

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

**Finance and Administration Committee Meeting**

**Tuesday, May 14, 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 – March 19, 2024** *Tab 1*
- III. Enrollment Report**
  - A. Enrollment Comparison Summary Report (Spring Term) – from Summer Term 2023 as of May 6, 2023 to Spring Term 2024 as of May 6, 2024. *Tab 2*
- IV. Revenue Analysis**
  - A. FY 2024 Pierpont Fee Revenue Analysis as of May 6, 2024 *Tab 3*
- V. BOG Information Items**
  - A. April 30, 2024 Finance Report *Tab 4*
  - B. Capital Projects Expenditure Report as of May 3, 2024 *Tab 5*
- VI. BOG Action Item**
  - A. \*FY 2025 Unrestricted Budget Approval *Tab 6*
  - B. \*FY 2025 Pay Raise Approval *Tab 7*
  - C. \*FY 2025 E&G Capital Projects Budget Approval *Tab 8*
- VII. Adjournment**

*\*Denotes possible action item*

**Tab**

**1**

**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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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Finance and Administration Committee was held on March 19, 2024, beginning at 10:30 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:* Susan Woods Coffindaffer and Lisa Lang

*Committee Members Absent:* Brian Bozarth, Anthony Hinton, and Jeffrey Powell

*Other Board Members Present:* Christine Miller and Joanne Seasholtz

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

**I. Call to Order**

Lisa Lang called the meeting to order at 10:36 AM.

**II. Approval of Minutes - February 20, 2024**

A quorum was not present. Therefore, the minutes from the previous meeting could not be approved.

**III. Enrollment Report**

Dale Bradley presented and reviewed the **Enrollment Comparison Summary by Student Type Report for Spring 2024** (Report provided in Agenda packet).

**IV. Revenue Analysis**

Dale Bradley presented and reviewed the **FY 2024 Pierpont Fee Revenue Analysis as of March 4, 2024 Report** (Report provided in Agenda packet).

**V. BOG Information Item**

A. February 29, 2024 Combined Finance Report

Dale Bradley presented and reviewed the **Budget/Finance FY 2024 Report as of February 29, 2024** (Report provided in Agenda packet).

B. Capital Projects Expenditure Report as of February 29, 2024

Dale Bradley presented and reviewed the **Capital Projects Expenditure Report as of February 29, 2024** (Report provided in Agenda packet).

**VI. BOG Finance and Administration Committee Review Items**

A. Review DRAFT 5-Year Capital Project Plan

Dale Bradley presented and reviewed two **Capital 5-year Capital Project Plans** (Plans provided in Agenda packet). In the alternate plan, the aviation training facility equipment is funded from another resource other than Pierpont.

**VII. BOG Action Item**

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

Dale Bradley presented and reviewed the **Resolution for Tuition and Fee Changes for AY 2024-2025** (Resolution provided in Agenda packet). A quorum was not present. Therefore, the resolution will be presented to the full board for their consideration and approval without the approval of the committee.

B. Review of FY 25 Budget Planning Document

Dale Bradley presented and reviewed the **FY 2025 Budget Planning Document** (Report provided in Agenda packet).

C. Tuition Rate Increases – Revenue Differences

Dale Bradley presented and reviewed the **Tuition Rate Increases Budget Impact – FY 2025 Report** (Report provided in Agenda packet).

**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!

There being no further business, the meeting adjourned.

*Respectfully submitted by Amanda N. Hawkinberry*



**Mission Statement:** To provide accessible, responsive, comprehensive education that works  
**Vision:** Empowering individuals to transform their lives through education  
**Tagline:** Education that works!

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Enrollment Comparison Summary by Student Type

<u>Student Type</u>	<u>Previous Term</u>		<u>Current Term</u>		<u>Differences</u>			
	202330 - Summer Semester		202430 - Summer Semester 2024					
	As of 5/6/2023		As of 5/6/2024					
	<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	14	7.73	33	19.07	19	135.71	11.33	146.55
2 - Returning Student	197	77.07	179	67.47	-18	-9.14	-9.60	-12.46
3 - Readmitted Student	4	2.00	8	2.60	4	100.00	0.60	30.00
6 - Transfer Student	5	2.47	11	5.13	6	120.00	2.67	108.11
9 - Other	7	2.07	6	2.07	-1	-14.29	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	227	91.34	237	96.34	10	4.41	5.00	5.47
8 - HS Student Taking College Crs	9	2.40	32	12.93	23	255.56	10.53	438.89
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	236	93.74	269	109.27	33	13.98	15.53	16.57

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 Summer 2024 is up 4.41% headcount and 5.47% FTE on May 6, 2024 compared to last Summer's (Summer 2023) enrollment on May 6, 2023 (The same date in time last year).

