



West Virginia Council for Community & Technical College Education

AGENDA

June 6, 2024

9:30 am

Members

**Christina Cameron, Chair
Steve Roberts, Vice Chair
Tracy Miller, Secretary
William Baker
Robert Brown**

**Clinton Burch
Michael Graney
Traci Nelson
Andrew "Drew" Payne III**

Sarah Armstrong Tucker, Chancellor

Directions to the West Virginia **Regional Technology Park**

2000 Union Carbide Drive, South Charleston, West Virginia



Arriving from the EAST on I-64

(after leaving Charleston)

1. At I-64 exit 55, take Ramp (RIGHT) toward Kanawha Turnpike
2. Stay on Kanawha Turnpike [CR-12]
3. After about 0.5 mile, turn LEFT into the West Virginia Regional Technology Park (3300 Kanawha Turnpike)
4. Proceed to Building 2000

Arriving from the WEST on I-64

(approaching Charleston):

1. At I-64 exit 54, turn RIGHT onto Ramp towards US-60 / MacCorkle Ave / South Charleston
2. Keep RIGHT to stay on Ramp towards US-60
3. Bear RIGHT (East) onto US-60 [MacCorkle Ave SW], then immediately turn RIGHT (South-East) onto SR-601 [Jefferson Rd]
4. After 0.5 mile, bear left at the traffic light onto Kanawha Turnpike [CR-12]
5. Continue straight (0.1 mile) through the next traffic light on Kanawha Turnpike
6. After about 0.5 mile, turn RIGHT into the West Virginia Regional Technology Park (3300 Kanawha Turnpike)
7. Proceed to Building 2000



AGENDA

June 6, 2024

9:30 am

In-Person Meeting

West Virginia Regional Technology Park
David K. Hendrickson Conference Center
Building 2000 E, (Room 1220) 2000 Union Carbide Drive
South Charleston, WV 25303

- I. Call to Order
- II. *Approval of Minutes for April 25, 2024, Council Meetingpg 5
- III. Election of Council Officers
- IV. Finance and Facilities
 - A. Tuition and Fees Fiscal Year 2025.....pg 8
 - B. *Fiscal Year 2025 Operating and Capital Budgets for All Institutions pg 38
 - C. *West Virginia Council for Community and Technical College Education Fiscal Year 2025 Operating Budget..... pg 66
 - D. *Academic Fees Eligible for West Virginia Invests pg 68
- V. General
 - A. *Higher Education Adult Part-Time Student (HEAPS) In-Demand Programs pg 73
 - B. *Revision of Series 5, *Employing and Evaluating Presidents* pg 75
 - C. *Repeal of Series 29, *Travel*..... pg 81
 - D. *Repeal of Series 31, *Ethics*..... pg 88
 - E. *Revisions to Series 59, *Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, And Nursing Career Pathways*..... pg 93

VI. Executive Session

- A. *Presidential Contract and Compensation for President of Mountwest Community and Technical Collegepg 102
- B. *Presidential Contract and Compensation for President of New River Community and Technical Collegepg 107
- C. *Presidential Contract and Compensation for President of West Virginia Northern Community College.....pg 112

VII. Additional Comments/Chancellor's Report

A* Resolution Recognizing Strong Support of Higher Education in West Virginia

VIII. Upcoming Meetings

Council Meeting

Date: August 15, 2024

Time: 9:30 a.m.

Logistics: Zoom

IX. Adjournment

MINUTES
WEST VIRGINIA COUNCIL FOR
COMMUNITY AND TECHNICAL COLLEGE EDUCATION

April 25, 2024

A meeting of the West Virginia Council for Community and Technical College Education was held via Zoom beginning at 9:30 am. Council members present were: Bill Baker, Bob Brown, Clinton Burch, Christina Cameron, Michael Graney, Tracy Miller, Andrew Payne, and Steve Roberts. Absent was: Traci Nelson. Also in attendance were Council staff, community and technical college presidents, faculty, staff, and guests.

Call to Order

Chairman Cameron called the meeting to order noting a quorum was present.

1. Approval of Minutes

Mr. Baker moved the adoption of the minutes from the January 18, 2024, meeting of the West Virginia Council for Community and Technical College Education.

Mr. Brown seconded the motion. Motion carried.

2. Annual Reauthorization of Two-year Degree-Granting Institutions

Mr. Brown moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves annual reauthorization for Huntington Junior College, Laurel College of Technology, Martinsburg College, West Virginia Junior College (Morgantown) and West Virginia Junior college (Bridgeport/Charleston).

Mr. Baker seconded the motion. Motion carried.

3. Fiscal Year 2025 Higher Education Resources Assessment

Ms. Miller moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the Higher Education Resource Assessment (HERA) for Fiscal year 2025 to the community and technical colleges as shown in Table 1 of the agenda item.

Mr. Brown seconded the motion. Motion carried.

4. Acceptance of Allied Health Wing from the West Virginia Higher Education Policy Commission

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves acceptance of the transfer of ownership of the Allied Health Wing by the West Virginia Higher Education Policy Commission to New River Community and Technical College.

Mr. Brown seconded the motion. Motion carried.

5. Technical Program Development Grant Awards

Ms. Miller moved the adoption of the following resolution:

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

Mr. Roberts seconded the motion. Motion carried.

6. 2025 Council Meeting Schedule

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education adopts the recommended meeting schedule for calendar year 2025 as presented.

Mr. Brown seconded the motion. Motion carried.

7. 2024 Salary Schedule for the West Virginia Higher Education Compensation Management Program

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the 2024 West Virginia Higher Education Employee Salary Schedule.

Ms. Miller seconded the motion. Motion carried.

8. College-Going Rate of 2023 West Virginia Public High School Graduates

Zornitsa Georgieva presented the results of the 2023 college-going rate analysis which highlighted that 47.4 percent of 2023 West Virginia public high school graduates enrolled in college in the Summer or Fall terms immediately after high school which reflects a 0.9 percent increase over the previous year. Additional data from the report may be viewed at the following link: <http://www.wvhepc.edu/resources/data-and-publication-center/cgr/>.

Executive Session

It was noted for the record that the Council elected to remain in open session for the following items:

9. Contract for Chancellor of the West Virginia Council for Community and Technical College Education

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the Chancellor's contract as proposed.

Ms. Miller seconded the motion. Motion carried.

10. Additional Comments/Chancellor's Report

Chancellor Sarah Tucker reported to the Council that the Legislature approved the rules bundle bill including the repeal of the EDGE program. The new Dual Enrollment program incorporated elements of the EDGE program. Dr. Tucker thanked Kristin Boggs for doing a great job during the legislative session and Corley Dennison for his hard work on the development of the new Dual Enrollment program.

The Chancellor discussed difficulties with the new FAFSA. The new application process was released late and there have been a lot of issues with the new form. She stated that the new FAFSA automatically incorporated federal income tax information and incorrectly calculated the family's expected contribution for their student, therefore both the West Virginia Invests and Higher Education grant programs were negatively affected due to this miscalculation.

Chancellor Tucker thanked our Student Affairs and Financial Aid divisions for their hard work in providing numerous FAFSA Workshops and fielding many phone calls to try to bridge the gap with these many issues.

There being no further business, the meeting was adjourned.

Next Regularly Scheduled Meeting

Council Meeting: June 6, 2024
Time: 9:30 am
Location: In-Person Meeting, Location to be Determined

Christina Cameron, Chairman

Tracy Miller, Secretary

**WV Council for Community and Technical College
Education Meeting of June 6, 2024**

ITEM: Tuition and Fees Fiscal Year 2025

INSTITUTIONS: Information Item

RECOMMENDED RESOLUTION: Misty Price

STAFF MEMBER:

BACKGROUND:

West Virginia Code §18B-10-1 (k)(1) requires the West Virginia Council for Community and Technical College Education (Council) to approve any resident tuition and fee increase greater than ten percent in any one year or where the increase would be more than seven percent per year, averaged over a rolling three-year period calculated by averaging the proposed increase with the increase for the immediate two previous years. Further, the 2024 legislative rule Series 32, *Tuition and Fees*, clarifies the process the Council will use to:

- a) Review supplemental and program fees; and,
- b) Review non-resident tuition rates.

Senate Bill 335 that was passed during the 2021 legislative session expanded the West Virginia Invests Grant to include academic program fees. The legislation requires all academic program fees charged in addition to base tuition to be approved by the Council to be eligible for the West Virginia Invests.

The tuition and fee increase for all institutions were below the threshold required for Council approval. The Higher Education Price Index inflation rate was 4.0 percent for 2023. Tuition and fee data are provided in the following tables.

Table 1 reflects:

- a) Summary of the proposed academic year (AY) 2024-25 resident tuition and fee increases for all institutions.
- b) Revenue projections for resident fee increases using FY 2022-23 resident Annualized Full-Time Equivalent (AFTE) enrollment; and,
- c) Institutions' state appropriation increased 3.9% on average over the FY 2024 budget.

Table 2 reflects:

- a) Tuition and fees breakdown between Education and General (operating funds), Auxiliary; and,
- b) Capital Fees for both proposed resident and non-resident tuition and fees.

Table 3 reflects each institution's rate of student financial aid participation for academic

year 2022-23.

Table 4 reflects the changes in general revenue funding for fiscal year FY 2024-25.

Table 5 includes the FY 2024 calculated education and general tuition and fees revenue using AFTEs plus the FY 2025 general revenue.

Table 6 reflects the last six years of tuition and fee increases, the five-year average annual increases, and the total dollar increase over the past five years.

REVIEW OF NON-RESIDENT AND REDUCED NON-RESIDENT (METRO) FEES

Table 7 – Full Cost of Instruction Calculation:

In accordance with Series 32, Council staff performed a review of non-resident and reduced non-resident (metro) tuition and fees for each institution. This review consisted of calculating the cost of instruction per AFTE using FY 2023 audited financial data. In addition, staff reviewed the non-resident and reduced non-resident (metro) tuition and fees for AY 2023-24 to ensure that none were below the lesser of the institution's cost of instruction per AFTE or the System average. All preliminary non-resident and reduced non-resident tuition rates that were not above either the minimum of the institution's specific instructional costs per AFTE or the System average were evaluated and resolved accordingly.

Table 8 – Non-Resident and Reduced Non-Resident Tuition and Fee Increases:

This table reflects the non-resident and reduced non-resident (metro) tuition and fee increases. This table also includes a revenue projection for the non-resident fee increases using the FY 2023-24 non-resident Annualized Full-Time Equivalent (AFTE) enrollment.

REVIEW OF PROGRAM AND SPECIAL FEES

Tables 9 through 12:

These tables reflect supplemental fees and program fees for each institution. As noted previously, in accordance with Series 32, Council staff performed a review of all supplemental fees to determine if any fee affected more than 50% of the college's students. These tables identify fees that are covered by WV Invest Funds.

- **Table 9** reflects changes in supplemental fees.
- **Table 10** reflects changes in program fees.
- * **Table 11** reflects a listing of all supplemental fees.
- * **Table 12** reflects a listing of all program fees.

West Virginia Council for Community and Technical College Education
Proposed Annual Year 2024-25 Resident Tuition and Fee Increase
Table One

Institution	AY 2023-24 Total Tuition & Fees	AY 2024-25 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase	Operating Revenue Generated (1)	FY 2023-24 General Revenue Increases
Blue Ridge Community and Technical College	\$4,344	\$4,752	\$408	9.4%	\$498,188	\$556,559
BridgeValley Community and Technical College	\$4,682	\$4,800	\$118	2.5%	\$136,164	\$258,711
Eastern WV Community and Technical College	\$4,128	\$4,512	\$384	9.3%	\$76,428	\$62,160
Mountwest Community and Technical College	\$4,818	\$4,938	\$120	2.5%	\$96,228	\$158,549
New River Community and Technical College	\$5,157	\$5,156	(\$1)	0.0%	-\$783	\$267,688
Pierpont Community and Technical College	\$5,594	\$5,762	\$168	3.0%	\$158,726	\$242,175
Southern WV Community and Technical College	\$4,224	\$4,416	\$192	4.5%	\$195,610	\$368,251
WV Northern Community College	\$4,154	\$4,346	\$192	4.6%	\$144,831	\$433,945
WVU - Parkersburg (Associates Degree)	\$4,420	\$4,612	\$192	4.3%	\$271,693	\$368,060
WVU - Parkersburg (Bachelor's Degree)	\$6,076	\$6,340	\$264	4.3%		
System Associate Degree Average / Total Revenue	\$4,613	\$4,810	\$197	4.3%	\$1,577,086	\$2,716,098

(1) Increased operating revenue generated was calculated using FY 2022-23 resident AFTEs times requested tuition dollar increase.

West Virginia Council for Community and Technical College Education
Annual Year 2024-25 Non-Resident Tuition and Fee Increase
Table Eight

Institution	AY 2023-24 Total Tuition & Fees	AY 2024-25 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase	Operating Revenue Generated (1)
Blue Ridge Community and Technical College	\$7,848	\$8,808	\$960	12.2%	\$74,198
BridgeValley Community and Technical College	\$11,148	\$11,428	\$280	2.5%	\$3,464
Eastern WV Community and Technical College	\$8,520	\$4,512	(\$4,008)	-47.0%	(\$10,301)
Mountwest Community and Technical College	\$12,004	\$12,304	\$300	2.5%	\$36,039
New River Community and Technical College	\$8,141	\$9,646	\$1,505	18.5%	\$6,171
Pierpont Community and Technical College	\$13,262	\$13,660	\$398	3.0%	\$13,532
Southern WV Community and Technical College	\$6,840	\$7,152	\$312	4.6%	\$15,216
WV Northern Community College	\$12,338	\$12,338	\$0	0.0%	\$0
WVU - Parkersburg (Associates Degree)	\$9,124	\$9,124	\$0	0.0%	\$0
WVU - Parkersburg (Bachelor's Degree)	\$9,724	\$9,724	\$0	0.0%	
System Associate Degree Average	\$9,914	\$9,886	-\$28	-0.28%	\$138,319

(1) Increased operating revenue generated was calculated using FY 2022-23 non-resident AFTEs times requested tuition dollar increase.

