

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

**Finance and Administration Committee Meeting**

**Tuesday, March 19, 2024  
10:30 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 – February 20, 2024** *Tab 1*
- III. Enrollment Report**
  - A. Enrollment Comparison Summary Report (Spring Term) – from Spring Term 2023 as of March 4, 2023 to Spring Term 2024 as of March 4, 2024. *Tab 2*
- IV. Revenue Analysis**
  - A. FY 2024 Pierpont Fee Revenue Analysis as of March 4, 2024 *Tab 3*
- V. BOG Information Items**
  - A. February 29, 2024 Finance Report *Tab 4*
  - B. Capital Projects Expenditure Report as of February 29, 2024 *Tab 5*
- VI. BOG Finance and Administration Committee Review Items**
  - A. Review DRAFT 5-Year Capital Project Plan *Tab 6*
  - B. Review of FY 25 Budget Planning Document *Tab 7*
  - C. Tuition Rate Increases – Revenue Differences *Tab 8*

**VII. BOG Action Item**

A. \*Approval of Tuition and Fee Changes for AY 2024-2025

***Tab 9***

**VIII. Adjournment**



Mission Statement: To provide accessible, responsive, comprehensive education that works

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!

**Tab**

**1**

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

**Finance and Administration Committee Meeting**

**Tuesday, February 20, 2024  
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 February 20, 2024, 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:* Brian Bozarth, Susan Woods Coffindaffer, Anthony Hinton, Lisa Lang and Jeffrey Powell

*Committee Members Absent:*

*Other Board Members Present:* Thomas Cole, Christine Miller, Juanita Nickerson, and Joanne Seasholtz

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

**I. Call to Order**

Brian Bozarth called the meeting to order at 11:00 AM.

**II. Approval of Minutes – November 14, 2023**

Anthony Hinton moved to approve the November 14, 2023 meeting minutes. Lisa Lang seconded the motion. All agreed. Motion carried.

**III. Enrollment Report**

Dale Bradley presented and reviewed the **Enrollment Comparison Summary by Student Type Report for Spring 2024** (Attachment A).

Anthony Hinton requested a report detailing the reasons behind the decrease in enrollment among returning students, to be presented at the next Board of Governors meeting.

#### **IV. Revenue Analysis**

Dale Bradley presented and reviewed the **FY 2024 Pierpont Fee Revenue Analysis as of February 12, 2024 Report** (Attachment B).

#### **V. BOG Information Item**

##### **A. Capital Projects Expenditure Report as of January 31, 2024**

Dale Bradley presented and reviewed the **Capital Projects Expenditure Report as of October 31, 2023** (Attachment C).

Anthony Hinton requested a 5-year Capital Plan, to be presented at the next Board of Governors meeting.

#### **VI. BOG Action Item**

##### **A. Approval to budget \$40,000 of the remaining culinary relocation capital project funds for the installation of HVAC Control and Monitoring System for the Culinary Academy at the Middletown Commons** (Attachment D).

Anthony Hinton moved to forward the \$40,000 HVAC Control and Monitoring System budget request to the full Board for review and approval. Jeffrey Powell seconded the motion. All agreed. Motion carried.

#### **VII. Additional BOG Informational Items**

##### **A. Discussion of Tuition and Fees for AY 2024-2025**

Tuition and fee approval will be brought before the Board in March.

##### **B. Discussion of Replacement of Lighted Sign at ATC**

It will cost approximately \$46,000 to upgrade the exterior lighted sign at the ATC, and Jeffrey Powell recommended including it as a future capital project request.

##### **C. January 31, 2024 Finance Report**

Dale Bradley presented and reviewed the **Budget/Finance FY 2024 Report as of January 31, 2024** (Attachment E).



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D. Contracted Services for FY 24

Dale Bradley presented and reviewed the **FY 2024 Contracted Services Providers** (Attachment F).

**VIII. Adjournment**

There being no further business, Jeffrey Powell moved to adjourn the meeting. Anthony Hinton seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Amanda N. Hawkinberry*



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## Attachment A



## Enrollment Comparison Summary by Student Type

Student Type	Previous Term		Current Term		Differences			
	202320 - Spring Semester 2023		202420 - Spring Semester 2024					
	As of 2/12/2023		As of 2/12/2024					
	Count	FTE	Count	FTE	Count	Percent	FTE	Percent
1 - First-time Freshman	22	19.67	48	41.93	26	118.18	22.27	113.22
2 - Returning Student	695	614.00	640	558.93	-55	-7.91	-55.07	-8.97
3 - Readmitted Student	20	12.27	24	15.73	4	20.00	3.47	28.26
6 - Transfer Student	59	45.33	41	35.87	-18	-30.51	-9.47	-20.88
9 - Other	10	4.53	13	7.13	3	30.00	2.60	57.35
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	806	695.80	766	659.59	-40	-4.96	-36.20	-5.20
8 - HS Student Taking College Crs	416	130.27	727	227.93	311	74.76	97.67	74.97
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1,222	826.07	1,493	887.52	271	22.18	61.47	7.44

This report compares a snapshot of student enrollment by student type in the current Term to the student enrollment on the same day in the previous year's Term.

When using this report to help understand enrollments impact on institutional revenues, the enrollment for all student types is calculated before including HS (High School) Students. HS Students pay a significantly reduced tuition rate and therefore has a lower impact on overall institutional revenues.

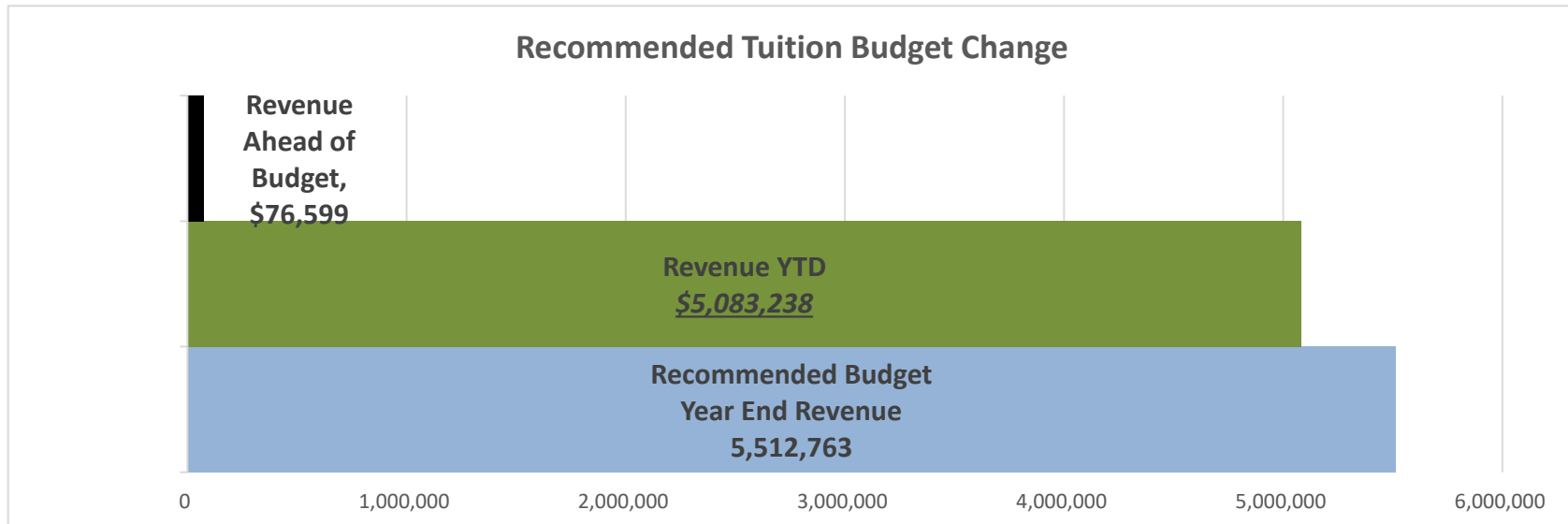
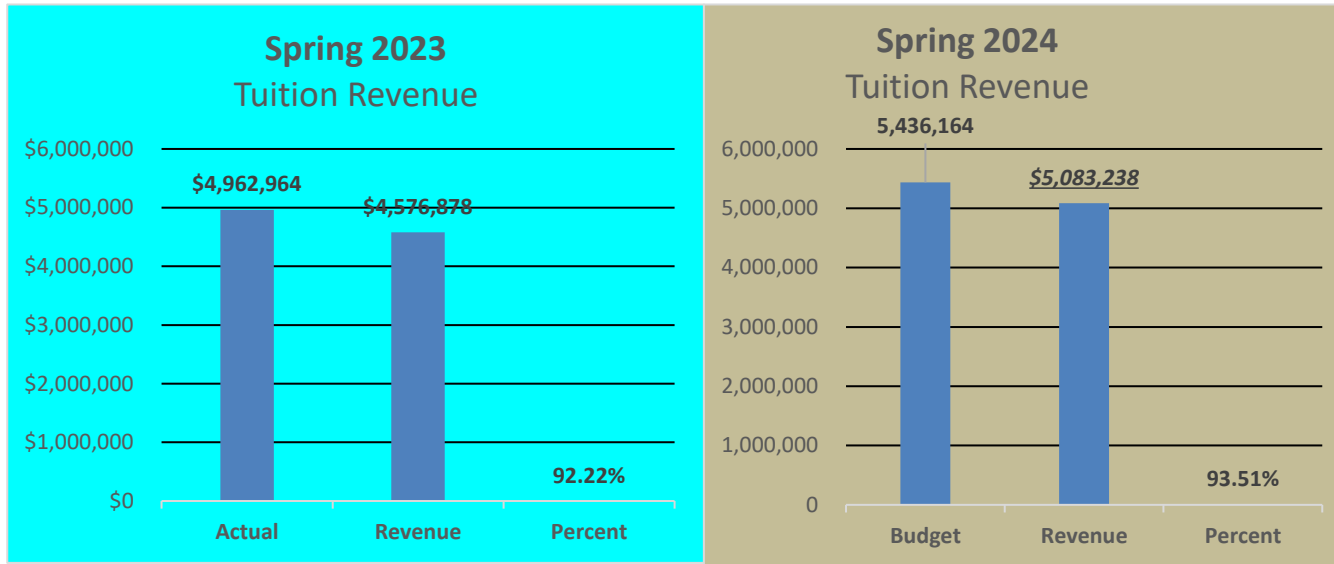
Student enrollment, excluding HS Students, for Spring 2024 is down -4.96% headcount and -5.20 FTE on February 12, 2024 compared to last Spring's (Spring 2023) enrollment on February 12, 2023 (The same date in time last year).

