

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

Human Resources, Policies, By-Laws Committee Meeting

**Tuesday, September 23, 2025
10:00 AM**

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

AGENDA

- I. Call to Order**
- II. *Approval of Minutes – May 13, 2025** ***Tab 1***
- III. Board of Governors Policies**
(George Perich, VP of Human Resources & Organizational Development)
 - A. *Revised Board of Governors Bylaws ***Tab 2***
 - B. *Policy #PP-5011 Awarding of Undergraduate and Graduate Fee Waivers-
30-day Comment Period ***Tab 3***
 - C. *Policy #PP-3036 Adjunct Faculty and #PP-3037 Adjunct Faculty Workloads
Combine into one - 30-day Comment Period ***Tab 4***
 - D. Policies that have been reviewed and need only minor or no changes:
 - i. PP-5014 Travel
 - ii. PP-5031 Reduced Tuition and Fee Program for WV Residents Sixty-Five of Age or Older
 - iii. PP-5033 Disposition of Surplus Equipment, Supplies, or Materials
 - iv. PP-5056 Erosion and Sediment Control
 - v. PP-5057 Illicit Discharge Inspection and Elimination
 - vi. PP-3013 Faculty Development
 - vii. PP-3015 Grade Point Average for Certificate and Associate Degrees
 - viii. PP-3052 Degree Definitions
 - ix. PP-3018 Student Academic Right
 - E. Policy #PP-3048 Research Involving Human Subjects - Still Under Review

**Denotes possible action item*

F. Policy #PP-2059 Furlough and reduction in Employee Workforce – On Hold

IV. Institutional Policies (Information Only)

(George Perich, VP of Human Resources & Organizational Development)

A. Visitor Policy

B. PPE Policy

C. Housekeeping

D. Hazardous Material Spill Policy

E. Floors and Corridor Policy

F. Fire Extinguisher Policy

G. Delinquent Student Account Balance Collection

V. Human Resources Update

(George Perich, VP of Human Resources & Organizational Development)

A. Employee Turnover

Tab 5

B. Board of Governors Self-Evaluation

VI. Adjournment



Mission Statement: To provide accessible, responsive, comprehensive education that works

Vision: Empowering individuals to transform their lives through education

Tagline: Education that works!

Tab

1

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

Human Resources, Policies, By-Laws Committee Meeting

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

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Human Resources, Policies, By-Laws Committee was held on May 13, 2025, beginning at 11:00 AM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Thomas Cole – Committee Chair, Juanita Nickerson, Joanne Seasholtz, and Nathan Weese

Committee Members Absent: Jeffrey Powell

Other Board Members Present: Vickie Findley and Lisa Lang

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

I. Call to Order

Thomas Cole called the meeting to order at 11:03 AM.

II. Approval of Minutes – March 25, 2025

Nathan Weese moved to approve the March 25, 2025 meeting minutes. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

III. Board of Governors Policies

A. Policy #PP-2064 – Communicating with Government Officials – Board Approval

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

- B. Repeal Policy #PP-3049 – Joint Operating Agreement for Academic Programs – 30-day Comment Period

Nathan Weese moved to forward Policy #PP-3049 to the full Board for approval of a 30-day comment period for its repeal. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

IV. Institutional Policies (Information Only)

There were no institutional policies presented for review.

V. Human Resources Update

A. Employee Turnover

George Perich presented and reviewed the Employee Turnover reports (Report provided in Agenda packet).

VI. Adjournment

There being no further business, Joanne Seasholtz moved to adjourn the meeting. Nathan Weese seconded the motion. All agreed. Meeting adjourned.

Respectfully submitted by Amanda N. Hawkinberry



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

Tab

2

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

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

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

BYLAWS

I. Composition, Role and Scope

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

II. Officers

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

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

III. Duties of Officers

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

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

IV. Special Committees

A. Appointment of Special Committees of the Board

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

V. Meetings

A. Place of Meetings

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

B. Frequency of Meetings

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

1. Due notice of time, place and date of each meeting shall be given to all Board member and the public at large.
2. Special meetings may be scheduled, with notice, by the Chairperson.
3. 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.

Tab

3

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:

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.~~

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FOR OTHER HIGHER EDUCATION EMPLOYEES~~**

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

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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 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.

Tab

4

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

ITEM:	Policies PP-3036 & 3037: Adjunct Faculty
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	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.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	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*

*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:

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:

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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Effective Date: July 1, 2005

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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.

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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:

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

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09/12/2025 Employee Turnover



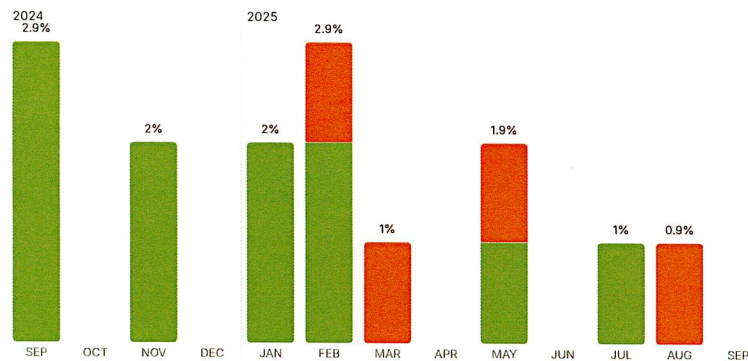
Dates
2025-01-01 - 2025-09-30

Employment Status
Full-Time Faculty; Full-Time Staff





 **9.6%** 10
Total Turnover Jan 2025 - Sep 2025

 **1.1%** 1.1
Average Monthly Turnover

 **0.6%** 1
Total Turnover - 30 days



 Show Benchmark

- Voluntary
-  Regrettable
 -  Non-Regrettable
 -  Unspecified
- Involuntary
-  Termination

09/12/2025 Employee Turnover



Dates
2024-01-01 - 2024-12-31

Employment Status
Full-Time Faculty; Full-Time Staff

 **16.4%** 17
Total Turnover Jan 2024 - Dec 2024

 **1.4%** 1.4
Average Monthly Turnover

 **0%** 1
Total Turnover - 30 days

