



West Virginia Council for Community and Technical College Education

AGENDA

August 24, 2006

Members

Nelson Robinson, Chair
Robert Brown, Vice Chair
Clarence Pennington, Secretary
Stan Cavendish
James Cole
Jason Cuomo

Michael Garrison
Stanley Hopkins
John Panza
Ronald Radcliff
Ruth Thompson Scott
Greg Smith

James L. Skidmore, Chancellor

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

**August 24, 2006
Telephone Conference Call***

9:30 AM

**9th Floor President's Conference Room
1018 Kanawha Boulevard East, Charleston, WV**

AGENDA

Teleconference Number: 1-888-786-7361, code: 568558

- I. Call to Order**
- II. Oath of Office**
- III. Approval of Minutes**
 - A. *June 22-23, 2006pg 1
- IV. General**
 - A. *Approval of 2007 Council Meeting Schedulepg 6
 - B. *Approval of FY 2008 Appropriation Request.....pg 8
- V. Information Items**
 - A. Proposed Series 48, *Peer Selection*.....pg 20
 - B. Application and Criteria for WV Advance, Technical Program Development and Workforce Development Initiative (HB 3009)pg 27
- VI. Additional Board Action and Comments**
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 For The Following:**
 - A. *Approval of Presidential Compensation Package at West Virginia State Community and Technical College
- VIII. Next Meeting**
 - Date: September 21, 2006
 - Location: Embassy Suites
Charleston, West Virginia
 - Time: 9:30 a.m.
- IX. Adjournment**

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

Meeting of August 24, 2006

I. Call to Order

II. Oath of Office

II. Approval of Minutes

A. *June 22-23, 2006pg 1

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

June 22-23, 2006

June 22, 2006

A planning meeting of the West Virginia Council for Community and Technical College Education was held on June 22, 2006 beginning at 10:00 a.m. at Glade Springs Resort and Conference Center, Daniels, West Virginia. Council members present were: Stan Cavendish, Clarence Pennington, Ronald Radcliff, Nelson Robinson, and Gregory Smith. Council members absent were: Robert Brown, James Cole, Jason Cuomo, Stanley Hopkins, John Panza and Ruth Thompson Scott. Also in attendance were Chancellor James Skidmore, institutional presidents, higher education staff, and others.

1. Community and Technical College's Role in Economic Development

Stuart Rosenfeld, President of Regional Technology Strategies, Inc. gave a presentation on the community and technical college's role in economic development.

2. Targeted Industries: A Place at the Table for Community and Technical Colleges

Brian Helmick, Deputy Commissioner of the West Virginia Department of Commerce gave a presentation on workforce development for targeted industries.

3. Institutional Compact Presentations

Presidents of each institution presented their institutional compacts.

June 23, 2006

A meeting of the West Virginia Council for Community and Technical College Education was held on June 23, 2006 beginning at 9:00 a.m. at Glade Springs Resort and Conference Center, Daniels, West Virginia. Council members present were: Robert Brown, Stan Cavendish, John Panza, Clarence Pennington, Ronald Radcliff, Nelson Robinson, and Gregory Smith. Council members absent were: James Cole, Jason Cuomo, Stanley Hopkins and Ruth Thompson Scott. Also in attendance were Chancellor James Skidmore, institutional presidents, higher education staff, and others.

1. Call to Order

Chairman Robinson called the meeting to order and noted that a quorum was present.

2. Approval of Council Minutes

Mr. Panza moved the adoption of the minutes of the May 25, 2006 meeting of the WV Council for Community and Technical College Education.

Mr. Pennington seconded the motion. Motion carried.

Finance and Facilities

3. Peer Equity Revision Process

Jim Barton, Director of Research and Technology, announced that the WV Council for Community and Technical College Education and the Higher Education Policy Commission have entered into a contract with MGT of America, Inc. to serve as consultant for the review and revision of peer selection and funding allocation methodologies. Dr. Mary McKeown-Moak gave a brief overview of the project and answered various questions.

4. Approval of FY 2007 Chargeback Agreements for Administratively-Linked Community and Technical Colleges

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves for Fiscal Year 2007, the chargeback agreements, budgets, and methodology for charges of services rendered by host baccalaureate institutions to administratively-linked community and technical colleges as agreed upon by the two entities for the Community and Technical College at WVU Tech, New River Community and Technical College, Marshall Community and Technical College, and Pierpont Community and Technical College.

Mr. Pennington seconded the motion. Motion carried.

5. Approval of FY 2007 Operating Budget for the WV Council for Community and Technical College Education

Mr. Radcliff moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the operating budget for the Council Central office for fiscal year 2007.

Mr. Smith seconded the motion. Motion carried.

6. Delegation of Authority to Award WV Advance Rapid Response Workforce Funds

Mr. Panza moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the delegation of authority to award West Virginia Rapid Response Workforce funds to the Chancellor.

FURTHER RESOLVED, That copies of applications be forwarded to Council members upon receipt.

Mr. Smith seconded the motion. Motion carried.

7. Approval of FY 2007 Carl D. Perkins Allocations

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves fiscal year 2007 allocation of Carl D. Perkins funding to eligible institutions.

Mr. Panza seconded the motion. Motion carried.

8. Approval of FY 2007 Tech Prep Grant Awards

Mr. Radcliff moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the recommended tech prep grant awards as proposed by the Council's Grant Review Committee.

Mr. Panza seconded the motion. Motion carried.

Academic Affairs

9. Approval of Amendment to Series 35, *Correspondence, Business, Occupational and Trade Schools*

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the amendments to Series 35, *Correspondence, Business, Occupational and Trade Schools*, for submission to the Secretary of State's office for a comment period ending August 25, 2006 to allow ample time for comments and that if no substantive comments are received, the Council extends its final approval for submission to the Legislative Oversight Commission on Education Accountability (LOCEA).

Mr. Panza seconded the motion. Motion carried.

General

10. Election of Officers

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education elects Nelson Robinson as Chairman, Robert Brown as Vice Chairman, and Butch Pennington as Secretary for a two-year term.

Mr. Pennington seconded the motion.

The floor was opened for further nominations. None were received. Motion carried.

11. Appointment of Higher Education Student Financial Aid Advisory Board Members

Mr. Pennington moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the appointments to the Higher Education Student Financial Aid Advisory Board as outlined in this agenda item.

Mr. Radcliff seconded the motion. Motion carried.

Information Items

12. Chancellor Goals

Chancellor Skidmore gave a progress report on his goals for 2005-2006 and presented his goals and the system initiatives for 2006-2007. Mr. Smith requested that Chancellor Skidmore evaluate and promote the impact of the community and technical colleges on workforce and educational effectiveness in the State of West Virginia.

13. Proposed Legislative Rule for WV Higher Education Grant Program

Daniel Crockett, Director of Student and Educational Services, informed the Council of House Bill No. 4049 requirement for the Higher Education Policy Commission to promulgate a higher education grant program rule by September 1, 2006. Mr. Crockett presented the proposed rule for Council's information.

14. Legislative Improvement Package for FY 2007

Chancellor Skidmore announced that the Council's Legislative Committee would meet following today's meeting to discuss legislative improvement packages to be presented for the 2007 legislative session. The improvement packages as suggested by the Community and Technical College Advisory Committee were

presented for discussion. Budgetary improvement packages are to be submitted to the Budget Office by September 1, 2006, and the Council will officially act upon the request in August.

Executive Session Items

15. Approval of Presidential Compensation

Mr. Pennington moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves an increase in compensation for the president of West Virginia Northern Community College as proposed by its institutional board of governors.