Overall enrollment, including HS Students, for Spring 2024 is up 22.18% headcount and 7.44% FTE on February 12, 2024 compared to last Spring's (Spring 2023) enrollment on February 12, 2023 (The same date in time last year).

Note: Due to rounding of FTE and Percentage calculations, there may be slight differences in total amounts.

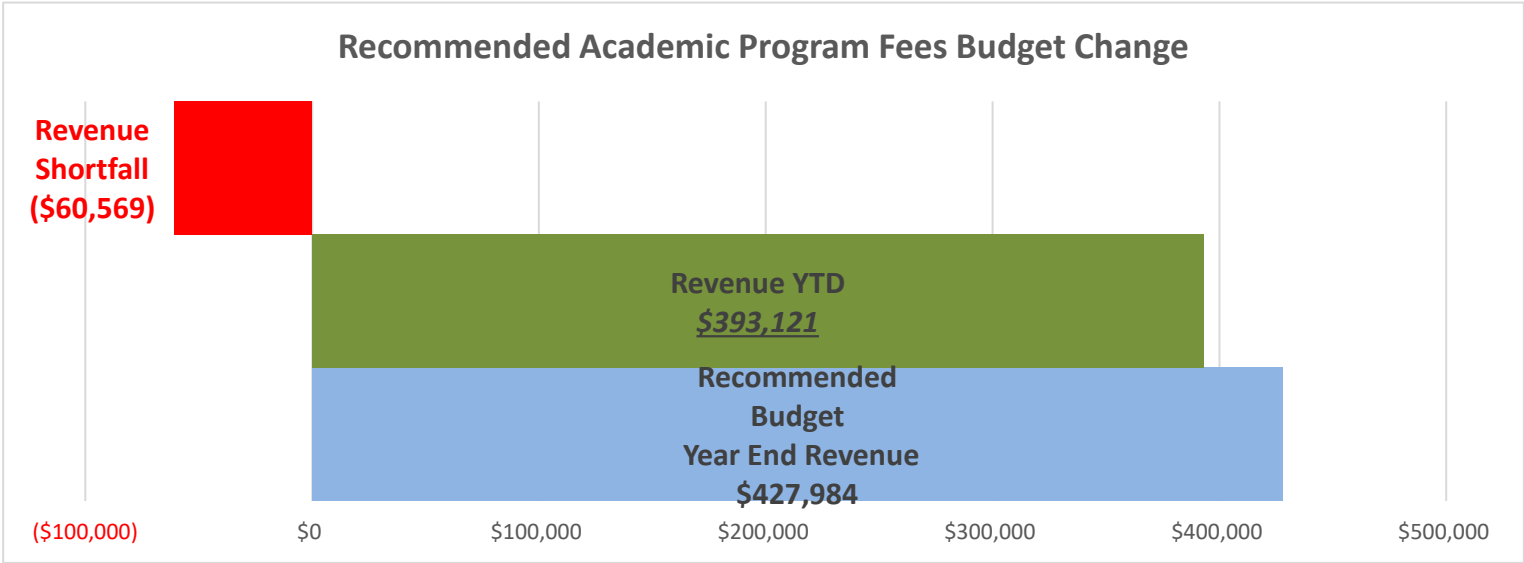
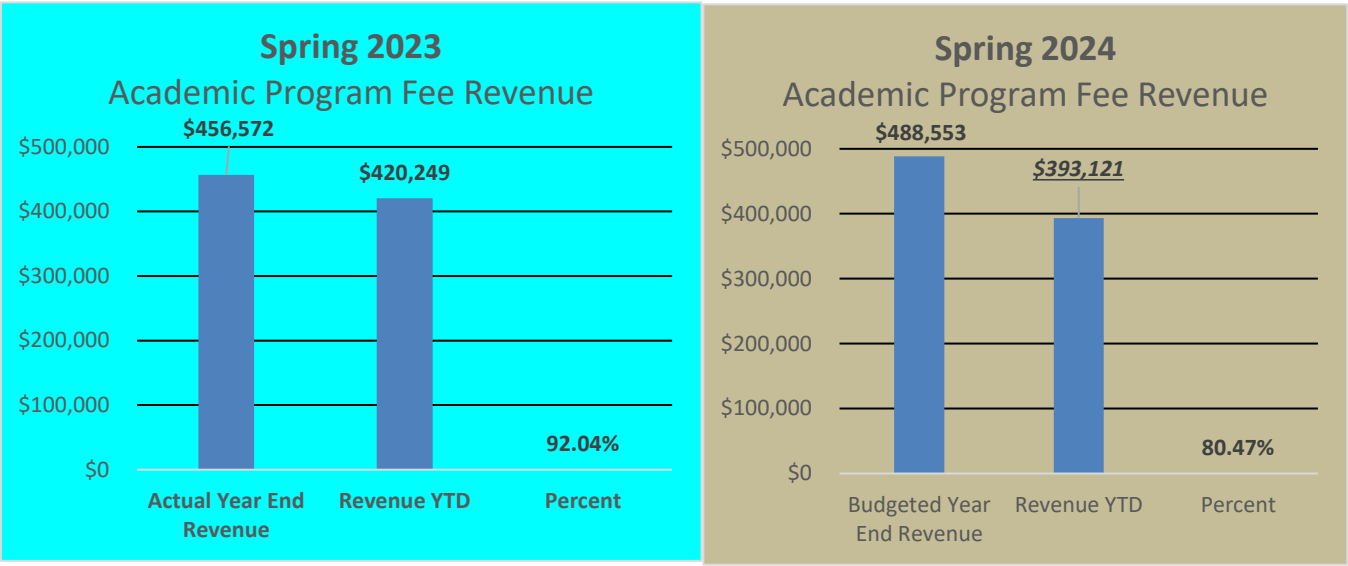
## Attachment B

### FY 2024 TUITION REVENUE ANALYSIS AS OF FEBRUARY 12,2024





**FY 2024 ACADEMIC PROGRAM FEES ANALYSIS AS OF FEBRUARY 12, 2024**



## Attachment C

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 20, 2024**

**ITEM:** FY 2024 Capital Projects Update.

**COMMITTEE:** Finance and Administration Committee

**INFORMATION ITEM:** FY 2024 Capital Project Budgets, Expenditures, and Cash Balances as of January 31, 2024.

**STAFF MEMBER:** Dale Bradley

Pierpont Community & Technical College  
Project Summary  
**Capital Plant Funds**  
As of January 31, 2024

Projects			
Projects - Funds Transferred	Approved Budget	Actual Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,140,461	(46,135)
Early Childhood Remodel	229,687	191,894	37,793
Vet Tech Relocatoin	10,000	11,377	(1,377)
Caperton Center Sewer Line Replacement	20,000	17,500	2,500
Small Capital Projects	150,000	132,761	17,239
Culinary Relocation	400,000	333,774	66,226
<b>TOTALS</b>	<b><u>2,904,013</u></b>	<b><u>2,827,766</u></b>	<b><u>76,247</u></b>

Plant Funds Cash Balances at January 31, 2024		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	(46,134.57)
Early Childhood Remodel	3516	37,793.01
Vet Tech Relocation	3515	(1,377.47)
Caperton Center Sewer Line Replacement	3517	2,500.00
Small Capital Projects	3570	17,239.14
Culinary Relocation	3514	66,226.00
HEPC Debt Service	3573	135,266.00
Pierpont - E&G Cap & Infrastructure*	3575	989,976.34
<b>Total Cash in Plant Funds on January 31, 2024</b>		<b><u>1,201,488.45</u></b>

Cash Balances Available For Capital Projects as of January 31, 2024		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	989,976.34
Pierpont Facilities Fee	3170	-
<b>Total Cash Balances Available For Capital Projects</b>		<b><u>\$ 989,976.34</u></b>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2024		
Fund 3170		Cash Balance
Beginning Balance		-
Estimated Revenues		594,600.00
NAEC Lease -FY2023 Budget	(full year)	(405,000.00)
<b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>		<b><u>\$ 189,600.00</u></b>

\*For fiscal year 2024, the NAEC lease payments are budgeted from Facilities Fee in the amount of \$405,000.

