

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

December 2, 2004

A meeting of the West Virginia Council for Community and Technical College Education was held on December 2, 2004, at 9:30 A.M. at the Erickson Alumni Center, West Virginia State University, Institute, West Virginia. Present at the meeting were Council members: Judi Almond, Robert Brown, Stan Cavendish, Stanley Hopkins, Clarence Pennington, Ruth Scott and Nelson Robinson. Absent were James Cole, David Lieving and Mary Clare Eros. Also in attendance were Chancellor James Skidmore, Chancellor Michael Mullen, legislative staff, presidents, deans, Advisory Council of Students' representatives, faculty, staff and others.

Chairman Robinson called the meeting to order.

1. Oath of Office

Ms. Ruth Scott was sworn in as a member. Her appointment was effective November 16, 2004.

2. Election of Officers

Due to the resignation of Mrs. Rebecca McClure and Mr. Fred Oelschlager, the vice chair and secretary offices are vacant. Mr. Stan Cavendish nominated Mr. Robert Brown for vice chair and Mr. Clarence Pennington for secretary. Ms. Ruth Thompson Scott seconded the motion. Motion carried.

3. Minutes

Mr. Robert Brown moved the approval of the minutes for the October 14, 2004, and October 15, 2004, meetings. Ms. Ruth Thompson Scott seconded the motion. Motion carried. Follow up is needed on the legal question regarding presidential contracts and the WV Northern Community College program review.

4. Presentation: Advisory Council of Students

Representatives from the Advisory Council of Students addressed the Council on community and technical college issues. Chairman Robinson recommended that students increase their participation during the legislative session through awareness and share campus experiences.

5. Peer Selection for Administratively Linked Community and Technical Colleges

Mr. Jim Barton, Director of Research and Technology, presented the process of selecting peers for the administratively-linked community and technical colleges. Although the Higher Education Policy Commission is responsible for overseeing the selection of peer institutions for administratively-linked community and technical colleges, the Council participates in the selection process.

Mr. Robert Brown moved the adoption of the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the list of twenty-five computed peers for each of the six administratively-linked community and technical colleges and recommends adoption by the West Virginia Higher Education Policy Commission.

Mr. Clarence Pennington seconded the motion. Motion carried.

6. Chargeback System for Administratively-Linked Community and Technical Colleges

Ms. Patricia Hunt, Director of Finance and Facilities, presented an overview regarding chargebacks for services provided for administratively-linked community and technical colleges by the four year institutions. A committee made up of chief financial officers and community and technical college presidents will meet on December 14, 2004, to develop standardized, consistent, reportable information.

Mr. Robert Brown moved the adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education accept the proposed standardized budget format as a baseline for the minimum information that must be submitted in chargeback agreements for allocating direct and indirect income and expenditures for administratively-linked community and technical colleges.

Ms. Ruth Thompson Scott seconded the motion. Motion carried.

7. FY 2006 Capital Projects Request

Ms. Pat Hunt explained the ranking for the capital projects request. Chancellor Skidmore reviewed the process as defined in Senate Bill 448.

Mr. Robert Brown moved the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the prioritized capital project list for FY 2006, and the list be sent

to the Higher Education Policy Commission and staff report to the Legislative Oversight Commission on Education Accountability in January 2005 on its priorities for capital investment.

Mr. Clarence Pennington seconded the motion. Motion carried.

8. Retirement Fund Option

Mrs. Margaret Buttrick presented the expanded offerings of the Great West Retirement Services as a retirement option.

Mr. Clarence Pennington moved the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the addition of small-cap, mid-cap, profile portfolio, money market, and guaranteed fixed funds to the funds offered by Great West Retirement Services.

Ms. Ruth Thompson Scott seconded the motion. Motion carried.

9. Joint Rules

A. Series 30 - Purchasing

Mr. Richard Donovan, Assistant Director of Facilities, explained a response that was received on the Series 30 Purchasing Rule during the thirty-day comment period. The Purchasing Rule is consistent with statute.

Ms. Ruth Thompson Scott moved the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the final proposed Procedural Rule for Purchasing for filing with the Secretary of State and submission to the Legislative Oversight Commission on Education Accountability (LOCEA) as a Legislative Rule.

Mr. Clarence Pennington seconded the motion. Motion carried.

B. Series 2 – Finance

Mr. Dennis Taylor, Vice Chancellor for Administration, presented the Series 2 Finance Rule for information purposes. Staff from the Higher Education Policy Commission and the WV Council for Community and Technical College Education will discuss issues that affect the respective institutions. The rule will be presented to the Council in February 2005.

C. Series 17 – Transferability of Credits and Grades at the Undergraduate Level

This rule is in response to the Council's request to support the maximum opportunities for students to transfer academic credits among public higher education institutions. Dr. Bruce Flack, Director of Academic Affairs, presented the rule for informational purposes and announced that progress is being made in developing the Bachelor of Applied Science that will give students who have completed the Associate of Applied Science Degree additional transfer opportunities.