Mr. Panza seconded the motion. Motion carried.

16. Next Meeting

The next meeting of the WV Council for Community and Technical College Education will be:

Date: August 24, 2006

Location: Marriott (*Possible Conference Call*)
Charleston, West Virginia

Time: 9:30 a.m.

17. Adjournment

There being no further business, the meeting was adjourned.

Nelson B. Robinson, Jr. Chairman

Clarence B. Pennington Secretary

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

Meeting of August 24, 2006

IV. General

- A. *Approval of 2007 Council Meeting Schedulepg 6
- B. *Approval of FY 2008 Appropriation Request.....pg 8

**WV Council for Community and Technical College Education
Meeting of August 24, 2006**

ITEM: Approval of 2007 Council Meeting Schedule

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia Council for Community and Technical College Education adopts the recommended meeting schedule for calendar year 2007 as presented.

STAFF MEMBER: James Skidmore

BACKGROUND:

The following meeting schedule is recommended for adoption by the West Virginia Council for Community and Technical College Education with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

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

Meeting Schedule

January 2007 – December 2007

DATE	LOCATION
Friday, January 26, 2007	Charleston
Friday, April 20, 2007	Eastern WV Community and Technical College
Thursday/Friday, June 21-22, 2007	Retreat/Business Meeting – TBA
Friday, August 24, 2007	Charleston
Friday, October 19, 2007	West Virginia University at Parkersburg
Friday, December 7, 2007	Charleston

**WV Council for Community and Technical College Education
Meeting of August 24, 2006**

ITEM: Fiscal Year (FY) 2008 Appropriation Request

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the FY 2008 appropriation request as presented.

STAFF MEMBER: Dennis Taylor

BACKGROUND:

On September 1, 2006, the West Virginia Council for Community and Technical College Education must submit its FY 2008 appropriation request to the Higher Education Policy Commission, which in turn must submit a consolidated higher education appropriation request to the West Virginia Budget Office. Consistent with past practice, Council staff has worked with the Council's Legislative Committee to develop this proposal.

The Council's appropriation request will consist of many pages of documents summarizing past and expected future revenues and expenditures in both appropriated and non-appropriated accounts; summaries of federal grants and capital projects; descriptions of the organization, its mission, and its programs; and data concerning various performance measures. The most important documents in an appropriation request are for improvement packages (additional funding for next fiscal year) and supplemental appropriations (additional funding for the current fiscal year).

The total proposed improvement request for FY 2008 is \$15,776,135. The following is a summary of FY 2008 improvement package requests and supplemental appropriation requests proposed by the Legislative Committee and categorized consistent with the funding categories outlined in Senate Bill No. 653 (2000):

Peer Equity Funding – \$5,000,000

The Legislative Committee proposes an improvement package request for \$5,000,000 in new peer equity funding. Once allocated, peer equity funding becomes a part of each institution's base state appropriation in subsequent years.

One of the goals of Senate Bill No. 653 (2000) was to ensure that West Virginia's public higher education institutions are funded equitably in comparison to one another. The statute directs that this be done by identifying external peers for each West Virginia institution, comparing funding of each West Virginia institution to its external peers, and

then comparing the relative funding deficiencies of West Virginia institutions to one another.

Staff has initiated the process of selecting new peers and developing a new peer funding allocation rule and thus cannot provide the proposed peer equity funding allocation. Table 1, however, preliminarily shows how the funds would be allocated if current peers and the current funding methodology were used.

State Priorities Funding

Allied Health Program Expansion – \$4,210,051. The Legislative Committee proposes a one-time supplemental appropriation request and improvement package request for \$4,200,000 to allow community and technical colleges to expand allied health programs at their institutions and increase enrollments in these programs by almost 60%.

The proposal would provide community and technical colleges with funds to increase nursing program enrollments by 416 students, medical assisting enrollments by 140 students, surgical technology enrollments by 45 students, respiratory therapy enrollments by 45 students, physical therapy assistant enrollments by 15 students, and dental hygiene enrollments by 12 students. Table 2 summarizes the proposed expansions and provides data concerning projected demand in each of these occupations.

Technical Program Development -- \$1,000,000. The Legislative Committee proposes an improvement package request of \$1,000,000 to provide ongoing additional assistance to community and technical colleges in developing new technical programs. The Legislature funded technical program development for the first time this year, and institutions are only beginning to make requests and receive awards of up to \$250,000 per program.

Starting up new programs, particularly in technical fields, is difficult because the significant start-up costs cannot be offset by tuition-and-fee revenue, which is generated only after a new program is enrolling students. This request would double the current level of funding for new technical program development.

Rapid Response Workforce Development -- \$1,000,000. The Legislative Committee proposes an improvement package request of \$1,000,000 for rapid response workforce development. This program provides funding for community and technical colleges to respond quickly to local workforce needs. At present, the Legislature provides \$1,500,000 to support this program, through a newly created line item in the state budget (\$1,000,000) and a 10% set-aside of higher education adult part-time student (HEAPS) grant program funds.

Sustained Quality

Faculty/Staff Salary Enhancement – \$1,329,697. The Legislative Committee proposes an improvement package for ongoing funding to address faculty and staff salaries. Both faculty and classified employees are paid less than their counterparts nationally, regionally,

and locally. The latest comparison data, which appear in Table 3, show that the average West Virginia community and technical college faculty member receives \$9,812 less than faculty nationally and \$2,430 less than faculty in the Southern Regional Education Board (SREB) states. Additionally, classified staff makes \$3,366 less than their proper step on a 2001 salary schedule (based on a 2000 market salary study), as shown in Table 4.

According to the higher education price index, the average salary of higher education faculty increased nationally by 3.12% and various categories of other higher education employees received anywhere from 2.33% to 5.00% increase. The community and technical college system would need an additional \$1,329,697 to fund 3.12% raises for all employees (or \$1,066,215 to fund 3.12% raises for all employees paid from state appropriated accounts). See Table 5.

Laboratory Equipment Upgrades – \$3,236,387. The Legislative Committee proposes an improvement package of \$3,236,387 in one-time funding for laboratory and equipment upgrades. Community and technical college presidents submitted their top three priorities for equipment enhancements, and those priorities were combined into this request, which is included as Table 6. The enhancements will assist in providing up-to-date equipment in technical program areas.

Financial Aid

Staff is working on several financial aid proposals that will not be incorporated into the FY 2008 appropriation request submitted on September 1. These proposals will focus on increasing need-based financial aid for all students, finding better ways to serve adults, and possibly creating a small merit-based financial aid program to encourage successful community and technical college graduates to pursue four-year degrees. These proposals probably would require both statutory changes and additional funding to effectuate, and staff is still working on them.

Institution Capital Budgets

Staff is also working to develop a list of bond projects that could provide the basis for a new state-funded bond issue. Institutions need regular infusions of capital to build, renovate and maintain facilities on their campuses. In 2004, the state higher education system received a major infusion of capital in the form of a \$161 million bond issue funded from excess lottery revenue. Staff proposes to begin developing a list of projects that could serve as the basis for another state-funded bond issue.

