

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

**Tuesday, September 23, 2025**

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

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<b>10:00 AM</b>	<b>Human Resources, Policies, By-Laws Committee</b>
<b>10:30 AM</b>	<b>Academics Committee</b>
<b>11:00 AM</b>	<b>Student Services and Success Committee</b>
<b>11:30 AM</b>	<b>Finance and Administration Committee</b>
<b>12:00 PM</b>	<b>Lunch</b>
<b>1:00 PM</b>	<b>IT and Data Reporting Committee</b>
<b>1:30 PM</b>	<b>Advancement and Public Relations Committee</b>
<b>2:00 PM</b>	<b>Full Board Meeting</b>

\*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, September 23, 2025  
2:00 PM**

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

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**AGENDA**

- I. Call to Order**
- II. Conflict of Interest**
- III. Roll Call**
- IV. Constituent Comments**
  - A. Faculty Senate *Tab 1*  
*Anthony Anobile*
  - B. Non-Classified Staff *Tab 2*  
*Dr. Suzan Clemens*
- V. \*Consent Agenda** *Tab 3*
  - A. Minutes of the June 17 and July 10, 2025 Board of Governors Meetings
- VI. Recognitions**
  - A. Outgoing Chairman of the Board of Governors
    - David L. Hinkle  
September 21, 2021 – June 30, 2025
- VII. Human Resources, Bylaws, Policies Committee**  
*(Thomas Cole, Chair)*
  - A. \*Resolution for Approval – Changes to Board of Governors Bylaws *Tab 4*  
*(George Perich, VP of HR and Organizational Development)*

*\*Denotes possible action item*

- B. \*Resolution for Approval of a 30-day Public Comment Period for Policy PP-5011 Awarding of Undergraduate and Graduate Fee Waivers  
(George Perich, VP of HR and Organizational Development) **Tab 5**
- C. \*Resolution for Approval of a 30-day Public Comment Period for Policy PP-3036 Adjunct Faculty and PP-3037 Adjunct Faculty Workloads (Combined)  
(George Perich, VP of HR and Organizational Development) **Tab 6**
- D. Board of Governors Evaluation Results – *Informational*  
(George Perich, VP of HR and Organizational Development)

**VIII. Academics Committee**  
(Thomas Cole, Chair)

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

**X. Finance and Administration Committee**  
(Jeffrey Powell, Chair)

- A. August 31, 2025, Combined Finance Report – *Informational*  
(Dale Bradley, VP of Finance and Administration) **Tab 7**
- B. Capital Projects Expenditure Report as of August 31, 2025 – *Informational*  
(Dale Bradley, VP of Finance and Administration) **Tab 8**

**XI. IT and Data Reporting Committee**  
(Jeffrey Powell, Chair)

**XII. Advancement and Public Relations Committee**  
(Lisa Lang, Chair)

**XIII. Committee of the Whole**

- A. President's Report – *Informational*  
(Dr. Michael P. Waide, Interim President)
- B. \*Resolution for Approval – Committees and Committee Membership  
(Dr. Michael P. Waide, Interim President) **Tab 9**
- C. HLC Accreditation – *Informational*  
(Olivia Boltz, Director of Institutional Effectiveness)

\*Denotes possible action item



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- D. Enrollment Management/Persistence & Retention - *Informational*  
(Nancy Parks, Associate VP of Student Services)

**XIV. Board Members' Reflections (3-minute limit)**

**XV. Possible Executive Session Under the Authority of WV Code §6-9A-4(b)(2)(A), (b)(9), (b)(10), and (b)(12) for the following:**

- A. Potential strategic initiatives relating to academic and administrative priorities; personnel matters; legislative matters; corporate collaborations and financial matters relating to public private partnerships, and other deliberative matters involving commercial competition which, if made public, might adversely affect the financial or other interest of the College; and
- B. Confidential and preliminary matters involving or affecting the College's budget for the current and upcoming academic year, including retention and enrollment.
- C. Presidential Search Process

**XVI. Adjournment**

*\*Denotes possible action item*



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**Tab**

**1**



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

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TO: Board of Governors

FROM: Anthony Anobile, Faculty Senate President

DATE: September 17, 2025

SUBJECT: Faculty Senate Report

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The following consists of the 2025-26 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 August 18, 2025 – September 12, 2025.

