

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, May 13, 2025

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

11:00 AM	Human Resources, Policies, By-Laws Committee
11:30 AM	Student Services and Success Committee
12:00 PM	Lunch
1:00 PM	Finance and Administration Committee
1:30 PM	Advancement and Public Relations Committee
2:00 PM	Full Board Meeting

*All meetings will be held in room 216A unless otherwise noted.



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!

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

Regular Meeting

**Tuesday, May 13, 2025
2:00 PM**

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

AGENDA

- I. Call to Order**
- II. Conflict of Interest**
- III. Roll Call**
- IV. Constituent Comments**
 - A. Faculty Senate *Anthony Anobile* **Tab 1**
 - B. Classified Staff *Mary Jo Rutherford* **Tab 2**
 - C. Non-Classified Staff *Dr. Suzan Clemens* **Tab 3**
 - D. Student Government Association *Jessica Killon* **Tab 4**
- V. *Consent Agenda** **Tab 5**
 - A. Minutes of the March 25, 2025 Board of Governors Meeting
- VI. Human Resources, Policies, and By-Laws Committee**
(Thomas Cole, Chair)
 - A. *Resolution for Approval – Changes to Board of Governors Bylaws **Tab 6**
 - B. *Resolution for Approval – Comments and Final Draft of Policy
PP-2064 Communicating with Government Officials **Tab 7**

**Denotes possible action item*

- C. *Resolution for Approval of a 30-day Public Comment Period for Policy PP-3049 Joint Operating Agreement for Academic Programs

Tab 8

VII. Student Services and Success Committee
(Nathan Weese, Chair)

VIII. Finance and Administration Committee
(Jeffrey Powell, Chair)

- A. March 31, 2025, Combined Finance Report

Tab 9

- B. Capital Projects Expenditure Report as of March 31, 2025

Tab 10

- C. *Resolution for Approval – FY 2026 Unrestricted Budget

- D. *Resolution for Approval – FY 2026 E&G Capital Projects Budget

IX. Advancement and Public Relations
(Lisa Lang, Chair)

X. Academics Committee
(Thomas Cole, Chair)

- A. *Resolution for Approval – Discontinue Applied Design A.A.S. Program

Tab 11

- B. *Resolution for Approval – Discontinue Technical Drafting C.A.S Program

Tab 12

XI. Committee of the Whole

- A. Remarks from Dr. Waide

- B. HLC Annual Meeting
(Christine Miller, Board Member)

- C. HLC Accreditation Update
(Olivia Boltz)

- D. Enrollment Update
(Nancy Parks and Jennifer McConnell)

**Denotes possible action item*



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E. Career and Corporate Training (CCT)
(Dr. Joni Gray)

F. A&P Building Update

XII. Board Members' Reflections (3-minute limit)

XIII. Adjournment

**Denotes possible action item*



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Tab

1



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

TO: Board of Governors

FROM: Anthony Anobile, Faculty Senate President

DATE: May 6, 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 March 25, 2025 – May 06, 2025:

- **General Business**

New Board of Governors and ACF representatives for Faculty will be voted on during May 9th meeting.

Reports from all Committee chairs will be submitting end-of-year reports by May 16th. I will deliver an update on progress and work from each group for the year at the next Board of Governors meeting.

- **Committees on Committees**

Committees on Committees are finalizing the process of filling Faculty positions within all committees for the upcoming 2025-2026 school year. First reading of committee lists will be set for Senate vote during the May meeting.

- **Faculty Development and Welfare Committee**

Faculty Development and Welfare Committee awarded the following Faculty members with awards for their dedication and outstanding work;

1. Rusty Taylor – Paul Edwards Excellence in Teaching Award
2. Lisa Foster – Faculty Recognition Award

- **Online Learning Committee**

The Online Learning Committee submitted a draft for Student End of Term Courses Survey. The survey was sent to all faculty to review and comment on before being brought to Senate. The survey has been amended by the committee after Faculty feedback. The survey was passed and put into use.

- **Personnel Committee**

Committee members will meet and discuss a clearer, up-to-date process for promotion for candidates as well as reviewers. This will include a new rubric.

- **Curriculum Committee**

One curriculum proposal passed during the April Faculty Senate meeting;
Information Systems Technology (BAT) Proposal - Professional Internship and Portfolio Development in Information Systems Course Change

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exam This course change: 1. reduces the hours from 3 to 2. 2. removes the specific prep modules for Systems Specialist and for Cybersecurity from the course (two new 1-hour courses will be created to provide those modules specific to each concentration). 3. removes internship requirement from the course. (A new course will be created for optional internships.) 4. updates course description and course learning outcomes.

Curriculum Committee will be working with members of the Presidents Cabinet to look at making the Curriculum proposal process better and streamlined.

- **Announcements and Upcoming Dates**

May 9th, 2025 – Faculty Senate Meeting – Caperton Center

May 9th, 2025 – Graduation Ceremony – Robinson Grand, Clarksburg

May 12th – May 16th – Finals Week

May 19th – Final Grades Due for Spring 2025

June 2nd – First day of Summer semester classes

Respectfully submitted,

Anthony Anobile, Faculty Senate President

Tab

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

TO: Board of Governors
FROM: Mary Jo Rutherford
DATE: May 13, 2025
SUBJECT: Classified Staff Council Report

Chairperson Hinkle, Board of Governors, and Dr. Waide:

Classified Staff Council met on April 23, 2025 on TEAMS.