Table 1

**Community and Technical College System
Fiscal Year 2008 Peer Funding Shortfalls Based on Current Peers and Allocation Formula**

	Institution AFTE Students	Institution Revenue**	Institution Revenue Per FTE	Peer Revenue per FTE	Total Deficiency	Adj. Peer Revenue per FTE	Deficiency per FTE	FY 2007 Share	FY 2008 Share	Potential Allocation
Institutions*					\$ 24,629,260	90%				\$ 4,999,999
Blue Ridge CTC	714	\$ 4,097,000	\$ 5,738	\$ 8,711	\$ 1,501,228	\$ 7,840	\$ 2,102	7.19%	6.10%	\$ 304,765
CTC at WVU Tech	625	\$ 4,975,000	\$ 7,955	\$ 9,309	\$ 265,111	\$ 8,378	\$ 424	0.00%	1.08%	\$ 53,820
Marshall CTC	1,533	\$ 10,390,000	\$ 6,778	\$ 7,997	\$ 643,176	\$ 7,198	\$ 420	5.20%	2.61%	\$ 130,572
New River CTC	1,244	\$ 6,372,000	\$ 5,121	\$ 8,504	\$ 3,150,776	\$ 7,654	\$ 2,532	12.44%	12.79%	\$ 639,641
Pierpont CTC	2,352	\$ 14,668,000	\$ 6,238	\$ 7,912	\$ 2,077,000	\$ 7,121	\$ 883	6.96%	8.43%	\$ 421,653
Southern WV CTC	1,743	\$ 10,940,000	\$ 6,276	\$ 8,373	\$ 2,195,582	\$ 7,536	\$ 1,260	8.33%	8.91%	\$ 445,726
WV Northern CC	2,012	\$ 9,633,000	\$ 4,787	\$ 8,030	\$ 4,908,701	\$ 7,227	\$ 2,439	18.94%	19.93%	\$ 996,518
WV State CTC	1,168	\$ 5,617,000	\$ 4,809	\$ 7,233	\$ 1,986,121	\$ 6,510	\$ 1,700	6.83%	8.06%	\$ 403,203
WVU at Parkersburg	2,695	\$ 13,646,000	\$ 5,064	\$ 8,885	\$ 7,901,565	\$ 7,996	\$ 2,932	34.10%	32.08%	\$ 1,604,101

*Eastern West Virginia Community and Technical College has no peers at this time.

**Revenue includes state and local (for peers) appropriations and adjusted tuition and fees.

Table 2

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

Allied Health Program Expansion

Nursing

- 882 openings per year
- 4,406 openings over the next five years
- 27% increase over the next five years
- Average salary: \$28.88 per hour (\$60,070 annually)
- New hires average salary: \$21.33 per hour (\$44,366 annually)

Current Enrollment:	834	Proposed Expanded Enrollment:	416	Projected Cost of Expansion:	\$2,500,000
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Dental Hygiene

- 55 openings per year
- 275 openings over the next five years
- 46% increase over the next five years
- Average salary: \$28.48 per hour (\$59,238 annually)

Current Enrollment:	40	Proposed Expanded Enrollment:	12	Projected Cost of Expansion:	\$ 309,000
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Medical Assisting

- 155 openings per year
- 774 openings over the next five years
- 67% increase over the next five years
- Average salary: \$15.42 per hour (\$32,073 annually)

Current Enrollment:	72	Proposed Expanded Enrollment:	140	Projected Cost of Expansion:	\$ 561,200
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Surgical Technology

- 34 openings per year
- 171 openings over the next five years
- 41% increase over the next five years
- Average salary: \$19.28 per hour (\$40,102 annually)

Current Enrollment:	59	Proposed Expanded Enrollment:	45	Projected Cost of Expansion:	\$ 307,125
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Respiratory Therapy

- 52 openings per year
- 258 openings over the next five years
- 50% increase over the next five years
- Average salary: \$23.36 per hour (\$48,589 annually)

Current Enrollment:	118	Proposed Expanded Enrollment:	45	Projected Cost of Expansion:	\$ 276,908
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Physical Therapy Assistant

- 39 openings per year
- 193 openings over the next five years
- 69% increase over the next five years
- Average salary: \$21.69 per hour (\$45,115)

Current Enrollment:	22	Proposed Expanded Enrollment:	15	Projected Cost of Expansion:	\$ 255,818
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ALLIED HEALTH EXPANSION TOTALS

Current Enrollment:	1,145	Proposed Expanded Enrollment:	673	Projected Cost of Expansion:	\$4,210,051
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Table 3

**Community and Technical College System
Full-Time Faculty Salary Comparison***

Institution	West Virginia Average		United States Average		SREB Average	
	#	Salary	Salary	Difference	Salary	Difference
Blue Ridge Community and Technical College	13	\$ 39,846	\$ 52,810	\$ (12,964)	\$ 45,428	\$ (5,582)
Community and Technical College at WVU Tech	15	39,262	52,810	(13,548)	45,428	(6,166)
Eastern WV Community & Technical College	1	29,448	52,810	(23,362)	45,428	(15,980)
Marshall Community and Technical College	31	44,086	52,810	(8,724)	45,428	(1,342)
New River Community and Technical College	31	40,506	52,810	(12,304)	45,428	(4,922)
Pierpont Community and Technical College	57	45,666	52,810	(7,144)	45,428	238
Southern WV Community and Technical College	67	41,619	52,810	(11,191)	45,428	(3,809)
WV Northern Community College	55	42,328	52,810	(10,482)	45,428	(3,100)
WV State Community and Technical College	34	45,509	52,810	(7,301)	45,428	81
WVU at Parkersburg	86	43,532	52,810	(9,278)	45,428	(1,896)
Totals	390	\$ 42,998	\$ 52,810	\$ (9,812)	\$ 45,428	\$ (2,430)

*West Virginia averages are based on the November 2005 data collection; national and SREB averages are based on 2004-2005 academic year data.

Table 4

**Community and Technical College System
July 1, 2001 Classified Salary Schedule Shortfall***

	No. of Employees	Employees Below Step	Total Shortfall	State Appropriation	Tuition and Fees	Other Accounts
CTCS Total	388	379	\$1,275,697	\$947,636	\$189,682	\$138,379
Blue Ridge CTC	9	9	19,236	12,978	5,115	1,144
CTC at WVU Tech	9	9	38,522	38,522	0	0
Eastern West Virginia CTC	20	20	36,828	35,792	86	950
Marshall CTC	11	11	48,662	33,240	15,422	0
New River CTC	24	24	70,317	45,244	13,800	11,272
Pierpont CTC	18	18	47,957	23,660	20,069	4,228
Southern West Virginia CTC	128	128	460,236	238,834	104,957	116,445
West Virginia Northern CC	62	55	114,389	100,074	13,878	437
West Virginia State CTC	10	10	56,828	36,570	16,355	3,903
WVU at Parkersburg	97	95	382,722	382,722	0	0

*Calculations based on November 1, 2005 data collection.

Table 5

**Community and Technical College System
Cost to Fund 3.12% Salary Increase**

Institution	No.	FTEs	Total Salary	3.12% Salary Increase	13.65% Benefit Increase	Total Cost (All Funds)	Total Cost (State Funds)
Blue Ridge CTC	81	46.44	1,492,195	46,556	6,355	52,911	42,733
CTC at WVU Tech	45	35.66	1,516,480	47,314	6,458	53,773	53,773
Eastern West Virginia CTC	64	36.75	1,147,956	35,816	4,889	40,705	37,204
Marshall CTC	147	88.61	2,832,476	88,373	12,063	100,436	71,397
New River CTC	162	89.41	2,593,378	80,913	11,045	91,958	65,407
Pierpont CTC	263	139.72	4,314,716	134,619	18,376	152,995	88,269
Southern WV CTC	305	242.51	8,180,099	255,219	34,837	290,056	205,695
West Virginia Northern CC	252	169.98	5,309,344	165,652	22,611	188,263	162,104
West Virginia State CTC	100	63.80	2,386,472	74,458	10,164	84,621	65,656
WVU at Parkersburg	345	233.48	7,726,651	241,072	32,906	273,978	273,978
Total	1,764	1,146.40	\$37,499,767	\$1,169,993	\$159,704	\$1,329,697	\$1,066,215

