

**PATRICK HENRY COMMUNITY COLLEGE  
LOCAL FUNDS SUMMARY  
Period Ending December 31, 2019**

<u>FUND BALANCES</u>	<u>BEG. BAL.</u>	<u>NET INCOME</u>	<u>END. BAL.</u>
LOCALITY FUNDS	\$546,444.72	\$89,326.26	\$635,770.98
AUXILIARY FUNDS <sup>1</sup>	\$1,186,438.88	\$58,200.02	\$1,244,638.90
STUDENT ACTIVITY FUNDS	\$43,103.64	(\$8,289.62)	\$34,814.02
PARKING FUNDS	<u>\$193,349.31</u>	<u>\$22,296.42</u>	<u>\$215,645.73</u>
<b>TOTAL LOCAL FUNDS</b>	<b>\$1,969,336.55</b>	<b>\$161,533.08</b>	<b>\$2,130,869.63</b>

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

**PATRICK HENRY COMMUNITY COLLEGE  
LOCALITY FUND BUDGET REPORT  
Period Ending December 31, 2019**

<b>REVENUES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
401020	Henry County	\$59,442.00	\$59,442.00	\$0.00
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>\$9,000.00</u>	<u>\$5,721.42</u>	<u>\$3,278.58</u>
<b>TOTAL REVENUES</b>		<b>\$105,599.00</b>	<b>\$93,659.42</b>	<b>\$11,939.58</b>

<b>EXPENSES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
460040	61257 Physical Plant Repair & Maintenance	\$10,000.00		\$10,000.00
460010	68800 Contingency Expenses	\$7,500.00	\$3,400.00	\$4,100.00
460060	61246 Bank Charges	\$1,100.00	\$933.16	\$166.84
<u>470010</u>	<u>62320 Plant &amp; Improvements-Construction</u>	<u>\$30,000.00</u>		<u>\$30,000.00</u>
<b>TOTAL EXPENSES</b>		<b>\$48,600.00</b>	<b>\$4,333.16</b>	<b>\$44,266.84</b>
<b>NET INCOME</b>		<b>\$56,999.00</b>	<b>\$89,326.26</b>	<b>(\$32,327.26)</b>

**LOCALITY FUND BALANCE**

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$546,444.72	\$89,326.26	\$635,770.98

**PATRICK HENRY COMMUNITY COLLEGE**  
**AUXILIARY FUND BUDGET REPORT**  
 Period Ending December 31, 2019

<b>REVENUES</b>			<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
406500	40751	College Bookstore	\$40,000.00	\$37,703.65	\$2,296.35
406510	40751	Vending	\$20,000.00	\$10,061.66	\$9,938.34
406530	40751	Miscellaneous	\$500.00		\$500.00
<b>TOTAL REVENUES</b>			<b>\$60,500.00</b>	<b>\$47,765.31</b>	<b>\$12,734.69</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	\$5,241.00	\$4,759.00
465030		Administration Local Expenses	\$5,000.00	\$1,428.56	\$3,571.44
465040		Local Board Expenses	\$3,000.00	\$1,498.66	\$1,501.34
465050		Contingency	\$2,000.00	\$49.00	\$1,951.00
470010	62320	Plant & Improvements-Construction	\$15,000.00	\$7,000.00	\$8,000.00
<b>TOTAL EXPENSES</b>			<b>\$55,000.00</b>	<b>\$35,217.22</b>	<b>\$19,782.78</b>
<b>NET INCOME</b>			<b>\$5,500.00</b>	<b>\$12,548.09</b>	

**AUXILIARY FUND BALANCE**

<u>BEGINNING</u> <u>BALANCE</u>	<u>INVEST.</u> <u>GAIN/LOSS</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$1,186,438.88	\$45,651.93	\$12,548.09	\$1,244,638.90

**PATRICK HENRY COMMUNITY COLLEGE  
AUXILIARY FUNDS INVESTMENT PERFORMANCE  
December 31, 2019**

	<u>Amount</u>
<b>BEGINNING VALUE</b>	\$706,707.51
Plus cash deposits	\$0.00
<u>Less cash withdrawals</u>	<u>\$0.00</u>
<b>ADJUSTED BASIS</b>	<b>\$706,707.51</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>	7/31/2019	\$708,535.44	0.26%	0.26%	18.09%
	8/31/2019	\$709,293.47	0.11%	0.37%	18.22%
	9/30/2019	\$718,174.56	1.25%	1.62%	19.70%
	10/31/2019	\$727,421.67	1.29%	2.93%	21.24%
	11/30/2019	\$736,994.19	1.32%	4.29%	22.83%
	12/31/2019	\$752,359.44	2.08%	6.46%	25.39%

