

**WEST VIRGINIA STATE UNIVERSITY  
BUDGET ADVISORY COMMITTEE MEETING  
JANUARY 13, 2010**

**MINUTES**

The Budget Advisory Committee met on January 13, 2010 in the Library Conference Room. Vice President Mr. Robert Parker presided over the meeting. Others in attendance were: Mark Addesa, Mildred Booker, Tom Guetzloff, Robert Huston, Mahmoodal Islam, Carmen Parrish, William Porterfield, and Patricia Shafer.

Both the minutes of the December 16, 2009 meeting and the agenda for the current meeting were approved.

Mr. Parker distributed a copy of the December 28, 2009 memorandum from Department of Revenue Cabinet Secretary Virgil Helton which identified the parameters under which the 3.4% mandated budget cut for all state agencies was to be effected. A copy of Executive Order No. 17-09 from Governor Joe Manchin mandating the budget reduction was attached to that memo. Mr. Parker explained that although the Executive Order mandates a 3.4% cut, the amount of the cut for the institutions is actually 3.5% because the Order exempted two programs under the Higher Education Policy Commission from the cut: the Higher Education Grant Program and the PROMISE Scholarship program. Thus to spare those two programs but still to sustain a 3.4% cut, the other areas of the HEPC have to be cut 3.5%. WVSU must submit a narrative summarizing the effects of our proposed reductions to our expenditure schedule by noon on Wednesday, January 20, 2010, to the Department of Revenue, State Budget Office. The total amount of this cut to WVSU is slightly more than \$350,000.

Mr. Parker further shared that it is anticipated federal stimulus funds will be available to institutions to offset the amount of the original budget reduction of July 1, 2009 (\$243,000+ for WVSU); it is unclear whether there will be enough stimulus moneys to offset this most recent budget cut. Also unclear is when the stimulus moneys will be received. They had been projected to arrive last Fall, then sometime this winter; now the projected arrival date is the last quarter of the fiscal year (April or later). While these moneys may be available to replace the cut, that does not mean our spending can be restored. With the anticipated permanent reduction in our budget by FY 2012, these moneys are designed to help the institution take care of one-time type of projects and to plan for the "drop off the cliff" in 2012.

The newspaper article published that morning in the *Charleston Daily Mail* entitled "Too many colleges, too few graduates, state audit finds" was distributed to the group. The premise of the article as it related to higher education was that the 11 four-year colleges is "more than double the number of institutions in some comparably sized states." Whereas, the article continues, "WV has the lowest percentage of residents with bachelor's degrees in the U.S."

From a publication titled *Coping Strategies of Public Universities During the Economic Recession of 2009*, a section related to short-term and long-term budget cutting and revenue enhancing strategies was distributed for discussion. While some of the measures cited were extreme, some were considered feasible in the current situation.

Major Porterfield reported he had attended meetings regarding the Classified Staff salary study and regarding anticipated changes in PEIA premiums, particularly for retirees. There was no new business presented to the group.

It was determined that this meeting would replace the regularly scheduled Budget Advisory Committee meeting for January. The next meeting is scheduled for Thursday, February 18, from 12:30 to 1:30 p.m.

With the business of the agenda completed, the meeting was adjourned.



David K. Hendrickson  
Chair



Brian Noland  
Chancellor

West Virginia Higher Education Policy Commission  
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## MEMORANDUM

TO: Legislative Oversight Commission on Education Accountability

FROM: Brian Noland

DATE: January 8, 2010

RE: Classified Employees' Salary Schedule Progress Report

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W. Va. Code §18B-9-3(b) requires the Commission to present a report on institutional progress toward funding of the 2001 classified employees' salary schedule. The information provided in the attached spreadsheet reflects the submission of personnel data from the institutions.

Full Funding of the Salary Schedule. Information reported by the institutions indicate that five (5) institutions have fully funded the salary schedule. Two (2) four-year institutions, three (3) community and technical colleges, and West Virginia Network for Educational Telecomputing (WVNET) are currently at full funding. There are nine (9) institutions that are at least at 99% of fully funding the classified employees' salary schedule.

Total Employees. The total number of employees across all sectors of public higher education is 11,574. Of this total, 4,865 (42%) are faculty, 5,136 (44.4%) are classified staff, and 1,573 (13.6%) are non-classified staff.

**FY 2010**  
**Faculty, Classified Staff, and Non-Classified Staff**  
**Funding of Salary Schedule and Percentage toward Funding the Classified Employee Salary Schedule**

Institution	Total Number of Employees	Percentage Of Total Employees	Salary Schedule Percentage of Full Funding
<b>Four-Year Institutions</b>			
<b>Bluefield State College</b>			
Faculty	79	39.3%	
Classified Staff	98	48.8%	96.0%
Non-Classified Staff	24	11.9%	
Total	201		
<b>Concord University</b>			
Faculty	118	46.1%	
Classified Staff	118	46.1%	100.0%
Non-Classified	20	7.8%	
Total	256		
<b>Fairmont State University</b>			
Faculty	171	39.1%	
Classified Staff	164	37.5%	99.3%
Non-Classified Staff	102	23.3%	
Total	437		
<b>Glenville State College</b>			
Faculty	63	32.0%	
Classified Staff	90	45.7%	93.9%
Non-Classified Staff	44	22.3%	
Total	197		
<b>Marshall University</b>			
Faculty	799	49.0%	
Classified Staff	629	38.6%	92.9%
Non-Classified Staff	201	12.3%	
Total	1,629		
<b>Potomac State College of West Virginia University</b>			
Faculty	41	27.2%	
Classified Staff	87	57.6%	99.3%
Non-Classified Staff	23	15.2%	
Total	151		
<b>Shepherd University</b>			
Faculty	197	41.6%	
Classified Staff	204	43.0%	99.3%
Non-Classified Staff	73	15.4%	
Total	474		
<b>West Liberty University</b>			
Faculty	117	42.5%	
Classified Staff	117	42.5%	99.4%
Non-Classified Staff	41	0	
Total	275		
<b>West Virginia School of Osteopathic Medicine</b>			
Faculty	50	24.8%	
Classified Staff	124	61.4%	100.0%
Non-Classified Staff	28	13.9%	
Total	202		
<b>West Virginia State University</b>			
Faculty	129	35.5%	
Classified Staff	190	52.3%	93.7%
Non-Classified Staff	44	12.1%	
Total	363		
<b>West Virginia University</b>			
Faculty	2,402	40.7%	
Classified Staff	2,743	46.5%	99.3%
Non-Classified Staff	752	12.8%	
Total	5,897		
<b>West Virginia University Institute of Technology</b>			
Faculty	104	43.5%	
Classified Staff	116	48.5%	93.6%
Non-Classified Staff	19	7.9%	
Total	239		
<b>Four-Year Institution Totals</b>			
Faculty	4,270	41.4%	
Classified Staff	4,680	45.3%	97.7%
Non-Classified Staff	1,371	13.3%	
Total	10,321		



**FY 2010**  
**Faculty, Classified Staff, and Non-Classified Staff**  
**Funding of Salary Schedule and Percentage toward Funding the Classified Employee Salary Schedule**

Institution	Total Number of Employees	Percentage Of Total Employees	Salary Schedule Percentage of Full Funding
<b>Two-Year Institutions</b>			
Faculty	52	66.7%	
Classified Staff	13	16.7%	99.9%
Non-Classified Staff	13	16.7%	
Total	78		
Faculty	34	56.7%	
Classified Staff	15	25.0%	96.0%
Non-Classified Staff	11	18.3%	
Total	60		
Faculty	10	28.6%	
Classified Staff	19	54.3%	98.9%
Non-Classified Staff	6	17.1%	
Total	35		
Faculty	47	67.1%	
Classified Staff	12	17.1%	100.0%
Non-Classified Staff	11	15.7%	
Total	70		
Faculty	75	62.0%	
Classified Staff	30	24.8%	99.1%
Non-Classified Staff	16	13.2%	
Total	121		
Faculty	41	40.2%	
Classified Staff	44	43.1%	99.9%
Non-Classified Staff	17	16.7%	
Total	102		
Faculty	62	72.1%	
Classified Staff	16	18.6%	100.0%
Non-Classified Staff	8	9.3%	
Total	86		
Faculty	92	42.2%	
Classified Staff	95	43.6%	91.1%
Non-Classified Staff	31	14.2%	
Total	218		
Faculty	91	53.2%	
Classified Staff	62	36.3%	100.0%
Non-Classified Staff	18	10.5%	
Total	171		
Faculty	91	45.0%	
Classified Staff	88	43.6%	96.6%
Non-Classified Staff	23	11.4%	
Total	202		
Faculty	595	52.1%	
Classified Staff	394	34.5%	96.9%
Non-Classified Staff	154	13.5%	
Total	1,143		

FY 2010  
**Faculty, Classified Staff, and Non-Classified Staff**  
**Funding of Salary Schedule and Percentage toward Funding the Classified Employee Salary Schedule**

Institution	Total Number of Employees	Percentage Of Total Employees	Salary Schedule Percentage of Full Funding
<b>Administrative Units</b>			
<b>CCTCE / HEPC</b>			
Classified Staff	28	41.2%	99.9%
Non-Classified Staff	40	58.8%	
Total	68		
<b>WVNET</b>			
Classified Staff	34	81.0%	100.0%
Non-Classified Staff	8	19.0%	
Total	42		
<b>GRAND TOTAL OF ALL ENTITIES</b>			
Faculty	4,865	42.0%	
Classified Staff	5,136	44.4%	97.6%
Non-Classified Staff	1,573	13.6%	
Total	11,574		





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## MEMORANDUM

TO: Legislative Oversight Commission on Education Accountability

FROM: Richard Donovan, Chief Financial Officer

DATE: January 10, 2010

RE: Capital Projects

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The Higher Education Policy Commission and the Council for Community and Technical College Education are charged by the West Virginia Code to “establish a formal process for identifying needs for capital investments and for determining priorities for these investments.” The Code also requires the Commission and Council to report to the Legislature and the Legislative Oversight Commission on Education Accountability in January on its priorities for capital investments.

