

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

**Tuesday, September 17, 2024**

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

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<b>12:30 PM</b>	<b>Lunch</b>
<b>1:30 PM</b>	<b>Human Resources, Policies, By-Laws Committee</b>
<b>2:00 PM</b>	<b>Full Board Meeting</b>

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



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

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

**Regular Meeting**

**Tuesday, September 17, 2024  
2:00 PM**

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

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**AGENDA**

**I. Call to Order**

**II. Conflict of Interest**

**III. Roll Call**

**IV. Constituent Comments**

A. Faculty Senate  
*Anthony Anobile*

B. Classified Staff  
*Mary Jo Rutherford*

C. Non-Classified Staff  
*Dr. Suzan Clemens*

D. Student Government Association

**V. \*Consent Agenda**

***Tab 1***

A. Minutes of the May 14, June 18, June 25, and August 15 Board of Governors Meetings

**VI. Dr. Hayward's Reflections**

**VII. Human Resources, Bylaws, Policies Committee**  
*(Thomas Cole, Chair)*

A. \*Resolution for Approval – Comments and Final Draft of Policy  
PP-8035 Gift Acceptance

***Tab 2***

*\*Denotes possible action item*

*(George Perich, VP of HR and Organizational Development)*

- B. \*Resolution for Approval – Comments and Final Draft of Policy  
PP-2041 Institutional Employment and Family Relationships  
*(George Perich, VP of HR and Organizational Development)* **Tab 3**
- C. \*Resolution for Approval – Comments and Final Draft of Policy  
PP-2051 Employment Innovation – Flexible Work Schedules  
*(George Perich, VP of HR and Organizational Development)* **Tab 4**
- D. \*Resolution for Approval of a 30-day Public Comment Perion for Policy  
PP-2059 Furlough and Reduction in Employee Workforce  
*(George Perich, VP of HR and Organizational Development)* **Tab 5**
- E. Board of Governors Evaluation Results – *Informational*  
*(George Perich, VP of HR and Organizational Development)*

#### **VIII. Committee of the Whole**

- A. August 31, 2024, Combined Finance Report – *Informational*  
*(Dale Bradley, VP of Finance and Administration)* **Tab 6**
- B. ATC 3<sup>rd</sup> Floor – *Informational*  
*(Dale Bradley, VP of Finance and Administration)* **Tab 7**
- C. Enrollment and Retention – *Informational*  
*(Nancy Parks, Interim Associate Vice President of Student Services)*
- D. Early Childhood – *Informational*  
*(David Beighley, Associate Provost and Dean of General Education and Professional Studies)*
- E. Braxton Center: Health Care – *Informational*  
*(Amy Cunningham, Dean of Health Sciences)*
- F. \*Approval of the 2024-2026 Strategic Alignment  
*(Dr. Milan Hayward, President)*

#### **IX. Board Members' Reflections (3-minute limit)**

#### **X. Adjournment**

*\*Denotes possible action item*



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**Tab**

**1**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS**  
**Meeting of September 17, 2024**

<b>ITEM:</b>	Consent Agenda
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that the Pierpont Board of Governors approve the Consent Agenda as proposed.
<b>STAFF MEMBER:</b>	Dr. Milan Hayward, President

**BACKGROUND:**

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

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

1. Minutes of the May 14, 2024 Regular Meeting
2. Minutes of the June 18, 2024 Regular Meeting
3. Minutes of the June 25, 2024 Special Meeting
4. Minutes of the August 15, 2024 Special Meeting

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

**Board of Governors Meeting**

**Tuesday, May 14, 2024  
2:00 PM**

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

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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on May 14, 2024, 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**

Thomas Cole, Acting Chair, called the meeting to order in open session at 2:04 PM.

**II. Conflict of Interest**

Thomas Cole requested Board members to examine the agenda and disclose any potential conflicts of interest.

**III. Roll Call**

Amanda Hawkinberry conducted a roll call:

<b>Name</b>	<b>Present/Not Present</b>
Brian Bozarth	Not Present
Dr. Susan Woods Coffindaffer	Present
Thomas Cole	Present
David Hinkle	Not Present
Anthony Hinton	Not Present
Lisa Lang	Not Present
Madison Martin	Not Present
Christine Miller	Present
James H. Myers III	Present
Juanita Nickerson	Not Present
Jeffrey Powell	Present
Joanne Seasholtz	Present

Amanda Hawkinberry announced there was not a quorum present.

*Others Present:*

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

**IV. Constituent Comments**

A. Faculty Senate

Vickie Findley offered comments from Faculty Senate.

B. Classified Staff

Mary Jo Rutherford offered comments from Classified Staff.

