

LEGISLATIVE OVERSIGHT COMMISSION ON EDUCATION ACCOUNTABILITY

Senate Finance Committee Room
October 11, 2011

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(to be distributed under separate cover)

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West Virginia
Higher Education
Policy Commission



West Virginia Higher Education Policy Commission

**Report to the Legislative Oversight Commission
on Education Accountability**

October 11, 2011

Fiscal Year 2011 Annual Report on Board of Governors Training



West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard East, Suite 700
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(304) 558-0699
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MEMORANDUM

TO: The Honorable Robert Plymale
Co-Chair, Legislative Oversight Commission on Education Accountability
Chair, Senate Education Committee

The Honorable Mary Poling
Co-Chair, Legislative Oversight Commission on Education Accountability
Chair, House Education Committee

FROM: Brian Noland 

DATE: September 30, 2011

RE: Annual Report on Board of Governors Training

During the 2009 legislative session, the West Virginia Legislature enacted West Virginia Code § 18B-1D-9 requiring the Higher Education Policy Commission (Commission) to coordinate periodic training and development opportunities for members of institutional governing boards under the Commission's jurisdiction and the lay members of the Commission itself. Specifically, that Code section requires that:

- Within six months of beginning service on a governing board, a board member must complete at least three hours of training and development relating to their duties as a board member. This provision is to be interpreted as applying only to those governing board members beginning service on or after July 1, 2009.
- With the exception of the student members of a governing board, each board member must complete at least six hours of training and development within every two years of service. This provision is to be interpreted as beginning on July 1, 2009 for those members already in office on July 1, 2009, or as beginning with the start of service date if appointed after July 1, 2009.
- The training and development is to address the following topics:
 - State goals, objectives, and priorities for higher education;
 - The accountability system for higher education set forth in West Virginia Code §18B-1D-1 et seq;
 - The general powers and duties of governing board members; and,
 - Ethical considerations arising from board membership.

September 30, 2011

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To facilitate this process, the Commission sponsored various training opportunities and staff developed several forms, a comprehensive tracking system, and a special section of the agency's website located at www.hepc.wvnet.edu/boardtraining. Since July 2009, the Commission has hosted various training opportunities including, but not limited to, the following: the 2009 Board of Governors Summit, which provided nine hours of training credit; the 2009 Finance Summit, which provided six hours of training credit; and the 2010 Board of Governors Summit, which provided nine hours of training credit. The forms provide a platform for the request of approval of institutional training opportunities, report of earned training credits, and certification of annual training credits. The tracking system allows for the input of Commission and institutional sponsored training credits and the output of periodic reports regarding the progress of institutional board members in meeting the training requirements to the respective board chair and institutional president. The website provides information regarding requirements, institutional forms, upcoming Commission-sponsored training opportunities, and resources. Furthermore, the website provides technology-based training credits.

As required by the statute, each institutional board chair is to certify to the Commission by July 31 of each year the number of hours of training and development each board member received during the preceding fiscal year. Additionally, the statute requires that by September 30 of each year the Commission shall report to the Legislative Oversight Commission on Education Accountability on the training and development that members of the Commission and the governing boards received during the preceding fiscal year.

For the Fiscal Year 2011 reporting period beginning on July 1, 2010 and ending on June 30, 2011, annual certifications were received from all institutional board chairs and the Commission's chair with a majority of members in compliance. Enclosed is a full report of the training credits earned by all institutional board members and Commission lay members. A letter has been sent to the Governor and Secretary of State regarding the replacement of the members marked as non-compliant on the enclosed report. West Virginia Code §18B-1D-9 states that the Governor is to appoint a replacement for any board member disqualified from continued service and such replacements were requested in the aforementioned letter, which is dated today, September 30, 2011.

Please advise regarding questions or comments concerning any of the above or enclosed.

Enclosure

Institution	Name	Total Training Hours Earned as of June 30, 2011	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Satisfactory Compliance/Progress in Meeting Training Requirement Deadline(s)?
Bluefield State College	James Palmer, III	10.5	October 27, 2005	N/A	June 30, 2011	Yes
Bluefield State College	Gloria Stephens	1.5	November 17, 2006	N/A	June 30, 2011	No
Bluefield State College	Larry Morhous	0.0	November 17, 2006	N/A	June 30, 2011	No
Bluefield State College	Larry Ratliff	10.5	September 10, 2008	N/A	June 30, 2011	Yes
Bluefield State College	Anne Taylor	19.5	April 16, 2009	N/A	June 30, 2011	Yes
Bluefield State College	Angela Lambert	6.0	July 1, 2009	January 1, 2010	June 30, 2011	Yes
Bluefield State College	Craig Cardwell	1.5	July 1, 2009	N/A	N/A	N/A
Bluefield State College	Lisa Neel	19.5	July 1, 2009	January 1, 2010	June 30, 2011	Yes
Bluefield State College	Richard Bezjak	16.5	September 2, 2009	April 2, 2010	September 2, 2011	Yes
Bluefield State College	Robert Perkinson, Jr.	3.0	September 2, 2009	April 2, 2010	September 2, 2011	Yes
Bluefield State College	Roger Topping	13.5	September 2, 2009	April 2, 2010	September 2, 2011	Yes
Bluefield State College	Aaron Saunders	4.5	September 14, 2010	April 14, 2011	September 14, 2012	Yes
Bluefield State College	Norris Kantor	3.0	January 4, 2011	July 4, 2011	January 4, 2012	Yes

Total Training Hours Earned as of June 30, 2011

110

The above information reflects the Fiscal Year 2011 annual certification signed by James Palmer, III, Chair of the Bluefield State College Board of Governors, on August 24, 2011 and received by Commission staff on August 26, 2011.

No longer a member of the board (Resigned or replaced)

No longer eligible for service on the board due to not meeting the training requirement

Exempt from the training requirements due to status as a student representative to the institutional board of governors or an ex-officio member of the Commission

Institution	Name	Total Training Hours Earned as of June 30, 2011	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Satisfactory Compliance/Progress in Meeting Training Requirement Deadline(s)?
West Virginia School of Osteopathic Medicine	Sharon Rowe	10	July 1, 2001	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	Kendall Wilson	25	October 17, 2005	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	Randall Short	18	July 13, 2006	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	Rodney Fink	25	July 13, 2006	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	C. Sue Holvey	9	September 6, 2007	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	Judith Seifer	10	September 6, 2007	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	Evonne Masters	10	April 19, 2008	N/A	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	Brian Huggins	10	July 1, 2009	N/A	N/A	N/A
West Virginia School of Osteopathic Medicine	Thomas Steele	10	July 1, 2009	January 1, 2010	June 30, 2011	Yes
West Virginia School of Osteopathic Medicine	John Manchin	4	December 1, 2009	June 1, 2010	December 1, 2011	Yes
West Virginia School of Osteopathic Medicine	Cheryl Schreiber	10	March 26, 2010	September 26, 2010	March 26, 2012	Yes
West Virginia School of Osteopathic Medicine	Heather Antolini	10	March 26, 2010	September 26, 2010	March 26, 2012	Yes

Total Training Hours Earned as of June 30, 2011 **151**

The above information reflects the Fiscal Year 2011 annual certification signed by Rodney Fink, Chair of the West Virginia School of Osteopathic Medicine Board of Governors, on June 25, 2011 and received by Commission staff on July 8, 2011.