The March 2025 Meeting Minutes were approved.

Chip Hawkins gave the ACCE Report. There are no updates on research to redo and increase employee pay.

Committee Reports

Kim Cale handled the nomination and election process for Classified Staff Council. Results are: Memori Dobbs, Classified Staff Council Chair and Chip Hawkins, ACCE Representative. The two-year term will begin July 1, 2025 and will end on June 30, 2027.

Jama Marshall Roy will set-up a training this summer for classified and non-classified staff members. Subject: Crucial Conversations.

Annette Shaw was nominated and selected as the Classified Staff Employee of the Year. She was presented with a plaque at the Awards Ceremony on April 24, 2025.

Classified Staff decided to do a fundraiser in the Fall 2025 with BSN Sports. It will be a combined effort with classified and non-classified staff. The amount earned will be split 50/50 for the Scholarship Fund. Kathy Hypes, Pierpont Foundation Director, will meet with Dr. Suzan Clemens and me to work up a new MOU for the combined Scholarship Fund for classified and non-classified staff councils.

Classified Staff Council's Scholarship Application for the next academic year was sent out to classified staff members. It is to be submitted to HR by June 30, 2025. Two full-time (\$500) and two part-time (\$250) Scholarships will be awarded.

Classified Staff decided to meet on a quarterly basis with non-classified staff.

The next Classified Staff Council Meeting will be May 28, 2025 on TEAMS.

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That concludes my report.

Questions?

Thank you.

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TO: Board of Governors

FROM: Suzan Clemens
Chairperson of Non-Classified Staff Council

DATE: May 13, 2025

SUBJECT: Non-Classified Staff Council Report

**Monthly Meeting was April 24, 2025
(Next meeting – May 22, 2025)**

- New staff members were mentioned, but were not able to attend.
- Connecting with Classified Staff
 - Having regular joint meetings with Classified Staff was followed up from a previous meeting.
 - Classified Staff met on April 23 and decided to meet with Non-Classified Staff once each quarter.
 - Non-Classified agreed with that.
 - Partnering with Classified Staff on Scholarships
 - Memorandum of Understanding (MOU)
 - Classified Chairperson Mary Jo Rutherford and Non-Classified Chairperson Suzan Clemens have scheduled a meeting in mid-May to meet with Kathy Hypes, to discuss and MOU with Pierpont's Foundation.
 - Scholarship fundraising
 - Classified Chairperson Mary Jo Rutherford advised that she connected with BSN Sports about items to purchase (ex., t-shirts with Pierpont's name).
 - Handouts with pictures were shared with the members.
 - Members agreed to work with BSN Sports.
- Meet & Confer
 - There were no new ideas shared to take to the Meet & Confer.
- President's Council
 - In relation to a report sent to the Higher Learning Commissions that included shared governance in relation to creating working groups, it was connected with groups that were being created in the Council. The group topics were shared.
- Board of Governors
 - No regular meeting was held in April.

Tab

4



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

TO: Board of Governors
FROM: Jessica Killon
DATE: May 13, 2025
SUBJECT: SGA Report

Dear Administrators and Faculty,

The Student Government Association (SGA) is pleased to share the latest developments as we wrap up the academic year and continue working to support and engage our student body across all campuses.

Upcoming Events:

Dog Days Event: As part of our wellness and finals support efforts, we will be hosting a Dog Days event featuring therapy dogs and light refreshments to help students de-stress and recharge.

End-of-Year Picnic at ATC: Our much-anticipated End-of-Year Picnic will bring together students, faculty, and staff for food, games, and celebration at the Advanced Technology Center.

Mini Picnics at Aviation and Caperton Centers: To ensure all students feel included, SGA is sponsoring mini picnics at both the Aviation and Caperton Center campuses for those unable to attend the main picnic at ATC.

New Initiative – Voice Box Program:

We are very excited to launch our Voice Box initiative to further improve communication between SGA and the student body. Suggestion boxes will soon be available at key campus locations for students to submit feedback, ideas, and questions anonymously. In addition, an online submission form will be available so all students—whether on campus or remote—can participate and share their voices conveniently. The feedback collected will help guide our priorities and conversations with administration.

Ongoing Efforts:

SGA continues to collaborate with college leadership on projects focused on student engagement, access, and campus experience.

We are preparing for a smooth leadership transition with upcoming elections and onboarding plans for new representatives.

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We are grateful for your continued support and look forward to working together to close the semester on a strong, positive note.

Sincerely,
Jessica Killon
President
Student Government Association
Pierpont Community & Technical College

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Tab

5

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of May 13, 2025

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed.

STAFF MEMBER: Dr. Michael Waide, Interim President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board book and listed on the proposed consent agenda.

