

**PATRICK & HENRY COMMUNITY COLLEGE
LOCAL FUNDS SUMMARY
Period Ending June 30, 2023**

<u>FUND BALANCES</u>	<u>BEG. BAL.</u>	<u>NET INCOME</u>	<u>END. BAL.</u>
LOCALITY FUNDS	\$140,784.97	\$81,660.77	\$222,445.74
AUXILIARY FUNDS ¹	\$916,342.47	\$56,144.99	\$972,487.46
STUDENT ACTIVITY FUNDS	\$48,912.87	(\$10,619.25)	\$38,293.62
PARKING FUNDS	<u>\$224,222.16</u>	<u>\$30,307.43</u>	<u>\$254,529.59</u>
TOTAL LOCAL FUNDS	\$1,330,262.47	\$157,493.94	\$1,487,756.41

¹Including Investment Gain/Loss

**PATRICK & HENRY COMMUNITY COLLEGE
LOCALITY FUND BUDGET
Period Ending June 30, 2023**

REVENUES		BUDGET	ACTUAL	VARIANCE
401020	Henry County	\$62,414.00	\$62,414.00	\$0.00
401040	Martinsville	\$19,835.00	\$19,835.00	\$0.00
401030	Patrick County	\$10,000.00	\$10,000.00	\$0.00
	<u>Bank Interest</u>	<u>\$100.00</u>	<u>\$210.76</u>	<u>(\$110.76)</u>
TOTAL REVENUES		\$92,349.00	\$92,459.76	(\$110.76)

EXPENSES		BUDGET	ACTUAL	VARIANCE
460040	61257 Physical Plant Repair & Maintenance	\$10,000.00	\$8,693.90	\$1,306.10
460010	68800 Contingency Expenses	\$7,500.00		\$7,500.00
460060	61246 Bank Charges	\$2,000.00	\$2,105.09	(\$105.09)
470010	62320 <u>Plant & Improvements-Construction</u>	<u>\$70,000.00</u>		<u>\$70,000.00</u>
TOTAL EXPENSES		\$89,500.00	\$10,798.99	\$78,701.01
NET INCOME		\$2,849.00	\$81,660.77	(\$78,811.77)

LOCALITY FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$140,784.97	\$81,660.77	\$222,445.74

PATRICK & HENRY COMMUNITY COLLEGE
AUXILIARY FUND BUDGET
Period Ending June 30, 2023

REVENUES			BUDGET	ACTUAL	VARIANCE
406500	40751	College Bookstore	\$40,000.00	\$30,012.22	\$9,987.78
406510	40751	Vending	\$10,000.00	\$14,328.44	(\$4,328.44)
		Auxiliary Fees	\$0.00	\$20,360.00	(\$20,360.00)
<u>406530</u>	<u>40751</u>	<u>Miscellaneous</u>	<u>\$500.00</u>	<u>\$8.75</u>	<u>\$491.25</u>
TOTAL REVENUES			\$50,500.00	\$64,709.41	(\$14,209.41)

EXPENSES			BUDGET	ACTUAL	VARIANCE
		Transfer to Student Activities	\$35,000.00	\$35,000.00	\$0.00
465020		President's Office/Community Relations	\$5,000.00	\$4,803.20	\$196.80
465030		Administration Local Expenses	\$2,500.00	\$2,980.86	(\$480.86)
465040		Local Board Expenses	\$3,500.00	\$2,892.20	\$607.80
<u>465050</u>		<u>Contingency</u>	<u>\$4,500.00</u>	<u>\$5,409.50</u>	<u>(\$909.50)</u>
TOTAL EXPENSES			\$50,500.00	\$51,085.76	(\$585.76)

NET INCOME			\$0.00	\$13,623.65	
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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>
\$916,342.47	\$42,521.34	\$13,623.65	\$972,487.46

**PATRICK & HENRY COMMUNITY COLLEGE
AUXILIARY FUNDS INVESTMENT PERFORMANCE
June 30, 2023**

	<u>Amount</u>
BEGINNING VALUE	\$824,545.90
Plus cash deposits	\$0.00
<u>Less cash withdrawals</u>	<u>\$0.00</u>
ADJUSTED BASIS	\$824,545.90

