

PATRICK & HENRY COMMUNITY COLLEGE
Office of the President

Board Report #442
January 22, 2024

**BOARD TO CONSIDER APPROVAL OF
ACADEMIC PROGRAM CHANGES**

Report:

The college is submitting to the board for approval the following program closures:

- Bookkeeping Certificate
- Medical Transcription Career Studies Certificate
- Office Assisting Career Studies Certificate
- CADD Certificate

The college is submitting to the board for approval the following program creations:

- CADD – 3D Modeling (Activate)
- CADD – Architectural Design (Activate)

Attachments provide the rationale for each program change request.

Recommendation:

It is the recommendation of the college administration that the Board approve these Academic Program Changes.


Greg Hodges, President

Certificate Closures

As part of the Administrative Support Technology (AST) and Accounting (ACC) Program closures, the following certificates are being recommended for closure:

- Bookkeeping Certificate
- Medical Transcription Career Studies Certificate
- Office Assisting Career Studies Certificate

The Bookkeeping Certificate was mostly embedded in the Accounting program, which has now been discontinued. Both the Medical Transcription and Office Assisting certificates were fully embedded in the AST program, which has also been closed. These certificates were originally left open after the AST and ACC program closures to allow for an alternate pathway for students, should they wish to seek a shorter term option. Now that students have been advised, it is the recommendation we close these certificates to new enrollees.

Just like the ACC and AST programs, these certificate pathways topped out at wages well below the threshold for a sustainable living (\$15/hr.). Additionally, both Bookkeeping and Medical Transcription have short-term training alternates that take less time than the current certificate pathway of 1 to 1 ½ years to completion.

Certificate Modification

As part of the ongoing work to create flexible and dynamic options to build into the Technical Studies Associate degree, the Certificate in Computer-aided Design and Drafting (CADD) is recommended for discontinuance to allow for two smaller CADD credentials to be offered:

- CADD Certificate (Closure)
- CADD – 3D Modeling (Activate)
- CADD – Architectural Design (Activate)

The current certificate is 40 credits, preventing it from being paired with other certificates to create a 60-68 credit associate degree. In a review of the outcomes and employer needs for CADD, it was determined that two pathways for CADD existed and could be separated to create credentials with less credits. This not only expedites time to completion for the sole credential, but now allows it to be paired with other credentials (e.g. Welding, Machining, etc.).

**PATRICK & HENRY COMMUNITY COLLEGE
LOCAL FUNDS SUMMARY
Period Ending December 31, 2023**

<u>FUND BALANCES</u>	<u>BEG. BAL.</u>	<u>NET INCOME</u>	<u>END. BAL.</u>
LOCALITY FUNDS	\$222,445.74	\$86,064.64	\$308,510.38
AUXILIARY FUNDS ¹	\$972,487.46	\$66,486.96	\$1,038,974.42
STUDENT ACTIVITY FUNDS	\$50,841.79	(\$55,076.22)	(\$4,234.43)
PARKING FUNDS	<u>\$254,529.59</u>	<u>\$10,747.14</u>	<u>\$265,276.73</u>
TOTAL LOCAL FUNDS	\$1,500,304.58	\$108,222.52	\$1,608,527.10

¹Including Investment Gain/Loss

**PATRICK & HENRY COMMUNITY COLLEGE
LOCALITY FUND BUDGET
Period Ending December 31, 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	\$5,000.00	\$5,000.00
	<u>Bank Interest</u>	<u>\$200.00</u>	<u>\$52.76</u>	<u>\$147.24</u>
TOTAL REVENUES		\$92,449.00	\$87,301.76	\$5,147.24

EXPENSES		BUDGET	ACTUAL	VARIANCE
460040	61257 Physical Plant Repair & Maintenance	\$10,000.00		\$10,000.00
460010	68800 Contingency Expenses	\$7,500.00		\$7,500.00
460060	61246 Bank Charges	\$2,000.00	\$1,237.12	\$762.88
470010	<u>62320 Plant & Improvements-Construction</u>	<u>\$50,000.00</u>		<u>\$50,000.00</u>
TOTAL EXPENSES		\$69,500.00	\$1,237.12	\$68,262.88
NET INCOME		\$22,949.00	\$86,064.64	(\$63,115.64)