Annual Year 2024-25 Reduced Non-Resident / (Metro) Tuition and Fee Increase

Institution	AY 2023-24 Total Tuition & Fees	AY 2024-25 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase
Blue Ridge Community and Technical College	\$5,328	\$5,832	\$504	9.5%
Mountwest Community and Technical College	\$8,208	\$8,412	\$204	2.5%
Pierpont Community and Technical College	\$10,740	\$11,062	\$322	3.0%
WV Northern Community College	\$8,762	\$8,762	\$0	0.0%

West Virginia Council for Community and Technical College Education
Proposed Annual Year 2024-25 Resident Tuition and Fee Increase
Table Two

Institution	Education & General Tuition and Fees	E&G Capital Tuition and Fees	Auxiliary Tuition and Fees	Total Proposed Tuition and Fees
Blue Ridge Community and Technical College	\$4,416	\$336	\$0	\$4,752
BridgeValley Community and Technical College	\$3,918	\$580	\$302	\$4,800
Eastern WV Community and Technical College	\$4,233	\$279	\$0	\$4,512
Mountwest Community and Technical College	\$4,218	\$552	\$168	\$4,938
New River Community and Technical College	\$4,545	\$611	\$0	\$5,156
Pierpont Community and Technical College	\$4,832	\$680	\$250	\$5,762
Southern WV Community and Technical College	\$4,128	\$288	\$0	\$4,416
WV Northern Community College	\$3,912	\$100	\$334	\$4,346
WVU - Parkersburg (Associates Degree)	\$4,412	\$100	\$100	\$4,612
System Associate Degree Average	\$4,290	\$392	\$128	\$4,810

West Virginia Council for Community and Technical College Education
Annual Year 2024-25 Non-Resident Tuition and Fee Increase

Institution	Education & General Tuition and Fees	E&G Capital Tuition and Fees	Auxiliary Tuition and Fees	Total Proposed Tuition and Fees
Blue Ridge Community and Technical College	\$8,472	\$336	\$0	\$8,808
BridgeValley Community and Technical College	\$10,546	\$580	\$302	\$11,428
Eastern WV Community and Technical College	\$4,233	\$279	\$0	\$4,512
Mountwest Community and Technical College	\$10,408	\$1,728	\$168	\$12,304
New River Community and Technical College	\$7,524	\$2,122	\$0	\$9,646
Pierpont Community and Technical College	\$11,814	\$1,596	\$250	\$13,660
Southern WV Community and Technical College	\$6,552	\$600	\$0	\$7,152
WV Northern Community College	\$11,904	\$100	\$334	\$12,338
WVU - Parkersburg (Associates Degree)	\$8,524	\$500	\$100	\$9,124
System Associate Degree Average	\$8,886	\$871	\$128	\$9,886

West Virginia Council for Community and Technical College Education
2022-23 State and Federal Grant and Loan Participation Rate
Table Three

Institution	Total	Full-Time Students	Part-Time Students	Students Age 18 to 24	Students Age 25 and Over
Blue Ridge Community and Technical College	18.5%	60.8%	12.6%	36.5%	13.1%
BridgeValley Community and Technical College	58.3%	76.0%	40.7%	61.8%	57.6%
Eastern WV Community and Technical College	28.5%	82.9%	15.6%	42.4%	35.9%
Mountwest Community and Technical College	50.5%	71.3%	37.3%	54.8%	60.8%
New River Community and Technical College	47.1%	67.7%	30.8%	47.7%	66.4%
Pierpont Community and Technical College	40.9%	70.3%	25.3%	52.3%	73.1%
Southern WV Community and Technical College	79.7%	90.2%	67.5%	82.1%	83.0%
WV Northern Community College	44.7%	73.2%	31.1%	47.0%	72.0%
WVU - Parkersburg	41.7%	77.1%	23.8%	57.2%	45.7%
Total	40.2%	74.2%	24.8%	53.4%	37.5%
* Participation rate consists of the number of students receiving federal, state, or institutional grants or waivers or federal loans divided by unduplicated headcount for that year. It does not include veterans' benefits, vocational rehabilitation benefits, other educational benefits, but does include work study.					

West Virginia Council for Community and Technical College Education
FY 2023-24 and FY 2024-25 State Appropriations
Table Four

Institution	FY 2023 AFTEs	FY 2024 Appropriations	FY 2024 Funding per AFTE	FY 2025 Appropriations	FY 2025 Funding per AFTE
Blue Ridge Community and Technical College	1,298	\$8,416,425	\$6,484	\$8,972,984	\$6,913
BridgeValley Community and Technical College	1,166	\$8,629,476	\$7,401	\$8,888,187	\$7,623
Eastern WV Community & Technical College	202	\$2,349,856	\$11,633	\$2,412,016	\$11,941
Mountwest Community & Technical College	922	\$6,903,571	\$7,488	\$7,062,120	\$7,660
New River Community & Technical College	787	\$6,302,132	\$8,008	\$6,569,820	\$8,348
Pierpont Community and Technical College	979	\$8,370,981	\$8,551	\$8,613,156	\$8,798
Southern WV Community College	1,068	\$8,849,656	\$8,286	\$9,217,907	\$8,631
WV Northern Community & Technical College	846	\$7,818,075	\$9,241	\$8,252,020	\$9,754
WVU - Parkersburg	1,540	\$11,193,778	\$7,269	\$11,561,838	\$7,508
Total System / Average Funding per AFTE	8,808	\$68,833,950	\$7,815	\$71,550,048	\$8,123

West Virginia Council for Community and Technical College Education
Total Projected FY 2023-24 Education and General Operating Revenue
Table Five

Institution	FY 2023 AFTEs	Projected FY 2024 E&G Tuition Revenue	FY 2024 Appropriations	Total Operating Revenue	Total Operating Revenue per AFTE
Blue Ridge Community and Technical College	1,298	\$5,505,731	\$8,416,425	\$13,922,156	\$10,726
BridgeValley Community and Technical College	1,166	\$4,511,924	\$8,629,476	\$13,141,400	\$11,270
Eastern WV Community & Technical College	202	\$791,403	\$2,349,856	\$3,141,259	\$15,551
Mountwest Community & Technical College	922	\$4,500,460	\$6,903,571	\$11,404,031	\$12,369
New River Community & Technical College	787	\$3,583,966	\$6,302,132	\$9,886,098	\$12,562
Pierpont Community and Technical College	979	\$4,794,691	\$8,370,981	\$13,165,672	\$13,448
Southern WV Community College	1,068	\$4,314,322	\$8,849,656	\$13,163,978	\$12,326
WV Northern Community & Technical College	846	\$3,902,823	\$7,818,075	\$11,720,898	\$13,854
WVU - Parkersburg	1,540	\$7,034,282	\$11,193,778	\$18,228,060	\$11,836
Total System / Average Funding per AFTE	8,808	\$38,939,604	\$68,833,950	\$107,773,554	\$12,236

* Tuition and Fees projected revenue calculated using FY 2024 E&G tuition times FY 2023 AFTEs.

WV Council for Community and Technical College Education
Average Five-Year Tuition Increases from 2018-19 through 2023-24
Table Six

Institution	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Average Increase /		5 Year
							5 Year \$	5 Year %	Total \$
Blue Ridge CTC									
Resident	\$4,128	\$4,128	\$4,128	\$4,128	\$4,128	\$4,344	\$43	1.03%	\$216
Non-Resident	\$7,464	\$7,464	\$7,464	\$7,464	\$7,464	\$7,848	\$77	1.01%	\$384
BridgeValley CTC									
Resident	\$4,370	\$4,414	\$4,502	\$4,502	\$4,682	\$4,682	\$62	1.39%	\$312
Non-Resident	\$10,406	\$10,510	\$10,720	\$10,720	\$11,148	\$11,148	\$148	1.39%	\$742
Eastern WV CTC									
Resident	\$3,432	\$3,432	\$3,768	\$3,768	\$3,840	\$4,128	\$139	3.76%	\$696
Non-Resident	\$6,816	\$6,816	\$8,520	\$8,520	\$8,520	\$8,520	\$341	4.56%	\$1,704
Mountwest CTC									
Resident	\$4,014	\$4,182	\$4,464	\$4,692	\$4,818	\$4,818	\$161	3.72%	\$804
Non-Resident	\$10,224	\$10,392	\$11,112	\$11,688	\$12,004	\$12,004	\$356	3.26%	\$1,780
New River CTC									
Resident	\$4,286	\$4,372	\$4,372	\$4,590	\$4,820	\$5,157	\$174	3.77%	\$871
Non-Resident	\$6,900	\$6,900	\$6,900	\$7,245	\$7,608	\$8,141	\$248	3.36%	\$1,241
Pierpont CTC									
Resident	\$4,938	\$4,938	\$5,086	\$5,086	\$5,086	\$5,594	\$131	2.53%	\$656
Non-Resident	\$11,704	\$11,704	\$12,056	\$12,056	\$12,056	\$13,262	\$312	2.53%	\$1,558
Southern WV CTC									
Resident	\$3,672	\$3,864	\$3,864	\$3,864	\$4,056	\$4,224	\$110	2.84%	\$552
Non-Resident	\$5,762	\$5,964	\$6,094	\$6,250	\$6,576	\$6,840	\$216	3.49%	\$1,078
WV Northern CC									
Resident	\$3,676	\$3,796	\$3,868	\$3,940	\$4,034	\$4,154	\$96	2.48%	\$478
Non-Resident	\$11,044	\$11,236	\$11,452	\$11,668	\$12,002	\$12,338	\$259	2.24%	\$1,294
WVU at Parkersburg									
Resident	\$3,772	\$3,940	\$3,940	\$3,940	\$4,132	\$4,420	\$130	3.22%	\$648
Non-Resident	\$8,284	\$8,692	\$8,692	\$8,692	\$9,124	\$9,124	\$168	1.95%	\$840
System Average									
Resident	\$4,032	\$4,118	\$4,221	\$4,279	\$4,400	\$4,613	\$116	2.73%	\$581
Non-Resident	\$8,734	\$8,853	\$9,223	\$9,367	\$9,611	\$9,914	\$236	2.57%	\$1,180

West Virginia Council for Community and Technical College Education
2023-24 Non-Resident and Reduced Non-Resident (Metro) Tuition and Fee Analysis
Full Cost of Instruction Calculated Using FY 2023 Audited Financials
Table Seven

Institution	Instruction	Student Services	Full Cost of Instruction	AY 2023 AFTEs	Instructional Costs per AFTE	AY 2023-24 Tuition Rates	
						Non-Resident Tuition *	Reduced Non-Resident Tuition *
Blue Ridge CTC	\$10,461,863	\$2,208,428	\$12,670,291	1,298	\$9,759	\$7,848	\$5,328
BridgeValley CTC	\$9,588,110	\$1,028,818	\$10,616,928	1,166	\$9,103	\$11,148	N/A
Eastern WV CTC	\$1,120,518	\$464,879	\$1,585,397	202	\$7,864	\$8,520	N/A
Mountwest CTC	\$6,453,829	\$1,761,842	\$8,215,671	922	\$8,910	\$12,004	\$8,208
New River CTC	\$6,614,449	\$973,065	\$7,587,514	787	\$9,646	\$8,141	N/A
Pierpont CTC	\$6,893,702	\$1,187,151	\$8,080,853	979	\$8,256	\$13,262	\$10,740
Southern WV CTC	\$6,119,723	\$1,031,628	\$7,151,351	1,068	\$6,699	\$6,840	N/A
WV Northern CC	\$5,896,713	\$1,209,491	\$7,106,204	846	\$8,395	\$12,338	\$8,762
WVU - Parkersburg	\$10,524,000	\$1,922,000	\$12,446,000	1,540	\$8,083	\$9,124	N/A
System Average / Total Costs	\$63,672,907	\$11,787,302	\$75,460,209	8,807	\$8,568	\$9,914	

* Any institution rates in red are below the lessor of the institutional or system average cost of instruction and must increase for AY 2024-25.

West Virginia Council for Community and Technical College Education
Annual Year 2024-25 Non-Resident Tuition and Fee Increase
Table Eight

Institution	AY 2023-24 Total Tuition & Fees	AY 2024-25 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase	Operating Revenue (1) Generated
Blue Ridge Community and Technical College	\$7,848	\$8,808	\$960	12.2%	\$74,198
BridgeValley Community and Technical College	\$11,148	\$11,428	\$280	2.5%	\$3,464
Eastern WV Community and Technical College	\$8,520	\$4,512	(\$4,008)	-47.0%	(\$10,301)
Mountwest Community and Technical College	\$12,004	\$12,304	\$300	2.5%	\$36,039
New River Community and Technical College	\$8,141	\$9,646	\$1,505	18.5%	\$6,171
Pierpont Community and Technical College	\$13,262	\$13,660	\$398	3.0%	\$13,532
Southern WV Community and Technical College	\$6,840	\$7,152	\$312	4.6%	\$15,216
WV Northern Community College	\$12,338	\$12,338	\$0	0.0%	\$0
WVU - Parkersburg (Associates Degree)	\$9,124	\$9,124	\$0	0.0%	\$0
WVU - Parkersburg (Bachelor's Degree)	\$9,724	\$9,724	\$0	0.0%	
System Associate Degree Average	\$9,914	\$9,886	(\$28)	-0.3%	\$138,319

(1) Increased operating revenue generated was calculated using FY 2022-23 non-resident AFTes times requested tuition dollar increase.

