MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, June 17, 2025

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

11:00 AM	**Academics Committee**
12:00 PM	**Lunch**
1:00 PM	**Advancement and Public Relations Committee**
1:30 PM	**IT and Data Reporting Committee**
2:00 PM	**Full Board Meeting**

*All meetings will be held in room 216A unless otherwise noted.

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!

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Regular Meeting

Tuesday, June 17, 2025
2:00 PM

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

AGENDA

I. **Call to Order**

II. **Conflict of Interest**

III. **Roll Call**

IV. **Constituent Comments**

    A. Faculty Senate   *Tab 1*
        Anthony Anobile

    B. Classified Staff   *Tab 2*
        Mary Jo Rutherford

    C. Non-Classified Staff   *Tab 3*
        Dr. Suzan Clemens

    D. Student Government Association   *Tab 4*
        Jessica Killon

V. ***Consent Agenda**   *Tab 5*

    A. Minutes of the May 13, 2025 Board of Governors Meeting

VI. **Recognitions**

    A. Outgoing Representatives of the Board of Governors

        • Dr. Susan Woods Coffindaffer
            May 15, 2022 - December 13, 2024

*Denotes possible action item

- Jessica Killon
  July 1, 2024 - June 30, 2025

- Juanita Nickerson
  September 1, 2022 - June30, 2025

VII.   **Academics Committee**
(Thomas Cole, Chair)

VIII.   **Advancement and Public Relations Committee**
(Lisa Lang, Chair)

IX.   **IT and Data Reporting Committee**
(Jeffrey Powell, Chair)

X.   **Committee of the Whole**

    A. President's Report
       (Dr. Michael P. Waide, Interim President)

    B. HLC Accreditation
       (Olivia Boltz, Director of Institutional Effectiveness)

    C. Enrollment Management/Persistence & Retention
       (Nancy Parks, Associate VP of Student Services)

    D. May 30, 2025, Combined Finance Report   **Tab 6**
       (Dale Bradley, VP of Finance and Administration)

    E. Capital Projects Expenditure Report as of May 30, 2025   **Tab 7**
       (Dale Bradley, VP of Finance and Administration)

    F. *Executive Officer Elections
       (George Perich, VP of HR and Organizational Development)

    G. *Resolution for Approval – Meeting Dates for Academic Year 2025-2026   **Tab 8**
       (George Perich, VP of HR and Organizational Development)

    H. *Resolution for Approval – Comments and Repeal of Policy PP-3049   **Tab 9**
       Joint Operating Agreement for Academic Programs
       (George Perich, VP of HR and Organizational Development)

Denotes possible action item

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XI.   **Board Members' Reflections (3-minute limit)**

XII.   **Possible Executive Session Under the Authority of WV Code §6-9A-4(b)(2)(A), (b)(9), (b)(10), and (b)(12) for the following:**

    A. Potential strategic initiatives relating to academic and administrative priorities; personnel matters; legislative matters; corporate collaborations and financial matters relating to public private partnerships, and other deliberative matters involving commercial competition which, if made public, might adversely affect the financial or other interest of the College; and

    B. Confidential and preliminary matters involving or affecting the College's budget for the current and upcoming academic year, including retention and enrollment.

XIII.   **Adjournment**

*Denotes possible action item

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Tab 1

Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors

FROM: Anthony Anobile, Faculty Senate President

DATE: June 10, 2025

SUBJECT: Faculty Senate Report

The following consists of the 2024-25 operational report for the Faculty Senate of Pierpont Community and Technical College. In addition to routine operational duties, the Faculty Senate completed action on the following from May 07, 2025 – June 16, 2025:
Last Faculty Senate Meeting for The Academic 2024-2025 Year was held May 09, 2025.

- **General Business**
  Vickie Findley was elected to serve as Faculty Representative on the Board of Governors. The term will run until through May 2027.
  Terri Armentrout was elected to serve as Faculty Representative for Pierpont Community & Technical College on the WVACF. The term will run through May 2027.
- **Committees on Committees**
  Committee positions for the upcoming 2025-2026 academic year have been completed. Faculty Senate passed the First Reading of the Committee lists.
- **Online Learning Committee**
  Results of the Blackboard Ultra Student Survey and Faculty Blackboard Ultra Survey have been compiled. They can be viewed on the Faculty Senate TEAMS drive.
- **Curriculum Committee**
  Thirty-three curriculum proposals were past during the May Faculty Senate meeting.
  ENRG, APT, and PTRM (4). Info Systems (6), AVMT (6), LPN (16), and Health Science (1).
- **Announcements and Upcoming Dates**
  August 14 – Faculty Senate Executive Committee Meeting
  August 18 – 22 – Learning Communities Week
  August 22 - Faculty Senate Meeting
  August 25 – First Day of Fall Semester Classes

Respectfully submitted,
Anthony Anobile, Faculty Senate President

Tab 2

TO: Board of Governors

FROM: Mary Jo Rutherford

DATE: June 4, 2025

SUBJECT: Classified Staff Council Report
_____

Chairperson Hinkle, Board of Governors, and Dr. Waide:

Classified Staff Council met on May 28, 2025 on TEAMS.

The April 2025 Meeting Minutes were approved.

The newly nominated and elected Classified Staff Council officers and EEO categories' representatives were congratulated. Their term is July 1, 2025 – June 30, 2027.

ACCE is discussing having open meetings to allow anyone to attend and gather updates and voice concerns. They are planning a retreat in June at Blackwater Falls.

Kathy Hypes, Pierpont Foundation Director, met with classified staff and discussed the draft for a new MOU for the combined Scholarship Fund for classified and non-classified staff councils. The two councils will meet and discuss the draft.

Meeting dates for the next academic year were approved.

Classified Staff Council's Scholarship Application for the next academic year was sent out to classified staff members. It is to be submitted to HR by June 30, 2025. Two full-time ($500) and two part-time ($250) Scholarships will be awarded.

There will be no Classified Staff Council Meeting in July. The next Meeting will be August 27, 2025 on TEAMS.

This is my last BOG meeting as Classified Staff Chair. I would like to thank the Board of Governors and the President's Council for support of classified staff. Memori Dobbs is the new Classified Staff Chair and I know she will do any excellent job. I wish you well as you continue to move Pierpont forward.

That concludes my report.

Questions? Thank you.

