

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

Board of Governors Meeting

**Tuesday, February 24, 2026
2:00 PM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 24, 2026, 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

Lisa Lang, Chair, called the meeting to order in open session at 2:01 PM.

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:

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

Amanda Hawkinberry announced there was a quorum present.

Others Present:

Members of President's Cabinet, faculty, staff, and others

IV. Constituent Comments

A. Classified Staff

Memori Dobbs provided a report from Classified Staff (Report provided in Agenda packet).

B. Faculty Senate

Anthony Anobile provided a report from Faculty Senate (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)

Hayes Raudenbush provided a report from the Student Government Association (SGA) (Report provided in Agenda packet).

V. Consent Agenda

Thomas Cole moved to accept the meeting minutes from the February 11, 2026 Board meeting. Jeffrey Powell seconded the motion. All agreed. Motion carried.

VI. Human Resources, Policies, By-Laws Committee

A. Resolution for Approval – Comments and Final Draft for Policy PP-5011 Awarding of Undergraduate and Graduate Fee Waivers

Christine Miller moved to accept the final draft for Policy PP-5011 Awarding of Undergraduate and Graduate Fee Waivers. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – Comments and Final Draft for Policy PP-3036 Adjunct Faculty

Christine Miller moved to accept the final draft for Policy PP-3036 Adjunct Faculty. Joanne Seasholtz seconded the motion. All agreed. Motion carried.



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

- C. Resolution for Approval – 30-day Public Comment Period for Policy PP-2059 Furlough and Reduction in Employee Workforce

Christine Miller moved to approve a 30-day Public Comment Period for Policy PP-2059 Furlough and Reduction in Employee Workforce. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

VII. Student Services and Success Committee

Christine Miller reported that the committee met earlier in the day and reviewed the academic calendar, enrollment and persistence data, and financial aid information. No actions were taken.

VIII. Advancement and Public Relations Committee

Joanne Seasholtz reported that the committee met earlier today Kathy Hypes provided an update on two spring fundraising events: the Aviation Elimination Dinner scheduled for March 28 at the Bridgeport Conference Center and the Culinary Elimination Dinner scheduled for April 18 at the Knights of Columbus. She also reported that the Day of Giving will be held on April 1, with a fundraising goal of \$65,000. An update was also presented on the progress of the new website design from Stefanie Moore. No actions were taken.

IX. Academics Committee

Thomas Cole reported that the committee met earlier today and updates were provided regarding the status of academic programs, Career and Corporate Training (CCT), eLearning, and Institutional Effectiveness (IE). No actions were taken.

X. Finance and Administration Committee

Jeffrey Powell reported that the committee met earlier today and reviewed informational items. No actions were taken.

- A. Years 2022, 2023, and 2024 Clery Act Report Summary

Dale Bradley reviewed the 2022, 2023, and 2024 Clery Act Report Summary (Report provided in Agenda packet).

- B. January 31, 2026 Combined Finance Report



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Dale Bradley presented the January 31, 2026 Combined Finance Report (Report provided in Agenda packet).

C. Capital Projects Expenditure Report as of January 31, 2026

Dale Bradley presented the Capital Projects Expenditure Report as of January 31, 2026 (Report provided in Agenda packet).

D. FY 2026 Contracted Service Providers

Dale Bradley reviewed the FY 2026 Contract Service Providers Report (Report provided in Agenda packet).

E. FY 2026 Mid-Year Cash Balances

Dale Bradley presented the FY 2026 Mid-Year Cash Balances Report (Report provided in Agenda packet).

XI. Committee of the Whole

A. President's Report

Dr. Michael Waide provided Board members with a written report (**Attachment A**) and provided an update on the recent Institutional Actions Council (IAC) hearing. The IAC team recommended the removal of the Notice without Interim Monitoring and the continuation of accreditation, and the IAC Committee concurred. This report and recommendation will be forwarded to the Higher Learning Commission (HLC) Board of Trustees for consideration at its next meeting, which is scheduled for June 25, 2026.

B. HLC 2027 Assurance Argument for Comprehensive Visit: Project Plan

Olivia Boltz presented and reviewed the Executive Summary of HLC Mid-Cycle Comprehensive Evaluation Project Plan (**Attachment B**).

C. Enrollment Update

Nancy Parks shared enrollment data for the fall and spring terms. Headcount for both terms is slightly lower compared to the prior year, with returning student enrollment also down. There were 56 graduates in the fall, earning a total of 95 credentials.