Table 6
FY 2008 Appropriation Request
Laboratory and Equipment Upgrades

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Blue Ridge CTC	1	1200	Computers, Infrared Headphones	General Studies	62,420
	2	35	Server, Port, Computers, Printer	AAS in Information Technology	15,664
	3	89	Tablet PCs, LCD Projector, SmartBoards	Nursing	12,180
				TOTAL	\$90,264

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
CTC at WVU Tech	1	195	Computer Lab Upgrades, New Software and Equipment	Engineering Technology	248,287
	2	45	Radiology Storage Unit, Monitors, Mannequins and Hydraulic Lift Chairs	Dental Hygiene	108,650
	3	72	Replace Computer Lab, Clinical Skills Lab Upgrade	Office Technology Management	48,650
				TOTAL	\$405,587

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Eastern WVCTC	1	150	Science and Chemistry Labs	Science	155,000
	2	200	New Equipment: Desktop Computer Stations, Laptop Computers	All Academic Programs	120,000
	3	75	Oscilloscopes, Diagnostic Equipment, Electronics Lab, Scantron Scoring Machine	Electro- Technology Programs	65,000
				TOTAL	\$340,000

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Marshall CTC	1	90	Lab Upgrade, New Equipment	Information Technology	67,403
	2	45	Pneumatic Pump and Sleeve	Physical Therapist Assistant	1,349
				TOTAL	\$68,752

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
New River CTC	1	500	Equipment Upgrades	Allied Health and Science Support Courses	150,000
	2	1800	Equipment:125 Student Workstations for Interactive Video Network	All Academic Programs	125,000
	3	60	Transcription Machines, Tapes and Computers	Associate of Science, Certificate in Technical Studies	70,000
				TOTAL	\$345,000

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Pierpont CTC	1	437	Ventilator, Analyzer, Body Simulator	Allied Health	74,320
	2	140	Hematology Analyzer, Endoscope, X-Ray System, Hydraulic Lift Table	Veterinary Technology	50,000
	3	46	Upgrade Playground Equipment (Accreditation Requirement)	Early Childhood	\$8,000
				TOTAL	\$132,320

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
Southern WVCTC	1	20	Stations, Mats, Hydraulic Chairs, Computers, Printers, TV Monitor	Cosmetology	100,276
	2	645	Microscopes, Spectrophotometers, Electrophoresis/ PCR, Probes	Science Support Courses	112,188
	3	2360	Computer Lab Upgrades, SmartBoards, Printers, Projection Units, TV Monitors	All Academic Programs	1,064,750
				TOTAL	\$1,277,214

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
WV Northern CC	1	880	Ventilators, Hospital Beds, Diagnostic Equipment, Manikins	Respiratory Care	181,000
	2	60	Point of Sale System	Culinary Arts	30,000
	3	352	Transfer Cart, Instrument Stands, Manikin, Medical Grade Autoclave	Surgical Technology	19,000
				TOTAL	\$230,000

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
WV State CTC	1	250	Computers, LCD Ceiling Mount Projectors	Business Studies	57,500
	2	65	Computers with DVD Burners	Information Technology	15,000
	3	70	Computers with DVD Burners	Drafting and Design Technology	28,750
				TOTAL	\$101,250

School	Priority	Students Impacted	Upgrades	Academic Area	Cost
WVU at Parkersburg	1	261	Hospital Beds, Manikins, Glucose Monitors, Scrub Sinks	Nursing and Surgical Technology	121,000
	2	283	Pulse Welders, Aluminum Welders	Welding Technology	60,000
	3	128	Computers, Symposium	Computer Information Technology	65,000
				TOTAL	\$246,000

GRAND TOTAL

\$3,236,387

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

Meeting of August 24, 2006

V. Information Items

- A. Proposed Series 48, *Peer Selection* pg 20
- B. Application and Criteria for WV Advance, Technical Program Development and Workforce Development Initiative (HB 3009) pg 27

**WV Council for Community and Technical College Education
Meeting of August 24, 2006**

ITEM: Proposed Series 48, *Peer Selection*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Dennis Taylor

BACKGROUND:

West Virginia Code §18B-1B-4(a)(8) charges the West Virginia Higher Education Policy Commission to establish institutional peer comparison groups for the primary purpose of facilitating peer equity funding allocations. West Virginia Code §18B-1A-3(b)(2) further stipulates that peers for community and technical colleges shall be selected collaboratively with the West Virginia Council for Community and Technical College Education.

A rule to define the process and parameters involved in the establishment and maintenance of these peer comparison groups has been drafted in a collaborative effort among the Commission, Council, institutions, and consultants from MGT of America. During its August 18, 2006 meeting, the Commission was asked to initiate the 30-day comment period for the rule with the Secretary of State.

A separate draft rule for establishing a funding mechanism for the distribution of peer equity funds will be presented to the Commission and Council in October. In the interim, staff and consultants will present draft peer comparison groups to a variety of constituency groups for their review and consideration. Final approval for peer comparison groups is scheduled for the Council's December meeting.

**TITLE 133
LEGISLATIVE RULE
HIGHER EDUCATION POLICY COMMISSION**

**SERIES 48
PEER SELECTION**

§133-48-1. General.

1.1. Scope – This joint rule establishes and outlines the system for selecting peers and allocating peer equity funding for institutions under the Higher Education Policy Commission (Commission), Council for Community and Technical College Education (Council), and institution governing boards.

1.2. Authority –West Virginia Code § 18B-1-6(a), (b), and 18B-1B-4(a)(8)

1.3. Filing Date –

1.4. Effective Date –

§133-48-2. Definitions.

2.1. Academic Program Inventory. The list of academic programs offered as identified by two-digit program code, where an academic program is an instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

2.2. ACT/SAT Scores. The average ACT or SAT score of entering freshmen. SAT, previously known as the Scholastic Aptitude Test, is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects. ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.

2.3. Carnegie Classification. An institutional classification coding structure developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. The 2000 Carnegie Classification categorizes selected institutions as: Doctoral/Research Universities—Extensive; Doctoral/Research Universities-Intensive; Master's Colleges and Universities I or II; Baccalaureate Colleges-Liberal Arts; Baccalaureate Colleges-General; Baccalaureate/Associate's Colleges; Associate's Colleges; Specialized Institutions: and Tribal Colleges and Universities.

2.4. Degree Production. The number of academic degrees produced, by academic discipline, as noted by 2-digit program identification code.

2.5. Faculty and Staff Employees by EEO Category. Categorization of all employees on the institution's payroll as of November 1 of the reporting year, by full- and part-time status; by

function or occupational category (EEO); and by faculty status and tenure status. Institutions with medical schools are required to report their medical school employees separately.

2.6. Financial Aid. Grants, loans, assistantships, scholarships, fellowships, tuition waivers, tuition discounts, veteran's benefits, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This includes Title IV subsidized and unsubsidized loans made directly to students.

2.7. Geographic Location. A classification of the degree of urbanization and population size. All institutions are categorized into one of nine categories, varying by population and degree of urbanization.

2.8. Morrill Act Status. An institution is considered a Morrill Act institution if the institution receives funds under the 1860 or 1890 Morrill Acts, also known as Land-Grant Institutions.

2.9. Non-traditional Student Enrollment. A student who is older or younger than the "traditional" college age of 18-24.

2.10. Peer Institution. A public higher education institution in another state that is comparable to a West Virginia public higher education institution.

