

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

Board of Governors Meeting

**Tuesday, June 17, 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 June 17, 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 Hinkle, Chair, called the meeting to order in open session at 2:04 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	Not Present
David Hinkle	Present
Anthony Hinton	Present (Telephone)
Jessica Killon	Present
Lisa Lang	Not Present
Christine Miller	Present (Telephone)
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present
Nathan Weese	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)

Jessica Killon provided a report from the Student Government Association (Report provided in Agenda packet).

V. Consent Agenda

Thomas Cole moved to accept the meeting minutes from the May 13, 2025 Board meeting. Jeffrey Powell seconded the motion. All agreed. Motion carried.

VI. Recognitions

Dr. Michael Waide and David Hinkle presented outgoing Board members Juanita Nickerson and Jessica Killon with plaques in recognition of their service. Juanita Nickerson served on the Board from September 1, 2022 to June 30, 2025, and Jessica Killon served from July 1, 2025 to June 30, 2025.

VII. Academic Committee

Thomas Cole reported that the committee met earlier today and reviewed informational items only. No actions were taken.



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

VIII. Advancement and Public Relations Committee

Joanne Seasholtz reported that the committee met earlier today and reviewed informational items only. The committee received an update on the marketing plan, discussed the brand refresh and Day of Giving. No actions were taken.

IX. IT and Data Reporting Committee

Jeffrey Powell reported that the committee met earlier today and reviewed informational items only. The committee received an update on the HLC accreditation and reviewed the Data Reporting Calendar. No actions were taken.

X. Committee of the Whole

A. President's Report

Dr. Michael Waide shared that he had sent his remarks to Board members via email (**Attachment A**).

Dr. Waide also reported that over the past ten days, several key meetings and initiatives have taken place. A meeting was held with the Harrison County Superintendent to explore ways to integrate career training—specifically in manufacturing—into the county's schools. Initial planning began for foundational training in areas such as welding, manufacturing, and aviation, in collaboration with Career Technical Education.

Follow-up discussions continued with Mon Health following MTEC's transition away from Surgical Technology. Pierpont has acquired some of their equipment and is exploring the development of a surgical technology career training pathway in partnership with Mon Health facilities in Morgantown and other locations. These conversations have also included exploring training in sterile processing.

Additionally, a meeting was held with the President of Glenville State University, who expressed interest in developing a nursing program and requested Pierpont's support of their endeavor. Glenville offered their in-kind support as Pierpont explores a grant to establish its own RN Bridge program. The President of GSU has offered support for both a grant application and the bridge program. Both institutions discussed strategies to avoid competition and instead collaborate. Pierpont is also working to develop a one-year bridge program that would allow students from paramedicine, medical assisting, or our own LPN program to earn a two-year nursing degree within one additional calendar year.



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Micki DeMary-Andrew, Melissa Weikle, Amanda Hawkinberry, and Stefanie Moore have been actively responding to community needs by organizing donations and assembling flood buckets for neighbors impacted by recent flooding. Dr. Waide thanked the numerous volunteers, including student groups and staff members.

Lastly, it was noted that a special recognition will take place in September to honor Chairman Hinkle for his leadership over the past four years as Board Chair. His service and dedication are greatly appreciated.

B. HLC Accreditation Update

Olivia Boltz reported that the team is in the final stages of drafting Section 4B of the Assurance Argument. All other sections have been completed, and supporting evidence continues to be collected. The final report will be completed by June 27 and shared with the Board of Governors and the campus community on July 3. Feedback will be accepted through July 10.

An HLC project plan was expanded to allow for additional training, focus sessions, and a mock site visit. Dr. Carolyn Long will meet with faculty and staff on August 19 to discuss the HLC process and help prepare faculty and staff for the upcoming site visit. A Board of Governors training session with Dr. Long will be held on September 2. The official HLC site visit is scheduled for September 15–16. Post-visit activities and planning will follow.

