



**WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**  
Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

## **AGENDA**

### **Community and Technical College HB 3215 Implementation Committee**

**November 19, 2008 at 1:30 PM  
9<sup>th</sup> Floor Conference Room**

**Dial-In Number: (866) 453-5550  
Participant Code: 2525591**

- I. Welcome and Introductions (Dennis Taylor)
- II. Institution Transition Planning
  - ◇ Summary of FY 2010 Institution Service Conversion Plans
  - ◇ Summary of Institution Staffing Situations
  - ◇ Other Topics
- III. Technology Subcommittee Report
  - ◇ Database Separation Planning (Bonnie Lynch/Roberta Haddix)
  - ◇ Course Management Systems (David Ayersman/Katie Smith-Cox)
  - ◇ Other Topics
- IV. Finance Subcommittee Report
  - ◇ Division of Assets and Liabilities Model Agreement (Bruce Walker)
  - ◇ Payroll/FEINs (Terry Hess/Dennis Taylor)
  - ◇ Uniform Chart of Accounts (Larry Barnhill)
  - ◇ Other Topics
- V. Student Affairs/Financial Aid Subcommittee Report
  - ◇ Admissions/Registration/Financial Aid Packaging Plans (Jack Toney)
  - ◇ Other Topics
- VI. Academic Affairs Subcommittee Report (Katie Smith-Cox)
- VII. Other Topics
  - ◇ Name/Licensing Model Agreement (Bruce Walker)
  - ◇ For the Good of the Order
  - ◇ Next Meeting: December 3, 2008 at 1:30 p.m.

*Community & Technical College System of WV*

## **Minutes**

### **Community and Technical College HB 3215 Implementation Committee November 19, 2008**

1. Welcome and Introductions. Dennis Taylor opened the meeting by giving a brief background on the origins of the committee. Mr. Taylor also requested any additions or changes to the last meeting notes. None were requested.
2. Institution Transition Planning.
  - a. Service Conversion Plans. Mr. Taylor informed participants that most of the plans have been received; both the plans and hiring situation have been discussed with the CTC Presidents.
    - i. Pat Hunt, Consultant, stated the plans differ in specificity. She would like to have more commonalities for ease of review.
    - ii. Mr. Taylor asked Ms. Hunt to provide a template to the institutions.
3. Technology Subcommittee Report.
  - a. Database Separation Planning.
    - i. Bonnie Lynch discussed the proposal with SunGard on November 14, 2009; with submission possibly by November 20<sup>th</sup>.
    - ii. Mr. Taylor asked for a firm plan and timeline. Ms. Lynch stated the contract should be in place the first week of December, and timeline for the conversion will then be developed. She noted that none of the institutions are planning any changes before January 2009.
    - iii. Roberta Haddix stated that there are different approaches for data purging, which depend on how the databases were originally developed. This has been discussed with SunGard, and should be addressed in the forthcoming proposal.
  - b. Course Management Systems. The Academic Affairs/Instructional Technology Subcommittee met on November 12, 2009 with Justin Beck from Blackboard and an e-mail quote should be received by Friday, November 21<sup>st</sup>, for the on-line course system, the migration of the current system, and for various hosting options.
4. Finance Subcommittee Report.
  - a. Division of Assets and Liabilities Model Agreement. Mr. Taylor informed the group that the letter from Delegate Poling and Senator Plymale, extending the division of assets and liabilities to April 1, 2009, should have been received by the institutions.

- i. Internal meeting held to review the draft FSU/PCTC model agreement.
- ii. Ms. Hunt stated that, in reviewing documentation, there may be joint agreements already in place which could be used, and she is researching ownership transfer. Goal is development of an agreement, approved by the Attorneys' General Office, which can then be used as a template by all the institutions.

b. Payroll/FEINs. Mr. Taylor stated that the Auditor's Office has agreed to stagger the rollover; some institutions on January 1, 2009; the remainder by July 1, 2009. Rick Porto is scheduling a meeting with the Auditor's Office and IS&C to discuss the necessity for this change.

c. Uniform Chart of Accounts.

- i. Larry Barnhill stated the subcommittee has not met recently; however, New River CTC already has a chart of accounts and he feels it is too late to develop a more uniform chart. Some institutions are differently formatted because of their designs in relationship to their four-year institutions.
- ii. Ms. Hunt stated that there would be additional costs in not duplicating existing chart of accounts and SunGard will need to be aware of this process.
- iii. Mr. Taylor stated that benchmarking will be easier to do if the institutions have a uniform chart of accounts.
- iv. Ms. Hunt asked to be added as a member to this subcommittee.

