

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

**December 7, 2007**

A meeting of the West Virginia Council for Community and Technical College Education was held on December 7, 2007 beginning at 9:30 a.m. at Charleston Town Center Marriott in Charleston, West Virginia. Council members present were: Robert Brown, Stanley Hopkins, Ralph Kelly, John Panza, Clarence Pennington, Ronald Radcliff, Nelson Robinson, and Gregory Smith. Absent were: Jim Cava, Ruth Thompson Scott and David Tyson.

**Call to Order**

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

Mr. Robinson noted that the Advisory Council of Students presentation would be postponed until the Council's January meeting. ACS Chair Amanda Agee was unavailable to attend the meeting due to adverse weather conditions.

**1. Advisory Council of Faculty Annual Presentation**

Mr. Roy Nutter, Chairperson, Advisory Council of Faculty, gave a presentation on behalf of the faculty. Listed below are some of the areas highlighted by Mr. Nutter.

- Faculty research and creative activity
- Service to the institution, students, community and state
- Faculty quality assessment
- Retention of highly qualified faculty/Salaries
- Administrative personnel evaluation
- Changes in wording of policy regarding base salary increase
- Support for changes in legislation regarding service in the Legislature, retirement contribution, higher education legislative funding increases and tuition waivers

The Council thanked Mr. Nutter for attending today's meeting and extended its gratitude for the information provided.

**2. Approval of Minutes**

Mr. Brown moved the adoption of the minutes of the October 26, 2007 meeting of the West Virginia Council for Community and Technical College Education. Mr. Smith seconded the motion. Motion carried.

## **Finance and Facilities**

### **3. Approval of Eastern WV Community and Technical College Capital Project Development**

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves Eastern West Virginia Community and Technical College's request to expend \$132,522 from the uncommitted budget reserve to build the design revision of Bastian & Harris Architects that will increase the number of classrooms from seven to ten in the new Classroom, Laboratory and Academic Support Building.

Mr. Panza seconded the motion. Motion carried.

## **Academic Affairs**

### **4. Approval of Technical Program Development Grant Awards**

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves two Technical Program Development grant awards to Blue Ridge Community and Technical College for the Electronic Distribution Program at \$220,000, and for the CISCO CCNA Program at \$218,251.

FURTHER RESOLVED, That the Council approves a Technical Program Development grant award to Eastern West Virginia Community and Technical College for the Automotive Technology program in the amount of \$220,000.

Mr. Kelly seconded the motion. Motion carried.

### **5. Post-audit Review of Occupational Programs**

Mr. Pennington moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education receives the post-audit reports for occupational programs at Blue Ridge Community and Technical College and Marshall Community and Technical College and recommends that the programs be continued subject to follow-up reports as noted.

Mr. Panza seconded the motion. Motion carried.

## **General**

### **6. Approval of Institutional Compact Updates**

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the 2006-2007 compact update submission for each community and technical college.

Mr. Brown seconded the motion. Motion carried.

NOTE: Chancellor Skidmore will provide institutional presidents with a contact list of veteran representatives as provided by Councilman Radcliff.

### **7. Approval of Action Regarding Textbook Requirements and Costs**

Mr. Panza moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education directs the institutions under its jurisdiction to review their policies regarding bookstores and textbook costs with an intention of minimizing those costs to students by utilizing some or all of the initiatives developed in other states and at the national level, and further directs the Chancellor to confer with the Chancellor of the Higher Education Policy Commission regarding the appointment of a statewide task force on textbook affordability to study and recommend statewide initiatives and model rules for bookstore and textbook costs policies.

Mr. Pennington seconded the motion. Motion carried.

NOTE: Information on institutions that currently have textbook policies will be provided at the Council's January meeting.

## **Information Items**

### **8. West Virginia Community and Technical College System Vision Statement**

The Council requested that a Vision Statement be developed for the Community and Technical College System of West Virginia. A draft vision statement was developed in conjunction with Nancy Laprade and the community and technical college presidents. The statement was presented for comments and discussion with possible action in January 2008.

### **9. Fall Enrollment Report**

Chancellor Skidmore presented a summary of community and technical college fall semester enrollment. These early fall enrollment numbers did not reflect

classes beginning after October 15, so an end of fall semester enrollment report will be presented to the Council in January.

Chancellor Skidmore indicated that credit headcount enrollment is up by 446 students (2.1%) and the full-time equivalent (FTE) enrollment is down slightly by 63.60 (0.5%). Four of the ten community and technical colleges experienced increases in both headcount and FTE enrollment over the last year. New River Community and Technical College had the largest increase in both categories; 33.2% in headcount and 26% in FTE.

#### **10. Community and Technical College Funding Strategy**

Chancellor Skidmore discussed the statutory requirement by statute that the Council develop a plan for strategic funding to strengthen the capacity for support of community and technical college education. Each year, the Council approves legislative budgetary improvement packages, but has never approved a longer-term strategy for funding community and technical colleges. Information was presented for comment and discussion with possible approval of the plan in January 2008. These principles will be incorporated into an overall community and technical college finance policy.

#### **Additional Board Action and Comments**

#### **11. Technology Center Visit**

Chancellor Skidmore indicated that he, along with Council members Nelson Robinson and Ron Radcliff, plans to visit Kellogg Community College to tour the institution's Manufacturing Technology Center with First Lady Gayle Manchin and Kelley Goes, WV Secretary of Commerce.

#### **12. Chancellor Evaluation**

Chair Nelson indicated that he had circulated and received evaluation forms from fellow Council members on the evaluation of Chancellor Skidmore. He stated that the Council was very pleased with the Chancellor's performance and that the Executive Committee would meet with the Chancellor to discuss the details of the evaluations.

#### **Executive Session Items**

It was noted for the record that the Council elected to remain in open session for the following items:

#### **13. Approval of Presidential Compensation Package at New River Community & Technical College**

Mr. Kelly moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the contract change for the president of New River Community and Technical College.

Mr. Smith seconded the motion. Motion carried.

**14. Adjournment**

There being no further business, the meeting was adjourned.

**15. Next Meeting**

Date: January 25, 2008  
Location: Charleston Town Center Marriott  
Charleston, West Virginia  
Time: 9:30 a.m.

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Nelson B. Robinson, Jr.

Chairman

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Clarence B. Pennington

Secretary