1. Minutes of the March 25, 2025 Regular Meeting

**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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(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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PIERPONT COMMUNITY & TECHNICAL COLLEGE

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**

Executive Summary

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

- Education and General Tuition Fees
- Pierpont Supplemental Fees

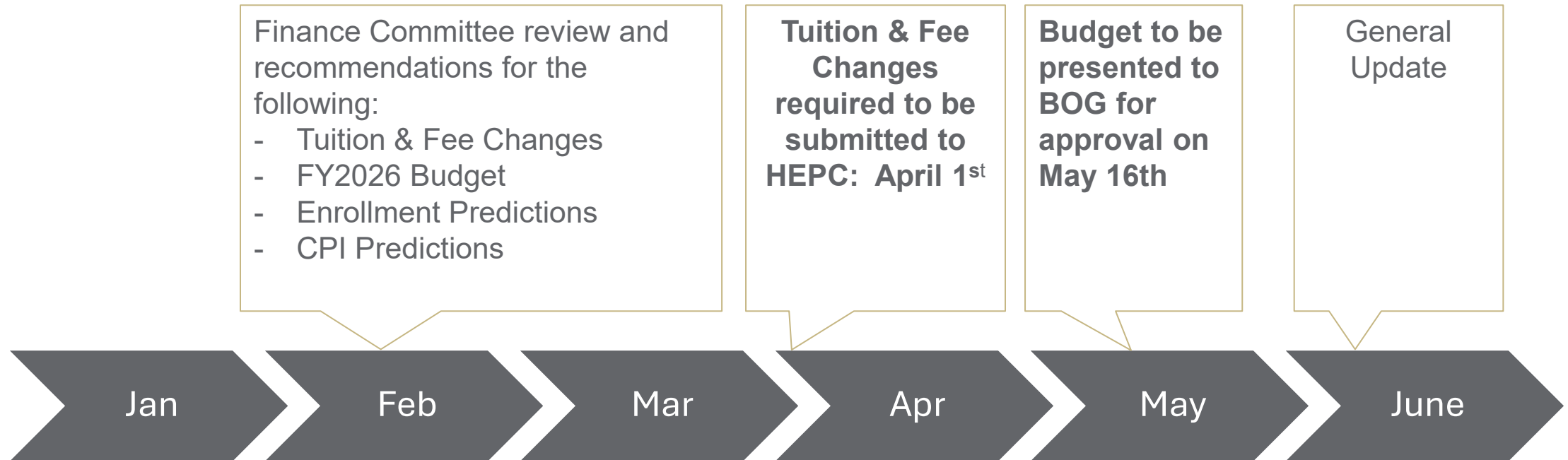
The Finance | Audit & Administration Committee **does** recommend to the following:

- 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:	<ul style="list-style-type: none">• 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.<ul style="list-style-type: none">◦ 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.<ul style="list-style-type: none">◦ 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.
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Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26	
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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



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

FY 2026 BUDGET PLANNING DOCUMENT PIERPONT COMMUNITY & TECHNICAL COLLEGE EDUCATION & GENERAL FUNDS As of					
As of January 31, 2025 Budget Condition (Adjusted) of:	503,113	Yes/No Decision	Time Frame	Budget Effect	Running Total
PERMANENT BUDGET ADJUSTMENTS:					
Savings From Removal of One Time Budgets in Previous FY					
Removal of One Time Equipment Spend School of BAT (Fund 3115)	191,816	Yes	Immediate	191,816	
Removal of One Time BANNER 9 Self-Service	110,000	Yes	Immediate	110,000	
Sub-Total	301,816			301,816	804,929
Revenue Adjustments:					
State Appropriation Increase/(Decrease) - Governor's Proposed Budget	70,529	Yes	Immediate	70,529	
State Appropriation Increase/(Decrease) - Funding Formula	143,423	No	Immediate	0	
State Appropriation Increase - Pay Raises	0	No	Immediate	0	
Remove Program Fee - Non-Resident BOG Degree Program Fee of \$350 per student	(120,000)	Yes	Immediate	(120,000)	
Tuition and Fee Increase (\$44,967 Per 1% Increase)	0	No	Immediate	0	
Sub-Total	93,952			(49,471)	755,458
Budget Cut(Increase) Initiatives:					
Eliminate NCWV District Consortium Budget (3100/7436)	4,719	Yes	Immediate	4,719	
Eliminate Braxton County Center Budget (3100/7450)	15,000	Yes	Immediate	15,000	
Eliminate Liberal Studies Program Budget (3100/7335)	2,698	Yes	Immediate	2,698	
Reduce Finance Office Budget (3100/7400)	5,000	Yes	Immediate	5,000	
Reduce Office of Human Resources Budget (3100/7600)	10,000	Yes	Immediate	10,000	

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)

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	
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:	<ul style="list-style-type: none">• 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.<ul style="list-style-type: none">◦ 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.<ul style="list-style-type: none">◦ 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.
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Pierpont BOG – March 25, 2025 – Tuition and Fee Changes for AY 2025-26	
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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

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

A photograph of the Pierpont Advanced Technology Center building at sunset. The sky is a mix of orange, pink, and purple. A large flagpole with the Canadian flag stands in the foreground. The building is a modern, multi-story structure with large glass windows and a sign that reads "Advanced Technology Center" and "PIERPONT COMMUNITY & TECHNICAL COLLEGE".