9. Final Community and Technical College Rules

A. Series 23 – Standards and Procedures for Undergraduate Admissions

Dr. Bruce Flack presented the rule as follow-up to the Council's September 17, 2004. meeting. A provision which encourages community and technical colleges' first time enrollees to complete the ACT and SAT I assessment while in high school was added.

Ms. Judi Almond moved the adoption of the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges for submission to the Secretary of State's office for the public comment period and that if no substantive comments are received that the Council extends its final approval.

Mr. Butch Pennington seconded the motion. Motion carried.

B. Series 6 – Performance Indicators

Chancellor Skidmore presented the comments and changes to the Performance Indicators Rule. He will work with the Community and Technical College Advisory Committee (CTAC) to measure the success of students who enroll for limited courses with no interest in obtaining a degree.

Mr. Robert Brown moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Legislative Rule Series 6 Performance Indicators, to be filed with the Secretary of State's Office and the Legislative Oversight Commission on Education Accountability.

Ms. Ruth Thompson Scott seconded the motion. Motion carried.

C. Series 26 – Council Organization and Meetings Rule

Chancellor Skidmore presented the rule and stated that no comments were received during the thirty-day comment period. A technical change was made to Section 3.11 by adding the Community and Technical College Advisory Committee to the advisory groups that present to the Council annually.

Mr. Stan Cavendish moved the adoption of the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves Procedural Rule Series 26, Council Organization and Meetings.

Ms. Judi Almond seconded the motion. Motion carried.

D. Series 7 – Standards for Degree Designations

Chancellor Skidmore presented the rule as follow up to the thirty-day comment period. No comments were received. Ms. Ruth Thompson Scott moved the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education approves Procedural Rule Series 7, Standards for Degree Designations and General Education Requirements for Community and Technical College Degrees.

Mr. Clarence Pennington seconded the motion. Motion carried.

10. Community and Technical College Faculty Instructional Load Policy Approval

Dr. Mark Stotler, Assistant Director of Academic Affairs, presented the policies of institutions that submitted faculty instructional load policies for review and approval and stated they are in compliance with Series 45, Community and Technical College Faculty Instructional Load.

Mr. Robert Brown moved the following.

RESOLVED: That the West Virginia Council for Community and Technical College Education approves the policies on faculty instructional loads at the Community and Technical College at WVU Tech, Southern West Virginia Community and Technical College, West Virginia State Community and Technical College, West Virginia University at Parkersburg and the Community and Technical College of Shepherd.

Ms. Ruth Thompson Scott seconded the motion. Motion carried.

II. Post-audit Reviews of Occupational Programs

Series 37 provides for community and technical colleges to implement occupational programs on a demand basis without Council's approval but has a provision that requires a three-year post audit review process. Dr. Mark Stotler gave the report on occupational programs that are three years or older that have been implemented under this provision.

As a result of the discussion, a list of all community and technical college certificate and associate degree programs will be sent to Council members.

Ms. Ruth Thompson Scott moved the following:

RESOLVED: That the West Virginia Council for Community and Technical College Education receives the post-audit reports for occupational programs.

Mr. Stan Cavendish seconded the motion. Motion carried.

12. Report on Low-Enrollment Introductory Course Sections

Dr. Flack presented the background and reported the conclusions: "The number of low-enrollment sections offered is very small and is not a problem of any significance. It also summarizes current utilization of distance-delivery courses, particularly those offered electronically."

13. Report on Licensure, Oversight and Institutions Providing Post-Secondary Education

Dr. Bruce Flack reported that the purpose of the study was to review Higher Education Policy Commission Series 20 and the WV Council for Community and Technical College Series 35 to determine if there is a need to make policy changes in dealing with the approval of out-of-state institutions to deliver programs in West Virginia and non-public institutions. He presented the conclusions and recommendations of the report.

14. Performance Indicator Report

The Performance Indicator Report was an informational item and was presented by Chancellor Skidmore. Chairman Robinson wants the report to be noted by asterisks for clarification regarding the shift of some associate degree programs among community and technical colleges and baccalaureate institutions.

15. Informational

A. WV Northern Board of Governors Correspondence

Chairman Robinson requested that Chancellor Skidmore select a group to look at the proposal and address the stated issues including a funding model that rewards enrollment growth.

B. Community and Technical College Skill Set Certificate

Chancellor Skidmore presented an example of a skill set certificate that community and technical colleges will issue to completers of training programs. The certificates will communicate to employers the competencies mastered.

C. Next Meeting

The next meeting will be January 13, 2005, for the purpose of Institutional Compact presentations. Chancellor Skidmore will send a letter to the Presidents regarding logistics.

D. Joint Meeting

The State Board of Education will hold a joint meeting with the Higher Education Policy Commission and the WV Council for Community and Technical College Education on December 15, 2004, 9:00 A.M. to 10:45 A.M.

E. Recognition

Mrs. Becky McClure was honored for her service as a Council member. Chairman Robinson and Chancellor Skidmore presented her with a resolution that will become part of the minutes.

16. Next Meeting
January 13, 2005

There being no further business the meeting was properly adjourned.

_____, Chair
Nelson B. Robinson, Jr.

_____, Secretary
Clarence B. Pennington