5. Student Affairs/Financial Aid Subcommittee Report.

- a. Admissions/Registration/Financial Aid Packaging Plans. Mr. Taylor informed the group that a conference call was held with Marshall CTC, CTC at WVU-Tech and New River CTC to discuss the details of the financial aid packaging plan, staffing issues and sharing resources across institutions.
  - i. Ms. Hunt and Jack Toney met and discussed obtaining staffing information from the institutions and to begin planning the next steps, which may include the hiring of a consultant to assist all the institutions.

6. Academic Affairs Subcommittee Report.

- a. Katie Smith-Cox informed the group that this subcommittee met earlier today and discussed common academic calendars, course software, policies, and e-mail issues.
- b. A question was asked regarding software licensing from WVNET. Ms. Haddix stated that WVNET has a Microsoft campus licensing agreement, among others, and asked that the institutions contact her to discuss any software licensing issues.

7. Other Topics.

- a. Mr. Taylor informed the group that HEPC legal staff is working on model name/licensing agreement language; primarily related to WVU. If necessary, this model agreement would be available for use by all the institutions.

8. Next Meeting. December 3, 2008 at 1:30 p.m.



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  - ◇ Other Topics
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  - ◇ Division of Assets and Liabilities Model Agreement (Bruce Walker / Pat Hunt)
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  - ◇ Admissions/Registration/Financial Aid Packaging Plans (Jack Toney/Pat Hunt)
  - ◇ Other Topics
- VI. Academic Affairs Subcommittee Report (Katie Smith-Cox)
- VII. Other Topics
  - ◇ Name/Licensing Model Agreement (Bruce Walker)
  - ◇ For the Good of the Order
  - ◇ Next Meeting: December 17, 2008 at 1:30 p.m.

*Community & Technical College System of WV*

## Minutes

### Community and Technical College HB 3215 Implementation Committee December 3, 2008

- I. Welcome and Introductions (Dennis Taylor/ Pat Hunt)
  - a. Dennis Taylor opened the meeting and stated that Pat Hunt would be chairing the meeting. Dr. Hunt asked about any changes to the November 19<sup>th</sup> minutes. Mr. Taylor had minor changes and no other ones were requested. Revised minutes will be distributed.
  - b. Dr. Hunt thanked everyone for their assistance and willingness to share information. The goal is to channel information to help in the implementation process.
- II. Institution Transition Planning
  - a. Summary of FY 2010 Institution Service Conversion Plans. Dr. Hunt discussed the plans received and the various degrees of specificity. Conversion plans should include:
    - i. A list of current services provided by the administratively linked institution along with a dollar amount for these services.
    - ii. A detailed plan regarding either the phasing out or the continuation of these services as appropriate to each institution. For services to be phased out, plans should specify how these services will be provided – either with existing CTC staff, hiring additional staff, or sharing staff with another institution.

To also assist in completing transition plans, Dr. Hunt will distribute to the presidents a summary of the discussion with Dr. Peter Checkovich at BRCTC regarding his transition plan.
  - b. Summary of Institution Staffing Situations. To obtain uniformity with assessing staffing at each institution, Dr. Hunt emailed two documents to each president. Further discussion will take place during the conference call following this meeting.
  - c. Other Topics. No additional topics were discussed.
- III. Technology Subcommittee Report
  - a. Database Separation Planning (Bonnie Lynch/Roberta Haddix/Pat Hunt). Roberta Haddix discussed receiving a verbal proposal from SunGard with a very high estimate noting the written proposal is still pending. Dr. Hunt discussed the phone call with SunGard letting them

know that institutions do not have a budget for this type of proposal. Plans are to review written proposal expected to be received by December 5<sup>th</sup> and then determine what can be done to limit costs.

