

**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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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on May 13, 2025, beginning at 1:00 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.

*Committee Members Present:* Jeffrey Powell, Vickie Findley, Lisa Lang and Christine Miller

*Committee Members Absent:* Anthony Hinton

*Other Board Members Present:* Thomas Cole, David Hinkle, Juanita Nickerson, and Joanne Seasholtz

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

**I. Call to Order**

Jeffrey Powell called the meeting to order at 1:04 PM.

**II. 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. FY 2025 Capital Projects Update**

Dale Bradley presented the FY 2025 Capital Projects Update (Report provided in Agenda packet).

Dale Bradley also reported there has been little activity since the last report. The Caperton/Vet Tech expansion project has not yet been closed out. A remaining balance of approximately \$50,000 is noted, and the HEPC debt service has been paid.

A brief update was provided on the Aviation and Powerplant (A&P) facility, with efforts underway to secure property from the Department of Highways.

A pre-bid meeting for the ATC deferred maintenance took place on April 30, and bids are due tomorrow.

### **III. BOG Action Items**

#### **A. FY 2026 Education and General Capital Project Approval**

Dale Bradley presented and reviewed the FY 2026 Education and General Capital Project Resolution (**Attachment A**).

Christine Miller moved to forward the FY 2026 Education and General Capital Project Budget to the full Board for their consideration. Lisa Lang seconded the motion. All agreed. Motion carried.

#### **B. FY 2026 Unrestricted Budget Approval**

Dale Bradley presented and reviewed the FY 2026 Unrestricted Budget Approval Resolution (**Attachment B**).

Christine Miller moved to forward the FY 2026 Unrestricted Budget to the full Board for their consideration. Lisa Lang seconded the motion. All agreed. Motion carried.

The committee discussed the possibility of addressing the funding reduction during the upcoming special legislative session, including the need for advocacy efforts such as having representatives present at the Capitol. It was noted that Pierpont received a reduction of approximately \$152,000 in state appropriations and is the only institution in the state to receive a decrease under the current funding formula.

The FY 2026 budget was developed using a predictive enrollment model and was designed to strengthen the Composite Financial Index (CFI) while maintaining a balanced budget with a positive bottom line. Projects and initiatives were reviewed and categorized as high, medium, or low priority, with a recommendation to fund only high-priority items at this time.

### **IV. Adjournment**

There being no further business, Christine Miller moved to adjourn the meeting. Lisa Lang seconded the motion. All agreed. 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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**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 13, 2025**

<b>ITEM:</b>	FY 2026 Pierpont Education and General Capital Project Budget Approval
<b>COMMITTEE:</b>	Finance/Audit and Administration Committee to Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	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.
<b>STAFF MEMBER:</b>	Dale Bradley
<b>BACKGROUND:</b>	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
<i>Reoccurring Annual Funding Requests</i>	
Small Projects	\$150,000
HEPC Debt Service	\$271,682
<i>New Funding Requests for FY 26</i>	
Update HVAC Building Controls - All Buildings	\$45,000
Caperton Center Parking Lots (Repair,Seal & Stripe)	\$18,000
ATC HVAC Controls Contract	\$7,200
<b>Total</b>	<b>\$491,882</b>

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

<b>ITEM:</b>	FY 2026 Unrestricted Budget Approval
<b>COMMITTEE:</b>	Finance/Audit and Administration Committee to Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Community & Technical College Board of Governors approve the attached Proposed FY 2026 Unrestricted Budget.
<b>STAFF MEMBER:</b>	Dale Bradley
<b>BACKGROUND:</b>	<p>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 “<b>Attachment A</b>”.</p> <p>The details of budget changes for the Proposed FY 2026 Unrestricted Budget are identified in “<b>Attachment B</b>” the “FY 2026 Budget Planning Document”.</p> <p>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:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• The FY 2026 Unrestricted Budget assumes no enrollment changes from FY 2025.</li><li>• Total Operating Revenues include a net increase in revenues of \$822,639. This</li></ul>

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.

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

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

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

As of March 31, 2025 Budget Condition (Adjusted) of:	(324,887)	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 31115)	191,816	Yes	Immediate	191,816	
Removal of One Time BANNER 9 Self-Service	<u>110,000</u>	Yes	Immediate	<u>110,000</u>	
<b>Sub-Total</b>				<b>301,816</b>	<b>(23,071)</b>
<b>Revenue Adjustments:</b>					
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	<u>858,000</u>	Yes	Immediate	<u>858,000</u>	
<b>Sub-Total</b>				<b>585,893</b>	<b>562,822</b>
<b>Budget Cut(Increases) 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	
Reduce Institutional Advancement Budget (3100/7622)	<u>2,000</u>	Yes	Immediate	<u>2,000</u>	
<b>Sub-Total</b>				<b>39,417</b>	<b>602,239</b>
<b>Faculty:</b>					
<b>Vacant Positions</b>					
Pos# 725 (\$56,526 Salaries + \$19,125 Fringes) - Not refilling	<u>75,651</u>	Yes	Immediate	<u>75,651</u>	
<b>Sub-Total</b>				<b>75,651</b>	<b>677,890</b>
<b>Pierpont Tuition Sub-Component Fees</b>					
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	<u>(75,000)</u>	Yes	Immediate	<u>(75,000)</u>	
<b>Sub-Total</b>				<b>(108,000)</b>	<b>569,890</b>
<b>Budget Change System Expenses</b>					
Increase in CTC Council FY 2025 Higher Education Resource Assessment	<u>(11,700)</u>	Yes	Immediate	<u>(11,700)</u>	
<b>Sub-Total</b>				<b>(11,700)</b>	<b>558,190</b>
<b>Mandatory Pay Raise Costs</b>					
Faculty Promotions Pos# 61, 165, 592 (\$18,678 Salaries + \$2,596 Fringes)	<u>(21,274)</u>	Yes	Immediate	<u>(21,274)</u>	
<b>Sub-Total</b>				<b>(21,274)</b>	<b>536,916</b>

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