

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, September 19, 2023

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

9:00 AM	Human Resources, Bylaws, Policies Committee
10:00 AM	Finance and Administration Committee
11:00 AM	Academics and Students Services Committee
12:00 PM	Lunch
1:00 PM	Advancement and Public Relations Committee
2:00 PM	Full Board Meeting

*All meetings will be held in room 216A unless otherwise noted.



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

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

Regular Meeting

**Tuesday, September 19, 2023
2:00 PM**

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

AGENDA

I. Call to Order

A. Chairman Hinkle's Reflections

II. Conflict of Interest

III. Roll Call

IV. Public Comment – Via Email Only

Written comments will be accepted no later than 12:00 PM on September 19. Please send comments to BOG@pierpont.edu

A. Faculty Senate

B. Classified Staff

C. Non-Classified Staff

V. *Consent Agenda

Tab 1

A. Minutes of the June 20, 2023 Meeting

B. Minutes of the August 3, 2023 Meeting

VI. Dr. Hayward's Reflections

VII. Preparing for Strategic Planning
(Dr. Milan Hayward, President)

**Denotes possible action item*

VIII. Human Resources, Bylaws, Policies Committee

(Thomas Cole, Chair)

- A. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-1005 Use of Alcohol at College Events

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- B. *Resolution for Approval of a 30-Day Public Comment Period for Policy PP-1006 Use of Institutional Facilities

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IX. Finance and Administration Committee

(Brian Bozarth, Chair)

X. Academic and Student Services Committee

(Thomas Cole, Chair)

XI. Advancement and Public Relations Committee

(Lisa Lang, Chair)

XII. ATC Advisory Board

- A. Industry Relations & Partnership Report – *Informational*

(Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development)

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XIII. Committee of the Whole

- A. August 31, 2023 Combined Finance Report – *Informational*

(Dale Bradley, VP of Finance and Administration)

XIV. Board Members' Reflections (3-minute limit)

XV. Adjournment



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**Denotes possible action item*

Tab

1

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of September 19, 2023

ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed.

STAFF MEMBER: Dr. Milan Hayward, President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board book and listed on the proposed consent agenda.

1. Minutes of the June 20, 2023 Meeting
2. Minutes of the August 3, 2023 Meeting

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

Board of Governors Meeting

**Tuesday, June 20, 2023
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 June 20, 2023, 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

Brian Bozarth, Secretary, called the meeting to order in open session at 2:06 PM.

II. Conflict of Interest

Brian Bozarth asked Board members to review the agenda and disclose any conflicts of interest they may have.

III. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Brian Bozarth	Present
Shauna Burns	Present
Dr. Susan Woods Coffindaffer	Present
Thomas Cole	Present
David Hinkle	Not Present
Anthony Hinton	Not Present
Lisa Lang	Not Present
Christine Miller	Present (via Zoom)
James H. Myers III	Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present

Amanda Hawkinberry announced there was a quorum present.

Others Present:

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

IV. Public Comment

No comments were received via email.

A. Faculty Senate

Vickie Findley offered comments from Faculty Senate.

B. Classified Staff

Mary Jo Rutherford offered comments from Classified Staff.

C. Non-Classified Staff

Kimberly Cale offered comments from Non-Classified Staff.

V. *Consent Agenda

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

VI. Dr. Nelson's Reflections

Dr. Nelson offered her reflections to the Board and reviewed her personal mission statement.

VII. Recognitions

A. Recognition of Outgoing Representatives of the Board of Governors

Brian Bozarth presented Shauna Burns, Larry Puccio, Jr, and Jillian Sole with plaques to recognize their service as Board of Governors members.

VIII. Human Resources, Bylaws, Policies Committee

A. Resolution for Approval of Repeal of Policy PP-1008 Social Justice

Jeffrey Powell moved to approve the repeal of Policy PP-1008. Shauna Burns seconded the motion. All agreed. Motion carried.

B. Board of Governors Evaluation Results

Thomas Cole reported that the results of the Board of Governors Self Evaluation was sent to all Board members via email. Several comments from the evaluation were positive. For

example, we now have a full board that is filled with members that represent different workforce industries in the community. There were a few items noted on the evaluation that needed improvement.

IX. Finance and Administration Committee

- A. Resolution for Approval – Academic Year 2023-2024 Program Fees Returning to Academic Year 2022-2023 Amounts

Susan Woods Coffindaffer moved accept the resolution to reduce the program fees back to the AY 2022-2023 amounts. Thomas Cole seconded the motion. All agreed. Motion carried.

- B. Resolution for Approval – Sewer Line Replacement at the Caperton Center

Thomas Cole moved to approve \$20,000 of capital funds to replace the sewer line at the Caperton Center. Jeffrey Powell seconded the motion. All agreed. Motion carried.

- C. Resolution for Approval – Advanced Technology Center Deferred Maintenance Request

Susan Woods Coffindaffer moved to authorize the President to apply for the deferred maintenance grant request for the Advanced Technology Center in the amount of \$1,650,00. Shauna Burns seconded the motion. All agreed. Motion carried.

- D. Resolution for Approval – Gaston Caperton Center Deferred Maintenance Request

Thomas Cole moved to authorize the President to apply for the deferred maintenance grant request for the Gaston Caperton Center in the amount of \$700,000. Juanita Nickerson seconded the motion. All agreed. Motion carried.

X. ATC Advisory Board

- A. Industry Relations & Partnership Report

Nancy Ligus reviewed the Industry Relations & Partnerships Report.

XI. Committee of the Whole

- A. May 31, 2023 Combine Finance Report

Dale Bradley presented the May 31, 2023 Combined Finance Report.

- B. Executive Officer Elections

George Perich, Vice President of Human Resources & Organizational Development conducted the Executive Officer Elections:

A. Chair

George Perich announced David Hinkle was nomination for the position of Chair. George Perich called for nominations from the floor. No nominations from the floor were received. George Perich requested a roll call vote for the appointment of David Hinkle as Chair.

Name	Vote
Brian Bozarth	Yea
Shauna Burns	Yea
Dr. Susan Woods Coffindaffer	Yea
Thomas Cole	Yea
Christine Miller	Yea
James H. Myers III	Yea
Juanita Nickerson	Yea
Jeffrey Powell	Yea
Joanne Seasholtz	Yea

David Hinkle was elected to serve as the Board Chair for AY 2023-2024.

B. Vice-Chair

George Perich announced Lisa Lang was nomination for the position of Vice-Chair. George Perich called for nominations from the floor. No nominations from the floor were received. George Perich requested a roll call vote for the appointment of Lisa Lang as Vice-Chair.

Name	Vote
Brian Bozarth	Yea
Shauna Burns	Yea
Dr. Susan Woods Coffindaffer	Yea
Thomas Cole	Yea
Christine Miller	Yea
James H. Myers III	Yea
Juanita Nickerson	Yea
Jeffrey Powell	Yea
Joanne Seasholtz	Yea

Lisa Lang was elected to serve as the Board Vice-Chair for AY 2023-2024.

C. Secretary

George Perich announced Brian Bozarth and Thomas Cole were nominated for the position of Secretary. George Perich called for nominations from the floor. No nominations from the floor were received. George Perich requested a roll call vote for the Secretary position.

Name	Vote
Brian Bozarth	Thomas Cole
Shauna Burns	Thomas Cole
Dr. Susan Woods Coffindaffer	Thomas Cole
Thomas Cole	Brian Bozarth
Christine Miller	Thomas Cole
James H. Myers III	Brian Bozarth
Juanita Nickerson	Brian Bozarth
Jeffrey Powell	Brian Bozarth
Joanne Seasholtz	Thomas Cole

Thomas Cole was elected to serve as the Board Secretary for AY 2023-2024.

C. Resolution for Approval – Meeting Dates for Academic Year 2023-2024

Thomas Cole moved to accept the proposed meeting dates for AY 2023-2024. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

D. Resolution for Approval – Delegation of Powers to the President

Thomas Cole moved to approve the Delegation of Powers to the President. Juanita Nickerson seconded the motion. All agreed. Motion carried.

E. Stopout/Dropout Report

Dr. Michael Waide offered the following comments regarding the Stopout/Dropout Report:

Hanover Research conducted a survey of 1,600 students who either ended or suspended their enrollment between 2016 and 2022. The objective of the survey was to identify reasons students chose to leave Pierpont, identify how students perceive Pierpont's strengths and weaknesses, identify ways to improve educational and engagement experiences for students, and understand Pierpont's programs to better meet students' needs.

The most cited reason for suspending or ending enrollment at Pierpont is "other". Although there was no consistent theme, financial and personal reasons were the two highest responses for suspending their enrollment.

Based on the analysis and findings of the survey, there were several recommendations for Pierpont:

- Improve scheduling flexibility
- Improve student services related to academic and student preparedness
- Promote feelings of connectedness for current students

Some of these recommendations have been implemented, or they are included in Pierpont's Strategic Enrollment Plan (SEP).

F. FY 2023 Operational Plan

Dr. Kathleen Nelson email the FY 2023 Operational Plan to Board members.

XII. Board Member's Reflections

Shauna Burns, Susan Wood Coffindaffer, Brian Bozarth, Thomas Cole, Juanita Nickerson, Jeffrey Powell, Joanne Seasholtz, James Myers, Dr. Milan Hayward, and Christine Miller offered their reflections to the Board.

XIII. Adjournment

There being no further business, Susan Woods Coffindaffer moved to adjourn the meeting. James Myers seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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

Special Meeting

**Thursday, August 3, 2023
4:00 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 August 3, 2023, beginning at 4:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. A videoconference (Zoom) option was made available to participants. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

I. Call to Order

David Hinkle, Chair, called the meeting to order at 4:01 p.m.

II. Conflict of Interest

Chairman Hinkle requested Board members recognize any conflicts of interest they may have during the meeting.

III. Roll Call

Skye Feather conducted a roll call:

Name	Present/Not Present
Brian Bozarth	Present (via Zoom)
Susan Woods Coffindaffer	Present
Thomas Cole	Present
David Hinkle	Present
Anthony Hinton	Not Present
Lisa Lang	Present (via Zoom)
Madison Martin	Present (via Zoom)
Christine Miller	Present
James Myers III	Not Present
Juanita Nickerson	Present
Jeffery Powell	Not Present
Joanne Seasholtz	Present (via Zoom)

Skye Feather announced there was a quorum present.

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

IV. Committee of the Whole

A. Resolution for Approval – Schematic Design for New Aviation Maintenance Technology Facility

Thomas Cole made a motion to approve the schematic design for the new aviation maintenance facility. Juanita Nickerson seconded the motion. All agreed. Motion carried.

V. Adjournment

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

Respectfully submitted by Skye Feather



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Tab

2

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF September 19, 2023**

ITEM:	Policy PP-1005: Use of Alcohol at College Events
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days concerning the proposed repeal of Policy PP-1005: Use of Alcohol at College Events.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Pierpont Community & Technical College's Use of Alcohol at College Events Policy was approved in July 2008 and does not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers primarily to the Fairmont State operations.

PUBLIC COMMENT PERIOD: September 21, 2023 to October 20, 2023

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
bog@pierpont.edu*

*The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
<https://www.pierpont.edu/about/board-of-governors/policies/>*

ATTACHMENT 1
PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-1005

TITLE: USE OF ALCOHOL AT COLLEGE EVENTS

Effective date: July 1, 2008

AMENDED: September 1, 2023

REPEALED:

REVIEWED:

SECTION 1 PURPOSE

- 1.1** This policy governs the use of alcoholic beverages during Pierpont sponsored events on or off any campus facility.

SECTION 2 GENERAL

2.1 Alcoholic beverages are defined as legal liquor, wine, or beer. The legal age in West Virginia for the purchase or use of alcohol is 21. Possession or use of alcoholic beverages on state property is prohibited. Waiver of this policy to permit limited use (non-sale) of alcohol at non-student special events is allowable at the discretion of the President of the College, per the Guidelines for the Use of Alcohol at College Events.

2.2.1 Anyone involved in a disruptive situation while under the influence of alcohol at a university-sponsored event is considered to be in violation of college regulations and may be subject to discipline.

2.2.2 For special college events, a location may be designated as one where the possession and consumption of alcoholic beverages by those of legal drinking age is permitted. Such occasions must be registered, approved, and advertised at least ten days in advance of an event at which alcohol may be consumed. Attendees who have reached the age designated by the state (twenty-one years of age) for the legal consumption of alcoholic beverages may possess and consume alcoholic beverages at special college events registered and approved by the President of the College.

2.2.3 Any time alcoholic beverages are served or permitted, food and alternative non-alcoholic beverages must also be served during the entire period that alcoholic beverages are available.

2.2.4 The sale of alcoholic beverages is prohibited.

SECTION 3 PROCESS

3.1 To seek authorization to serve alcohol for an event, the area manager for an employee event must obtain the Permit for Alcoholic Beverages Request Form from the Office of the President or designee and secure the approval by signature of the President.

3.2 If college or employee sponsored (non-student), the Permit for Alcoholic Beverages Request Form must be submitted directly to the President of the College for final approval no fewer than ten workdays in advance of the event. The group hosting the event is responsible for ensuring compliance with college policies **and state and local law.**

3.3 Additional regulations will be developed at the request of the President of the College and reviewed on an annual basis or as necessary. In all cases, the President's decision to grant or deny a permit shall be final.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-1005 ~~OLICY~~ #5

TITLE: USE OF ALCOHOL AT COLLEGE EVENTS

Effective date: July 1, 2008

~~AMENDED~~mended: September 1, 2023

~~REPEALED~~epealed:

REVIEWED:

SECTION 1 PURPOSE

1.1 This policy governs the use of alcoholic beverages during Pierpont sponsored events on or off any campus facility.

SECTION 2 GENERAL

2.1 Alcoholic beverages are defined as legal alcoholic liquor, wine, or beer. The legal age in West Virginia for the purchase or use of alcohol is 21. Possession or use of alcoholic beverages on state property is prohibited, ~~except in designated residence halls for upperclass or adult students~~. Waiver of this policy to permit limited use (non-sale) of alcohol at ~~student and/or~~ non-student special events is allowable at the discretion of the President of the College, per the Guidelines for the Use of Alcohol at College Events.

2.2.1 Anyone involved in a disruptive situation while under the influence of alcohol at a university-sponsored event is considered to be in violation of college regulations and may be subject to discipline.

2.2.2 For special college events, a location may be designated as one where the possession and consumption of alcoholic beverages by those of legal drinking age is permitted. Such occasions must be registered, approved, and advertised at least ten days in advance of an event at which alcohol may be consumed. Attendees who have reached the age designated by the state (twenty-one years of age) for the legal consumption of alcoholic beverages may possess and consume alcoholic beverages at special college events registered and approved by the President of the College.

2.2.3 Any time alcoholic beverages are served or permitted, food and alternative non-alcoholic beverages must also be served during the entire period that alcoholic beverages are available.

2.2.4 The sale of alcoholic beverages is prohibited.

SECTION 3 PROCESS

3.1 To seek authorization to serve alcohol for an event, the area manager for an employee event must obtain the Permit for Alcoholic Beverages Request Form from the Office of the President or designee and secure the approval by signature of the President.

3.2 If college or employee sponsored (non-student), the Permit for Alcoholic Beverages Request Form must be submitted directly to the President of the College for final approval no fewer than ten workdays in advance of the event. The group hosting the event is responsible for ensuring compliance with college policies and state and local law.

3.3 Additional regulations will be developed at the request of the President of the College and reviewed on an annual basis or as necessary. In all cases, the President's decision to grant or deny a permit shall be final.

~~For special college events, a location may be designated as one where the possession and consumption of alcoholic beverages by those of legal drinking age is permitted. Such occasions must be registered, approved, and advertised at least ten days in advance of an event at which alcohol may be consumed. Attendees who have reached the age designated by the state (twenty one years of age) for the legal consumption of alcoholic beverages may possess and consume alcoholic beverages at special college events registered and approved by the President of the College. The use of common containers of alcoholic beverages such as kegs, punch bowls, or party balls, the use of pure grain alcohol by individuals or organizations, the use of devices such as funnels and beer bong designed for the rapid consumption of alcohol, and drinking games are prohibited on campus or at any event sponsored by a student organization off campus. Any subterfuge or device to evade the spirit of the policy prohibiting the use of common containers or the provision of alcoholic beverages at designated functions will subject students and organizations to disciplinary action. Any time alcoholic beverages are served or permitted, food and alternative non alcoholic beverages must also be served during the entire period that alcoholic beverages are available.~~

~~The sale of alcoholic beverages is prohibited.~~

To seek authorization to serve alcohol for an event, the officers of the student organization or area manager for an employee event, must obtain the Permit for Alcoholic Beverages Request Form from the Office of the President or designee, and secure the approval by signature of their faculty advisor or school chair respectively. If student sponsored, the Permit for Alcoholic Beverages Request Form must be submitted to the Vice President for Student Affairs for preliminary recommendation to the President. Upon signature of the Vice President, the completed form must be submitted to the President of the College for final approval no fewer than ten school days in advance of the event. If college or employee sponsored (non-student), the Permit for Alcoholic Beverages Request Form must be submitted directly to the President of the College for final approval no fewer than ten work days in advance of the event. The group hosting the event is responsible for ensuring compliance with college policies and state and local law.

Additional regulations will be developed at the request of the President of the College and reviewed on an annual basis or as necessary. In all cases, the President's decision to grant or deny a permit shall be final.

Tab

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF September 19, 2023**

ITEM:	Policy PP-1006: Use of Institutional Facilities
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days concerning the proposed repeal of Policy PP-1006: Use of Institutional Facilities.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev.
BACKGROUND:	The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Pierpont Community & Technical College's Use of Institutional Facilities Policy was approved in December 2001 and does not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers primarily to the Fairmont State operations.

PUBLIC COMMENT PERIOD: September 21, 2023 to October 20, 2023

All comments are to be made in writing to:

*Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
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*The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
<https://www.pierpont.edu/about/board-of-governors/policies/>*

ATTACHMENT 2
PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies
PP-1006

TITLE: Use of Institutional Facilities

Effective date: December 5, 2001

Amended: August 14, 2023

Repealed:

Reviewed:

SECTION 1. PURPOSE

This rule governs use of institutional facilities by persons or groups.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Facilities at Pierpont Community & Technical College are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative, and student functions at the institution.
- 2.2 In its many aspects of service to the public, the College also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

SECTION 3. USE BY OFF-CAMPUS GROUPS OR INDIVIDUALS (NONSTATE EMPLOYEE)

- 3.1 It is the policy of the Pierpont Community & Technical College Board of Governors to permit the use of institutional facilities by the general community in a manner which does not compete with the ongoing programs of the College. The community use of a College facility must have an educational or cultural purpose. The facilities that will be made available to non-campus groups will tend to be of a nature which is unique in the community.
- 3.2 Use of campus facilities by non-campus individuals or organizations will be permitted within the following guidelines:
 - 3.2.1 Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.

- 3.2.2 The nature of the activities of the non-campus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed.
While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.
- 3.2.3 A standard rental/lease agreement including evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the appropriate Pierpont individual with authority to bind the College, and also be signed by a responsible officer of the non-campus organization desiring to use a campus facility.
- 3.2.4 All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. Any surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived.
- 3.2.5 Requests for the use of facilities by off-campus groups will be reviewed and evaluated by the Vice President, Institutional Advancement. Application forms for requesting the use of facilities may be obtained from and submitted to the Office of Institutional Advancement. Upon receipt of approval to use a campus facility, the non-college group must sign a standard rental/lease agreement and provide evidence of insurance coverage with the Office of the Institutional Advancement. The Facilities Administration From time to time revised rules and regulations for the use of facilities will be developed. Such rules and regulations must be approved by the President.
- 3.2.6 The fee schedule for use of College facilities by non-college groups will be developed by Finance and Administration and approved by the President.
- 3.2.7 All charges are applied equally to all groups except that charges for indirect costs may be waived for other state agencies and usually for county school systems. If a county school or other state agency charges a fee to participants in an activity for which the school/agency is using a College facility, indirect charges will not be waived.

SECTION 4. SELLING OF ARTICLES ON UNIVERSITY PROPERTY

- 4.1 All solicitation and selling of products and articles on property under the jurisdiction of the College is prohibited except by organizations and groups directly connected with the College and upon written approval of the President.

SECTION 5. GENERAL

- 5.1 The Vice President, Institutional Advancement, or designee, shall be the administrator(s) of this policy. A standard rental/lease agreement shall be used, along with any other forms needed to execute this rule.
- 5.2 It is not the intent of this rule to cover noncredit instruction offerings.

DRAFT

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies
PP-1006

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TITLE: Use of Institutional Facilities

Effective date: December 5, 2001

Amended: August 14, 2023

Repealed:

Reviewed:

SECTION 1. PURPOSE

This rule governs use of institutional facilities by persons or groups.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Facilities at Pierpont Community & Technical College are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative, and student functions at the institution.
- 2.2 In its many aspects of service to the public, the College also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

SECTION 3. USE BY OFF-CAMPUS GROUPS OR INDIVIDUALS (NONSTATE EMPLOYEE)

- 3.1 It is the policy of the Pierpont Community & Technical College Board of Governors to permit the use of institutional facilities by the general community in a manner which does not compete with the ongoing programs of the College. The community use of a College facility must have an educational or cultural purpose ~~and must have a campus sponsor~~. The facilities that will be made available to non-campus groups will tend to be of a nature which is unique in the community.
- 3.2 Use of campus facilities by non-campus individuals or organizations will be permitted within the following guidelines:
 - 3.2.1 Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.

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- 3.2.2 The nature of the activities of the non-campus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed.
While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.
- 3.2.3 A standard rental/lease agreement ~~including accompanied by~~ evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the ~~campus sponsor the appropriate Pierpont individual with authority to bind the College~~, and also be signed by a responsible officer of the non-campus organization desiring to use a campus facility. ~~See Attachment A.~~
- 3.2.4 All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. ~~All charges must be reasonable, charged equally to all similar groups, and be published in advance.~~ In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. ~~All Any~~ surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived. ~~An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the institution.~~
- 3.2.5 Requests for the use of facilities by off-campus groups will be reviewed and evaluated by the ~~Vice President, Institutional Advancement~~ Facilities Administration Council. Application forms for requesting the use of facilities may be obtained from and submitted to the Office of ~~the Assistant to the President Institutional Advancement. (See Attachment B.)~~ Applications will be evaluated by the Council in relation to current College needs and community requests. ~~The decision of the Council will be conveyed to the applicant in writing.~~ Upon receipt of approval to use a campus facility, the non-college group must ~~file sign a~~ standard rental/lease agreement and ~~provide~~ evidence of insurance coverage with the Office of the ~~Assistant to the President Institutional Advancement~~. The Facilities Administration Council will ~~from time to time develop and revised~~ rules and regulations for the use of facilities ~~will be developed~~. Such rules and regulations must be approved by the President, ~~of Fairmont State University.~~

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3.2.6 The fee schedule for use of College facilities by non-college groups will be developed by Finance and Administration and approved by the President, is shown in Attachment C. The usage fee includes the base plus any supplemental fees. The base fee includes maintenance and upkeep, utilities, administrative and management support, and a service fee. Supplemental fees are charged for use of and set up of staging, tables, chairs, etc., as well as for custodial and other special services.

3.2.7 All charges are applied equally to all groups except that charges for indirect costs may be waived for other state agencies and usually for county school systems. If a county school or other state agency charges a fee to participants in an activity for which the school/agency is using a College facility, indirect charges will not be waived.

3.2.8 ~~No direct costs will be waived.~~

SECTION 4. USE BY CAMPUS GROUPS FOR NONTRADITIONAL PROGRAMS (STATE EMPLOYEE)

4.1 ~~It shall be the College's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:~~

4.1.1 ~~Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: extra compensation for the activity be paid from funds other than state appropriations allocated by the Higher Education Policy Commission; and the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with institutional policy and, where twelve-month employees are involved, annual leave is taken. Institutional officials will be responsible for approval of employees' participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time.~~

4.1.2 ~~All revenues and expenditures shall be handled by the business office of the institution. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the institution may be deducted from revenues; however, the institution may require that a deposit be made in advance of such services.~~

4.1.3 ~~A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the President of the College or his/her designee. Said agreement shall establish the responsibilities of the institution and the sponsor, including~~

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detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all identifiable direct and indirect costs.

4.1.4 Programs must be sponsored by the institution. The name to be used for the program is left to the discretion of the institution.

4.1.5 All personnel receiving compensation for the involvement in the programs must be paid on a regular state payroll or a standard 48 or 48-A service agreement, as prescribed by the original contract agreement.

4.1.6 All publicity must indicate that checks for payment of fees are to be made payable to the institution and not to an individual or outside organization.

4.1.7 Adequate insurance must be underwritten by the sponsors of the program.

SECTION 5. SCHEDULING COLLEGE ACTIVITIES AND FACILITIES BY COLLEGE UNITS, ORGANIZATIONS, ETC.

5.1 All classes will be scheduled by the Office of the Registrar with the approval of the President.

5.2 All other College activities including, but not limited to, meetings, conferences, workshops, dramas, musical performances, and athletic events will be scheduled by the Office of, and with the approval of, the Assistant to the President before the scheduling may be considered final.

5.3 School and departmental meetings and meetings of Assembly and College committees and councils which do not require special facilities and which are limited to their membership are exempt from the requirement in 5.2 above.

5.4 Any class requirement for a facility other than a classroom or laboratory will be presented for approval to the Facilities Administration Council through the President.

5.5 All activities other than classes will be scheduled through the Assistant to the President.

SECTION 6.4. SELLING OF ARTICLES ON UNIVERSITY PROPERTY

6.4.1 All solicitation and selling of products and articles on property under the jurisdiction of the College is prohibited except by organizations and groups directly connected with the College and upon written approval of the President.

SECTION 7.5. GENERAL

- 75.1 The ~~President Vice President, Institutional Advancement, or designee,~~ shall ~~designate be~~ the administrator(s) of this policy. A standard rental/lease agreement ~~approved by the Board its representative~~ shall be used, along with any other forms needed to execute this rule.
- 75.2 It is not the intent of this rule to cover noncredit instruction offerings, ~~as identified in Series 50 of the Higher Education Policy Commission.~~

DRAFT

Tab

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Pierpont Community & Technical College
Center for Workforce Education
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Fairmont, WV 26554

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Nancy Ligus, Director
nligus@pierpont.edu
P | 304-366-8912

To: ATC Advisory Board Committee
From: Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development
Subject: Industry Relations & Partnerships Report
Date: August 31, 2023

Focus Areas: FY24 (Beginning July 1, 2023)

Contracted Corporate Training (Customized)

- WVU Hospitals (Fairmont Medical Center)- Healthy Cooking Classes
- WV Dept. of Education- Culinary Workshops (Professional Development)
- Mountaineer Challenge Academy- PEC Safeland Basic (Oil & Gas Safety)
- Casto Technical Services -Commercial HVAC Training

Continuing Education/ Workforce Training (Open Enrollment)

- Underground Miner Red Hat Training
- Home Inspector Training
- ServSafe Food Protection Manager
- EMT Basic -Clarksburg
- Mental Health First Aid
- Landscape Technician Bootcamp
- CompTIA Security +, Linux +

Community Education (Open/Selective)

- PRIDE Academy- Life Skills and Forte programs for young adults with Intellectual Disabilities
- Plant Based Cooking
- Nuts, Bolts STEAM Youth Summer Camp

CWE: FY 23 (from July 1, 2022- June 30, 2023) Final Reports:

Testing Center

Total Revenue \$ 23,261.00 Total Candidates 1088

Workforce Report FY23

Students: 92 # Contact hours 4738 # Programs 12 Gross Revenue \$88,955.00



Initiatives/Activities for the Center for Workforce Education FY24

- a) Grants and Funding Opportunities:
 - (5) Learn & Earn projects approved (Aviation, APT & Petroleum Technology, IT)
 - Apprenticeship in Motion (AIM) Grant funding for IT Degree Program students
 - WV CTCS Advance Grant- Landscape Technician Bootcamp with WV Nursery & Landscaping Association, Commercial HVAC Training
- b) Expanded outreach to WIOA Participant and Veterans for workforce training through World Education online partnership
- c) Participation in external Initiatives:
 - i) WV National Guard Cyber Workforce Council
 - ii) BEADS (Broadband Equity, Access, and Deployment) WV Broadband Workforce Council (WV Office of Economic Development)
 - iii) WVU ARC Power Initiative: *Energy Transitions Jobs Roadmap*
 - iv) WVU at Parkersburg-Upskilling Incumbent Workers
 - v) TEAMs Consortium ARC Power Initiative: *TEAM Pathways 2.0: Connections that Work*
 - vi) Region 6 Business Services Team, Region 6 Outreach Committee/AJC Partner
- d) Region 6 Business Service Team, Core Partners and Outreach Committee

FY 24 Outlook:

Continuing Education, Corporate Training and Community Ed:

- Casto Technical Services- Commercial HVAC
- Mountaineer Job Challenge- Healthcare and IT Certifications
- Communications Workers of America- Broadband Installation Training
- Mon Health- Patient Care Technician
- WVU Medicine- Healthy Meal Program, Medical Lab Technician Transition, IT Certifications
- Landscape Technician Bootcamp
- EMT- Basic
- PRIDE Academy
- ServSafe Food Handling /Management Certification
- Mental Health First Aid
- WV Dept. of Education-Culinary Workshop
- TEAS Test Prep (Nursing Admission)
- Supervisory Training (contracted); City of Fairmont, Stone Tower
- CDL Training
- Health Care Occupational training-Braxton County