Tuition and fees in excess of the lease payments will be transferred to Capital Reserves at year end.

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 20, 2024**

<b>ITEM:</b>	Approve Budgeting \$40,000 of the remaining Culinary Relocation Capital Project Funds for the Installation of HVAC Control and Monitoring System for the Culinary Space at the Middletown Commons.
<b>COMMITTEE:</b>	Finance and Administration Committee
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Community & Technical College Board of Governors approves budgeting \$40,000 of the remaining Culinary Relocation Capital Project Funds for the Installation of HVAC Control and Monitoring System for the Culinary Space at the Middletown Commons.
<b>STAFF MEMBER:</b>	Dale Bradley
<b>BACKGROUND:</b>	<p>The Culinary Relocation Capital Project Fund after completing the relocation of the Culinary Program to the Middletown Commons has a cash balance of \$66,226 as of January 31, 2024.</p> <p>Currently there are five (5) HVAC Units used to control the Culinary Program space in the Middletown Commons that cannot be monitored or controlled in any way except onsite via the wall thermostat or accessing the individual units on the roof. This is very inefficient as well as ineffective way to manage a 9,000 square foot space with multiple offices, classroom, walk in freezers, dry goods storage and two kitchen laboratories.</p> <p>Facilities Management is requesting to utilize up to \$40,000 of the cash remaining from the completion of the Culinary Program relocation to Middletown Commons to install a Control System to more effectively and efficiently manage and monitor the HVAC system for the Culinary Program.</p>

**Board of Governors  
Budget/Finance Report FY 2024  
Pierpont Community & Technical College  
as of January 31, 2024**

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, 2024 Budget/Finance Report, the Unrestricted Budget Balance is (\$188,800) which includes Board approved spend down of Fund Manager cash reserves of \$285,000.

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

- The institution has realized approximately 93% of projected operating revenue.
- The institution has incurred approximately 48% of operating expenses.
- The institution has realized approximately 76% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$5,860,787.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 46% of projected operating revenue.
- The institution has incurred approximately 46% of operating expenses.
- The institution has realized approximately 59% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$224,777.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted (Including Depreciation)

January 31, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	<b>Total:</b>	<b>7,179,296</b>	<b>6,648,240</b>	<b>92.60%</b>
<b>OPERATING EXPENSE</b>				
	<b>Total:</b>	<b>15,144,238</b>	<b>7,212,139</b>	<b>47.62%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,964,942)</b>	<b>(563,899)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	<b>Total:</b>	<b>8,543,527</b>	<b>6,495,713</b>	<b>76.03%</b>
<b>TRANSFERS &amp; OTHER</b>				
	<b>Total:</b>	<b>(367,385)</b>	<b>(71,027)</b>	<b>19.33%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>211,200</b>	<b>5,860,787</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>		
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>(188,800)</b>	<b>5,860,787</b>	

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Restricted  
January 31, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	Total:	6,799,465	3,109,548	45.73%
<b>OPERATING EXPENSE</b>				
	Total:	9,105,596	4,171,920	45.82%
<b>OPERATING INOCME / (LOSS)</b>		(2,306,131)	(1,062,372)	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	Total:	2,250,485	1,325,466	58.90%
<b>TRANSFERS &amp; OTHERS</b>				
	Total:	(50,732)	(38,318)	75.53%
<b>BUDGET BALANCE</b>		(106,378)	224,777	



## Attachment F

**Pierpont Community and Technical College  
Board of Governors  
Meeting of February 20, 2024**

**ITEM:** FY 2024 Contracted Service Providers as of January 2024.

**COMMITTEE:** Finance and Administration Committee

**INFORMATION ITEM:** List of Service Providers Pierpont Community and Technical College has or is utilizing in FY 2024 as of January 2024.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** General information of companies/organizations Pierpont has or is engaging in providing contracted services to the institution during FY 2024.

# **Pierpont Community and Technical College**

## **List of Service Providers FY 2024**

**As of January 2024**

### **CONTRACTED SERVICES**

AMERICAN BITUMINOUS POWER PARTNERS LP  
B3 SECURITY GROUP LLC  
BRAXTON CO BD OF EDUCATION  
BREWER & COMPANY  
CARAHSOFT TECHNOLOGY CORP  
CINTAS CORP  
CITYNET LLC  
CLARKSBURG BLUE-PRINT COM  
COLLEGIATE ENTERPRISE SOLUTIONS LLC  
CONLEY CPA GROUP PLLC  
DATARAILS.COM  
DIALPAD  
EMCOR SERVICES SCALISE INDUSTRIES  
FAIRMONT MARION CO TRANSIT AUTHORITY  
FOLLETT HIGHER EDUCATION GROUP LLC  
HAPCHUK, INC  
HART OFFICE SOLUTIONS  
HORIZON INFORMATION SRV  
HR RESULTS LLC  
INNOVATIVE HR SOLUTIONS LLC  
K M SERVICE CO INC  
MEDICAL WASTE SERVICES, L  
MON VALLEY ELECTRIC INC  
NELNET BUSINESS SOLUTIONS INC  
NEWTECH SYSTEMS INC  
NORTHSTAR TECHNOLOGIES LLC  
ODP BUS SOL LLC  
OMNI ASSOCIATES ARCHITECTS INC  
OPEN PRESENCE INC  
PAYPAL HOMEINSPECT  
QUALEX CORPORATION  
REGROUP  
RELIANT CAPITAL SOLUTIONS LLC  
REPUBLIC SERVICES TRASH  
RFK SOLUTIONZ CORPORATION  
RYAN CONSTRUCTION SERVICES INC  
SANTA CROCE FARM LLC  
SQ LAWN CARE PLUS  
SQ PINE HOLLOW MECHANICA

SQ TIM BLEECH INTERACTIV  
STANDARD EXTERMINATING  
STAX MEDICAL WASTE SER  
STERICYCLE INC/SHRED-IT  
SUPERIOR LAWN CARE SERVICES  
TUTOR COM INC  
UNITED HOSPITAL CENTER INC  
VERTICAL TRANSPORT CONSUL  
WAREHOUSE KIDS LLC  
WASTE MGMT WM EZPAY  
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC  
WEST VIRGINIA ELEVATOR LLC  
WEST VIRGINIA UNIVERSITY HOSPITALS INC  
WEST VIRGINIA WOOD TECHNOLOGY CENTER  
WILLIAMS & FUDGE INC

**LEGAL SERVICES**

CAPUDER FANTASIA PLLC  
SPILMAN THOMAS & BATTLE  
DINSMORE & SHOHL LLP

**INFORMATION TECHNOLOGY SERVICES/SOFTWARE**

BLACKBOARD INC  
WOLF & COMPANY PC  
CITYNET LLC  
ADVANTAGE DESIGN GROUP  
ELLUCIAN CAMPUSLOGIC INC  
OPEN PRESENSE INC  
SCENARIO LEARNING LLC  
BAMBOO HR  
HORIZON INFORMATION SERVICES

**PROFESSIONAL SERVICES**

CLIFTON ARSON ALLEN LLP  
SUMMIT MEDICAL SEMINARS LLC  
THE HANOVER RESEARCH COUNCIL LLC  
REACH EAP LLC

**Tab**

**2**



## Enrollment Comparison Summary by Student Type

<u>Student Type</u>	<u>Previous Term</u>		<u>Current Term</u>		<u>Differences</u>			
	<u>202320 - Spring Semester 2023</u>		<u>202420 - Spring Semester 2024</u>					
	As of 3/4/2023		As of 3/4/2024					
	<u>Count</u>	<u>FTE</u>	<u>Count</u>	<u>FTE</u>	<u>Count</u>	<u>Percent</u>	<u>FTE</u>	<u>Percent</u>
1 - First-time Freshman	23	20.20	48	40.73	25	108.70	20.53	101.65
2 - Returning Student	696	615.33	644	563.00	-52	-7.47	-52.33	-8.50
3 - Readmitted Student	21	13.40	28	19.60	7	33.33	6.20	46.27
6 - Transfer Student	60	46.00	41	33.40	-19	-31.67	-12.60	-27.39
9 - Other	11	4.93	14	7.33	3	27.27	2.40	48.65
	<u>811</u>	<u>699.86</u>	<u>775</u>	<u>664.06</u>	<u>-36</u>	<u>-4.44</u>	<u>-35.80</u>	<u>-5.12</u>
8 - HS Student Taking College Crs	435	132.27	726	228.13	291	66.90	95.87	72.48
	<u>1,246</u>	<u>832.13</u>	<u>1,501</u>	<u>892.19</u>	<u>255</u>	<u>20.47</u>	<u>60.07</u>	<u>7.22</u>

This report compares a snapshot of student enrollment by student type in the current Term to the student enrollment on the same day in the previous year's Term.