- b. Course Management Systems (David Ayersman/Katie Smith-Cox).
  - i. Committee met with Justine Beck from Blackboard who provided various pricing scenarios including campus and Vista licensing agreements. Committee also discussed different hosting agreements including existing hosting arrangements (WV University, Marshall University, and Fairmont State University), WVNET hosting, or Blackboard hosting.
  - ii. Mr. Taylor discussed that the original goal was to have a consistent, system-wide licensing arrangement for all institutions – both 4-year and CTC. Issues to resolve include:
    - 1. Who hosts, West Virginia University, Marshall University, and Fairmont State University? Do we add WVNET and/or Blackboard as hosts?
    - 2. Do we look at other software programs other than Blackboard?
  - iii. Mr. Taylor suggested this issue is not as pressing as other ones (such as database separation) and continuing with status quo for a year will provide time to resolve. The following concerns were expressed:
    - 1. Ms. Smith-Cox informed the group that Marshall University may go to Blackboard hosting which will require securing new hosting arrangements for all institutions that Marshall currently hosts. Both West Virginia University and Fairmont State University have no plans to change hosting arrangements.
    - 2. David Ayersman discussed the need to upgrade to a newer version of Blackboard.
  - iv. Mr. Taylor requested WVNET to explore hosting pricing for some of the institutions. Mr. Taylor also stated that there needs to be a CIO meeting to discuss.
- c. Other Topics. No additional topics were discussed.

#### IV. Finance Subcommittee Report

- a. Division of Assets and Liabilities Model Agreement (Bruce Walker/Pat Hunt).
  - i. Dr. Hunt discussed progress in developing an MOU to cover various joint ownership arrangements. A real estate attorney can be retained to review and approve a template MOU if there is interest among various institutions. Interest was expressed and a goal was set to complete a template MOU by January 2009.

- ii. Bruce Walker noted that there are several considerations that an attorney will need to clarify prior to developing an agreement. Dr. Hunt will work with the attorney to clarify. Dr. Hunt will also distribute to the presidents a list of considerations for determining what type of ownership agreement may be applicable for each institution.
  - iii. Mr. Walker stated that we need to verify that all applicable property has been transferred from the Higher Education Policy Commission to each Institution. Dr. Hunt will check with Richard Donovan upon his return.
- b. Payroll/FEINs (Terry Hess/Dennis Taylor). Mr. Taylor requested an update from Rick Porto regarding progress in setting up a meeting with the Auditor's Office. Mr. Porto is waiting on further information from IS&C since his focus is broader than just payroll. Mr. Barnhill reported that New River CTC already has a separate payroll.
- c. Uniform Chart of Accounts (Larry Barnhill). Roberta Haddix discussed the uniform chart of accounts that most institutions have with the exception of Marshall which went on Banner Finance first. Ms. Haddix will send this chart out to the new Finance Committee listserv which will include additional members as requested.
- d. Other Topics. Herb Karlet asked when a Banner Finance database can be set up for testing. Discussion occurred on how database separation will take place. There needs to be a finance meeting to discuss this further.

V. Student Affairs/Financial Aid Subcommittee Report

- a. Admissions/Registration/Financial Aid Packaging Plans (Jack Toney / Pat Hunt). Jack Toney discussed the process for conducting financial aid assessments beginning with each institution completing an internal assessment using the financial aid staffing responsibilities list. Dr. Hunt discussed next steps with a goal to set up a meeting to review staffing levels ideally prior to the holidays. Each institution will perform an assessment, identifying:
- i. Shortfalls where there are not enough qualified staff to assume responsibilities;
  - ii. Strong areas where there is a fully staffed financial aid office and the college could share staff with other colleges;
  - iii. Areas where outside consultants are needed (ideally with an estimated amount of hours for the consultants).
- b. Other Topics. No additional topics were discussed.



VI. Academic Affairs Subcommittee Report (Katie Smith-Cox). Currently the focus is on course software. Ms. Haddix will send to the group a list of the existing software licenses.

VII. Other Topics

- a. Name/Licensing Model Agreement (Bruce Walker). Mr. Walker discussed the agreement used by West Virginia University. He will send the agreement to Dr. Hunt for distribution.
- b. For the Good of the Order. Mr. Taylor suggested we add training needs as a topic for the next meeting. Committee members should send to Dr. Hunt any anticipated training needs. Once training needs are identified the next step will be to assess how to meet these needs.

Next Meeting: December 17, 2008 at 1:30 p.m.



