

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

**Finance and Administration Committee Meeting**

**Tuesday, May 13, 2025  
1:00 PM**

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

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**AGENDA**

- I. Call to Order**
- II. \*Approval of Minutes – March 25 and April 23, 2025** *Tab 1*
- III. BOG Information Items**
  - A. March 31, 2025, Combined Finance Report *Tab 2*
  - B. FY 2025 Capital Projects Update *Tab 3*
- IV. BOG Action Items**
  - A. \*FY 2026 Education and General Capital Project Budget Approval
  - B. \*FY 2026 Unrestricted Budget Approval
- V. Adjournment**

# **Tab**

# **1**

**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**

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**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 25<sup>TH</sup> 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:

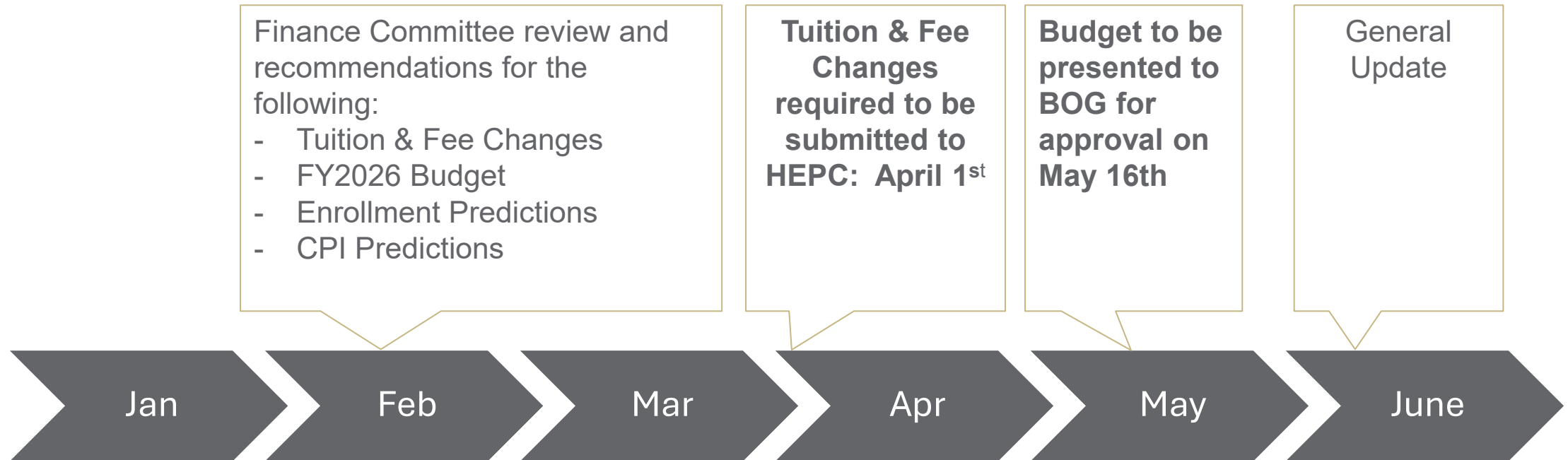
- Pierpont Program Fees
  - There are several changes to Programs Fees that will be covered in detail
  - Removals, additions, decreases & Increases
  - Most small in nature

<b>Pierpont Community &amp; Technical College</b> <b>Board of Governors</b> <b>Meeting of March 25, 2025</b>	
<b>ITEM:</b>	Approval of Tuition and Fee Changes for Academic Year 2025-2026
<b>COMMITTEE:</b>	Finance/Audit and Administration Committee
<b>STAFF MEMBER:</b>	Dale Bradley
<b>RECOMMENDED ACTION:</b>	Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition and Fee changes identified below for Academic Year 2025-2026.
<b>ATTACHMENTS:</b>	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.
<b>BACKGROUND:</b>	<ul style="list-style-type: none"><li>• <b>Education and General Tuition Fees</b> 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"><li>◦ 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.</li></ul></li><li>• <b>Pierpont Supplemental Fees</b> 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"><li>◦ Pierpont is not requesting any Supplemental Fees changes for AY 2025-26.</li></ul></li><li>• <b>Pierpont Program Fees</b> 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.</li></ul>
<hr/>	
Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26	
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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
<b>PERMANENT BUDGET ADJUSTMENTS:</b>					
<b>Savings From Removal of One Time Budgets in Previous FY</b>					
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	
<b>Sub-Total</b>	<b>301,816</b>			<b>301,816</b>	<b>804,929</b>
<b>Revenue Adjustments:</b>					
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	
<b>Sub-Total</b>	<b>93,952</b>			<b>(49,471)</b>	<b>755,458</b>
<b>Budget Cut(Increase) Initiatives:</b>					
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
<b>No Enrollment Change</b>	<b>\$140,319</b>
<b>2% Enrollment Increase</b>	<b>\$230,253</b>
<b>4% Enrollment Increase</b>	<b>\$320,187</b>
<b>2% Enrollment Decline</b>	<b>\$50,385</b>
<b>4% Enrollment Decline</b>	<b>(\$39,549)</b>

