



West Virginia Council for Community and Technical College Education

AGENDA

October 19, 2006

Members

Nelson Robinson, Chair
Robert Brown, Vice Chair
Clarence Pennington, Secretary
Stan Cavendish
James Cole
Jason Cuomo

Michael Garrison
Stanley Hopkins
John Panza
Ronald Radcliff
Ruth Thompson Scott
Greg Smith

James L. Skidmore, Chancellor

New River Community and Technical College Central Offices

167 Dye Drive
Beckley, WV 25801

304.255.5812 (voice)
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Directions to the New River Community and Technical College Central Offices

Traveling North on I-77: take Exit 44 (Harper Rd.), turn left at stop light, continue Harper Rd. to the second stop light, turn left onto Harper Park Drive. Travel Harper Park Dr. until you pass the Days Inn Motel, turn right onto Dye Drive. Beckley Campus is located at intersection of Dye Drive and George Street.

Traveling South on I-77: take Exit 44 (Harper Rd), turn right at stop light, continue Harper Rd. to the first stop light, turn left onto Harper Park Drive. Travel Harper Park Dr. until you pass the Days Inn Motel, turn right onto Dye Drive. Beckley Campus is located at intersection of Dye Drive and George Street.

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

October 19, 2006

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
Beckley, West Virginia

SCHEDULE

- | | |
|-------------------|---|
| 9:00 A.M. | Continental Breakfast
<i>Main Campus Building</i>
<i>C-4</i> |
| 9:30 A.M. | Council Meeting
<i>Main Campus Building</i>
<i>C-4</i> |
| 12:00 P.M. | Lunch
<i>Location to be Announced</i> |

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

October 19, 2006

**New River Community and Technical College
Beckley, West Virginia**

AGENDA

- I. Call to Order**
- II. Welcome and Opening Remarks by President Ted Spring**
- III. Remarks by Father Acker on the Beckley Higher Education Center**
- IV. Approval of Minutes**
 - A. *September 21, 2006.....pg 1
- V. Academic Affairs**
 - A. *Approval of Post Audit Reports for Occupational Programs at Eastern WV Community and Technical College, Marshall University Community and Technical College and Pierpont Community and Technical College pg 6
 - B. *Technical Program Development Grant Awards..... pg 20
- VI. Finance and Facilities**
 - A. *Approval of CTC Capital Project Priority List pg 22
- VII. Information Items**
 - A. Workforce Development Initiative (HB 3009 Awards) pg 28
 - B. Review of Comments on Series 35, *Correspondence, Business, Occupational and Trade Schools* pg 30
 - C. Community and Technical College at WVU Tech Legislative Study Report..... pg 32
 - D. Pete Checkovich, President Blue Ridge Community and Technical College Report on Independent Service Cost Savings
- VIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the Following:**
 - A. *Approval of Board of Advisors Appointments at Community and Technical College at WVU Tech

- B. *Approval of Presidential Compensation Package at New River Community and Technical College, Blue Ridge Community and Technical College, and Pierpont Community and Technical College

IX. Additional Board Action and Comments

X. Next Meeting

Date: December 14, 2006

Location: Charleston Marriott Town Center
Charleston, West Virginia

Time: 9:30 am

XI. Adjournment

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

Meeting of October 19, 2006

- I. Call to Order**
- II. Welcome and Opening Remarks by President Ted Spring**
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- IV. Approval of Minutes**
 - A. *September 21, 2006.....pg 1

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

September 21, 2006

A meeting of the West Virginia Council for Community and Technical College Education was held on September 21, 2006 beginning at 9:30 a.m. at Embassy Suites in Charleston, West Virginia and by conference call. Council members present were: Robert Brown, Stan Cavendish James Cole, Stanley Hopkins, John Panza, Clarence Pennington, Ronald Radcliff, Nelson Robinson, and Ruth Thompson Scott. Present by telephone was Michael Garrison. Council members absent were: Jason Cuomo and Gregory Smith.

Comments on Series 35, *Correspondence, Business, Occupational and Trade Schools*, by Philip Melick of Jackson Kelly, Attorneys at Law

Philip Melick addressed the Council regarding concerns related to Series 35. The public comment period ended on August 25, 2006 and the Council is in the process of finalizing the rule.

Call to Order

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

1. Approval of Minutes

Ms. Scott moved the adoption of the minutes of the August 24, 2006 conference call meeting of the West Virginia Council for Community and Technical College Education. Mr. Brown seconded the motion. Motion carried.

Academic Affairs

2. Approval of Post Audit Reports for Marshall Community and Technical College and WV State Community and Technical College

Mr. Brown 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 Marshall Community and Technical College and West Virginia State Community and Technical College and recommends that the programs be continued with appropriate follow-up action as amended.

Mr. Panza seconded the motion. Motion carried.

Finance and Facilities

3. **Approval of Chargebacks for WV State Community and Technical College**

Mr. Radcliff moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the FY 2007 chargeback agreement for services between West Virginia State University and West Virginia State Community and Technical College with the understanding that chargeback agreement budgets be reviewed and adjusted during the middle of the current fiscal year.

Ms. Scott seconded the motion. Motion carried.

4. **Approval of Chargebacks for Blue Ridge Community and Technical College**

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the FY 2007 chargeback agreement for services between Blue Ridge Community and Technical College and Shepherd University.

Mr. Panza seconded the motion. Motion carried.

5. **Approval of Amended FY 2008 Appropriation Request**

Mr. Radcliff moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves an amendment to the Council's FY 2008 appropriation request to incorporate a \$250,000 improvement package for community and technical college marketing.

Ms. Scott seconded the motion. Motion carried.

General

6. **Approval of Series 27, *Workforce Development Initiative Program*, for Public Comment**

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves Series 27, *Workforce Development Initiative Program*, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval of the rule.

Mr. Panza seconded the motion. Motion carried.

Information Items

7. **Advisory Council of Classified Employees' Annual Presentation**

Mr. Robert (Zac) Wycherly, Chairperson, Advisory Council of Classified Employees, gave a presentation on behalf of the classified employees. Mr. Wycherly highlighted the following concerns and issues:

- Value of Classified Employees - highlighting the efforts of specific classified staff positions
- Education Levels of Classified Employees
- Compensation Concerns Regarding Under Funded Salary Schedule – leaves many classified employees at or below the federal poverty level
- Institutional Rule Development
- Adherence to Series 4
- Accountability
- Grievance Procedures
- Right to Adjudication
- Inconsistencies of Operation of Community and Technical Colleges Across the State
- Continued Progress on Review of Series 8
- Cyclical Job Family Reviews
- Staffing Levels
- Benefits
- Advancement Opportunities

8. **Report on Institutional Program Reviews**

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education receives the report on the summary of academic program review actions taken by the West Virginia community and technical colleges.

Ms. Scott seconded the motion. Motion carried.

9. **Transfer of 2004(b) Bond Proceeds Between Projects at Southern WV Community and Technical College**

Richard Donovan, Assistant Director of Facilities, reported that Southern West Virginia Community and Technical College requested to transfer \$157,579.26 from the Downtown Mercantile Building Project to the Technology Center Project to cover additional construction costs not previously anticipated. The request was approved by Southern's Board of Governors on June 20, 2006 and by the Higher Education Policy Commission on August 18, 2006.

10. Update on 2004(b) Excess Lottery Revenue Bond Draws

Richard Donovan presented to the Council a third report on project draws by institutions for Excess Lottery Revenue Bond Proceeds received by the Higher Education Policy Commission in 2004.

