

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

Finance and Administration Committee Meeting

**Tuesday, March 25, 2025
11:00 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on March 25, 2025, beginning at 11:00 AM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Jeffrey Powell – Committee Chair, Vickie Findley, and Anthony Hinton

Committee Members Absent: Lisa Lang and Christine Miller

Other Board Members Present: Thomas Cole, Juanita Nickerson, Joanne Seasholtz, and Nathan Weese

Others Present: Members of the President's Cabinet, faculty, staff, and others

I. Call to Order

Jeffrey Powell called the meeting to order at 11:01 AM.

II. Approval of Minutes – February 18, February 27, March 6, and March 13, 2025

Vickie Findley moved to approve the February 18, February 27, March 6, and March 13, 2025 meeting minutes. Anthony Hinton seconded the motion. All agreed. Motion carried.

III. Revenue Analysis

A. FY 2025 Pierpont Fee Revenue Analysis as of March 17, 2025

Dale Bradley presented and reviewed the FY 2025 Fee Revenue Analysis as of March 17, 2025 Report (Report provided in Agenda packet).

Dale Bradley also reported that the E&G (Education & General) budget has decreased by approximately \$15,000 since the last committee meeting. He also reviewed the Tuition &

Fees (T&F) assessment summary chart with committee members, highlighting the comparison between fees assessed (Column B) and expenditures to date (Column E). The committee agreed to review the T&F document on a monthly basis to maintain oversight of spending and assessments.

Additionally, Dale Bradley addressed a question raised at the previous meeting regarding bad debt. He confirmed that for FY 2024, approximately \$140,000 has been written off as bad debt. However, he clarified that this debt is never removed from student accounts, and the college continues its efforts to collect these outstanding balances.

IV. BOG Information Items

A. February 28, 2025, Combined Finance Report

Dale Bradley presented and reviewed the Budget/Finance FY 2025 Report as of February 28, 2025 (Report provided in Agenda packet).

B. Capital Projects Expenditure Report as of February 28, 2025

Dale Bradley presented the Capital Projects Report as of February 28, 2025 (Report provided in Agenda packet).

Dale Bradley also report he Veterinary Technology project has not yet been officially closed out due to ongoing work. Discussions with Mr. Donovan are continuing regarding the retainage of \$72,000. Of that amount, only \$47,000 is the responsibility of Pierpont, with the remaining balance to be covered by the system office

C. FY 2025 Contracted Service Providers as of January 31 2025

Dale Bradley provided an update on the Contracted Service Providers as of January 31, 2025 (Report provided in Agenda packet).

V. BOG Action Item

Dale Bradley and Anthony Hinton reviewed the Finance and Administration Committee PowerPoint presentation (**Attachment A**).

A. Approval of Tuition and Fee Changes for AY 2025-2026

Vickie Findley moved to accept the recommended tuition and fee changes for AY 2025-2026 and move the recommendation to the full Board. Anthony Hinton seconded the motion. All agreed. Motion carried.

VI. Adjournment



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

There being no further business, Vickie Findley moved to adjourn the meeting. Anthony Hinton seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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PIERPONT COMMUNITY & TECHNICAL COLLEGE

FINANCE COMMITTEE UPDATE

MAR 25TH 2025

Attachment A

Agenda

- 1 Feb 28th Finance Report**
- 2 Capital Project Expenditure Report**
- 3 Contracted Services Update**
- 4 Executive Summary of Actionable Items**
- 5 Timeline of Events**
- 6 Process Update**
- 7 Recommendations**
- 8 Next Steps**

Executive Summary

The Finance | Audit & Administration Committee does not recommend to the following:

- Education and General Tuition Fees
- Pierpont Supplemental Fees

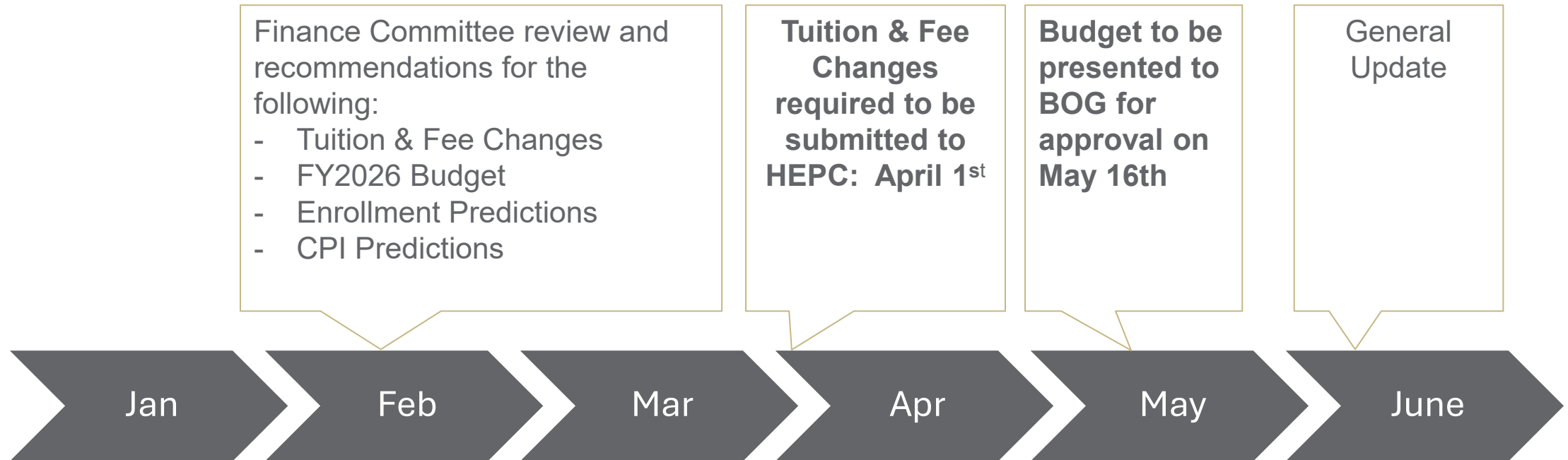
The Finance | Audit & Administration Committee does recommend to the following:

- Pierpont Program Fees
 - There are several changes to Programs Fees that will be covered in detail
 - Removals, additions, decreases & Increases
 - Most small in nature

Pierpont Community & Technical College Board of Governors Meeting of March 25, 2025	
ITEM:	Approval of Tuition and Fee Changes for Academic Year 2025-2026
COMMITTEE:	Finance/Audit and Administration Committee
STAFF MEMBER:	Dale Bradley
RECOMMENDED ACTION:	Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition and Fee changes identified below for Academic Year 2025-2026.
ATTACHMENTS:	The Education and General Fee Planning Schedule – Per Semester (Attachment F), the Proposed Special Fees (Attachment G), the Proposed Program Fees (Attachment H) identifying the proposed fee changes for Academic Year 2025-26.
BACKGROUND:	<ul style="list-style-type: none">• Education and General Tuition Fees are charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.<ul style="list-style-type: none">◦ Pierpont is not requesting an increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2025-26.• Pierpont Supplemental Fees are operational, or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.<ul style="list-style-type: none">◦ Pierpont is not requesting any Supplemental Fees changes for AY 2025-26.• Pierpont Program Fees are charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
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Timeline of Events

Current timeline | deadlines with external stake holders requires the institution to make financial assumptions before having actual data for the following year



Process Update

The financial committee have spent the last 45 days aligning on key Budget Data to make recommendations presented herein.

- Started with 2026 baseline budget
- Reviewed requested Additions & Subtractions
 - Prioritized by President Council & appropriate Staff
 - High | Medium | Low
- Through review of Enrollment Predications for 2025
 - Market Intel | Research and several Probability Models
- Created sensitivity analysis on Enrollment Predictions to show variances
 - 2 & 4% Increase
 - 2 & 4% Decrease
- Reviewed CPI Prediction based on above