**Gain/Loss** **\$45,651.93**

**PATRICK HENRY COMMUNITY COLLEGE  
STUDENT ACTIVITIES BUDGET REPORT  
Period Ending December 31, 2019**

<b>REVENUES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
100850	Student Activity Fees	\$125,000.00	\$67,404.92	\$57,595.08
	From Auxiliary Funds	\$20,000.00	\$20,000.00	\$0.00
	<u>Club Receipts</u>	<u>\$5,000.00</u>	<u>\$6,106.17</u>	<u>(\$1,106.17)</u>
<b>TOTAL REVENUES</b>		<b>\$150,000.00</b>	<b>\$93,511.09</b>	<b>\$56,488.91</b>
<b>EXPENSES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
90101	<u>Student Activities &amp; Cultural Events</u> (See Following Schedule)	<u>\$150,000.00</u>	<u>\$101,800.71</u>	<u>\$48,199.29</u>
<b>TOTAL EXPENSES</b>		<b>\$150,000.00</b>	<b>\$101,800.71</b>	<b>\$48,199.29</b>
<b>NET INCOME</b>		<b>\$0.00</b>	<b>(\$8,289.62)</b>	<b>\$8,289.62</b>

**STUDENT ACTIVITIES FUND BALANCE**

<u>BEGINNING BALANCE</u>	<u>NET INCOME</u>	<u>ENDING BALANCE</u>
\$43,103.64	(\$8,289.62)	\$34,814.02

STUDENT ACTIVITIES FUNDS BUDGET REPORT PERIOD ENDING December 31, 2019										
DEPT. CODE	ACTIVITY	BALANCE FORWARD 6/30/2019	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>\$67,404.92</b>	<b>\$92,404.92</b>			
994010	INTERNATIONAL CLUB	\$490.02			\$0.00	\$0.00	\$490.02	\$490.02	\$0.00	
994020	ALLIANCE FOR EXCELLENCE	\$630.97			\$600.00	\$323.54	\$954.51	\$59.10	\$895.41	
994030	EARLY CHILDHOOD CLUB	\$1,288.95			\$0.00	\$0.00	\$1,288.95	\$1,288.95	\$0.00	
994060	CAMPUS LIFE	\$12,914.02			\$18,200.00	\$9,814.16	\$22,728.18	\$12,754.44	\$9,973.74	
994070	PHI THETA KAPPA	\$3,073.20			\$1,000.00	\$539.24	\$3,612.44	\$163.23	\$3,449.21	
994080	INTERCOLLEGIATE ATHLETICS	\$0.00	\$20,000.00	\$4,083.00	\$98,000.00	\$52,845.46	\$76,928.46	\$85,937.18	(\$9,008.72)	
994090	INTRAMURALS	\$1,400.95			\$1,500.00	\$808.86	\$2,209.81	\$407.96	\$1,801.85	
994100	STUDENT GOV ASSOC	\$946.30			\$2,150.00	\$1,159.36	\$2,105.66		\$2,105.66	
994120	ENVIRONMENTAL CLUB	\$0.00			\$0.00	\$0.00	\$0.00		\$0.00	
994130	STUDENT NURSES ASSOC	\$4,453.33		\$162.05	\$500.00	\$269.62	\$4,885.00	\$241.99	\$4,643.01	
994140	CULINARY CLUB	\$0.00			\$0.00	\$0.00	\$0.00		\$0.00	
994160	STUDENT SERVICES ADV	\$783.12			\$300.00	\$161.77	\$944.89	\$74.77	\$870.12	
994180	PLAY DAY, FALL FEST	\$0.00			\$0.00	\$0.00	\$0.00		\$0.00	
994200	BROWN BAG SEMINAR	\$759.02		\$82.15	\$750.00	\$404.43	\$1,245.60	\$300.00	\$945.60	
994210	CAMPUS LIFE DISCRETIONARY FUND	\$2,591.17		\$1,778.97	\$0.00	\$0.00	\$4,370.14		\$4,370.14	
994230	VETERANS CLUB	\$1,027.34			\$500.00	\$269.62	\$1,296.96	\$83.07	\$1,213.89	
994250	CULTURAL EVENTS	\$0.00			\$0.00	\$0.00	\$0.00		\$0.00	
994260	STUDENT AWARDS BANQUET	\$1,081.65			\$1,000.00	\$539.24	\$1,620.89		\$1,620.89	
994360	LAMBDA ALPHA EPSILON	\$1,000.00			\$0.00	\$0.00	\$1,000.00		\$1,000.00	
994390	SMA	\$669.13			\$500.00	\$269.62	\$938.75		\$938.75	
<b>BUDGET TOTALS</b>		<b>\$33,109.17</b>	<b>\$20,000.00</b>	<b>\$6,106.17</b>	<b>\$125,000.00</b>	<b>\$67,404.92</b>	<b>\$126,620.26</b>	<b>\$101,800.71</b>	<b>\$24,819.55</b>	

