

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

Board of Governors Meeting

**Tuesday, February 18, 2025
2:00 PM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 18, 2025, beginning at 2:00 PM. 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.

I. Call to Order

David Hinke, Chair, called the meeting to order in open session at 2:03 PM.

II. Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Thomas Cole	Not Present
Vickie Findley	Present
David Hinkle	Present
Anthony Hinton	Present
Jessica Killon	Present
Lisa Lang	Present
Christine Miller	Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present
Nathan Weese	Not Present

Amanda Hawkinberry announced there was a quorum present.

Others Present:

Members of President's Cabinet, faculty, staff, and others

IV. Constituent Comments

A. Faculty Senate

Anthony Anobile provided a report from Faculty Senate (**Attachment A**).

B. Classified Staff

Mary Jo Rutherford provided a report from Classified Staff (**Attachment B**).

C. Non-Classified Staff

Dr. Suzan Clemens provided a report from Non-Classified Staff (**Attachment C**).

D. Student Government Association (SGA)

Jessica Barker provided a report from SGA (**Attachment D**).

V. Consent Agenda

Anthony Hinton moved to accept the meeting minutes from the November 19, 2024, December 5, 2024, and January 9, 2025 Board meetings. Christine Miller seconded the motion. All agreed. Motion carried.

VI. Finance and Administration Committee

Jeffrey Powell reported that the revenue analysis highlighted key financial points, including a tuition surplus of \$842,287 and a program fee increase of \$45,873.

The combined finance report indicated that 99% of revenue had been realized, while 49% of expenses had been incurred. The institution is currently operating with a budget deficit of approximately \$177,397. Additionally, capital projects were reviewed, noting that the Veterinary Technology project is running over budget by approximately \$45,000. Some projects have yet to incur expenses, as payments have not yet begun.

A review of contract service providers was conducted, and the committee recommended that future reports include a description of each contract service provider and the amount spent, with expenditures listed in descending order based on the highest amounts.



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The mid-year cash balance was reported at \$13,289,726.

The board discussed Executive Orders 3-25, 4-25, and 5-25 issued by Governor Morrisey, noting that responses to two orders have been submitted, while work continues on the response to 5-25 (Government Efficiency).

The board engaged in discussions about tuition, considering whether an increase should be implemented. Data was reviewed, and it was determined that the finance committee would hold additional meetings, including one next Thursday, to establish a baseline understanding of the financial situation, needs, and requests. Scenario planning will be conducted to assess budget implications if enrollment increases or decreases by 10%. Additionally, the board will review the prioritization of the institution's financial "wish list."

VII. IT and Data Reporting Committee

Jeffrey Powell reported the committee met this morning, during which JT provided an update on IT projects including the Windows 11 upgrade, the VR room update, and the ongoing Banner self-service update. Additionally, the HLC working group is currently meeting; criteria 2c and 3c are in their first draft stage with a second draft expected by March. A working group meeting is scheduled for this Thursday.

VIII. Marketing and Public Relations Committee

Lisa Lang introduced Stefanie Moore as the new Growth Marketing Leader. The committee decided to hold off on institutional rebranding for now. The main marketing focus will be on boosting enrollment and emphasizing the importance of the WV Invests Grant. Additionally, the marketing strategic plan was reviewed, and the second marketing position, focused on content creation and social media, will close on Friday.

An Aviation Elimination Dinner is scheduled for March 8, with all proceeds designated for aviation scholarships.

There was discussion about holding a Day of Giving in October 2025.

IX. Committee of the Whole

A. Remarks from Dr. Waide

Dr. Michael Waide reported that it has been a busy month and expressed gratitude to the executive leadership team for maintaining momentum.



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He emphasized the importance of the President's Council in keeping the institution focused on its priorities as a community college. The council continues to meet biweekly, concentrating on budget preparation and reviewing requests. Additionally, cabinet meetings have resumed on Mondays, providing a platform to share concerns and address institutional needs.

