

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

Finance and Administration Committee Meeting

**Monday, April 13, 2026
1:00 PM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on April 13, 2026, beginning at 1:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV and online via Zoom. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Jeffrey Powell - Chair, David Hinkle, Anthony Hinton, and Christine Miller

Committee Members Absent: N/A

Other Board Members Present: Juanita Nickerson

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

I. Call to Order

Jeffrey Powell called the meeting to order at 1:01 PM.

II. Approval of Minutes - March 18 and March 19, 2026

Anthony Hinton moved to approve the March 18 and March 19, 2026 meeting minutes. David Hinkle seconded the motion. All agreed. Motion carried.

III. Revenue Analysis

A. FY 2026 Pierpont Fee Revenue Analysis as of April 6, 2026

Dale Bradley reviewed the tuition and fee revenue analysis (Report provided in Agenda packet).

IV. BOG Information Items

A. March 31, 2026 Finance Report

Dale Bradley reviewed the March 31, 2026 Combined Finance Report (Report provided in Agenda packet).

B. Capital Projects Expenditure Report as of March 31, 2026

Dale Bradley reviewed the Capital Projects Expenditure Report as of March 31, 2026 (Report provided in Agenda packet).

C. Update on Deferred Maintenance Projects

The ATC third floor project has been completed, and furniture is being installed as it is received. One door remains to be replaced. A meeting is scheduled for this week to discuss deferred maintenance projects at the Clarksburg campus. These projects have not yet begun and are anticipated to start this summer.

V. BOG Action Items

A. Approval of the FY 2027 Unrestricted Budget

The FY 2027 unrestricted budget (**Attachment A**) was presented to the committee, reflecting the revisions discussed during the March 18, 2026 Finance and Administration Committee meeting, resulting in a projected balance of \$4,864.

Anthony Hinton moved to forward the FY 2027 Unrestricted Budget to the full Board for their consideration. David Hinkle seconded the motion. All agreed. Motion carried.

VI. Adjournment

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

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 April 28, 2026**

- ITEM:** FY 2027 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 2027 Unrestricted Budget.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** The Proposed FY 2027 Unrestricted Budget along with a comparison of changes in the FY 2027 Unrestricted Budget from the current March 31, 2026, Unrestricted FY 2025 Budget is included as “**Attachment A**”.
- The details of budget changes for the Proposed FY 2027 Unrestricted Budget are identified in “**Attachment B**” the “FY 2027 Budget Planning Document”.
- Following is a summary of the assumptions used and changes made to the Proposed FY 2027 Unrestricted Budget from the current March 31, 2026, Unrestricted FY 2026 Budget:
- The budget planning process is continuous but planning for the FY 2027 Unrestricted Budget begins in earnest shortly after the start of the FY 2026 fiscal year. Planned/anticipated changes are added to or subtracted from the current adjusted FY 2026 unrestricted budget balance of \$30,565 resulting in the FY 2027 Unrestricted Budget.
 - The FY 2027 Unrestricted Budget assumes no enrollment changes from FY 2026.
 - Total Operating Revenues include a projected net increase in revenues of

\$436,052. This increase in overall tuition and fees revenues results from the following changes to estimated revenues:

- A net increase of \$204,100 in “President Controlled” Tuition and Fees Revenues from fee increases for FY 2027.
- A net increase of in “Fund Manager” Tuition and Fees Revenues of \$239,852 from fee increases and recognition of additional revenues for Career and Corporate Training in FY 2026 that is anticipated to continue in FY 2027.
- Non-Operating Revenues include an increase in State Appropriations of \$209,781. \$ 3,384 of this increase was the result of the funding formula, while \$206,397 is for pay raises in FY 2027
- The Salaries Budget includes an overall increase of \$479,804. This increase is the result of the following changes:
 - Employees pay raises in FY 2027.
 - Eight (8) faculty promotions in FY 2027.
 - An increase in the annual increment pay based on an employee’s annual years of service.
 - Additional partial funding for LPN Clinical Coordinator faculty position previously funded by a grant.
 - Additional partial funding for Bridge to RN faculty position previously grant funded.
 - Additional funding for digital and social media staff position in the Marketing Department.
 - Additional funding of instructional design/help desk staff position for Online Learning
 - Funding of a staff position in Career and Corporate Training previously funded by grant funds.