Tab

3

Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors

FROM: Suzan Clemens
           Chairperson of Non-Classified Staff Council

DATE: June 10, 2025

SUBJECT: Non-Classified Staff Council Report

- Meeting date: May 22, 2025
- Classified Staff Council information
  - Memori Dobbs will assume the chair July 1st
  - Parnering with Classified Staff on scholarship funding
    - Suzan Clemens, Mary Jo Rutherford, and Memori Dobbs met with Kathy Hypes (Pierpont Foundation) Wednesday 5/21/25 to work on a Memorandum of Understanding (MOU) for the scholarships. She will send us a draft next week.
      - NOTE: It was received and will be sent to non-classified staff for input.
- Meet & Confer
  - There will be no more Meet & Confer meetings until August.
- President's Council
  - The last meeting's focus was receiving reports from the working groups in line with shared governance as shared with the Higher Learning Commission. (Shared Governance Work Groups). Not all groups have met yet.
    - Safety and Security
    - Information Technology
    - Strategic Enrollment
    - Community Outreach
    - Professional Development
    - Health and Wellness
    - Learning Resources
    - Institutional Data and Effectiveness
- Board of Governors 5/13/25
  - As per Governor Morrisey, college and university faculty and staff will no longer have voting rights on boards of governors. Our Board made those changes and shared that this was not their choice.
  - ATC 3rd floor not started yet – bids were due 5/14
    - Programs that are discontinued: Applied Design and Graphics Technology

Tab

4

TO: Board of Governors

FROM: Jessica Killon, President of Student Government Association

DATE: June 17, 2025

SUBJECT: Annual Assessment Report – 2024-2025

Introduction

The Student Government Association (SGA) at Pierpont Community & Technical College had an exciting and productive academic year. In 2024–2025, we focused on building community, supporting student wellness, promoting leadership, and making sure student voices were heard in important college decisions. This report highlights our major accomplishments, challenges, and reflections in support of the College's mission and the Higher Learning Commission (HLC) accreditation process.

1. Student Engagement Across Campus

We hosted a wide range of events that brought students together and supported a welcoming campus culture:

- **Halloween-Themed Community Outreach**
  - Partnered with the City of Clarksburg for their Trunk or Treat event.
  - Took part in Pierpont's on-campus Trick or Treat, making the event safe and fun for all ages.
- **"The Magic of Pierpont"**
  - Welcomed professional illusionists Anthem and Aria (featured on *America's Got Talent*), bringing a unique and exciting experience to campus.
- **Second Annual Winter Formal**
  - A dressed-up celebration for students to relax, connect, and make memories during the winter months.
- **Dog Days Wellness Event**
  - In collaboration with the Marion County Humane Society, CHOP, PTK, and Vet Tech, we invited adoptable dogs to campus during finals week. The event promoted mental wellness and even led to an adoption application.
- **End-of-Year Picnic at the Advanced Technology Center (ATC)**
  - A community celebration with food, games, and music. Great turnout and positive energy.
- **Mini Picnics at Aviation and Caperton Centers**
  - Smaller events that made sure our outreach extended to satellite campuses— helping all students feel included and appreciated.

These events truly brought students together and strengthened the sense of belonging at Pierpont.

2. Launch of the Voice Box Program

We created the Voice Box Program—both in physical form and online—to give students a consistent and anonymous way to share ideas, feedback, or concerns. It's already shaping how we prioritize initiatives and giving students more confidence that their voices matter.

3. Leadership Development at the State Level

SGA sent several current and incoming officers to the State Student Leadership Conference in Canaan Valley this May. This opportunity will build leadership skills, strengthen our team, and ensure strong transitions moving forward

4. Representation and Advocacy

As SGA President, I served on college committees and regularly met with administrators to discuss student needs—from campus services to academic resources. These opportunities helped bridge communication and support shared governance.

Challenges and Lessons Learned

1. Reaching All Students

We had great attendance at events, but still face challenges connecting with part-time, remote, and non-traditional students. Next year, we need to focus on better outreach and communication for those groups.

2. Leadership Transition

Elections went smoothly, but we learned that starting earlier on onboarding materials and role documentation would improve the handoff between teams.

Reflections and Recommendations

What Worked Well

- Higher student engagement across all events

- Strong collaborations with faculty, staff, and the community

- Successful implementation of the Voice Box initiative

Where We Can Grow

- Identified a need to increase outreach to underserved student groups

- Recognized the importance of expanding programming to include academic, career, and financial topics

- Saw potential to build internal capacity through early planning and delegation

Recommendations for 2025–2026

1. Create a communications plan using Blackboard, The Den, social media, and weekly student email updates.

2. Share Voice Box results in monthly reports with students and administration.

3. Launch at least one advocacy or educational initiative based on student feedback.

Personal Reflection from the SGA President

Serving as President of the Student Government Association this past year was one of the most challenging yet rewarding experiences of my time at Pierpont. To be honest, stepping into this role was intimidating at first. I didn't know exactly what to expect, and I felt the weight of representing all our students. But with the help of my fellow officer, senators, our advisor, administrators, and so many supportive faculty and staff, I grew more confident in my leadership and in the goals we set together.

Looking back, I truly believe we had a successful year. We created opportunities for students to connect, to be heard, and to feel a stronger sense of belonging on campus. While there's always more work to be done, I'm hopeful about the future of SGA and Pierpont as a whole. I'm proud to have played a small part in making a difference, and I can't wait to see how future student leaders continue to grow and serve this amazing community.

Conclusion

The 2024–2025 year showed how essential SGA is to student life at Pierpont. Through inclusive events, leadership development, and consistent outreach, we've helped foster a stronger, more connected campus. I'm proud of what we've achieved and excited to see how next year's team will continue building on this momentum.

Thank you for your continued support of student leadership and engagement.

Sincerely,

Jessica Killon
President, Student Government Association
Pierpont Community & Technical College

Tab 5

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of June 17, 2025

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors
                                             approve the Consent Agenda as proposed.

STAFF MEMBER: Dr. Michael Waide, Interim President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board book and listed on the proposed consent agenda.

1. Minutes of the May 13, 2025 Regular Meeting

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

Board of Governors Meeting

Tuesday, May 13, 2025
2:00 PM

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 was held on May 13, 2025, beginning at 2:00 PM. 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.

I.   Call to Order

David Hinke, Chair, called the meeting to order in open session at 2:05 PM.

II.   Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III.   Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Thomas Cole	Present
Vickie Findley	Present
David Hinkle	Present
Anthony Hinton	Not Present
Jessica Killon	Present
Lisa Lang	Present
Christine Miller	Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present
Nathan Weese	Present

Amanda Hawkinberry announced there was a quorum present.

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

IV. Constituent Comments

A. Faculty Senate

    Anthony Anobile provided a report from Faculty Senate (Report provided in Agenda packet).

B. Classified Staff

    Mary Jo Rutherford provided a report from Classified Staff (Report provided in Agenda packet).

C. Non-Classified Staff

    Dr. Suzan Clemens provided a report from Non-Classified Staff (Report provided in Agenda packet).

D. Student Government Association (SGA)

    Jessica Killon provided a report from the Student Government Association (Report provided in Agenda packet).

V. Consent Agenda

Lisa Lang moved to accept the meeting minutes from the March 25, 2025 Board meeting. Jeffrey Powell seconded the motion. All agreed. Motion carried.

