

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

February 3, 2005

A meeting of the West Virginia Council for Community and Technical College Education was held on February 3, 2005, at 9:30 A.M. at the Embassy Suites, Charleston, West Virginia. Present at the meeting were Council members: Judi Almond, Robert Brown, Stan Cavendish, Mary Clare Eros, Esq., Dr. Stanley Hopkins, Clarence Pennington, Nelson Robinson and Ruth Thompson Scott. James Cole was absent. Ronald Radcliff's appointment was effective January 25, 2005, but he was unable to attend the meeting. Chancellor James Skidmore, Vice Chancellor Dr. Kathy D'Antoni, presidents, staff and others were present.

Chairman Robinson called the meeting to order.

1. Minutes

Ms. Almond moved for the approval of the January 13, 2004, meeting minutes.
Ms. Eros seconded the motion. Motion carried.

2. Consolidated Audit FY 04

The accounting firm of Deloitte & Touche, LLP, conducted financial and bond audits at each of the public institutions of higher education for fiscal year 2003-2004. Dennis Juran from Deloitte & Touche presented the *West Virginia Higher Education Fund (A Component Unit of the State of West Virginia)* report.

Since the community and technical colleges are separate entities from the baccalaureate institutions, it is necessary for the Council to determine the course of future audits for the community and technical colleges. Deloitte and Touche proposed a separate audit at the cost of \$142,500 or an alternative which costs \$40,000 and includes the following:

- 1) Audit work at each institution without separate audit reports and materiality determined at the Consolidated Council level,
- 2) Agreed-up procedures report-no exceptions (standardized for all seven community and technical colleges, and
- 3) Consolidated Council (prepared at client).

Chairman Robinson requested a recommendation from Chancellor Skidmore; it was suggested that Council select the alternative method, evaluate it, and if that does not satisfy requirements, select another process.

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education accepts the filing of the audited financial reports for the fiscal year ending June 30, 2004. The motion was amended to include the alternative procedure for conducting audits.

Mr. Brown seconded the motion. Motion carried.

3. Institutional Compact Update Approval - 2004

Each community and technical college updates and submits institutional compacts annually for staff review. Chancellor Skidmore presented the recommendations for each community and technical college. To ensure that comparative data is collected, Chairman Robinson wants the following:

- ▶ All institutions use the same reporting period,
- ▶ Administratively linked community and technical colleges identify who is administering which program and
- ▶ provide the data in a format that shows growth or loss.

Ms. Almond moved the adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the recommendation for each of the community and technical college institutional compact update reports for 2003-2004.

Mr. Pennington seconded the motion. Motion carried.

4. Title 135, Series 17 – Transferability of Credits and Grades at the Undergraduate Level

Dr. Flack gave the history of Title 135, Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities. This rule ensures that students may transfer and apply toward degree requirements the maximum number of credits earned at a regionally accredited institution with as few requirements to repeat courses or take additional courses as consistent with sound academic policy.

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities, as revised, for submission to the Secretary of State's office for the public comment period and that if no substantive comments are received, the Council extends its final approval.

Mr. Pennington seconded the motion. Motion carried.

5. Title 135, Series 5 – Guidelines for Governing Boards in Employing and Evaluating Presidents

Revisions in Series 5 are to provide a unified concept and guidelines or commonality for the selection of presidents, presidential compensation and contracts. The update is necessary because of a change in governance.

Mr. Brown moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Series 5, Guidelines for Governing Boards in Employing and Evaluating Presidents, for submission to the Secretary of State's Office for a thirty day comment period and if no substantive changes are received, the Council extends its final approval.

Mr. Cavendish seconded the motion. Motion carried.

Chairman Robinson said the Council will have an opportunity to discuss the rule after the comment period.

6. West Virginia Code §18B-7-1 Amendment

Mr. Walker, General Counsel, presented information regarding the "bumping" process governed by the State Code §18B-7-1. Chairman Robinson asked for concerns to be submitted in writing to the Chancellor and he will forward them to the Council members. Mr. Brown requested a copy of Southern WV Community and Technical College's policy.

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education directs the Chancellor to explore the possibility of amending the provision of W. Va. Code §18B-7-1 relating to "bumping" rights of classified employees consistent with discussions of the Council.