			<u>Month</u>	<u>FYTD</u>	<u>Cum.</u>
			<u>Return</u>	<u>Return</u>	<u>Return</u>
PORTFOLIO VALUE AS OF	7/31/2022	\$848,558.88	2.91%	2.91%	41.43%
	8/31/2022	\$830,501.12	-2.19%	0.72%	38.42%
	9/30/2022	\$777,903.51	-6.38%	-5.66%	29.65%
	10/31/2022	\$817,096.23	4.75%	-0.90%	36.18%
	11/30/2022	\$861,176.17	5.35%	4.44%	43.53%
	12/31/2022	\$847,928.06	-1.61%	2.84%	41.32%
	1/31/2023	\$873,725.91	3.13%	5.96%	45.62%
	2/28/2023	\$849,567.41	-2.93%	3.03%	41.59%
	3/31/2023	\$856,158.87	0.80%	3.83%	42.69%
	4/30/2023	\$868,824.74	1.54%	5.37%	44.80%
	5/31/2023	\$844,018.42	-3.01%	2.36%	40.67%
	6/30/2023	\$867,067.24	2.80%	5.16%	44.51%
 Gain/Loss		 \$42,521.34			

PATRICK & HENRY COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Period Ending June 30, 2023

REVENUES		BUDGET	ACTUAL	VARIANCE
100850	Student Activity Fees	\$92,000.00	\$107,850.37	(\$15,850.37)
	From Foundation	\$88,000.00	\$98,928.44	(\$10,928.44)
	From Auxiliary Funds	\$35,000.00	\$35,000.00	\$0.00
	HEERF	\$21,675.00	\$21,675.00	\$0.00
	Athletics Fundraising	\$8,000.00		\$8,000.00
	<u>Club Receipts</u>	<u>\$2,000.00</u>	<u>\$4,882.60</u>	<u>(\$2,882.60)</u>
TOTAL REVENUES		\$246,675.00	\$268,336.41	(\$21,661.41)

EXPENSES		BUDGET	ACTUAL	VARIANCE
90101	<u>Student Activities & Cultural Events</u> (See Following Schedule)	<u>\$240,000.00</u>	<u>\$278,955.66</u>	<u>(\$38,955.66)</u>
TOTAL EXPENSES		\$240,000.00	\$278,955.66	(\$38,955.66)
NET INCOME		\$6,675.00	(\$10,619.25)	\$17,294.25

STUDENT ACTIVITIES FUND BALANCE			
	<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
	\$48,912.87	(\$10,619.25)	\$38,293.62

STUDENT ACTIVITIES FUNDS

BUDGET

PERIOD ENDING June 30, 2023

DEPT. CODE	ACTIVITY	BALANCE FORWARD 6/30/2018	TRANSFER FROM AUXILIARY	ANNUAL FOUNDATION SUPPORT	HEERF	FUNDRAISING & CLUB RECEIPTS	STUDENT ACTIVITIES FEE BUDGET	STUDENT ACTIVITIES FEES-ACTUAL	AVAILABLE FUNDS	CLUB EXPENSES	ENDING BALANCE
	BUDGETED REVENUES		\$35,000.00	\$88,000.00	\$21,675.00	\$10,000.00	\$92,000.00	\$107,850.37			
994010	INTERNATIONAL CLUB	\$800.09					\$500.00	\$586.14	\$1,386.23	\$781.11	\$605.12
994020	ALLIANCE FOR EXCELLENCE	\$2,130.41					\$600.00	\$703.37	\$2,833.79		\$2,833.79
994030	EARLY CHILDHOOD CLUB	\$800.09					\$500.00	\$586.14	\$1,386.23		\$1,386.23
994060	CAMPUS LIFE	\$4,347.96					\$5,000.00	\$5,861.43	\$10,209.40	\$8,163.80	\$2,045.60
994070	PHI THETA KAPPA	\$4,065.32					\$1,000.00	\$1,172.29	\$5,237.61	\$1,398.05	\$3,839.56
994080	INTERCOLLEGIATE ATHLETICS	\$0.00	\$35,000.00	\$98,928.44	\$21,675.00	\$4,868.60	\$70,000.00	\$82,060.06	\$242,532.10	\$255,080.27	(\$12,548.17)
994090	INTRAMURALS	\$530.59					\$1,500.00	\$1,758.43	\$2,289.02	\$1,755.34	\$533.68
994100	STUDENT GOV ASSOC	\$6,996.94					\$2,150.00	\$2,520.42	\$9,517.36		\$9,517.36
994120	ENVIRONMENTAL CLUB	\$320.03					\$200.00	\$234.46	\$554.49		\$554.49
994130	STUDENT NURSES ASSOC	\$5,707.02				\$14.00	\$500.00	\$586.14	\$6,307.16	\$140.47	\$6,166.69
994140	CULINARY CLUB	\$0.00					\$0.00	\$0.00	\$0.00		\$0.00
994160	STUDENT SERVICES ADV	\$299.50					\$300.00	\$351.69	\$651.19	\$466.20	\$184.99
994180	PLAY DAY, FALL FEST	\$6,400.71					\$2,000.00	\$2,344.57	\$8,745.28	\$3,937.00	\$4,808.28
994200	BROWN BAG SEMINAR	\$960.98					\$750.00	\$879.21	\$1,840.20	\$648.51	\$1,191.69
994210	DISCRETIONARY SA FUND	\$8,135.14					\$2,000.00	\$2,344.57	\$10,479.71	\$4,326.74	\$6,152.97
994230	VETERANS CLUB	\$2,247.60					\$500.00	\$586.14	\$2,833.74		\$2,833.74
994250	CULTURAL EVENTS	\$623.54					\$3,000.00	\$3,516.86	\$4,140.40	\$700.00	\$3,440.40
994260	STUDENT AWARDS BANQUET	\$767.20					\$1,000.00	\$1,172.29	\$1,939.49	\$1,558.17	\$381.32
994360	ADMIN OF JUSTICE ASSOC	\$1,000.00					\$0.00	\$0.00	\$1,000.00		\$1,000.00
994390	SMA	\$2,779.76					\$500.00	\$586.14	\$3,365.90		\$3,365.90
BUDGET TOTALS		\$48,912.87	\$35,000.00	\$98,928.44	\$21,675.00	\$4,882.60	\$92,000.00	\$107,850.37	\$317,249.28	\$278,955.66	\$38,293.62

