

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING

Tuesday, March 25, 2025

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

8:30 AM	Academics and Student Services Committee
10:00 AM	Human Resources, Policies, By-Laws Committee
11:00 AM	Finance and Administration Committee
12:00 PM	Lunch
1:00 PM	IT and Data Reporting Committee
2:00 PM	Full Board Meeting

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



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

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

Regular Meeting

**Tuesday, March 25, 2025
2:00 PM**

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

AGENDA

- I. Call to Order**
- II. Conflict of Interest**
- III. Roll Call**
- IV. Constituent Comments**
 - A. Faculty Senate *Tab 1*
Anthony Anobile
 - B. Classified Staff *Tab 2*
Mary Jo Rutherford
 - C. Non-Classified Staff *Tab 3*
Dr. Suzan Clemens
 - D. Student Government Association *Tab 4*
- V. *Consent Agenda** *Tab 5*
 - A. Minutes of the February 18, 2025 Board of Governors Meetings
- VI. Academics/Student Services Committee**
(Thomas Cole, Chair)
 - A. *Resolution for Approval *Tab 6*
 - 5-year Program Reviews to Continue at Current Level
 - 5-year Program Reviews to Continue with Corrective Action and Monitoring
 - 5-year Program Reviews to Discontinue

**Denotes possible action item*

VII. Human Resources, Policies, and by-Laws Committee

(Thomas Cole, Chair)

- A. *Resolution for Approval of a 30-day Public Comment Period for Policy PP-2064 Communicating with Government Officials **Tab 7**
- B. *Resolution for Approval of a 30-day Public Comment Period for Policy PP-3048 Research Involving Human Subjects **Tab 8**

VIII. Finance and Administration

(Jeffrey Powell, Chair)

- A. February 28, 2025, Combined Finance Report **Tab 9**
- B. Capital Projects Expenditure Report as of February 28, 2025 **Tab 10**
- C. FY 2025 Contracted Service Providers as of January 31, 2025 **Tab 11**
- D. *Resolution for Approval – Tuition and Fee Changes for AY 2025-2026 **Tab 12**

IX. IT and Data Reporting

(Jeffrey Powell, Chair)

X. Committee of the Whole

- A. Remarks from Dr. Waide
- B. A&P Building Update
- C. Human Resources Update
(George Perich)
- D. Enrollment Update **Tab 13**
(Nancy Parks)
- E. HLC Accreditation Update
(Olivia Boltz)
- F. Career and Corporate Training (CCT)
(Dr. Joni Gray)

**Denotes possible action item*



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

XII. Adjournment

**Denotes possible action item*



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Tab

1



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors

FROM: Anthony Anobile, Faculty Senate President

DATE: March 20, 2025

SUBJECT: Faculty Senate Report

The following consists of the 2024-25 operational report for the Faculty Senate of Pierpont Community and Technical College. In addition to routine operational duties, the Faculty Senate completed action on the following from February 18, 2025 – March 24, 2025:

- **General Business**

1. Vickey Findley resigned as Pierpont Community & Technical Colleges ACF (Advisory Council of Faculty) representative. Although we could not identify anything in the Bi-laws stating a faculty member could not hold the position of ACF representative and BOG representative, she felt this could be seen as a conflict of interest. Faculty Senate President Anthony Anobile was elected to serve as Pierpont's ACF representative for the remainder of her term, June 2025.
2. Media and Learning Committee will work with cabinet members and provide Faculty feedback to help with their decision on choosing best bookstore for the College as our contract with Follett ends in 2025.
3. Media and Learning Committee is being charged with working on a universal format on how course assessments will be done across all schools and programs. In addition, identifying criteria to utilize these assessments to improve student engagement and learning.

- **Committees on Committees**

Committees on Committees have started the process of filling Faculty positions within all committees for the upcoming 2025-2026 school year. First reading of committee lists will be set for Senate vote in May meeting.

- **Faculty Development and Welfare Committee**

Faculty Development and Welfare Committee along with Faculty Senate President Anthony Anobile have met with J.T. Bowers (VP of IT) and Robin Strader to discuss an option for a lockdown browser that can be installed in computer labs for testing purposes.

Faculty Development and Welfare Committee along with Faculty Senate President Anobile met with Kathy Hypes about funding for Faculty Awards. The

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committee will continue to work on how to obtain funding and criteria on what awards they would like to implement.

- **Online Learning Committee**

The Online Learning Committee submitted a Blackboard Ultra Post Transition Faculty Survey that was voted on and approved by Faculty Senate. The survey will be added to Blackboard in April.

The Online Learning Committee submitted a draft for Student End of Term Courses Survey. The survey will be sent to all faculty to review and comment on before being brought to Senate.

- **Announcements and Upcoming Dates**

March 27th, 2025 – Faculty Senate Executive Committee Meeting

April 4th, 2025 – Faculty Senate Meeting – ATC, Room 216A

April 24^h, 2025 – Student Awards Ceremony

May 1st, 2025 – Faculty Senate Executive Committee Meeting

May 2nd, 2025 – Health Science Pinning Ceremony

May 9th, 2025 – Faculty Senate Meeting – Caperton Center

May 9th, 2025 – Graduation Ceremony – Robinson Grand, Clarksburg

Respectfully submitted,
Anthony Anobile, Faculty Senate President

Tab

2



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors
FROM: Mary Jo Rutherford
DATE: March 20, 2025
SUBJECT: Classified Staff Council Report

**Classified Staff Council Report
March 25, 2025**

Chairperson Hinkle, Board of Governors, Dr. Waide:

Classified Staff Council met on February 26, 2025 on TEAMS.

Chip Hawkins gave the ACCE Report. Item discussed was on salaries.

On the Agenda for April is the Nomination and Election of Classified Staff Council Officers and Representatives of the EEO Categories. It will be for a two- year term starting July 1, 2025 and ending June 30, 2027.

Jama Marshall Roy will set-up a training session for non-classified and classified staff members.

We will form a Nomination and Selection Committee to name the Classified Employee of the Year to be announced at the Awards Ceremony on April 24, 2025 at the Robert Mollohan Building.

We have \$2,000 in our Scholarship Fund and will decide how many part-time and full-time Scholarships we will award for the next Academic Year.

Classified Staff were asked ways Pierpont could grow in supporting student learning and engaging employees. Mary Jo will post them on Teams.

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Classified Staff Council and Non-Classified Staff Council will do joint fundraisers. It will benefit the Scholarship Fund. The amount earned will be shared 50/50.

Our next Classified Staff Council Meeting will be on March 26, 2025 on TEAMS.

That concludes my report.

Questions?

Thank you.

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Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors

FROM: Suzan Clemens
Chairperson of Non-Classified Staff Council

DATE: March 20, 2025

SUBJECT: Non-Classified Staff Council Report

- Meetings:
 - February 2/27/25; March 3/27/25
- Staff that are leaving/left and staff changes
 - Leaving - Raime Santee, J.J. Davis, Jill Sole
 - Changes - Dave Beighley was named Interim Provost
- Non-Classified Staff Employee of the Year
 - Marketing will solicit nominations, which will go to Human Resources (Kim Cale) to process.
- BOG
 - Dr. Michael Waide was officially appointed as Interim President
- President's Council
 - Creating the budget.
- Partnering with Classified Staff on scholarship funding
 - Cathy Hypes shared information & suggestions
 - Scholarship monies and Memorandum of Understanding required
 - Do we want the scholarships to only be used for Pierpont classes?
 - Decide what we want to accomplish, what the monies would be used for (i.e., scholarships, tuition/fees, books).
- Meet & Confer – Email exchanges
 - Three suggestions were sent for the February and March meetings.
- Legislation – House Bill 3279 – Email exchanges
 - Voting on whether to send a response – Quorum was not met. No response was sent.

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4



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors
FROM: Jessica Killon
DATE: March 7, 2025
SUBJECT: Student Government Association Report

Hello Board of Governors Members,

I hope you're all doing well! Here's a quick update on what's been happening at Pierpont Community & Technical College and some exciting events we have coming up.

Upcoming Events:

- We are currently in the process of planning our 2nd Annual Dog Days event! This is a special event where we partner with the Marion County Humane Society, inviting students to relax with puppies and dogs during finals week. Also, we are co-hosting with Vet Tech student organization. As well as PTK and CHOP. Beyond stress relief, this event also encourages adoptions. Last year, our Provost generously offered to cover adoption fees for any faculty, staff, or students who wanted to give a dog a forever home—we're hoping for another successful event this year!

Aside from these events, there's not much else happening at the moment, but we're looking forward to more great opportunities for student engagement.

Best,
Jessica Killon
Student Government President

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Tab

5

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of March 25, 2025

ITEM:	Consent Agenda
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed.
STAFF MEMBER:	Dr. Michael Waide, Interim President

BACKGROUND:

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

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

1. Minutes of the February 18, 2025 Regular Meeting

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

Board of Governors Meeting

**Tuesday, February 18, 2025
2:00 PM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 18, 2025, beginning at 2:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

I. Call to Order

David Hinke, Chair, called the meeting to order in open session at 2:03 PM.

II. Conflict of Interest

David Hinkle requested Board members to examine the agenda and disclose any potential conflicts of interest.

III. Roll Call

Amanda Hawkinberry conducted a roll call:

Name	Present/Not Present
Thomas Cole	Not Present
Vickie Findley	Present
David Hinkle	Present
Anthony Hinton	Present
Jessica Killon	Present
Lisa Lang	Present
Christine Miller	Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present
Nathan Weese	Not Present

Amanda Hawkinberry announced there was a quorum present.

Others Present:

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

IV. Constituent Comments

A. Faculty Senate

Anthony Anobile provided a report from Faculty Senate (**Attachment A**).

B. Classified Staff

Mary Jo Rutherford provided a report from Classified Staff (**Attachment B**).

C. Non-Classified Staff

Dr. Suzan Clemens provided a report from Non-Classified Staff (**Attachment C**).

D. Student Government Association (SGA)

Jessica Barker provided a report from SGA (**Attachment D**).

V. Consent Agenda

Anthony Hinton moved to accept the meeting minutes from the November 19, 2024, December 5, 2024, and January 9, 2025 Board meetings. Christine Miller seconded the motion. All agreed. Motion carried.