- The Benefits Budget includes an overall increase of \$185,884. This is the result of the following changes:
 - An increase of 3% in the employer paid share of the Public Employee Insurance Agency (PEIA) costs.
 - Benefits costs from the promotion of eight (8) faculty.
 - Benefits costs associated with employee pay raise.
 - Benefits costs from the increase in the annual increment.
 - Benefits costs from the additional partial funding for LPN Clinical Coordinator faculty position previously funded by a grant.
 - Benefits costs from the additional partial funding for Bridge to RN faculty position previously grant funded.
 - Benefits costs from the additional funding for digital and social media staff position in the Marketing Department.
 - Benefits costs from the additional funding of instructional design/help desk staff position for Online Learning
 - Benefits costs from the funding of a staff position in Career and Corporate Training previously funded by grant funds.

- The Supplies and Other Services budget includes an overall increase of \$21,210.
- 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 Transfers to Plant Reserves of (\$27,000).

The FY 27 Unrestricted Budget after the above significant actions and assumptions has a positive budget balance of \$4,800.

ATTACHMENT A
Pierpont Community & Technical College
Proposed FY 2027 Budget
Current Unrestricted

		FY 2026 3/31/2026	Proposed FY 27 Budget	Difference
OPERATING REVENUE	Tuition and Fees	7,611,863	8,053,615	441,752
	Auxiliary enterprise revenue	183,000	175,100	(7,900)
	Other Operating Revenues	55,833	58,033	2,200
	Sales and Services of Educational Activities	5,000	5,000	0
	Total:	7,855,696	8,291,748	436,052
OPERATING EXPENSE	Salaries	8,073,159	8,552,963	479,804
	Benefits	1,998,125	2,184,009	185,884
	Student financial aid - scholarships	248,252	248,252	0
	Utilities	364,063	364,063	0
	Supplies and Other Services	5,005,009	5,026,219	21,210
	Equipment Expense	113,636	113,636	0
	Fees retained by the Commission	109,660	121,360	11,700
	Loan cancellations and write-offs	100,000	100,000	0
	Total:	16,011,905	16,710,503	698,598
OPERATING INCOME / (LOSS)		(8,156,209)	(8,418,755)	
NONOPERATING REVENUE (EXPENSE)	State appropriations	8,461,049	8,670,830	209,781
	Gifts	101,600	101,600	0
	Investment Income	300,000	300,000	0
	Fees assessed by Commission for other	0	0	0
	Total:	8,862,649	9,072,430	209,781
TRANSFERS & OTHER	Capital Expenditures	0	0	0
	Construction Expenditures	0	0	0
	Transfers for Financial Aid Match	(30,875)	(30,875)	0
	Indirect Cost Recoveries	0	0	0
	Transfers for Capital Projects	0	0	0
	Transfers to Plant Reserves	(645,000)	(618,000)	27,000
	Transfers - Other	0	0	0
	Total:	(675,875)	(648,875)	27,000
BUDGET BALANCE UNRESTRICTED		30,565	4,800	(25,765)

ATTACHMENT B
FY 2027 BUDGET PLANNING DOCUMENT
PIERPONT COMMUNITY & TECHNICAL COLLEGE
EDUCATION & GENERAL FUNDS
as of April 28, 2026

