

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

**Human Resources, Bylaws, Policies Committee Meeting**

**Tuesday, February 21, 2023  
9:30 AM**

**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 Human Resources, Bylaws, Policies Committee was held on February 21, 2023, beginning at 9:30 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, Jim H. Myers III, Juanita Nickerson, and Jeffery Powell

*Committee Members Absent:* Brian Bozarth

*Other Board Members Present:* Shauna Burns, Lisa Lang, Christine Miller, and Susan Woods Coffindaffer

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

**I. Call to Order**

Thomas Cole, Chair, called the meeting to order at 9:39 AM.

**II. Approval of Minutes – December 2, 2022**

Juanita Nickerson moved to approve the December 2, 2022 meeting minutes. Jeffery Powell seconded the motion. All agreed. Motion carried.

**III. Board of Governors Policies**

**A. BOG Policy Matrix**

George Perich presented the **BOG Policy Review Schedule** (Attachment A).

B. Recommendation for Committee Approval - #2 Commemorative Tributes and Naming

Jeffery Powell moved to recommend PP-5002 to the full board. Juanita Nickerson seconded the motion. All agreed. Motion carried.

C. #7 Ethics, Conflict of Interest, and Conflicts of Commitment

George Perich reviewed and explained **Policy #7** (Attachment B).

D. #25 Salary

George Perich reviewed and explained **Policy #25**(Attachment C).

E. #60 Intellectual Property

George Perich reviewed and explained **Policy #60** (Attachment D).

\*It was noted that policies #7, #25, and #60 could not be voted on for a 30-day public comment recommendation to the full Board since the policies were not listed as action items on the agenda.

**IV. Institutional Policies**

A. Amendment to Telecommuting Policy and Education Leave

George Perich reviewed the **Summary of Institutional Policy Changes Report** (Attachment E)

**V. Human Resources Update**

A. Project List

George Perich reviewed the **Human Resources Project List Report** (Attachment F).

B. Employee Turnover

George Perich reviewed the **Turnover** data and graph (Attachment G).

C. HR Position

Kimberly Cale will serve as the Manager, Recruitment and Employee Relations beginning on February 27.

## **VI. Adjournment**

There being no further business, Jim H. Myers II moved to adjourn the meeting. Jeffery Powell seconded the motion. All agreed. Motion carried.

*Respectfully submitted by Amanda N. Hawkinberry*



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

**Vision:** Empowering individuals to transform their lives through education

**Tagline:** Education that works!

	A	B	C	D	E	F	G	H
1	BOG Policy #	Policy Title	Classification	Initial Review Priority Level*	Future Review Priority Level	Review Timing Years	Year for Next Review	Comments
2	32	Regulation of Speed, Flow, and Parking of Vehicles on Campus	Finance & Administration	1	0	0	0	Delete; FSU Signage and Campus Police
3	43	Assignment and Reassignment of Physical Space	Finance & Administration	1	0	0	0	Delete; FSU
4	12	Post Retirement Employment Program	Human Resources	1	0	0	0	Delete; FSU Program not suitable for PCTC
5								
6	18	Student Academic Rights	Academic Affairs	1	2	2	2023	Reconcile with #17
7	21	Part-time Employees and Adjunct Faculty	Academic Affairs	1	3	3	2023	
8	36	Adjunct Faculty	Academic Affairs	1	2	2	2023	Reconcile with #21
9	37	Adjunct Faculty Workloads	Academic Affairs	1	2	2	2023	Reconcile with #21 and #36
10	54	Bookstore	Academic Affairs	1	3	3	2023	
11	55	Copyright	Academic Affairs	1	2	2	2023	Reconcile with Intellectual Property Policy
12	61	Distance Learning	Academic Affairs	1	2	2	2023	
13	25	Salary	Finance & Administration	1	3	3	2023	Review In Process
14	47	Audit and Finance Procedures	Finance & Administration	1	3	3	2023	
15	02	Commemorative Tributes and Naming	General	1	3	3	2023	Final Revision to BOG 2/21/23
16	06	Use of Institutional Facilities	General	1	2	2	2023	
17	07	Ethics	Human Resources	1	2	2	2023	Review in Process
18	09	Sexual Harassment	Human Resources	1	1	1	2023	Legal Requirement
19	23	Administrator Evaluation	Human Resources	1	2	2	2023	Employee Evaluation newly developed
20	35	Gift Acceptance	Human Resources	1	2	2	2023	Finance?
21	51	Employment Innovations: Flexible Work Schedules	Human Resources	1	2	2	2023	
22	59	Furlough and Reduction in Employee Workforce	Human Resources	1	3	3	2023	
23	53	Information Technology	Information Technology	1	2	2	2023	
24	17	Student Rights and Responsibilities	Student Services	1	2	2	2023	Coordinate with #18
25								
26	15	Grade Point Average for Certificate and Associate Degrees	Academic Affairs	1	2	2	2024	
27	49	Joint Operating Agreements for Academic Programs	Academic Affairs	1	2	2	2024	
28	11	Awarding of Undergraduate Fee Waivers	Finance & Administration	1	3	3	2024	
29	20	Regulations Regarding Grants, Service, and Contracts	Finance & Administration	1	2	2	2024	
30	62	Campus Solicitation	General	1	3	3	2024	
31	29	Open Meetings	Human Resources	1	2	2	2024	
32	41	Institutional Employment and Family Relationships	Human Resources	1	2	2	2024	
33	14	Travel	Finance & Administration	2	2	2	2024	
34	33	Disposition of Surplus Equipment, Supplies, and Materials	Finance & Administration	2	3	3	2024	
35	39	Drug Free Workplace	Human Resources	2	2	2	2024	Legal Requirement
36								
37	13	Faculty Development	Academic Affairs	2	2	2	2025	
38	34	Administrators' Requirement and/or Eligibility for Teaching and/or Scholarly Activity	Academic Affairs	2	2	2	2025	
39	52	Degree Definitions	Academic Affairs	2	2	2	2025	
40	46	Mission Statement Review	Board of Governors	2	2	2	2025	
41	16	Tuition, Fees, Assessment, Payment, and Refund of Fees	Finance & Administration	2	2	2	2025	