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 decrease 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)



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

Tab

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 13, 2025**

ITEM:	Pierpont Board of Governors Bylaws
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the changes to Board of Governors Bylaws.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	Statutory changes concerning the voting members of the Board requires language revisions in the Bylaws. Revision requires 2/3 majority vote of the voting members of the Board.

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

BYLAWS

I. Composition, Role and Scope

The composition, appointment, powers, duties and obligations of the Pierpont Community & Technical College Board of Governors (Board) shall be in accord with the provisions of the West Virginia Code, Chapter 18B, Article 2A. The Code provides that the Institutional Governing Board shall “determine, control, supervise and manage the financial business and education policies and affairs of the institution.”

II. Officers

The Board shall have the following officers: Chairperson, Vice-Chairperson, and Secretary.

1. All officers shall be elected in June, 2007 for the first year, thereafter at the June meeting of each year and take office on July 1. The Chairperson must be elected from among the laypersons appointed by the Governor.
2. A majority vote of the voting members of the Board shall be required for election of Board officers.
3. Occupancy of vacant offices, should they occur between the yearly elections, require a majority vote of the voting members of the board.

III. Duties of Officers

1. The Chairperson shall preside at all meetings of the Board and Executive Committee and shall be deemed an ex-officio member of any committees of the Board. The Chairperson has full voting power at all Board meetings and also as a committee member.
2. The Chairperson shall appoint all members to special committees, and name the Chairperson of each committee.

3. The Vice-Chairperson shall undertake the duties of the Chairperson whenever the Chairperson is absent.
4. The Secretary shall be appointed by the members of the Board and duties are requested by the Chairperson.

IV. Special Committees

A. Appointment of Special Committees of the Board

The Chairperson of the Board may appoint members to serve on special committees from time to time and to appoint a Chairperson of each committee. Committee Chairs, or a designee, are responsible for reporting recommendations of the committee to the full Board during regularly scheduled meetings. Special committees may not act unilaterally for the Board. Committee members may conduct meetings via electronic conferencing.

V. Meetings

A. Place of Meetings

The Board shall hold meetings, have an office and keep the books of the college (except as may otherwise be provided by law) at such place or places as the Board shall determine from time to time by resolution of the Board, or as may be designated in any notice of the meeting.

B. Frequency of Meetings

The Board shall hold at least 6 meetings in every fiscal year, including an annual meeting.

1. Due notice of time, place and date of each meeting shall be given to all Board member and the public at large.
2. Special meetings may be scheduled, with notice, by the Chairperson.

~~3. Of the twelve voting members of the Board at regular or special meetings, seven members shall constitute a quorum. In the event of vacancies, a majority of the Board will constitute the quorum. One more than half the number of voting members currently serving on the Board shall constitute a quorum. A quorum being present, a majority vote shall be necessary to pass upon matters properly before the institutional board of Governors.~~

4.3.For each regular meeting, the President of the college shall provide an agenda which will be distributed to the Board in a timely fashion. In addition, the Board may, at its own option, raise additional informational or action items.

5.4.Board meetings shall be operated according to Roberts Rules of Order. The presiding officer shall be charged with deciding all questions of order.

C. Attendance

It is the duty of each Board member to attend all regular scheduled meetings of the Board. Board members shall be permitted to attend via electronic means.

VI. Order of Business

The order of business at any regular meeting of the Board shall be as follows:

1. Call to Order
2. Last Call for Public Comment Sign Up
3. Special Recognitions/Updates
4. President's Report
5. Operation Reports
6. Committee of the Whole
7. Committee Reports
8. New Business
9. Old Business
10. Adjournment

VII. Fiduciary Relationship to the Institution

The members of the Board shall be in fiduciary relationship to the institution and shall not directly or indirectly act adversely to the interest of the college. In the event of any such adverse interest or condition shall arise prior to or after appointment, the Board member(s) shall immediately inform the Board and shall refrain from any consideration of the matters involving the conflict of interest.

VIII. Standard of Care; Justifiable Reliance; Indemnification

- A. A Board member shall perform his or her duties, including duties as a member of any committee of the Board, in good faith, in a manner the member reasonably believes to be in the best interests of the community college and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Board member shall be entitled to rely on good faith of information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:
1. One or more officers or employees of the community college whom the Board member reasonably believes to be reliable and competent in the matters presented.
 2. Counsel, public accountants or other persons as to matters which the Board member reasonably believes to be within the professional or expert competence of such person.
 3. A committee of the Board upon which the member does not serve.
- B. In discharging the duties of their respective positions, the Board, committees of the Board and individual members may, in considering the best interest of the community college, consider the effects of any action upon employees, upon suppliers and customers of the community college, and upon communities in which offices or other establishments of the community college are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of Section VIII-A.
- C. Board members are insured through the State Board of Risk and Insurance Management for any official actions they take.

