

**WEST VIRGINIA COUNCIL FOR COMMUNITY AND
TECHNICAL COLLEGE EDUCATION**

**Meeting of April 2, 2003
Embassy Suites
Charleston, WV**

Schedule

9:30 A.M. Meeting

Noon Adjournment

12:45 P.M. Marketing Committee Meeting (Tentative)

**WEST VIRGINIA COUNCIL FOR COMMUNITY AND
TECHNICAL COLLEGE EDUCATION**

**MEETING OF APRIL 2, 2003
EMBASSY SUITES
CHARLESTON, WV**

AGENDA

I. Call to Order	
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IV. Tech Prep Initiative	pg 6
V. Perkins Financial Report	pg 7
VI. Community and Technical College Performance Indicator Report	pg 12
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B. Perkins Formula Rule	
C. Coordination of an LPN Program Between West Virginia State College Community and Technical College and the Putnam County Technical Center Education	
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*Action Item

**West Virginia Council for
Community and Technical College Education**

Meeting of April 2, 2003

AGENDA

II. Minutespg 2

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

February 19, 2003

The West Virginia Council for Community and Technical College Education met on February 19, 2003 at 9:30 a.m. by conference call. Council members present were Danny Aderholt, Judi Almond, Robert Brown, Rebecca McClure, Fred Oelschlager, and Nelson Robinson. Stanley Hopkins was absent due to the State Board meeting. Vice Chancellor James Skidmore, institutional presidents and provosts, and higher education staff attended the meeting.

1. Call to Order

Chairman Nelson Robinson called the meeting to order. Since the meeting was by conference call, agenda items III, IV, VII and VIIIB will be taken up at this meeting and V and VI will be carried over to the next meeting.

2. Minutes

Mrs. McClure moved the approval of the minutes for the December 18, 2002 meeting. Mr. Oelschlager seconded the motion. Motion carried.

3. Perkins Distribution Formula Rule

At the December 18, 2002, meeting the Council approved a procedural rule for the Perkins monies split between the Higher Education Policy Commission and the State Board of Education. Three comments were received during the thirty day comment period. The comments were addressed by agreeing to collect data during the next year on the annualized enrollment and if necessary, the Council will revisit the rule next year. Mr. Oelschlager moved to approve the resolution as presented. Judi Almond seconded the motion. Motion carried. The Rule will be placed on the State Board of Education's agenda, and if approved, it will be filed with the Secretary of State's office.

4. Institutional Compacts Update

Mr. Oelschlager moved that the Council adopt the resolution as presented to approve the staff recommendations for the acceptance of the institutional compacts for 2002. Mrs. McClure seconded the motion. Motion carried.

5. Tech Prep Initiative

This presentation will be given at the next meeting.

6. Community and Technical College Performance Indicator Report

This item will be taken up at the next meeting.

7. Follow-Up Reports

- A. Mr. Brown reported the next marketing committee meeting is February 26, and a public relations representative will speak. Members are to consider the best value for the marketing dollars, the target audience and the marketing locations. Chairman Robinson reiterated that the goal is to collectively communicate and identify areas where we have not been able to reach.
- B. The fifteen credit-hour survey information was presented. Written comments will be taken by the Council. Prior to the next meeting Vice Chancellor Skidmore will work with Chancellor Mullen, legal counsel and the Community College Advisory Council and come back with a recommendation.
- C. The data on full-time versus part-time faculty was presented.

8. Informational Items

- A. Two changes are proposed in the Higher Education Adult-Part Time Students (HEAPS) Bill, HB 2051. Ten percent of the money can be used for non-credit customized classes and students can participate directly from high school. The bill has not passed.
- B. The Community and Technical College Independent Accreditation Fund is not in the Governor's budget recommendations.
- C. Updates will be provided on the Carl D. Perkins Technical and Adult Education Act reauthorization.
- D. Vice Chancellor Skidmore will request the status of filling the member vacancy on the Council.
- E. Dr. Linda Dunn, President, and Dr. Checkovich, Provost, gave a synopsis of the activities at their community and technical colleges.
- F. Putnam County Career and Technical Education Center received a grant from the State Department of Education for a feasibility study on a LPN program. A study regarding the delivery of associate degree nursing programs in the Kanawha

Valley was prepared by the Higher Education Policy Commission and a copy will be sent to Council members. Chairman Robinson requested that Dr. Griffin discuss coordination between WV State Community and Technical College and a LPN program at Putnam County Technical Center at the next meeting.

