

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

**Finance and Administration Committee Meeting**

**Tuesday, September 23, 2025  
11:30 AM**

**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, April 23, May 7, and May 13, 2025** *Tab 1*
- III. Revenue Analysis**  
*(Dale Braley, VP of Finance and Administration)*
  - A. FY 2026 Pierpont Fee Revenue Analysis as of September 8, 2025 *Tab 2*
- IV. BOG Information Items**  
*(Dale Bradley, VP of Finance and Administration)*
  - A. August 31, 2025, Combined Finance Report *Tab 3*
  - B. Capital Projects Expenditure Report as of August 31, 2025 *Tab 4*
  - C. Update on Deferred Maintenance Projects
  - D. Update of Chatbot/CRM *Tab 5*
- 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

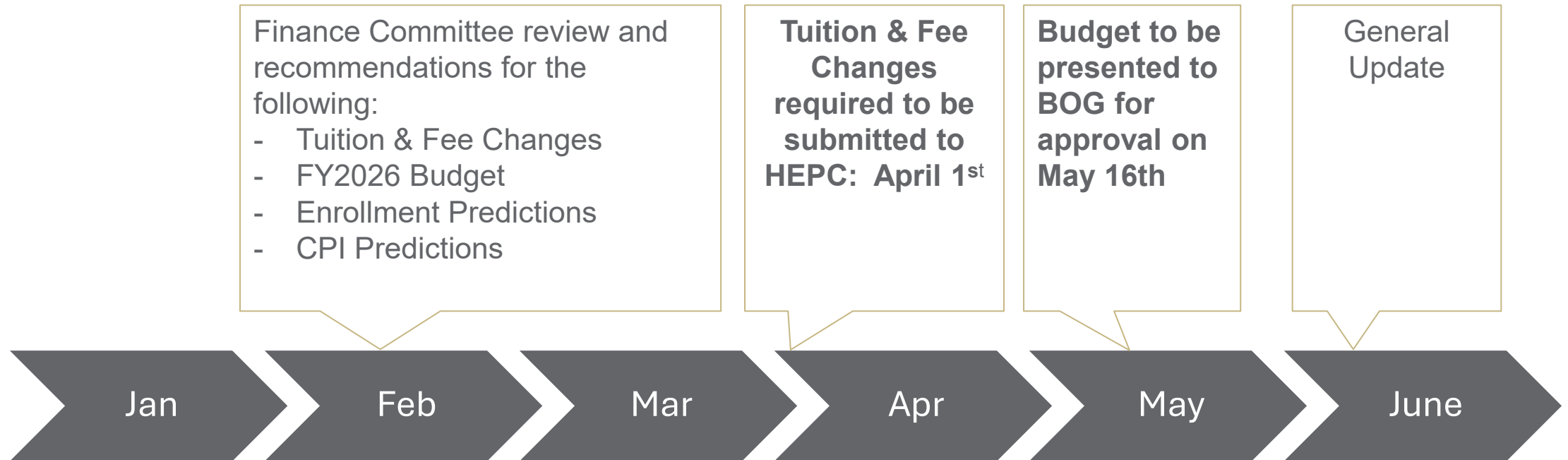
Pierpont Community & Technical College Board of Governors Meeting of March 25, 2025	
<b>ITEM:</b>	Approval of Tuition and Fee Changes for Academic Year 2025-2026
<b>COMMITTEE:</b>	Finance/Audit and Administration Committee
<b>STAFF MEMBER:</b>	Dale Bradley
<b>RECOMMENDED ACTION:</b>	Resolved that the 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>

Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26 Page 1



# 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	804,929
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>Revenue Adjustments:</b>					
State Appropriation Increase/(Decrease) - Governor's Proposed Budget	70,529	Yes	Immediate	70,529	755,458
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 BCG 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>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	
	<b>Unrestricted Budget Balance</b>
<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.