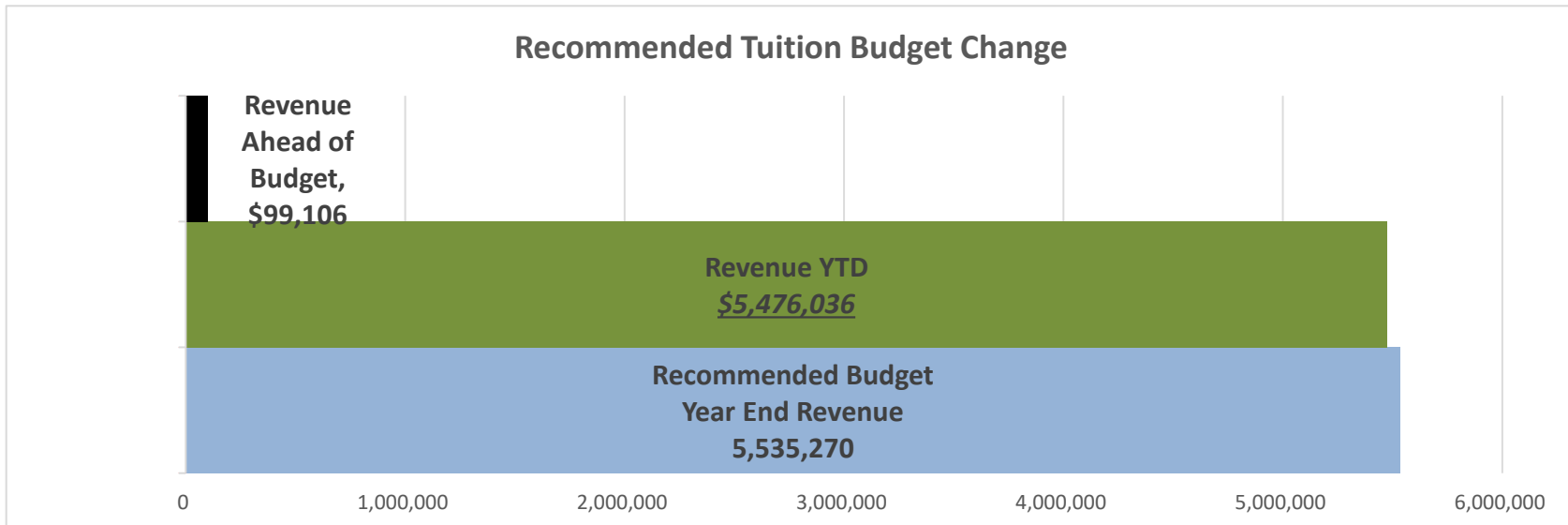
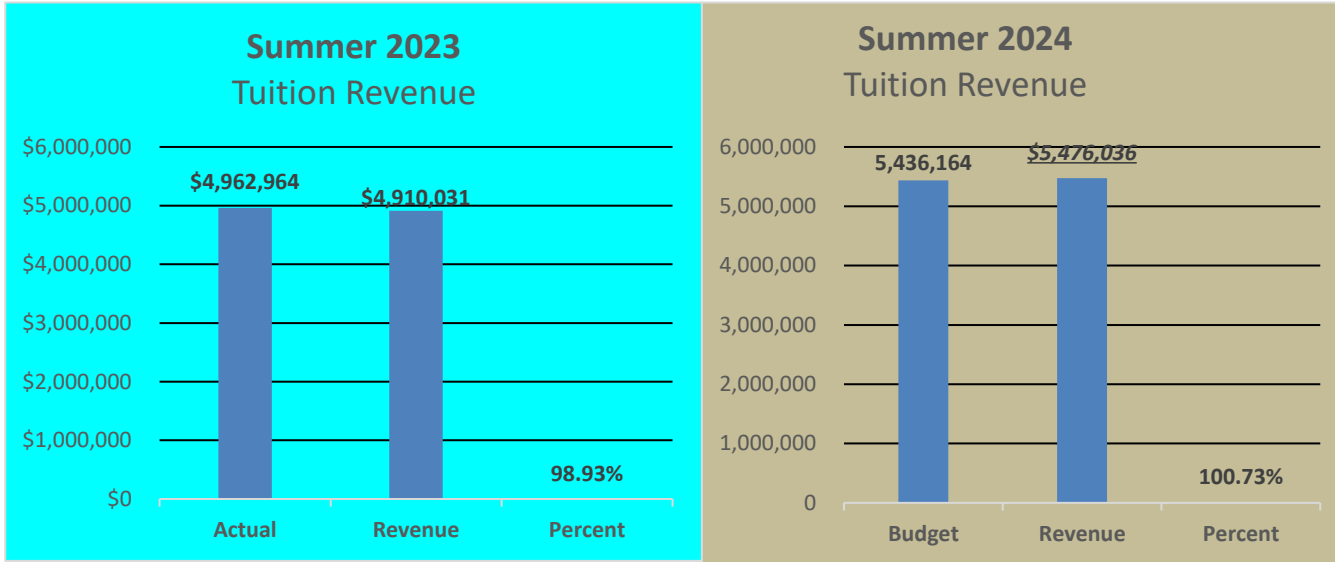
Note: Due to rounding of FTE and Percentage calculations, there may be slight differences in total amounts.