10. Next Meeting

The next meeting of the WV Council for Community and Technical College Education is March 26, 2003, 9:30 a.m. at the Erickson Alumni Center on the campus of West Virginia State College, Institute. The meeting is expected to adjourn at noon.

11. Adjournment

There being no further business Mrs. McClure moved to adjourn the meeting. Mr. Oelschlager seconded the motion.

_____, Chair

_____, Secretary

**West Virginia Council for
Community and Technical College Education**

Meeting of April 2, 2003

AGENDA

- III. Marketing Overview
Kathi Swanson, CEO, CLARUS Corporationpg 5

**West Virginia Council for
Community and Technical College Education**

Meeting of April 2, 2003

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- IV. TECH PREP: Building A Seamless Curriculumpg 6
Kathy J. D'Antoni, Director,
Vocational-Technical-Occupational Education

**West Virginia Council for
Community and Technical College Education**

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AGENDA

- V. Perkins Financial Reportpg 8
Jim Slamick, Assistant Director, Fiscal Control
Department of Education

**WV Council for Community and Technical College Education
Meeting of April 2, 2003**

ITEM: The Carl D. Perkins Vocational and Technical Education Act Financial Reports

INSTITUTIONS: Secondary and Post Secondary Institutions

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Jim Slamick, Department of Education

BACKGROUND:

These are required reports to account for the Carl Perkins allocations to the state. The final FY 2001 report and the interim FY 2002 report were sent to the Office of Technical and Adult Education on February 27, 2003.

STATUS OF FUNDS

	A Net Outlays Previously Reported	B Total outlays this report period	C Program income credits	D Net outlays this report period (Columns B - C)	E Net Outlays To Date (Column A+D)	F Non-Federal share of outlays	G Total Federal share of outlays (Columns E - F)	H Federal share of unliquidated obligations	I Federal share of outlays and unliquidated obligation (Columns G + H)	J Federal Funds Authorized In State Plan	K Balance of Unobligated Federal funds (Columns J - I)
Title I - Basic Grant to States											
Local Uses of Funds											
Reserve											
Secondary Eligible Recipients											
Postsecondary Eligible Recipients											
Total Reserve											
Other Expenditures											
Secondary Eligible Recipients	\$89,277,185.18	\$442,626.69		\$442,626.69	\$89,719,811.87	\$84,123,316.00	\$5,596,495.87		\$5,596,495.87	\$5,602,781.00	\$6,285.13
Postsecondary Eligible Recipients	\$14,660,439.00				\$14,660,439.00	\$13,098,896.00	\$1,561,543.00		\$1,561,543.00	\$1,561,543.00	
Total Other Expenditures	\$103,937,624.18	\$442,626.69		\$442,626.69	\$104,380,250.87	\$97,222,212.00	\$7,158,038.87		\$7,158,038.87	\$7,164,324.00	\$6,285.13
Total Local Uses of Funds	\$103,937,624.18	\$442,626.69		\$442,626.69	\$104,380,250.87	\$97,222,212.00	\$7,158,038.87		\$7,158,038.87	\$7,164,324.00	\$6,285.13
State Leadership											
Non-Traditional Training and Employment	\$84,772.69	\$7,227.31		\$7,227.31	\$92,000.00		\$92,000.00		\$92,000.00	\$92,000.00	
State Institutions	\$83,623.38	\$426.81		\$426.81	\$84,050.19		\$84,050.19		\$84,050.19	\$84,286.00	\$235.81
Other	\$1,347,697.99	\$38,619.01		\$38,619.01	\$1,386,317.00	\$719,741.00	\$666,576.00		\$666,576.00	\$666,576.00	
Total State Leadership	\$1,516,094.06	\$46,273.13		\$46,273.13	\$1,562,367.19	\$719,741.00	\$842,626.19		\$842,626.19	\$842,862.00	\$235.81
State Administration	\$1,417,433.59	\$59,373.41		\$59,373.41	\$1,476,807.00	\$1,055,376.00	\$421,431.00		\$421,431.00	\$421,431.00	
TOTAL BASIC GRANT TO STATES	\$106,871,151.83	\$548,273.23		\$548,273.23	\$107,419,425.06	\$98,997,329.00	\$8,422,096.06		\$8,422,096.06	\$8,428,617.00	\$6,520.94
Title II - Tech-Prep Education											
State Administration	\$35,879.68	\$9,304.32		\$9,304.32	\$45,184.00	\$1,320.00	\$43,864.00		\$43,864.00	\$43,864.00	
Local Consortia	\$743,126.95	\$90,045.12		\$90,045.12	\$833,172.07		\$833,172.07		\$833,172.07	\$833,406.00	\$233.93
TOTAL TECH-PREP EDUCATION	\$779,006.63	\$99,349.44		\$99,349.44	\$878,356.07	\$1,320.00	\$877,036.07		\$877,036.07	\$877,270.00	\$233.93