11. Retention and Earnings Report – 2005 Graduates

Jim Barton, Director of Research and Technology, presented a report to the Council tracking students graduating in 2005. The report demonstrated the number of graduates choosing to remain in-state for employment and/or continued education.

12. Peer Selection Update

Jim Barton updated the Council on the Peer Selection process. He reported that the Higher Education Policy Commission's draft legislative rule governing the process ends its thirty-day comment period on September 22, 2006. Due to changes in the Policy Commission's meeting schedule, the project outline is being revised.

Executive Session Items

13. Approval of Chancellor Skidmore's Employment Contract

Mr. Cavendish moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education continues to be satisfied with the performance of Chancellor James L. Skidmore and directs the Chairman to prepare a written performance evaluation reflecting the Council's satisfaction.

AND BE IT FURTHER RESOLVED, That the Council approves the extension of Chancellor James L. Skidmore's employment contract until August 31, 2009 and directs the Chairman to enter into a written agreement on behalf of the Council effectuating this change.

Mr. Pennington seconded the motion. Motion carried.

Additional Board Action and Comments

14. Comments by Higher Education Policy Commission Chancellor

Dr. Brian Noland, Chancellor of the Higher Education Policy Commission, made comments regarding his experience thus far with higher education in West Virginia and his goals and challenges over the coming years. Chancellor Noland specifically mentioned his excitement about the Twenty-first Century Jobs Cabinet and its efforts. He also acknowledged the efforts of Dr. Kathy D'Antoni,

Vice Chancellor for Community and Technical College Education, in her mission to increase the community college going rate.

15. Next Meeting

The next meeting of the West Virginia Council for Community and Technical College Education will be:

Date: October 19, 2006
Location: New River Community and Technical College
Beckley, West Virginia
Time: 9:30 a.m.

15. Adjournment

There being no further business, the meeting was adjourned.

Nelson B. Robinson, Jr. Chairman

Clarence B. Pennington Secretary

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

Meeting of October 19, 2006

V. Academic Affairs

- A. *Approval of Post Audit Reports for Occupational Programs at Eastern WV Community and Technical College, Marshall University Community and Technical College and Pierpont Community and Technical College pg 6
- B. *Technical Program Development Grant Awards pg 20

**WV Council for Community and Technical College Education
Meeting of October 19, 2006**

ITEM: Approval of Post Audit Reports for Occupational Programs

INSTITUTIONS: Eastern West Virginia Community and Technical College, Marshall Community and Technical College and Pierpont Community and Technical College

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education receives the post-audit reports for occupational programs at Eastern West Virginia Community and Technical College, Marshall Community and Technical College and Pierpont Community and Technical College and recommends that the programs be continued with appropriate follow-up action as noted.

STAFF MEMBER: Mark Stotler

BACKGROUND:

Series 37 of the Council for Community and Technical College Education rules, *Increased Flexibility for Community and Technical Colleges*, includes the following provisions:

- New occupational programs at freestanding community and technical colleges may be implemented without approval by the Council.
- Three years after the date of implementation of the occupational program, the Council will conduct a post-audit review of the program.
- After completion of the post-audit review, should there be a recommendation for discontinuance of the program, the Chancellor shall make such recommendation to the Council for action.

Post-audits have been completed for the programs listed below. Recommended actions, if any, are provided.

Eastern West Virginia Community and Technical College

CP/AAS - Business Management

Concur with institutional recommendation to continue program and to explore additional options.

CP - Business Operations

Concur with institutional recommendation to explore additional marketing and recruitment strategies to improve program viability. If unsuccessful in these efforts, a plan to absorb the program under a business administration umbrella would be considered. A follow-up report on these actions should be submitted by October 1, 2008.

AAS - Early Childhood Development

Concur with institutional recommendation to continue the program.

Marshall Community and Technical College

CP - Certified Coding Specialist

Concur with institutional recommendation to continue the program.

Pierpont Community and Technical College

CP - Laboratory Assistant

Concur with institutional recommendation to continue but request a follow-up report on accreditation effort by August 1, 2007

CP - Homeland Security

Concur with institutional recommendation to continue program and encourage institution to improve graduation rate.

A brief summary of the post-audits follows.

POST-AUDIT REVIEW

Institution: Eastern WV Community and Technical College

Program: CP/AAS in Business Management

Goals and Objectives: The program provides students with a basic knowledge of the business organization and procedures. The program is designed for persons who are seeking full-time employment in an entry level management position. Graduates of the program are prepared to enter management positions in general business, travel and tourism and small business management. The program design provides an educational ladder building from a certificate to an associate of applied science degree.

Credit Hours: 62 hours for the AAS, including 21 hours in general education core requirements, 29 hours in a business technical core and 12 hours in emphasis or restricted business electives. Areas of emphasis include general business, small business and travel and tourism. The CP option requires 30-31 hours.

Delivery Mode: Courses are offered in multiple delivery modes. These include on-line courses, telecourses and traditional course formats. Some courses are made available through partnerships with Kentucky Community and Technical College System, Virginia Community and Technical College System and Southern West Virginia Community and Technical College. Most majors are enrolled as part-time students. To address the needs of the part-time student the program is offered in a full-time day implementation cycle as well as a part-time evening implementation cycle.

Enrollment and Graduates:

	2002-03	2003-04	2004-05
Headcount (Fall)	20	25	51
Graduates	0	1	3

Comments: Fifty percent of the students are part-time. Enrollment is expected to continue to grow. No students have identified the CP option as their major.

Evidence of Assessment: Yes No

Comments: The College has developed an assessment plan consisting of four levels. The *entry* level includes testing for placement purposes. The *process* level includes tracking studies, students satisfaction surveys, withdrawing students survey, drop rates from courses and faculty/course evaluation survey. *Near-term* level activities include WorkKeys, Academic Profile, graduating student survey, advisory committee/focus group, program graduation rates and transfer data. The *long-term* level includes employer satisfaction survey, alumni survey, continuing education data, and employment and salary data. The program has not had enough students to complete the capstone or internships to conduct a meaningful assessment of program level outcomes. Course level tracking has revealed an unacceptable withdrawal rate in

Accounting I resulting in the addition of a prerequisite. Course completion rates and withdrawal rates will continue to be monitored.

Faculty Resources:

Comments: No full-time faculty is employed for this program. Eastern employs content faculty and practitioner faculty on a contractual basis for program development and instructional purposes. Practitioner faculty are employed on a part-time, contractual basis to provide instruction. Some courses are brokered through contractual arrangements with colleges in the Virginia and Kentucky community college systems as well as through other WV colleges. The Academic Program Director for Business Technologies provides coordination and supervision and is responsible for the internship and capstone courses.

Evidence of Placement: **Yes** **No**

Comments: Three of the four graduates are currently employed in positions based on degree attainment. Two of the graduates plan to transfer into a baccalaureate degree program in business.

Advisory Committee:

Appointed: **Yes** **No**
Active: **Yes** **No**

Comment: A five member Advisory Committee is comprised of regional content experts to assure program design meets industry standards and employer needs. The Committee has endorsed curriculum.

Fiscal Resources (expenditure level and source):

Comments: For the 2004 academic year, \$30,000 was required to deliver instructional services for this program. In spring 2005, Eastern began offering its own online courses in business. This has been a successful initiative which has increased revenues and costs proportionally. The capstone and internship are taught by the Academic Program Director for Business Technologies, a staff position. When a full-time faculty member is hired, the cost of the program is expected to increase by approximately \$40,000 annually. An additional \$5,000 is needed for software upgrade.