Additionally, an introductory meeting was held with the HLC site team chair. He shared his background and emphasized that the visit is not intended to be punitive, but rather a review of the institution's progress since the IAC hearing and an opportunity to identify areas for continued growth.

C. Enrollment Update

Nancy Parks reviewed the Enrollment Update Report (**Attachment B**). Updates on individual department activities will be provided during the next Student Services Committee meeting.

D. May 30, 2025 Combined Finance Report

Dale Bradley presented the May 3 Combined Finance Report (Report provided in Agenda packet).

E. Capital Projects Expenditure Report as of May 30, 2025



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Dale Bradley presented the Capital Projects Expenditure Report as of March 31, 2025 (Report provided in Agenda packet) and noted that the college is waiting on the contractor to complete the back steps at the Vet Tech building.

An update was provided on the deferred maintenance project at the ATC. Three bids were received, all of which came in under budget. The lowest bidder has been selected for the project. Contracts have been drafted by the architects and are expected to be finalized by the end of the month. A pre-construction meeting is scheduled for the end of the month, with construction to begin shortly thereafter.

F. Executive Officer Elections

George Perich, Vice President of Human Resources & Organizational Development conducted the Executive Officer Elections.

- Chair

Lisa Lang and Jeffrey Powell were nominated for the position of Chair. George Perich called for nominations from the floor. No nominations from the floor were received. George Perich requested a roll call vote for the Chair position.

Name	Vote
Thomas Cole	Jeffrey Powell
David Hinkle	Lisa Lang
Anthony Hinton	Jeffrey Powell
Christine Miller	Lisa Lang
Jeffrey Powell	Lisa Lang
Joanne Seasholtz	Jeffrey Powell
Nathan Weese	Lisa Lang

Lisa Lang was elected to serve as the Board Chair for AY 2025-2026.

- Vice-Chair

David Hinkle and Jeffrey Powell were nominated for the position of Vice-Chair. George Perich called for nominations from the floor. No nominations from the floor were received. George Perich requested a roll call vote for the Vice-Chair position.

Name	Vote
Thomas Cole	Jeffrey Powell
David Hinkle	David Hinkle
Anthony Hinton	Jeffrey Powell



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Christine Miller	David Hinkle
Jeffrey Powell	David Hinkle
Joanne Seasholtz	David Hinkle
Nathan Weese	David Hinkle

David Hinkle was elected to serve as the Board Vice-Chair for AY 2025-2026.

- Secretary

Thomas Cole, Jeffrey Powell, and Joanne Seasholtz were nominated for the position of Secretary. George Perich called for nominations from the floor. No nominations from the floor were received. George Perich requested a roll call vote for the Secretary position.

Name	Vote
Thomas Cole	Jeffrey Powell
David Hinkle	Jeffrey Powell
Anthony Hinton	Jeffrey Powell
Christine Miller	Jeffrey Powell
Jeffrey Powell	Thomas Cole
Joanne Seasholtz	Jeffrey Powell
Nathan Weese	Jeffrey Powell

Jeffrey Powell was elected to serve as the Board Secretary for AY 2025-2026.

G. Resolution for Approval – Meeting Dates for Academic Year 2025-206

Thomas Cole moved to approve the meeting dates for AY 2025-2026. Anthony Hinton seconded the motion. All agreed. Motion carried.

H. Resolution for Approval – Comments and Repeal of Policy PP-3049
Joint Operating Agreement for Academic Programs

Nathan Weese moved to approve the repeal of Policy PP-3049 Joint Operating Agreement for Academic Programs. Jeffrey Powell seconded the motion. All agreed. Motion carried.

XI. Board Members' Reflections

Juanita Nickerson offered a few closing remarks as her appointment on the Board comes to a close. She expressed her gratitude to the Board, noting that it has been a great opportunity and that she will miss serving. She reflected on the many experiences throughout her tenure and thanked everyone for their patience and understanding. Juanita shared that she has had



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the privilege of serving alongside some of the greatest people she has ever met and emphasized that the Board truly has a heart for the college.

