



# **West Virginia Council for Community & Technical College Education**

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## **AGENDA**

**January 26, 2017  
9:30 am**

### **Members**

**Clarence Pennington, Chair  
Robert Brown, Vice Chair  
William Baker  
Bruce Berry  
Christina Cameron**

**Kathy D'Antoni  
Steve Roberts  
John Sorrenti  
Woody Thrasher**

**Sarah Armstrong Tucker, Chancellor**



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

**January 26, 2017  
9:30 am**

*1018 Kanawha Blvd., East  
Charleston, WV 25301  
9<sup>th</sup> Floor Conference Room*

**CONFERENCE CALL: 1-888-786-7361  
Passcode: 568558**

- I. Call to Order**
- II. Oath of Office for New Council Member Woody Thrasher**
- III. Advisory Council of Faculty Briefing**
- IV. Approval of Minutes**
  - A. \*December 8, 2016, Meeting Minutes..... pg 3
- V. Academic Affairs**
  - A. \*Program Review for Mountwest Community and Technical College ..... pg 8
- VI. General**
  - A. \*Technical Program Development Grant Award ..... pg 9
- VII. Information**
  - A. West Virginia Business College Accreditation and Financial Issues .....pg 10
- VIII. Next Meeting**
  - Location: WVU at Parkersburg
  - Date: April 20, 2017
  - Time: 9:30 a.m.
- IX. Adjournment**

## MINUTES

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

December 8, 2016

A meeting of the West Virginia Council for Community and Technical College Education was held on December 8, 2016, beginning at 9:30 a.m. at the Advanced Technology Center, South Central West Virginia in South Charleston, West Virginia. Council members present were: William Baker, Keith Burdette, Clarence Pennington and John Sorrenti. Joining by conference call were Robert Brown and Steve Roberts. Council members absent were: Bruce Berry, Christina Cameron and Kathy D'Antoni. Also in attendance were Chancellor Sarah Tucker, Council staff, community and technical college presidents, faculty, staff, students and guests.

#### Call to Order

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

#### 1. Advisory Council of Classified Employees

Amy Pitzer, Advisory Council of Classified Employees Chairman, provided an overview of the Advisory Council and highlighted issues and concerns that include:

- PEIA
  - Additional costs passed on to employees is one of the chief concerns for classified employees
  - A lack of legislative funding for PEIA, combined with a lack of salary increases is hitting all employees, especially those who are lower paid, very hard
- Layoffs/Furloughs
  - State code defines both layoffs and furloughs as the same
  - No policy in place at State level
  - No policy or procedure in place at many institutions
  - No plan in place
- Personnel Issues
  - State laws in place since 2005 have been largely ignored for 11 years
  - Very little accomplished
- Things we could be doing through tough economic times
  - Developing policy and rules for:
    - Implementation of the new classification and compensation model
    - Continuing education and professional development programs

- Conduct studies on:
  - Employment practices
  - Human resource information system
  - Grant-funded employees
- Completion of best practices manual

## **2. Approval of Minutes**

Mr. Roberts moved the adoption of minutes from the October 20, 2016, meeting of the West Virginia Council for Community and Technical College Education.

Mr. Brown seconded the motion. Motion carried.

## **Finance and Facilities**

### **3. WESCO Building Renovation Project at West Virginia Northern Community College**

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education tables the WESCO Building Renovation Project at West Virginia Northern Community College.

Mr. Baker seconded the motion. Motion carried.

### **4. Acceptance of Charitable Property Donation from Laurel Lodge Enterprise, Inc. to Mountwest Community and Technical College**

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education accepts 6.846 acres being donated to Mountwest Community and Technical College by Laurel Lodge Enterprise, Inc. as a charitable donation.

Mr. Brown seconded the motion. Motion carried.

### **5. Capital Project Priorities FY 2018**

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the prioritized capital project list in Table 1 for fiscal year 2018 and directs staff to report the capital project priorities to the Legislative Oversight Commission on Education Accountability in January 2017 as required by state law.

Mr. Roberts seconded the motion. Motion carried.

