

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

**Meeting of April 23, 2003**

The Marriott Hotel  
Charleston, WV

**Schedule**

**Salons A and B**

2:00 P.M.	Meeting
6:00 P.M.	Dinner
6:30 P.M.	Reconvene
7:30 P.M.	Adjournment

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

**MEETING OF APRIL 23, 2003  
THE MARRIOTT  
CHARLESTON, WV**

**AGENDA**

- I. Call to Order
- II. \*Approval of Minutes.....pg. 1
- III. Community and Technical College Tuition and Fee Increases —  
Academic Year 2003-2004 .....pg. 8
- IV. Tuition and Fee Increases Presentation Schedule .....pg 12
  - A. 2:00 P.M. WV Northern Community College .....pg. 86
  - B. 2:30 P.M. New River Community and Technical  
College of Bluefield State College .....pg. 43
  - C. 3:00 P.M. Shepherd College Community & Technical College .....pg. 59
  - D. 3:30 P.M. WVU-Parkersburg .....pg.119
  - E. 4:00 P.M. Fairmont State Community and Technical College .....pg. 24
  - F. 4:30 P.M. WVU Institute of Technology Community and  
Technical College .....pg.111
  - G. 5:00 P.M. Marshall University Community and  
Technology College.....pg. 34
  - H. 5:30 P.M. West Virginia State Community and  
Technical College .....pg. 98
- Dinner
- V. Discussion and Determination of Tuition Increases
- VI. Next Meeting
- VII. Adjournment

\*Action Item

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

**Meeting of April 23, 2003**

**AGENDA**

II. Minutes.....pg 2

## **MINUTES**

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

**April 2, 2003**

The West Virginia Council for Community and Technical College Education met on April 2, 2003, at 9:30 A.M. at the Embassy Suites, Charleston, West Virginia. Council members present were Danny Aderholt, Judi Almond, Rebecca McClure, Fred Oelschlager, Nelson Robinson and Stanley Hopkins. Robert Brown was absent. Chancellor J. Michael Mullen, Vice Chancellor James L. Skidmore, institutional presidents and provosts, and higher education staff attended the meeting.

#### **1. Call to Order**

Chairman Robinson called the meeting to order.

#### **2. Minutes**

Ms. Almond moved the approval of the minutes for the February 19, 2003, meeting. Mr. Oelschlager seconded the motion. Motion carried.

#### **3. Marketing Strategy**

A marketing presentation was given by Kathi Swanson, CEO, CLARUS. The recommendations were:

- Prepare a matrix on all publications and marketing communications currently being done by the community and technical colleges,
- Agree on the marketing message,
- Decide on standardized formats—a graphic representation is needed,
- Be consistent,
- Expect seven or eight repetitions before message is heard, and
- Use one uniform resource locator (URL) and branches for the web access.

Council members will receive a copy of the presentation. The marketing committee will meet as soon as possible.

#### **4. Tech Prep**

Dr. D'Antoni, Director, Vocational-Technical-Occupational Education, presented a review of West Virginia's Tech Prep Initiatives--Perkins grant awards, seamless curriculum and the Earn A Degree-Graduate Early (EDGE) program. Dr. D'Antoni reported that the Tech Prep consortia will submit

proposals for the 2003-2004 tech prep grants. Mr. Oelschlager was appointed to serve on the Tech Prep grant review committee. The Council will act upon the grant review committee's recommendations for the 2003-2004 Perkins Grant awards at the June meeting.

## **5. Informational Items**

- A.** Chancellor Mullen reviewed House Bill 2224 and the changes that will occur for the community and technical colleges.
- B.** The tuition and fee increase presentation process will be as follows:  
The institutions will submit a narrative of their tuition and fee increase requests to the Higher Education Policy Commission office. Staff will then send a copy of the narrative to Council members. Each community and technical college president or provost will make a fifteen-to-twenty minute presentation to the Council beginning at 2 p.m. on April 23, at the Charleston Marriott. An additional ten minutes will be allowed for questions. Council will make its recommendations on tuition increases to the Higher Education Policy Commission. The presidents or provosts will be notified of the recommendations and each have the option to meet with the Higher Education Policy Commission on the following morning.
- C.** Chancellor Mullen suggested a joint working session and meeting for the Higher Education Policy Commission, Council on Community and Technical College Education and the State Department of Education in June or August.
- D.** At the request of Mr. Brown, Chairman Robinson announced that HB2224 had a provision to increase the number of years beyond the current maximum years to calculate increments for the classified staff. If funds are not available to pay the increments, then the possibility exists that staff could be laid off to free up funds to pay for the increments. Layoffs can be made without regard to seniority.

## **6. Perkins Financial Report**

Mr. Slamick, Assistant Director, Fiscal Control, reviewed the funding categories for the final financial report for FY 2001 and the interim financial report for FY 2002.

## **7. Performance Indicator Report**

Vice Chancellor Skidmore presented the information as an evaluation tool to determine the success of delivering community and technical college education to all regions of West Virginia. Mrs. Lawson suggested the information be broken down by institution and made available to policymakers. Chairman Robinson indicated that the Council will review the performance indicators for each institution in August.

## **8. Mission Statement Revisions**

Dr. Harris, Provost, WVU Institute of Technology Community and Technical College (WVU-IT), presented a revised mission statement for the Community and Technical College at WVU-IT. Mr. Oelschlager moved the approval of the revised mission statement. Mrs. McClure seconded the motion. Motion carried. Dr. Bitterbaum, President, WVU at Parkersburg, presented a revised mission statement for WVU-Parkersburg. Mr. Oelschlager moved the approval of the revised mission statement. Ms. Almond seconded the motion. Motion carried.

## **9. Follow-Up Reports**

- A.** The Community College Advisory Council will bring a recommendation to the Council on the community and technical college faculty teaching load.
- B.** The Perkins Formula Rule will go to the State Board of Education next week. When approved it will be filed as a procedural rule with the Secretary of State's office and the formula will be implemented on July 1, 2003.
- C.** Dr. Griffin, Provost, gave a report on the history of West Virginia State College Community and Technical College's planning in the development of a LPN program at the Putnam County Technical Center. Council members will receive the report as part of the minutes. Chairman Robinson asked Dr. Griffin to get the desires of their Board of Advisors on the development of an associate degree nursing program.

## **10. Next Meeting**

- A.** The next meeting will be April 23, 2003, at the Charleston Marriott. The purpose of the meeting will be to hear presentations from community and technical colleges requesting tuition and fee increases for academic year 2003-2004.
- B.** Mrs. McClure, Mr. Aderholt and Mr. Oelschlager will serve on the nominating committee for the election of officers.
- C.** Vice Chancellor Skidmore will prepare a slate of possible meeting dates.

## **11. Adjournment**

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

To: West Virginia Council For  
Community and Technical College  
Education

From: Ervin V. Griffin, Sr.  
Provost & Chief Operating Officer

RE: Coordination of an LPN Program Between  
West Virginia State College Community and Technical  
College and the Putnam Career and Technical Center

Date: March 31, 2003

The need for increasing the number of nursing graduates in West Virginia is well documented. The recent scan completed by the Community Colleges in the Advantage Valley region specifically pointed out that associate degrees were needed in the specific program areas of nursing, paramedic education, pharmacy tech, and x-ray. The Committee Report on Associate Degree Nursing (A.D.N.) in the Kanawha Valley also recommended the development of nontraditional, creative methods of increasing the number of nursing graduates in the region.

The Nursing Shortage Study Commission in their report and recommendations to the legislature in January 2002 found the following. The report stated:

“Total employed RN numbers are predicted to fall from 16,438 in 2001 to 15, 583 in 2008. Statewide by 2008, there will be an employed RN shortfall of 14% or 2,541 RNs. The state will have to attract, retain, or educate an average of 318 RNs per year for the next eight years, over and above the currently predicted levels of new RNs who will enter the state’s workforce. This projection does not include adjusting for the aging population and the loss of nurses through the imbalance of those leaving and entering the state workforce”.

The same report also pointed out that if current trends continue, “LPN job growth will remain fairly steady, but more importantly, lags behind the number of LPN’s being trained. Hence, it is estimated, that if we continue at current rates of graduates, and the work of the LPN’s remain the same, there will actually be a small surplus of LPN’s by 2008”.

West Virginia State College 1993-94 academic year completed a self-study to start a joint Bachelor of Science degree in nursing program with West Virginia University. The College had gone through all steps necessary to set up the joint program in the fall of

1995. However, the proposal never made it to the Board of Directors agenda for final consideration.

We have made attempts to meet the expressed need in the area of nursing education in the past. I have talked with Bob Manley, Principal, Putnam Career and Technical Center concerning the development of the program and he is very much in favor of our being involved in the development of the LPN program and further development of the LPN to RN transition program. He is a member of the West Virginia State Community and Technical College Institutional Board of Advisors and is very interested in collaborating with our college.

He mentioned that the Putnam Career and Technical Center is in the final process of getting approval for the program and it is expected in June 2003. Once the License Practical Nursing Board grants permission, they will develop the curricula, test and interview students, and start their first class in January 2004.

I have also talked with the officials at Garnett Career and Technical Center and they are very interested in working with us in developing a collaborative effort there also. It would appear that the Mountain State University is developing a LPN to BSN program for some of the LPN graduates from Garnett. It is a three-year program but as Ms. Brothers pointed out “ Not all of our students will be interested in 3 years. We need to develop more different educational options that will meet the needs of our students and community”.

I also [for my own education] conferred with Ms. Laura Rhoades, Executive Secretary Board of Examiners for Registered Professional Nurses and Ms. Lynette Anderson, Executive Secretary Board of Examiners for Licensed Practical Nurses. They provided information concerning model programs and some interesting data. In our service region, the latest statistics concerning LPN's revealed that the total number was 589. The breakdown for our service region was as follows: Kanawha 457, Putnam 106, and Clay 26. Statewide in (00-01) there were 6,488 individuals who possessed an LPN license from the state of West Virginia and 5,727 LPN's employed in a WV County. There were 22,006 RN's (00-01) licensed in the state of West Virginia and 16,438 employed in nursing in a WV County.

I realize that there are number challenges to implementing this project (if our board should approve our planning for the A.D.N. program). The timelines for planning and developing the program, hiring and maintaining faculty, cost of program maintaining accreditation, clinical facilities, internal and external political considerations. Nonetheless, from all the reports mentioned above there is an expressed need for the WVSTC to complete a self-study to develop and implement the Associate Degree in Nursing program. This will allow us to work with the two Career Technical Centers in our service region to further develop a program that will provide a seamless transition from the LPN to RN program.

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

**Meeting of April 23, 2003**

**AGENDA**

III. Community and Technical College Tuition and Fee Increases —  
Academic Year 2003-2004 .....pg. 9

West Virginia Council for Community and Technical College Education  
Meeting of April 23, 2003

ITEM: Community and Technical College  
Tuition and Fee Rates – Academic Year  
2003-2004

INSTITUTION: Community and Technical Colleges

RECOMMENDED RESOLUTION: Resolved: That the West Virginia  
Council for Community and Technical  
College Education recommends to the  
Higher Education Policy Commission  
tuition increase guidelines for  
community and technical colleges based  
upon an assessment of each  
institution's compliance with the intent of  
HB2224.

STAFF MEMBER: James L. Skidmore  
Vice Chancellor

BACKGROUND:

House Bill 2224 passed during the 2003 Legislative session made significant changes in the requirements for setting the level of tuition and fees. While the Governing Boards remain responsible for the establishment of the level of tuition and fees subject to the approval of the Commission, this new legislation implemented a limit on tuition increases for undergraduate resident students of 9.5% for baccalaureate institutions and 4.75% for community and technical colleges. In addition, the legislation requires the approval for the tuition and fee increase to be based on an evaluation by the Commission that the institution has met the following conditions:

1. Has maximized resources through non-resident tuition and fee increases to the satisfaction of the Commission
2. Is consistently achieving the benchmarks established in the compact of the institution
3. Is continuously pursuing the state-wide goals of "It All Adds Up"
4. Is implementing efficiency measures added in HB 2224
5. Has demonstrated that the increase will be used to maintain high-quality programs
6. Has demonstrated that it is making progress towards achieving the goals of the SREB

## 7. Will increase tuition and fee waivers to the extent authorized

The requirements added by HB 2224 are not designed to require equal increases among institutions nor does it require any level of increase at an institution. The Commission may also take into consideration the per capita income of the service region for the institution in its review of the proposed fee increases.

A committee chaired by President Hardesty, and consisting of institutional representatives and Commission staff reviewed the new Legislation and developed the following process as modified through discussions with the HEPC Executive Committee. Institutions are to submit to the Commission Office an Institutional Progress Report in the following format:

1. Data Forms – a two page data form illustrating trends in performance for significant evaluation criteria.
2. Narrative – A narrative of the institutional progress report and fee increase justification. The narrative is to address the evaluative criteria using data and other evidence to demonstrate compliance with legislative, SREB, and HEPC goals.
3. Summary of tuition plans for Fall 2003 -
  - a. A summary of the requested mandatory undergraduate tuition and fees for Fall 2003 compared to Fall 2002, including the percentage increase, all exclusive of the fees in items (b) and (c) below
  - b. A description and background on any proposals for the new mandatory auxiliary fee to be used to eliminate state subsidies for auxiliaries.
  - c. A description and background on any new capital fees to support new bond projects that have been approved by the Governing Boards and Commission.
  - d. A description of any proposals for increasing the tuition and fee waivers from the current 5% limit by up to an additional 5%.

These Institution Progress Reports will be distributed under separate cover to the full Commission, and community and technical college reports will be distributed to the WV Council for Community and Technical College Education. The Council will make recommendations to the Higher Education Policy Commission as to tuition increases for community and technical colleges. Prior to the April meeting, the Commission staff will make an evaluation of the requested fee increases in comparison to the performance data submitted by the institutions. If the Commission staff is in agreement with the request, a presentation to the full Commission or Council will not be required. If there is a disagreement, the institution will have the opportunity to present their institutional data and justification for the requested increase. With the timing of the data submissions and the Commission meeting, it will be difficult to complete this analysis in any significant time prior to the scheduled meetings. A final schedule of the presentations will be communicated prior to the meeting dates.

It is recommended that the HEPC award each institution its tuition/fee increase based upon a holistic assessment of each institution's compliance with the intent of HB 2224, given the evidence set forth in its narrative, Institutional Progress Report, and oral presentation if applicable. The Commission should recognize the recent nature of the Institutional Compacts as well as recent changes in state policy. The following is a summary of the recommended evaluation definitions:

- Excellent: Nearly all conditions are substantially met and reasonable progress has been made in reaching multi-year goals.
- Good: Most conditions are substantially met and reasonable progress has been made in reaching multi-year goals.
- Satisfactory: Some conditions are substantially met and some progress has been made in reaching multi-year goals.
- Fair: Few conditions are substantially met and little progress has been made in reaching multi-year goals.
- Unsatisfactory: No conditions have been met and no progress has been made in reaching multi-year goals.

The individual institution reports are included in the agenda material.

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

**Meeting of April 23, 2003**

**AGENDA**

IV. Tuition and Fee Increases Presentation Schedule .....pg. 13

**PRESENTATION SCHEDULE  
WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**April 23, 2003  
2:00 p.m.**

**Marriott Hotel  
Charleston, West Virginia**

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- 2:00 p.m. West Virginia Northern Community College
- 2:30 p.m. New River Community & Technical College of Bluefield State College
- 3:00 p.m. Shepherd College Community and Technical College
- 3:30 p.m. WVU-Parkersburg
- 4:00 p.m. Fairmont State Community and Technical College
- 4:30 p.m. WVU Institute of Technology Community and Technical College
- 5:00 p.m. Marshall University Community and Technical College
- 5:30 p.m. West Virginia State Community and Technical College
- 6:00 p.m. Dinner
- 6:30 p.m. Discussion and Determination of Tuition Increases

The community and technical college tuition and fee increase justifications are located at [www.hepc.wvnet.edu](http://www.hepc.wvnet.edu). Select Policy Commission and Institutions, Higher Education Policy Commission, Agenda