When using this report to help understand enrollments impact on institutional revenues, the enrollment for all student types is calculated before including HS (High School) Students. HS Students pay a significantly reduced tuition rate and therefore has a lower impact on overall institutional revenues.

Student enrollment, excluding HS Students, for Spring 2024 is down -4.44% headcount and -5.12% FTE on March 4, 2024 compared to last Spring's (Spring 2023) enrollment on March 4, 2023 (The same date in time last year).

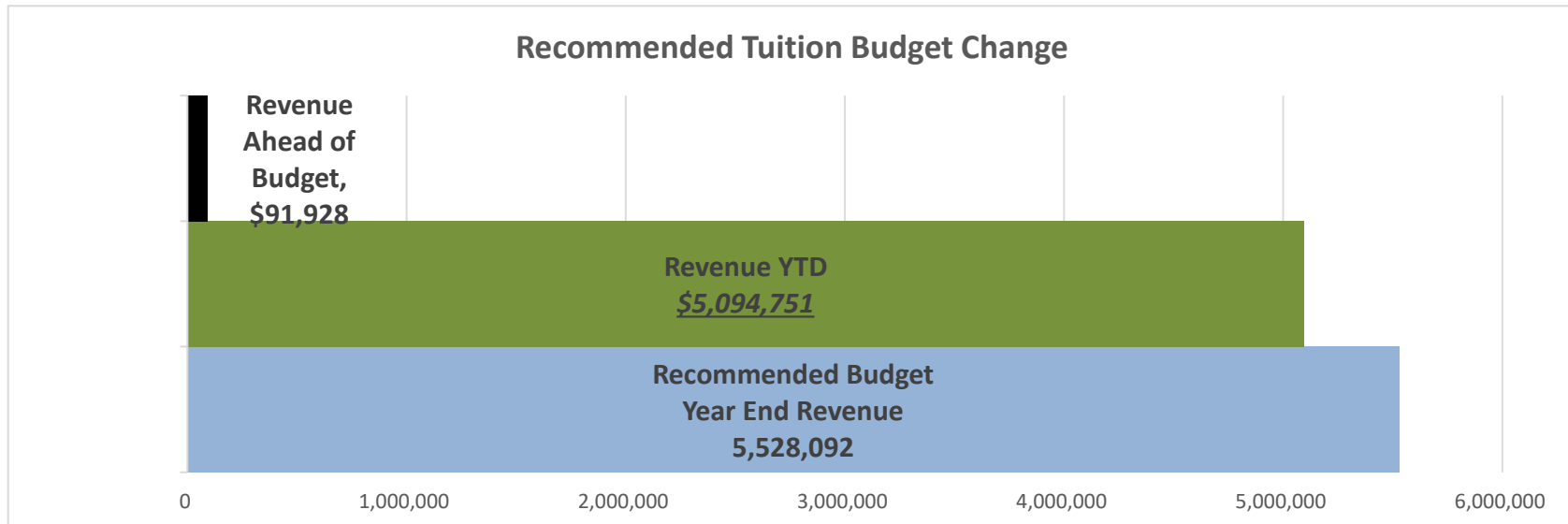
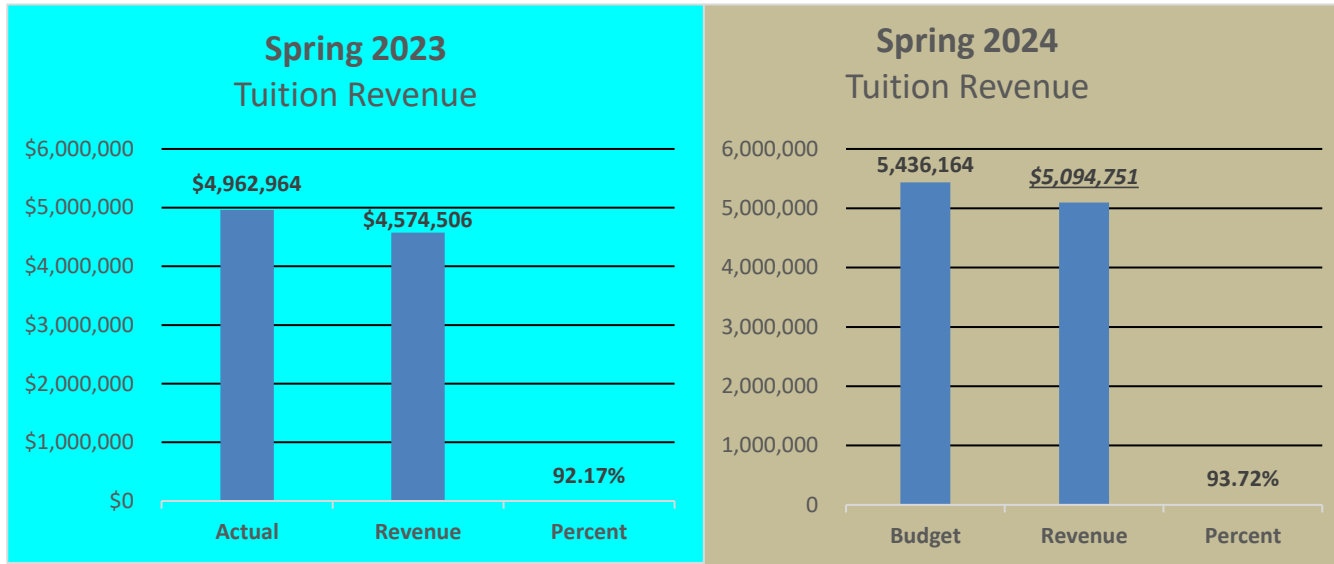
Note: Due to rounding of FTE and Percentage calculations, there may be slight differences in total amounts.

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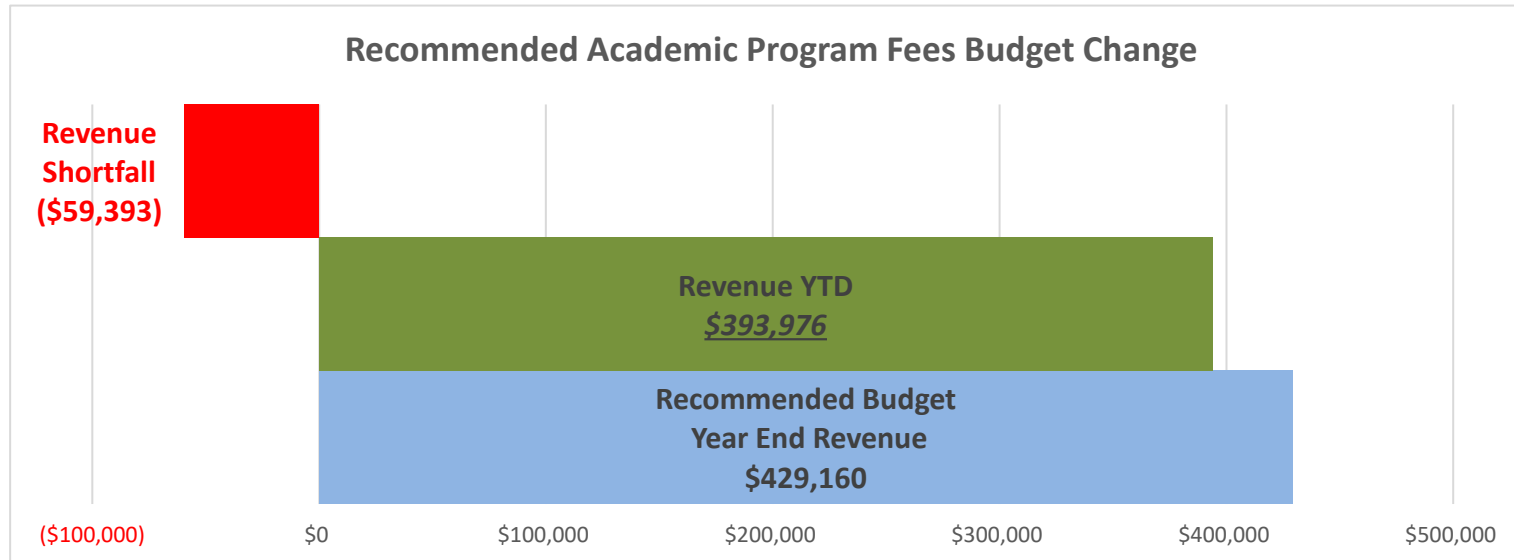
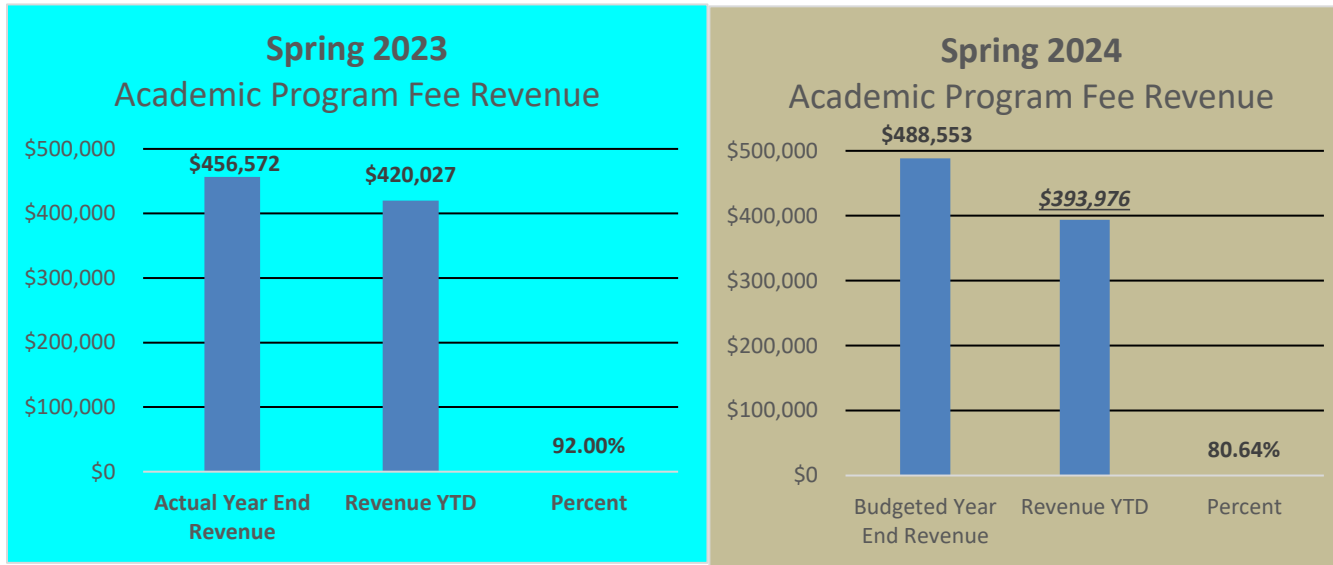
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**3**