XII. Adjournment

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

Respectfully submitted by Amanda N. Hawkinberry



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Dr. Michael P. Waide
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

OFFICE OF THE PRESIDENT
P} 304-367-4933

June 6, 2025

Members of the Board of Governors
Pierpont Community & Technical College

Dear Pierpont Partner:

I am pleased to provide the Board of Governors with a summary of recent progress and activities that reflect the institution's continued momentum, strong campus engagement, and ongoing relationship-building across multiple fronts.

During our monthly advisory discussion, I shared much of this information with the Board's executive leadership team, and I am privileged to share these updates with you.

Accreditation Preparation:

Our accreditation efforts remain on schedule. The Higher Learning Commission report is nearing completion and is set for submission by July 21, 2025, in advance of the September 15 site visit. Ongoing internal coordination and training are ensuring we are well-prepared for both the visit and any follow-up activities.

Coordinated Communication and Collaboration:

Intentional efforts to strengthen communication and collaboration continue to foster broad campus engagement. Our President's Council and newly implemented shared governance remain central pillars, with workgroups actively engaged in key areas, including enrollment, student success, wellness, information technology, and campus engagement. These cross-functional teams are envisioning and advancing innovative ideas that emerge from our employee groups, positioning the College to serve students better, strengthen academic programs, and create new workforce opportunities. This inclusive approach ensures that a wide range of voices contribute to institutional planning and decision-making.

Enrollment and Financial Performance:

Enrollment for Fall 2025 is tracking 10.45% ahead of last year at this time for the upcoming fall term, reflecting a stable trend in student recruitment and retention. We will continue to monitor our progress toward achieving or surpassing last fall's enrollment mark. Financially, revenue projections for FY25 are running approximately \$900,000 ahead of budgeted expectations, and our Finance & Administration team will soon begin work on the annual audit.

Community and Industry Engagement:

We continue to strengthen relationships with key partners. Two "Experience Pierpont" events this summer will welcome Harrison County educators and community members to campus. Additionally, I will meet with the Harrison County superintendent to explore expanded high school partnerships. Planning is also underway for a Day of Giving event this fall to bolster philanthropic engagement. In the next few weeks, I will be working with our Provost and Director of Career and Corporate Training to engage in skills-need assessments with some key

industry partners to inform our development of some crucial workforce career training opportunities.

Career and Corporate Training Growth:

We are actively exploring or expanding career training offerings in welding, biomedical technician, 3D blueprint reading, HVAC, Certified Medical Assisting (Randolph County), and surgical technology (in partnership with Mon Health). Discussions are underway for a potential laboratory naming opportunity at the Caperton Center or ATC to support these growing programs.

Shared Governance and Campus Development:

The reinstated Grant Coordination Committee is bringing clarity to grant-funded initiatives. Shared governance working groups are addressing institutional priorities across enrollment, IT, student success, and wellness. Facilities planning is progressing, including deferred maintenance projects and updated space utilization studies. The Facilities Master Plan is under review for future recommendations.

Human Resources and Organizational Development:

Faculty and staff evaluations are progressing as scheduled. The Human Resources team is developing comprehensive staff development and recognition programs for rollout in August, alongside a compensation review process to inform FY27 budget planning. Searches continue for key positions, with several searches advancing to the final stages, and there are presently four open searches for faculty positions (i.e., business, information systems, anatomy & physiology, licensed practical nursing, and veterinary technology/veterinarian).

Strategic Planning and Data Tracking:

Work is underway to build a robust data monitoring system to track progress on our strategic plan. This system will allow us to provide a comprehensive update on outcomes this fall.

Looking Ahead:

We are actively participating in several upcoming statewide convenings to advance the institution's mission further and strengthen collaborations across West Virginia's community and technical college system. We are also preparing for the upcoming fall academic term, which includes Professional Development Week, Night at the Ballpark, and the return of students to our campuses.