- **General Business**

Chairs have been elected for the standing Faculty Committees.

- Admissions & Credits = Andrea Wamsley-Barr
- Curriculum = Susan Coffindaffer
- Faculty Development & Welfare = Terri Armentrout
- General Education = Debra Lupica-Scott
- Media & Learning = TBD September 19<sup>th</sup>
- Online Learning = Ericka Rush

Committee Charges will be discussed and appointed at each committees September meetings.

Faculty Senate President Anobile will keep an Action Log in the Faculty Senate TEAMS drive to assure charges and work are being tracked and completed throughout the academic year.

- **Shared Governance**

The structure of shared government as presented in the colleges strategic plan and how it will work within the Faculty Senate and Faculty Committees has been identified. Faculty will collaborate with President Waide, Provost Beighley, and Cabinet to assure shared government aligns with Pierpont's strategic plan and Faculty retains the committee work and voice vital to them.

- **Online Learning Committee**

The committee has gathered information to share with Presidents Council, Cabinet, and the Vice President of IT to come up with a solution for students and faculty to use a lockdown browser needed for certain programs.

- **Curriculum Committee**

Chairperson Susan Coffindaffer attended classes/sessions for Curriculog and has ideas and ways the college will be able to implement them to make the curriculum proposal and approval process more efficient and effective.

- **Announcements and Upcoming Dates**

September 19 – Faculty Admission & Credits Committee Meeting

September 19 – Faculty Curriculum Committee Meeting

September 19 – Faculty Media & Learning Committee Meeting

September 26 – Faculty Development & Welfare Committee Meeting

September 26 – Faculty General Education Committee Meeting

October 2 – Faculty Senate Executive Committee Meeting

October 10 – Faculty Online Learning Committee Meeting

October 10 – Faculty Senate Meeting

Respectfully submitted,

Anthony Anobile, Faculty Senate President

**Tab**

**2**





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

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TO: Board of Governors

FROM: Suzan Clemens  
Chairperson of Non-Classified Staff Council

DATE: September 9, 2025

SUBJECT: Non-Classified Staff Council Report

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- Meeting date: September 4, 2025
- Topics discussed
  - Moved the meeting dates to the beginning of each month to provide information for Meet & Confer monthly meetings
  - Review of topics from the President's Council meetings
  - Signing the Memorandum of Understanding with Classified Staff for scholarships
    - What the responsibilities would be in relation to fundraising

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**Tab**

**3**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS**  
**Meeting of September 23, 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 June 17, 2025 Regular Meeting and July 10, 2025 Special Meeting.

**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**

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**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:

<b>Name</b>	<b>Present/Not Present</b>
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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## **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.

<b>Name</b>	<b>Vote</b>
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.

<b>Name</b>	<b>Vote</b>
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

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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,



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

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

**Board of Governors Meeting**

**Thursday, July 10, 2025  
9:00 AM**

**Zoom**

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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on July 10, 2025, beginning at 9:00 AM. The meeting was conducted via Zoom. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

**I. Call to Order**

Lisa Lang, Chair, called the meeting to order in open session at 9:04 AM.

**II. Conflict of Interest**

Lisa Lang requested Board members to examine the agenda and disclose any potential conflicts of interest.

**III. Roll Call**

Amanda Hawkinberry conducted a roll call:

<b>Name</b>	<b>Present/Not Present</b>
Thomas Cole	Present
Vickie Findley	Present
Kayla Hawkinberry	Present
David Hinkle	Not Present
Anthony Hinton	Present
Lisa Lang	Present
Christine Miller	Present
Jeffrey Powell	Present
Hayes Raudenbush	Not Present
Joanne Seasholtz	Present
Nathan Weese	Present

Amanda Hawkinberry announced there was a quorum present.