2.11. Part-time Students. Undergraduate—A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term. Graduate—A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

2.12. Program Mix. The range of academic disciplines, as identified by the 2-digit program identification code, and the range of levels of programs offered, including less than 2-year programs, 2-year programs, programs less than 4 years but greater than 2 years, 4-year programs, 5-year programs, first-professional, masters' level programs, or doctoral level programs.

2.13. Student Full-time Equivalent Enrollment. Two definitions are provided for SFTE: a measurement equal to the sum of the headcount full-time students and one-third the headcount part-time students; or a measurement equal to one student enrolled full time for one academic year. Total FTE enrollment includes full time plus the calculated equivalent of the part-time enrollment. The full-time equivalent of the part-time students can be estimated using different factors depending on the type and control of institution and level of student, and is calculated by the National Center for Education Statistics (NCES).

2.14. Student Headcount Enrollment. One student enrolled in the fall semester for one or more credit hours.

2.15. Total Sponsored Research Expenditures. A functional expense category that includes expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. This function does not include non-research sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources. (Otherwise these

expenses are included in academic support.) FASB institutions include actual or allocated costs for operation & maintenance of plant, interest, and depreciation. GASB institutions do not include operation & maintenance of plant or interest, but may, as an option, distribute depreciation expense.

2.16. West Virginia Public Higher Education Institution.

The following West Virginia public higher education institutions under the jurisdiction of the Council for Community and Technical College Education are subject to the provisions of this rule: Blue Ridge Community and Technical College, the Community and Technical College at WVU Tech, Eastern West Virginia Community and Technical College, Marshall Community and Technical College, New River Community and Technical College, Pierpont Community and Technical College (a division of Fairmont State University), Southern West Virginia Community and Technical College, West Virginia Northern Community College, West Virginia State Community and Technical College, and West Virginia University at Parkersburg.

2.16.1. The following West Virginia public higher education institutions under the jurisdiction of the Higher Education Policy Commission are subject to the provisions of this rule: Bluefield State College, Concord University, Fairmont State University, Glenville State College, Marshall University, Potomac State College of West Virginia University, Shepherd University, West Liberty State College, West Virginia School of Osteopathic Medicine, West Virginia State University, West Virginia University, and West Virginia University Institute of Technology.

§133-48-3. Purpose.

3.1. The primary purpose of selecting peer institutions is to provide a means of comparing West Virginia higher education institutions to similar institutions across the nation. Peer comparisons will be primarily made to determine how to allocate legislative peer equity funding among West Virginia higher education institutions. Other uses for peer institutions may also include, but are not limited to:

3.1.1. Evaluation of appropriate levels of tuition and fees;

3.1.2. Evaluation of institutional performance as defined in legislative or procedural rules;

3.1.3. Determination of comparable faculty and staff teaching requirements and other workloads;

3.1.4. Such other purposes as the law may require or the Commission and/or Council find useful or necessary.

3.3 The primary purpose of peer equity funding is to provide a mechanism to increase internal equity in the funding of West Virginia higher education institutions by adjusting the operating budgets of State institutions based on the operating budgets of peer institutions.

§133-48-4. Selection of Peers.

4.1. Responsibility. The Commission shall select and adjust peer institutions for each West Virginia public higher education institution.

4.1.1. The Commission shall select and adjust peers for community and technical colleges under the jurisdiction of the Council in collaboration with the Council (i.e., the Commission and Council both must approve the peer selection).

4.1.2. Final peer selection is subject to the approval of the Legislative Oversight Commission on Education Accountability.

4.2. Frequency. The Commission shall adjust peer institutions for each West Virginia public higher education institution at least every 6 years or as necessary based on:

4.2.1. Changes in missions of West Virginia public higher education institutions as approved in institutional compacts; or

4.2.2. Data shortcomings or substantial changes in mission or status for at least 3 peer institutions in any given peer group.

4.3. Pool. The Commission shall select peer institutions from among public higher education institutions throughout the United States. Peer institutions shall be of similar mission, and shall not be aspirational.

4.4. Number of Peers. The Commission shall select an appropriate number of peer institutions, which shall not exceed 20, for each West Virginia public higher education institution, with the exception of the West Virginia School of Osteopathic Medicine, with no more than 3 peer institutions from any single state.

4.5. Factors. Factors or variables used in the selection process shall not be used in the determination of funding equity.

4.5.1. Data for peer institutions shall be extracted from the National Center for Education Statistics' Integrated Postsecondary Education Data System (IPEDS). Where appropriate, data for West Virginia institutions shall be extracted from data provided by the institutions to the Commission.

4.5.2. Peer selection data elements shall be drawn from the two years most recently available from IPEDS and/or Commission files.

4.5.3. In selecting peer institutions for West Virginia public higher education institutions, the Commission and Council shall include at least the following factors:

4.5.3.1. Student headcount enrollment.

4.5.3.2. Student full-time equivalent enrollment.

4.5.3.3. Degree production by discipline.

- 4.5.3.4. Academic program inventory.
- 4.5.3.5. Carnegie classification.
- 4.5.3.6. Geographic location.
- 4.5.3.7. Total sponsored research expenditures.
- 4.5.3.8. Faculty and staff employees by equal employment opportunity category.

4.5.4. Additional factors that may be considered include, but are not limited to:

- 4.5.4.1. Non-traditional student enrollment.
- 4.5.4.2. Financial aid.
- 4.5.4.3. ACT/SAT scores.
- 4.5.4.4. Degree of urbanization.
- 4.5.4.5. Morrill Act status.

4.6. Process. The Commission shall select and reevaluate peer institutions for each West Virginia public higher education institution through an open, deliberative, and objective process and in consultation with the institutional boards of governors or boards of advisors, as appropriate.

4.6.1. Commission staff shall begin the peer selection or adjustment process by contracting with a national, independent education consulting firm to assist in the process.

4.6.2. Commission staff and/or the consulting firm shall develop a proposed list of peer institutions through a uniform factor analysis model tailored to the mission of each West Virginia public higher education institution using the factors outlined in section 4.5 of this rule.

4.6.3. To develop an initial listing of peers, the Commission staff and/or the consulting firm shall complete a factor analysis for each West Virginia institution, using the data file that will include but not be limited to the factors outlined in section 4.5. The factor analysis will include those variables that are related to the specific mission and academic program mix of the West Virginia institution. The factor analysis will develop factor scores for each institution for each factor identified in the analysis.

4.6.4. Each institution shall be provided with a copy of the proposed list of peers for all institutions with an explanation of the factors used in the determination of peers, and within fifteen (15) work days of delivery of the proposed list of peer institutions, may provide written comments or objections to the proposed peer lists of their own or other institutions. Objections shall identify with specificity the reason for the objection.

4.6.5. Commission and consulting firm staff shall review each written comment or objection on the proposed lists and make a recommendation for the Commission's (and Council's, if appropriate) consideration.

4.6.5.1. If Commission and consulting firm staff determine that an objection is valid, the staff shall review the remaining list of potential peer institutions to determine whether other institutions should be stricken for the same reason.

4.6.5.2. Before making a decision concerning a proposed list of peer institutions, the Commission (or Council) shall give a representative of the West Virginia public higher education institution an opportunity to address the staff recommendation.

4.6.6. Once the Commission (and Council, if appropriate) has approved a proposed list of peer institutions, the proposed list shall be forwarded to the Legislative Oversight Commission on Education Accountability for its consideration.