## Academic Affairs

### 6. **Post Audit Reviews and Follow-up Reports**

Mr. Sorrenti moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education receives post audit and follow-up reports for occupational programs at Mountwest Community and Technical College and New River Community and Technical College and recommends that the programs be subject to the recommended actions as noted.

Mr. Burdette seconded the motion. Motion carried.

### 7. **Revisions to Legislative Rule, Series 52, *Annual Reauthorization of Degree-Granting Institutions***

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the proposed revisions to Series 52, legislative rule, *Annual Reauthorization of Degree-Granting Institutions*, to be filed with the Secretary of State for the thirty-day public comment period.

FURTHER RESOLVED, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action at the conclusion of the comment period if no substantive comments are received.

Mr. Sorrenti seconded the motion. Motion carried.

### 8. **Revisions to Legislative Rule, Series 35, *Correspondence, Business, Occupational, and Trade Schools***

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the proposed revisions to Series 35, legislative rule, *Correspondence, Business, Occupational, and Trade Schools*, to be filed with the Secretary of State for the thirty-day public comment period.

FURTHER RESOLVED, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action at the conclusion of the comment period if no substantive comments are received.

Mr. Sorrenti seconded the motion. Motion carried.

## **General**

### **9. Technical Program Development Grant Award**

Mr. Sorrenti moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the Technical Program Development grant awards as proposed.

Mr. Baker seconded the motion. Motion carried.

### **10. CTC/CTE Consortia Compacts**

Mr. Burdette moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the CTC/CTE Consortia Compacts pending recommended revisions.

Mr. Baker seconded the motion. Motion carried.

## **Information**

### **11. West Virginia Higher Education Report Card**

The 2016 West Virginia Higher Education Report Card is an annual accountability report, mandated in WV Code §18B-1D-8, which provides an annual system performance report of higher education statistics. The statistics found in the Report Card are reflective of the goals established in the Council's Master Plan – Fulfilling the Vision: 2015 - 2020. The statewide goals are:

1. Improve the success of students by increasing college completion.
2. Meet the workforce demands of employers and enhance economic development efforts in West Virginia.
3. Provide access to affordable community and technical college education in all regions of the state.
4. Ensure fiscal stability to effectively deliver comprehensive community and technical college education.

Neal Holly, Vice Chancellor for Policy and Planning, presented highlights from the report.

In accordance with the Community and Technical College System Master Plan, *Fulfilling the Vision: 2015-2020*. Dr. Holly also provided information on the Academic Readiness Report results.

**12. 2016 Financial Aid Comprehensive Report**

Brian Weingart, Senior Director of Financial Aid, presented the eighth annual Financial Aid Comprehensive Report. Included in the report for academic year 2014-2015 were descriptions of and changes to West Virginia aid programs, longitudinal data about recipients of financial aid in the state and outcomes of these recipients, and policy recommendations for West Virginia aid programs.

**13. TANF – CTC Expansion Update**

Chancellor Sarah Tucker provided an update of the Temporary Assistance for Needy Families (TANF) program in the Community and Technical College System. This program was launched as a pilot program in fall of 2015 at Southern WV Community and Technical College. Over 90 percent of students passed. In spring of 2016, more than 70 percent had above a 2.0 GPA. This program is now available at all nine community and technical colleges – more than 150 TANF recipients enrolled in fall 2016.

**Additional Board Action and Comments**

**Adjournment**

There being no further business the meeting was adjourned.

**Next Meeting**

Location: Advanced Technology Center, South Central West Virginia  
South Charleston, WV  
Date: Thursday, January 26, 2017  
Time: 9:30 a.m.

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Clarence Pennington, Chairman

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William Baker, Secretary

**WV Council for Community and Technical College Education  
Meeting of January 26, 2017**

**ITEM:** Program Review for 2015-2016

**INSTITUTION:** Mountwest Community and Technical College

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia Council for Community and Technical College Education accepts the program review actions of the institutional governing board.*

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

At its meeting on October 20, 2016, the Council received an annual report on program review actions. Reviews from Mountwest Community and Technical College were not received in time and thus were not part of that report. Mountwest did complete reviews for two programs in 2015-16 and have submitted them for review and approval. A summary of the Mountwest reviews are provided below.