IX. Duties and Powers

Pierpont Community & Technical College Governing Board accepts the following duties and powers for the purpose ~~if of~~ establishing, operating, and maintaining the community college:

1. Appoint and fix the salary of, and adopt a Delegation of Duties and Responsibilities ~~Charter of Responsibility~~ for the President, who shall serve at the pleasure of the Board; and evaluate the President consistent with State rules with the advice and consent of the Higher Education Policy.
2. Employ through the Office of the President such personnel as may be needed, establish policies governing their employment and dismissal and fix the amount of their compensation and benefits. In the employment, establishment

of policies and fixing of compensation and benefits, the President and the Board may make no discrimination on account of sex, race, creed, color, or national origin.

3. Submit a Community College Master Plan ~~and Compact~~ to the Higher Education Policy Commission for its approval, submit proposed amendments to the Master Plan, ~~and update and meet goals of the Compact.~~
4. Submit to the Higher Education Policy Commission each year an annual report on the institution's performance in relation to the Master Plan ~~Compact.~~
5. Approve the mission and program of the community college, and make policies providing for the admission and expulsion of students and the periodic review of the curriculum and courses of instruction, including developmental education and workforce training, in relation to the Master Plan ~~Compact.~~
6. Submit an annual budget for consideration and approval of the Higher Education Policy Commission, the approval of such submission to constitute a "formal act" under Open Meetings Law.
7. Analyze student costs and adopt tuition and fees schedule in accordance with policy and guidelines of the Higher Education Policy Commission.
8. Approve an administrative table of organization for the community college, as recommended by the President.
9. Accept and receive gifts of real and personal property and Federal, State and local moneys and grant, and expend the same.
10. Enter into contracts for services to high schools of member districts to provide area vocational-technical education and adult basic education services.
11. Determine the academic calendar for the community college.
12. Maintain records to substantiate all claims for State apportionment in accordance with regulations prescribed by the Higher Education Policy Commission and retain such records for a period of five years.
13. Review and approve monthly financial statements.
14. Cause an audit to be made as of the end of each fiscal year by an accountant licensed to practice public accounting in West Virginia, and publish annually a financial statement.

15. Recommend capital projects to the Higher Education Policy Commission for purchase or improvement of land, buildings and equipment.
16. Enter into agreements regarding the deposit, investment or withdrawal of the community college funds, in accordance with the rules and regulations of the Higher Education Policy Commission.
17. Award contracts for purchase of supplies, materials or services, subject to competitive bid requirements and other rules and regulations of the Higher Education Policy Commission and West Virginia statutes.
18. Approve and award associate degrees and certificates to graduates of the community college, upon certification of their completion of requirements by the President and faculty.
19. Form, join and provide for the expenses of associations of West Virginia Community College Boards, for the purpose of conducting community college board institutes and workshops and otherwise disseminating and exchanging information regarding community college Board duties, problems and common agendas of development.

X. Amendments to Bylaws

After the adoption of the by-laws by a two-thirds majority vote of the voting members of the Board, the by-laws may be amended or repealed at a regular or special meeting of the Board. Copies of any proposed amendments must be mailed to each member of the Board at least seven (7) calendar days before it is voted upon, together with a statement of the name of the introducer and the meeting at which it is to be acted upon. Any proposed amendments must be adopted by a two-thirds majority vote of the Board.

Tab

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PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 13, 2025

ITEM:	Policy PP-2064: Communicating with Government Officials
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the changes to Policy PP-2064: Communicating with Government Officials.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	The language is a new policy.

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures

PP-2064

SHORT TITLE: Communicating with Government Officials

EFFECTIVE: May 13, 2025

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 College 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.

Tab

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF May 13, 2025**

ITEM:	Policy PP-3049: Joint Operating Agreement for Academic Programs
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-3049: Joint Operating Agreement for Academic Programs.
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.

PUBLIC COMMENT PERIOD: May 15, 2025 to June 14, 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
POLICY # 49

TITLE: JOINT OPERATING AGREEMENT FOR ACADEMIC PROGRAMS

Effective Date: February 23, 2006, Revised: April 5, 2007

Amended:

Repealed:

State Universities and Community and Technical Colleges have distinct missions in many areas of higher education, but there is also a significant area of overlap. This agreement is intended to divide these areas of overlap of mission and thereby help both Fairmont State University's Undergraduate/Graduate Unit (academic programs that report to the Provost and VP for Academic Affairs) and the Pierpont Community & Technical College Division focus resources, minimize duplication and allow for economies of scale. The end goal is to better provide cost effective and high quality service to the citizens of West Virginia.

Areas of mission overlap are as follows:

1. Continuing Education
2. Workforce Training
3. Lower Division Off-campus courses
4. Dual Credit High School courses
5. Some Associate Degree areas
6. Some Baccalaureate Degree areas

In the table below and the narrative that follows is a description of the agreement on how to partition the mission to meet the objectives.

