

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

July 21-22, 2005

A meeting of the West Virginia Council for Community and Technical College Education was held on July 21-22, 2005, beginning at 1:30 P.M. in the Birch Room at Stonewall Jackson Lake State Park, Roanoke, West Virginia. Present at the meeting were Council members: Stan Cavendish, James Cole, Clarence Pennington, Ronald Radcliff, and Nelson Robinson. Stanley Hopkins was present by phone call. Council members not attending were Judi Almond, Robert Brown, Mary Clare Eros and Ruth Thompson Scott. Chancellor James Skidmore, Presidents, Advisory Council members and staff were present.

1. Chairman Robinson called the meeting to order. A roll call was made and a quorum was declared present.

2. **Minutes**

Chairman Robinson moved the following:

RESOLVED: That a correction be made to the June 16, 2005, minutes that the WV State Community and Technical College Institutional Board of Advisors appointment was approved in open session.

Mr. Pennington seconded the motion. Motion carried.

Mr. Cole moved for approval of the June 16, 2005, meeting minutes as corrected.

Mr. Cavendish seconded the motion. Motion carried.

3. **Comments**

Chancellor Skidmore announced that a resolution was presented to Dr. John Hunter in honor of his retirement as president of WV Northern Community College on behalf of the Council. Dr. Hunter asked that his appreciation be conveyed to the Council.

Mr. Radcliff moved the following:

RESOLVED: That the resolution for Dr. Hunter be included in the Council minutes.

Mr. Cole seconded the motion. Motion carried.

Chairman Robinson announced that Dr. Martin Olshinsky has been appointed as president of WV Northern Community College and he begins those duties August 1, 2005.

Chancellor Skidmore introduced Dr. Alfred Hoffman, the newly appointed President of Eastern WV Community and Technical College.

4. Academic

- A. Faculty Instructional Load Policy**– Dr. Stotler explained that the policy establishes guidelines for determining instructional load for full-time and part-time faculty. He recommended Council’s approval for Eastern WV Community and Technical Colleges’ policy.

Mr. Pennington moved adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the Instructional Workload Policy at Eastern West Virginia Community and Technical College.

Mr. Cole seconded the motion. Motion carried.

- B. Post Audit Reports for Fairmont State Community and Technical College**

- 1. AAS in Emergency Medical Services**
- 2. Certificate Program (CP) in Nursing Assistant**
- 3. AA Degree in Paraprofessional Education at Fairmont State Community and Technical College**

Dr. Stotler reviewed the items listed above and stated that Fairmont State Community and Technical College met criteria to continue the programs.

Mr. Cole moved the following:

RESOLVED: That the WV Council for Community and Technical College Education receives the post-audit report on AAS in Emergency Medical Services, CP Program in Nursing Assistant and AAS in Individualized Career Studies and recommends the programs be continued.

Ms. Radcliff seconded the motion. Motion carried.

- C. Revisions to AAS in Technical Studies and Collegiate Certificate in Technical Studies – Chancellor Skidmore presented revisions to the programs.

Mr. Pennington moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves revisions to the AAS in Technical Studies and the Collegiate Certificate in Technical Studies.

Mr. Cole seconded the motion. Motion carried.

5. Finance and Facilities

- A. FY 2006 Chargeback Agreements for Administratively-Linked Community and Technical Colleges

- 1. Community and Technical College of Shepherd – Ms. Hunt reviewed the agreement for the Community and Technical College of Shepherd’s chargeback agreement.

- 2. New River Community and Technical College - Ms. Hunt reviewed the agreement and provided explanations due to the complexity of this agreement.

Mr. Cavendish moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Fiscal Year 2006 chargeback agreements, budgets, and methodology for charges of services rendered by host baccalaureate institutions to Community and Technical College of Shepherd and New River Community and Technical College as agreed upon by the two entities.

Mr. Pennington seconded the motion. Motion carried.

- 3. Chancellor Skidmore recommended that WV State University and WV State Community and Technical College chargeback agreement be presented at the September 15, 2005, meeting or report on the areas that cannot be resolved.

- 4. After discussion on the Workforce Investment Act (WIA) student enrollment and complexity of the WIA reporting process, Chairman Robinson appointed a committee of Mr. Dempsey, President Checkovich,

and President Montgomery to compile recommendations to provide uniform WIA reporting from the community and technical colleges. The Chancellor will work with the committee members and present the information to Mr. Radcliff.