**Tab**

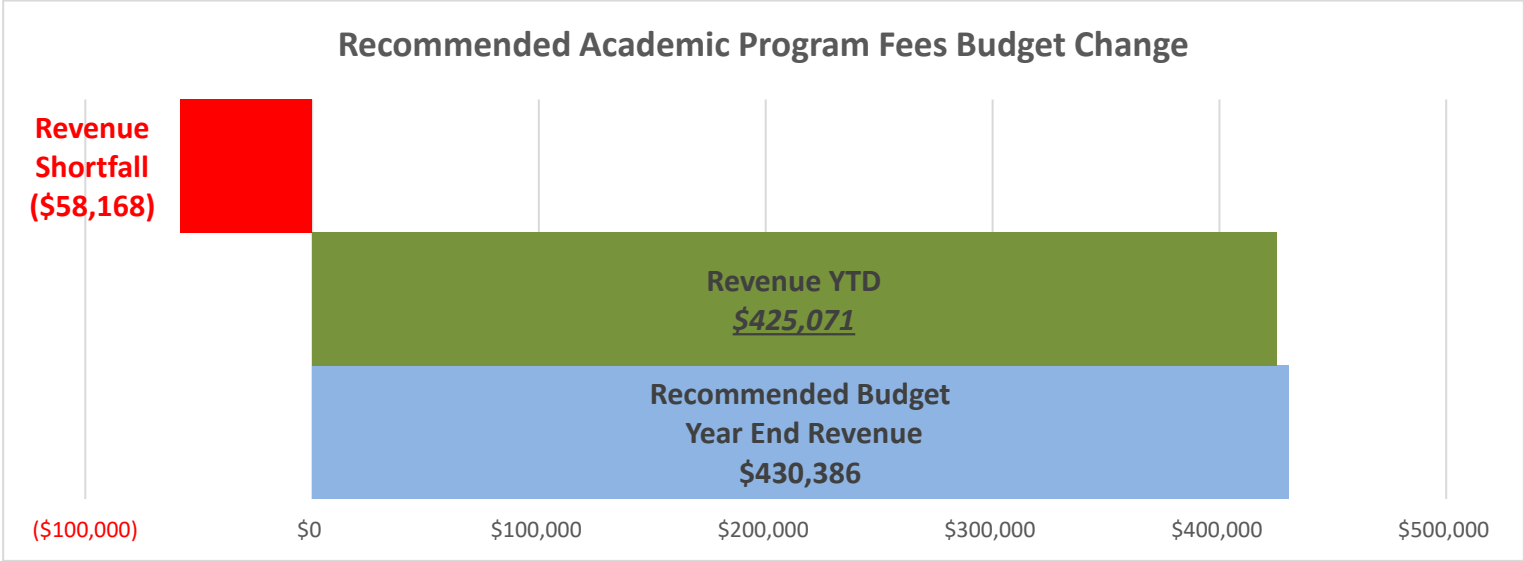
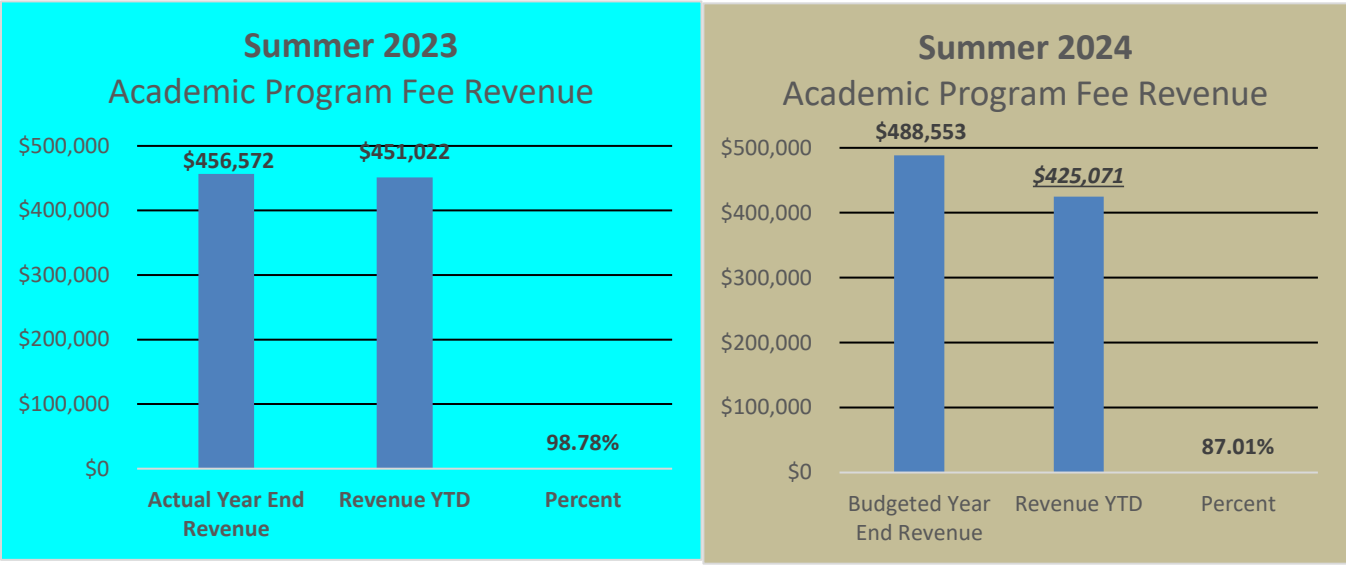
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## FY 2024 TUITION REVENUE ANALYSIS AS OF MAY 6, 2024