Recommendation:

The Business management program is one of the strongest degree programs offered by the college. To address the need for increased program options and enrollment, the college will explore areas of emphasis in Real Estate, Information Systems and Hospitality Management. The College intends to increase articulation agreements to effectively serve students whose goal is to attain a baccalaureate degree. Moving the business Operation support program under this umbrella is being considered.

This plan of action is endorsed by council staff.

POST-AUDIT REVIEW

Institution: Eastern WV Community and Technical College

Program: CP/AAS in Business Operations Support

Goals and Objectives: The program provides students the technical skills necessary for employment in administrative support positions. Graduates of the program are well prepared to perform the duties of administrative assistants or secretaries to meet the business needs of their employers. The program design provides an educational ladder building from skill sets (11 credits hours) to a certificate and eventually an associate of applied science degree.

Credit Hours: 60 hours for the AAS, including 21 hours in general education core requirements and a technical core of 30. The CP option requires 30 hours.

Delivery Mode: Courses are offered in multiple delivery modes. These include on-line courses, telecourses and traditional course formats. Some courses are made available through partnerships with Kentucky Community and Technical College System, Virginia Community and Technical College System and Southern West Virginia Community and Technical College. Most majors are enrolled as part-time students. To address the needs of the part-time student the program is offered in a part-time evening implementation cycle. If enrollments increase or if a cohort can be identified, a full-time day program implementation will be added.

Enrollment and Graduates:

	2003	2004	2005
Headcount (Fall)	13	9	7

Comments: The program is expecting its first graduates in fall of 2006. Efforts are underway to more effectively market the program. No students have identified the CP option as their major.

Evidence of Assessment: Yes No

Comments: The College has developed an assessment plan consisting of four levels. The *entry* level includes testing for placement purposes. The *process* level includes tracking studies, students satisfaction surveys, withdrawing students survey, drop rates from courses and faculty/course evaluation survey. *Near-term* level activities include WorkKeys, Academic Profile, graduating student survey, advisory committee/focus group, program graduation rates and transfer data. The *long-term* level includes employer satisfaction survey, alumni survey, continuing education data, and employment and salary data. Because of low enrollment, data for assessment purposes is limited. Course level tracking has revealed some unacceptable withdrawal rates.

Faculty Resources:

Comments: No full-time faculty is employed for this program. Eastern employs content faculty and practitioner faculty on a contractual basis for program development and instructional

purposes. Practitioner faculty are employed on a part-time, contractual basis to provide instruction. Some courses are brokered through contractual arrangements with colleges in the Virginia and Kentucky community college systems as well as through other WV colleges. The Academic Program Director for Business Technologies provides coordination and supervision.

Evidence of Placement: ___ Yes x No

Comments: There have no graduates to date. Graduate tracking studies will be completed at the appropriate time.

Advisory Committee:

Appointed: x Yes ___ No
Active: x Yes ___ No

Comment: A five member Advisory Committee is comprised of regional content experts to assure program design meets industry standards and employer needs. The Committee reviews the adequacy of course offerings and curriculum changes as well as provides recommendations for software and laboratory facilities. The Committee meets annually or more frequently if needed. Four of the Committee members have served as practitioner faculty for the program.

Fiscal Resources (expenditure level and source):

Comments: Annual cost of instruction for the program specific courses is approximately \$6,000. The internship is taught by the Academic Program Director for Business Technologies, a staff position. Because of similar software and technology requirements, related costs are absorbed through the Business Management program. If a day program is implemented an additional \$7,500 will be required.

Recommendation:

Given the low enrollment, additional marketing and recruitment strategies are under exploration. If an enrollment increase is not realized, the program will be targeted for revision or possible termination. The Program Advisory Committee, in conjunction with the Academic Program Director, is considering a program revision that would absorb the program under a business administration program umbrella. This would be a reasonable alternative given the number of common technical core courses in the business related programs.

This plan of action is endorsed by council staff. A follow-up report is requested to be submitted by October 1, 2008 regarding the status of these proposed actions.

POST-AUDIT REVIEW

Institution: Eastern WV Community and Technical College

Program: AAS in Early Childhood Development

Goals and Objectives: The program provides practical experience working with children in a variety of settings including child care facilities, in-home services, head start programs and pre-school programs. Students may choose courses for direct care positions such as teachers and classroom assistants or they may select the entrepreneurial emphasis for child care center owners, administrators and directors. In addition to the traditional two-year program, students may also pursue training through the Occupational Development program or the Technical Studies program.

Credit Hours: 61-62 hours, including 22 hours in general education core requirements, 30 hours in a technical core and 9-10 hours in an area of emphasis.

Delivery Mode: Courses are offered in multiple delivery modes. These include on-line courses, telecourses and traditional course formats. Most majors are enrolled as part-time students. To address the needs of the part-time student the program is offered in a part-time evening implementation cycle. If enrollments increase or if a cohort can be identified, a full-time day program implementation will be added.

Enrollment and Graduates:

	2002-03	2003-04	2004-05
Headcount (Traditional AAS)	0	22	16
Headcount (All Tracks)	55	69	39

Comments: As of Spring 2006, no students have completed the traditional AAS option. Eight students have graduated through the Occupational Development program.

Evidence of Assessment: Yes No

Comments: The College has developed an assessment plan consisting of four levels. The *entry* level includes testing for placement purposes. The *process* level includes tracking studies, students satisfaction surveys, withdrawing students survey, drop rates from courses and faculty/course evaluation survey. *Near-term* level activities include WorkKeys, Academic Profile, graduating student survey, advisory committee/focus group, program graduation rates and transfer data. The *long-term* level includes employer satisfaction survey, alumni survey, continuing education data, and employment and salary data.

Faculty Resources:

Comments: No full-time faculty is employed for this program. Eastern employs content faculty and practitioner faculty on a contractual basis for program development and instructional purposes. Practitioner faculty are employed on a part-time contractual basis to provide instruction. Some courses are brokered through contractual arrangements with colleges in the Virginia and Kentucky community college systems as well as through other WV colleges. The Academic Program Director for General Education and Instruction provides coordination and supervision for the program tracks. The capstone course is taught by the Academic Program Director for General Education and Instruction.

Evidence of Placement: **Yes** **No**

Comments: The eight graduates from the Occupational Development Program track are currently employed in-field. Those employed as classroom assistants received salary increases based upon completion of the two-year degree.

Advisory Committee:

Appointed: Yes No
Active: Yes No

Comment: A 14 member Advisory Committee represents child care facilities, in-home care, Department of Health and Human Services, Head start and the public school system. They have been involved in the development of the curriculum and program outcomes. They have recommended a seamless curriculum with the high schools.

Fiscal Resources (expenditure level and source):

Comments: The faculty budget for the program was \$3,000 in Fall 2005. An additional support to the program and the students in the Occupational Development option is the financial support of the WV Apprenticeship Council which provides faculty salaries, training and teaching materials for the four apprenticeship courses. If a full-time day program is implemented, additional funding will be needed for faculty salaries for the technical courses.

Recommendation:

Comments: The College recommends that the program continue to be offered at the current level. The Advisory Committee will conduct a review of the Technical Studies options to determine if it remains a viable option.

This plan of action is endorsed by council staff. While recognizing financial limitations, Council staff is concerned the program’s future growth and stability in the absence of any full-time faculty or dedicated program coordinator.

POST-AUDIT REVIEW

Institution: Marshall Community and Technical College

Program: CP in Certified Coding Specialist

Goals and Objectives: Prepares students to become familiar with coding systems, medical terminology and a medical background of anatomy, pharmacology and human diseases which will give the student a basis to build. This program prepares students to sit for the CCS exam administered by the American Health information management Association. Students who complete the one-year certificate program may opt to go on to complete the A.A.S. in Health Information Technology program. Graduates may seek employment with any type of health care facility including acute care facilities, physician offices, ambulatory care facilities, rehabilitation centers, state and local health departments, insurance companies and professional billing companies.