# 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.

<b>Pierpont Community &amp; Technical College</b> <b>Board of Governors</b> <b>Meeting of March 25, 2025</b>	
<b>ITEM:</b>	Approval of Tuition and Fee Changes for Academic Year 2025-2026
<b>COMMITTEE:</b>	Finance/Audit and Administration Committee
<b>STAFF MEMBER:</b>	Dale Bradley
<b>RECOMMENDED ACTION:</b>	Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition and Fee changes identified below for Academic Year 2025-2026.
<b>ATTACHMENTS:</b>	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.
<b>BACKGROUND:</b>	<ul style="list-style-type: none"><li>• <b>Education and General Tuition Fees</b> 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"><li>◦ 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.</li></ul></li><li>• <b>Pierpont Supplemental Fees</b> 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"><li>◦ Pierpont is not requesting any Supplemental Fees changes for AY 2025-26.</li></ul></li><li>• <b>Pierpont Program Fees</b> 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.</li></ul>
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Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26	
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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 13<sup>th</sup>, 2025

A photograph of a modern, multi-story building with large glass windows and a stone base. The building is identified by a sign as the Advanced Technology Center at Pierpont Community & Technical College. The sky is a vibrant mix of orange, pink, and purple, indicating a sunset or sunrise. A flagpole with two flags stands in the foreground. The text "Thank You Questions" is overlaid in large white letters.

# 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
2% Enrollment Increase	\$230,253
4% Enrollment Increase	\$320,187
2% Enrollment Decline	\$50,385
4% Enrollment Decline	(\$39,549)

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

**Finance and Administration Committee Meeting**

**Wednesday, April 23, 2025  
9:30 AM**

**Pierpont's Advanced Technology Center (ATC)  
500 Galliher Drive  
Fairmont, WV 26554  
Room 201A**

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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on April 23, 2025, beginning at 9:30 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, Vickie Findley, and Christine Miller

*Committee Members Absent:* Anthony Hinton and Lisa Lang

*Other Board Members Present:*

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

**I. Call to Order**

Jeffrey Powell called the meeting to order at 9:32 AM.

**II. Revenue Analysis**

Dale Bradley presented and reviewed the FY 2025 Tuition Revenue Analysis as of April 14, 2025 Report (Report provided in agenda packet). Summer fee assessment will occur on May 1.

**III. BOG Information Items**

**A. March 31, 2025, Combined Finance Report**

Dale Bradley presented and reviewed the Budget/Finance FY 2025 Report as of March 31, 2025 (Report provided in Agenda packet).

**B. Capital Projects Expenditure Report as of March 31, 2025**



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

The final retainage has not yet been paid for the Clarksburg Caperton Center Vet Tech expansion project. Funds are still being held for furniture, fixtures, and equipment (FFE) for the third floor at the ATC. A pre-bid meeting is scheduled for April 30 to move the project forward to the bidding phase. The college currently has \$157,000 in cash, has paid all HEPC debt for the year, and maintains approximately \$600,000 in the E&G capital fund.

#### **IV. Discussion Items**

##### **A. Student Services Chatbot Discussion**

Jennifer McConnell reviewed the Chatbot presentation (**Attachment A**), noting that chatbots are becoming a part of everyday life and are increasingly expected at colleges. She stated that nearly every community college in West Virginia already utilizes a chatbot as a tool to increase enrollment and support retention efforts. Given that many of Pierpont's offices are only open from 8:00 a.m. to 4:00 p.m., this service could provide additional support after hours. The requested funding for the service is \$38,000, which aligns with the average cost; however, questions were raised regarding whether the proposed amount will secure the right product. Jennifer emphasized that the chatbot would not replace human resources, but rather enhance existing services. She will update the quote and seek informal quotes prior to the next Finance and Administration meeting.