*Others Present:*

Dr. Michael Waide, Dr. Carolyn Long, Olivia Boltz, and Nancy Parks



#### **IV. Executive Session – Closed Session**

##### **A. Entering Executive Session – Closed Session**

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

Items brought into Executive Session:

1. Discussion and Review of HLC Final Notice Response Report, Including Proposed Revisions

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

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

##### **C. Items brought forward from Executive Session**

No items were brought forward from Executive Session.

#### **V. Adjournment**

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

*Respectfully submitted by Amanda N. Hawkinberry*



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**Tab**

**4**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 23, 2025**

<b>ITEM:</b>	Pierpont Board of Governors Bylaws
<b>COMMITTEE:</b>	Human Resources, Policies, By-Laws Committee
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the changes to Board of Governors Bylaws.
<b>STAFF MEMBER:</b>	George H. Perich; Vice President, Human Resources & Org. Dev.
<b>BACKGROUND:</b>	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**

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

6. Advisory members (nonvoting institutional members of the board under statute) are permitted to be present during any executive session and participate in discussions. At the discretion of the Chairperson, Advisory members may be asked to leave the executive session.

5.7. All board members must maintain the confidentiality of all discussions in executive sessions. Failure to maintain the confidentiality confidentiality may result in being barred by the Chairperson ~~in~~ from attending future executive sessions.

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#### 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 relationships 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 of establishing, operating, and maintaining the community college:

1. Appoint and fix the salary of and adopt a Delegation of Duties and Responsibilities 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 to the Higher Education Policy Commission for its approval, submit proposed amendments to the Master Plan.
4. Submit to the Higher Education Policy Commission each year an annual report on the institution's performance in relation to the Master Plan.
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.
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.

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 23, 2025**

<b>ITEM:</b>	Policy PP-5011: Awarding of Undergraduate and Graduate Fee Waivers
<b>COMMITTEE:</b>	Human Resources, Policies, By-Laws Committee
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days concerning the proposed amendment of Policy PP-5011: Awarding of Undergraduate and Graduate Fee Waivers.
<b>STAFF MEMBER:</b>	George H. Perich; Vice President, Human Resources & Org. Dev.
<b>BACKGROUND:</b>	The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Pierpont Community & Technical College's Awarding of Undergraduate and Graduate Fee Waiver Policy was approved in July 2002 and does not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers to the Fairmont State operations.

**PUBLIC COMMENT PERIOD: September 25, 2025 to October 24, 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](mailto: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 # 11**  
**TITLE: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS**

**Effective Date: July 1, 2002**

**Amended:**

**Repealed:**

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**SECTION 1. GENERAL**

- 1.1 Scope: This rule regards the awarding of undergraduate and graduate fee waivers.
- 1.2 Authority: West Virginia Code §18B-10-5, §18B-10-6, §18B-10-7, §18B-1-6
- 1.3 Effective Date: July 1, 2002, revised June 19, 2008

**SECTION 2. UNDERGRADUATE FEE WAIVERS**

- 2.1 The term “Fairmont State University Fee Waiver” refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.
- 2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to ten percent (10%) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the immediately preceding fiscal year.
- 2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.
- 2.4 Waiver reports shall be submitted in accordance with the following general provisions:
  - 2.5.1 A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire preceding academic year and will be presented to the board as a matter of information.
  - 2.5.2 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.
- 2.6 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
- 2.8 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees statutorily mandated. The institution may require such persons to pay special fees, including any laboratory fees, if such fees are required of

all other students taking a single or the particular course and may also require such persons to pay for parking. The value of these waivers is not counted as part of the limit in Section 2.2.