**WV Council for Community and Technical College Education
Meeting of September 21, 2006**

ITEM: Application and Criteria for WV Advance, Technical Program Development and Workforce Development Initiative (HB 3009)

INSTITUTIONS: All

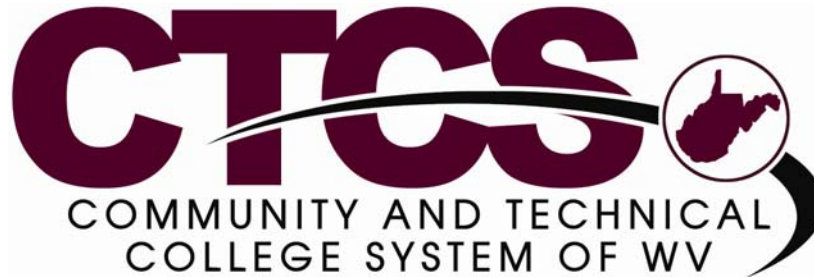
RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: James Skidmore

BACKGROUND:

During the 2006 Legislative Session, funding was secured by the Council for West Virginia Advance and new Technical Program Development. In addition, the administration of the Workforce Development Initiative (HB 3009) was transferred from the West Virginia Development Office to the Council.

For Council's information, the application and criteria for each program is enclosed.



REQUEST FOR PROPOSALS

WEST VIRGINIA ADVANCE “Rapid Response Workforce Development”

FY 2007

Submit Electronically to:

Sharon Wagoner, Workforce Development Coordinator
wagoner@wvctcs.org

**WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700 – Charleston, WV 25301
Phone: 304-558-0265**

WEST VIRGINIA ADVANCE “Rapid Response Workforce Development”

Community and Technical College Education System of West Virginia

I. Goals:

- Closely align West Virginia community and technical colleges with the economic development efforts of the state.
- Provide incentives to community and technical colleges to advance the economic development goals of the state.
- Assist in moving the community and technical colleges to the forefront as deliverers in workforce development programs as is the case in many states.
- Provide an opportunity to build the capacity of community and technical colleges to sustain workforce development efforts and make a major impact on the economic development effort of the state.
- Assist in positioning workforce development as a core mission of West Virginia community and technical colleges.
- Provide West Virginia workers with world-class transferable and portable skills across business and industry.
- Provide West Virginia employers a highly skilled workforce, thus providing an arena for recruiting and retaining businesses.
- Increase the per capita income of West Virginia workers by increasing their workforce skill levels.

II. Purpose:

Consistent with Senate Bills 653 and 703, the mission of West Virginia's community and technical colleges is to serve as major providers of workforce education and training to meet the needs of existing and new business and industry in West Virginia. West Virginia's community and technical colleges have strived with limited capacity to provide customized training and “anytime, anyplace” education to the employers of West Virginia. A major goal of the West Virginia Council for Community and Technical College Education's Plan is to dramatically increase the effort of our community and technical colleges in providing workforce programs to the employers and citizens of West Virginia.

The West Virginia Advance Program will focus on the workforce delivery program of our community and technical colleges on developing high-performance work organizations and providing workers with world-class transferable skills that will enable them to master technology and foster innovation. This effort will provide the development of specific occupational/technical competencies and workforce skills in critical thinking, problem solving, ability to work in teams, communication, math, science and other critical competencies required for West Virginia workers and companies to be competitive in a global economy. Emphasis will be placed on skill-based training that can be certified through national, state or local assessments resulting in a credential and meeting the economic development goals as determined by the West Virginia Development Office.

III. Eligible Companies:

The West Virginia Advance program will focus on providing service to employers that have a positive economic outcome on West Virginia as determined by the West Virginia Development Office. The program will support projects for:

1. Existing West Virginia companies that are expanding and creating new jobs.
2. Existing West Virginia companies that are requiring employees to obtain new job skills in order to retain their positions and keep or make the company more competitive.
3. Existing West Virginia companies that are upgrading present employees to assess high-skill, high-wage occupations within the company.
4. Companies or industry clusters that are targeted by the West Virginia Development Office as critical to West Virginia's economic development.

IV. Eligibility Criteria for Funding Reimbursement:

- West Virginia Development Office projects, targeted industries or local economic development initiatives
- New and expanding companies
- Job retention
- Company closings
- Skills upgrade
- Pre-employment training or preparation to enter a program leading to a high demand occupation

V. Skills Upgrade

West Virginia Advance is not intended to replace existing skills upgrade training courses that community and technical colleges are presently providing to employers. The purpose of this program is to provide incentives to community and technical colleges to deliver skill upgrade courses for those initiatives directly aligned to the goals of the West Virginia Community and Technical College System or the West Virginia Development Office.

Examples of "skills upgrade" courses may include:

1. Information technology courses that lead to certification.
2. Skills to move companies into creating knowledge-based economy jobs or high performance workplace programs as defined by the West Virginia Development Office.
3. Moving incumbent employees from low-skill, low-wage occupations to higher-skill, higher-wage occupations.
4. Programs utilizing the WorkKeys system.
5. Programs/courses that result in national or state recognized skills certifications or meet the goals of the West Virginia Development Office.

VI. Pre-Employment Training

West Virginia Advance funding may be utilized for pre-employment training programs and assessments with employment as the goal for those enrolled in the program. Pre-employment programs must have a commitment from employers to hire fifty percent (50%) of the individuals enrolled in training or documented evidence must be presented that employment opportunities are prevalent in the local area for completers of the pre-employment program. Enrollment of a participant as a full-time student to pursue a credential at any postsecondary institution in high demand may be counted towards the fifty percent (50%) placement requirement. The standard for participants of preparation programs for high demand programs is 70% enrollment in such programs.

VII. Eligible Services

Services provided through West Virginia Advance include instructional services which can be a combination of customized or off-the-shelf curriculum as determined by customer demand, job profiling and pre-and post-assessments utilizing ACT WorksKeys, travel and equipment. Training programs are designed to meet employer needs and are not limited to specific training categories or mode of delivery. Training delivered through West Virginia Advance is to be market driven and focused on providing employers with a highly trained workforce and complementing the economic development efforts of the state.

VIII. Application/Approval Process

All requests will be submitted by community and technical colleges to the WV Council for Community and Technical College Education utilizing the West Virginia Advance application form. All applications will be reviewed, and the community and technical college will be notified of acceptance or denial within two weeks of submission. All awards made to a community and technical college will be determined on a per-project basis with awards made only to initiatives that have no other funding sources.

IX. Funding

West Virginia Advance funding will be paid directly to the community and technical college, and the college will be responsible for submitting financial and project accountability reports to the WV Council for Community and Technical College Education. West Virginia Advance will provide funding to cover 75% of the total costs of the services to be provided, and the company/companies will be encouraged to pay the remaining 25% of the costs. Pre-employment programs and preparation programs for entry into high demand programs may be reimbursed at 100%.

X. Accountability

Projects in this initiative will be evaluated on an individual basis utilizing reporting criteria as established by the staff of the WV Council for Community and Technical College Education and the West Virginia Development Office. It is anticipated that a strict accountability effort be implemented utilizing employer and participant feedback to determine the effectiveness of the program. This information will be reported annually to the West Virginia Council for Community and Technical College Education and the Legislative Oversight Commission on Workforce Investment for Economic Development.