**BOARD of GOVERNORS  
POLICY REVIEW SCHEDULE**

	A	B	C	D	E	F	G	H
42	19	Procedures Regarding Freedom of Information Act Requests	Finance & Administration	2	2	2	2025	
43	01	Change in Organization of Schools, Departments, or Other Administrative Units	General	2	2	2	2025	
44	08	Social Justice	General	2	2	2	2025	
45	28	Classified Employees' Catastrophic Leave Transfer	Human Resources	2	2	2	2025	
46	38	Faculty Absence Due to Illness or Injury	Human Resources	2	2	2	2025	
47	40	Employee Class Attendance	Human Resources	2	2	2	2025	
48	58	Email Established as the Official Form of Communication	Information Technology	2	2	2	2025	
49								
50	48	Research Involving Human Subjects	Academic Affairs	3	3	3	2026	
51	31	Reduced Tuition and Fee Program for WV Residents 65 Years of Age or Older	Finance & Administration	3	3	3	2026	
52	56	Erosion and Sediment Control	Finance & Administration	3	3	3	2026	
53	57	Illicit Discharge Inspection and Elimination	Finance & Administration	3	3	3	2026	
54	03	Sabbatical Leave	General	3	3	3	2026	
55	05	Use of Alcohol at College Events	General	3	3	3	2026	
56	60	Tobacco Free Campus	General	3	3	3	2026	
57	04	Holidays	Human Resources	3	3	3	2026	
58	10	Staff Development	Human Resources	3	3	3	2026	

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 7**

**TITLE: ETHICS, CONFLICTS of INTEREST, and CONFLICTS of COMMITMENT**

**Effective Date: December 5, 2001**

**Amended: TBD**

**Repealed:**

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**SECTION 1. GENERAL**

- 1.1 Scope: This policy implements guidelines in accordance with the West Virginia Governmental Ethics Act. In addition, Pierpont Community & Technical College ("Pierpont" or "the College") seeks to provide that all Faculty, Staff, Board of Governors, and Volunteers, (including students with an employment relationship with the College) are responsible for sustaining the highest ethical standards through values of integrity, honesty, and fairness in their teaching, research, service, and business practices. This policy provides the College's guidelines regarding real and perceived Conflicts of Interest. It also provides guidelines that identify when Pierpont Faculty and Staff can appropriately enter into Consulting Arrangements with third parties outside of the scope of their employment with the College. Faculty on less than twelve-month appointments must continue to comply with the Ethics Act during the months between their appointment terms
- 1.2 Authority West Virginia Code § 18B-1-6, 6B-2-5(L)
- 1.3 Effective Date TBD
- 1.4 Preamble: In 1989, the West Virginia Legislature enacted the West Virginia Governmental Ethics Act, set out in Chapter 6B of the West Virginia State Code, declaring unlawful certain activities by public employees. Section 5(a), Article 2 of the Act prohibits a public employee from using his or her office or the prestige of that office for private gain. Section 5(c), Article 2 prohibits solicitation of gifts that may confer pecuniary benefits upon the employee. Section 5(d), Article 2 prohibits an interest in the profits or benefits of a public contract which an employee has direct authority to enter into or over which he or she may have control.

The original version of the Ethics Act subjected all public employees, including higher education employees, to fines, sanction, and criminal prosecution for violation of the Ethics Act unless they obtained prior approval for the proposed activity from the West Virginia Ethics Commission. Many of the teaching, research, consulting and publication activities of higher education faculty and staff necessarily result in known and appropriate private benefits or gain which are customary and normal in higher education, but which were identified as potential violations of these provisions of the Ethics Act after its enactment. In 1990, the Ethics Act was amended at Section 5(1), Article 2 to allow higher

education employees who derive private benefits from teaching, research, consulting, or publication activities the option of seeking exemption from the above prohibitions from their employing institution instead of through the Ethics Commission.

Therefore, this rule is adopted to set forth an expeditious procedure for granting such approval of exemptions at the institutional level to faculty and staff members who seek to be relieved of certain statutorily imposed prohibitions of the West Virginia Governmental Ethics Act. Nothing in this rule shall be interpreted as restricting or prohibiting the otherwise lawful institutional or outside activities of faculty or staff consistent with their institutional duties and responsibilities or employment contracts, or as requiring the prior approval of such activities by the institution. Nor shall this rule be interpreted as restricting academic freedom, as defined in Series 9 of the Higher Education Policy Commission Rules or the constitutional rights of employees to free speech and association.

However, this rule shall not be interpreted to require or grant institutional approval or sanction of faculty or staff activities that violate or conflict with their institutional duties or responsibilities, employment contract, federal or state law, the rules of the Pierpont Board of Governors, or the ethical standards imposed by the West Virginia Governmental Ethics Act.

## **SECTION 2. APPROVAL of ACTIVITY**

- 2.1 Institutional approval of any activity pursuant to this policy shall be deemed to be a part of the employee's employment contract.
- 2.2 Any institutional approval granted pursuant to this policy may be revoked upon reasonable notice to the employee.
- 2.3 Approval for any activity under this policy may only be given by the College president or the president's designee. Such delegation of authority by the president shall be in accordance with the needs of the college but in no case shall such delegation be at an authority level lower than a departmental chair, director, or other similar department supervisor.
- 2.4 Approval for any activity may be granted on a case-by-case basis or, when such activities are common within the institution, a department or other category or grouping of employees, to all of the institution's employees or any subgrouping thereof.
- 2.5 The institution shall establish appropriate procedures for the review and approval of those employee activities covered by this policy.
- 2.6 Disclosures required by this policy are personal in nature and shall be kept confidential, as permitted by law.

## **SECTION 3. SOLICITATION of GIFTS**

- 3.1 Unless otherwise restricted by one's supervisor, employees shall be permitted to solicit gifts which directly benefit the institution. Solicitations on behalf of a particular department, school or the Pierpont Foundation shall be deemed to be solicitation on behalf of or for the benefit of the institution.
- 3.2 Permissible solicitations shall include but not be limited to the following, even though the soliciting employee may work in a position which will be directly or indirectly supported thereby:
  - 3.2.1 Grants from governmental agencies, foundations, corporations, or individuals to the institution to support teaching, research, publication or service activities of the institution;
  - 3.2.2 Contracts with governmental agencies, foundations, corporations, or individuals to the institution to support teaching, research, publication or service activities of the institution;
  - 3.2.3 Donations from foundations, corporations, or individuals to the institution to support teaching, research, publication or service activities of the institution.
- 3.3 Support for teaching, research, publication and service activities shall include but not be limited to such normal and regular institutional needs as support for salaries; scholarships; capital improvements or repairs; and classroom, laboratory, athletic, medical, scientific and other similar equipment supplies.