**PATRICK & HENRY COMMUNITY COLLEGE
PARKING FUNDS BUDGET
Period Ending June 30, 2023**

REVENUES	BUDGET	ACTUAL	VARIANCE
409010 Student Parking Fees	<u>\$50,000.00</u>	<u>\$49,495.43</u>	<u>\$504.57</u>
TOTAL REVENUES	\$50,000.00	\$49,495.43	\$504.57

EXPENSES	BUDGET	ACTUAL	VARIANCE
490000 Site Improvements/Parking	<u>\$30,000.00</u>	<u>\$19,188.00</u>	<u>\$10,812.00</u>
TOTAL EXPENSES	\$30,000.00	\$19,188.00	\$10,812.00

NET INCOME	\$20,000.00	\$30,307.43	
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PARKING FUND BALANCE		
<u>BEGINNING BALANCE</u>	<u>NET INCOME</u>	<u>ENDING BALANCE</u>
\$224,222.16	\$30,307.43	\$254,529.59

7.7 Workplace Violence Policy

7.7.1 In General

It is Patrick & Henry Community College's policy to promote a safe environment for its employees, students, and campus visitors. The college is committed to working with its employees to maintain a work and learning environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats of violence, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm to one's self or to others. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from college property and may be subject to disciplinary action, criminal penalties, or both.

All employees and students should cooperate to implement this policy effectively and maintain a safe working and learning environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on college property or at a college function, you should report that person immediately to campus police or other college officials, regardless of whether the person is an employee or student. College personnel who receive such reports should seek advice from their respective Vice President, the Vice President of Financial and Administrative Services, or the college's Human Resource Director.

Please note: Threats or assaults that require immediate attention by security or police should be reported first to P&HCC security at 732-2406 or to local police by calling 911.

P&HCC will support all efforts made by college personnel in dealing with violent, threatening, harassing, intimidating, and other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. For additional information, contact the Vice President of Financial and Administrative Services or the Human Resource Manager.

7.7.2 Workplace Violence Prevention and Threat Assessment Policy Guidelines

- a) Purpose: The purpose of this policy is to establish guidelines for the development of a College/System Office policy for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

b) Coverage: These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and other third parties. Students may be covered under additional provisions of their respective college's Student Handbook.

c) Definitions:

Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual's home when telecommuting), and travel to and from work assignments.

Workplace Violence: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Third Parties: Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

7.7.3 **Policy**

1. The colleges/system office prohibits threats and acts of violence on college property, within college/system office facilities, at any college/system office-sponsored event; while engaged in college/system office business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:
 - injuring another person physically;
 - engaging in behavior that creates a reasonable fear of injury to self or another person;
 - engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
 - possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional, or when the weapon is secured in the student's vehicle;

- possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional, and except when the weapon is secured in the employee's vehicle.;
- Brandishing, using, or possessing a weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

7.7.4 Consequences of Policy Violations:

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or [DHRM Policy 1.60, Standards of Conduct](#). Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
2. Students violating this policy will be subject to disciplinary action as outlined in their respective college's Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
3. Visitors and third parties violating this policy will be subject to applicable local, state, federal laws, and associated regulations, and may be barred from the college/System Office at the college's/System Office's discretion for violating this policy.