At their respective meetings on November 21 and December 4, 2009, the Commission and Council approved a joint capital project request for one-time funding of \$10 million for high priority code compliance, energy savings and deferred maintenance projects. If this request is successful and funds appropriated, the funding split probably would be in the range of 80 percent for Commission institutions and 20 percent for Council institutions.

As in past years, the process used to develop the list of capital projects in this request began in August as is summarized as follows:

- Institutions submitted their capital requests to the Commission and Council Office.
- These requests were submitted to the State Budget Office on September 1st as part of the Commission’s and Council’s FY 2011 appropriation requests.
- Staff also used this information to generate the list of prioritized capital projects in the following tables.

Table 1 identifies the proposed four-year institution E&G Health, Life Safety, ADA, Energy and Deferred Maintenance Projects recommended for funding which total approximately \$16

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million. These projects would be funded on a 50/50 basis if the Legislature appropriates the \$10 million in one-time funding requested by the Commission (\$8 million) and Council (\$2 million).

The projects in Table 2 are the proposed two-year institution E&G Health, Life Safety, ADA, Energy and Deferred Maintenance Projects recommended for funding which total \$2 million. These projects would be funded on a 70/30 basis (70% from State funding and 30% from institution funding). The 70/30 split for the two-year institutions recognizes the fact that the community and technical colleges collect far less in capital fees than the four-year institutions and, as a result, cannot readily match state funding on a 50/50 basis.



**TABLE 1**  
**HIGHER EDUCATION POLICY COMMISSION**  
**Approved Code Compliance, Energy and Deferred Maintenance Projects**  
**January 10, 2010**

Inst.	HEPC Pri. #	Project	Total Project Cost	Funds Available FY11+	Funds Needed	Recommended Funding Sources			Total Funds Required	Running Total State Appropriation
						State Funds	Institution Funds			
						State General or Special Revenue FY11	E&G Capital Fees FY11+	Auxilliary Fees FY11		
E&G PROJECTS										
Code Compliance Projects (Life Safety & ADA) - Priority 1										
WVU	1	Fire Alarm Integration Upgrade (HSC)	100,000	0	100,000	50,000	50,000	0	100,000	50,000
WVU	2	Knapp Hall Fire Alarm System upgrade	500,000	0	500,000	250,000	250,000	0	500,000	300,000
WVU	3	Law Center Fire Alarm System Upgrade	500,000	0	500,000	250,000	250,000	0	500,000	550,000
MU	4	Fire Alarm System-Science, Henderson, Shewey, Football Stadium	225,000	0	225,000	75,000	75,000	75,000	225,000	625,000
WVSU	5	Upgrade Fire Hydrants to Code	50,000	0	50,000	25,000	25,000	0	50,000	650,000
WVU	6	Church McKee Arts Center Stage Fire Curtains (PSC)	250,000	0	250,000	125,000	125,000	0	250,000	775,000
WVU	7	Riding Arena - Fire Pump, Sprinkle, Fire Alarm System (PSC)	250,000	0	250,000	125,000	125,000	0	250,000	900,000
MU	8	Jenkins Hall ADA Renovations	400,000	0	400,000	200,000	200,000	0	400,000	1,100,000
FSU	9	Wallman Hall Elevator Replacement	100,000	0	100,000	50,000	50,000	0	100,000	1,150,000
FSU	10	Turley Center Elevator Replacement	100,000	0	100,000	50,000	50,000	0	100,000	1,200,000
MU	11	Marshall Community College Building - ADA Elevator	241,000	0	241,000	120,500	120,500	0	241,000	1,320,500
WVSU	12	Elevator Upgrade to ADA Code - Capitol Center	200,000	0	200,000	100,000	100,000	0	200,000	1,420,500
WVU	13	Science Hall Elevator Replacement (PSC)	300,000	0	300,000	150,000	150,000	0	300,000	1,570,500



**TABLE 1**  
**HIGHER EDUCATION POLICY COMMISSION**  
**Approved Code Compliance, Energy and Deferred Maintenance Projects**  
**January 10, 2010**

						Recommended Funding Sources				
						State Funds	Institution Funds			
Inst.	HEPC Pri. #	Project	Total Project Cost	Funds Available FY11+	Funds Needed	State General or Special Revenue FY11	E&G Capital Fees FY11+	Auxilliary Fees FY11	Total Funds Required	Running Total State Appropriation
E&G PROJECTS										
GSC	14	Elevator Replacements - RFK Library & Louis Bennett	350,000	0	350,000	175,000	175,000	0	350,000	1,745,500
WVSU	15	Elevator - Hill Hall -Phase 2 - Cost Increase	200,000	0	200,000	100,000	100,000	0	200,000	1,845,500
WVSU	16	Upgrade Exit Lights Campus Wide to ADA Code	150,000	0	150,000	75,000	75,000	0	150,000	1,920,500
WVSU	17	Upgrade Restrooms to ADA Code	100,000	0	100,000	50,000	50,000	0	100,000	1,970,500
Deferred Maintenance - Building Envelopes (Roofs, Waterproofing, etc.) - Priority 2										
CU	18	Marsh Hall Roof Replacement	240,000	0	240,000	120,000	120,000	0	240,000	2,090,500
GSC	19	Roof Projects - PE, Clark Hall and Fine Arts	950,000	325,000	625,000	312,500	312,500	0	625,000	2,403,000
FSU	20	Jaynes Hall Roof Renewal	300,000	0	300,000	150,000	150,000	0	300,000	2,553,000
MU	21	Jenkins Hall - Roof System	300,000	0	300,000	150,000	150,000	0	300,000	2,703,000
WVSU	22	Wallace Hall - Roof Replacement	250,000	0	250,000	125,000	125,000	0	250,000	2,828,000
WVU	23	Law Center Roof Replacement	900,000	0	900,000	450,000	450,000	0	900,000	3,278,000
WVSU	24	Cole Complex Roof Replacement	250,000	0	250,000	125,000	125,000	0	250,000	3,403,000
WVU	25	Engineering Research Roof Replacement	300,000	0	300,000	150,000	150,000	0	300,000	3,553,000
WVU	26	COBE Drain Tile and Water Remediation (WVUIT)	300,000	0	300,000	150,000	150,000	0	300,000	3,703,000
WVU	27	Arts Wing of Church McKee Arts Center Roof Replacement (PSC)	210,000	0	210,000	105,000	105,000	0	210,000	3,808,000



**TABLE 1**  
**HIGHER EDUCATION POLICY COMMISSION**  
**Approved Code Compliance, Energy and Deferred Maintenance Projects**  
**January 10, 2010**

Inst.	HEPC Pri. #	Project	Total Project Cost	Funds Available FY11+	Funds Needed	Recommended Funding Sources			Total Funds Required	Running Total State Appropriation
						State Funds	Institution Funds			
						State General or Special Revenue FY11	E&G Capital Fees FY11+	Auxilliary Fees FY11		
E&G PROJECTS										
WVU	28	Conley Hall Roof Replacement (WVUIT)	200,000	0	200,000	100,000	100,000	0	200,000	3,908,000
WVU	29	Woodburn Hall Roof Replacement	750,000	0	750,000	375,000	375,000	0	750,000	4,283,000
WVU	30	Old Main Repairs Roof (WVUIT)	200,000	0	200,000	100,000	100,000	0	200,000	4,383,000
WVSU	31	Re-Point Brick - Fleming Hall	150,000	0	150,000	75,000	75,000	0	150,000	4,458,000
WVU	32	Coliseum Lower Roof Replacement	400,000	0	400,000	200,000	200,000	0	400,000	4,658,000
Deferred Maintenance - Energy Savings/HVAC/Building Systems - Priority 3										
CU	33	Science & Admin. Energy Savings	945,010	0	945,010	472,505	472,505	0	945,010	5,130,505
GSC	34	Upgrade Campus HVAC Systems & Install Controls - Heflin Admin., Fine Arts, PE & Louis Bennett	1,250,000	250,000	1,000,000	500,000	500,000	0	1,000,000	5,630,505
FSU	35	Hardway Hall Student Affairs HVAC	250,000	0	250,000	125,000	125,000	0	250,000	5,755,505
SU	36	HVAC Replacement Snyder Science Hall	900,000	0	900,000	450,000	450,000	0	900,000	6,205,505
FSU	37	Jaynes Hall HVAC	900,000	0	900,000	450,000	450,000	0	900,000	6,655,505
SU	38	Energy Savings Windows White Hall	350,000	0	350,000	175,000	175,000	0	350,000	6,830,505
MU	39	Emergency Generators	1,040,000	40,000	1,000,000	500,000	500,000	0	1,000,000	7,330,505
MU	40	Science Hall - Exhaust Fans/Units	500,000	0	500,000	250,000	250,000	0	500,000	7,580,505

**TABLE 1**  
**HIGHER EDUCATION POLICY COMMISSION**  
**Approved Code Compliance, Energy and Deferred Maintenance Projects**  
**January 10, 2010**

Inst.	HEPC Pri. #	Project	Total Project Cost	Funds Available FY11+	Funds Needed
<b>E&amp;G PROJECTS</b>					
WVSU	41	HVAC - Fleming Hall	400,000	0	400,000
WVSOM	42	Quad Space Renovation	500,000	0	500,000
<b>Total</b>			<b>\$ 16,751,010</b>	<b>\$ 615,000</b>	<b>\$ 16,136,010</b>