### **SECTION 3. GRADUATE AND PROFESSIONAL FEE WAIVERS**

- 3.1 The term “Graduate and Professional Fee Waiver” refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 6 of the West Virginia Code.
- 3.2 The maximum dollar value of fee waivers shall be determined in the following manner:
  - 3.2.1 The maximum dollar value of graduate and professional fee waivers at Pierpont shall be equal to five percent (5%) of the annualized full-time equivalent tuition and fees assessed from graduate and professional students registered during the immediately preceding fiscal year.
  - 3.2.2 All graduate assistants employed by the College shall be granted fee waivers. This is in addition to the above-referenced five percent (see subsection 3.2.1)
- 3.3 Pursuant to the statute, no student may hold a graduate or professional fee waiver for a period of time that exceeds the number of semesters normally required in the recipient’s academic discipline.
- 3.4 Waiver reports shall be submitted by the College in accordance with the following general provisions.
  - 3.4.1 A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.
- 3.5 The College shall give priority consideration in the awarding of graduate and professional fee waivers to students who are West Virginia residents. The College shall also give priority consideration in the awarding of graduate fee waivers to faculty and staff members of West Virginia public and private colleges who make application in accordance with the College’s announced application procedures and deadlines.

### **SECTION 4. USE OF THE FAIRMONT UNDERGRADUATE SCHOLARSHIP (FUS) FOR OTHER HIGHER EDUCATION EMPLOYEES**

- 4.1 Currently, one Fairmont Undergraduate Scholarship (FUS) is available to Pierpont employees.
- 4.2 Pierpont will have the equivalent of one Fairmont Undergraduate Scholarship for use by employees of other state colleges in West Virginia.

Maximum hours available 15 hours per semester

Maximum hours per waiver 3 hours per person

Maximum hours per institution No more than one 3-hour waiver per college.

Exception: if hours are available they will given on a first-come, first-serve basis

- 4.3 Request for fee waiver must be sent to the Director of Financial Aid prior to the semester in which the waiver is to be used. Waivers will be granted on a first-come basis. There is no g.p.a. requirement, although applicant may not be on academic probation. If there is not a sufficient number of students registered for any class, it will be canceled.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-2011**

**Short Title: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS**

**Effective Date: July 1, 2002**

**Amended: September 23, 2025**

**Repealed:**

**Reviewed:**

**SECTION 1. Purpose**

1.1 Scope: This rule regards the awarding of undergraduate ~~and graduate~~ fee waivers.

~~1.2 Authority: West Virginia Code §18B-10-5, §18B-10-6, §18B-10-7, §18B-1-6~~

~~1.3 Effective Date: July 1, 2002, revised June 19, 2008~~

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**SECTION 2. UNDERGRADUATE FEE WAIVERS**

2.1 The term "~~Fairmont State University, Pierpont Community & Technical College~~ Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.

2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to ~~ten five~~ percent (~~+05%~~) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the fall semester of the immediately preceding fiscal year.

2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than ~~eight four~~ (84) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.

~~2.4 Waiver reports shall be submitted in accordance with the following general provisions:~~

~~2.5.1 A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire preceding academic year and will be presented to the board as a matter of information.~~

~~2.5.2 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.~~

- 2.64 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
- 2.85 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees statutorily mandated. The institution may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such persons to pay for parking. The value of these waivers is not counted as part of the limit in Section 2.2.

### **SECTION 3. GRADUATE AND PROFESSIONAL FEE WAIVERS**

- 3.1 ~~The term "Graduate and Professional Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 6 of the West Virginia Code.~~
- 3.2 ~~The maximum dollar value of fee waivers shall be determined in the following manner:~~
- 3.2.1 ~~The maximum dollar value of graduate and professional fee waivers at Pierpont shall be equal to five percent (5%) of the annualized full time equivalent tuition and fees assessed from graduate and professional students registered during the immediately preceding fiscal year.~~
- 3.2.2 ~~All graduate assistants employed by the College shall be granted fee waivers. This is in addition to the above referenced five percent (see subsection 3.2.1)~~
- 3.3 ~~Pursuant to the statute, no student may hold a graduate or professional fee waiver for a period of time that exceeds the number of semesters normally required in the recipient's academic discipline.~~
- 3.4 ~~Waiver reports shall be submitted by the College in accordance with the following general provisions:~~
- 3.4.1 ~~A summary report will be submitted to the Board of Governors on August 15 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.~~



