

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

Finance and Administration Committee Meeting

**Tuesday, February 24, 2026
1:00 PM**

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

AGENDA

- I. Call to Order**
- II. *Approval of Minutes – October 20, 2025** **Tab 1**
- III. Revenue Analysis**
(Dale Bradley, VP of Finance and Administration)
 - A. FY 2026 Pierpont Fee Revenue Analysis as of February 23, 2026
- IV. BOG Information Items**
(Dale Bradley, VP of Finance and Administration)
 - A. Years 2022, 2023, & 2024 Clery Act Report Summary (All Campus Locations) **Tab 2**
 - B. January 31, 2025, Finance Report **Tab 3**
 - C. Capital Projects Expenditure Report as of January 31, 2026 **Tab 4**
 - D. FY 2026 Contracted Service Providers **Tab 5**
 - E. FY 2026 Mid-Year Funds Cash Balances **Tab 6**
 - F. Update on Deferred Maintenance Projects
 - G. Update on FY 27 Budget Planning
- V. Adjournment**

Tab

1

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

Finance and Administration Committee Meeting

**Monday, October 20, 2025
1:00 PM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on October 20, 2025, beginning at 1:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV and online via Teams. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Jeffrey Powell - Chair, Vickie Findley (Teams), David Hinkle, Anthony Hinton, and Christine Miller

Committee Members Absent: N/A

Other Board Members Present: N/A

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 Action Item

- A. Acceptance of the Financial Statements and Independent Auditor's Report by Suttle & Stalnaker, PLLC of Pierpont Community & Technical College's Finance Statement for the year ended June 30, 2025

Kelly Shaffer and Whitney Merrill of Suttle & Stalnaker, PLLC, presented the FY 2025 Audited Financial Statements to the Board. The complete detailed report and financial statements were provided to the Board members via email and during the meeting.

The presentation included key financial information for the College over the last five years and reflected improvements in all areas.

Additional information reviewed indicated that Pierpont issued its Audited FY 2025 Financial Statements on September 29, 2025, which was prior to the completion date established by the WV HEPC.

Pierpont's overall Total Net Position improved by \$2,508,868, increasing from \$26,039,888 on June 30, 2024, to \$28,548,756 on June 30, 2025.

Pierpont's unrestricted portion of the Total Net Position improved by \$2,187,091, rising from \$(3,549,021) as of June 30, 2024, to \$(1,361,930) as of June 30, 2025.

Additionally, Pierpont's Cash and Cash Equivalents increased by \$808,496, from \$12,825,166 on June 30, 2024, to \$13,633,662 on June 30, 2025.

Anthony Hinton moved to recommend the acceptance of the FY 2025 Financial Statements and the auditor's report to the full Board. David Hinkle seconded the motion. All agreed. Motion carried.

- B. Approval of the spending of cash reserves in the current fiscal year for web page renovations to ensure compliance with federal digital literacy accessibility guidelines

Dale Bradley presented the resolution (Resolution provided in Agenda packet) for approval to update the College's webpage to ensure compliance with federal digital accessibility requirements ahead of the April 2026 deadline.

Anthony Hinton moved to recommend that the full Board approve the use of cash reserves in the current fiscal year, not to exceed \$54,000, for website renovations to ensure compliance with federal digital accessibility guidelines. David Hinkle seconded the motion. All agreed. Motion carried.

III. Approval of Minutes – September 23, 2025

Anthony Hinton moved to approve the September 23, 2025, meeting minutes. David Hinkle seconded the motion. All agreed. Motion carried.

IV. BOG Information Items

- A. Dale Bradley presented and reviewed the Composite Financial Indicator (CFI) Score Analysis (Report provided in Agenda packet) and explained that Pierpont's CFI increased by 1.08, rising from 0.73 last year to 1.81 this year

V. Adjournment

There being no further business, Anthony Hinton moved to adjourn the meeting. David Hinkle 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!