##### **B. FY 2026 Preliminary Budget Discussion**

Dale Bradley reported a reduction of \$152,107 in state appropriations from Pierpont's budget. The budget was originally built based on the Governor's proposed allocation, which anticipated an increase of \$70,529. However, the final appropriation reflected a decrease of \$152,107. The group discussed funding all high and medium priorities; with the revised appropriation, this would result in a deficit of \$82,317—not including the \$38,000 chatbot proposal, personnel reserves, or Great Ideas funding. If all of those items are included, the projected deficit increases to \$210,124. If only high priorities are funded and medium priorities are excluded, the deficit is reduced to \$4,599.

##### **C. FY 2026 Capital Projects Discussion**

The Capital Projects Report (Report provided in Agenda packet) was reviewed with Jamie Kosick and will become an action item for the May meeting. A request will be made for a \$150,000 small projects budget and \$271,682 for HEPC debt service. Top priority items include parking lot repairs at the Caperton Center (\$17,845), building control and management systems at the Caperton Center (\$44,900), and a controls contract for building control systems (\$7,200). The current available balance is \$1,154,195.47. Approximately \$500,000 will be requested for next year to cover these identified costs. It



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was noted that the college must remain cautious, as an estimated \$3 million in equipment will be needed for the new aviation facility.

**V. Adjournment**

There being no further business, the meeting adjourned.

*Respectfully submitted by Amanda N. Hawkinberry*



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# Chatbot Potential

# How Universities Can Use AI Chatbots to Connect with Students and Drive Success

Artificial intelligence is having a moment in higher education, but chatbots trained by years of student interaction have long been a valuable tool.



by [Andy Viano](#)

Andy Viano is a journalist and editor at *EdTech: Focus on Higher Education*.



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[Solution](#)

● January 07, 2025

## Human Predictions for AI in Higher Education in 2025

Practical insights into how AI agents, generative search and personalization will shape the sector.

### Chatbot Launch

October 8, 2024

Late last year, the National Institute for Student Success (NISS) at Georgia State University was awarded a \$7.6 million grant from the [U.S. Department of Education's Postsecondary Student Success Program](#) to investigate how chatbots can enhance student outcomes in first-year math and English courses. The initiative, titled TEACH ME (Technology Enhanced Academic Communication Help in Math & English), will be implemented for both bachelor's and associate level students at Georgia State, as well as partner institutions Morgan State University and the University of Central Florida. This project comes on the heels of earlier successes with the approach at GSU in Political Science and Economics courses. Researchers found that [the academic chatbot significantly shifted students' final grades](#); the tool increased the likelihood that students achieved a course grade of B or higher by 5-6 percentage points while also reducing the likelihood students dropped the course (Page et. al, 2023). An overwhelming majority (92%) of students in those courses indicated that they recommended the chatbot for continued use and even further expansion. This use of the tool in academic courses built on earlier successes with AI at GSU to help students complete administrative tasks, including the [2016 launch of the Pounce Admissions chatbot](#). The tool [significantly reduced](#) ["summer melt"](#)—a phenomenon where students accepted to college fail to enroll in fall classes.