VI. Finance and Administration Committee

Jeffrey Powell reported that the revenue analysis highlighted key financial points, including a tuition surplus of \$842,287 and a program fee increase of \$45,873.

The combined finance report indicated that 99% of revenue had been realized, while 49% of expenses had been incurred. The institution is currently operating with a budget deficit of approximately \$177,397. Additionally, capital projects were reviewed, noting that the Veterinary Technology project is running over budget by approximately \$45,000. Some projects have yet to incur expenses, as payments have not yet begun.

A review of contract service providers was conducted, and the committee recommended that future reports include a description of each contract service provider and the amount spent, with expenditures listed in descending order based on the highest amounts.



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The mid-year cash balance was reported at \$13,289,726.

The board discussed Executive Orders 3-25, 4-25, and 5-25 issued by Governor Morrisey, noting that responses to two orders have been submitted, while work continues on the response to 5-25 (Government Efficiency).

The board engaged in discussions about tuition, considering whether an increase should be implemented. Data was reviewed, and it was determined that the finance committee would hold additional meetings, including one next Thursday, to establish a baseline understanding of the financial situation, needs, and requests. Scenario planning will be conducted to assess budget implications if enrollment increases or decreases by 10%. Additionally, the board will review the prioritization of the institution's financial "wish list."

VII. IT and Data Reporting Committee

Jeffrey Powell reported the committee met this morning, during which JT provided an update on IT projects including the Windows 11 upgrade, the VR room update, and the ongoing Banner self-service update. Additionally, the HLC working group is currently meeting; criteria 2c and 3c are in their first draft stage with a second draft expected by March. A working group meeting is scheduled for this Thursday.

VIII. Marketing and Public Relations Committee

Lisa Lang introduced Stefanie Moore as the new Growth Marketing Leader. The committee decided to hold off on institutional rebranding for now. The main marketing focus will be on boosting enrollment and emphasizing the importance of the WV Invests Grant. Additionally, the marketing strategic plan was reviewed, and the second marketing position, focused on content creation and social media, will close on Friday.

An Aviation Elimination Dinner is scheduled for March 8, with all proceeds designated for aviation scholarships.

There was discussion about holding a Day of Giving in October 2025.

IX. Committee of the Whole

A. Remarks from Dr. Waide

Dr. Michael Waide reported that it has been a busy month and expressed gratitude to the executive leadership team for maintaining momentum.



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He emphasized the importance of the President's Council in keeping the institution focused on its priorities as a community college. The council continues to meet biweekly, concentrating on budget preparation and reviewing requests. Additionally, cabinet meetings have resumed on Mondays, providing a platform to share concerns and address institutional needs.

Constituent leads were asked to rethink conversations in Meet and Confer sessions. These meetings have been redesigned with a more positive approach, encouraging participants to bring forward discussions and agenda items. A significant portion of recent meetings has been dedicated to hearing from employee groups, who shared concerns regarding bookstore operations, administrative presence at all campuses, and operational scheduling beyond 4:00 p.m. These topics have been integrated into discussions at the President's Council.

The leadership team has remained actively engaged with the Higher Learning Commission (HLC) report and the budget process. Additionally, board members were invited to key upcoming events, including graduation on May 9, the Employee and Student Awards Ceremony on April 24, and the Health Sciences Pinning Ceremony on May 2

B. Enrollment Update

Enrollment for the spring semester remains positive, with over 1,500 students enrolled, reflecting a 3.5% increase in headcount and a 7% increase in full-time equivalent (FTE) enrollment. Spring 2025 showed enrollment of returning students was up 94 students from the previous spring semester.

Compared to the same time last year, there has been an overall increase of 75 students. However, the high school population has declined by 28 students.

C. HLC Accreditation Update

Olivia Boltz reported that work on the Higher Learning Commission (HLC) report and assurance argument began in December. Efforts have focused on collecting evidence, reviewing past arguments, and facilitating discussions to brainstorm and draft the report.

Since January, the team has been working on section 2C, having already met to review the first draft and preparing to review the second draft soon.

A meeting is scheduled for Thursday with the HLC working group, which includes David Beighley, Nancy Parks, two board members, and our HLC consultant. The group will focus on reviewing and revising section 2C, identifying any gaps in evidence. Once finalized, the



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documents will be shared with constituent groups to ensure broad awareness of the progress and next steps.

D. A&P Building Update

Chairman David Hinkle shared the contract to purchase land from the airport remains in progress, though delays have occurred due to changes in the state government administration.

E. Career and Corporate Training (CCT)

Joni Gray reported that she has been in her position for about a year and continues to focus on increasing enrollment and better serving industry partners. Internally, efforts have been directed toward Career and Corporate Training (CCT) and academics, with an emphasis on developing potential career pathways. The primary focus is on accelerating targeted training programs to support upskilling and certificate attainment.

In fiscal year 2024, a total of 76 career training sessions were conducted, and that number has already doubled for the current year.

To strengthen industry engagement, there is a need for more business and industry partners to participate in the CCT Advisory Committee, with the first meeting scheduled for April 2025. Additionally, plans are in place for an "Experience Workforce Day," which will provide insight into workforce and career training processes, from program development to implementation.

Collaboration continues with county career and technical education (CTE) centers, including professional development opportunities for instructors teaching in vocational and technical education programs.

In Randolph County, work with the housing authority is ongoing, with new opportunities emerging to offer TEAS preparation courses. Plans are also underway for participation in an upcoming Licensed Practical Nurse (LPN) cohort housed at the Randolph County Housing Authority, while efforts continue to establish a Clinical Medical Assisting program.

F. Committee Membership

Amanda Hawkinberry reviewed the AY 2024-2025 Committee Membership list (**Attachment E**).

X. Executive Session – Closed Session

A. *Entering Executive Session – Closed Session*



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Anthony Hinton moved that the Board go into Executive Session in accordance with WV Code §6-9A-4. Jeffrey Powell seconded the motion. All agreed. Motion Carried.

Items brought into Executive Session:

1. Review agreement with current President
2. Interim President contract
3. Delegation of powers and duties to the Interim President

B. *Exiting Executive Session – Back to Open Session*

Christine Miller moved to exit Executive Session and return to Open Session. Jeffrey Powell seconded the motion. All agreed. Motion carried.

C. *Items brought forward from Executive Session*

Anthony Hinton moved to approve and close out the agreement with the previous President. Jessica Killon seconded the motion. All agreed. Motion carried.

Anthony Hinton moved to approve the Interim President contract. Jessica Killon seconded the motion. All agreed. Motion carried.

Anthony Hinton moved to approve the list of duties and responsibilities for the Interim President with the Board retaining the following power and duties:

1. Expenditures over \$20,000.00
2. Binding contracts
3. Employment issues (hiring, firing, and tenure) – to go through BOG Executive Committee and Interim President for approval

Jessica Killon seconded the motion. All agreed. Motion carried.

The March 18 Board meeting has been changed to March 25.

XI. Board Members' Reflections

Vickie Findley noted that the Lunch and Learn trainings for board members were highly beneficial and recommended that all board members attend these sessions. Additionally, Chairman Hinkle expressed his optimism for a successful year, highlighting his excitement over the recent increase in enrollment



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XII. Adjournment

There being no further business, Vickie Findley moved to adjourn the meeting. Juanita Nickerson seconded the motion. All agreed. Motion carried.

Respectfully submitted by Amanda N. Hawkinberry



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MEMORANDUM

To: Pierpont Community and Technical College Board of Governors

From: Anthony Anobile, Faculty Senate President

Date: February 18, 2025

Subject: Faculty Senate Report

The following consists of the 2024-25 operational report for the Faculty Senate of Pierpont Community and Technical College. In addition to routine operational duties, the Faculty Senate completed action on the following from November 19, 2024- February 17, 2025:

- **Faculty Senate Resignations and New Elected Representatives**

During our December meeting we received formal resignations from our Board of Governors representative, Susan Coffindaffer. Vickie Findley was elected to finish out Susan Coffindaffer's term until May 2025.

Rachel Plybon-Beach announced her resignation from Pierpont effective January 3, 2025. Rachel Plybon-Beach served as the Faculty Senate Vice President. Lisa Foster was elected to finish out Rachel Plybon-Beach's term.

- **Curriculum Committee**

The Faculty Senate reviewed and approved 23 curriculum proposals. Most of the proposals included updates and modifications to student learning outcomes. All curriculum proposals can be viewed within the Faculty Senate TEAMS under February 14th meetings and agenda.

- **Faculty Development and Welfare Committee**

Faculty Development and Welfare Committee has asked and are seeking nominations for three faculty awards: (1) Outstanding Adjunct Award for Teaching Excellence, (2) Faculty Recognition Award, and (3) Paul E. Edwards Award for Teaching Excellence. Nominations are open until Monday, February 24th and recipients will be announced at the spring recognition event.

- **General Education Committee**

The General Education Committee is working with Associate Provost David Beighley to complete an Assessment Cycle this spring. This involves reviewing Territorium test scores for Written Communication and Quantitative Literacy from last fall and spring.

- **Online Learning Committee**

The Online Learning Committee is working on and have initial drafts to review concerning Blackboard Ultra training and transition including (1) Blackboard Ultra Post-Transition Faculty Survey, (2) Student Blackboard Satisfaction Mid-Term Survey, and (3) Student End-of-Term Course Survey. The committee is researching strategies to increase student engagement and interactions in online courses, as well as reviewing current course surveys and student end-of-term course surveys. AI training needs are also being examined.

- **Announcements and Upcoming Dates**

March 6th, 2025 – Faculty Senate Executive Committee Meeting

March 14^h, 2025 - Pierpont Faculty Senate meeting – Middletown Commons, Room 101

Respectfully submitted,

Anthony Anobile, Faculty Senate President

Classified Staff Council Report

BOG Meeting – FEB 2025

Classified Staff Council met on December 18, 2024 and January 22, 2025 on TEAMS.

The November and December 2024 Meeting Minutes were approved.

Non-Classified Staff attended the December 18th Classified Staff meeting to discuss doing combined trainings and projects together.

Kathy Hypes, Director of the Pierpont Foundation joined the combined Classified and Non-Classified Staff Meeting on January 22, 2025 to discuss the guidelines of the Classified Staff Council's Discretionary Fund and how the PMOU was written. It was decided to keep the Classified Staff Council's Scholarship Fund as is. Moving forward, fundraisers for the Scholarship Fund would be split 50/50 between the Classified Staff Council and Non-classified Staff Council.

