

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

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

**Tuesday, November 14, 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 November 14, 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, Juanita Nickerson, and Jeffrey Powell

*Committee Members Absent:* Brian Bozarth and James Myers

*Other Board Members Present:* Susan Woods Coffindaffer, Anthony Hinton, Lisa Lang, Christine Miller and Joanne Seasholtz

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

**I. Call to Order**

Thomas Cole called the meeting to order at 9:00 AM.

**II. Approval of Minutes – September 19, 2023**

Juanita Nickerson moved to approve the September 19, 2023 meeting minutes. Jeffrey Powell seconded the motion. All agreed. Motion carried.

**III. Board of Governors Policies**

- A. Policies #5 – Use of Alcohol at College Events and #6 – Use of Institutional Facilities – Board Approval

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 approval. Jeffrey Powell seconded the motion. All agreed. Motion carried.

B. Policies #17 – Students Rights and Responsibilities and # 18 – Student Academic Rights

George Perich reviewed both policies and there were no substantive changes.

C. Policy # 9 – Sexual Harassment

George Perich presented policy **#9 Sexual Harassment** (Attachment B).

Jeffrey Powell moved to forward Policy #9 for the full Board for review and a 30-day comment period. Juanita Nickerson seconded the motion. All agreed. Motion carried.

D. Policy #29 – Open Meetings

George Perich presented policy **#29 Open Meetings** (Attachment C).

Jeffrey Powell moved to forward Policy #29 for the full Board for review and a 30-day comment period. Juanita Nickerson seconded the motion. All agreed. Motion carried.

E. BOG Policy Review Schedule

George Perich presented and reviewed the **BOG Policy Review Schedule** (Attachment D). The policies listed for review in 2023 will be reviewed in 2024.

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

A. Video Surveillance Policy

This policy sets out the guidelines within which Pierpont Community & Technical College will employ surveillance security cameras on their premises. It establishes standards for the installation, viewing, recording, access to, release, and destruction of recorded video.

#### **V. Human Resources Update**

A. Project List

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

B. Employee Turnover

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

**VI. 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

### 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.

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

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**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 Pierpont noncredit instruction offerings. Such noncredit offerings will be considered regular program offerings under Section 3.2.1.

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies**  
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#### SECTION 4. SELLING OF ARTICLES ON UNIVERSITY PROPERTY

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**Deleted:** 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.¶

**Deleted:** Facilities Administration Council

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**Deleted:** (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.

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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.

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5.2 It is not the intent of this rule to cover noncredit instruction offerings.

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### SECTION 3 PROCESS

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**Moved up [1]:** 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

**Moved up [2]:** 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.

**Deleted:** 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 bongs 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.

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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 Reque...

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## Attachment B

### PIERPONT COMMUNITY & TECHNICAL COLLEGE Board of Governors Policies and Procedures PP-2009

#### **TITLE: SEXUAL HARASSMENT**

**EFFECTIVE DATE: July 1, 2002**

**REFERENCE:** This policy complies with federal, state and local laws and regulations. Specifically, this policy upholds: West Virginia Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education' Office for Civil Rights; Title VII of the Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); Applicable federal court decisions. This policy replaces policies 09, "Sexual Harassment," and 42, "Consensual Romantic or Sexual Relationships."

**AMENDED: November 14, 2023**

**REPEALED:**

**REVIEWED:**

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#### **SECTION 1. GENERAL**

##### 1.1 Scope

This rule defines sexual harassment and sex and gender discrimination and provides guidelines for filing complaints regarding sexual harassment and sex and gender discrimination as they relate to students and employees of Pierpont Community & Technical College ("Pierpont" or "the College").

##### 1.2 Investigation and Resolution

All alleged violations of this policy will be promptly, thoroughly, and impartially addressed. and related information will be kept confidential to the extent possible. The results of the investigation will be reported to the parties consistent with College practices regarding disclosure of personnel information.

##### 1.3 Effective Date: Upon passage

#### **SECTION 2. POLICY**

- 2.1 It is the policy of the Pierpont Community & Technical College Board of Governors to maintain a work and educational environment free from all forms of sexual harassment and sex or gender discrimination of any employee, applicant for employment, student, guest or visitor. Sexual harassment is expressly prohibited. It is the responsibility of Pierpont Community & Technical College to strive to maintain an environment free of such conduct and to take prompt, thorough and impartial measures to stop the harassment, remedy its effects, and prevent its recurrence once the institution receives notice of sexual harassment or sex or gender based discrimination.