STATUS OF FUNDS

Line	A Net Outlays Previously Reported	B Total outlays this report period	C Program income credits	D Net outlays this report period (Columns B - C)	E Net Outlays To Date (Column A+D)	F Non-Federal share of outlays	G Total Federal share of outlays (Columns E - F)	H Federal share of unliquidated obligations	I Federal share of outlays and unliquidated obligation: (Columns G + H)	J Federal Funds Authorized In State Plan	K Balance of Unobligated Federal funds (Columns J - I)
	Title I - Basic Grant to States										
	Local Uses of Funds										
	Reserve										
1											
2											
3											
	Total Reserve										
	Other Expenditures										
4											
5		\$89,277,185.18		\$89,277,185.18	\$89,277,185.18	\$84,123,316.00	\$5,153,869.18	\$448,911.82	\$5,602,781.00	\$5,602,781.00	
6		\$14,660,439.00		\$14,660,439.00	\$14,660,439.00	\$13,098,896.00	\$1,561,543.00		\$1,561,543.00	\$1,561,543.00	
7		\$103,937,624.18		\$103,937,624.18	\$103,937,624.18	\$97,222,212.00	\$6,715,412.18	\$448,911.82	\$7,164,324.00	\$7,164,324.00	
		\$103,937,624.18		\$103,937,624.18	\$103,937,624.18	\$97,222,212.00	\$6,715,412.18	\$448,911.82	\$7,164,324.00	\$7,164,324.00	
	Total Local Uses of Funds										
	State Leadership										
8											
9		\$84,772.69		\$84,772.69	\$84,772.69		\$84,772.69		\$84,772.69	\$92,000.00	\$7,227.31
10		\$83,623.38		\$83,623.38	\$83,623.38		\$83,623.38	\$662.62	\$84,286.00	\$84,286.00	
11		\$1,347,697.99		\$1,347,697.99	\$1,347,697.99	\$719,741.00	\$627,956.99		\$627,956.99	\$666,576.00	\$38,619.01
		\$1,516,094.06		\$1,516,094.06	\$1,516,094.06	\$719,741.00	\$796,353.06	\$662.62	\$797,015.68	\$842,862.00	\$45,846.32
12		\$1,417,433.59		\$1,417,433.59	\$1,417,433.59	\$1,055,376.00	\$362,057.59	\$31,580.00	\$393,637.59	\$421,431.00	\$27,793.41
13		\$106,871,151.83		\$106,871,151.83	\$106,871,151.83	\$98,997,329.00	\$7,873,822.83	\$481,154.44	\$8,354,977.27	\$8,428,617.00	\$73,639.73
	TOTAL BASIC GRANT TO STATES										
	Title II - Tech-Prep Education										
14		\$35,879.68		\$35,879.68	\$35,879.68	\$1,320.00	\$34,559.68		\$34,559.68	\$43,864.00	\$9,304.32
15		\$743,126.95		\$743,126.95	\$743,126.95		\$743,126.95	\$8,387.00	\$751,513.95	\$833,406.00	\$81,892.05
16		\$779,006.63		\$779,006.63	\$779,006.63	\$1,320.00	\$777,686.63	\$8,387.00	\$786,073.63	\$877,270.00	\$91,196.37
	TOTAL TECH-PREP EDUCATION										

