

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

**Finance and Administration Committee Meeting**

**Wednesday, May 7, 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 May 7, 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 9:34 AM.

**II. Revenue Analysis**

Dale Bradley presented and reviewed the FY 2025 Tuition Revenue Analysis as of April 19, 2025 Report (Report provided in agenda packet).

**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).

**IV. Discussion Items**

**A. Student Services Chatbot Discussion**

Jennifer McConnel led the discussion on the potential implementation of a student services chatbot. Four different vendors were reviewed, with one option offering both chatbot and CRM services that could streamline current systems and improve student engagement. The proposed solution could replace the existing CRM platform and includes an AI component to enhance responsiveness. Preliminary analysis suggests that the college could see significant annual savings by transitioning to a combined chatbot and CRM solution. It was noted that Pierpont is currently the only community college in West Virginia without a chatbot.

A three-year strategy will be developed to guide implementation and assess financial impact. The committee discussed the need to evaluate how the new system would affect existing platforms and customizations. There was also interest in exploring potential grant opportunities to help offset costs.

**B. FY 2026 Preliminary Budget Discussion**

The committee reviewed the budget planning document. Key changes included the anticipated \$70,529 increase from the Governor's budget, which did not materialize, and a reduction in state appropriations totaling \$152,107, resulting in overall reductions to the FY 26 budget plan of \$222,636. If both high and medium priority requests are funded, the projected budget reflects a negative balance of \$82,317. Funding only the high-priority items results in a negative balance of \$4,599. The base case scenario yields a positive balance of \$342,526. Currently, the projected positive revenue budget stands at \$842,824.

Dale expressed comfort in adding an additional \$30,000 in projected revenue in FY 26 based on current revenues. With the addition of \$30,000 in additional projected revenue proceeding with only high-priority items would result in a positive FY 26 budget balance of \$25,401.

There was general consensus among the members present to move forward with funding the high-priority items and to fund medium-priority items if additional funding becomes available. Dale will compile an action item for the May 13 meeting based on the discussion.

**V. BOG Action Items**

**A. FY 2026 Pierpont Education and General Capital Project Budget Approval**

A quorum was not present; therefore, the item will be forwarded to the full Board for consideration without the approval of the committee.

**VI. Adjournment**

There being no further business, the meeting adjourned.



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!

*Respectfully submitted by Amanda N. Hawkinberry*



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