Institution	Total Project Funds Needed	State Appropriation	Institution Match
Bluefield State College	0	0	0
Concord University	1,185,010	592,505	592,505
Fairmont State University	1,650,000	825,000	825,000
Glenville State College	1,975,000	987,500	987,500
Marshall University	2,666,000	1,295,500	1,370,500
Shepherd University	1,250,000	625,000	625,000
West Liberty University	0	0	0
WV School of Osteopathic Medicine	500,000	219,495	280,505
West Virginia State University	1,750,000	875,000	875,000
West Virginia University	5,160,000	2,580,000	2,580,000
<b>Total</b>	<b>\$ 16,136,010</b>	<b>\$ 8,000,000</b>	<b>\$ 8,136,010</b>

Recommended Funding Sources				
State Funds	Institution Funds			
State General or Special Revenue FY11	E&G Capital Fees FY11+	Auxilliary Fees FY11	Total Funds Required	Running Total State Appropriation
200,000	200,000	0	400,000	7,780,505
219,495	280,505	0	500,000	8,000,000
\$ 8,000,000	\$ 8,061,010	\$ 75,000	\$ 16,136,010	



**TABLE 2**  
**COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**  
**Code Compliance, Energy and Deferred Maintenance Projects**  
**January 10, 2010**

Inst.	CCTCE Pri. #	Project	Total Project Cost	Funds Available FY11+	Funds Needed
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**E&G PROJECTS**

**Code Compliance (Life Safety & ADA) Priority 1**

PCTC	1	Robert C Byrd Aerospace Center Sprinkler System	900,000	0	900,000
WVUP	2	Safety Infrastructure (Sprinklers, Doors, Wiring, etc.)	870,000	0	870,000
SWVCTC	3	Williamson ADA Compliance Upgrades	175,000	0	175,000
WVUP	4	Elevator Replacement	400,000	0	400,000
SWVCTC	5	Williamson Elevator and Flooring Upgrades/Repairs.	175,000	0	175,000
SWVCTC	6	Emergency Alert System on Each Campus	200,000	0	200,000

**Deferred Maintenance - Building Envelopes (Roofs, Waterproofing, etc.) - Priority 2**

NRCTC	8	Nicholas County Campus Reroofing Project	300,000	0	300,000
<b>Total</b>			<b>\$ 3,020,000</b>	<b>\$ -</b>	<b>\$ 3,020,000</b>

Recommended Funding Sources				
State Funds	Institution Funds		Total Funds Required	Running Total State General or Special Revenue
State General or Special Revenue FY11+	E&G Capital Fees FY11+	Auxilliary Fees FY11+		

630,000	270,000	0	900,000	630,000
609,000	261,000	0	870,000	1,239,000
122,500	52,500	0	175,000	1,361,500
280,000	120,000	0	400,000	1,641,500
122,500	52,500	0	175,000	1,764,000
140,000	60,000	0	200,000	1,904,000
96,000	204,000	0	300,000	2,000,000
<b>\$ 2,000,000</b>	<b>\$ 1,020,000</b>	<b>\$ -</b>	<b>\$ 3,020,000</b>	

Institution	Total Project Funds Needed	State Appropriation	Institution Match
Pierpont Community and Technical College	900,000	630,000	270,000
New River Community and Technical College	300,000	96,000	204,000
Southern WV Community and Technical College	550,000	385,000	165,000
West Virginia University at Parkersburg	1,270,000	889,000	381,000
<b>Total</b>	<b>\$3,020,000</b>	<b>\$2,000,000</b>	<b>\$1,020,000</b>



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## MEMORANDUM

TO: Legislative Oversight Commission on Education Accountability

FROM: Dr. Bruce C. Flack

DATE: January 10, 2010

RE: RBA Today

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### **RBA Today** **A West Virginia Bachelor's Degree Program for Adults** **(Program Update — December 2009)**

#### **Formation of Adult Learner Task Force**

In January 2009, the West Virginia Higher Education Policy Commission announced the formation of the Adult Learner Task Force to be chaired by Dr. Suzanne Shipley, President of Shepherd University. The Task Force was charged to develop a program to promote and facilitate recruiting, retaining, and graduating non-traditional students at the state's public higher education institutions. Chancellor Brian Noland summarized the intent of the initiative:

*Our aim is to integrate adult students into the fabric of campus culture to promote success in learning, not to set them apart from traditional students. As a long term goal, the work of the Task Force will ensure that each institution becomes a model "adult learner friendly" campus that actively and effectively welcomes and supports adult learners seeking to complete and/or further their educations. To that end, the Task Force will need to closely examine recruiting/marketing, student support services, academic program offerings, academic support, and responsiveness to special needs.*



The Task Force has met on several occasions and is developing a new baccalaureate degree program for adults, *RBA Today*, that is based on the successful Board of Regents degree and will be available by the 2010 fall semester. The Task Force, assisted by staff from the Southern Regional Education Board, has also studied adult learner programs in Louisiana, Oklahoma and Kentucky.

### **Why an Adult Learner Degree**

For too many adults in West Virginia, a college degree remains a dream and not a reality. While more adults in West Virginia are returning to college each year, thousands more have too few options to a bachelor's degree. West Virginia has made some progress in reaching working-age adults. In 2007-08, nearly 19,000 adults enrolled in undergraduate classes at West Virginia's public colleges and universities, an increase of about 11 percent over the last five years. But it has not been enough. Only 17 percent of West Virginians have completed a bachelor's degree, the lowest attainment rate in the nation. We need to do better.

The problem is not unique to West Virginia. Nationally, only 37.2 percent of adults 25-64 have an associate's degree or higher. No state tops 50 percent (Massachusetts leads the nation with 49.2 percent. West Virginia trails the nation at 25 percent) and the United States ranking internationally has dropped to tenth. Data on those who started but did not complete degree programs for this age cohort are just as troublesome: nationally, 20.3 percent of adults have some college and no degree. The pattern in West Virginia is similar. Dropping out of college combined with a low college-going rate adds up to a critical fact — too few West Virginians have college degrees.

### **An Adult Learner Degree Pays!**

Why should securing a college degree become a state imperative? Simply put, on any measure, education pays: for individuals, for employers, and for the state. The relationship between educational attainment and several key societal conditions is compelling. Degreed individuals earn more money, pay more taxes, own more homes, are healthier, are less likely to be unemployed, and are less likely to be incarcerated. All of these factors provide benefits to the state, to its employers, to its economic development and to its ability to attract more business and industry.

At the individual level, the reasons for returning to college vary, but whatever the reason, returning to college is a smart move. Some seek to develop workplace skills, others want professional growth, and some just want to complete a college degree and realize a dream that started 10, 20, 30 or even 40 years ago. They may have experienced a life-changing event, such as marriage, divorce, or relocation, dropped out of college for financial reasons, or departed for academic reasons. But they all realize that getting a college degree changes a person's life and can open the way to many new opportunities. In fact, college graduates will earn about \$1 million more than high school graduates during their lifetimes. And earning a college degree will bring other benefits, including:

- Boosting new job prospects
- Enhancing better opportunities for promotions
- Developing an expanded knowledge base and new perspective for work and life
- Opening doors to further advanced education following completion of a bachelor's degree
- Influencing college and career decisions of family, friends, and co-workers

Attainment of a bachelor's degree will give each returning student a competitive advantage in the market place and provide the necessary skills and knowledge valued by employers in business, government, and organizations.

### **Enhancing the Regents Bachelor of Arts**

The challenge in launching a new adult learner initiative is not an easy one. Were existing campus-based options viable, more adults would be engaged and would have already re-enrolled. Fortunately, West Virginia has a degree option that is targeted to adult students - the Regents Bachelor of Arts (RBA). During the last 10 years, nearly 8,000 West Virginians have received the RBA degree - the most productive in terms of numbers of graduates in the state. And since the inception of the RBA program in 1975, nearly 20,000 adult students have received the degree. By combining the Adult Learner initiative with the Regents Bachelor of Arts, returning students will find a convenient and adult-friendly degree model for pursuing their education. To that end, West Virginia, through its public colleges and universities, is initiating a new, flexible and affordable baccalaureate degree completion program that will provide working-age adults wishing to return to college the opportunity to earn a bachelor's degree. The initiative, targeted to adults who have some college experience but have never completed a degree, will provide new pathways to a degree, will utilize alternative delivery methods, compressed learning periods and adult-focused services.

### **Launching *RBA Today***

***RBA Today***, the new program for adult learners that has been developed by the West Virginia Higher Education Policy Commission, enhances the existing Regents Bachelor of Arts degree that has been successfully offered for adults who have a high school degree and who have been out of school for at least four years. ***RBA Today***, by providing more subject areas of emphasis, a greater number of online courses, and courses offered in compressed time frames, will be an attractive opportunity for adult learners with previous college experience to complete a bachelor's degree.

All West Virginia's public four-year colleges and universities will have the opportunity to participate in ***RBA Today***. Prospective students who meet the eligibility requirements may enroll in the institution of their choice. Through the bachelor's degree opportunities in ***RBA Today***, West Virginia higher education can better address its imperative of making degree attainment for the state's residents a reality.



### **What is *RBA Today*?**

***RBA Today*** is an enhanced version of the Regents Bachelor of Arts degree that for many years has provided baccalaureate degree opportunities to working adults who want to improve their skills, advance in their careers, or reach the goal of achieving a degree without putting their lives on hold. The format of the ***RBA Today*** continues the underlying elements of the Regents Bachelor of Arts, but adds new curricular areas of emphasis and allows participants the flexibility of online learning and fast track courses. Emphasis will be given to accelerated (compressed time frame) courses that can be completed over a period of several weeks.

The ***RBA Today*** degree is an attractive program for students who are trying to finish a degree as quickly as possible, or for those who have been out of high school for awhile and want to get started. The program offers a variety of ways to put a schedule together and transfer credits from any other accredited university. Students can finish sooner if they take advantage of the accelerated curriculum (courses of 4 to 8 weeks duration) and many online offerings. Students can also use CLEP tests and challenge exams from a department to receive credit for a course. In addition, students may participate in the Prior Learning Assessment process that allows submission of a portfolio that explains college level learning that students have gained from work or life experiences and contains documentation to support it to earn college credit.