INTERIM
Federal Funding Period: JULY 1, 2001 TO SEPTEMBER 30, 2002

STATUS OF FUNDS

Line	A Net Outlays Previously Reported	B Total outlays this report period	C Program income credits	D Net outlays this report period (Columns B - C)	E Net Outlays To Date (Column A+D)	F Non-Federal share of outlays	G Total Federal share of outlays (Columns E - F)	H Federal share of unliquidated obligations	I Federal share of outlays and unliquidated obligation (Columns G + H)	J Federal Funds Authorized In State Plan	K Balance of Unobligated Federal funds (Columns J - I)
Title I - Basic Grant to States											
Local Uses of Funds											
Reserve											
1											
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2											
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3											
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenditures											
4											
	\$0.00	\$95,685,102.82	\$0.00	\$95,685,102.82	\$95,685,102.82	\$90,614,770.46	\$5,070,332.36	\$525,365.02	\$5,595,697.38	\$5,602,781.00	\$7,083.62
5											
	\$0.00	\$15,912,688.54	\$0.00	\$15,912,688.54	\$15,912,688.54	\$14,351,145.54	\$1,561,543.00	\$0.00	\$1,561,543.00	\$1,561,543.00	\$0.00
6											
	\$0.00	\$111,597,791.36	\$0.00	\$111,597,791.36	\$111,597,791.36	\$104,965,916.00	\$6,631,875.36	\$525,365.02	\$7,157,240.38	\$7,164,324.00	\$7,083.62
7											
	\$0.00	\$111,597,791.36	\$0.00	\$111,597,791.36	\$111,597,791.36	\$104,965,916.00	\$6,631,875.36	\$525,365.02	\$7,157,240.38	\$7,164,324.00	\$7,083.62
State Leadership											
8											
	\$0.00	\$80,305.02	\$0.00	\$80,305.02	\$80,305.02	\$0.00	\$80,305.02	\$0.00	\$80,305.02	\$82,000.00	\$1,694.98
9											
	\$0.00	\$77,544.40	\$0.00	\$77,544.40	\$77,544.40	\$0.00	\$77,544.40	\$6,741.60	\$84,286.00	\$84,286.00	\$0.00
10											
	\$0.00	\$1,568,491.14	\$0.00	\$1,568,491.14	\$1,568,491.14	\$1,008,246.01	\$560,245.13	\$0.00	\$560,245.13	\$666,576.00	\$106,330.87
11											
	\$0.00	\$1,726,340.56	\$0.00	\$1,726,340.56	\$1,726,340.56	\$1,008,246.01	\$718,094.55	\$6,741.60	\$724,836.15	\$832,862.00	\$108,025.85
12											
	\$0.00	\$1,364,249.45	\$0.00	\$1,364,249.45	\$1,364,249.45	\$1,118,693.64	\$245,555.81	\$33,212.92	\$278,768.73	\$421,431.00	\$142,662.27
13											
	\$0.00	\$114,688,381.37	\$0.00	\$114,688,381.37	\$114,688,381.37	\$107,092,855.65	\$7,595,525.72	\$565,319.54	\$8,160,845.26	\$8,418,617.00	\$257,771.74
Title II - Tech-Prep Education											
14											
	\$0.00	\$9,564.45	\$0.00	\$9,564.45	\$9,564.45	\$0.00	\$9,564.45	\$34,299.55	\$43,864.00	\$43,864.00	\$0.00
15											
	\$0.00	\$658,499.22	\$0.00	\$658,499.22	\$658,499.22	\$0.00	\$658,499.22	\$77,140.38	\$735,639.60	\$833,406.00	\$97,766.40
16											
	\$0.00	\$668,063.67	\$0.00	\$668,063.67	\$668,063.67	\$0.00	\$668,063.67	\$111,439.93	\$779,503.60	\$877,270.00	\$97,766.40

**West Virginia Council for
Community and Technical College Education**

Meeting of April 2, 2003

AGENDA

VI. Community and Technical College Performance Indicator
Report.....pg 13

**WV Council for Community and Technical College Education
Meeting of April 2, 2003**

ITEM: Community and Technical College
Performance Indicator Report

INSTITUTIONS: All Community and Technical Colleges

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Jim Skidmore

BACKGROUND:

Senate Bill 703 requires that institutional progress made toward meeting legislative goals for the delivery of community and technical college education be measured annually. The enclosed information reflects the first two years of data collection on the performance Indicators for the delivery of community and technical college education.