No longer a member of the board (Resigned or replaced)

No longer eligible for service on the board due to not meeting the training requirement

Exempt from the training requirements due to status as a student representative to the institutional board of governors or an ex-officio member of the Commission

Institution	Name	Total Training Hours Earned as of June 30, 2011	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Satisfactory Compliance/Progress in Meeting Training Requirement Deadline(s)?
West Virginia University	John Mattern	30	August 11, 2005	N/A	June 30, 2011	Yes
West Virginia University	Thomas Clark	15	August 11, 2005	N/A	June 30, 2011	Yes
West Virginia University	Andrew Payne, III	21	December 8, 2006	N/A	June 30, 2011	Yes
West Virginia University	Carolyn Long	36	January 2, 2007	N/A	June 30, 2011	Yes
West Virginia University	Ellen Cappellanti	21	July 3, 2007	N/A	June 30, 2011	Yes
West Virginia University	James Dailey, II	30	July 3, 2007	N/A	June 30, 2011	Yes
West Virginia University	William Nutting	21	July 3, 2007	N/A	June 30, 2011	Yes
West Virginia University	Charles Vest	9	July 1, 2008	N/A	June 30, 2011	Yes
West Virginia University	Raymond Lane	6	July 1, 2008	N/A	June 30, 2011	Yes
West Virginia University	Edward Robinson	6	May 1, 2009	N/A	June 30, 2011	Yes
West Virginia University	Diane Lewis	30	July 1, 2009	January 1, 2010	June 30, 2011	Yes
West Virginia University	Jo Morrow	36	July 1, 2009	January 1, 2010	June 30, 2011	Yes
West Virginia University	Nigel Clark	27	July 1, 2009	January 1, 2010	June 30, 2011	Yes
West Virginia University	Robert Griffith	36	July 1, 2009	January 1, 2010	June 30, 2011	Yes
West Virginia University	Thomas Flaherty	9	November 16, 2009	May 16, 2010	November 16, 2011	Yes
West Virginia University	Christopher Lewallen	0	July 1, 2010	N/A	N/A	N/A
West Virginia University	James Robert "JR" Rogers	6	July 9, 2010	January 9, 2011	July 9, 2012	Yes
West Virginia University	William Wilmoth	0	February 2, 2011	August 2, 2011	February 2, 2013	Yes

Total Training Hours Earned as of June 30, 2011 **339**

The above information reflects the Fiscal Year 2011 annual certification signed by Andrew A. Payne, Chair of the West Virginia University Board of Governors, on July 8, 2011 and received by Commission staff on July 15, 2011.

No longer a member of the board (Resigned or replaced)

No longer eligible for service on the board due to not meeting the training requirement

Exempt from the training requirements due to status as a student representative to the institutional board of governors or an ex-officio member of the Commission

Institution	Name	Total Training Hours Earned as of June 30, 2011	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Satisfactory Compliance/Progress in Meeting Training Requirement Deadline(s)?
West Virginia Higher Education Policy Commission	Bob Brown	0	N/A	N/A	N/A	N/A
West Virginia Higher Education Policy Commission	Bruce Berry	30	January 23, 2009	N/A	July 1, 2011	Yes
West Virginia Higher Education Policy Commission	David Hendrickson	30	December 29, 2006	N/A	July 1, 2011	Yes
West Virginia Higher Education Policy Commission	David Tyson	21	October 17, 2005	N/A	July 1, 2011	Yes
West Virginia Higher Education Policy Commission	John Estep	24	December 29, 2006	N/A	July 1, 2011	Yes
West Virginia Higher Education Policy Commission	John Leon	6	January 23, 2009	N/A	July 1, 2011	Yes
West Virginia Higher Education Policy Commission	Kathy Eddy	9	May 8, 2008	N/A	July 1, 2011	Yes
West Virginia Higher Education Policy Commission	Jenny Allen	6	August 16, 2010	February 16, 2011	August 16, 2012	Yes
West Virginia Higher Education Policy Commission	Kay Goodwin	9	N/A	N/A	N/A	N/A
West Virginia Higher Education Policy Commission	Jorea Marple	0	N/A	N/A	N/A	N/A
West Virginia Higher Education Policy Commission	John "Ted" Mattern	0	N/A	N/A	N/A	N/A
West Virginia Higher Education Policy Commission	Steve Paine	0	N/A	N/A	N/A	N/A

Total Training Hours Earned as of June 30, 2011

135

The above information reflects the Fiscal Year 2011 annual certification signed by David Hendrickson, Chair of the West Virginia Higher Education Policy Commission, on July 22, 2011 and received by Commission staff on July 22, 2011.

No longer a member of the board (Resigned or replaced)

No longer eligible for service on the board due to not meeting the training requirement

Exempt from the training requirements due to status as a student representative to the institutional board of governors or an ex-officio member of the Commission



**Report to the Legislative Oversight Commission
on Education Accountability**

October 11, 2011

**FISCAL YEAR 2011 ANNUAL REPORT ON
BOARD OF GOVERNORS TRAINING**

WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE
EDUCATION
Board of Governors Training and Development

During the 2009 legislative session, the West Virginia Legislature enacted W.Va. Code § 18B-1D-9 requiring the WV Council for Community and Technical College Education to coordinate periodic training and development opportunities for members of institutional governing boards under the Council's jurisdiction. The code requires that board members complete three hours of training within six months of beginning service. All board members, with the exception of the student members, must complete at least six hours of training and development within every two years of service. The training and development is to address the following topics:

- State goals, objectives and priorities for higher education,
- The accountability system for higher education set forth in WV Code §18B-1D-1 et seq.
- The general powers and duties of governing board members, and
- Ethical considerations arising from board membership.

Following, is a list of Council and institutional board members and the number of hours of training and development completed through June 30, 2011. The Council sponsored various training opportunities throughout the year including the Governor's Forum on Postsecondary Credential Attainment by Adult Workers, the WV Community College Association and WV Association for Developmental Education Access to Success Conference, the Community College Advocacy Workshop and the annual retreat of the WV Council for Community and Technical College Education.

In addition, institutions provide training or use a third party to conduct it. If an institution wishes to offer training, prior approval from the Chancellor's office is required.

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

WV Council for Community & Technical College Education

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Clarence "Butch" Pennington	3.00	4.00	7.00	January 15, 2004	n/a	July 1, 2011	Met
Greg Smith	3.00	4.00	7.00	September 20, 2005	n/a	July 1, 2011	Met
Mary McKinley	3.00	0.00	3.00	August 24, 2009	February 24, 2010	August 24, 2011	Progress
John Panza	3.00	4.00	7.00	September 20, 2005	n/a	July 1, 2011	Met
Nelson Robinson	0.00	6.00	6.00	March 3, 2004	n/a	July 1, 2011	Yes
Greg Wooten	0.00	0.00	0.00	April 8, 2009	n/a	July 1, 2011	No

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Blue Ridge Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Rob Baker*	n/a	n/a	n/a	July 1, 2011	n/a	n/a	n/a
Al Britton	3.00	6.00	9.00	July 1, 2008	n/a	July 1, 2011	Met
Tina Combs	3.00	6.00	9.00	July 1, 2008	n/a	July 1, 2011	Met
Becky Linton	n/a	n/a	n/a	July 1, 2011	January 1, 2012	July 1, 2013	n/a
Maria Lorensen, Chair	3.00	6.00	9.00	July 1, 2007	n/a	July 1, 2011	Met
Bill Lucht	3.00	7.50	10.50	July 1, 2009	January 1, 2010	July 1, 2011	Met
Teresa McCabe	3.00	6.00	9.00	July 1, 2009	January 1, 2010	July 1, 2011	Met
Taylor Perry	7.00	11.00	18.00	July 1, 2007	n/a	July 1, 2011	Met
Jane Peters	6.00	6.00	12.00	July 1, 2008	n/a	July 1, 2011	Met
Jim Rodgers	3.00	6.00	9.00	July 1, 2008	n/a	July 1, 2011	Met
Richard Snyder	3.00	6.00	9.00	July 1, 2009	January 1, 2010	July 1, 2011	Met
Keith Unger	3.00	6.00	9.00	July 1, 2008	n/a	July 1, 2010	Met

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Bridgemont Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
David Barnhart	0.00	7.50	7.50	October 6, 2008	n/a	July 1, 2011	Met
Mike Burdiss	0.00	0.00	0.00	April 16, 2009	n/a	July 1, 2011	No
Tom Dover, Chair	0.00	7.50	7.50	October 6, 2008	n/a	July 1, 2011	Met
Barry Holstein	0.00	7.50	7.50	October 6, 2008	n/a	July 1, 2011	Met
David Lewia	4.00	7.00	11.00	October 6, 2008	n/a	July 1, 2011	Met
Tim McLean	3.00	0.00	3.00	September 3, 2009	March 3, 2010	September 3, 2011	Progress
Karen Price	4.00	11.50	15.50	October 6, 2008	n/a	July 1, 2011	Met
Mildred Shelton	3.00	4.50	7.50	July 13, 2009	January 13, 2010	July 13, 2011	Met
Richard Hall	0.00	7.00	7.00	July 1, 2008	n/a	July 1, 2011	Met
Connie Keiffer	n/a	4.50	4.50	July 1, 2010	January 1, 2011	July 1, 2012	Progress
Megan Thomas*	n/a	n/a	n/a	July 1, 2010	n/a	n/a	n/a
John Tyler Armstrong*	n/a	n/a	n/a	January 1, 2011	n/a	n/a	n/a
Jane Harkins	n/a	3.00	3.00	October 14, 2010	April 14, 2011	October 14, 2012	Progress