# FY 2024 ACADEMIC PROGRAM FEES ANALYSIS AS OF MAY 6, 2024



**Tab**

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**Board of Governors**  
**Budget/Finance Report FY 2024**  
**Pierpont Community & Technical College**  
**as of April 30, 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 April 30, 2024, Budget/Finance Report, the Unrestricted Budget Balance remains at (\$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 87% of projected operating revenue.
- The institution has incurred approximately 73% of operating expenses.
- The institution has realized approximately 101% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,691,983.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 78% of projected operating revenue.
- The institution has incurred approximately 81% of operating expenses.
- The institution has realized approximately 98% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$131,889.

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

April 30, 2024

		Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	<b>Total:</b>	7,179,296	6,252,660	87.09%
<b>OPERATING EXPENSE</b>				
	<b>Total:</b>	15,144,238	11,103,490	73.32%
<b>OPERATING INCOME / (LOSS)</b>		(7,964,942)	(4,850,830)	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	<b>Total:</b>	8,543,527	8,651,875	101.27%
<b>TRANSFERS &amp; OTHER</b>				
	<b>Total:</b>	(367,385)	(109,061)	29.69%
<b>BUDGET BALANCE UNRESTRICTED</b>		211,200	3,691,983	
<b>Less Depreciation (Net of Capitalized Assets)</b>		(400,000)		
<b>BUDGET BALANCE LESS DEPRECIATION</b>		(188,800)	3,691,983	

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**April 30, 2024**

		Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	<b>Total:</b>	6,822,465	5,347,593	78.38%
<b>OPERATING EXPENSE</b>				
	<b>Total:</b>	9,128,596	7,400,531	81.07%
<b>OPERATING INOCME / (LOSS)</b>		(2,306,131)	(2,052,938)	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	<b>Total:</b>	2,250,485	2,223,145	98.79%
<b>TRANSFERS &amp; OTHERS</b>				
	<b>Total:</b>	(50,732)	(38,318)	75.53%
<b>BUDGET BALANCE</b>		(106,378)	131,889	

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 14, 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 May 3, 2024.

**STAFF MEMBER:** Dale Bradley

Pierpont Community & Technical College  
**Project Summary**  
**Capital Plant Funds**  
As of May 3, 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	191,894	191,894	0
Vet Tech Relocatoin	10,000	11,377	(1,377)
Caperton Center Sewer Line Replacement	17,500	17,500	0
Small Capital Projects	150,000	131,314	18,686
Culinary Relocation	375,225	375,225	0
<b>TOTALS</b>	<b><u>2,838,945</u></b>	<b><u>2,867,771</u></b>	<b><u>(28,826)</u></b>

Plant Funds Cash Balances at May 3, 2024		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	(46,134.57)
Early Childhood Remodel	3516	-
Vet Tech Relocation	3515	(1,377.47)
Caperton Center Sewer Line Replacement	3517	-
Small Capital Projects	3570	18,685.64
Culinary Relocation	3514	-
HEPC Debt Service	3573	1.00
Pierpont - E&G Cap & Infrastructure*	3575	1,065,170.51
<b>Total Cash in Plant Funds on May 3, 2024</b>		<b><u>1,036,345.11</u></b>

Title	Fund Code	Transfers
Early Childhood Remodel	3516	\$37,793.01
Caperton Sewer Line Replacement	3517	\$2,500.00
Culinary Relocation	3514	\$24,775.01
<b>FUNDS CLOSED AND CASH RETURNED TO RESERVE FUND - 3575</b>		<b><u>\$65,068.02</u></b>

Cash Balances Available For Capital Projects as of May 3, 2024		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	1,036,345.11
Pierpont Facilities Fee	3170	-
<b>Total Cash Balances Available For Capital Projects</b>		<b><u>\$ 1,036,345.11</u></b>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2024		
Fund 3170		Cash Balance
Beginning Balance		-
Actual Estimated Revenues		563,812.00
NAEC Lease -FY2023 Budget	(full year)	(405,000.00)
<b>Projected Cash in Unrestricted Facilities Fee Fund at June 30</b>		<b><u>\$ 158,812.00</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.