C. Non-Classified Staff

John Davis offered comments from Non-Classified Staff.

**V. Dr. Hayward's Reflections**

Dr. Hayward offered the following reflections:

- The College held a Health Sciences Pinning Ceremony on April 24 and an Employee and Student Awards Ceremony on May 2.
- The College held their Commencement Ceremony on May 10. Former President Blair Montgomery and Former Board Chair James Griffin were recognized for their dedication and service to the community and institution.
- The LPN program was granted a 3-year reaccreditation.
- Dr. Joni Gray is our new Director of Career and Corporate Training
- OMNI Architects facilitated three focus groups sessions with employees and students to discuss the deferred maintenance project on the 3<sup>rd</sup> floor at the Advanced Technology Center.
- Staff members assembled a task force and designed a recruiting campaign to recruit high school seniors.

**VI. Finance and Administration Committee**

A. April 30, 2024 Combined Finance Report

Dale Bradley presented the **April 30, 2024 Combined Finance Report** (Report provided in Agenda packet).



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B. Capital Project Expenditure Report as of May 3, 2024

Dale Bradley presented and reviewed the **Capital Projects Expenditure Report as of May 3, 2024** (Report provided in Agenda packet).

**VII. Board Members' Reflections**

Christine Miller, Joanne Seasholtz, James Myers, Jeffrey Powell, Susan Woods Coffindaffer, and Thomas Cole offered their reflections.

**VIII. Recess**

The Board members recessed at 2:43 PM and reconvened at 3:00 PM. Lisa Lang joined the meeting via telephone call. A quorum was established.

**IX. Consent Agenda**

Jeffrey Powell moved to approve the March 19, April 4, and April 17 meeting minutes. Christine Miller seconded the motion. All agreed. Motion carried.

**X. Human Resources, Bylaws, Policies Committee**

A. Resolution for Approve – 30-day Public Comment Period for Policies PP-8025 Gift Acceptance, PP-2041 Institutional Employment and Family Relationships, and PP-2051 Employment Innovation – Flexible Work Schedule

Jeffrey Powell moved to approve a 30-day Public Comment Period for Policies PP-8025, PP-2041, and PP-2051. James Myers seconded the motion. All agreed. Motion carried.

**XI. Finance and Administration Committee**

A. Resolution for Approval – FY 2025 Unrestricted Budget

Christine Miller moved to approve the FY 2025 Unrestricted Budget. Joanne Seasholtz seconded the motion. All agreed. Motion carried.

B. Resolution for Approval – FY 2025 Pay Raise

Joanne Seasholtz moved to approved the FY 2025 Pay Raise. Jeffrey Powell seconded the motion. All agreed. Motion carried.

C. Resolution for Approval – FY 2025 E&G Capital Projects Budget



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James Myers moved to approve FY 2025 E&G Capital Projects Budget. Susan Woods Coffindaffer seconded the motion. All agreed. Motion carried.

## **XII. Academics and Student Services Committee**

### **A. Resolution for Approval - 5-year Program Reviews to Continue at Current Level & 5-year Program Reviews to Continue with Corrective Action and Monitoring**

Lisa Lang moved to continue the following programs based on their 5-year program reviews:

- Early Childhood Education (AAS)
- Information Systems (AAS)
- Medical Laboratory Technology (AAS)
- Physical Therapist Assistant

Christine Miller seconded the motion. All agreed. Motion carried.

Jeffrey Powell moved to continue the following programs with correction action and monitoring based on their 5-year review:

- Information Systems (CAS)
- Health Information Technology (AAS)
- Respiratory Care (AAS)

Joanne Seasholtz seconded the motion. All agreed. Motion carried.

## **XIII. Adjournment**

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

*Respectfully submitted by Amanda N. Hawkinberry*



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

**Board of Governors Meeting**

**Tuesday, June 18, 2024  
2:00 PM**

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

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**MINUTES**

**Notice of Meeting**

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on June 18, 2024, 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**

Thomas Cole, Acting Chair, called the meeting to order in open session at 2:12 PM.

**II. Conflict of Interest**

Thomas Cole requested Board members to examine the agenda and disclose any potential conflicts of interest.

**III. Roll Call**

Amanda Hawkinberry conducted a roll call:

<b>Name</b>	<b>Present/Not Present</b>
Brian Bozarth	Present
Dr. Susan Woods Coffindaffer	Present
Thomas Cole	Present
David Hinkle	Not Present
Anthony Hinton	Present
Lisa Lang	Not Present
Madison Martin	Not Present
Christine Miller	Not Present
James H. Myers III	Not Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Not Present

Amanda Hawkinberry announced there was not a quorum present.