Students in the ***RBA Today*** program complete the same classes that any student takes to earn a similar degree. Students must complete 128 semester hours comprised of 36 general education hours (communications, humanities, natural sciences, social sciences, mathematics or computer applications), 40 upper division hours, and 52 elective hours. Another option allows for an area of emphasis in institutionally sanctioned program areas of study with the completion of a minimum of 15 hours of upper division, graded coursework, with a minimum grade of "C" in each class.

### **Degree Options**

Among the degree options available at West Virginia's public four-year colleges and universities through ***RBA Today*** are areas of emphasis such as organizational leadership, business, English, natural science, economics, history, foreign language, international relations, political science, sociology, and psychology. The number of program areas of emphasis will likely be expanded at participating institutions as the program matures.

Further, the ***RBA Today*** coordinator at each campus will advise students of other possible degree opportunities for adults such as the Bachelor of Applied Science degree or traditional degrees, if appropriate.

## Participating Institutions

Institutions eligible to participate in **RBA Today** are:

Bluefield State College  
Concord University  
Fairmont State University  
Glenville State College  
Marshall University  
Shepherd University  
West Liberty University  
West Virginia State University  
West Virginia University  
West Virginia University Institute of Technology  
West Virginia University - Parkersburg

## When **RBA Today** Begins

Students may enroll in the **RBA Today** program at any participating institution beginning in August 2010. Fast track accelerated courses and online courses which will allow for timely completion of the **RBA Today** degree are currently being developed and will be more widely available by August 2010.

## Grants for Course and Program Development

The West Virginia Higher Education Policy Commission has awarded grants for the development of accelerated or compressed time-frame courses for offering as part of the new **RBA Today** degree program that will increase educational opportunities for adults across West Virginia:

1. Inter-institutional grant (three to five institutions) for development of a 15-hour Organizational Leadership area of emphasis within the **RBA Today** Degree - \$50,000
2. Thirteen \$5,000 grants for development of twenty upper division accelerated **RBA Today** courses for the general curriculum

The grants, which were awarded in November 2009, will enable West Virginia public colleges and universities to create and utilize collections of upper-level undergraduate courses that lead to degree completion in a flexible and accelerated format. The grant program included two major areas - 1) an institutional grant for an Organizational Leadership area of emphasis and 2) grant awards for thirteen accelerated courses. All courses are to be developed by May 2010 and may be offered by all Higher Education Policy Commission institutions.

The grant awards are as follows:



**Inter-Institutional Course Awards:**

<b>Institution</b>	<b>Approved Course</b>
Bluefield	Ethical Leadership (HUMN 450)
Concord	Theories of Leadership (EDUC 400a)
West Liberty	The Philosophy of Organizational Leadership: A Historical Approach (POLS 303)
	Introduction to Leadership (POLS 301)
WVU-P	Industrial/Organizational Psychology (PSYC 323)
	Human Communication & Rational Decisions (SPCH 304)
Fairmont	Self Leadership & Personal Growth

**Accelerated Upper Level Course Awards:**

<b>Institution</b>	<b>Approved Course</b>
Concord	Criminology (SOC 303)
	Management Concepts for Service Organizations (RTM 315)
Fairmont	The Short Story
	The Bible as Literature
Marshall	Critical Thinking Skills (ITL 350)
Shepherd	Perceptions of Beauty
	Music Psychology
West Liberty	Fundamentals of Nutrition (BIO 330)
	Legal Environment of Business I (GBUS 344)
	Psychology of Adulthood & Old Age (PSYC 320)
	Building Character: An Exploration of Leadership through Literature (ENG 378)
	Practical Applications of Geographic Information Systems (GEO 303)
WVU	Adulthood & Aging (PSYC 345)

**Future Development - Student Services and Marketing**

As of December 2009 the curriculum and processes for development of additional compressed time-frame courses are largely in place. The remaining major tasks are those relating to essential student services and marketing. Certain services such as web-site development, admissions, registration, and financial aid must be effectively provided. Efforts are currently underway to cooperate with a state agency to obtain addresses of former West Virginia college students who left college without attaining a degree. While all adult students are eligible to enroll in a Regents Bachelor of Arts program, the primary focus in ***RBA Today*** will be on identifying and encouraging re-enrollment of students who have completed at least 60 semester credits.

The total target market in West Virginia (i.e. adults with some college but no degree who have been out of school for at least three years) is 85,000. Of those, more than 25,000 adults have 60 or more credits earned.

Adult Students Who Have Stopped Out and Their Hours Earned (1995-2005*)						
	0	001-29	30-59	60-89	90+	Total
Bluefield State College	504	2,303	1,181	969	896	<b>5,853</b>
Concord University	392	1,804	926	559	499	<b>4,180</b>
Fairmont State University	1,145	4,174	1,929	1,619	1,441	<b>10,308</b>
Glenville State College	475	1,949	899	768	849	<b>4,940</b>
Marshall University	1,154	6,231	3,550	2,717	2,647	<b>16,299</b>
Potomac State College of WVU	453	1,697	694	617	62	<b>3,523</b>
Shepherd University	596	2,419	1,323	1,018	793	<b>6,149</b>
West Liberty State College	250	1,114	779	619	815	<b>3,577</b>
West Virginia State University	990	3,765	1,787	1,254	957	<b>8,753</b>
West Virginia University	1,061	6,776	4,781	2,778	2,204	<b>17,600</b>
WVU Institute of Technology	442	1,586	716	678	704	<b>4,126</b>
<b>Total</b>	<b>7,462</b>	<b>33,818</b>	<b>18,565</b>	<b>13,596</b>	<b>11,867</b>	<b>85,308</b>

\*Note: 2006 data not yet available.

[Source: West Virginia Higher Education Policy Commission, Division of Policy and Planning]

The Adult Learner Task Force over the next six months will work with the institutions in implementing enhancements to the existing RBA degree programs and in launching **RBA Today** by the 2010 fall semester.



PROVISIONS IN PROPOSED FLEXIBILITY  
AND  
RESEARCH CORPORATIONS BILL

**ARTICLE 6. STATE BUILDINGS.**

**§5-6-4a. Review of real property contracts and agreements; master plan for office space. (AMENDS)**

1. Exempts the Commission, the Council, and all state institutions of higher education from requirement to report to Secretary of Administration on any project, sale, or lease of real property totaling more than \$1 million. Currently, this exemption is provided for MU & WVU.
2. Requires Commission, Council, and governing boards to provide copies of agreements for real property exceeding \$1 million directly to Joint Committee on Government and Finance.

**ARTICLE 1. STATE DEPOSITORIES.**

**§12-1-12d. Pilot program for investments by Marshall University and West Virginia University. (AMENDS)**

Repeals the sunset provision that would have ended a pilot investment program for MU and WVU on July 1, 2010.

**ARTICLE 1. GOVERNANCE.**

**§18B-1-6. Rulemaking. (AMENDS)**

1. Requires Commission and Council to include in their rule on rules, a process for governing boards to follow to have their rules approved by the Commission and/or the Council, as appropriate;
2. Requires governing boards to submit their adopted rules within 30 days to the Commission or Council, as appropriate, for their review and approval; and
3. Extends to all governing boards the following provisions that currently apply only to MU & WVU:
  - a. Makes void and unenforceable any rule that was not developed in accordance with rulemaking procedures and adopted by a formal vote of the governing board;
  - b. Makes void and unenforceable any authority granted by law that inherently requires the governing board to promulgate and adopt a rule if the board fails to do so by July 1, 2011;
4. Requires each governing board to file by October 1 each year a list of all rules it had in effect on July 1 of that year; including a statement by the board chair certifying that the governing board has complied with legal rulemaking procedures for all rules adopted, amended or repealed.

**ARTICLE 1B. HIGHER EDUCATION POLICY COMMISSION.**

**§18B-1B-4. Powers and duties of Higher Education Policy**

**Commission. (AMENDS)**

1. Specifies that the Commission exercises its powers and carries out its duties in a way that doesn't conflict with powers and duties assigned by law to the Council and to each governing board;
2. Makes following changes to process for selecting and implementing capital projects:
  - a. Strikes obsolete reference to procedure for preparing priority list of capital projects for Council;
  - b. Removes exemption for MU & WVU regarding capital project management;
  - c. Strikes prohibition on governing board participation in capital projects if they potentially may exceed \$1 million;
3. Extends authority of Commission over tuition and fee policy at MU & WVU;
4. Authorizes Commission to review and approve baccalaureate and master's level academic programs at all institutions under its jurisdiction;
5. Authorizes Commission to review and approve operating and capital budgets and distribute incentive and performance-based funding for institutions under its jurisdiction. Council already has this authority.

**§18B-2A-3. Supervision of governing boards; promulgation of rules. (AMENDS)**

Removes exemption for MU & WVU and provides that the governing boards of all institutions under jurisdiction of the Commission are subject to its supervision.

**§18B-2A-4. Powers and duties of governing boards generally. (AMENDS)**

1. Grants Commission authority to rescind, in whole or in part, delegations of power made by any governing board to the president of the institution. MU & WVU currently are exempt from this provision.
2. Personnel actions:
  - a. Adds changes in salary or compensation to list of actions a governing board must include in the plan it maintains for conducting personnel transactions;
  - b. Requires Department of Administration to provide to each governing board by July 1, 2011, the option to use a standardized electronic system for personnel transactions; and
  - c. Authorizes the Secretary of Administration to suspend a governing board's participation for repeated and substantial noncompliance with the Department's policies for administering the electronic system.



