

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

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, March 25, 2024
10:00 AM**

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

AGENDA

- I. Call to Order**
- II. *Approval of Minutes – November 19, 2024** *Tab 1*
- III. Board of Governors Policies**
 - A. *Policy #PP-2064 – Communicating with Government Officials *Tab 2*
Recommend for 30-day public comment period
 - B. List of Policies Needing No or Minor Changes
 - C. *Policy #PP-3048 – Research Involving Human Subjects *Tab 3*
Recommend for 30-day public comment period
- IV. Institutional Policies (Information Only)**
 - A. Pregnant Workers Fairness Act
- V. Human Resources Update**
 - A. Employee Turnover
 - B. Employee Age Profile
 - C. Employee Head Count
- VI. Adjournment**

**Denotes possible action item*

Tab

1

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

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, November 19, 2024
1:00 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 Human Resources, Policies, By-Laws Committee was held on November 19, 2024, beginning at 1:00 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.

Committee Members Present: Thomas Cole – Committee Chair, Jeffrey Powell

Committee Members Absent: Juanita Nickerson

Other Board Members Present: Jessica Barker, Susan Woods Coffindaffer, Anthony Hinton, and Joanne Seasholtz

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

I. Call to Order

Thomas Cole called the meeting to order at 1:04 PM.

II. Approval of Minutes – September 17, 2024

Jeffrey Powell moved to approve the September 17, 2024, meeting minutes. Thomas Cole seconded the motion. Motion carried.

III. Board of Governors Policies

A. Policy #59 Layoffs and Reduction in Workforce

George Perich noted a concern about a potential plan to lay off employees due to the policy review. George Perich clarified that there is no such plan; the policy was simply scheduled for its regular review as part of the policy review cycle.

Following the discussion, it was decided to place the policy review on hold for further consideration.

IV. Human Resources Update

A. Employment Process

George Perich provided an overview of the employment process, acknowledging that it can sometimes be lengthy. He informed the Board that his office is actively taking steps to streamline and expedite the process.

George Perich presented and reviewed the Adjunct (**Attachment A**), Faculty (**Attachment B**), and Staff (**Attachment C**) employment workflow processes.

B. Employee Turnover

George Perich provided an update on Employee Turnover Rates (**Attachment D**), noting that August and September experienced high turnover rates. In August, four employees left, while three employees left in September. Of these departures, five individuals left for other employment, one person who was hired in August left in September, and one individual was terminated. Since January, approximately 15 employees have left the organization.

George Perich also shared that the turnover rate for the community college is currently around 12-14% and that aligns with national averages for similar community colleges

V. Adjournment

There being no further business, Jeffrey Powell moved to adjourn the meeting. Thomas Cole seconded the motion. Meeting adjourned.

Respectfully submitted by Amanda N. Hawkinberry



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

Adjunct Hire Workflow

- Need identified by Dean
- Dean reviews job posting “Adjunct for any Pierpont Location”
- Dean reviews candidates with collaborators if needed
- Dean interviews candidates
- Dean marks candidate interviewed in Bamboo, notifies Provost review is complete
- Provost reviews candidate
- Provost notifies Dean and Manager of Recruitment of hire name
- Admin creates contract
- Bamboo notifies Manager of Recruitment contract completed
- Manager of Recruitment notifies Payroll/ IT/ Activates in Banner with faculty privileges
- Employee cannot start until hire date is approved by the State of WV