*Others Present:*

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

**IV. Constituent Comments**

A. Faculty Senate

Vickie Findley offered comments from Faculty Senate.

B. Classified Staff

Mary Jo Rutherford offered comments from Classified Staff.

C. Non-Classified Staff

John Davis offered comments from Non-Classified Staff.

**V. Dr. Hayward's Reflections**

Dr. Hayward offered the following reflections:

- Dr. Hayward celebrated his one year anniversary at the College on June 18.
- Nancy Parks has been appointed as the Interim Associate Vice President of Students Services. A competitive search for the position will take place in about a year.
- The College held three focus groups (facilitated by OMNI Associates-Architects) to discuss the ATC 3rd floor deferred maintenance project. OMNI will now design a program based on the conversations from the focus groups.
- The College was awarded a grant in the amount of approximately \$170,000 to expand the enrollment capacity of the welding program through the purchase of high fidelity welding simulators.
- The College has been working with the Advanced Composites Institute of Mississippi State on a large ARC planning grant with a focus in advanced manufacturing.
- Dr. Hayward completed his second round of small group meetings with employees and relationships continue to grow.
- A professional development initiative was created for employees: Monty Up! Empowering the Pride. The first cohort is currently underway.
- Community engagement continues: The College hosted a *Pancakes with the President* event on June 1 and a second event will be held on June 29. The Re-Fashioned at Pierpont Fashion Show, in collaboration with the Salvation Army, on June 15 was a success and we look forward to hosting that show yearly in the future.



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- Nine administrators attended an institute in Denver to learn more about career pathways to develop new programs.

## VI. Strategic Alignment Update

Dr. Hayward reported to the Board that after collaboration among various stakeholders – faculty, staff, and students – the College has finalized its core values, rally cry and vision statement:

### **Vision-**

To empower individuals and strengthen communities through exceptional training and educational pathways.

### **Core Values-**

#### ***Ethical***

We value honesty and fairness in policy and practice as we fulfill our mission. EveryONE commits!

#### ***Adaptable***

We develop and innovate effective programming and services. EveryONE responds!

#### ***Accountable***

We keep our commitments to our students, stakeholders, and each other. EveryONE delivers!

#### ***Compassionate***

We care about everyone and treat them with respect and kindness. EveryONE matters!

#### ***Collaborative***

We join our students, colleagues, and partners in meeting the needs of our community. EveryONE unites!

#### ***Inclusive***

We foster a sense of belonging where everyone is valued. EveryONE counts!

### **Rally Cry-**

Monty Up! Enroll, Engage, Employ (E<sup>3</sup>)

Kristen Cosner presented and reviewed two new logo options for the College. Initial thoughts, likes, and dislikes of each logo were captured during the meeting for possible logo revision.

Board members requested that Dr. Hayward send them the strategic alignment via email for their review prior to voting on it.



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**VII. Committee of the Whole**

A. May 30, 2024 Combined Finance Report

Shelley Tharp presented the **May 30, 2024 Combined Finance Report** (Report provided in Agenda packet).

B. Capital Project Expenditure Report as of May 31, 2024

Shelley Tharp presented and reviewed the **Capital Projects Expenditure Report as of May 31, 2024** (Report provided in Agenda packet).

A Board meeting will be held on June 25 to conduct Executive Officer elections and approve the Board meeting dates for AY 2024-2025.

Comments and final drafts of policies, PP-8035 Gift Acceptance, PP-2041 Institutional Employment and Family Relationships, and PP-2051 Employment Innovation – Flexible Work Schedules will be reviewed at the September 17 Board meeting.

**VIII. Adjournment**

There being no further business, the meeting adjourned.

*Respectfully submitted by Amanda N. Hawkinberry*



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

**Board of Governors Meeting**

**Tuesday, June 25, 2024  
12:00 PM**

**Zoom**

**MINUTES**

**Notice of Meeting**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on June 25, 2024, beginning at 12:00 PM. The meeting was conducted via Zoom. Advanced announcement of this meeting was posted on the WV Secretary of State’s Meeting Notices Webpage.

**I. Call to Order**

David Hinkle called the meeting to order in open session at 12:04 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:

<b>Name</b>	<b>Present/Not Present</b>
Brian Bozarth	Present
Dr. Susan Woods Coffindaffer	Present
Thomas Cole	Present
David Hinkle	Present
Anthony Hinton	Present
Lisa Lang	Present
Madison Martin	Not Present
Christine Miller	Present
James H. Myers III	Not Present
Juanita Nickerson	Present
Jeffrey Powell	Present
Joanne Seasholtz	Present

Amanda Hawkinberry announced there was not a quorum present.