**§18B-2A-8. Additional powers and duties of governing boards.**

**(AMENDS)**

1. Extends to all institutions, if approved by Commission or Council, as appropriate, the following exemptions currently given to MU and WVU:

- a. (5G-1-2) Provides greater discretion in procuring architectural and engineering services;
- b. (§12-3-5) Requires the Auditor to accept an electronic requisition in an unaltered format he/she has approved;
- c. (§12-3-6) Exempts governing boards from Auditor's requirement to submit an architect's estimate that the amount named in the requisition is needed for immediate use for capital projects;
- d. (§12-3-7) Allows BOG members to satisfy filing requirements to receive compensation or expense reimbursement by submitting an electronic requisition to the Auditor.
- e. (§18B-3-2) Allows governing boards to participate in the computer & computer equipment donation program.
- f. (§18B-4-5) Allows governing boards to hire as campus police officers any person previously qualified for employment as a law enforcement officer for state agency or political subdivision of state.
- g. (§18B-4-5a) Allows a governing board to investigate crimes for up to 30 days before reporting them to appropriate law-enforcement agencies. Current law gives 24 hours.
- g. (§18B-4-6) Allows a governing board to retain jurisdiction of parking violations for 30 days instead of current 10 days.
- i. (§18B-4-7) Exempts governing boards from rules of Commission or Council for accreditation of colleges and universities.
- j. (§18B-5-7) Authorizes governing boards to dispose of obsolete and unusable equipment by transfer, exchange, or sale as junk or by donation under §18B-3-2.
- k. (§18B-10-6a) Removes 5% cap on graduate & professional school tuition and fee waivers.

2. Requires Commission or Council, respectively, to monitor governing boards' exercise of authority provided by section, provide technical assistance to the governing boards as requested or required, and limit participation by a governing board if circumstances indicate the need.

3. Directs the Commission and Council to conduct a study and report to LOCEA by December 1, 2010 on feasibility of granting to the remaining institutions the power to purchase goods and services without the approval of the Commission or Council. The Commission and Council each present a list to LOCEA for approval of the institutions under their respective jurisdictions to which the authority may be granted. If LOCEA approves, they may extend the authority to any institution on either of the approved lists.

**NOTE: THIS SECTION SHOULD BE CHANGED. IT HAS CONSTITUTIONAL**

**PROBLEMS AS IT IS WRITTEN.**

**§18B-3-3. Relationship of governing boards to the commission and the council. (AMENDS)**

1. Strikes specific reference to governing boards of MU & WVU; and
2. Substitutes "Bridgemont" for the CTC at WVUIT and "Mountwest" for Marshall CTC.

**§18B-3-4. Duty of governing boards to address state priorities. (AMENDS)**

Requires that each governing board under the jurisdiction of the Commission reach a graduation rate equal to or exceeding the graduation rate of its peers by July 1, 2015.

**§18B-5-9. Higher education fiscal responsibility. (AMENDS)**

1. Requires each governing board under jurisdiction of the Commission to take specific steps and to use best practices to ensure fiscal integrity;
2. Requires Commission to coordinate and direct the annual audited financial statements for governing boards under its jurisdiction;
3. Requires all higher ed organizations to use direct deposit for employee wages, to extent possible;
4. Directs all governing boards, the Commission and the Council, to maintain one P-card for designated emergencies;
5. Deletes certain restrictions regarding authority of governing boards to provide services to other governing boards and their institutions;
6. Makes the Commission responsible for reporting to LOCEA on reductions in low-enrollment classes at MU & WVU. The Commission currently makes this report for all other governing boards under its jurisdiction.
7. Removes exemption for MU & WVU from oversight by the Commission of their electronic fiscal transactions;
8. Allows all governing boards to use P-cards to purchase food and fuel while traveling. Currently this authority is limited to MU & WVU.

**§18B-10-1. Enrollment, tuition and other fees at education institutions; refund of fees. (AMENDS)**

1. Deletes requirement that Commission and Council promulgate a joint rule governing tuition and fees and directs each to do a separate rule.
2. Removes exemption for MU & WVU and makes all governing boards subject to approval process for requesting increases in tuition and fees;



3. When requesting increases in tuition and fees, each governing board must demonstrate the following to satisfaction of Commission or Council, as appropriate:

a. It has taken into account the average per capita income of state citizens and their ability to pay increased tuition and fees; and

b. Its base appropriation increases have not kept pace with recognized nation-wide inflationary benchmarks.

4. Strikes obsolete provision related to increases in percentage of tuition and fee waivers. This language no longer is needed since §18B-2A-8 removes the 5% tuition cap.

## ARTICLE 12. RESEARCH AND DEVELOPMENT AGREEMENTS FOR STATE INSTITUTIONS OF HIGHER EDUCATION.

### §18B-12-1. Legislative findings and purpose. (AMENDS; SECTION REWRITTEN)

Adds legislative finding related to need of research faculty and staff for administrative and financial support that can best be provided through affiliated research corporations.

### §18B-12-2. Definitions. (AMENDS; SECTION REWRITTEN)

1. Adds definitions for "Affiliated corporation", "Affiliated governing board", and "Affiliated institution" to clarify the relationship between the research corporation and the governing board.

2. Adds definitions for "Affiliated member" and "Private sector member" to distinguish between corporate directors employed by the governing board, its institution, or connected entities and those who are not employed by or connected to the governing board or its institution.

3. Adds definition for "Key employee" to identify individuals who are subject to federal reporting requirements.

4. Adds definition for "Potential membership" to indicate the total number of members of the corporation's board of directors when all seats are filled.

### §18B-12-3. Governing boards authorized to contract with corporations; corporations to meet essential criteria; corporation membership and organization; financial requirements. (AMENDS; SECTION REWRITTEN)

Specifies essential conditions each affiliated corporation must meet including the following:

1. *Corporation status:* The corporation must be organized as a 501(c) non-profit, nonstock corporation under the general corporation laws of West Virginia;

2. *Corporation membership, meetings, officers:*

- a. Affiliated members are selected by the governing board after consultation with the president of the institution;
  - b. Private sector members are selected by the governing board and must constitute a majority of the potential membership. The corporate directors select a chair, who must be a private sector member, at an election held at least once every two years.
  - c. The executive director of the corporation, who is not a member of the board, is selected by the corporate directors. He/she is responsible for notifying them of his/her employment status with any other institution, agency or organization annually.
  - d. Meetings of the corporation are open to the public.
3. *Financial requirements:*
- a. Requires the corporation to develop and implement a systematic program for investing corporation assets. the program may include creation of an investment committee.
  - b. Requires preparation and presentation of an annual report on the status of investments to the corporate directors for discussion and approval. Once approved, the report is submitted to the affiliated governing board.
  - c. Requires an annual audit by an independent certified public accountant or firm. Within thirty days after the audit is completed, it is presented to the corporate directors for approval. After it is approved, a copy of the financial audit and required statements is submitted to the affiliated governing board.
  - d. If the corporation is dissolved, its assets are transferred to another 501(c)(3) entity designated by the affiliated governing board for the benefit of the affiliated institution.

**§18B-12-6. Conflicts of interest; reports required. (AMENDS)**

- 1. Conforms section to federal law by requiring that corporations develop a written policy covering conflicts of interest and that key employees disclose interests that may give rise to conflicts.
- 2. Strikes language related to the corporation's executive director. This language is moved to §18B-12-3.

**OTHER PROPOSED AMENDMENTS:**

The proposed bill deletes obsolete language; adds references to goals, objectives, and priorities in Vision 2020 (SB 595, 2008); and updates references and institutions' names as needed to reflect changes in law.



WEST VIRGINIA STATE UNIVERSITY  
BOARD OF GOVERNORS

FINANCIAL ANALYSIS

Comparison of YTD Expenditures  
Fiscal Years 2009 and 2010

University

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 6,653,205.83	\$ 7,514,542.43	\$ 861,336.60	12.95%
Benefits	\$ 1,498,462.04	\$ 1,449,062.80	\$ (49,399.24)	-3.30%
Total Personnel & Benefits	\$ 8,151,667.87	\$ 8,963,605.23	\$ 811,937.36	9.96%
Expenses	\$ 2,223,998.39	\$ 3,320,866.97	\$ 1,096,868.58	49.32%
Transfers Out	\$ 94,051.50	\$ 88,848.75	\$ (5,202.75)	-5.53%
Transfers In	\$ -			
Total Expenses	\$ 10,469,717.76	\$ 12,373,320.95	\$ 1,903,603.19	18.18%
Chargeback	\$ (1,806,000.00)	\$ (1,473,150.00)	\$ 332,850.00	
Total Expenses - Chargeback	\$ 8,663,717.76	\$ 10,900,170.95	\$ 2,236,453.19	25.81%

	FY/09	FY/10	Difference	Percent Change
<b>TUITION REVENUE</b>	\$ 4,975,956.99	\$ 5,663,700.15	\$ 687,743.16	13.82%
<b>GENERAL REVENUE</b>	\$ 7,192,176.00	\$ 6,962,507.00	\$ (229,669.00)	-3.19%
<b>TOTAL REVENUE</b>	\$ 12,168,132.99	\$ 12,626,207.15	\$ 458,074.16	3.76%
<b>Budget FY/09 v FY/10</b>	\$ 20,181,590.00	\$ 20,679,801.00	\$ 498,211.00	2.47%

WEST VIRGINIA STATE UNIVERSITY  
BOARD OF GOVERNORS

FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures

University

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 15,540,997.00	\$ 7,514,542.43	\$ 8,026,454.57	48.35%
Benefits	\$ 2,722,790.00	\$ 1,449,062.80	\$ 1,273,727.20	53.22%
Total Personnel & Benefits	\$ 18,263,787.00	\$ 8,963,605.23	\$ 9,300,181.77	49.08%
Expenses	\$ 5,273,992.00	\$ 3,320,866.97	\$ 1,953,125.03	62.97%
Transfers Out	\$ 125,000.00	\$ 88,848.75	\$ (36,151.25)	
Transfers In				
Total Expenses	\$ 23,662,779.00	\$ 12,373,320.95	\$ 11,289,458.05	52.29%
Chargeback	\$ (2,946,300.00)	\$ (1,473,150.00)	\$ 1,473,150.00	50.00%
Total Expenses - Chargeback	\$ 20,716,479.00	\$ 10,900,170.95	\$ 9,816,308.05	52.62%