New Classified Staff and Non-Classified Staff Members were welcomed:

Kayla Hawkinberry – Record Specialist Data Processor

Carla Sabatino – Administrative Assistant for the School of Health Sciences

James Kosik – Safety Director

Chip Hawkins gave the ACCE Report. They discussed the PEIA increases at the January 2025 ACCE Meeting.

Juanita Nickerson gave the Board of Governors Report.

Jama Marshall Roy will look into combined trainings for Classified and Non-Classified staff members.

Next Classified Staff Council meeting will be on FEB 26th on TEAMS.

That concludes my report.

Questions? Thank you.

Non-Classified Staff Council Report
Board of Governors Meeting – Tuesday 2/18/25 2:00

- Regular monthly meetings - 3rd Thursday of the month

- January
 - Introduced new non-classified staff members
 - Board of Governors
 - Sharing of Dr. Hayward submitting his resignation
 - Provost Michael Waide being named Interim President
 - Meet & Confer (no session)
 - President's Council
 - Budget – largest financial issue is FSU
 - Review of Strategic Plan priorities
 - Partnering with Classified Staff on scholarship funding
 - Attended Classified Staff January Meeting
 - Cathy Hypes provided information about the Scholarship Program Classified Staff has been doing under the Pierpont Foundation.
 - She advised that we can partner with them
 - Classified Staff is “okay” with doing any trainings needed with Non-Classified Staff.
 - The current scholarship fund contains \$2,000., and Classified Staff would keep that for the use of Classified Staff.
 - Moving forward, results of future fund raisers would be split 50%-50% between Classified and Non-Classified Staff.

- February Meeting Thursday 2/20/25
 - Agenda will include:
 - Cathy Hypes who will answer more questions
 - Overview of Meet & Confer topics

- Meet & Confer -
 - We submitted several topics for discussion - Wednesday 2/12

Attachment D

To: Board of Governors

From: Student Government Association President - Jessica Killon

Date: February 18, 2025

Subject: Student Government Update

Dear Members of the Board of Governors,

The Student Government Association (SGA) is pleased to provide an update on our upcoming events and initiatives for the remainder of the academic year.

Winter Formal

We are excited to announce that our highly anticipated Winter Formal is approaching. It is this Friday at 7pm. The event will serve as an opportunity for faculty, staff, and students to come together in a festive and elegant setting to celebrate the season and enjoy an evening of camaraderie. Planning is well underway, and we are ensuring that all necessary arrangements, including venue, decorations, entertainment, and security, are in place to create a memorable experience for all attendees.

Spring Event Planning

Looking ahead to the spring semester, SGA is actively brainstorming and organizing a variety of events to further engage the student body. More to come on that.



**OFFICERS AND COMMITTEES
PIERPONT BOARD OF GOVERNORS MEMBERS**

Academic Year 2024-2025

Pierpont Board of Governors Executive Officers

David Hinkle - Chair
Lisa Lang - Vice Chair
Jeffrey Powell – Secretary

Board of Governors Executive Committee

- David Hinkle
- Lisa Lang
- Jeffrey Powell
- Dr. Michael Waide (Ex Officio)

Human Resources, Policies, By-Laws Committee

- Thomas Cole - Committee Chair
- Juanita Nickerson
- Jeffrey Powell
- Joanne Seasholtz
- Nathan Weese

Staff Resources:

- George Perich

Academics and Student Services

- Thomas Cole - Committee Chair
- Jessica Killon
- Lisa Lang
- Christine Miller
- Juanita Nickerson

Staff Resources:

- Nancy Parks
- David Beighley

Finance and Administration Committee

- Jeffrey Powell - Committee Chair
- Vickie Findley
- Anthony Hinton
- Lisa Lang
- Christine Miller

Staff Resources:

- Dale Bradley

Technology and Data Reporting

- Jeffrey Powell - Committee Chair
- Vickie Findley
- Anthony Hinton
- Jessica Killon
- Nathan Weese

Staff Resources:

- JT Bowers
- Olivia Boltz

Advancement and Public Relations

- Lisa Lang - Committee Chair
- Jessica Killon
- Christine Miller
- Juanita Nickerson
- Dr. Joanne Seasholtz

Staff Resources:

- Kathy Hypes
- Stefanie Moore

Ex-Officio Committee Members- All Committees:

- David Hinkle
- Dr. Michael Waide

Tab

6

**Pierpont Community & Technical College
Board of Governors**

March 25, 2025

ITEM: Five-year Reviews of Academic Programs

COMMITTEE: Committee on Academics and Student Services to the Committee of the Whole

RECOMMENDED RESOLUTION:

Resolved, that the Pierpont Community & Technical College Board of Governors, based on the five-year review of programs, **continue at the current level** the following programs:

Advanced Welding (A.A.S.)

Continuation: The Dean recommends the program continue at the current level of activity. The Dean asserts: “Based on comprehensive review of program data, the AAS Advanced Welding program demonstrates strong viability, adequacy, and alignment with institutional mission and workforce needs. The program has experienced consistent enrollment growth, improved retention rates, increasing graduation numbers, reasonable placement rates, and strong fiscal performance.”

Licensed Practical Nursing (C.A.S.)

Continuation: The Dean recommends the program continue at the current level of activity. The Dean asserts: “The program has shown remarkable progress in student outcomes, achieving an 89% NCLEX pass rate in the most recent academic year and maintaining exceptional job placement rates with 95% of students receiving job offers prior to graduation. These metrics directly reflect the program's effectiveness in preparing skilled healthcare professionals and meeting workforce demands. The successful transition to a 12-month full-time format and implementation of a hybrid delivery model demonstrate the program's agility in adapting to both accreditation requirements and student needs.”

Resolved, that the Pierpont Community & Technical College Board of Governors, based on the five-year review of programs, **continue with corrective action** the following programs:

ASL/Interpreter Education (A.A.S.)

Corrective action: The Dean recommends the program continue with corrective action. The Dean asserts: “Key viability metrics have remained relatively consistent for the ASL/Interpreter Education A.A.S. program during the review period, with the exception of retention rates, which have lagged during AY2022-2023 (33.33%) and AY2023-2024 (29.41%). Despite relatively strong numbers in other key performance categories, the declining retention rates are cause for concern; however, curricular adjustments are intended to mitigate this negative trend. Further, the ASL/Interpreter Education A.A.S. Advisory Committee has indicated a need for increased curricular focus on ASL interpretation. It is therefor recommended to continue the ASL/Interpreter Education A.A.S. program with the following corrective actions:

- Investigate the viability of and implement, as needed, an ASL Advanced Skill Set and/or C.A.S., with implementation targeted for Fall 2026.

- *Revise A.A.S. program curriculum to better align with workforce/industry interpreting needs, specific to graduates of an ASL Interpreter Education A.A.S. program, with implementation targeted for Fall 2026.*

This strategic program curricular revision will be informed the ASL/Interpreter Education Program Advisory Committee, end-of-program assessment data, and additional information as determined germane by the Program Coordinator and/or Academic Dean.”

Criminal Justice (A.A.S.)

Corrective action: *The Dean recommends the program continue with corrective action. The Dean asserts: “The long-term viability of the Criminal Justice A.A.S. program is currently tenuous, with the program experiencing significant decreases in annual headcount, FTE, and number of graduates since AY2019-2020. Further, program retention rates are alarmingly low, exhibiting a five-year average of 36.22%. Industry need exists for graduates holding a two-year degree, however, as evidenced by Bureau of Labor Statistics data (projected 4% growth from 2023-2033) and state-level employment metrics. It is therefore recommended to continue the Criminal Justice A.A.S. program with the following corrective action:*

- *Revise program curriculum to better align with workforce needs, specific to graduates of a Criminal Justice A.A.S. program.*

This strategic program curricular revision will be informed the Criminal Justice Program Advisory Committee, end-of-program assessment data, and additional information as determined germane by the Program Coordinator and/or Academic Dean in alignment with the schedule identified above.”

Emergency Medical Services Technician - Paramedic (C.A.S.)

Corrective action: *The Dean recommends the program continue with corrective action. The Dean asserts: “The Emergency Medical Services Technician - Paramedic Certificate of Applied Science program demonstrates strong workforce alignment and educational effectiveness while facing some challenges that require attention. The program maintains appropriate accreditation through CAAHEP and consistently achieves 100% job placement for graduates, indicating strong market demand and program quality.*

Areas requiring attention include retention rates below accreditation standards, fluctuating enrollment numbers, and faculty compensation below state peer institutions. The average program completion rate of 80.9% on end-of-program examinations indicates room for improvement in student success metrics.” To these ends, the Dean recommends continuation of the program with the following corrective actions:

- *Implement retention improvement strategies*
- *Explore state tuition assistance initiatives to address cost barriers*
- *Evaluate faculty compensation alignment with peer institutions*
- *Expand the use of simulation and educational technology to improve student outcomes*
- *Develop the proposed Advanced EMT skill set to enhance program offerings*

Omnibus Aviation Program Review (C.A.S.)

The Dean recommends the following actions in omnibus review pertaining to the Airframe Technology C.A.S., Powerplant Technology C.A.S., and Avionics Technology C.A.S. programs:

Airframe Technology (C.A.S.)

Continuation: *The Dean recommends the program continue at its current level of activity. The Dean asserts: “Based on comprehensive review of program data and performance metrics, I strongly recommend continuation of the CAS Airframe Technology program at its current level of activity. This program has demonstrated exceptional outcomes with 63 graduates over three years, 100% employment rates, and 100% certification pass rates. The program's curriculum aligns perfectly with industry standards through FAA certification compliance, and the students receive instruction in modern facilities with qualified faculty. The Bureau of Labor Statistics projects continued steady demand for airframe technicians, with graduates earning competitive salaries averaging \$75,000+ annually. While we will continue to enhance student identification and enrollment processes, the program's strong overall performance warrants its continuation at current academic levels.”*

Powerplant Technology (C.A.S.)