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

I. ACCESS	2000-2001	2001-2002
1. Population of citizens aged 18 and above in community and technical college district:	<u>1,752,860</u>	<u>1,752,860</u>
2. Number of citizens aged 18 and above enrolled in community and technical college credit and non-credit programs/courses:		
- credit	<u>18,209</u>	<u>21,269</u>
- non-credit	<u>14,575</u>	<u>21,557</u>
3. Participation rate:		
- enrollment/population = participation rate	<u>1.83%</u>	<u>2.44%</u>
4. Adult population enrollment:		
a. Number of students 25-44 years of age enrolled in community and technical college programs/courses:		
- credit	<u>6,212</u>	<u>6,864</u>
- non-credit	<u>10,359</u>	<u>16,521</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

II. WORKFORCE DEVELOPMENT	2000-2001	2001-2002
1. Number of career-technical certificate degrees and associate degrees offered:	<u>214</u>	<u>223</u>
2. Number of students completing a skill set certificate other than the one-year certificate degree program:	<u>2,479</u>	<u>4,553</u>
3. Number of students completing a career-technical associate degree:	<u>1,598</u>	<u>1,528</u>
4. Job placement rate of career-technical program completers:	<u>73.57%</u>	<u>60.53%</u>
5. Number of new programs implemented in:		
a. Certificate/AAS in Technical Studies Programs	<u>6</u>	<u>3</u>
b. AAS in Occupational Development Programs	<u>2</u>	<u>0</u>
6. Number of customized education or training programs delivered to employers:		
- credit	<u>138</u>	<u>263</u>
- non-credit	<u>145</u>	<u>1,049</u>
7. Number of courses/programs offered at an employer site:		
- credit	<u>150</u>	<u>136</u>
- non-credit	<u>86</u>	<u>478</u>
8. Total number of enrollees receiving customized education or training programs: (duplicated Headcount)	<u>8,613</u>	<u>18,583</u>
9. Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	<u>283</u>	<u>318</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

III. STUDENT SUCCESS	2000-2001	2001-2002
1. Percentage of community and technical college students completing a certificate/associate degree or still enrolled within five-years of initial enrollment:	<u>54.85%</u>	<u>54.70%</u>
2. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	<u>83.13%</u>	<u>92.93%</u>
3. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	<u>85.04%</u>	<u>86.68%</u>
4. Number of certificate degrees awarded:	<u>138</u>	<u>138</u>
5. Number of associate degrees awarded:	<u>1,904</u>	<u>2,012</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

IV. IMPROVED LITERACY	2000-2001	2001-2002
1. Percentage of students enrolled in developmental education successfully completing the course(s):		
- English	64.63%	73.74%
- Mathematics	67.77%	69.12%
- Reading	71.42%	73.77%
2. Percentage of students enrolled in development education courses successfully completing the next subsequent college-level course work:		
- English	69.27%	67.90%
- Mathematics	55.05%	54.92%
3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:	29.31%	22.27%
4. Percentage of developmental education enrollment above the age of 25:	21.38%	27.08%
5. Number of partnerships developed with Adult Basic Education programs to improve the literacy rate:	12	28

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

V. COLLABORATION	2000-2001	2001-2002
1. Total number of courses brokered from other higher education institutions in West Virginia:	<u>32</u>	<u>130</u>
2. Total number of courses brokered from out-of-state institutions:	<u>9</u>	<u>70</u>
3. Total number of courses brokered from or in collaboration with vocational/technical centers in West Virginia:	<u>181</u>	<u>244</u>
4. Total number of seamless curricula projects completed:	<u>11</u>	<u>28</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

VI. TRANSFER EDUCATION	2000-2001	2001-2002
1. Percentage of community and technical college student enrollment in transfer programs:	<u>41.35%</u>	<u>27.10%</u>
2. Number of community and technical college students transferring to baccalaureate programs:	<u>965</u>	<u>975</u>

**West Virginia Council for
Community and Technical College Education**

Meeting of April 2, 2003

AGENDA

VII. *WVU-Institute of Technology Revised Mission Statement.....pg 21

**WV Council for Community and Technical College Education
Meeting of April 2, 2003**

ITEM: Revised Mission Statement for WVU
Institute of Technology, Community and
Technical College

INSTITUTIONS: All Community and Technical Colleges

RECOMMENDED RESOLUTION: Resolved, That the West Virginia
Council for Community and Technical
College Education approves the revised
mission statement for WVU Institute of
Technology, Community and Technical
College as submitted.

STAFF MEMBER: Jim Skidmore

BACKGROUND:

Senate Bill 703 gives the Council the responsibility for approving Community and Technical College institutional compacts which contain the community and technical college mission statement. The Community and Technical College of WVU Institute of Technology is submitting for Council approval a revised mission statement. Dr. Jo Harris, Provost of the community and technical college, will present the revised statement to the Council.