LOCALITY FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$222,445.74	\$86,064.64	\$308,510.38

PATRICK & HENRY COMMUNITY COLLEGE
AUXILIARY FUND BUDGET
Period Ending December 31, 2023

REVENUES			BUDGET	ACTUAL	VARIANCE
406500	40751	College Bookstore	\$30,000.00	\$20,464.54	\$9,535.46
406510	40751	Vending	\$10,000.00	\$5,929.66	\$4,070.34
		Auxiliary Fees	\$21,000.00		\$21,000.00
<u>406530</u>	<u>40751</u>	<u>Miscellaneous</u>	<u>\$500.00</u>	<u>\$11.25</u>	<u>\$488.75</u>
TOTAL REVENUES			\$61,500.00	\$26,405.45	\$35,094.55

EXPENSES			BUDGET	ACTUAL	VARIANCE
		Transfer to Student Activities	\$35,000.00		\$35,000.00
465020		President's Office/Community Relations	\$5,000.00	\$3,116.07	\$1,883.93
465030		Administration Local Expenses	\$2,500.00	\$176.11	\$2,323.89
465040		Local Board Expenses	\$3,500.00	\$1,260.00	\$2,240.00
<u>465050</u>		<u>Contingency</u>	<u>\$5,000.00</u>		<u>\$5,000.00</u>
TOTAL EXPENSES			\$51,000.00	\$4,552.18	\$46,447.82

NET INCOME			\$10,500.00	\$21,853.27	
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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>
\$972,487.46	\$44,633.69	\$21,853.27	\$1,038,974.42

**PATRICK & HENRY COMMUNITY COLLEGE
AUXILIARY FUNDS INVESTMENT PERFORMANCE
December 31, 2023**

	<u>Amount</u>
BEGINNING VALUE	\$867,067.24
Plus cash deposits	\$0.00
<u>Less cash withdrawals</u>	<u>\$0.00</u>
ADJUSTED BASIS	\$867,067.24

		<u>Month</u>	<u>FYTD</u>	<u>Cum.</u>	
		<u>Return</u>	<u>Return</u>	<u>Return</u>	
PORTFOLIO VALUE AS OF	7/31/2023	\$883,480.56	1.89%	1.89%	47.25%
	8/31/2023	\$867,977.96	-1.79%	0.11%	44.66%
	9/30/2023	\$844,242.07	-2.74%	-2.63%	40.71%
	10/31/2023	\$830,230.98	-1.62%	-4.25%	38.37%
	11/30/2023	\$871,763.72	4.79%	0.54%	45.29%
	12/31/2023	\$911,700.93	4.61%	5.15%	51.95%

Gain/Loss	\$44,633.69
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**PATRICK & HENRY COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Period Ending December 31, 2023**

REVENUES		BUDGET	ACTUAL	VARIANCE
100850	Student Activity Fees	\$115,000.00	\$57,170.83	\$57,829.17
	From Foundation	\$88,000.00	\$58,275.83	\$29,724.17
	From Auxiliary Funds	\$35,000.00		\$35,000.00
	<u>Club Receipts</u>	<u>\$2,000.00</u>	<u>\$1,025.00</u>	<u>\$975.00</u>
TOTAL REVENUES		\$240,000.00	\$116,471.66	\$123,528.34

EXPENSES		BUDGET	ACTUAL	VARIANCE
<u>90101</u>	<u>Student Activities & Cultural Events</u> (See Following Schedule)	<u>\$240,000.00</u>	<u>\$171,547.88</u>	<u>\$68,452.12</u>
TOTAL EXPENSES		\$240,000.00	\$171,547.88	\$68,452.12

NET INCOME		\$0.00	(\$55,076.22)	\$55,076.22
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STUDENT ACTIVITIES FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$50,841.79	(\$55,076.22)	(\$4,234.43)