VI. Human Resources, Policies, By-Laws Committee

A. Resolution for Approval – Changes to Board of Governors Bylaws

    Changes to the Board of Governors Bylaws stem from a directive issued through the state legislative process. Amendments to the Bylaws require a seven-day notice to each board member and must be approved by a two-thirds majority vote of the Board.

    Lisa Lang moved to approve the changes to the Board of Governors Bylaws. Jeffrey Powell seconded the motion. All agreed. Motion carried.

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B. Resolution for Approval – Comments and Final Draft for Policy PP-2064 Communicating with Government Officials

Christine Miller moved to accept the final draft for Policy PP-2064 Communicating with Government Officials. Lisa Lang seconded the motion. All agreed. Motion carried.

C. Resolution for Approval – 30-day Public Comment Period to Repeal Policy PP-3049 Joint Operating Agreement for Academic Programs

Lisa Lang moved to approve a 30-day public comment period to repeal Policy PP-3049 Joint Operating Agreement for Academic Programs. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

VII. Student Services and Success Committee

Nathan Weese reported the inaugural meeting of the Student Services and Success Committee met today and had no action items to forward to the Board. An enrollment update was presented, and members reviewed student feedback related to withdrawals as well as the student enrollment profile.

VIII. Finance and Administration Committee

A. March 31, 2025 Combined Finance Report

Dale Bradley presented the March 31 Combined Finance Report (Report provided in Agenda packet).

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

Dale Bradley presented the Capital Projects Expenditure Report as of March 31, 2025 (Report provided in Agenda packet). The Vet Tech facility project has not yet been closed out, and the retainage payment is still pending. No action has been taken on the furniture, fixtures, and equipment (FFE) for the third floor of the Advanced Technology Center (ATC). A pre-bid meeting for the third-floor buildout at the ATC was held on April 30, with bids due tomorrow. Additionally, discussions are ongoing with the Department of Highways to secure property for the A&P training facility.

C. Resolution for Approval – FY 2026 Unrestricted Budget

Christine Miller moved to approve the FY 2026 Unrestricted Budget (**Attachment A**). Thomas Cole seconded the motion. All agreed. Motion carried.

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D. Resolution for Approval – FY 2026 E&G Capital Projects Budget

Lisa Lang moved to approve the FY 2026 E&G Capital Projects Budget (**Attachment B**). Joanne Seasholtz seconded the motion. All agreed. Motion carried.

IX. Advancement and Public Relations Committee

Lisa Lang reported that the Marketing team has done a commendable job in moving the institution forward. She emphasized that one of the most important goals is to bring everyone under a unified scheduling umbrella, ensuring that all stakeholders are aware of what events are taking place, in which buildings, and on what dates.

X. Academics Committee

A. Resolution for Approval – Discontinue Applied Design A.A.S. Program

Lisa Lang moved to discontinue the Applied Design A.A.S. Program, inclusive of all specializations, effective AY 2025-2026. Christine Miller seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – Discontinue Technical Drafting C.A.S Program

Christine Miller moved to discontinue the Technical Drafting C.A.S. Program, effective AY 2025-2026. Lisa Lang seconded the motion. All agreed. Motion carried.

XI. Committee of the Whole

A. Remarks from Dr. Michael Waide

Dr. Michael Waide shared that he had sent his remarks to Board members via email (**Attachment C**). He expressed his gratitude to the executive officers and the Board for their continued guidance. He noted that the institution is experiencing positive momentum as a result of the shared and distributed leadership approach and affirmed that the college is on track in many key areas.

B. HLC Annual Meeting

Christine Miller provided the Board with an update from her attendance at the HLC Conference held in April in Chicago (**Attachment D**).

C. HLC Accreditation Update

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Olivia Boltz reported that since attending the HLC Conference, the team has continued work on Criteria 4 and 5. At the end of April, the HLC Workgroup shared updates on progress with the Institutional Data Committee shared updates on their progress. To date, five out of the six HLC criteria have been completed. Work is still underway on Criterion 4B, which focuses on assessment and student learning. The team is ahead of schedule and nearly finished with drafting the Assurance Argument, although evidence collection is still ongoing.

Listening sessions are being planned to help the campus community understand what HLC is, why accreditation matters, and why it is important to participate during the site visit. A video explaining the accreditation process will be posted on the website by July 1. Summer training sessions will also be offered to review draft materials and supporting evidence. The internal deadline to complete all materials is set for July 15.

D. Enrollment Update

Nancy Parks reviewed the Enrollment Comparison Summary by Student Type Report (**Attachment E**).

E. Career and Corporate Training (CCT)

Dr. Joni Gray presented and reviewed the Career and Corporate Training Report (Report provided in Agenda packet).

XII. **Board Members' Reflections**

Vickie Findley announced that she will remain on the Board for the next two years. Thomas Cole noted that the institution is moving in the right direction and expressed appreciation for the renewed sense of excitement. He thanked employees for their dedication during challenging times, emphasizing that there is nowhere to go but up. Jessica Killon shared her enthusiasm about seeing an increase in community outreach efforts.

XIII. **Adjournment**

There being no further business, Thomas Cole moved to adjourn the meeting. Christine Miller seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry

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

ITEM:	FY 2026 Pierpont Education and General Capital Project Budget Approval
COMMITTEE:	Finance/Audit and Administration Committee to Committee of the Whole
RECOMMENDED RESOLUTION:	Be it resolved that the Board of Governors approve continued funding of $150,000 for Small Projects and $271,682 for HEPC Debt Service with additional funding of $45,000 for an update to HVAC Building Controls, $18,000 for Caperton Center Parking Lot Sealing, and $7,200 for ATC HVAC Controls Contract in the FY 2026 Capital Project Budget totaling $491,882 from Pierpont Education and General Capital Funds.
STAFF MEMBER:	Dale Bradley
BACKGROUND:	As of March 31, 2025, Pierpont's Education and General Capital Fund has an uncommitted cash balance of $600,921. During the current fiscal year Pierpont has assessed $630,820 in Capital Fees through April 29, 2025. It is estimated that at least $553,274 in cash from the FY 25 Capital Fees assessment will be transferred to the Education and General Capital Fund at fiscal year-end increasing the uncommitted cash balance of Education and General Capital Fund to a minimum of $1,154,195.

CAPITAL PROJECT REQUEST

FY 2026

Project	E&G Capital
Reocurring Annual Funding Requests	
Small Projects	$150,000
HEPC Debt Service	$271,682
New Funding Requests for FY 26	
Update HVAC Building Controls - All Buildings	$45,000
Caperton Center Parking Lots (Repair,Seal & Stripe)	$18,000
ATC HVAC Controls Contract	$7,200
Total	**$491,882**

Pierpont Community and Technical College
Board of Governors
Meeting of May 13, 2024

ITEM:	FY 2026 Unrestricted Budget Approval
COMMITTEE:	Finance/Audit and Administration Committee to Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Community & Technical College Board of Governors approve the attached Proposed FY 2026 Unrestricted Budget.
STAFF MEMBER:	Dale Bradley
BACKGROUND:	The Proposed FY 2026 Unrestricted Budget along with a comparison of changes in the FY 2026 Unrestricted Budget from the current March 31, 2025, Unrestricted FY 2025 Budget is included as "**Attachment A**".