## FY 2024 TUITION REVENUE ANALYSIS AS OF MARCH 4, 2024



## FY 2024 ACADEMIC PROGRAM FEES ANALYSIS AS OF MARCH 4, 2024





**Tab**

**4**

**Board of Governors**  
**Budget/Finance Report FY 2024**  
**Pierpont Community & Technical College**  
**as of February 29, 2024**

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 February 29, 2024, Budget/Finance Report, the Unrestricted Budget Balance is (\$188,800) which includes Board approved spend down of Fund Manager cash reserves of \$285,000.

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

- The institution has realized approximately 85% of projected operating revenue.  
*Note: This a decrease of 8% from the January 31, 2024, Report. Students were removed on January 31, 2024, for non-payment and non-attendance. This included Spring Term fraudulent student accounts.*

- The institution has incurred approximately 59% of operating expenses.
- The institution has realized approximately 76% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,652,001.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 67% of projected operating revenue.
- The institution has incurred approximately 69% of operating expenses.
- The institution has realized approximately 98% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$431,953.

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted (Including Depreciation)  
February 29, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	<b>Total:</b>	<b>7,179,296</b>	<b>6,141,839</b>	<b>85.55%</b>
<b>OPERATING EXPENSE</b>				
	<b>Total:</b>	<b>15,144,238</b>	<b>8,946,187</b>	<b>59.07%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(7,964,942)</b>	<b>(2,804,348)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	<b>Total:</b>	<b>8,543,527</b>	<b>6,527,586</b>	<b>76.40%</b>
<b>TRANSFERS &amp; OTHER</b>				
	<b>Total:</b>	<b>(367,385)</b>	<b>(71,236)</b>	<b>19.39%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>211,200</b>	<b>3,652,001</b>	
<b>Less Depreciation (Net of Capitalized Assets)</b>		<b>(400,000)</b>		
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>(188,800)</b>	<b>3,652,001</b>	

Pierpont Community & Technical College  
Actual vs Budget Statement of Revenues and Expenses  
Current Restricted  
February 29, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	<b>Total:</b>	<b>6,799,465</b>	<b>4,532,603</b>	<b>66.66%</b>
<b>OPERATING EXPENSE</b>				
	<b>Total:</b>	<b>9,105,596</b>	<b>6,274,723</b>	<b>68.91%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(2,306,131)</b>	<b>(1,742,120)</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	<b>Total:</b>	<b>2,250,485</b>	<b>2,212,391</b>	<b>98.31%</b>
<b>TRANSFERS &amp; OTHERS</b>				
	<b>Total:</b>	<b>(50,732)</b>	<b>(38,318)</b>	<b>75.53%</b>
<b>BUDGET BALANCE</b>		<b>(106,378)</b>	<b>431,953</b>	

**Tab**

**5**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of March 19, 2024**

**ITEM:** FY 2024 Capital Projects Update.

**COMMITTEE:** Finance and Administration Committee

**INFORMATION ITEM:** FY 2024 Capital Project Budgets, Expenditures, and Cash Balances as of February 29, 2024.

**STAFF MEMBER:** Dale Bradley

Pierpont Community & Technical College  
Project Summary  
**Capital Plant Funds**  
As of February 29, 2024

Projects			
Projects - Funds Transferred	Approved Budget	Actual Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,140,461	(46,135)
Early Childhood Remodel	229,687	191,894	37,793
Vet Tech Relocatoin	10,000	11,377	(1,377)
Caperton Center Sewer Line Replacement	20,000	17,500	2,500
Small Capital Projects	150,000	147,565	2,435
Culinary Relocation	400,000	339,426	60,574
<b>TOTALS</b>	<b><u>2,904,013</u></b>	<b><u>2,848,222</u></b>	<b><u>55,791</u></b>

Plant Funds Cash Balances at February 29, 2024		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	(46,134.57)
Early Childhood Remodel	3516	37,793.01
Vet Tech Relocation	3515	(1,377.47)
Caperton Center Sewer Line Replacement	3517	2,500.00
Small Capital Projects	3570	2,435.39
Culinary Relocation	3514	60,574.01
HEPC Debt Service	3573	135,266.00
Pierpont - E&G Cap & Infrastructure*	3575	995,188.97
<b>Total Cash in Plant Funds on February 29, 2024</b>		<b><u>1,186,245.34</u></b>

Cash Balances Available For Capital Projects as of Februray 29, 2024		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	995,188.97
Pierpont Facilities Fee	3170	-
<b>Total Cash Balances Available For Capital Projects</b>		<b><u>\$ 995,188.97</u></b>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2024		
Fund 3170		Cash Balance
Beginning Balance		-
Estimated Revenues		561,629.00
NAEC Lease -FY2023 Budget	(full year)	(405,000.00)
<b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>		<b><u>\$ 156,629.00</u></b>

\*For fiscal year 2024, the NAEC lease payments are budgeted from Facilities Fee in the amount of \$405,000.

Tuition and fees in excess of the lease payments will be transferred to Capital Reserves at year end.



**Tab**

**6**

**Capital Projects (Plant Funds)**  
**Five Year Projection FY 25 - FY 29**

DRAFT

	Year 0 (End of FY 24)	Year 1 (FY25)	Year 2 (FY 26)	Year 3 (FY 27)	Year 4 (FY 28)	Year 5 (FY 29)
<b>Beginning Balance - Education and General Capital &amp; Infrastructure Uncommitted Funds</b>	<b>\$995,189</b>	<b>\$1,162,825</b>	<b>\$1,103,922</b>	<b>(\$1,682,981)</b>	<b>(\$1,541,884)</b>	<b>(\$1,130,255)</b>
Caperton Center Expansion-Vet Tech	(\$46,135)	\$0	\$0	\$0	\$0	\$0
Early Childhood Remodel	\$37,793	\$0	\$0	\$0	\$0	\$0
Vet Tech Relocation	(\$1,377)	\$0	\$0	\$0	\$0	\$0
Caperton Center Sewer Line Replacement	\$2,500	\$0	\$0	\$0	\$0	\$0
Culinary Relocation	\$18,226	\$0	\$0	\$0	\$0	\$0
Funds Transferred from Facilities Fee	\$156,629	\$561,629	\$561,629	\$561,629	\$561,629	\$561,629
HEPC Debt Service	Budgeted	(\$270,532)	(\$270,532)	(\$270,532)	\$0	\$0
Small Capital Projects	(\$15,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)
ATC 3rd Floor Furniture & Fixtures		(\$150,000)	\$0	\$0	\$0	\$0
ATC 3rd Floor IT Infrastructure		(\$50,000)	\$0	\$0	\$0	\$0
Aviation Training Facility Existing Equipment Relocation			(\$150,000)	\$0	\$0	\$0
Aviation Training Facility Equipment			(\$2,088,000)	\$0	\$0	\$0
Aviation Training Facility IT Infrastructure			(\$300,000)	\$0	\$0	\$0
Aviation Training Facility Furniture			(\$390,000)	\$0	\$0	\$0
<b>Ending Balance - Education and General Capital &amp; Infrastructure Uncommitted Funds</b>	<b>\$1,162,825</b>	<b>\$1,103,922</b>	<b>(\$1,682,981)</b>	<b>(\$1,541,884)</b>	<b>(\$1,130,255)</b>	<b>(\$718,626)</b>