7.7.5 Violence Prevention Committees and Threat Assessment Teams

- a) The college shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia law. The committee should consult VCCS legal counsel when necessary, through established protocols.
- b) The violence prevention committee shall publish for its college community, a clear statement of its mission and membership, as well as the committee's leadership role in the area of violence prevention.
- c) The violence prevention committee shall publish periodic guidance to faculty, staff and students regarding the following:
 - 1. How to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
 - 2. Policies and procedures for the assessment of individuals whose behavior may present a threat;
 - 3. Appropriate means of intervention with such individuals;
 - 4. College/system action to resolve potential threats; and
 - 5. To whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported.
- d) The college shall also organize a threat assessment team to be established by the State Board for Community Colleges. Membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, and a mental health representative. The violence prevention committee may also be designated the campus threat assessment team. The threat assessment team may supplement its membership with others as necessary to assist it with fulfilling its purpose. However, in all cases the membership of the team must comply with the requirements of [Virginia](#) law. The committee shall invite VCCS legal counsel to all meetings to provide legal advice. The threat assessment team may invite other representatives from campus to participate in individual cases, but no such representative shall be considered a member of the threat assessment team. The threat assessment team shall implement the assessment, intervention, and action policies of the violence prevention committee.

7.7.6 Procedures for reporting or responding to threats or incidents of workplace violence:

- a) Employee and student responsibilities should include:

- Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus police/security, Threat Assessment Team members, or other designated individuals or offices by stated college policy.
- Providing Human Resources and the immediate supervisor, or a college's counseling services office where a student or employee, with a copy of any Protective Orders from a court which lists the College/System Office as protected areas so that appropriate enforcement activities occur.
- No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

b) Management Responsibilities include:

- Designate a Workforce Violence Prevention Coordinator.
- Colleges must obtain the name(s) of an emergency clinician at each Community Services Board (CSB) in the college's service region to serve as a contact person. Each President must designate a college staff member with responsibility for communication with the CSB contact person(s) to prepare for and respond to potential emergency situations, to include requesting an assessment to determine whether a student, faculty or staff member poses a threat of violence to self or others.
- Establish a college violence prevention committee and a threat assessment team to comply with [Virginia](#) law. Each college's administration should ensure that its threat assessment team remains able to quickly receive information about, assess, and respond to potential threats that are reported in accordance with its policies, and to determine corrective actions and prepare necessary reports on given situations. In addition, each college's administration should ensure that its violence prevention committee remains able to publish education and prevention information and recommend ways to, (1) to respond to incidents, (2) investigate all reported incidents of workplace violence, and (3) determine the appropriate response and the actions necessary to address a particular situation.

c) Threat Assessment Team Responsibilities include:

- Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with [§ 23.1-805 of the Code of Virginia](#), and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
- Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in [Virginia Code §§ 19.2-389](#) and [19.2-389.1](#), and health records, as provided in [§ 32.1-127.1:03](#).

- Upon a preliminary determination that an individual poses an *articulable and significant* threat of violence to others, the threat assessment team shall:
 - Obtain any available criminal history record information as provided in §§ 19.2-389 and 19.2-389.1 and any available health records as provided in § 32.1-127.1:03;
 - Within 24 hours of making the preliminary determination, notify in writing (i) the campus police department, (ii) the local law enforcement agency where the college is located, (iii) the local law enforcement agency where the individual resides, (iv) if known to the threat assessment team, the local law enforcement agency where the for the city or county in which the individual is located, and (v) the local Commonwealth's Attorney in any jurisdiction where the threat assessment team has notified local law enforcement; and,
 - Disclose any specific threat of violence posed by the individual as part of such notification.
- No member of a threat assessment team or invited representative shall redisclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Each threat assessment team member shall complete a minimum of eight hours of initial training within 12 months of appointment to the threat assessment team and shall complete a minimum of two hours of threat assessment training each academic year thereafter. Training shall be conducted by the Department of Criminal Justice Services (the Department) or an independent entity approved by the Department.
- When otherwise consistent with applicable state and federal law, if the college has reliable knowledge that a student or employee who was determined pursuant to an investigation by the college's threat assessment team to pose an articulable and significant threat of violence to others is transferring to another institution of higher education or place of employment, the college from which the individual is transferring shall notify the other institution of higher education or place of employment to which the individual is transferring of such investigation and determination.