Full-Time Faculty Employment Workflow

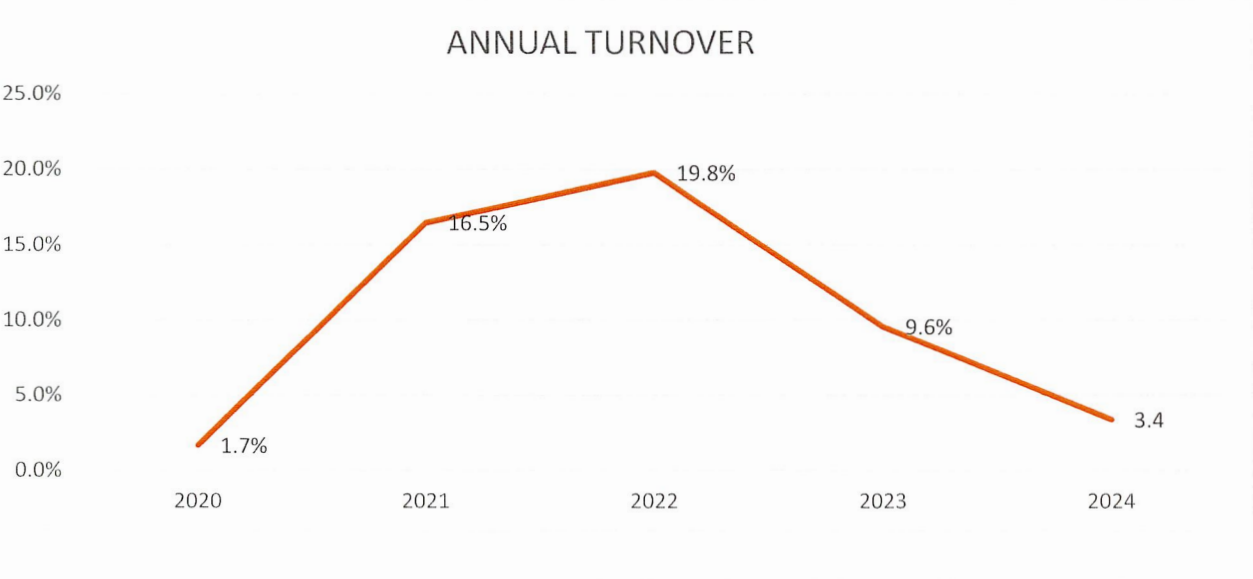
- Need identified by Dean /Provost notifies Manager of Recruitment to launch Position Justification Form
- Dean provides VP HR with a list of job duties if no current job description exists
- President, Provost, and Finance provided with job description
- Form signed by Dean, Provost, Finance, President, and HR.
- Manager of Recruitment to post job to Bamboo HR. (pierpont.edu), advertise Indeed, Glassdoor, ZipRecruiter (additional as requested or determined by HR)
- Dean elects Chair of Review Committee or serves as Chair
- Chair notifies Manager of Recruitment of Review Committee members 3-5
- VP HR or Manager of Recruitment determines when to close posting and reviews candidates, marks each candidate either “reviewed by HR.” or removes candidate from consideration with appropriate drop-down selection
- VP HR notifies Provost review completed
- Provost reviews candidates and marks each candidate either “reviewed by Provost” or removes candidate from consideration with the appropriate drop-down menu
- Provost notifies Manager of Recruitment he has completed his review
- Manager of Recruitment adds members of committee as Collaborators in Bamboo which grants access to candidate information of those who have been continued in the selection process
- Committee chooses candidates to interview, sets up interviews, conducts interviews, and selects candidate names to present to the Provost
- Chair marks each candidate either “Notify Provost of recommendation” or removes candidate from consideration with appropriate drop-down menu
- Chair notifies Provost they have completed their review
- Provost reviews/interviews candidates and notifies President of candidate names
- Provost marks candidate status in Bamboo
- President reviews/ interviews and notifies VP HR or Manager of Recruitment, Dean, and Provost of hire name
- VP HR creates offer letter containing anticipated start date
- Manager of Recruitment completes background check, verifies all certifications, creates PAF, notifies IT, enters into Banner, notifies Payroll and hires in Bamboo and begins Onboarding process
- Employee cannot start until hire date is approved by the State of WV