	FY/10 Budget	FY/10 Collections	Difference	% Collected
<b>REVENUE</b>	\$ 10,288,000.00	\$ 5,663,700.15	\$ 4,624,299.85	55.05%
<b>GENERAL REVENUE</b>	\$ 10,391,801.00	\$ 6,962,507.00	\$ 3,429,294.00	67.00%
<b>TOTAL REVENUE</b>	\$ 20,679,801.00	\$ 12,626,207.15	\$ 8,053,593.85	61.06%



WEST VIRGINIA STATE UNIVERSITY  
BOARD OF GOVERNORS

FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Academic Affairs

Academic Affairs

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 4,030,300.63	\$ 4,108,011.23	\$ 77,710.60	1.93%
Benefits	\$ 960,808.53	\$ 874,162.43	\$ (86,646.10)	-9.02%
Total Personnel & Benefits	\$ 4,991,109.16	\$ 4,982,173.66	\$ (8,935.50)	-0.18%
Expenses	\$ 262,815.07	\$ 468,395.30	\$ 205,580.23	78.22%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In	\$ -			
Total Expenses	\$ 5,253,924.23	\$ 5,450,568.96	\$ 196,644.73	3.74%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 5,253,924.23	\$ 5,450,568.96	\$ 196,644.73	3.74%

<b>Budget FY/09 v FY/10</b>	\$ 11,450,007.00	\$ 11,445,422.00	\$ (4,585.00)	-0.04%
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Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Academic Affairs

Academic Affairs

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 9,022,357.00	\$ 4,108,011.23	\$ 4,914,345.77	45.53%
Benefits	\$ 1,734,888.00	\$ 874,162.43	\$ 860,725.57	50.39%
Total Personnel & Benefits	\$ 10,757,245.00	\$ 4,982,173.66	\$ 5,775,071.34	46.31%
Expenses	\$ 688,177.00	\$ 468,395.30	\$ 219,781.70	68.06%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 11,445,422.00	\$ 5,450,568.96	\$ 5,994,853.04	47.62%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 11,445,422.00	\$ 5,450,568.96	\$ 5,994,853.04	47.62%

WEST VIRGINIA STATE UNIVERSITY  
BOARD OF GOVERNORS

FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget      Academic Affairs Graduate Programs  
Budget to Year to Date Expenditures  
Academic Affairs Graduate Programs

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 21,223.43	\$ 21,474.50	\$ 251.07	1.18%
Benefits	\$ 3,079.77	\$ 2,958.15	\$ (121.62)	-3.95%
Total Personnel & Benefits	\$ 24,303.20	\$ 24,432.65	\$ 129.45	0.53%
Expenses	\$ -	\$ -	\$ -	#DIV/0!
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 24,303.20	\$ 24,432.65	\$ 129.45	0.53%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 24,303.20	\$ 24,432.65	\$ 129.45	0.53%

<b>Budget FY/09 v FY/10</b>	\$ 113,298.00	\$ 113,713.00	\$ 415.00	0.37%
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Comparison of Fiscal Year 2010 Budget      Academic Affairs Graduate Programs  
Budget to Year to Date Expenditures  
Academic Affairs Graduate Programs

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 94,344.00	\$ 21,474.50	\$ 72,869.50	22.76%
Benefits	\$ 17,692.00	\$ 2,958.15	\$ 14,733.85	16.72%
Total Personnel & Benefits	\$ 112,036.00	\$ 24,432.65	\$ 87,603.35	21.81%
Expenses	\$ 1,677.00	\$ -	\$ 1,677.00	0.00%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 113,713.00	\$ 24,432.65	\$ 89,280.35	21.49%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 113,713.00	\$ 24,432.65	\$ 89,280.35	21.49%



WEST VIRGINIA STATE UNIVERSITY  
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FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Student Affairs

Student Affairs

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 712,395.67	\$ 812,782.27	\$ 100,386.60	14.09%
Benefits	\$ 150,229.73	\$ 171,024.17	\$ 20,794.44	13.84%
Total Personnel & Benefits	\$ 862,625.40	\$ 983,806.44	\$ 121,181.04	14.05%
Expenses	\$ 61,483.03	\$ 465,031.96	\$ 403,548.93	656.36%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 924,108.43	\$ 1,448,838.40	\$ 524,729.97	56.78%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 924,108.43	\$ 1,448,838.40	\$ 524,729.97	56.78%

<b>Budget FY/09 v FY/10</b>	\$ 1,789,409.00	\$ 2,492,661.00	\$ 703,252.00	39.30%
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Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Student Affairs

Student Affairs

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 1,351,032.00	\$ 812,782.27	\$ 538,249.73	60.16%
Benefits	\$ 318,598.00	\$ 171,024.17	\$ 147,573.83	53.68%
Total Personnel & Benefits	\$ 1,669,630.00	\$ 983,806.44	\$ 685,823.56	58.92%
Expenses	\$ 823,031.00	\$ 465,031.96	\$ 357,999.04	56.50%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 2,492,661.00	\$ 1,448,838.40	\$ 1,043,822.60	58.12%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 2,492,661.00	\$ 1,448,838.40	\$ 1,043,822.60	58.12%

WEST VIRGINIA STATE UNIVERSITY  
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FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
President's Office

Presidents Office

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 270,977.61	\$ 271,241.86	\$ 264.25	0.10%
Benefits	\$ 61,066.09	\$ 53,345.94	\$ (7,720.15)	-12.64%
Total Personnel & Benefits	\$ 332,043.70	\$ 324,587.80	\$ (7,455.90)	-2.25%
Expenses	\$ 100,203.78	\$ 115,341.34	\$ 15,137.56	15.11%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 432,247.48	\$ 439,929.14	\$ 7,681.66	1.78%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 432,247.48	\$ 439,929.14	\$ 7,681.66	1.78%

<b>Budget FY/09 v FY/10</b>	\$ 1,157,468.00	\$ 969,806.00	\$ (187,662.00)	-16.21%
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Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
President's Office

Presidents Office

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 463,727.00	\$ 271,241.86	\$ 192,485.14	58.49%
Benefits	\$ 112,717.00	\$ 53,345.94	\$ 59,371.06	47.33%
Total Personnel & Benefits	\$ 576,444.00	\$ 324,587.80	\$ 251,856.20	56.31%
Expenses	\$ 393,362.00	\$ 115,341.34	\$ 278,020.66	29.32%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 969,806.00	\$ 439,929.14	\$ 529,876.86	45.36%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 969,806.00	\$ 439,929.14	\$ 529,876.86	45.36%



WEST VIRGINIA STATE UNIVERSITY  
BOARD OF GOVERNORS

FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Administratives Services

Administratives Services

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 485,369.19	\$ 510,823.81	\$ 25,454.62	5.24%
Benefits	\$ 127,204.87	\$ 122,412.55	\$ (4,792.32)	-3.77%
Total Personnel & Benefits	\$ 612,574.06	\$ 633,236.36	\$ 20,662.30	3.37%
Expenses	\$ 215,247.24	\$ 188,621.63	\$ (26,625.61)	-12.37%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 827,821.30	\$ 821,857.99	\$ (5,963.31)	-0.72%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 827,821.30	\$ 821,857.99	\$ (5,963.31)	-0.72%
<b>Budget FY/09 v FY/10</b>	<b>\$ 1,440,866.00</b>	<b>\$ 1,542,256.00</b>	<b>\$ 101,390.00</b>	<b>7.04%</b>

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Administrative Affairs

Administratives Services

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 822,899.00	\$ 510,823.81	\$ 312,075.19	62.08%
Benefits	\$ 184,186.00	\$ 122,412.55	\$ 61,773.45	66.46%
Total Personnel & Benefits	\$ 1,007,085.00	\$ 633,236.36	\$ 373,848.64	62.88%
Expenses	\$ 535,171.00	\$ 188,171.00	\$ 347,000.00	35.16%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 1,542,256.00	\$ 821,407.36	\$ 720,848.64	53.26%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 1,542,256.00	\$ 821,407.36	\$ 720,848.64	53.26%

WEST VIRGINIA STATE UNIVERSITY  
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FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Physical Facilities

Physical Facilities

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 373,344.26	\$ 1,197,311.93	\$ 823,967.67	220.70%
Benefits	\$ -	\$ -	\$ -	#DIV/0!
Total Personnel & Benefits	\$ 373,344.26	\$ 1,197,311.93	\$ 823,967.67	220.70%
Expenses	\$ 491,207.96	\$ 801,008.43	\$ 309,800.47	63.07%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 864,552.22	\$ 1,998,320.36	\$ 1,133,768.14	131.14%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 864,552.22	\$ 1,998,320.36	\$ 1,133,768.14	131.14%

<b>Budget FY/09 v FY/10</b>	\$ 2,582,591.00	\$ 3,224,359.00	\$ 641,768.00	24.85%
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Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Physical Facilities

Physical Facilities

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 2,529,000.00	\$ 1,197,311.93	\$ 1,331,688.07	47.34%
Benefits	\$ -	\$ -	\$ -	#DIV/0!
Total Personnel & Benefits	\$ 2,529,000.00	\$ 1,197,311.93	\$ 1,331,688.07	47.34%
Expenses	\$ 695,359.00	\$ 801,008.43	\$ (105,649.43)	115.19%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 3,224,359.00	\$ 1,998,320.36	\$ 1,226,038.64	61.98%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 3,224,359.00	\$ 1,998,320.36	\$ 1,226,038.64	61.98%