**PATRICK HENRY COMMUNITY COLLEGE  
PARKING FUNDS BUDGET REPORT  
Period Ending December 31, 2019**

<b>REVENUES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
409010 Student Parking Fees	<u>\$54,000.00</u>	<u>\$30,996.42</u>	<u>\$23,003.58</u>
<b>TOTAL REVENUES</b>	<b>\$54,000.00</b>	<b>\$30,996.42</b>	<b>\$23,003.58</b>

<b>EXPENSES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
490000 Site Improvements/Parking	<u>\$54,000.00</u>	<u>\$8,700.00</u>	<u>\$45,300.00</u>
<b>TOTAL EXPENSES</b>	<b>\$54,000.00</b>	<b>\$8,700.00</b>	<b>\$45,300.00</b>

<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$22,296.42</b>	
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**PARKING FUND BALANCE**

<u>BEGINNING BALANCE</u>	<u>NET INCOME</u>	<u>ENDING BALANCE</u>
\$193,349.31	\$22,296.42	\$215,645.73

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

Board Report #409  
January 27, 2020

**BOARD TO CONSIDER APPROVAL OF NEW CAREER STUDIES CERTIFICATES**

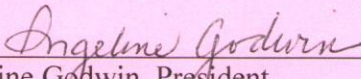
**Report:**

PHCC proposes five new Career Studies Certificates in the Emergency

1. Cybersecurity and Networking Foundations: This career studies certificate leads to entry-level employment opportunities in cybersecurity and networking fields by preparing students for introductory IT knowledge and skills to recognize, prevent, and defend against threats to information and information systems.
2. Advanced Cybersecurity and Networking Foundations: This career studies certificate leads to advanced-level employment opportunities in the cybersecurity and networking fields. This curriculum prepares students for advanced skills, IT knowledge, and skills with strong emphasis on configuration, implementation, and troubleshooting details. It also provides the skills to recognize, prevent, and defend against threats to an organization's information and information systems whether it is through physical or cyber-attacks
3. Robotics and Automation Technology: This career studies certificate provides an introduction to industrial robotics and explains how they are used in automated systems. The primary focus of the program is on automated processes, the role of robots within those processes and all related support equipment. Successful completers of this program will have an advanced understanding of robot operations, programming, material handling techniques and technical system components.
4. Robotic Welding: This advanced career studies certificate is designed for students who are looking to learn how to safely and effectively operate robotic welders. This certificate will include instruction on set-up, programming, editing, recovery, and daily operation. Students will be prepared to work in the field as robotic welding programmers and operators.
5. Substance Abuse Counselor—Assistant: This career studies certificate is designed to fulfill the necessary educational requirements to attain the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential. It meets the specified statutory requirements for didactic training and supervised experiential training. In addition to completing the CSC, students must also pass the Virginia State Constructed CSAC-A exam to earn the credential.

**Recommendation:**

It is the recommendation of the College Administration that the Board approve the five new Career Studies Certificates.

  
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Angeline Godwin, President

AG:jg  
Attachments



## **Career Studies Certificate (CSC) in Cybersecurity and Networking Foundations**

### **CSC- Level 1**

**Purpose:** This career studies certificate leads to entry-level employment opportunities in cybersecurity and networking fields by preparing students for introductory IT knowledge and skills to recognize, prevent, and defend against threats to information and information systems.

Students are introduced to basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity core topics to be well prepared and successful in areas of IT including cybersecurity and networking.