The details of budget changes for the Proposed FY 2026 Unrestricted Budget are identified in "**Attachment B**" the "FY 2026 Budget Planning Document".

Following is a summary of the assumptions used and changes made to the Proposed FY 2026 Unrestricted Budget from the current March 31, 2025, Unrestricted FY 2025 Budget:

- The budget planning process is continuous but planning for the FY 2026 Unrestricted Budget begins in earnest shortly after the start of the FY 2025 fiscal year. Planned/anticipated changes are added to or subtracted from the current adjusted FY 2025 unrestricted budget balance of ($324,887) resulting in the FY 2026 Unrestricted Budget.
- The FY 2026 Unrestricted Budget assumes no enrollment changes from FY 2025.
- Total Operating Revenues include a net increase in revenues of $822,639. This

increase is results from FY 25 enrollment increases that are anticipated to be maintained in FY 26. This increase in Tuition and Fees Revenues results from the following changes to estimated revenues:

- An increase of $858,000 in "President Controlled" Tuition and Fees Revenues from enrollment increase experienced in the FY 25.
- An increase of $84,639 in "Fund Manager" Tuition and Fees Revenues from enrollment increases experienced in the FY 25 and FY 26 Program Fee increases in the School of Health Sciences and School of Business, Aviation and Technology.
- An estimated decrease of ($120,000) to the Non-Resident Board of Governor's Degree Program fee resulting from changes in the academic requirements for Board of Governor's Degree seeking students.

- Non-Operating Revenues include a net decrease in State Appropriations of ($152,107) for a total decrease in Non-Operating Revenues of ($152,107).
- The Salaries Budget includes an overall increase of $261,889. This increase is the result of the following changes:

  - Elimination of one vacant Applied Design faculty position in the School of Business, Aviation and Technology.
  - Promotion of three faculty.
  - An increase in the annual increment pay based on an employee's annual years of service.
  - The addition of an Anatomy & Physiology faculty in the School of General Education and Professional Development.
  - An increase in the General Education Adjunct budget in the School of

General Education and Professional Development.

- o Additional partial funding for LPN Clinical Coordinator faculty position previously funded by a grant.
- o Additional partial funding for LPN faculty position previously grant funded.
- o Additional partial funding of Dual Enrollment/Transitional Education Director Position previously grant funded.
- o Increase to adjunct budgets in the School of Health Sciences.

- The Benefits Budget includes an overall increase of $140,534. This is the result of the following changes:

  - o Benefits savings from the elimination of one vacant Applied Design faculty position in the School of Business, Aviation and Technology.
  - o An increase of 14% in the employer paid share of the Public Employee Insurance Agency (PEIA) costs.
  - o Benefits savings from reduction in the PEIA PAYGO fees for FY 26.
  - o Benefits costs from the promotion of three faculty.
  - o Benefits costs from the increase in the annual increment.
  - o Benefits costs from the addition of an Anatomy & Physiology faculty in the School of General Education and Professional Development.
  - o Benefits costs from the increase in the General Education Adjunct budget in the School of General Education and Professional Development.
  - o Benefits costs from additional parial funding for LPN Clinical Coordinator faculty position previously funded by a grant.

- - Benefits costs from additional partial funding for LPN faculty position previously grant funded.
  - Benefits costs from additional partial funding of Dual Enrollment/Transitional Education Director Position previously grant funded.
  - Benefits costs from increases to adjunct budgets in the School of Health Sciences.

- The Supplies and Other Services budget includes an overall decrease of ($47,489).
- The Fees Retained by the Commission budget increased by $11,700 based on anticipated fee increase by the WV Council for Community & Technical College.
- The Transfers & Other Budget decrease in the Capital Expenditures of $100.000.
- The Transfers & Other Budget increase in the Transfers to Plant Reserves of $75,000.

The FY 25 Unrestricted Budget after the above significant actions and assumptions has a positive budget balance of $25,402.

This balance is prior to the continuation of one-time cash reserve spending request approved for the implementation of BANNER Self-Service 9 in the FY 2025 Unrestricted Budget. The amount to be carried forward into FY 26 will be determined at the end of the current fiscal year. The original amount approved was $110,000. As of March 31,2025 $37,416.25, has been spent.

ATTACHMENT A
Pierpont Community & Technical College
Proposed FY 2026 Budget
Current Unrestricted

		FY 2025 3/31/2025	Proposed FY 26 Budget	Difference
OPERATING REVENUE	Tuition and Fees	6,984,187	7,786,826	**802,639**
	Auxiliary enterprise revenue	160,000	180,000	**20,000**
	Other Operating Revenues	110,163	110,163	**0**
	Total:	**7,254,350**	**8,076,989**	**822,639**
OPERATING EXPENSE	Salaries	7,729,037	7,990,926	**261,889**
	Benefits	1,949,780	2,090,314	**140,534**
	Student financial aid - scholarships	248,252	248,252	**0**
	Utilities	364,013	364,013	**0**
	Supplies and Other Services	5,271,830	5,224,341	**(47,489)**
	Equipment Expense	123,016	123,016	**0**
	Fees retained by the Commission	97,199	108,899	**11,700**
	Loan cancellations and write-offs	100,000	100,000	**0**
	Total:	**15,883,128**	**16,249,761**	**366,634**
OPERATING INCOME / (LOSS)		**(8,628,777)**	**(8,172,772)**	
NONOPERATING REVENUE (EXPENSE)	State appropriations	8,613,156	8,461,049	**(152,107)**
	Gifts	102,700	102,700	**0**
	Investment Income	300,000	300,000	**0**
	Fees assessed by Commission for other	0	0	**0**
	Total:	**9,015,856**	**8,863,749**	**(152,107)**
TRANSFERS & OTHER	Capital Expenditures	(100,000)	0	**100,000**
	Construction Expenditures	0	0	**0**
	Transfers for Financial Aid Match	(30,875)	(30,875)	**0**
	Indirect Cost Recoveries	0	0	**0**
	Transfers for Capital Projects	0	0	**0**
	Transfers to Plant Reserves	(559,700)	(634,700)	**(75,000)**
	Transfers - Other	0	0	**0**
	Total:	**(690,575)**	**(665,575)**	**25,000**
BUDGET BALANCE UNRESTRICTED		**(303,496)**	**25,402**	**328,898**

ATTACHMENT B
FY 2026 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS
As of May 7, 2025