Ms. Almond seconded the motion. Motion carried.

7. Title 135, Series 2 – Higher Education Finance Policy

The Council and the Higher Education Policy Commission are required by Senate Bill No. 448 to adopt joint policy on finance. Mr. Taylor, Vice Chancellor for

Administration, reviewed the comments received during the thirty-day comment period.

Mr. Brown moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the proposed Legislative Rule Series 2, Higher Education Finance Policy, to be filed with the Legislative Oversight Commission on Education accountability (LOCEA) for their approval, and: Further Resolved, That staff be permitted to make non-substantive technical corrections.

Mr. Pennington seconded the motion. Motion carried.

8. Fund Transfer of \$30,000 to Fund 8842 for Fairmont State Community and Technical College

Vice Chancellor Taylor presented the fund transfer request which is actually an issue of reimbursement. It is necessary that the request be approved by the Board of Governors, Council and the Secretary of Education and the Arts. If other institutions have the same request, Council members suggest that the items be placed on a consent agenda.

Mr. Brown moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the transfer of \$30,000 from Fund 4833 (Gifts, Grants and Donations Account) to Fund 8842 (Federal Funds Account).

Ms. Eros seconded the motion. Motion carried.

9. Posting Fee for Board of Governors AAS Degree Program

Dr. Stotler, Assistant Director of Academic Affairs, presented the recommendation for a \$10 per credit hour posting fee for credit hours awarded that will become effective July 1, 2005. This is similar to the fee charged by the Regents Bachelor of Arts program and was supported by the institutional coordinators for the Governors Associate in Applied Science degree.

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the \$10 per credit hour posting fee for the Board of Governors Associate of Applied Science degree program.

Ms. Eros seconded the motion. Motion carried.

10. WV Northern Community College Program Review

Dr. Stotler presented the summary comments from the program review for WV Northern Community College.

Mr. Brown moved the following:

RESOLVED: That the WV Council for Community and Technical College Education receives the report on the summary of academic program review actions taken by West Virginia Northern Community College for 2003-2004.

Ms. Almond seconded the motion. Motion carried.

11. Community and Technical College Tuition Discussion

Chancellor Skidmore provided information on tuition increases and the impact on institutional budgets and costs to students. Chairman Robinson requested a side-by-side comparison of tuition rates for the two and four-year institutions be prepared for the next Council meeting.

12. Chargeback System for Administratively-linked Community and Technical Colleges

The chargeback system for administratively-linked community and technical colleges is being reviewed and will be brought before the Council on May 5th.

13. Personnel Administration Rule and Classified Salary Report Schedule

Vice Chancellor Taylor stated that work is being done by a committee on the Personnel Administration Rule and the first draft and updates are available on the Higher Education Policy Commission Web site, www.hepc.wvnet.edu.

14. Compliance with Legislative Mandates

Vice Chancellor Taylor reviewed the statutory mandates applicable to the Council and the status of mandated institutional rules for the community and technical colleges. Charts were provided in the agenda.

15. FY 06 Budget Recommendations of Governor Wise and Subcommittee "A" to the Joint Committee on Education

Vice Chancellor Taylor presented the informational item and reviewed the three proposed items in the agenda.

Mr. Brown moved the following:

RESOLVED: That the Council go on record supporting the annual increment for faculty and makes a recommendation that the legislature fund it.

Mr. Pennington seconded the motion. Motion carried.

16. Evaluation Process for the Chancellor

Chairman Robinson understands that the Chancellor's evaluation needs to be completed by April 7, 2005. The recommended procedure is for a self-evaluation to be completed and Vice Chancellor Taylor to assist by sending information to each Council member. Members can make recommendations, comments and request that others participate.

Ms. Scott moved the following:

RESOLVED: That the authority is given to proceed using the recommended review process and the evaluation will be completed and adopted by April 7, 2005.

Ms. Almond seconded the motion. Motion carried.

17. Community and Technical College Dual Credit Delivery

Dr. Flack is preparing an updated report on dual credit and will add Advance Placement (AP) and Earn a Degree—Graduate Early (EDGE) to the report.