The institutional persistence goal is a 75% rate across all programs; the majority of programs met this benchmark. The institution is now reviewing persistence data program



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by program. Support services and institutional initiatives continue to assist with persistence and retention efforts.

An uptick in student engagement activities was noted, including the launch of a Fishing Club, the first student organization not affiliated with an academic major. It was emphasized that students who feel connected to the institution are more likely to persist

D. Career and Corporate Training (CCT)

Dr. Joni Gray presented and reviewed the Career and Corporate Training (CCT) Report (Report provided in Agenda packet).

Additional updates include:

To date in FY 2026, 192 NC3 certifications have been awarded.

Program updates included the CMA program in partnership with the Randolph County Housing Authority, which launched in the fall with 10 participants, eight of whom completed the program. Fifteen applications have been received for the spring cohort. The program is also being offered in Fairmont with 10 participants. Discussions continue regarding collaboration with Eastern WV Community & Technical College to meet workforce needs.

The Surgical Technology program is progressing toward an August start, with a cohort of 10 students. Sterile Processing training has been requested as a customized training, with plans to potentially develop it into a full offering.

Corporate trainings currently underway or in progress include Dynatech Leadership Development, as well as customized training discussions with KCI and Aurora.

The Learn and Earn program was discussed as a retention tool, offering 50% wage reimbursement. Since May 2025, 17 Learn and Earn grants totaling \$490,000 in funding have been distributed through Pierpont to business partners. A Lunch and Learn will be held on March 26 at noon to educate local business and industry on the Learn and Earn program.

Additional initiatives include hand tool and safety ID training at Marion County Technical Center and participation in the CCLC after-school program in Marion County, providing education on NC3 certifications in areas such as hand tools and PPE for students in kindergarten through fourth grade.

The February CCT Advisory Board meeting focused on expanding partnerships.



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E. Day of Giving

Kathy Hypes reported that the Day of Giving will be held on April 1, with a goal of \$65,000. The marketing team is working with the website platform company, and the site is expected to go live on March 2.

She encouraged Board participation, noting the importance of being able to communicate that 100% of Board members contribute. She emphasized that participation, rather than the amount given, is the priority.

Funds will support student success and resiliency initiatives. Plans are underway to establish a pantry on all four campuses to provide non-perishable food items, personal care products, and household essentials to students in need.

XII. Board Members' Reflections

Joanne Seasholtz expressed that she was very pleased with and proud of the HLC report and its positive findings.

Hayes Raudenbush shared his support for the Pierpont Food Pantry initiative and expressed appreciation for the effort to assist students in need.

Juantia Nickerson commented that she can both see and feel the vision of Pierpont as a stand-alone institution. She noted that the College has endured significant challenges and expressed pride in how far it has come.

Thomas Cole stated that the institution has come a long way from when he started on the Board. He shared his excitement about the Aviation building project and acknowledged that enrollment management continues to become more challenging each year.

David Hinkle remarked that Pierpont has a strong group of employees and noted the positive and encouraging HLC report. He encouraged the institution to continue its robust work and remain focused on additional initiatives.

Jeffrey Powell commented on the strength of the College's leadership and the representation of various projects and teams, noting the depth of leadership and bench strength across the institution. He emphasized the importance of telling Pierpont's story and promoting the College as a valuable community asset.

Chair Lang concluded by expressing that she is proud to serve on the Board and represent the College and thanked everyone for their hard work and dedication.



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XIII. Adjournment

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

Respectfully submitted by Amanda N. Hawkinberry



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President's Operations Report

To: Board of Governors
From: Dr. Michael Waide, President, Interim President
Date: February 12, 2026
Subject: Operational Updates

Highlights

- Employee complaints: Internal complaint process (pre-grievance board) finalized; 2023 grievance closed with dismissal.
- Hiring and staffing: Key roles filled across academics, student services, finance, nursing bridge, and workforce training; more positions in final offer or screening.
- Employee engagement: Survey shows strong improvement (engagement 76% up from 60%; overall satisfaction 3.9 up from 3.31).
- Financials: We are currently projected to be about \$120,000 short on revenue for this fiscal year due to a 7% drop in FTE enrollment, primarily from fewer returning and transfer students.
- Budget Outlook: The 2027 fiscal year budget is expected to be very tight, with a potential 2% reduction in state funding that will require strategic and difficult decisions. A new budget variance reporting system is being developed to help managers track funds more effectively.
- Marketing and brand: Brand refresh approved; website soft launch targeted for April 2026; Day of Giving scheduled for April 1, 2026; internal communications redesign underway.
- Strategic plan: Update will narrow goals under each pillar, retaining core values, mission, and vision; Board retreat planned in late spring.
- Accreditation and compliance: HLC full site visit planning for September 2027; respiratory care sanction reconsideration in progress with April decision expected.
- Facilities and safety: ATC third-floor work on track for third week of March; second-floor redesign mapped; campus emergency mapping cost prepared (<\$20,000).
- Academic and institutional effectiveness: Program reviews moving to Board academics committee; program viability enhanced with wage earning potential.
- Partnerships: New articulation with WVU Parkersburg and Salem University; expanded partnership with Fairmont State including tuition-rate benefits and Falcon Center access for employees.
- Budget and finance: FY planning underway; tuition/fee recommendations expected in March; variance reporting framework in development (30-day draft).
- Grant Coordination Committee: Coordinating current and reviewing new grant proposals.