STUDENT ACTIVITIES FUNDS

BUDGET

PERIOD ENDING December 31, 2023

DEPT. CODE	ACTIVITY	BALANCE FORWARD 6/30/2023	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		\$2,000.00	\$115,000.00	\$57,170.83			
994010	INTERNATIONAL CLUB	\$605.12					\$500.00	\$248.57	\$853.69		\$853.69
994020	ALLIANCE FOR EXCELLENCE	\$2,833.79					\$600.00	\$298.28	\$3,132.07		\$3,132.07
994030	EARLY CHILDHOOD CLUB	\$1,386.23					\$500.00	\$248.57	\$1,634.80		\$1,634.80
994060	CAMPUS LIFE	\$2,045.60					\$6,000.00	\$2,982.83	\$5,028.42	\$4,978.93	\$49.49
994070	PHI THETA KAPPA	\$3,839.56					\$1,000.00	\$497.14	\$4,336.70		\$4,336.70
994080	INTERCOLLEGIATE ATHLETICS	\$0.00	\$0.00	\$58,275.83		\$1,025.00	\$90,000.00	\$44,742.39	\$104,043.22	\$158,731.82	(\$54,688.60)
994090	INTRAMURALS	\$533.68					\$1,500.00	\$745.71	\$1,279.38	\$374.77	\$904.61
994100	STUDENT GOV ASSOC	\$9,517.36					\$2,150.00	\$1,068.85	\$10,586.21		\$10,586.21
994120	ENVIRONMENTAL CLUB	\$554.49					\$200.00	\$99.43	\$653.92		\$653.92
994130	STUDENT NURSES ASSOC	\$6,166.69					\$500.00	\$248.57	\$6,415.26		\$6,415.26
994140	CULINARY CLUB	\$0.00					\$0.00	\$0.00	\$0.00		\$0.00
994160	STUDENT SERVICES ADV	\$184.99					\$300.00	\$149.14	\$334.13	\$27.20	\$306.93
994180	PLAY DAY, FALL FEST	\$4,808.28					\$3,000.00	\$1,491.41	\$6,299.69	\$3,290.00	\$3,009.69
994200	BROWN BAG SEMINAR	\$1,191.69					\$750.00	\$372.85	\$1,564.54	\$86.40	\$1,478.14
994210	DISCRETIONARY SA FUND	\$6,152.97					\$3,000.00	\$1,491.41	\$7,644.38	\$4,058.76	\$3,585.62
994230	VETERANS CLUB	\$2,833.74					\$500.00	\$248.57	\$3,082.31		\$3,082.31
994250	CULTURAL EVENTS	\$3,440.40					\$3,000.00	\$1,491.41	\$4,931.81		\$4,931.81
994260	STUDENT AWARDS BANQUET	\$381.32					\$1,000.00	\$497.14	\$878.46		\$878.46
994360	ADMIN OF JUSTICE ASSOC	\$1,000.00					\$0.00	\$0.00	\$1,000.00		\$1,000.00
994390	SMA	\$3,365.90					\$500.00	\$248.57	\$3,614.47		\$3,614.47
BUDGET TOTALS		\$50,841.79	\$0.00	\$58,275.83	\$0.00	\$1,025.00	\$115,000.00	\$57,170.83	\$167,313.45	\$171,547.88	(\$4,234.43)

**PATRICK & HENRY COMMUNITY COLLEGE
PARKING FUNDS BUDGET
Period Ending December 31, 2023**

REVENUES	BUDGET	ACTUAL	VARIANCE
409010 Student Parking Fees	<u>\$50,000.00</u>	<u>\$26,290.24</u>	<u>\$23,709.76</u>
TOTAL REVENUES	\$50,000.00	\$26,290.24	\$23,709.76

EXPENSES	BUDGET	ACTUAL	VARIANCE
490000 Site Improvements/Parking	<u>\$25,000.00</u>	<u>\$15,543.10</u>	<u>\$9,456.90</u>
TOTAL EXPENSES	\$25,000.00	\$15,543.10	\$9,456.90

NET INCOME	\$25,000.00	\$10,747.14	
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PARKING FUND BALANCE		
<u>BEGINNING BALANCE</u>	<u>NET INCOME</u>	<u>ENDING BALANCE</u>
\$254,529.59	\$10,747.14	\$265,276.73