Credit Hours: 32 hours, including a directed practice internship at the end of the program.

Delivery Mode: The courses are currently delivered on-campus in a lecture/lab setting. By the Spring 2007, the entire program will also be available as internet classes.

Enrollment and Graduates:

	2005	2006
Graduates	9	15

Evidence of Assessment: Yes No

Comments: The program has completed an Institutional Effectiveness & Outcome Assessment Tool Kit developed by the College. Assessment data is collected in various ways including feedback and conversations with directed practice site supervisors; written assessments by students of the program, methods of delivery and instructors; conversations and input from the Advisory committee, employers and graduates.

Faculty Resources:

Comments: One full-time faculty member serves as coordinator of the program and also teaches the medical coding classes and coordinates and oversees the directed practice internship. The Coordinator and all part-time faculty are credentialed in their area of expertise.

Evidence of Placement: Yes No

Comments: Graduates are employed in various health care settings in the region.

Advisory Committee:

Appointed: Yes No
Active: Yes No

Comment: The Advisory meets twice each year to review program achievements and concerns and provides input to assessment and program improvement. The Committee also serves the health Information Technology program.

Fiscal Resources (expenditure level and source):

Comments: The program is supported under a Division budget. Equipment needs are handled through special requests with funding coming from State equipment money or Federal Perkins funds. Lab fees are added to some classes to cover the added expense for supplies, specialized software and related items.

Recommendation: The program is meeting demands for a program that provides employable students as soon as possible. Twenty-four graduates in the last two years indicates that this is a viable program. The program is recommended for continuation.

POST-AUDIT REVIEW

Institution: Pierpont Community and Technical College

Program: CP in Laboratory Assistant

Goals and Objectives: The objective of the program is to provide the student an opportunity to complete a course of study which incorporates both theoretical knowledge and technical skills needed for entry into the field of laboratory assistant or phlebotomist and allows the students the student the option of continuing their education at the associate or baccalaureate level. The program is designed to educate and prepare students for work in a variety of settings including hospitals, clinical or research associated laboratories, industry or federal and state agencies.

Credit Hours: 34 hours, including 20 hours which may transfer to associate degree health related programs at Fairmont State.

Delivery Mode: The courses are delivered through a variety of delivery modes including traditional lectures computer-based delivery, laboratory sessions and on-line..

Enrollment and Graduates:

	2003-04	2004-05	2005-06
Headcount	7	21	25
Graduates	5	10	11

Comments: The program can comfortably house 25 students per year given the current staff and available facilities.

Evidence of Assessment: Yes No

Comments: The program assessment plan provides objectives and assessment measures to monitor success in achieving program goals. Assessment of program quality and graduate competency is reviewed annually and shared with the Advisory Board. In addition to standards assessments, other assessment of students performance and program success includes; 1) completion of phlebotomy practicum with evaluations by clinical faculty and students, 2) WorkKey examinations, 3) graduate interviews, 4) graduate surveys, and 5) employer evaluations. Assessment results have led to numerous revisions to improve the program and its success.

Faculty Resources: The program is served by two full-time faculty members from the Medical laboratory Technology (MLT) program. The MLT Program Coordinator also serves as program coordinator for this program and is Chair of the School of Health Careers. The program has also been served by four adjunct faculty and one graduate

assistant. The program has several off-campus adjunct clinical faculty who supervise, train and evaluate students during their phlebotomy practicum.

Evidence of Placement: **Yes** **No**

Comments: Currently, ten (38.5%) of the graduates are working in healthcare/science related fields. Eighteen graduates have entered associate or baccalaureate programs.

Advisory Committee:

Appointed: Yes No

Active: Yes No

Comment: A 36 member Advisory Board serves this program and the MLT program. The membership is comprised of management and bench medical technologists and physicians from local health care organizations, program graduates, current students, and campus faculty and administrators who are involved with the program. The Board meets in the Fall of each year. The board has offered suggestions for strengthening the curriculum, objectives and outcomes.

Fiscal Resources: The Laboratory Assistant and the MLT programs share a budget and Perkins funding which totaled \$14,530 in 2005-06. Lab fees help defray the cost of expendables used in students labs. A full-time faculty member with primary responsibility to the Laboratory Assistant program has been identified as a need.

Recommendation: The program is a viable program which is meeting local needs. Currently the program is not nationally accredited or approved. Program officials are currently reviewing accreditation standards and the associated costs. A decision based on the findings is expected during 2006-07.

The Council staff recommends continuation of the program and requests a follow-up report on the accreditation findings by August 1, 2007.

POST-AUDIT REVIEW

Institution: Pierpont Community and Technical College

Program: AAS in Homeland Security

Goals and Objectives: The program provides with a broad orientation to the entire system of homeland security, including criminal justice, emergency medical, safety and aviation. Each of these areas is a recognized track from which a student must choose. Individuals who complete the program find employment opportunities with defense corporations, hospitals, the aviation industry, regional security offices, and state and federal emergency management. Graduates are also prepared to pursue a baccalaureate degree.

Credit Hours: The number of hours required for graduation depends on the track chosen, but ranges from 67 to 71 hours. The curriculum includes 24 hours of general studies and 20 hours in a required core of homeland security courses.

Delivery Mode: Most of the courses are taught on the Fairmont campus. All of the homeland security classes use WebCT/Vista as an enhancement to course material, as a means of communication with students, and as an alternative to traditional classroom delivery.

Enrollment and Graduates:

	2003-04	2004-05	2005-06
Headcount (new students)	14	9	16
Graduates	0	2	3

Comments: Approximately 34 students are currently enrolled in the program.

Evidence of Assessment: Yes No

Comments: The college assessment program includes the following components: freshmen assessment for placement, entering student surveys, standardized assessment tests for measuring general studies learning outcomes, assessment of writing skills and surveys of graduates, faculty accomplishments and services to the community. In the program, students are further assessed through a system of pre-testing and post-testing which is designed to measure not only the student's progress, but to also identify weaknesses in the program. The IDEA Students Ratings of Instruction system is administered in each course each semester.

Faculty Resources: The program is served by both full-time and part-time faculty. Five full-time faculty were identified from programs in criminal justice, aviation, emergency medical and safety. The report does not identify individuals responsible for program coordination.

Evidence of Placement: x Yes ___ No

Comments: While graduate numbers have been low, employment stands at 100 percent. Graduates have found employment in many types of homeland security careers. Many students enter a baccalaureate program once they have completed necessary requirements without graduating with their AAS degree.

Advisory Committee:

Appointed: x Yes ___ No

Active: x Yes ___ No

Comment: The Advisory Committee consists of several members comprising a diverse representation of interests in the field. The Committee is viewed as having a significant contribution to the pedagogy of the overall program. The Committee meets periodically to review programmatic needs and to advise faculty and administration on current trends and issues.

Fiscal Resources: In addition to traditional funding sources, the program assesses a special fee for many of the courses. This fee support equipment needs and classroom materials that apply to the teaching of the courses. The program utilizes many existing resources. Most of the courses are required in other programs.

Recommendation: The program is a viable program which allows students to select tracks to meet their needs. The College recommends the continuation of the program.

The Council staff concurs with the recommendation for continuation and encourages the College to consider ways to improve the graduation rate.