*Others Present:*

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

**IV. Committee of the Whole**

A. Executive Officer Elections

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

- Chair

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

Name	Vote
Brian Bozarth	Yea
Dr. Susan Woods Coffindaffer	Yea
Thomas Cole	Yea
David Hinkle	Yea
Anthony Hinton	Yea
Lisa Lang	Yea
Christine Miller	Yea
Juanita Nickerson	Yea
Jeffrey Powell	Yea
Joanne Seasholtz	Yea

David Hinkle was elected to serve as the Board Chair for AY 2024-2025.

- Vice-Chair

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

Name	Vote
Brian Bozarth	Yea
Dr. Susan Woods Coffindaffer	Yea
Thomas Cole	Yea
David Hinkle	Yea



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Anthony Hinton	Yea
Lisa Lang	Yea
Christine Miller	Yea
Juanita Nickerson	Yea
Jeffrey Powell	Yea
Joanne Seasholtz	Yea

Lisa Lang was elected to serve as the Board Vice-Chair for AY 2024-2025.

- Secretary

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

Name	Vote
Brian Bozarth	Jeffrey Powell
Dr. Susan Woods Coffindaffer	Thomas Cole
Thomas Cole	Jeffrey Powell
David Hinkle	Jeffrey Powell
Anthony Hinton	Jeffrey Powell
Lisa Lang	Jeffrey Powell
Christine Miller	Jeffrey Powell
Juanita Nickerson	Jeffrey Powell
Jeffrey Powell	Thomas Cole
Joanne Seasholtz	Jeffrey Powell

Jeffrey Powell was elected to serve as the Board Secretary for AY 2024-2025.

B. Resolution for Approval – Meeting Dates for Academic Year 2024-2025

Susan Woods Coffindaffer moved to accept the proposed meeting dates for AY 2024-2025. Christine Miller seconded the motion. All agreed. Motion carried.

V. **Adjournment**

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



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*Respectfully submitted by Amanda N. Hawkinberry*



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

**Board of Governors Meeting**

**Thursday, August 15, 2024  
2:00 PM**

**Zoom**

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**MINUTES**

**Notice of Meeting**

A special meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on August 15, 2024, beginning at 2:00 PM. The meeting was conducted via Zoom. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

*Board Members Present:* Jessica Barker, Brian Bozarth, Susan Coffindaffer, Thomas Cole, David Hinkle, Anthony Hinton, Lisa Lang, Juanita Nickerson, Jeffrey Powell, Joanne Seasholtz

**I. Call to Order**

David Hinkle called the meeting to order in open session at 2:05 PM.

**II. Committee of the Whole**

**A. Resolution for Approval – Right-of-Way and Easement Request from Clarksburg Sanitary Board**

Thomas Cole moved to approve the granting of the right-of-way and easement as requested by the Clarksburg Sanitary Board. Brian Bozarth seconded the motion. All agreed. Motion carried.

**III. Adjournment**

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

*Respectfully submitted by Amanda N. Hawkinberry*

**Tab**

**2**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 17, 2024**

**ITEM:** Policy PP-2035: Gift Acceptance

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the changes to Policy PP-2035: Gift Acceptance.

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

**BACKGROUND:** The language in the existing policy requires language changes to reflect changes in operations.

The last revision of the Pierpont Community & Technical College's Gift Acceptance Policy was last approved in September 2017 and does not reflect the institution's revised institutional guidelines.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP- 8035**

**TITLE: GIFT ACCEPTANCE**

**EFFECTIVE DATE:**

**AMENDED: May 14,2024**

**REPEALED:**

**REVIEWED:**

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**SECTION 1: GENERAL**

- 1.1 All gifts of cash, securities, real estate, personal property, or equipment intended for the benefit of Pierpont Community & Technical College (Pierpont) must be made to the Pierpont Foundation, Inc.
- 1.2 In order to provide coordination and focus of institutional fundraising efforts, no general or group solicitation of funds may be undertaken by any individual or department of Pierpont Community & Technical College on behalf of Pierpont or any of its subdivisions without explicit written approval by the President of the institution or the President's designee (for any solicitation of off-campus entities or individuals) or the Office of the President (for any solicitation that takes place solely on campus).
- 1.3 In order to avoid multiple appeals, the solicitation of large gifts from individuals, foundations, or corporations must be cleared through the President of the institution or the President's designee.
- 1.4 The President of the institution or the President's designee and the Foundation Board of Directors require the explicit written terms on all donated assets or funds by a donor with a prior stipulation that these assets are given for a restricted purpose or use by the Foundation, including language that will permit a different or modified use, if changed conditions indicate the need for it.
- 1.5 Restrictive clauses that violate any federal or state laws pertaining to discrimination on the basis of race, creed, color, nationality, or sex will not be allowed.