Mission		FSU UG/GR	C&TC Division	Comments
Graduate Programs				
	Masters	X		
	Graduate Certificates	X		
Bachelors Degree Programs		X		
Associate Degree Programs				
	AS/AA	X	X	FSU UG/GR TAC/ABET Accredited Programs* and NURSING ADN ONLY
	AAS		X	
UG Certificate Programs		X	X	FSU UG/GR Upper Division Only
Extension Programs				
	Workforce		X	FSU UG/GR only by request
	Training			And in collaboration with

				C&TC Division
	Continuing Education		X	FSU UG/GR only by request and in collaboration with C&TC Division
	Off Campus Lower Division		X	
	Off Campus Upper Division	X		
	Dual Enrollment		X	

Graduate degrees, courses and programs: It is assumed this will be the exclusive area of FSU UG/GR. In certain degree areas it may be appropriate for C&TC Division faculty to teach at the graduate level and be members of graduate committees.

Bachelors degree programs: It is assumed that this will be the exclusive area of FSU UG/GR. In many cases FSU UG/GR expects to use the expertise of C&TC Division faculty to teach upper division courses and to advise bachelor level students. A current example would be the program in Aviation Administration.

Associate degree programs: It is assumed that this will be the exclusive domain of the C&TC Division with the exception of the ADN nursing program and the ABET accredited programs in Technology*. These programs are expensive to operate; the faculty are all FSU UG/GR employees, and the programs have historic roots within FSU, extending back to the 1950's and 60's. The net cost to students in these programs shall not exceed the C&TC rate. This will be facilitated by a charge back from the C&TC Division to FSU UG/GR of the difference between the baccalaureate and C&TC tuition and fee rates.

Extension Programs: Pierpont C&TC is responsible for all lower division and not for credit programs.

* Architecture, Civil, Electronics, Mechanical, and Occupational Safety

Tab

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Board of Governors
Budget/Finance Report FY 2025
Pierpont Community & Technical College
as of March 31, 2025

Pierpont's overall financial structure consists of four primary fund types: unrestricted, auxiliary, restricted, and plant/capital funds.

Unrestricted Funds – Includes those economic resources of the institution which are expendable for any purpose in performing the primary objectives of the institution, i.e., instruction, research, extension, and public service, and which have not been designated by the governing board for other purposes. These funds consist of State Appropriations, not designated for a specific purpose, and general tuition and fees revenues. For fiscal management purposes Pierpont segregates Unrestricted funds into two subgroups; President Controlled Funds and Fund Manager Controlled Funds.

- President Controlled Funds consist of State Appropriations and general tuition and fees revenues.
- Fund Manager Controlled Funds consist primarily of program fees and lab/course fee funds that are used to cover program specific operational costs.

Auxiliary Funds – Auxiliary funds are a subsection of unrestricted funds. Auxiliary enterprises are activities conducted primarily to provide facilities or services to students, faculty, and staff. Such activities could include residence halls, food services, bookstore, parking, etc. At Pierpont these activities are reported as a separate fund type for fiscal management. Currently parking is the only Auxiliary fund activity and is used to support maintaining parking resources and campus security.

Restricted Funds - The restricted fund group consists of those funds expendable for operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended. Restricted funds primarily consist of contracts and grants received from federal or state governments for financial aid, research, public service or other restricted purposes.

Plant/Capital Funds – Plant/Capital Funds are a subsection of unrestricted funds used for debt service, capital projects, facilities maintenance, and renewal.

SUMMARY UNRESTRICTED FUNDS:

As of the March 31, 2025, Budget/Finance Report, the Unrestricted Budget Balance is (\$193,497) which includes Board approved spend down of Fund Manager cash reserves of \$188,000 and a One-Time Supplemental Appropriation received in FY 24 spend of \$110,000.

As of this report date, the YTD Actuals for Unrestricted Funds reflect the following:

- The institution has realized approximately 98% of projected operating revenue.
 - *Note: Tuition and Auxiliary revenues are exceeding budget due to enrollment being up by approximately 10% at the end of January compared to the previous year at the same time.*

- The institution has incurred approximately 66% of operating expenses.
- The institution has realized approximately 74% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,157,733.

SUMMARY RESTRICTED FUNDS:

As of this report date, the YTD Actuals for Restricted Funds reflect the following:

- The institution has realized approximately 70% of projected operating revenue.
- The institution has incurred approximately 88% of operating expenses.
- The institution has realized approximately 134% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$266,400.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
March 31, 2025

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE				
	Tuition and Fees	6,984,187	6,871,184	98.38%
	Auxiliary enterprise revenue	160,000	175,851	109.91%
	Other Operating Revenues	110,163	102,435	92.98%
	Total:	7,254,350	7,149,469	98.55%
OPERATING EXPENSE				
	Salaries	7,729,037	5,150,672	66.64%
	Benefits	1,949,780	1,199,754	61.53%
	Student financial aid - scholarships	248,252	37,651	15.17%
	Utilities	364,013	246,396	67.69%
	Supplies and Other Services	5,271,831	3,759,418	71.31%
	Equipment Expense	123,016	98,559	80.12%
	Fees retained by the Commission	97,199	72,899	75.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	Total:	15,883,129	10,565,350	66.52%
OPERATING INCOME / (LOSS)		(8,628,778)	(3,415,880)	
NONOPERATING REVENUE (EXPENSE)				
	State appropriations	8,613,156	6,459,867	75.00%
	Gifts	102,700	94	0.09%
	Investment Income	300,000	228,621	76.21%
	Fees assessed by Commission for other	0	0	0.00%
	Total:	9,015,856	6,688,582	74.19%
TRANSFERS & OTHER				
	Capital Expenditures	(100,000)	(114,968)	0.00%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers to Plant Reserves	(559,700)	0	0.00%
	Transfers - Other	0	0	0.00%
	Total:	(690,575)	(114,968)	16.65%
BUDGET BALANCE UNRESTRICTED		(303,497)	3,157,733	
One-Time Supplemental Appropriation (Received in FY 24)		110,000		
BUDGET BALANCE (Adjusted for Use of One-Time Supplemental Approp)		(193,497)	3,157,733	