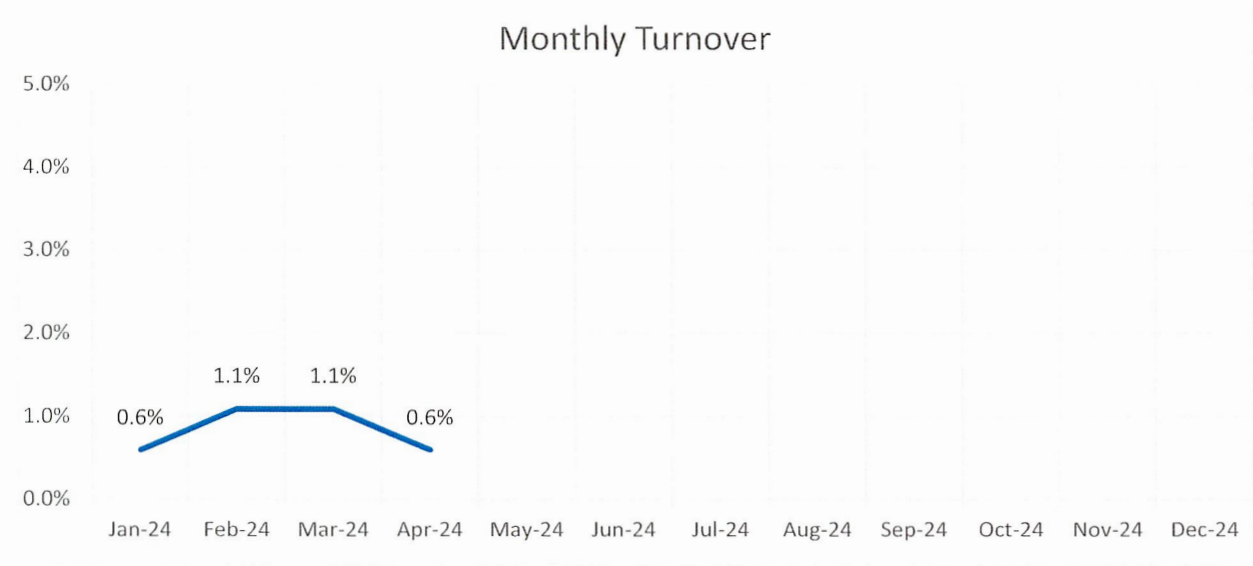
Full-Time Staff Employment Workflow

- Need identified by Hiring Manager
- Hiring Manager notifies Manager of Recruitment to launch Position Justification Form
- Hiring Manager provides VP HR with a list of job duties if no current job description exists
- VP HR creates job description
- Position Justification Form signed by VP of area, VP Finance, President, and HR.
- Manager of Recruitment to post job to Bamboo HR. (pierpont.edu), advertise Indeed, Glassdoor, ZipRecruiter (additional as requested or determined by HR)
- VP HR or Manager of Recruitment determines when to close posting and reviews candidates, marks each candidate either "reviewed by HR." or removes candidate from consideration with appropriate drop-down selection
- Hiring Manager elects Chair of Review Committee or serves as Chair
- Chair notifies HR of Review Committee members 3-5 representation of collaborators or peers if possible, keeping diversity and inclusion in mind
- VP HR notifies Chair and Manager of Recruitment he has completed his review of candidates for qualifications
- Manager of Recruitment adds members of committee as Collaborators in Bamboo which grants access to candidate information of those who have been continued in the selection process
- Committee chooses candidates to interview, sets up interviews, conducts interviews, and selects candidate names to present to the VP/Dean of area. Manager of Recruitment is non-voting member of all committees if possible
- Chair marks each candidate either "Notify VP of recommendation" or removes candidate from consideration with appropriate drop-down menu
- Chair notifies VP they have completed their review
- VP interviews candidate, marks candidate status and notifies Pres and Manager of Recruitment of candidate names
- President reviews/interviews candidates and notifies HR, VP of area of candidate selection
- Reference checks / credential checks commence at this point
- VP HR creates offer letter, letter states anticipated start date, salary, etc.
- Manager of Recruitment creates PAF, notifies IT, enters into Banner, notifies Payroll and hires in Bamboo and begins Onboarding process
- Employee cannot start until hire date approved by the State of WV

YEAR	TURNOVER
2019	5.0%
2020	1.7%
2021	16.5%
2022	19.8%
2023	9.6%
2024	3.4%



MONTH	TURNOVER
Jan-24	0.6%
Feb-24	1.1%
Mar-24	1.1%
Apr-24	0.6%
May-24	
Jun-24	
Jul-24	
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	





11/19/2024
Employee Turnover

Dates
2024-01-01 - 2025-10-31

Employment Status
Full-Time Faculty; Full-Time Staff; Part-Time Staff

 **16.7%** 17
Total Turnover Jan 2024 - Oct 2025

 **0.8%** 0.8
Average Monthly Turnover

 **2%** 2
Total Turnover - 30 days

Tab

2

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF March 25, 2025**

ITEM:	Policy PP-2064: Communicating with Government Officials
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve a 30-day public comment period for changes to Policy PP-2064: Communicating with Government Officials.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	The new policy relates to the process in which Pierpont employees may communicate with various government officials.

PUBLIC COMMENT PERIOD: March 27, 2025 to April 26, 2025

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
Acollins11@pierpont.edu*

*The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
<https://www.pierpont.edu/about/board-of-governors/policies/>*

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures

PP-2064

SHORT TITLE: Communicating with Government Officials

EFFECTIVE:

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE¹

The President, Board of Governors Chair, and/or their designees are responsible for developing all Pierpont Community & Technical College ("Pierpont" or "College") positions on state and Federal legislation and proposed regulations, and for coordinating College relations and communications. Such communications could be with the West Virginia Legislature, the Governor, Congress, and State and Federal Executive Branch officials. This policy establishes a process and framework for communication with federal and state officials and sets requirements related to direct communication by all College employees with federal and state government officials. This policy is designed to distinguish between an employee's personal right to voice their opinions to the government versus speaking on behalf of the university to government officials. Noncompliance with this policy may result in disciplinary action up to and including termination.