#### **SECTION 4. USE OF PUBLIC OFFICE FOR PRIVATE GAIN**

- 4.1 No solicitation or other activity permitted by this policy shall be deemed to be the inappropriate use of an employee's public office (position) or the prestige of that office for one's own private gain or that of another person.
- 4.2 When an employee of Pierpont Community & Technical College uses his or her knowledge and personal prestige for private gain without the use of the employee's public office, then there is no requirement to obtain an exemption under this ethics policy.
- 4.3 West Virginia Code Chapter 6B, Article 2, Section 5(1) gives institutions of public higher education limited authority to grant exemptions to their employees from the prohibitions in the State Ethics Act relating to the use of public office or the prestige of public office for private gain when the employee is using his or her field of expertise as an author, speaker, consultant or through other approved activities such as service as a board member for outside agencies or businesses. Therefore, when an employee of Pierpont seeks to use his or her public office or the prestige of their public office for the employee's private gain or for the private gain of another person, the employee may seek from the President or



his/her designee an exemption (as limited by the Ethics Act) from the prohibition against the use of public office or the prestige of public office for private gain.

- 4.4 The College President or his/her designee, subject to review from the Conflicts of Interest Committee, may grant the employee an exemption to permit the employee to use the employee's public office to derive private benefit from the employee's field of expertise as an author, speaker, consultant, or through other approved activities such as service on the board of an outside agency or business.
- 4.5 In granting permission for an employee to engage in such outside activities which may be directly or indirectly associated with the employee's position with the institution, consideration should be given to the following:
  - 4.5.1 Whether the employee brings to his/her position his/her own unique personal prestige which is based upon his/her own intelligence, education, experience, skills and abilities, or other personal gifts or traits.
  - 4.5.2 Whether such activity is customary and usual within the field;
  - 4.5.3 Whether the institution derives any benefit through prestige or otherwise from the activity;
  - 4.5.4. Whether the institution expects or anticipates that the employee will gain financially from the activities which are not a part of the employee's required employment activities;
  - 4.5.5 Whether the employee's activity will increase his/her personal or professional development or will lend service or benefit to the nation, state or community;
  - 4.5.6 Whether the outside activity will interfere with or create an overriding conflict with the employee's responsibility to the institution or will interfere with the satisfactory performance of the employee's institutional duties.
- 4.6 The disclosure by an employee of an employee's position, title, and work history with Pierpont or any other public college in West Virginia in the promotion of an employee's private activities shall be exempt from the prohibition against the use of prestige of public office for a private gain. However, in these cases the employee has the responsibility to make clear the fact that he or she is not representing the institution but is speaking as a private citizen. Employees may not use College-owned supplies, equipment, or other resources for personal projects or outside Consulting Arrangements. However, College Employees may use such resources for personal projects or outside Consulting Arrangements pursuant to an arrangement with the College to pay a fair market rate for those resources. College Employees may not use their subordinates to work on personal projects or outside Consulting Arrangements during work hours or compel them to do so on their own time. Any misuse of Pierpont resources is

prohibited unless that use is de minimis, that is, involving only an insignificant amount of time, funds, supplies, personnel, or equipment.

- 4.7 An employee who obtains an exemption from the Ethics Act prohibitions, or under any other conflicts in this rule, under the procedure authorized in this policy shall not be deemed an agent of Pierpont when the employee is acting outside the scope of his or her other employment for his or her private benefit.
- 4.8 No exemption granted under this ethics policy shall be deemed to constitute a waiver by the institution of any lawful contractual provision in the employment contract of a full or part-time employee of Pierpont.

## **SECTION 5. INTERESTS IN PUBLIC CONTRACTS**

- 5.1 The Ethics Act prohibits College Officials from having a financial interest in any contract, purchase, or sale over which their position at the College gives them control, unless the total value of such contracts, purchases, or sales does not exceed One Thousand Dollars (\$1,000.00) in a calendar year. This prohibition extends to contracts in which the College Employee's Family Members have a financial interest, as well as to any business with which the College Employee or their Family Members are associated. Each Official shall be required to disclose any interest the employee or any member of the employee's immediate family may have in the profits or benefits of a contract which the employee may have direct authority to enter into or over which the employee may have control unless such interest is limited within the meaning of West Virginia Code 6B-2-5(d)(2).
- 5.2 Pierpont, through its Conflicts of Interest Committee, may review any interest an employee or any member of the employee's family may have and determine what, if any, restrictions or limitation should be placed on the employee's activities.
- 5.3 Without limitation, the following represent examples of interests in public contracts which may be permitted:
  - 5.3.1 The faculty/employee is the author and copyright owner of a leading textbook in his/her teaching field and may wish to require the use of the textbook by his/her students;
  - 5.3.2 The faculty/employee is the inventor and patent owner of a scientific tool necessary for research in his/her field;
  - 5.3.3 The faculty/employee is an expert in the region in a particular field and such consulting expertise is being sought by the institution or another governmental agency and the providing of such consulting services is not a part of the employee's duties to the institution.
- 5.4 A Pierpont Employee may not endorse a particular product or business. This includes any product or business and includes case studies completed by a vendor. A

commercial endorsement of a product or business is only permissible when it results in an overriding public benefit. Sponsorship agreements entered into on behalf of the College are deemed to have an overriding public benefit within the meaning of the Ethics Act.

5.5 Dual Compensation. No Pierpont Employee may receive compensation from two sources of state, county, or municipal government for working the same hours, except under certain limited circumstances. However, Faculty and Non-Classified Staff can engage in an outside Consulting Arrangement with a state, county, or municipal government as long as the individuals comply with all of the requirements within Section 7 of this Rule in doing so.

## **SECTION 6. ADDITIONAL PERMISSIBLE ACTIVITY**

- 6.1 Unless otherwise prohibited by the Pierpont Board of Governors, no activity permitted under the West Virginia Ethics Act shall be deemed to be a violation of this policy.
- 6.2 Unless otherwise prohibited or restricted by the Pierpont Board of Governors, no activity approved, permitted or exempted by the West Virginia Ethics Commission shall be deemed to be a violation of this policy.

## **SECTION 7. PRESIDENT AND CHAIR**

- 7.1 Upon review by the Conflicts of Interest Committee, the Chair of the Pierpont Board of Governors shall have the authority to review and grant approval of those activities of the president which may involve a conflict of interest pursuant to this policy.

## **SECTION 8. CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT**

- 8.1 All full-time Pierpont Employees owe their primary professional allegiance to the College. All Pierpont Officials and Employees should be aware of the two types of conflicts: Conflicts of Interest and Conflicts of Commitment.

### **8.2 Conflicts of Interest**

8.2.1 A Conflict of Interest occurs when there is a divergence between a College Employee or Official's private, personal relationships or interests and their professional obligations to the College such that a reasonable observer might question whether the individual's professional actions or decisions are determined by or substantially altered by considerations of personal benefit, gain, or advantage.