Pierpont Community & Technical College Board of Governors Meeting of March 25, 2025	
<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>

Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26 Page 1

# 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



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

<b>Option 3 - Base Case Plus High and Medium Priority Items</b>	
	<b>Unrestricted Budget Balance</b>
<b>No Enrollment Change</b>	\$140,319
<b>2% Enrollment Increase</b>	\$230,253
<b>4% Enrollment Increase</b>	\$320,187
<b>2% Enrollment Decline</b>	\$50,385
<b>4% Enrollment Decline</b>	(\$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](#) X

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



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● 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

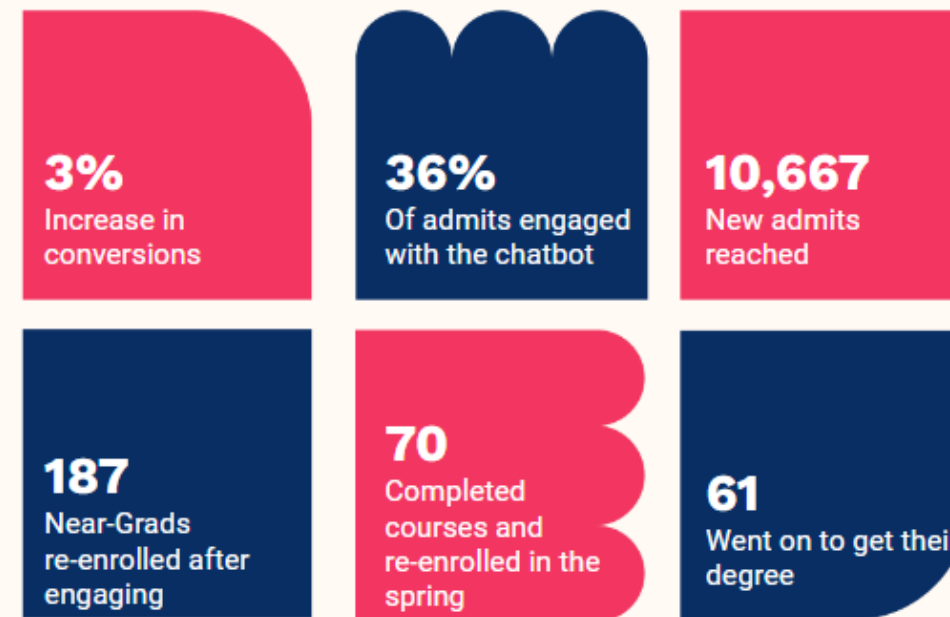
COMMUNITY COLLEGE Published On: October 18, 2023

## 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



## Rule Based

These bots follow predefined paths or decision trees.