The following criteria will be utilized for an accountability report on each funded project:

- Number of individuals trained and placed
- Number of new jobs and job titles created or retained
- Number of incumbent workers trained
- National or professional credentials earned
- Increase-in average wages
- Size and types of companies served
- Employment sector served
- Categories of training and services provided
- Cost of training per participant
- Location of training by county
- Number of WorkKeys job profiles and assessments completed
- Percentage of individuals retained in the training program
- Percentage of completers retaining employment in West Virginia

WEST VIRGINIA ADVANCE

Project Funding Request for FY 2007

Institution:

Contact Person:

Phone:

Email:

Project Name:

Project Category (check all applicable categories)

- Pre-employment program -- Provide proof of 50% job placement
- Pre-preparation program -- Provide proof of high demand occupation
- Skills upgrade -- Provide statement of need
- New and expanding company -- Provide documentation of need
- Job retention -- Provide documentation of need
- Company Closing -- Provide proof of closing
- Economic development initiative -- Provide documentation or statement from economic development agency

Project Description

PROGRAM ABSTRACT

Complete a brief summary of no more than two pages with the following information:

- a. Brief overview of the program
- b. Objectives
- c. Participant enrollment per year
- d. Average wage of completers
- e. Benefits available: Health Insurance and Retirement
- f. Delivery mode
- g. Employer sector served

COMPANIES INVOLVED:

PROJECT GOALS:

TIMEFRAME:

PROJECT ACTIVITIES:

TIMEFRAME:

Project Characteristics

Number of Participants:

Cost per Participant: \$

Matching Funds: Yes No \$ Amount

Origin of Matching Funds:

Complete the attached budget summary and submit electronically to:

Sharon Wagoner, Workforce Development Coordinator
wagoner@wvctcs.org
WV Council on Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301

WEST VIRGINIA ADVANCE BUDGET SUMMARY

Institution: _____

Project Name: _____

Contact: _____

Phone: _____

GRANT PROGRAM, FUNCTION OR ACTIVITY

OBJECT CLASS CATEGORIES	WV Advance	Company Match (Cash)	Company Match (In-Kind)	Other (List)	Total
a. Personnel (list cost of position)					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other (list)					
i. Total Direct Charges			0.00	0.00	0.00

WEST VIRGINIA ADVANCE

BUDGET SUMMARY

	ENROLLMENT / COMPLETION / PLACEMENT INFORMATION		
	Estimated Total for 1st Year	Estimated Total for 2nd Year	Estimated Total for 1st and 2nd Year
a. Enrollment			
b. Completers			
c. Placement			
	Estimated Total for 1st Year of Employment after Training	Estimated Total for 2nd Year of Employment after Training	Estimated Total for 1st and 2nd Year of Employment after Training
Average Wage			
Wage Gain			
			0.00

Remarks:



REQUEST FOR PROPOSALS

TECHNICAL PROGRAM DEVELOPMENT

FY 2007

Submit Electronically to:

Janene Seacrist, Executive Assistant to the Chancellor
seacrist@wvctcs.org

WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700 – Charleston, WV 25301
Phone: 304-558-0265

TECHNICAL PROGRAM DEVELOPMENT

Project Funding Request for FY 2007

I. GOAL

To develop technical programs that are in high demand and lead to high-wage careers and complement economic development efforts of the state.

II. GENERAL INFORMATION

Institution: _____

Contact Person: _____

Phone: _____

Email: _____

Title of Degree/Certificate: _____

Credential: _____

Location: _____

Grant Request: \$ _____

III. GENERAL CRITERIA

- a. Program must target high demand occupations resulting in participant placement in employment with an average wage range of \$15.00 per hour with benefits.
- b. Program must show a direct correlation between attainment of higher skill levels and the opportunities for employment and/or advancement.
- c. Proposals will be accepted from July 1, 2006 to June 30, 2007 or until funds are awarded.
- d. Proposals are to be submitted electronically to Janene Seacrist at seacrist@wvctcs.org
- e. Awards are limited to a maximum of \$250,000 per request.

IV. PROGRAM ABSTRACT

Complete a brief summary of no more than two pages with the following information:

- a. Brief overview of program
- b. Objectives
- c. Participant enrollment per year
- d. Average wage per hour of completers
- e. Benefits Available (yes or no)
 - i. Health Insurance
 - ii. Retirement
- f. Delivery mode
- g. Employer sector served

V. EMPLOYMENT DEMAND (WV and Local Area)

- a. Present a factual assessment of the employment opportunities for program graduates, including specifics such as:
 - i. Letters of support from employers, economic development agencies and/or WIA Boards
 - ii. Job titles and number of jobs for which the curriculum is appropriate
- b. Describe relationship to West Virginia's targeted industries if applicable
- c. Three to five year employment projection for each occupation affected
- d. Describe any cooperative arrangements:
 - i. Employers
 - ii. Clinical affiliations
 - iii. Internship opportunities
 - iv. Equipment Sharing
 - v. Career-technical centers
 - vi. Alignment with public school career pathways
 - vii. Sources of private funding if applicable

VI. PROGRAM DEVELOPMENT AND TIMELINE
 (Use the following format – add additional rows as needed)

Activity	Date Completed

VII. SUSTAINABILITY PLAN

Describe your plan to sustain the program, including source(s) of revenue.

VIII. EVALUATION

The evaluation criteria contained in Series 37, Section 135-37-7 will be utilized for evaluation of the program

IX. BUDGET (Form Attached)

- a. Indicate any and all expenses that are essential to develop the program, such as, but not limited to:
 - i. Faculty expense (3 year period)
 - ii. Equipment (start-up costs for 1 year only)
 - iii. Supplies (start-up costs for 1 year only)
 - iv. Other (list) _____

X. CONTRACT STATEMENT

I agree to develop curricula in a modular format and with assistance from the office of the Community and Technical College System of WV, place on state-level database for sharing with other WV community and technical colleges. In addition, I agree to supply all requested information to the Office of the Chancellor.

 Signature

 Date

**TECHNICAL PROGRAM DEVELOPMENT
BUDGET SUMMARY**

Institution: _____

Project Name: _____

Contact: _____ **Phone:** _____

	Request: Year 1	Request: Year 2	Request: Year 3	Total Request
Faculty				\$0.00
Equipment				\$0.00
Supplies				\$0.00
Other - please list				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Request				\$0.00

ADDITIONAL FUNDING SOURCES

	Year 1	Year 2	Year 3	
Institutional				
Private				
			Total Project Budget	\$0.00

**TECHNICAL PROGRAM DEVELOPMENT
BUDGET SUMMARY**

Institution: _____

Project Name: _____

Contact: _____ **Phone:** _____

Provide a budget narrative below:

Faculty (Three Year Period)

Equipment (First Year Only)

Supplies (First Year Only)

Other

Submit Electronically To:

Janene Seacrist - Executive Assistant to the Chancellor
seacrist@wvctcs.org
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East - Suite 700 - Charleston, WV 25301
Phone: 304-558-0265



REQUEST FOR PROPOSALS

HOUSE BILL 3009 “Workforce Development Initiative Program”

FY 2007

Submit Electronically to:

Sharon Wagoner, Workforce Development Coordinator
wagoner@wvctcs.org

**WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700 – Charleston, WV 25301
Phone: 304-558-0265**

HOUSE BILL 3009

Workforce Development Initiative Grant Program Summarization

Institution: _____

Contact Person: _____

Phone: _____ Email: _____

Project: _____

Cost Per Participant: \$ _____

Grant Request: \$ _____

List Participating Companies/Businesses and Matching Funds:

Business/Industry/Organization	Letters of Commitment Enclosed with Amount		Matching Funds
	Yes	No	

Total Matching Funds: \$ _____ Starting Date: _____

Number of Grant Related Participants to be Enrolled: _____

Brief Program Description:

HOUSE BILL 3009
“Workforce Development Initiative Grant Program”

Request for Proposals

I. Purpose

Under this competitive grant process, funds will be awarded to community and technical colleges as defined in Chapter 18B of the West Virginia Code. It is the intent of the Legislature through the granting of these funds to provide limited seed money to increase capacity to deliver occupational programs to meet employer demands:

- (1) Improving employer awareness and access to services available through the state's educational institutions;
- (2) Providing designated professionals and resources to support workforce education through the state's educational institutions;
- (3) Assisting with the modernization and procurement of equipment needed for workforce education and training programs: Provided that any equipment purchased or upgraded with grant funds awarded under the provisions of this article may not be sold, disposed of or used for purposes other than those specified in the grant without prior approval of the Council;
- (4) Increasing the capacity of the state's education institutions to respond rapidly to employer needs for workforce education and training on an on-going basis through the development of client-focused delivery, service referral and needs assessment, such as a workforce development center; and
- (5) Maximizing the use of available resources for workforce education and training through partnerships with public vocational, technical and adult education centers and private training providers. Funds will be granted on a competitive basis.