Tab

2

**Pierpont Community and Technical College
Board of Governors
Meeting of February 24, 2026**

ITEM: Years 2022, 2023, & 2024 Clery Act Report Summary

COMMITTEE: Finance and Administration Committee

INFORMATION ITEM: Years 2022, 2023, & 2024 Clery Act Report Summary for all campus locations.

STAFF MEMBER: Dale Bradley

BACKGROUND: Crime statics for 2022 are for combined campuses at 500 Galliher Drive, Fairmont Campus, the 501 West Main Street Campus, Clarksburg Campus, and the 1050 Industrial Road East, Bridgeport Campus.

Crime statics for 2023 and 2024 are for combined campuses at 500 Galliher Drive, Fairmont Campus, the 501 West Main Street Campus, Clarksburg Campus, the 1050 Industrial Road East, Bridgeport Campus, and the 2600 Middletown Commons, Whitehall Campus.

**Pierpont Community & Technical College
Clery Act Crime Statics
For**

2023 and 2024 Combined Report for Campuses at 500 Galliher Drive, Fairmont WV; 501 West Main Street, Clarksburg WV; 1050 Industrial Road East, Bridgeport WV and 2600 Middletown Commons, Suite 129, Whitehall, WV.

2022 Combined Report for Campuses at 500 Galliher Drive, Fairmont WV; 501 West Main Street, Clarksburg WV; 1050 Industrial Road East, Bridgeport WV

Primary Crimes for years 2022, 2023***, 2024
(Please see note regarding reporting changes for 2022 and 2023)**

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On- Campus	Non- Campus	Public Property
Murder & Non-Negligent Manslaughter	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Manslaughter by Negligence	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Rape	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Fondling	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Incest	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Statutory Rape	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Robbery	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Aggravated Assault	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Burglary	2024	0	0	0
	2023	0	0	0
	2022	0	0	0

Motor Vehicle Theft	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Arson	2024	0	0	0
	2023	0	0	0
	2022	0	0	0

Violence Against Women Act & Arrest/Referrals 2022, 2023, 2024

VAWA Offenses; Arrests for Weapons, Drug, and Liquor Law Violations; Referrals for Disciplinary Action	Calendar Year	On-Campus	Non-Campus	Public Property
Domestic Violence	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Dating Violence*	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Stalking	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Liquor Law Arrests	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Drug Law Arrests	2024	0	0	3
	2023	2	0	6
	2022	0	0	0
Weapons Law Arrests	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Liquor Law Referrals for Disciplinary Action	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Drug Law Referrals Disciplinary Action	2024	0	0	0
	2023	0	0	0
	2022	0	0	0
Weapon Law Referrals Disciplinary Action	2024	0	0	0
	2023	0	0	0
	2022	0	0	0

*West Virginia Code does not have a specific statute for Dating Violence, therefore, the statistics used will be located under Domestic Violence.

Hate Crime Statistics

2022: Zero (0) Hate Crimes, as defined by applicable federal law, were reported.

2023: Zero (0) Hate Crimes, as defined by applicable federal law, were reported.

2024: Zero (0) Hate Crimes, as defined by applicable federal law, were reported.

Unfounded Crimes

2022: There were Zero (0) Unfounded Crimes for this Calendar year.

2023: There were Zero (0) Unfounded Crimes for this Calendar year.

2024: There were Zero (0) Unfounded Crimes for this Calendar year.

**** Crime statistics for 2022 include Pierpont's Main Campus in Fairmont, WV, the Clarksburg Campus in Clarksburg WV, and the National Aerospace Education Center in Bridgeport WV.**

*****In January 2023 Pierpont added a fourth campus for its Culinary Academy at 2600 Middletown Commons, Suite 129, Whitehall WV. Therefore crime statistics for 2023 and 2024 include Pierpont's Main Campus in Fairmont, WV, the Clarksburg Campus in Clarksburg WV, the National Aerospace Education Center in Bridgeport WV, and the Culinary Academy in Whitehall WV.**

Tab

3

Board of Governors
Budget/Finance Report FY 2026
Pierpont Community & Technical College
as of January 31, 2026

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 January 31, 2026, Budget/Finance Report, the Unrestricted Budget Balance is \$60,159 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 92% of projected operating revenue.
- The institution has incurred approximately 50% of operating expenses.
- The institution has realized approximately 74% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$5,665,363.

