

SCHEDULE

Meeting of the West Virginia Council for Community and Technical College Education

JULY 18, 2003

THE SUMMIT
129 Summers Street
*(Corner of Summers and Quarrier Streets)
Charleston, WV

Paramount Room

9:00 A.M. – 3:00 P.M. Meeting

*Parking is available in the city parking
garage across the street from the Summit.

Meeting of July 18, 2003

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

**The Summit
Charleston, West Virginia**

AGENDA

- I. *Minutespg 2
- II. Strategic Planning and Visioning for 2003-2004
- III. Informational Updates
 - A. Marketing Committee
 - B. Community and Technical College Administration Head Selection
 - C. Statutory Responsibilities.....pg 8
 - D. Summary of Legislation.....pg 9
- VI. Adjournment

*Action Item

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

Meeting of July 18, 2003

I. Minutespg 2

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

June 18, 2003

A meeting of the West Virginia Council for Community and Technical College Education was held on June 18, 2003, at 9:30 A.M. at the Marshall University Graduate College, South Charleston, West Virginia. Council members present were Robert Brown, Rebecca McClure, Fred Oelschlager, and Nelson Robinson. Danny Aderholt, Judi Almond and Stanley Hopkins were absent. Chancellor J. Michael Mullen, Vice Chancellor James Skidmore, institutional presidents and provosts, and higher education staff attended the meeting.

Chairman Robinson called the meeting to order.

1. Minutes

Mrs. McClure moved the approval of the minutes for the April 23, 2003, meeting. Mr. Brown seconded the motion. Motion carried.

2. Higher Education Adult Part-Time Students (HEAPS) In-Demand Occupations

Mr. Oelschlager moved the approval of the resolution establishing the HEAPS in-demand occupations for the 2003-2004 budget year as presented with the provision to reconsider if necessary. Mr. Brown seconded the motion. Motion carried.

4. Higher Education Adult Part-Time Student Ten Percent Funding Methodology

Mr. Brown moved the approval of the funding priorities and methodology for the ten percent (10%) HEAPS Grant Program for fiscal year 2004 as presented in the agenda item. Mr. Oelschlager seconded the motion. Motion carried.

Chairman Robinson and Council members request that:

- A.** The community and technical colleges and Workforce Development Office work closely on the West Virginia Advance application and accountability process of awarding the HEAPS monies.

- B. Every training project is to be based on a documented need.
- C. Council members will be notified if the Development Office awards an additional \$300,000 to the program.

5. Participation in WVU-Parkersburg Presidential Selection

Mr. Brown moved the approval of the resolution and the Council will be involved in the WVU-Parkersburg presidential selection.

Mr. Oelschlager seconded the motion. Motion carried. Mr. Brown, Vice Chancellor Skidmore and Chairman Robinson will work on a procedure to parallel Title 133, Series 5, 5.1 for Council's participation and present suggestions at the July 18, 2003 meeting.

6. Community and Technical College Minimum Faculty Instructional Load

Mrs. McClure moved the approval of the resolution. Mr. Oelschlager seconded the motion. Mr. Brown moved to amend the resolution and insert "in consultation with the faculty" after the word provost in Section 3.2. The Vice Chancellor will make the change. Mrs. McClure moved to adopt the amendment. Mr. Oelschlager seconded. Motion carried.

7. Tech Prep Grant Awards

Dr. D'Antoni presented the recommendations of the Tech Prep Review Committee for awarding funding to local consortia for fiscal year 2004. Mr. Oelschlager served on the committee and presented a summary of the evaluation process. Mr. Oelschlager moved the adoption of the resolution as presented. Mr. Brown seconded the motion. Motion carried.

8. Carl D. Perkins Vocational and Technical Education Act Amendments of 1998 Funding Allocations for FY 2004 to Community and Technical Colleges

Mr. Oelschlager moved the approval of the recommendation as presented for allocating Perkins Basic Grant funds to community and technical colleges with the provision that the former Glenville State College Community and Technical College's funding be allocated to New River Community and Technical College of Bluefield State College or to Fairmont State Community and Technical College based on the geographic location of the students enrolled in career-technical programs. Mrs. McClure seconded the motion. Motion carried.

