PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

Board of Governors Meeting

Tuesday, March 25, 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 March 25, 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 2:00 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	Present
Vickie Findley	Present
David Hinkle	Present
Anthony Hinton	Present
Jessica Killon	Not Present
Lisa Lang	Not 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 (Report provided in Agenda packet).

B. Classified Staff

Mary Jo Rutherford provided a report from Classified Staff (Report provided in Agenda packet).

C. Non-Classified Staff

Dr. Suzan Clemens provided a report from Non-Classified Staff (Report provided in Agenda packet).

D. Student Government Association (SGA)

A report from the Student Government Association was provided in the agenda packet.

V. Consent Agenda

Christine Miller moved to accept the meeting minutes from the February 18, 2025 Board meeting. Thomas Cole seconded the motion. All agreed. Motion carried.

VI. Academics and Student Services Committee

A. Resolution for Approval – 5-year Program Reviews to Continue at the Current Level, 5-year Program Reviews to Continue with Corrective Action, 5-year Program Reviews to Discontinue, and Omnibus Aviation Program Review

Anthony Hinton moved to approve the following actions: the Advanced Welding (A.A.S.) and LPN (C.A.S.) programs to continue at the current level; the ASL/Interpreter Education (A.A.S.), Criminal Justice (A.A.S.), and Emergency Medical Services Technician – Paramedic (C.A.S.) programs to continue with corrective action; the Emergency Medical Services (A.A.S.) program to be discontinued; the Omnibus Aviation Program Review: Airframe Technology (C.A.S.) program to continue at the current level; the Powerplant Technology

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Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

(C.A.S.) program to continue at the current level; and the Powerplant Technology (C.A.S.) program to continue with corrective action. Christine Miller seconded the motion. All agreed. Motion carried.

Thomas Cole requested that the current Academic and Student Services Committee be split into two separate committees: one focused on Academics and the other on Student Services and Success. The primary goal of this change is to better engage the Board in efforts related to student persistence and retention.

Membership of the new Student Services and Success Committee:

- Nathan Weese, Chair
- Vickie Findley
- Jessica Killon
- Christine Miller
- Joanne Seasholtz

VII.   Human Resources, Policies, and By-Laws Committee

A. Resolution for Approval – 30-day Public Comment Period for Policy PP-2064 Communicating with Government Officials

   Anthony Hinton moved to approve a 30-day public comment period for the new Policy PP-2064. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – 30-day Public Comment Period for Policy PP-3048 Research Involving Human Subjects

   Anthony Hinton moved to approve a 30-day public comment period for the repeal of Policy PP-3048. Juanita Nickerson seconded the motion. All agreed. Motion carried.

VIII.   Finance and Administration Committee

Dale Bradley and Anthony Hinton reviewed the Finance and Administration Committee PowerPoint presentation (**Attachment A**) that included the February 28, 2025 Combined Finance Report, the Capital Projects Expenditure Report as of February 28, 2025, the FY 2025 Contracted Service Providers as of January 31, 2025 Report and FY 2026 Tuition and Fee Recommendations.

A. Resolution for Approval – Tuition and Fee Changes for AY 2025-2026

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Thomas Cole moved to approve the tuition and fee changes for AY 2025-2026 as presented in the resolution. Juanita Nickerson seconded the motion. All agreed. Motion carried.

IX.   **IT and Data Reporting Committee**

Jeffrey Powell reported the committee discussed the need to expand wireless coverage at the Aviation Center due to ongoing issues faced by students and staff, with approximately $20,000 being redirected from an approved IT budget for this purpose. Additionally, the Information Technology department is actively reviewing contracts for better pricing and products to address the IT budget deficit. As part of cost-saving efforts, the department switched from SCCM to ME, saving $10,000, and reduced Microsoft license renewals last year.

An update was provided on preparations for the HLC Assurance Visit in September 2026, highlighting steady progress in addressing areas of concern from the previous review. Drafts for Criterion 2.C (Board Governance) and 3.C (Sufficiency of Faculty and Staff) are nearing completion and include updates on strategic planning, board training, and staffing efforts. Work on Criterion 3.E (Assessment of Student Learning) is underway, with a committee focused on clarifying and documenting co-curricular activities, developing assessment processes, and gathering planning and reporting templates from program coordinators.

X.   **Committee of the Whole**

A. Remarks from Dr. Waide

Dr. Waide offered spring greetings and expressed gratitude to the Board and its committees for their ongoing dedication, engagement, and commitment to fiduciary responsibility. He also extended his appreciation to the Cabinet team for their leadership and the collaborative work they do with their respective teams.