## Machine Learning

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

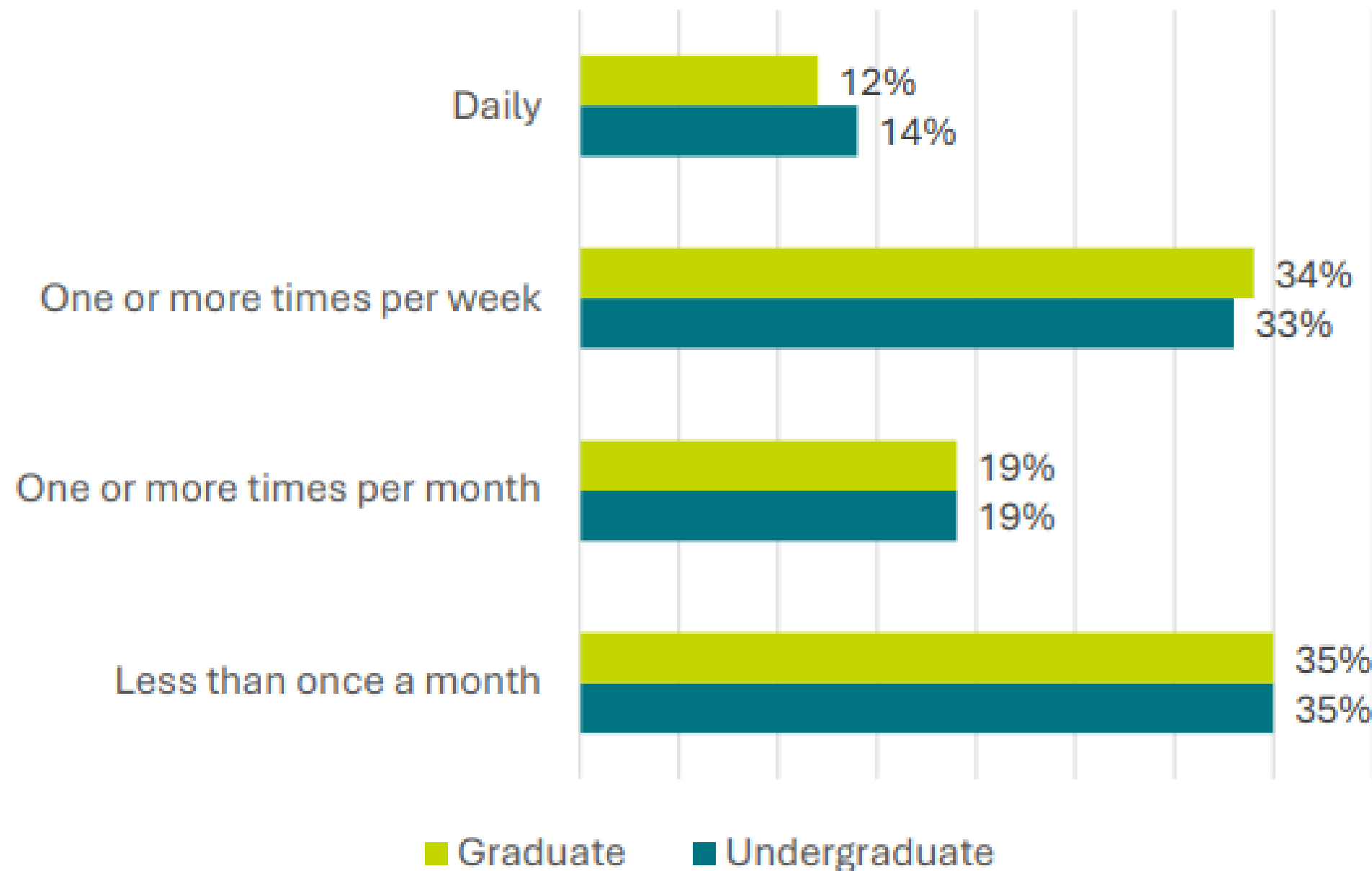


## Generative