**Projects to Consider**

ATC Exterior Lighted Sign Update                      \$50,000  
New Culinary Academy                                      \$4,000,000

**Note:**

- \* Need to secure C&TC System help with Aviation Training Facility Equipment
- \* HEPC Debt Service is Retired at the end of FY 27

**Capital Projects (Plant Funds) - Alternate 1**  
**Five Year Projection FY 25 - FY 29**

DRAFT

	Year 0 (End of FY 24)	Year 1 (FY25)	Year 2 (FY 26)	Year 3 (FY 27)	Year 4 (FY 28)	Year 5 (FY 29)
<b>Beginning Balance - Education and General Capital &amp; Infrastructure Uncommitted Funds</b>	<b>\$995,189</b>	<b>\$1,162,825</b>	<b>\$1,103,922</b>	<b>\$405,019</b>	<b>\$546,116</b>	<b>\$957,745</b>
Caperton Center Expansion-Vet Tech	(\$46,135)	\$0	\$0	\$0	\$0	\$0
Early Childhood Remodel	\$37,793	\$0	\$0	\$0	\$0	\$0
Vet Tech Relocation	(\$1,377)	\$0	\$0	\$0	\$0	\$0
Caperton Center Sewer Line Replacement	\$2,500	\$0	\$0	\$0	\$0	\$0
Culinary Relocation	\$18,226	\$0	\$0	\$0	\$0	\$0
Funds Transferred from Facilities Fee	\$156,629	\$561,629	\$561,629	\$561,629	\$561,629	\$561,629
HEPC Debt Service	Budgeted	(\$270,532)	(\$270,532)	(\$270,532)	\$0	\$0
Small Capital Projects	(\$15,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)
ATC 3rd Floor Furniture & Fixtures		(\$150,000)	\$0	\$0	\$0	\$0
ATC 3rd Floor IT Infrastructure		(\$50,000)	\$0	\$0	\$0	\$0
Aviation Training Facility Existing Equipment Relocation			(\$150,000)	\$0	\$0	\$0
Aviation Training Facility Equipment			\$0	\$0	\$0	\$0
Aviation Training Facility IT Infrastructure			(\$300,000)	\$0	\$0	\$0
Aviation Training Facility Furniture			(\$390,000)	\$0	\$0	\$0
<b>Ending Balance - Education and General Capital &amp; Infrastructure Uncommitted Funds</b>	<b>\$1,162,825</b>	<b>\$1,103,922</b>	<b>\$405,019</b>	<b>\$546,116</b>	<b>\$957,745</b>	<b>\$1,369,374</b>

**Projects to Consider**

ATC Exterior Lighted Sign Update                      \$50,000  
New Culinary Academy                                      \$4,000,000

**Note:**

\* C&TC System funds Aviation Training Facility Equipment

\* HEPC Debt Service is retired at the end of FY 27

# Tab

# 7

**FY 2025 BUDGET PLANNING DOCUMENT**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**EDUCATION & GENERAL FUNDS**  
As of March 13, 2024

As of January 31, 2023 Budget Condition of:	(188,800)				
		Yes/No Decision	Time Frame	Budget Effect	Running Total
<b>PERMANENT BUDGET ADJUSTMENTS:</b>					
Revenue Adjustments:					
State Appropriation Increase (Pay Raises)	0	Yes	Immediate	0	
Tuition and Fee Increase (Tuition Increase 3%)( \$37,875 per 1%)( \$113,625) 3/4/24	113,625	Yes	Immediate	113,625	
Tuition and Fee Increase - Dual Credit -Increase Resident Rate (\$5 Per Credit Hour) (24% Not Funded by Pilot Patyhway	9,542	No	Immediate	0	
Tuition and Fee Increase - Dual Credit - Establish Reduced Non-Resident Rate (\$48 Per Credit Hour)	1,748	Yes	Immediate	1,748	
Tuition and Fee Increase - Dual Credit - Establish Non Resident Rate (\$60 Per Credit Hour)	8,610	Yes	Immediate	8,610	
Program Fee - Establish Resident BOG Degree Program Fee of \$150 per student	3,150	Yes	Immediate	3,150	
Program Fee - Establish Non-Resident BOG Degree Program Fee of \$350 per student	128,100	Yes	Immediate	128,100	
Interest Income Increase	<u>230,154</u>	Yes	Immediate	<u>230,154</u>	
Sub-Total	<b>494,929</b>			<b>485,387</b>	<b>296,587</b>
Removal of Budget Offsets					
Budget Sweep	0	No	Immediate	0	
Unrestricted Central Control Adjustment	<u>0</u>	No	Immediate	<u>0</u>	
Sub-Total	<b>0</b>			<b>0</b>	<b>296,587</b>
Enrollment Growth/(Decline) Adjustment for FY 24 (Approximately 5%)	(154,624)	Yes	Immediate	(154,624)	
Enrollment Growth/(Decline) Adjustment for FY 25 (Approximately 1%)	(37,875)	Yes	Immediate	(37,875)	
Revenue Adjustment for HEPC Pilot Pathways (Estimated @ \$100,000 Per Semester)	<u>200,000</u>	Yes	Immediate	<u>200,000</u>	
Sub-Total	<b>7,501</b>			<b>7,501</b>	<b>304,088</b>
One Time Use of Reserves	<u>0</u>	Yes	Immediate	<u>0</u>	
Sub-Total	<b>0</b>			<b>0</b>	<b>304,088</b>
Budget Sweep	<u>0</u>	No	Immediate	<u>0</u>	
Sub-Total	<b>0</b>			<b>0</b>	<b>304,088</b>
Budget Reserve:					
	<u>0</u>	Yes	Immediate	<u>0</u>	
Sub-Total	<b>0</b>			<b>0</b>	<b>304,088</b>
Budget Change Nonoperating Revenue (Expense)					
	<u>0</u>	Yes	Immediate	<u>0</u>	
Sub-Total	<b>0</b>			<b>0</b>	<b>304,088</b>
Mandatory Pay Raise Costs					
Pay Raise (Salaries + Fringes)	0	Yes	Immediate	0	
Reserve for State Classification Updates	0	No	Immediate	0	
Faculty Promotions Pos# (Salaries + Fringes)	(42,300)	Yes	Immediate	(42,300)	
Reclassification of Classified and Non-Classified Employees	<u>0</u>	No	Intermediate	<u>0</u>	
Sub-Total	<b>(42,300)</b>			<b>(42,300)</b>	<b>261,788</b>

PEIA Rate Increase/Changes:

Rate Increase to Employer Paid Premiums (10.5%)  
PEIA Pay-Go Elimination Savings

Sub-Total

(79,663)  
0  
(79,663)

Yes  
Yes

Immediate  
Immediate

(79,663)  
0  
(79,663)

182,125

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

Annual Years of Service Increase (Salary + Fringes)

Sub-Total

(7,040)  
(7,040)

Yes

Immediate

(7,040)  
(7,040)

175,085

Faculty:

Vacant Positions

Pos# (Salaries + Fringes)

Sub-Total

0  
0

Yes

Immediate

0  
0

175,085

School of Business, Aviation & Technology

Program Elimination Pos# 696 (Salaries \$69,920 + Fringes \$15,020)  
FY 24 Adjunct Teach Out Savings - Program Elimination # 696 (Salaries \$18,846 + Fringes \$1,489)  
Program Elimination Pos# 1089 (Salaries \$68,726 + Fringes \$13,421)  
FY 24 Adjunct Teach Out Savings - Program Elimination # 1089 (Salaries \$20,940 + Fringes \$1,654)

Sub-Total

0  
20,335  
0  
22,594  
42,929

Yes  
Yes  
Yes  
Yes

Immediate  
Immediate  
Immediate  
Immediate

0  
20,335  
0  
22,594  
42,929

218,014

School of Gen Ed & Prof Dev

Early Childhood Pos# 80, 831, 900 (Grant FY 24 Salaries \$124,688.47 + Fringes \$28,732.86)

Sub-Total

(153,421)  
(153,421)

Yes

Immediate

(153,421)  
(153,421)

64,593

School of Health Sciences

LPN Program Existing Pos# 855 (Grant Funded FY 24) - Existing FY 25 Budget Shortfall

Sub-Total

(20,942)  
(20,942)

Yes

Immediate

(20,942)  
(20,942)

43,651

Staff:

Academic Affairs

College Academy Coordination - Funding Need Beyond College Transition Pos# 911 (Sal \$30,868.79 + Frin \$4,303.41)

Sub-Total:

(35,172)  
(35,172)

Yes

Immediate

(35,172)  
(35,172)

8,478

Institutional Advancement

Savings From Restructure (Eliminate Pos# 953 - Replace with two Part-Time Positions -\$50K & \$45K)