He noted that the College is moving full steam ahead and has returned to certain institutional practices that emphasize operational planning and active engagement with colleagues. The Cabinet now meets weekly, with every other week focused specifically on operational plans aligned with the strategic plan. During the alternating weeks, Cabinet members bring forward concerns and discussion items for collaborative review.

The President's Council also meets biweekly and is charged with responsibilities such as budget planning and monitoring, reviewing progress on the strategic plan, and addressing ideas and concerns raised through the Meet and Confer process.

Dr. Waide shared that the Meet and Confer structure has been restructured to include all employee groups in a single session rather than meeting with each group individually. These meetings begin with employees sharing exciting developments, ideas, and

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suggestions on how to support student success. Employees are heard first, typically for about an hour and a half, followed by discussion with administration. Ideas generated through this process are then brought forward to Cabinet and the President's Council for review and consideration

B. Human Resources Update

George Perich reported that employee turnover increased to 16% in 2024 but has decreased to 6% so far this year. He noted that six new employees are scheduled to start this week and on April 7. Currently, there are four vacant positions. He also shared that a comprehensive employee reward and recognition program is being developed. In addition, the launch of the annual employee evaluations will begin very soon.

C. Enrollment Update

Nancy Parks reviewed the Student Services (Report provided in Agenda packet).

D. HLC Accreditation Update

Olivia Boltz reviewed the HLC Status Update Report (**Attachment B**) and noted that the IT and Data Reporting Committee is scheduled to meet in April to review both the Institutional Effectiveness Plan and the Data Management Plan.

E. Career and Corporate Training (CCT)

Dr. Joni Gray presented and reviewed the Career and Corporate Training Report (**Attachment C**) and invited Board members to attend the Inaugural CCT Advisory Committee meeting on May 1 at 6:30 PM.

XI. Board Members' Reflections

David Hinkle announced that HB 3313 has been passed to the full WV Senate for review. This bill proposes moving Braxton County from the North Central service region, served by Pierpont Community and Technical College, into the Southeastern service region, served by New River Community and Technical College. He also noted that another bill, HB 3452, is under consideration, which would transfer Advanced Career Education (ACE) classes from county boards of education to community colleges. Chairman Hinkle requested that Dr. Waide draft a letter to legislators expressing opposition to both bills and encouraged members of the institution to consider doing the same.

XII. Executive Session – Closed Session

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A. *Entering Executive Session – Closed Session*

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

B. *Exiting Executive Session – Back to Open Session*

Thomas Cole moved to exit Executive Session and return to Open Session. Anthony Hinton seconded the motion. All agreed. Motion carried.

C. *Items brought forward from Executive Session*

No items were brought forward from Executive Session.

XIII. Adjournment

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

Respectfully submitted by Amanda N. Hawkinberry

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FINANCE COMMITTEE UPDATE

MAR 25TH 2025

Attachment A

Agenda

1	**Feb 28th Finance Report**
2	**Capital Project Expenditure Report**
3	**Contracted Services Update**
4	**Executive Summary of Actionable Items**
5	**Timeline of Events**
6	**Process Update**
7	**Recommendations**
8	**Next Steps**

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Executive Summary

The Finance | Audit & Administration Committee **does not** recommend to the following:

- Education and General Tuition Fees
- Pierpont Supplemental Fees

The Finance | Audit & Administration Committee **does** recommend to the following:

- Pierpont Program Fees
  - There are several changes to Programs Fees that will be covered in detail
  - Removals, additions, decreases & Increases
  - Most small in nature

Pierpont Community & Technical College
Board of Governors
Meeting of March 25, 2025

ITEM:	Approval of Tuition and Fee Changes for Academic Year 2025-2026
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 and Fee changes identified below for Academic Year 2025-2026.
ATTACHMENTS:	The Education and General Fee Planning Schedule – Per Semester (Attachment F), the Proposed Special Fees (Attachment G), the Proposed Program Fees (Attachment H) identifying the proposed fee changes for Academic Year 2025-26.

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.
  - o Pierpont is not requesting an increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2025-26.

- **Pierpont Supplemental 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.
  - o Pierpont is not requesting any Supplemental Fees changes for AY 2025-26.

- **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.