9. Meeting Schedule

Mr. Brown moved the adoption of the Council meeting schedule for July 2003 through June 2004. Mrs. McClure seconded. Motion carried.

10. Nominating Committee Report and Election of Officers

Mr. Oelschlager presented the nominating committee's report that recommended Mr. Robinson serve as Chair, Mrs. McClure as Vice Chair and Ms. Almond as Secretary. Mr. Robinson turned the chair over to Mr. Brown. Mr. Brown accepted the recommendation and opened the floor for additional nominations. Hearing none, nominations were closed. Mr. Oelschlager moved the adoption of the nominating committee's slate of officers, Mrs. McClure seconded the motion. Motion carried.

11. Marketing Committee Report

Mr. Brown reported that the marketing committee will meet prior to the next Council meeting, and a request for proposal will be prepared.

12. Next Meeting

Chairman Robinson requested that Council members send subject matter by email for the July 18, 2003, planning meeting to Mrs. Smith or Vice Chancellor Skidmore. Suggestions presented during the meeting included having a guidance counselor present at a Council meeting, establishing a better working relationship with the economic development authority, reviewing legislative directives and the accomplishments of the Council in meeting the directives.

13. Informational Update

- A.** Council members will receive an invitation to the Institutional Board of Governor's meeting that will be held on October 10, 2003.
- B.** Chancellor Mullen wants two suggestions from the Council on community and technical college topics for the Institutional Board of Governor's meeting agenda.
- C.** Chancellor Mullen would like for Council to determine how they want to receive the Institutional Compacts for 2003-2004.

- D. Chancellor Mullen suggested that the Council may want to consider data collection elements for community and technical colleges.
- E. Dr. Riley will obtain the number of students that enrolled in on-line courses through Marshall University, the number of completers and their performance for Chairman Robinson. She will let Mr. Brown know if Marshall University's Board of Regents Degree is available on-line.
- F. The Chair appointed Mr. Oelschlager to serve on a work group to review opportunities for community and technical colleges and career and technical education centers to work more collaboratively.
- G. Chairman Robinson will get back with the Chancellor on the subjects he mentioned.
- H. Vice Chancellor Skidmore presented the report, "Adult Learners and State Policy." The Council may review policies to encourage adult student participation.

14. Adjournment

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

_____, Chair

_____, Secretary

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

Meeting of July 18, 2003

- II. Strategic Planning and Visioning for 2003-2004

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

Meeting of July 18, 2003

III. Informational Updates

A. Marketing Committee

B. Community and Technical College Administration Head Selection

C. Statutory Responsibilities.....pg 8

D. Summary of Legislation.....pg 9

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Responsibilities and Suggested Priorities 2002-2003

Obligatory Responsibilities

- Approve Community and Technical College Compacts / Master Plans
- Submit community and technical college budget recommendations to the Higher Education Policy Commission
- Recommend distribution of the Community and Technical College Development Fund
- Participate in the selection of community and technical college administrative heads
- Recommend set of benchmarks and performance indicators for community and technical colleges
- Approve the State Plan for the Carl D. Perkins Vocational and Technical Education Act
- Approve the funding formula to divide Perkins funds between the State Department of Education and the Higher Education Policy Commission
- Report to the State Department of Education and the Higher Education Policy Commission on the disbursement of vocational-technical and adult basic education funds
- Meet annually with the Community and Technical College Advisory Committee

Priorities

- Develop a plan for raising education attainment, including adult literacy, promoting workforce and economic development and ensuring access to advanced education (1, 6, 7, 11, 14, 17, 19, 22, 23, 25, 26 and 29)
- Oversee the implementation of the step-by-step process for obtaining independent accreditation and meeting the essential conditions for the delivery of community and technical college education
- Development of seamless curriculum projects
- Recommend to the Higher Education Policy Commission policies or rules for promulgation that are necessary for the effective and efficient performance of community and technical colleges

WEST VIRGINIA COUNCIL FOR COMMUNITY & TECHNICAL COLLEGE EDUCATION

BACKGROUND

§18B-2B-1(b)(3)(B) *Finding*

“A need exists for statewide leadership, coordination, and support for the work of the community and technical colleges and for advocacy for the public priorities these institutions are charged to address.”