~~3.5 The College shall give priority consideration in the awarding of graduate and professional fee waivers to students who are West Virginia residents. The College shall also give priority consideration in the awarding of graduate fee waivers to faculty and staff members of West Virginia public and private colleges who make application in accordance with the College's announced application procedures and deadlines.~~

**~~SECTION 4. USE OF THE FAIRMONT UNDERGRADUATE SCHOLARSHIP (FUS)  
FOR OTHER HIGHER EDUCATION EMPLOYEES~~**

~~4.1 Currently, one Fairmont Undergraduate Scholarship (FUS) is available to Pierpont employees.~~

~~4.2 Pierpont will have the equivalent of one Fairmont Undergraduate Scholarship for use by employees of other state colleges in West Virginia.~~

~~Maximum hours available 15 hours per semester~~

~~Maximum hours per waiver 3 hours per person~~

~~Maximum hours per institution No more than one 3-hour waiver per college.~~

~~Exception: if hours are available they will given on a first come, first serve basis~~

~~4.3 Request for fee waiver must be sent to the Director of Financial Aid prior to the semester in which the waiver is to be used. Waivers will be granted on a first-come basis. There is no g.p.a. requirement, although applicant may not be on academic probation. If there is not a sufficient number of students registered for any class, it will be canceled.~~

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-2011**

**Short Title: AWARDING OF UNDERGRADUATE AND GRADUATE FEE WAIVERS**

**Effective Date: July 1, 2002**

**Amended: September 23, 2025**

**Repealed:**

**Reviewed:**

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**SECTION 1. Purpose**

- 1.1 Scope: This rule regards the awarding of undergraduate fee waivers.

**SECTION 2. UNDERGRADUATE FEE WAIVERS**

- 2.1 The term Pierpont Community & Technical College Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.
- 2.2 The maximum total dollar value of undergraduate fee waivers at Pierpont Community & Technical College shall be equal to five percent (5%) of the annualized full-time equivalent tuition and fees assessed from undergraduate students registered during the fall semester of the immediately preceding fiscal year.
- 2.3 Pursuant to the statute, no student may hold full-time undergraduate fee waiver for more than four (4) semesters. Twelve (12) or more semester hours of waiver assistance received during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes.
- 2.4 In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that Pierpont may choose to award a substantial portion of its tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. The College shall endeavor to award fifty (50%) of the fee waiver dollars to students with demonstrated financial need.
- 2.5 In accordance with Chapter 18B, Article 10, Section 7 of the West Virginia Code, the College shall make provisions to waive tuition and any fees statutorily mandated. The institution may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such persons to pay for parking. The value of these waivers is not counted as part of the limit in Section 2.2.

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 23, 2025**

<b>ITEM:</b>	Policies PP-3036 & 3037: Adjunct Faculty
<b>COMMITTEE:</b>	Human Resources, Policies, By-Laws Committee
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days concerning the proposed amendment and combination of Policies PP-3036 and 3037: Adjunct Faculty.
<b>STAFF MEMBER:</b>	George H. Perich; Vice President, Human Resources & Org. Dev.
<b>BACKGROUND:</b>	The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Policies were approved in July 2005 and do not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers to the Fairmont State operations.

**PUBLIC COMMENT PERIOD: September 25, 2025 to October 24, 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](mailto: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 # 36**  
**TITLE: ADJUNCT FACULTY**

**Effective Date: July 1, 2005**

**Amended:**

**Repealed:**

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**SECTION 1. GENERAL**

1.1 Scope –Policy regarding use of adjunct faculty

1.2 Effective Date –July 1, 2005

**SECTION 2.**

In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

**OVERALL**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
4-year	15%	25%	35%
2-year	35%	45%	55%

**SINGLE, MULTI-SECTION COURSE**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
4-year	40%	50%	60%
2-year	60%	70%	80%

It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

**SECTION 3.**

The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 37**  
**TITLE: ADJUNCT FACULTY WORKLOADS**

**Effective Date:**

**Amended:**

**Repealed:**

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**PURPOSE:**

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

**BACKGROUND:**

Full-time faculty members at Fairmont State University teach a minimum of 12 credit hours per semester. In addition to teaching, they are expected (a) to advise students; (b) to perform committee and university/community service; and (c) to engage in scholarly or creative endeavor and professional development activities. These three areas are calculated at the equivalent of three credit hours each, although weight may shift among each of the three areas.