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- I. Welcome and Introductions (Dennis Taylor/Pat Hunt)
- II. Institution Transition Planning
  - a. Summary of FY 2010 Institution Service Conversion Plans (Pat Hunt)
  - b. Summary of Institution Staffing (Pat Hunt)
  - c. Other Topics
- III. Technology Subcommittee Report
  - a. Database Separation Process (Bonnie Lynch/Roberta Haddix/Pat Hunt)
  - b. Course Management Systems (David Ayersman/Katie Smith-Cox)
  - c. Other Topics
- IV. Finance Subcommittee Report
  - a. Division of Assets and Liabilities Model Agreement (Bruce Walker/Pat Hunt)
  - b. Discussions with IS&C and auditor's office (Rick Porto)
  - c. Banner Finance (Larry Barnhill)
  - d. Other Topics
- V. Student Affairs/Financial Aid Subcommittee Report
  - a. Admissions/Registration/Financial Aid Packaging Plans (Jack Toney)
  - b. Other Topics – none
- VI. Academic Affairs Subcommittee Report (Katie Smith-Cox)
- VII. Other Topics
  - a. Training Needs
  - b. For the Good of the Order
  - c. Next Meeting: January 2, 2009 at 1:30 p.m.

*Community and Technical College System of WV*

## **Minutes**

### **Community and Technical College HB 3215 Implementation Committee December 17, 2008**

#### **I. Welcome and Introductions**

- a. Dr. Patricia Hunt requested any changes to the December 3<sup>rd</sup> minutes. Dennis Taylor had minor changes, none of which changed the substance of the information. With no other changes from the group, the minutes will be updated to final form and disseminated.

#### **II. Institution Transition Planning**

- a. Summary of FY 2010 Institution Service Conversion Plans. Dr. Hunt provided the following update:
  - i. Following the December 3<sup>rd</sup> HB 3215 Implementation meeting, there was a separate conference call with the institutional presidents to discuss staffing and preparation of service plans.
  - ii. Next step is for the institutional presidents to complete service conversion plan.
- b. Summary of Institution Staffing.
  - i. Dr. Hunt received spreadsheets with current and proposed institution staffing from the institutions. A combined spreadsheet was then circulated to three of the presidents, comparing staffing levels at several colleges.
  - ii. Once these presidents review and verify the accuracy of their respective staffing, this spreadsheet will be distributed to all colleges who participated in this study.

#### **III. Technology Subcommittee Report**

- a. Database Separation Process.
  - i. Dr. Hunt discussed meetings held with some of the committee members and presidents. The purpose of these meetings was to discuss how best to secure a revised proposal from SunGard to provide limited services for the database separation. SunGard submitted a revised time and materials proposal with significant reduction in costs. This proposal will be discussed in a separate meeting following this conference call.
  - ii. Roberta Haddix provided an update from the December 16<sup>th</sup> meeting with SunGard on the master agreement. Concerns over legal language have been addressed and approved by the WV Attorney General's Office. The Committee is negotiating the specific terms regarding future licensing and maintenance fees in

the event of further mergers and acquisitions. Next meeting is scheduled for January 6, 2009.

- iii. Ms. Haddix discussed year-end purchasing of licenses. If institutions have not completed their purchases, they must do so by December 22, 2008, if using WVNET's purchasing department. Any purchases after this date will need to be coordinated through Rich Donovan at HEPC.

b. Course Management Systems.

- i. Mr. Taylor stated, with Jan Fox confirming, that Marshall will continue to host Blackboard. Southern WVCTC has been notified.
- ii. Now that the hosting issue has been resolved, the course management most urgent issue has been addressed.
- iii. David Ayersman requested that the sub-committee continue to meet to work on securing a centralized course management system for all of the colleges and universities within the state.

IV. Finance Subcommittee Report

a. Division of Assets and Liabilities Model Agreement

- i. Bruce Walker discussed two sets of agreements on which his office have been working. Jendonnae Houdyschell is the primary contact. One agreement, regarding licensing and a model agreement between West Virginia University and WVU Parkersburg, has been prepared. Dr. Hunt stated this document was circulated to other colleges. The second agreement is for different types of joint ownership arrangements. Mr. Walker noted that he has secured a real estate attorney from Fairmont to assist in the development on this MOU. Dr. Hunt stated she will contact the attorney soon. Mr. Taylor clarified that the MOU on joint ownership will need to be reviewed by external auditors from Deloitte and Touche and the real estate attorney.
- ii. The group then discussed joint ownership arrangements. This type of agreement may not be an option at some institutions, in which case a joint use agreement will be required.

b. Discussion with IS&C and Auditor's Office

- i. Rick Porto discussed the meeting to be held December 19<sup>th</sup> with the state auditors.
- ii. The goal of this meeting is to have a state system org code for processing both 4-year and 2-year institutions with single log in and a single approval. This type of code could also be used for consortia arrangements. There may be some logistical problems; but would assist in sharing staff resources across institutions.

c. Banner Finance

- i. Larry Barnhill circulated to the committee the uniform chart of accounts he received from Ms. Haddix.
- ii. Larry Barnhill stated the plans are to address the uniform chart of accounts after the database separation process is complete.

