

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

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

**Thursday, May 18, 2023  
10:00 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 May 18, 2023, beginning at 10:00 AM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

*Committee Members Present:* Thomas Cole – Committee Chair, Juanita Nickerson, and Jeffery Powell

*Committee Members Absent:* Brian Bozarth and James H. Myers III

*Other Board Members Present:* Joanne Seasholtz 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 10:0 AM.

**II. Approval of Minutes – March 21, 2023**

Jeffery Powell moved to approve the March 21, 2023 meeting minutes. Juanita Nickerson seconded the motion. All agreed. Motion carried.

**III. Board of Governors Policies**

A. Revision after Comment Period; Final Draft of Policies #7 Ethics, Conflict of Interest, and Conflicts of Commitment, #25 Salary, and #63 Intellectual Property

Juanita Nickerson moved to move items A, B, and C to the full board for approval. Jeffery Powell seconded the motion. All agreed. Motion carried.

- B. Repeal after Comment Period; Policies #12 Post Retirement Employment Program and #43 Assignment and Reassignment of Space

Juanita Nickerson moved to move items D and E to the full board for approval. Jeffery Powell seconded the motion. All agreed. Motion carried.

- C. 30-Day Comment Period for Repeal of Policy #8 Social Justice

Juanita Nickerson moved to move item F to the full board for approval. Jeffery Powell seconded the motion. All agreed. Motion carried.

#### **IV. Institutional Policies**

George Perich reported there were no changes made to institutional policies since the last Committee meeting.

#### **V. Board Self Evaluation**

George Perich presented the **Board Self and Board Evaluation** (Attachment A).

Amanda Hawkinberry will send out the Board Self and Board Evaluation form for all Board members to complete.

#### **VI. Discussion of Election of Board Officers**

According to the BOG Bylaws, only lay members may elect a Chair. The Committee will discuss amending the Bylaws during the June Committee meeting.

Amanda Hawkinberry will send out a nomination form for all Board members to complete. The committee will bring forward all nominations to the full Board for a vote instead of only bringing forward a slate of officers.

#### **VII. Human Resources Update**

- A. Project List

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

- B. Employee Turnover

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

#### **VIII. Adjournment**

There being no further business, Jeffery Powell moved to adjourn the meeting. Juanita Nickerson 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!

**Attachment A**

# **Board of Governors Self- and Board Evaluation**

**For each statement in this evaluation, respond in "A" as a self-assessment and in "B" as you view the work of the Board as a group.**

**Mark 4 for ALWAYS**

**Mark 3 for OFTEN**

**Mark 2 for SELDOM**

**Mark 1 for RARELY**

**Responses for "the Board" will be tallied and summarized without attribution to any one individual. All responses are confidential.**

- A. I am knowledgeable about the culture, history, and values of Pierpont Community and Technical College.
- B. Board members are knowledgeable about the culture, history, and values of Pierpont Community and Technical College.

- A. I understand the mission and vision of the institution.
- B. The Board understands the mission and vision of the institution.

- A. I have reviewed, within the past 6 months, the Board's bylaws and policies.
- B. The Board has, within the past 6 months, reviewed the Board's bylaws and policies.

- A. I spend adequate time learning about the future needs and direction of the College.
  - B. The Board spends adequate time learning about the future needs and direction of the College.
- 
- A. I regularly attend Board committee meetings beyond those on which I serve.
  - B. Board members regularly attend committee meetings beyond those on which they attend.
- 
- A. I am knowledgeable about how the Board agenda items are related to the College's Higher Learning Commission accreditation requirements.
  - B. The Board is knowledgeable about how the Board agenda items are related to the College's Higher Learning Commission accreditation requirements.
- 
- A. I clearly understand the Board's policy role and differentiate its role from those of the President and college staff.
  - B. The Board clearly understands its policy role and differentiates its role from those of the President and college staff.
- 
- A. I assure that the College complies with relevant laws, regulations and accreditation standards.
  - B. The Board assures that the College complies with relevant laws, regulations and accreditation standards.
- 
- A. I maintain a positive working relationship with the President.
  - B. The Board maintains a positive working relationship with the President.
- 
- A. I clearly delegate the administration of the College to the President.
  - B. The Board clearly delegates the administration of the College to the President.
- 
- A. I provide a high level of support to the President.
  - B. The Board provides a high level of support to the President. •
- 
- A. I maintain open communication with the President.
  - B. The Board maintains open communication with the President. •

- A. I am knowledgeable about the educational programs and services of the College.
- B. The Board is knowledgeable about the educational programs and services of the College.