Continuation: *The Dean recommends the program continue at its current level of activity. The Dean asserts: “Based on comprehensive review of program data and performance metrics, I strongly recommend continuation of the CAS Powerplant Technology program at its current level of activity. This program has produced 64 graduates over three years with 100% employment rates and certification pass rates. The curriculum effectively prepares students for FAA certification in powerplant maintenance, a critical skill area in aviation maintenance. Industry partnerships, including an active advisory board with representatives from companies like Pratt & Whitney and Engine Management Specialist, validate the program's relevance to workforce needs. The program meets all educational objectives while demonstrating strong quality indicators. Continued growth and success are anticipated as we enhance student identification and support services.”*

Avionics Technology (A.A.S.)

Corrective action: *The Dean recommends the program continue with corrective action. The Dean asserts: “Based on comprehensive program review, I recommend continuation of the CAS Avionics Technology program with corrective action. While the program's curriculum is sound and aligned with industry needs, no students have completed the Avionics certification during the review period despite industry demand for these specialized skills. The corrective action should include:*

- *developing targeted recruitment strategies for the Avionics pathway*
- *evaluating and potentially restructuring curriculum sequencing to facilitate completion of the three additional courses required beyond Airframe and Powerplant content*
- *fostering specialized industry partnerships focused on avionics technologies.*

Resolved, that the Pierpont Community & Technical College Board of Governors, based on the five-year review of programs, ***discontinue*** the following program:

Emergency Medical Services (A.A.S.)

Discontinuation: *The Dean recommends discontinuing the program. The Dean asserts: “The AAS program demonstrates critically low-performance metrics that raise serious concerns about its viability. Retention rates range from 0-20%, with multiple years showing no retention at all. Enrollment has steadily declined from 59 students in 2019-2020 to 23 students in 2023-2024, while graduation rates have dropped from 18 graduates to 0 graduates during the same period. The current academic year shows no graduates, highlighting the severity of the completion problem.*

Student behavior patterns and faculty feedback clearly indicate that students prefer to complete only the paramedic certificate rather than pursuing the full AAS degree. Faculty report that students consistently choose not to complete the additional 15 credits of general education courses required for the AAS. There is no evidence of students transitioning from CAS completion to AAS completion, suggesting a fundamental misalignment between the AAS program structure and student needs.

From a resource allocation perspective, maintaining two separate degree tracks requires administrative resources that could be better focused on strengthening the already successful certificate program. With program costs averaging \$228.37 per credit hour, consolidating resources into the certificate program would improve efficiency. Additionally, market realities show that 100% job placement is achieved with the certificate alone, with no clear industry incentive for AAS completion. The workforce demand can be effectively met through the certificate program.

The quality of paramedic education is not compromised by this recommendation, as the technical and clinical education is successfully delivered through the certificate program. Core paramedic competencies, industry standards, and accreditation requirements are all met through the certificate program. Importantly, paramedics who later decide to pursue an associate's degree have a viable pathway through the Health Science AAS program, which allows them to apply their paramedic education toward degree completion. This existing alternative provides a more flexible option for working professionals seeking degree advancement.

By discontinuing the EMS AAS degree and focusing resources on the Certificate of Applied Science program, while maintaining the Health Science AAS pathway for those seeking further education, the institution can achieve more efficient resource allocation, clearer student pathways, better alignment with student and industry needs, and improved program metrics and outcomes. This strategic realignment acknowledges market realities while maintaining both high-quality paramedic education and accessible degree advancement opportunities.”

STAFF MEMBER: David M. Beighley, Interim Provost and Vice President for Academics

BACKGROUND: WVCTC Title 135 CSR, Series 10, “Policy Regarding Program Review,” requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity, and constancy with mission of the programs at the institution.

Each program has been reviewed by the program faculty, the appropriate Academic Dean, and the Interim Provost & Vice President for Academics. The respective Academic Deans reviewed and audited the academic degree programs, assessing (a) accreditation, (b) goals and objectives of the program, (c) curriculum, (d) graduation rates, (e) employment rates, (f) certification and licensure rates, (g) workforce demand, (h) enrollment trends, and (i) financial data. In compliance with Series 10, the reviews included evaluation of viability, adequacy, necessity, and consistency with the mission of the programs and the College.

The Provost and Deans recommend the following to the Board of Governors:

Degree	Name	Recommendation of Outcome §135-10-5	Note(s)
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A.A.S.	Advanced Welding	Continuation at the current level of activity (§135-10-5.1.1)	The AAS Advanced Welding program demonstrates strong viability, adequacy, and alignment with institutional mission and workforce needs. The program has experienced consistent enrollment growth, improved retention rates, increasing graduation numbers, reasonable placement rates, and strong fiscal performance.
A.A.S.	ASL/Interpreter Education	Continuation with corrective action (§135-10-5.1.2)	The Dean recommends the program continue with the following corrective actions: <ul style="list-style-type: none"> • Investigate the viability of and implement, as needed, an ASL Advanced Skill Set and/or C.A.S., with implementation targeted for Fall 2026. • Revise A.A.S. program curriculum to better align with workforce/industry interpreting needs, specific to graduates of an ASL Interpreter Education A.A.S. program, with implementation targeted for Fall 2026.
A.A.S.	Criminal Justice	Continuation with corrective action (§135-10-5.1.2)	The Dean recommends the program continue with the following corrective action: <ul style="list-style-type: none"> • Revise program curriculum to better align with workforce needs, specific to graduates of a Criminal Justice A.A.S. program. <p>This strategic program curricular revision will be informed the Criminal Justice Program Advisory Committee, end-of-program assessment data, and additional information as determined germane by the Program Coordinator and/or Academic Dean in alignment with the schedule identified above.</p>
A.A.S.	Emergency Medical Services	Discontinuation (§135-10-5.1.3)	The AAS program demonstrates critically low-performance metrics that raise serious concerns about its viability. Additionally, market realities show that 100% job placement is achieved with the certificate alone, with no clear industry incentive for AAS completion. The workforce demand can be effectively met through the certificate program.

			By discontinuing the EMS AAS degree and focusing resources on the Certificate of Applied Science program, while maintaining the Health Science AAS pathway for those seeking further education, the institution can achieve more efficient resource allocation, clearer student pathways, better alignment with student and industry needs, and improved program metrics and outcomes. This strategic realignment acknowledges market realities while maintaining both high-quality paramedic education and accessible degree advancement opportunities.
C.A.S.	Emergency Medical Services Technician - Paramedic	Continuation with corrective action (§135-10-5.1.2)	The Dean recommends the program continue with the following corrective actions: <ul style="list-style-type: none"> • Implement retention improvement strategies • Explore state tuition assistance initiatives to address cost barriers • Evaluate faculty compensation alignment with peer institutions • Expand the use of simulation and educational technology to improve student outcomes • Develop the proposed Advanced EMT skill set to enhance program offerings
C.A.S.	Licensed Practical Nursing	Continuation at the current level of activity (§135-10-5.1.1)	The program has shown remarkable progress in student outcomes, achieving an 89% NCLEX pass rate in the most recent academic year and maintaining exceptional job placement rates with 95% of students receiving job offers prior to graduation. These metrics directly reflect the program's effectiveness in preparing skilled healthcare professionals and meeting workforce demands. The successful transition to a 12-month full-time format and implementation of a hybrid delivery model demonstrate the program's agility in adapting to both accreditation requirements and student needs.
C.A.S.	Omnibus Aviation Program Review	<i>Airframe Technology</i> Continuation at the current level of activity (§135-10-5.1.1) <i>Powerplant Technology</i>	Airframe Technology (C.A.S.) <u>Continuation</u> : This program has demonstrated exceptional outcomes with 63 graduates over three years, 100% employment rates, and 100% certification pass rates. The program's curriculum aligns

		<p>Continuation at the current level of activity (§135-10-5.1.1)</p> <p><i>Avionics Technology</i> Continuation with corrective action (§135-10-5.1.2)</p>	<p>perfectly with industry standards through FAA certification compliance, and the students receive instruction in modern facilities with qualified faculty. The Bureau of Labor Statistics projects continued steady demand for airframe technicians, with graduates earning competitive salaries averaging \$75,000+ annually.</p> <p>Powerplant Technology (C.A.S.) <u>Continuation:</u> This program has produced 64 graduates over three years with 100% employment rates and certification pass rates. The curriculum effectively prepares students for FAA certification in powerplant maintenance, a critical skill area in aviation maintenance. Industry partners validate the program's relevance to workforce needs. The program meets all educational objectives while demonstrating strong quality indicators.</p> <p>Avionics Technology (A.A.S.) <u>Corrective action:</u> The Dean recommends the program continue with the following corrective actions:</p> <ul style="list-style-type: none"> • Develop targeted recruitment strategies for the Avionics pathway • Evaluate and potentially restructure curriculum sequencing to facilitate completion of the three additional courses required beyond Airframe and Powerplant content • Foster specialized industry partnerships focused on avionics technologies.
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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF March 25, 2025**

ITEM: Policy PP-2064: Communicating with Government Officials

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the 30-day public notice of new Policy PP-2064: Communicating with Government Officials.

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Org. Dev.

BACKGROUND: The new policy relates to the process in which Pierpont employees may communicate with various government officials.

PUBLIC COMMENT PERIOD: March 27, 2025 to April 26, 2025

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
Acollins11@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 and Procedures

PP-2064

SHORT TITLE: Communicating with Government Officials

EFFECTIVE:

AMENDED:

REPEALED:

REVIEWED:

SECTION 1. PURPOSE¹

The President, Board of Governors Chair, and/or their designees are responsible for developing all Pierpont Community & Technical College ("Pierpont" or "College") positions on state and Federal legislation and proposed regulations, and for coordinating College relations and communications. Such communications could be with the West Virginia Legislature, the Governor, Congress, and State and Federal Executive Branch officials. This policy establishes a process and framework for communication with federal and state officials and sets requirements related to direct communication by all College employees with federal and state government officials. This policy is designed to distinguish between an employee's personal right to voice their opinions to the government versus speaking on behalf of the university to government officials. Noncompliance with this policy may result in disciplinary action up to and including termination.

SECTION 2. Communication with Government Officials²

2.1 Contacts relating to College business with elected and appointed officials and their offices are coordinated by the Office of the President at the direction of the Board of Governors. Central coordination assures that one part of the organization is not working at cross purposes with another and prevents confusion on the part of government officials as to Pierpont's priorities.