V. Student Affairs/Financial Aid Subcommittee Report

a. Admissions/Registration/Financial Aid Packaging Plans

- i. Jack Toney stated it was critical to complete financial aid staffing plans during the first few weeks of January.
- ii. Additional discussion about financial aid staffing planned in the conference call with presidents following this meeting.
- iii. Dr. Hunt noted that she had a conversation with Nancy Barnett from Financial Aid Services to discuss the company's services.

VI. Academic Affairs Subcommittee Report

- a. In response to a follow up question from last meeting, Ms. Haddix will send the listing of software available for campus licensing through WVNET to Chancellor Skidmore's office for distribution to the committee.

VII. Other Topics

a. Training Needs

- i. Dr. Hunt discussed not receiving any requests for training and again asked that the institutions send her that information for discussion at the next meeting.

- b. For the Good of the Order. Mr. Taylor discussed CTC board of governors training on January 7, 2009 and stated that part of this training will include discussions about the HB 3215 implementation. Mr. Taylor noted that the committee has four areas of focus, each with critical deadlines for completion:

- i. Database separation. There needs to be a specific plan in place for each institution with completion deadlines. These plans need to be approved by both the 4-year and 2-year institutions.
- ii. Financial Aid Processing. Decisions need to be made by early January regarding financial aid processing using one or more methods: securing agreement with 4-year institution to process; using existing CTC staff; entering into a consortia agreement with other institutions; and/or securing consulting from Financial Aid Services.
- iii. Conversion plans. Need to have detailed plans completed addressing how services will be provided at each institution beginning with Fiscal Year 2009-10.

iv. Division of assets and liabilities. Need to identify any issues that are un-resolvable. Need to move towards completing the division of assets and liabilities and securing approval early.

c. Next Meeting: January 2, 2009 at 1:30 p.m.



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### **Community and Technical College HB 3215 Implementation Committee**

**January 2, 2009 at 1:30 PM  
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- II. Institution Transition Planning
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- III. Technology Subcommittee Report
  - a. Database Separation Process (Bonnie Lynch/Roberta Haddix/Pat Hunt)
  - b. Course Management Systems (David Ayersman/Katie Smith-Cox)
  - c. Other Topics
- IV. Finance Subcommittee Report
  - a. Division of Assets and Liabilities Model Agreement (Bruce Walker/Pat Hunt)
  - b. Follow-up from meeting with auditor's office (Rick Porto/Dennis Taylor)
  - c. Banner Finance (Larry Barnhill)
  - d. Other Topics
- V. Student Affairs/Financial Aid Subcommittee Report
  - a. Admissions/Registration/Financial Aid Packaging Plans (Jack Toney)
  - b. Other Topics
- VI. Academic Affairs Subcommittee Report (Katie Smith-Cox)
- VII. Other Topics
  - a. Training Needs
  - b. For the Good of the Order
  - c. Next Meeting: January 14, 2009 at 1:30 p.m.