## SECTION 3. DEFINITION

### 3.1 Sexual Harassment

Sexual Harassment is:

- unwelcome sexual, sex-based and/or gender/gender identity-based verbal, written, online and/or physical conduct.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment. A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational, employment, and/or social programs.

*Quid Pro Quo* Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when
  - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
    - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Romantic or sexual relationships between a faculty member and current student, or between a supervisor and employee or between two people where one has authority or power over the other are by their nature discriminatory and are prohibited. Exceptions are recognized for employees or students in established marriages, partnerships or relationships.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list

s/he created, even when asked to stop, causing one recipient to avoid the sender on campus .

- Explicit sexual pictures are displayed in an employee's office.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her/his class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She/He probes for explicit details, and demands that students answer her/him, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- Student A grabs Student B by the hair then grabs the Student B's breast and then places their mouth on it. While this is sexual harassment, it is also sexual violence.

### Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force<sup>1</sup>.

Sexual Contact includes:

- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

### Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse:

- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force<sup>2</sup>.

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<sup>1</sup> The use of force is not "worse" than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well, as it is our expectation that those who use physical force (restrict, battery, etc.) would face not just the sexual misconduct charge, but charges under the code for the additional assaultive behavior.

<sup>2</sup> *Id.*



Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

### 3.2 Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### 3.3 Additional Applicable Definitions:

- Consent:
  - Consent is
    - clear, and
    - knowing, and
    - voluntary, affirmative and conscious,
    - words or actions,
    - that give permission for specific sexual activity.
  - Consent is active, not passive.
  - Silence, in and of itself, cannot be interpreted as consent.
  - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Previous relationships or prior consent cannot imply consent to future

sexual acts.

- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
  - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
  - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy.]
- Force:
  - Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want.").
    - Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
    - NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
  - Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
  - This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

### 3.4 Related Misconduct Offenses (Will Fall Under this Policy When Sex or Gender-

### Based)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
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  - Repeated and/or severe
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  - That is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment.
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  - An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
  - A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
  - Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.
- Stalking
  - Repetitive and menacing,
  - Pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

### 3.7 Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy.

## SECTION 4. SANCTIONS

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in, as appropriate, the Student Handbook, the Faculty Handbook, and the Staff Handbook. College employees engaging in harassment shall be subject to immediate discipline, up to and including termination. Students engaging in harassment shall be subject to the guidelines set in the Student Code of Conduct.

The following are the typical sanctions that may be imposed upon students or organizations singly or in combination. The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. :

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- Warning
- Probation
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## SECTION 5. ADDITIONAL POLICY PROVISIONS

### 5.1 Attempted Violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

## 5.2 False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* and the Faculty and Staff handbooks to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

## 5.3 Amnesty for Victims and Witnesses

The College community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College may pursue a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

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# SECTION 6. REPORTING AND FILING COMPLAINTS

## 6.1 Reporting Requirements

All College employees (faculty, staff, and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials - thereby offering options

and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at the College:

## 6.2 Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional psychologists, counselors and staff
- Off-campus:
  - Licensed professional counselors
  - Local rape crisis counselors
  - Domestic violence resources,
  - Local or state assistance agencies,
  - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit timely anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

## 6.3 Mandatory Reporting

All College employees have a duty to report sexual harassment or discrimination of which they become aware, unless they fall under the "Confidential Reporting" section. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through

these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will also be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as small as possible to preserve a reporting party's rights and privacy.

Any employee who believes he or she has been the subject of harassment, including sexual harassment or discrimination, shall immediately report the incident to the immediate supervisor of the individual involved or the Vice President, Human Resources & Organizational Development without fear of retaliation or reprisal.

Any student who believes he or she has been the subject of harassment, including sexual harassment or discrimination, shall immediately report the incident to the appropriate Dean, Vice President of Academic Affairs or the Vice President, Human Resources & Organizational Development. Anyone witnessing harassment of others should report the incident to the Vice President, Human Resources & Organizational Development.

Faculty who witness harassment of students by other students in the classroom should 4/7/1/2011 seek assistance and guidance as appropriate from the Vice President of Academic Affairs and/or Vice President, Human Resources & Organizational Development. ANYONE who receives a complaint is to refer it to the Vice President, Human Resources & Organizational Development immediately. Students who believe they have been sexually harassed and wish further information or assistance in filing a complaint should contact the Human Resources Office.

Reports can be made via email, phone, in writing, or in person.