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 14, 2024**

- ITEM:** FY 2025 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 2025 Unrestricted Budget.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** The Proposed FY 2025 Unrestricted Budget along with a comparison of changes in the FY 2025 Unrestricted Budget from the current April 30, 2024 Unrestricted FY 2024 Budget is included as “**Attachment A**”.
- The details of budget changes for the Proposed FY 2025 Unrestricted Budget are identified in “**Attachment B**” the “FY 2025 Budget Planning Document”.
- Following is a summary of the assumptions used and changes made to the Proposed FY 2025 Unrestricted Budget from the current April 30, 2024, Unrestricted FY 2024 Budget:
- The budget planning process is continuous but planning for the FY 2025 Unrestricted Budget begins in earnest shortly after the start of the FY 2024 fiscal year. Planned/anticipated changes are added to or subtracted from the current FY 2024 unrestricted budget balance of (\$188,800) resulting in the FY 2025 Unrestricted Budget.
  - The FY 2025 Unrestricted Budget assumes a 3% enrollment decline from FY 2024 due to the Department of Education FASFA

application problems (FASFA Application are down approximately 30% nationwide.

- Total Operating Revenues include a net increase in revenues of \$84,070. This net increase is from a \$91,904 projected increase in Tuition and Fees Revenues and a decrease of (\$7,834) in Auxiliary Enterprise Revenue resulting from FY 24 enrollment declines. This increase in Tuition and Fees Revenues results from the following changes to estimated revenues:
  - A decrease of (\$257,538) to account for the FY 24 Tuition & Fees Revenue Shortfall.
  - A decrease of (\$113,238) for a 3% enrollment decline in FY 2025.
  - An estimated increase of \$113,238 resulting from a 3% increase in FY 25 Tuition & Fees.
  - An estimated increase of \$ 1,748 resulting from the creation of a Reduced Non-Resident Dual Credit Rate of \$48 per credit hour in FY 25.
  - An estimated increase of \$8,610 resulting from the creation of a Non-Resident Dual Credit Rate of \$60 per credit hour in FY 25.
  - An estimated increase of \$3,150 resulting from the creation of a Resident Board of Governor's Degree Program fee of \$150 per student in FY 25.
  - An estimated increase of \$128,100 resulting from the creation of a Non-Resident Board of Governor's Degree Program fee of \$350 per student in FY 25.
  - An estimated increase of \$200,000 resulting from the HEPC Dual Credit Pilot Pathways in FY 25.
- Non-Operating Revenues include a net increase in State Appropriations of \$242,175 and a projected increase in Investment Income of \$230,154 for a total increase in Non-Operating Revenues of \$472,329

- The Salaries Budget includes an overall increase of \$492,172. This increase is the result of the following changes:
  - Salary increases for all full and part time employees of \$2,845 for salaried employees and approximately \$1.46 per hour for hourly employees.
  - Promotion of six Faculty.
  - An increase in the annual increment pay based on an employee's annual years of service.
  - Elimination of two adjunct faculty positions for teach out of Programs eliminated in FY 24.
  - The move of Early Childhood Faculty and Staff from grant funding in FY 24 to institutional funding in FY 25.
  - Additional partial funding for LPN Program Coordinator Position previously grant funded in FY 24.
  - Additional partial funding of College Academy Coordinator Position previously grant funded in FY 24.
  - Savings from the elimination of the VP for Institutional Advancement Position and refilling with a part-time position.
  - Savings from Temporary Institutional Research Position.
  - Savings from Workforce Director Position change.
  - An increase for the new Director of Institutional Effectiveness Position.
  - An increase for the hire of an additional Admissions/Advising Specialist.
  - An increase for modifying three existing employees job descriptions to improve recruiting and admissions.
- The Benefits Budget includes an overall increase of \$200,051. This is the result of the following changes:
  - An increase of 10.5% in the employer paid share of the Public Employee Insurance Agency (PEIA) costs.

- Benefits costs from the across the institution salary increases.
- Benefits costs from the promotion of six faculty.
- Benefits costs from the increase in the annual increment.
- Benefit savings from the elimination of two adjunct faculty positions.
- Benefits costs from Early Childhood Faculty and staff moving from grant funds to institutional funds.
- Benefit costs from additional partial funding for LPN Program Coordinator Position previously grant funded in FY 24.
- Benefits costs from additional partial funding of College Academy Coordinator Position previously grant funded in FY 24.
- Benefits savings from the elimination of the VP for Institutional Advancement Position and refilling with a part-time position.
- Benefits savings from Temporary Institutional Research Position.
- Benefits savings from Workforce Director Position change.
- Benefits costs from the new Director of Institutional Effectiveness Position.
- Benefits costs from an increase for the hire of an additional Admissions/Advising Specialist.
- Benefits costs from an increase for modifying three existing employees job descriptions to improve recruiting and admissions.
- The Utilities budget includes an overall increase of \$36,000 for utility costs across various campus locations.
- The Supplies and Other Services budget includes an overall decrease of (\$166,720).
- The Fees Retained by the Commission budget increased by \$11,773 based on a fee increase approved by the WV Council for Community & Technical College.

- The Transfers & Other Budget increase in the Transfers to Plant Reserves of \$374,212.
- The elimination of \$400,000 in Depreciation Expense budget in order to increase the amount of Facilities Fee Funds that will be transferred to Plant Reserves for future capital projects.

The FY 25 Unrestricted Budget after the above significant actions and assumptions has a positive budget balance of \$8,111. This balance is prior to the continuation of one-time cash reserve spending request approved for the School of Business, Aviation and Technology in the FY 2024 Unrestricted Budget.