*Community & Technical College System of WV*

## **MINUTES**

### **Community and Technical College HB 3215 Implementation Committee**

**January 2, 2009 at 1:30 PM**

- I. Welcome and Introductions (Dennis Taylor/Pat Hunt)
  - a. Dr. Pat Hunt opened the meeting by expressing thanks to all of those participating especially with some institutions still on winter break. Roll call was conducted. Dr. Hunt requested changes to the December 17<sup>th</sup> minutes. As changes were not requested, the minutes from December 17, 2008, meeting was received as presented.
- II. Institution Transition Planning
  - a. Summary of FY 2010 Institution Service Conversion Plans (Pat Hunt). Following the last HB 3215 conference call, a meeting was held with the presidents with one of the topics of discussion completion of the service conversion plans. Dr. Hunt sent a follow-up email with a proposed completion deadline of January 5<sup>th</sup>. Is this deadline reasonable or do we need to revise this deadline?
  - b. Summary of Institution Staffing (Pat Hunt). Presidents are to send their plans for shared staffing among the CTCs. The presidents and their staff are also in the process of assessing existing staff. Both reports are due today. Dennis has the shared staffing plan and will forward.
  - c. Other Topics. None.
- III. Technology Subcommittee Report
  - a. Database Separation Process (Bonnie Lynch/Roberta Haddix/Pat Hunt).
    - i. Following the last HB 3215 meeting a conference call with the presidents regarding approval of a SunGard time and material contract was held. After discussion, the presidents approved the contract. SunGard mailed an original contract to WVNET, which was signed. Next steps include obtaining approval of



each institution's database separation plan with the respective 4-year institutions. Mr. Taylor is coordinating this process with the presidents and both Chancellors. Next step is a meeting with Chancellor Noland this afternoon.

- ii. To solidify each institution's database separation plans, Dr. Hunt suggested a conference call next week with SunGard and technology personnel. A critical part of these plans must include a timeline for completion and identify personnel responsible for each step. Dennis asked if plans have been shared in some form with representatives of the four-year institution. Marshall's plan was presented to 4-year president with no feedback to date.

b. Course Management Systems (David Ayersman/Katie Smith-Cox)

c. Other Topics. None

#### IV. Finance Subcommittee Report

a. Division of Assets and Liabilities Model Agreement (Bruce Walker/Pat Hunt). Dr. Hunt discussed the next step, which is to contact lawyers next week to review agreement. Deloitte and Touche will be contacted as well. Mr. Taylor has feedback with PCTC/FSU and will send to Dr. Hunt. Mr. Taylor requested each institution to send Dr. Hunt and him any problem areas by January 9<sup>th</sup>.

b. Follow-up from meeting with Auditor's Office (Rick Porto/Dennis Taylor). They will allow single sign-on capability. EPICS system will require additional effort. Rick Porto emailed Stephanie Ankner to obtain additional clarification. Mr. Taylor noted he had communicated with both Chancellors who approved this process. What else needs to take place to move this along? Mr. Porto will talk with Rick Pickens and Todd Childers to see what is needed.

c. Banner Finance (Larry Barnhill)

d. Other Topics. None.

#### V. Student Affairs/Financial Aid Subcommittee Report

a. Admissions/Registration/Financial Aid Packaging Plans (Jack Toney). Upon receipt of shared staffing plans and staffing assessment plans, there needs to be a meeting with the presidents and all potential financial aid processors to discuss staffing requirements for academic

year FY 2009-10. This meeting should take place next week, and with such a potentially large group of attendees, one suggestion is to go ahead and set a meeting date. One thought is Thursday morning, January 8<sup>th</sup> at 9:00 AM. Need to talk with President Jo Harris regarding their F/A director search. Need to discuss with New River Community and Technical College regarding what part Bluefield State College will play.

b. Other Topics. None.

VI. Academic Affairs Subcommittee Report (Katie Smith-Cox). In response to a follow up question from last meeting, Roberta Haddix will send the listing of software available for campus licensing through WVNET to Chancellor Skidmore's office for distribution to the committee. Ms. Haddix will follow-up with Greg Kidder and distribute next week.

VII. Other Topics

- a. Training Needs. Dr. Hunt discussed not receiving requests for training and suggested this topic be on the January 14, 2009 agenda. Please send training needs to Dr. Hunt by Monday, January 12<sup>th</sup>.
- b. For the Good of the Order. Dr. Hunt proposed continuing with the bi-weekly meeting dates and times through June, 2009.
- c. Next Meeting: January 14, 2009 at 1:30 p.m.



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- VII. Other Topics
  - a. Training Needs
  - b. For the Good of the Order.
  - c. Next Meeting: January 28, 2009 at 1:30 p.m. Future meetings will continue the Wednesday bi-weekly schedule at 1:30 p.m.

*Community & Technical College System of WV*

## **Minutes**

### **Community and Technical College HB 3215 Implementation Committee**

**January 14, 2009**

- I. Welcome and Introductions (Dennis Taylor / Pat Hunt). Pat Hunt welcomed the group and requested changes for the January 2, 2009 minutes. None were requested.
- II. Institution Transition Planning
  - a. Summary of FY 2010 Institution Service Conversion Plans (Pat Hunt). Dr. Hunt discussed specifics for the service conversion plans which should include a written narrative and identify costs and cost savings. Dr. Hunt discussed new deadline for completion. After a short discussion, President Jo Harris suggested February 1<sup>st</sup>, which was agreed to by those in attendance.