ITN 106 Microcomputer Operating Systems	3 credits
ITN 107 Personal Computer Hardware and Troubleshooting	3 credits
ITN 154 Network Fundamentals, Router Basics; and Configuration (ICND1)- Cisco	4 credits
ITN 260 Network Security Basics	3 credits
ITP 120 Java Programming I	4 credits
SDV 100 College Success Skills	1 credit
<b>Total Credit Hours</b>	<b>18 credits</b>

## **Career Studies Certificate (CSC) in Advanced Cybersecurity and Networking Foundations**

### **CSC- Level 2**

**Purpose:** This career studies certificate leads to advance-level employment opportunities in the cybersecurity and networking fields. This curriculum prepares students for advance skills, IT knowledge, and skills with strong emphasis on configuration, implementation, and troubleshooting details. It also provides the skills to recognize, prevent, and defend against threats to organization's information and information systems whether it is through physical or cyber-attacks.

Students are introduced to hands-on elements of the operating systems, computer hardware, networking concepts, programming, and cybersecurity core areas to be well prepared and successful in areas of IT, include cybersecurity and networking.

Students must successfully receive the career studies certificate in Cybersecurity and Networking Foundations before taking this advanced career studies certificate.

ITN 261 Network Attacks, Computer Crime and Hacking	3 credits
ITN 262 Network Communication, Security and Authentication	3 credits
ITN 155 Switching, Wireless, and WAN Technologies (ICND2)-Cisco	4 credits
ITN 267 Legal Topics in Network Security	3 credits
ITN 266 Network Security Layers	3 credits
ITN 170 Linux	3 credit
<b>Total Credit Hours</b>	<b>19 credits</b>

**Advanced Manufacturing: Advanced Film Manufacturing CSC- (Currently under Program review, no changes to report)**

- IND 195 - Introduction to Manufacturing and Advanced Films Technology \_ 3
- IND 101 - Quality Assurance Technology I \_ 3
- MEC 112 - Processes of Industry \_ 3
- IND 125 - Installation and Preventive Maintenance \_ 3
- IND 295 - Topics In Advanced Films Technology \_ 3
- IND 290 - Coordinated Internship \_ 3
- SDV 100 - College Success Skills \_ 1

**Old Mechatronics CSC**

**\*New/Changes Applied Mechatronics**

<p><b>Mechatronics</b> Career Studies Certificate 221-736-01</p> <p>ETR 156 Digital Circuits and Microprocessor Fund._4 IND 243 Principles and Applications of Mechatronics_3 MEC 140 Introduction to Mechatronics_3 MEC 155 Mechanisms_3 MEC 165 Applied Hydraulics, Pneumatics and Hydrosta._3</p> <p>Minimum required for career studies certificate: 16 Credits</p>	<p><b>*Applied Mechatronics</b> Career Studies Certificate 221-736-01</p> <p>ETR 156 Digital Circuits and Microprocessor Fund._4 IND 243 Principles and Applications of Mechatronics_3 MEC 140 Introduction to Mechatronics_3 MEC 155 Mechanisms_3 MEC 165 Applied Hydraulics, Pneumatics and Hydrosta._3 <b>*SDV 100 College Success Skills_1</b></p> <p><b>*Minimum required for career studies certificate: 17 Credits</b></p>
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**New- Proposed CSC**

**Robotics and Automation Technology CSC 100% stackable**

- MEC 140-Introduction to Mechatronics -3
  - IND 160 - Introduction to Robotics -3
  - ELE 246 - Industrial Robotics Programming -3
  - ELE 233 - Programmable Logic Controller Systems I -3
  - \*IND 250 - Introduction to Basic Computer Integrated Manufacturing -3
  - SAF 126 – Principles of Industrial Safety - 3
- 18 credits total

*\*Courses that are currently not offered at PHCC*

## Pathway: Welding

### Level 1

#### CSC in Welding

Course Number	Course Name	Credit Hours
WEL 120*	Introduction to Welding	3
WEL 123*	Shielded Metal Arc Welding Basic	3
WEL 150*	Welding Drawing and Interpretation	3
WEL 160*	Gas Metal Arc Welding	4
WEL 161*	Flux Core Arc Welding	3
WEL 164	Gas Tungsten Arc Welding	3
SDV 100	Student Success Skills	1
<b>Total</b>		<b>20</b>