Full-time faculty members at Pierpont Community and Technical College teach 15 credit hours per semester, with advising, service, and scholarly or creative endeavor and professional development calculated at the equivalent of two credit hours each, although weight may shift among each of these areas.

The total workload for a faculty member at either institution is, then, 21 credit hours per semester ( $12 + 9$  at FSU;  $15 + 6$  at Pierpont), or 42 credit hours per academic year.

**POLICY:**

Part-time (adjunct) faculty members at Fairmont State University will teach no more than 18 credit hours per academic year. (Fall and Spring semesters combined).

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-3036POLICY # 36**  
**TITLE: ADJUNCT FACULTY**

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**Short Title: ADJUNCT FACULTY**  
**Effective Date: July 1, 2005**  
**Amended: September 23, 2025**  
**Repealed:**

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**SECTION 1. GENERAL PURPOSE**

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

1.1 Scope Policy regarding use of adjunct faculty

1.2 Effective Date July 1, 2005

**SECTION 2.**

In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

**OVERALL**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
<u>4-year</u>	<u>15%</u>	<u>25%</u>	<u>35%</u>
2-year	35%	45%	55%

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**SINGLE, MULTI-SECTION COURSE**

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	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
<u>4-year</u>	<u>40%</u>	<u>50%</u>	<u>60%</u>
2-year	60%	70%	80%

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It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

Full-time faculty members at Pierpont Community and Technical College teach 15 credit hours per semester, with advising, service, and scholarly or creative endeavor and professional development calculated at the equivalent of two credit hours each, although weight may shift among each of these areas.

The total workload for a faculty member at either institution is, then, 21 credit hours per semester (15 + 6 at Pierpont), or 42 credit hours per academic year.

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### **SECTION 3.**

The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.



**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-3036**

**Short Title: ADJUNCT FACULTY**  
**Effective Date: July 1, 2005**  
**Amended: September 23, 2025**  
**Repealed:**

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**SECTION 1. PURPOSE**

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

**SECTION 2.**

**2.1** In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

**OVERALL**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
2-year	35%	45%	55%

**SINGLE, MULTI-SECTION COURSE**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
2-year	60%	70%	80%

It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

**2.2** Full-time faculty members at Pierpont Community and Technical College teach 15 credit hours per semester, with advising, service, and scholarly or creative endeavor and professional development calculated at the equivalent of two credit hours each, although weight may shift among each of these areas.

The total workload for a faculty member at either institution is, then, 21 credit hours per semester (15 + 6 at Pierpont), or 42 credit hours per academic year.

**SECTION 3.**

**3.1** The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of

our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.

# **Tab**

# **7**

**Board of Governors**  
**Budget/Finance Report FY 2026**  
**Pierpont Community & Technical College**  
**as of August 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 August 31, 2025, Budget/Finance Report, the Unrestricted Budget Balance is \$65,827 which includes the remaining amount of a Board approved spend down of a One-Time Supplemental Appropriation received in FY 24 of \$31,311 (Update to BANNER Self-Service 9).

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

- The institution has realized approximately 56% of projected operating revenue.
- The institution has incurred approximately 8% of operating expenses.
- The institution has realized approximately 24% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$5,357,562.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 6% of projected operating revenue.
- The institution has incurred approximately 3% of operating expenses.
- The institution has realized approximately 0.59% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$251,382.