			Yes/No Decision	Time Frame	Budget Effect	Running Total
As of March 31, 2025 Budget Condition (Adjusted) of:		**(324,887)**				
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	(23,071)
Revenue Adjustments:						
State Appropriation Increase/(Decrease) - Final		(152,107)	Yes	Immediate	(152,107)	
Remove Program Fee - Non-Resident BOG Degree Program Fee of $350 per student		(120,000)	Yes	Immediate	(120,000)	
Tuition and Fee Revenue Increases Recognized From FY 25 Enrollment Increases		858,000	Yes	Immediate	858,000	
	Sub-Total				585,893	562,822
Budget Cut(Increases) 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	
Reduce Institutional Advancement Budget (3100/7622)		2,000	Yes	Immediate	2,000	
	Sub-Total				39,417	602,239
Faculty:						
Vacant Positions						
Pos# 725 ($56,526 Salaries + $19,125 Fringes) - Not refilling		75,651	Yes	Immediate	75,651	
	Sub-Total				75,651	677,890
Pierpont Tuition Sub-Component Fees						
Increase to Parking Fee Budget		(20,000)	Yes	Immediate	(20,000)	
Increase to Student Program Budget		(8,000)	Yes	Immediate	(8,000)	
Increase to Student Health Budget		(5,000)	Yes	Immediate	(5,000)	
Increase Facilities Fee transfer to Capital Funds		(75,000)	Yes	Immediate	(75,000)	
	Sub-Total				(108,000)	569,890
Budget Change System Expenses						
Increase in CTC Council FY 2025 Higher Education Resource Assessment		(11,700)	Yes	Immediate	(11,700)	
	Sub-Total				(11,700)	558,190
Mandatory Pay Raise Costs						
Faculty Promotions Pos# 61, 165, 592 ($18,678 Salaries + $2,596 Fringes)		(21,274)	Yes	Immediate	(21,274)	
	Sub-Total				(21,274)	536,916

PEIA Rate Increase/Changes:					
Rate Increase to Employer Paid Premiums (14%)	(108,000)	Yes	Immediate	(108,000)	
PEIA PAYGO Reduction Savings (Rate Reduction FY 26 from $408 to $144)	31,000	Yes	Immediate	31,000	
Sub-Total				**(77,000)**	459,916
Annual Increment ($60.00 per pay after 3 yrs of service)					
Annual Years of Service Increase ($5,820 Salary + $809 Fringes)	(6,629)	Yes	Immediate	(6,629)	
Sub-Total				**(6,629)**	453,287
Faculty:					
School of Gen Ed & Prof Dev					
A&P Faculty Pos ($60K Salary + $25,300 Fringe)	(85,300)	Yes	Immediate	(85,300)	
Increase General Education Adjunct Budget ($53,400 Salary + $4,300 Fringes) IF A&P FACULTY HIRED	(57,700)	Yes	Immediate	(57,700)	
Sub-Total				**(143,000)**	310,287
School of Health Sciences					
LPN Clinical Coordinator - Pos 1051 _Budget Short for FY 26 ($23,746 Salary + 9,833 Fringes)	(33,579)	Yes	Immediate	(33,579)	
LPN 10 Month Faculty Pos ($63,000 Salary ($31,500) + $25,450 Fringe($12,725)) 1/2 Year Funding in FY 26 - Full Funding	(44,225)	Yes	Immediate	(44,225)	
Sub-Total				**(77,804)**	232,483
Staff:					
Academic Affairs					
Dual Enrollment/Transitional Education Director - Funding Needed Pos# 911 (Sal $27,149+ Fr $13,833)	(40,982)	Yes	Immediate	(40,982)	
Sub-Total:				**(40,982)**	191,501
Budget Shortages:					
Office of the CIO Budget Shortfall (3100/7701)- Total Shortfall Approximately $250,000	(100,000)	Yes	Immediate	(100,000)	
Sub-Total:				**(100,000)**	91,501
Budget (Increases) Initiatives:					
Increase Office of Admissions Operating Budget - Recruitment Materials	(37,000)	Yes	Immediate	(37,000)	
Increase in WV BRIM Insurance Costs FY 26	(6,200)	Yes	Immediate	(6,200)	
Sub-Total:				**(43,200)**	48,301
Establishment/Update of Operation Budget:					
Presidential Search	(20,000)	Yes	Immediate	(20,000)	
Sub-Total:				**(20,000)**	28,301
Academic Requests:					
Academic Affairs					
Increase Graduation Budget to Address Increase in Robinson Grand Lease	(2,900)	Yes	Immediate	(2,900)	
				(2,900)	25,401
PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:				**350,288**	**25,401**

Dr. Michael P. Waide
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

OFFICE OF THE PRESIDENT
P} 304-367-4933

President's Report to the Board of Governors
Pierpont Community & Technical College **May 2025**

As we conclude a remarkable academic year and prepare for the opportunities ahead, I want to begin by expressing my sincere appreciation to each member of the Board of Governors for your steadfast leadership, guidance, and commitment to the mission of Pierpont Community & Technical College. Your governance has been instrumental in advancing our strategic priorities and ensuring that our students, communities, and region continue to thrive. I am equally grateful for the dedication and collaboration of our executive leadership team—our Cabinet and President's Council—whose tireless work and shared vision have shaped this year's momentum. Finally, I offer my deepest gratitude to our faculty and staff, whose daily commitment to student success, academic excellence, and institutional service remains the foundation of all we accomplish together.

Below is a summary of our collective work since mid-February 2025.

Structured Meetings and Shared Governance
Pierpont has reinvigorated its governance structure through regular, structured engagement with institutional leadership and employees. Weekly Cabinet meetings now include active agenda contributions from Vice Presidents and the Associate Vice President, ensuring cross-divisional collaboration. The President's Council, convening twice monthly, includes academic deans, executive directors, and directors, serving as the central forum for budget prioritization, operational alignment, and strategic momentum.

In 2024, we launched a comprehensive shared governance model, moving beyond faculty-only structures to include eight working groups representing all employee sectors. These working groups are evaluating institutional ideas sourced through employee forums and our "Great Ideas" submission process. Categories include:

- Safety & Security
- Strategic Enrollment & Student Success
- Community Outreach & Peer Promotion
- Information Technology
- Professional Development & Campus Engagement
- Learning Resources
- Health & Wellness

Education that Works!
Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution

- Institutional Data & Effectiveness

Additionally, we reinstated a Cabinet Action Log in March to improve accountability. Each action item is tied to a Cabinet lead and tracked through to resolution. Since implementation, 27 action items have been completed across policy creation, grant coordination, and internal planning.

Monthly "meet-and-confer" sessions with campus stakeholders also continue to offer meaningful, two-way communication—ensuring transparency and allowing leadership decisions to reflect grassroots insights.

Human Resources and Organizational Development
Our Human Resources division has launched a new institutional evaluation cycle, prioritizing timely feedback and performance growth. Faculty evaluations began in early May, with staff reviews scheduled to conclude by month's end. This process reflects our commitment to continuous improvement and employee development.