<b>Program</b>	<b>Institutional Recommendation</b>	<b>Total Number of Graduates Last five years</b>	<b>Graduation Hours</b>
<b>A.A.S. Information Technology</b>	Continue with corrective action	24	61
<i>The program offers six options: 1) Animation and Gaming, 2) Geospatial Science and Technology, 3) Network Systems Administration, 4) Network Systems Development, 5) Network Security, and 6) Web Development. Recruiting and marketing remain a concern but the hiring of full-time recruiter by the college is expected to provide some assistance. Increasing graduates will require additional resources. The Board recommendation called for the development of strategies to increase graduates.</i>			
<b>A.A. General Studies</b>	Continue with corrective action	6	60
<i>Specific concentrations available face-to-face or online include: 1) Advertising, 2) Internet Journalism, 3) Public Relations, and 4) Radio/TV Production Management. The concentrations are articulated with Marshall University's School of Journalism and Mass Communication. Through a new marketing strategy, the college plans to better promote the transfer role at the college. The college is also working with Marshall to develop a strategy to collect and share the success of transfer students. The Governing Board recommends the development of strategies to increase enrollment. Enrollment averaged 118 students over the past four years.</i>			

**WV Council for Community and Technical College Education  
Meeting of January 26, 2017**

**ITEM:** Technical Program Development Grant Award

**INSTITUTIONS:** Blue Ridge Community and Technical College

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia Council for Community and Technical College Education approves the Technical Program Development grant award as proposed.*

**STAFF MEMBER:** Casey Sacks

**BACKGROUND:**

Technical Program Development funding in the amount of \$1.89 million was allocated in the Council's FY 2017 budget.

Each community and technical college had an opportunity to submit a proposal and request up to \$220,000 per program development. A committee comprised of Council staff reviewed the proposals and made recommendations as detailed below:

**NEW PROPOSAL RECOMMENDED FOR APPROVAL**

Program	Degree Level	Institution	Enrollment Per Year	Recommended Award
Hydraulic Equipment Technician	AAS	Blue Ridge CTC	30	220,000
<b>Total Amount of Recommended Awards:</b>				220,000

**WV Council for Community and Technical College Education  
Meeting of January 26, 2017**

**ITEM:** West Virginia Business College Accreditation and Financial Issues

**INSTITUTION:** West Virginia Business College

**RECOMMENDED RESOLUTION:** Information Item

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

West Virginia Business College with campuses in Wheeling and Nutter Fort received a notice of denial of renewal of accreditation from its accreditation body Accrediting Council for Independent Colleges and Schools (ACICS). Also, an audit by Council/Commission staff discovered approximately \$70,000 in inconsistencies related to the spending of state supported financial aid funds.

Campus officials of West Virginia Business College (WVBC) received a letter from the ACICS, dated December 22, 2016 identifying 48 findings and serious concerns related to accreditation criteria. Some of those concerns include the following:

- “The campus could not demonstrate that it reflects high ethical standards in its relations with students.”
- “The administrator in the surgical technology program (Wheeling campus) does not have the qualifications to administer or teach in the program.”
- Questioned the qualification/credentials of at least two faculty members at the Nutter Fort campus.
- Determined that pre-requisite course requirements were not being followed in a number of programs at the Nutter Fort campus.
- The Nutter Fort campus does not provide appropriate equipment and instructional resources to support the surgical technology, medical assistant and nurse assistant/patient care aide programs.

Furthermore, the letter reads on page 10: “...the likelihood that the institution can come into compliance with the *Criteria* within a reasonable time frame is called into question, especially given its history of renewal accreditation visits with similar findings and concerns.”

West Virginia Business College has appealed this decision and ACICS has until April 30, 2017 to consider the appeal. Until the appeal is considered, West Virginia Business College can maintain its current status for federal financial aid.