# Case Studies

## Long Beach City College Increases Student Enrollment & Saves

COMMUNITY COLLEGE

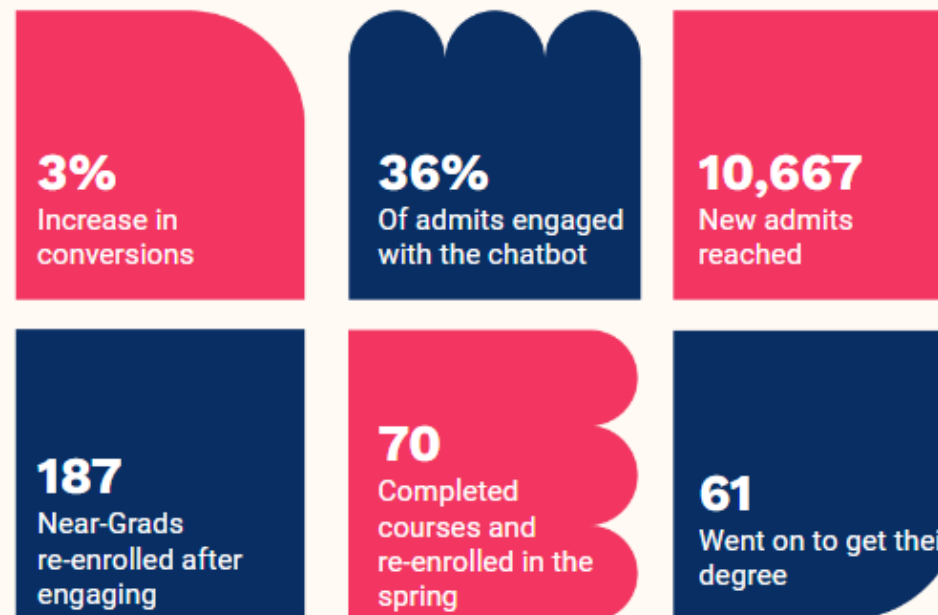
Published On: October 18, 2023

### Impact Snapshot

- Leveraged both Ocelot Chatbot and Two-Way Text to **increase student engagement**
- **Sourced \$1,952,780** in tuition dollars for the 2022-2023 academic year from one Two-Way Text campaign
- **Saved \$1,152,990** and 305 weeks of staff work with chatbot
- Saw a **10x return on investment** with Ocelot solutions saving the college over three million dollars

## Hillsborough Community College

Helping students complete their degree



## AI-Driven Success: Forsyth Technical Community College's 12% Enrollment Surge with Element451

Harnessing artificial intelligence for record-breaking student numbers.

[Read Case Study →](#)

# ChatBot Types

Instant  
Message

Text  
Message



## Rule Based

These bots follow predefined paths or decision trees.



## Machine Learning

These are typically enabled by “crawling” the website to learn.