Sub-Total:

25,833  
25,833

Yes

Immediate

25,833  
25,833

34,311

Budget Shortages:

0  
0  
0

No  
No

Immediate  
Immediate

0  
0  
0

34,311

Budget Cut(Increases) Initiatives:

Removal of One Time Equipment Spend School of BAT (Fund 3115)  
Removal of One Time Equipment Spend School of BAT - Aviation (Fund 3152)  
Removal of One Time Equipment Spend School of Heath Careers (Fund 3135)

	183,302	Yes	Immediate	183,302	
	6,602	Yes	Immediate	6,602	
	95,096	Yes	Immediate	95,096	
	0	Yes	Immediate	0	
	0	Yes	Immediate	0	
	0	Yes	Immediate	0	
Sub-Total:	285,000			285,000	319,311

Utility Fee Increases:

ATC Utility Cost Increases  
Caperton Center Utility Cost Increases

	(23,000)	Yes	Immediate	(23,000)	
	(13,000)	Yes	Immediate	(13,000)	
	0	Yes	Immediate	0	
	0	Yes	Immediate	0	
Sub-Total:	(36,000)			(36,000)	283,311

Establishment/Update of Operation Budget:

	0	No	Immediate	0	
Sub-Total:	0			0	283,311

Additional Requests for FY 25

Adminstrative Requests:

Student Services

New VP for Student Services (Salary \$110,00 + Fring \$31,982)  
Potential Savings from VP Hire - Student Services Restructure

	(141,982)	No	Immediate	0	
	46,474	No	Immediate	0	
Sub-Total:	(95,508)			0	283,311

Institutional Research

New Director of Institutional Reasearch (Salary \$80,000 + Fringes \$27,811)

	(107,811)	No	Immediate	0	
Sub-Total:	(107,811)			0	283,311

Caperton Center

Front Desk Receptionist (\$30K + \$20,862)

	(50,862)	No	Immediate	0	
Sub-Total:	(50,862)			0	283,311

Capital Funds Long Term Problems

Transfer FSU Fee for Service Payment From Capital Funds to E&G Funds - Remove Depreciation Budget (\$400K)

	(5,000)	Yes	Immediate	(5,000)	
Sub-Total:	(5,000)			(5,000)	278,311

Technology Refressh Issues

Increase Technology Fee Operations Budget (3100/7704)(Increases Budget to \$114,000)

	(25,000)	No	Immediate	0	
Sub-Total:	(25,000)			0	278,311

Transition Education

Transition Education Staff Member (\$36K + \$21,696)  
Transition Education Operations Budget

	(57,696)	No	Immediate	0	
	(3,460)	No	Immediate	0	
Sub-Total:	(61,156)			0	278,311

Student Services/Admissions/Advising

Career Services Coordinator (\$50K + \$23,642)  
Two (2) Admissions/Advising Specialists ((\$46,300 X2) +(\$23,127 X 2))  
Student Services Specialist (\$40,700+\$22,349)  
Student Services Specialist Operating Budget  
Four (4) Existing Employees Job Positions Updated (\$30K = \$4,170)  
Increase Advising Operation Budget

	(73,642)	No	Immediate	0	
	(138,854)	No	Immediate	0	
	(63,049)	No	Immediate	0	
	(6,400)	No	Immediate	0	
	(34,170)	No	Immediate	0	
	(9,139)	No	Immediate	0	
Sub-Total:	(325,254)			0	278,311

Student Services/Student Success

Student Success Coordinator (\$40K + \$22,252)  
Student Retention Software (Aviso Retention)

	(62,252)	No	Immediate	0	
	(50,000)	No	Immediate	0	
Sub-Total:	(112,252)			0	278,311

Registrar"s Office

Increase Operating Budget  
Outsource Diploma Printing

	(1,000)	No	Immediate	0	
	(6,000)	No	Immediate	0	
Sub-Total:	(7,000)			0	278,311

<b>Assessment</b>						
Increase Operating Budget (Watermark assessment archival and reporting system)		(15,000)	No	Immediate	<u>0</u>	
<b>Sub-Total:</b>		<b>(15,000)</b>			<b>0</b>	<b>278,311</b>
<b>E-Learning</b>						
Increase Operating Budget (Onsite Faculty Training for Blackboard/ Proctorio test proctoring)		(15,000)	No	Immediate	<u>0</u>	
<b>Sub-Total:</b>		<b>(15,000)</b>			<b>0</b>	<b>278,311</b>
<b>Student Counseling and Disability Services</b>						
Move Existing Staff Position(Pos#1012) from Grant to Institutional Funding (\$34K +\$14,778)		(48,778)	No	Immediate	0	
Increase Operating Budget		(22,000)	No	Immediate	<u>0</u>	
<b>Sub-Total:</b>		<b>(70,778)</b>			<b>0</b>	<b>278,311</b>
<b>Academic Requests:</b>						
<b>Academic Affairs</b>						
Part Time Librarian (\$30K + \$2,370)		(32,370)	No	Immediate	0	
Increase Graduation Budget to Address Increase in Robinson Grand Lease		(2,900)	No	Immediate	<u>0</u>	
		(35,270)			<b>0</b>	<b>278,311</b>
<b>School of Business, Aviation &amp; Technology</b>						
Two (2) Additional Aviation Faculty ((Salary \$60,000 X 2) + (Fringes \$25,032 X 2))		(170,064)	No	Immediate	<u>0</u>	
<b>Sub-Total:</b>		<b>(170,064)</b>			<b>0</b>	<b>278,311</b>
<b>School of Health Sciences</b>						
Health Science Success Coach Full Time - Currently PT Grant Funded Pos (Salary \$45K + Fringe \$22,947)		(67,947)	No	Immediate	0	
LPN Clinical Coordinator - Currently FT Grant Funded Pos (\$65K + \$25,727)		(90,727)	No	Immediate	0	
LPN Faculty Braxton County (\$65 + \$25,727)		(90,727)	No	Immediate	0	
Med Billing & Coding Program Coordinator - Currently Grant Funded Two People (45K = \$22,947)		(67,947)	No	Immediate	<u>0</u>	
<b>Sub-Total:</b>		<b>(317,348)</b>			<b>0</b>	<b>278,311</b>
<b>PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:</b>		<b>(871,380)</b>			<b>278,311</b>	<b>278,311</b>



Total FY 25 Additional Funding Requests

(1,488,563)

**Tab**

**8**

# Tuition Increase Budget Impact - FY 2025

Current Adjusted T & F Revenue Budgeted Amount: \$3,787,527

Current In-State Tuition Per Semester: \$2,797

			<u>Impact on In-State Students</u>				<u>New Per Semester Rate</u>	<u>New Annual Rate</u>
<u>Increase Amount</u>		<u>Additional Annual Revenue</u>	<u>Revenue Difference</u>	<u>Additional Costs Per Semester</u>	<u>Additional Annual Costs</u>			
7.00%		\$265,127	\$18,938	\$196	\$392		\$2,993	\$5,986
6.50%		\$246,189	\$18,938	\$182	\$364		\$2,979	\$5,958
6.00%		\$227,252	\$18,938	\$168	\$336		\$2,965	\$5,930
5.50%		\$208,314	\$18,938	\$154	\$308		\$2,951	\$5,902
5.00%		\$189,376	\$18,938	\$140	\$280		\$2,937	\$5,874
4.50%		\$170,439	\$18,938	\$126	\$252		\$2,923	\$5,846
4.00%		\$151,501	\$18,938	\$112	\$224		\$2,909	\$5,818
3.50%		\$132,563	\$18,938	\$98	\$196		\$2,895	\$5,790
3.00%		\$113,626	\$18,938	\$84	\$168		\$2,881	\$5,762
2.50%		\$94,688	\$18,938	\$70	\$140		\$2,867	\$5,734
2.00%		\$75,751	\$18,938	\$56	\$112		\$2,853	\$5,706
1.50%		\$56,813	\$18,938	\$42	\$84		\$2,839	\$5,678
1.00%		\$37,875	\$37,800	\$28	\$56		\$2,825	\$5,650

**Tab**

**9**

**Pierpont Community & Technical College  
Board of Governors  
Meeting of March 19, 2024**

**ITEM:** Approval of Tuition and Fee Changes for Academic Year 2024-2025

**COMMITTEE:** Finance/Audit and Administration Committee

**STAFF MEMBER:** Dale Bradley

**RECOMMENDED ACTION:** Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition changes identified below for Academic Year 2024-2025.

**ATTACHMENTS:** Attachment F “Fee Planning Schedule – Per Semester”, Attachment G “Proposed Special Fees”, and Attachment H “Proposed Program Fees”.

**BACKGROUND:**

- **Education and General Tuition Fees** 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.
  - Pierpont will increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2024-25.
    - Increase the Resident Education and General Tuition by \$84 per semester.
    - Increase the Reduced Non-Resident Education and General Tuition by \$161 per semester.
    - Increase the Non-Resident Education and General Tuition by \$199 per semester.
  - Refer to Attachment F “Education and General Fee Planning Schedule – Per Semester” Academic Year 2024-25 for fee changes details.
- **Pierpont Special Fees** 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.