SECTION 2. Communication with Government Officials²

2.1 Contacts relating to College business with elected and appointed officials and their offices are coordinated by the Office of the President at the direction of the Board of Governors. Central coordination assures that one part of the organization is not working at cross purposes with another and prevents confusion on the part of government officials as to Pierpont's priorities.

2.2 The three main types of contact are governed as follows:

2.2.1 Contact with local, state, and federal elected officials, their staffs and key agency personnel on matters impacting the finances, appropriations, operations, program policy, or general operating policy: The College leadership has been entrusted with the stewardship of Pierpont. Only the President or Board

¹ Source Virginia Commonwealth University

² Source The University of Texas Health Science Center at Houston

of Governors Chair and/or their designees will speak for the College to local, state, and federal elected officials and agency personnel in matters related to the finances, appropriations and operations of the College and its programs and state or federal legislative processes in conformance with state and federal law. All communications with government officials pertaining to matters of Pierpont's institutional interests, legislative priorities, or related policy matters must be coordinated through the Office of the President.

2.2.2 At times employees may be contacted by governmental officials or their representatives for information or consultation or to provide testimony at formal hearings. Employees may be involved in advocacy related to an external organization that has some relationship to the College mission or appropriations. While Pierpont may benefit through such requests and encourages employees toward service to their fellow citizens, the College maintains the right to be informed of such contacts or relationships and to be involved, as appropriate, in such relationships. Further, these types of contacts may be regulated by state or federal law. The Office of Governmental Relations is available to assist the employee in navigating the legislative or regulatory process and for ensuring compliance with reporting requirements.

2.2.3 Pierpont recognizes and appreciates the privilege of each employee as a citizen of this state and nation to express his or her own political opinions. The right to express one's own opinions and to seek to make that opinion known is inalienable. Employees who choose to exercise their rights as citizens must make every effort to indicate clearly that the position they take is an individual opinion and does not represent the opinion of Pierpont. If an employee identifies himself or herself as a member of the faculty or staff of Pierpont, he or she must clearly state that the opinions expressed are his own and not those of the College.

2.3 Employees may not utilize any state resource in any expression of their political views or personal opinions. This policy expressly prohibits Pierpont employees from using Pierpont funds, materials, telecommunications media, or staff support in communicating their personal opinions and views to government officials.

2.4 The officials covered by this policy are the executives of federal, state, and local departments and agencies, whether elected or appointed; members of Congress; members of the West Virginia Legislature; legislative agencies; state agencies; county and city elected officials and staff including County Commissioners; any City Council within our service area; and the immediate staff of these persons.

The topics of communication covered by this policy are those pertaining to matters of institutional interests, state or federal appropriations, matters pertaining to the operation of the institution or institutional programs, legislative priorities, regulatory oversight, or related policy matters.

3.1 Before contacting any state or federal legislator or staff; state or federal agency or department head or staff; or city and county elected officials or staff on a topic

covered by this policy, employees must first discuss the issue, the desired action and potential state or federal reporting requirements with the President or their designee.

All employees must immediately inform the President, or their designee, when they have been directly contacted by a government official or his or her staff members on a covered topic. Based upon the nature of the contact and its ramifications, the President shall determine the most appropriate next steps or the response to an inquiry.

DRAFT

Tab

3

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF March 25, 2025**

ITEM:	Policy PP-3048: Research Involving Human Subjects
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve a 30-day public comment period for the repeal of Policy PP-3048: Research Involving Human Subjects.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	The language in the existing policy relates to Pierpont's affiliation with Fairmont State. Pierpont does not conduct research on humans.

PUBLIC COMMENT PERIOD: March 27, 2025 to April 26, 2025

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
Acollins11@pierpont.edu*

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PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-3048

SHORT TITLE: Research Involving Human Subjects

REFERENCES: West Virginia Code §§ 18B-1-6; Federal Regulations 45 C.F.R. § 46, 21 C.F.R. § 50 (Protection of Human Subjects), 21 C.F.R. § 56 (Institutional Review Boards), 38 C.F.R. § 16, and 45 C.F.R. §§ 160, 162, and 164; applicable West Virginia state statutes and regulations; and the principles of the Belmont Report

EFFECTIVE:

AMENDED: February 16, 2021

REPEALED:

REVIEWED: June 10, 2020; October 28, 2020

SECTION 1. PURPOSE

This policy establishes the policy and procedure for research or externally-funded educational projects involving human subjects, which are sponsored by or associated with Pierpont Community & Technical College (Pierpont).