SUMMARY RESTRICTED FUNDS:

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

- The institution has realized approximately 50% of projected operating revenue.
- The institution has incurred approximately 46% of operating expenses.
- The institution has realized approximately 65% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$1,023,763.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
January 31, 2026

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,611,863	6,985,667	91.77%
	Auxiliary enterprise revenue	183,000	168,099	91.86%
	Other Operating Revenues	55,833	33,699	60.36%
	Total:	7,850,696	7,187,465	91.55%
OPERATING EXPENSE	Salaries	8,067,130	3,817,134	47.32%
	Benefits	1,978,320	914,261	46.21%
	Student financial aid - scholarships	248,252	33,693	13.57%
	Utilities	364,063	211,025	57.96%
	Supplies and Other Services	5,027,560	2,886,161	57.41%
	Equipment Expense	113,636	98,930	87.06%
	Fees retained by the Commission	109,660	82,245	75.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	Total:	16,008,622	8,043,448	50.24%
OPERATING INCOME / (LOSS)		(8,157,926)	(855,983)	
NONOPERATING REVENUE (EXPENSE)	State appropriations	8,461,049	6,345,786	75.00%
	Gifts	101,600	0	0.00%
	Investment Income	300,000	196,010	65.34%
	Total:	8,862,649	6,541,796	73.81%
TRANSFERS & OTHER	Capital Expenditures	0	(20,449)	0.00%
	Transfers for Financial Aid Match	(30,875)	0	0.00%
	Transfers to Plant Reserves	(645,000)	0	0.00%
	Total:	(675,875)	(20,449)	3.03%
BUDGET BALANCE UNRESTRICTED		28,848	5,665,363	
One-Time Supplemental Appropriation (Received in FY 24)		31,311		
BUDGET BALANCE (Adjusted for Use of One-Time Supplemental Approp)		60,159	5,665,363	

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
January 31, 2026

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	3,679,444	1,325,821	36.03%
	State/Local Grants and Contracts	5,419,577	3,185,833	58.78%
	Private Grants and Contracts	344,308	171,091	49.69%
	Other Operating Revenues	259	0	0.00%
	Total:	9,443,587	4,682,746	49.59%
OPERATING EXPENSE	Salaries	1,917,920	316,183	16.49%
	Benefits	353,052	71,883	20.36%
	Student financial aid - scholarships	7,547,956	4,154,837	55.05%
	Supplies and Other Services	542,562	232,012	42.76%
	Equipment Expense	147,138	58,856	40.00%
	Total:	10,508,628	4,833,771	46.00%
OPERATING INOCME / (LOSS)		(1,065,041)	(151,025)	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	2,250,000	1,455,838	64.70%
	Gifts	485	0	0.00%
	Total:	2,250,485	1,455,838	64.69%
TRANSFERS & OTHERS	Capital Expenditures	(1,076,171)	(270,555)	25.14%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Indirect Cost Recoveries	(73,443)	(10,494)	14.29%
	Total:	(1,118,738)	(281,049)	25.12%
BUDGET BALANCE		66,706	1,023,763	

Tab

4

**Pierpont Community and Technical College
Board of Governors
Meeting of February 24, 2026**

ITEM: FY 2026 Capital Projects Update.