**WV Council for Community and Technical College Education
Meeting of October 19, 2006**

ITEM: Technical Program Development Grant Awards

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the WV Council for Community and Technical College Education approves the Technical Program Development grant awards as proposed in the agenda item.

STAFF MEMBER: James Skidmore

BACKGROUND:

A new line item in the amount of \$1 million dollars for new technical program development was allocated in the Council's FY 2007 budget.

Each community and technical college had an opportunity to submit a proposal and request up to \$250,000 per program development. The deadline for the first round of proposals was September 29. A committee comprised of Council staff reviewed all proposals and is recommending funding four programs as detailed in the following chart. Also included in the chart is a list of all proposals submitted, proposed number of students to be served, requested funding level and the recommended funding level. Requested amounts were based on initial equipment purchases and faculty costs for the first three years of the program.

**TECHNICAL PROGRAM DEVELOPMENT GRANT AWARDS
FY 2007**

PROPOSALS RECOMMENDED FOR COUNCIL APPROVAL:					
Program	Degree Level	Institution	Enrollment Per Year	Proposed Request	Recommended Award
MRI Technologist	Certification	WVU at Parkersburg	25	\$132,500	\$120,000
Electromechanical	AAS	Eastern WV CTC	30	\$250,000	\$220,000
Machinist Technology	AAS	WV Northern CC	30	\$246,000	\$220,000
Cosmetology	AAS	Southern WVCTC	20	\$250,000	\$220,000
Total Amount of Recommended Awards:					\$780,000

PROPOSALS THAT WERE NOT RECOMMENDED FOR APPROVAL:					
Program	Degree Level	Institution	Enrollment Per Year	Proposed Request	Recommendation
Coal Mining Technology	AAS	WV Northern CC	30	\$224,500	Alternative Funding
Survey Technician	Certificate/AAS	Southern WVCTC	15	\$250,000	Alternative Funding
Medical Assistant	AAS	Eastern WVCTC	16	\$238,000	Further Development
Auto Technology	AAS	WVU at Parkersburg	10	\$106,600	Not Funded

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

Meeting of October 19, 2006

VI. Finance and Facilities

- A. *Approval of CTC Capital Project Priority List pg 22

**WV Council for Community and Technical College Education
Meeting of October 19, 2006**

ITEM: Approval of CTC Capital Project Priority List

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the prioritized capital project list identified in Table 1 for FY 2008 and authorizes the staff to submit this list to the West Virginia Higher Education Policy Commission as required by law.

STAFF MEMBER: Richard Donovan

BACKGROUND:

West Virginia Code § 18B-2B-6(b)(12) requires the West Virginia Council for Community and Technical College Education to “establish a formal process for identifying the needs for capital investments and for determining priorities for these investments” at community and technical colleges under its jurisdiction. Specifically, the Council must develop a ranked list of the top ten projects for capital investment and convey the ranked list to the West Virginia Higher Education Policy Commission for its consideration.

West Virginia Code §18B-1B-4(a)(11) requires the Higher Education Policy Commission to “assure a fair distribution of funds for capital projects between the Commission and Council.” Specifically, the Commission must (1) receive the list of capital project priorities from the Council; (2) place the Council’s ranked list of projects on the agenda for action within 60 days of the date of receipt; (3) select a minimum of three projects from the list submitted by the Council in the ranked list established by the Commission; and (4) at least one of the three projects must come from the top two priorities established by the Council. The Commission must also report to the Legislature and the Legislative Oversight Commission on Education Accountability (LOCEA) in January 2007 on its priorities for capital investment. *Id.* §18B-1B-4(a)(10)(C).

Institutions submitted their project requests in August. These requests, which are summarized in Table 2, were submitted to the State Budget Office on September 1 as part of the FY 2008 appropriation request, and staff is using this information to generate the prioritized list of capital projects required by statute.

The following criteria have been used to prioritize capital projects for FY 2008:

1. Greatest priority should be given to projects for which partial funding is available from the 2004(b) bond issue.
2. Priority should also be given to projects that expand the capacity of community and technical colleges at current campuses.
3. Priority then should be given to renovations and repairs, especially those that deal with deferred maintenance, in the following order:
 - (a) Health, life safety and ADA
 - (b) Direct instructional space, i.e. classrooms and teaching laboratories
 - (c) Other instructional space such as office and academic support
 - (d) Library, computational and communication infrastructure
 - (e) Other academic related infrastructure

Table 1 contains a proposed prioritized list of projects. The first three projects on the list – at Marshall Community and Technical College, Eastern West Virginia Community and Technical College, and Southern West Virginia Community and Technical College – are projects for which partial funding is in place, but for which additional funds are needed if the projects are to be completed as originally envisioned. The next two projects would expand the capacity of Blue Ridge Community and Technical College and New River Community and Technical College at Beckley, both of which are growing rapidly in areas where the community and technical college leases property and needs to acquire more space. The following three projects – at West Virginia University at Parkersburg, Southern West Virginia Community and Technical College, and West Virginia State Community and Technical College – are also aimed at building capacity at existing sites. The final two projects – at West Virginia Northern Community College and the Community and Technical College at WVU-Tech are important renovation projects.

The prioritized list of projects (Table 1) the Council approves at this meeting will be included in the overall list of projects submitted to the Commission for its October 26th meeting.

To facilitate sorting and ranking of the projects, the staff used the following coding structure:

HEPC Project Category Codes:

- A = E&G direct and indirect instructional space
- B = E&G library, computer, communication, and other academic infrastructure
- C = E&G research facilities and equipment
- D = E&G physical education and ancillary services facilities
- E = E&G administrative support services and physical plant improvements
- F = E&G campus utility and other major infrastructure
- G = Auxiliary facilities (i.e., housing, student union, parking, athletic, and recreational facilities, etc.)

HEPC Project Class Codes:

- 1 = Life Safety and ADA: Critical repairs or upgrades driven totally by the need to eliminate health and life safety problems, complying with mandatory building code requirements or meeting provisions of the Americans with Disabilities Act (ADA).
- 2 = Deferred Maintenance: Maintenance projects from prior years and the current year that were not included in the maintenance process because of perceived lower priority status than those funded with available funding. Deferred maintenance includes postponed renewal and replacement maintenance and unperformed unscheduled major maintenance.
- 3 = Building Renewal and Renovations: The complete reworking of an entire building or a major discrete portion or component of a building to develop a facility or component generally equivalent to a new one. It involves the complete upgrading or replacement of systems (heating, ventilation and air conditioning, for example), usually includes element replacements (such as a new roof or windows) and may involve program or occupancy changes. At the completion of a building renewal project the expected useful life of the building should approximate an entirely new facility.
- 4 = New Space: A new structure or an addition to an existing structure for occupancy by people or equipment for the purpose of carrying out specific programs or operations.

