIES FEE BUDGET | STUDENT ACTIVITIES FEES-ACTUAL | AVAILABLE FUNDS     | CLUB EXPENSES       | ENDING BALANCE     |
|  | <b>BUDGETED REVENUES</b>  |                           | <b>\$20,000.00</b>      | <b>\$5,000.00</b> | <b>\$125,000.00</b>           | <b>\$72,548.67</b>             | <b>\$97,548.67</b>  |                     |                    |
| 994010   | INTERNATIONAL CLUB        | \$13.85                   |                         | \$7.00            | \$500.00                      | \$290.19                       | \$311.04            |                     | \$311.04           |
| 994020   | ALLIANCE FOR EXCELLENCE   | \$716.63                  |                         |                   | \$600.00                      | \$348.23                       | \$1,064.86          | \$6.27              | \$1,058.59         |
| 994030   | EARLY CHILDHOOD CLUB      | \$819.78                  |                         |                   | \$500.00                      | \$290.19                       | \$1,109.97          |                     | \$1,109.97         |
| 994060   | CAMPUS LIFE               | \$1,515.48                |                         | \$5,903.34        | \$6,000.00                    | \$3,482.34                     | \$10,901.16         | \$6,476.39          | \$4,424.77         |
| 994070   | PHI THETA KAPPA           | \$2,487.37                |                         | \$100.00          | \$1,000.00                    | \$580.39                       | \$3,167.76          |                     | \$3,167.76         |
| 994080   | INTERCOLLEGIATE ATHLETICS | (\$2,642.53)              | \$20,000.00             | \$1,674.00        | \$98,000.00                   | \$56,878.16                    | \$75,909.63         | \$89,633.96         | (\$13,724.33)      |
| 994090   | INTRAMURALS               | \$563.30                  |                         |                   | \$1,500.00                    | \$870.58                       | \$1,433.88          |                     | \$1,433.88         |
| 994100   | STUDENT GOV ASSOC         | \$2,742.75                |                         |                   | \$2,150.00                    | \$1,247.84                     | \$3,990.59          | \$3,813.92          | \$176.67           |
| 994120   | ENVIRONMENTAL CLUB        | \$862.14                  |                         |                   | \$200.00                      | \$116.08                       | \$978.22            |                     | \$978.22           |
| 994130   | STUDENT NURSES ASSOC      | \$3,733.33                |                         | \$1,390.00        | \$500.00                      | \$290.19                       | \$5,413.52          | \$905.72            | \$4,507.80         |
| 994140   | CULINARY CLUB             | \$444.80                  |                         |                   | \$0.00                        | \$0.00                         | \$444.80            |                     | \$444.80           |
| 994160   | STUDENT SERVICES ADV      | \$349.41                  |                         | \$160.00          | \$300.00                      | \$174.12                       | \$683.53            | \$30.00             | \$653.53           |
| 994180   | PLAY DAY, FALL FEST       | \$1.41                    |                         |                   | \$4,000.00                    | \$2,321.56                     | \$2,322.97          |                     | \$2,322.97         |
| 994200   | BROWN BAG SEMINAR         | \$548.11                  |                         | \$57.68           | \$750.00                      | \$435.29                       | \$1,041.08          | \$248.58            | \$792.50           |
| 994210   | DISCRETIONARY SA FUND     | \$1,319.48                |                         |                   | \$4,000.00                    | \$2,321.56                     | \$3,641.04          | \$176.00            | \$3,465.04         |
| 994230   | VETERANS CLUB             | \$601.27                  |                         |                   | \$500.00                      | \$290.19                       | \$891.46            |                     | \$891.46           |
| 994250   | CULTURAL EVENTS           | \$3,380.49                |                         |                   | \$3,000.00                    | \$1,741.17                     | \$5,121.66          | \$2,557.22          | \$2,564.44         |
| 994260   | STUDENT AWARDS BANQUET    | \$143.29                  |                         |                   | \$1,000.00                    | \$580.39                       | \$723.68            |                     | \$723.68           |
| 994360   | LAMBDA ALPHA EPSILON      | \$3,060.67                |                         |                   | \$0.00                        | \$0.00                         | \$3,060.67          | \$2,060.67          | \$1,000.00         |
| 994390   | SMA                       | \$1,199.95                |                         |                   | \$500.00                      | \$290.19                       | \$1,490.14          |                     | \$1,490.14         |
|  | <b>BUDGET TOTALS</b>      | <b>\$21,860.98</b>        | <b>\$20,000.00</b>      | <b>\$9,292.02</b> | <b>\$125,000.00</b>           | <b>\$72,548.67</b>             | <b>\$123,701.67</b> | <b>\$105,908.73</b> | <b>\$17,792.94</b> |

