

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

**Finance and Administration Committee Meeting**

**Tuesday, February 18, 2025  
9:00 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 18, 2025, beginning at 9:00 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:* Jeffrey Powell – Committee Chair, Vickie Findley, Lisa Lang, and Anthony Hinton

*Committee Members Absent:*

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

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

**I. Call to Order**

Jeffrey Powell called the meeting to order at 9:00 AM.

**II. Approval of Minutes – November 19, 2024**

Anthony Hinton moved to approve the November 19, 2024, meeting minutes. Vickie Findley seconded the motion. All agreed. Motion carried.

**III. Revenue Analysis**

- A. Dale Bradley presented and reviewed the FY 2025 Tuition Revenue Analysis as of February 10, 2025 Report (Report provided in Agenda packet).

Dale also reported that Tuition and Fees are running approximately \$842,000 ahead of budget, driven by a 10% increase in spring enrollment. The plan is to adjust the budget to capture most of this additional revenue—targeting at least \$500,000, if not more, to

positively impact the bottom line. Additionally, program fees are exceeding budget by about \$45,000, largely due to increased enrollments in health sciences.

Jamie Kosik has been named the new Director of Safety, Security, and Facilities, and Stefanie Moore has taken on the role of Growth Leader in Marketing.

#### **IV. BOG Information Items**

##### **A. January 31, 2025, Combined Finance Report**

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

Discussions raised the idea of readjusting the budget monthly, though it was noted that significant changes to the budget are not typically made. Anthony expressed concern about the ability to track the budget after these readjustments and suggested comparing the beginning budget to the ending budget for clarity. It was recommended to speak with Dale for further explanation and to make an adjustment that provides a clean starting point for FY26, ensuring that both before and after budget adjustments are clearly captured.

##### **B. Capital Projects Expenditure Report as of January 31, 2025, and Deferred Maintenance Projects Update**

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

The Caperton Center expansion remains open, with the contractor still needing to refinish the back steps, although power flushing appears to have resolved the sewer line blockage.

There was also a discussion regarding the percentage of new bad debt written off; while exact figures were not available due to an existing formula and an impending state-level audit of that formula, Anthony Hinton requested clarity on this percentage, with Dale estimating it at around 3% but possibly higher. The committee agreed that tracking current new bad debt on an annual basis, including comparisons with prior years, is essential, and that collected debt will be recorded appropriately.

##### **C. FY 2025 Contracted Service Providers as of January 31 2025**

Dale Bradley provided an update on the Contracted Service Providers as of January 31, 2025(Report provided in Agenda packet).

Anthony Hinton and Vickie Findley suggested that all future contracted service reports will include a brief description of the services provided, with the corresponding dollar amounts listed from highest to lowest.



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D. FY 2025 Mid-Year Cash Balances as of January 31, 2025

**V. Discussion Items**

A. Governor Morrisey's Executive Orders – January 14, 2025

Dale Bradley reviewed eight executive orders issued by the governor in January, noting that only three directly impact Pierpont (Report provided in Agenda packet): the inventory and elimination of DEI programs, the review of expenditures over \$100,000, and the development of an efficiency plan. George Perich submitted the DEI report to the state, and Dale examined both current and planned expenditures exceeding \$100,000. The President's Council will begin developing the efficiency plan in conjunction with the budget preparation process.

B. Higher Learning Commission Accreditation Liaison Response to Board CFI Question

Dale reviewed Linnea's response (Report provided in Agenda packet) and discussed the steps that have been taken to increase CFI. He emphasized that a positive budget balance will have the quickest impact on CFI.

C. FY 2026 Tuition Discussion

Dale Bradley reviewed the Tuition and Fee Budget Impact Report (Report provided in Agenda packet), which was prepared based on a scenario of flat enrollment.

The discussion focused on the limited revenue options available—growing enrollments, increasing state appropriations, or raising tuition.

It was noted that while the PEIA employer cost is projected to increase by approximately \$108,000, an additional \$77,000 in state appropriation has been received to help offset this expense.

Tuition and fee approval will be presented to the Board in March. Budget requests will be reviewed and prioritized in the Presidents Council meeting scheduled for tomorrow. The board has requested that the FY26 budget have a positive balance of \$500,000.

The committee agreed to hold at least two more Finance and Administration Committee meetings before the March Board meeting.

**VI. Adjournment**

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

*Respectfully submitted by Amanda N. Hawkinberry*



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