Project Status Codes:

- 1 = Preliminary planning stage
- 2 = Project under design by A/E
- 3 = Out to bid or under construction

Funding Status Codes:

- 1 = New Request
- 2 = Supplemental Funding Request
- 3 = Funded and Underway

Table 1
WV Council for Community and Technical College Education
Capital Project Priorities for FY 2008
10/10/2006

Inst	Inst Pri #	HEPC Pri #	Project	Total Project Cost	HEPC Cat.	HEPC Class	HEPC Fund Status	Proj. Status	Funding Available FY07	Funds Needed FY08	Recommended Funding						
											State & Federal Funds			Institution Funds		Non-State	Total Funds Required
											General Revenue FY08+	Federal Revenue FY08+	Potential Bond Project Special Revenue	E&G Capital Fees FY08+	Auxiliary Fees FY08+	Private Gifts, Grants & Other	
E&G PROJECTS																	
Building Renewal and New Buildings and Facilities																	
MCTC	1	1	Community College Facilities/SBA	13,500,000	A	4	1	1	4,254,000	9,246,000	0	0	9,246,000	0	0	0	9,246,000
EWVCTC	1	2	Classroom/Laboratory/General Support Facility	10,956,137	A	4	2	3	8,000,000	2,956,137	0	0	2,956,137	0	0	0	2,956,137
SWVCTC	1	3	Allied Health & Technology Building	10,500,000	A	4	2	3	6,500,000	4,000,000	0	0	4,000,000	0	0	0	4,000,000
BRCTC	1	4	Facilities Expansion - New Building	12,000,000	A	4	1	1	0	12,000,000	0	0	12,000,000	0	0	0	12,000,000
NRCTC	1	5	Beckley Campus Instructional Facilities and Administrative Headquarters	15,000,000	A	4	1	1	0	15,000,000	0	0	15,000,000	0	0	0	15,000,000
WVUP	3	6	Technology Facility	4,000,000	A	4	1	1	0	4,000,000	0	0	4,000,000	0	0	0	4,000,000
SWVCTC	2	7	Logan Campus/District Office/Annex Renovations	4,500,000	A	3	1	1	0	4,500,000	0	0	4,500,000	0	0	0	4,500,000
WVSCTC	1	8	Allied Health, Technology and Workforce Development Building	9,500,000	A	4	1	1	0	9,500,000	0	0	9,500,000	0	0	0	9,500,000
WVNCC	1	9	B&O Building Renovation & Site Improvement	3,115,000	E	4	1	1	0	3,115,000	0	0	3,115,000	0	0	0	3,115,000
CTC WVUIT	1	10	Davis Hall Renovation (Roof/HVAC/Lighting Upgrades)	1,250,000	A	3	1	1	0	1,250,000	0	0	1,250,000	0	0	0	1,250,000
TOTAL				84,321,137					18,754,000	65,567,137	0	0	65,567,137	0	0	0	65,567,137

Table 2
WV Council for Community and Technical College Education
Institution Capital Appropriation Requests for FY 2008
10/10/2006

Inst	Inst Pri #	HEPC Pri #	Project	Total Project Cost	HEPC Cat.	HEPC Class	HEPC Fund Status	Proj. Status	Funding Available FY07	Funds Needed FY08	Recommended Funding						
											State & Federal Funds			Institution Funds		Non-State	Total Funds Required
											General Revenue FY08+	Federal Revenue FY08+	Potential Bond Project Special Revenue	E&G Capital Fees	Auxiliary Fees	Private Gifts, Grants & Other	
E&G PROJECTS																	
Health, Life Safety, ADA & Deferred Maintenance																	
WVNC	1	1	Sprinkler Head Replacements in B&O Building	200,000	A	1	1	1	0	200,000	150,000	0	0	50,000	0	0	200,000
WVNC	2	2	Replace Elevators in the B & O Building	550,000	A	1	1	1	0	550,000	412,500	0	0	137,500	0	0	550,000
WVNC	10	3	Pedestrian Crosswalk Between Education Center and B & O Building	688,000	E	1	1	1	0	688,000	516,000	0	0	172,000	0	0	688,000
WVUP	1	4	Science Lab Renovations	1,050,000	A	2	1	1	0	1,050,000	0	0	1,050,000	0	0	0	1,050,000
NRCTC	2	5	Lewisburg Reroofing Project	380,000	A	2	1	1	0	380,000	285,000	0	0	95,000	0	0	380,000
WVUP	5	6	Campus Infrastructure	300,000	F	2	1	1	0	300,000	225,000	0	0	75,000	0	0	300,000
WVNC	19	7	Replace HVAC Rooftop Units - Weirton Building	175,000	A	2	1	1	0	175,000	131,250	0	0	43,750	0	0	175,000
WVNC	12	8	Boiler Replacement B & O Building	250,000	F	2	1	1	0	250,000	187,500	0	0	62,500	0	0	250,000
Subtotal				3,593,000					0	3,593,000	1,907,250	0	1,050,000	635,750	0	0	3,593,000
Building & Campus Renewal																	
CTC WVU	1	1	Davis Hall Renovation (Roof/HVAC/Lighting Upgrades)	1,250,000	A	3	1	1	0	1,250,000	0	0	1,250,000	0	0	0	1,250,000
WVNC	4	2	Renovations to the Historic B & O Building	1,427,000	A	3	1	1	0	1,427,000	0	0	1,427,000	0	0	0	1,427,000
WVUP	7	3	Classroom Upgrades	500,000	A	3	1	1	0	500,000	0	0	500,000	0	0	0	500,000
SWVCTC	3	4	Williamson Campus Classroom Renovation/Armory Purchase	5,500,000	E	3	1	1	0	5,500,000	0	0	5,500,000	0	0	0	5,500,000
SWVCTC	4	5	Wyoming/McDowell Campus Classroom Renovations	1,500,000	A	3	1	1	0	1,500,000	0	0	1,500,000	0	0	0	1,500,000
SWVCTC	2	6	Logan Campus/District Office/Annex Renovations	4,500,000	A	3	1	1	0	4,500,000	0	0	4,500,000	0	0	0	4,500,000
SWVCTC	5	7	Boone Campus Classroom Renovation	4,000,000	A	3	1	1	0	4,000,000	0	0	4,000,000	0	0	0	4,000,000
WVNC	7	8	Exterior Signage for all Buildings on all Three Campuses	87,500	E	3	1	1	0	87,500	43,750	0	0	43,750	0	0	87,500
WVNC	8	9	New Martinsville Campus Upgrades	328,000	E	3	1	1	0	328,000	164,000	0	0	164,000	0	0	328,000
WVNC	13	10	Renovate Student Service Center - Weirton Campus	68,000	E	3	1	1	0	68,000	0	0	0	68,000	0	0	68,000
WVUP	4	11	Campus Walkways and Connections	421,000	E	3	1	1	0	421,000	210,500	0	0	210,500	0	0	421,000
WVNC	9	12	Furnishings for Classrooms & Faculty Offices in B & O	89,000	A	3	1	1	89,000	0	0	0	0	0	0	0	0
Subtotal				19,670,500					89,000	19,581,500	418,250	0	8,677,000	10,486,250	0	0	19,581,500
New Buildings & Facilities																	
EWVCTC	1	1	Classroom/Laboratory/General Support Facility	10,956,137	A	4	2	3	8,000,000	2,956,137	0	0	2,956,137	0	0	0	2,956,137

Table 2
WV Council for Community and Technical College Education
Institution Capital Appropriation Requests for FY 2008
10/10/2006