The Community and Technical College
At
West Virginia University Institute of Technology

MISSION

The Community and Technical College at WVU Tech:

***Promotes excellence in teaching, learning, and service;
Prepares the current and future workforce; and
Provides lifelong educational opportunities.***

Mission Strategies

As the community and technical college linked to the states only institute of technology, the Community and Technical College at West Virginia University Institute of Technology will fulfill the mission by:

- Offering academic programs in engineering technology, printing technology, information technology, dental hygiene, business and office technology, allied health, occupational development, technical studies and applied technology;
- Offering general studies programs for students desiring to transfer to programs at WVU Tech or other colleges or universities;
- Providing developmental education and support services designed to enhance student academic skills and to prepare students for success in their chosen degree programs;
- Responding to community needs for credit and non-credit education;
- Responding to business and industry by providing workforce training and development;
- Partnering with area high schools, career and technical centers, and other community and technical colleges to increase the integration of secondary and post-secondary curricula and to enhance career awareness and career development among the citizens of West Virginia.

VISION STATEMENT

The Community and Technical College at WVU Tech will be a regional leader in education, workforce development, and lifelong learning. We will be an accessible, inclusive learning environment that provides leading-edge technology and dynamic service to a diverse student body on campus, in our communities, and at a distance.

VALUE STATEMENTS

Excellence in Education. We are dedicated to excellence by providing a highly competent, innovative, and supportive faculty and staff; facilities equipped with current technology; and quality academic and occupational programs.

Respect for Diversity. We value intellectual and cultural diversity. We believe that everyone should have an opportunity to learn and succeed in the classroom, in the workplace, and in the community.

Student Learning. We are dedicated to providing support, respect, and encouragement, thereby enabling students to achieve their educational goals and develop skills for lifelong learning.

Contribution to the Community. We strive to serve the academic, occupational, and enrichment needs of the community; enhance its quality of life; and support economic development.

Quality of Work Environment. We value each member of our community; foster respect, trust, and support among faculty, staff, and students; encourage ethical risk-taking and innovation; reward exceptional performance and integrity, and recognize that everyone contributes to a dynamic learning environment.

Commitment to the Future. We are dedicated to continuous evaluation of the institution in order to address the needs of the present and to meet the challenges of the future.

**West Virginia Council for
Community and Technical College Education**

Meeting of April 2, 2003

AGENDA

VIII. Follow-Up Reportspg 24

- A. Fifteen Credit-Hour Issue
- B. Perkins Formula Rule
- C. Coordination of a LPN Program between West Virginia State College Community and Technical College and the Putnam County Technical Center Education

West Virginia Council for Community and Technical College Education

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IX. Information Items

- A. Community and Technical College Tuition Increasespg 26
- B. State Legislative Update
 - 1. Provisions of Enrolled HB 2224pg 27
 - 2. Higher Education Adult Part-Time Students (HEAPS)

West Virginia Public Colleges and Universities						
Community College Institutional Progress Report						
		1999 - 2000	2000- 2001	2001- 2002	2002- 2003	Compact Goals 2006- 07
1-	Total Fall Headcount Enrollment (Indicate whether the data for 1999-2001 is relevant for your institution)					
	Full time, under 25					
	Full time, 25 - 44					
	Part-time, under 25 (excluding dual enrollment)					
	Part-time, 25 - 44					
	Dual enrollment					
2-	Annualized FTE				NA	
3-	1st to 2nd Year Retention Rate (first-time, full-time degree-seeking freshmen)				NA	
4-	Graduation Rates, Certificate or Associate's degree-seeking first-time, full-time freshmen					
5-	Degree production				NA	
	Certificate					
	Associate's					
	Certificate and Associates awarded to students 25-44					
	Total					

	Number of undergraduate degrees in math, science, computer science, engineering, related technologies, and health related fields					
6-	Licensure pass rates (Include appendix listing tests, national [and/or state] pass rates, and whether tests are mandatory or optional)				NA	
7-	Percentage of students successfully completing developmental courses					
8-	Quality of assessment programs - NCHEMS review (Criterion for 2003 only)					
9-	Number of participants in non-credit workforce development courses (Fall)					
10	Total number of programs made available through collaboration and partnerships with - employers					
	For the following questions respond either "yes" or "no"					
11	Unqualified audit opinion on the annual financial audit and no - material comments in auditor's management letter				NA	
12	Completion of the annual audit in accordance with the deadlines - established by the state FARS group: for FY 2002, Nov 15, 2003; for FY 2003, Nov 1, 2004; for FY 2004 and following years, Oct 15 of the following year				NA	
13	Establishment of non-resident tuition and fees at a level equal to or exceeding cost of - instruction					
14	Progress towards independent accreditation -					