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Eastern WV Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Curtis Durst	9.00	3.00	12.00	September 1, 2009	March 1, 2010	September 1, 2011	Met
Dixie Bean	6.00	3.00	9.00	November 14, 2007	n/a	July 1, 2011	Met
Douglas Lambert	6.00	3.00	9.00	September 1, 2009	March 1, 2010	September 1, 2011	Met
Faron Shanholtz, Chair	9.00	7.50	16.50	April 27, 2007	n/a	July 1, 2011	Met
Richard Gillespie	6.00	3.00	9.00	February 24, 2010	August 24, 2010	February 24, 2012	Met
Robert Q. Hott	9.00	3.00	12.00	November 14, 2007	n/a	July 1, 2011	Met
Robert Tissue	9.00	7.50	16.50	April 25, 2007	n/a	July 1, 2011	Met
Scott Sherman	3.00	3.00	6.00	August 31, 2005	n/a	July 1, 2011	Met
Scott Staley	9.00	3.00	12.00	September 1, 2009	March 1, 2010	September 1, 2011	Met
Michelle Turner*	n/a	3.00	n/a	November 11, 2010	n/a	n/a	n/a
Debra Backus	n/a	n/a	n/a	July 1, 2011	January 1, 2012	July 1, 2013	n/a
Eleanor Berg	n/a	n/a	n/a	May 18, 2011	November 18, 2011	May 18, 2013	n/a

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Kanawha Valley Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Donna Atkinson	6.50	6.50	13.00	October 6, 2008	n/a	July 1, 2011	Met
Greg Barker	3.50	13.50	17.00	October 6, 2008	n/a	July 1, 2011	Met
Dr. Ian Burdett	1.50	2.50	4.00	October 6, 2008	n/a	July 1, 2011	No
Mark Dempsey	2.00	6.00	8.00	October 6, 2008	n/a	July 1, 2011	Met
Janna Inghram	3.50	4.00	7.50	October 6, 2008	n/a	July 1, 2011	Met
Robert Manley	3.50	2.50	6.00	October 27, 2008	n/a	July 1, 2011	Met
Bertlela Montgomery	3.50	4.00	7.50	October 6, 2008	n/a	July 1, 2011	Met
Bradley Shafer	3.50	2.50	6.00	July 6, 2009	January 6, 2010	July 6, 2011	Met
Melissa VanHoose*	3.50	n/a	n/a	January 1, 2010	n/a	n/a	n/a
Jan Vineyard, Chair	3.50	13.50	17.00	October 6, 2008	n/a	July 1, 2011	Met
Judith Whipkey	n/a	7.00	7.00	July 1, 2010	January 1, 2011	January 1, 2012	Met

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Mountwest Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Bob Bailey	0.00	29.50	29.50	August 19, 2008	n/a	July 1, 2011	Met
Mark Bugher	0.00	29.50	29.50	August 13, 2008	n/a	July 1, 2011	Met
Ruth L. Cline	0.00	29.50	29.50	August 20, 2008	n/a	July 1, 2011	Met
Donna Donathan	0.00	29.50	29.50	July 1, 2009	January 1, 2010	July 1, 2011	Met
Mark George	0.00	0.00	0.00	August 19, 2008	n/a	July 1, 2011	No
Jim Hale	0.00	29.50	29.50	August 13, 2008	n/a	July 1, 2011	Met
Mike Herron	0.00	29.50	29.50	August 13, 2008	n/a	July 1, 2011	Met
Jason Moses	0.00	29.50	29.50	September 5, 2008	n/a	July 1, 2011	Met
Cheryl D. Thompson *	n/a	29.50	n/a	February 26, 2010	n/a	n/a	n/a
Jeffrey A. Porter	0.00	21.00	21.00	August 13, 2008	n/a	July 1, 2011	Met
Susan K. Richardson, Chair	0.00	29.50	29.50	August 13, 2008	n/a	July 1, 2011	Met
Monica D. Shafer	0.00	29.50	29.50	July 1, 2009	January 1, 2010	July 1, 2011	Met

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

New River Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Leslie Baker, Chair	5.25	22.25	27.50	March 1, 2005	n/a	July 1, 2011	Met
Deborah Hill	5.75	3.75	9.50	October 7, 2008	n/a	July 1, 2011	Met
Albert A. Martine	6.00	0.00	6.00	October 7, 2008	n/a	July 1, 2011	Met
Robert Farley	3.00	8.75	11.75	March 1, 2005	n/a	July 1, 2011	Met
Edward Knight	2.00	8.75	10.75	March 1, 2005	n/a	July 1, 2011	Met
Marilyn Leftwich	4.25	3.00	7.25	March 1, 2005	n/a	July 1, 2011	Met
David Nalker	6.00	17.75	23.75	March 1, 2005	n/a	July 1, 2011	Met
E. T. Smith	4.75	3.00	7.75	October 7, 2009	April 7, 2010	October 7, 2011	Met
Casey Baber*	n/a	n/a	n/a	July 1, 2010	n/a	n/a	n/a
Dr. John Mark Walkup	6.25	3.75	10.00	July 1, 2009	January 1, 2010	July 1, 2011	Met
Donna Feijo	5.00	3.75	8.75	July 1, 2009	January 1, 2010	July 1, 2011	Met

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Pierpont Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Linda Aman	0.00	7.75	7.75	August 1, 2008	n/a	July 1, 2011	Met
Dixie Copley	5.00	14.25	19.25	August 1, 2008	n/a	July 1, 2011	Met
James Griffin, Chair	5.00	20.50	25.50	August 1, 2008	n/a	July 1, 2011	Met
Kyle Hamilton	3.00	3.00	6.00	August 1, 2008	n/a	July 1, 2011	Met
Beverly Jones	4.50	7.00	11.50	July 1, 2008	n/a	July 1, 2011	Met
Barbara Hendrey *	n/a	n/a	n/a	July 1, 2011	n/a	n/a	n/a
Earl McConnell	2.00	6.50	8.50	August 1, 2008	n/a	July 1, 2011	Met
Rick Pruitte	3.00	4.00	7.00	April 20, 2009	n/a	July 1, 2011	Met
Sharon Shaffer	18.50	2.00	20.50	March 22, 2010	September 22, 2010	March 22, 2012	Met
Thomas Stose	n/a	15.50	15.50	October 1, 2010	April 1, 2011	October 1, 2012	Met
Jeff Tucker	0.00	8.60	8.60	August 1, 2008	n/a	July 1, 2011	Met
Eugene Weaver	3.00	6.50	9.50	August 1, 2008	n/a	July 1, 2011	Met

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

Southern WV Community & Technical College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Linda Q. Akers	10.50	4.50	15.00	July 1, 2001	n/a	July 1, 2011	Met
Kevin N. Fowler	7.00	0.00	7.00	July 1, 2006	n/a	July 1, 2011	Met
Thomas A. Heywood	7.00	4.00	11.00	July 1, 2008	n/a	July 1, 2011	Met
Shelley T. Huffman	6.00	4.00	10.00	July 1, 2001	n/a	July 1, 2011	Met
Jada C. Hunter	6.00	0.00	6.00	July 1, 2001	n/a	July 1, 2011	Met
George Kostas	3.50	7.00	10.50	July 1, 2001	n/a	July 1, 2011	Met
Terry R. Sammons, Chair	6.00	4.00	10.00	July 1, 2007	n/a	July 1, 2011	Met
Glenn T. Yost	6.00	4.00	10.00	July 1, 2007	n/a	July 1, 2011	Met
Wilma Zigmond	10.50	4.00	14.50	July 1, 2007	n/a	July 1, 2011	Met
Debbie C. Dingess	7.00	8.50	15.50	July 1, 2009	January 1, 2010	July 1, 2011	Met
Kimberly Irick*	2.00	n/a	n/a	July 1, 2009	n/a	n/a	n/a
George Morrison	8.00	8.50	16.50	July 1, 2009	January 1, 2010	July 1, 2011	Met