Annual Year 2024-25 Reduced Non-Resident / (Metro) Tuition and Fee Increase

Institution	AY 2023-24 Total Tuition & Fees	AY 2024-25 Total Tuition & Fees	\$ Amount of Total Tuition Increase	% Amount of Total Tuition Increase
Blue Ridge Community and Technical College	\$5,328	\$5,832	\$504	9.5%
Mountwest Community and Technical College	\$8,208	\$8,412	\$204	2.5%
Pierpont Community and Technical College	\$10,740	\$11,062	\$322	3.0%
WV Northern Community College	\$8,762	\$8,762	\$0	0.0%

West Virginia Council for Community and Technical College Education
Listing of Proposed Supplemental Fees
Academic Year 2024-25
Table Nine

Supplemental Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2024-25*	WV Invests Eligible (Y or N)
Blue Ridge Community and Technical College						
Admissions Application Fee -flat	\$25	\$0	(\$25)	700	(\$17,500)	N
Late Registration Fee -flat	\$25	\$0	(\$25)	150	(\$3,750)	N
Orientation Fee -flat	\$25	\$50	\$25	600	\$15,000	N
BridgeValley Community and Technical College						
Experiential Learning Portfolio Review and Posting Fee (per credit hour)	\$25	\$35	\$10	0	\$0	N
Board of Governor's Exit Assessment Fee (Changed to course fee)	\$25	\$0	(\$25)	0	\$0	
Experiential Learning Portfolio/Credit by Exam Posting Fee (per credit hour)	\$10	\$0	(\$10)	0	\$0	
International Student Application Fee	\$100	\$0	(\$100)	0	\$0	
Learning Platform Fee (per course)	\$35	\$50	\$15	1,800	\$180,000	Y
Parking Fee	\$60	\$0	(\$60)	0	\$0	
Eastern West Virginia Community and Technical College						
Mountwest Community and Technical College						
Application Fee - Physical Therapy	\$45	\$65	\$20	21	\$420	N
Abohe Certified Associate Exam Fee (Illustrator)	\$115	\$0	(\$115)	0	\$0	N
Class Schedule Reinstatement Fee	\$25	\$0	(\$25)	0	\$0	N
Late Payment Fee	\$50	\$0	(\$50)	0	\$0	N
Student Reinstatement Fee	\$50	\$0	(\$50)	0	\$0	N
Transfer Student Evaluation Fee	\$20	\$0	(\$20)	0	\$0	N
New River Community and Technical College						
Pierpont Community and Technical College						
Board of Governor's Resident Program Fee	\$0	\$150	\$150	21	\$3,150	N
Board of Governor's Non- Resident Program Fee	\$0	\$350	\$350	366	\$128,100	N
Reduced Non-Resident Duel Credit fee (per credit hour)	\$0	\$48	\$48	31	\$1,748	N
Non-Resident Duel Credit fee (per credit hour)	\$0	\$60	\$60	34	\$8,430	N
Southern WV Community and Technical College						
Transcript (after five) (per application)	\$10	\$5	(\$5)	0	\$0	N
Late Payment Fee	\$50	\$0	(\$50)	0	\$0	N
Textbook Fee	\$0	\$24	\$0	1,461	\$0	N
West Virginia Northern Community College						
Course Material Fee (Per Credit Hour)	\$0	\$20	\$20	\$20,996	\$419,912	N
West Virginia University at Parkersburg						

Transcript on Demand	\$15	\$0	(\$15)	10	(\$150)	N
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West Virginia Council for Community and Technical College Education
Listing of Proposed Program Fees
Academic Year 2024-25
Table Ten

Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible (Y or N)
Blue Ridge Community and Technical College					
Applied Laboratory Technican Program	\$50	\$100	\$50	\$400	Y
Culinary Arts Lab Fee - flat up to \$200	\$213	\$250	\$37	\$555	Y
EMS Program Fee	\$500	\$600	\$100	\$2,100	Y
EMS Coure Fee - Flat up to \$150.	\$25	\$150	\$125	\$5,250	Y
English Testing Fee. First test free.	\$0	\$50	\$50	\$1,000	N
Environmental Laboratory Technician Fee - flat up to \$100 (AVE \$55)	\$55	\$100	\$45	\$585	Y
General Science Lab Fee - Flat	\$50	\$100	\$50	\$5,000	Y
Heavy Equipment Lab Fee - Flat up to \$350	\$150	\$350	\$200	\$800	Y
Medical Assisting Course Fee	\$0	\$200	\$200	\$33,200	Y
Nursing Course Lab Supplies and Equipment fee	\$0	\$125	\$125	\$12,500	Y
Textbook Digital Access Fee - Up to \$150 (AVE \$100)	\$139	\$175	\$36	\$1,080	N
Medical Assisting Program Fee	\$204	\$0	(\$204)	(\$33,864)	
Veterinary Technician Program Fee (Up to \$1,500)	\$300	\$1,500	\$1,200	\$15,600	Y
BridgeValley Community and Technical College					
Accounting Course Exit Exam - ACCT 291	\$430	\$440	\$10	\$20	N
Accounting QuickBooks certification fee - ACCT 235	\$150	\$160	\$10	\$120	N
Board of Govenors Exit exam GNST 298	\$0	\$25	\$25	\$450	N
Board of Governors entrance fee	\$0	\$25	\$25	\$450	N
Business Course Exit Exam - BUSN 298	\$30	\$25	(\$5)		N
Business Program Fee (per semester)	\$125	\$130	\$5	\$760	Y
Dental Hygiene Drug Screening - DENT 237	\$42	\$55	\$13	\$260	N
Dental Hygiene Drug screening and Background check - DENT 132	\$92	\$105	\$13	\$260	N
Dental Hygiene Laser Therapy Certification DENT 240	\$0	\$325	\$325	\$6,500	Y
Dental Hygiene Program Fee (per semester)	\$575	\$775	\$200	\$8,000	Y
Early Childhood AAFCS certification - EDUC 295	\$25	\$0	(\$25)		
Early Childhood Education background check and fingerprinting - EDUC 120	\$48	\$0	(\$48)		
Engineering Technology Program Fee (per semester)	\$225	\$250	\$25	\$9,675	Y
Entrepreneurship certification Fee - ENTR 101	\$109	\$0	(\$109)		
Health Science Background check - ALHL 203	\$105	\$0	(\$105)		
Health Science BLS exam, CPR exam, certification and supplies ALHL 100	\$0	\$125	\$125	\$5,000	N
Health Science NHA exam and supplies - ALHL 101	\$450	\$465	\$15	\$285	N
Health Science NHA exam and supplies - ALHL 203	\$225	\$240	\$15	\$480	N
Health Sciences Program Fee (per semester)	\$50	\$100	\$50	\$33,500	Y
Healthcare Management Program Fee	\$100	\$110	\$10	\$840	Y
HSRS Background check and drug screen - HSRS 225, HSRS 280, HSRS 283, HSRS 298	\$95	\$225	\$130	\$780	N
HSRS Program Fee	\$0	\$50	\$50	\$300	Y
Medical Coding Book fee - MEDC 240 Combined with Exam fee	\$150	\$0	(\$150)	(\$4,250)	
Medical Coding Exam and Book fee - MEDC 240*	\$575	\$725	\$150	\$4,250	N
Medical Coding Program fee	\$0	\$150	\$150	\$5,100	Y

Microbiology Lab Fee	\$100	\$120	\$20	\$1,240	Y
MLT Program Fee (per semester)	\$250	\$500	\$250	\$4,500	Y
MLT uniforms,background check, drug screen (Charged one time upon acceptance into program)	\$325	\$565	\$240	\$4,320	N
Nursing Advanced Placement ATI Resource Fee	\$0	\$252	\$252	\$2,520	Y
Nursing Background check, uniform, tote, drug screen,software (Charged one time upon acceptance into program)*	\$755	\$850	\$95	\$14,630	N
Nursing basic life support and software (Charged one time upon acceptance into program)	\$145	\$0	(\$145)		
Nursing Course fee - NURS 244 (per semester) Spring 2024	\$836	\$0	(\$836)		
Nursing Course fee - NURS 244 for Fall 2023	\$200	\$0	(\$200)		
Nursing Course fee NURS 134, NURS 234 (per semester)	\$806	\$0	(\$806)		
Nursing Program Fee (per semester)	\$300	\$400	\$100	\$48,000	Y
Paramedic Program Fee (per semester)	\$200	\$250	\$50	\$3,150	Y
Practical Nursing background check, drug screen, uniform, tote,software (Charged one time upon acceptance into program)*	\$540	\$635	\$95	\$760	N
Practical Nursing basic life support, exam, software (Charged one time upon acceptance into program)	\$137	\$0	(\$137)		
Practical Nursing Course Fee - PNUR 120	\$10	\$0	(\$10)		
Practical Nursing Course Fee - PRUR 101, PRUR 105	\$988	\$1,038	\$50	\$400	Y
Rad Tech board review RADT 245	\$0	\$100	\$100	\$1,000	N
Rad Tech drug screen and background check RADT110	\$0	\$105	\$105	\$1,050	N
Rad Tech drug screen RADT 210	\$0	\$55	\$55	\$550	N
Rad Tech Program Fee	\$0	\$250	\$250	\$2,500	Y
Rad Tech uniform, usb device, clinical tracking system entrance fee	\$0	\$375	\$375	\$3,750	N
Real Estate Course and Book Fee - REAL 110*	\$45	\$125	\$80	\$1,600	N
Real Estate Course and Book Fee - REAL 111*	\$45	\$125	\$80	\$1,600	N
Real Estate Course and Book fee - REAL 112*	\$10	\$90	\$80	\$1,600	N
Real Estate Course Fee - REAL 110 Combined with book	\$80	\$0	(\$80)	(\$1,600)	
Real Estate Course Fee - REAL 111 Combined with book	\$80	\$0	(\$80)	(\$1,600)	
Real Estate course fee - REAL 112 Combined with book	\$80	\$0	(\$80)	(\$1,600)	
Science Laboratory Fee (BIOL,CHEM,PHYS, &PHSC)*	\$25	\$30	\$5	\$415	Y
Sonography Background check - DMSU 244 and ECHO 224*	\$125	\$105	(\$20)		N
Utility Line Service Tool & Tool belt (one time fee)	\$2,000	\$0	(\$2,000)		N
Utility Line Service-all LINE courses (per course)* (Changed from one time fee to per course)	\$2,275	\$375	(\$1,900)		N
Eastern Community and Technical College					
Cyber Background/Admin Fee Fee (IT277, IT279) Charged 2nd year of program	\$0	\$50	\$50	\$0	N
Elearning Resource Fee (Cengage Unlimited/Resources)	\$0	\$50	\$50	\$1,500	N
Nursing ATI Fee (NU134) (covers 2Yr Co-Hort) FALL term (Year 1 Only)	\$0	\$3,000	\$3,000	\$90,000	Y
Online Course Fee	\$35	\$50	\$15	\$10,000	Y
Wind Tech Fee (now includes WT Electr \$50 & Amatrol eLearning \$50 fee)	\$50	\$100	\$50	\$0	Y
Mountwest Community and Technical College					
Accreditation Exam Fee-Allied Health	\$265	\$350	\$85	\$0	N
Course Fee - ADC	\$0	\$25	\$25	\$0	Y
Course Fee-FireScience_Level 1	\$0	\$135	\$135	\$0	N
Course Fee-FireScience_Level 2	\$0	\$92	\$92	\$0	N
Course Fee-FireScience_Level 3	\$0	\$175	\$175	\$0	N
Course Fee-MAS & PTA Capstone	\$195	\$300	\$105	\$0	Y
Course Fee-Pharmacy Technician	\$0	\$75	\$75	\$0	Y
Course Fee-Utility Construction	\$0	\$284	\$284	\$0	N

Course Fee-Applied Tech_Safety	\$0	\$360	\$360	\$0	N
New River Community and Technical College					
Aircraft Maintenance Course Fee (Per semester)	\$150	\$200	\$50	\$1,000	Y
Automotive/Diesel Program Fee	\$0	\$820	\$820	\$8,200	N
Automotive/Diesel Course Fee (per credit hour)	\$30	\$60	\$30	\$2,000	Y
Computer Science Course Fee (per credit hour)	\$18	\$20	\$2	\$2,000	Y
Cosmetology Program Course Fee (per credit hour)	\$40	\$42	\$2	\$2,000	Y
Heating, Ventilation, and Air Conditioning Technology (HVAC) Course Fee (Per Credit Hour)	\$0	\$30	\$30	\$4,500	Y
Line Service Mechanic Course Fee (per credit hour)	\$30	\$35	\$5	\$1,000	Y
Line Service Mechanic Program - Tool Fee (one time charge)	\$2,000	\$2,200	\$200	\$3,600	N
Massage Course Fee (Per Credit Hour)	\$0	\$30	\$30	\$4,500	Y
Medicial Lab Technician Course Fee (per Credit)	\$25	\$35	\$10	\$1,000	Y
Medicial Lab Technician Program Fee (Per Semester)	\$375	\$400	\$25	\$800	Y
Phlebotomy Program Fee (per credit hour)	\$90	\$100	\$10	\$1,000	N
Practical Nursing Program Fee (semi-annual)	\$1,542	\$1,642	\$100	\$7,000	Y
LPN to RN Bridge Program Fee (Semester 1 & 2)	\$2,140	\$2,340	\$200	\$4,500	Y
LPN to RN Bridge Program Fee (Semester 3 & 4)	\$750	\$800	\$50	\$1,250	Y
LPN to RN Bridge Course Fee (Per course)	\$120	\$125	\$5	\$2,500	Y
Science Program Fee (per credit hour)	\$20	\$25	\$5	\$2,000	Y
Surgical Technology Program Fee (Per Semester)	\$375	\$375	\$400	\$25	Y
Surgical Technology Course Fee (per credit hour)	\$25	\$35	\$10	\$1,000	Y
Welding Course Fee (per credit hour)	\$70	\$75	\$5	\$2,500	Y
Welding Program Fee (one time charge)	\$400	\$500	\$100	\$7,000	N
Pierpont Community and Technical College					
- Physical Therapy APTA Membership Fee (annual) - DISCONTINUED AY 24-25	\$95	\$0	(\$95)	\$0	N
- Medical Billing and Coding Practicum (one time fee)	\$0	\$203	\$203	\$5,075	Y
- Vet Tech Radiation Monioring Badge Fee (one time fee)	\$0	\$150	\$150	\$3,750	Y
- LPN NCLEX Review Fee (one time fee) CHANGE FEE TITLE to "LPN ATI User Fee"	\$1,630	\$2,242	\$612	\$14,688	Y
Southern WV Community and Technical College					
West Virginia Northern Community College					
Air Conditioning, CAS	\$195	\$301	\$106	\$1,060	N
Applied Technology, A.A.S.	\$240	\$261	\$21	\$147	Y
Culinary Arts, A.A.S.	\$665	\$680	\$15	\$465	N
Culinary Arts, C.A.S.	\$793	\$810	\$17	\$17	N
Early Childhood: Care and Education (Paraprofessional Educator), A.A.S.	\$20	\$28	\$8	\$328	Y
Education: Elementary Education, A.A.S. (Transfer to West Liberty University)	\$20	\$36	\$16	\$512	N
Education: PK-5 Elementary Education, A.A.S. (Transfer to FUS)	\$20	\$28	\$8	\$24	N
Education: Pre-K, K Early Intervention, A.A.S. (Transfer to West Liberty University)	\$20	\$36	\$16	\$176	N
Education: Secondary Education, English Specialization, A.A. (Transfer to West Liberty University)	\$20	\$36	\$16	\$64	N
Education: Secondary Education, Social Sciences Specialization, A.A. (Transfer to West Liberty Unive	\$20	\$30	\$10	\$170	N
Elementary Education (Pre-Elementary Education Option) Transfer to BC, A.A.S.	\$25	\$36	\$11	\$44	N
Energy Technology, A.A.S.	\$291	\$267	(\$24)	(\$480)	Y
Energy Technology, C.A.S.	\$168	\$184	\$16	\$64	Y
Hospitality and Tourism, C.A.S.	\$63	\$98	\$35	\$140	Y

