

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

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, March 25, 2025
10:00 AM**

**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 March 25, 2025, beginning at 10:00 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: Thomas Cole – Committee Chair, Juanita Nickerson, Jeffrey Powell, Joanne Seasholtz, and Nathan Weese

Committee Members Absent:

Other Board Members Present:

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

I. Call to Order

Thomas Cole called the meeting to order at 10:05 AM.

II. Approval of Minutes – November 19, 2024

Nathan Weese moved to approve the November 19, 2024, meeting minutes. Juanita Nickerson seconded the motion. All agreed. Motion carried.

III. Board of Governors Policies

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

Joanne Seasholtz moved to forward Policy #PP-2064 to the full Board for approval. Juanita Nickerson seconded the motion. All agreed. Motion carried.

B. List of Policies Needing No or Minor Revisions

George Perich reviewed the List of Policies that Need No or Minor Changes document (**Attachment A**) and reported that he is in the process of revising and reviewing all Board policies and is now down to just a handful remaining. Most of the revisions involve language updates, primarily to remove or correct references related to Fairmont State.

C. Policy #PP-3048 – Research Involving Human Subjects – 30-day Public Comment Period

Joanne Seasholtz moved to forward Policy #PP-3048 to the full Board for approval. Juanita Nickerson seconded the motion. All agreed. Motion carried.

IV. Institutional Policies (Information Only)

V.

A. Pregnant Workers Fairness Act

George Perich reported that the policy related to the Pregnant Workers Fairness Act is still in draft form. The Act is a federal requirement that essentially prevents discrimination based on pregnancy and mandates reasonable accommodations for pregnant workers. He noted that this will be an institutional policy rather than a Board policy.

VI. Human Resources Update

George Perich reported that six new hires have either started this past Monday or are scheduled to begin next Monday. The new positions include a Director of Clinical Education for Respiratory Care, a Career Counselor, an Administrative Assistant, a VR Specialist, an Assistant Director of Marketing, and a Manager of Student Accounts.

A. Employee Turnover

George Perich presented and reviewed the Employee Turnover reports (**Attachment B**).

B. Employee Age Profile

George Perich presented and reviewed the Employee Age Profile report (**Attachment C**).

C. Employee Head Count

George Perich presented and reviewed the Employee Headcount report (**Attachment D**).

VII. Adjournment

There being no further business, Jeffrey Powell moved to adjourn the meeting. Juanita Nickerson seconded the motion. All agreed. Meeting adjourned.



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!

Respectfully submitted by Amanda N. Hawkinberry



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**Pierpont Community & Technical College
Board of Directors
Human Resources, Bylaws, and Policy Committee Agenda
March 25, 2025**

List of Policies that Need No or Minor Changes

Policy PP-3003: Sabbatical Leave. *Replace VP for Administration with VP for Academics.*

Policy PP-3013: Faculty Development. *No change.*

Policy PP-3015: Grade Point Average for Certificate and Associate Degrees: *Omit "and Baccalaureate Degrees".*

Policy PP-3055: Copyright: *No change.*

Policy PP-3052: Degree Requirements. *No change.*

Policy PP-3018: Student Rights: *No change.*

Policy PP-5014: Travel: *Minor changes. Update names and terms.*

Policy PP-5031: Reduced Tuition and Fee Program: *No Change.*

Policy PP-5033: Disposition of Surplus Equipment, Supplies, and Materials. *No change.*