- Staff development: First Fridays and Fun Fridays launched; expanded training across accessibility, AI in learning, and customer service.
- Community engagement: United Way trivia event on February 12, 2026; commencement planning for May at the Robinson Grand.
- Aviation center: Design phase nearing bid release in spring; groundbreaking anticipated in summer.
- Conferences and professional service: Workforce Development Institute insights inform shared training opportunities; upcoming HLC Annual Meeting and career pathways conference; March weekend board service in healthcare certification.

Central Ideas by Category

- Employee Experience and HR
 - Finalized internal complaint process to resolve matters prior to state grievances.
 - Residual 2023 grievance closed with dismissal.
 - Survey results show improved engagement and satisfaction; recognition initiatives expanding; compensation review finds no major market discrepancies.
 - Succession planning identified leadership competencies and immediate coverage options; learning pathways to build bench strength.
- Hiring and Organizational Capacity
 - New hires: Career Services Coordinator, Dual Enrollment/Transitional Education Coordinator, Anatomy & Physiology Instructor, Comptroller (grant-funded), RN Bridge Program Director, Surgical Technology Coordinator (grant-funded).
 - In progress: Student Accounts Manager (offer stage), Registrar (screening), two part-time Security Officers (posted).
- Marketing, Brand, and Communications
 - Brand refresh approved with phased rollout.
 - Website redesign soft launch targeted for April 2026 to meet federal digital accessibility requirements.
 - Day of Giving set for April 1, 2026 with targeted campaigns.
 - Internal communications platform redesign to better celebrate employees and students.
- Strategy and Governance
 - Strategic plan update will retain core elements and narrow goals per HLC feedback.
 - Late spring Board retreat planned for institutional visioning following system board training; planning to begin soon.
- Accreditation and Compliance
 - HLC full site visit scheduled for September 2027; assurance report due July 2027 with project plan and leadership roles identified.
 - Respiratory Care program submitted reconsideration request based on meeting minimum certification rate; decision expected in April.
 - Emergency responder campus mapping scoped under \$20,000; able to absorb if mandated.
- Academics and Program Quality

- Five-year academic program reviews heading to Board academics committee with recommendations.
- Institutional effectiveness completed program viability review; adding wage earning potential as a variable.
- Faculty expressing desire for professional development on how to use AI as a teaching tool, detect misuse, and have productive conversations with students.
- A major effort is underway to ensure all digital content meets federal accessibility standards.
- Student Success and Services
 - Cross-divisional working group identified six categories of opportunities to support persistence and retention (academic prep, basic needs, transportation, career relevance, etc.); expanding participation to staff for next steps.
 - Host a Listening Roundtable on Student Persistence: We will schedule a roundtable discussion to further explore ideas and strategies for improving student retention.
- Partnerships and Pathways
 - Agreements with WVU Parkersburg (BAS pathways) and Salem University (student and employee pathways).
 - Fairmont State partnership: Pierpont employees may pursue bachelor's and master's at Pierpont tuition rate; Falcon Center memberships for employees and students pending MOA; joint workforce pathway planning underway.
- Facilities and Operations
 - ATC third-floor completion targeted for third week of March; second floor reimaged for student-facing services; office relocations planned at ATC and Caperton Center.
 - Café 74 work-based learning site at Middletown Commons nearing ribbon-cutting plans.
- Workforce and Career Training
 - Surgical Technology career training: space secured at ATC, curriculum and accreditation work underway; target launch August 2026.
 - LPN/Paramedic-to-RN Bridge: curriculum and accreditation planning with State Board of Nursing; first cohort targeted for Fall 2027.
- Finance and Budget
 - Budget requests reviewed; prioritization by impact and need, aligned to current revenue and cost pressures.
 - Tuition and fee adjustments under consideration due to tech costs; recommendation to Board expected in March.
 - Budget variance reporting (monthly/bimonthly) will compare YTD activity to adjusted budget across five major funds; 60% fiscal-year benchmark guiding current reviews; 30-day deadline for draft.
- Professional Development and Community
 - First Fridays (skills training) and Fun Fridays (community building) active through spring and summer.
 - United Way trivia fundraiser on February 12, 2026 at Rick's Steakhouse.