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

WV Northern Community College

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
John Clarke	3.0	4.0	7.00	November 1, 2007	n/a	July 1, 2011	Met
Joseph Craycraft, Chair	3.0	3.0	6.00	December 12, 2005	n/a	July 1, 2011	Met
Dr. Darrell W. Cummings	3.0	4.5	7.50	July 2, 2001	n/a	July 1, 2011	Met
Mary K. Hervey DeGarmo	3.0	6.0	9.00	November 1, 2007	n/a	July 1, 2011	Met
William C. Haught	3.0	0.0	3.00	January 10, 2008	n/a	July 1, 2011	No
Gus Monezis	4.5	3.0	7.50	December 15, 2009	June 15, 2010	December 15, 2011	Met
Alfred Renzella	n/a	6.0	6.00	August 17, 2010	February 17, 2011	August 17, 2012	Met
Rita Berry	3.0	7.0	10.00	July 1, 2008	n/a	July 1, 2011	Met
Robert Wycherley	4.5	11.0	15.50	July 1, 2003	n/a	July 1, 2011	Met
Kyrie Straight*	n/a	n/a	n/a	April 22, 2011	n/a	n/a	n/a

*Student representative - training hours not required

WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Board of Governors Training and Development Hours

July 1, 2009 - June 30, 2011

WVU at Parkersburg

Name	Training Hours Earned July 1, 2009 - June 30, 2010	Training Hours Earned July 1, 2010 - June 30, 2011	Total Training Hours Earned	Original Appointment Beginning Date	Six-Month Requirement Deadline (3 Hours)	Two-Year Requirement Deadline (6 Hours)	Progress / Met / Did Not Meet Training Requirement Deadline(s)?
Cindy Bullock	5.00	10.50	15.50	September 10, 2008	n/a	July 1, 2011	Met
James R. Six	n/a	6.00	6.00	February 2, 2011	August 2, 2011	August 2, 2013	Met
Joe D Campbell, Chair	6.00	15.50	21.50	September 10, 2008	n/a	July 1, 2011	Met
Gerard El Chaar	0.00	7.50	7.50	September 10, 2008	n/a	July 1, 2011	Met
Curtis P Miller	6.00	10.50	16.50	September 10, 2008	n/a	July 1, 2011	Met
Violet Mosser	6.00	15.00	21.00	September 10, 2008	n/a	July 1, 2011	Met
Matthew Santer	5.00	10.50	15.50	March 26, 2009	n/a	July 1, 2011	Met
Gregory K Smith	6.00	4.50	10.50	September 10, 2008	n/a	July 1, 2011	Met
Derick Wolfe*	n/a	n/a	n/a	July 1, 2011	n/a	n/a	n/a
Rock Wilson	4.00	6.00	10.00	September 10, 2008	n/a	July 1, 2011	Met
Steve Chancey	n/a	10.50	10.50	August 25, 2010	February 25, 2011	February 25, 2012	Met
Cheryl Donohoe	n/a	10.50	10.50	August 25, 2010	February 25, 2011	February 25, 2012	Met

*Student representative - training hours not required



**Report to the Legislative Oversight Commission
on Education Accountability**

October 11, 2011

**WORKFORCE DEVELOPMENT INITIATIVE
LEGISLATIVE RULE / SERIES 27**

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Form #3

Do Not Mark In This Box

FILED

2011 JUN 15 AM 9:45

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: WV Council for Community and Technical College Education TITLE NUMBER: 135

CITE AUTHORITY: West Virginia Code §18B-3D-2

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 27

TITLE OF RULE BEING AMENDED: Workforce Development Initiative Program

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE FOR THEIR REVIEW.


Authorized Signature

QUESTIONNAIRE

(Please include a copy of this form with each filing of your rule: Notice of Public Hearing or Comment Period; Proposed Rule, and if needed, Emergency and Modified Rule.)

DATE: June 15, 2011

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: (Agency Name, Address & Phone No.) WV Council for Community and Technical College
Education
1018 Kanawha Blvd., East, Suite 700
Charleston, WV 25301

LEGISLATIVE RULE TITLE: ~~Workforce Development Initiative Program~~

1. Authorizing statute(s) citation West Virginia Code §18B-3D-2

2. a. Date filed in State Register with Notice of Hearing or Public Comment Period:
April 22, 2011

b. What other notice, including advertising, did you give of the hearing?
Information posted on the Council's website and notice sent to constituent groups, i.e. Advisory Council of Faculty, Students, Classified Staff and the Advisory Council of Presidents.

c. Date of Public Hearing(s) *or* Public Comment Period ended:
May 22, 2011

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.
Attached X No comments received

- e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact)

June 15, 2011

- f. **Name, title, address and phone/fax/e-mail numbers** of agency person(s) to receive all *written correspondence* regarding this rule: (Please type)

James L. Skidmore, Chancellor

WV Council for Community and Technical College Education

1018 Kanawha Blvd., East, Suite 700

Charleston, WV 253501

Phone (304)558-0265

skidmore@wvctcs.org

- g. **IF DIFFERENT FROM ITEM 'f'**, please give **Name, title, address and phone number(s)** of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

NA

3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

- a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

NA

b. Date of hearing or comment period:

NA

c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

NA

d. Attach findings and determinations and reasons:

Attached NA

**TITLE 135
LEGISLATIVE RULE**

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

**SERIES 27
WORKFORCE DEVELOPMENT INITIATIVE PROGRAM**

§135-27-1. General.

- 1.1. Scope: The West Virginia Council for Community and Technical College Education (Council) consistent with provisions of West Virginia Code §18B-3D-2 and §18B-3D-6, adopts the procedures and guidelines for the administration of the Workforce Development Initiative Program.
- 1.2. Authority: West Virginia Code §18B-3D-2
- 1.3. Filing Date:
- 1.4. Effective Date:
- 1.5. Repeal of Former Rule: Repeals and replaces Title 135, Series 27 which had an effective date of April 11, 2007.

§135-27-2. Purpose.

- 2.1. The purpose of this rule is to set forth provisions for the administration of grant funding, criteria for applications, determination and distribution of funds, and performance evaluation for the Workforce Development Initiative Program, including the Learn and Earn Program, that was created by the West Virginia Legislature with a mission to develop a strategy to strengthen the quality of the state's workforce by linking the existing postsecondary education capacity to the needs of business, industry and other employers by utilizing available funding to provide explicit incentives for partnerships between employers and community and technical colleges to develop comprehensive workforce development services.

§135-27-3. Grant Eligibility.

- 3.1. Under the provisions of this rule, higher education institutions so designated by West Virginia Code §18B-1-2, as a community and technical college, are eligible to apply for grant funding.

- 3.2. To be eligible for a grant under this program, a community and technical college must:
 - 3.2.a. Develop programs that meet documented employer needs;
 - 3.2.b. Involve and collaborate with employers in the development of programs;
 - 3.2.c. Develop customized training programs that provide for the changing needs of employers and are offered at flexible times and locations to accommodate employer scheduling;
 - 3.2.d. Develop partnerships with other public and private providers;
 - 3.2.e. Establish cooperative arrangements with public school systems for the seamless progression of students from the secondary level through the community and technical college level, particularly in the area of career-technical education;
 - 3.2.f. Assist with the ongoing assessment of workforce development needs of the community and technical college consortia district;
 - 3.2.g. Actively participate in a community and technical college consortia planning district and facilitate the involvement of consortia members in the development of applications for funding through this program;
 - 3.2.h. Include in its institutional compact a plan to achieve measurable improvements in the quality of the workforce in the community and technical college consortia planning district;
 - 3.2.i. Establish a special revolving fund under the jurisdiction of the community and technical college dedicated solely to workforce development initiatives;
 - 3.2.j. Agree to put curricula developed with funding through this program into an electronic format for inclusion on a state-level database for sharing with other community and technical colleges;
 - 3.2.k. Develop a specific plan outlining how the community and technical college will collaborate with local postsecondary institutions to maximize the use of existing facilities, personnel and equipment; and
 - 3.2.l. Agree to adhere to all terms, conditions and deliverables as specified in the application for proposals and this rule.

§135-27-4. Learn and Earn Program.

