

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

June 17, 2004

A meeting of the West Virginia Council for Community and Technical College Education was held on June 17, 2004, at 9:30 A.M. at the Embassy Suites in Charleston. Present at the meeting were Council members: Judi Almond, Bob Brown, Stanley Hopkins, David Lieving, Fred Oelschlager, Butch Pennington and Nelson Robinson. Also in attendance were Chancellor James Skidmore, Presidents, Community and Technical College Education and Higher Education Policy Commission staff.

Chair Robinson called the meeting to order.

1. Oath of Office

Mr. Robert Brown was sworn in as a member.

2. Minutes

Mr. Brown moved the approval of the minutes of the April 22, 2004, meeting. Mr. Oelschlager seconded the motion. Motion carried.

3. Classified Staff Salary Schedule

Mrs. Buttrick, Human Resources Administrator, gave a presentation on the classified staff salary schedule. A joint rule will be drafted for the Higher Education Policy Commission and the Community and Technical College System. A presentation will be made at the October Council meeting by Stephanie Neal, representative from the Advisory Council of Classified Employees.

4. Overview of the State Budgeting Process

Chancellor Skidmore presented the agenda materials on the state budget process. President Tomblin, President Checkovich, Mr. Brown, Mr. Lieving and Mr. Robinson were appointed to serve on the Council Budget Committee. The Committee will make recommendations to the Council concerning funding priorities. The legislative budget package will be presented at the August meeting.

Mr. Robinson moved to adopt the following resolution:

RESOLVED: The Chair is given the authority of consent to the budget committee to set the funding priorities.

Mr. Oelschlager seconded. Motion carried.

5. System Debt Service

Chancellor Skidmore presented information on the Higher Education Policy Commission agenda item that related to the capital projects that would be financed through the issuance of new bonds. Additionally, Chancellor Skidmore asked the Council to approve the Internal Accounting Procedures for System Debt Services. Discussion ensued and the Council requested the staff to prepare a report on the capital funds for community and technical colleges' expenditures that are dedicated to debt services.

Mr. Lieving moved the adoption of the following resolution:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the Internal Accounting Procedure for System Debt as presented.

Mr. Oelschlager seconded the motion. Motion carried.

6. Higher Education Resource Assessment (HERA) for FY 2005

Mr. Oelschlager moved the adoption the following resolution:

RESOLVED: That the Higher Education Resource Assessment for community and technical colleges will be based on the fiscal year 2003 actual revenue, and the West Virginia Council for Community and Technical College Education approves the FY 2005 assessment fee methodology to generate approximately \$471,000. Approval is granted to recalculate the assessment factoring in reciprocity students that pay in-state fees and to adjust percentages to arrive at the same amount of revenue.

Ms. Almond seconded the motion. Motion carried.

7. West Virginia Council for Community and Technical College Education Budget for FY 2005

Mr. Oelschlager moved the adoption of the following resolution:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves their operating budget for FY 2005.

Mr. Brown seconded the motion. Motion carried.

8. Administratively Linked Community and Technical College's Chargeback System

Chancellor Skidmore reported that the Council is required to have in place by December 1, 2004, a model for a charge back system for services provided by the host baccalaureate institution to administratively-linked community and technical colleges. This data will be used in determining an appropriate model.

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education requests Fiscal Year 2005 budget data from the administratively-linked community and technical colleges that includes planned service charge allocations for services rendered by the host baccalaureate institution.

Mr. Oelschlager seconded the motion. Motion carried.

9. Tech Prep Grant Awards

Dr. Kathy D'Antoni reported that the Tech Prep Grant Review Committee members reviewed and scored the competitive grants. A list of the recommended grant awards were presented to the Council.

Ms. Almond moved the adoption of the following resolution:

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

Mr. Oelschlager seconded the motion. Motion carried.

10. Perkins Allocations to Community and Technical Colleges

Mr. Oelschlager moved the adoption of the following resolution:

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

Ms. Almond seconded the motion. Motion carried.

11. Higher Education Adult Part-Time Students (HEAPS) Program Approval

Mr. Oelschlager moved the adoption of the following resolution:

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

Ms. Almond seconded the motion. Motion carried.

12. Community and Technical College Evaluation Scope of Work

Mr. Oelschlager moved the adoption of the following resolution:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the Scope of Work for evaluations of all community and technical colleges.

Mr. Lieving seconded the motion. Motion carried.

13. Presidential Guidelines for Contracts

Mr. Oelschlager moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the Guidelines for Community and Technical College Presidential Contracts with the following change: "A Board of Governors may offer employment to a president for a term not to exceed a maximum of five years."

Mr. Pennington seconded the motion. Motion carried.

The Council will file a procedural rule on the presidential contracts.

14. Presidential Appointment Acceptance at West Virginia University at Parkersburg

Mr. Oelschlager moved the adoption of the following resolution:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the selection of Dr. M. Marie Foster Gnage as President of West Virginia University at Parkersburg.

Mr. Pennington seconded the motion. Motion carried.

15. Executive Session

Mr. Oelschlager moved the adoption of the following resolution:

RESOLVED: That the Council go into executive session

Ms. Almond seconded the motion. Motion carried.

Mr. Pennington moved the adoption of the following resolution:

RESOLVED: That the Council arise from executive session.

Mr. Oelschlager seconded the motion. Motion carried.

Ms. Almond moved the adoption of the following resolution:

RESOLVED: That the Council approves the appointment as presented for Dennis Taylor in the position of senior administrator.

Mr. Pennington seconded the motion. Motion carried.

Ms. Almond moved the adoption of the following resolution:

RESOLVED: That the Council approves the contract for the president of Southern West Virginia Community and Technical College.

Mr. Pennington seconded the motion. Motion carried.

Mr. Oelschlager moved the adoption of the following resolution:

RESOLVED: That the Council will not take action on the four other presidential compensation packages due to the budgetary situation and the Council's desire to have a common level of compensation for presidents. Revised proposed

contracts are to be submitted for review and the Executive Committee is given the authority to take action and approve the contracts.

Mr. Lieving seconded the motion. Motion carried.

Ms. Almond moved the adoption of the following resolution:

RESOLVED: That the Council approves the recommendations of the community and technical college Institutional Board of Advisors as presented.

Mr. Oelschlager seconded the motion. Motion carried.

Mr. Pennington moved the adoption of the following resolution:

RESOLVED: That the Council dispenses with item nineteen on the agenda and it is included in the next meeting agenda.

Mr. Lieving seconded the motion. Motion carried.

16. Meeting Schedule

Mr. Oelschlager moved the adoption of the following resolution:

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

Mr. Pennington seconded the motion. Motion carried.

17. Nominating Committee Report and Election of Officers

Mr. Oelschlager presented the nominating committee report and slate of officers. The nominating committee recommended Mr. Nelson Robinson for the office of Chair, Mrs. Becky McClure for the office of Vice Chair and Mr. Fred Oelschlager for the office of Secretary. Nominations from the floor were opened, receiving none, nominations were closed.

Mr. Pennington moved the adoption of the following resolution:

RESOLVED: That the Council accept the recommendations of the nominating committee.

Ms. Almond seconded the motion. Motion carried.

The nominating committee report will become a part of the meeting materials.

18. Announcements and Member Comments

Mr. Lieving announced the Workforce West Virginia Conference on July 13-16, 2004.

19. Next Meeting

The next meeting will be August 27, at Stonewall Lake State Park. The Council will have a training session on August 26, 2004 at the same location.

20. Adjournment

There being no further business the meeting was properly adjourned.

_____, Chair
Nelson B. Robinson, Jr.

_____, Secretary
Judi Almond