**SECTION 2: GIFTS-IN-KIND**

- 2.1 Gifts-in-kind are non-cash donations of materials or long-lived assets. Gifts of material or long-lived assets that serve the purpose of the organization should be reported at their fair-market value. Gifts-in-kind might include such items as equipment, software, printed materials, and food or other items used for hosting dinners. For items such as equipment and software, report the discounted value, if any—that is, the value the organization would have paid if it had purchased the item outright from an outside vendor.

- 2.2 Caution should be exercised to ensure that only gifts that are convertible to cash or that have value to the organization are accepted. Gifts with fair-market values of more than \$5,000 should be recorded at the values placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions. Gifts of \$5,000 or less may be reported at the value declared by the donor or, if there is expertise on the staff other than that of the development officer, as placed on the gift by such an expert. Organizations may obtain the appraiser's calculated amount from IRS Form 8283, on which the donor must obtain the donee's signature for all such gifts.
- 2.3 An offer of a gift of tangible property may be accepted initially and conditionally on behalf of the Pierpont Foundation with the understanding that the following shall ordinarily govern:
- 2.3.1 The gift is made in accordance with regulations of the Internal Revenue Service;
- 2.3.2 The acceptance of such gifts of tangible property shall not involve significant additional expense for their present or future use, display, maintenance, or administration unless such expenses are covered by funds provided for that purpose;
- 2.3.3 No financial or other burdensome obligation or expense is or will be directly or indirectly incurred by the Pierpont Foundation as a result thereof;
- 2.3.4 The acceptance of such gifts of real property will be accompanied by a recent Phase I Environmental Audit, which will typically include three components (1) site reconnaissance, (2) town record inspection, and (3) state record inspection. The purpose of an environmental audit is to detect the presence of toxic waste or hazardous materials;
- 2.3.5 Sufficient space is available;
- 2.3.6 Gifts of tangible personal property (such as equipment and books) will not be accepted if made on the condition, or understanding or expectation, that the items will be loaned back to the donor or persons designated by the donor for life or extended periods of time to be determined by the donor;
- 2.3.7 As a general rule, the Pierpont Foundation officers and Pierpont employees should not furnish valuations or appraisals to donors in connection with gifts-in-kind to the Pierpont Foundation.
- 2.4 **Important Note:** Since gifts of tangible property could create a hardship to Pierpont as explained in Section 2.3 above, gifts-in-kind must be reviewed and

approved by the President's Cabinet and be recommended for acceptance by the President of the institution or the President's designee.

**Any exceptions to this policy must be agreed upon in writing prior to the receipt of the donation.**

**Tab**

**3**



**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 17, 2024**

**ITEM:** Policy PP-2041: Institutional Employment and Family Relationships

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the proposed changes to Policy PP-2041: Institutional Employment and Family Relationships.

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

**BACKGROUND:** The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Pierpont Community & Technical College's Institutional Employment and Family Relationships Policy was approved in November 2005 and does not reflect the institution's revised institutional guidelines.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-2041**

**TITLE: INSTITUTIONAL EMPLOYMENT AND FAMILY RELATIONSHIPS**

**EFFECTIVE DATE: May 14, 2024**

**AMENDED**

**REPEALED:**

**REVIEWED:**

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**Section 1. POLICY**

1.1 Pierpont Community & Technical College encourages applications/résumés/vitae from spouses, partners, and other family members of current employees. Such candidates will receive full consideration for available positions for which they apply and are qualified. Consistent with Pierpont's diversity goals, applications are welcome from members of underrepresented groups.

1.2 In an effort to support the relocation of a family, Pierpont personnel will, as appropriate, assist with referrals to outside agencies for employment for spouses and other family members who accompany newly-appointed faculty or staff to Pierpont.

1.3 There is no stated or implied rule against the consideration of more than one member of the same family for employment within the same unit of Pierpont. Faculty, administrators, and other staff cannot supervise, initiate, or participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families. Immediate family members are defined as individuals who are related to the employee as father, mother, son, daughter, brother, sister, spouse, or cohabitating sexual partner.

**Tab**

**4**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 17, 2024**

- ITEM:** Policy PP-2051: Employment Innovation - Flexible Schedules
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Resolved that the Pierpont Board of Governors approve the changes to Policy PP-2051: Employment Innovation – Flexible Schedules.
- STAFF MEMBER:** George H. Perich; Vice President, Human Resources & Org. Dev.
- BACKGROUND:** The language in the existing policy requires language changes to reflect changes in operations.

The last revision of the Pierpont Community & Technical College’s Employment Innovation – Flexible Schedules Policy was approved in June 2006 and does not reflect the institution’s revised institutional guidelines.