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

# Use Of AI Every Day

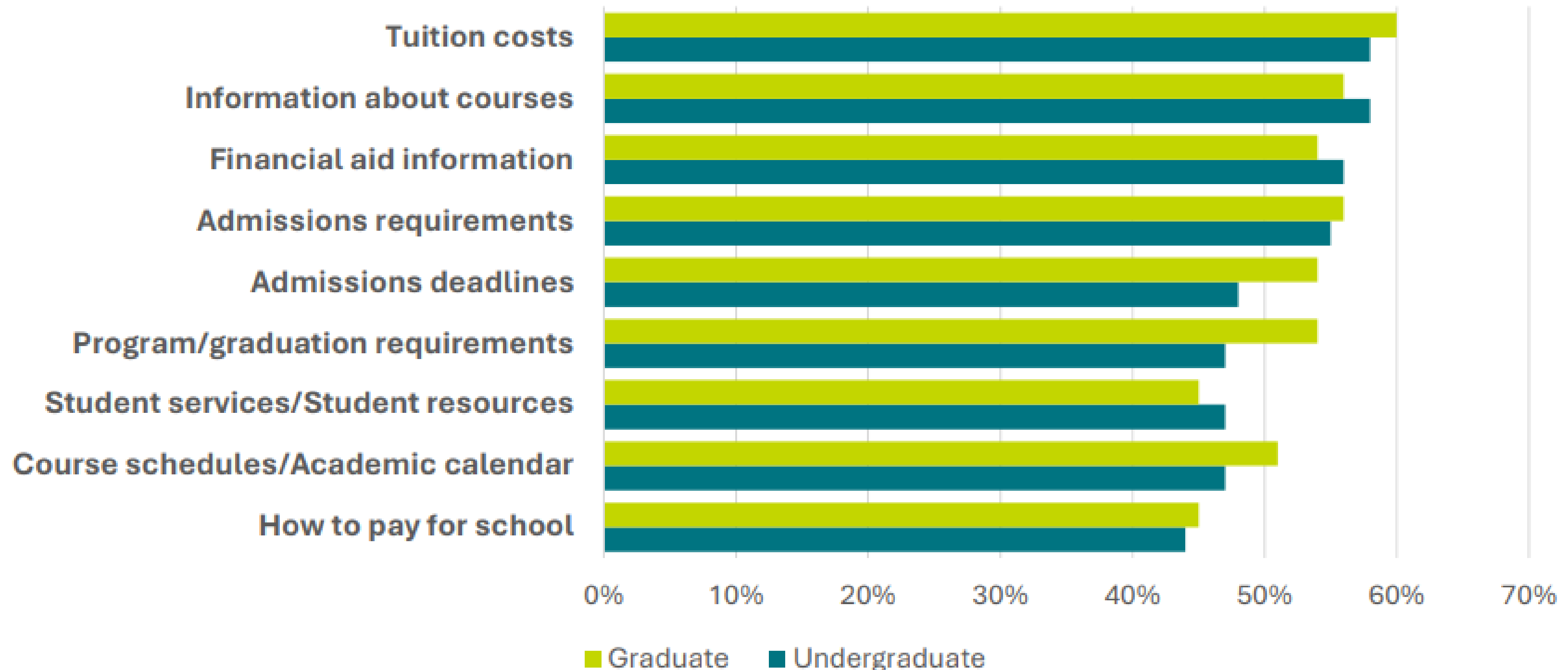
How often do you use an AI platform (ChatGPT, Gemini, etc.)?