**Continuation of Cash Reserves Spend Approved in the FY 2024 Unrestricted Budget. (One Time Expenditures)**

The School of Business, Aviation and Technology will be carrying forward into FY 2025 previously approved Board of Governors cash reserves spending within their Program and Technology Fee Funds of \$188,000 for equipment upgrades.

Over this past year discussions regarding programing changes for Program expansion and the required upgrades to existing equipment and additional equipment needed to enable the Applied Process Technology and the Welding Technology Programs the ability to offer learners industry driven National Coalition of Certification Centers NC3 credentials in manufacturing and welding have been ongoing. Decisions have been recently finalized and the equipment procurement process is underway but will not be concluded before the end of the current Fiscal Year and therefore the need to continue this approved request into summer of 2024 (FY 2025).

As of April 30, 2023, there is approximately \$340,000 in cash reserves in the Workforce Development Program Fee Fund to address these expenditures.



With the continuation of the School of Business, Aviation and Technology FY 2024 Board of Governors approved cash reserve spending for equipment upgrades, the FY 25 Unrestricted Budget is approximately (\$179,889).

**ATTACHMENT A**  
**Pierpont Community & Technical College**  
**Proposed FY 2025 Budget**  
**Current Unrestricted**

		FY 2024 4/30/2024	Proposed FY 25 Budget	Difference
<b>OPERATING REVENUE</b>	Tuition and Fees	6,909,333	7,001,237	91,904
	Auxiliary enterprise revenue	168,800	160,966	(7,834)
	Other Operating Revenues	<u>101,163</u>	<u>101,163</u>	<u>0</u>
	<b>Total:</b>	<b>7,179,296</b>	<b>7,263,366</b>	<b>84,070</b>
<b>OPERATING EXPENSE</b>	Salaries	7,252,513	7,744,685	492,172
	Benefits	1,733,004	1,933,055	200,051
	Student financial aid - scholarships	248,252	248,252	0
	Utilities	328,013	364,013	36,000
	Supplies and Other Services	5,330,319	5,163,599	(166,720)
	Equipment Expense	66,710	66,710	0
	Fees retained by the Commission	85,426	97,199	11,773
	Loan cancellations and write-offs	<u>100,000</u>	<u>100,000</u>	<u>0</u>
	<b>Total:</b>	<b>15,144,238</b>	<b>15,717,514</b>	<b>573,276</b>
<b>OPERATING INCOME / (LOSS)</b>		<b><u>(7,964,942)</u></b>	<b><u>(8,454,148)</u></b>	<b><u>(489,206)</u></b>
<b>NONOPERATING REVENUE</b>	State appropriations	8,370,981	8,613,156	242,175
<b>(EXPENSE)</b>	Gifts	102,700	102,700	0
	Investment Income	<u>69,846</u>	<u>300,000</u>	<u>230,154</u>
	<b>Total:</b>	<b>8,543,527</b>	<b>9,015,856</b>	<b>472,329</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(146,910)	(146,910)	0
	Transfers for Financial Aid Match	(30,875)	(30,875)	0
	Transfers to Plant Reserves	<u>(189,600)</u>	<u>(563,812)</u>	<u>(374,212)</u>
	<b>Total:</b>	<b>(367,385)</b>	<b>(741,597)</b>	<b>(374,212)</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>211,200</b>	<b>(179,889)</b>	<b>(391,089)</b>
<b>Less Depreciation (Net of Capitalized Assets)</b>		(400,000)	0	400,000
<b>BUDGET BALANCE LESS DEPRECIATION</b>		<b>(188,800)</b>	<b>(179,889)</b>	<b>8,911</b>
<b>One Time Spend of Cash Reserves (Continuation of FY 24 Approval)</b>			<b>188,000</b>	
<b>BUDGET BALANCE (Including One Time Spend of Cash Reserves)</b>			<b>8,111</b>	

**ATTACHMENT B**  
**FY 2025 BUDGET PLANNING DOCUMENT**  
**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**EDUCATION & GENERAL FUNDS**  
As of May 6, 2024

