PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

Human Resources, Policies, By-Laws Committee Meeting

Tuesday, November 19, 2024
1:00 PM

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Human Resources, Policies, By-Laws Committee was held on November 19, 2024, beginning at 1:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Thomas Cole – Committee Chair, Jeffrey Powell

Committee Members Absent: Juanita Nickerson

Other Board Members Present: Jessica Barker, Susan Woods Coffindaffer, Anthony Hinton, 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 1:04 PM.

II. **Approval of Minutes – September 17, 2024**

   Jeffrey Powell moved to approve the September 17, 2024, meeting minutes. Thomas Cole seconded the motion. Motion carried.

III. **Board of Governors Policies**

   A. Policy #59 Layoffs and Reduction in Workforce

   George Perich noted a concern about a potential plan to lay off employees due to the policy review. George Perich clarified that there is no such plot; the policy was simply scheduled for its regular review as part of the policy review cycle.

Following the discussion, it was decided to place the policy review on hold for further consideration.

IV.   **Human Resources Update**

    A. Employment Process

    George Perich provided an overview of the employment process, acknowledging that it can sometimes be lengthy. He informed the Board that his office is actively taking steps to streamline and expedite the process.

    George Perich presented and reviewed the Adjunct (**Attachment A**), Faculty (**Attachment B**), and Staff (**Attachment C**) employment workflow processes.

    B. Employee Turnover

    George Perich provided an update on Employee Turnover Rates (**Attachment D**), noting that August and September experienced high turnover rates. In August, four employees left, while three employees left in September. Of these departures, five individuals left for other employment, one person who was hired in August left in September, and one individual was terminated. Since January, approximately 15 employees have left the organization.

    George Perich also shared that the turnover rate for the community college is currently around 12-14% and that aligns with national averages for similar community colleges

V.   **Adjournment**

    There being no further business, Jeffrey Powell moved to adjourn the meeting. Thomas Cole seconded the motion. Meeting adjourned.

Respectfully submitted by Amanda N. Hawkinberry

Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!

![Pierpont Community & Technical College logo]

Adjunct Hire Workflow

- Need identified by Dean
- Dean reviews job posting "Adjunct for any Pierpont Location"
- Dean reviews candidates with collaborators if needed
- Dean interviews candidates
- Dean marks candidate interviewed in Bamboo, notifies Provost review is complete
- Provost reviews candidate
- Provost notifies Dean and Manager of Recruitment of hire name
- Admin creates contract
- Bamboo notifies Manager of Recruitment contract completed
- Manager of Recruitment notifies Payroll/ IT/ Activates in Banner with faculty privileges
- Employee cannot start until hire date is approved by the State of WV
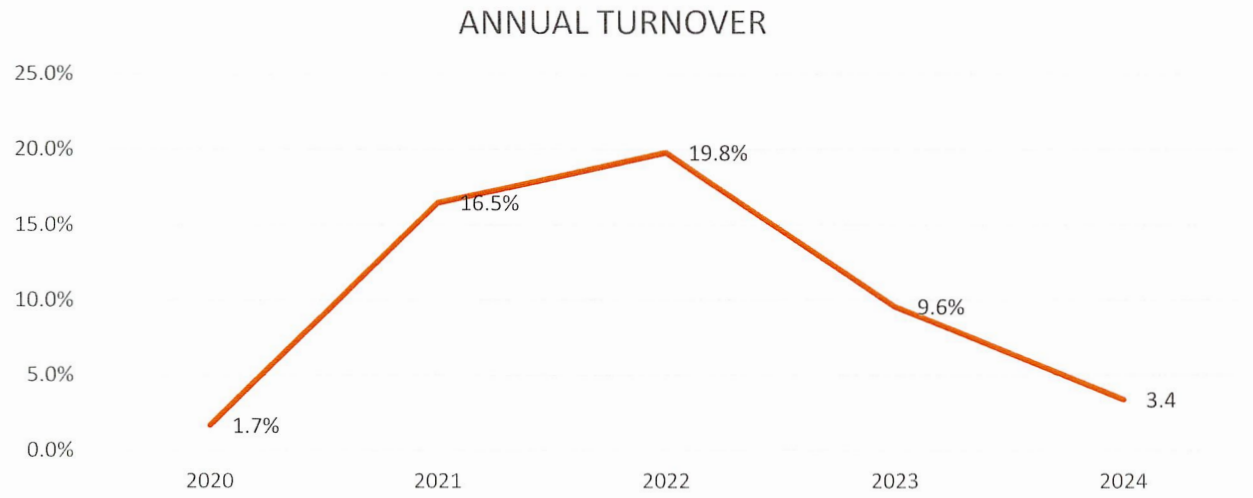
Full-Time Faculty Employment Workflow

- Need identified by Dean /Provost notifies Manager of Recruitment to launch Position Justification Form
- Dean provides VP HR with a list of job duties if no current job description exists
- President, Provost, and Finance provided with job description
- Form signed by Dean, Provost, Finance, President, and HR.
- Manager of Recruitment to post job to Bamboo HR. (pierpont.edu), advertise Indeed, Glassdoor, ZipRecruiter (additional as requested or determined by HR)
- Dean elects Chair of Review Committee or serves as Chair
- Chair notifies Manager of Recruitment of Review Committee members 3-5
- VP HR or Manager of Recruitment determines when to close posting and reviews candidates, marks each candidate either "reviewed by HR." or removes candidate from consideration with appropriate drop-down selection
- VP HR notifies Provost review completed
- Provost reviews candidates and marks each candidate either "reviewed by Provost" or removes candidate from consideration with the appropriate drop-down menu
- Provost notifies Manager of Recruitment he has completed his review
- Manager of Recruitment adds members of committee as Collaborators in Bamboo which grants access to candidate information of those who have been continued in the selection process
- Committee chooses candidates to interview, sets up interviews, conducts interviews, and selects candidate names to present to the Provost
- Chair marks each candidate either "Notify Provost of recommendation" or removes candidate from consideration with appropriate drop-down menu
- Chair notifies Provost they have completed their review
- Provost reviews/interviews candidates and notifies President of candidate names
- Provost marks candidate status in Bamboo
- President reviews/ interviews and notifies VP HR or Manager of Recruitment, Dean, and Provost of hire name
- VP HR creates offer letter containing anticipated start date
- Manager of Recruitment completes background check, verifies all certifications, creates PAF, notifies IT, enters into Banner, notifies Payroll and hires in Bamboo and begins Onboarding process
- Employee cannot start until hire date is approved by the State of WV