2.2 The three main types of contact are governed as follows:

2.2.1 Contact with local, state, and federal elected officials, their staffs and key agency personnel on matters impacting the finances, appropriations, operations, program policy, or general operating policy: The College leadership has been entrusted with the stewardship of Pierpont. Only the President or Board

¹ Source Virginia Commonwealth University

² Source The University of Texas Health Science Center at Houston

of Governors Chair and/or their designees will speak for the College to local, state, and federal elected officials and agency personnel in matters related to the finances, appropriations and operations of the College and its programs and state or federal legislative processes in conformance with state and federal law. All communications with government officials pertaining to matters of Pierpont's institutional interests, legislative priorities, or related policy matters must be coordinated through the Office of the President.

2.2.2 At times employees may be contacted by governmental officials or their representatives for information or consultation or to provide testimony at formal hearings. Employees may be involved in advocacy related to an external organization that has some relationship to the College mission or appropriations. While Pierpont may benefit through such requests and encourages employees toward service to their fellow citizens, the College maintains the right to be informed of such contacts or relationships and to be involved, as appropriate, in such relationships. Further, these types of contacts may be regulated by state or federal law. The Office of Governmental Relations is available to assist the employee in navigating the legislative or regulatory process and for ensuring compliance with reporting requirements.

2.2.3 Pierpont recognizes and appreciates the privilege of each employee as a citizen of this state and nation to express his or her own political opinions. The right to express one's own opinions and to seek to make that opinion known is inalienable. Employees who choose to exercise their rights as citizens must make every effort to indicate clearly that the position they take is an individual opinion and does not represent the opinion of Pierpont. If an employee identifies himself or herself as a member of the faculty or staff of Pierpont, he or she must clearly state that the opinions expressed are his own and not those of the College.

2.3 Employees may not utilize any state resource in any expression of their political views or personal opinions. This policy expressly prohibits Pierpont employees from using Pierpont funds, materials, telecommunications media, or staff support in communicating their personal opinions and views to government officials.

2.4 The officials covered by this policy are the executives of federal, state, and local departments and agencies, whether elected or appointed; members of Congress; members of the West Virginia Legislature; legislative agencies; state agencies; county and city elected officials and staff including County Commissioners; any City Council within our service area; and the immediate staff of these persons.

The topics of communication covered by this policy are those pertaining to matters of institutional interests, state or federal appropriations, matters pertaining to the operation of the institution or institutional programs, legislative priorities, regulatory oversight, or related policy matters.

3.1 Before contacting any state or federal legislator or staff; state or federal agency or department head or staff; or city and county elected officials or staff on a topic

covered by this policy, employees must first discuss the issue, the desired action and potential state or federal reporting requirements with the President or their designee.

All employees must immediately inform the President, or their designee, when they have been directly contacted by a government official or his or her staff members on a covered topic. Based upon the nature of the contact and its ramifications, the President shall determine the most appropriate next steps or the response to an inquiry.

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF March 25, 2025**

ITEM: Policy PP-3048: Research Involving Human Subjects

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve a 30-day Public Comment period for the repeal of Policy PP-3048: Research Involving Human Subjects.

STAFF MEMBER: George H. Perich; Vice President, Human Resources & Org. Dev.

BACKGROUND: The language in the existing policy relates to Pierpont's affiliation with Fairmont State. Pierpont does not conduct research on humans.

PUBLIC COMMENT PERIOD: March 27, 2025 to April 26, 2025

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
Acollins11@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 and Procedures
PP-3048

SHORT TITLE: Research Involving Human Subjects

REFERENCES: West Virginia Code §§ 18B-1-6; Federal Regulations 45 C.F.R. § 46, 21 C.F.R. § 50 (Protection of Human Subjects), 21 C.F.R. § 56 (Institutional Review Boards), 38 C.F.R. § 16, and 45 C.F.R. §§ 160, 162, and 164; applicable West Virginia state statutes and regulations; and the principles of the Belmont Report

EFFECTIVE:

AMENDED: February 16, 2021

REPEALED:

REVIEWED: June 10, 2020; October 28, 2020

SECTION 1. PURPOSE

This policy establishes the policy and procedure for research or externally-funded educational projects involving human subjects, which are sponsored by or associated with Pierpont Community & Technical College (Pierpont).

SECTION 2. SCOPE AND APPLICABILITY

This policy applies to (1) all Pierpont faculty, staff, and students using college facilities or the facilities of an off-campus site for the purpose of conducting research or for externally funded projects involving human subjects; (2) persons who are not College employees or students but who wish to use College facilities for such projects; and (3) persons who wish to conduct projects with College employees or students as subjects, regardless of the project's location.

SECTION 3. DEFINITIONS

3.1 Human Subjects. Living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with an individual or (2) identifiable private information (See 45 CFR 46.102[d]).

3.2 Institutional Review Board (IRB). The committee that is responsible for the ethical

conduct of research involving human subjects. The committee that reviews, monitors, and approves human subject research; protects the rights and welfare of human subjects; and assures that clinical research is conducted according to federal regulations, state law, and IRB policies.

- 3.3 IRB Research Handbook.** A handbook containing all procedures and policies of the IRB process at Pierpont. will be reviewed and maintained by the Faculty Senate Institutional Review Board and amended as necessary and when there are applicable changes in Federal, State or Institutional Policies.
- 3.4 Protocol.** The formal design or plan of a research activity; any protocol submitted to the IRB must include the elements specified according to the procedures outlined in the *IRB Research Handbook*.
- 3.5 Research.** A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. (45 CFR 46.102[d]) If the activity meets this standard, it is defined as research (e.g. dissertation research). If an activity uses human subjects' data that is regularly and routinely gathered at the institution and does not require new, additional, or significantly altered data gathering procedures, or if the activity is not sponsored by an external agency or does not test a hypothesis, it likely does not constitute research (e.g., assessment of student learning).

SECTION 4. POLICY

Pierpont Community & Technical College (Pierpont) is committed to the protection of students, employees, and others who may conduct or participate in research or externally funded educational projects involving human subjects, which are sponsored by, or associated with, the college. Pierpont maintains an Institutional Review Board (IRB) to ensure that its students, faculty, staff, and administrators, as well as individuals involved in college-approved and sanctioned research or educational projects, are protected from unnecessary harm and risk.

SECTION 5. BACKGROUND OR EXCLUSIONS

The Institutional Review Board is a Standing Committee of Pierpont's Faculty Senate, which governs the makeup and charge of the Institutional Review Board.

SECTION 6. GENERAL PROVISIONS

- 6.1 IRB Charge and Goals.** Pierpont's Institutional Review Board (IRB) is charged with protecting those involved in such research and educational projects and with rendering decisions consistent with the regulations of the United States

Department of Health and Human Services and the Office for Human Research Protections (OHRP) and the requirements of federal grant agencies and the State of West Virginia. The IRB shall be empowered and responsible to ensure that:

- 6.3.1 **Protection of Participants.** The IRB will ensure that the rights and welfare of research participants are protected.
 - 6.3.2 **Minimization of Risks.** The IRB will consider and minimize risks to research participants.
 - 6.3.3 **Maximization of Benefits.** The IRB will identify and maximize the potential for benefit.
 - 6.3.4 **Consent.** The IRB will ensure that all volunteer research subjects have been provided with enough information to give legally effective informed consent and have agreed to participate.
 - 6.3.5 **Ethical Compliance.** The IRB will ensure that research is conducted in an ethical manner in compliance with established standards.
 - 6.3.6 **Legal Compliance.** All proposed research or educational projects involving human subjects will be reviewed by the IRB to ensure compliance with all applicable law, rules, and regulations.
- 6.2 **Mandatory Training.** All members of the Institutional Review Board must complete the Responsible Conduct of Research (RCR) training by July 1 for the upcoming academic year or have a valid certification that covers the upcoming academic year.
- 6.3 **Response Time.** All research conducted pursuant to this this policy must be approved by Pierpont's IRB, and the IRB will respond to all research projects within two weeks of the proposal.
- 6.4 **Handbook.** The Institutional Review Board will determine procedures and exemptions and will publish an *IRB Research Handbook* that contains all procedures and policies of the IRB process at Pierpont. The IRB will review the handbook annually and amend it as necessary in response to applicable changes in Federal, State, or Institutional Policies.

SECTION 7. RESPONSIBILITIES

Pierpont's Institutional Review Board (IRB) is responsible for the interpretation and application of this policy.

SECTION 8. CANCELLATION

This policy does not cancel an existing policy.

SECTION 9. REVIEW STATEMENT

This policy shall be reviewed every five (5) years from the effective date or within one year from a change in CFR 45, Part 46. IX. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments: None

Distribution: Members of the Board of Governors, President of the College, Vice President of Finance and Administration, and Assistant to the President

Revision Notes: June 10, 2020—This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and eliminates provisions more appropriate for a handbook than a policy.

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Board of Governors
Budget/Finance Report FY 2025
Pierpont Community & Technical College
as of February 28, 2025

Pierpont’s overall financial structure consists of four primary fund types: unrestricted, auxiliary, restricted, and plant/capital funds.

Unrestricted Funds – Includes those economic resources of the institution which are expendable for any purpose in performing the primary objectives of the institution, i.e., instruction, research, extension, and public service, and which have not been designated by the governing board for other purposes. These funds consist of State Appropriations, not designated for a specific purpose, and general tuition and fees revenues. For fiscal management purposes Pierpont segregates Unrestricted funds into two subgroups; President Controlled Funds and Fund Manager Controlled Funds.

- President Controlled Funds consist of State Appropriations and general tuition and fees revenues.
- Fund Manager Controlled Funds consist primarily of program fees and lab/course fee funds that are used to cover program specific operational costs.

Auxiliary Funds – Auxiliary funds are a subsection of unrestricted funds. Auxiliary enterprises are activities conducted primarily to provide facilities or services to students, faculty, and staff. Such activities could include residence halls, food services, bookstore, parking, etc. At Pierpont these activities are reported as a separate fund type for fiscal management. Currently parking is the only Auxiliary fund activity and is used to support maintaining parking resources and campus security.

Restricted Funds - The restricted fund group consists of those funds expendable for operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended. Restricted funds primarily consist of contracts and grants received from federal or state governments for financial aid, research, public service or other restricted purposes.

Plant/Capital Funds – Plant/Capital Funds are a subsection of unrestricted funds used for debt service, capital projects, facilities maintenance, and renewal.