Additional key HR initiatives include:

- A draft Faculty & Staff Development Plan outlining learning strategies aligned to institutional needs.
- Exploratory work on an employee recognition program, which will be presented to Cabinet this summer.
- Compensation reviews are underway to inform FY27 budget priorities, focusing on retention and competitiveness.
- An updated Board policy on communication with government officials has been finalized and routed through shared governance and public comment.
- A new advisory staff representative to the Board of Governors will be selected in response to legislative changes, with the nomination process led by VP Perich. Faculty Senate also re-elected Vickie Findley as their BOG advisor.

Finance and Administration (including IT)
FY26 Budget Development is complete, reflecting programmatic growth, faculty promotions, and strategic initiatives. At least six meetings of the Finance Committee since February have produced a data-driven, enrollment-informed baseline budget, ensuring responsible stewardship.

FY25 closeout efforts include preparation for annual audit and alignment with statewide composite financial index requirements. The facilities team hosted a contractor bid meeting on April 30 for deferred maintenance work on the third floor of the Advanced Technology Center. Bid selection is expected in May.

In IT:
- A new VOIP vendor has been selected to lower costs while maintaining essential student service functions (e.g., text messaging, call routing).

- At the request of the committee, we created a shared governance working group on AI is preparing an implementation strategy for an institutional chatbot, focusing on phased roll-out, staffing, and cost considerations.

Academics and Career & Corporate Training

This spring has been rich in academic celebration and expansion. We honored student achievement through:
- Phi Theta Kappa inductions
- Health sciences pinning ceremonies
- Aviation awards and scholarships
- Student awards ceremony
- First-generation student celebration, including a micro-survey to inform programming
- Employee awards recognition
- And a memorable commencement ceremony on May 9 at the Robinson Grand, featuring Vice Chancellor Chris Treadway

Strategically, we are:

- Finalizing a state grant for a bridge program from LPN/Paramedic to a two-year nursing degree, led by the Provost and Dean of Health Sciences
- Transitioning surgical technology training from a county partner to our campus
- Developing SOPs for dual enrollment and career training operations
- Planning for career and corporate training expansion into Randolph and Braxton Counties—with a Medical Assisting program launching in August

This summer, we will host STEM camps in partnership with the School of Business, Aviation & Technology, engaging middle and high schoolers through hands-on learning—an important investment in early pipeline development.

A federally funded immersive learning grant enables virtual reality integration into classrooms, with a VR specialist now collaborating with academic leaders and IT to implement applications that enhance instruction and engagement.

Marketing and Public Relations

The Marketing Division, with oversight from the Marketing Committee of the Board, is advancing several strategic initiatives:
- A branding refresh and institutional messaging campaign is underway
- A web-based PR request form is live to capture newsworthy stories and promote achievements across platforms
- A new college-wide events calendar is in development, supporting both internal coordination and public visibility
- Targeted summer ad campaigns (TV, print, and digital) are being deployed across our 13-county region
- Coordinated marketing strategies with Career & Corporate Training are helping promote workforce programs to adult learners

Early planning is underway for a Fall "Day of Giving" (in October/November) and community outreach events, including a Pierpont night at the ballpark in Morgantown.

Foundation and Advancement
Our Foundation is pursuing innovative resource development strategies:
- Needs-based certification exam scholarship fund, targeting students unable to afford licensure exams
- Exploration of two new endowments for student scholarships
- A commemorative naming campaign to fund fixtures and furniture in upgraded spaces (labs, classrooms, hallways)
- Preliminary discussions around an endowed professorship, focused on supporting faculty development, professional society participation, and incentive alignment (not full salary/fringe coverage)

These initiatives reflect our focus on support for student access and academic innovation.

Student Services
Student Services has played a key role in:
- Executing spring term celebrations, including awards, campus picnics, and Commencement
- Supporting student engagement through advising, financial aid packaging, registration, and outreach
- Coordinating FAFSA and federal aid application support
- Encouraging faculty/staff involvement in co-curricular learning and engagement

Under the leadership of Associate VP Nancy Parks, the team continues to focus on social-emotional learning supports and first-gen student success.

A recent realignment of reporting structures in enrollment processing has moved two roles from the Registrar to the Executive Director of Admissions to increase efficiency.

In March, Pierpont earned a positive review from Veterans Affairs, reaffirming our support of military-affiliated students, with key contributions from Catherine Gorman, Registrar Lisa Phillips, Nancy Parks, and Financial Aid Director Bill Shockley.

Closing Thoughts
Pierpont has demonstrated a deep and forward-looking commitment to shared governance, strategic investment, academic excellence, and community connection this spring. With clear operational plans, board-informed budgeting, and meaningful student engagement, we are prepared to enter summer with focus, energy, and momentum.

We remain committed to transparent leadership, collaborative planning, and student success at the center of all we do.

Higher Learning Commission Conference

April 2025

Highlights:

1. Connections between issues within higher education and public PK-12.
   a. Enrollment
   b. Funding
   c. Political landscape
   d. Mental health of students and staff
   e. Impact on teaching and learning with the AI revolution
2. Learning opportunities around accreditation and the changing landscape impacted by not only federal policy change, but financial and enrollment impacts.
3. Leveraging challenges in accreditation to success.
4. Budget construction and how to use strategic data and collaboration to develop a working budget to support the strategic initiatives of the institution.
5. Looking at career pathways and how to connect them not only for enrolled students but those that will matriculate to the institution with various credits in place leading to graduation.
6. Looking at gateway courses and making sure that what is offered meets the needs of students for success moving forward. Conversations with PK-12 around data collected from course success is essential to ensuring offerings meet the needs of students and do not delay success to graduation.
7. Understanding that program review is a marathon not a sprint if you take the time to set goals, monitor progress and adjust along the way.
8. WV presentation on the campaign to equip 60% of WV with a certificate or degree by 2030 with dual enrollment, micro-credentialing and open resources.

PIERPONT
COMMUNITY & TECHNICAL COLLEGE

Enrollment Comparison Summary by Student Type

Student Type	Previous Term 202510 - Fall Semester 2024 As of 5/12/2024		Current Term 202610 - Fall Semester 2025 As of 5/12/2025		Differences			
	Count	FTE	Count	FTE	Count	Percent	FTE	Percent
1 - First-time Freshman	89	87.53	138	141.07	49	55.06	53.53	61.16
2 - Returning Student	275	230.73	250	211.93	-25	-9.09	-18.80	-8.15
3 - Readmitted Student	12	7.53	27	19.87	15	125.00	12.33	163.72
6 - Transfer Student	36	29.47	35	28.00	-1	-2.78	-1.47	-4.98
9 - Other	5	4.40	4	1.27	-1	-20.00	-3.13	-71.21
	417	359.66	454	402.14	37	8.87	42.47	11.81
8 - HS Student Taking College Crs	119	55.73	141	64.47	22	18.49	8.73	15.67
	536	415.39	595	466.61	59	11.01	51.20	12.33

Note: Due to rounding of FTE and Percentage calculations, there may be slight differences in total amounts.