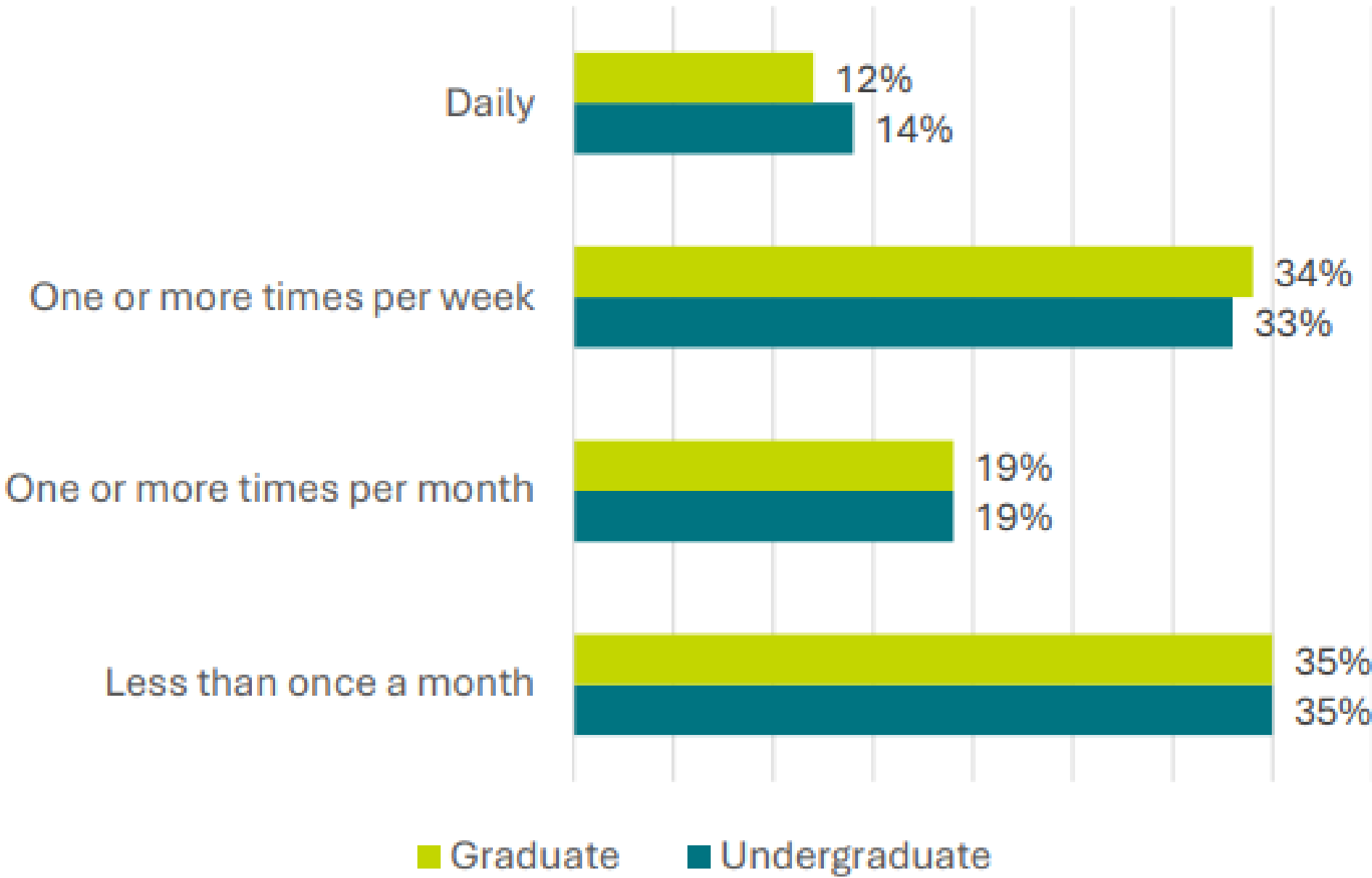


## Generative

This is similar to ChatGPT, Claude, etc. These are very flexible and good for open-ended conversation.

# Use Of AI Every Day

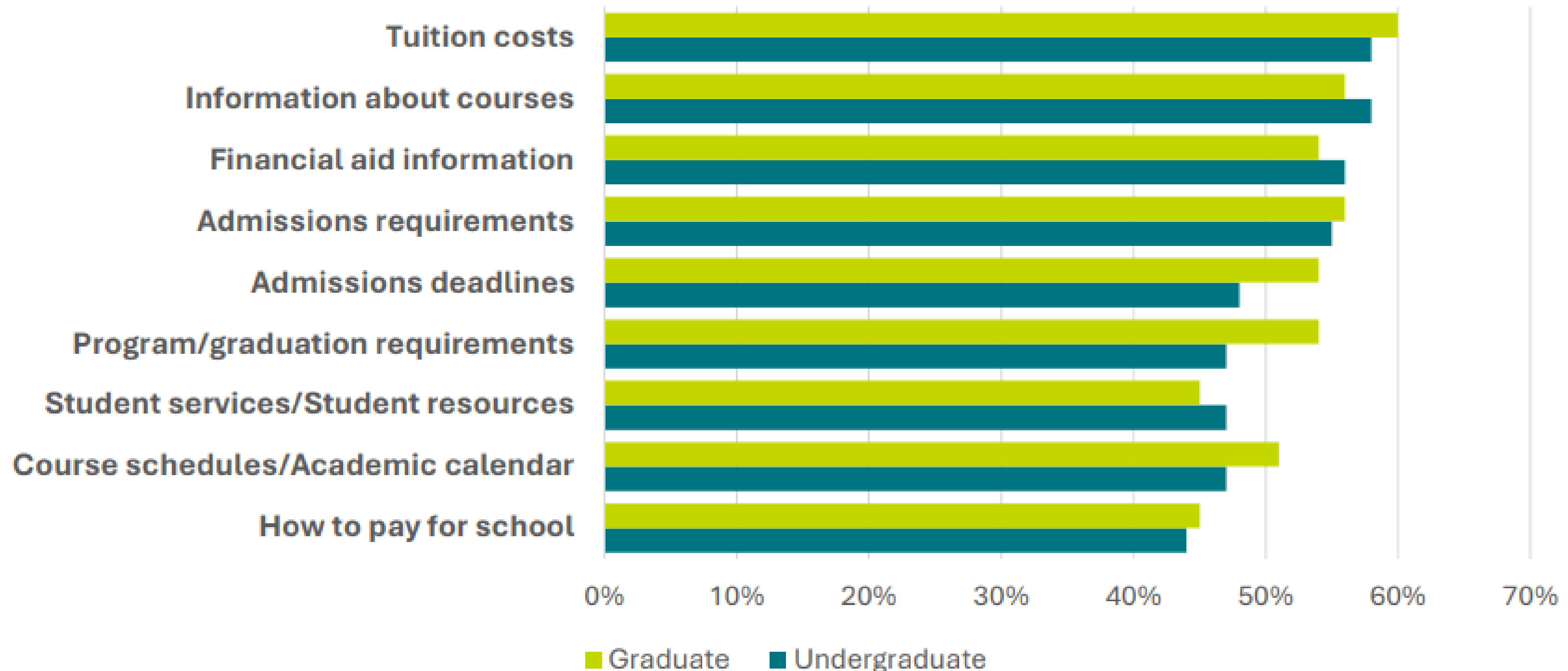
How often do you use an AI platform (ChatGPT, Gemini, etc.)?



