

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

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, May 13, 2025
11:00 AM**

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

AGENDA

- I. Call to Order**
- II. *Approval of Minutes – March 25, 2025** ***Tab 1***
- III. Board of Governors Policies**
 - A. *Policy #PP-2064 – Communicating with Government Officials – Board Approval ***Tab 2***
 - B. *Repeal Policy #PP-3049 – Joint Operating Agreement for Academic Programs -
30-day Comment Period ***Tab 3***
- IV. Institutional Policies (Information Only)**
 - A. None
- V. Human Resources Update**
 - A. Employee Turnover ***Tab 4***
- VI. Adjournment**

**Denotes possible action item*

Tab

1

**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



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 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

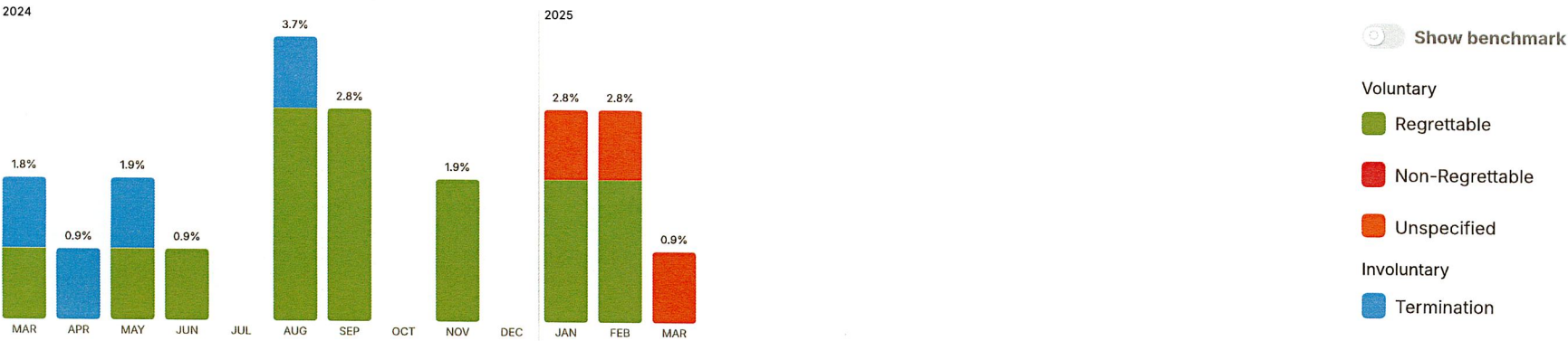
Dates
2025-01-01 - 2025-03-31

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



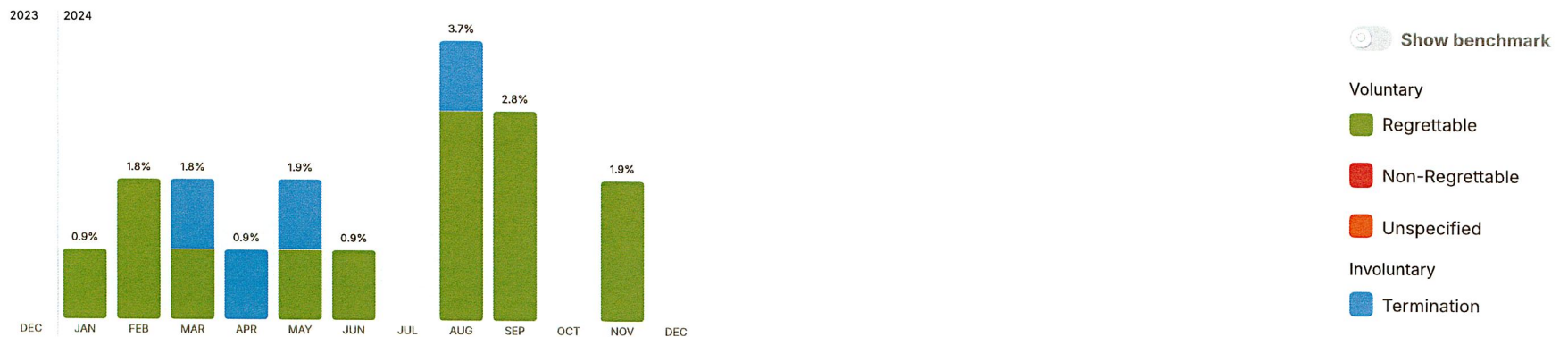
1.4% 1.5

Average Monthly Turnover



0% 0

Total Turnover - 30 days



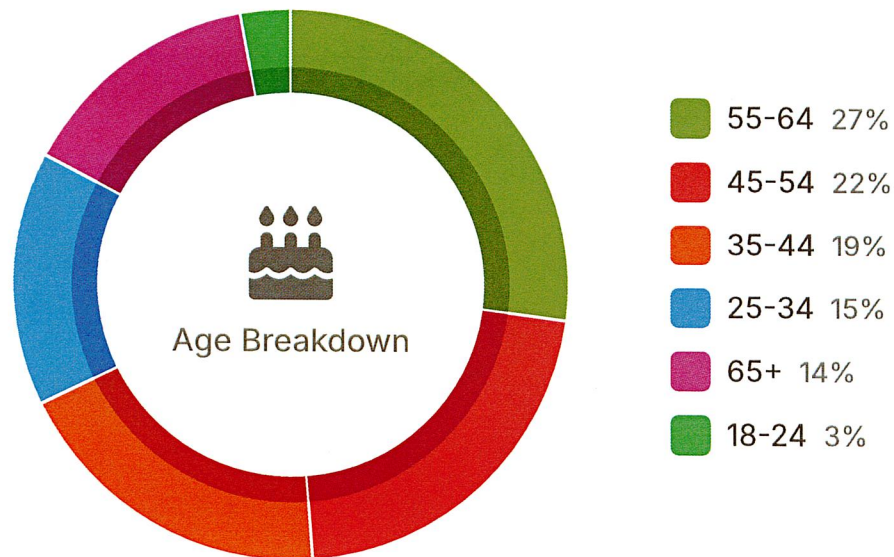
Employee Turnover





03/19/2025
Age Profile

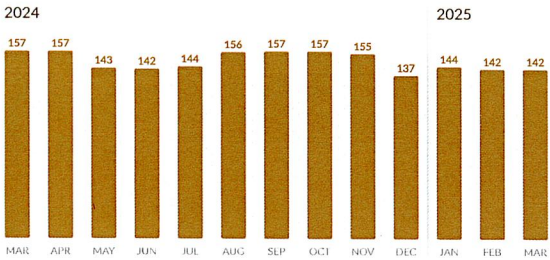