WEST VIRGINIA STATE UNIVERSITY  
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FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget      Planning and Advancement  
Budget to Year to Date Expenditures  
Planning and Advancement

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 101,099.71	\$ 103,072.94	\$ 1,973.23	1.95%
Benefits	\$ 18,355.85	\$ 16,870.60	\$ (1,485.25)	-8.09%
Total Personnel & Benefits	\$ 119,455.56	\$ 119,943.54	\$ 487.98	0.41%
Expenses	\$ 3,180.00	\$ 8,915.57	\$ 5,735.57	180.36%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 122,635.56	\$ 128,859.11	\$ 6,223.55	5.07%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 122,635.56	\$ 128,859.11	\$ 6,223.55	5.07%

<b>Budget FY/09 v FY/10</b>	\$ 310,110.00	\$ 257,439.00	\$ (52,671.00)	-16.98%
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Comparison of Fiscal Year 2009 Budget      Planning and Advancement  
Budget to Year to Date Expenditures  
Planning and Advancement

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 184,830.00	\$ 103,072.94	\$ 81,757.06	55.77%
Benefits	\$ 31,712.00	\$ 16,870.60	\$ 14,841.40	53.20%
Total Personnel & Benefits	\$ 216,542.00	\$ 119,943.54	\$ 96,598.46	55.39%
Expenses	\$ 40,897.00	\$ 8,915.57	\$ 31,981.43	21.80%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 257,439.00	\$ 128,859.11	\$ 128,579.89	50.05%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 257,439.00	\$ 128,859.11	\$ 128,579.89	50.05%

WEST VIRGINIA STATE UNIVERSITY  
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FINANCIAL ANALYSIS

Comparison of Fiscal Year 2010 Budget  
Budget to Year to Date Expenditures  
Finance

Finance

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ 658,495.33	\$ 489,823.89	\$ (168,671.44)	-25.61%
Benefits	\$ 177,717.20	\$ 129,059.96	\$ (48,657.24)	-27.38%
Total Personnel & Benefits	\$ 836,212.53	\$ 618,883.85	\$ (217,328.68)	-25.99%
Expenses	\$ 133,492.60	\$ 131,723.19	\$ (1,769.41)	-1.33%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 969,705.13	\$ 750,607.04	\$ (219,098.09)	-22.59%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 969,705.13	\$ 750,607.04	\$ (219,098.09)	-22.59%
<b>Budget FY/09 v FY/10</b>	<b>\$ 1,967,196.00</b>	<b>\$ 1,412,893.00</b>	<b>\$ (554,303.00)</b>	<b>-28.18%</b>

Comparison of Fiscal Year 2009 Budget  
Budget to Year to Date Expenditures  
Finance

Finance

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 918,123.00	\$ 489,823.89	\$ 428,299.11	53.35%
Benefits	\$ 262,668.00	\$ 129,059.96	\$ 133,608.04	49.13%
Total Personnel & Benefits	\$ 1,180,791.00	\$ 618,883.85	\$ 561,907.15	52.41%
Expenses	\$ 232,102.00	\$ 131,723.19	\$ 100,378.81	56.75%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 1,412,893.00	\$ 750,607.04	\$ 662,285.96	53.13%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 1,412,893.00	\$ 750,607.04	\$ 662,285.96	53.13%



WEST VIRGINIA STATE UNIVERSITY  
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FINANCIAL ANALYSIS

Comparison of YTD Expenditures  
Fiscal Years 2008 and 2009  
College Wide Activity

College Wide Activity

	FY/09	FY/10	Difference	Percent Change
<b>EXPENSES</b>				
Personnel	\$ -	\$ -	\$ -	#DIV/0!
Benefits	\$ -	\$ 79,229.00	\$ 79,229.00	#DIV/0!
Total Personnel & Benefits	\$ -	\$ 79,229.00	\$ 79,229.00	#DIV/0!
Expenses	\$ 956,368.32	\$ 1,141,829.55	\$ 185,461.23	19.39%
Transfers Out	\$ 94,051.00	\$ 88,848.75	\$ (5,202.25)	-5.53%
Transfers In				
Total Expenses	\$ 1,050,419.32	\$ 1,309,907.30	\$ 259,487.98	24.70%
Chargeback	\$ (1,806,000.00)	\$ (1,473,150.00)	\$ 332,850.00	
Total Expenses - Chargeback	\$ (755,580.68)	\$ (163,242.70)	\$ 592,337.98	-78.40%

Comparison of Fiscal Year 2009 Budget  
Budget to Year to Date Expenditures  
College Wide Activity

College Wide Activity

	FY/10 Budget	FY/10 YTD	Difference	% Expended
<b>EXPENSES</b>				
Personnel	\$ 154,685.00	\$ -	\$ 154,685.00	0.00%
Benefits	\$ 60,329.00	\$ 79,229.00	\$ (18,900.00)	131.33%
Total Personnel & Benefits	\$ 215,014.00	\$ 79,229.00	\$ 135,785.00	36.85%
Expenses	\$ 1,864,207.00	\$ 1,141,829.55	\$ 722,377.45	61.25%
Transfers Out	\$ 125,000.00	\$ 88,848.75	\$ (36,151.25)	
Transfers In				
Total Expenses	\$ 2,204,221.00	\$ 1,309,907.30	\$ 894,313.70	59.43%
Chargeback	\$ (2,946,300.00)	\$ (1,473,150.00)	\$ 1,473,150.00	50.00%
Total Expenses - Chargeback	\$ (742,079.00)	\$ (163,242.70)	\$ (578,836.30)	22.00%

Senate Bill 480: Higher Education Personnel

- 1) Includes the proper names for Bridgemont, Kanawha, and Mountwest community and technical colleges.
- 2) Requires HEPC to hire an Associate Vice Chancellor for Human Resources, a Director of Training and Development and a Director of Classification, Compensation and Human Resources Information Systems.
- 3) Provides that all governing boards are subject to the provisions of the chapter relating to administration of personnel matters.
- 4) CTC Chancellor salary not to exceed 80% of the average annual salary of CEOs of the state systems of higher education in SREB.
- 5) Associate VC for Human Resources
  - a) Position filled no later than August 1, 2010
  - b) Successful candidate must:
    - i) Have a master's degree in human resources or related field
    - ii) 15 years experience in human resources with 7 years in management and 5 years management in higher education
    - iii) Thorough knowledge of employment laws and regs
    - iv) Excellent computer, management and organizational skills
  - c) In consultation with and under direction of VC for Administration
    - i) Oversees and monitors all issues related to the personnel system and provides technical support to higher ed institutions in administration of system
    - ii) Supervises the Director of Training and Development
    - iii) Develops initiatives in organizational design, labor cost management, data, leadership, compensation and benefits
    - iv) Chairs the Job Classification Committee and the Compensation Planning and Review Committee
    - v) Supervises the Director of Classification, Compensation and HR Information systems whose duties include
      - (1) Assuming responsibility for all compensation and benefit programs
      - (2) Maintaining the HR information systems and supervising benefits consultants and others
      - (3) Maintaining the classification system through regular review of jobs
      - (4) Ensuring market comparison studies are conducted and market equity report provided to institutions yearly
    - vi) Supervises the Director of Training and Development whose duties include
      - (1) Analyzing and determining institution training needs
      - (2) Developing and revising training manuals and aids
      - (3) Conducting and coordinating management inventories, appraisal, placements and training
      - (4) Coordinating participation by all employees in training
      - (5) Administering annual training and development needs
    - vii) Conduct performance reviews of HR personnel at each institution at least every 3 years and target training in areas of deficiency
- 6) Reduction in force and seniority code section now in 18B-7-1 repealed and moved to new section. Language is same.



- 7) Institution may contract for supplemental health and welfare plans for its employees
- 8) Moves the retirement code provision from another part of the code to the higher education chapter at 18B-7-5. Language is same.
- 9) HEPC and CTC to adopt joint rule governing continuing education and professional development of faculty and staff. HEPC and CTC also to provide mandatory training to employees involved in HR.
- 10) Moves language from other parts of code to 18B-7-7 requiring BOGs to adopt rules regarding the role of part-time employees, work schedules, flex time, etc.
- 11) From July 1, 2010 to July 1, 2012 HEPC and CTC to report each quarter to Legislature on progress in implementing provisions of bill. Initial report due Dec. 1, 2010. Report to include:
  - a) Summary of audit findings detailed later
  - b) Staffing changes made to implement bill
  - c) Plan and time-line for implementation
  - d) Explanation of research design for studies required below
  - e) Assessment of progress of BOGs in full funding of temporary classified employee salary schedule
  - f) Data detailing comparison funding of salaries for all classes of employees with peers and market
- 12) Annual report by HEPC and CTC to LOCEA starting December 1, 2012 addressing:
  - a) Progress toward full funding of temporary salary schedule
  - b) Comparison of funding of salaries of all classes of employees with peers and market
- 13) HEPC and CTC to present annual HR Report Card to LOCEA starting Dec. 1, 2011 including:
  - a) HR metrics by institutions
  - b) HR staff
  - c) Ratio of HR staff to FTE employees
  - d) Percentage of HR staff in supervisory and administrative roles
  - e) Number reporting to HR head
  - f) HR areas outsourced
  - g) Expenses per employee
  - h) Tuition revenue per employee
  - i) HR expense data
  - j) Ratio of HR expenses to operating expenses
  - k) Ratio of HR expenses to number of employees
  - l) HR expenses per institution employee
  - m) Average salary increase per employee
  - n) Percent of salaries to operating expenses
  - o) Percent of benefit costs to cash compensation
  - p) Comparison of faculty and staff salaries to market averages
  - q) Total amount of training and cost for all employees
- 14) Job classification system report due by HEPC and CTC to LOCEA by July 1, 2013 and once within each 5 year period after that. Report shall address:
  - a) Effectiveness of point factor methodology
  - b) Status of job evaluation plan