Timeline of Events

Current timeline | deadlines with external stake holders requires the institution to make financial assumptions before having actual data for the following year

Finance Committee review and recommendations for the following:
- Tuition & Fee Changes
- FY2026 Budget
- Enrollment Predictions
- CPI Predictions

Tuition & Fee Changes required to be submitted to HEPC: April 1st

Budget to be presented to BOG for approval on May 16th

General Update

| Jan | Feb | Mar | Apr | May | June |

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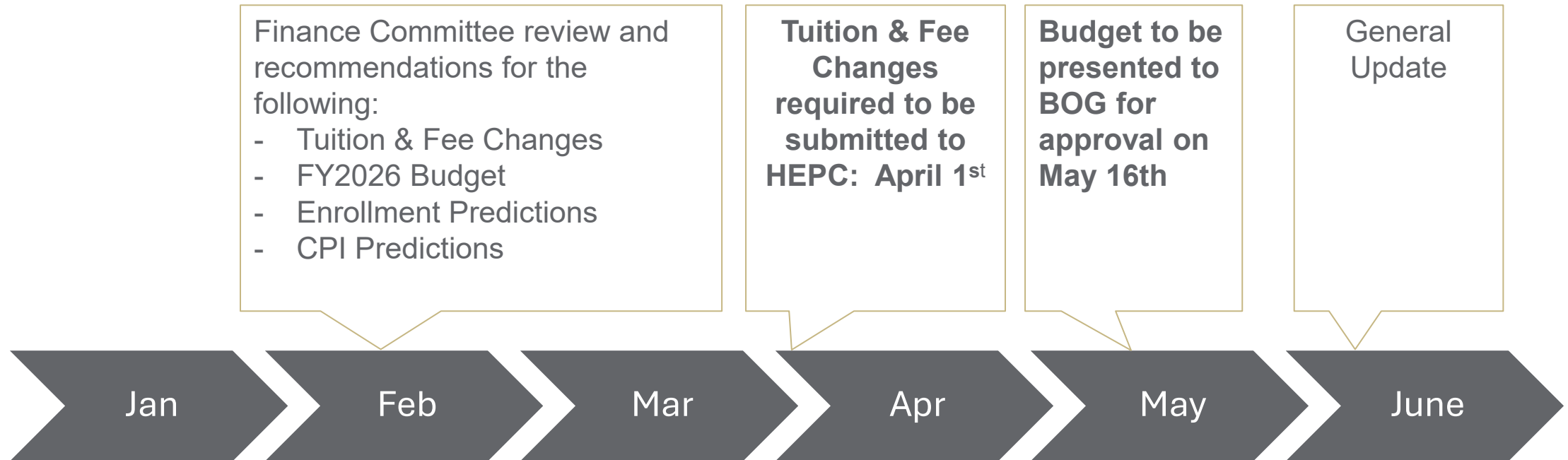
Process Update

The financial committee have spent the last 45 days aligning on key Budget Data to make recommendations presented herein.

- Started with 2026 baseline budget
- Reviewed requested Additions & Subtractions
  - Prioritized by President Council & appropriate Staff
  - High | Medium | Low
- Through review of Enrollment Predications for 2025
  - Market Intel | Research and several Probability Models
- Created sensitivity analysis on Enrollment Predictions to show variances
  - 2 & 4% Increase
  - 2 & 4% Decrease
- Reviewed CPI Prediction based on above

Resulting in a proposed balanced Budget for FY2026

Recommendations

The Finance | Audit & Administration Committee **does not** recommend to the following:

- Education and General Tuition Fees
- Pierpont Supplemental Fees

The Finance | Audit & Administration Committee **does** recommend to the following:

- Pierpont Program Fees
  - There are several changes to Programs Fees that will be covered in detail on the following slides
  - Details of changes will be provided separately in handouts.

Pierpont Community & Technical College
Board of Governors
Meeting of March 25, 2025

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Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26   Page 1

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Recommendations

Removals:

- Eliminate the Respiratory Therapy EHR Go Fee of $65

Decreases:

- NA

Additions:

- Establish a Health Information Technology Encoder Fee (Per Course Fee) of $75
- Establish a Medical Billing and Coding Encoder Fee (Per Course Fee) of $75
- Establish a License Practical Nursing Materials Fee (Per Course Fee) of $50
- Establish a Respiratory Care OneVision Web Fee (Per Course Fee) of $400

Increases:

- Increase the Licensed Practical Nursing (LPN) Program Fee (Per Semester Fee) from $185 to $400 per semester
- Increase the Veterinary Technology Program Fee (Per Semester Fee) from $185 to $400 per semester
- Increase the Program Fee (Per Semester Fee) from $350 to $370 for:
  - Petroleum Technology
  - Advanced Welding
  - Applied Process Technology
- Increase the Program Fee (Per Semester Fee) for Information Systems Program Fee from $225 to $245