- 4.1. Under the following provisions, eligible community and technical colleges may partner with employers to provide cooperative education opportunities for students that meet at a minimum the following:
 - 4.1.a. Funding is limited to cooperative education programs for those career-technical programs in which documentation can be provided to validate the program is a high-demand occupation.
 - 4.1.b. The cooperative education program must be a paid work experience that pays the student no less than \$10.00 per hour.
 - 4.1.c. The experience must provide the student with a supervised work experience in the student's expected career field or program of study and reinforce learning that has occurred in the academic program.
 - 4.1.d. The experience must have clearly stated measurable learning goals and objectives reflecting on what the student's expected learner outcomes will be throughout the experience.
 - 4.1.e. The experience must be part of the academic program and carry college credit as determined by program faculty.
 - 4.1.f. The experience must have an assessment component that documents the student has adequately mastered the expected learner outcomes.
 - 4.1.g. The experience must be for a defined period of time and may be on a part- or full-time work basis.
 - 4.1.h. Participation in at least one training session provided by the Council on developing and implementing cooperative education programs.

§135-27-5. Grant Review.

- 5.1. The Chancellor of the West Virginia Council for Community and Technical College Education (Chancellor) shall provide grant applications to all eligible institutions with stated deadline dates for submission.
- 5.2. The Chancellor shall appoint an Advisory Committee consistent with the provisions of West Virginia Code to review applications and make recommendations to the Council for funding.

- 5.3. At the call of the Chancellor, the Advisory Committee may meet as often as necessary to review grant proposals.
- 5.4. In evaluating grant proposals, the Advisory Committee shall give priority to proposals involving businesses with fewer than fifty employees, and grants will not be awarded that provide unfair advantage to employers new to the state that will be in direct competition with established local businesses.

§135-27-6. Application Content.

- 6.1. Each proposal for a Workforce Development Initiative Program grant shall:
 - 6.1.a. Identify the goals and objectives of the program, the specific business sector training needs, and the job market demand to be addressed;
 - 6.1.b. Identify the number of participants to be served during the grant period, anticipated placement rate, and wage benefit of completers;
 - 6.1.c. Identify private and public sector partners including those with public school career-technical education which minimizes duplication of programming and maximizes the use of existing facilities;
 - 6.1.d. Provide a letter of support for the proposal from the local Workforce Investment Board;
 - 6.1.e. Provide a detailed work plan, a budget and an evaluation plan to gauge the progress of the program;
 - 6.1.f. Provide letters of commitment from private or public sector partners confirming actual funding amount provided for the match requirement; and
 - 6.1.g. Provide a plan for sustaining the program after grant funding is exhausted.
- 6.2. In addition to the provisions of 6.1., those community and technical colleges applying for grant funding to support a Learn and Earn project shall:
 - 6.2.a. Complete the Learn and Earn section of the application describing in detail the cooperative

education work experience reflecting the provisions contained in Section 4.1 of this Rule.

- 6.2.b. Provide a written agreement between the college and the participating employer describing a formalized work plan for the work experience component.

§135-27-7. Financial Match Requirements.

- 7.1. Each proposal must provide a commitment letter from private or public sector partners for a match of one dollar, cash and in-kind, for each dollar of state grant funding awarded.
- 7.2. An in-kind match shall not constitute more than fifty percent (50%) of the required match.
- 7.3. For the Learn and Earn Program, the paid work experience must have, at a minimum, a cash dollar-for-dollar match from the participating employer. No in-kind match can be used to meet the dollar match requirement for the Learn and Earn Program.
- 7.4. With the exception of the Learn and Earn Program, if previously used equipment is committed, the current market value of the equipment must be used in determining an in-kind match amount.
- 7.5. In cases where it can be documented that it is a hardship for a private sector partner to provide a dollar to dollar match, the required match may be reduced to one dollar for each three dollars of state funding awarded. Such cases meriting a reduction in the match requirement may include but are not limited to:
 - 7.5.a. Private sector employers whose operations are located in rural areas of West Virginia;
 - 7.5.b. Employers with fewer than fifty employees;
 - 7.5.c. New start-up businesses operating five years or less in the state; and
 - 7.5.d. Employers developing new or expanding operations in the state resulting in a minimum investment of two million dollars;
- 7.6. With the exception of the Learn and Earn Program, new equipment may be committed to meet cash match requirements based on the actual documented purchase price of the equipment.

- 7.7. If the grant award is solely for the purpose of modernizing equipment, the match requirement is one dollar for each two dollars in state funding awarded.
- 7.8. Match requirements may be provided by public sector partners utilizing state or federal dollars if funding for the Workforce Development Initiative Program for the current fiscal year exceeds six hundred and fifty-thousand dollars, and in which case one-half of the funded amount exceeding six hundred and fifty-thousand dollars may be granted utilizing a public sector match.

§135-27-8. Accountability and Reporting Requirements.

- 8.1. A community and technical college receiving a grant under the provisions of this program shall submit to the Chancellor all requested programmatic accountability data and budgetary reports including but not limited to:
 - 8.1.a Annual and final reports detailing program expenditures;
 - 8.1.b Annual reports on activities conducted and dates completed; and
 - 8.1.c A final report on goals achieved, number of participants served, number of completers, number of completers placed in employment or obtaining a wage increase, cost of training per participant, and other information deemed necessary by the Council.
- 8.2. Equipment purchased or upgraded with grant funds under this program may not be sold, disposed of, or used for purposes other than those specified in the grant proposal without approval of the Council.

§135-27-9. Grant Extension and Renewal.

- 9.1. Generally, grants will be awarded on a one-year basis, but funding for the Learn and Earn program may be for multiple years reflecting the duration of the career-technical program.
- 9.2. The Chancellor may authorize the expenditure of carry-forward funds upon written request by the institution.
- 9.3. Subject to meeting stated goals, timeframes, cash match requirements, and with the recommendation of the Advisory Committee, the Council may renew a grant up to five years following the initial grant award.

**WV Council for Community and Technical College Education
Meeting of June 10, 2011**

ITEM: Approval of Series 27, *Workforce Development Initiative Program*, for submission to LOCEA

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the proposed legislative rule, Series 27, *Workforce Development Initiative Program*, for filing with the Secretary of State and for submission to the Legislative Oversight Commission on Education Accountability for approval and further legislative action.

STAFF MEMBER: James Skidmore

BACKGROUND:

At its meeting on April 14, 2011, the West Virginia Council for Community and Technical College Education approved legislative rule, Series 27, *Workforce Development Initiative Program*, for the required thirty-day public comment period. The comment period ended on May 22, 2011. There were no substantive comments received. Therefore, staff seeks Council approval of the final proposed rule so that the rule may be filed with the Secretary of State and submitted to the Legislative Oversight Commission on Education Accountability (LOCEA) for its approval. If approved by LOCEA, the proposed rule will be considered by the Legislature during the 2012 regular legislative session.



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

SUMMARY

Title 135

Procedural Rule

WV Council for Community and Technical College Education

Series 27

Workforce Development Initiative Program

The purpose of this rule is to set forth provisions for the administration of grant funding, criteria for applications, determination and distribution of funds, and performance evaluation for the Workforce Development Initiative Program, including the Learn and Earn Program, that was created by the West Virginia Legislature with a mission to develop a strategy to strengthen the quality of the state's workforce by linking the existing postsecondary education capacity to the needs of business, industry and other employers by utilizing available funding to provide explicit incentives for partnerships between employers and community and technical colleges to develop comprehensive workforce development services.

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Workforce Development Initiative Program

Type of Rule: Legislative Interpretive Procedural

Agency: WV Council for Community and Technical College Education

Address: 1018 Kanawha Blvd., East, Suite 700
Charleston, WV 25301

Phone Number: 558-2065 Email: skidmore@wvctcs.org

Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

None

Fiscal Note Detail

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services			
Current Expenses			
Repairs & Alterations			
Assets			
Other			
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: _____

Rule Title: Workforce Development Initiative Program

3. **Explanation of above estimates (including long-range effect):**
Please include any increase or decrease in fees in your estimated total revenues.

NA

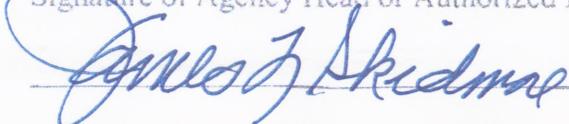
MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule would not have a fiscal impact, and/or any special issues not captured elsewhere on this form.

This rule sets forth provisions for the administration of grant funding, criteria for applications, determination and distribution of funds, and performance evaluation for the Workforce Development Initiative Program, including the Learn and Earn Program, that was created by the West Virginia Legislature with a mission to develop a strategy to strengthen the quality of the state's workforce by linking the existing postsecondary education capacity to the needs of business, industry and other employers by utilizing available funding to provide explicit incentives for partnerships between employers and community and technical colleges to develop comprehensive workforce development services.