Dennis Taylor requested feedback as to which institutions have not signed a current fiscal year service agreement (FY 2008-09). Mr. Taylor stated completing the current fiscal year's service agreement must be a priority as well as negotiating next fiscal year's agreement.
  - b. Summary of Institution Staffing (Pat Hunt). With the receipt of the shared staffing plans all of the institutional staffing plans are complete. Dr. Hunt noted that these plans are not static and must be flexible to meeting changing institutional priorities.
  - c. Other Topics. None were discussed.
- III. Technology Subcommittee Report
  - a. Database Separation Process (Bonnie Lynch/Roberta Haddix/Pat Hunt). Dr. Hunt discussed the good progress in solidifying the database separation plans for each institution and thanked everyone for their efforts. A SunGard conference call was held January 8<sup>th</sup> with technology personnel from each institution, WVNET personnel, and others. January 20<sup>th</sup> and 21<sup>st</sup> there will be an in-person meeting with this same group. The deliverable from this meeting is a Project Definition Plan with specific tasks, timelines, and persons responsible for completion.

- b. Course Management Systems (David Ayersman/Katie Smith-Cox). No discussion.
- c. Other Topics. Dr. Hunt stated that work is still ongoing with SunGard on master agreement, but there is one specific issue to be resolved. Another draft proposal has been submitted to SunGard. Mr. Taylor asked what this unresolved issue is and Dr. Hunt stated clarifying merger/acquisition language with cost implications. Mr. Taylor asked about the maintenance escalation factor and Roberta Haddix clarified.

#### IV. Finance Subcommittee Report

- a. Division of Assets and Liabilities Model Agreement (Bruce Walker/Pat Hunt). Dr. Hunt informed the group that the new deadline for submitting to her a list of problem areas that may need resolution before agreements can be completed is January 16<sup>th</sup>. These agreements will need to be approved by both boards of governors for each set of institutions by April 1<sup>st</sup>.

Dr. Hunt noted progress in developing a template agreement for the separation of assets and liabilities including conversations with a real estate attorney, the Attorney General's office, and Dennis Juran from Deloitte and Touche. The next step is a group meeting including FSU/PCTC personnel, Dennis Juran, and Pat Hunt to discuss potential problem areas.

Dr. Hunt discussed the distributed system debt spreadsheet that may help in identifying associated debt. Herb Karlet requested assistance in identifying what debt is associated with the CTC in relation to HB 3215. Mr. Taylor noted that the legislature did not specifically address debt.

- b. Follow-up from meeting with auditor's office (Rick Porto). Rick Porto provided an update and stated that he sees the process residing with Rick Pickens and Shawn Carper. Mr. Porto noted FSU/PCTC is working to resolve EPICS issues. Mr. Porto requested a process for setting up the processing org. Final step will be to obtain BOG approval. Another meeting will be held within the next couple of weeks.
- c. Banner Finance (Larry Barnhill). No discussions.
- d. Other Topics. None discussed.

V. Student Affairs/Financial Aid Subcommittee Report

- a. Admissions/Registration/Financial Aid Packaging Plans (Jack Toney). Dr. Hunt discussed the progress that has been made in transitioning to CTC staff processing CTC students' financial aid. January 8<sup>th</sup> there was a conference call with financial aid personnel and presidents to assess readiness in processing financial aid over the next two months. Today, January 14<sup>th</sup> there was an in-person meeting to review transition processes. The CTCS will advertise for a multi-college Financial Aid Director to serve as the financial aid director for both the CTC at Tech and New River CTC.
- b. Other Topics. None were discussed.

VI. Academic Affairs Subcommittee Report (Katie Smith-Cox). No discussion.

VII. Other Topics

- a. Training Needs. Dr. Hunt discussed receiving only one training request which was for financial aid refresher training. This topic will remain on the agenda until next meeting. Any training requests should be sent to Dr. Hunt by January 23<sup>rd</sup>.
- b. For the Good of the Order. No Discussion.
- c. Next Meeting: February 11, 2009 at 1:30 p.m.