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
March 31, 2025

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	3,980,244	1,874,037	47.08%
	State/Local Grants and Contracts	5,283,118	4,547,366	86.07%
	Private Grants and Contracts	406,805	316,069	77.70%
	Total:	9,670,167	6,737,472	69.67%
OPERATING EXPENSE	Salaries	1,419,916	172,841	12.17%
	Benefits	272,468	33,393	12.26%
	Student financial aid - scholarships	7,843,661	8,619,439	109.89%
	Utilities	0	0	
	Supplies and Other Services	573,474	173,041	30.17%
	Equipment Expense	155,060	14,910	9.62%
	Total:	10,264,579	9,013,625	87.81%
OPERATING INOCME / (LOSS)		(594,412)	(2,276,152)	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	2,250,000	3,024,366	134.42%
	Gifts	485	0	0.00%
	Total:	2,250,485	3,024,366	134.39%
TRANSFERS & OTHERS	Capital Expenditures	(1,583,875)	(481,814)	30.42%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Indirect Cost Recoveries	(53,462)	0	0.00%
	Transfers to Plant Reserves	0	0	0.00%
	Total:	(1,606,463)	(481,814)	29.99%
BUDGET BALANCE		49,611	266,400	

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**Pierpont Community and Technical College
Board of Governors
Meeting of May 13, 2025**

ITEM: FY 2025 Capital Projects Update.

COMMITTEE: Finance and Administration Committee

INFORMATION ITEM: FY 2025 Capital Project Budgets, Expenditures, and Cash Balances as of March 31, 2025.

STAFF MEMBER: Dale Bradley

Pierpont Community & Technical College
Project Summary
Capital Plant Funds
As of March 31, 2025

Projects			
Projects - Funds Transferred	Approved Budget	Actual Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,115,598	(21,272)
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	200,000	0	200,000
Small Capital Projects	150,000	91,375	58,625
TOTALS	<u>2,444,326</u>	<u>2,206,972</u>	<u>237,354</u>

Plant Funds Cash Balances as of March 31, 2025		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	26,365.43
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	3518	200,000.00
Small Capital Projects	3570	57,849.31
HEPC Debt Service	3573	75.00
Pierpont - E&G Cap & Infrastructure*	3575	600,921.22
Total Cash in Plant Funds on January 31, 2025		<u>885,210.96</u>

Cash Balances Available For Capital Projects as of March 31, 2025		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	600,921.22
Pierpont Facilities Fee	3170	553,274.25
Total Cash Balances Available For Capital Projects		<u>\$ 1,154,195.47</u>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2025		
Fund 3170		Cash Balance
Beginning Balance		313.00
Estimated Revenues		559,700.00
Projected Cash in Unrestricted Facilities Fee Fund at June 30		<u>\$ 560,013.00</u>

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Pierpont Community & Technical College
Board of Governors
May 13, 2025

ITEM:	Recommendation to Discontinue Applied Design A.A.S. Program
COMMITTEE:	Committee on Academics to the Committee of the Whole
STAFF MEMBER:	David M. Beighley, Interim Provost & Vice President for Academics
RECOMMENDED ACTION:	Resolved that the Pierpont Community & Technical College Board of Governors, in accordance with West Virginia Higher Education Policy Commission rule §133-11-8.1, discontinue the Applied Design A.A.S. Degree Program, inclusive of all specializations, effective for AY2025-2026.

BACKGROUND:

In accordance with the guidelines set forth in West Virginia Higher Education Policy Commission rule §133-11-8.1, and following a comprehensive review of program performance metrics, Pierpont Community and Technical College's administration proposes the discontinuation of the Associate of Applied Science (A.A.S.) degree program in Applied Design, inclusive of both the Fashion Merchandising and Interior Design specializations, effective for AY2025-2026.

The Applied Design A.A.S. program completed a five-year program review in AY2021-2022, resulting in recommendations for corrective action. Key among these recommendations were the discontinuation of the Design Assistant concentration and the redefinition of learning outcomes for the remaining two concentrations. These revised outcomes emphasized technical software and industry-specific skillsets aimed at enhancing employment readiness in interior design, architecture, facilities, engineering, retail management, visual merchandising, and related sectors. Despite these targeted interventions, enrollment and graduation data from the subsequent academic years show that the program has not achieved satisfactory viability standards. Enrollment has continued to decline, and graduation rates remain marginal. Specifically:

- **Enrollment Trends:**
 - 2022–2023: 18 unduplicated students
 - 2023–2024: 16 unduplicated students
 - Spring 2025: 9 students (1 in Interior Design, 8 in Fashion Merchandising)
- **Graduation Data:**
 - Graduates over the past four academic years have ranged from 3 to 5 annually across both concentrations, with no consistent upward trend.
- **Retention Rate:** Currently at 51%.