8.2.2 Whether a Conflict of Interest, or the appearance of a Conflict of Interest, exists depends on the situation, not on the character or actions of the individual. The determination of the existence of a Conflict of Interest or the appearance of a Conflict of Interest is done objectively on a case-by-case basis. Because the

appearance of a Conflict of Interest can be as damaging or detrimental as an actual Conflict of Interest, for the purposes of this Rule, apparent Conflicts of Interest are treated the same as actual Conflicts of Interest. As a result, any appearance of a Conflict of Interest must also be disclosed and reviewed in accordance with this Rule by the Conflict of Interest Committee.

### 8.3 **Conflicts of Commitment**

8.3.1 A full-time Pierpont Employee's primary commitment of time and intellectual effort must be to the teaching, scholarship, and service missions of the College.

8.3.2 A Conflict of Commitment refers to a situation where an individual engages in external activities, either paid or unpaid, that interferes with his/her primary obligation and commitment to the College. Individuals in the Pierpont community should evaluate and arrange their external interests in order to avoid compromising their ability to carry out their primary obligations to the College, and most conflicts of commitment should generally be avoided or resolved through the exercise of personal judgment or discretion.

### 8.4 **Corrective Actions for Violations**

8.4.1 Any Pierpont Employee who fails to abide by the requirements within this Rule shall be subject to appropriate disciplinary action, up to and including termination, or other disciplinary action as may be appropriate.

## SECTION 9 **INSTITUTIONAL CONFLICT OF INTEREST**

9.1 An Institutional Conflict of Interest may exist when the personal financial holdings of a Pierpont Official which, by virtue of their institutional authority, may affect or reasonably appear to affect institutional processes, business transactions, or other activities at the College.

9.2 **Disclosure Requirements.** Officials must annually disclose Significant Financial Interests for Institutional Conflicts of Interest to the Conflict of Interest Committee by June 30 of each year.

9.2.1 Each Official must submit an Institutional Conflict of Interest Disclosure regardless of whether or not the individual has a Significant Financial Interest for Institutional Conflicts of Interest to report.

9.2.2 Each Official must sign and certify the annual disclosure as accurate and complete.

9.2.3 Each Official must update their annual disclosure within thirty (30) days of the development of a new Significant Financial Interest.

9.2.4 Each Official must complete an initial disclosure form within sixty (60) days upon commencing employment or appointment.

9.2.5 For each and every meeting of the Board of Governors, at the Call to Order agenda item, there will be a request from all members present to declare any conflict of interest, or perceived conflict of interest, related to any item on that agenda. If necessary, the minutes will reflect a decision to recuse at any step in the process.

- 9.3 **Review of Disclosure Forms.** Institutional Conflict of Interest Disclosures submitted by Officials shall be reviewed annually, and on an ad hoc basis as necessary, by the Conflict of Interest Committee to determine if an individual has an Institutional Conflict of Interest or the appearance of an Institutional Conflict of Interest. If a Conflict is identified, the Committee may determine that the Conflict can be managed through an appropriate Management Plan. If the Committee determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict.

## **SECTION 10 CONFLICT OF COMMITMENT; OUTSIDE CONSULTING ARRANGEMENTS.**

- 10.1 **Applicability.** Full-time Faculty and Non-Classified Staff may engage in Consulting Arrangements outside of their employment responsibilities to the College on subjects that are within their area of professional expertise. The provisions of this Section do not apply to part-time Employees, such as Adjunct Faculty, who are not required to seek approval for Consulting Arrangements or other employment that they conduct outside of their part-time employment with the College.

**10.1.1 Faculty Specific Guidelines.** External activities conducted by a faculty member should be of such nature as to improve effectiveness as a teacher or contribute to scholarly attainments or should in some manner serve the interests of the College or of the community. External activities must not distract significantly from primary responsibilities and must not require such extensive absence as to cause the faculty member to neglect course obligations or become unavailable to students and colleagues. External activities must be of such nature and conducted in such manner as will not bring discredit to Pierpont and must not compromise any Intellectual Property owned by the College.

Accordingly, the maximum expenditure of time spent on external activities by a full-time faculty member appointed on a nine-month basis should not normally exceed forty days during the academic year, including holidays.

For those full-time faculty members appointed on a twelve-month basis, time spent on external activities should not normally exceed fifty days per year, including holidays. For those academic year faculty receiving external funding during the summer, the policy for full-time faculty appointed on a twelve-month basis will apply – i.e., no more than fifty days per year, including holidays. Faculty members should periodically re-examine the nature and extent of their external activities and conscientiously avoid engaging in activities that constitute conflicts of commitment. The Provost or Dean may grant exceptions in extraordinary cases upon recommendation of the appropriate Dean.

**10.2 Staff Specific Guidelines.** Employment outside Pierpont or other activities that could create a Conflict of Commitment, or the appearance of a Conflict of Commitment, should be disclosed as outlined in this policy and discussed with the staff member's supervisor to ensure it will not create a Conflict of Commitment. Hourly paid staff, or part-time exempt staff, should also disclose and discuss with their supervisor concerning external obligations so that a Conflict of Commitment does not arise.

Accordingly, external activities must be arranged so as not to interfere with a staff member's primary commitments. External activities must be of such a nature and conducted in such a manner as will not bring discredit to the College and must not compromise any Intellectual Property owned by the College.

Staff members should periodically re-examine the nature and extent of their external activities and conscientiously avoid engaging in activities that constitute conflicts of commitment. The President or Provost may grant exceptions to this policy in extraordinary cases upon recommendation of the Conflicts of Interest Committee.

**10.3** For the purposes of this Rule, "Consulting Arrangement" means any outside employment, arrangement, or contract where a full-time Faculty or Non-Classified Staff provides their expertise to a non-Pierpont third party as an independent contractor and in which the expertise is, directly or indirectly, related to the Employee's employment or job duties with the College.

10.3.1 However, for full-time employees during their yearly appointment term, such outside Consulting Arrangements must, at minimum, meet the following requirements:

10.3.1.1 it must further develop the individual professionally or serve the community, state, or nation in an area related to the individual's assignment or professional expertise;

10.3.1.2 it must not constitute a Conflict of Commitment with the individual's College responsibilities, nor interfere with the individual's teaching, research and service to the College; and

10.3.1.3 it must not be in conflict with the mission and objectives of Pierpont.

#### **10.4 Guidelines for Outside Consulting Arrangements.**

10.4.1 Pierpont Faculty and Non-Classified Staff engaging in outside Consulting Arrangements are not permitted to use the College name, logo, or marks. However, the Pierpont Faculty and Non-Classified Staff may use the College name to convey biographical information.