Frequency of Use of an AI Platform – by Generation	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?

**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.



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*Respectfully submitted by Amanda N. Hawkinberry*



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**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*



**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 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
<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**

- 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.

- 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**

		FY 2025 3/31/2025	Proposed FY 26 Budget	Difference
<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 (EXPENSE)</b>	State appropriations	8,613,156	8,461,049	<b>(152,107)</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 3115)	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>



**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:**

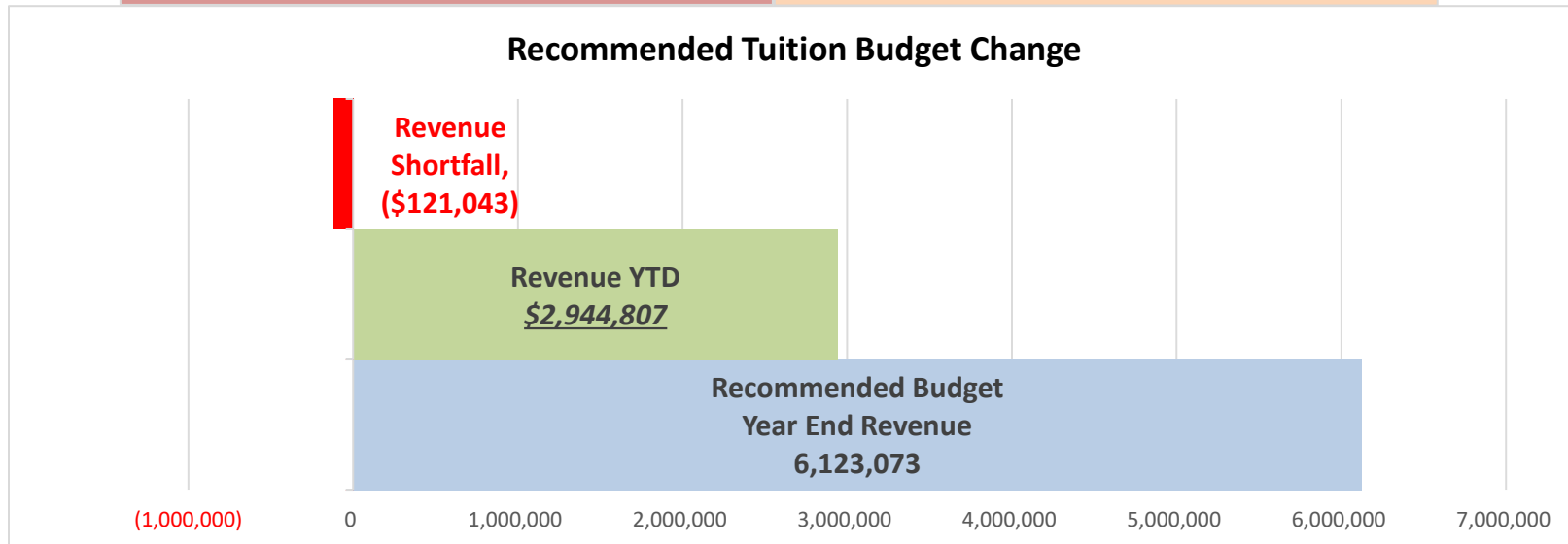
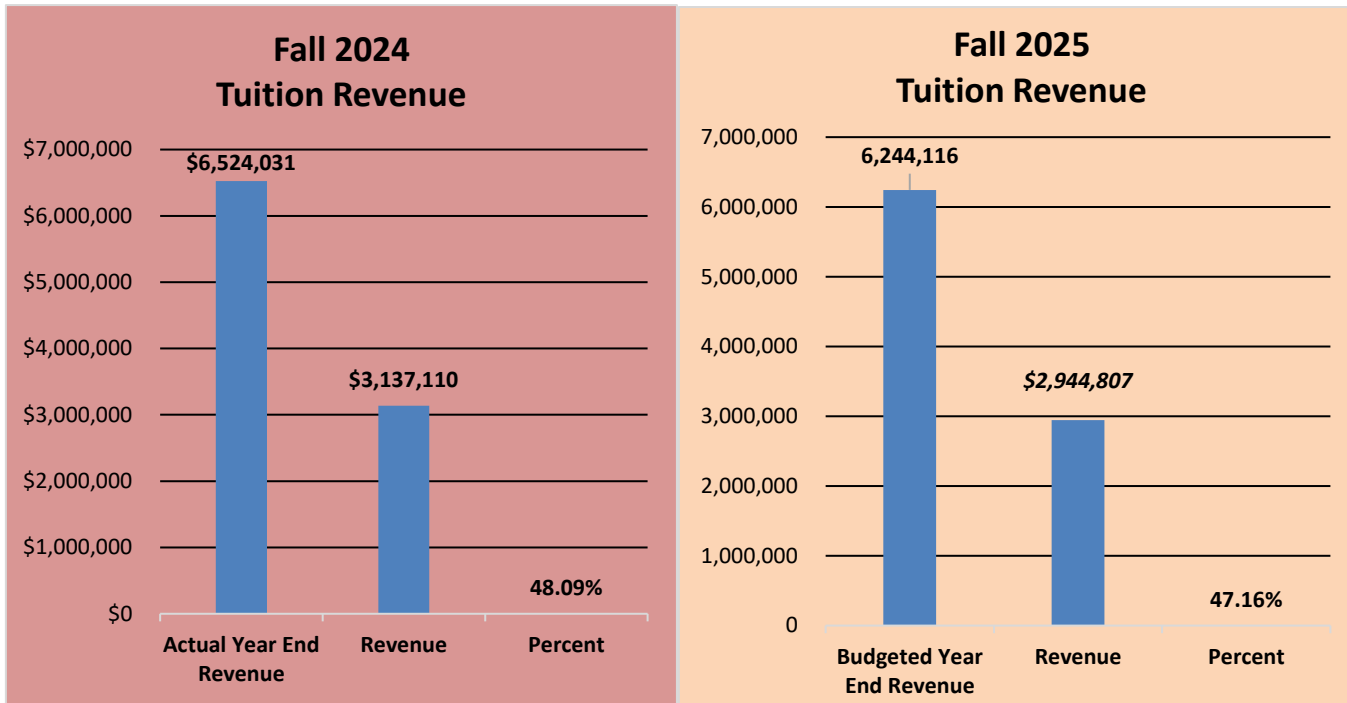
**350,288**