- Commencement planning for May at the Robinson Grand.
- Major Projects: Aviation Center
 - Design phase details (electrical, HVAC, hydraulic, water) finalized with system office and architects.
 - Spring bid release anticipated; summer groundbreaking coordinated through Chancellor Tucker and Vice Chancellor Treadway.
- Conferences and External Engagement
 - Attended AACC Workforce Development Institute in New Orleans
 - Attended WV Chamber's and WV EDA's legislative receptions
 - Initiating conversation and collaboration with Eastern Community and Technical College to explore shared workforce training opportunities
 - Upcoming career pathways conference to advance stackable and micro-credential integration.
 - March HLC Annual Meeting in Chicago with two Board members attending.
 - March weekend board meeting for healthcare certification organization.

Summary Notes

- Engagement and satisfaction trends are strongly positive, with targeted improvements in staff development and training.
- Succession planning focuses on competencies and immediate coverage, not naming successors; learning pathways will address overlapping skills for leadership continuity.
- Branding and web initiatives align with federal accessibility compliance and community engagement through Day of Giving and enhanced internal communications.
- Strategic planning will streamline goals per HLC guidance; governance engagement via a late spring Board retreat.
- Accreditation timelines are clearly mapped for HLC 2027; program-level accreditation issues (Respiratory Care) are being addressed with updated performance data.
- Facility improvements at ATC prioritize student-facing efficiency; emergency mapping prepared for legislative action.
- Academic quality assurance processes are active with program reviews and viability analysis adding wage outcomes.
- Partnerships expand transfer and employee education benefits, including tuition-rate advantages and campus facilities access at Fairmont State.
- Budget process emphasizes transparency, impact-based prioritization, and real-time monitoring via variance reporting.
- Workforce programs in Surgical Technology and RN Bridge are on track with clear accreditation and launch timelines.
- Community and professional development efforts continue to build culture and capacity.



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To: Board of Governors Academic Committee
From: Olivia Boltz, Director of Institutional Effectiveness
Subject: Executive Summary of HLC Mid-Cycle Comprehensive Evaluation Project Plan
Date: 24 February 2026

Overview:

Pierpont Community & Technical College will undergo its Higher Learning Commission (HLC) mid-cycle comprehensive evaluation on September 27–28, 2027. This evaluation represents a critical milestone in reaffirming the College’s institutional accreditation and demonstrating compliance with the 2025 HLC Criteria for Accreditation. Approximately six weeks prior to the visit, the College must submit its Assurance Argument and Evidence File outlining institutional effectiveness, governance integrity, student success outcomes and long-term sustainability.

HLC Criteria Summary:

HLC evaluates institutions using four criteria that are broken into multiple sub-components. The plan addresses each one:

1. **Mission** – the institution’s mission is clear and articulated publicly; it guides operations, planning and resource allocation and demonstrates commitment to the public good.
2. **Integrity: Ethical and Responsible Conduct** – the institution acts with integrity in governance, academic affairs, transparency, academic freedom and responsible knowledge acquisition.
3. **Teaching and Learning for Student Success** – the institution provides quality educational programs, sufficient faculty and staff, student support resources and assessment practices that lead to demonstrable student success.
4. **Sustainability: Institutional Effectiveness, Resources and Planning** – the institution demonstrates effective administrative structures, integrated planning, financial and human resource sufficiency and continuous quality improvement.

Governance and Project Organization:

The accreditation project is led by the Accreditation Liaison Officer (ALO) who serves as project manager. A cross-functional Accreditation Team includes faculty, staff, administrators and student services representatives assigned to lead each criterion. The Board of Governors and President are engaged at key milestones to provide oversight and approvals. Working groups collect documentation and evidence, draft narrative sections and ensure alignment with HLC requirements. Regular meetings, editing cycles and feedback loops are scheduled throughout the 18-month project.

Key Activities by Month:

January 2026 – Kickoff and Mission Orientation (Criterion 1.A)

- Conduct formal project kickoff and training on the 2025 Criteria structure.
- Map institutional documents to Criterion 1 Core Components.
- Begin gathering mission statements, strategic plans and governance documents demonstrating that the mission is clear and guiding institutional decisions.