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**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP- 2051**

**TITLE: EMPLOYMENT INNOVATION –FLEXIBLE WORK SCHEDULES**

**REFERENCE:** Authority –West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.

**EFFECTIVE DATE:**

**AMENDED: May 14, 2024**

**REPEALED:**

**REVIEWED:**

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**Section I. General**

1.1 **Scope** –This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at Pierpont Community & Technical College. It does not apply to faculty members.

**Section 2. Definitions**

2.1 Flextime Work Schedules –Work schedules which do not comply with the Institution's normal work schedule of 7.5 hours worked per day and a 5-day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

**Sections 3. Flextime Work Schedules**

3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.

3.1.1 An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit. The employee's request must be in writing.

3.1.2 Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

3.1.3 Employees working remotely must obtain the approval of their supervisor and complete a Telecommuting Form with appropriate signatures. For more detailed information on remote work, refer to Pierpont's Telecommuting Policy and Guidelines.

**Section 4. Changes to Employee Work Schedules**

4.1 Pierpont is committed to maintaining reasonable continuity in working schedules and conditions for its employees.

47 4.2 Permanent changes in employee work schedules due to operational need must  
48 be communicated directly to the affected employees. The institution shall  
49 provide the employee with a fifteen (15) calendar day notice of such changes.  
50

51 4.3 Temporary changes in employee work schedules due to operational need must  
52 be communicated directly to the affected employees. When possible, the  
53 institution shall provide the employee with a fifteen (15) calendar day notice of  
54 such changes.  
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**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 17, 2024**

<b>ITEM:</b>	Policy PP-2059: Furlough and Reduction in Employee Workforce
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2059: Furlough and Reduction in Employee Workforce.
<b>STAFF MEMBER:</b>	George H. Perich; Vice President, Human Resources & Org. Dev.
<b>BACKGROUND:</b>	The language in the existing policy requires language changes to reflect changes in operations and WV Statute.

The last revision of the Pierpont Community & Technical College's Employment Innovation – Flexible Schedules Policy was approved in June 2006 and does not reflect the institution's revised institutional guidelines.

**PUBLIC COMMENT PERIOD: September 19, 2024 to October 18, 2024**

All comments are to be made in writing to:

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

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



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**6**

**Board of Governors**  
**Budget/Finance Report FY 2025**  
**Pierpont Community & Technical College**  
**as of August 31, 2024**

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 August 31, 2024, Budget/Finance Report, the Unrestricted Budget Balance is (\$190,000) which includes Board approved spend down of Fund Manager cash reserves of \$188,000 and a One-Time Supplemental Appropriation of \$304,973 received in FY 24.

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

- The institution has realized approximately 57% of projected operating revenue.
  - *Note: Tuition and Auxiliary revenues are exceeding budget due to Fall 2024 enrollment being up by approximately 10% at the end of August compared to the previous year.*

- The institution has incurred approximately 10% of operating expenses.
- The institution has realized approximately 24% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$4,690,151.

**SUMMARY RESTRICTED FUNDS:**

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

- The institution has realized approximately 23% of projected operating revenue.
- The institution has incurred approximately 2% of operating expenses.
- The institution has realized approximately 1% of nonoperating revenues.
- The Year-To-Date Actual Budget Balance is \$1,138,646.

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Unrestricted (Including One-Time Supplemental Appropriation)**  
**August 31, 2024**

		Current Budget	Actual YTD	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>				
Total:		7,321,362	4,176,596	57.05%
<b>OPERATING EXPENSE</b>				
Total:		16,141,617	1,653,367	10.24%
<b>OPERATING INCOME / (LOSS)</b>		(8,820,254)	2,523,229	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
Total:		9,015,856	2,192,587	24.32%
<b>TRANSFERS &amp; OTHER</b>				
Total:		(690,575)	(25,665)	3.72%
<b>BUDGET BALANCE UNRESTRICTED</b>		(494,973)	4,690,151	
One-Time Supplemental Appropriation (Received in FY 24)		304,973		
<b>BUDGET BALANCE LESS ONE-TIME SUPPLEMENTAL APPROPRIATION</b>		(190,000)	4,690,151	

**Pierpont Community & Technical College**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**

**August 31, 2024**

		<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>				
<b>Total:</b>		<b>6,498,013</b>	<b>1,487,198</b>	<b>22.89%</b>
<b>OPERATING EXPENSE</b>				
<b>Total:</b>		<b>8,727,441</b>	<b>144,342</b>	<b>1.65%</b>
<b>OPERATING INOCME / (LOSS)</b>		<b>(2,229,428)</b>	<b>1,342,856</b>	
<b>NONOPERATING REVENUE (EXPENSE)</b>				
<b>Total:</b>		<b>2,250,485</b>	<b>3,333</b>	<b>0.15%</b>
<b>TRANSFERS &amp; OTHERS</b>				
<b>Total:</b>		<b>(122,947)</b>	<b>(207,543)</b>	<b>168.81%</b>
<b>BUDGET BALANCE</b>		<b>(101,890)</b>	<b>1,138,646</b>	