- B.** FY 2007 Budget Appropriation Request – Ms. Hunt presented the FY 2007 Budget Appropriate Request. Community and Technical College budget improvement packages will need to be determined and submitted with other budget requests to the Governor’s Budget Office by September 1.

Mr. Radcliff moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the FY 2007 appropriation request process as outlined and that staff will prepare the document. The Legislative Committee will determine improvement package requests with the Executive Committee given authority for final approval to meet the September 1, 2005, deadline.

Mr. Pennington seconded the motion. Motion carried.

6. Informational Items

- A.** Presentation on “CC Benefits” Software – Ms. Walker demonstrated the “CC Benefits” Software. Chancellor Skidmore indicated “CC Benefits” is a tool for program planning.
- B.** Community and Technical College Graduates – 2004-2005 – Chancellor Skidmore reported an increase in Certificates and Associate Degrees awarded from 2,418 for 2002-03 to 2,535 in 2003-2004.
- C.** Zero Step Update – Vice Chancellor Taylor gave an update on the Zero Step issue. He advised Council that a lawsuit had been filed by West Virginia University to determine the requirements to move employees to Zero Step.
- D.** Full-time / Part-time Faculty Report – Chancellor Skidmore presented this item and it is noted that the information on the chart is incorrect for the Community and Technical College at WVU Tech.
- E.** Federal Legislation Update – Chancellor Skidmore provided the latest information on the reauthorization of the Carl D. Perkins Act.

7. Follow Up

Mr. Cavendish moved the following:

RESOLVED: That the employment contract can be amended that has been received and approved for Dr. Hoffmann, and this motion approves the amended contract.

Mr. Pennington seconded the motion. Motion carried.

8. Planning Session for 2005-06 – Mr. Pennington reconvened the meeting at 9:30 a.m. No action was taken during the planning session on July 22, 2005.

A. Community and Technical College Institutional Budget Components – Ms. Hunt presented this item. Mr. Radcliff emphasized that the community and technical colleges' enrollment calculation focuses on full time students and does not include noncredit courses. Occupational courses are not in the counts, but expenses for the services are.

B. Community and Technical College Peer Equity Components and Calculations – Mr. Barton presented this item. Mr. Koon suggested that all community and technical colleges get on the same basis/system as quickly as possible. Chancellor Skidmore said that he can encourage this.

C. Other Items – Mr. Radcliff suggested preparing a program based on budget analysis and tie it to the Institutional Compacts.

Mr. Cavendish wants to address planning and feels what was mentioned today are institutional issues. He feels that matching institutions with economic development is needed.

Chancellor Skidmore responded that there are three categories to address planning as follows: 1) Compacts, 2) Chancellor's Goals and 3) Critical Issues. The long range goals are in the Chancellor's Goals.

Mr. Cavendish wants the community and technical colleges to respond to economic development but he is unsure of the sequential steps.

D. Development of Legislative Agenda for 2006 – Council members and Presidents participated in selecting major issues for 2005-06.

E. Identify Critical Issues for 2005-06 – Dr. Don Hunter facilitated ranking the major issues. Mr. Radcliff stressed that we have to address money for non-credit courses and to get funding that is handled differently than HB 3009 in

order to get a quick reaction. The Chancellor will work with the President to determine the priorities.

9. **Prioritizing Legislative Agenda and Critical Issues for 2005-06** – Council participated in a session to identify items for the Council’s Budget Improvement Package request. The Council determined the following requests in this priority order: a) No Budget Reductions, b) Peer Equity Funding, c) Science and Technology Laboratory Upgrades, d) Increase House Bill 3009 Funding that includes non-credit programs, implementing high-cost programs and increase capacity to deliver, e) Buy-down tuition rates at administratively-linked community and technical colleges, and f) Literacy Initiatives. It was recommended that the general higher education Legislative Improvement Packages include the following: a) Salary Increases, b) Increase HEAPS funding c) Increase WV Higher Education Grant funding, e) Provide funding for increasing student retention/graduation initiatives and f) Provide funding for Capital Project Bonding.

The Legislative Committee will determine funding requests for each priority and share with the full Council their recommendations, as approved on July 21, 2005,.

10. **Next Meeting** - The next meeting is scheduled for September 15, 2005, at Community and Technical College at WVU Tech.

11. **Adjournment**

There being no further business the meeting was properly adjourned.

_____, Chairman
Nelson B. Robinson, Jr.

_____, Secretary
Clarence B. Pennington