Date: April 22, 2011

Signature of Agency Head or Authorized Representative



**TITLE 135
LEGISLATIVE RULE**

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

**SERIES 27
WORKFORCE DEVELOPMENT INITIATIVE PROGRAM**

§135-27-1. General.

- 1.1. Scope: The West Virginia Council for Community and Technical College Education (Council) consistent with provisions of West Virginia Code §18B-3D-2 and §18B-3D-6, adopts the procedures and guidelines for the administration of the Workforce Development Initiative Program.
- 1.2. Authority: West Virginia Code §18B-3D-2
- 1.3. Filing Date: ~~April 11, 2007~~
- 1.4. Effective Date: ~~April 11, 2007~~
- 1.5. Repeal of Former Rule: Repeals and replaces Title 135, Series 27 which had an effective date of April 11, 2007.

§135-27-2. Purpose.

- 2.1. The purpose of this rule is to set forth provisions for administering grant funding; developing criteria for applications; determining and distributing funds; and providing for performance evaluation for the Workforce Development Initiative Program, including the Learn and Earn Program. The mission of the Learn and Earn Program, as created by the West Virginia Legislature, is to develop a strategy to strengthen the quality of the state's workforce in the following ways: by linking the existing postsecondary education capacity to the needs of business, industry and other employers; and by using available funds to provide explicit incentives for partnerships between employers and community and technical colleges to develop comprehensive workforce development services.

§135-27-3. Grant Eligibility.

- 3.1. Under the provisions of this rule, ~~the following community and technical colleges, and any other institution~~ higher education institutions so

designated by West Virginia Code §18B-1-2, as a community and technical college, are eligible to apply for grant funding.

~~3.1.1 Blue Ridge Community and Technical College~~

~~3.1.2 Community and Technical College at WVU Institute of Technology~~

~~3.1.3 Eastern West Virginia Community and Technical College~~

~~3.1.4 Marshall Community and Technical College~~

~~3.1.5 New River Community and Technical College~~

~~3.1.6 Pierpont Community and Technical College~~

~~3.1.7 Southern West Virginia Community and Technical College~~

~~3.1.8 West Virginia Northern Community College~~

~~3.1.9 West Virginia State Community and Technical College~~

~~3.1.10 West Virginia University at Parkersburg~~

3.2. To be eligible for a grant under this program, a community and technical college must:

3.2.a. Develop programs that meet documented employer needs;

3.2.b. Involve and collaborate with employers in the development of programs;

3.2.c. Develop customized training programs that provide for the changing needs of employers and are offered at flexible times and locations to accommodate employer scheduling;

3.2.d. Develop partnerships with other public and private providers;

3.2.e. Establish cooperative arrangements with public school systems for the seamless progression of students from the secondary level through the community and technical college level, particularly in the area of career-technical education;

3.2.f. Assist with the ongoing assessment of workforce development needs of the community and technical college consortia district;

- 3.2.g. Actively participate in a community and technical college consortia planning district and facilitate the involvement of consortia members in the development of applications for funding through this program;
- 3.2.h. Include in its institutional compact a plan to achieve measurable improvements in the quality of the workforce in the community and technical college consortia planning district;
- 3.2.i. Establish a special revolving fund under the jurisdiction of the community and technical college dedicated solely to workforce development initiatives;
- 3.2.j. Agree to put curricula developed with funding through this program into an electronic format for inclusion on a state-level database for sharing with other community and technical colleges;
- 3.2.k. Develop a specific plan outlining how the community and technical college will collaborate with local postsecondary institutions to maximize the use of existing facilities, personnel and equipment; and
- 3.2.l. Agree to adhere to all terms, conditions and deliverables as specified in the application for proposals and this rule.

§135-27-4. Learn and Earn Program.

- 4.1. Under the following provisions, eligible community and technical colleges may partner with employers to provide cooperative education opportunities for students that meet at a minimum the following:
 - 4.1.a. Funding is limited to cooperative education programs for those career-technical programs in which documentation can be provided to validate the program is a high-demand occupation.
 - 4.1.b. The cooperative education program must be a paid work experience that pays the student no less than \$10.00 per hour.
 - 4.1.c. The experience must provide the student with a supervised work experience in the student's expected career field or program of study and reinforce learning that has occurred in the academic program.
 - 4.1.d. The experience must have clearly stated measurable learning goals and objectives reflecting on what the student's expected learner outcomes will be throughout the experience.

- 4.1.e. The experience must be part of the academic program and carry college credit as determined by program faculty.
- 4.1.f. The experience must have an assessment component that documents the student has adequately mastered the expected learner outcomes.
- 4.1.g. The experience must be for a defined period of time and may be on a part- or full-time work basis.
- 4.1.h. Participation in at least one training session provided by the Council on developing and implementing cooperative education programs.

§135-27-4.5. Grant Review.

- ~~4.1.~~ 5.1. The Chancellor of the West Virginia Council for Community and Technical College Education (Chancellor) shall provide grant applications to all eligible institutions with stated deadline dates for submission.
- 5.2. The Chancellor shall appoint an Advisory Committee consistent with the provisions of West Virginia Code to review applications and make recommendations to the Council for funding.
- ~~4.2.~~ 5.3. At the call of the Chancellor, the Advisory Committee may meet as often as necessary to review grant proposals.
- ~~4.3.~~ 5.4. In evaluating grant proposals, the Advisory Committee shall give priority to proposals involving businesses with fewer than fifty employees, and grants will not be awarded that provide unfair advantage to employers new to the state that will be in direct competition with established local businesses.

§135-27-5.6. Application Content.

- ~~5.1.~~ 6.1. Each proposal for a Workforce Development Initiative Program grant shall:
 - ~~5.1.a~~ 6.1.a. Identify the goals and objectives of the program, the specific business sector training needs, and the job market demand to be addressed;
 - ~~5.1.b.~~ 6.1.b. Identify the number of participants to be served during the grant period, anticipated placement rate, and wage benefit of completers;

- ~~5.1.e.~~ 6.1.c. Identify private and public sector partners including those with public school career-technical education which minimizes duplication of programming and maximizes the use of existing facilities;
- ~~5.1.d.~~ 6.1.d. Provide a letter of support for the proposal from the local Workforce Investment Board;
- ~~5.1.e.~~ 6.1.e. Provide a detailed work plan, a budget and an evaluation plan to gauge the progress of the program;
- ~~5.1.f.~~ 6.1.f. Provide letters of commitment from private or public sector partners confirming actual funding amount provided for the match requirement; and
- ~~5.1.g.~~ 6.1.g. Provide a plan for sustaining the program after grant funding is exhausted.

6.2. In addition to the provisions of 6.1., those community and technical colleges applying for grant funding to support a Learn and Earn project shall:

6.2.a. Complete the Learn and Earn section of the application describing in detail the cooperative education work experience reflecting the provisions contained in Section 4.1 of this Rule.

6.2.b. Provide a written agreement between the college and the participating employer describing a formalized work plan for the work experience component.

§135-27-6.7. Financial Match Requirements.

~~6.1.~~ 7.1. Each proposal must provide a commitment letter from private or public sector partners for a match of one dollar, cash and in-kind, for each dollar of state grant funding awarded.

~~6.2.~~ 7.2. An in-kind match shall not constitute more than fifty percent (50%) of the required match.

7.3. For the Learn and Earn Program, the paid work experience must have, at a minimum, a cash dollar-for-dollar match from the participating employer. No in-kind match can be used to meet the dollar match requirement for the Learn and Earn Program.

- ~~6.3.~~ 7.4. With the exception of the Learn and Earn Program, if previously used equipment is committed, the current market value of the equipment must be used in determining an in-kind match amount.
- ~~6.4.~~ 7.5. In cases where it can be documented that it is a hardship for a private sector partner to provide a dollar to dollar match, the required match may be reduced to one dollar for each three dollars of state funding awarded. Such cases meriting a reduction in the match requirement may include but are not limited to:
 - ~~6.3.a.~~ 7.5.a. Private sector employers whose operations are located in rural areas of West Virginia;
 - ~~6.3.b.~~ 7.5.b. Employers with fewer than fifty employees;
 - ~~6.3.c.~~ 7.5.c. New start-up businesses operating five years or less in the state; and
 - ~~6.3.d.~~ 7.5.d. Employers developing new or expanding operations in the state resulting in a minimum investment of two million dollars;
- ~~6.5.~~ 7.6. With the exception of the Learn and Earn Program, new equipment may be committed to meet cash match requirements based on the actual documented purchase price of the equipment.
- ~~6.6.~~ 7.7. If the grant award is solely for the purpose of modernizing equipment, the match requirement is one dollar for each two dollars in state funding awarded.
- ~~6.7.~~ 7.8. Match requirements may be provided by public sector partners utilizing state or federal dollars if funding for the Workforce Development Initiative Program for the current fiscal year exceeds six hundred and fifty-thousand dollars, and in which case one-half of the funded amount exceeding six hundred and fifty-thousand dollars may be granted utilizing a public sector match.