10.4.2 Pierpont Faculty and Non-Classified Staff are prohibited from using College resources, including but not limited to College email and electronic devices, the individual's office, and other College Employees' time, in carrying out their responsibilities under their outside Consulting Arrangements, unless the use is de minimis in accordance with the provisions of the Ethics Acts.

10.4.3 An individual cannot use College resources to advertise or endorse their personal Consulting Arrangements.

#### **10.5 Approval of Outside Consulting Arrangements.**

10.5.1 Prior to agreeing to any outside Consulting Arrangement, an individual must submit a Consulting Arrangement Approval Form to the Dean of their School or the Provost. If an individual reports directly to the President, the President must approve the Form.

10.5.2 The individual must fully complete the required Form and provide other reasonable information to the Dean or Provost upon request. At minimum, the Form must include a description of the Consulting Arrangement, entity with whom the arrangement is with, and the anticipated time commitment for the arrangement.

10.5.3 Upon review, the Dean, Provost, or President shall determine if the request is appropriate, does not constitute a Conflict of Commitment or create a Conflict of Interest, and abides by the guidelines provided within this Rule.

10.5.4 Should the request for an outside Consulting Arrangement be denied, the individual may request that decision be reviewed by the Pierpont's Conflict of Interest Committee for a final determination. The final determination of the Conflict of Interest Committee cannot be appealed.

#### **10.6 CONFLICT OF COMMITMENT GUIDELINE REGARDING NON-PIERPONT ONLINE TEACHING**

**10.6.1 General Standard** Teaching outside of Pierpont presents issues that require special attention because it has the potential to compete with the College's own offerings. In judging the appropriateness of any online course outside the educational mission of the College, faculty should

consider the time commitment and the potential impact of these activities on the fulfillment of their commitments to Pierpont

In addition, the following special considerations and procedures apply to online courses offered, or reasonably expected to be offered, for academic credit and to online courses providing certifications:

In determining whether to grant such permission or as guidance for reviewing potential conflicts, the Dean (or the Dean's designee) and faculty should consider whether such an online course will impair the instructional offerings of the faculty member's School or other Schools at Pierpont. In making this impairment determination, the following factors (among others) may be useful to consider, with affirmative answers counting against approval, but no set number of affirmative answers being conclusive: Is the faculty member one of the primary instructors or a course director in the online course? Is the online course comparable to any current course at Pierpont? Is the online course among the courses that Pierpont plans to include in its own offerings in the next two academic years? Is the online course likely, in fact, to require the instructor to commit to teaching the content exclusively with the online vendor or other institution and not to provide any similar content in another online format?

**10.6.2 Special Provision for Online Courses for Academic Credit.** Faculty are not permitted to offer online courses for undergraduate, graduate, or professional degree credit for another education institution or venture except with permission of the faculty member's Dean.

**10.6.3 Special Provision for Online Courses Providing Certifications.** Faculty must disclose their plan to teach in online courses that offer certifications to their Dean (or Dean's designee) prior to undertaking such teaching.

## **SECTION 11 CONFLICTS OF INTEREST COMMITTEE**

### 11.1 Composition

11.1.1 The Conflicts of Interest Committee will be a College resource on Conflict of Interest matters and Conflict of Commitment matters. The Committee shall have representatives from relevant areas across Pierpont, appointed by the President, including faculty, finance, human resources, academics, administration, and student services. At least one representative on the Committee shall be a person from outside the Pierpont community with relevant knowledge.

### 11.2 Duties



11.2.1 The Committee's primary responsibility is to serve as a resource to the College on Conflict of Interest and Conflict of Commitment matters in which Pierpont's mission, philosophy, and overall purpose could be compromised by the College's relationships with the individual members of its community.

11.2.2 The Committee is responsible for reviewing all Conflict of Interest cases involving the College as a party or an institutional Conflict of Interest. The Committee will also review all cases where a management plan is being proposed and the individual has a Significant Financial Interest, as well as cases where the initial review committee cannot reach a decision. The Committee may also review appeals from adverse decisions and cases that may be referred to it. The Committee will conduct a thorough review of each case and will either approve or deny the proposed activity, management plan, and/or monitoring plan.

11.2.3 In the event of an appeal, the Committee shall be provided with a copy of any disclosure statement which reveals a real or apparent Conflict of Interest, together with a recommendation from the appropriate Pierpont official. The Committee must provide individuals the opportunity to appear before the Committee and/or submit written comments regarding the recommendation.

11.2.4 The Committee shall maintain an ongoing awareness of procedures, practices, and standards concerning conflicts of interest with a view to providing consistency with the terms of this policy. It shall also provide for a proper balance between confidentiality and its operations and standards.

11.2.5 The Committee shall perform such additional functions as may be assigned from time to time by the Chair of the Committee.

## **SECTION 12 DEFINITIONS**

- 12.1 "Board Member" means individuals actively serving as a board of governors member for Pierpont Community & Technical College as appointed under West Virginia Code §18B-2A-1.
- 12.1 "Consulting Arrangement Approval Form" means a form developed for Faculty and Staff to obtain approval for their outside Consulting Arrangements. This Form can be located at:
- 12.2 "Dean" means any Dean or their designee.
- 12.3 "Employee" means any Faculty and Staff.
- 12.4 "Family Member" means spouse, a person with whom the individual is living with as a partner, any dependent child, dependent grandchild, or dependent parent.

- 12.5 "Institutional Conflict of Interest Disclosure" means a form developed to disclose the potential institutional conflicts of interest or commitment of Pierpont Officials.
- 12.6 "Management Plan" means an agreed plan to take action to address a Conflict of Interest or Conflict of Commitment, which may include eliminating the conflict, to ensure, to the extent possible, that the Employee's actions do not violate the West Virginia Ethics Act, this Rule, or any other relevant laws, regulations, policies, or procedures.
- 12.7 "Significant Financial Interest for Institutional Conflicts of Interest" means a financial interest consisting of one or more of the following interests of a Pierpont Official, or Family Member of the Pierpont Official, that reasonably appears related to the College Official's institutional responsibilities:
- 12.7.1 Equity or ownership interests held by the Pierpont Official or a Family Member worth more than Ten Thousand Dollars (\$10,000.00) in the aggregate in any publicly traded, for-profit organization. Excluded are equity interests held in mutual funds or retirement programs.
- 12.7.2 Any equity or ownership interest held in any for-profit organization that is not publicly traded.
- 12.7.3 Service as a member of a board of directors or other governing board of a for-profit organization, including service as a trustee or scientific advisory board member, service as an officer of the organization (whether paid or unpaid) or service as an employee by the Pierpont Official.
- 12.7.4 Payments or a legal right to a payment, including royalty payments, resulting from technology transfer, licensing or any outside business activities that, for any single arrangement, exceeds Ten Thousand Dollars (\$10,000.00) in the aggregate per year.
- 12.8 "Staff" means all Classified Employees and Non-Classified Employees.
- 12.9 "College or Pierpont Official" means Pierpont Board Members, President, Vice Presidents, Assistant Provosts, Deans, Associate and Assistant Vice Presidents and Provosts, Assistant and Associate Deans, and Directors.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 25**  
**TITLE: SALARY POLICY**