Human Services, A.A.S.	\$20	\$28	\$8	\$312	Y
Industrial Maintenance Technology, C.A.S.	\$350	\$359	\$9	\$18	Y
Industrial Technology, A.A.S.	\$166	\$168	\$2	\$18	Y
Instrumentation Process Technology, A.A.S.	\$208	\$216	\$8	\$104	Y
Licence Practical Nursing	\$945	\$222	(\$723)	(\$5,784)	Y
Medical Assisting, Clinical Medical Assistant, A.A.S.	\$162	\$170	\$8	\$64	Y
Patient Care Technician, C.A.S.	\$278	\$305	\$27	\$3,186	Y
Psychology 2+2 to WU, A.A.	\$20	\$30	\$10	\$180	N
Psychology with Social Work, A.A. (Transfer to West Liberty University)	\$35	\$30	(\$5)	(\$155)	N
Radiography, A.A.S.	\$329	\$344	\$15	\$885	Y
Refrigeration, Air Conditioning and Heating Technology, A.A.S.	\$316	\$378	\$62	\$4,030	N
Social Work 2+2 to WVU, A.A.	\$43	\$36	(\$7)	(\$70)	N
Substance Abuse Intervention Specialist, A.A.S.	\$20	\$28	\$8	\$432	Y
Surgical Technology, A.A.S.	\$261	\$268	\$7	\$301	Y
Welding Technology, A.A.S.	\$750	\$758	\$8	\$256	N
Welding: Oil and Gas Pipe, C.A.S.	\$659	\$663	\$4	\$4	N
Welding: Structural Steel, Advanced Skills Set Program	\$807	\$814	\$7	\$0	N
West Virginia University at Parkersburg					
CDEV Capstone Exam Fee (CDEV 405)	\$45	\$35	(\$10)	(\$200)	N
Health Sciences Background Check Fee (per course) (NURS 134, 173, 311, ST 100, PCT 101)	\$0	\$50	\$50	\$5,000	N
HESI Test	\$45	\$50	\$5	\$500	N
MDS Senior Project Fee (per course) (MDS 491, 492)	\$300	\$450	\$150	\$750	N
Science Lab Fee	\$40	\$50	\$10	\$1,500	Y

West Virginia Council for Community and Technical College Education
Current Listing of Supplemental Fees
Academic Year 2024-25
Table Eleven

Supplemental Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible (Y or N)
Blue Ridge Community and Technical College						
Admissions Application Fee -flat	\$25	\$0	(\$25)	700	(\$17,500)	N
Electronic Transcript Delivery	\$10	\$10	\$0	0	\$0	N
Late Payment Fee -flat	\$25	\$25	\$0	0	\$0	N
Late Registration Fee -flat	\$25	\$0	(\$25)	150	(\$3,750)	N
Online Course fees - \$25 per credit hour	\$75	\$75	\$0	0	\$0	Y
Orientation Fee -flat	\$25	\$50	\$25	600	\$15,000	N
Returned Check Handling Fee -flat	\$10	\$10	\$0	0	\$0	N
Science Lab Fee - flat up to \$200 (AVE \$49)	\$57	\$57	\$0	0	\$0	Y
Transcript (after first)	\$5	\$5	\$0	0	\$0	N
Transcript Fee (on-the-spot)	\$15	\$15	\$0	0	\$0	N
Verification Services (Clearinghouse)	\$10	\$10	\$0	0	\$0	N
World of Work Inventory (WOW) - flat up to \$13 (AVE \$10)	\$10	\$10	\$0	0	\$0	N
BridgeValley Community and Technical College						
Accuplacer Re-testing Fees per Test (first test free)	\$5	\$5	\$0	0	\$0	N
Board of Governor's Evaluation Fee	\$300	\$300	\$0	0	\$0	N
Board of Governor's Exit Assessment Fee (Changed to course fee)	\$25	\$0	(\$25)	0	\$0	
Board of Governor's Posting Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
CEU Fee	\$10	\$10	\$0	0	\$0	N
CLEP Test Administrative Fee	\$20	\$20	\$0	0	\$0	N
Credit by Exam (per credit hour)	\$25	\$25	\$0	0	\$0	N
Degree Verification Administrative Fee	\$5	\$5	\$0	0	\$0	N
Diploma Replacement Fee	\$25	\$25	\$0	0	\$0	N
Experiential Learning Portfolio Review and Posting Fee (per credit hour)	\$25	\$35	\$10	0	\$0	N
Experiential Learning Portfolio/Credit by Exam Posting Fee (per credit hour)	\$10	\$0	(\$10)	0	\$0	
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
International Student Application Fee	\$100	\$0	(\$100)	0	\$0	
Late Payment Fee/Service Fee/Installment Plan Fee	\$50	\$50	\$0	0	\$0	N
Parking Fee	\$60	\$0	(\$60)	0	\$0	
Parking Fines	\$5	\$5	\$0	0	\$0	N
Returned Check Fee	\$25	\$25	\$0	0	\$0	N
Transcript Fee (after first transcript)	\$10	\$10	\$0	0	\$0	N
Learning Platform Fee (per course)	\$35	\$50	\$15	1,800	\$180,000	Y
Eastern West Virginia Community and Technical College						
Accuplacer Exam Retake Fee	\$5	\$5	\$0	0	\$0	N
Admin Fee (assessed on students taking 6 credit hours or more) *	\$50	\$50	\$0	0	\$0	N
Cap and Gown Fee (non-mandatory)	\$30	\$30	\$0	0	\$0	N
Challenge Examination Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
Diploma Replacement Fee	\$20	\$20	\$0	0	\$0	N

ID Replacement Fee	\$10	\$10	\$0	0	\$0	N
Portfolio Assessment Fee	\$300	\$300	\$0	0	\$0	N
Proctoring (outside Institutions)	\$30	\$30	\$0	0	\$0	N
Recording Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
Returned Check Fee	\$25	\$25	\$0	0	\$0	N
Student Activity Fee (assessed on students taking 6 credit hours or more) *	\$10	\$10	\$0	0	\$0	N
Technology Fee (assessed on students taking 6 credit hours or more) *	\$100	\$100	\$0	0	\$0	N
Transcript Fee	\$10	\$10	\$0	0	\$0	N

*Special Fees that could impact more than 50% of students and must be approved by Council.

Mountwest Community and Technical College						
Adobe Certified Associate Exam Fee (Illustrator)	\$115	\$0	(\$115)	0	\$0	N
Adobe Certifies Associate Exam Fee (Photoshop)	\$115	\$115	\$0	0	\$0	N
Application Fee - Allied Health Program	\$45	\$45	\$0	0	\$0	N
Application Fee - Physical Therapy	\$45	\$65	\$20	21	\$420	N
Application Fee - Veterinary Tech Program	\$45	\$45	\$0	0	\$0	N
AutodeskUser Certification Exam Fee	\$74	\$74	\$0	0	\$0	N
Background Check Fee - Allied Health	\$125	\$125	\$0	0	\$0	N
Background Check Fee - Education (Early Ed Elementary) - Maximum Fee	\$125	\$125	\$0	0	\$0	N
Background Check Fee - Physical Therapy Assistant	\$125	\$125	\$0	0	\$0	N
Background Check Fee - Veterinary Technology	\$125	\$125	\$0	0	\$0	N
Class Schedule Reinstatement Fee	\$25	\$0	(\$25)	0	\$0	N
Credit by Exam Fee-per course	\$40	\$40	\$0	0	\$0	N
Diploma Replacement Fee	\$20	\$20	\$0	0	\$0	N
Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
Game Development Coursework Exam Fee	\$120	\$120	\$0	0	\$0	N
Graduation Fee	\$50	\$50	\$0	0	\$0	N
High School Early Entry (per credit hour, up to 6 credit hours)	\$50	\$50	\$0	0	\$0	N
HTML/CSS/Javascript Certification Exam Fee	\$85	\$85	\$0	0	\$0	N
ID/Payment Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
IT Repair & Certification Test Fee	\$200	\$200	\$0	0	\$0	N
Late Payment Fee	\$50	\$0	(\$50)	0	\$0	N
Microsoft Office Systems(MOS)-Certification Exam	\$75	\$75	\$0	0	\$0	N
Off Campus Fee (per credit hour)	\$10	\$10	\$0	0	\$0	Y
Orientation Fee	\$75	\$75	\$0	0	\$0	N
Payment Card (Inactive) Replacement Fee	\$10	\$10	\$0	0	\$0	N
Placement Re-Test Fee	\$10	\$10	\$0	0	\$0	N
Portfolio Evaluation Fee (per submission)	\$300	\$300	\$0	0	\$0	N
Returned Check Fee	\$25	\$25	\$0	0	\$0	N
Student Reinstatement Fee	\$50	\$0	(\$50)	0	\$0	N
Test Center - Administrative Fee	\$30	\$30	\$0	0	\$0	N
Transcript Fee	\$8	\$8	\$0	0	\$0	N
Transfer Student Evaluation Fee	\$20	\$0	(\$20)	0	\$0	N
New River Community and Technical College						
Board of Governor's AAS Degree (Portfolio Fee)	\$300	\$300	\$0	0	\$0	N
Board of Governor's AAS Degree Posting Fee (Per Credit Hour)	\$10	\$10	\$0	0	\$0	N
Diploma Replacement Fee	\$25	\$25	\$0	0	\$0	N
E-Transcript Fee	\$10	\$10	\$0	0	\$0	N

ID Card Replacement Fee	\$5	\$5	\$0	0	\$0	N
Late Registration	\$50	\$50	\$0	0	\$0	N
Late Tuition Payment Fee	\$25	\$25	\$0	0	\$0	N
Orientation Fee (One time fee - 6 credit hours or more)	\$75	\$75	\$0	0	\$0	N
Parking Tickets	\$10	\$10	\$0	0	\$0	N
Placement Re-Take Testing Fee	\$10	\$10	\$0	0	\$0	N
Portfolio and Prior Learning Credits Posting Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
Portfolio Evaluation Fee	\$300	\$300	\$0	0	\$0	N
Prior Learning Assessment Fee	\$35	\$35	\$0	0	\$0	N
Prior Learning Challenge Test Fee (per Test)	\$75	\$75	\$0	0	\$0	N
Prior Learning Portfolio Fee per Course	\$75	\$75	\$0	0	\$0	N
Return Check Fee	\$25	\$25	\$0	0	\$0	N
Stop Check Payment Fee	\$35	\$35	\$0	0	\$0	N
Student Services Fee (per credit hour - students taking 6 credit hours or more) *	\$8	\$8	\$0	0	\$0	N
Technology Fee (per credit hour - students taking 6 credit hours or more) *	\$8	\$8	\$0	0	\$0	Y
Transcript Fee Mailed	\$7	\$7	\$0	0	\$0	N
Tuition Payment Plan (per semester)	\$10	\$10	\$0	0	\$0	N
Pierpont Community and Technical College						
Board of Governor's Degree Evaluation	\$300	\$300	\$0	0	\$0	N
Board of Governor's Resident Program Fee	\$0	\$150	\$150	21	\$3,150	N
Board of Governor's Non- Resident Program Fee	\$0	\$350	\$350	366	\$128,100	N
Cashed Check Copy Fee	\$15	\$15	\$0	0	\$0	N
Check Stop Payment Fee	\$25	\$25	\$0	0	\$0	N
Credential Fee - Placement	\$3	\$3	\$0	0	\$0	N
Credit Conversion Fee	\$22	\$22	\$0	0	\$0	N
Credit for Life Experience Evaluation	\$300	\$300	\$0	0	\$0	N
Diploma Replacement	\$50	\$50	\$0	0	\$0	N
Duel Credit fee (per credit hour)	\$25	\$25	\$0	0	\$0	N
Reduced Non-Resident Duel Credit fee (per credit hour)	\$0	\$48	\$48	31	\$1,748	N
Non-Resident Duel Credit fee (per credit hour)	\$0	\$60	\$60	34	\$8,430	N
Exam for Course Credit (per credit hour)	\$22	\$22	\$0	0	\$0	N
Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped)	\$50	\$50	\$0	0	\$0	N
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
Late Payment Fee	\$50	\$50	\$0	0	\$0	N
Late Registration	\$50	\$50	\$0	0	\$0	N
New Student Fee	\$130	\$130	\$0	0	\$0	N
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0	\$0	N
Reinstatement Fee	\$25	\$25	\$0	0	\$0	N
Returned Check Fee	\$15	\$15	\$0	0	\$0	N
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	0	\$0	N
Transcript Fee	\$8	\$8	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 2nd Offense	\$50	\$50	\$0	0	\$0	N
Violation of Tobacco Free Campus Policy - 3rd Offense	\$100	\$100	\$0	0	\$0	N
Non-Degree Employee Tuition Fee (per credit hour)	\$25	\$25	\$0	0	\$0	N
Southern WV Community and Technical College						
Challenge Examination Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
CLEP Examination Fee (per exam)	\$10	\$10	\$0	0	\$0	N