Full-Time Staff Employment Workflow

- Need identified by Hiring Manager
- Hiring Manager notifies Manager of Recruitment to launch Position Justification Form
- Hiring Manager provides VP HR with a list of job duties if no current job description exists
- VP HR creates job description
- Position Justification Form signed by VP of area, VP Finance, President, and HR.
- Manager of Recruitment to post job to Bamboo HR. (pierpont.edu), advertise Indeed, Glassdoor, ZipRecruiter (additional as requested or determined by HR)
- VP HR or Manager of Recruitment determines when to close posting and reviews candidates, marks each candidate either "reviewed by HR." or removes candidate from consideration with appropriate drop-down selection
- Hiring Manager elects Chair of Review Committee or serves as Chair
- Chair notifies HR of Review Committee members 3-5 representation of collaborators or peers if possible, keeping diversity and inclusion in mind
- VP HR notifies Chair and Manager of Recruitment he has completed his review of candidates for qualifications
- Manager of Recruitment adds members of committee as Collaborators in Bamboo which grants access to candidate information of those who have been continued in the selection process
- Committee chooses candidates to interview, sets up interviews, conducts interviews, and selects candidate names to present to the VP/Dean of area. Manager of Recruitment is non-voting member of all committees if possible
- Chair marks each candidate either "Notify VP of recommendation" or removes candidate from consideration with appropriate drop-down menu
- Chair notifies VP they have completed their review
- VP interviews candidate, marks candidate status and notifies Pres and Manager of Recruitment of candidate names
- President reviews/interviews candidates and notifies HR, VP of area of candidate selection
- Reference checks / credential checks commence at this point
- VP HR creates offer letter, letter states anticipated start date, salary, etc.
- Manager of Recruitment creates PAF, notifies IT, enters into Banner, notifies Payroll and hires in Bamboo and begins Onboarding process
- Employee cannot start until hire date approved by the State of WV

Attachment D

YEAR	TURNOVER
2019	5.0%
2020	1.7%
2021	16.5%
2022	19.8%
2023	9.6%
2024	3.4%

ANNUAL TURNOVER

MONTH	TURNOVER
Jan-24	0.6%
Feb-24	1.1%
Mar-24	1.1%
Apr-24	0.6%
May-24	
Jun-24	
Jul-24	
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	
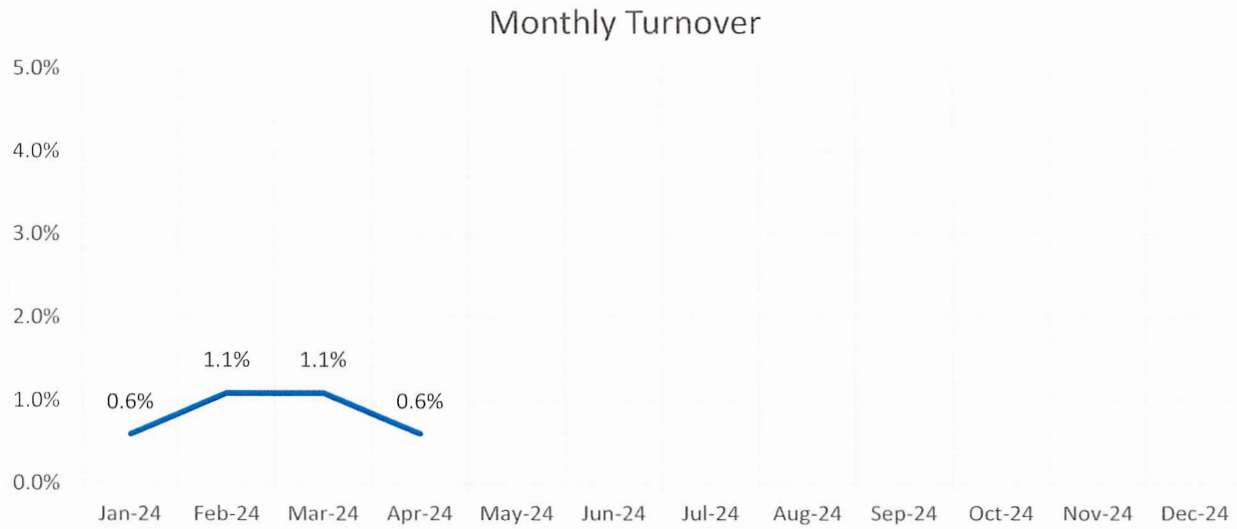
Monthly Turnover

11/19/2024

Employee Turnover

PIERPONT
COMMUNITY & TECHNICAL COLLEGE.

Dates
2024-01-01 - 2025-10-31

Employment Status
Full-Time Faculty; Full-Time Staff; Part-Time Staff

🔄 **16.7%** 17
Total Turnover Jan 2024 -
Oct 2025

📅 **0.8%** 0.8
Average Monthly Turnover

👥 **2%** 2
Total Turnover - 30 days