§135-27-7.8. Accountability and Reporting Requirements.

- ~~7.1.~~ 8.1. A community and technical college receiving a grant under the provisions of this program shall submit to the Chancellor all requested programmatic accountability data and budgetary reports including but not limited to:
 - ~~7.1.a.~~ 8.1.a. ~~Semi-Annual~~ and final reports detailing program expenditures;

~~7.1.b.~~ 8.1.b ~~Semi-annual and~~ Annual reports on activities conducted and dates completed; and

~~7.1.c.~~ 8.1.c A final report on goals achieved, number of participants served, number of completers, number of completers placed in employment or obtaining a wage increase, cost of training per participant, and other information deemed necessary by the Council.

~~7.2.~~ 8.2. Equipment purchased or upgraded with grant funds under this program may not be sold, disposed of, or used for purposes other than those specified in the grant proposal without approval of the Council.

§135-27-8.9. Grant Extension and Renewal.

~~8.1.~~ 9.1. Generally, grants will be awarded on a one-year basis, but funding for the Learn and Earn program may be for multiple years reflecting the duration of the career-technical program.

~~8.2.~~ 9.2. The Chancellor may authorize the expenditure of carry-forward funds upon written request by the institution.

~~8.3.~~ 9.3. Subject to meeting stated goals, timeframes, cash match requirements, and with the recommendation of the Advisory Committee, the Council may renew a grant up to five years following the initial grant award.



**Report to the Legislative Oversight Commission
on Education Accountability**

October 11, 2011

**COMMUNITY AND TECHNICAL COLLEGE SYSTEM
FINANCE POLICY**

COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF WV



Moving West Virginia Forward

Community & Technical College Finance Policy

Presented to the
Legislative Oversight Commission on Education
Accountability (LOCEA)



James L. Skidmore, Chancellor
WV Council for Community and Technical College Education

CTC FINANCE POLICY

- Reflects the focus of Senate Bill 595
- Addresses State and System Master Plan Priorities
- Focuses on retention and graduation of all students
 - Additional emphasis on adult students
- Addresses high-cost technical programs

PERFORMANCE – BASED FUNDING (CTCS)

Persistence Enhancement

- Student Momentum Points
 - *Specific allocation for:*
 - Each student successfully completing highest level of developmental courses in English and Mathematics
 - Impacts 60% of community college students
 - All students successfully completing 30 credit hours or earning a certificate
 - Each adult student successfully completing 30 credit hours or earning a certificate
 - Each developmental education completer earning 30 credit hours or a certificate degree



PERFORMANCE – BASED FUNDING (CTCS)

Completion Enhancement

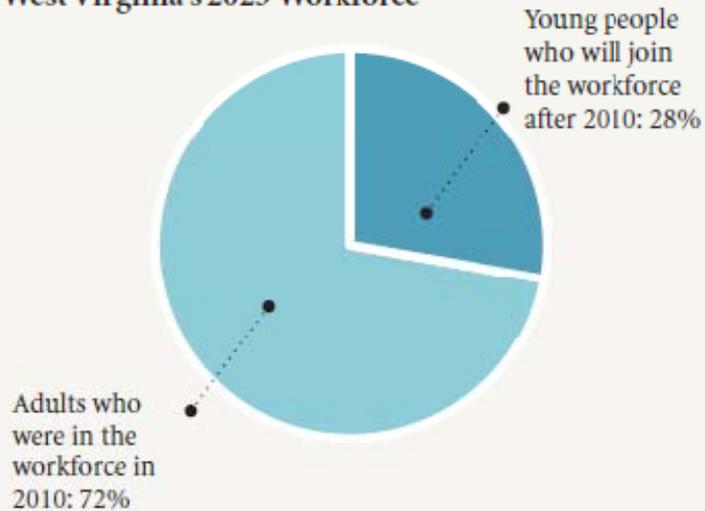
- Specific Allocation for:
 - Each student earning an associate degree
 - Each adult student earning an associate degree (additional allocation)
 - Each developmental education completer earning an associate degree (additional allocation)

WEST VIRGINIA: 2025 WORKFORCE

The Workforce of Tomorrow is in the Workforce Today

West Virginia cannot address its middle-skill challenges by *focusing its education and training* resources solely on the next generation of workers coming out of high school. Well over two-thirds of the people who will be in the state's workforce in the year 2025 were already working adults in 2010—long past the traditional high school-to-college pipeline.

West Virginia's 2025 Workforce



PERFORMANCE – BASED FUNDING (CTCS)

Additional Models

- Governor's AAS Degree / Occupational Development Graduates
- High-cost program enrollment
- Programs preparing students for high-demand, high-wage occupations

CTC FUNDING PROPOSAL

Performance Funding Scenario:

- One-time addition to the Council's base budget -- \$5 Million
- Determine funding priorities annually, i.e., completion, persistence, etc.
- Allocation of one-time funding to CTCs annually (from \$5 Million)
- Colleges that continually do well will be awarded each year
- All colleges have an equal opportunity to receive funding
- If successful, additional funding can be added over time

QUESTIONS





**Report to the Legislative Oversight Commission
on Education Accountability**

October 11, 2011

**COMMUNITY AND TECHNICAL COLLEGES AND
ECONOMIC DEVELOPMENT**

COMMUNITY AND TECHNICAL COLLEGES AND ECONOMIC DEVELOPMENT

INITIAL STEPS:

1. The initial step in the community and technical college economic development process is a conversation between the West Virginia Development Office and the Chancellor of the Community and Technical College System of WV to provide information as to a financial commitment to deliver education and training for the prospective employer. This information is included in the proposal package presented to the employer.
2. The Chancellor, President of Blue Ridge Community and Technical College and West Virginia Development Office representatives met with Macy's Advance Team to discuss training needs and delivery plan. Blue Ridge was designated as the point-of-contact for training delivery.

BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE / MACY'S CORPORATION

Blue Ridge Community and Technical College is fully engaged in supporting Macy's locating in the Eastern Panhandle. Some services are offered at low cost, and some at no cost:

1. Coordinating the effort to assemble information about the local area. This is done normally in conjunction with the area Chamber of Commerce and includes resource information about schools, health care, retail services, housing availability, and a host of other information of interest to employees who are relocating.
2. Offering the use of our facilities such as meeting rooms and classrooms for businesses moving into the area. For example, Macy's does not have a headquarters facility at this point. In order to interview management candidates, we offer the use of meeting rooms at our tech center, including coffee service, refreshments, lunch, and other amenities to make them feel at home.
3. Working with IT services, provide individuals to help with the logistics of creating the IT systems for the new facility. In order to start their business operation on a timely basis, the IT hardware needs to be received, assembled, tested, and made ready as much as possible for plug in operation. We are working with Macy's to receive, store, and set up the servers, routers, switches, printers, and

related hardware and software at our tech center. We also have offered the use of our IT students as interns to help in the process.

4. Offering the use of our Polycom system for meetings with other Macy's locations, thus reducing the need for expensive travel and use of time.
5. Offering consultative services to outline and develop a timeline for delivery of training.
6. Developing the curricula for training.
7. Offering technical writing services to develop standard operating procedure manuals (SOP's).
8. Encouraging regular progress checks via conference call.
9. Hosting an "interview" or "meet and greet" session with our team. Team members make capability presentations.
10. Presenting ourselves as part of a larger 10 college system. The coordinated manner for acquiring services and expertise takes the burden off of the company to seek out training and development that may be needed from other colleges.
11. The president of the college is present at all meetings and sets the direction for the team. The president clears the way so that systems in place support the workforce development initiative.
12. Visiting the plant operations at currently existing locations. Our team has traveled to Macy's Portland, Tennessee plant to observe and learn. The knowledge gained from that visit will benefit the team in developing curricula, writing procedure manuals, and focusing on the training needs of Macy's.
13. Our technical writer will experience the same warehouse management training as the Macy's team. The writer is scheduled to travel to Atlanta to attend the warehouse management system training in late October.
14. Full-time employment will be approximately 1,200 individuals at an estimated average salary of \$25,000 per year; generating \$30 million per year in payroll.