I remain grateful for the Board's ongoing leadership, guidance, and support as we work together to advance Pierpont's mission and expand opportunities for the students and communities we serve.

Have a wonderful weekend! See you at our next Board of Governors (BOG) meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michael".

Michael Waide, Ed.D.
Interim President



Attachment B

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

TO: Board of Governors
FROM: Nancy W. Parks *NP*
DATE: June 17, 2025
SUBJECT: Student Services Updates

Enrollment Update (as of June 12, 2025)

Spring 2025 Graduation: 352 credentials awarded

Unduplicated headcount of those who earned Spring 2025 credentials: 262

98 Skill Sets

59 Certificates of Applied Science

192 AAS degrees

03 Associate of Arts degrees

Goal: Increase number of credentials awarded at actual time of completion to increase "successful completions" prior to culmination of two-year degree.

Summer 2025:

- Increase of 6 headcount and 15 FTEs compared to Summer 2024
- Increases across all student types except for Transfer and Dual Enrollment students
- Pierpont expects enrollments to increase before Summer 2 start date of July 6

Fall 2025 Current Enrollments:

- Current "point in time" comparison shows a net increase of 51 headcount and 46.07 FTEs for Fall 2025 (989) as compared to Fall 2024 (938); largest gain in first-time freshmen.

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Student Type	6/13/24	6/12/25	Difference (HC)	Difference (FTE)	Difference (%)
First-Time	177	218	41	43	23.16%
Returning	322	326	04	3.93	1.24%
Readmitted	25	35	10	6.73	40%
Transfer	54	45	-9	-13.13	-16.67%
HS students	352	360	8	9.20	2.27%
Other	08	05	-3	-3.67	-37.5%

For Comparison:

Fall 2024, Census Date; End of Term; 3% growth for Fall 2025.

Student Type	10/15/2024	12/12/2024	3% growth projection from census date
First-Time	348	353	358
Returning	405	404	417
Readmitted	66	68	68
Transfer	139	140	143
HS students	958	944	987
Other	23	25	24
TOTALs	1939	1934	1997

Operational Planning to meet Strategic Plan enrollment goals: Each of the six service areas (*Admissions & Recruiting; Student Success; Learning Support; Registrar; Financial Aid; Career Services*) continues its efforts in recruitment/retention initiatives. The next scheduled meeting of the Student Services/Success committee will include updates from each office as well as projects “in the works” for 2025-26, including but not limited to Career Services connections with employers and program coordinators; increased Tutorial Services support for students; pre-start of term online orientations for new students that complement in-person orientations held throughout the summer; and Student Activities co-curricular planning for the upcoming academic year.

Enrollment Profile:

In response to BOG request for additional information on the “feeder” counties into Pierpont, the Exec. Director of Admissions is working with IT/Argos-support in adjusting a report to make that information more easily accessible. Traditionally, Pierpont’s largest “feeder” counties have been a combination of Harrison, Marion, Monongalia, and Preston Counties. More specific information will be available soon.

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Program Retention Status from Spring 2025 to Fall 2025:

- As of June 12, 2025, there were 250 students enrolled in Spring 2025 who had not yet registered for Fall 2025. Admissions/Advising specialists are contacting students by email and phone across at least three contact points. Those lists have been shared with academic departments, who are also conducting follow-ups.
- **Programs with 85%+ returning rate:** Aviation Maintenance Tech, Medical Lab Tech, Respiratory Care & Rad Tech
- **Programs with fewer than 50% returning rate:** Petroleum Tech, Liberal Studies, Health Sciences, Food Service Management, Business
- Multiple orientation/registration events are scheduled throughout summer at ATC and Caperton Center, including evening hours and a special event at the AVMT program conducted on June 13.

Program Application Status from Fall 2024 to Fall 2025:

- **Applications are up** in Applied Process Technology, LPN, MLT, and RADI.
- **Applications are down** in Board of Governors, Business, Criminal Justice, Paralegal Studies, Information Systems, Liberal Studies, and Paralegal Studies

Q & A

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