Diploma Replacement Fee (per request)	\$20	\$20	\$0	0	\$0	N
Portfolio Assessment Fee (per application)	\$300	\$300	\$0	0	\$0	N
Portfolio credit posting fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
Returned Check Fee	\$25	\$25	\$0	0	\$0	N
Transcript (after five) (per application)	\$10	\$5	(\$5)	0	\$0	N
Late Payment Fee	\$50	\$0	(\$50)	0	\$0	N
Nursing Kits	\$250	\$250	\$0	0	\$0	N
Textbook Fee	\$0	\$24	\$0	1,461	\$0	N
West Virginia Northern Community College						
Course Material Fee (Per Credit Hour)	\$0	\$20	\$20	\$20,996	\$419,912	N
Duplicate Diploma Fee	\$20	\$20	\$0	\$25	\$0	N
Early Entrance Admin Fee	\$25	\$25	\$0	\$982	\$0	N
Health Science Application Fee (one time per program)	\$25	\$25	\$0	\$100	\$0	N
Health Science Clinical Student ID Card Fee	\$5	\$5	\$0	\$100	\$0	N
ID Card Replacement Fee	\$10	\$10	\$0	\$50	\$0	N
Institutional Technology Fee (Per Credit Hour)	\$15	\$15	\$0	\$20,996	\$0	Y
International Student Application Fee	\$200	\$200	\$0	\$6	\$0	N
Over 18 Credit Hour Review Processing Fee	\$50	\$50	\$0	\$50	\$0	N
Prior Learning Assessment Application Fee	\$25	\$25	\$0	\$50	\$0	N
Prior Learning Credit Fee	\$25	\$25	\$0	\$50	\$0	N
Prior Learning Portfolio Review Fee	\$300	\$300	\$0	\$50	\$0	N
Prior Learning Posting Fee	\$10	\$10	\$0	\$50	\$0	N
Return Check Fee	\$25	\$25	\$0	\$50	\$0	N
Student Activity Fee	\$37	\$37	\$0	\$2,182	\$0	N
Student Park Tag Replacement Fee	\$10	\$10	\$0	\$50	\$0	N
Summer Course Fee	\$25	\$25	\$0	\$408	\$0	N
Transcript Fee	\$5	\$5	\$0	\$50	\$0	N
Transient Admin Fee	\$35	\$35	\$0	\$500	\$0	N
West Virginia University at Parkersburg						
Bad Check Service Fee	\$25	\$25	\$0	0	\$0	N
Diploma/Certificate Replacement Fee	\$25	\$25	\$0	0	\$0	N
ID Card Replacement	\$10	\$10	\$0	0	\$0	N
Late Registration Fee	\$25	\$25	\$0	0	\$0	N
Late Tuition Payment Fee (per each payment deadline)	\$25	\$25	\$0	0	\$0	N
Parking and Safety Fee per student per term (mandatory for all students except for students enrolled in 100% on-line programs (Considered in total % increase of tuition)*	\$25	\$25	\$0	0	\$0	N
Parking Permit Replacement Fee	\$5	\$5	\$0	0	\$0	N
Placement Retesting Fee	\$10	\$10	\$0	0	\$0	N
Placement Testing Fee	\$10	\$10	\$0	0	\$0	N
Student Activity Fee per student per item (Considered in total % increase of tuition)*	\$25	\$25	\$0	0	\$0	N
Transcript All Requests	\$10	\$10	\$0	0	\$0	N
Transcript on Demand	\$15	\$0	(\$15)	10	(\$150)	N
*Special Fees that could impact more than 50% of students and must be approved by Council.						

West Virginia Council for Community and Technical College Education
Current Listing of Program Fees
Academic Year 2024-25
Table Twelve

Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible
Blue Ridge Community and Technical College					
Accounting Testing Fee	\$192	\$192	\$0	\$0	N
Applied Laboratory Technican Program	\$50	\$100	\$50	\$400	Y
Argibusiness Course Fee	\$50	\$50	\$0	\$0	Y
Background Screening Fee - flat up to \$200 (AVE \$85)	\$85	\$85	\$0	\$0	N
Board of Governor's A.A.S. Portfolio Submission	\$300	\$300	\$0	\$0	N
CAD Course Fee - flat up to \$100 (AVE \$61)	\$61	\$61	\$0	\$0	Y
Catering and Hospitality Lab Fee - Flat up to \$200 (AVE \$100)	\$133	\$133	\$0	\$0	Y
Chemical Operator Technician Lab Fee - Up to \$400 (AVE \$218)	\$77	\$77	\$0	\$0	N
Criminal Justice Lab Fee - flat up to \$15	\$175	\$175	\$0	\$0	Y
Culinary Arts Lab Fee - flat up to \$200	\$213	\$250	\$37	\$555	Y
Electric Distribution Tech Fee - flat up \$200 (AVE \$70)	\$70	\$70	\$0	\$0	Y
EMS Program Fee	\$500	\$600	\$100	\$2,100	Y
EMS Coure Fee - Flat up to \$150.	\$25	\$150	\$125	\$5,250	Y
English Testing Fee. First test free.	\$0	\$50	\$50	\$1,000	N
Environmental Laboratory Technician Fee - flat up to \$100 (AVE \$55)	\$55	\$100	\$45	\$585	Y
General Physical Education Lab Fee - Flat \$30	\$30	\$30	\$0	\$0	Y
General Science Lab Fee - Flat	\$50	\$100	\$50	\$5,000	Y
Heavy Equipment Lab Fee - Flat up to \$350	\$150	\$350	\$200	\$800	Y
Information Technology Course Fees - Flat up To \$300 (AVE \$90)	\$90	\$90	\$0	\$0	Y
IT A+ Fee - \$25 per credit hour	\$75	\$75	\$0	\$0	Y
IT CISCO Lab Fee - \$25 per credit hour	\$162	\$162	\$0	\$0	Y
IT/Cyber Testing Fee - up to \$650	\$650	\$650	\$0	\$0	Y
IT SW Course Fee - \$25 per credit hour	\$75	\$75	\$0	\$0	Y
Mechatronics Course Fee - flat up to \$100 (AVE \$77)	\$77	\$77	\$0	\$0	Y
Medical Assisting Program Fee	\$204	\$0	(\$204)	(\$33,864)	
Medical Assisting Course Fee	\$0	\$200	\$200	\$33,200	Y
Membership - Flat \$35	\$35	\$35	\$0	\$0	N
Nursing Program Fee	\$1,057	\$1,057	\$0	\$0	Y
Nursing Course Lab Supplies and Equipment fee	\$0	\$125	\$125	\$12,500	Y
Nursing Testing Fee	\$175	\$175	\$0	\$0	N
Physical Therapy Assisting Program Fee (Per Semester)	\$215	\$215	\$0	\$0	Y
Plastics Engineering Technology Lab Fee - Flat up to \$150 (AVE \$133)	\$140	\$140	\$0	\$0	Y
Renewable Energy	\$75	\$75	\$0	\$0	Y
Robotics Course Fee	\$75	\$75	\$0	\$0	Y
Special Examination - flat up to \$370 (AVE \$105)	\$105	\$105	\$0	\$0	N
Textbook Digital Access Fee - Up to \$150 (AVE \$100)	\$139	\$175	\$36	\$1,080	N
Unmanned Aircraft Systems	\$75	\$75	\$0	\$0	N
Veterinary Technician Program Fee (Up to \$1,500)	\$300	\$1,500	\$1,200	\$15,600	Y
West Virginia Real Estate Course Fee - Flat \$125	\$125	\$125	\$0	\$0	N
Online Course fees - \$25 per credit hour	\$75	\$75	\$0	\$0	Y
Science Lab Fee - flat up to \$200 (AVE \$49)	\$57	\$57	\$0	\$0	N

BridgeValley Community and Technical College					
Accounting Course Exit Exam - ACCT 291	\$430	\$440	\$10	\$20	N
Accounting QuickBooks certification fee - ACCT 235	\$150	\$160	\$10	\$120	N
Applied Technology Program Fee (per semester)	\$200	\$200	\$0		Y
Board of Govenors Exit exam GNST 298	\$0	\$25	\$25	\$450	N
Board of Governors entrance fee	\$0	\$25	\$25	\$450	N
Business certification exam fee - BUSN 230	\$59	\$59	\$0		
Business Course Exit Exam - BUSN 298	\$30	\$25	(\$5)		N
Business Program Fee (per semester)	\$125	\$130	\$5	\$760	Y
Dental Hygiene Drug Screening - DENT 237	\$42	\$55	\$13	\$260	N
Dental Hygiene Drug screening and Background check - DENT 132	\$92	\$105	\$13	\$260	N
Dental Hygiene Instrument Fee Deposit (one time fee)	\$200	\$200	\$0		
Dental Hygiene Laser Therapy Certification DENT 240	\$0	\$325	\$325	\$6,500	Y
Dental Hygiene Program Fee (per semester)	\$575	\$775	\$200	\$8,000	Y
Diesel Course Exit Exam - DESL 298	\$46	\$46	\$0		N
Early Childhood AAFCS certification - EDUC 295	\$25	\$0	(\$25)		
Early Childhood Education background check and fingerprinting - EDUC 120	\$48	\$0	(\$48)		
Elementary Education Paxis exam - ELME 207	\$150	\$150	\$0		Y
Elementary Education Background check - ELME 207	\$48	\$48	\$0		
Elementary Education PRAXIS Fee - ELME 199 (per credit hour)	\$90	\$90	\$0		Y
EMT-B national registry exam - EMST101	\$100	\$100	\$0		Y
EMT-B Program Fee	\$200	\$200	\$0		Y
EMT-B uniform, book, drug screening, background check (Charged one time upon acceptance into program)	\$620	\$620	\$0		
Engineering Technology Program Fee (per semester)	\$225	\$250	\$25	\$9,675	Y
Entrepreneurship certification Fee - ENTR 101	\$109	\$0	(\$109)		
Health Science Background check - ALHL 101	\$105	\$105	\$0		N
Health Science Background check - ALHL 203	\$105	\$0	(\$105)		
Health Science BLS exam, CPR exam, certification and supplies ALHL 100	\$0	\$125	\$125	\$5,000	N
Health Science NHA exam and supplies - ALHL 101	\$450	\$465	\$15	\$285	N
Health Science NHA exam and supplies - ALHL 203	\$225	\$240	\$15	\$480	N
Health Science OSHA Certification - ALHL 120	\$59	\$59	\$0		N
Health Sciences Program Fee (per semester)	\$50	\$100	\$50	\$33,500	Y
Healthcare Management Program Fee	\$100	\$110	\$10	\$840	Y
Healthcare Mgmt lean six sigma certification Fee - HMG2 220*	\$99	\$99	\$0		N
Healthcare Mgmt project management certification Fee - HMG2 225*	\$300	\$300	\$0		N
HSRS Background check and drug screen - HSRS 225, HSRS 280, HSRS 283, HSRS 298	\$95	\$225	\$130	\$780	N
HSRS Program Fee	\$0	\$50	\$50	\$300	Y
Human Resource Management SHRM certification fee - MGMT 253	\$209	\$209	\$0		N
Instrumentation, Measurement, Control Technology Program Fee (per semester)	\$100	\$100	\$0		Y
Medical Coding Book fee - MEDC 240 Combined with Exam fee	\$150	\$0	(\$150)	(\$4,250)	
Medical Coding Course fee - MEDC 150	\$125	\$125	\$0		N
Medical Coding Exam and Book fee - MEDC 240*	\$575	\$725	\$150	\$4,250	N
Medical Coding practicode simulation - MEDC 250	\$249	\$249	\$0		Y
Medical Coding Program fee	\$0	\$150	\$150	\$5,100	Y
Microbiology Lab Fee	\$100	\$120	\$20	\$1,240	Y
MLT exam Fee - MLAB 205	\$225	\$225	\$0		N
MLT Program Fee (per semester)	\$250	\$500	\$250	\$4,500	Y
MLT uniforms,background check, drug screen (Charged one time upon acceptance into program)	\$325	\$565	\$240	\$4,320	N
Network Engineering Program Fee (per semester)	\$175	\$175	\$0		Y
Networking Exit Exam - INFT 131, INFT 132, INFT 231	\$100	\$100	\$0		N

Nursing Advanced Placement ATI Resource Fee	\$0	\$252	\$252	\$2,520	Y
Nursing Background check, uniform, tote, drug screen, software (Charged one time upon acceptance into program)*	\$755	\$850	\$95	\$14,630	N
Nursing basic life support and software (Charged one time upon acceptance into program)	\$145	\$0	(\$145)		
Nursing Course fee - NURS 134, 144, 171, 174, 234, 244 (per semester)*	\$796	\$796	\$0		Y
Nursing Course fee - NURS 244 (per semester) Spring 2024	\$836	\$0	(\$836)		
Nursing Course fee - NURS 244 for Fall 2023	\$200	\$0	(\$200)		
Nursing Course fee NURS 134, NURS 234 (per semester)	\$806	\$0	(\$806)		
Nursing Program Fee (per semester)	\$300	\$400	\$100	\$48,000	Y
Paralegal and Criminal Justice Program Fee (per semester)	\$125	\$125	\$0		Y
Paralegal CORE exam certification Fee - PRLS 296	\$158	\$158	\$0		N
Paralegal Course Fee - PRLS 207	\$10	\$10	\$0		N
Paralegal Westlaw fee - PRLS 206	\$100	\$100	\$0		Y
Paramedic AEMT readiness exam - EMST 226	\$200	\$200	\$0		Y
Paramedic Program Fee (per semester)	\$200	\$250	\$50	\$3,150	Y
Paramedic psychomotor exam - EMST 241	\$350	\$350	\$0		Y
Paramedic Testing Entrance Fee (Charged one time upon acceptance into program)	\$203	\$203	\$0		N
Paramedic uniform, books, drug screen, background check, clinical pack Fee (Charged one time upon acceptance into program)	\$1,019	\$1,019	\$0		N
Practical Nursing background check, drug screen, uniform, tote, software (Charged one time upon acceptance into program)*	\$540	\$635	\$95	\$760	N
Practical Nursing basic life support, exam, software (Charged one time upon acceptance into program)	\$137	\$0	(\$137)		
Practical Nursing Course Fee - PNUR 120	\$10	\$0	(\$10)		
Practical Nursing Course Fee - PRUR 101, PRUR 105	\$988	\$1,038	\$50	\$400	Y
Process Technology Exam fee - PTEC 250	\$120	\$120	\$0		Y
Process Technology Program Fee (per semester)	\$50	\$50	\$0		Y
Rad Tech board review RADT 245	\$0	\$100	\$100	\$1,000	N
Rad Tech drug screen and background check RADT110	\$0	\$105	\$105	\$1,050	N
Rad Tech drug screen RADT 210	\$0	\$55	\$55	\$550	N
Rad Tech Program Fee	\$0	\$250	\$250	\$2,500	Y
Rad Tech uniform, usb device, clinical tracking system entrance fee	\$0	\$375	\$375	\$3,750	N
Real Estate Course and Book Fee - REAL 110*	\$45	\$125	\$80	\$1,600	N
Real Estate Course and Book Fee - REAL 111*	\$45	\$125	\$80	\$1,600	N
Real Estate Course and Book fee - REAL 112*	\$10	\$90	\$80	\$1,600	N
Real Estate Course Fee - REAL 110 Combined with book	\$80	\$0	(\$80)	(\$1,600)	
Real Estate Course Fee - REAL 111 Combined with book	\$80	\$0	(\$80)	(\$1,600)	
Real Estate course fee - REAL 112 Combined with book	\$80	\$0	(\$80)	(\$1,600)	
Science Laboratory Fee (BIOL,CHEM,PHYS, &PHSC)*	\$25	\$30	\$5	\$415	Y
Sonography Entrance Fee (Charged one time upon acceptance into program)	\$675	\$675	\$0		N
Sonography Background check - DMSU 244 and ECHO 224*	\$125	\$105	(\$20)		N
Sonography Program Fee (per semester)	\$250	\$250	\$0		Y
Technical Studies-HVAC Concentration (program fee per semester)	\$200	\$200	\$0		N
Utility Line Service Tool & Tool belt (one time fee)	\$2,000	\$0	(\$2,000)		N
Utility Line Service-all LINE courses (per course)* (Changed from one time fee to per course)	\$2,275	\$375	(\$1,900)		N
Utility Lineman pintle hook certification fee (as needed)*	\$4,000	\$4,000	\$0		N
Welding consumable materials fee - all other WLDT courses (per course)	\$150	\$150	\$0		Y
Welding consumable materials fee - WLDT 101, WLDT 102 (per course)	\$335	\$335	\$0		Y
Eastern Community and Technical College					
Allied Health Related Fee	\$10	\$10	\$0	\$0	Y
Auto Tech 103 Fee (includes book)	\$400	\$400	\$0	\$0	N
Biological & Environmental Technology (BET) Fee	\$45	\$45	\$0	\$0	Y
Biological Science (BIO) Fee (BIO101, 102, 124, 125)	\$20	\$20	\$0	\$0	Y