Breakdown By Age





03/19/2025
Headcount

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

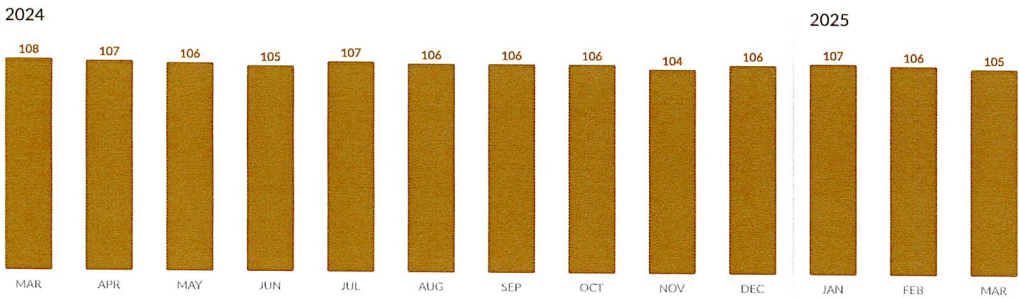


Name	Hire Date ↓	Job Title	Department	Location	Status
Sherea Savage	03/10/2025	Adjunct	Math	Advanced Technology Center	Adjunct
Deborah Barker	02/24/2025		Registrar Office	All Pierpont Locations	Part-Time Staff
Shelley Tharp	02/03/2025	Comptroller/Budget Director	Finance	Advanced Technology Center	Part-Time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

Tab

2

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

3

**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.

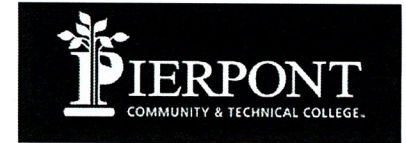
Extension Programs: Pierpont C&TC is responsible for all lower division and not for credit programs.

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

Tab

4

04/30/2025 Employee Turnover



Dates

2025-01-01 - 2025-04-30

Employment Status

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



6.6% 7

Total Turnover Jan 2025 -
Apr 2025



1.6% 1.8

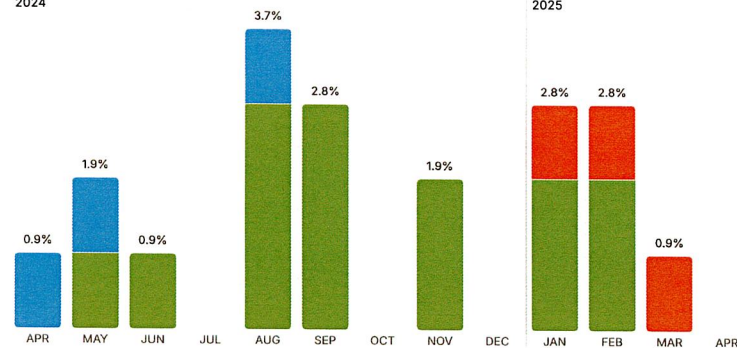
Average Monthly Turnover



0% 0

Total Turnover - 30 days

2024



Show benchmark

Voluntary

Regrettable

Non-Regrettable

Unspecified

Involuntary

Termination