Tab 6

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 May 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 111% of projected operating revenue.
  - *Note: Tuition and Auxiliary revenues are exceeding budget due to enrollment being up by approximately 10% compared to the previous year.*
- The institution has incurred approximately 82% of operating expenses.

- The institution has realized approximately 99% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is $3,852,043.

SUMMARY RESTRICTED FUNDS:

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

- The institution has realized approximately 71% of projected operating revenue.
- The institution has incurred approximately 92% of operating expenses.
- The institution has realized approximately 134% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is ($75,927).

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)
May 31, 2025

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,984,187	7,770,271	111.26%
	Auxiliary enterprise revenue	160,000	192,266	120.17%
	Other Operating Revenues	110,163	107,957	98.00%
	Total:	**7,254,350**	**8,070,494**	**111.25%**
OPERATING EXPENSE	Salaries	7,729,037	6,670,174	86.30%
	Benefits	1,949,780	1,525,370	78.23%
	Student financial aid - scholarships	248,252	36,961	14.89%
	Utilities	364,013	297,143	81.63%
	Supplies and Other Services	5,271,831	4,317,934	81.91%
	Equipment Expense	123,016	101,465	82.48%
	Fees retained by the Commission	97,199	97,199	100.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	0	0	0.00%
	Total:	**15,883,129**	**13,046,247**	**82.14%**
OPERATING INCOME / (LOSS)		**(8,628,778)**	**(4,975,752)**	
NONOPERATING REVENUE (EXPENSE)	State appropriations	8,613,156	8,613,156	100.00%
	Gifts	102,700	94	0.09%
	Investment Income	300,000	317,968	105.99%
	Assessment for E&G Capital & Debt Service Co	0	0	0.00%
	Fees assessed by Commission for other	0	0	0.00%
	Total:	**9,015,856**	**8,931,218**	**99.06%**
TRANSFERS & OTHER	Capital Expenditures	(100,000)	(103,423)	103.42%
	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%
	Total:	**(690,575)**	**(103,423)**	**14.98%**
BUDGET BALANCE UNRESTRICTED		**(303,497)**	**3,852,043**	
One-Time Supplemental Appropriation (Received in FY 24)		110,000		
BUDGET BALANCE (Adjusted for Use of One-Time Supplemental Approp)		**(193,497)**	**3,852,043**	

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted

May 31, 2025

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	3,980,244	1,937,936	48.69%
	State/Local Grants and Contracts	5,327,438	4,764,715	89.44%
	Private Grants and Contracts	408,905	199,847	48.87%
	Total:	**9,716,587**	**6,902,499**	**71.04%**
OPERATING EXPENSE	Salaries	1,432,956	256,391	17.89%
	Benefits	272,586	47,378	17.38%
	Student financial aid - scholarships	7,843,661	8,964,668	114.29%
	Utilities	0	0	0.00%
	Supplies and Other Services	580,740	193,504	33.32%
	Equipment Expense	155,578	27,151	17.45%
	Total:	**10,285,522**	**9,489,093**	**92.26%**
OPERATING INOCME / (LOSS)		**(568,935)**	**(2,586,594)**	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	2,250,000	3,032,018	134.76%
	Gifts	485	0	0.00%
	Total:	**2,250,485**	**3,032,018**	**134.73%**
TRANSFERS & OTHERS	Capital Expenditures	(1,609,352)	(521,350)	32.40%
	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%
	Total:	**(1,631,939)**	**(521,350)**	**31.95%**
BUDGET BALANCE		**49,611**	**(75,927)**	

Tab 7

Pierpont Community and Technical College
Board of Governors
Meeting of June 17, 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 May 31, 2025.
STAFF MEMBER:	Dale Bradley

Pierpont Community & Technical College
Project Summary
Capital Plant Funds
As of May 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	129,190	20,810
TOTALS	**2,444,326**	**2,244,788**	**199,538**

Plant Funds Cash Balances as of May 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	35,577.75
HEPC Debt Service	3573	75.00
Pierpont - E&G Cap & Infrastructure*	3575	609,845.17
Total Cash in Plant Funds on January 31, 2025		**871,863.35**

Cash Balances Available For Capital Projects as of May 31, 2025		
Fund Name	**Fund**	**Cash Balance**
Pierpont - E&G Cap & Infrastructure*	3575	609,845.17
Pierpont Facilities Fee	3170	586,919.89
Total Cash Balances Available For Capital Projects	**$**	**1,196,765.06**

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2025		
Fund 3170		**Cash Balance**
Beginning Balance		313.00
Estimated Revenues		559,700.00
Projected Cash in Unrestricted Facilities Fee Fund at June 30	**$**	**560,013.00**

Tab

8

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of June 17, 2025

ITEM: Meeting Schedule for Academic Year 2025-2026

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors approve the proposed meeting schedule for Academic Year 2025-2026.

The proposed meeting dates are as follows:

- September 23, 2025
- October 28, 2025
- November 25, 2025
- February 24, 2026
- March 24, 2026
- April 28, 2026
- May 12, 2026
- June 23, 2026

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Organizational Development

BACKGROUND:

18B-2A-2 of the West Virginia Code sets forth the requirement that Boards of Governors shall hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

MONTHLY AGENDA TOPICS
AY 2025-2026

September

Human Resources, Policies, and Bylaws Committee

- Review Board's Code of Conduct and ethics policies/procedures
- Review training and in-service activities
- Review BOG policies – recommend changes

Academics Committee

- Update on assessment of general education
- Updates on HLC and specialized accreditation

Student Services Committee

- Enrollment update, including enrollment profiles
- Distribution of enrollment across programs
- Programs at capacity

Finance and Administration Committee

- Budget update

Advancement and Public Relations Committee

- Foundation annual report
- Day of Giving plan
- Marketing plan update and analytics

IT and Data Reporting Committee

- Strategic plan annual report
- HLC: Update & follow up from Institutional Update Data Report

October

November

President

- Review summary of operational plans for FY 26
- Review organizational structure and recommend changes to BOG

Human Resources, Policies, and Bylaws Committee

- Review BOG policies – accept changes and recommend new ones

Academics Committee

- Review results report for program viability
- Review student complaints report from previous FY
- Review workforce and community development plan
- Review advisory committees and industry partners

Student Services Committee

- Enrollment management update
- Student Services activity reports
- Institutional withdrawals across programs
- Co-curricular programming update

Finance and Administration Committee

- Budget update and quarterly budget variance report (if applicable)
- Review financial audit and recommendations
- Review report on student default rate and other student financial issues
- Review Clery data

Advancement and Public Relations Committee

- Day of Giving recap
- Fundraising update

IT and Data Reporting Committee

December

- Reserved for training and development at the discretion of the Chair
- Update on strategic progress

February

President and BOG Chair

- Review procedures and timeline for presidential evaluation

Human Resources, Policies, and Bylaws Committee

- Review BOG policies – accept changes and recommend new ones
- Review any bylaw changes for the upcoming year