**Effective Date: November 29, 2004; revised June 15, 2006, August 27, 2007, October 19, 2010**

**Amended: TBD**

**Repealed:**

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**SECTION 1. GENERAL**

- 1.1 SCOPE: This salary policy shall be in effect and shall govern the adjustment of salaries for employees of Pierpont Community & Technical College. The College will develop a fair and equitable compensation system for employees.
- 1.1 AUTHORITY: West Virginia Code § 18B-1-6; §18B-2A-4.
- 1.3 Effective Date: TBD

**SECTION 2. PROCEDURES FOR ESTABLISHING SALARY ADJUSTMENTS**

- 2.1 Each year, or from time to time as deemed appropriate, the President shall present to the Board a plan for the distribution of general salary increases to employees. This plan shall address increases for all employees other than the President.
- 2.2 The plan shall reflect the aggregate percentage increase in salary to be paid to faculty, non-classified, and classified employees.
- 2.3 Upon approval the Board shall act, in response to the plan submitted, to establish the aggregate dollars to be allocated each year for general salary increases for each of the three groups of employees in accordance with the Salary Administration Guidelines established by Human Resources. The aggregate increase in dollars shall be distributed in accordance with the recommendation of the President that is approved by the Board.

**SECTION 3. CLASSIFIED STAFF SALARY POLICY**

- 3.1 Salaries of classified employees shall be set consistent with Article 9, Chapter 18B of the Code of West Virginia and Series 8, as amended by the Higher Education Policy Commission and Community and Technical College Council.

**SECTION 4. POLICY INTERPRETATION**

- 4.1 No provision herein shall be deemed to apply in any manner to the salary of the Pierpont Community & Technical College President, whose remuneration shall be set, from time to time, at the will and pleasure of the Board and with the approval of the West Virginia Community & Technical College System; nor can it be interpreted as a guarantee of any salary adjustment at any time for any other Pierpont employee.

1                                   **PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
2                                   **Board of Governors Policies and Procedures**  
3                                   **Policy # 60**  
4                                   **PP-3060**

5   **SHORT TITLE: Intellectual Property**

6   **REFERENCE:** W. Va. Code § 18-2A-4; §18B-1-6

7   **EFFECTIVE: TBD**

8   **AMENDED:**

9   **REPEALED:**

10 **REVIEWED:**

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12 **SECTION 1. PURPOSE**

13 Pierpont Community & Technical College ("Pierpont" or the "College") encourages  
14 and recognizes research, publishing, and other activities by faculty and staff that further  
15 the institution's mission. The College seeks to achieve a fair balance between the rights  
16 of Creators who are employees and independent contractors, and the rights of the  
17 College related to intellectual property developed using its resources.

18  
19 **SECTION 2. SCOPE AND APPLICABILITY**

20 This Policy and Procedures applies to the creation of intellectual property by members  
21 of the College community. To provide that Pierpont complies with laws governing  
22 patents, copyrights, trademarks and other intellectual property rights, this Policy  
23 establishes procedures for all members of the College community. Procedures are  
24 outlined in general terms and may not cover every possible situation. For issues  
25 specifically related to Copyrights and the detailed use copyrighted material at  
26 Pierpont, refer to Board of Governors Policy #55, PP-3055.

27  
28 **SECTION 3. DEFINITIONS**

29 **3.1 Intellectual property:** the product of creative or scholarly efforts, whether  
30 or not protected by patent, copyright, trademark, trade secret laws, contract, or  
31 agreement. Expressions of original ideas, objects, data, applications, and processes  
32 are considered to be intellectual property. Expressions could include written material,  
33 spoken descriptions, models, sketches, musical scores (including any accompanying  
34 words), sculptures, software code and programs (and related manuals and/or  
35 documentation), websites or web pages, audiovisual works, architectural works,  
36 dramatic works (including any accompanying music), pantomimes and choreographic

37 works, and paintings. Such property includes, but is not limited to, inventions, goods,  
38 materials, course material, lab manuals, instruments, equipment, biological  
39 organisms, chemical compositions, mask works, computer software, graphics, literary  
40 and musical works, and trademarks. The intellectual property may be in tangible or  
41 intangible form. Intellectual property in tangible form may be physically distributed.  
42 Intellectual property may be protected by one or more of the following: patent,  
43 copyright, trade secret, trademark, contract, or agreement.  
44

45 **3.2. College Resources:** College premises, property, IT resources, personnel,  
46 branding, or funding.  
47

48 **3.3 College Premises:** all buildings or grounds owned, leased, operated,  
49 controlled, supervised, or temporarily used by the College.  
50

51 **3.4. College Community:** trustees, students, and all employees of the College  
52 as well as any independent contractors or other third parties to the extent it is included  
53 under contractual agreements.  
54

55 **3.5. Creative Commons Licensing:** licensing that enables creators of  
56 copyrighted work to grant permission to others to retain (make and own a copy),  
57 reuse (use in a wide range of ways), revise (adapt, modify, and improve), remix  
58 (combine two or more) and redistribute (share with others).  
59

60 **3.6. Creator:** refers to any member of the College community who is the originator of  
61 intellectual property.  
62

63 **3.7. Fair Use:** refers to the right to use copyrighted materials without consent of the  
64 copyright owner, usually for scholarship, teaching, research, or criticism, as  
65 stipulated by Section 504(c)(2) of the Copyright Act.  
66

67 **3.8. Incidental Use of College Resources:** means the infrequent and de minimis use of  
68 Pierpont office supplies, library resources, standard commercially-available software  
69 (e.g. Microsoft Office) on desktop or laptop computers, or other resources on the  
70 Pierpont campuses which are commonly available in non-Pierpont locations and does  
71 not (1) involve the procurement of special supplies, services, equipment, or other  
72 support by the College; (2) constitute more than a nominal amount of normal duty time  
73 of any faculty, administrator, classified, or nonclassified employee; (3) involve released  
74 or reassigned time; (4) demand more than a nominal amount of normal work hours of  
75 assisting College employees. Incidental resources that are generally available to  
76 employees should not be counted in the assessment of the use of College resources or  
77 general funds. It is the sole right of the MSHS to determine whether more than Incidental  
78 Use of College Resources and/or facilities has occurred.  
79