COMMITTEE: Finance and Administration Committee

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

STAFF MEMBER: Dale Bradley

Pierpont Community & Technical College
 Project Summary
Capital Plant Funds
 As of January 31, 2026

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	28,088	171,912
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	140,799	9,201
TOTALS	<u>2,514,526</u>	<u>2,327,958</u>	<u>186,568</u>

Plant Funds Cash Balances as of January 31, 2026		
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	\$8,400.00
Caperton Parking Lots Repair 2026	3520	\$2,795.00
ATC HVAC Controls Contract 2026	3521	\$7,200.00
Small Capital Projects	3570	\$35,424.28
HEPC Debt Service	3573	\$137,761.00
Pierpont - E&G Cap & Infrastructure*	3575	\$772,921.14
Total Cash in Plant Funds on January 31, 2026		<u>1,190,866.85</u>

Cash Balances Available For Capital Projects as of January 31, 2026		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	\$772,921.14
Pierpont Facilities Fee	3170	\$329,072.35
Total Cash Balances Available For Capital Projects		\$1,101,993.49

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

Tab

5

**Pierpont Community and Technical College
Board of Governors
Meeting of February 24, 2025**

ITEM: FY 2026 Contracted Service Providers as of January 2026.

COMMITTEE: Finance/Audit and Administration Committee

INFORMATION ITEM: List of Service Providers Pierpont Community and Technical College has or is utilizing in FY 2026 as of January 2026.

STAFF MEMBER: Dale Bradley

BACKGROUND: General information of companies/organizations Pierpont has or is engaging in providing contracted services to the institution during FY 2026.

CONTRACTED SERVICES

AR TEL COMMUNICA+A2:B43TIONS
BRAXTON CO BD OF EDUCATION
BREWER & COMPANY
CARAHSOFT TECHNOLOGY CORP
CDL EDUCATIONAL AND CRISIS COUNSULTING LLC
CENTRAL VAN LINES
CHECKR, INC CHECKR.COM
CINTAS CORP
CITYNET LLC
CONLEY CPA GROUP PLLC
DAIKIN APPLIED
EDUCATIONAL CREDIT MANAGEMENT CORPORATION
FAIRMONT MARION CO TRANSIT AUTHORITY
FOLLETT HIGHER EDUCATION GROUP LLC
GREENLEAF ENVIRONMENTAL
HORIZON INFORMATION SERVICES
INCEPTIA
INDUSTRIAL ELEVATOR MAINTENANCE INC
INNOVATIVE HR SOLUTIONS LLC
K & M SERVICE CO INC
MARION COUNTY CHAMBER OF COMMERCE
MODERN CAMPUS USA INC
NEWTECH SYSTEMS LLC
NORTHSTAR TECHNOLOGIES LLC
PARADIGM INC
RELIANT CAPITAL SOLUTIONS LLC
REPUBLIC SERVICES TRASH
RYAN CONSTRUCTION SERVICES INC
STANDARD EXTERMINATING
STERICYCLE, INC
STRATA INFORMATION GROUP INC
SUPERIOR LAWN CARE SERVICES
UNITED HOSPITAL CENTER INC
VERTICAL TRANSPORT CONSULTANTS
WAREHOUSE KIDS LLC
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC
WEST VIRGINIA UNIVERSITY HOSPITALS INC
WILLIAMS & FUDGE INC
WINDRIVERENVIRONMENTAL
WASTE MANAGEMENT
WV COUNCIL FOR COMMUNITY & TECHNICAL COLLEGE ED
WV REGION VI WORKFORCE INVESTMENT BD

PROFESSIONAL SERVICES

ALLONE HEALTH SOUTH LLC
AUTOMOTIVE RENTALS INC
CLIFTONLARSONALLEN LLP
DR. WOOF, LLC
VECTOR SCENARIO LEARN
VIOLET CONSULTING LLC
WorkED Consulting LLC
SORENSEN

INFORMATION TECHNOLOGY SERVICES/SOFTWARE

ADVANTAGE DESIGN GROUP
BAMBOOHR HRIS
BLACKBOARD LLC
CITYNET LLC
ENTERPRISE RESOURCE PLANNING
INTERNET2
PERSONA
TUTOR COM INC

Tab

6

**Pierpont Community and Technical College
Board of Governors
Meeting of February 24, 2026**

ITEM: FY 2026 Mid-Year Cash Balances as of January 31, 2026.