#### 6.4 Title IX Coordinator

The Title IX Coordinator oversees the College's compliance with Title IX, including the resolution process described in the *Title IX Investigation and Resolution Process*.

Inquiries about and reports regarding sexual harassment issues and/or these procedures may be made internally to:

**Title IX Coordinator:**

George H. Perich  
Vice President, Human Resources & Organizational Development  
500 Galliher Drive  
Fairmont WV 26554  
[gperich@pierpont.edu](mailto:gperich@pierpont.edu)  
(681) 753-5712

Individuals may also contact the Department of Education's Office for Civil Rights, who oversee enforcement of Title IX:

Office for Civil Rights (OCR)  
U.S. Department of  
Education 400 Maryland  
Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Phone: (877) 521-2172  
Fax: (202) 453-6012  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

Employees may also contact the Equal Employment Opportunity Commission (EEOC)  
Contact: <http://www.eeoc.gov/contact/>

U.S. Equal Employment Opportunity Commission Pittsburgh  
Area Office  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222  
Phone: 412-395-5902  
Fax: 412-395-5749



**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-2009,**

**TITLE: TITLE: SEXUAL HARASSMENT**  
**EFFECTIVE DATE: July 1, 2002**

**REFERENCE:** This policy complies with federal, state and local laws and regulations. Specifically, this policy upholds: West Virginia Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education' Office for Civil Rights; Title VII of the Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); Applicable federal court decisions. This policy replaces policies 09, "Sexual Harassment," and 42, "Consensual Romantic or Sexual Relationships."

**AMENDED: November 14, 2023**

**REPEALED:**

**REVIEWED:**

**SECTION 1. GENERAL**

**1.1 Scope**

This rule defines sexual harassment and sex and gender discrimination and provides guidelines for filing complaints regarding sexual harassment and sex and gender discrimination as they relate to students and employees of Pierpont Community & Technical College ("Pierpont" or "the College").

**1.2 Investigation and Resolution**

All alleged violations of this policy will be promptly, thoroughly, and impartially addressed. and related information will be kept confidential to the extent possible. The results of the investigation will be reported to the parties consistent with College practices regarding disclosure of personnel information.

**1.3 Effective Date: Upon passage**

**SECTION 2. POLICY**

**2.1** It is the policy of the Pierpont Community & Technical College Board of Governors to maintain a work and educational environment free from all forms of sexual harassment and sex or gender discrimination of any employee, applicant for employment, student, guest or visitor. Sexual harassment is expressly prohibited. It is the responsibility of Pierpont Community & Technical College to strive to maintain an environment free of such conduct and to take prompt, thorough and impartial measures to stop the harassment, remedy its effects, and prevent its recurrence once the institution receives notice of sexual harassment or sex or gender based discrimination.

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**Deleted: TITLE: SEXUAL HARASSMENT**  
**(Replaces Policy 42 (11/10/05) Consensual Romantic or Sexual Relationships)**

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**Deleted:** using Pierpont Community & Technical College Title IX Investigative and Resolution Procedures.

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## SECTION 3. DEFINITION

### 3.1 Sexual Harassment

Sexual Harassment is:

- unwelcome sexual, sex-based and/or gender/gender identity-based verbal, written, online and/or physical conduct.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment. A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational, employment, and/or social programs.

*Quid Pro Quo* Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when
  - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
    - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Romantic or sexual relationships between a faculty member and current student, or between a supervisor and employee or between two people where one has authority or power over the other are by their nature discriminatory and are prohibited. Exceptions are recognized for employees or students in established marriages, partnerships or relationships.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list

**Deleted:** Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator, Title IX Investigator or a deputy.¶  
Remedies, education and/or training will be provided in response.¶  
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s/he created, even when asked to stop, causing one recipient to avoid the sender on campus.

- Explicit sexual pictures are displayed in an employee's office.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her/his class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She/He probes for explicit details, and demands that students answer her/him, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Student A grabs Student B by the hair then grabs the Student B's breast and then places their mouth on it. While this is sexual harassment, it is also sexual violence.

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#### Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force<sup>1</sup>.

Sexual Contact includes:

- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

#### Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse:

- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force<sup>2</sup>.

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<sup>2</sup> Id.

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

### 3.2 Sexual Exploitation

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### 3.3 Additional Applicable Definitions:

- Consent:
  - Consent is
    - clear, and
    - knowing, and
    - voluntary, affirmative and conscious,
    - words or actions,
    - that give permission for specific sexual activity.
  - Consent is active, not passive.
  - Silence, in and of itself, cannot be interpreted as consent.
  - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Previous relationships or prior consent cannot imply consent to future

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sexual acts.

- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
  - In order to give consent, one must be of legal age.
  - Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
    - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
    - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
    - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
    - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy.]
- Force:
    - Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want.").
    - Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
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Sanctioning for Sexual Misconduct¶

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Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*¶

¶

Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).\*¶

¶

Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*¶

¶

\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.¶

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# SECTION 6. REPORTING AND FILING COMPLAINTS

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  - Local rape crisis counselors
  - Domestic violence resources,
  - Local or state assistance agencies,
  - Clergy/Chaplains

**Deleted:** <#>On-campus health service providers and staff¶  
On-campus Victim Advocate¶

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit timely anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

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## 6.3 Mandatory Reporting

All College employees have a duty to report sexual harassment or discrimination of which they become aware, unless they fall under the "Confidential Reporting" section. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through

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**Deleted:** Title IX Investigator or Deputy Coordinators,

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these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will also be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as small as possible to preserve a reporting party's rights and privacy.

Any employee who believes he or she has been the subject of harassment, including sexual harassment or discrimination, shall immediately report the incident to the immediate supervisor of the individual involved or the Vice President, Human Resources & Organizational Development without fear of retaliation or reprisal.

Any student who believes he or she has been the subject of harassment, including sexual harassment or discrimination, shall immediately report the incident to the appropriate Dean, Vice President of Academic Affairs or the Vice President, Human Resources & Organizational Development. Anyone witnessing harassment of others should report the incident to the Vice President, Human Resources & Organizational Development.

Faculty who witness harassment of students by other students in the classroom should 4/7/2011 seek assistance and guidance as appropriate from the Vice President of Academic Affairs and/or Vice President, Human Resources & Organizational Development. ANYONE who receives a complaint is to refer it to the Vice President, Human Resources & Organizational Development immediately. Students who believe they have been sexually harassed and wish further information or assistance in filing a complaint should contact the Human Resources Office.

Reports can be made via email, phone, in writing, or in person.

#### 6.4 Title IX Coordinator

The Title IX Coordinator oversees the College's compliance with Title IX, including the resolution process described in the *Title IX Investigation and Resolution Process*.

Inquiries about and reports regarding sexual harassment issues and/or these procedures may be made internally to:

##### Title IX Coordinator:

George H. Perich  
Vice President, Human Resources & Organizational Development  
500 Galliher Drive  
Fairmont WV 26554  
gperich@pierpont.edu  
(681) 753-5712

**Deleted:** Reports or complaints may be filed with, as appropriate, the Title IX Coordinator or Title IX Investigator.

**Deleted:** Reports may also be made online at <https://www.pierpont.edu/faculty-staff/shared-administration/human-resources>.

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**Deleted:** Cindy Curry¶

**Deleted:** Human Resources Office¶

**Deleted:** 324 Hardway Hall¶  
1201 Locust Avenue¶  
Fairmont, WV 26554¶  
304.367.4386¶  
[Cindy.Curry@pierpont.edu](mailto:Cindy.Curry@pierpont.edu)¶

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¶  
**Jessica Kropog-Furgason** Chief Title IX Investigator  
Public Safety  
Falcon Center  
1201 Locust Avenue  
Fairmont, WV 26554  
[Jessica.Kropog@pierpont.edu](mailto:Jessica.Kropog@pierpont.edu)¶

Individuals may also contact the Department of Education's Office for Civil Rights, who oversee enforcement of Title IX:

Office for Civil Rights (OCR)  
U.S. Department of  
Education 400 Maryland  
Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Phone: (877) 521-2172  
Fax: (202) 453-6012  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

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Employees may also contact the Equal Employment Opportunity Commission (EEOC)  
Contact: <http://www.eeoc.gov/contact/>

U.S. Equal Employment Opportunity Commission Pittsburgh  
Area Office  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222  
Phone: 412-395-5902  
Fax: 412-395-5749

## Attachment C

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

**TITLE: OPEN MEETINGS** **REFERENCE: West Virginia Code §6-9A-4** **EFFECTIVE: November 29, 2004**

**AMENDED: November 14, 2023**

**REPEALED:**

**REVIEWED: November 2023**

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#### SECTION 1. PURPOSE

This policy governs the meetings of the Pierpont Community and Technical College Board of Governors.