February 2026 – Community Engagement and Public Good (Criterion 1.B)

- Document how educational programs, enrollment strategies and community partnerships align with the mission.
- Compile evidence demonstrating commitment to the public good and regional workforce development.

March 2026 – Diversity, Inclusion and Civic Engagement (Criterion 1.C)

- Provide documentation showing how the institution creates opportunities for engagement across diverse communities.
- Review policies and programming that support access, inclusion and civic responsibility.

April 2026 – Governance, Policies and Legal Compliance (Criterion 2.A)

- Orient the team to Criterion 2.A requirements covering governing board oversight, shared governance and compliance with state and federal laws.
- Collect Board bylaws, shared governance materials, policy manuals and compliance reports.

May 2026 – Transparency of Public Information (Criterion 2.B)

- Conduct a formal audit of public information including program descriptions, tuition disclosures and student outcome reporting.
- Document processes ensuring accuracy and clarity in institutional communications.

June 2026 – Board Governance and Leadership (Criterion 2.C)

- Evaluate Board composition, training and oversight responsibilities.
- Provide minutes and evidence that leadership structures support the mission and strategic planning.

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July 2026 – Academic Freedom and Free Expression (Criterion 2.D)

- Compile policies protecting academic freedom and freedom of expression.

August 2026 – Academic Integrity and Ethical Research (Criterion 2.E)

- Compile policies on academic integrity, plagiarism, research ethics, human subject protections and intellectual property.

September 2026 – Educational Programs and Learning Outcomes (Criterion 3.A)

- Gather program learning outcomes, curriculum maps and syllabi demonstrating alignment with general education outcomes.
- Document program approval and review processes.

October 2026 – Intellectual Inquiry and Lifelong Learning (Criterion 3.B)

- Provide evidence of student research, experiential learning and workforce-aligned programming.
- Highlight co-curricular and lifelong learning opportunities.

November 2026 – Faculty and Staff Resources (Criterion 3.C)

- Document faculty qualifications, staffing sufficiency and workload distribution.
- Provide evidence of professional development and evaluation processes.

December 2026 – Student Support and Resources (Criterion 3.D)

- Compile documentation of advising, tutoring, library services, accessibility services and technology resources.
- Connect student support data to retention and completion outcomes.

January 2027 – Assessment and Improvement (Criterion 3.E)

- Demonstrate systematic assessment processes and evidence of documented improvements resulting from assessment findings.
- Provide trend data demonstrating measurable gains in persistence, completion and program-level outcomes.

February 2027 – Administrative Structures and Governance (Criterion 4.A)

- Map organizational structure and shared governance processes.
- Demonstrate integration of data into decision-making and risk management processes.

March 2027 – Resource Base and Sustainability (Criterion 4.B)

- Provide audited financial statements, budgeting processes and enrollment projections.
- Demonstrate sufficiency of facilities, technology and human resources.

April 2027 – Planning for Quality Improvement (Criterion 4.C)

- Connect strategic planning, capital planning and student success planning to measurable goals.
- Demonstrate how planning cycles use data to drive institutional improvement.

May 2027 – Integration and Editing

- Integrate narrative sections from all criteria into a cohesive Assurance Argument and cross-link evidence.
- Edit for clarity, consistency of voice, and adherence to HLC writing guidelines.

June 2027 – Final Revisions and Approvals

- Conduct final review cycles, addressing feedback from senior leadership and the Board.
- Obtain formal approvals from the College President and Board of Governors, and upload evidence into HLC's Assurance System.

July 2027 – Submission and Team Preparation

- Submit the final Assurance Argument and Evidence File six weeks before the visit and ensure all documents are locked.
- Conduct orientation sessions and mock interviews with faculty, staff and students to prepare for the Peer Review visit.

August 2027 – Campus Readiness

- Finalize logistics for the Peer Review visit, including schedules, technology checks and room preparations.
- Hold campus-wide readiness sessions ensuring consistent messaging aligned with the updated Criteria framework.
- Perform final campus readiness checks and confirm travel and lodging for peer reviewers.

Conclusion:

This structured roadmap ensures intentional alignment with the 2025 HLC Criteria for Accreditation and demonstrates the College's commitment to mission fulfillment, ethical governance, student success and long-term sustainability. Through early planning, Board engagement and data-informed decision-making, Pierpont Community & Technical College will be positioned not only to reaffirm accreditation, but to demonstrate institutional maturity and strategic stability.