- A. I understand the fiscal condition of the College.
- B. The Board understands the fiscal condition of the College.

- A. I am prepared for Board meetings.
- B. Board members are prepared for Board meetings.

- A. I maintain confidentiality of privileged information.
- B. The Board maintains confidentiality of privileged information.

- A. I support the College by attending various events.
- B. Board members support the College by attending various events.

- A. I am knowledgeable about state and national educational policy issues.
- B. Board members are knowledgeable about state and national educational policy issues.

- A. I base my decisions in terms of what is best for students and the College.
- B. The Board bases its decisions in terms of what is best for students and the College.

- A. I actively support the College's foundation and fundraising efforts.
- B. The Board actively supports the College's foundation and fundraising efforts.

Please use the same evaluation scale to respond to each of the following statements:

- A. Board members make decisions after thorough discussion and exploration of many perspectives.
- B. The Board's decisions are independent of partisan bias.
- C. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.
- D. The meeting agendas are relevant to the work of the Board.
- E. Board committees have clear and appropriate responsibilities.
- F. Board committees effectively assist the Board to do its work.
- G. The Board encourages partnerships and other cooperative agreements with business, government, community agencies, and other educational institutions.

**Please answer the following questions:**

What are the Board's greatest strengths?

What are the major accomplishments of the Board in the past year?

What are areas in which the Board could improve?

## Attachment B

### Human Resources Project List

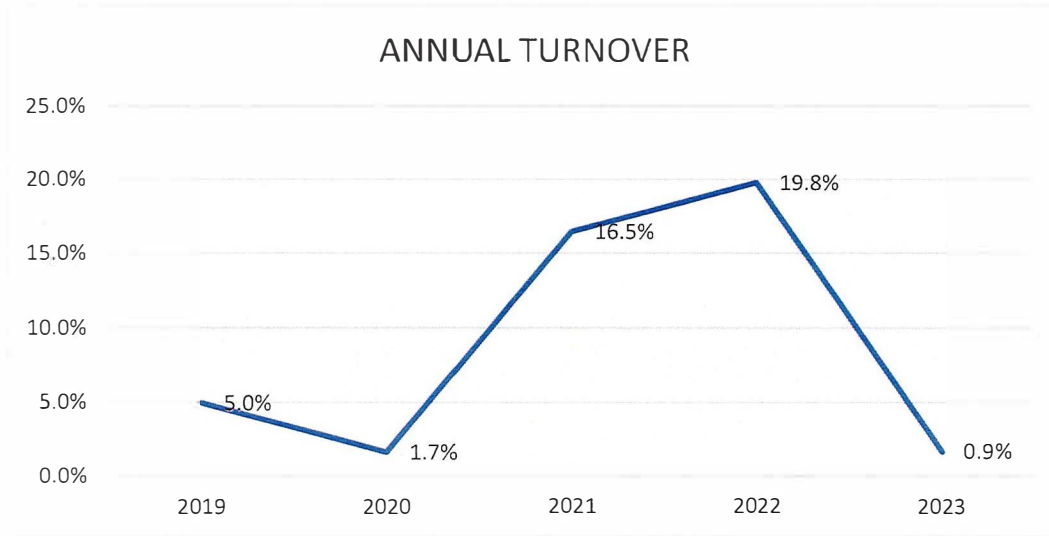
Item #	Project	Action	Status
1	Orientation	Design Website Page Create Welcome Video Determine Required Training Determine Training Methodology (Inperson or Online)	Complete Not Started In Progress
2	Employee Evaluation	Create Evaluation Process Develop Manager Training Provide Training	Complete Complete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



# Attachment C

## YEAR TURNOVER

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



## MONTH TURNOVER

Jan-23	1.7%
23-Feb	0%
23-Mar	2.0%
23-Apr	0%