80 **3.9 Invention:** refers to an invention, which may or may not be patentable, and is: (1) a  
81 new design for a product or device; (2) a new process, sequence, or methodology; or  
82 (3) a new use or application of a product, device, process, sequence, or methodology.  
83 An invention may also be an improvement of any of these three.  
84

85 **3.10 Information Technology Resources:** refers to resources that include, but are not  
86 limited to, telephones, mobile devices, computers, printers, scanners, servers,  
87 networking devices, public access computers, and licensed software and services.  
88 These resources are often involved in the processing, storage, accessing, and  
89 transmission of data owned by, controlled by, or contracted to the College.  
90

91 **3.11. Patent:** refers to any work recognized by a national patent office to have been  
92 created or invented by the bearer of the patent, alongside the rights and protections  
93 granted by ownership of the patent.  
94

95 **3.12. Student Work:** is work that is produced or created by a registered full-time or part-  
96 time student of the College without exceptional use of College facilities or equipment  
97 or the direct use of Pierpont funds (where student financial aid and/or scholarships  
98 would not be considered "Pierpont funds"), that is produced or created outside of any  
99 employment by Pierpont, and that is not sponsored, contracted, or commissioned by  
100 Pierpont.  
101

102 **3.13. Trademark:** refers to any symbol or combination of symbols which serve to  
103 identify the commercial source of items marked by the symbol.  
104

105 **3.14. Trade Secret:** refers to any information, including, but not limited to, a formula,  
106 pattern, compilation, computer software, data, device, method, technique, process, or  
107 application that: (1) derives independent economic value, actual or potential, from not  
108 being generally known to and not being readily ascertainable by proper means by  
109 other persons who can obtain economic value from its disclosure or use, and (2) is the  
110 subject of efforts that are reasonable, under existing circumstances, to maintain its  
111 secrecy.  
112

113 **3.15. Work for Hire:** refers to language in the Copyright Act of 1976, as amended, and  
114 refers to copyrightable intellectual property, which is, for the purposes of this Policy  
115 and Procedures, deliverable to Pierpont, (1) prepared by an employee within the  
116 scope of their employment, or (2) produced as a result of a special order or commission  
117 by Pierpont. Work created pursuant to a research agreement between Pierpont and  
118 an outside party, either a private sector company or a governmental agency, is  
119 considered to be within the scope of employment.  
120

## 121 **SECTION 4. POLICY**

### 122 **4.1 Ownership and Rights to Intellectual Property**

123

124 4.1.1 For intellectual property created with incidental use of College resources  
125 or no use of College resources, the Creator retains ownership.  
126

127 4.1.2 The College owns intellectual property created using College resources,  
128 unless the College, in its sole discretion, recognizes a specific exception. By  
129 way of example only, for intellectual property created using College resources  
130 but not at the direction of the College, employees can seek prior approval for  
131 Creator ownership. Should such approval be granted by the College President or

132 their designee, an agreement may be established between the College and the  
133 Creator, which maintains the right of the College to use the intellectual property  
134 for its educational mission and the development of its employees, and a royalty  
135 share may be established between the College and the employee. Other  
136 exceptions may be made by the College on a case-by-case basis.

137  
138 4.1.3 For intellectual property created at the direction of the College and with  
139 College resources, the College retains ownership and rights to the work,  
140 subject to specific written agreements between the College and the Creator to  
141 the contrary.

142  
143 4.1.4 Course and program descriptions, course justifications, student learning  
144 outcomes, course syllabi, and any other curriculum materials submitted by any  
145 Pierpont faculty member or staff member for the Institutional Review of  
146 Curriculum Proposals for approval of a course, degree or certificate program, or  
147 other course of study shall be considered work for hire and within the scope of  
148 employment of any such faculty member or staff member. The copyright in  
149 such curriculum material shall belong to Pierpont.

150  
151 4.1.5 The College does not claim ownership for works developed by a member  
152 prior to becoming a member of the Pierpont organization and prior to having  
153 any access to College resources. An example would be works brought to the  
154 College from another place of employment.

## 155 156 **4.2 Intellectual Property Procedures**

157  
158 4.2.1 The College shall own and have all rights to any inventions, trademarks,  
159 patents, and/or trade secrets discovered, created, or developed by College  
160 employees using Pierpont time, resources, facilities, or equipment, except as  
161 otherwise provided in this Policy and Procedures. This right shall include, but  
162 not be limited to, inventions that are (a) developed in the course of, or pursuant  
163 to, a sponsored project or other agreement; or (b) developed under a written  
164 agreement with Pierpont and with funds provided by Pierpont; or (c) developed  
165 using Pierpont time, resources, facilities, or equipment; or (d) offered to Pierpont  
166 by the Creators and accepted by Pierpont.

167  
168 4.2.2 The College has the right to use Student Work for assessment, such as  
169 determining grades, and other noncommercial purposes without entering into  
170 any agreement with the student. Purposes means use of Student Work for  
171 academic research or other not-for-profit scholarly purposes. An agreement  
172 must be established with the student if Student Work is to be used by the College  
173 or a College employee for other purposes.

## 174 175 **4.3 Exceptions to Creator Ownership of Intellectual Property**

176  
177 4.3.1 Unless prior approval is established and, unless otherwise stated below, an  
178 agreement is entered into between the College and the Creator, the following  
179 types of intellectual property are not owned by the Creator:

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4.3.1.1 Work for Hire: For purposes of ownership of works for hire, ownership vests in the College, unless there is a specific written agreement regarding the creation of the work and that agreement specifically vests title or ownership in someone other than the College. In the case of non-employee third parties with which the College is contracting for services related to creation or development of the work, it is the general policy of the College (subject to exception approved by the President or the designee of the President) to enter into written “works for hire” agreements in which the College will obtain or retain ownership rights in the work as part of the agreement for work or services. Where the College owns the copyright in a work, it may acknowledge Creators (including Creators of works for hire) who have made a substantial creative contribution to the work.

4.3.1.2 Institutional Works: Work that is produced as a collaborative effort under the supervision and/or direction of the College. The College owns institutional works. Accordingly, software and software related documentation, as well as other works created by employees at the direction of the College for administrative support purposes, such as documents for administrative use and computer software created by nonfaculty employees of the College for use by the College, are considered works for hire.

4.3.1.3 Educational Works: Work that is related to curriculum and materials used for the primary purpose of instruction for Pierpont students. Unless otherwise negotiated prior to their creation, educational works created or developed for the primary purpose of instruction for Pierpont students by College employees during their employment with the College are owned by the College and the College has the right to modify, amend, and develop derivative uses for College purposes.