Policy PP-5056: Erosion and Sediment Control: *No Change.*

Policy PP- 5057: Illicit Discharge Inspection and Elimination. *No change.*



03/19/2025
Employee Turnover

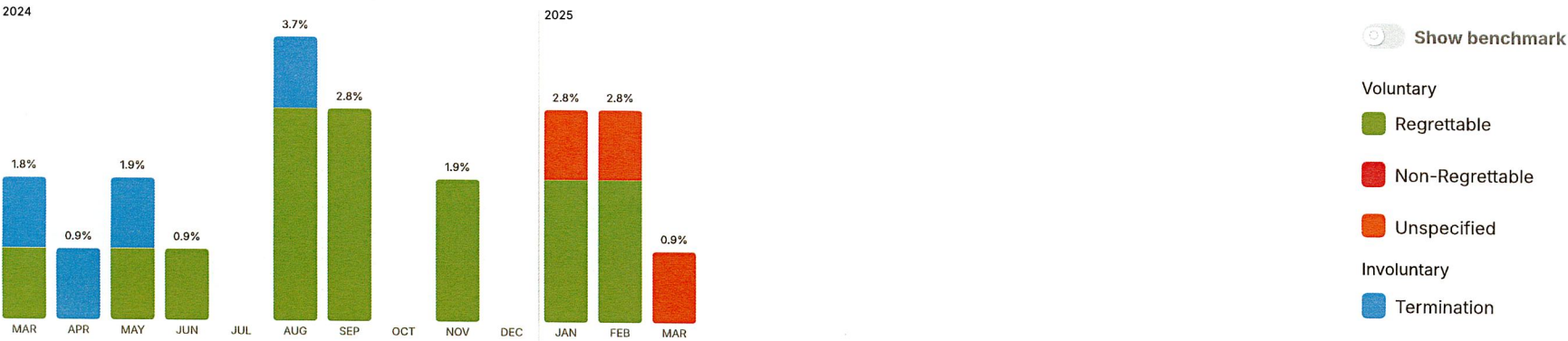
Dates
2025-01-01 - 2025-03-31

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

6.6% 7
Total Turnover Jan 2025 - Mar 2025

2.2% 2.3
Average Monthly Turnover

1.9% 2
Total Turnover - 30 days



03/19/2025 Employee Turnover



Dates

2024-01-01 - 2024-12-31

Employment Status

Administration; Full-Time Faculty; Full-Time Staff; Part-Time Staff



16.8% 18

Total Turnover Jan 2024 -
Dec 2024



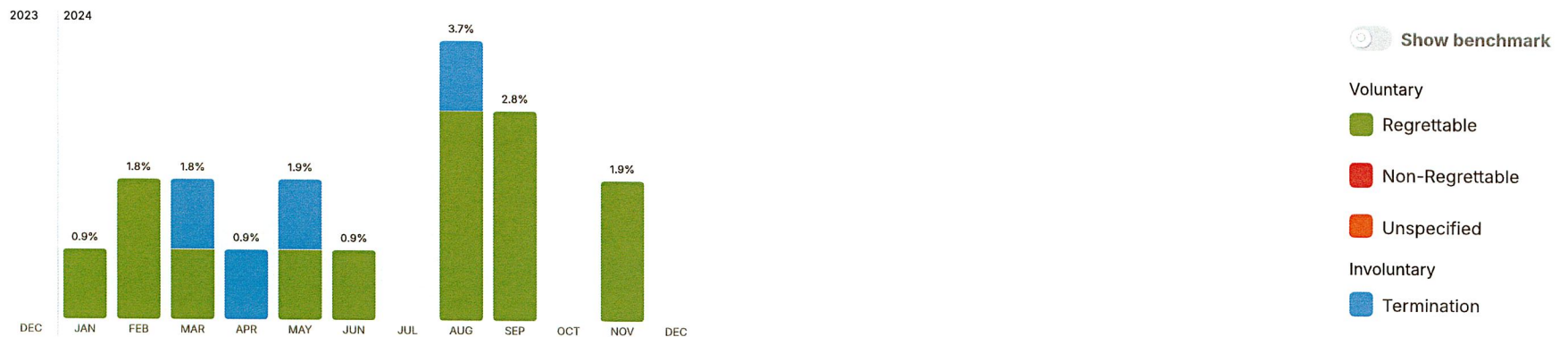
1.4% 1.5

Average Monthly Turnover



0% 0

Total Turnover - 30 days



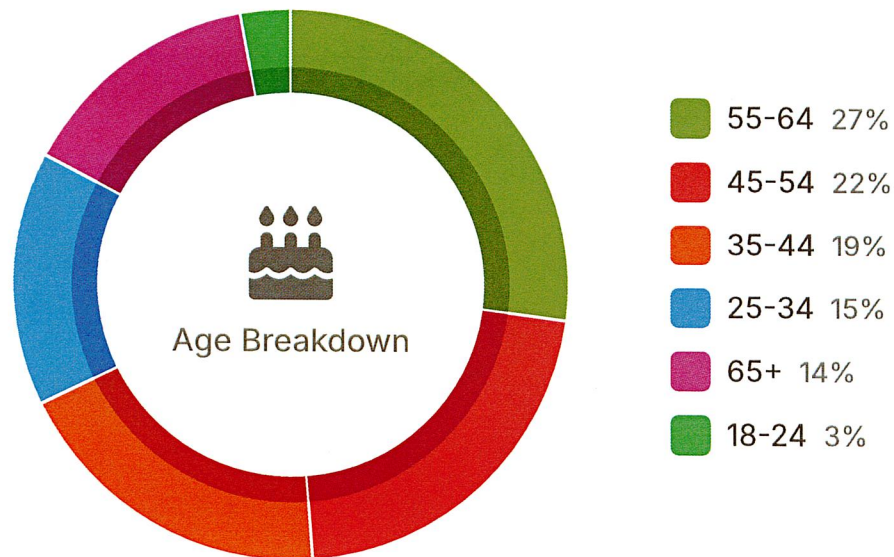
Employee Turnover

bamboohr



03/19/2025
Age Profile

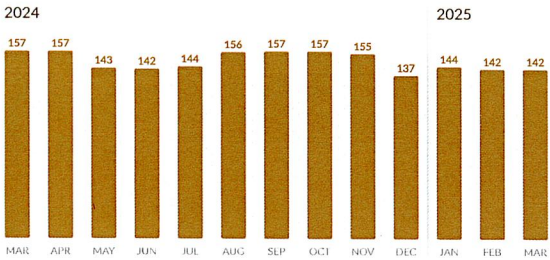
Breakdown By Age





03/19/2025
Headcount