Given the seriousness of the accreditation situation and the financial aid audit, the members of the two-year reauthorization committee of the Academic Affairs Division of CTCS/HEPC are unwilling to recommend continued authorization to confer degrees in West Virginia. The CTCS staff recommends a comprehensive site visit to both the Wheeling and Nutter Fort campuses. The site visit team will be made up of members of the two-year school reauthorization committee and any external members as deemed necessary by CTCS staff. Site team members shall seek comprehensive financial audit information, interview students, review curricula, faculty credentials, facilities, instructional materials, review bond surety requirements and gather any other information necessary for the formation of a recommendation related to Series 35 authorization to confer a degree in West Virginia. Any such recommendation shall be made available to the Council prior to any reauthorization of the continued permit to operate in West Virginia as stated in Series 35. Depending on the findings of the site visit team, the committee members may ask the Chancellor to have the Council render a decision on authorization to confer a degree prior to the beginning of the WVBC spring quarter scheduled to begin on April 4, 2017.

As a result of the financial aid audit, the West Virginia Higher Education Policy Commission is to consider a recommendation at its meeting of February 3, 2017, (item follows) on whether to allow WVBC to continue receiving state financial aid funds under the Higher Education Grant Program (HEGP). The information in this item will be shared with the Commission so that both entities are fully briefed and cognizant on all information related to West Virginia Business College. Any action by the Commission related to WVBC and HEGP will be duly reported to the Council and any action related to Series 35 by the Council shall be reported to the Commission.

**West Virginia Higher Education Policy Commission  
Meeting of February 3, 2017**

**ITEM:** Determination of Institutional Eligibility for the West Virginia Higher Education Grant Program

**INSTITUTION:** West Virginia Business College

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission determines that West Virginia Business College is to be excluded from participating in the Higher Education Grant Program at the conclusion of the 2016-17 award year and that no new awards be made for the remainder of the 2016-17 award year.

*Further Resolved*, That this determination is subject to the regular due process and appeal as provided in Series 42.

**STAFF MEMBER:** Brian Weingart

**BACKGROUND:**

In 2012, the Division of Financial Aid conducted a program review of the West Virginia Higher Education Grant Program (HEGP) at West Virginia Business College. Several deficiencies were found at that time and the institution was instructed to correct those deficiencies. Commission staff visited the institution and held conference calls with institutional officials to train and assist them in administering the HEGP.

In June and July 2016, another program review was conducted at West Virginia Business College. At that time, records for 45 of the 111 students who received the HEGP between the 2012-13 and 2014-15 award years were reviewed for HEGP eligibility. Of the 45 students selected for review, 22 were identified as ineligible. Commission staff determined that West Virginia Business College should return \$30,798 in HEGP funds issued to ineligible students.

A review of 142 students who received disbursements between the 2012-13 and 2015-16 award years showed 77 students had issues regarding the disbursement of funds. There were 24 cases resolved because they pertained to the 2015-16 award year and it had not closed at the time of the review. Of the remaining issues regarding student disbursements, \$37,602 in HEGP funds were paid to the institution but not disbursed to the student.

West Virginia Business College should return a total of \$68,400 in HEGP funds.

West Virginia Business College has experienced significant turnover in the position that administers the Higher Education Grant, which appears to have led to inconsistencies. There are no electronic processes to administer the Higher Education Grant, resulting in inefficiencies, lack of oversight, and reduced checks and balances. Based upon the review, Commission staff determines that West Virginia Business College has seriously mismanaged the HEGP and lacks institutional controls to manage the program properly.

Staff recommends that West Virginia Business College lose their eligibility to participate in the HEGP at the end of the 2016-17 award year, and not be allowed to grant any new awards for the remainder of the year. West Virginia Business College should substantiate eligibility and payment to any current students for the remainder of the 2016-17 award year. No current, eligible recipients should be harmed.

Pursuant to Series 42, *West Virginia Higher Education Grant Program*, the Vice Chancellor for Administration may exclude an institution from participating in the HEGP upon a determination by the Commission that the institution has seriously mismanaged HEGP funds or lacks institutional controls to manage such funds properly. Any such decision may be appealed in writing by the institution to the Vice Chancellor for Administration within fifteen (15) days of receiving notification from the Vice Chancellor.