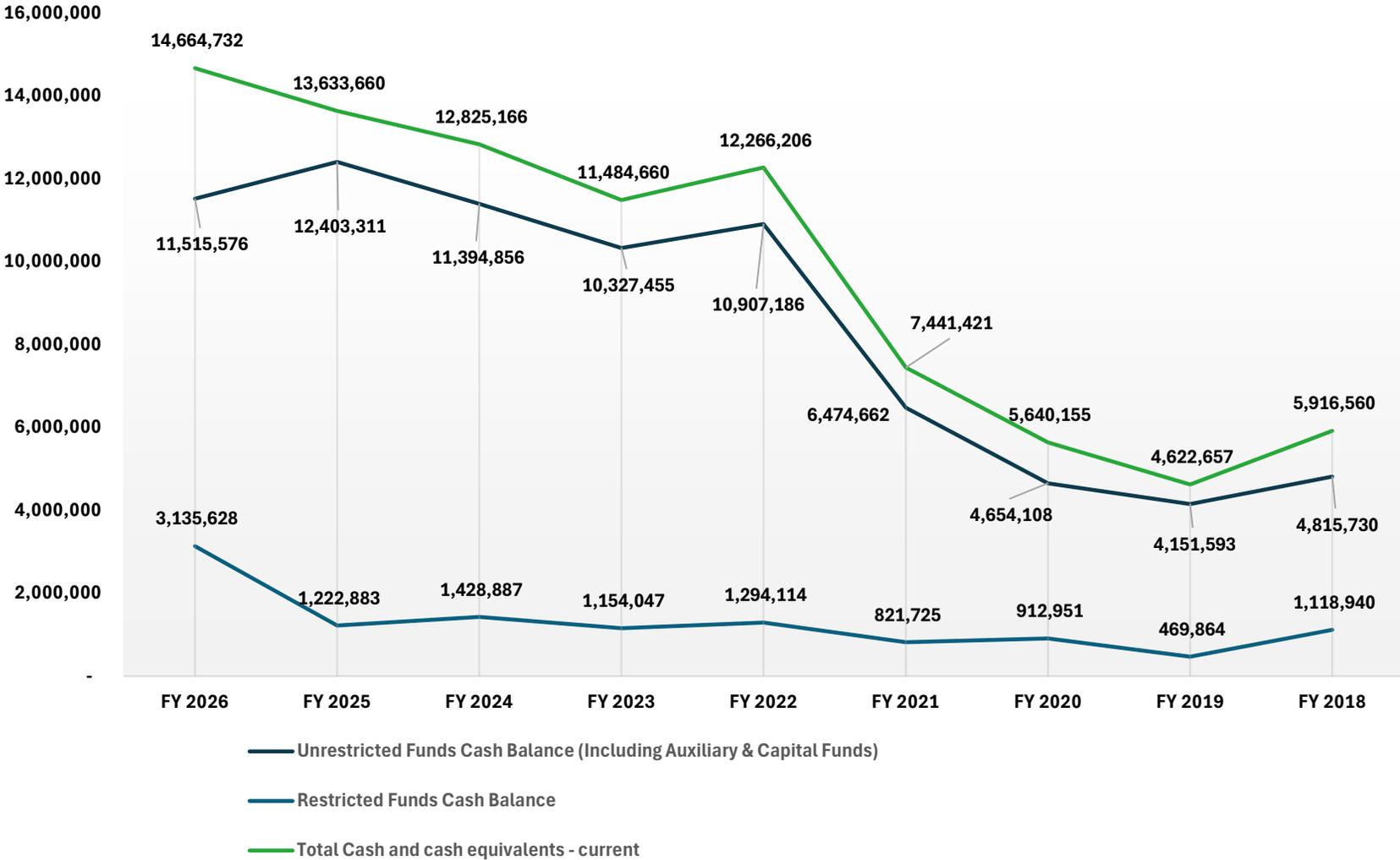
COMMITTEE: Finance/Audit and Administration Committee

INFORMATION ITEM: Pierpont Community and Technical College FY 2026 Mid-Year Cash Balances as of January 31, 2026, are as follows:

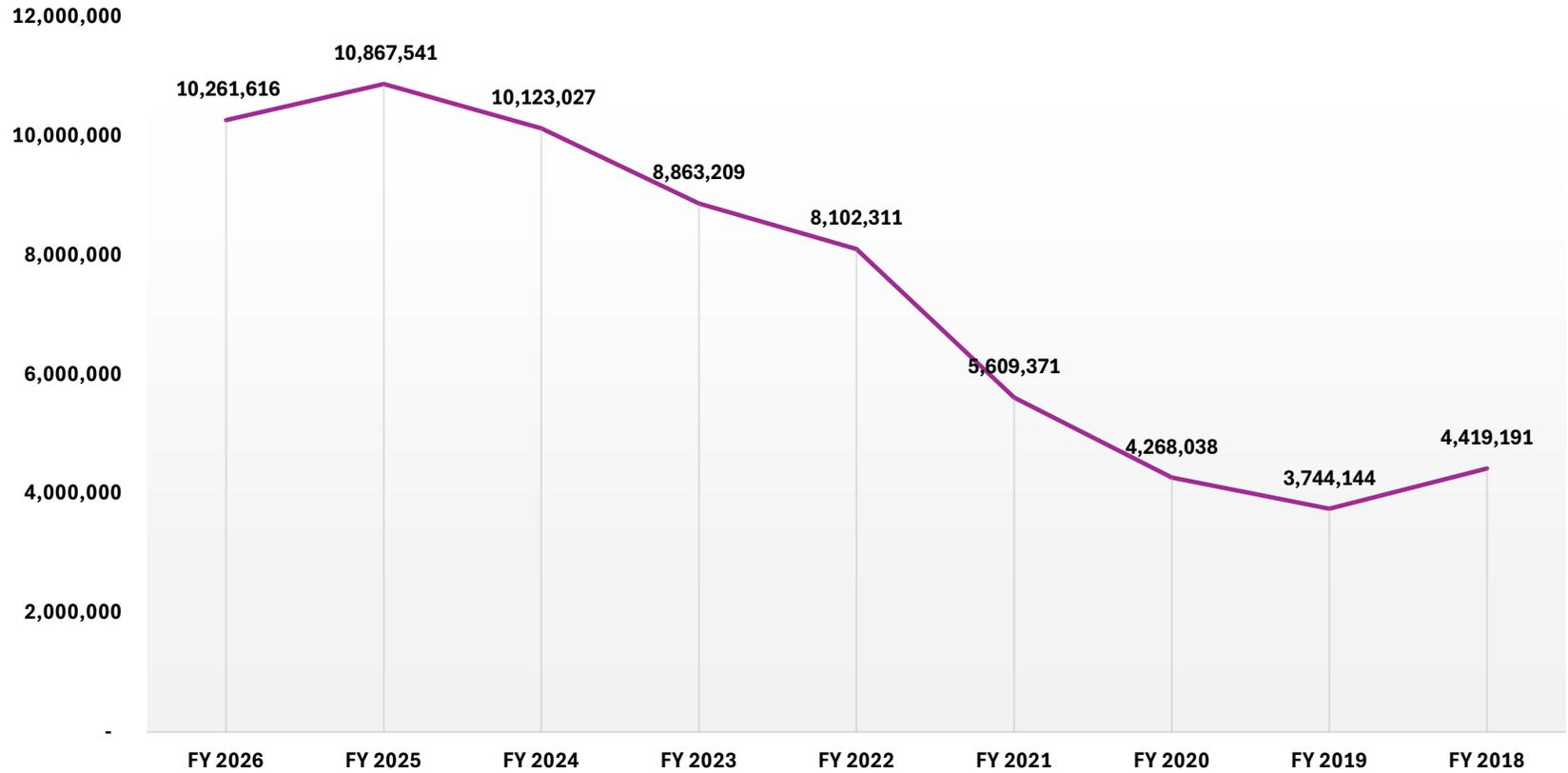
- Total Cash Balances (All Fund Types): \$14,664,732
- Unrestricted Funds Cash Balances (Including Auxiliary & Capital Funds): \$11,515,576
- Restricted Funds Cash Balances: \$3,135,628
- Unrestricted Funds Cash Balances (Without Capital Funds): \$10,261,616
- Unrestricted Capital Funds Cash Balances: \$1,253,960