Computer Science Fee	\$50	\$50	\$0	\$0	N
Cyber Background/Admin Fee Fee (IT277, IT279) Charged 2nd year of program	\$0	\$50	\$50	\$0	N
Elearning Resource Fee (Cengage Unlimited/Resources)	\$0	\$50	\$50	\$1,500	N
Electromechanical Technology (ELM) Fee (ELM276)	\$50	\$50	\$0	\$0	Y
Information Technology Fee	\$20	\$20	\$0	\$0	N
Life Science Fee	\$20	\$20	\$0	\$0	Y
Nursing ATI Fee (NU134) (covers 2Yr Co-Hort) FALL term (Year 1 Only)	\$0	\$3,000	\$3,000	\$90,000	Y
Nursing Program Fee (NU133,N134,NU143,NU144,NU234,NU244,NU245,NU255) per course	\$75	\$75	\$0	\$0	Y
Nursing HESI Fee (varies per Cohort based on costs) (now in new ATI Fee)	\$149.25	\$149	\$0	\$0	N
Nursing NCLEX Review Fee (varies per Cohort)	\$400	\$400	\$0	\$0	N
Nursing Textbooks Fee (ebooks) 4 sem (varies per Cohort) (now in new ATI Fee)	\$1,325	\$1,325	\$0	\$0	N
Online Course Fee	\$35	\$50	\$15	\$10,000	Y
Physical Science Fee	\$20	\$20	\$0	\$0	Y
Specialized Automotive Program Fee	\$100	\$100	\$0	\$0	Y
Wind Tech Electromechanical/Amatrol eLearning Fee (Combined w/\$50 WT Fee)	\$50	\$50	\$0	\$0	N
Wind Tech Fee (now includes WT Electr \$50 & Amatrol eLearning \$50 fee)	\$50	\$100	\$50	\$0	Y
Wind Tech Electromechanical Fluid/Electrical Power Fee (ELM121 / WTT160)	\$100	\$100	\$0	\$600	Y
Wind Tech OSHA Fee (WTT110)	\$150	\$150	\$0	\$0	Y
Mountwest Community and Technical College					
Accreditation Exam Fee-Allied Health	\$265	\$350	\$85	\$0	N
Accreditation Exam Fee-Veterinary Tech	\$340	\$340	\$0	\$0	N
Course Fee - ADC	\$0	\$25	\$25	\$0	Y
Course Fee - Advanced Safety Techniques	\$76	\$76	\$0	\$0	Y
Course Fee - AMT (per credit hour)	\$275	\$275	\$0	\$0	Y
Course Fee - Medical Assisting Exam Fee	\$150	\$150	\$0	\$0	Y
Course Fee - Online Course ²	\$40	\$40	\$0	\$0	Y
Course Fee - Veterinary Tech Rabies Vaccination	\$875	\$875	\$0	\$0	Y
Course Fee-Deckhand	\$400	\$400	\$0	\$0	Y
Course Fee-EME/PAR	\$158	\$158	\$0	\$0	Y
Course Fee-FireScience_Level 1	\$0	\$135	\$135	\$0	N
Course Fee-FireScience_Level 2	\$0	\$92	\$92	\$0	N
Course Fee-FireScience_Level 3	\$0	\$175	\$175	\$0	N
Course Fee-Life Sciences	\$150	\$150	\$0	\$0	N
Course Fee-Life Sciences (Online)	\$160	\$160	\$0	\$0	N
Course Fee-Machinist/Welding <i>per credit hour</i>	\$175	\$175	\$0	\$0	Y
Course Fee-Medical Assisting	\$123	\$123	\$0	\$0	Y
Course Fee-MAS & PTA Capstone	\$195	\$300	\$105	\$0	Y
Course Fee-Massage Therapy	\$75	\$75	\$0	\$0	Y
Course Fee-Pharmacy Technician	\$0	\$75	\$75	\$0	Y
Course Fee-Physical Therapy Asst	\$53	\$53	\$0	\$0	Y
Course Fee-Physical Therapy Asst [Clinical]	\$63	\$63	\$0	\$0	Y
Course Fee-Tankerman	\$400	\$400	\$0	\$0	Y
Course Fee-Transportation Technology	\$32	\$32	\$0	\$0	Y
Course Fee-Utility Construction	\$0	\$284	\$284	\$0	N
Course Fee-Applied Tech_Safety	\$0	\$360	\$360	\$0	N
Course/Lab Fee-Allied Health	\$53	\$53	\$0	\$0	Y
Course/Lab Fee-Business, Business Law & CJ	\$53	\$53	\$0	\$0	Y
Course/Lab Fee-Veterinary Tech	\$85	\$85	\$0	\$0	Y
Lab Fee-Banking and Finance	\$158	\$158	\$0	\$0	Y

Lab Fee-Business & Information Technology	\$42	\$42	\$0	\$0	Y
Lab Fee-Career & Technology	\$79	\$79	\$0	\$0	Y
Lab Fee-CISCO/Microsoft/Networking	\$142	\$142	\$0	\$0	Y
Lab Fee-Culinary Arts	\$210	\$210	\$0	\$0	Y
Lab Fee-Hospitality Management	\$69	\$69	\$0	\$0	Y
Lab Fee-Liberal Arts & General Transfer Studies	\$32	\$32	\$0	\$0	Y
Lab Fee-MIS/ Virtualization/Gaming/Net+	\$63	\$63	\$0	\$0	Y
Lab Fee-Physical Therapy Asst.	\$116	\$116	\$0	\$0	Y
Lab Fee-Veterinary Tech	\$180	\$180	\$0	\$0	Y
Program Fee - Applied Technology ¹	\$500	\$500	\$0	\$0	Y
Program Fee - Career & Technical - Allied Health ¹	\$1,600	\$1,600	\$0	\$0	Y
Program Fee - Career & Technical - General ¹	\$100	\$100	\$0	\$0	Y
¹ Combination of multiple program fees					
² Online Course fee charged per credit hour					
Off Campus Fee (per credit hour)	\$10	\$10	\$0	0	\$0
New River Community and Technical College					
Aircraft Maintenance Program Fee (One time charge)	\$3,200	\$3,200	\$0	\$0	N
Aircraft Maintenance Course Fee (Per semester)	\$150	\$200	\$50	\$1,000	Y
Automotive/Diesel Program Fee	\$0	\$820	\$820	\$8,200	N
Automotive/Diesel Course Fee (per credit hour)	\$30	\$60	\$30	\$2,000	Y
Certified Bookkeeper Program Fee (One time charge)	\$425	\$425	\$0	\$0	Y
Computer Science Course Fee (per credit hour)	\$18	\$20	\$2	\$2,000	Y
Computer Science Testing Fee - Per Test	\$250	\$250	\$0	\$0	N
Cosmetology Program Course Fee (per credit hour)	\$40	\$42	\$2	\$2,000	Y
Cosmetology Program Fee (per semester)	\$525	\$525	\$0	\$0	N
Distance Learning Fee- ETRAD and IVNE (per credit hour)	\$9	\$9	\$0	\$0	Y
Distance Learning Fee- WEB, WEBDL and ZOOM (per credit hour)	\$35	\$35	\$0	\$0	Y
Distance Learning Fee- WEBP and IVNW (per credit hour)	\$26	\$26	\$0	\$0	Y
Distance Learning Fee- WTRAD and IVNH (per credit hour)	\$18	\$18	\$0	\$0	Y
EMT Program Course Fee (Per Credit Hour)	\$50	\$50	\$0	\$0	Y
EMT Program Fee (One Time Charge)	\$410	\$410	\$0	\$0	Y
Heating, Ventilation, and Air Conditioning Technology (HVAC) Program Fee (One time charge)	\$1,000	\$1,000	\$0	\$0	N
Heating, Ventilation, and Air Conditioning Technology (HVAC) Course Fee (Per Credit Hour)	\$0	\$30	\$30	\$4,500	Y
Industrial Technology Program Fee (One time charge)	\$0	\$0	\$0	\$0	N
Industrial Technology Course Fee (Per Credit Hour)	\$0	\$0	\$0	\$0	N
Line Service Mechanic Course Fee (per credit hour)	\$30	\$35	\$5	\$1,000	Y
Line Service Mechanic Program - Tool Fee (one time charge)	\$2,000	\$2,200	\$200	\$3,600	N
Machine Tool Technology Program Course Fee (per credit hour)	\$32	\$32	\$0	\$0	Y
Massage Program Fee (Per Semester)	\$475	\$475	\$0	\$0	N
Massage Course Fee (Per Credit Hour)	\$0	\$30	\$30	\$4,500	Y
Medical Assisting Program Fee (semi-annual)	\$225	\$225	\$0	\$0	Y
Medical Lab Technician Course Fee (per Credit)	\$25	\$35	\$10	\$1,000	Y
Medical Lab Technician Program Fee (Per Semester)	\$375	\$400	\$25	\$800	Y
Paramedic Program Fee (one time charge)	\$750	\$750	\$0	\$0	N
Paramedic Program Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Phlebotomy Program Fee (per credit hour)	\$90	\$100	\$10	\$1,000	N
Physical Therapy Assistant Program Fee (Per semester)	\$995	\$1,045	\$50	\$0	Y
Physical Therapy Assistant Kit		\$300			N
Practical Nursing Program Fee (semi-annual)	\$1,542	\$1,642	\$100	\$7,000	Y
LPN to RN Bridge Program Fee (Semester 1 & 2)	\$2,140	\$2,340	\$200	\$4,500	Y

LPN to RN Bridge Program Fee (Semester 3 & 4)	\$750	\$800	\$50	\$1,250	Y
LPN to RN Bridge Course Fee (Per course)	\$120	\$125	\$5	\$2,500	Y
Science Program Fee (per credit hour)	\$20	\$25	\$5	\$2,000	Y
Social Science Program Fee (1st Semester)	\$25	\$25	\$0	\$0	Y
Social Science Program Fee (2nd Semester)	\$150	\$150	\$0	\$0	Y
Surgical Technology Program Fee (Per Semester)	\$375	\$375	\$400	\$25	Y
Surgical Technology Course Fee (per credit hour)	\$25	\$35	\$10	\$1,000	Y
Welding Course Fee (per credit hour)	\$70	\$75	\$5	\$2,500	Y
Welding Program Fee (one time charge)	\$400	\$500	\$100	\$7,000	N
Welding Testing Fee Per Course (as required)	\$150	\$150	\$0	\$0	Y
Pierpont Community and Technical College					
- Technology Fee (per semester)	\$200	\$200	\$0	\$0	Y
- CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0	Y
- Math Lab Fee (per course fee)	\$55	\$55	\$0	\$0	N
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Food Service Management (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0	Y
- Culinary Arts membership (per year)	\$85	\$85	\$0	\$0	N
- Culinary Arts Professional Tool Kit	\$260	\$260	\$0	\$0	N
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Liberal Studies (per semester)	\$175	\$175	\$0	\$0	N
Program Fee - AMSL/Interpreter Education (per semester)	\$335	\$335	\$0	\$0	Y
Program Fee - Applied Design (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Petroleum Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Powerplant Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Advanced Welding (per semester)	\$350	\$350	\$0	\$0	Y
- Welding Technology Fee (per course fee)	\$160	\$160	\$0	\$0	Y
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0	Y
- Applied Process Technology Tooling U Fee (per course)	\$155	\$155	\$0	\$0	Y
- Applied Process Technology NETL Lab Fee (per course)	\$84	\$84	\$0	\$0	Y
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Airframe Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Avionics Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
- Aviation Technology Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Technical Drafting (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems, Cyber Security (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
- Cisco Academy Fee (Per Course)	\$56	\$56	\$0	\$0	N
- CompTIA A+ Exam Fee (Per Course)	\$220	\$220	\$0	\$0	N
- CompTIA Security+ Exam Fee (Per Course)	\$247	\$247	\$0	\$0	N
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0	Y