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted**

**August 31, 2025**

		<b>Current</b>	<b>Actual</b>	<b>YTD Actual to</b>
		<b>Budget</b>	<b>YTD</b>	<b>Current Budget</b>
<b>OPERATING REVENUE</b>	Tuition and Fees	7,611,863	4,333,668	56.93%
	Auxiliary enterprise revenue	183,000	97,205	53.12%
	Other Operating Revenues	55,833	1,211	2.17%
	<b>Total:</b>	<b>7,850,696</b>	<b>4,432,084</b>	<b>56.45%</b>
<b>OPERATING EXPENSE</b>	Salaries	8,054,298	490,945	6.10%
	Benefits	1,985,484	121,907	6.14%
	Student financial aid - scholarships	248,252	6,165	2.48%
	Utilities	364,063	61,100	16.78%
	Supplies and Other Services	5,027,560	436,778	8.69%
	Equipment Expense	113,636	71,209	62.66%
	Fees retained by the Commission	109,660	27,415	25.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	<b>Total:</b>	<b>16,002,954</b>	<b>1,215,521</b>	<b>7.60%</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(8,152,258)</b>	<b>3,216,563</b>	
<b>NONOPERATING REVENUE</b>	State appropriations	8,461,049	2,115,262	25.00%
<b>(EXPENSE)</b>	Gifts	101,600	0	0.00%
	Investment Income	300,000	32,576	10.86%
	<b>Total:</b>	<b>8,862,649</b>	<b>2,147,838</b>	<b>24.23%</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	0	(6,840)	0.00%
	Transfers for Financial Aid Match	(30,875)	0	0.00%
	Transfers to Plant Reserves	(645,000)	0	0.00%
	<b>Total:</b>	<b>(675,875)</b>	<b>(6,840)</b>	<b>1.01%</b>
<b>BUDGET BALANCE UNRESTRICTED</b>		<b>34,516</b>	<b>5,357,562</b>	
<b>One-Time Supplemental Appropriation (Received in FY 24)</b>		<b>31,311</b>		
<b>BUDGET BALANCE (Adjusted for Use of One-Time Supplemental Approp)</b>		<b>65,827</b>	<b>5,357,562</b>	

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

		Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
	Federal Grants and Contracts	3,879,444	15,524	0.40%
	State/Local Grants and Contracts	4,393,290	527,297	12.00%
	Private Grants and Contracts	344,308	6,356	1.85%
	<b>Total:</b>	<b>8,617,041</b>	<b>549,177</b>	<b>6.37%</b>
<b>OPERATING EXPENSE</b>				
	Salaries	1,241,095	57,551	4.64%
	Benefits	233,149	13,623	5.84%
	Student financial aid - scholarships	7,843,661	182,634	2.33%
	Supplies and Other Services	391,743	28,624	7.31%
	Equipment Expense	126,537	919	0.73%
	<b>Total:</b>	<b>9,836,184</b>	<b>283,351</b>	<b>2.88%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(1,219,143)</b>	<b>265,827</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
	Federal Pell Grant Revenues	2,250,000	13,291	0.59%
	Gifts	485	0	0.00%
	<b>Total:</b>	<b>2,250,485</b>	<b>13,291</b>	<b>0.59%</b>
<b>TRANSFERS &amp; OTHERS</b>				
	Capital Expenditures	(941,561)	(27,736)	2.95%
	Transfers for Financial Aid Match	30,875	0	0.00%
Transfers - Indirect Cost (Char	Indirect Cost Recoveries	(53,462)	0	0.00%
	<b>Total:</b>	<b>(964,148)</b>	<b>(27,736)</b>	<b>2.88%</b>
<b>BUDGET BALANCE</b>		<b>67,194</b>	<b>251,382</b>	

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of September 23, 2025**

**ITEM:** FY 2026 Capital Projects Update.

**COMMITTEE:** Finance and Administration Committee

**INFORMATION ITEM:** FY 2026 Capital Project Budgets, Expenditures, and Cash Balances as of August 31, 2025.

**STAFF MEMBER:** Dale Bradley

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

Projects			
Projects - Funds Transferred	Approved Budget	Recorded Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,103,666	(9,340)
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	200,000	0	200,000
HVAC Building Controls All 2026	45,000	40,200	4,800
Caperton Parking Lots Repair 2026	18,000	15,205	2,795
ATC HVAC Controls Contract 2026	7,200	0	7,200
Small Capital Projects	150,000	48,382	101,618
<b>TOTALS</b>	<b><u>2,514,526</u></b>	<b><u>2,207,453</u></b>	<b><u>307,073</u></b>