STAFF MEMBER: Dale Bradley

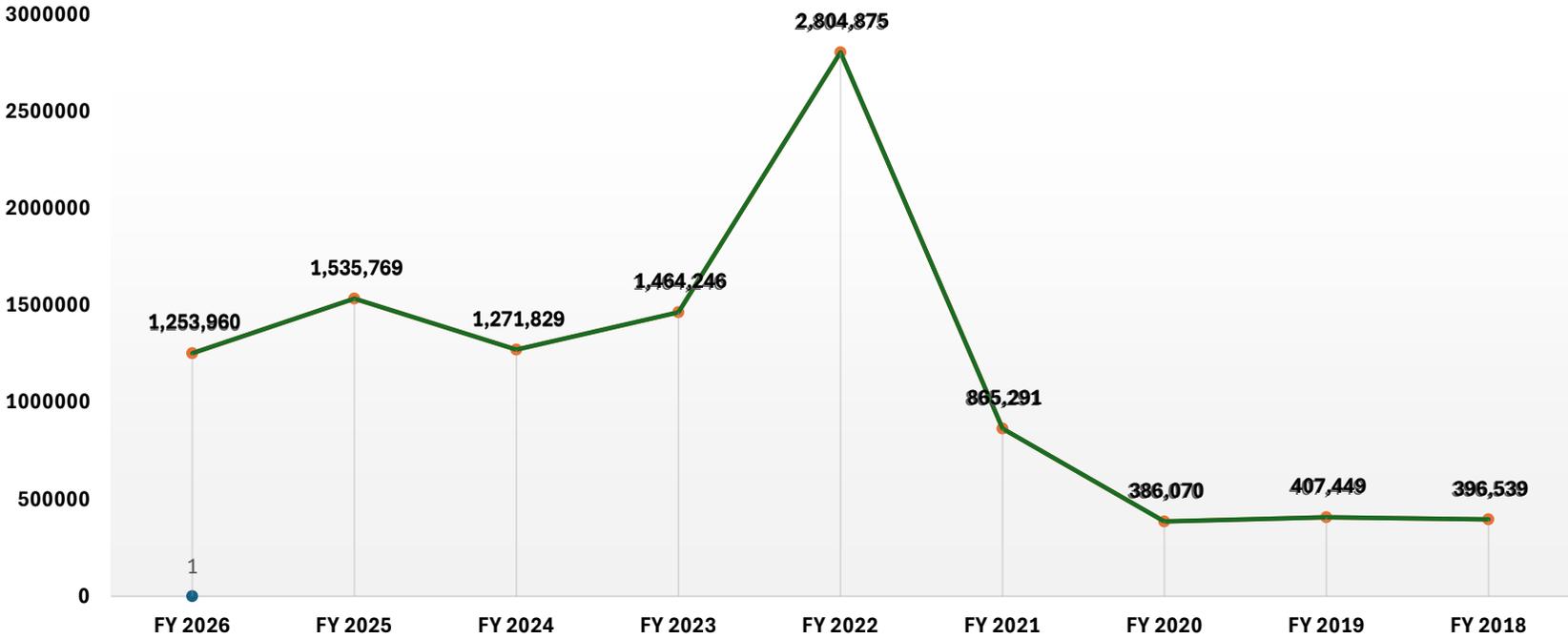
Pierpont C&TC Cash Balances (All Fund Types) 2018 - Jan. 31, 2026



**Pierpont CTC
Unrestricted Funds Cash Balances 2018 - Jan. 31, 2026
(Without Capital Funds)**



Pierpont CTC Unrestricted Capital Funds Cash Balances 2018 - Jan. 31, 2026



Pierpont CTC Restricted Funds Cash Balance 2018 - Jan. 31, 2026