Program Fee - Emergency Medical Services Technician (CAS) (per semester)	\$325	\$325	\$0	\$0	Y
- EMT Basic Exam Fee (per course fee) Eliminated AY 23-24	\$0	\$0	\$0	\$0	N
- EMT - P (Paramedic) National Registry Exam Fee	\$152	\$152	\$0	\$0	N
- EMS - FIDP (Field Internship Database Program) Fee	\$100	\$100	\$0	\$0	N
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- PhysioU Virtual Lab Fee (per semester)	\$99	\$99	\$0	\$0	Y
- Physical Therapy APTA Membership Fee (annual) - DISCONTINUED AY 24-25	\$95	\$0	(\$95)	\$0	N
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0	Y
- HIT Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
Program Fee - Medical Billing and Coding (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- MBC Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
- Medical Billing and Coding Practicum (one time fee)	\$0	\$203	\$203	\$5,075	Y
Program Fee - Veterinary Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- Vet Tech Lab Fee (per lab course)	\$50	\$50	\$0	\$0	Y
- Vet Tech Rabies Vaccination Fee (one time fee)	\$935	\$935	\$0	\$0	Y
- Vet Tech Radiation Monitoring Badge Fee (one time fee)	\$0	\$150	\$150	\$3,750	Y
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Medical Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- Med Lab Tech Lab Fee (per lab course)	\$30	\$30	\$0	\$0	Y
Program Fee - License Practical Nurse (per semester)	\$185	\$185	\$0	\$0	Y
- LPN NCLEX Review Fee (one time fee) CHANGE FEE TITLE to "LPN ATI User Fee"	\$1,630	\$2,242	\$612	\$14,688	Y
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0	Y
- Resp Care National Board Exam Review Fee (per course fee)	\$425	\$425	\$0	\$0	N
- Resp Care Self-Assessment Exam Fee (per course fee)	\$65	\$65	\$0	\$0	N
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0	Y
- Resp Care Board Testing Fee (one time fee)	\$200	\$200	\$0	\$0	N
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0	Y
- Resp EHR Go Fee (per lab course)	\$65	\$65	\$0	\$0	Y
Southern WV Community and Technical College					
Math ALEXS (Textbook Fee) Flat Fee	\$100	\$100	\$0	\$0	N
Program Fee - Allied Health (Per Credit Hour)*	\$55	\$55	\$0	\$0	Y
Program Fee - Nursing (Per Credit Hour)*	\$75	\$75	\$0	\$0	Y
Program Fee - Career and Technical (Per Credit Hour)*	\$30	\$30	\$0	\$0	Y
Program Fee - Transfer/Undeclared (Per Credit Hour)*	\$10	\$10	\$0	\$0	N
Program Fee - Welding (Per Credit Hour)*	\$80	\$80	\$0	\$0	Y
West Virginia Northern Community College					
Accounting/Business Administration 2+2, to FUS, A.S.	\$30	\$30	\$0	\$0	N
Accounting/Business Studies, A.A.S.	\$30	\$30	\$0	\$0	Y
Advanced Manufacturing and Automation, A.A.S.	\$272	\$274	\$2	\$28	Y
Air Conditioning, CAS	\$195	\$301	\$106	\$1,060	N
Applied Technology, A.A.S.	\$240	\$261	\$21	\$147	Y
AS Concentration: Engineering & Construction Management Transfer to Wheeling University, A.S.	\$60	\$60	\$0	\$0	N
Associate in Arts Degree, English/Humanities Concentration	\$36	\$36	\$0	\$0	N
Associate in Arts Degree, General Concentration	\$36	\$36	\$0	\$0	N
Associate in Arts Degree, History/Social Science Concentration	\$36	\$36	\$0	\$0	N
Associate in Arts Degree, Psychology Concentration	\$36	\$36	\$0	\$0	N

Associate in Science Degree	\$90	\$90	\$0	\$0	N
Associate in Science, Biology Concentration	\$75	\$75	\$0	\$0	N
Board of Governors, A.A.S.	\$20	\$20	\$0	\$0	N
Business Administration Transfer Option, A.S.	\$30	\$30	\$0	\$0	N
Business Administration, Business Studies 2+2 to FUS, A.A.S.	\$20	\$20	\$0	\$0	N
Business Administration, Business Studies, A.A.S.	\$20	\$20	\$0	\$0	Y
Business Administration, Business Studies: Management Concentration 2+2 to WVSU, A.A.S.	\$20	\$20	\$0	\$0	N
Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S.	\$20	\$20	\$0	\$0	N
Business Administration 2+2 to WLU, A.S.	\$25	\$25	\$0	\$0	N
Business Office, Business Career Studies, C.A.S.	\$20	\$20	\$0	\$0	Y
Chemical Operator	\$210	\$210	\$0	\$0	Y
Community Education 2+2 to WLU, A.A.	\$20	\$20	\$0	\$0	N
Computer Information Systems Specialization, Business Administration 2+2 to WLU, A.A.S.	\$30	\$30	\$0	\$0	N
Computer Information Technology A+ Computer Repair, C.A.S.	\$50	\$50	\$0	\$0	Y
Computer Information Technology, Cyber Security 2+2 to UC, A.A.S.	\$100	\$100	\$0	\$0	N
Computer Information Technology, Cyber Security, A.A.S.	\$100	\$100	\$0	\$0	Y
Computer Information Technology, Cyber Support, A.A.S.	\$88	\$88	\$0	\$0	Y
Computer Information Technology, Microsoft Applications, C.A.S.	\$50	\$50	\$0	\$0	Y
Computer Information Technology, Software Engineering, A.A.S.	\$100	\$100	\$0	\$0	Y
Criminal Justice 2+2 to WLU, A.A.S.	\$44	\$44	\$0	\$0	N
Criminal Justice, A.A.S.	\$44	\$44	\$0	\$0	Y
Culinary Arts, A.A.S.	\$665	\$680	\$15	\$465	N
Culinary Arts, C.A.S.	\$793	\$810	\$17	\$17	N
Early Childhood: Care and Education (Paraprofessional Educator), A.A.S.	\$20	\$28	\$8	\$328	Y
Education: Elementary Education, A.A.S. (Transfer to West Liberty University)	\$20	\$36	\$16	\$512	N
Education: PK-5 Elementary Education, A.A.S. (Transfer to FUS)	\$20	\$28	\$8	\$24	N
Education: Pre-K, K Early Intervention, A.A.S. (Transfer to West Liberty University)	\$20	\$36	\$16	\$176	N
Education: Secondary Education, English Specialization, A.A. (Transfer to West Liberty University)	\$20	\$36	\$16	\$64	N
Education: Secondary Education, Social Sciences Specialization, A.A. (Transfer to West Liberty University)	\$20	\$30	\$10	\$170	N
Elementary Education (Pre-Elementary Education Option) Transfer to BC, A.A.S.	\$25	\$36	\$11	\$44	N
Energy Technology, A.A.S.	\$291	\$267	(\$24)	(\$480)	Y
Energy Technology, C.A.S.	\$168	\$184	\$16	\$64	Y
Executive Administrative Assistant, Business Studies, A.A.S.	\$20	\$20	\$0	\$0	Y
Health Information Technology, A.A.S.	\$150	\$150	\$0	\$0	N
Hospitality and Tourism, C.A.S.	\$63	\$98	\$35	\$140	Y
Human Services, A.A.S.	\$20	\$28	\$8	\$312	Y
Industrial Maintenance Technology, C.A.S.	\$350	\$359	\$9	\$18	Y
Industrial Technology, A.A.S.	\$166	\$168	\$2	\$18	Y
Instrumentation Process Technology, A.A.S.	\$208	\$216	\$8	\$104	Y
Licence Practical Nursing	\$945	\$222	(\$723)	(\$5,784)	Y
Medical Assisting, Administrative Medical Assistant, C.A.S.	\$140	\$140	\$0	\$0	Y
Medical Assisting, Clinical Medical Assistant, A.A.S.	\$162	\$170	\$8	\$64	Y
Medical Billing and Coding, C.A.S.	\$131	\$131	\$0	\$0	Y
Medical Laboratory Technician (MLT)	\$241	\$241	\$0	\$0	Y
Nursing, A.A.S.	\$884	\$884	\$0	\$0	Y
Occupational Development, A.A.S. (Building & Construction Trades)	\$20	\$20	\$0	\$0	Y
Occupational Development, A.A.S. (Firefighters)	\$20	\$20	\$0	\$0	Y
Occupational Development, A.A.S. (Plumbers & Steamfitters)	\$20	\$20	\$0	\$0	Y
Patient Care Technician, C.A.S.	\$278	\$305	\$27	\$3,186	Y
Personal Interest Student Fee	\$20	\$20	\$0	\$0	N

Petroleum Technology, A.A.S.	\$291	\$291	\$0	\$0	Y
Petroleum Technology, C.A.S.	\$168	\$168	\$0	\$0	Y
Pre-Engineering, A.S.	\$158	\$158	\$0	\$0	N
Psychology 2+2 to WU, A.A.	\$20	\$30	\$10	\$180	N
Psychology with Social Work, A.A. (Transfer to West Liberty University)	\$35	\$30	(\$5)	(\$155)	N
Radiography, A.A.S.	\$329	\$344	\$15	\$885	Y
Radiologic Technology, Degree Completion, A.A.S.	\$30	\$30	\$0	\$0	Y
Refrigeration, Air Conditioning and Heating Technology, A.A.S.	\$316	\$378	\$62	\$4,030	N
Small Business Management, Business Career Studies, C.A.S.	\$20	\$20	\$0	\$0	Y
Social Work 2+2 to FUS, A.A.	\$36	\$36	\$0	\$0	N
Social Work 2+2 to WVU, A.A.	\$43	\$36	(\$7)	(\$70)	N
Social Work, A.A. (Transfer to West Liberty University)	\$20	\$20	\$0	\$0	N
Social Work/Pre-Social Work Transfer to BC, A.A.	\$28	\$28	\$0	\$0	N
Substance Abuse Intervention Specialist, A.A.S.	\$20	\$28	\$8	\$432	Y
Substance Abuse Intervention Technician, C.A.S.	\$20	\$20	\$0	\$0	Y
Substance Abuse Intervention Technician, Advanced Skills Set	\$20	\$20	\$0	\$0	N
Surgical Technology, A.A.S.	\$261	\$268	\$7	\$301	Y
Technical Studies, A.A.S.	\$20	\$20	\$0	\$0	Y
Welding Technology, A.A.S.	\$750	\$758	\$8	\$256	N
Welding: Combination Pipe, Advanced Skills Set Program	\$672	\$672	\$0	\$0	N
Welding: Oil and Gas Pipe, C.A.S.	\$659	\$663	\$4	\$4	N
Welding: Structural Steel, Advanced Skills Set Program	\$807	\$814	\$7	\$0	N

* Projected Revenue Based on Same Headcount as Prior Year.

West Virginia University at Parkersburg					
Agri-Business Course Fee (per credit hour) All AGRI courses	\$50	\$50	\$0	\$0	Y
Art Fee (per course) (ART 109, 111, 112, 213, 214, 251, 343, 351)	\$50	\$50	\$0	\$0	N
Art Fee (per course) (ART 230, 231, 397)	\$75	\$75	\$0	\$750	N
Art Fee (per course) (ART 240, 241, 242, 243, 244, 245, 340)	\$200	\$200	\$0	\$0	N
BOG AAS and RBA and Prior Learning Posting Fee (per course)	\$50	\$50	\$0	\$0	N
BOG AAS and RBA Portfolio Evaluation Fee	\$300	\$300	\$0	\$0	N
Business Program Testing Fee (per course) (GBUS 101)	\$20	\$20	\$0	\$0	N
CAPOT Program Examination Fee after ATPT 260 per course	\$85	\$85	\$0	\$0	N
CAPOT Program Fee per course (ATPT 130, 131, 132, 140, 141, 242, 244, 260)	\$85	\$85	\$0	\$0	Y
Capstone Course Assessment Fee (per course) (ATPT 260, CIT 460, CJ 291, CJ 292, CJ 460, CMS 440, CS 460, DAGR 280, ED 401, ELEC 260, ELEC 224, GBUS 240, GBUS 295, GBUS 440 IM 260, MTEC 280, PSYCH 460, & WELD 260)	\$35	\$35	\$0	\$0	N
CDEV Capstone Exam Fee (CDEV 405)	\$45	\$35	(\$10)	(\$200)	N
CIT Capstone Exam Fee (CIT 260)	\$200	\$200	\$0	\$0	N
CIT Fee (per credit hour)	\$25	\$25	\$0	\$0	Y
College-Level Examination (per examination) (\$20 Fee Plus \$80 for test)	\$105	\$105	\$0	\$0	N
Communication Studies Mass Media Database Fee (COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, 316, and 404) per course	\$30	\$30	\$0	\$0	Y
Coop Education Assessment Fee (per credit)	\$25	\$25	\$0	\$0	N
Co-Requisite Lab Fee (per credit hour)	\$152	\$152	\$0	\$0	Y
Cosmetology Course Fee (per course) All COSM courses	\$125	\$125	\$0	\$0	Y
Cosmetology Program Kit Fee (per course) (COSM 101, 201, 202, 204)	\$500	\$500	\$0	\$0	N
Credit by Examination	\$25	\$25	\$0	\$0	N
Criminal Justice Background Check Fee (per check)	\$36	\$36	\$0	\$0	N
Criminal Justice Lab Fee - per credit hour (CJ 150, 321, 330, 331, 341, 355, 375, 288, 410)	\$30	\$30	\$0	\$0	Y
CS Capstone Exam Fee	\$125	\$125	\$0	\$0	N
Drafting 3D and Large-scale Printing Fee (DRAF 112,116)	\$35	\$35	\$0	\$0	Y
Drafting Capstone Exam Fee (DRAF 260)	\$85	\$85	\$0	\$0	N