Plant Funds Cash Balances as of August 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
HVAC Building Controls All 2026	3519	\$45,000.00
Caperton Parking Lots Repair 2026	3520	\$18,000.00
ATC HVAC Controls Contract 2026	3521	\$7,200.00
Small Capital Projects	3570	\$131,743.52
HEPC Debt Service	3573	\$271,757.00
Pierpont - E&G Cap & Infrastructure*	3575	\$751,364.36
<b>Total Cash in Plant Funds on August 31, 2025</b>		<b><u>1,451,430.31</u></b>

Cash Balances Available For Capital Projects as of August 31, 2025		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	\$751,364.36
Pierpont Facilities Fee	3170	39,676.40
Total Cash Balances Available For Capital Projects		\$ 791,040.76

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2026		
Fund 3170		Cash Balance
Beginning Balance		76.00
Estimated Revenues		645,000.00
Projected Cash in Unrestricted Facilities Fee Fund at June 30		\$ 645,076.00

**Tab**

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS**  
**Meeting of September 23, 2025**

**ITEM:** Committees and Committee Membership for Academic Year 2025-2026

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved, that the Pierpont Board of Governors approve its standing committees and committee membership for Academic Year 2025-2026.

**STAFF MEMBER:** Dr. Michael Waide, Interim President

**BACKGROUND:**

The Board of Governors organizes its work through committees to ensure effective oversight and governance in specific areas, including finance, academics, student services, human resources, public relations, and IT and data reporting. Approval of committees and their membership provides structure for the Board to carry out its responsibilities in alignment with West Virginia Code and institutional bylaws.



Pierpont Community & Technical College  
NCWV Advanced Technology Center  
500 Galliher Drive  
Fairmont, WV 26554  
P} 304-367-4933

## **OFFICERS AND COMMITTEES PIERPONT BOARD OF GOVERNORS MEMBERS**

Academic Year 2025-2026

### **Pierpont Board of Governors Executive Officers**

Lisa Lang - Chair  
David Hinkle – Vice Chair  
Jeffrey Powell – Secretary

#### **Board of Governors Executive Committee**

- Lisa Lang
- David Hinkle
- Jeffrey Powell
- Dr. Michael Waide (Ex Officio)

#### **Human Resources, Policies, By-Laws Committee**

- Thomas Cole - Committee Chair
- Jeffrey Powell
- Joanne Seasholtz
- Nathan Weese
- Staff Representative (TBD)

Staff Resources:

- George Perich

#### **Academics Committee**

- Thomas Cole - Committee Chair
- Lisa Lang
- Christine Miller
- Hayes Raudenbush
- Staff Representative (TBD)

Staff Resources:

- David Beighley
- 

#### **Finance and Administration Committee**

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- Jeffrey Powell - Committee Chair
- Vickie Findley
- Anthony Hinton
- David Hinkle
- Christine Miller

Staff Resources:

- Dale Bradley

### **Technology and Data Reporting Committee**

- Jeffrey Powell - Committee Chair
- Vickie Findley
- Anthony Hinton
- Hayes Raudenbush
- Nathan Weese

Staff Resources:

- JT Bowers
- Olivia Boltz

### **Advancement and Public Relations Committee**

- Lisa Lang - Committee Chair
- Christine Miller
- Hayes Raudenbush
- Dr. Joanne Seasholtz
- Staff Representative (TBD)

Staff Resources:

- Kathy Hypes
- Stefanie Moore

### **Student Services and Success Committee**

- Nathan Weese – Committee Chair
- Vickie Findley
- Christine Miller
- Hayes Raudenbush
- Dr. Joanne Seasholtz

Staff Resources:

- Nancy Parks

### **Ex-Officio Committee Members- All Committees:**

- Lisa Lang
- Dr. Michael Waide

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