SUMMARY UNRESTRICTED FUNDS:

As of the February 28, 2025, Budget/Finance Report, the Unrestricted Budget Balance is (\$193,497) which includes Board approved spend down of Fund Manager cash reserves of \$188,000 and a One-Time Supplemental Appropriation received in FY 24 spend of \$110,000.

As of this report date, the YTD Actuals for Unrestricted Funds reflect the following:

- The institution has realized approximately 98% of projected operating revenue.
 - *Note: Tuition and Auxiliary revenues are exceeding budget due to enrollment being up by approximately 10% at the end of January compared to the previous year at the same time.*

- The institution has incurred approximately 63% of operating expenses.
- The institution has realized approximately 74% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$3,691,339.

SUMMARY RESTRICTED FUNDS:

As of this report date, the YTD Actuals for Restricted Funds reflect the following:

- The institution has realized approximately 68% of projected operating revenue.
- The institution has incurred approximately 75% of operating expenses.
- The institution has realized approximately 131% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$1,321,367.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)
February 28, 2025

		Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,984,187	6,873,732	98.42%
	Auxiliary enterprise revenue	160,000	175,325	109.58%
	Other Operating Revenues	110,163	93,208	84.61%
	Total:	7,254,350	7,142,265	98.45%
OPERATING EXPENSE	Salaries	7,729,037	4,871,698	63.03%
	Benefits	1,949,780	1,130,112	57.96%
	Student financial aid - scholarships	248,252	36,960	14.89%
	Utilities	364,013	217,140	59.65%
	Supplies and Other Services	5,271,831	3,610,240	68.48%
	Equipment Expense	123,016	84,687	68.84%
	Fees retained by the Commission	97,199	72,899	75.00%
	Loan cancellations and write-offs	100,000	0	0.00%
	Total:	15,883,129	10,023,737	63.11%
OPERATING INCOME / (LOSS)		(8,628,778)	(2,881,472)	
NONOPERATING REVENUE (EXPENSE)	State appropriations	8,613,156	6,459,867	75.00%
	Gifts	102,700	94	0.09%
	Investment Income	300,000	227,818	75.94%
	Assessment for E&G Capital & Debt Service Co:	0	0	0.00%
	Fees assessed by Commission for other	0	0	0.00%
	Total:	9,015,856	6,687,779	74.18%
TRANSFERS & OTHER	Capital Expenditures	(100,000)	(114,968)	114.97%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers to Plant Reserves	(559,700)	0	0.00%
	Transfers - Other	0	0	0.00%
	Total:	(690,575)	(114,968)	16.65%
BUDGET BALANCE UNRESTRICTED		(303,497)	3,691,339	
One-Time Supplemental Appropriation (Received in FY 24)		110,000		
BUDGET BALANCE LESS DEPRECIATION		(193,497)	3,691,339	

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
February 28, 2025

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	3,780,244	1,694,047	44.81%
	State/Local Grants and Contracts	5,222,298	4,529,138	86.73%
	Private Grants and Contracts	406,805	202,618	49.81%
	Operating Costs Revenue	0	0	0.00%
	Support Services Revenue	0	0	0.00%
	Other Operating Revenues	0	0	0.00%
	Total:	9,409,347	6,425,803	68.29%
OPERATING EXPENSE	Salaries	1,189,796	119,831	10.07%
	Benefits	272,045	27,189	9.99%
	Student financial aid - scholarships	7,843,661	7,259,697	92.55%
	Utilities	0	0	0.00%
	Supplies and Other Services	606,690	168,942	27.85%
	Equipment Expense	155,060	7,220	4.66%
	Total:	10,067,252	7,582,879	75.32%
OPERATING INOCME / (LOSS)		(657,905)	(1,157,076)	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	2,250,000	2,960,256	131.57%
	Gifts	485	0	0.00%
	Federal CARES Act Revenue	0	0	0.00%
	Federal CARES Act Expenses	0	0	0.00%
	Total:	2,250,485	2,960,256	131.54%
TRANSFERS & OTHERS	Capital Expenditures	(1,520,382)	(481,814)	31.69%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Indirect Cost Recoveries	(53,462)	0	0.00%
	Total:	(1,542,970)	(481,814)	31.23%
BUDGET BALANCE		49,611	1,321,367	

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**Pierpont Community and Technical College
Board of Governors
Meeting of March 25, 2025**

ITEM: FY 2025 Capital Projects Update.

COMMITTEE: Finance and Administration Committee

INFORMATION ITEM: FY 2025 Capital Project Budgets, Expenditures, and Cash Balances as of February 28, 2025.

STAFF MEMBER: Dale Bradley

Pierpont Community & Technical College
 Project Summary
Capital Plant Funds
 As of February 28, 2025

Projects			
Projects - Funds Transferred	Approved Budget	Actual Expenditures to Date	Unexpended Budget Balance
Caperton Center Expansion - Vet Tech	2,094,326	2,115,598	(21,272)
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	200,000	0	200,000
Small Capital Projects	150,000	84,902	65,098
TOTALS	<u>2,444,326</u>	<u>2,200,500</u>	<u>243,826</u>

Plant Funds Cash Balances as of February 28, 2025		
Fund Title	Fund	Cash Balance
Caperton Center Expansion-Vet Tech	3510	26,365.43
ATC 3rd Floor Furniture, Fixtures & Inform. Tech.	3518	200,000.00
Small Capital Projects	3570	62,819.95
HEPC Debt Service	3573	135,927.00
Pierpont - E&G Cap & Infrastructure*	3575	600,921.22
Total Cash in Plant Funds on January 31, 2025		<u>1,026,033.60</u>

Cash Balances Available For Capital Projects as of February 28, 2025		
Fund Name	Fund	Cash Balance
Pierpont - E&G Cap & Infrastructure*	3575	600,921.22
Pierpont Facilities Fee	3170	505,610.12
Total Cash Balances Available For Capital Projects		<u>\$ 1,106,531.34</u>

Unrestricted Facilities Fee Fund Projected Cash Balance at June 30, 2025		
Fund 3170		Cash Balance
Beginning Balance		313.00
Estimated Revenues		559,700.00
Projected Cash in Unrestricted Facilities Fee Fund at June 30		<u>\$ 560,013.00</u>

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**Pierpont Community and Technical College
Board of Governors
Meeting of March 25, 2025**

ITEM: FY 2025 Contracted Service Providers as of January 2025.

COMMITTEE: Finance/Audit and Administration Committee

INFORMATION ITEM: List of Service Providers Pierpont Community and Technical College has or is utilizing in FY 2025 as of January 2025.

STAFF MEMBER: Dale Bradley

BACKGROUND: General information of companies/organizations Pierpont has or is engaging in providing contracted services to the institution during FY 2025. The included list has been updated to include the amount paid to each service provider and the purpose of the service.

CONTRACTED SERVICES

<u>Contractor</u>	<u>Amount Paid</u>	<u>Purpose</u>
FOLLETT HIGHER EDUCATION GROUP LLC	\$97,188	Student Books & Materials - Bookstore
WV ASSOCIATION OF REHAB FACILITIES	\$87,335	Custodial Services
UNITED HOSPITAL CENTER INC	\$40,500	Instructional Agreement - Rad Tech Students
MODERN CAMPUS USA INC	\$27,446	Curriculum/Record Software
WVU HOSPITALS INC	\$25,500	Instructional Agreement - Rad Tech Students
EMCOR SERVICES SCALISE INDUSTRIES	\$24,816	HVAC Maintenance
CARAHSOFT TECHNOLOGY CORP	\$16,497	CRM Software
JAMIE SNEAD	\$14,613	Marketing Consulting
SUPERIOR LAWN CARE SERVICES	\$14,340	Mowing/Snow Removal – ATC
CONLEY CPA GROUP PLLC	\$12,600	Foundation Accounting Service
DATARAILS.COM	\$10,655	Financial/Budget Report Software
CINTAS CORP	\$9,687	Safety Supplies/ Mats
PERSONA IDENTITIES INC	\$9,130	Identity Fraud Software
RELIANT CAPITAL SOLUTIONS LLC	\$7,890	Debt Collection
QUALEX CORPORATION	\$7,746	Policy Retention Website
WAREHOUSE KIDS LLC	\$6,308	Preschool student meals
WILLIAMS & FUDGE INC	\$5,916	Debt Collection
NERO DIGITAL DESIGN	\$5,663	Logo Development
STERICYCLE INC/SHRED-IT	\$5,534	Document Shredding
VIOLET CONSULTING LLC	\$5,000	Create CSV Data Target X integration
K M SERVICE	\$3,776	Mowing/Snow Removal Caperton
NELNET BUSINESS SOLUTIONS INC	\$3,719	3 rd Party Student Refund (ACH)
INDUSTRIAL ELEVATOR MAINTENANCE INC	\$3,555	Elevator Maintenance
AMPED EVENTS	\$2,400	Student Event Paint Canvas
WASTE MANAGEMENT	\$2,109	Dumpster Service – Caperton
FAIRMONT MARION CO TRANSIT AUTHORITY	\$2,063	Student Bus Service
REPUBLIC SERVICES TRASH	\$1,699	Dumpster Service – ATC
OUTSOLVE LLC	\$1,650	Affirmative Action Plan Preparation
CHECKR, INC	\$1,581	HR Background Check
JONATHAN D CORCORAN	\$1,500	Book Reading
THE OP SHOP INC	\$1,452	Custodial Services
STANDARD EXTERMINATING	\$910	Exterminating
THAT YOGA STUDIO	\$750	Student Event – Yoga Instructor
SAFETY KLEEN SYSTEMS	\$729	Waste Disposal
BREWER & COMPANY	\$720	Fire Sprinkler Inspection
HAPCHUK, INC	\$666	Culinary Grease Trap Cleaning
NEWTECH SYSTEMS LLC	\$590	24 HR Fire Monitoring
I-79 WEST VIRGINIA HIGH TECH	\$500	Exhibit Hall Rental - Learning Communities
GREENLEAF ENVIRONMENTAL S	\$480	Medical Waste Disposal
ACT PROGRAMS	\$345	Class Testing Documents
VERTICAL TRANSPORT CONSUL	\$285	Elevator Inspection
NEWTECH SYSTEMS INC	\$175	24 HR Fire Monitoring
WV REGION VI WORKFORCE DEV BOARD	\$158	Share Operational Costs