**25,401**

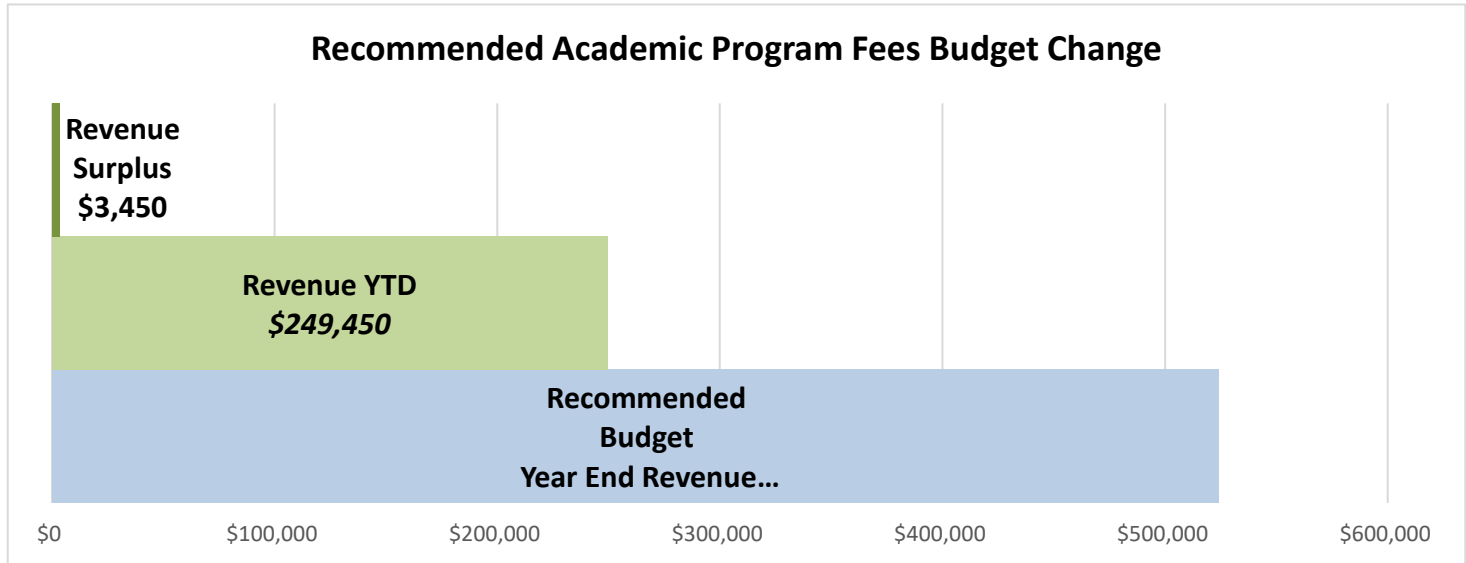
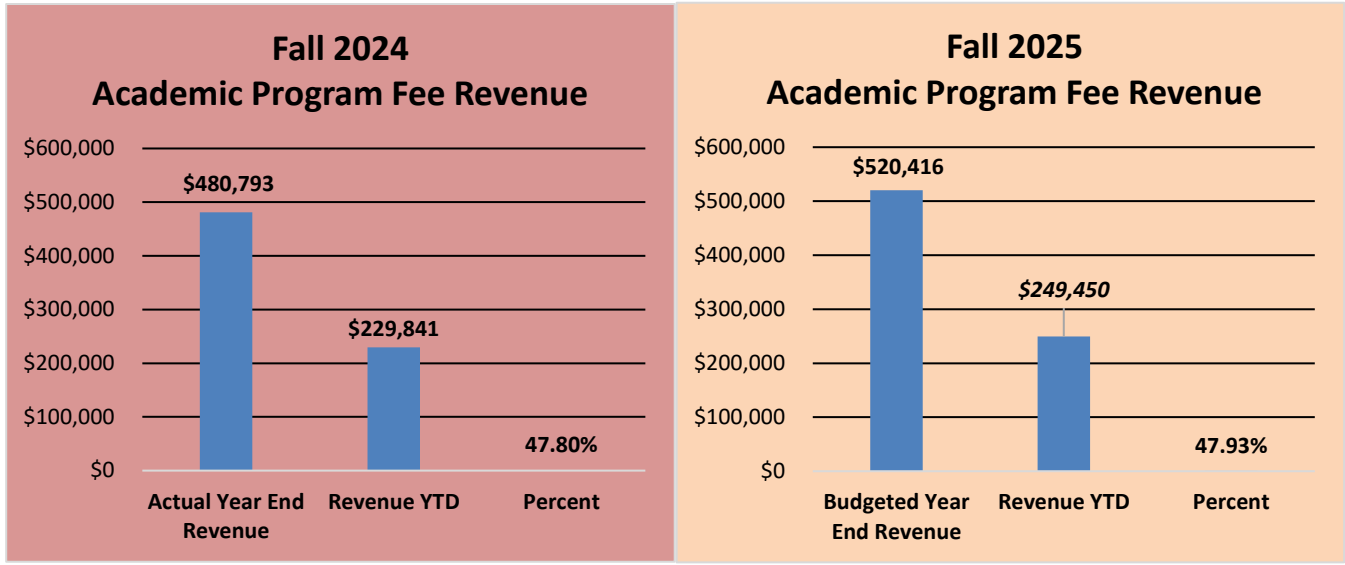
**Tab**