**PATRICK HENRY COMMUNITY COLLEGE  
PARKING FUNDS BUDGET REPORT  
Period Ending December 31, 2018**

| <u>REVENUES</u>             | <u>BUDGET</u>      | <u>ACTUAL</u>      | <u>VARIANCE</u>    |
|-----------------------------|--------------------|--------------------|--------------------|
| 409010 Student Parking Fees | \$48,000.00        | \$33,361.80        | \$14,638.20        |
| <b>TOTAL REVENUES</b>       | <b>\$48,000.00</b> | <b>\$33,361.80</b> | <b>\$14,638.20</b> |

| <u>EXPENSES</u>                  | <u>BUDGET</u>      | <u>ACTUAL</u> | <u>VARIANCE</u>    |
|----------------------------------|--------------------|---------------|--------------------|
| 490000 Site Improvements/Parking | \$72,000.00        |               | \$72,000.00        |
| <b>TOTAL EXPENSES</b>            | <b>\$72,000.00</b> | <b>\$0.00</b> | <b>\$72,000.00</b> |

|                   |                      |                    |  |
|-------------------|----------------------|--------------------|--|
| <b>NET INCOME</b> | <b>(\$24,000.00)</b> | <b>\$33,361.80</b> |  |
|-------------------|----------------------|--------------------|--|

PARKING FUND BALANCE

| <u>BEGINNING</u><br><u>BALANCE</u> | <u>NET</u><br><u>INCOME</u> | <u>ENDING</u><br><u>BALANCE</u> |
|------------------------------------|-----------------------------|---------------------------------|
| \$212,490.92                       | \$33,361.80                 | \$245,852.72                    |

**PATRICK HENRY COMMUNITY COLLEGE**  
**Office of the President**

Board Report #403  
January 28, 2019

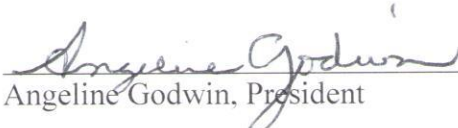
**BOARD TO CONSIDER APPROVAL OF DISCONTINUANCE OF THE PHARMACY  
TECHNICIAN CAREER STUDIES CERTIFICATE**

**Report:**

Because of the multi-year decline in student enrollment for Pharmacy Technician, PHCC proposes discontinuing the Career Studies Certificate (CSC). This credential leads to employment with local pharmacies; however, most of the pharmacies now utilize internal training and credentialing. Currently enrolled students will complete their requirements in the spring after which PHCC plans to transition the program to workforce.

**Recommendation:**

It is the recommendation of the college administration that the Board approve discontinuance of the Pharmacy Technician Career Studies Certificate.

  
\_\_\_\_\_  
Angeline Godwin, President



## Health Sciences and Public Safety

# Pharmacy Technician

**Award:** Career Studies Certificate

**Length:** 25 credits

**Purpose:** This program is designed to prepare personnel to perform skilled duties and to assist the pharmacists-in-charge. Job duties include: computer information entry, preparation of prescription labels, assisting the pharmacists in filling prescriptions, ordering pharmaceuticals and supplies, and customer assistance.

**Employment Objectives:** Obtain employment as a pharmacy technician.

**Potential Certification:** A graduate may elect to complete state or national certification as a pharmacy technician.

**Program Learning Outcomes:** A student will be able to:

- demonstrates skillful performance of pharmacy technician duties; and
- demonstrates the ability to retrieve and utilize information required for competent practice in the pharmacy setting.

**Curriculum Requirements:** Students will be required to undergo mandatory drug screening and a criminal background check. Student must have a negative drug screen and criminal background check in order to begin pharmacy technician clinical experiences. Clinical experiences will be arranged during the spring semester of the program.

**Financial Requirements:** In addition to the usual college tuition and fees, this program requires additional expenses.

**Approximate costs include:**

Drug Screening \$38 minimum

Criminal Background Check \$48 minimum

Transportation to clinical agencies as required

*It is highly recommended that students purchase a lab coat for clinical experiences.*

**Program Requirements: (25 Credits)**

|     |     |  |
|-----|-----|--|
| ITE | 101 | Introduction to Microcomputers (2)                   |
| HCT | 110 | Therapeutic Communication in Health Care Setting (3) |
| HLT | 143 | Medical Terminology (3)                              |
| HLT | 250 | General Pharmacology (3)                             |
| HLT | 261 | Basic Pharmacy I (3)                                 |
| HLT | 262 | Basic Pharmacy II (3)                                |
| HLT | 263 | Basic Pharmacy I Lab (1)                             |
| HLT | 264 | Basic Pharmacy II Lab (1)                            |
| MTH | 133 | Mathematics for Health Professions (3)               |
| NUR | 135 | Drug Dosage Calculations (2)                         |
| SDV | 108 | College Survival Skills (1)                          |