Lecture notes, articles, books, games, movies, simulations, software, videos, art and music works and other publications created by faculty members and technology created outside of the classroom and brought into the classroom are not considered within the scope of employment for purposes of this Policy and Procedures unless there is a specific written agreement between Pierpont and a faculty member, which provides that a deliverable will be considered a work for hire.

4.3.1.4 Grant Funded and Sponsored Works: When work is created with the support of an external entity through an agreement such as a grant or contract, and when any term or condition of the agreement conflicts or is inconsistent with this Policy and Procedures, then the conflicting or inconsistent term(s) contained in the agreement shall determine ownership of the intellectual property in that work.

4.3.1.5 Non-Credit Adjunct Faculty Works: With respect to non-credit



228 instruction, the College will retain rights to unlimited use of all course titles  
229 and descriptions, regardless of the non-credit adjunct faculty's  
230 employment status with the College, unless material is under copyright to  
231 another party. Course materials (e.g., syllabi, lesson plans, tests, quizzes)  
232 created outside the scope of the non-credit adjunct faculty's normal  
233 responsibilities and produced without the use of College resources remain  
234 the sole intellectual property of the non-credit adjunct faculty member. A  
235 copy of all course materials will be kept by the Program Coordinator.  
236

#### 237 **4.4 Copyright and Fair-Use**

238  
239 4.4.1 The "Fair Use" doctrine allows educators and students to use copyrighted  
240 materials without seeking prior approval to certain types of resources under  
241 certain conditions without prior approval, which may include College-owned  
242 copyrighted material.  
243

#### 244 **4.5 Agreements Related to Ownership of Intellectual Property**

245  
246 4.5.1 The College may enter into legal agreements related to the creation  
247 and/or ownership of intellectual property. Agreements will be dealt with on a  
248 case-by-case basis, with the goal to achieve a fair balance between the rights  
249 of Creators who are employees of the College, and the rights of the College  
250 related to the intellectual property developed using its resources.  
251

#### 252 **4.6 Creative Commons Licensing**

253  
254 4.6.1 Copyright owners and Creators are encouraged to add a Creative  
255 Commons (CC) license to appropriate works for the purposes of sharing and  
256 dissemination. Copyright designation for works that are subject to an intellectual  
257 property agreement between the Creator and Pierpont are determined by the  
258 agreement. However, some works and materials created through publicly  
259 funded contracts and grants (grantors) may require open licensing, published as  
260 an Open Educational Resource (OER), and carry a specific Creative Commons  
261 license. Grantees may be required to develop learning materials such as books,  
262 courses, modules, seminars, tutoring systems, and simulations as OER and use  
263 industry-leading e-learning open standards and specifications. In accordance  
264 with grant agreements, Pierpont will maintain its copyright over grant and  
265 contract-funded materials, in accordance with stipulations concerning  
266 dissemination, reuse, and adaptation of those materials under the designated  
267 CC license.  
268

#### 269 **4.7 Dispute Resolution**

270  
271 4.7.1 Should a dispute about the application of this Policy and Procedures arise  
272 between the Creator(s) and the College, resolution is first pursued using the  
273 Complaint Policy and Procedures for Employees.  
274

### 275 **SECTION 5. GENERAL PROVISIONS**

276 5.1 **Review Period.** Pierpont Community & Technical College will review this policy as  
277 needed. Initial review will include discussions through the College's Meet and  
278 Confer process.

279 5.2 **Procedure.** The Board of Governor's Human Resources, Bylaws, and Policy  
280 Committee ("Policy Committee") will initiate and establish the guidelines for  
281 each review and will recommend any changes to the Board of Governors.

282 5.3 **Approval.** Pierpont's Policy Committee will forward recommendations to the  
283 Board of Governors for their final approval and adoption.

284 5.4 **Publication.** Pierpont will publish the policy on its website.

## 285 **SECTION 6. RESPONSIBILITIES**

286 6.1 **President's Cabinet.** The President's Cabinet is responsible for the execution of  
287 this policy.

## 288 **SECTION 7. REVIEW STATEMENT**

289 All policies shall be reviewed on a regular basis with a time frame for review to be  
290 determined by the Board of Governor's Human Resources, Bylaws and Policy  
291 Committee. Upon such review, the Committee may recommend the policy be  
292 amended or repealed.

293 **Attachments:** None.

294 **Distribution:** Members of the Board of Governors and the President's Cabinet of  
295 Pierpont Community & Technical College

296 **Revision Notes:** The proposed revisions reorganize policy provisions pursuant to PP-  
297 1000.B, insert applicable statutory and regulatory references, remove  
298 references to Fairmont State University, and clarify the review process.

## Attachment E

**Pierpont Community & Technical College  
Board of Governors  
Human Resources, Policy, and Bylaws Committee  
February 21, 2023**

### **Summary of Institutional Policy Changes**

#### **Amendment to Telecommuting Policy**

Amended the Telecommuting Policy to address the need for short-term telecommuting in the event of inclement weather without a state of emergency or perhaps an illness that allows the employee to work but not be on location.

#### **Education Leave**

Provides employees who are seeking degrees, from associates through doctorate, to take up to 6 paid workdays off to address academic requirements such as preparing for exams, writing papers, or any other academic efforts.

**Attachment F**

**Human Resources Project List**

<b>Item #</b>	<b>Project</b>	<b>Action</b>	<b>Status</b>
1	Orientation	Design Website Page	In Progress
		Create Welcome Video	Not Started
		Determine Required Training	In Progress
		Determine Training Methodology (Inperson or Online)	
2	Employee Evaluation	Create Evaluation Process	Complete
		Develop Manager Training	In Progress
		Provide Training	Not Started
3	Staff Development	Contract with LinkedIn Learning	Complete
		Develop LinkedIn Learning Mandatory Curriculum	In Progress
		Clean up CSV Files	In Progress
		Survey Training Needs	Complete
		Develop Inperson Training Curriculum	Not started
		Coordinate with Faculty Development	Ongoing
4	Compensation	Develop Salary Administration Guidelines	Complete
		Review and Revise BOG Salary Policy	In Progress
		Develop Wage Structure Positions and Ranges	Not Started
		Perform Market Study	Not Started
		Develop recommendation for Cabinet Review	Not Started
		Develop Implementation Plan	Not Started
5	HRIS	Research and Evaluate HRIS Options	In Progress
		Work with IT to Develop Recommendation	Not Started

YEAR	TURNOVER
2019	5.0%
2020	1.7%
2021	16.5%
2022	19.8%
2023	1.7%