§18B-2B-1(c) *Intent*

“...reconstitute...the Joint Commission for Vocational-Technical-Occupational Education as the West Virginia Council for Community and Technical College Education...to [be]...supportive of the mission, role and responsibilities of the Commission [HEPC], the goals for post-secondary education and accountability for assisting the public community and technical colleges, branches, centers, regional centers, and other delivery sites with a community and technical college mission in achieving the state’s public policy agenda.

§18B-2B-1(d) *Purpose*

“...for the development of a leadership and support mechanism...to assist them in meeting the essential conditions and in the step-by-step implementation process for achieving the goals...as provided for in article three-c...and to promote coordination and collaboration among secondary and post-secondary vocational-technical-occupational and adult basic education programs....”

DUTIES AND RESPONSIBILITIES

§18B-2B-5(a)

1. Vice chancellor shall call the 1st meeting and preside until a chairperson, from the persons appointed by the governor, is selected.
2. Hold at least eight meetings annually or more often at call of chair.
3. One meeting shall be a public forum to discuss the goals and standards for work force development, economic development, and vocational education in the state.

§18B-2B- 5(b)

1. Hold an annual meeting each June to elect “a chairperson and other officers as...consider[ed] necessary” The first chairperson can be elected during July 2001, “or as soon thereafter as practicable.”

§18B-2B-6(a)

“...council has all the powers and duties assigned to the joint commission prior to...this article as...in §18-2B-2:

§18-2B-2(b)

“...designated as the sole [eligible] agency...for the administration of vocational-technical-occupational education....

...receive federal money for vocational-technical-occupational education....

...implement policies to supervise and coordinate the secondary and post-secondary vocational education programs in the state.

...determine the standards for the certification and awards of vocational programs in the state or to delegate...authority....”

§18-2B-2(b)(a,b,d)

“...provide that: secondary vocational-technical-occupational ...programs...be eligible to receive ...funds in accordance with federal guidelines; [and]

...comprehensive community college education service regions...be eligible to receive post-secondary...funds in accordance with federal guidelines;

Federal funds provided to the state in support of vocational-technical-occupational education shall be allocated to the state board of education and to the board of directors [HEPC]...in an amount in direct proportion as the respective vocational-technical-occupational enrollments of each program is to the total vocational-technical occupational enrollment of the state;”

And

“...other powers and duties as may be assigned by law or by the commission. Authority...as the sole agency...is hereby transferred to the council.”

§18B-2B-6(b)(1-32)

- 1. ...develop and recommend...a plan for raising education attainment, increasing adult literacy, promoting work force and economic development and ensuring access to advanced education...;**
- 2. ...provide statewide leadership, coordination, support, and technical assistance...to provide a focal point for visible and effective**

advocacy for their work and for the public agenda adopted by the commission; (1) *Diversifying and expanding the economy of WV;* (2) *Increasing the competitiveness of the state's workforce;* (3) *Improving the level of adult literacy;* and (4) *Increasing the number of college degrees produced to the level of the national average.*

3. **...review and approve all institutional compacts for the community and technical colleges prior to their submission to the commission for final approval;**
4. **...submit...a budget for community and technical colleges that:** (A.) *Includes recommended appropriations;* (B) *Considers the progress...toward meeting the essential conditions;* and (C) *Considers the progress...toward meeting the goals established in...[the] compact[s].*
5. **...recommendations... for approval of the administration and distribution of the independently-accredited...development account;**
6. **...design and recommend...a plan of strategic funding to strengthen capacity for support of community and technical college education in all areas of the state;**
7. **...foster coordination among all state-level, regional and local entities providing post-secondary vocational education or work force development and to coordinate all public institutions and entities that have a community and technical college mission;**
8. **...assume...the principal responsibility for overseeing the implementation of the step-by-step process for achieving independent accreditation and for meeting the essential conditions...**
9. **...participate in the selection of administrative heads of community and technical colleges...;**
10. **...provide a single, statewide link for...employers whose needs extend beyond one locality;**
11. **...provide a mechanism that serves two or more institutions to facilitate joint problem solving in...but not limited to:** (A) *Defining faculty roles and personnel policies;* (B) *Delivering high-cost technical education programs across the state;* (C) *Providing one-stop service for work force training to be delivered by multiple institutions;* and (D) *providing opportunities for resource sharing and collaborative ventures;*
12. **...provide support and technical assistance to develop, coordinate, and deliver effective and efficient community and technical college programs and services...;**
13. **...assist...colleges in establishing and promoting links with business, industry and labor...;**