**2**

## FY 2026 TUITION REVENUE ANALYSIS AS OF SEPTEMBER 11, 2025



# FY 2026 ACADEMIC PROGRAM FEES ANALYSIS AS OF SEPTEMBER 11, 2025



**Tab**

**3**

**Board of Governors**  
**Budget/Finance Report FY 2026**  
**Pierpont Community & Technical College**  
**as of August 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 August 31, 2025, Budget/Finance Report, the Unrestricted Budget Balance is \$65,827 which includes the remaining amount of a Board approved spend down of a One-Time Supplemental Appropriation received in FY 24 of \$31,311 (Update to BANNER Self-Service 9).

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

- The institution has realized approximately 56% of projected operating revenue.
- The institution has incurred approximately 8% of operating expenses.
- The institution has realized approximately 24% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$5,357,562.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 6% of projected operating revenue.
- The institution has incurred approximately 3% of operating expenses.
- The institution has realized approximately 0.59% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$251,382.

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

**August 31, 2025**

		<b>Current</b>	<b>Actual</b>	<b>YTD Actual to</b>
		<b>Budget</b>	<b>YTD</b>	<b>Current Budget</b>
<b>OPERATING REVENUE</b>	Tuition and Fees	7,611,863	4,333,668	56.93%
	Auxiliary enterprise revenue	183,000	97,205	53.12%
	Other Operating Revenues	55,833	1,211	2.17%
	<b>Total:</b>	<b>7,850,696</b>	<b>4,432,084</b>	<b>56.45%</b>
<b>OPERATING EXPENSE</b>	Salaries	8,054,298	490,945	6.10%
	Benefits	1,985,484	121,907	6.14%
	Student financial aid - scholarships	248,252	6,165	2.48%
	Utilities	364,063	61,100	16.78%
	Supplies and Other Services	5,027,560	436,778	8.69%
	Equipment Expense	113,636	71,209	62.66%
	Fees retained by the Commission	109,660	27,415	25.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	<b>Total:</b>	<b>16,002,954</b>	<b>1,215,521</b>	<b>7.60%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,152,258)</b>	<b>3,216,563</b>	
<b>NONOPERATING REVENUE</b>	State appropriations	8,461,049	2,115,262	25.00%
<b>(EXPENSE)</b>	Gifts	101,600	0	0.00%
	Investment Income	300,000	32,576	10.86%
	<b>Total:</b>	<b>8,862,649</b>	<b>2,147,838</b>	<b>24.23%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(6,840)	0.00%
	Transfers for Financial Aid Match	(30,875)	0	0.00%
	Transfers to Plant Reserves	(645,000)	0	0.00%
	<b>Total:</b>	<b>(675,875)</b>	<b>(6,840)</b>	<b>1.01%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>34,516</b>	<b>5,357,562</b>	
<b>One-Time Supplemental Appropriation (Received in FY 24)</b>		<b>31,311</b>		
<b>BUDGET BALANCE (Adjusted for Use of One-Time Supplemental Approp)</b>		<b>65,827</b>	<b>5,357,562</b>	