#### SECTION 2. POLICY

- 2.1 All Board meetings are open to the public and anyone who wishes to provide written comments may do so. Comments will be accepted no later than 12:00 PM on the day of the Board meeting. Please send comments to [BOG@pierpont.edu](mailto:BOG@pierpont.edu). Media representatives are welcome to attend open meetings.
- 2.2 When appropriate, and in accordance with 6-9A-4 of the Act, the Board may go into executive session (closed to the public). While minutes of the executive session may be taken, no decisions will be made in executive session.
- 2.3 Pierpont Community & Technical College will notify the public and media of the date, time, place, and purpose of each meeting by notifying the Secretary of State's office for publication in the state register. The meeting agenda will be posted at least three working days in advance on the Board of Governor's website and will be available in the President's office.
- 2.4 Minutes of all open (not executive sessions) meetings will be taken and made available to the public within reasonable time after the meeting.
  - 2.4.1 Minutes shall include:
    - date, time, and place of the meeting;
    - name of each member present and absent;
    - all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of person proposing and their disposition; and
    - the results of all votes and, when requested by a member, the vote of each member, by name.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-8029**

**TITLE: OPEN MEETINGS****REFERENCE: West Virginia Code §6-9A-4****EFFECTIVE: November**  
**29, 2004**  
**AMENDED: November 14, 2023**  
**REPEALED:**  
**REVIEWED: November 2023**

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**2.4.1** Minutes shall include:

- date, time, and place of the meeting;
- name of each member present and absent;
- all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of person proposing and their disposition; and
- the results of all votes and, when requested by a member, the vote of each member, by name.

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**POLICY # 29¶**

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**registering to speak ten minutes before the meeting is**  
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# ATTACHMENT D

## BOG POLICY REVIEW SCHEDULE

	A	B	C	D	E	F	G	H	I
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	Repealed 5/2023
4	12	Post Retirement Employment Program	Human Resources	1	0	0	0	Delete; FSU Program not suitable for PCTC	Repealed 5/2023
5	09	Sexual Harassment	Human Resources	1	1	1	2023	30-day Comment 11/14/23	BOG 11/14/23
6	15	Grade Point Average for Certificate and Associate Degrees	Academic Affairs	1	2	2	2024		
7	18	Student Academic Rights	Academic Affairs	1	2	2	2023	Reviewed wo Change 11/23	11/2023 Review - no changes
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	49	Joint Operating Agreements for Academic Programs	Academic Affairs	1	2	2	2024		
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	20	Regulations Regarding Grants, Service, and Contracts	Finance & Administration	1	2	2	2024		
14	06	Use of Institutional Facilities	General	1	2	2	2023	30 day comment 9-19-23; BOG Approval 11/14/23	
15	07	Ethics	Human Resources	1	2	2	2023	Revised May 2023	
16	23	Administrator Evaluation	Human Resources	1	2	2	2023		
17	29	Open Meetings	Human Resources	1	2	2	2024	30-day Comment 11/14/23	11/2023 - 30 day comment
18	35	Gift Acceptance	Human Resources	1	2	2	2023		
19	41	Institutional Employment and Family Relationships	Human Resources	1	2	2	2024		
20	51	Employment Innovations: Flexible Work Schedules	Human Resources	1	2	2	2023		
21	53	Information Technology	Information Technology	1	2	2	2023		
22	17	Student Rights and Responsibilities	Student Services	1	2	2	2023	Reviewed wo Change 11/23	11/2023 Review-no changes
23	21	Part-time Employees and Adjunct Faculty	Academic Affairs	1	3	3	2023		
24	54	Bookstore	Academic Affairs	1	3	3	2023		
25	11	Awarding of Undergraduate Fee Waivers	Finance & Administration	1	3	3	2024		
26	25	Salary	Finance & Administration	1	3	3	2023	Revised May 2023	
27	47	Audit and Finance Procedures	Finance & Administration	1	3	3	2023		
28	02	Commemorative Tributes and Naming	General	1	3	3	2023	Revised February 2023	
29	62	Campus Solicitation	General	1	3	3	2023		
30	59	Furlough and Reduction in Employee Workforce	Human Resources	1	3	3	2023		
31	13	Faculty Development	Academic Affairs	2	2	2	2025		
32	34	Administrators' Requirement and/or Eligibility for Teaching and/or Scholarly Activity	Academic Affairs	2	2	2	2025		
33	52	Degree Definitions	Academic Affairs	2	2	2	2025		
34	46	Mission Statement Review	Board of Governors	2	2	2	2025		
35	14	Travel	Finance & Administration	2	2	2	2024		
36	16	Tuition, Fees, Assessment, Payment, and Refund of Fees	Finance & Administration	2	2	2	2025		
37	19	Procedures Regarding Freedom of Information Act Requests	Finance & Administration	2	2	2	2025		
38	01	Change in Organization of Schools, Departments, or Other Administrative Units	General	2	2	2	2025		
39	08	Social Justice	General	2	2	2	2025		
40	28	Classified Employees' Catastrophic Leave Transfer	Human Resources	2	2	2	2025		
41	38	Faculty Absence Due to Illness or Injury	Human Resources	2	2	2	2025		
42	39	Drug Free Workplace	Human Resources	2	2	2	2024		
43	40	Employee Class Attendance	Human Resources	2	2	2	2025		
44	58	Email Established as the Official Form of Communication	Information Technology	2	2	2	2025		
45	33	Disposition of Surplus Equipment, Supplies, and Materials	Finance & Administration	2	3	3	2024		
46	48	Research Involving Human Subjects	Academic Affairs	3	3	3	2026		