<u>Contractor</u>	<u>Amount Paid</u>	<u>Purpose</u>
<u>LEGAL SERVICES</u>		
DINSMORE & SHOHL LLP	\$329	Attorney Service
<u>PROFESSIONAL SERVICES</u>		
FORTIFY LEADERSHIP GROUP LLC	\$22,525	Consulting
CLIFTON LARSON ALLEN LLP	\$20,145	Financial Statement Audit
WORKED CONSULTING LLC	\$10,500	Grant Consulting
VECTOR SCENARIO LEARNING	\$7,825	Human Resource Training
METROPOLIS MANAGEMENT	\$3,900	Magic/Mystic Show
SORENSEN	\$2,940	Onsite ASL Interpretation
ALLONE HEALTH SOUTH LLC	\$1,486	EAP Self Service
NICHOLAS RIVITUSO	\$618	Continuing Education Lecture
JESSY VANDEVENDER	\$412	Continuing Education Lecture
JESSICA HARVEY	\$206	Continuing Education Lecture
QUALITY MACHINE COMPANY	\$110	Machining of Aluminum Bar
BRIDGEPORT TIRE & SUPPLY	\$95	Tire Disposal
AUTOMOTIVE RENTALS INC	\$20	Online Driver Training
BATMANS TROPHIES AND AWAR	\$19	Engraving
<u>INFORMATION TECHNOLOGY SERVICES/SOFTWARE</u>		
ENTERPRISE RESOURCE PLANNING	\$32,120	wvOASIS Annual Fee
BLACKBOARD INC	\$30,043	Blackboard Software
TUTOR COM INC	\$16,800	Online Tutoring Services
CITYNET LLC	\$15,762	Smartnet
BLACKBOARD LLC	\$14,800	Blackboard Training
BAMBOOHR HRIS	\$11,762	HR Software
CITYNET LLC	\$10,836	Network Management Services
ADVANTAGE DESIGN GROUP	\$5,692	Online Orientation
VECTOR SCENARIO LEARN	\$4,200	Live Safe Emergency Notivication
HORIZON INFORMATION SRV	\$2,189	IT Support
INTERNET2	\$400	Eduroam Connection
<u>LEARN AND EARN GRANTS</u>		
NORTHSTAR TECHNOLOGIES LLC	\$16,302	Learn and Earn Grant
HQ AERO MANAGEMENT US INC	\$15,856	Learn and Earn Grant
RYAN CONSTRUCTION SERVICES INC	\$13,280	Learn and Earn Grant
PILLAR INNOVATIONS	\$4,176	Learn and Earn Grant

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**Pierpont Community & Technical College
Board of Governors
Meeting of March 25, 2025**

ITEM: Approval of Tuition and Fee Changes for Academic Year 2025-2026

COMMITTEE: Finance/Audit and Administration Committee

STAFF MEMBER: Dale Bradley

RECOMMENDED ACTION: Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition and Fee changes identified below for Academic Year 2025-2026.

ATTACHMENTS: The Education and General Fee Planning Schedule – Per Semester (Attachment F), the Proposed Supplemental Fees (Attachment G), the Proposed Program Fees (Attachment H) identifying the proposed fee changes for Academic Year 2025-26.

BACKGROUND:

- **Education and General Tuition Fees** are charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.
 - Pierpont is not requesting an increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2025-26.
- **Pierpont Supplemental Fees** are operational, or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.
 - Pierpont is not requesting any Supplemental Fees changes for AY 2025-26.
- **Pierpont Program Fees** are charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.

Program Fee Eliminations, Reductions, Increases or Creations

- Eliminate the Respiratory Therapy EHR Go Fee of \$65 (Per Lab Course Fee). This fee was used for a student's 16-week subscription to Electronic Health Record (EHR) Go. The Program no longer utilizes this subscription as a part of the Program.
- Establish a Health Information Technology Encoder Fee (Per Course Fee) of \$75 to be assessed to courses HLIN 2211 and HLIN 2208. The American Health Information Management Association (AHIMA) Encoder is a tool to accurately and efficiently code medical diagnoses and procedures, ensuring proper reimbursement while adhering to coding guidelines, all while providing access to comprehensive code sets and training features to improve coding skills and knowledge.
- Establish a Medical Billing and Coding Encoder Fee (Per Course Fee) of \$75 to be assessed to course MBC 2213. The American Health Information Management Association (AHIMA) Encoder is a tool to accurately and efficiently code medical diagnoses and procedures, ensuring proper reimbursement while adhering to coding guidelines, all while providing access to comprehensive code sets and training features to improve coding skills and knowledge.
- Establish a License Practical Nursing Materials Fee (Per Course Fee) of \$50 to be assessed to courses LPNC 1101, LPNC 1112, LPNC 1120, and LPNC 1134. This fee will be associated with lab courses to cover the expenses of necessary supplies and equipment needed for lab skills.
- Establish a Respiratory Care OneVision Web Fee (Per Course Fee) of \$400 to be assessed to course RESP 1106. OneVision is an online platform that assists students in adjusting and preparing for the Program's academic rigor. The platform offers curriculum support including best practices and assessment methods designed to be embedded into each course. This platform will enhance student's academic success and increase student retention, National Board for Respiratory Care (NBRC) pass rates and programmatic outcomes.
- Increase the Program Fees (Per Semester Fees) for the following Programs to help address increased operational costs associated with each Program:
 - Licensed Practical Nursing (LPN) Program Fee (Per Semester Fee) from \$185 to \$400 per semester. The LPN Program Fee has not been increased since implemented in AY 2015-16.
 - Veterinary Technology Program Fee (Per Semester Fee) from \$185 to \$400 per semester. The Veterinary Technology Program Fee has not been increased since implemented in AY 2015-16.
 - Petroleum Technology Program Fee (Per Semester Fee) from \$350 to \$390 per semester. The Petroleum Technology Program Fee has not been increased since implemented in AY 2015-16.

- Applied Process Technology Program Fee (Per Semester Fee) from \$350 to \$390 per semester. The Applied Process Technology Program Fee has not been increased since implemented in AY 2015-16.
- Information Systems Program Fee (Per Semester Fee) from \$225 to \$265 per semester. Information Systems Program Fee has not been increased since implemented in AY 2015-16.
- Advanced Welding Program Fee (Per Semester Fee) from \$350 to \$390 per semester. The Advanced Welding Program Fee has not been increased since implemented in AY 2016-17.
 - Refer to Attachment H “Proposed Program Fees’ Academic Year 2025-26 for fee changes details.

Attachment G

West Virginia Council for Community and Technical College Education Proposed Supplemental Fees Academic Year 2025-26

Special Fees and Charges	Rate Per Semester 2024-25	Requested Rate Per Semester 2025-26	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2025-26 *	WV Invests Eligible (Y or N)
Pierpont Community and Technical College						
Board of Governor's Degree Evaluation	\$300	\$300	\$0	0	\$0	N
Board of Governor's Resident Program Fee	\$150	\$150	\$0		\$0	N
Board of Governor's Non- Resident Program Fee	\$350	\$350	\$0	0	\$0	N
Cashed Check Copy Fee	\$15	\$15	\$0	0	\$0	N
Check Stop Payment Fee	\$25	\$25	\$0	0	\$0	N
Credential Fee - Placement	\$3	\$3	\$0	0	\$0	N
Credit Conversion Fee	\$22	\$22	\$0	0	\$0	N
Credit for Life Experience Evaluation	\$300	\$300	\$0	0	\$0	N
Diploma Replacement	\$25	\$25	\$0		\$0	N
Duel Credit fee (per credit hour)	\$25	\$25	\$0	0	\$0	N
Reduced Non-Resident Duel Credit fee (per credit hour)	\$48	\$48	\$0	0	\$0	N
Non-Resident Duel Credit fee (per credit hour)	\$60	\$60	\$0	0	\$0	N
Exam for Course Credit (per credit hour)	\$22	\$22	\$0	0	\$0	N
Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped)	\$50	\$50	\$0	0	\$0	N
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
Late Payment Fee	\$50	\$50	\$0	0	\$0	N
Late Registration	\$50	\$50	\$0	0	\$0	N
New Student Fee	\$130	\$130	\$0	0	\$0	N
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0	\$0	N
Reinstatement Fee	\$25	\$25	\$0	0	\$0	N
Returned Check Fee	\$15	\$15	\$0	0	\$0	N
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	0	\$0	N
Transcript Fee	\$8	\$8	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 2nd Offense	\$50	\$50	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 3rd Offense	\$100	\$100	\$0	0	\$0	N
Non-Degee Employee Tuition Fee (per credit hour)	\$25	\$25	\$0	0	\$0	N

Attachment H

West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2025-26

Program Fees and Charges	Rate Per Semester 2024-25	Requested Rate Per Semester 2025-26	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2025-26 *	WV Invests Eligible
Pierpont Community and Technical College					
- Technology Fee (per semester)	\$200	\$200	\$0	\$0	Y
- CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0	Y
- Math Lab Fee (per course fee)	\$55	\$55	\$0	\$0	N
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Food Service Management (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
- Culinary Foods Lab Fee (per course fee)	\$200	\$200	\$0	\$0	Y
- Culinary Arts membership (per year)	\$85	\$85	\$0	\$0	N
- Culinary Arts Professional Tool Kit	\$260	\$260	\$0	\$0	N
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Liberal Studies (per semester)	\$175	\$175	\$0	\$0	N
Program Fee - AMSL/Interpreter Education (per semester)	\$335	\$335	\$0	\$0	Y
Program Fee - Applied Design (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Petroleum Technology (per semester)	\$350	\$390	\$40	\$284	Y
Program Fee - Petroleum Technology (CAS) (per semester)	\$350	\$390	\$40	\$284	Y
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Advanced Welding (per semester)	\$350	\$390	\$40	\$1,335	Y
- Welding Technology Fee (per course fee)	\$160	\$160	\$0	\$0	Y
Program Fee - Applied Process Technology (per semester)	\$350	\$390	\$40	\$3,937	Y
- Applied Process Technology Tooling U Fee (per course)	\$155	\$155	\$0	\$0	Y
- Applied Process Technology NETL Lab Fee (per course)	\$84	\$84	\$0	\$0	Y
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Powerplant Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Airframe Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Avionics Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
- Aviation Technology Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Technical Drafting (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems (per semester)	\$225	\$265	\$40	\$2,950	Y
Program Fee - Information Systems, Cyber Security (CAS) (per semester)	\$225	\$265	\$40	\$2,950	Y
- Cisco Academy Fee (Per Course)	\$56	\$56	\$0	\$0	N
- CompTIA A+ Exam Fee (Per Course)	\$220	\$220	\$0	\$0	N