Inst	Inst Pri #	HEPC Pri #	Project	Total Project Cost	HEPC Cat.	HEPC Class	HEPC Fund Status	Proj. Status	Funding Available FY07	Funds Needed FY08	Recommended Funding						
											State & Federal Funds			Institution Funds		Non-State	Total Funds Required
											General Revenue FY08+	Federal Revenue FY08+	Potential Bond Project Special Revenue	E&G Capital Fees	Auxiliary Fees	Private Gifts, Grants & Other	
MCTC	1	2	Community College Facilities/SBA	13,500,000	A	4	1	1	4,254,000	9,246,000	0	0	9,246,000	0	0	0	9,246,000
NRCTC	1	3	Beckley Campus Instructional Facilities and Administrative Headquarters	15,000,000	A	4	1	1	0	15,000,000	0	0	15,000,000	0	0	0	15,000,000
BRCTC	1	4	Facilities Expansion - New Building	12,000,000	A	4	1	1	0	12,000,000	0	0	12,000,000	0	0	0	12,000,000
WVSTCT	1	5	Allied Health, Technology and Workforce Development Building	9,500,000	A	4	1	1	0	9,500,000	0	0	9,500,000	0	0	0	9,500,000
WVNCC	11	6	Build Plaza in front of new Education Center	260,000	E	4	1	1	0	260,000	0	0	260,000	0	0	0	260,000
SWVCTC	1	7	Allied Health & Technology Building	10,500,000	A	4	2	3	6,500,000	4,000,000	0	0	4,000,000	0	0	0	4,000,000
WVUP	3	8	Technology Facility	4,000,000	A	4	1	1	0	4,000,000	0	0	4,000,000	0	0	0	4,000,000
NRCTC	3	9	Nicholas County Campus Expansion	1,527,500	A	4	1	1	0	1,527,500	0	0	1,527,500	0	0	0	1,527,500
WVUP	2	10	Child Care/Early Childhood Develop Lab Bldg	1,200,000	A	4	1	1	0	1,200,000	0	0	1,200,000	0	0	0	1,200,000
WVNCC	3	11	Acquisition of United Electric Property Adjacent to New Education Center	695,000	A	4	1	1	0	695,000	0	0	695,000	0	0	0	695,000
NRCTC	4	12	Bluefield Campus	3,500,000	A	4	1	1	0	3,500,000	0	0	3,500,000	0	0	0	3,500,000
WVUP	8	13	Health Sciences Building	5,000,000	A	4	1	1	0	5,000,000	0	0	5,000,000	0	0	0	5,000,000
NRCTC	5	14	Technical Education Facility	3,000,000	A	4	1	1	0	3,000,000	0	0	3,000,000	0	0	0	3,000,000
WVNCC	14	15	Construct New Wing for Allied Health Programs - Weirton Campus	2,200,000	A	4	1	1	0	2,200,000	0	0	2,200,000	0	0	0	2,200,000
WVUP	6	16	Library Expansion	8,000,000	B	4	1	1	0	8,000,000	0	0	8,000,000	0	0	0	8,000,000
WVNCC	6	17	Maintenance Storage Building	96,000	E	4	1	1	0	96,000	48,000	0	48,000	0	0	0	96,000
WVNCC	18	18	Purchase CSX Property	250,000	G	4	1	3	0	250,000	125,000	0	125,000	0	0	0	250,000
WVNCC	17	19	Purchase Robinson Parking Lot	95,418	G	4	1	3	31,806	63,612	0	0	63,612	0	0	0	63,612
Subtotal				101,280,055					18,785,806	82,494,249	173,000	0	61,424,637	20,833,000	63,612	0	82,494,249
TOTAL E&G PROJECTS				124,543,555					18,874,806	105,668,749	2,498,500	0	71,151,637	31,955,000	63,612	0	105,668,749
AUXILIARY PROJECTS																	
Health, Life Safety, ADA & Deferred Maintenance																	
WVNCC	5	10	Parking Lots Security System	150,000	G	1	1	1	0	150,000	0	0	0	150,000	0	0	300,000
WVNCC	20	11	Resurface Weirton Parking Lot	69,000	G	2	1	1	0	69,000	0	0	0	69,000	0	0	138,000
Subtotal				219,000					0	219,000	0	0	0	219,000	0	0	438,000
Building & Campus Renewal																	
WVNCC	15	12	Surfacing of Gravel 18th Street Parking Lot	250,000	G	3	1	1	0	250,000	0	0	0	250,000	0	0	500,000
Subtotal				250,000					0	250,000	0	0	0	250,000	0	0	500,000
TOTAL AUXILIARY PROJECTS				469,000					0	469,000	0	0	0	469,000	0	0	938,000
GRAND TOTAL ALL PROJECTS				\$ 125,012,555					\$ 18,874,806	\$ 106,137,749	\$ 2,498,500	\$ -	\$ 71,151,637	\$ 31,955,000	\$ 532,612	\$ -	\$ 106,606,749

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

Meeting of October 19, 2006

VII. Information Items

- A. Workforce Development Initiative (HB 3009 Awards) pg 28
- B. Review of Comments on Series 35, *Correspondence, Business, Occupational and Trade Schools* pg 30
- C. Community and Technical College at WVU Tech Legislative Study Report..... pg 32
- D. Pete Checkovich, President Blue Ridge Community and Technical College Report on Independent Service Cost Savings

**WV Council for Community and Technical College Education
Meeting of October 19, 2006**

ITEM: Workforce Development Initiative (HB 3009 Awards)

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Sharon Wagoner

BACKGROUND:

House Bill 4690, passed during the 2006 legislative session, transferred the administration of the Workforce Development Initiative (HB 3009) from the West Virginia Development Office to the WV Council for Community and Technical College Education. In May 2006, the WV Council for Community and Technical College Education approved the delegation of authority to determine Workforce Development Initiative Grants to the Program Advisory Committee with all grant activity reported to the Council during the meeting immediately following distribution of awards.

The following report indicates the actions of that committee through September 30, 2006.

WORKFORCE DEVELOPMENT INITIATIVE (HB 3009)

Report Fiscal Year 2006/2007

Southern WV Community and Technical College

Project Title	Partners	Date	Allocation	Cash Match	In-Kind Match	Participants
Respiratory Care (AAS)	Charleston Area Medical Center First National Bank of Williamson Logan Regional Medical Center Williamson ARC	8/21/2006	\$250,000	\$225,000	\$25,000	40

West Virginia University - Parkersburg

Project Title	Partners	Date	Allocation	Cash Match	In-Kind Match	Participants
CAN/Patient Care Technology Program	St Joseph Hospital Parkersburg Area Community Founcation Camden Clark Hospital Mid Ohio Valley Rural Health Alliance	8/21/2006	\$15,000	\$15,000	\$0	40

TOTALS

Total Allocations:	\$265,000					
Total Cash Match:		\$240,000				
Total In-Kind:			\$25,000			
Total Participants:						80

**WV Council for Community and Technical College Education
Meeting of October 19, 2006**

ITEM: Review of Comments on Series 35,
*Correspondence, Business, Occupational and
Trade Schools*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Bruce Walker

BACKGROUND:

Senate Bill 448 transferred jurisdiction over private correspondence, business, occupational and trade schools from the WV Higher Education Policy Commission to the WV Council for Community and Technical College Education. The relevant statute that sets out the regulatory powers of the Council requires these schools to secure a surety bond and obtain a permit from the Council to operate.

In 1997 the State College System Board of Directors, who had statutory authority at the time, received a complaint from a student at Mountain State College claiming she was misled by school officials when recruited for its Legal Assistant program. After an investigation by the Board of Directors, a recommendation was made that the school refund the complaining students' tuition. The School declined to make the refunds.

Under the version of the Board of Director's rule in effect at the time, which is now Series 35 of the Council's rules, the only remedy the Board of Directors had for violations of its rules was to revoke the permit of the school. The Board of Directors decided the student complaint was not of sufficient magnitude to warrant a permit revocation.

Several of the students then brought a civil suit in Kanawha County Circuit Court against the school, their student loan creditors, and the Board of Directors as holder of the school's surety bond. On February 21, 2002 the Circuit Court issued a partial summary judgment ordering procedures to be put in place to address situations like those faced by the students and to allow the dispensing of proceeds from the posted surety bonds to students harmed by a school's actions.

In subsequent conferences with the Court, the Policy Commission was directed to amend its Series 35 to provide a mechanism for resolving and remedying student complaints without complete revocation of a school's permit.