Academics Committee

- Review five-year program reviews
- Review student post-graduation report and job placement data

- Approve recommendations on new academic programs, changes to program lengths or credits, and elimination of academic programs

Student Services Committee

- Enrollment update
- Student services activity reports

Finance and Administration Committee

- Budget update
- Capital projects update
- Review contractual relationships report

Advancement and Public Relations Committee

- Marketing Plan update with analytics

IT and Data Reporting Committee

- Strategic plan update
- Strategic plan data point/metric review

March

Human Resources, Policies, and Bylaws Committee

- Review BOG policies – accept changes and recommend new ones
- Review employee demographics and HR data

Academics Committee

- Review and approve academic program review
- Review academic consortia relationships and special instruction agreement reports
- Review academic articulation agreements

Student Services Committee

- Enrollment update
- Student Services activity reports

Finance and Administration Committee

- Baseline budget for preliminary review
- Approve tuition and fees

Advancement and Public Relations Committee

- Marketing plan update with analytics
- Graduate and alumni engagement plan

IT and Data Reporting Committee

- HLC Institutional Report Update
- IT Efficiency

April

May

BOG Chair

- Approve committee assignments for FY 27
- Finalize presidential evaluation
- Discuss BOG evaluation process

Human Resources, Policies, and Bylaws Committee

- Review BOG policies – accept changes and recommend new ones
- Discuss board education plan for FY 27
- Conduct board self-evaluation
- Discuss any bylaw changes for BOG

Academics Committee

- Review program viability

Student Services Committee

- Enrollment management update
- Student Services activity reports
- Institutional withdrawals across programs
- Institutional co-curricular programming update

Finance and Administration Committee

- Budget update
- Approve upcoming budget

Advancement and Public Relations Committee

- Preliminary review of next FY Marketing Plan Draft

IT and Data Reporting Committee

- Data Management Plan Review
- External Data Request Report

June

BOG Chair

- Hold elections for executive committee of BOG

President

- Review strategic plan

Human Resources, Policies, and Bylaws Committee

- Review BOG policies – accept changes and recommend new ones
- Conduct board evaluation (e.g., self-evaluation)
- Assess and recommend areas for BOG training and development in the upcoming year

Academics Committee

- Review and summarize general education assessment

Student Services Committee

- Enrollment update for Fall
- Co-curricular summary report
- Summer student engagement activities/opportunities

Finance and Administration Committee

- Budget update
- Approve FY 27 budget

Advancement and Public Relations Committee

- Marketing plan for next FY
- Review of current FY marketing plan and analytics
- Preliminary planning for Day of Giving
- Alumni engagement with recent graduates

IT and Data Reporting Committee

OTHER NOTABLE DATES

MONTH	EVENT	DATE
July	HLC Assurance Argument Review	July 10
August	Professional Development Day	August 19
	Fall Semester Begins	August 25
September	HLC Visit Training w/ Dr. Carolyn Long	September 2
	HLC Site Visit	September 15-16
October	Halloween Event	TBA
	Day of Giving	TBA
	Board of Governors Summit – Charleston, WV	October 29-30
November	Thanksgiving Break	November 24-28
December	Employee Holiday Luncheon	TBA
	Last Day of Fall Semester	December 12
	Winter Break	December 24-January 1
January	Professional Development Day	January 21
	Spring Semester Begins	January 26
April	Student Awards Ceremony	TBA
	Employee Awards Ceremony	TBA
May	Health Sciences Pinning Ceremony	TBA
	Last Day of Spring Semester	May 15
	Commencement	TBA
June	Summer Semester Begins	June 1
August	Summer Semester Ends	August 7

Tab 9

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF June 17, 2025

ITEM: Policy PP-3049: Joint Operating Agreement for Academic Programs

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approves the repeal of Policy PP-3049: Joint Operating Agreement for Academic Programs.

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Org. Dev**.**

BACKGROUND: The language in the existing policy relates to Pierpont's affiliation with Fairmont State.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 49
TITLE: JOINT OPERATING AGREEMENT FOR ACADEMIC PROGRAMS

Effective Date: February 23, 2006, Revised: April 5, 2007
Amended:
Repealed:

State Universities and Community and Technical Colleges have distinct missions in many areas of higher education, but there is also a significant area of overlap. This agreement is intended to divide these areas of overlap of mission and thereby help both Fairmont State University's Undergraduate/Graduate Unit (academic programs that report to the Provost and VP for Academic Affairs) and the Pierpont Community & Technical College Division focus resources, minimize duplication and allow for economies of scale. The end goal is to better provide cost effective and high quality service to the citizens of West Virginia.

Areas of mission overlap are as follows:
　　　　　1. Continuing Education
　　　　　2. Workforce Training
　　　　　3. Lower Division Off-campus courses
　　　　　4. Dual Credit High School courses
　　　　　5. Some Associate Degree areas
　　　　　6. Some Baccalaureate Degree areas

In the table below and the narrative that follows is a description of the agreement on how to partition the mission to meet the objectives.

Mission		FSU UG/GR	C&TC Division	Comments
Graduate Programs				
	Masters	X		
	Graduate Certificates	X		
Bachelors Degree Programs		X		
Associate Degree Programs				
	AS/AA	X	X	FSU UG/GR TAC/ABET Accredited Programs* and NURSING ADN ONLY
	AAS		X	
UG Certificate Programs		X	X	FSU UG/GR Upper Division Only
Extension Programs				
	Workforce		X	FSU UG/GR only by request
	Training			And in collaboration with

				C&TC Division
	Continuing Education		X	FSU UG/GR only by request and in collaboration with C&TC Division
	Off Campus Lower Division		X	
	Off Campus Upper Division	X		
	Dual Enrollment		X	

Graduate degrees, courses and programs: It is assumed this will be the exclusive area of FSU UG/GR. In certain degree areas it may be appropriate for C&TC Division faculty to teach at the graduate level and be members of graduate committees.

Bachelors degree programs: It is assumed that this will be the exclusive area of FSU UG/GR. In many cases FSU UG/GR expects to use the expertise of C&TC Division faculty to teach upper division courses and to advise bachelor level students. A current example would be the program in Aviation Administration.

Associate degree programs: It is assumed that this will be the exclusive domain of the C&TC Division with the exception of the ADN nursing program and the ABET accredited programs in Technology*. These programs are expensive to operate; the faculty are all FSU UG/GR employees, and the programs have historic roots within FSU, extending back to the 1950's and 60's. The net cost to students in these programs shall not exceed the C&TC rate. This will be facilitated by a charge back from the C&TC Division to FSU UG/GR of the difference between the baccalaureate and C&TC tuition and fee rates.

Extension Programs: Pierpont C&TC is responsible for all lower division and not for credit programs.

* Architecture, Civil, Electronics, Mechanical, and Occupational Safety