Financial analysis further underscores the program's unsustainability. Maintaining specialized instruction and dedicated faculty for programs maintaining an unduplicated headcount of fewer than 10 students per year is not fiscally responsible. As of Spring 2025, projected graduates total only five from the Fashion Merchandising specialization, with none from Interior Design specialization. The cost per student and cost per graduate in this context exceeds acceptable thresholds, making continued operation of the program an inefficient use of institutional resources.

Given the program's persistent inability to meet established performance benchmarks, fiscal analysis evidencing problematized resource allocation, and dubious program viability, the administration, in compliance with West Virginia Higher Education Policy Commission Series 11, recommends the formal discontinuation of the Applied Design A.A.S. degree program, inclusive of all degree specializations, effective for AY2025-2026. A structured teach-out plan will be developed to ensure currently enrolled students have the opportunity to complete their degrees. Additionally, efforts will be made to explore integration of select design-related content into other academic and/or workforce development programs, where applicable.

This resolution reflects a commitment to maintaining academic quality, institutional effectiveness, and fiscal responsibility while aligning program offerings with student demand and workforce needs.

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Pierpont Community & Technical College
Board of Governors
May 13, 2025

ITEM:	Recommendation to Discontinue Technical Drafting C.A.S. Program
COMMITTEE:	Committee on Academics to the Committee of the Whole
STAFF MEMBER:	David M. Beighley, Interim Provost & Vice President for Academics
RECOMMENDED ACTION:	Resolved that the Pierpont Community & Technical College Board of Governors, in accordance with West Virginia Higher Education Policy Commission rule §133-11-8.1, discontinue the Technical Drafting C.A.S. Degree Program, effective for AY2025-2026.

BACKGROUND:

In accordance with the guidelines set forth in West Virginia Higher Education Policy Commission rule §133-11-8.1, and following a comprehensive review of program performance metrics, Pierpont Community and Technical College's administration proposes the discontinuation of the Certificate of Applied Science (C.A.S.) degree program in Technical Drafting, effective for AY2025-2026.

The Technical Drafting C.A.S. program was originally established as a stackable credential within the Associate of Applied Science (A.A.S.) in Drafting/Design Technology program. The A.A.S. program was formally discontinued on February 21, 2023 by Board of Governors action due to sustained low enrollment and insufficient graduation rates, amongst other critical viability metrics. At that time, it was the College's intention to concurrently close the C.A.S. program. However, due to an administrative oversight, the C.A.S. program remained active in the institutional program inventory.

Further, since its inception in the 2022–2023 academic year, the Technical Drafting C.A.S. program has experienced exceptionally limited student enrollment. The program produced only six graduates in Spring 2023, all of whom were also conferred degrees in the now-discontinued A.A.S. in Drafting/Design Technology. No further graduates have emerged from the C.A.S. program, and there are currently no active students enrolled.

As a dependent credential originally structured to complement the broader A.A.S. in Drafting/Design Technology, the Technical Drafting C.A.S. no longer aligns with a larger programmatic framework. Without the A.A.S. program in place, the C.A.S. lacks sufficient curricular depth and continuity to serve as a standalone credential that supports student success and long-term employability.

In light of these considerations, the administration recommends the formal discontinuation of the Technical Drafting C.A.S. program, effective for AY2025-2026. This action will correct a

previous oversight and bring the College's academic offerings into alignment with institutional goals and West Virginia Higher Education Policy Commission Series 11 requirements. Efforts will be made to explore integration of select technical drafting-related content into other academic and/or workforce development programs, where applicable.

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

TO: Board of Governors
FROM: Dr. Joni M. Gray
DATE: May 6, 2025
SUBJECT: Career & Corporate Training Update

Highlights since March 25, 2025:

April Snapshot (point in time numbers 4/30/2025)

Training Type	Enrollment Numbers
Career Training	133
Embedded Career Training	75
Community Education Training	96
TOTAL (Career Trainings only)	208
TOTAL	304

Landscape Bootcamp: 9 completers

Phlebotomy Training: 7 completers

Celebrated at Health Sciences Pinning Ceremony: May 1, 2025

Braxton County Course Offerings

Randolph County CMA September 2025

EMS offerings: Caperton:

10-week EMT-Basic—Full w/ waitlist

Mon County:

Developing CTE/high school EMS cohort (juniors/seniors)
Launching EMT-Basic projected start date: June 2025

Education that Works!

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AAPC Certified Professional Coder Career Training July 2025

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

Davis Medical Center (in process)
Mon Health Medical Center (in process)
Pillar Innovations (approved)
RDR Utility Services Group (approved)

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

CCT Team/Division Development

CCT Application Integration
CCT Specialist Allison Quigley
HEPC Credential WV Summer Working Group
Workforce Development Summer Institute

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

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