18. Community and Technical College's Involvement with Economic Development and the Workforce Investment Boards

Mr. Cavendish invited the Council members and presidents to the March 2005 Workforce Development meeting. Institutions need to put forth their programs of excellence and Workforce Development needs to assist.

19. Associate Degree Program Delivery

A. Marshall Community and Technical College

Mr. Walker read the state statute regarding the delivery of associate degree programs. The procedure at Marshall Community and Technical College was discussed.

B. Fairmont State Community and Technical College

President Montgomery reported on the associate degree programs being delivered by Fairmont State University. Chairman Robinson asked for a copy of the contract between the Fairmont State Community and Technical College

Board of Advisors and the Fairmont State University Board of Governors that states specifically the procedures for delivering the programs.

Mr. Brown stated that at the beginning of the fall 2005 semester, there needs to be a contract approved by the Council. Mr. Cavendish suggested that a committee be appointed to review the situation and make recommendations to the Council. Chairman Robinson appointed Chancellor Skidmore, President Montgomery, Chancellor Mullen, and President Bradley to serve on the committee. Chancellor Skidmore will convene the committee. Ms. Eros stated the programs are expensive and we need quality programs.

20. Earn a Degree – Graduate Early (EDGE) Report

Vice Chancellor D'Antoni gave the history and progress of EDGE. Dr. D'Antoni presented a comprehensive report that includes EDGE participation by counties and high schools. Chairman Robinson said that those involved are to be commended.

21. Promise Scholarship Report

Chancellor Skidmore reviewed the Promise Scholarship Report information that was in the agenda.

22. Presidential Search Committee Appointments

Due to the retirement of Dr. David Perkins and the resignation of Dr. John Hunter effective June 30, 2005, the following presidential search committees were appointed.

- A. Nelson Robinson, Judi Almond and Bob Brown will serve on the New River Community and Technical College presidential search committee.
- B. Ruth Thompson Scott, Nelson Robinson and the member appointed from the northern panhandle consortia district will serve on the WV Northern Community College presidential search committee.

23. Organizational Committee Appointments

The Council approved their organizational and operational structure in Title 135, Series 26 which became effective on January 26, 2005. To comply with Series 26, Chairman Robinson made the following appointments:

- A. Judi Almond, Bob Brown, Ronald Radcliff and Stan Hopkins will serve on the Academic Committee.
- B. Finance Committee members are Butch Pennington, Ruth Thompson Scott, Stan Cavendish, Mary Clare Eros and James Cole.

24. Informational Items

A. Higher Education Report Card

Chancellor Skidmore distributed the “Annual Report” and noted that Senate Bill No. 448 requires the community and technical colleges to report and present their data separately from the Higher Education Policy Commission.

B. Middle College Implementation Plan

The Middle College was a pilot project at the Community and Technical College at WVU Tech. The same type of project will be duplicated and put in place across the state.

C. Fast Track Jobs

Fast Track Jobs is a training program that allows participants to learn a skill within thirty to ninety days. These jobs are based on regional demand, and community and technical colleges are conducting informational sessions on the first Thursday of every month.

D. Capitol Project Priorities

The agenda item will be presented at the next Commission meeting.

E. Parental Handbook

A *Parental Handbook* was created to help parents and students make good educational decisions. A train-the-trainer workshop was held to ensure an effective statewide distribution of the handbook. Section 118 of the Carl D. Perkins Vocational and Technical Education Act of 1998 provided funding for the project, and Dr. D’Antoni was commended for her work.

F. Advertising

Several of the advertising components have been completed, and samples of advertisements were distributed for member review. The radio ads, billboards, and television commercials have been completed. Chairman Robinson commended those that were involved.

F. Resolution

Ms. Almond moved the following:

RESOLVED: That Chancellor Skidmore prepare a resolution honoring Dr. David Perkins' service and involvement on behalf of community and technical college education and present it at his retirement party.

Ms. Scott seconded the motion. Motion carried.

25. Next Meeting

If a meeting is necessary in March or April, it will be conducted by conference call.

26. Adjournment

There being no further business the meeting was properly adjourned.

_____, Chairman
Nelson B. Robinson, Jr.

_____, Secretary
Clarence B. Pennington