Additional rationale & details for each change are listed in corresponding handout

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Next Steps

- Continue to refine Budget Assumptions: Action – Finance Committee
    - April meeting:
        - Finance Committee will meet in April to review and finalize FY 2026 Budget
        - Chat Bot presentation to committee
        - Review of Capital Requests for FY2026

- Present proposed FY2026 Budget to BOG: Action – Finance Committee
    - BOG Meeting Scheduled: May 13th, 2025

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Thank You

Questions

Budget Update

We were able to establish a balanced Budget for FY2026

Based on assumptions:

- Considering additions & subtractions
- Enrollment consistent to 2025
- No major increase or decease to Tuition

Option 3 - Base Case Plus High and Medium Priority Items	Unrestricted Budget Balance
No Enrollment Change	$140,319
2% Enrollment Increase	$230,253
4% Enrollment Increase	$320,187
2% Enrollment Decline	$50,385
4% Enrollment Decline	($39,549)

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Office of Institutional Effectiveness and Research
Pierpont Community & Technical College
North Central WV Advanced Technology Center
500 Galliher Drive, Fairmont, WV 26554

HLC Status Update

As we continue preparations for our HLC Assurance Visit in September 2026, we pleased to report steady progress in addressing the areas of concern outlined in our most recent review. Below is a summary of recent activity across several key components:

- Criterion 2.C (Board Governance) and 3.C (Sufficiency of Faculty and Staff) are in the final stages of drafting and internal review. These drafts reflect changes made since our last assurance visit, including information and timelines regarding our strategic planning process, information regarding Board member training, and the ongoing progress in staffing and resource alignment.

- Criterion 4.B (now 3.E. Assessment of Student Learning) is currently under development. A dedicated committee has been formed, led by Olivia Boltz and AVP Nancy Parks, with participation from leadership across student services and academic affairs. The committee's work focuses on:
    - Clarifying the distinction between co-curricular and extra-curricular activities,
    - Documenting co-curricular components across all academic degree programs and institutional initiatives,
    - Establishing assessment processes to track impact and engagement.
    - Meeting with program coordinators to collect co-curricular planning and reporting templates.

In addition to these efforts, I have been developing both an Institutional Effectiveness Plan and a Data Management Plan to support our argument regarding institutional effectiveness—particularly as it relates to Criterion 3 (Teaching and Learning for Student Success) and 4 (Sustainability: Institutional Effectiveness, Resources and Planning). This includes reviewing and developing institutional policies that strengthen our approach to data integrity, data governance, and evidence-based decision-making.

To promote transparency and consistency across all departments and campuses, we are also developing an Institutional Reporting Calendar. This calendar will serve as a centralized timeline for major reporting requirements—internal, external, and accreditation-related—to ensure alignment, reduce redundancy, and promote data-informed planning at all levels of the institution.

Finally, as recommended by our HLC Working Group, we are also working on a communications plan to raise awareness about HLC and our ongoing accreditation work across all campuses and among our student body. Ensuring that our entire college community understands the purpose and process of accreditation is a critical part of institutional readiness and engagement.

We remain on track with our internal timeline and will continue to update the Board as we reach key milestones in this process.

Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors

FROM: Dr. Joni M. Gray

DATE: April 4, 2025

SUBJECT: Career & Corporate Training

Highlights since February 18, 2025:

March Snapshot (point in time numbers 3/24/2025)

Training Type	Enrollment Numbers
Career Training	96
Embedded Career Training	75
Community Education Training	96
TOTAL (Career Trainings only)	**171**
TOTAL	267

Revenues to date (above or below): $35, 233.08

Targeted Braxton County Campus offerings May-June:

TEAS Prep
Point of Care Technician
EMT-Basic

NC3 Festo Electrical Series: Fundamentals of AC
NC3 Festo Electrical Series: Fundamentals of DC
NC3 Festo Program Logic Controller Series: Fundamentals of PLC

NC3 Snap On Hand Tool ID/Safety Certifications
NC3 Snap On Precision Measurement

Collaborative Career Fair (Braxton County Development Authority)

Learn & Earn: applications/grants from the state to support internship and on-the-job learning opportunities:

      WVU Davis Medical Center (in process)
      Pillar Innovations (in process)
      RDR Utility Services Group (in process)

      Lunch & Learn Event: Thursday, May 1, 2025 11:30 AM

CCT Team/Division Development

      Certified Trainer for NC3 Snap On Hand Tool ID/Safety Certifications
      Career Pathways Leadership II Certification

Inaugural Advisory Committee Meeting: Thursday, May 1, 2025 6:30 PM