### Supplemental Fees Creations

- Establish a Reduced Non-Resident Dual Credit Fee of \$48 per credit hour for those Non-Resident Dual Credit Students who reside in counties bordering Pierpont's service region which includes Fayette and Greene Counties in Pennsylvania and Garrett County Maryland.
- Establish a Non-Resident Dual Credit Fee of \$60 per credit hour for those Non-Resident Dual Credit Students who are not residents of the State of WV and do not reside in the Counties identified in the Reduced Non-Resident Dual Credit Fee.
- Establish a Resident Board of Governor's Degree Program Fee of \$150 per student for Residents applying for the Board of Governors Degree. Pierpont awards the Board of Governors Degree to individuals who successfully completes the requires associated with the Board of Governors Degree. The institution currently does not have a residency requirement for individuals receiving the Board of Governors Degree and therefore most individuals applying for and receiving this degree take no classes from Pierpont and pay no fees to Pierpont. These individuals have taken college courses at various institutions that are evaluated by Pierpont to insure they have successfully completed the 60 hours of college credit required for awarding of the degree. The work involved in this evaluation can be quite extensive involving considerable time of various staff members. Pierpont Administration recommends creating this fee to offset the staff costs involved in this process.
- Establish a Non-Resident Board of Governor's Degree Program Fee of \$350 per student for Non-Residents applying for the Board of Governors Degree. Pierpont awards the Board of Governors Degree to individuals who successfully completes the requires associated with the Board of Governors Degree. The institution currently does not have a residency requirement for individuals receiving the Board of Governors Degree and therefore most individuals applying for and receiving this degree take no classes from Pierpont and pay no fees to Pierpont. These individuals have taken college courses at various institutions that are evaluated by Pierpont to insure they have successfully completed the 60 hours of college credit required for awarding of the degree. The work involved in this evaluation can be quite extensive involving considerable time of various staff members. Pierpont Administration recommends creating this fee to offset the staff costs involved in this process.
  - Refer to Attachment G "Proposed Supplemental Fees" Academic Year 2024-25 for fee changes details.
- **Pierpont Program Fees** 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.

### Program Fee Deletions, Increases or Creations

- Delete the Physical Therapy APTA Membership Fee (Annual Fee) of \$95 annually.

The Fee was never implemented and has been determined it is not needed.

- Increase the LPN NCLEX (One-Time Fee) from \$1,630 to \$1,915 to adjust for cost increases being implemented by ATI and change the name of the fee from LPN NCLEX to ATI User Fee. This product is used by students in the LPN Program to prepare for the National Council Licensure Examination (NCLEX).
- Establish the Medical Billing and Coding Practicum (One-Time Fee) of \$203. Currently this fee for students has been covered under a Medical Billing and Coding Grant that expires at the end of the current fiscal year. This fee covers the cost of a “preparation package” for students to access an online study guide plus practice assessments in preparation for sitting for the Certified Billing and Coding Specialist (CBCS) certification exam through the National Health Career Association. The fee will also cover the CBCS Certification Exam fee.
- Establish the Veterinary Technology Radiation Monitoring Badge (One-Time Fee) of \$150. This fee is to purchase the students required radiation badges to monitor their radiation exposure. The fee also covers the \$25 per quarter cost of analyzation of radiation exposure.
  - Refer to Attachment H “Proposed Program Fees’ Academic Year 2024-25 for fee changes details.





## Attachment G

### West Virginia Council for Community and Technical College Education Proposed Supplemental Fees Academic Year 2024-25

Special Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible (Y or N)
<b>Pierpont Community and Technical College</b>						
Application Fee - Competitive Programs (ELIMINATED IN AY 23-24)	\$20	\$0	(\$20)	0	\$0	N
Board of Governor's Degree Evaluation	\$300	\$300	\$0	0	\$0	N
Board of Governor's Resident Program Fee	\$0	\$150	\$150	21	\$3,150	N
Board of Governor's Non- Resident Program Fee	\$0	\$350	\$350	366	\$128,100	N
Cashed Check Copy Fee	\$15	\$15	\$0	0	\$0	N
Check Stop Payment Fee	\$25	\$25	\$0	0	\$0	N
Credential Fee - Placement	\$3	\$3	\$0	0	\$0	N
Credit Conversion Fee	\$22	\$22	\$0	0	\$0	N
Credit for Life Experience Evaluation	\$300	\$300	\$0	0	\$0	N
Diploma Replacement	\$50	\$50	\$0	0	\$0	N
Duel Credit fee (per credit hour)	\$25	\$25	\$0	0	\$0	N
Reduced Non-Resident Duel Credit fee (per credit hour)	\$0	\$48	\$48	31	\$1,748	N
Non-Resident Duel Credit fee (per credit hour)	\$0	\$60	\$60	34	\$8,430	N
Technology Fee (per semester)	\$200	\$200	\$0	0	\$0	Y
Exam for Course Credit (per credit hour)	\$22	\$22	\$0	0	\$0	N
Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped)	\$50	\$50	\$0	0	\$0	N
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
Late Payment Fee	\$50	\$50	\$0	0	\$0	N
Late Registration	\$50	\$50	\$0	0	\$0	N
New Student Fee	\$130	\$130	\$0	0	\$0	N
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0	\$0	N
Transcript Fee	\$8	\$8	\$0	0	\$0	N
Reinstatement Fee	\$25	\$25	\$0	0	\$0	N
Returned Check Fee	\$15	\$15	\$0	0	\$0	N
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 2nd Offense	\$50	\$50	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 3rd Offense	\$100	\$100	\$0	0	\$0	N
Non-Degree Employee Tuition Fee (per credit hour)	\$25	\$25	\$0	0	\$0	N

## Attachment H

### West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2024-25

Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible
<b>Pierpont Community and Technical College</b>					
- CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0	Y
- Math Lab Fee (per course fee)	\$55	\$55	\$0	\$0	Y
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Food Service Management (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0	Y
- Culinary Arts membership (per year)	\$85	\$85	\$0	\$0	N
- Culinary Arts Professional Tool Kit	\$260	\$260	\$0	\$0	N
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Liberal Studies (per semester)	\$175	\$175	\$0	\$0	N
Program Fee - AMSL/Interpreter Education (per semester)	\$335	\$335	\$0	\$0	Y
Program Fee - Applied Design (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Petroleum Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Powerplant Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Advanced Welding (per semester)	\$350	\$350	\$0	\$0	Y
- Welding Technology Fee (per course fee)	\$160	\$160	\$0	\$0	Y
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0	Y
- Applied Process Technology Tooling U Fee (per course)	\$155	\$155	\$0	\$0	Y
- Applied Process Technology NETL Lab Fee (per course)	\$84	\$84	\$0	\$0	Y
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Airframe Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Avionics Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
- Aviation Technology Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Technical Drafting (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems, Cyber Security (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
- Cisco Academy Fee (Per Course)	\$56	\$56	\$0	\$0	N
- CompTIA A+ Exam Fee (Per Course)	\$220	\$220	\$0	\$0	N
- CompTIA Security+ Exam Fee (Per Course)	\$247	\$247	\$0	\$0	N

## Attachment H

### West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2024-25

Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0	Y
Program Fee - Emergency Medical Services Technician (CAS) (per semester)	\$325	\$325	\$0	\$0	Y
- EMT - P (Paramedic) National Registry Exam Fee	\$152	\$152	\$0	\$0	N
- EMS - FIDP (Field Internship Database Program) Fee	\$100	\$100	\$0	\$0	N
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- PhysioU Virtual Lab Fee (one time fee)	\$99	\$99	\$0	\$0	Y
- Physical Therapy APTA Membership Fee (annual)	\$95	\$0	(\$95)	\$0	N
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0	Y
- HIT Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
Program Fee - Medical Billing and Coding (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- MBC Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
- Medical Billing and Coding Practicum (one time fee)	\$0	\$203	\$203	\$5,075	Y
Program Fee - Veterinary Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- Vet Tech Lab Fee (per lab course)	\$50	\$50	\$0	\$0	Y
- Vet Tech Rabies Vaccination Fee (one time fee)	\$935	\$935	\$0	\$0	Y
- Vet Tech Radiation Monitoring Badge Fee (one time fee)	\$0	\$150	\$150	\$3,750	Y
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Medical Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- Med Lab Tech Lab Fee (per lab course)	\$30	\$30	\$0	\$0	Y
Program Fee - License Practical Nurse (per semester)	\$185	\$185	\$0	\$0	Y
- LPN NCLEX Review Fee (one time fee)	\$1,630	\$1,915	\$285	\$6,840	Y
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0	Y
- Resp Care National Board Exam Review Fee (per course fee)	\$425	\$425	\$0	\$0	Y
- Resp Care Self-Assessment Exam Fee (per course fee)	\$65	\$65	\$0	\$0	Y
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0	Y
- Resp Care Board Testing Fee (one time fee)	\$200	\$200	\$0	\$0	Y
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0	Y
- Resp EHR Go Fee (per lab course)	\$65	\$65	\$0	\$0	Y