# BOG POLICY REVIEW SCHEDULE

	A	B	C	D	E	F	G	H	I
47	31	Reduced Tuition and Fee Program for WV Residents 65 Years of Age or Older	Finance & Administration	3	3	3	2026		
48	56	Erosion and Sediment Control	Finance & Administration	3	3	3	2026		
49	57	Illicit Discharge Inspection and Elimination	Finance & Administration	3	3	3	2026		
50	03	Sabbatical Leave	General	3	3	3	2026		
51	05	Use of Alcohol at College Events	General	3	3	3	2026	30 day comment 9-19-23	
52	60	Tobacco Free Campus	General	3	3	3	2026		
53	04	Holidays	Human Resources	3	3	3	2026		
54	10	Staff Development	Human Resources	3	3	3	2026		
55	63	Intellectual Property	Academic Affairs		2	3	2026	Approved May 2023	

**ATTACHMENT E**  
**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)	Complete
2	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
3	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
4	HRIS	Communicate Plan	In Progress
		Research and Evaluate HRIS Options	Complete
		Work with IT to Develop Recommendation	Complete
		HRIS Selection	Complete
		HRIS Implementation	Complete/Ongoing
5	Supervisor Training	NeoGov Data	In Progress
		Compensation	In Progress
		Develop Legal Aspects of Supervision	In Progress
		Present Legal Aspects in Modular Form In Person	In Progress
		Finance Training (Developed by F & A)	In Progress
6	HR Compliance Review	Retrain Evaluation	In Progress
		Review Personnel Files for Proper Documentation	Completed
		Review Policies	Not Started
		Review Handbooks	Not Started
		Record Retention and Storage	Not Started
		Compensation	Not Started

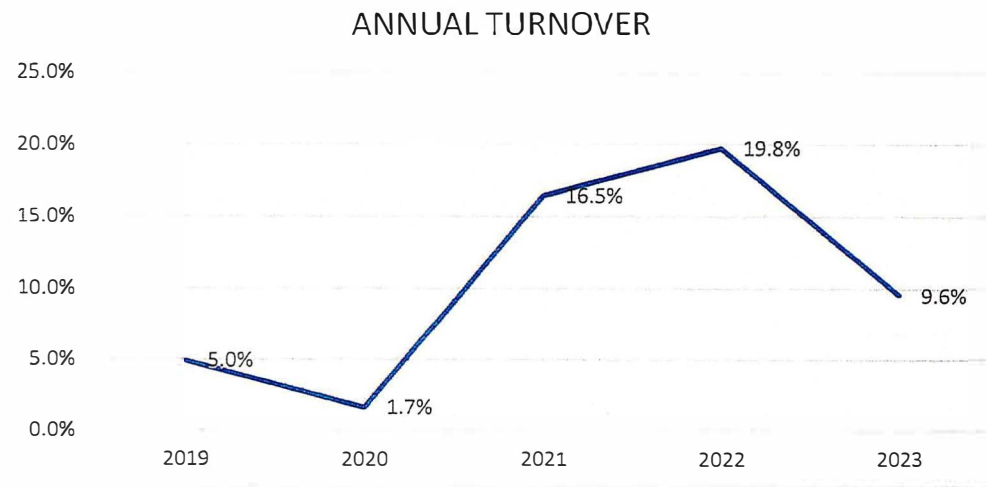
February 2023



## Attachment F

### YEAR TURNOVER

2019	5.0%
2020	1.7%
2021	16.5%
2022	19.8%
2023	9.6%



### 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%
23-Sep	0%
23-Oct	0.9%