Constituent leads were asked to rethink conversations in Meet and Confer sessions. These meetings have been redesigned with a more positive approach, encouraging participants to bring forward discussions and agenda items. A significant portion of recent meetings has been dedicated to hearing from employee groups, who shared concerns regarding bookstore operations, administrative presence at all campuses, and operational scheduling beyond 4:00 p.m. These topics have been integrated into discussions at the President's Council.

The leadership team has remained actively engaged with the Higher Learning Commission (HLC) report and the budget process. Additionally, board members were invited to key upcoming events, including graduation on May 9, the Employee and Student Awards Ceremony on April 24, and the Health Sciences Pinning Ceremony on May 2

B. Enrollment Update

Enrollment for the spring semester remains positive, with over 1,500 students enrolled, reflecting a 3.5% increase in headcount and a 7% increase in full-time equivalent (FTE) enrollment. Spring 2025 showed enrollment of returning students was up 94 students from the previous spring semester.

Compared to the same time last year, there has been an overall increase of 75 students. However, the high school population has declined by 28 students.

C. HLC Accreditation Update

Olivia Boltz reported that work on the Higher Learning Commission (HLC) report and assurance argument began in December. Efforts have focused on collecting evidence, reviewing past arguments, and facilitating discussions to brainstorm and draft the report.

Since January, the team has been working on section 2C, having already met to review the first draft and preparing to review the second draft soon.

A meeting is scheduled for Thursday with the HLC working group, which includes David Beighley, Nancy Parks, two board members, and our HLC consultant. The group will focus on reviewing and revising section 2C, identifying any gaps in evidence. Once finalized, the



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documents will be shared with constituent groups to ensure broad awareness of the progress and next steps.

D. A&P Building Update

Chairman David Hinkle shared the contract to purchase land from the airport remains in progress, though delays have occurred due to changes in the state government administration.

E. Career and Corporate Training (CCT)

Joni Gray reported that she has been in her position for about a year and continues to focus on increasing enrollment and better serving industry partners. Internally, efforts have been directed toward Career and Corporate Training (CCT) and academics, with an emphasis on developing potential career pathways. The primary focus is on accelerating targeted training programs to support upskilling and certificate attainment.

In fiscal year 2024, a total of 76 career training sessions were conducted, and that number has already doubled for the current year.

To strengthen industry engagement, there is a need for more business and industry partners to participate in the CCT Advisory Committee, with the first meeting scheduled for April 2025. Additionally, plans are in place for an "Experience Workforce Day," which will provide insight into workforce and career training processes, from program development to implementation.

Collaboration continues with county career and technical education (CTE) centers, including professional development opportunities for instructors teaching in vocational and technical education programs.

In Randolph County, work with the housing authority is ongoing, with new opportunities emerging to offer TEAS preparation courses. Plans are also underway for participation in an upcoming Licensed Practical Nurse (LPN) cohort housed at the Randolph County Housing Authority, while efforts continue to establish a Clinical Medical Assisting program.

F. Committee Membership

Amanda Hawkinberry reviewed the AY 2024-2025 Committee Membership list (**Attachment E**).

X. Executive Session – Closed Session

A. Entering Executive Session – Closed Session



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Anthony Hinton moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Jeffrey Powell seconded the motion. All agreed. Motion Carried.

Items brought into Executive Session:

1. Review agreement with current President
2. Interim President contract
3. Delegation of powers and duties to the Interim President

B. Exiting Executive Session – Back to Open Session

Christine Miller moved to exit Executive Session and return to Open Session. Jeffrey Powell seconded the motion. All agreed. Motion carried.

C. Items brought forward from Executive Session

Anthony Hinton moved to approve and close out the agreement with the previous President. Jessica Killon seconded the motion. All agreed. Motion carried.

Anthony Hinton moved to approve the Interim President contract. Jessica Killon seconded the motion. All agreed. Motion carried.

Anthony Hinton moved to approve the list of duties and responsibilities for the Interim President with the Board retaining the following power and duties:

1. Expenditures over \$20,000.00
2. Binding contracts
3. Employment issues (hiring, firing, and tenure) – to go through BOG Executive Committee and Interim President for approval

Jessica Killon seconded the motion. All agreed. Motion carried.