PROVISIONS OF ENROLLED HB 2224

1. Potomac State College by July 1, 2005 shall cease to be an individual higher education institution and no longer will be a regional campus of West Virginia University.
 - a. Shall become fully integrated division of West Virginia University with all administrative and academic units assigned to WVU
 - b. Board of advisors to become a board of visitors.
 - c. Operational costs for the Potomac campus may not exceed by 10% the average costs per FTE for the freestanding community and technical colleges or SREB average expenditure for two-year institutions. Reduction in costs shall be done within four years.
 - d. Auxiliary enterprises incorporated into West Virginia University auxiliaries
 - e. Contract through Eastern Community and Technical College for work force development training, literacy and technical education programs. Potomac and Eastern to report to Policy Commission by November 1, 2003 on this matter and Policy Commission to report to LOCEA regarding same matters by December 1, 2003.
 - f. Policy Commission can change mission of the Potomac campus at any time
 - g. Potomac to further cultivate its programs in agriculture and forestry instruction, pre-professional programs in business, computer science, and basic liberal arts instructions
2. Whenever an institution is merged, consolidated or administratively linked the academic requirements where the student originally enrolled prevail. Student would retain any state-funded financial aid.
3. Selection of peer institutions would require approval of LOCEA and not just review.
4. Effective July 1, 2003 a provost will be the administrative head of New River Community and Technical College (set out below).
5. Effective July 1, 2005, a provost will be head of the Potomac Campus of West Virginia University.
6. Concord College and Bluefield State College to complete a study by September 1, 2003 to address collaboration in academic and administrative areas to avoid unnecessary duplication:
 - a. Higher Education Policy Commission to review study and report to LOCEA by November 1, 2003 on:
 - i. Fiscal status
 - ii. Progress in meeting goals
 - iii. Advantages to administrative linkage

- iv. Changes required by the HEPC
 - b. If Higher Education Policy Commission unsatisfied it shall take any action deemed necessary to further goals of this section.
- 7. Provosts of community and technical colleges shall have direct contact with governing boards and be given ample time on their agendas.
- 8. Responsibility districts of Glenville State Community and Technical College abolished and divided between Fairmont State College and New River Community and Technical College administratively linked to Bluefield State College.
- 9. The former Bluefield State Community and Technical College component shall become a multi-campus entity known as New River Community and Technical College administratively linked to Bluefield State College and headquartered in Beckley
 - a. New board of advisors appointed by Council for Community and Technical College Education for New River Community and Technical College
 - b. Summersville component of Glenville State Community and Technical College goes to New River Community and Technical College
 - c. Bluefield State College Board of Governors to seek independent accreditation for New River and obtain by December 31, 2004.
 - d. If independent accreditation does not occur by December 31, 2004, HEPC to:
 - i. Create New River as freestanding or;
 - ii. Assign accreditation responsibility to another institution.
 - e. New River Community and Technical College to facilitate a multiple provider/facilities approach
- 10. Glenville, Fairmont and Bluefield to agree on transfer of property, obligations, staff, etc. relating to Glenville State community college component By July 1, 2003. Policy Commission to resolve disputes.
- 11. If the Attorney General has not responded regarding a contract sent to him for approval within 15 days it is deemed approved. Contracts, bonds, and other documents which use standardized forms need not be approved by Attorney General.
- 12. Higher Education Policy Commission and institutions may make purchases from cooperative buying groups and consortia
- 13. Higher Education Policy Commission and institutions receive own authority to enter into leases.