As of March 31, 2026 Budget Condition of:	30,565				
		Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Savings From Removal of One Time Budgets in Previous FY (FY 26)					
Removal of One Time Spend BANNER 9 Self Service (Fund 3174/7701)	31,311	Yes	Immediate	31,311	
Sub-Total	31,311			31,311	61,876
Revenue Adjustments:					
State Appropriation Increase/(Decrease) Funding Formula - Final Budget	3,384	Yes	Immediate	3,384	
State Appropriation Increase - Pay Raises & PEIA Employer Share Cost Increase - Final Budget	206,397	Yes	Immediate	206,397	
Technology Fee Increase (Increase from \$200 to \$300 per semester)	395,000	Yes	Immediate	395,000	
Sub-Total	655,110			604,781	666,657
Adjustments for Actual/Planned Enrollment Changes					
Enrollment (Decline) Adjustment for FY 26					
Decrease to E&G sub-component revenue of E&G Tuition and Fee Revenues	(160,000)	Yes	Immediate	(160,000)	
Decrease to Parking Fee sub-component revenue of E&G Tuition and Fee Revenues	(7,900)	Yes	Immediate	(7,900)	
Decrease to Student Program sub-component revenue of E&G Tuition and Fee Revenues	(2,500)	Yes	Immediate	(2,500)	
Decrease to Student Health sub-component revenue of E&G Tuition and Fee Revenues	(1,400)	Yes	Immediate	(1,400)	
Decrease to Facilities Fee sub-component revenue of E&G Tuition and Fee Revenues	(27,000)	Yes	Immediate	(27,000)	
Sub-Total	(198,800)			(198,800)	467,857
Tuition Sub-Component Fees Changes for FY 26					
Decrease Expenses to Parking Fee Budget	7,900	Yes	Immediate	7,900	
Decrease Expenses to Student Program Budget	2,500	Yes	Immediate	2,500	
Decrease Expenses to Student Health Budget	1,400	Yes	Immediate	1,400	
Decrease Transfer to Facilities Fee	27,000	Yes	Immediate	27,000	
Sub-Total	38,800			38,800	506,657
Budget Change System Expenses					
Increase in CTC Council FY 2025 Higher Education Resource Assessment	(11,700)	Yes	Immediate	(11,700)	
Pay Raise Costs					
Pay Raise (\$189,411 Salaries + \$26,328 Fringes) - State Appropriation	(215,739)	Yes	Immediate	(215,739)	
Faculty Promotions Pos# 172,220,340,343,592,802,855,1051 (\$48,772 Salaries + \$6,779 Fringes)	(55,551)	Yes	Immediate	(55,551)	
Sub-Total	(351,290)			(271,290)	223,667

PEIA Rate Increase/Changes:

Rate Increase to Employer Paid Premiums (3%)

(28,000) Yes Immediate (28,000)

Annual Increment (\$60.00 per pay after 3 yrs of service)

Annual Years of Service Increase (\$ 6,120 Salary + \$ 850 Fringes)

(6,970) Yes Immediate (6,970)

Sub-Total (6,970) 188,697

School of Health Sciences

LPN 10 Month Faculty Pos # 1004 (\$63,000 Salary + \$28,125 Fringe) - Grant Funded_ 1/2 Year Funding FY 27

(45,563) Yes Immediate (45,563)

Bridge to RN Faculty Pos # 914 (\$90,000 Salary + \$25,350 Fringes)- Grant Funded - 1/2 Year Funding FY 27

(57,675) Yes Immediate (57,675)

Sub-Total (103,238) 85,460

Staff:

Marketing

Additional Staff Position - Digital & Social Media (\$50,000 Salary + \$26,894 Fringes) (2)

(76,894) Yes Immediate (76,894)

Sub-Total: (76,894) 8,566

Online Learning

Additional FT Staff - Blackboard Special - Instructional Design/Help Desk (\$40,000 Salary + \$25,504 Fringes) (2) (60% Funded by Program Fees)

(26,202) Yes Immediate (26,202)

Sub-Total: (26,202) (17,636)

Budget Shortages:

Braxton County Center Shared Custodian & Utility costs

(22,500) Yes Immediate (22,500)

Caperton Center Operation - Contracted Services (3100/7620)

(30,000) Yes Immediate (30,000)

Advanced Technology Center Operation - Contracted Services (3100/7529)

(40,000) Yes Immediate (40,000)

Culinary Facility Operations - Contracted Services (3100/7476)

(11,000) Yes Immediate (11,000)

Web Page Hosting and Compliance - Modern Campus (3100/7411)

(15,000) Yes Immediate (15,000)

Online Learning - Blackboard Compliance - Anthology Ally (3100/7702)

(9,000) Yes Immediate (9,000)

Sub-Total: (127,500) (145,136)

Budget Cut(Increases) Initiatives:

Marketing - Budget Reduction for contracted services (3100/7105)

5,000 Yes Immediate 5,000

Presidential Search (3100/7016)

20,000 Yes Immediate 20,000

Institutional Admin Costs (3100/7411)

120,000 Yes Immediate 120,000

Pierpont Development (3100/7623)

5,000 Yes Immediate 5,000

Sub-Total: 150,000 4,864

PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL: 4,864