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**Pierpont Community and Technical College  
Board of Governors  
Meeting of September 17, 2024**

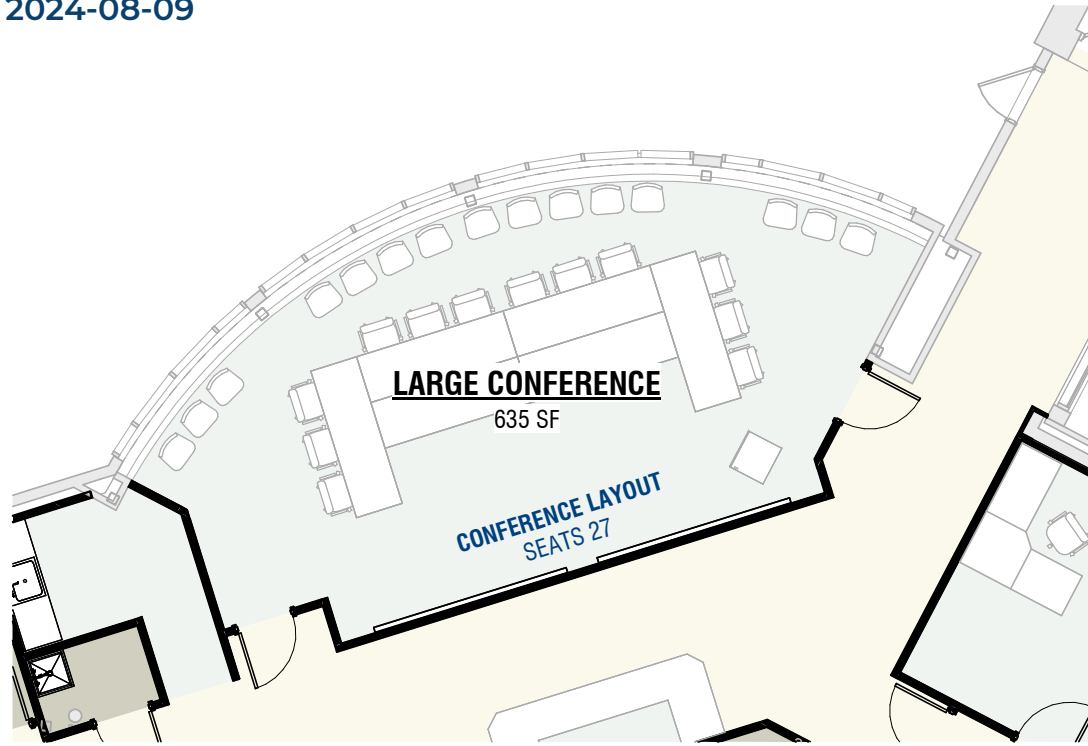
**ITEM:** Advanced Technology Center 3<sup>rd</sup> Floor Design.