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

		<b>Current</b>	<b>YTD</b>	<b>YTD Actual to</b>
		<b>Budget</b>	<b>Actual</b>	<b>Current Budget</b>
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	3,879,444	15,524	0.40%
	State/Local Grants and Contracts	4,393,290	527,297	12.00%
	Private Grants and Contracts	344,308	6,356	1.85%
	<b>Total:</b>	<b>8,617,041</b>	<b>549,177</b>	<b>6.37%</b>
<b>OPERATING EXPENSE</b>	Salaries	1,241,095	57,551	4.64%
	Benefits	233,149	13,623	5.84%
	Student financial aid - scholarships	7,843,661	182,634	2.33%
	Supplies and Other Services	391,743	28,624	7.31%
	Equipment Expense	126,537	919	0.73%
	<b>Total:</b>	<b>9,836,184</b>	<b>283,351</b>	<b>2.88%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(1,219,143)</b>	<b>265,827</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	2,250,000	13,291	0.59%
	Gifts	485	0	0.00%
	<b>Total:</b>	<b>2,250,485</b>	<b>13,291</b>	<b>0.59%</b>
<b>TRANSFERS &amp; OTHERS</b>	Capital Expenditures	(941,561)	(27,736)	2.95%
	Transfers for Financial Aid Match	30,875	0	0.00%
Transfers - Indirect Cost (Char	Indirect Cost Recoveries	(53,462)	0	0.00%
	<b>Total:</b>	<b>(964,148)</b>	<b>(27,736)</b>	<b>2.88%</b>
<b>BUDGET BALANCE</b>		<b>67,194</b>	<b>251,382</b>	

**Tab**

**4**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of September 23, 2025**

**ITEM:** FY 2026 Capital Projects Update.

**COMMITTEE:** Finance and Administration Committee

**INFORMATION ITEM:** FY 2026 Capital Project Budgets, Expenditures, and Cash Balances as of August 31, 2025.

**STAFF MEMBER:** Dale Bradley

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

Projects			
Projects - Funds Transferred	Approved Budget	Recorded Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,103,666	(9,340)
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	200,000	0	200,000
HVAC Building Controls All 2026	45,000	40,200	4,800
Caperton Parking Lots Repair 2026	18,000	15,205	2,795
ATC HVAC Controls Contract 2026	7,200	0	7,200
Small Capital Projects	150,000	48,382	101,618
<b>TOTALS</b>	<b><u>2,514,526</u></b>	<b><u>2,207,453</u></b>	<b><u>307,073</u></b>

Plant Funds Cash Balances as of August 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
HVAC Building Controls All 2026	3519	\$45,000.00
Caperton Parking Lots Repair 2026	3520	\$18,000.00
ATC HVAC Controls Contract 2026	3521	\$7,200.00
Small Capital Projects	3570	\$131,743.52
HEPC Debt Service	3573	\$271,757.00
Pierpont - E&G Cap & Infrastructure*	3575	\$751,364.36
<b>Total Cash in Plant Funds on August 31, 2025</b>		<b><u>1,451,430.31</u></b>

<b>Cash Balances Available For Capital Projects as of August 31, 2025</b>		
<b>Fund Name</b>	<b>Fund</b>	<b>Cash Balance</b>
Pierpont - E&G Cap & Infrastructure*	3575	\$751,364.36
Pierpont Facilities Fee	3170	39,676.40
<b>Total Cash Balances Available For Capital Projects</b>		<b>\$ 791,040.76</b>

<b>Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2026</b>		
<b>Fund 3170</b>		<b>Cash Balance</b>
Beginning Balance		76.00
Estimated Revenues		645,000.00
<b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>		<b>\$ 645,076.00</b>

**Tab**

**5**



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

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TO: Board of Governors  
FROM: JT Bowers  
DATE: September 11, 2025  
SUBJECT: Finance and Administration Committee Update

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### **Chatbot/CRM**

The recommendation from the IT working group is as follows:

#### **AI Chatbot**

Implement the Element451 AI Chatbot at the beginning of the next fiscal year, July 1, 2026 subject to funding approval.

The pricing will be \$35,000 to \$40,000 yearly.

The Chatbot is system agnostic. It can be deployed with the current website and moved over to a refreshed website if need with no extra cost to the Institution.

#### **CRM**

It is our recommendation that we hold on making any changes to the current Salesforce CRM until 2027. The resources and manpower that it would take from several departments could be better spent on student recruitment. There is another state institution currently deploying Element451 and we would like to evaluate their implementation.

*Education that Works!*

*Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution*