

# **WV Council For Community & Technical College Education**

## **MEETING AGENDA**

**June 17, 2004**

### **Council Members**

**Judi Almond  
Robert "Bob" Brown  
Stanley Hopkins  
J. Thomas Jones  
David Lieving**

**Rebecca McClure  
Fred Oelschlager  
Clarence "Butch" Pennington  
Nelson Robinson  
Lydotta Taylor**

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**James L. Skidmore, Chancellor  
Community and Technical College Education**

**Meeting of the West Virginia Council  
For Community and  
Technical College Education**

**JUNE 17, 2004**

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**Embassy Suites  
300 Court Street  
Charleston, WV**

<b>9:30 A.M.</b>	<b>Meeting Salon D</b>
<b>NOON</b>	<b>LUNCH Embassy Buffet</b>
<b>12:45 P.M.</b>	<b>Meeting</b>
<b>AFTERNOON</b>	<b>Adjourn</b>

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**Meeting of June 17, 2004**

**SALON D  
EMBASSY SUITES  
Charleston, West Virginia**

**AGENDA**

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XVIII. \*Nominating Committee Report and Election of Officers

XIX. Information and Updates

- A. Dual Credit
- B. Marketing
- C. Board of Governors A.A.S.
- D. Earn a Degree-Graduate Early (EDGE)

XX. Announcements and Member Comments

XXI. Next Meeting

August 26 – 27, 2004  
Stonewall Jackson Lake State Park

XXII. Adjournment

\*Action Item

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**I. Call to Order**

**II. Oath of Office**

Robert "Bob" Brown  
Lydotta Taylor

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

**MEETING OF JUNE 17, 2004**

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**III. \*Minutes** ..... pg. 2

## **MINUTES**

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

**April 22, 2004**

A meeting of the West Virginia Council for Community and Technical College Education was held on April 22, 2004, at 9:00 A.M. at the Governor's Press Conference Room. Present at the meeting were Council members: Judi Almond, Bob Brown, Stanley Hopkins, J. Thomas Jones, David Lieving, Rebecca McClure, Fred Oelschlager, Butch Pennington and Nelson Robinson. Also in attendance were Chancellor James Skidmore, Chancellor Michael Mullen, Presidents, Community and Technical College Education staff and Higher Education Policy Commission staff.

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

Chairman Robinson called the meeting to order. A video was shown of President Bush's visit to Marshall and his interview with Dr. Riley and a community and technical college student. Chairman Robinson commended Dr. Riley on her interview with the President.

#### **2. Introduction of New Members and Oath of Office**

New members of the Council were announced. Chairman Robinson stated that David Satterfield, Executive Director, West Virginia Development Office, designated David Lieving as his official representative on the West Virginia Council for Community and Technical College Education. Mr. David Lieving and Mr. J. Thomas Jones, Chair, Higher Education Policy Commission, were sworn in as Council members.

#### **3. Minutes**

Mrs. McClure moved the approval of the minutes of the March 18, 2004, meeting. Ms. Almond seconded the motion. Motion carried.

#### **4. Secondary Activities Report**

Dr. Stanley Hopkins reviewed the activities, progress, challenges and opportunities of secondary technical and adult education. Among his points were: 1) the opportunities now available through Senate Bill 448 in

developing strong partnerships between the community and technical colleges and the career technical centers in West Virginia, and 2) the need for statewide consistency in the acceptance of Earn a Degree-Graduate Early (EDGE) credits at the respective community and technical colleges.

After his comments, discussion ensued on the discrepancies that currently exist with EDGE credits. Chairman Robinson appointed Dr. Hopkins, Mrs. McClure, Dr. D'Antoni, Mr. Lieving and Mr. Oelschlager to determine possible strategies that would address the problem and bring recommendations to the Council at the next meeting.

## **5. Phi Theta Kappa Ceremony**

Mrs. McClure moved to recess for the Phi Theta Kappa awards ceremony and reception. Mr. Pennington seconded the motion. Motion carried.

The West Virginia Council for Community and Technical College Education meeting reconvened at 11:20 A.M.

## **6. Dual Credit Report**

Chancellor Skidmore reported on the dual credit courses being offered by the respective community and technical colleges. Discussion ensued concerning the availability of dual credit for all students, whether or not there is a difference in retention at the college level of students who take dual credit courses, and what impact does advanced placement courses have on students who transition to postsecondary education. The Chancellor was asked to collect additional information on dual credit, i.e. every high school in the state and the dual credit courses they are offering.

Mrs. McClure moved that the Chancellor send correspondence to the State Board of Education asking them to look at dual credit and advanced placement courses as to the availability for all students and the impact on students transitioning to postsecondary education. Mr. Brown seconded the motion. Motion carried.

## **7. Community and Technical College Evaluations**

Discussion was held concerning the lack of specific criteria or guidelines for evaluating the community and technical colleges. Chairman Robinson recommended that the Council hire an individual or entity to review each of the community and technical colleges to determine their effectiveness as an independent community and technical college and to develop criteria for future evaluations. Chairman Robinson recommended that the evaluation

process would start with Eastern West Virginia Community and Technical College and the Community and Technical College at Shepherd and then move on to all the colleges. The Chancellor is to recommend the evaluator.

Mr. Brown moved that a tool for assessing community and technical colleges be developed for the Council.

Mr. Oelschlager seconded the motion. Motion carried.

## **8. Nominating Committee Appointments**

Chairman Robinson appointed Mr. Oelschlager, Mr. Pennington and Mr. Brown to the nominating committee for the FY 2005 Council officers.

## **9. Presidential Search Appointments**

Chairman Robinson and Mrs. McClure will participate, along with any other Council member that is available, in the presidential search interviews. Mr. Oelschlager moved to empower the executive committee to make the decision for the entire Council. Mr. Pennington seconded the motion. Motion carried.

## **10. Adoption of Procedural Rules**

Mrs. McClure moved to adopt the resolution as presented.

*RESOLVED:* That the West Virginia Council for Community and Technical College Education approves the adoption of existing rules as listed and that such rules will be utilized for the operation of community and technical colleges and shall continue until rescinded, revised, altered or amended, and; *Further Resolved,* That the Chancellor is authorized to file these rules with the Secretary of State and to make technical, non-substantive changes in the language of the rules to solely reflect the change in governance made in Senate Bill 448, and *Be It Further Resolved,* That the Council adopts the internal policies of the Higher Education Policy Commission relating to administration, the workplace, and personnel for those employees transferred to the jurisdiction of the West Virginia Council for Community and Technical College Education.

Mr. Oelschlager seconded the motion. Motion carried.

**11. Board of Governors Associate in Applied Science Degree Announcement**

Chancellor Skidmore announced the Board of Governors Associate in Applied Science Degree at the Phi Theta Kappa ceremony.

**12. Community and Technical College Budget Allocations**

Mr. Oelschlager moved the adoption of the resolution as presented.

**RESOLVED:** That the West Virginia Council for Community and Technical College Education approves the allocation of funds for FY 2005 as in the meeting materials.

Mrs. McClure seconded the motion. Motion carried.

**13. Revised Higher Education Assessments and Capital Allocations for FY 2004**

Mr. Pennington moved to adopt the Higher Education Resource Fund (HERF) assessments and capital allocations for FY 2004 as presented.

**RESOLVED:** That the Council approves the revised FY 2003-2004 HERF assessments and capital allocation for New River Community and Technical College, Fairmont State Community and Technical College and Glenville State College as in the meeting materials.

Mr. Oelschlager seconded the motion. Motion carried.

**14. Community and Technical College Tuition and Fee Increases**

After discussion of tuition and fee increases, Mr. Oelschlager moved that the requests presented to the Council be adopted.

**RESOLVED:** That the West Virginia Council for Community and Technical College Education approves the institutional compact updates for all community and technical colleges as meeting the performance requirements at a satisfactory or better level for purposes of the Council's evaluation of tuition and fee increases for 2004-2005. *Further Resolved,* tuition and fee increases are approved for each community and technical college as determined by the Council. The tuition increases approved for academic year 2004-05 are as follows:

## Community and Technical College Tuition and Fee Increases

Academic Year 2004-2005

	Resident	
	Percent	Amount
Eastern WV Community and Technical College	4.74%	\$74
Southern WV Community and Technical College	4.74%	\$74
WV Northern Community College	4.29%	\$72
New River Community and Technical College	4.71%	\$118
Fairmont State Community and Technical College	4.42%	\$120
Marshall Community and Technical College	3.00%	\$82
Community and Technical College of Shepherd	3.01%	\$86
WV State Community and Technical College	2.01%	\$52
West Virginia University at Parkersburg	2.96%	\$48
Community and Technical College of WVU Tech	3.00%	\$88

Ms. Almond seconded the motion. Motion carried.

Chairman Robinson stated that next year the Council will have a committee to review the tuition and fee requests and make recommendations to the Council for adoption. Chancellor Skidmore said a joint rule on tuition policy or a comprehensive tuition strategy can be developed.

### 15. Southern West Virginia Community and Technical College Master Facilities Plan

Mr. Oelschlager moved to accept the resolution as presented.

*RESOLVED:* That the West Virginia Council for Community and Technical College Education approves the update to the Southern West Virginia Community and Technical College Ten-Year Campus Facilities Master Plan as proposed in the following document, and its Five-Year Capital Implementation Plan, as provided in Series 12, the Commission's Procedural Rule on Capital Project Management.

Mrs. McClure seconded the motion. Motion carried.

**16. Northern Community College Master Facilities Plan and Wheeling College Square Project**

Mr. Oelschlager moved to accept the resolution as presented.

*RESOLVED:* That the West Virginia Council for Community and Technical College Education approves the update to West Virginia Northern Community College's Ten-Year Campus Facilities Master Plan as proposed in the following document, as provided in Series 12, the Commission's Procedural Rule on Capital Project Management. *Further Resolved,* That the West Virginia Council for Community and Technical College Education approves the College Square Project.

Ms. Almond seconded the motion. Motion carried.

**17. Information and Updates**

Mrs. McClure suggested changing the December 16, 2004, meeting to November 18, 2004 and the April 28, 2005, meeting to May 5, 2005. Chairman Robinson suggested using the August meeting for planning and include Candace Kraus and Jean Lawson to attend the meeting.

The meeting schedule will be approved at the next meeting.

**18. Announcements and Member Comments**

- Mr. Oelschlager presented the plaque awarded by Eastern Community and Technical College to the Council at the Founders Day Ceremony.
- Chairman Robinson asked that the minutes be sent to the Council members as soon as possible.
- At the next meeting, we need feedback from the presidents for the planning session.

**19. Next Meeting**

The next meeting of the Council is June 17, 2004, and will be held in the Charleston area. There being no further business, Mrs. McClure moved to adjourn the meeting. Mr. Pennington seconded the motion. Motion carried.

\_\_\_\_\_, Nelson B. Robinson, Jr., Chair

\_\_\_\_\_, Judi Almond, Secretary

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**IV. Classified Staff Salary Schedule**

Mrs. Margaret Buttrick, Human Resources Administrator

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**V. Overview of the State Budgeting Process**

Mrs. Patty Ramey, Budget Officer

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

VI. **\*System Debt Service** .....pg. 11

**WV Council for Community & Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Internal Accounting Procedures for System Debt Services

**INSTITUTION:** Administratively-Linked Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the Internal Accounting Procedure for System Debt as presented.

**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

Included for Council review and information is the Higher Education Policy Commission agenda item relating to issuance of new bonds and the listing of capital projects to be financed by the sale of the bonds. This is for informational purposes only.

An additional section of the item deals with the Internal Accounting Procedures for System Debt Service. It is requested that the Council approve the Internal Accounting Procedure included as part of this agenda item. The major points of the item are as follows:

- All capital fees of the administratively-linked CTC institutions are pledged to the system debt.
- These fees can not be reduced as long as the system debt is outstanding.
- The Vice-Chancellor for Administration and the Commission are charged by statute with taking the necessary steps to assure bond holders of their payments and that the administratively-linked institutions remain responsible for their share of the debt.
- In order to assure the bond holders that fees are still available for debt service after the separate formation of the Council, it is proposed that all capital fees collected by the two-year component be transferred to the four-year institution.

- Full credit for the payment of these capital fees will be accorded to the two-year institution as payment for facilities and other administrative services provided by the four-year institution as approved by the Council.

Section 4 of the attached Internal Accounting Procedure for System Debt Service document pertains to the obligation of administratively-linked community and technical colleges. This procedure has been discussed with the presidents of the affected community and technical colleges.

The recommendation is to approve the resolution as stated.

**West Virginia Higher Education Policy Commission**  
**Internal Accounting Procedures for System Debt Service**

The following is a summary of the internal accounting procedures to be used in regards to the system debt allocations after the merger of the separate State College System and University System bond issues.

**1. Bond Obligations of the former State College System:**

- a. The principal outstanding and the debt service remaining on the 2003 state college system refinancing bonds will be fully allocated to the state colleges in proportion to the “carryforward method”, which is a continuation to the final maturity in 2012 of the allocation of these bonds under a method which has been in place since prior to 1992.
- b. The principal outstanding and the debt service remaining on the 1997 Series A bonds will continue to be allocated to the institutions under the “proceeds method”, which is a continuation to maturity of the present allocations to the institutions based upon project funding from this bond.
- c. Under the “carryforward method”, certain institutions do not contribute to the debt service payments but rather receive explicit subsidies from the other institutions. These explicit subsidies and the source of their funding will be determined annually by the Commission.
- d. While capital tuition fees from each institution are jointly pledged on obligations of all higher education system debt, in the unlikely event that an institution has a revenue shortfall and is unable to meet its share of the allocated debt service, the shortfall to meet debt service will be covered by allocation to the former state college system institutions in proportion to the allocations as described in section (a) and (b) above.

**2. Bond Obligations of the former University System:**

- a. The principal outstanding and the debt service remaining on the 2003 university system refinancing bonds will be fully allocated to the members of the former university system in proportion to the “carryforward method”, which is a continuation to the final maturity in 2012 of the allocation of these bonds under a method which has been in place since prior to 1992.
- b. The principal outstanding and the debt service remaining on the 1996 Series, the 1997 Series A, the 1998 Series, the 2000 Series A, and the 2000 Series B bonds will continue to be allocated to the institutions under the “proceeds method”, which is a continuation to

maturity of the present allocations to the institutions based upon project funding from these bonds.

- c. Under the "carryforward method", certain institutions do not contribute to the debt service payments but rather receive explicit subsidies from the other institutions. These explicit subsidies and the source of their funding will be determined annually by the Commission.
- d. While capital tuition fees from each institution are jointly pledged on obligations of all higher education system debt, in the unlikely event that an institution has a revenue shortfall and is unable to meet its share of the allocated debt service, the shortfall to meet debt service will be covered by allocation to the former university system institutions in proportion to the allocations as described in section (a) and (b) above.

### **3. Consolidated 2004 Bonds:**

- a. The principal outstanding and the debt service on the 2004 new higher education facilities bonds will be fully allocated to each institution in proportion to the "proceeds method". The financial statements of each institution will carry the new asset acquired as well as the pro-rata share of new bond obligations.
- b. Payment for the debt service on the new bonds will primarily come from excess lottery revenues. The debt service on these bonds will be secured by a second lien on the excess lottery revenues. In the unlikely event of a lottery revenue shortfall, the capital tuition fees of all institutions are pledged as additional collateral. Any shortfall will be allocated to the institutions using the "proceeds method", which will be in proportion to the funds received from these new facility bonds.

### **4. Policy Commission as Coordinating Agent for the WV Council for Community and Technical Colleges:**

- a. Under statute the Policy Commission staff and Vice-Chancellor for Administration serve as the fiscal coordinating agents for bond programs for both systems.
- b. Under statute the institutional members of the community and technical colleges retain their obligations for system debt generated under prior governing boards, and can assume new bond obligations as coordinated on their behalf by the Commission.
- c. To ensure proper revenue pledges and to facilitate administration of the debt service requirements, collection of all capital fees will be initially deposited into the appropriate state accounts at each institution. For administratively-linked two-year institutions, the full amount of these capital fee collections will be transferred to the four-year institution for use in making required debt service payments, with any remaining funds to be used to support the

facility maintenance requirements for both institutions. This procedure will remain in place as long as the four-year institution is the owner of the real property for both administratively-linked institutions.

**5. Capital Fee Transfers and MOU with the State Treasurer's Office:**

- a. The Commission will annually approve and communicate the debt service requirements for all system bonds. This allocation shall conform with the procedures indicated in items 1-4 above.
- b. Under the Memorandum of Understanding with the State Treasurer's Office, the Treasurer will restrict withdrawals or payments from the appropriate institutional capital accounts beginning September 1 and February 1 of each year until adequate funds are available in these accounts for the payment of the allocated semi-annual debt service.
- c. The Commission will charge the appropriate capital accounts of each institution on a semi-annual basis for the debt service allocated to each institution. The Commission will then forward the funds for the debt service payment to the appropriate bond trustee or paying agent.

**West Virginia Higher Education Policy Commission  
Meeting of June 4, 2004**

**ITEM:** Issuance of New System Bonds to Finance Higher Education Facilities

**INSTITUTION:** All

**COMMITTEE:** Special Meeting of the Commission

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia Higher Education Policy Commission approves the two resolutions relating to the issuance of new bonds and the listing of projects to be financed, the updated bond reimbursement resolution, and approves the Internal Accounting Procedures for System Debt Service.

**STAFF MEMBER:** James A. Winter

**BACKGROUND:**

A new system-wide bond program to be funded by appropriations from excess lottery proceeds has been discussed for several years. Higher education receives an annual appropriation of \$10 million per year from the excess lottery. Under Senate Concurrent Resolution 1001 adopted on March 21, 2004, the Legislature approved the use of this funding to support debt service on a new higher education bond issue.

Discussions with our investment bankers and bond counsel indicate that the proceeds from the new bond issue can be maximized by a dual pledge of the excess lottery appropriation combined with the registration and tuition fees that are presently pledged on the existing system debt. The most recent financial analysis estimates the new bond proceeds at \$150.2 million, assuming level debt service over a term of thirty years supported by \$10 million in excess lottery revenue and a joint pledge of capital tuition fees. No additional capital fees are contemplated under this new bond, and the priority lien position on the excess lottery funds makes the risk of inadequate lottery revenues to support the new bonds and the possible reliance on the capital tuition fees relatively remote. The amount of proceeds will vary depending upon market conditions, but time is of the essence given the general upward trend in interest rates. The issuance of these bonds will be completed under a traditional (conventional) financing structure.

A proposed listing of projects to be funded from these new bonds has been updated and revised numerous times over the last three years. The most recent listing of recommended projects totaling \$152.4 million is attached as Table I. This updated project list removes from the prior listing many of the smaller maintenance projects which total \$8.8 million. While these maintenance projects are considered important projects, it was determined that they would not be appropriate projects to finance with long-term bonds. Supplemental funding for these projects is being sought from other sources. The resulting recommended \$152.4 million bond list focuses on distribution of capital funding among the institutions to achieve a mixture of life safety/ADA improvements, campus improvement projects, major renovations, and new construction to support growth based on the Commission's guidelines. As the actual proceeds from the bonds will depend upon market conditions at the time of issuance, it is recommended that any shortfall in bond proceeds be allocated proportionately to all projects.

Another change contemplated with the issuance of these new bonds is the simplification of the two separate systems under the existing bond structure. The original system bonds were issued by the Board of Directors of the State College System and the University of West Virginia Board of Trustees. Although these separate systems no longer exist and the obligations have been assumed by the Policy Commission, separate accounting and reporting for these systems has still been required. In order to simplify the accounting and operational requirements for the old as well as the new system bonds, and to eliminate confusion within the bond markets, the attached resolutions provide for a merger of the college and university systems into the Policy Commission as the bond issuer.

While the Policy Commission is the primary obligor on the bonds, the revenues pledged for the bonds are generated from student fees at the institutional level. The debt service allocations are assessed to the institutions on a semi-annual basis. Debt service on the 2003 refinancing bonds has been maintained on a carryforward basis under methods established in prior years, while all other debt service has been allocated in proportion to the project proceeds for the individual institutions. With the merger of the two systems, it is recommended that the attached Internal Accounting Procedure for System Debt Service be adopted by the Commission to document the allocation of debt and the process to be followed in the unlikely event of a short-fall in institutional revenues.

Three resolutions related to this new bond issue as drafted by bond counsel (Spilman Thomas & Battle PLLC) are attached. The first resolution authorizes the issuance of up to \$60 million in University System bonds. These bonds will be placed with Citigroup, and then immediately exchanged for new Policy Commission bonds of the consolidated system. The purpose of this transaction is to obtain the necessary majority consents from bond holders in order to enact the provisions contained in earlier resolutions. These provisions include the

authority to merge the two systems into one system, and the authority to pledge lottery revenues as well as capital tuition fees on all system bonds.

The second resolution authorizes the issuance of up to \$160 million in Policy Commission bonds to finance higher education facilities, to be secured by the pledge of excess lottery revenues as well as capital tuition and fees. The timeline for this transaction calls for completion of the bond sale during the month of July 2004.

The third resolution is an update to the bond reimbursement resolution previously approved by the Commission in June 2003. This resolution is being updated to reflect the changes in the projects to be financed by the new facilities bonds.

Representatives from both our investment banking firm and bond counsel will be available for questions at the meeting on June 4<sup>th</sup>.

**HIGHER EDUCATION INSTITUTIONS**  
**Summary of Potential Projects for Bond Funding**  
**Updated May 3, 2004**

**Table 1**

<b>Inst</b>	<b>Project Name</b>	<b>List of Potential Projects for Bond Funding</b>
BSC	Phase II - ADA Access & Parking Improvement	750,000
BSC	Summersville Center - Purchase vs. Lease	1,335,000
<b>Bluefield State College Total</b>		<b>2,085,000</b>
CU	White Hall Renovations	4,600,000
<b>Concord University Total</b>		<b>4,600,000</b>
EWVCTC	Classroom/Laboratory/General Support Facility	6,000,000
<b>Eastern WV CTC Total</b>		<b>6,000,000</b>
FSU	Engineering Technology Building	9,500,000
FSU	Hunt Haught Hall - Elevator/Entrance	1,000,000
FSU	Musick Library Reno. & Inner Campus Improvement	2,000,000
FSU	CTC/High School Joint SBA Project <sup>(1)</sup>	-
<b>Fairmont State University Total</b>		<b>12,500,000</b>
GSC	Science Hall - Renovation	5,000,000
<b>Glennville State College Total</b>		<b>5,000,000</b>
MU	Biotechnology Science Center/Development Center	6,900,000
MU	Smith Hall Repairs/Upgrades	6,000,000
MU	Morrow Library Renovation (2nd Floor)	

		750,000
MU	Harris Hall HVAC Upgrade	2,100,000
MU	Campus Wiring Infrastructure	1,900,000
MU	Visual Arts Center	1,100,000
MU	Student Health & Wellness Center	3,000,000
MU	Facilities Building Addition & Renovation	3,500,000
MU	Community College Facilities/SBA Project	3,500,000
<b>Marshall University Total</b>		<b>28,750,000</b>

SU	Classroom Building	12,500,000
<b>Shepherd University Total</b>		<b>12,500,000</b>

SWVCTC	Downtown Mercantile Building	318,000
SWVCTC	Technology Center	6,500,000
SWVCTC	Logan Building Renovation	417,000
SWVCTC	Lincoln County Building	1,500,000
<b>Southern WV CTC Total</b>		<b>8,735,000</b>

WLSC	Roadways, Sidewalks & Site Improvements	2,000,000
<b>West Liberty State College Total</b>		<b>2,000,000</b>

WVNCC	Replace HVAC & Misc. Improvements - B & O Building	410,000
WVNCC	Replace Windows/Doors in B & O Building	600,000
WVNCC	Replace Hazel Atlas Building	7,500,000
<b>WV Northern CC Total</b>		<b>8,510,000</b>

WVSOM	Center for Technology and Rural Medicine	4,000,000
<b>WV School of Osteopathic Medicine Total</b>		<b>4,000,000</b>

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WVSU	Building Upgrades for Energy Conservation	850,000
<b>WV State University Total</b>		<b>850,000</b>

WVU	Infrastructure Downtown	12,500,000
WVUP	Main Building Subsidence Issues <sup>(2)</sup>	2,735,000
WVU	Jackson's Mill Fire Training Academy	3,772,500
WVU	Engineering Sciences Brick Façade	5,500,000
WVUIT	Fire Marshal Repairs - Old Main, Engineering	1,400,000
WVU	Brooks Hall Renovation	25,000,000
WVU	Allen Percival Hall Abatement	4,000,000
<b>WVU &amp; REGIONAL CAMPUSES TOTAL</b>		<b>54,907,500</b>

HEPC	Beckley Center Equipment	2,000,000
<b>Higher Education Policy Commission Total</b>		<b>2,000,000</b>

<b>GRAND TOTAL</b>		<b>152,437,500</b>
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**WEST VIRGINIA COUNCIL FOR  
COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**MEETING OF JUNE 17, 2004**

**AGENDA**

VII. **\*Higher Education Resource Assessment (HERA) for FY 2005 ...pg. 22**

**WV Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Higher Education Resource Assessment (HERA) for FY 2004-2005

**INSTITUTION:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the WV Council for Community and Technical College Education approves the FY 2005 assessment fee from community and technical colleges as shown in Table 1 and the expenditure of these funds as shown in Table 2.

**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

During its last session, the Legislature passed several bills which affect HERF assessments. First, House Bill 101 consolidates fees into three broad classifications: educational and general fees, auxiliary and capital fees, and required E&G capital fees. The Higher Education Resource Fee along with Faculty Improvement Fee, Medical Education Fee, Health Professions Fee, and Student Activities Fee were abolished, but the amounts of those fees previously assessed are included in the general tuition and fee classifications.

Though the HERF fee is eliminated, it is replaced by a higher education resource assessment to be jointly established by the Commission and Council. The amount of assessment must be transferred to the Commission or Council as appropriate.

Each institution must retain a comparable level of support for libraries and student services as previously funded by the HERF fee. The Commission and Council will use the assessments to offset the impact of tuition increases, by allocating part of the assessment to the Higher Education Grant Program.

The attached Table 1 lists the community and technical colleges' estimated gross tuition revenue and utilizes a standardized HERA of 1.3889% of the total tuition collected to establish the amount assessed from each college. The amount is based upon a percentage of the gross tuition collected and does not differentiate between in-state and out-of-state. This percentage generates approximately the same revenues as fiscal year 2004. The total generated for FY 2005 is \$471,377.

The Higher Education Policy Commission will consider a methodology for assessing institutions under its jurisdiction a fee of \$ 35.00 per in-state student and \$ 150.00 per out-of-state student.

The expenditure plan for the HERA funds is shown on Table 2. The recommendation is to approve the assessment amount and the expenditures as contained in Table 2.

WV Council for Community & Technical College Education  
 HERA Fees for Community and Technical Colleges  
 Standard Assessment as a Percentage of Tuition

17-Jun-04

	Estimated Gross Tuition Revenues	Percentage Basis Assessment	FY04 Alloc Assessment	Assessment Net Change
New River CTC	3,557,608	\$49,412	48,573	\$839
Eastern WV CTC	240,521	\$3,341	1,526	\$1,815
Fairmont State CTC	6,491,354	\$90,158	96,787	(\$6,628)
Marshall CTC	4,549,288	\$63,185	67,578	(\$4,393)
WV Northern Community College	4,036,192	\$56,059	52,424	\$3,635
CTC at Shepherd	1,564,701	\$21,732	19,676	\$2,056
Southern WV CTC	3,456,939	\$44,940	42,921	\$2,019
WV State CTC	3,426,866	\$47,596	50,575	(\$2,979)
CTC of WVU Tech	1,953,711	\$27,135	26,207	\$928
WVU-Parkersburg	4,882,947	\$67,819	65,114	\$2,705
Total CTC HERF Assessments		\$471,377	\$471,380	(\$3)

\*Assessments are based upon a constant percentage of estimated gross tuition revenues of: 1.39%

\*\*The assessment was broken down between components for FY 04.

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**VIII. \*West Virginia Council for Community and Technical College**

**Education Budget for FY 2005.....pg. 27**

**WV Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Approval of WV Council for Community and Technical College Education Operating Budget

**INSTITUTION:** WV Council for Community and Technical College Education Central Office

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the operating budget for the Council Central Office for FY 2005

**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

This request is for the approval of the planned operating budget of the Council Central Office for FY 2005. General revenue appropriations and external funding sources will be utilized for operating expenses of the office, and funding for six staff members. Personnel expenses include payment for two employees that are jointly funded by the Council and the Higher Education Policy Commission.

The attached spreadsheet details both general revenue and external sources of funding that are utilized for personnel, office operation, special initiatives or flow through the central office to the colleges.

**Budget Projection for FY 2005**

**Community & Technical College Council**

**Program Funds**

		Tech Prep	118	Eligible Agency (Basic)	Council Gen Rev	CTC Prop School	CTC Tech Prep	CTC Leadership	CTC Admin	CTC Regular	Total
<b>Revenue Sources:</b>											
General Revenue Community College Programs		150,000	126,116	110,916	650,000	38,196	12,790	184,608	106,712	2,089,002	2,818,340
<b>Total Revenues</b>		<b>150,000</b>	<b>126,116</b>	<b>110,916</b>	<b>650,000</b>	<b>38,196</b>	<b>12,790</b>	<b>184,608</b>	<b>106,712</b>	<b>2,089,002</b>	<b>3,468,340</b>
<b>Expenditures:</b>											
Personal Services	610010		18,750	62,699	270,202	8,827		13,600	9,067		383,146
Other Personal Services	610020										0
Payroll Reimbursements	610030										0
Annual Increment	610040		113	1,038	4,038	175		285	190		5,838
<b>Total Payroll Costs</b>		0	18,863	63,737	274,240	9,002	0	13,885	9,257	0	388,984
Admin Fees	620100										0
Social Security Match	620110		1,443	4,876	20,979	689		1,062	708		29,757
Public Employees Match	620120		959	6,740	25,391	1,914		1,151	768		36,923
Workers Compensation	620140		108	363	1,563	51		79	53		2,217
Unemployment Compensation	620150										0
Pension & Retirement	620160		1,132	5,878	20,591	540		2,083	1,389		31,613
<b>Total Benefit Costs *</b>		0	3,642	17,858	68,525	3,194	0	4,375	2,917	0	100,511
<b>Total Staff Costs</b>		<b>0</b>	<b>22,504</b>	<b>81,594</b>	<b>342,765</b>	<b>12,196</b>	<b>0</b>	<b>18,261</b>	<b>12,174</b>	<b>0</b>	<b>489,494</b>
Office Expense	710200		7,905	3,372	6,000				5,000		22,277
Printing & Binding	710210		21,000		6,000			10,000	5,000		42,000
Rental Expense *	710220			3,000	20,000	15,000		3,000	2,000		43,000
Telecommunications	710240		2,500	2,600	1,000	8,000		1,000	2,500		17,600
Contractual & Professional	710250				210,000	1,000		16,000	8,000		235,000
Travel	710260		7,900	8,900	7,000	2,000			6,000		31,800
Computer Services	710270										0
Vehicle Rental	710290										0
Rentals (Machine & Misc)	710300										0
Dues & Memberships	710310		150	200	500				500		1,350
Insurance	710320										0
Advertising & Promotional	710350	150,000	19,500		18,000		12,790		10,000		210,290
Vehicle Operating Expense	710360										0
Research, Ed, Med Supplies	710370										0
Routine Maintenance Contracts	710380										0
Hospitality	710420		24,900	9,850	11,000			10,000	5,000		60,750
Farm Expense	710450										0
Miscellaneous	710510								500		500
Training & Development	710520		6,900		9,000				3,000		18,900
Postal & Freight	710530		3,900	1,400	4,000				800		10,100
Computer Supplies	710540								500		500
Legal Service Payments	710560										0
Attorney Reimbursable Exp	710570										0
Misc Equipm Purchases	710580								600		600
Repairs - Office Equipment	730610								500		500
Routine Maintenance of Building	730640										0
Repairs - Vehicles	730650										0
Other Repairs & Alterations	730680										0
<b>Total Other Operating Expenses</b>		150,000	94,655	29,322	292,500	26,000	12,790	40,000	49,900	0	695,167
<b>Total Operating Expenses</b>		<b>150,000</b>	<b>117,159</b>	<b>110,916</b>	<b>635,265</b>	<b>38,196</b>	<b>12,790</b>	<b>58,261</b>	<b>62,074</b>	<b>0</b>	<b>1,184,661</b>
Office & Comm Equipment	720700										0
Assets - Educational Equipment	720720										0
Books & Periodicals	720770		8,957								8,957
Assets - Computer Equipment	721700				9,000						9,000
Assets - Computer Software	721710				5,735						5,735
<b>Total Asset Purchases</b>		0	8,957	0	14,735	0	0	0	0	0	23,692
Grants, Awards, Scholarships	750830							88,347	44,638	2,089,002	132,985
Transfers								38,000			38,000
Court of Claims											0
Indirect Cost Reimbursement	771250										0
Debt Service - Principal	751510										0
Debt Service - Interest	751520										0
<b>Total Other Transactions</b>		0	0	0	0	0	0	126,347	44,638	2,089,002	2,259,987
<b>Total Transactions</b>		<b>150,000</b>	<b>126,116</b>	<b>110,916</b>	<b>650,000</b>	<b>38,196</b>	<b>12,790</b>	<b>184,608</b>	<b>106,712</b>	<b>2,089,002</b>	<b>3,468,340</b>

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

- IX. \*Administratively Linked Community and Technical College's  
Chargeback System .....pg. 30**

**WV Council for Community & Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Financial Chargeback System for Administratively-Linked Community and Technical Colleges

**INSTITUTION:** Administratively-Linked Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved,* That the WV Council for community and Technical College Education requests Fiscal Year 2005 budget data from the administratively-linked community and technical colleges that include planned service charge allocations for services rendered by the host baccalaureate institution.

**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

Senate Bill 448 requires the Council to have in place by December 1, 2004 a model for administratively-linked community and technical colleges to pay for services acquired from the host baccalaureate institution. An initial study was conducted by constituents and completed in April 2003. Building upon the recommendation in that study, staff has worked with the State Budget Office to implement, from an accounting perspective, the legislative intent of Senate Bill 448.

The attached draft contains jointly developed accounting practices, a policy on service agreements and allocations between the administratively-linked community and technical colleges and the host institution. The document is being provided as an information item only.

As a transitional step, it is recommended that the Council request FY 2005 budget data including planned service charge allocations from all administratively-linked community and technical colleges for discussion at the August Council meeting.

# **Administratively Linked Community Colleges Accounting Practices Under SB 448 & HB 101 Draft as of June 4, 2004**

## **1. Summary of Major Accounting Practices**

- a. Accounting for both the Four-year and Two-year institution should be on an independent profit model basis. The financial records should be maintained on a stand-alone basis, and should report inter-governmental revenues and expenditures on the same basis as if they were contracting for these services from an outside party.
  
- b. Direct revenues and expenditures should be assigned directly to either the Four-Year or Two-Year Institution to the fullest extent possible
  - i. All tuition revenue should be posted to the component institution to which the student is assigned
  - ii. In some cases the allocation of revenues between the components can not be readily determined at the time of receipt. This is particularly true for student tuition payments. In these cases the funds can be deposited in a clearing fund in the four-year component, and then can be moved to the correct organization through the use of a revenue transfer transaction. At a minimum the clearing accounts should be transferred to the appropriate component unit on at least a monthly basis.
  - iii. All grants should be assigned directly to the component institution primarily responsible for the grant
    - 1. Subcontracts should be used to account for grants that impact the operations of both the two-year and the four-year component
  - iv. Personnel salary and benefits should be assigned to only one institution
    - 1. Faculty personnel and related academic support staff should be assigned to the institution where they predominately teach
    - 2. Most institutional support personnel should be generally assigned to the Four-Year Institution, but this may vary by institution and may vary over time
    - 3. Split funding of employees between general revenue and E&G is encouraged to provide a more realistic assignment for cash flow purposes. Benefits should be assigned in the same proportion to the assignment of salary dollars.
  - v. All other direct expenditures should be assigned to the appropriate institution
    - 1. Direct expenses solely for the benefit of an institution should be assigned to that institution
    - 2. Expenses for institutional support functions are generally assigned to the four-year institution, but this may vary by institution

3. Payment for invoices should not be split between component institutions, but rather invoices should be assigned and paid from a particular component institution. Generally payment for support services should be handled through the service agreements discussed below. On occasion, there may be an agreement for the two component institutions to share a direct expense. These occurrences can be handled through an expense to expense transaction, but should be use only in a limited set of circumstances, and proper approval documents should be obtained.
4. Payment for capital assets should be assigned to only one component institution to allow for the tracking and accountability of assets. Use of capital assets should be covered under service agreements as discussed below.
5. Purchasing cards should be assigned separately for the use by the two-year institution or the four-year institution. Separate master accounts will be required to account for the cards assigned to the separate institutions. An employee can be assigned to be the card coordinator for both administratively-linked institutions upon proper approval. Payment for purchases should be charged to the institution to which the card is assigned. In limited cases, and upon proper approval, expenditures completed by one institution for the benefit of the other component institution can be reimbursed through the use of expense to expense transactions.
6. Financial Aid payments and waivers should be assigned to each component institution on at least a quarterly basis to provide a reporting mechanism to the separate presidents and boards.

c. Auxiliary Enterprises and Physical Plant Operations

- i. The financial operations of auxiliary enterprises and physical plant operations should generally be assigned to the four-year institution. Although many of these services may be provided for all students, the auxiliary and plant operations should not be operated as separate operations under the two component institutions. This may vary for some branch campus locations.
- ii. User fees collected from students of either component institution should be assigned directly to the appropriate auxiliary revenue account, and not recorded as revenues by separate component institutions.
- iii. Required tuition and fees related to Capital Fees and Auxiliary Fees should be recorded as revenues separately by component institution. Under a separate service agreement as discussed below, all revenues collected for this purpose should be expended by the two-year institution and paid to the appropriate four-year auxiliary or plant fund. Many of these fees are pledged on revenue bonds and must be transferred to maintain compliance with bond covenants. The payment of these funds will need to be a consideration in the determination of the total charges for the use and maintenance of facilities as described in the following section.

- d. Approved service agreements should be in place for allocation of costs between component institutions
  - i. All charges for services should be treated as an expenditure by the component institution receiving the service and as a revenue by the component institution providing the service. New or unique FIMS object codes should be established to separately track and provide reporting on these transactions. Generally both the revenue and the expenditure should flow through the newly established Education and General Fund unless specifically related to the Capital or Auxiliary Funds. The new object of expenditure code is 028 and the new revenue source code is 672. If consolidated financial statements of the two component institutions are generated for the Governing Boards, these internal payments for services would be eliminated against the internal revenue accounts.
  - ii. Generally an overall charge should be established for a major specific category of services and paid on a monthly basis, and detailed billings regarding individual invoices should be avoided. The amount of these charges should generally be established at the beginning of the year, but provide for periodic (quarterly or annual) adjustments of the amounts based upon changing circumstances. The contract should be the initial source document to provide for the payment for these services, with subsequent billings to be in the form of a one page document referencing the original contract. The establishment of the charges for these services is subject to the approval by the Council.
  - iii. Appropriate cost accounting methodology should be employed for the allocation of services between the component units, which may result in the usage of differing basis for the allocation of various component costs. However, an accepted allocation methodology for all cost allocations with the exception of facility costs is an allocation using FTE students, as the difference between this methodology and other accepted allocation methodologies is normally insignificant.
    - 1. Enrollment based allocations should exclude enrollment activity generated from third-party fee waivers, restricted grants, or other programs not requiring the usage of campus service units.
    - 2. Enrollment based allocations should be based upon a two-year rolling average of enrollment to minimize the annual impact of spikes in enrollment
  - iv. Service agreements should be established for Legal Services, Research, Technology, Computing, Finance and Facilities, Academic Affairs, Telecommunications, Human Resources, Student Services, Facilities Usage, etc. All of these items would be considered contractual payments for services, and then would be classified in the appropriate functional category such as Institutional Support, Student Services, Academic Support, etc. Tuition related to Capital Fees and Auxiliary Services would be covered under a service agreement to allow payment from the two-year to the four-year institution's auxiliary and plant fund accounts as discussed above, and the related allocation of plant and capital expenses should consider this built-in transfer.
  - v. Other service agreements would include payment for classes taught by one institution when the student is assigned to the other institution (treated as Instructional expenditures), and for services provided under grants and contracts (reporting category will vary based upon

the contract). Simplification is encouraged in making these adjustments on only a periodic basis and at an overall level.

**2. Annual Budget Reviews and Benchmarking**

- a. On at least an annual basis the Council will need all community colleges to submit an annual budget projection that will include all direct and indirect revenues and expenditures. The report will need to include sufficient detail to provide a listing of any proposed allocation of charges for services. A rough draft format for Reporting FY 2005 Budget Allocations to the WV Council for CTC Education is attached.
- b. On an annual basis, the Commission in conjunction with the institutions will develop a comparative report of WV component CTC operations to the stand-alone WV CTC's and to other national peer groups. This annual study will provide an overall determination of the reasonableness of CTC allocations and the financial efficiency of the component community colleges. Where applicable, an annual comparison of the allocation of costs using the Federal Indirect Cost Rates will be made to the allocation of costs as determined under these guidelines.

**3. Financial Statements and Audits**

- a. For FY 2004, only a combined audit of the component institutions will be required. Separate supplemental data for the components should be included in the financial statements in a manner closely approximating that described above.
- b. For 2005, separate audits may be required of each component. The accounting processes as described above need to be implemented by July 1, 2004 to provide for the separate accounting needs of both institutions.

**4. Investment Processing and Accounting**

- a. Generally all higher education investments are consolidated and invested through the State Treasurer's Office and the Investment Management Board.
- b. This operational practice will continue into FY 2005, with the Policy Commission staff to remain responsible for the allocation of interest to the individual institutions, whether community colleges or baccalaureate institutions.

**5. Fund Consolidation under H.B. 101**

- a. A listing of funds as consolidated under the tuition and fee simplification bill has been established. All funds have been consolidated into ten types of funds that are to be used by all public higher education institutions.

**6. Other operational matters that may need further discussion and analysis**

- a. Banner Finance and related interfaces
- b. FIMS
- c. EPICS
- d. Purchasing Cards and related interfaces
- e. Banner Student System
- f. Year-end procedures

**7. References**

- a. Central Organization Task Force for SB448 Implementation memo dated April 26, 2004
- b. FY 2005 New Funds for Higher Education – Summary of HB 101 Fund Consolidation
- c. WV Community & Technical Colleges Budget/Charge-Back Project by Rufus Gasper and Ken Kolbet dated April 14, 2003
- d. J. Michael Mullen memo dated May 4, 2004 regarding Handling of 2-year/4-year Data on Regional and National Reporting Levels

**West Virginia Higher Education Policy Commission**  
**Institutional Summary Budgets for** \_\_\_\_\_  
**FY 2005 in Thousands**

	Direct CTC	* Service Allocations	Total CTC	Direct 4yr & Other	* Service Allocations	Total 4yr & Other
<b>Operating Revenues</b>						
Student tuition and Fees			-			-
Federal Grants & Contracts			-			-
State Grants & Contracts			-			-
Other Grants & Contracts			-			-
Sales & Services			-			-
Auxiliary Enterprises			-			-
Other			-			-
Total Operating Revenues	-	-	-	-	-	-
<b>Functional Operating Expenses</b>						
Instruction			-			-
Research			-			-
Public Service			-			-
Academic Support			-			-
Student Services			-			-
Operations & Maintenance of Plant			-			-
General Institutional Support			-			-
Sub-Total - E & G	-	-	-	-	-	-
Student Financial Aid			-			-
Auxiliary Enterprises			-			-
Depreciation			-			-
Other			-			-
Total Expenses	-	-	-	-	-	-
<b>Operating Loss</b>	-	-	-	-	-	-
<b>Non-Operating Revenues (Expenses)</b>						
State Appropriations			-			-
Investment Income			-			-
Other			-			-
Total Non-Operating	-	-	-	-	-	-
<b>Capital Grants &amp; Gifts</b>			-			-
<b>Other Transfers</b>			-			-
<b>Net Change in Assets</b>	-	-	-	-	-	-
Note - Tuition scholarship allowance	-	-	-	-	-	-

\* Service Allocations - Please provide additional detail on page 2

**West Virginia Higher Education Policy Commission**  
**Institutional Service Allocations Detail for \_\_\_\_\_**  
**FY 2005 in Thousands**

Direct CTC	* Service Allocations	Describe Basis	Direct 4yr & Other	* Service Allocations	Describe Basis
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**Revenue Transfers**

Capital Fees  
Auxiliary Fees  
Other (List):

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**Functional Service Allocation Detail**

Instruction (Please List):

Cross-over classes

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Research (Please List):

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Public Service (Please List):

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Academic Support (Please List):

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Student Services (Please List):

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Operations & Maintenance of Plant:

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General Institutional Support:

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**IV. \*Tech Prep Grant Awards .....pg. 40**

**West Virginia Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Tech Prep Grant Awards

**INSTITUTIONS:** Tech Prep District Consortia

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia Council for Community and Technical College Education approves the recommendations of the grant proposal review team as presented at the meeting.*

**STAFF MEMBER:** Dr. Kathy J. D'Antoni

**BACKGROUND:**

The Carl D. Perkins Vocational and Technical Education Act of 1998 requires the West Virginia Council for Community and Technical College Education, as the eligible agency, to approve the distribution of Tech Prep monies. A request for proposals was issued and nine proposals were received. A grant proposal review team consisting of members from the West Virginia Council for Community and Technical College Education and State Department of Education evaluated will present their recommendations at the meeting.

**WV Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Carl D. Perkins Vocational and Technical Education Act of 1998 Funding Allocations for FY 2005 to Community and Technical Colleges

**INSTITUTIONS:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** Resolved, That the West Virginia Council for Community and Technical College Education approves the 2005 allocation of Carl D. Perkins funding to eligible community and technical colleges

**STAFF MEMBER:** James L. Skidmore, Chancellor

**BACKGROUND:**

The Carl D. Perkins Vocational and Technical Education Act of 1998 requires that basic grant allocations flow to postsecondary institutions based on the number of Pell Grant recipients enrolled in approved career-technical programs. An institution must qualify for a minimum of \$50,000 in order to receive funding.

The enclosed matrix details the Perkins allocations for FY 2005 to eligible community and technical colleges.

## Carl D. Perkins Vocational Funds FY 2005

COLLEGE	PELL NO.	% Of total	ALLOCATION	QUARTERLY
Marshall Community & Technical College	643	14.03011128	293,089.31	73,272.33
New River Community & Technical College	647	14.11739036	294,912.57	73,728.14
Fairmont State Community & Technical College	638	13.92101244	290,810.23	72,702.56
Community & Technical College of WVUIT	171	3.731180449	77,944.43	19,486.11
West Virginia State Community & Technical College	473	10.3207506	215,600.69	53,900.17
WVU-Parkersburg	664	14.48832642	302,661.43	75,665.36
Southern WV Community & Technical College	305	6.655029457	139,023.70	34,755.92
WV Northern Community College	900	19.63779184	410,233.86	102,558.47
Community & Technical College of Shepherd	142	3.098407157	64,725.79	16,181.45
<b>TOTALS</b>	<b>4583</b>	<b>100</b>	<b>\$2,089,002.00</b>	<b>\$522,250.50</b>

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

- XII. **\*Higher Education Adult Part-Time Student (HEAPS)  
Program Approval.....pg. 45**

**WV Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Occupational Areas for Workforce Development Component of HEAPS

**INSTITUTION(S):** Community and Technical Colleges, Public School Technical Centers, and Proprietary Schools

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves areas of training for skill development and demand occupations for the workforce development component of HEAPS for 2004-2005.

**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

During the 2001 legislative session, important additions to the Higher Education Adult Part-time Student (HEAPS) Grant Program were made through the creation of a workforce development component which added certain postsecondary certificates, industry recognized credentials, high demand occupations or other skill development programs to the list of eligible courses and programs. The goals of the new component are to encourage individuals in need of additional training to upgrade their current employment skills or to enter a new demand occupation, thus increasing West Virginia's pool of qualified workers. The Legislature mandated that 25 percent of the HEAPS appropriations be earmarked for the workforce development component.

The Council has the responsibility to determine the occupational areas that constitute high-demand occupations for HEAPS funding. For the 2004-2005 budget year it is requested that the occupational fields and training programs listed below be given priority consideration for the 25 percent component of HEAPS:

- Information Technology & Related Occupations
- Multi-skill Maintenance Workers
- Health Care
- First-line Supervisors
- Administrative Assistants
- Mining Industry Workers
- Criminal Justice/Security Staffing
- Tourism Related Occupations

These occupational areas were determined by using occupational demand projections with some occupations reflecting regional demand as opposed to statewide demand. The attached charts contain data reflecting projected demand for the occupational areas.

**HEAPS 10%**  
**Occupational Demands**  
*by Major Sectors*

<b>Industry</b>	<b>2004 Jobs</b>	<b>2006 Jobs</b>	<b>New Jobs</b>	<b>Replacement Jobs</b>	<b>New &amp; Rep.</b>
Computer and mathematical occupations	17,499	19,491	1,725	267	1,992
Healthcare practitioners and technical occupations	55,702	61,081	3,310	2,069	5,379
Healthcare support occupations	24,424	26,776	1,657	695	2,352
Protective service occupations	50,341	56,346	3,657	2,348	6,005
Building and grounds cleaning and maintenance occupations	36,178	39,033	1,552	1,303	2,855
Office and administrative support occupations	173,186	184,425	3,890	7,349	11,239
Installation, maintenance, and repair occupations	46,434	48,992	644	1,914	2,558
Production occupations	66,659	70,884	1,145	3,080	4,225
<b>TOTALS</b>	<b>470,423</b>	<b>507,028</b>	<b>17,580</b>	<b>19,025</b>	<b>36,605</b>

**HEAPS 10%**  
**Occupational Demands**  
**by CIP Category**

<b>Occupations</b>	<b>2004 Jobs</b>	<b>2006 Jobs</b>	<b>New Jobs</b>	<b>Replacement Jobs</b>	<b>New &amp; Rep.</b>
<b>Computer and mathematical occupations:</b>	17,499	19,491	1,725	267	1,992
<i>Computer specialists</i>	16,688	18,635	1,705	242	1,947
<i>Mathematical science occupations</i>	811	866	20	35	55
<b>Healthcare practitioners and technical occupations:</b>	55,702	61,081	3,310	2,069	5,379
<i>Health diagnosing and treating practitioners</i>	33,523	36,653	1,960	1,170	3,130
<i>Health technologists and technicians</i>	19,979	22,058	1,255	824	2,079
<i>Other health professionals and technicians</i>	2,199	2,386	95	92	187
<b>Healthcare support occupations:</b>	24,424	26,776	1,657	695	2,352
<i>Nursing, psychiatric, and home health aides</i>	14,406	15,532	813	313	1,126
<i>Occupational and physical therapist assistants and aides</i>	648	726	45	33	78
<i>Medical assistants and other healthcare support occupations</i>	9,370	10,572	799	403	1,202
<b>Protective service occupations:</b>	50,341	56,346	3,657	2,348	6,005
<i>First-line supervisors/managers, protective service workers</i>	4,601	5,035	209	225	434
<i>Fire fighters and prevention workers</i>	4,355	4,673	113	205	318
<i>Law enforcement workers</i>	21,509	23,540	1,208	823	2,031
<i>Other protective service workers</i>	19,877	23,023	2,125	1,021	3,146

<b>Occupations</b>	<b>2004 Jobs</b>	<b>2006 Jobs</b>	<b>New Jobs</b>	<b>Replacement Jobs</b>	<b>New &amp; Rep.</b>
<b>Building and grounds cleaning and maintenance occupations:</b>	<b>36,178</b>	<b>39,033</b>	<b>1,552</b>	<b>1,303</b>	<b>2,855</b>
<i>Supervisors, building and grounds cleaning and maintenance workers</i>	<i>2,480</i>	<i>2,634</i>	<i>73</i>	<i>81</i>	<i>154</i>
<i>Building cleaning workers</i>	<i>22,990</i>	<i>24,659</i>	<i>871</i>	<i>798</i>	<i>1,669</i>
<i>Grounds maintenance workers</i>	<i>9,745</i>	<i>10,726</i>	<i>559</i>	<i>422</i>	<i>981</i>
<b>Office and administrative support occupations:</b>	<b>173,186</b>	<b>184,425</b>	<b>3,890</b>	<b>7,349</b>	<b>11,239</b>
<i>First-line supervisors/managers of office and administrative support workers</i>	<i>10,911</i>	<i>11,570</i>	<i>273</i>	<i>386</i>	<i>659</i>
<i>Communications equipment operators</i>	<i>2,421</i>	<i>2,589</i>	<i>-71</i>	<i>239</i>	<i>168</i>
<i>Financial clerks</i>	<i>24,879</i>	<i>26,457</i>	<i>316</i>	<i>1,262</i>	<i>1,578</i>
<i>Information and record clerks</i>	<i>40,295</i>	<i>43,616</i>	<i>1,871</i>	<i>1,450</i>	<i>3,321</i>
<i>Material recording, scheduling, dispatching, and distributing occupations</i>	<i>28,420</i>	<i>30,285</i>	<i>356</i>	<i>1,509</i>	<i>1,865</i>
<i>Secretaries and administrative assistants</i>	<i>29,087</i>	<i>30,594</i>	<i>572</i>	<i>935</i>	<i>1,507</i>
<i>Other office and administrative support workers</i>	<i>37,173</i>	<i>39,245</i>	<i>573</i>	<i>1,499</i>	<i>2,072</i>
<b>Installation, maintenance, and repair occupations:</b>	<b>46,434</b>	<b>48,992</b>	<b>644</b>	<b>1,914</b>	<b>2,558</b>
<i>First-line supervisors/managers of mechanics, installers, and repairers</i>	<i>4,061</i>	<i>4,334</i>	<i>77</i>	<i>196</i>	<i>273</i>
<i>Electrical and electronic equipment mechanics, installers, and repairers</i>	<i>3,911</i>	<i>4,117</i>	<i>62</i>	<i>144</i>	<i>206</i>
<i>Vehicle and mobile equipment mechanics, installers, and repairers</i>	<i>15,797</i>	<i>16,856</i>	<i>313</i>	<i>746</i>	<i>1,059</i>
<i>Other installation, maintenance, and repair occupations</i>	<i>22,665</i>	<i>23,695</i>	<i>193</i>	<i>837</i>	<i>1,030</i>

<b>Occupations</b>	<b>2004 Jobs</b>	<b>2006 Jobs</b>	<b>New Jobs</b>	<b>Replacement Jobs</b>	<b>New &amp; Rep.</b>
<b>Production occupations:</b>	<b>66,659</b>	<b>70,884</b>	<b>1,145</b>	<b>3,080</b>	<b>4,225</b>
<i>First-line supervisors/managers of production and operating workers</i>	<i>4,771</i>	<i>5,032</i>	<i>18</i>	<i>243</i>	<i>261</i>
<i>Assemblers and fabricators</i>	<i>9,078</i>	<i>9,714</i>	<i>306</i>	<i>330</i>	<i>636</i>
<i>Food processing occupations</i>	<i>4,167</i>	<i>4,384</i>	<i>17</i>	<i>200</i>	<i>217</i>
<i>Metal workers and plastic workers</i>	<i>14,666</i>	<i>15,668</i>	<i>305</i>	<i>697</i>	<i>1,002</i>
<i>Printing occupations</i>	<i>1,999</i>	<i>2,152</i>	<i>45</i>	<i>108</i>	<i>153</i>
<i>Textile, apparel, and furnishings occupations</i>	<i>4,943</i>	<i>5,212</i>	<i>-2</i>	<i>271</i>	<i>269</i>
<i>Woodworkers</i>	<i>3,845</i>	<i>4,296</i>	<i>210</i>	<i>241</i>	<i>451</i>
<i>Plant and system operators</i>	<i>4,884</i>	<i>5,109</i>	<i>-88</i>	<i>313</i>	<i>225</i>
<i>Other production occupations</i>	<i>18,308</i>	<i>19,425</i>	<i>333</i>	<i>784</i>	<i>1,117</i>
<b>TOTALS</b>	<b>470,423</b>	<b>507,028</b>	<b>17,580</b>	<b>19,025</b>	<b>36,605</b>

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

XIII. **\*Community and Technical College Evaluation Scope of Work.. pg. 51**

**WV Council for Community & Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Community and Technical College Evaluations  
Scope of Work

**INSTITUTION:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the Scope of Work for the evaluations of Eastern WV Community and Technical College and the Community and Technical College at Shepherd

**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

The Council determined during its April meeting that evaluations of community and technical colleges be conducted to gauge the extent that colleges are fulfilling the community college mission as defined in statute. In addition, the evaluations will determine if colleges are adequately developing to effectively deliver comprehensive community and technical college education as envisioned in Senate Bill 653, Senate Bill 448 and House Bill 2224. Eastern WV Community and Technical College and the Community and Technical College at Shepherd were identified as the first two colleges to be evaluated.

External consultants will develop the evaluation instrument and conduct the evaluations utilizing the attached scope of work. Staff is recommending that the Council approve the scope of work as the basic guideline for the evaluation.

# COMMUNITY AND TECHNICAL COLLEGE EVALUATIONS

## Scope of Work

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- I. Complete a comprehensive evaluation of the college to:**
  - a. Determine if the college is adequately delivering the seven elements of comprehensive community and technical college education as defined in state statute;
  - b. Determine if the college has adequate capacity to deliver comprehensive community and technical college education;
  - c. Determine if the college is adequately engaging the community;
  - d. Determine how the college is viewed by the external community;
  - e. Determine the progress the college is making in meeting the needs of employers through the delivery of workforce development programs;
  - f. Determine if the college is delivering the range of programs necessary to meet the needs of the region and provide adequate access to higher education;
  - g. Determine how innovative the college is in delivering programs and services;
  - h. Determine If the administrative structure is adequate to deliver programs or overstaffed for programs and services offered;
  - i. Determine how effective the college is in engaging students in the learning process and providing adequate student support to further success;
  - j. Determine If the administrative leadership is effective in facilitating the delivery of the mission; and
  - k. Determine if the college has adequate financial resources to deliver the mission.
  
- II. Develop an assessment instrument to be utilized in the evaluation process.**
  
- III. Provide data requested to the Chancellor to aid in the evaluation.**
  
- IV. Produce a report in a timely manner detailing findings, identifying strengths and challenges, and make recommendations for improvement.**

**WEST VIRGINIA COUNCIL FOR  
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**MEETING OF JUNE 17, 2004**

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**XIV. Presidential Guidelines for Contracts .....pg. 54**

**WV Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Guidelines for Community and Technical College Presidential Contracts

**INSTITUTION(S):** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the Guidelines for Community and Technical College Presidential Contracts as presented.

**STAFF MEMBER:** Bruce Walker

**BACKGROUND:**

The Council has the responsibility for approving community and technical college presidential contracts and compensation packages. The Guidelines for Community and Technical College Presidential Contract document provides guidance to institutional boards of governors as they formulate presidential contracts, and it will serve as a guide to the Council for review of contracts. The recommendation is to approve the guidelines as submitted.

## **GUIDELINES FOR COMMUNITY AND TECHNICAL COLLEGE PRESIDENTIAL CONTRACTS**

The following guidelines will be considered by the WV Council for Community and Technical College Education in reviewing and approving community and technical college presidential contracts for terms exceeding one year.

1. Presidents are considered as “will and pleasure” employees of their respective Board of Governors.
2. A Board of Governors may offer employment to a president for a term not to exceed a maximum of three years.
3. All contracts with a term greater than one year must be conditioned upon the availability of funding.
4. Employment in the position president for a contract term of greater than one year should not be guaranteed. However, at the discretion of the Board of Governors, a president’s employment contract may, in the event of a termination without cause, offer guaranteed employment in a position other than a president for a period of not more than one year. As a matter of state law, a former president assigned to an alternative position must perform substantive duties on behalf of the institution in order to collect his or her salary.
5. A Board of Governors may agree to reasonable notice, not to exceed one year, of the intent not to renew the contract.
6. In the event a president has been granted tenure and, upon termination without cause, elects to exercise his or her tenure rights, the president shall be paid in the amount appropriate for the tenured position. A president holding tenure rights must elect to exercise those rights within six months of termination of president. A president who elects to exercise tenure rights may not be paid both the salary for the tenured position and receive a salary under other provisions of any contract.
7. All contracts with a commitment of continued employment extending beyond one year must provide that the president may be discharged “for cause” and that such a discharge nullifies any commitment to continued employment.
8. Provisions in existing contracts that are inconsistent with these guidelines may remain in effect at the discretion of the Board of Governors.

**WEST VIRGINIA COUNCIL FOR  
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**MEETING OF JUNE 17, 2004**

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- XV. **\*Presidential Appointment Acceptance at West Virginia University-  
Parkersburg ..... pg. 57**

**West Virginia Council for Community and Technical College Education  
Meeting of June 17, 2004**

- ITEM:** Appointment of Dr. M. Marie Foster Gnage as President, West Virginia University at Parkersburg
- INSTITUTION:** West Virginia University at Parkersburg
- RECOMMENDED RESOLUTION:** Resolved, That the West Virginia Council for Community and Technical College Education approves the selection of Dr. M. Marie Foster Gnage as President of West Virginia University at Parkersburg.
- STAFF MEMBER:** James L. Skidmore, Chancellor

Senate Bill 448 requires the Council's approval of the appointments for community and technical college presidents. The West Virginia University Board of Governors has completed the presidential search process for West Virginia University at Parkersburg and is recommending that M. Marie Foster Gnage, Ph.D. be appointed. A committee consisting of two Council members participated in the selection process by interviewing the three finalists for the position. The committee is recommending that the Council approves the selection of Dr. Gnage as president of West Virginia University at Parkersburg. The resume of Dr. Gnage is included in Council members' agenda materials.

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**XVI. \*Possible Executive Session Under the Authority of WV Code §6-9A-4**

**A. Presidential Compensation Package ..... pg. 59**

**B. Institutional Board of Advisors Approval..... pg. 70**

**WEST VIRGINIA COUNCIL FOR  
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**MEETING OF JUNE 17, 2004**

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XVII. \*Meeting Schedule.....pg. 81

**WV Council for Community and Technical College Education  
Meeting of June 17, 2004**

**ITEM:** Annual Meeting Schedule  
July 1, 2004 through June 30, 2005

**INSTITUTIONS:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** Resolved, That the West Virginia Council for Community and Technical College Education approves the meeting schedule as presented in the agenda with the provision that meetings can be changed or conducted by teleconference and additional meetings may be scheduled if needed.

**STAFF MEMBER:** James L. Skidmore, Chancellor

**BACKGROUND:**

The West Virginia Code §18B-2B-5(a) requires that the West Virginia Council for Community and Technical College Education conduct at least eight meetings annually with one meeting being a public forum to discuss the goals and standards of vocational-technical education in the state. The following is a list of suggested dates for fiscal year 2005 for Council's consideration. Please check the dates because they have changed. Locations will be determined prior to each meeting.

August 26-27, 2004

September 17, 2004

October 14, 2004 Commission (October 15, 2004) Higher Education Policy

December 2, 2004 Commission (December 3, 2004) Higher Education Policy

February 3, 2005 Commission (February 4, 2005) Higher Education Policy

March or April (Conference Call Meeting)

May 5, 2005

June 23, 2005

**WEST VIRGINIA COUNCIL FOR  
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**MEETING OF JUNE 17, 2004**

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**XVIII. \*Nominating Committee Report and Election of Officers**

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

**MEETING OF JUNE 17, 2004**

**AGENDA**

**XIX. \*Information and Updates**

- A. Dual Credit**
- B. Marketing**
- C. Board of Governors A.A.S.**
- D. Earn a Degree—Graduate Early (EDGE)**

**WEST VIRGINIA COUNCIL FOR  
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**AGENDA**

**XX. Announcements and Member Comments**

**XXI. Next Meeting**

August 26-27, 2004

Stonewall Jackson Lake State Park

**XXII. Adjournment**

\*Action Item