

**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**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on September 23, 2025, beginning at 11:30 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, Anthony Hinton, Lisa Lang and Christine Miller

Committee Members Absent: N/A

Other Board Members Present: Thomas Cole 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 11:33 AM.

II. Approval of Minutes – March 25, April 23, May 7, and May 13, 2025

Anthony Hinton moved to approve the March 25, April 23, May 7, and May 13, 2025, meeting minutes. Christine Miller seconded the motion. All agreed. Motion carried.

III. Revenue Analysis

A. FY 2026 Pierpont Fee Revenue Analysis as of September 11, 2025

Dale Bradley reviewed the FY 2026 Pierpont Fee Revenue Analysis as of September 11, 2025 (Report provided in Agenda packet). The report indicated a shortfall of approximately \$120,000 in Tuition Revenues assessed, which was attributed to a slight decline in enrollment. Full-time equivalent (FTE) enrollment is down approximately 4%

while dual enrollment (DE) enrollment is down considerably. Program fee revenues are currently on target.

IV. BOG Information Items

A. August 31, 2025, Combined Finance Report

Dale Bradley presented and reviewed the Budget/Finance FY 2025 Report as of August 31, 2025 (Report provided in Agenda packet).

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

Dale Bradley presented the Capital Projects Expenditure Report as of August 31, 2025 (Report provided in Agenda packet).

Dale Bradley also reported that the Veterinary Technology project has not yet been closed, as the contractor still needs to finish work on the steps. Retainage funds are still being held. There has been no third-floor furniture, fixtures, and equipment purchased since the space has not been built out. The HVAC controls are being completed and the parking lot resurfacing project at the Clarksburg Campus has been completed.

C. Update on Deferred Maintenance Projects

Dale Bradley report that the ATC third-floor deferred maintenance project, which began on September 2, is proceeding well and is anticipated to be completed by mid-March. Currently the project is slightly ahead of schedule.

Deferred maintenance projects at the Clarksburg Campus have not yet started. A meeting was held with the architects to review projects and new cost estimates are being obtained. Several projects have been changed and based on the current funds available, it is believed that all planned projects can be completed. These projects include addressing architectural needs, improving ADA accessibility between the Caperton Center and Vet Tech Building, cleaning brick, and repairing a void in the Vet Tech Building parking lot. The administration may also present a proposal to the Board for a monument sign at the Clarksburg campus at a later date.

D. Update of Chatbot/CRM

JT Bowers provided an update on the AI chatbot and CRM (Report provided in Agenda packet). The AI chatbot recommended for implementation in FY 2027, dependent on budget approval. The chatbot is compatible with any website. JT Bowers recommended not to replace the current CRM system at this time. A reevaluation will be conducted in 2027, as the State is considering a unified CRM system across all colleges to secure better pricing.



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V. Adjournment

There being no further business, Anthony Hinton moved to adjourn the meeting. Christine Miller seconded the motion. All agreed. Meeting adjourned.

Respectfully submitted by Amanda N. Hawkinberry



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