It is particularly important to mention that all criteria mentioned above directly ties to the economic development initiatives for the state of West Virginia. Thus, HB 3009 is a true linkage between workforce development, economic development, and the educational system throughout the state of West Virginia.

II. Application Process

A. Eligibility Requirements (H.B. 2510 - Article 3D)

In order to participate in the Workforce Development Initiative Grant Program, a community and technical college must meet the following conditions:

- (1) Participate in a community and technical college consortia. Consortia representatives shall participate in the development of and approve applications for funding grants and shall approve the Workforce Development Initiative budget;
- (2) Develop, as a component of the institutional compact, a plan to achieve measurable improvements in the quality of the workforce within its service area over a five-year period. The plan must be developed in partnership with employers, local vocational schools and other workforce education providers;
- (3) Establish a special revolving fund under the jurisdiction of the community and technical college dedicated solely to workforce development initiatives for the purposes provided in this article. Any fees or revenues generated from Workforce Development Initiatives funded by a competitive grant are deposited into this fund.

B. Timeline and Deadlines

Proposals will be accepted between July 1, 2006, and June 30, 2007. The Advisory Committee generally meets on the third Monday of each month as needed. Proposals are due two weeks prior to each meeting in order to be reviewed during that month. The Advisory Committee will meet monthly to review all proposals and then make recommendations for funding. Prospective grantees must submit proposals (one original as well as an electronic copy) to:

Sharon Wagoner
Workforce Development Coordinator
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, West Virginia 25301
Email: wagoner@wvctcs.org

C. Matching Requirements (H.B. 2510 Article 3D)

A commitment is needed from the private or public sector partner(s) to provide a match of one dollar, cash and in-kind, for each dollar of state grant money received except in cases where the community and technical college can demonstrate in the grant application that it would be a hardship for the private sector partner or partners being served to provide the match. In those cases only, the commitment to provide a match may be reduced to one dollar for every three dollars of state funding. In the case where the grant award is to be used to modernize equipment, a separate match requirement may be established not to exceed one dollar, cash or in-kind, for each state dollar awarded.

Beginning in fiscal year 2006, the commitment required may be provided by a public sector partner using state or federal dollars to provide the required match if funding for this initiative in the fiscal year exceeds six hundred fifty thousand dollars in which case, one-half the amount exceeding six hundred fifty thousand dollars may be granted using a public sector match.

In addition to the cash contribution made to the project, an equal amount of “in-kind” contributions will also be considered as an eligible match from the private or public sector. This amount will be capped at an amount equal to the cash contribution made by participating sectors. (H.B. 3009)

D. Estimated Range of Awards

The amount of award under the RFP will be dependent upon meeting mandated matching requirements and the availability of funds. Grant awards are awarded upon a projected one-year basis. Therefore, due to unforeseen circumstances, if time is needed for grant award and project extension, a letter of extension must reach the Office of the Chancellor, WV Council for Community and Technical College Education, 30 days prior to expiration date of the grant.

E. Reporting Requirements

Each funded institution will submit the following:

1. Bi-annual progress report (including how many individuals entered and/or completed training/wage information, etc);
2. Bi-annual financial report;
3. Annual progress report identifying major activities and successes;
4. Annual final financial report; and
5. Annual final performance report as to the success of reaching each stated goal, including applicable information as to how many individuals entered and completed training and wage information resulting from training.

III. Application Content

Each submitted application must address all required content in order to be considered for funding, but should not exceed ten pages.

A. Required Content

1. Proposal Abstract (two pages or less)
2. Project Priorities:
 - Goals
 - Objectives
 - Number of participants per year
 - Wage/Benefits
 - Average wage per year
 - Average wage increase (if applicable)

3. Sustainability Plan (intent of HB 3009 funds are for seed money purposes only)
4. Description of:
 - Participating private and public sectors (including information pertaining to cooperative arrangements with public and private sectors to augment funding; Local Workforce Investment Board’s notification and support of the project; Partnerships sought with local post-secondary vocational institutions which allows for the minimizing of duplication, and the maximization of existing facilities, personnel and equipment).
 - Contribution summary outlining cash and in-kind contributions/equipment donation by employer and others.
 - Commitment letters from employers stating specified amount of matching funds.
5. Coordination with other partners including description and role of each partner. Support letters from all partners are strongly encouraged.
6. Time Line/Work Plan (Use the following format; add additional rows as needed)

Activity	Date Completed

7. Evaluation Plan
8. Budget (forms attached)
9. Enrollment / Completion/ Placement Information (form attached)
10. List of Participating Companies (form attached)

Additional Notes Associated to Required Content:

Extra consideration will be given to submitted proposals that are associated with programs that meet some or all of the following criteria:

- a) Industry recognized credentials
- b) Driven by industry demand and associated with the growth of the West Virginia economy
- c) Supported by local workforce investment board regions
- d) Involve partnerships inclusive of vocational education, any workforce development entities or other associations that are focused on the betterment of West Virginia’s workforce.

HOUSE BILL 3009

“Workforce Development Initiative Grant Program”

Request for Proposals

FY 07

Project Name/Title: _____

Institution: _____

Contact: _____

Phone: _____ Fax: _____

E-mail: _____

I hereby certify that the requested grant funds will be utilized as indicated and agree to supply all requested information and reports to the Office of the Chancellor, WV Council for Community and Technical College Education.

Signature of President

Typed Name

Date

HOUSE BILL 3009

"Workforce Development Initiative Program"

BUDGET SUMMARY

Institution: _____

Project Name: _____

Contact: _____

Phone: _____

	GRANT PROGRAM, FUNCTION OR ACTIVITY				
OBJECT CLASS CATEGORIES	HB 3009	Company Match (Cash)	Company Match (In-Kind)	Other (List)	Total
a. Personnel (list)					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other (list)					
i. Total Direct Charges			0.00	0.00	0.00 50

HOUSE BILL 3009

"Workforce Development Initiative Program"

BUDGET SUMMARY

	ENROLLMENT / COMPLETION / PLACEMENT INFORMATION		
	Estimated Total for 1st Year	Estimated Total for 2nd Year	Estimated Total for 1st and 2nd Year
a. Enrollment			
b. Completers			
c. Placement			
	Estimated Total for 1st Year of Employment after Training	Estimated Total for 2nd Year of Employment after Training	Estimated Total for 1st and 2nd Year of Employment after Training
Average Wage			
Wage Gain			
			0.00

Remarks:

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

Meeting of August 24, 2006

VI. Additional Board Action and Comments

VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 For The Following:

- A. *Approval of Presidential Compensation Package at West Virginia State Community and Technical College

VIII. Next Meeting

Date: September 21, 2006
Location: Embassy Suites
Charleston, West Virginia
Time: 9:30 a.m.

IX. Adjournment