### Level 2

#### Certificate in Industrial Welding

Course Number	Course Name	Credit Hours
MTH 111	Basic Technical Math	3
ENG 115	Technical Writing	3
HLT 100	First Aid & CPR	2
SDV 100	College Success Skills	1
WEL 120*	Introduction to Welding	3
WEL 123*	Shielded Metal Arc Welding Basic	3
WEL 126	Pipe Welding I	3
WEL 145	Welding Metallurgy	3
WEL 150*	Welding Drawing & Interpretation	3
WEL 160*	Gas Metal Arc Welding	4
WEL 161*	Flux Core Arc Welding	3
WEL 164	Gas Tungsten Arc Welding	3
WEL 237	Applied Welding Process	3
WEL 247	Welding Layout and Fabrication	2
<b>Total</b>		<b>39</b>

### Level 3

#### CSC in Robotic Welding

Course Number	Course Name	Credit Hours
WEL 120*	Introduction to Welding	3
WEL 126	Pipe Welding	3
WEL 150*	Welding Drawing & Interpretation	3
WEL 160*	Gas Metal Arc Welding	4
WEL 198	Seminar & Project	4
WEL 241	Robotic Programming	2
WEL 242	Robotic Welding	2
<b>Total</b>		<b>21</b>

#### Notes:

- (1) Courses highlighted in **BLUE** are found in Level 1 and Level 2.
- (2) Courses highlighted in **GREEN** are found in Level 1, Level 2 and Level 3.
- (3) Courses highlighted in **ORANGE** are found in Level 2 and Level 3.
- (4) Level 3 is pending approval by Curriculum Committee in January 2020.
- (5) The \* indicates courses that can be completed through Dual Enrollment at Patrick County High School.

## **Substance Abuse Counselor – Assistant Career Studies Certificate**

**Purpose:** The career studies certificate (CSC) program in Substance Abuse Counselor-Assistant is designed to fulfill the necessary educational requirements to attain the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential. This career studies certificate meets the specified statutory requirements for didactic training and supervised experiential training. In addition to completing the CSC, students must also pass the Virginia State Constructed CSAC-A exam to earn the Virginia Certified Substance Abuse Counselor Assistant (CSAC-A) credential.

**Occupational Objectives:** Students who complete the program may be qualified for employment in a variety of positions related to substance use disorders, including:

Substance Abuse Counselor- Assistant  
Substance Use Disorder Case Manager  
Family Services Specialist Assistant  
Social Services Liaison  
Case Management Aide  
Client Advocate  
Social Services Para-professional

### **First Semester**

HMS 251	Substance Abuse	3 Credits
HMS 258	Case Management and Substance Abuse	3 Credits
PSY 200	Principles of Psychology	3 Credits

### **Second Semester**

HMS 141	Group Dynamics	3 Credits
HMS 230	Ethics in Human Services	3 Credits
HMS 290	Coordinated Internship	3 Credits

## PHCC Substance Abuse Counselor-Assistant

### Career Studies Certificate Courses

HMS 141	Group Dynamics	3 credits
HMS 230	Ethics in Human Services	3 credits
HMS 251	Substance Abuse I	3 credits
HMS 258	Case Management and Substance Abuse	3 credits
HMS 290	Coordinated Internship	3 credits
PSY 200	Principles of Psychology	<u>3 credits</u>

**Total Credits: 18 credits**

#### HMS 141 - Group Dynamics I

Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics. Lecture 3 hours per week. 3 credits

#### HMS 230 - Ethics in Human Services

Examines ethical concepts specific to human services organizations and careers. Considers self-determination, informed consent, confidentiality, boundaries, conflict of interest, dual relationships, as well as value clarification and the impact of culture. Lecture 3 hours. Total 3 hours per week. 3 credits

#### HMS 251 - Substance Abuse I

Provides knowledge, skills, and insight for working in drug and alcohol abuse programs. Emphasizes personal growth and client growth measures in helping relationships. Stresses various methods of individual and group techniques for helping the substance abuser. Lecture 3 hours per week. 3 credits

#### HMS 258 - Case Management and Substance Abuse

Focuses on the process for interviewing substance abuse clients. Includes intake, assessment, handling denial, and ending the interview. Teaches skills for writing short-term goals and treatment plans with emphasis on accountability. Examines various reporting devices. Lecture 3 hours per week. 3 credits

#### HMS 290 - Coordinated Internship (3 credits)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. 1-5 credits

#### PSY 200 - Principles of Psychology

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods and measurement, theoretical perspectives, and application. Includes biological bases of behavior, learning, social interactions, memory, and personality; and other topics such as sensation, perception, consciousness, thinking, intelligence, language, motivation, emotion, health, development, psychological disorders, and therapy. This is a Passport Transfer course. Lecture 3 hours. Total 3 hours per week. Readiness to enroll in English 111 required. 3 credits