SECTION 2. SCOPE AND APPLICABILITY

This policy applies to (1) all Pierpont faculty, staff, and students using college facilities or the facilities of an off-campus site for the purpose of conducting research or for externally funded projects involving human subjects; (2) persons who are not College employees or students but who wish to use College facilities for such projects; and (3) persons who wish to conduct projects with College employees or students as subjects, regardless of the project's location.

SECTION 3. DEFINITIONS

3.1 Human Subjects. Living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with an individual or (2) identifiable private information (See 45 CFR 46.102[d]).

3.2 Institutional Review Board (IRB). The committee that is responsible for the ethical

conduct of research involving human subjects. The committee that reviews, monitors, and approves human subject research; protects the rights and welfare of human subjects; and assures that clinical research is conducted according to federal regulations, state law, and IRB policies.

- 3.3 IRB Research Handbook.** A handbook containing all procedures and policies of the IRB process at Pierpont. will be reviewed and maintained by the Faculty Senate Institutional Review Board and amended as necessary and when there are applicable changes in Federal, State or Institutional Policies.
- 3.4 Protocol.** The formal design or plan of a research activity; any protocol submitted to the IRB must include the elements specified according to the procedures outlined in the **IRB Research Handbook**.
- 3.5 Research.** A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. (45 CFR 46.102[d]) If the activity meets this standard, it is defined as research (e.g. dissertation research). If an activity uses human subjects' data that is regularly and routinely gathered at the institution and does not require new, additional, or significantly altered data gathering procedures, or if the activity is not sponsored by an external agency or does not test a hypothesis, it likely does not constitute research (e.g., assessment of student learning).

SECTION 4. POLICY

Pierpont Community & Technical College (Pierpont) is committed to the protection of students, employees, and others who may conduct or participate in research or externally funded educational projects involving human subjects, which are sponsored by, or associated with, the college. Pierpont maintains an Institutional Review Board (IRB) to ensure that its students, faculty, staff, and administrators, as well as individuals involved in college-approved and sanctioned research or educational projects, are protected from unnecessary harm and risk.

SECTION 5. BACKGROUND OR EXCLUSIONS

The Institutional Review Board is a Standing Committee of Pierpont's Faculty Senate, which governs the makeup and charge of the Institutional Review Board.

SECTION 6. GENERAL PROVISIONS

- 6.1 IRB Charge and Goals.** Pierpont's Institutional Review Board (IRB) is charged with protecting those involved in such research and educational projects and with rendering decisions consistent with the regulations of the United States

Department of Health and Human Services and the Office for Human Research Protections (OHRP) and the requirements of federal grant agencies and the State of West Virginia. The IRB shall be empowered and responsible to ensure that:

- 6.3.1 **Protection of Participants.** The IRB will ensure that the rights and welfare of research participants are protected.
- 6.3.2 **Minimization of Risks.** The IRB will consider and minimize risks to research participants.
- 6.3.3 **Maximization of Benefits.** The IRB will identify and maximize the potential for benefit.
- 6.3.4 **Consent.** The IRB will ensure that all volunteer research subjects have been provided with enough information to give legally effective informed consent and have agreed to participate.
- 6.3.5 **Ethical Compliance.** The IRB will ensure that research is conducted in an ethical manner in compliance with established standards.
- 6.3.6 **Legal Compliance.** All proposed research or educational projects involving human subjects will be reviewed by the IRB to ensure compliance with all applicable law, rules, and regulations.
- 6.2 **Mandatory Training.** All members of the Institutional Review Board must complete the Responsible Conduct of Research (RCR) training by July 1 for the upcoming academic year or have a valid certification that covers the upcoming academic year.
- 6.3 **Response Time.** All research conducted pursuant to this this policy must be approved by Pierpont's IRB, and the IRB will respond to all research projects within two weeks of the proposal.
- 6.4 **Handbook.** The Institutional Review Board will determine procedures and exemptions and will publish an *IRB Research Handbook* that contains all procedures and policies of the IRB process at Pierpont. The IRB will review the handbook annually and amend it as necessary in response to applicable changes in Federal, State, or Institutional Policies.

SECTION 7. RESPONSIBILITIES

Pierpont's Institutional Review Board (IRB) is responsible for the interpretation and application of this policy.

SECTION 8. CANCELLATION

This policy does not cancel an existing policy.

SECTION 9. REVIEW STATEMENT

This policy shall be reviewed every five (5) years from the effective date or within one year from a change in CFR 45, Part 46. IX. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments: None

Distribution: Members of the Board of Governors, President of the College, Vice President of Finance and Administration, and Assistant to the President

Revision Notes: June 10, 2020—This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and eliminates provisions more appropriate for a handbook than a policy.