Attachment H

West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2025-26

Program Fees and Charges	Rate Per Semester 2024-25	Requested Rate Per Semester 2025-26	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2025-26 *	WV Invests Eligible
- CompTIA Security+ Exam Fee (Per Course)	\$247	\$247	\$0	\$0	N
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0	Y
Program Fee - Emergency Medical Services Technician (CAS) (per semester)	\$325	\$325	\$0	\$0	Y
- EMT - P (Paramedic) National Registry Exam Fee	\$152	\$152	\$0	\$0	N
- EMS - FIDP (Field Internship Database Program) Fee	\$100	\$100	\$0	\$0	N
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- PhysioU Virtual Lab Fee (per semester)	\$99	\$99	\$0	\$0	Y
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0	Y
- HIT Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
- HIT Encoder Fee (per course fee)	\$0	\$75	\$75	\$3,000	Y
Program Fee - Medical Billing and Coding (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- MBC Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
- Medical Billing and Coding Practicum (one time fee)	\$203	\$203	\$0	\$0	Y
- MBC Encoder Fee (per course fee)	\$0	\$75	\$75	\$1,125	Y
Program Fee - Veterinary Technology (per semester)	\$185	\$400	\$215	\$12,670	Y
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$400	\$215	\$5,430	Y
- Vet Tech Lab Fee (per lab course)	\$50	\$50	\$0	\$0	Y
- Vet Tech Rabies Vaccination Fee (one time fee)	\$935	\$935	\$0	\$0	Y
- Vet Tech Radiation Monitoring Badge Fee (one time fee)	\$150	\$150	\$0	\$0	Y
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Medical Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- Med Lab Tech Lab Fee (per lab course)	\$30	\$30	\$0	\$0	Y
Program Fee - License Practical Nurse (per semester)	\$185	\$400	\$215	\$12,600	Y
- LPN ATI User Fee (Previous title NCLEX Review Fee) (one time fee)	\$2,242	\$2,242	\$0	\$0	Y
- LPN Materials Fee (per lab course)	\$0	\$50	\$50	\$12,000	Y
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0	Y
- Resp Care National Board Exam Review Fee (per course fee)	\$425	\$425	\$0	\$0	N
- Resp Care Materials Fee (per course fee)	\$65	\$65	\$0	\$0	Y
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0	Y
- Resp Care Board Testing Fee (one time fee)	\$200	\$200	\$0	\$0	N
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0	Y
- Resp EHR Go Fee (per lab course)	\$65	\$0	(\$65)	\$0	Y
- Resp Care OneVision Web (per course fee)	\$0	\$400	\$400	\$4,800	Y

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Enrollment Comparison Summary by Student Type

<u>Student Type</u>	<u>Previous Term</u>		<u>Current Term</u>		<u>Differences</u>			
	202420 - Spring Semester 2024		202520 - Spring Semester 2025					
	As of 3/17/2024		As of 3/17/2025					
	<u>Count</u>	<u>FTE</u>	<u>Count</u>	<u>FTE</u>	<u>Count</u>	<u>Percent</u>	<u>FTE</u>	<u>Percent</u>
1 - First-time Freshman	57	45.93	56	48.13	-1	-1.75	2.20	4.79
2 - Returning Student	639	558.60	739	656.47	100	15.65	97.87	17.52
3 - Readmitted Student	27	18.93	18	12.87	-9	-33.33	-6.07	-32.04
6 - Transfer Student	38	30.93	37	26.47	-1	-2.63	-4.47	-14.44
9 - Other	21	9.00	14	6.73	-7	-33.33	-2.27	-25.19
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	782	663.39	864	750.67	82	10.49	87.27	13.15
8 - HS Student Taking College Crs	715	224.67	713	211.27	-2	-0.28	-13.40	-5.96
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1,497	888.06	1,577	961.94	80	5.34	73.87	8.32

Note: Due to rounding of FTE and Percentage calculations, there may be slight differences in total amounts.



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors
FROM: Nancy W. Parks
DATE: March 20, 2025
SUBJECT: Student Services Updates

Enrollment/Admissions Update

Based on the Enrollment report given by Executive Director of Admissions on March 6, 2025, enrollments captured at census date for Fall 2024 show that Pierpont had the third largest enrollment of the state community and technical colleges in academic programming and was fourth in enrollments overall.

Spring 2025 enrollment data (as of March 17, 2025) shows a most significant increase in enrollment in first-time freshmen and returning students: a 14.22% increase in headcount and 8.33% in FTE.

Orientation/registration sessions have opened for Summer and Fall 2025 course scheduling, and many slots are already at capacity; additional dates are scheduled to open to accommodate in-person appointments for all applicants. Evening and weekend slots are scheduled to accommodate adult students and working families.

Increased Semester-to-Semester Retention: As reported by the Office of Institutional Effectiveness, student retention rates significantly improved year-over-year:

- Overall retention increased from 73.77% (Fall 2023-Spring 2024) to 79.23% (Fall 2024-Spring 2025)
- First-time, full-time student retention rose from 75.4% (2023-2024) to 82.73% (2024-2025)

Enhanced Outreach: A comprehensive master directory of service area high schools and contacts has been created by the Executive Director of Admissions and shared with Financial Aid staff for the two offices to combine informational outreach and “how to” sessions for FAFSA events at individual high schools. In addition to helping families complete the FAFSA and WV Invests applications, admissions/advising specialists will attend alongside for general Q&A for family members and to promote Pierpont programs.

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Co-Curricular Learning, Student Engagement, & Retention Strategies: Updates

HLC Response Committee on Co-Curricular Learning

A dedicated committee has been established to address the Higher Learning Commission's (HLC) concerns regarding Standard 4B: Co-Curricular Learning assessment. The committee includes key campus leaders:

- Nancy Parks, Associate VP, Student Services
- Amy Cunningham, Dean, School of Health Sciences
- Debra Lupica-Scott, Chair, General Education Committee
- Raven Thomas, Admissions/Advising Specialist and Student Involvement Coordinator
- Olivia Boltz, Director of Institutional Effectiveness

The committee's work focuses on three primary areas: clarifying the distinction between "extra-curricular" and "co-curricular" activities; documenting co-curricular components across all academic degree programs and institutional initiatives; and ensuring follow-up assessment and documentation.

The committee is compiling a response to the HLC's concerns regarding differentiation between "extra" curricular and "co-curricular" activities and is denoting all co-curricular projects of every academic degree program, as well as institutional programming efforts. AVP Parks and IE Director Boltz are following up with individual program coordinators for timely submissions of co-curricular planning and reporting templates. In addition, the HLC task group will be asking the Marketing office for a dedicated space on the Pierpont website to highlight these co-curricular activities and illustrate student/faculty engagement opportunities with the community and employers.

Retention Strategies

Tutorial Services Transition and Enhancements

As of February 22, 2025, Tutorial Services has successfully transitioned from being coordinated by a math faculty member on release time to full management by the Office of Student Success.

Key activities assumed by that office include the following:

- Recruitment of professional and peer tutors across multiple disciplines, including a peer math tutor for the Aviation Center
- Publication of a comprehensive Spring 2024 tutoring schedule
- Campus-wide communication about available services, including tutoring in high-enrolled general education courses: English, Math, Computer Concepts, and Anatomy & Physiology.

In addition, the Office of Student Success has also implemented a proactive intervention system, including the following:

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- A new institutional dashboard that identifies students earning 70% or below in key subject areas
- Targeted emails to struggling students
- Accompanying email alerts to faculty so they can encourage their students to participate in tutoring services, including general assistance, such as homework completion

Learning Support/Support Services

From January 1-March 17, the Office reports the following activities in service to students and faculty to aid in student retention and success:

- 50 mental health appointments
- 39 meetings with WV Works participants
- 21 Learning Strategies presentations for individual students
- 12 Disability support appointments
- 09 classroom presentations for learning strategies/mental health
- 02 meetings with county WV Works coordinators in service region; increased participants from 2-9
- 02 test proctoring sessions

Further, in response to requests from service area adult education providers, Pierpont was asked to enter MOUs with county SPOKES offices to formalize services we offer to their participants, including scheduling campus tours, assisting with financial aid applications, and serving as a primary educational provider.

Blackboard Ultra Trainings

The Executive Director of e-Learning designed a Blackboard Student Orientation Course. This course is a self-paced program designed to familiarize students with the new Blackboard Ultra. The course covers essential aspects such as navigation, participation in discussions, assignment submissions, test-taking procedures, journal entries, media sharing, and accessing grades and feedback. The course aims to equip students with the necessary skills to effectively engage with course materials and activities within the Blackboard Ultra platform. As of March 17, 2025, 43 students had completed this “self-help” training.

Financial Aid Services

Distribution of Aid: PELL grant funding increased from \$1.18 million in 2023-24 to \$1.46 million in 2024-25—due largely to enrollment increases.

The WV Higher Ed grant disbursements were substantially higher than in years previous (over double, fact), which prompted an 8.5% decrease in WV Invests disbursements. No students’ aid was affected negatively because what would have been covered by Invests was instead covered via the WV Higher Ed rant. The Financial Aid office continues to work in partnership with Admissions, Advising, and eligible degree programs in alerting students to all aid available.

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In Fall 2024, Pierpont was allocated \$2,000 per student to help ameliorate funding issues caused by the FAFSA delays. As a result, far more students received a “refund” than in previous years, which assisted with other college-going expenses.

Centralized Management and Compliance: WV Invests and Federal Student Employment services have been consolidated under a single staff member. In addition, Pierpont has significantly improved compliance with federal requirements for allocating student employment funds to peer tutoring. After targeted outreach seeking peer tutors, three new peer tutors have been hired through Federal Student Aid funding.

Audit Success: The federally required "Statewide Single Audit" reported "no findings" related to financial aid and confirmed that student aid was packaged and awarded “correctly, timely, and equitably.”.

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