**COMMITTEE:** Committee of the Whole

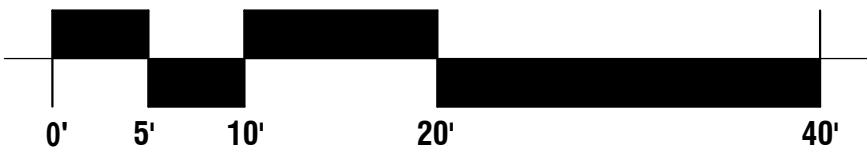
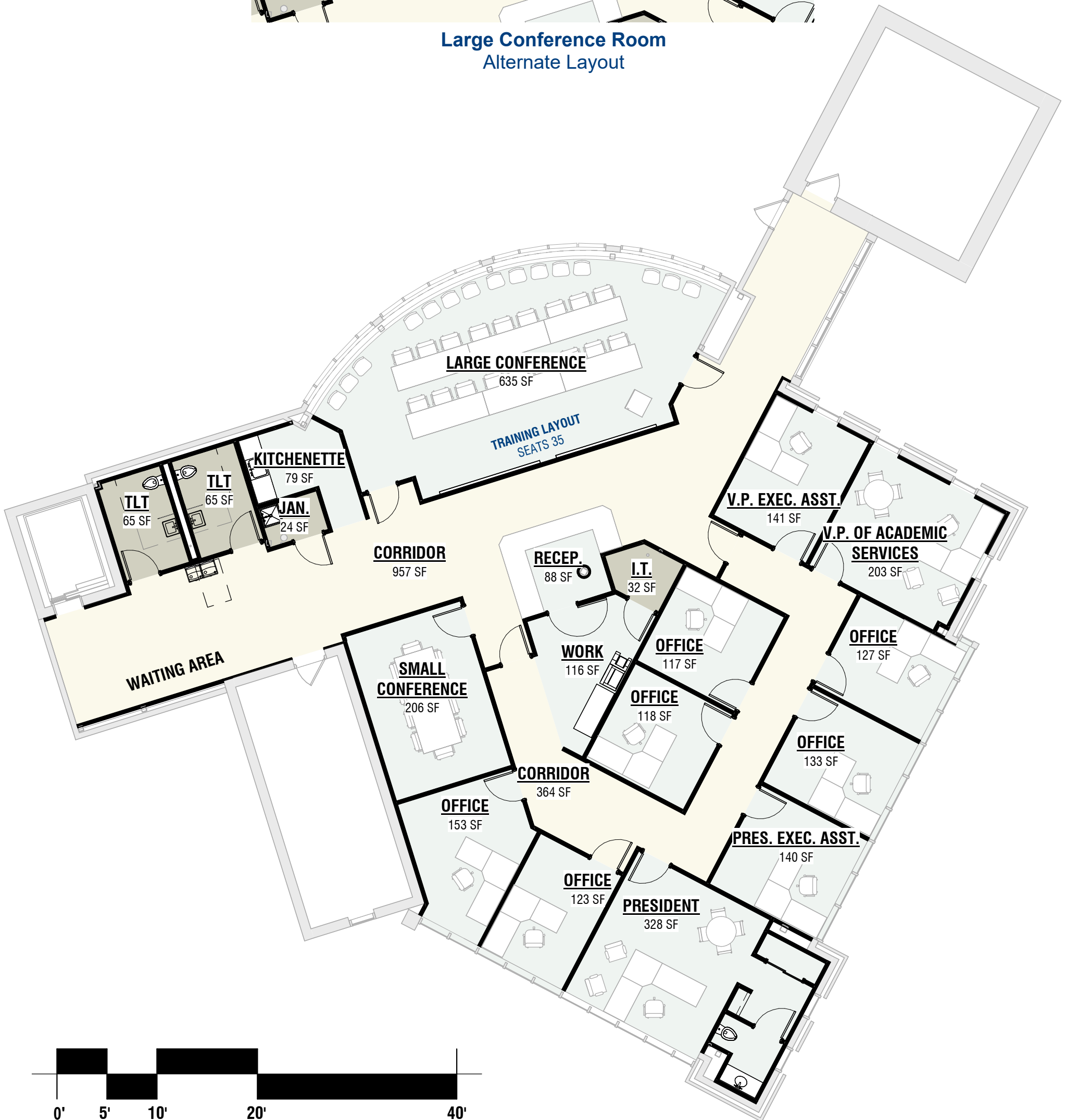
**INFORMATION ITEM:** Final design for the build out of the Advanced Technology Center 3<sup>rd</sup> Floor

**STAFF MEMBER:** Dale Bradley

**BACKGROUND:** Omni Architects conducted three (3) focus group meetings with Pierpont Faculty and Staff in developing the programming needs for the Advanced Technology Center (ATC) 3<sup>rd</sup> Floor. These focus group meetings identified two primary needs for the ATC 3<sup>rd</sup> Floor. One of those needs was a large meeting/conference room that would accommodate a minimum of 24 individuals. The second need was additional offices for administrative personnel. Relocating administrative personnel to the 3<sup>rd</sup> floor, who do not regularly interact with students, will free up space that can then be available for individuals whose primary role is direct interaction and support to students.



**Large Conference Room**  
Alternate Layout





### ATC 3rd Floor Finalized Concept Sq Ft

Room Name	Final Concept
	Area (SF)
President's Office <span style="color: red;">1</span>	328
President Executive Assistant	140
VP Academic Services	203
VP Executive Assistant	141
General Office 1	127
General Office 2	133
General Office 3	117
General Office 4	118
General Office 5	123
General Office 6	153
Small Conference Room	206
Work/Copy Room	116
IT Room	32
Reception	88
Board / Training Room <span style="color: red;">2</span>	635
Kitchenette / Break	79
Women's Restroom	65
Men's Restroom	65
Janitorial	24
Circulation - Waiting	957
Circulation - Admin Suite	364
<b>Total Usable Area (SF)</b>	<b>4,214</b>

1 - Includes Restroom

2 - Seating for 24 (min)