As of April 30, 2024 Budget Condition of:	(188,800)				
		Yes/No Decision	Time Frame	Budget Effect	Running Total
<b>PERMANENT BUDGET ADJUSTMENTS:</b>					
<b>Savings From Removal of One Time Budgets in Previous FY (FY 24)</b>					
Removal of One Time Equipment Spend School of BAT (Fund 3115)	188,000	Yes	Immediate	188,000	
Removal of One Time Equipment Spend School of BAT - Aviation (Fund 3152)	6,600	Yes	Immediate	6,600	
Removal of One Time Equipment Spend School of Heath Careers (Fund 3135)	<u>90,400</u>	Yes	Immediate	<u>90,400</u>	
<b>Sub-Total</b>	<b>285,000</b>			<b>285,000</b>	<b>96,200</b>
<b>Revenue Adjustments:</b>					
State Appropriation (Decrease) Funding Formula	(85,964)	Yes	Immediate	(85,964)	
State Appropriation Increase - Pay Raises	328,139	Yes	Immediate	328,139	
3% Tuition and Fee Increase ( \$37,746 per 1%)(113,228) 4/01/24	113,238	Yes	Immediate	113,238	
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	230,154	Yes	Immediate	230,154	
HEPC Dual Credit Pilot Pathways (Estimated @ \$100,000 Per Semester)	<u>200,000</u>	Yes	Immediate	<u>200,000</u>	
<b>Sub-Total</b>	<b>927,175</b>			<b>927,175</b>	<b>1,023,375</b>
<b>Removal of Budget Offsets</b>					
Budget Sweep	<u>0</u>	No	Immediate	<u>0</u>	
<b>Sub-Total</b>	<b>0</b>			<b>0</b>	<b>1,023,375</b>
<b>Adjustments for Actual/Planned Enrollment Changes</b>					
Enrollment (Decline) Adjustment for FY 24 (Approximately 5%) 4/01/24	(257,538)	Yes	Immediate	(257,538)	
Enrollment (Decline) Adjustment for FY 25 (Approximately 3%)	<u>(113,238)</u>	Yes	Immediate	<u>(113,238)</u>	
<b>Sub-Total</b>	<b>(408,522)</b>			<b>(370,776)</b>	<b>652,599</b>
<b>Budget Change System Expenses</b>					
Increase in CTC Council FY 2025 Higher Education Resource Assessment	<u>(11,773)</u>	Yes	Immediate	<u>(11,773)</u>	
<b>Sub-Total</b>	<b>(11,773)</b>			<b>(11,773)</b>	<b>640,826</b>
<b>Mandatory Pay Raise Costs</b>					
Pay Raise (\$288,000 Salaries + \$40,139 Fringes)	(328,139)	Yes	Immediate	(328,139)	
Faculty Promotions Pos# (\$37,138 Salaries + \$5,162 Fringes)	<u>(42,300)</u>	Yes	Immediate	<u>(42,300)</u>	
<b>Sub-Total</b>	<b>(370,439)</b>			<b>(370,439)</b>	<b>270,387</b>
<b>PEIA Rate Increase/Changes:</b>					
Rate Increase to Employer Paid Premiums (10.5%)	<u>(79,663)</u>	Yes	Immediate	<u>(79,663)</u>	
<b>Sub-Total</b>	<b>(79,663)</b>			<b>(79,663)</b>	<b>190,724</b>
<b>Annual Increment (\$60.00 per pay after 3 yrs of service)</b>					
Annual Years of Service Increase (\$6,180 Salary + \$860 Fringes)	<u>(7,040)</u>	Yes	Immediate	<u>(7,040)</u>	
<b>Sub-Total</b>	<b>(7,040)</b>			<b>(7,040)</b>	<b>183,684</b>

**Faculty:**

**School of Business, Aviation & Technology**

FY 24 Adjunct Teach Out Savings - Program Elimination # 696 (Salaries \$18,846 + Fringes \$1,489)

20,335

Yes

Immediate

20,335

FY 24 Adjunct Teach Out Savings - Program Elimination # 1089 (Salaries \$20,940 + Fringes \$1,654)

22,594

Yes

Immediate

22,594

**Sub-Total**

**42,929**

**42,929**

**226,613**

**School of Gen Ed & Prof Dev**

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

(153,421)

Yes

Immediate

(153,421)

**Sub-Total**

**(93,146)**

**(153,421)**

**73,192**

**School of Health Sciences**

LPN Program Existing Pos# 855 (Grant Funded FY 24) - Existing FY 25 Budget Shortfall (\$15,277 + \$5,665)

(20,942)

Yes

Immediate

(20,942)

**Sub-Total**

**58,357**

**(20,942)**

**52,250**

**Staff:**

**Academic Affairs**

College Academy Coordination - Funding Need Beyond College Transition Pos# 911 (Sal \$29,086+ Fr \$13,906)

(42,992)

Yes

Immediate

(42,992)

**Sub-Total:**

**(42,992)**

**(42,992)**

**9,258**

**Institutional Advancement**

Savings From Restructure (Eliminate Pos# 953 VP Inst Adv - Replace with PT K Hypes) (\$82,770 +\$13,301)

96,071

Yes

Immediate

96,071

**Sub-Total:**

**96,071**

**96,071**

**105,329**

**Institutional Research**

Savings Temp Institutional Research (Pos# TT00781 5971/7701) (\$20,358 + \$2,829)

23,187

Yes

Immediate

23,187

**Sub-Total:**

**23,187**

**23,187**

**128,516**

**Workforce Director Change**

Savings from Workforce Director Change (\$11,290 + \$8,481)