14....develop alliances among the community and technical colleges for resource sharing, joint development of courses and courseware, and sharing of expertise and staff development;

15....serve aggressively as an advocate for development of a seamless curriculum, to cooperate with the governor's P-20 council...to remove barriers relating to transfer and articulation between and among [all levels], and...encourage the most efficient utilization of available resources. The council...is responsible for advising the commission ...and making appropriate recommendations;

16....assist the commission in informing public school students [et al]...of the academic preparation need[ed]...to be prepared...to succeed in their selected fields of study and career plans;

17...assist the commission in developing a statewide system of ...programs and services...for competency-based certification ...including a statewide competency-based associate degree program;

18....review and approve all institutional master plans for the community and technical colleges prior to their submission to the commission...;

19....recommend...policies or rules...for the effective and efficient performance of community and technical colleges...;

20....recommend...a set of benchmarks and performance indicators...to measure institutional progress toward meeting the goals...and essential conditions...;

21....assist...in developing a separate section on community and technical colleges for inclusion in the...report card...[including] evaluation...based upon the benchmarks and indicators...;

22....facilitate creation of the advantage valley community college network...as well as any other regional networks...;

23....advise and assist the state board of education and the commission on state plans for secondary and post-secondary vocational-technical-occupational and adult basic education including...*(A) Policies to strengthen voc-tech-occup and adult basic education; (B) Programs and methods to assist in the improvement, modernization and expanded delivery of voc-tech-occup and adult basic education programs;*

24....distribute federal...funding...PL105-332...to help meet the public policy agenda...*[(1) Diversifying and expanding the economy...;(2) Increasing the competitiveness of the ...workforce; (3) Improving the level of adult literacy; and (4) Increasing the ...degrees produced to the...national average] [using] the following guidelines: (A) The [state] board...be the fiscal agent...; (B) ...[percentage split remains*

as is for the next two fiscal years]; (c) [New rule to be developed for implementation July 1, 2003].

25...collaborate, cooperate and interact with all...technical...and adult basic education programs...including the programs assisted under ...Perkins...and...WIA...to promote the development of seamless curriculum and the elimination of duplicative programs;

26....coordinate the delivery...[of programs]...to make the most effective use of available public funds to increase accessibility for students;

27....analyze and report...on the distribution of spending...and on the availability of...activities and services...

28....promote the delivery...of programs...which emphasize the involvement of business, industry and labor...;

29....promote public participation...at the local level, with an emphasis on programs which involve the participation of local employers and labor...;

30....promote equal access to quality...programs to handicapped and disadvantaged individuals, adults...single parents or homemakers...and criminal offenders...;

31....meet annually between...October and December with the advisory committee of community and technical college presidents and provosts...;

32....accept and expend any gift, grant, contribution, bequest, endowment or other money for the purposes of this article.

§18B-2B-(c)

“in addition to the powers and duties...of this section and...other[s]...as may be assigned...by law or by the commission, the council [also] has such other powers and duties as may be necessary or expedient to accomplish the purposes of this article.

Higher Education Adult Part-time Student Grant Program (HEAPS)

§18C-5-7(b)(5)(A)

[Eligible] Programs and courses [include those]...approved by the joint commission (Council)

§18C-5-7(b)(7)

Postsecondary certificate program means...program of study, approved by the joint commission...*Provided*, that...programs...as defined in subdivision (4) of this section do not require the approval of the joint commission...;

§18C-5-7(b)(9)

Industry...credential program means...[one] approved by the joint commission....*Provided*, that ...programs...as defined in subdivision (4)...do not require the approval of the joint commission...;

§18C-5-7(b)(10)

Skill development program mean...[one] approved by the joint commission ...*Provided*, that programs...as defined in subdivision (4)...do not require the approval of the joint commission.