Dates Employment Status
2025-03-19 Adjunct; Administration; Full-Time Faculty; Full-Time Staff; Part-Time Staff

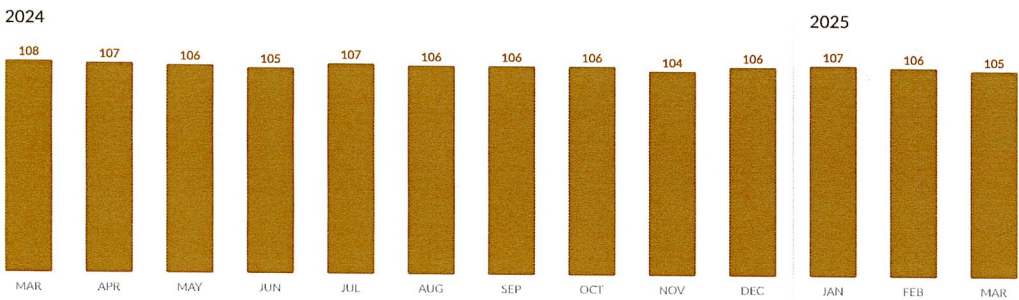


Name	Hire Date ↓	Job Title	Department	Location	Status
Sherea Savage	03/10/2025	Adjunct	Math	Advanced Technology Center	Adjunct
Deborah Barker	02/24/2025		Registrar Office	All Pierpont Locations	Part-Time Staff
Shelley Tharp	02/03/2025	Comptroller/Budget Director	Finance	Advanced Technology Center	Part-Time Staff



03/19/2025
Headcount

Dates Employment Status
2025-03-19 Administration; Full-Time Faculty; Full-Time Staff; Part-Time Staff



Mar 19, 2025

Total Employees

105 -3 (-3%) Last 12 Months

2024 106

2023 110

2022 99

Name	Hire Date	Job Title	Department	Location	Status
Deborah Barker	02/24/2025		Registrar Office	All Pierpont Locations	Part-Time Staff
Shelley Tharp	02/03/2025	Comptroller/Budget Director	Finance	Advanced Technology Center	Part-Time Staff