19,771

Yes

Immediate

19,771

**Sub-Total:**

**19,771**

**19,771**

**148,287**

**Budget Cut(Increases) Initiatives:**

Auxiliary Fee Operating Budget Reduction - Enrollment Decrease FY 24

7,834

Yes

Immediate

7,834

Student Programing Operating Budget Redution - Enrollment Decrease FY 24

3,300

Yes

Immediate

3,300

Student Health Services Operating Budget Reduction - Enrollment Decrease FY 24

418

Yes

Immediate

418

Facilities Transfer Budget Reduction - Enrollment Decrease FY 24

30,788

Yes

Immediate

30,788

Academic Program Fees Budget Reduction - Enrollment Decrease FY 24

58,168

Yes

Immediate

58,168

0

Yes

Immediate

0

**Sub-Total:**

**100,508**

**100,508**

**248,795**

**Utility Fee Increases:**

ATC Utility Cost Increases

(23,000)

Yes

Immediate

(23,000)

Caperton Center Utility Cost Increases

(13,000)

Yes

Immediate

(13,000)

**Sub-Total:**

**(36,000)**

**(36,000)**

**212,795**

**Additional Requests for FY 25**

**Priority 1 Requests**

**Administrative Requests:**

**Institutional Research**

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

(107,811)

Yes

Immediate

(107,811)

**Sub-Total:**

**(107,811)**

**(107,811)**

**104,984**

**Capital Funds Corrections**

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

<u>(5,000)</u>	Yes	Immediate	<u>(5,000)</u>	99,984
<b>Sub-Total:</b>			<b>(5,000)</b>	

**Admissions/Advising**

One Admissions/Advising Specialists ((\$46,300) +(\$23,127 )

Three (3) Existing Employees Job Positions Updated to \$46K (\$19,707 +\$2,739)

<u>(69,427)</u>	Yes	Immediate	<u>(69,427)</u>	
<u>(22,446)</u>	Yes	Immediate	<u>(22,446)</u>	
<b>Sub-Total:</b>			<b>(91,873)</b>	<b>8,111</b>

**One Time Use of Reserves**

Continuation of One Time Equipment Spend School of BAT (Fund 3115)

<u>(188,000)</u>	Yes	Immediate	<u>(188,000)</u>	(179,889)
<b>Sub-Total</b>			<b>(188,000)</b>	

**FY 2025 Net Budget After Projections & Continuation of One Use of Reserves:**

**(179,889)**

**Tab**

**7**

**Pierpont Community & Technical College  
Board of Governors  
Meeting of May 14, 2024**

**ITEM:** FY 2025 Pay Raise

**COMMITTEE:** Finance/Audit and Administration Committee to  
Committee of the Whole

**RECOMMENDED RESOLUTION:** Whereas the WV State Legislature in their FY 2025 State Appropriations provided additional funding to be used for paying raises for employees employed in FY 2025 and Pierpont’s Administration in the FY 2025 budget planning process reserved additional funds to address an across the board pay raise,

Therefore, be it resolved, that the Pierpont Community & Technical College Board of Governors approves a \$2,845 pay increase for salaried eligible employees and a \$1.46 per hour pay increase for hourly eligible employees to be effective July 14, 2024 (The start of the first pay period in FY 2025) for all non-faculty employees. Faculty pay raises shall be effective with the start of their FY 2025 faculty contract in mid-August 2024.

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Pierpont’s President and Administration has determined based on the additional funding provided through Pierpont’s State Appropriation for pay raises in FY 2025 that a \$2,845 pay increase for salaried employees and a \$1.46 per hour pay increase for hourly employees is appropriate and practical for all eligible employees.

Based on these pay raise amounts employees will receive pay increases ranging from 1.92% to 9.71% with the average increase 5.18%.

The following employee groups will be eligible to receive this pay increase:

- Consistent with past practice full-time faculty, full-time and part-time faculty equivalent academic professional (FEAP), full-time and part-time instructional specialists, full-time and part-time classified staff, and full-time and part-time non-classified staff, except the President, employed on June 30, 2024, will be considered eligible.
- The raise amount will be based on the employee's March 31, 2024, salary. Any promotion or equity salary increases received after April 1, 2024, will not be used in calculating the amount of an employee's pay raise.



**Tab**

**8**

**Pierpont Community and Technical College  
Board of Governors  
Meeting of May 14, 2024**

- ITEM:** FY 2025 Pierpont Education and General Capital Project Budget Approval
- COMMITTEE:** Finance/Audit and Administration Committee to Committee of the Whole
- RECOMMENDED RESOLUTION:** Be it resolved that the Board of Governors approve \$150,000 for Small Projects, \$271,777 for HEPC Debt Service, and \$200,000 for the Advanced Technology Center 3<sup>rd</sup> Floor Furniture, Fixtures and IT Infrastructure in the FY 2025 Capital Project Budget totaling \$621,777 from Pierpont Education and General Capital Funds.
- STAFF MEMBER:** Dale Bradley
- BACKGROUND:** As of April 30, 2024, Pierpont’s Education and General Capital Fund has an uncommitted cash balance of \$1,036,345. During the current fiscal year Pierpont has assessed \$558,477 in Capital Fees through May 6, 2024. It is estimated that approximately \$90,000 in cash from the FY 23 Capital Fees assessment of \$558,477 will be transferred to the Education and General Capital Fund at fiscal year-end increasing the uncommitted cash balance of Education and General Capital Fund to a minimum of \$1,126,345.