A draft of amendments to Series 35 was prepared in an effort to comply with the Court's directives. After receiving comments from other parties, a final draft was submitted to the Court. It was emphasized to the Court that the draft was only a staff presentation and would have to be approved by the full Policy Commission and Legislature.

The proposed amendments set out in the attached draft establish a procedure for ordering refunds and other appropriate relief to students harmed by the schools' actions as well as forfeiting surety bonds. The amended rule was approved by the Policy Commission at its November 15, 2002 meeting for filing with the Legislative Oversight Commission on Education Accountability (LOCEA). At that point, the rule was never acted upon by LOCEA.

In October of 2005, the Council approved the proposed rule to again be placed on a thirty-day comment period, but a request was received from two entities to have additional discussion of the rule. Given the extended period of time, the timeframe for submitting to LOCEA did not permit action in 2005; therefore, at its June 23, 2006, meeting the Council sent the proposed amended rule for an additional comment period. A number of comments were received and can be summarized as follows:

- The Council has no authority to order any relief for students and its only remedy for violation of the rule or statute is permit revocation.
- The Council has no authority to revoke a surety bond posted by a school.
- Mediation and arbitration should be required first to remedy any student complaint.
- The Chancellor or his/her designee should not be the trier of fact in a contested proceeding against a school and, if the school is willing to pay the cost, an arbitrator from a nationally recognized organization must be used.
- Due process protections for schools should be more detailed.
- Arbitration should replace the administrative hearing by the Council.
- Refund periods should correspond with those required by the federal government.
- Should require students to read and acknowledge the enrollment agreement.
- Should reduce the record retention period from 50 years to 15 years.
- Actions taken by Council should be proportional to violation.

Staff are currently reviewing these comments and will bring a new draft of Series 35 to the Council at its next meeting incorporating those comments it feels are justified.

**WV Council for Community and Technical College Education
Meeting of October 19, 2006**

ITEM: Community and Technical College at WVU
Tech Legislative Study Report

INSTITUTIONS: Community and Technical College at WVU
Tech

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Dr. Jo Harris, President

BACKGROUND:

Upon passage of House Bill 4690, which changed the status of West Virginia University Institute of Technology from a regional campus to a division, the statute also directed that the Community and Technical College and its boards conduct a study and report to the Council by November 1, 2006, the appropriate governance structure for the college, the appropriate name, and the most effective and efficient mechanism to ensure that all essential conditions are met.

Meetings and retreats were held with the CTC Subcommittee of the WVU Board of Governors, the CTC @ Tech Institutional Board of Advisors, the administrative team, legislative representatives, and faculty, staff, and students. Surveys were conducted regarding name changes. Costs of services were analyzed. The attached report presents conclusions from this study.



REPORT

In Response to
HB 4690

WEST VIRGINIA COUNCIL
FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

October 12,, 2006



Background

Upon passage of House Bill 4690, which changed the status of West Virginia University Institute of Technology from a regional campus to a division, the statute also directed the following:

“The West Virginia Board of Governors, in conjunction with the Board of Advisors of The Community and Technical College at West Virginia University Institute of Technology, shall conduct a study and report to the council by the first day of November, two thousand six. The study includes, but is not limited to, the following issues:

- (1) An appropriate governance structure for the community and technical college.*
- (2) An appropriate name for the community and technical college; and*
- (3) The most effective and efficient mechanism to ensure that all essential conditions for the delivery of community and technical college education are met, including the most effective and efficient method for the community and technical college to obtain services.”*

Methodology

In preparation of this report, constituent meetings and retreats were held with student, faculty, staff, administrative, board, and legislative representatives beginning in April 2006 and concluding in August 2006. Each session began with an explanation of the current governance structure and alternative structures, possible name suggestions resulting from a survey, and delivery of services alternatives.

Conclusions

Issue: Appropriate Governance Structure

The most appropriate governance structure for the Community and Technical College at WVU Tech is to remain administratively linked to WVU Tech, with the West Virginia University Board of Governors continuing as its governing board.

Rationale: The WVU Board of Governors, its subcommittee on Community and Technical Colleges, and the Institutional Board of Advisors have worked together since independent accreditation of the community college to ensure that all issues are brought to the Boards for appropriate discussion and action. No action item has been delayed nor gone unheard due to this structure.

Since the merger of WVU Tech and WVU in 1996, back office functions and systems have become thoroughly integrated and interdependent, bringing about efficiencies and effectiveness. Realigning the institution with a separate Board of Governors may result in duplicative services being established and may result in charges for services now provided without cost through West Virginia University (e.g., immigration services, legal counsel).

The language “administratively linked” to West Virginia University Institute of Technology does not need altered within the statute. WVU Tech will maintain its name after becoming a division, will maintain a separate budget allowing the same chargeback process to be appropriate, and will continue to supply administrative services now purchased by the community college either at the site or through WVU. The community college will negotiate annually with WVU Tech and WVU when appropriate for administrative services.

Issue: Name

The Community and Technical College at West Virginia University Institute of Technology should retain its current name.

Rationale:

Although the current name is lengthy, it was concluded that based on the high rate of alumni support (particularly in the printing program) the quality reputation that employers place on graduates with the Tech association, the program specific accreditation implications, the “joint yet distinct” marketing that has resulted in separate yet united advantages, and the local constituent environment, the college should retain its current name.

Issue: Effective and Efficient Delivery of Essential Conditions

The Community and Technical College at West Virginia University Institute of Technology should continue its affiliation with WVU Tech and WVU for effective and efficient delivery of services.

Rationale:

All essential conditions required by former legislation were met quickly and professionally under the current affiliation. Even prior to legislative action, the CTC at WVU Tech had distinct personnel policies, with clearly identified faculty and staff, and a

separate and distinct location on campus. As the mission of the community colleges was defined, this college and WVU Tech responded to ensure that developmental education and workforce development became the purview of the CTC. The other conditions, including a separate budget, were met in a professional and timely manner. Policies and procedures were established for program administration and chargeback agreements and evaluation. Annually, service charges are reviewed and budgets are adjusted if changes are required. Duplicative services are not affordable, yet where there are specific CTC requirements that cannot be met by WVU Tech or WVU, the college has and will continue to negotiate the chargeback agreement accordingly; e.g. a CTC-specific recruiter for career-technical and adult students and a marketing director. Collaborative services include the bookstore, the business office, admissions, records, financial aid, computer services, and the library. The environment of cooperation and collaboration is prevalent and policies and procedures clearly define the appropriate negotiation for and delivery of services.

SUMMARY

In this study with input from multiple constituent groups, consideration of the current local environment, campus size, integration within the regional campus system, strong programmatic alumni support, and industry name recognition resulting in excellent job placement rates for graduates, the recommendation to make no changes in name or governance was strong at this point in time. Realizing the ever-changing environment and the need for responsiveness in community college education, the institution will continue to be adaptable and work within the framework of the community college system and in the direction set forth by the West Virginia Council for Community and Technical College Education and the State Legislature.

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

Meeting of October 19, 2006

IX. Possible Executive Session Under the Authority of WV Code §6-9A-4 For The Following:

- A. *Approval of Board of Advisors Appointments at Community and Technical College at WVU Tech
- B. *Approval of Presidential Compensation Package at New River Community and Technical College, Blue Ridge Community and Technical College, and Pierpont Community and Technical College

X. Additional Board Action and Comments

XI. Next Meeting

Date: December 14, 2006

Location: Charleston Marriott Town Center
Charleston, West Virginia

Time: 9:30 am

XII. Adjournment