Frequency of Use of an AI Platform – by Generation	Millennial		
	GenZ	Millennial	GenX+
Daily	16%	14%	10%
One or more times per week	39%	34%	25%
One or more times per month	19%	20%	14%
Less than once a month	27%	32%	52%

# How Is AI Being Used & Viewed

Which of the following would you want to be able to find on an AI-driven chatbot?





# The website is the top resource for students

...and has been for 20 years



With changes in name availability and privacy, your website will become even more important in engaging and recruiting students.

---

91%

of students use college websites during search

# Questions to Consider

- ◆ When are prospective students most likely to seek info?
- ◆ What is Pierpont's operating hours?
- ◆ How are students find information now?
- ◆ What devices are students using?

**Tab**

**2**

**Board of Governors**  
**Budget/Finance Report FY 2025**  
**Pierpont Community & Technical College**  
**as of March 31, 2025**

Pierpont's overall financial structure consists of four primary fund types: unrestricted, auxiliary, restricted, and plant/capital funds.

**Unrestricted Funds** – Includes those economic resources of the institution which are expendable for any purpose in performing the primary objectives of the institution, i.e., instruction, research, extension, and public service, and which have not been designated by the governing board for other purposes. These funds consist of State Appropriations, not designated for a specific purpose, and general tuition and fees revenues. For fiscal management purposes Pierpont segregates Unrestricted funds into two subgroups; President Controlled Funds and Fund Manager Controlled Funds.

- President Controlled Funds consist of State Appropriations and general tuition and fees revenues.
- Fund Manager Controlled Funds consist primarily of program fees and lab/course fee funds that are used to cover program specific operational costs.

**Auxiliary Funds** – Auxiliary funds are a subsection of unrestricted funds. Auxiliary enterprises are activities conducted primarily to provide facilities or services to students, faculty, and staff. Such activities could include residence halls, food services, bookstore, parking, etc. At Pierpont these activities are reported as a separate fund type for fiscal management. Currently parking is the only Auxiliary fund activity and is used to support maintaining parking resources and campus security.

**Restricted Funds** - The restricted fund group consists of those funds expendable for operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended. Restricted funds primarily consist of contracts and grants received from federal or state governments for financial aid, research, public service or other restricted purposes.

**Plant/Capital Funds** – Plant/Capital Funds are a subsection of unrestricted funds used for debt service, capital projects, facilities maintenance, and renewal.

**SUMMARY UNRESTRICTED FUNDS:**

As of the March 31, 2025, Budget/Finance Report, the Unrestricted Budget Balance is (\$193,497) which includes Board approved spend down of Fund Manager cash reserves of \$188,000 and a One-Time Supplemental Appropriation received in FY 24 spend of \$110,000.

As of this report date, the YTD Actuals for Unrestricted Funds reflect the following:

- The institution has realized approximately 98% of projected operating revenue.
  - *Note: Tuition and Auxiliary revenues are exceeding budget due to enrollment being up by approximately 10% at the end of January compared to the previous year at the same time.*

- The institution has incurred approximately 66% of operating expenses.
- The institution has realized approximately 74% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,157,733.

**SUMMARY RESTRICTED FUNDS:**

As of this report date, the YTD Actuals for Restricted Funds reflect the following:

- The institution has realized approximately 70% of projected operating revenue.
- The institution has incurred approximately 88% of operating expenses.
- The institution has realized approximately 134% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$266,400.