Resulting in a proposed balanced Budget for FY2026

FY 2026 BUDGET PLANNING DOCUMENT PIERPONT COMMUNITY & TECHNICAL COLLEGE EDUCATION & GENERAL FUNDS As of					
As of January 31, 2025 Budget Condition (Adjusted) of:	503,113	Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Savings From Removal of One Time Budgets in Previous FY					
Removal of One Time Equipment Spend School of BAT (Fund 3115)	191,816	Yes	Immediate	191,816	
Removal of One Time BANNER 9 Self-Service	110,000	Yes	Immediate	110,000	
Sub-Total	301,816			301,816	804,929
Revenue Adjustments:					
State Appropriation Increase/(Decrease) - Governor's Proposed Budget	70,529	Yes	Immediate	70,529	
State Appropriation Increase/(Decrease) - Funding Formula	143,423	No	Immediate	0	
State Appropriation Increase - Pay Raises	0	No	Immediate	0	
Remove Program Fee - Non-Resident BOG Degree Program Fee of \$350 per student	(120,000)	Yes	Immediate	(120,000)	
Tuition and Fee Increase (\$44,967 Per 1% Increase)	0	No	Immediate	0	
Sub-Total	93,952			(49,471)	755,458
Budget Cut(Increase) Initiatives:					
Eliminate NCWV District Consortium Budget (3100/7436)	4,719	Yes	Immediate	4,719	
Eliminate Braxton County Center Budget (3100/7450)	15,000	Yes	Immediate	15,000	
Eliminate Liberal Studies Program Budget (3100/7335)	2,698	Yes	Immediate	2,698	
Reduce Finance Office Budget (3100/7400)	5,000	Yes	Immediate	5,000	
Reduce Office of Human Resources Budget (3100/7600)	10,000	Yes	Immediate	10,000	

Option 3 - Base Case Plus High and Medium Priority Items	
	Unrestricted Budget Balance
No Enrollment Change	\$140,319
2% Enrollment Increase	\$230,253
4% Enrollment Increase	\$320,187
2% Enrollment Decline	\$50,385
4% Enrollment Decline	(\$39,549)

Recommendations

The Finance | Audit & Administration Committee does not recommend to the following:

- Education and General Tuition Fees
- Pierpont Supplemental Fees

The Finance | Audit & Administration Committee does recommend to the following:

- Pierpont Program Fees
 - There are several changes to Programs Fees that will be covered in detail on the following slides
 - Details of changes will be provided separately in handouts.

Pierpont Community & Technical College Board of Governors Meeting of March 25, 2025	
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BACKGROUND:	<ul style="list-style-type: none">• Education and General Tuition Fees are charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.<ul style="list-style-type: none">◦ Pierpont is not requesting an increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2025-26.• Pierpont Supplemental Fees are operational, or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.<ul style="list-style-type: none">◦ Pierpont is not requesting any Supplemental Fees changes for AY 2025-26.• Pierpont Program Fees are charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
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Recommendations

Removals:

- Eliminate the Respiratory Therapy EHR Go Fee of \$65

Decreases:

- NA

Additions:

- Establish a Health Information Technology Encoder Fee (Per Course Fee) of \$75
- Establish a Medical Billing and Coding Encoder Fee (Per Course Fee) of \$75
- Establish a License Practical Nursing Materials Fee (Per Course Fee) of \$50
- Establish a Respiratory Care OneVision Web Fee (Per Course Fee) of \$400

Increases:

- Increase the Licensed Practical Nursing (LPN) Program Fee (Per Semester Fee) from \$185 to \$400 per semester
- Increase the Veterinary Technology Program Fee (Per Semester Fee) from \$185 to \$400 per semester
- Increase the Program Fee (Per Semester Fee) from \$350 to \$370 for:
 - Petroleum Technology
 - Advanced Welding
 - Applied Process Technology
- Increase the Program Fee (Per Semester Fee) for Information Systems Program Fee from \$225 to \$245

Next Steps

- Continue to refine Budget Assumptions: Action – Finance Committee
 - April meeting:
 - Finance Committee will meet in April to review and finalize FY 2026 Budget
 - Chat Bot presentation to committee
 - Review of Capital Requests for FY2026
- Present proposed FY2026 Budget to BOG: Action – Finance Committee
 - BOG Meeting Scheduled: May 13th, 2025

A photograph of the Pierpont Advanced Technology Center building at sunset. The sky is a mix of orange, pink, and purple. A large flagpole with the Canadian flag stands in the foreground. The building is a modern, multi-story structure with large glass windows and a sign that reads "Advanced Technology Center" and "PIERPONT COMMUNITY & TECHNICAL COLLEGE".

Thank You Questions

Budget Update

We were able to establish a balanced Budget for FY2026

Based on assumptions:

- Considering additions & subtractions
- Enrollment consistent to 2025
- No major increase or decrease to Tuition

Option 3 - Base Case Plus High and Medium Priority Items	
	Unrestricted Budget Balance
No Enrollment Change	\$140,319
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