

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

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

**Tuesday, September 19, 2023  
9:00 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 September 19, 2023, beginning at 9:00 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, James Myers, Juanita Nickerson, and Jeffrey Powell

*Committee Members Absent:* Brian Bozarth

*Other Board Members Present:* Susan Woods Coffindaffer, Lisa Lang, 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 9:03 AM.

**II. Approval of Minutes – June 20, 2023**

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

**III. Board of Governors Policies**

- A. #5 – Use of Alcohol at College Events and #6 – Use of Institutional Facilities – Board Approval for Review and 30-Day Comment

George Perich presented policies **#5 Use of Alcohol at College Events** and **#6 Use of Institutional Facilities** (Attachment A)

Juanita Nickerson moved to forward Policy #5 and Policy #6 to the full Board for review and 30-day comment period. James Myers seconded the motion. All agreed. Motion carried.

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

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

#### **V. 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).

#### **VI. Adjournment**

There being no further business, James Myers 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

### 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:**

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#### 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.

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**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.

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

|                                |  |
|--------------------------------|--|
| <b>ITEM:</b>                   | Policy PP-1005: Use of Alcohol at College Events   |
| <b>COMMITTEE:</b>              | Committee of the Whole   |
| <b>RECOMMENDED RESOLUTION:</b> | 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. |
| <b>STAFF MEMBER:</b>           | George H. Perich; Vice President, Human Resources & Org. Dev.  |
| <b>BACKGROUND:</b>             | 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](mailto: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/>*

**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:**

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**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.

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

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**SECTION 1. PURPOSE**

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- 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.~~

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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.~~

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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.

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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**

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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.~~

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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 Salary 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  
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[bog@pierpont.edu](mailto: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/>*

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

|                                |   |
|--------------------------------|---|
| <b>ITEM:</b>                   | Policy PP-1006: Use of Institutional Facilities   |
| <b>COMMITTEE:</b>              | Committee of the Whole  |
| <b>RECOMMENDED RESOLUTION:</b> | 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. |
| <b>STAFF MEMBER:</b>           | George H. Perich; Vice President, Human Resources & Org. Dev.   |
| <b>BACKGROUND:</b>             | 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**

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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 B

### Human Resources Project List

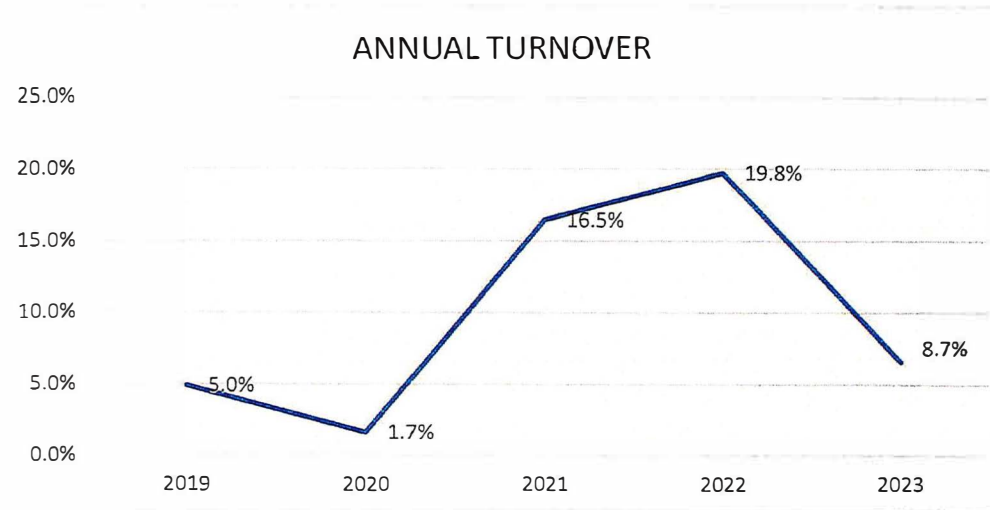
| Item # | Project             | Action   | Status      |
|--------|---------------------|--|-------------|
| 1      | Orientation         | Design Website Page                                    | Complete    |
|        |                     | Create Welcome Video                                   | In Progress |
|        |                     | Determine Required Training                            | Complete    |
|        |                     | 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 & Safety Committee | Ongoing     |
| 4      | Compensation        | Develop Salary Administration Guidelines               | Complete    |
|        |                     | Review and Revise BOG Salary Policy                    | Complete    |
|        |                     | Develop Wage Structure Positions and Ranges            | Complete    |
|        |                     | Perform Market Study                                   | Complete    |
|        |                     | Develop recommendation for Cabinet Review              | Complete    |
|        |                     | Develop Implementation Plan                            | Complete    |
|        |                     | Communicate Plan                                       | Not Started |
| 5      | HRIS                | Research and Evaluate HRIS Options                     | Complete    |
|        |                     | Work with IT to Develop Recommendation                 | Complete    |
|        |                     | HRIS Selection   | Complete    |
|        |                     | HRIS Implementation                                    | In Progress |
| 6      | Supervisor Training | Develop Legal Aspects of Supervision                   | In Progress |
|        |                     | Present Legal Aspects in Modular Form In Person        | In Progress |
|        |                     | Develop Kronos Training                                | In Progress |



## Attachment C

### YEAR TURNOVER

|      |       |
|------|-------|
| 2019 | 5.0%  |
| 2020 | 1.7%  |
| 2021 | 16.5% |
| 2022 | 19.8% |
| 2023 | 6.6%  |



### MONTH TURNOVER

|        |      |
|--------|------|
| Jan-23 | 1.7% |
| 23-Feb | 0%   |
| 23-Mar | 2.0% |
| 23-Apr | 0%   |
| 23-May | 0.8% |
| 23-Jun | 1.7% |
| 23-Jul | 0.8% |
| 23-Aug | 1.7% |
|        | 8.7% |