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted**  
**March 31, 2025**

		<b>Current Budget</b>	<b>Actual YTD</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>				
	Tuition and Fees	6,984,187	6,871,184	98.38%
	Auxiliary enterprise revenue	160,000	175,851	109.91%
	Other Operating Revenues	110,163	102,435	92.98%
	<b>Total:</b>	<b>7,254,350</b>	<b>7,149,469</b>	<b>98.55%</b>
<b>OPERATING EXPENSE</b>				
	Salaries	7,729,037	5,150,672	66.64%
	Benefits	1,949,780	1,199,754	61.53%
	Student financial aid - scholarships	248,252	37,651	15.17%
	Utilities	364,013	246,396	67.69%
	Supplies and Other Services	5,271,831	3,759,418	71.31%
	Equipment Expense	123,016	98,559	80.12%
	Fees retained by the Commission	97,199	72,899	75.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	<b>Total:</b>	<b>15,883,129</b>	<b>10,565,350</b>	<b>66.52%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,628,778)</b>	<b>(3,415,880)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	State appropriations	8,613,156	6,459,867	75.00%
	Gifts	102,700	94	0.09%
	Investment Income	300,000	228,621	76.21%
	Fees assessed by Commission for other	0	0	0.00%
	<b>Total:</b>	<b>9,015,856</b>	<b>6,688,582</b>	<b>74.19%</b>
<b>TRANSFERS &amp; OTHER</b>				
	Capital Expenditures	(100,000)	(114,968)	0.00%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers to Plant Reserves	(559,700)	0	0.00%
	Transfers - Other	0	0	0.00%
	<b>Total:</b>	<b>(690,575)</b>	<b>(114,968)</b>	<b>16.65%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>(303,497)</b>	<b>3,157,733</b>	
<b>One-Time Supplemental Appropriation (Received in FY 24)</b>		110,000		
<b>BUDGET BALANCE (Adjusted for Use of One-Time Supplemental Approp)</b>		<b>(193,497)</b>	<b>3,157,733</b>	

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**March 31, 2025**

		<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	3,980,244	1,874,037	47.08%
	State/Local Grants and Contracts	5,283,118	4,547,366	86.07%
	Private Grants and Contracts	406,805	316,069	77.70%
	<b>Total:</b>	<b>9,670,167</b>	<b>6,737,472</b>	<b>69.67%</b>
<b>OPERATING EXPENSE</b>	Salaries	1,419,916	172,841	12.17%
	Benefits	272,468	33,393	12.26%
	Student financial aid - scholarships	7,843,661	8,619,439	109.89%
	Utilities	0	0	
	Supplies and Other Services	573,474	173,041	30.17%
	Equipment Expense	155,060	14,910	9.62%
	<b>Total:</b>	<b>10,264,579</b>	<b>9,013,625</b>	<b>87.81%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(594,412)</b>	<b>(2,276,152)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	2,250,000	3,024,366	134.42%
	Gifts	485	0	0.00%
	<b>Total:</b>	<b>2,250,485</b>	<b>3,024,366</b>	<b>134.39%</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	(1,583,875)	(481,814)	30.42%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Indirect Cost Recoveries	(53,462)	0	0.00%
	Transfers to Plant Reserves	0	0	0.00%
	<b>Total:</b>	<b>(1,606,463)</b>	<b>(481,814)</b>	<b>29.99%</b>
<b>BUDGET BALANCE</b>		<b>49,611</b>	<b>266,400</b>	

**Tab**

**3**



**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 13, 2025**

**ITEM:** FY 2025 Capital Projects Update.

**COMMITTEE:** Finance and Administration Committee

**INFORMATION ITEM:** FY 2025 Capital Project Budgets, Expenditures, and Cash Balances as of March 31, 2025.

**STAFF MEMBER:** Dale Bradley

Pierpont Community & Technical College  
Project Summary  
**Capital Plant Funds**  
As of March 31, 2025

Projects			
Projects - Funds Transferred	Approved Budget	Actual Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,115,598	(21,272)
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	200,000	0	200,000
Small Capital Projects	150,000	91,375	58,625
<b>TOTALS</b>	<b><u>2,444,326</u></b>	<b><u>2,206,972</u></b>	<b><u>237,354</u></b>

Plant Funds Cash Balances as of March 31, 2025		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	26,365.43
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	3518	200,000.00
Small Capital Projects	3570	57,849.31
HEPC Debt Service	3573	75.00
Pierpont - E&G Cap & Infrastructure*	3575	600,921.22
<b>Total Cash in Plant Funds on January 31, 2025</b>		<b><u>885,210.96</u></b>

Cash Balances Available For Capital Projects as of March 31, 2025		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	600,921.22
Pierpont Facilities Fee	3170	553,274.25
<b>Total Cash Balances Available For Capital Projects</b>		<b><u>\$ 1,154,195.47</u></b>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2025		
Fund 3170		Cash Balance
Beginning Balance		313.00
Estimated Revenues		559,700.00
<b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>		<b><u>\$ 560,013.00</u></b>