

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

Human Resources, Bylaws, Policies Committee Meeting

**Tuesday, June 20, 2023
11:30 AM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Human Resources, Bylaws, Policies Committee was held on June 20, 2023, beginning at 11:30 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, James Myers, Juanita Nickerson, and Jeffrey Powell

Committee Members Absent: Brian Bozarth

Other Board Members Present: Susan Woods Coffindaffer and Joanne Seasholtz

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 11:35 AM.

II. Approval of Minutes – May 18, 2023

Jeffrey Powell moved to approve the May 18, 2023 meeting minutes. Juanita Nickerson seconded the motion. All agreed. Motion carried.

III. Board of Governors Policies

A. #8 - Social Justice – Board Approval for Repeal

Jeffrey Powell moved to forward the Social Justice Policy to the full Board for repeal. Juanita Nickerson seconded the motion. All agreed. Motion carried.

IV. Institutional Policies

George Perich reported there were no changes made to institutional policies.

V. Board Self Evaluation

Thomas Cole summarized the results of the Board Self Evaluation.

VI. Human Resources Update

A. Project List

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

B. Employee Turnover

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

VII. Adjournment

There being no further business, Jeffrey 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!

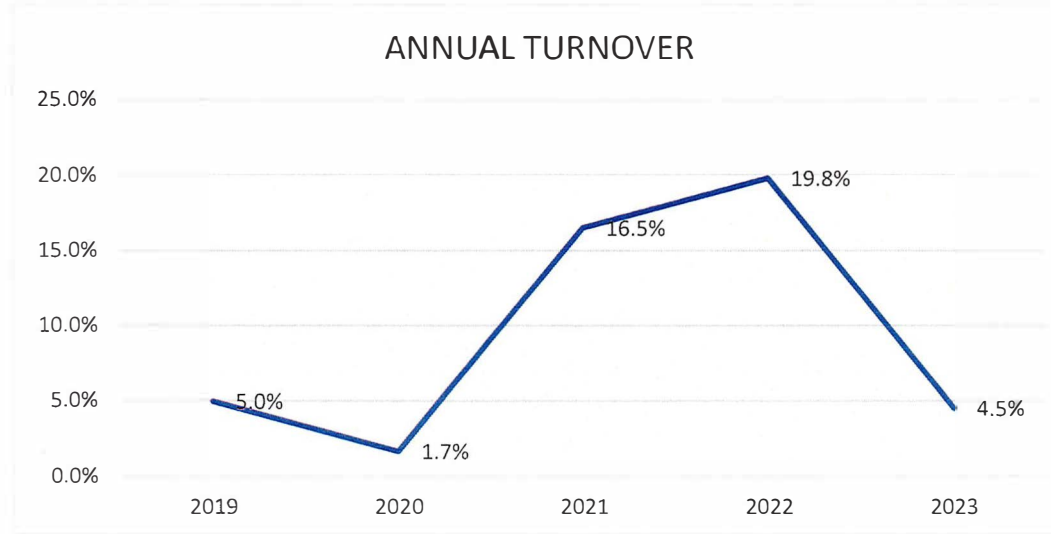
ATTACHMENT A

Human Resources Project List

Item #	Project	Action	Status
1	Orientation	Design Website Page	Complete
		Create Welcome Video	Not Started
		Determine Required Training	In Progress
		Determine Training Methodology (Inperson or Online)	In Progress
2	Employee Evaluation	Create Evaluation Process	Complete
		Develop Manager Training	Complete
		Provide Training	Complete
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	Complete
		Coordinate with Faculty Development	Ongoing
4	Compensation	Develop Salary Administration Guidelines	Complete
		Review and Revise BOG Salary Policy	Complete
		Develop Wage Structure Positions and Ranges	In Progress
		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

ATTACHMENT B

YEAR	TURNOVER
2019	5.0%
2020	1.7%
2021	16.5%
2022	19.8%
2023	4.5%



MONTH	TURNOVER
Jan-23	1.7%
23-Feb	0%
23-Mar	2.0%
23-Apr	0%
23-May	0.8%