The March 18 Board meeting has been changed to March 25.

XI. Board Members' Reflections

Vickie Findley noted that the Lunch and Learn trainings for board members were highly beneficial and recommended that all board members attend these sessions. Additionally, Chairman Hinkle expressed his optimism for a successful year, highlighting his excitement over the recent increase in enrollment



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XII. Adjournment

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

Respectfully submitted by Amanda N. Hawkinberry



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MEMORANDUM

To: Pierpont Community and Technical College Board of Governors

From: Anthony Anobile, Faculty Senate President

Date: February 18, 2025

Subject: Faculty Senate Report

The following consists of the 2024-25 operational report for the Faculty Senate of Pierpont Community and Technical College. In addition to routine operational duties, the Faculty Senate completed action on the following from November 19, 2024- February 17, 2025:

- **Faculty Senate Resignations and New Elected Representatives**

During our December meeting we received formal resignations from our Board of Governors representative, Susan Coffindaffer. Vickie Findley was elected to finish out Susan Coffindaffer's term until May 2025.

Rachel Plybon-Beach announced her resignation from Pierpont effective January 3, 2025.

Rachel Plybon-Beach served as the Faculty Senate Vice President. Lisa Foster was elected to finish out Rachel Plybon-Beach's term.

- **Curriculum Committee**

The Faculty Senate reviewed and approved 23 curriculum proposals. Most of the proposals included updates and modifications to student learning outcomes. All curriculum proposals can be viewed within the Faculty Senate TEAMS under February 14th meetings and agenda.

- **Faculty Development and Welfare Committee**

Faculty Development and Welfare Committee has asked and are seeking nominations for three faculty awards: (1) Outstanding Adjunct Award for Teaching Excellence, (2) Faculty Recognition Award, and (3) Paul E. Edwards Award for Teaching Excellence. Nominations are open until Monday, February 24th and recipients will be announced at the spring recognition event.

- **General Education Committee**

The General Education Committee is working with Associate Provost David Beighley to complete an Assessment Cycle this spring. This involves reviewing Territorium test scores for Written Communication and Quantitative Literacy from last fall and spring.

- **Online Learning Committee**

The Online Learning Committee is working on and have initial drafts to review concerning Blackboard Ultra training and transition including (1) Blackboard Ultra Post-Transition Faculty Survey, (2) Student Blackboard Satisfaction Mid-Term Survey, and (3) Student End-of-Term Course Survey. The committee is researching strategies to increase student engagement and interactions in online courses, as well as reviewing current course surveys and student end-of-term course surveys. AI training needs are also being examined.

- **Announcements and Upcoming Dates**

March 6th, 2025 – Faculty Senate Executive Committee Meeting

March 14^h, 2025 - Pierpont Faculty Senate meeting – Middletown Commons, Room 101

Respectfully submitted,

Anthony Anobile, Faculty Senate President

Classified Staff Council Report

BOG Meeting – FEB 2025

Classified Staff Council met on December 18, 2024 and January 22, 2025 on TEAMS.

The November and December 2024 Meeting Minutes were approved.

Non-Classified Staff attended the December 18th Classified Staff meeting to discuss doing combined trainings and projects together.

Kathy Hypes, Director of the Pierpont Foundation joined the combined Classified and Non-Classified Staff Meeting on January 22, 2025 to discuss the guidelines of the Classified Staff Council's Discretionary Fund and how the PMOU was written. It was decided to keep the Classified Staff Council's Scholarship Fund as is. Moving forward, fundraisers for the Scholarship Fund would be split 50/50 between the Classified Staff Council and Non-classified Staff Council.

New Classified Staff and Non-Classified Staff Members were welcomed:

Kayla Hawkinberry – Record Specialist Data Processor

Carla Sabatino – Administrative Assistant for the School of Health Sciences

James Kosik – Safety Director

Chip Hawkins gave the ACCE Report. They discussed the PEIA increases at the January 2025 ACCE Meeting.