West Virginia Higher Education Policy Commission

Report to the Legislative Oversight Commission on Education Accountability

October 11, 2011

**Proposed Series 32
Tuition and Fee Policy
Legislative Rule**

TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 32
TUITION AND FEE POLICY

§133-32-1. General.

- 1.1. Scope. This rule establishes the policy for the assessment of tuition and fees at West Virginia undergraduate public institutions of higher education.
- 1.2. Authority. West Virginia Code §18B-1-6 and §18B-10-1(d)
- 1.3. Filing Date. --
- 1.4. Effective Date. --

§133-32-2. Definitions.

- 2.1. Auxiliary Fees. Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue charges other than sales from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers. Sales include revenue from merchandise and tickets, short term rental of space or equipment and sales of services to the general public.
- 2.2. Capital Fees. Charges levied on students to support debt service, capital projects and facilities maintenance and renewal. Capital Fees are divided into two categories, Education and General Capital Fees and Auxiliary Capital Fees. Education and General Capital Fees support instruction, research, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowship programs. Auxiliary Capital Fees support entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.
- 2.3. Tuition and Required Educational and General Fees. Charges levied on all students of that class or category to support educational and general program services or optional charges levied for education and general services collected only from students using the service or from students

for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of plant and scholarships and fellowships. Education and general expenditures do not include expenditures for auxiliary enterprises or independent operations. An institution may create a category within Tuition and Required Education and General Fees named Tuition to classify a fee or group of fees charged for instructional services.

- 2.4. Full Cost of Instruction. Full cost of instruction includes the direct functional expenditures from each institution's audit for both instruction and student services expenditures.
- 2.5. Higher Education Price Index. Inflation index designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Commonfund Institute.
- 2.6. Median Family Income. Median household income is household income which the U.S. Census Bureau gathers and reports annually from data gathered by various surveys. Median is the statistical center of all reported households income and is presumed to be a better gauge of income as opposed to average family income.
- 2.7. Peer. A higher education institution located in another state that is similar to a West Virginia college or university.
- ~~2.8. Required Fees. Charges levied to all students of a particular class or category e.g., undergraduate, graduate.~~
- 2.89. Special Fee. Operational charges or user fees charged to offset the specific costs for providing these services. These fees include, but are not limited to, course, lab, parking, late payments, drug testing, instrument fees, and other services provided to students. Charging students these fees, allows financial aid to be used as a form of payment for qualifying students. These fees do not include sales of merchandise and tickets, short-term rental of space or equipment and sales of services to the general public.

§135-32-3. Goals.

- 3.1. The Commission seeks to achieve the following goals and objectives with its tuition rule:
 - 3.1.a. To establish equity in the establishment of tuition charged to students.

- 3.1.b. To foster goals related to program completion for West Virginia students.
- 3.1.c. To promote the future economic welfare of the state through an increased output of degree holders in West Virginia.
- 3.1.d. ~~To recognize that differences in mission, in geographic location, and in local median family income result in differences in tuition.~~ To establish tuition and fee rates that will provide for the most efficient blend of governmental, private, and student revenues based upon institutional mission, location, and student demographics.

§133-32-4. Tuition and Fee Adjustments.

- 4.1. Objectives. The Commission, in partnership with the institutional governing boards, shall enhance education opportunities for the widest range of state citizens:
 - 4.1.a. by establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W. Va. Code §18B-1D-3(a)(2)(B); and
 - 4.1.b. by establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Commission. W. Va. Code §18B-1D-3(a)(2)(B).
- 4.2. Approval of Tuition and Required Fee Adjustments.
 - 4.2.a. Approval Guidelines. A governing board may approve Auxiliary, tuition and required education and general, and capital fee increases for resident students each fiscal year of up to five percent collectively. Auxiliary, tuition and required education and general and capital Tuition and fee increases above five percent collectively must be approved by the Commission. Governing boards are not required to approve sales prices. Programmed fee increases constituted as part of pre-existing institutional bond obligations/covenants shall be excluded from annual fee increase calculations; and

A fee used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972, is exempt from the limitations on

fee increases set forth in this sub section for three years from the effective date [*See Section §18B-10-1.(k).2.*]

- 4.2.a.1. For the purposes of this rule, calculation of five percent shall be based on all required tuition and fee rates charged to all West Virginia resident students.
- 4.2.a.2. Tuition increases related to fee simplification proposals that result in an revenue expense neutral change for ~~the institution~~ an in-state student shall not be counted toward the five percent allowance exempt from Commission approval.
- 4.2.b. In establishing guidelines, the Commission shall communicate to institutions benchmarks and guidelines for consideration of any increase above five percent. The benchmarks and guidelines may include, but are not limited to such items as:
 - 4.2.b.1. The HEPI, or other appropriate inflationary benchmark, which new ~~allocations~~ appropriations to the institution's base budget for the ~~next~~ corresponding fiscal year did not offset;
 - 4.2.b.2. Continued achievement of benchmarks in the institutional compact;
 - 4.2.b.3. Institution pursuit of the statewide compact for postsecondary education;
 - 4.2.b.4. The per capita income of West Virginia families and their ability to pay for college, statewide and specifically as to the county(ies) in which 75% of the institution's in-state students reside;
 - 4.2.b.5. Institutional distance of the sum of appropriations and tuition and fee revenues from peer equity levels as defined by the peer equity model;
 - 4.2.b.6. Institutional and state funding per full-time equivalent student;
 - 4.2.b.7. Most recent three year history of tuition rates and increases;
 - 4.2.b.8. Total sources of student generated revenue, including special fee and program fee rates; and,

- 4.2.b.9. Other factors as requested or deemed relevant by the Commission or in response to any new statutory language.
- 4.2.c. In responding to the guidelines and benchmarks provided by the Commission, each governing board shall provide the Commission with an annual report that details:
 - 4.2.c.1. All tuition and fee rates presently charged and the estimated number of students currently being charged the tuition and fees;
 - 4.2.c.2. The proposed total increase in any tuition and fees for the next fiscal year;
 - 4.2.c.3. The estimated number of students who will be charged the increased tuition and fees; and
 - 4.2.c.4. The estimated increase in revenue to be generated from the increased tuition and fees.
- 4.2.d. A governing board shall propose tuition and required fee rates for non-resident students at levels that, at a minimum, cover the average full cost of instruction. Governing boards may submit for approval institutional policies that support a clearly delineated public policy goal established by the Legislature or the Commission, including but not limited to, proposals to increase the total number of graduates from the institution, aid in economic development or to maximize available capacity on campus.
 - 4.2.d.1. Average full cost of instruction is based on the most recent financial statements. The average shall be determined by calculating the cost of instruction and student services per FTE. This calculation shall be provided to the institutions annually.
 - 4.2.d.2. Institutional governing boards may choose to set non-resident tuition based on the average institutional full cost of instruction or the average full cost of instruction for the system as a whole.

§133-32-5. Expenditure.

- 5.1. All tuition and fees collected may only be expended for the statutory purpose under which they were collected ~~under~~.

§133-32-6. Refunds.

6.1. Except for students receiving Title IV financial assistance, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedules.

6.1.a. Academic Year (Semester). Refunds for semesters shall be calculated using the following schedule:

6.1.a.1. During the first and second weeks, 90% refund.

6.1.a.2. During the third and fourth weeks, 70% refund.

6.1.a.3. During the fifth and sixth weeks, 50% refund.

6.1.a.4. Beginning with the seventh week, no refund.

6.1.b. Summer Terms and Nontraditional Periods. Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule:

6.1.b.1. During the first 13% of the term, 90% refund.

6.1.b.2. From 14% to 25% of the term, 70% refund.

6.1.b.3. From 26% to 38% of the term, 50% refund.

6.1.b.4. After 38% of term is completed, no refund.

6.1.c. Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

6.1.2. Refunds of tuition and fees shall be effectuated in the same manner as the refunds dictated by federal financial aid rules or regulations.