14. Prequalification disclosure by vendor's threshold rose from \$15,000 to \$25,000 for goods and services.
15. The Commission or a governing board to report semiannually to the legislative auditor on surplus properties sold, to whom, and at what price. Proceeds deposited on a pro rata basis in the funds from which the commodities were paid.
16. A fiscal efficiency and responsibility section added that will:
 - a. Have HEPC monitor;
 - b. Implement process for employees to receive wages by electronic transfer or direct deposit;
 - c. Up the purchasing card amount to \$5,000 and that limit can be exceeded for certain other items with permission of Purchasing Division of Department of Administration, such as utility or regularly scheduled rental payments;
 - d. Purchasing cards to be used for travel expenses but not fuel or food purchases;
 - e. Each institution to have one purchasing card for emergencies;
 - f. Allows institutions to submit commodities receiving reports to the auditor in an electronic form and has auditor bear costs of any audit regarding this;
 - g. Finds an emergency and an emergency legislative rule to be filed addressing certain purchasing practices such as bulk purchasing, reverse bidding, electronic remitting.
17. Each institution to establish a consortium with at least one other institution to consolidate certain services and administration. Institutions may provide the listed services for any other governmental body or public or private institution.
18. Institutions to reduce number of low-enrollment sections of introductory courses by fall 2004. Higher Education Policy Commission report to LOCEA in December 2004 on progress.
19. Institutions shall use their natural resources to extent feasible and may supply them to the general public.
20. Higher Education Policy Commission to conduct performance audits of procurements and to make progress reports to LOCEA throughout 2003 interims
21. Higher Education Policy Commission to make recommendations to LOCEA by December 1, 2003 for additional actions to be taken for efficiency and then report annually on savings achieved by this section.
22. Classified Staff Councils established at each institution and the Policy Commission and WVNET. Two classified employees elected from each of five defined sectors of employment. Five from each sector at Marshall and West Virginia University. Shall meet at least monthly or at desire of

their chair. New councils established April 1, 2003. Elections to be held in April of each odd-numbered year.

23. Probationary faculty members hired after effective date need only receive notice of non-retention by March 1 that they will not be retained in fall.
24. Each governing board to adopt policies regarding balance between adjunct and full-time faculty and role of part-time classified staff by July 1, 2003. Also adopt a policy by same date discouraging the hiring of part-time employees instead of full-time solely to avoid paying benefits. Higher Education Policy Commission to report to LOCEA by December 1, 2003 regarding these policies. Community and Technical Colleges to be given greater discretion in hiring adjuncts than others.
25. Abolished obsolete faculty salary schedule and requires each governing board to establish a faculty salary policy. Removes requirement of 10% salary increase upon faculty promotion.
26. Allows faculty who accrue leave to participate in the catastrophic leave policy.
27. The 20 years of experience cap on incremental salary increases for classified employees was removed. The cost of incremental salary increases based on years of experience to be borne by Policy Commission and institutions from existing budgets. Tuition and fee increases, increased auxiliary fees, and increases in general revenue funds cannot be used to fund the incremental increases. If insufficient funds are available, employee positions may be reduced, without regard to seniority, to fund the increases.
28. Governing boards may propose annual tuition and fee increases of up to 9.5% for resident undergraduates at 4 year institutions. Capped at 4.75% for 2 year institutions. Higher Education Policy Commission has to approve increase based on finding that institution has:
 - a. Maximized resources through non-resident tuition and fee;
 - b. Is achieving its benchmarks;
 - c. Is consistently pursuing statewide goals of compact;
 - d. Is implementing efficiency measures;
 - e. Demonstrated the increases will be used to maintain high quality programs;
 - f. Made progress in achieving SREB goals;
 - g. Will increase by up to 5% tuition and fee waivers but the increased waivers not to be used for athletics;
 - h. Policy Commission in approving increases must also consider the per capita income of the institution's service region---which is the county where the main campus is located and the contiguous West Virginia counties

29. Governing boards may propose a mandatory auxiliary fee for approval by the Commission. Must also be approved by either the students or Legislature. Increase used to replace state funds subsidizing auxiliary services such as athletics. Increases may not exceed previous state subsidy by more than 10%. State subsidy to be reduced annually by the amount generated by the fee. All state subsidies for that auxiliary service ceases after 5 years from implementation of the fee. Commission to certify annually to the Legislature the collection of the fees.

30. HEPC and PEIA to submit to LOCEA by December 1, 2003 draft legislation regarding benefits offered by the institution and to include:
 - a. Incentives to decline benefits
 - b. However employee only to decline if he has alternative coverage.

31. Any institution that has contracted out its bookstore operation must use all its income from such contract for non-athletic scholarships

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AGENDA

- X. Next Meeting
 - A. Nominating Committee
 - B. Meeting Schedule