Juanita Nickerson gave the Board of Governors Report.

Jama Marshall Roy will look into combined trainings for Classified and Non-Classified staff members.

Next Classified Staff Council meeting will be on FEB 26th on TEAMS.

That concludes my report.

Questions? Thank you.

Non-Classified Staff Council Report
Board of Governors Meeting – Tuesday 2/18/25 2:00

- Regular monthly meetings - 3rd Thursday of the month
- January
 - Introduced new non-classified staff members
 - Board of Governors
 - Sharing of Dr. Hayward submitting his resignation
 - Provost Michael Waide being named Interim President
 - Meet & Confer (no session)
 - President's Council
 - Budget – largest financial issue is FSU
 - Review of Strategic Plan priorities
 - Partnering with Classified Staff on scholarship funding
 - Attended Classified Staff January Meeting
 - Cathy Hypes provided information about the Scholarship Program Classified Staff has been doing under the Pierpont Foundation.
 - She advised that we can partner with them
 - Classified Staff is “okay” with doing any trainings needed with Non-Classified Staff.
 - The current scholarship fund contains \$2,000., and Classified Staff would keep that for the use of Classified Staff.
 - Moving forward, results of future fund raisers would be split 50%-50% between Classified and Non-Classified Staff.
- February Meeting Thursday 2/20/25
 - Agenda will include:
 - Cathy Hypes who will answer more questions
 - Overview of Meet & Confer topics
- Meet & Confer -
 - We submitted several topics for discussion - Wednesday 2/12

To: Board of Governors

From: Student Government Association President - Jessica Killon

Date: February 18, 2025

Subject: Student Government Update

Dear Members of the Board of Governors,

The Student Government Association (SGA) is pleased to provide an update on our upcoming events and initiatives for the remainder of the academic year.

Winter Formal

We are excited to announce that our highly anticipated Winter Formal is approaching. It is this Friday at 7pm. The event will serve as an opportunity for faculty, staff, and students to come together in a festive and elegant setting to celebrate the season and enjoy an evening of camaraderie. Planning is well underway, and we are ensuring that all necessary arrangements, including venue, decorations, entertainment, and security, are in place to create a memorable experience for all attendees.

Spring Event Planning

Looking ahead to the spring semester, SGA is actively brainstorming and organizing a variety of events to further engage the student body. More to come on that.



OFFICERS AND COMMITTEES PIERPONT BOARD OF GOVERNORS MEMBERS

Academic Year 2024-2025

Pierpont Board of Governors Executive Officers

David Hinkle - Chair
Lisa Lang - Vice Chair
Jeffrey Powell – Secretary

Board of Governors Executive Committee

- David Hinkle
- Lisa Lang
- Jeffrey Powell
- Dr. Michael Waide (Ex Officio)

Human Resources, Policies, By-Laws Committee

- Thomas Cole - Committee Chair
- Juanita Nickerson
- Jeffrey Powell
- Joanne Seasholtz
- Nathan Weese

Staff Resources:

- George Perich

Academics and Student Services

- Thomas Cole - Committee Chair
- Jessica Killon
- Lisa Lang
- Christine Miller
- Juanita Nickerson

Staff Resources:

- Nancy Parks
- David Beighley

Finance and Administration Committee

- Jeffrey Powell - Committee Chair
- Vickie Findley
- Anthony Hinton
- Lisa Lang
- Christine Miller

Staff Resources:

- Dale Bradley

Technology and Data Reporting

- Jeffrey Powell - Committee Chair
- Vickie Findley
- Anthony Hinton
- Jessica Killon
- Nathan Weese

Staff Resources:

- JT Bowers
- Olivia Boltz

Advancement and Public Relations

- Lisa Lang - Committee Chair
- Jessica Killon
- Christine Miller
- Juanita Nickerson
- Dr. Joanne Seasholtz

Staff Resources:

- Kathy Hypes
- Stefanie Moore

Ex-Officio Committee Members- All Committees:

- David Hinkle
- Dr. Michael Waide