

## **MINUTES**

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

**December 4, 2009**

A meeting of the West Virginia Council for Community and Technical College Education was held on December 4, 2009, beginning at 9:00 a.m. at Charleston Town Center Marriott in Charleston, West Virginia. Council members present were: Jerry Berry, Bob Brown, Kelley Goes, Ralph Kelly, Mary McKinley, John Panza, Clarence Pennington, Nelson Robinson, Greg Smith and Greg Wooten. Council members absent were: David Hendrickson, and Stanley Hopkins. Also in attendance were Chancellor James Skidmore, community and technical college presidents, faculty and staff.

#### **Call to Order**

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

#### **Presentation by the Advisory Council of Classified Employees**

Amy Pitzer, Chair of the Advisory Council of Classified Employees (ACCE), along with ACCE representatives Mike Dunn, Bob Long, and Mary Igo presented to the Council. The group highlighted concerns regarding the current personnel system. Concerns brought forth include: lack of Job Family Reviews, Position Information Questionnaires (PIQ) not updated regularly, no encouragement for Best Practices, lack of oversight for Human Resources Administrators and not following job posting and hiring policies at the institutional level. Other concerns included salary inequity, low percentage of market compensation, and high percentage of non-classified employees. Following the presentation, the Council shared a dialog with Chair Pitzer and members of the Advisory Council.

#### **Presentation by the Advisory Council of Faculty**

Betty Dennison, Chair of the Advisory Council of Faculty (ACF), presented to the Council. She gave a brief overview of the ACF and highlighted current issues they have identified that include: an increase of legislative funding for faculty at the regional rate, a non-voting representation on the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education, and the right to serve in the Legislature. Chair Dennison sighted concerns about the proposed increases in PEIA increases for health insurance and some inconsistencies in faculty-related policies among institutions. Following her presentation, the Council shared a dialog with Chair Dennison and members of the Advisory Council.

**1. Approval of Minutes**

Mr. Smith moved the adoption of the minutes of the October 23, 2009 meeting of the West Virginia Council for Community and Technical College Education. Mr. Kelly seconded the motion. Motion carried.

**Academic Affairs**

**2. Approval of Public Comment Period for Series 17, *Transferability of Credits and Grades at West Virginia Public Colleges and Universities***

Ms. Goes moved the adoption of the following resolution:

RESOLVED, That the West Virginia 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 that the Council extends its final approval.

Mr. Panza seconded the motion. Motion carried.

**3. Update on Board of Governors AAS Degree Programs**

Mark Stotler, Assistant Director for Academic Affairs, provided an updated on the Board of Governors Associate in Applied Science Degree Program. He presented a breakdown of graduates and enrollment by institution and a summary of some unique features of the program.

**4. General Education Requirements of Non-Traditional Degree Programs**

Mark Stotler presented a brief summary of the general education requirements of nontraditional degree programs available at each of the community and technical colleges.

**5. Report on Transfer of Credit**

Mark Stotler gave a report on transfer issues including an acknowledgement of the courses provided at community and technical colleges that are acceptable as general studies credits under the Core Coursework Transfer Agreement between West Virginia's community and technical colleges and the State's baccalaureate colleges and universities.

It was requested by Councilman Robinson that the Council take a closer look at the transferability of credits between the State's community and technical colleges and the baccalaureate colleges and universities.

**6. On-line Course Report**

Chancellor Skidmore gave an update of the Council's Distance Education Committee meeting which was held on November 24, 2009 and provided an on-

line course delivery summary at the community and technical colleges. Further data and information on cost is being collected and will be provided to the Council when compiled.

## **Finance and Facilities**

### **7. Approval of 2011 Capital Project Priorities**

Mr. Robinson moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the prioritized capital project lists in Table 3 of the agenda for FY 2011 and directs the staff to report the capital project priorities to the Legislative Oversight Commission on Education Accountability as required by state law.

Mr. Smith seconded the motion. Motion carried.

### **8. Approval of Adjustment to Bond Project List for West Virginia Northern Community College and Southern West Virginia Community and Technical College**

Mr. Nelson Robinson moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the proposed modification to West Virginia Northern Community College's bond project by including an addition to the Weirton campus building and an amendment for Southern West Virginia Community and Technical College to remove the words "Purchase and Renovation for" from their project name making the new name "Classroom and Lab Facility."

Mr. Smith seconded the motion. Motion carried.

### **9. Report on HB 3215 Separation Cost Savings**

Chancellor Skidmore and Patricia Hunt, Chief Administrative Officer, provided a report regarding the cost implications for those institutions that were previously administratively linked and have chosen to provide their own administrative services versus continuing to purchase these services from their previously sponsored institutions.

### **10. Approval of 403(b) Tax Deferred Retirement Savings Plan**

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the 403(b) Tax Deferred Retirement Savings Plan document and further designates the Chancellor to sign the plan document.

FURTHER RESOLVED, That payroll deductions for 403(b) plans other than TIAA-CREF and Great West be discontinued as of January 1, 2010.

Mr. Wooten seconded the motion. Motion carried.

## **General Items**

### **11. Pierpont Service Agreement Report**

Blair Montgomery, President of Pierpont Community and Technical College provided a report and discussed with the Council, the College's service agreement with Fairmont State University.

Mr. Robinson moved that Chancellor Skidmore send correspondence to Fairmont State University that indicates that it is not the desire of the Council to approve discontinuing subsidizing by Pierpont CTC to FSU for tuition differences and it is also not the Council's intent to approve charging 2 year students a 4 year tuition rate.

Mr. Kelly seconded the motion.

Mr. Robinson withdrew his motion and Mr. Kelly withdrew his second.

It was suggested that Chancellor Skidmore meet with the presidents and Board of Governors' Chairs of Pierpont Community and Technical College and Fairmont State University along with the West Virginia Higher Education Policy Commission Chancellor Brian Noland to review and discuss viable options regarding the current service agreement.

### **12. Analysis of Fall 2009 Enrollment**

Chancellor Skidmore provided a report on fall 2009 enrollment at West Virginia's community and technical colleges.

## **Executive Session**

It was decided that the Council would forego going into Executive Session and discuss proposed items in open session.

### **13. Approval of Presidential Contract at Marshall Community and Technical College**

Mr. Robinson moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the extension of President Cotroneo's contract through August 31, 2012.

Mr. Wooten seconded the motion. Motion carried.

#### **14. Additional Board Action and Comments**

Chancellor Skidmore gave a brief update on the Advanced Technology Centers.

#### **Next Meeting**

Location: Charleston Town Center Marriott  
Charleston, WV  
Date: January 21, 2010 (Thursday)  
Time: 9:00 a.m.

#### **Adjournment**

There being no further business, the meeting was adjourned.

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Robert Brown

Chairman

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Gregory Smith

Secretary