- 15) HEPC and CTC to jointly contract for an initial human resources audit of each institution by an external vendor. Audit to be completed by Oct. 1, 2010. Designed to compare HR practices to best practices, identify strengths and deficiencies, determine HR responsibilities and adherence to laws, assist in targeting training and provide data for developing personnel rules and implementing system.
- 16) HR audits to be jointly conducted by HEPC and CTC at least once every 5 years
- 17) Compensatory overtime section of the code moved from another part of code to 18B-7-10. Same language.
- 18) Percentage of "non-classified" employees allowed at any institution limited to 15% of total classified and non-classified employees. This reduces the percentage allowed now which is from 20 to 25%. Also faculty would not be included in calculation of the percentage which institutions now use in calculating total numbers allowed. Institutions with more than 15% must reduce to that number by July 1, 2011 except MU and WVU which shall have until July 1, 2012. Report due to LOCEA on meeting these goals by Sept. 1, 2011 and final report Sept. 1, 2012.
- 19) Mutual agreement to additional duties outside job description language moved from other part of code to 18B-7-12. Same language.
- 20) Requirement that classified employees serve initial 6-month probationary language moved to 18B-7-13 from other part of code. Same language.
- 21) Catastrophic leave section moved from elsewhere in code to 18B-7-14. Same language.
- 22) HEPC and CTC to jointly study certain personnel issues and report findings to LOCEA by Jan. 1, 2011. Issues include:
  - a) Reduction-in-force and furloughs
  - b) Internal preferences for hires and promotions
  - c) Outsourcing
- 23) Present language detailing requirements for faculty salary policies by BOGs, granting sabbatical leaves, the effect of leaves of absence on tenure, notice to probationary faculty of non-retention, defining faculty full-time/part-time balance, requiring administrators with faculty rank to teach once every 18 months moved from elsewhere in code or updated at 18B-8-1 thru 18B-8-6. Essentially same language
- 24) Present minimum classified staff salary schedule at 18B-9-3 becomes "temporary" schedule. Each institution is to have goal of full funding of this schedule. Full funding will be reached when 100 percent of the funds needed to meet the salary schedule goals as of October 2009 are provided by the institution to meet those October 2009 goals. Until those October 2009 goals are met by an institution, no discretionary salary increases, including merit or performance based increases, may be given to any other employee of the institution except classified employees. Raises mandated by law may be given.
- 25) Institution may pay classified employees above the minimum of the temporary salary schedule once full funding has been certified and the institution has a rule in place ensuring equitable salary increases above schedule.
- 26) Article 9A of Chapter 18B is added and referenced as "FACTS for Higher Education"---Fair, Accountable, Credible, Transparent and Systematic classification and compensation plan for classified employees



- 27) Provisions of the classification and compensation plan and article apply to classified employees working at least 1,040 hours over at least 9 months of a calendar year
- 28) A BOG may include in its personnel rule a provision exempting certain employees from the system if:
- a) The employee is funded by an external grant or contract
  - b) The grant was for a specific or finite period
  - c) It is the sole source of funding the employee
  - d) BOG cannot exempt an employee from the article if
    - i) Employee was hired before effective date of rule
    - ii) Employee was hired after effective date but has been employed 10 continuous years
    - iii) Employee's salary is funded from long-standing grants such as those for Land Grant and HBCU
    - iv) Employee was not given written notice of exemption at time hired
    - v) Employee was involuntarily transferred to grant or contract
- 29) HEPC and CTC to jointly maintain a uniform classification system
- 30) HEPC and CTC to jointly establish Job Classification Committee. Consists of:
- a) Associate VC for HR who chairs the committee and votes only in ties
  - b) Director of Classification
  - c) VC for Administration, non-voting
  - d) 1 HR Director representing HEPC institutions
  - e) 1 HR Director representing CTC institutions
  - f) 1 classified employee from HEPC institutions appointed by Advisory Council of Classified Employees
  - g) 1 classified employee from CTC institutions appointed by Advisory Council of Classified Employees
  - h) Director of Training, non-voting
  - i) The chair of the Classification Subcommittee appointed by VC for Administration under 18B-1B-13
  - j) 3 members of the Classification Subcommittee appointed by Associate VC for HR to 2 year terms
  - k) An institution may not have more than 1 member on the Committee at one time
  - l) An HR director currently on the JEC may not fill an initial position on the Committee
  - m) Members are to serve staggered terms
- 31) The Job Classification Committee powers and duties include:
- a) Modifying and deleting "jobs" from the system and assigning job titles
  - b) Reviewing and revising job titles
  - c) Establishing job worth hierarchies and data lines for each job title
  - d) Classifying jobs, establishing proper pay grades and placing jobs in pay grades consistent with the job evaluation plan
  - e) Creating new job titles as needed
  - f) Recommending base pay enhancements as determined by market
  - g) Recommending procedure for job family reviews
  - h) Determining appropriate career ladders and criteria for career progression
  - i) Hearing classification appeals prior to formal grievance process

- 32) Committee is to meet monthly or more often if needed
- 33) In classifying jobs each member of the Committee shall do so independently and then the evaluations will be shared and a decision reached
- 34) The Committee will use a point factor methodology to classify jobs which can be jointly adjusted by the HEPC and CTC
- 35) There shall be an up-to-date job description for every classified job by July 1, 2011
- 36) HEPC and CTC to develop PIQ for use in classifying jobs
- 37) HEPC and CTC to jointly establish a Compensation Planning and Review Committee. The Compensation Committee to manage all aspects of compensation planning and review. Members are:
  - a) Associate VC for HR who chairs and does not vote except in ties
  - b) 1 classified employee from HEPC institutions, appointed by Advisory Council of Classified Employees
  - c) 1 classified employee from CTC institutions, appointed by Advisory Council of Classified Employees
  - d) 1 faculty from HEPC institutions, appointed by the Advisory Council of Faculty
  - e) 1 faculty from CTC institutions, appointed by the Advisory Council of Faculty
  - f) 1 President appointed by HEPC Chancellor
  - g) 1 President appointed by CTC Chancellor
  - h) 1 HR professional from HEPC institutions appointed by Associate Vice Chancellor for HR
  - i) 1 HR professional from CTC institutions appointed by Associate Vice Chancellor for HR
  - j) Director of Classification
  - k) VC for Administration, nonvoting
  - l) The chair of the Market Study Committee appointed by the VC for Administration under 18B-1B-13 for initial 4 year term
  - m) The chair of the Compensation Steps Committee appointed by the VC for Administration under 18B-1B-13 for initial 4 year term
- 38) Compensation Committee to meet quarterly. Terms of members are staggered. Powers of Committee include:
  - a) Making annual recommendations for revisions in the system compensation plan.
  - b) Overseeing the 5 year external market salary study
  - c) Overseeing annual internal market review
  - d) Meeting annually with Job Classification Committee to discuss benchmark jobs to be included in salary surveys, results of job reviews, assessment of current job titles with system for market matches
- 39) HEPC and CTC may allow Committee to collapse three lowest pay grades into one.
- 40) HEPC and CTC to maintain minimum salary schedules and market salary structure
  - a) The market salary structure shall:
    - i) Set the number of pay grades and steps
    - ii) Include a midpoint for each paygrade representing the average salary of that paygrade
    - iii) Include minimum and maximum step values



- b) HEPC and CTC to contract with external vendor at least once every 5 years to adjust the number of pay grades, midpoint differentials, and range spread within a pay grade
  - c) HEPC and CTC to perform annual review of market salary data. Based on survey, HEPC and CTC, in consultation with Compensation Committee, to adjust market salary structure if warranted
- 41) Annually HEPC and CTC to approve a minimum salary schedule setting forth compensation levels no employee may be paid below. The minimum salary schedule is determined by applying the percentage fixed by HEPC and CTC rule to the annual market salary data
  - 42) HEPC and CTC to propose a joint rule for legislative rule by November 1, 2010 to implement provisions of the bill. The rule shall provide a procedure for correcting deficiencies identified in the HR audits including:
    - a) Specifying reasonable times to cure deficiencies
    - b) Applying sanctions when major deficiencies are not corrected. A formal reprimand shall be placed in personnel file of each administrator who shares responsibility for deficiency. Other sanctions may include prohibiting salary increases or suspending from employment the president or other key administrators who have authority over the deficiency areas
  - 43) The system rule is to also establish a classification and compensation system that moves employees through the classification system based on performance and other objective measurable factors like education or experience above job requirements or years of experience; maintains appropriate levels of employee dispersion among steps; assigns each employee to an initial step on his pay grade that is closest to present salary regardless of previous education or experience; establishes a job worth hierarchy and determines factors and points for assigning jobs to pay grades; provides a procedure for employee to request position review at any time; sets deadlines for position reviews to be completed and if review is not completed in time but employee succeeds in reclassification request grants employee backpay to the time request was made; providing grievance process prior to formal grievance process.
  - 44) System rule shall provide for consistent personal evaluations and training for supervisors in evaluations
  - 45) Provides that HEPC and CTC may adopt emergency rule by Nov. 1, 2012 to implement provisions of bill.
  - 46) Each BOG to adopt rule implementing provisions of system rule. Rule to be adopted within 6 months of any change in rule or statute. BOG must consult with affected employee class before adopting such rules. IF BOG fails to adopt rule HEPC or CTC may prohibit them from exercising any HR flexibilities in the bill.
  - 47) Each Chancellor has authority and duty to review classification and compensation rules of BOGs, make suggestions to bring rule into compliance, and reject rule if it is inconsistent with law or rule.
  - 48) All provisions imposed on institutions also imposed on HEPC and CTC.