Drug Testing Fee (per student first year) NURS 134 144, 234, 244, ST 100, ST 211, PTEC 101 & PCT 101	\$45	\$45	\$0	\$0	N
Early Childhood Development (Pre-pack) Fee	\$20	\$20	\$0	\$0	Y
Early Childhood Development Program Fee (per course) (CDEV 105, 307)	\$21	\$21	\$0	\$0	Y
Education Database Fee (EDU 100)	\$135	\$135	\$0	\$0	Y
Education Field Placement Fee (per credit hour) (EDUC 100,200, 300, 301, 303, 304, 308, 310, 330, 330L, 350, 351, 401, 402, 403, 404, 405, 406, 407, 408, 409) and (MATH 387, 388, 389, 390, 412, 412L, SPED 240, 310, 312, 422)	\$25	\$25	\$0	\$0	Y
English Laboratory Fee (ENG 101L, ENG 102L, ENG 107L)	\$35	\$35	\$0	\$0	Y
Health Sciences Background Check Fee (per course) (NURS 134, 173, 311, ST 100, PCT 101)	\$0	\$50	\$50	\$5,000	N
HESI Test	\$45	\$50	\$5	\$500	N
HPER-CPR Certification Fee	\$15	\$15	\$0	\$0	N
Legal Studies Course Fee (per course) (LS 210, LS 220)	\$30	\$30	\$0	\$0	Y
LPN Competency Exam	\$50	\$50	\$0	\$0	N
Mathematics Laboratory Fee - per course (MATH 120E, 125E)	\$35	\$35	\$0	\$0	Y
MDS Senior Project Fee (per course) (MDS 491, 492)	\$300	\$450	\$150	\$750	N
Music 171-190 Applied Music Fee (non-refundable) (12 Private 45 Minute Lessons)	\$350	\$350	\$0	\$0	N
Music Fee Advanced Classes (390)	\$400	\$400	\$0	\$0	Y
Nursing Lab Fee (NURS 125, 134, 144, 234, 244)	\$250	\$250	\$0	\$0	Y
Nursing Program Fee (NURS 134, 144, 234, 244)	\$200	\$200	\$0	\$0	Y
Nursing Testing Fee (NURS 111, 112, 134, 144, 213, 216, 234, 244)	\$240	\$240	\$0	\$0	N
On-Line Biology Lab Kit Fee (Partially Refunded if Kit Returned)	\$150	\$150	\$0	\$0	N
Online Geology Lab Kit Fee (Per Course) (PSCI 112)	\$100	\$100	\$0	\$0	N
Patient Care Tech Lab Fee (Per Course)	\$70	\$70	\$0	\$0	Y
Patient Care Tech Testing Fee (Per Course) PCT 101	\$450	\$450	\$0	\$0	N
Patient Care Tech Testing Fee (Per Course) PCT 102	\$389	\$389	\$0	\$0	N
Pharmacy Tech Certification Testing Fee (PTEC 121) per course	\$200	\$200	\$0	\$0	N
Pharmacy Tech Lab Fee (PTEC 101) per course	\$50	\$50	\$0	\$0	Y
Pharmacy Tech Testing Fee (PTEC 101) per course	\$30	\$30	\$0	\$0	N
Prior Learning Assessment Evaluation	\$100	\$100	\$0	\$0	N
Proctor Exam Fee	\$25	\$25	\$0	\$0	N
Science Lab Fee	\$40	\$50	\$10	\$1,500	Y
Surgical Tech Testing Fee (ST 100, 211)	\$115	\$115	\$0	\$0	N
Surgical Technology Lab Fee (ST 100)	\$255	\$255	\$0	\$0	Y
Surgical Technology Lab Testing Fee (ST 212)	\$50	\$50	\$0	\$0	N
Surgical Technology Student Membership Fee (ST 255)	\$80	\$80	\$0	\$0	N
Surgical Technology Testing Fee (ST 110)	\$280	\$280	\$0	\$0	N
Technical Program Fee (per course) (ELEC 115, 116, 117, 118, 234, 260) (ELEC 102, 103, 104, 202, 203, 204, IDIT 101, 102, 201, 202, 260) (IM 101, 102, 103, 201, 202, 203) (MTEC 102, 103, 112, All CMAT) (Elec 101) (IST 112, 120, 130, 230, 240, 250, 260) (INDT 120, 143)	\$150	\$150	\$0	\$0	Y
Technology Fee (per credit hour) (exclude Early College, Student Teaching, and Technical Programs)	\$25	\$25	\$0	\$0	Y
Welding Course Fee (per course) WELD 111, 113, 121, 131, 132, 133, 124, 125, 160, 171, 221, 260, 279, 281, 291)	\$225	\$225	\$0	\$0	Y

**WV Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: Fiscal Year 2025 Operating and Capital
Budgets for All Institutions

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia Council for Community and Technical College Education approve the Fiscal Year 2025 operating and capital budgets for all institutions.*

STAFF MEMBER: Misty Price

BACKGROUND:

West Virginia Code defines the power and duties of the West Virginia Council for community and Technical College Education (Council). One such power is to review and approve institutional budgets - §18B-2B-6(d)(5) *Development of budget and allocation of resources for institutions delivering community and technical college education, including reviewing and approving institutional operating and capital budgets and distributing incentive and performance-based funding.*

Budgets for fiscal year (FY) 2025 were prepared using the same format as prior years which includes only the operating funded budgets. Operating funds include the following: educational and general tuition and fees; auxiliary fees; and state appropriations. Grant revenue and expenses are excluded from this review. Total revenue and expenses are reported to Council in the year-end, audited financial statements.

A cash balance analysis is included for the current year to provide an analysis of the institutions' cash reserves. Cash balances as of April 30 of the previous and current year as well as the year end cash balances for both years are provided.

Based upon the review by Council staff, staff recommends approval of these budgets.

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

Blue Ridge Community and Technical College

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$6,540,822	\$7,802,000	\$7,645,000
Sales and Services of Educational Activities	0		0
Auxiliary Enterprises	228,556	320,000	360,000
Service Agreement Revenues	0		0
Other Operating Revenues	45,536	250,000	250,000
State Appropriations	5,727,831	8,416,000	8,972,000
Investment income	351,281	300,000	400,000
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$12,894,026	\$17,088,000	\$17,627,000
TOTAL EXPENSES:			
Salaries and Wages	\$8,556,436	\$11,015,000	\$11,965,000
Benefits	1,936,894	2,986,000	2,855,000
Utilities	240,484	310,000	310,000
Supplies and Other Services	2,719,921	2,897,000	2,690,000
Scholarships and Fellowships - E&G Funded	0	35,000	35,000
Assessments by the Council for operations (HERA)	57,100	155,000	100,000
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$13,510,835	\$17,398,000	\$17,955,000
Increase / Decrease in Net Assets	(\$616,809)	(\$310,000)	(\$328,000)
Beginning Fund Balances (E&G Tuition and Auxiliary)	7,025,947	7,025,947	6,715,947
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	6,409,138	6,715,947	6,387,947
Projected Ending Fund Balances as a % of Total Operating Expenses		38.60%	35.58%

West Virginia Council for Community and Technical College Education
Capital Budget
Blue Ridge Community and Technical College

Description	New Project	Building	Budget FY 2024	Budget FY 2025
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Funding Sources:

			\$ 71,000	\$ 75,000
Total Funding Sources			\$ 71,000	\$ 75,000

Uses:

Building/Household Equipment Repair			5,000	
Routine Maintenance of Grounds			152,000	
Routine Maintenance Contracts			7,500	
Contractual Services			28,000	28,000
Routine Maintenance of Buildings			160,000	
Mandatory Transfer - Prin			2,250	
Computer Equipment			30,000	
Building Equipment			95,000	47,000
Total Uses of Funds			\$ 479,750	\$ 75,000

Balances

Net Change in Capital Balances			\$ (408,750)	\$ -
Beginning Cash Capital Balances			\$ 1,634,799	\$ 1,226,049
Ending Cash Capital Balances			\$ 1,226,049	\$ 1,226,049

West Virginia Council for Community and Technical College Education
Cash Balances

Blue Ridge Community and Technical College

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30,2024
Cash Balance - Current Assets	\$7,595,572	\$7,025,947	\$6,415,764	\$6,362,927
Annual Operating Expenses	\$14,082,709	\$17,302,741	\$14,985,412	\$17,982,495
Number of Days cash on hand	197	148	156	129

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025
BridgeValley CTC*

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$6,961,215	\$6,440,000	\$7,025,000
Sales and Services of Educational Activities	0	0	0
Auxiliary Enterprises	418,280	385,000	425,000
Service Agreement Revenues	0	0	0
Other Operating Revenues	0	30,000	30,000
State Appropriations	7,191,230	8,629,476	8,888,187
Investment income	0	0	0
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$14,570,725	\$15,484,476	\$16,368,187
TOTAL EXPENSES:			
Salaries and Wages	\$7,709,696	\$9,683,985	\$9,957,587
Benefits	1,945,140	2,538,030	2,553,630
Utilities	325,332	400,000	400,000
Supplies and Other Services	2,490,598	2,778,325	3,366,767
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	84,136	84,136	90,203
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$12,554,902	\$15,484,476	\$16,368,187
Increase / Decrease in Net Assets	\$2,015,823	\$0	\$0
Beginning Fund Balances (E&G Tuition and Auxiliary)	3,553,367	3,553,367	3,553,367
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	5,569,190	3,553,367	3,553,367
Projected Ending Fund Balances as a % of Total Operating Expenses		22.95%	21.71%

West Virginia Council for Community and Technical College Education
Capital Budget
BridgeValley CTC*

Description	New Project	Building	Budget FY 2024	Budget FY 2025
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Funding Sources:

Tuition and Fees			\$ 740,000	\$ 825,000
Total Funding Sources			\$ 740,000	\$ 825,000

Uses:

Payment of Facility Usage Fee			673,659	767,896
Payment of System Loans			-	-
Capital Debt Service Payment			16,341	7,104
Miscellaneous Capital Projects			50,000	50,000
Renovation Project				
Total Uses of Funds			\$ 740,000	\$ 825,000

Balances

Net Change in Capital Balances			\$ -	\$ -
Beginning Cash Capital Balances			\$ 194,974	\$ 194,974
Ending Cash Capital Balances			\$ 194,974	\$ 194,974

West Virginia Council for Community and Technical College Education
Cash Balances

BridgeValley CTC*

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2024
Cash Balance - Current Assets	\$5,024,330	\$5,239,212	\$6,145,900	\$6,000,000
Annual Operating Expenses	\$11,549,238	\$14,540,304	\$12,554,902	\$14,800,000
Number of Days cash on hand	159	132	179	148

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

Eastern West Virginia Community & Technical College

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$661,025	\$1,539,475	\$1,619,260
Sales and Services of Educational Activities	0	550	550
Auxiliary Enterprises	0	0	0
Service Agreement Revenues	0	0	0
Other Operating Revenues	1,797,747	1,316,790	1,482,053
State Appropriations	2,349,856	2,349,856	2,412,016
Investment income	106,262	18,001	24,501
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$4,914,890	\$5,224,672	\$5,538,380
TOTAL EXPENSES:			
Salaries and Wages	\$1,988,325	\$2,450,858	\$2,544,714
Benefits	456,823	594,476	628,100
Utilities	82,826	123,420	139,620
Supplies and Other Services	1,524,836	1,897,457	1,881,417
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	12,392	15,824	12,500
Other Operating Expenses	263,276	287,294	168,796
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$4,328,478	\$5,369,329	\$5,375,147
Increase / Decrease in Net Assets	\$586,412	(\$144,657)	\$163,233
Beginning Fund Balances (all funds)	3,424,298	2,712,218	2,727,459
Ending Fund Balances (all funds)	4,010,710	2,567,561	2,890,692
Projected Ending Fund Balances as a % of Total Operating Expenses		47.82%	53.78%

West Virginia Council for Community and Technical College Education
Capital Budget
Fiscal Year 2025

Eastern West Virginia Community & Technical College

Description	New Project	Building	Budget FY 2024	Budget FY 2025
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Funding Sources:

Capital Tuition			\$ 49,812	\$ 100,030
Less: Capital Fees Retained by the Board			(828)	(900)
Investment Earnings			1,000	501
Total Funding Sources			\$ 49,984	\$ 99,631

Uses:

New construction - Land Improvements			-	-
Asset Preservation - Building Improvements			-	-
Misc. Repairs & Alterations		X	33,400	29,775
Total Uses of Funds			\$ 33,400	\$ 29,775

Balances

Net Change in Capital Balances			\$ 16,584	\$ 69,856
Beginning Cash Capital Balances			\$ 288,228	\$ 288,228
Ending Cash Capital Balances			\$ 304,812	\$ 358,084

West Virginia Council for Community and Technical College Education
Cash Balances
Fiscal Year 2025

Eastern West Virginia Community & Technical College

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30,2024
Cash Balance - Current Assets	\$3,438,965	\$3,424,298	\$4,010,710	\$2,977,459
Annual Operating Expenses	\$4,532,956	\$5,450,199	\$5,375,147	\$3,889,400
Number of Days cash on hand	277	229	272	279

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

Mountwest Community and Technical College

	FY 2024	FY 2024	FY 2025
	YTD Actual	Budget	Budget
TOTAL REVENUES:			
Tuition and Fees	\$5,195,816	\$3,900,000	\$4,800,000
Sales and Services of Educational Activities	43,716	55,000	100,000
Auxiliary Enterprises	260,486	180,000	300,000
Service Agreement Revenues	0	0	0
Other Operating Revenues	89,756	85,000	180,000
State Appropriations	5,177,679	6,903,571	7,062,120
Investment income	571,389	225,000	400,000
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$11,338,842	\$11,348,571	\$12,842,120
TOTAL EXPENSES:			
Salaries and Wages	\$4,647,672	\$6,426,978	\$7,250,274
Benefits	1,152,659	1,863,364	2,265,095
Utilities	248,640	300,000	395,000
Supplies and Other Services	2,096,416	2,664,500	2,840,800
Scholarships and Fellowships - E&G Funded	0	25,000	25,000
Assessments by the Council for operations (HERA)	50,357	76,300	68,000
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$8,195,744	\$11,356,142	\$12,844,169
Increase / Decrease in Net Assets	\$3,143,098	(\$7,571)	(\$2,049)
Beginning Fund Balances (E&G Tuition and Auxiliary)	9,595,529	8,531,087	8,523,516
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	12,738,627	8,523,516	8,521,467
Projected Ending Fund Balances as a % of Total Operating Expenses		75.06%	66.35%

**West Virginia Council for Community and Technical College Education
Capital Budget**

Mountwest Community and Technical College

Description	New Project	Building	Budget FY 2024	Budget FY 2025
Funding Sources:				
E&G Capital Fees, Student Tuition			\$ 420,000	\$ 430,000
Total Funding Sources			\$ 420,000	\$ 430,000
Uses:				
Higher Education Resource Assessment (HERA - System)			68,000	76,300
Deferred Maintenance Projects			200,000	200,000
Payment of Institutional Debt			-	-
Program Improvement Projects			152,000	152,000
Learning Commons			-	850,000
Total Uses of Funds			\$ 420,000	\$ 1,278,300
Balances				
Net Change in Capital Balances			\$ -	\$ (848,300)
Beginning Cash Capital Balances			\$ 1,081,683	\$ 1,081,683
Ending Cash Capital Balances			\$ 1,081,683	\$ 233,383

West Virginia Council for Community and Technical College Education
Cash Balances

Mountwest Community and Technical College

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2024
Cash Balance - Current Assets	\$12,162,919	\$10,946,582	\$13,211,564	\$9,783,125
Annual Operating Expenses	\$9,602,795	\$10,093,032	\$11,221,277	\$11,325,842
Number of Days cash on hand	462	396	430	315

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

New River Community & Technical College

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$5,147,968	\$5,556,078	\$5,725,180
Sales and Services of Educational Activities	103,958	125,000	150,000
Auxiliary Enterprises	0	0	0
Service Agreement Revenues	0	0	0
Other Operating Revenues	92,117	75,000	110,000
State Appropriations	4,726,599	6,302,132	6,569,820
Investment income	160,441	50,000	100,000
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$10,231,083	\$12,108,210	\$12,655,000
TOTAL EXPENSES:			
Salaries and Wages	\$5,175,347	\$7,200,000	\$7,425,000
Benefits	1,389,232	1,908,000	1,980,000
Utilities	392,560	450,000	450,000
Supplies and Other Services	2,236,354	2,497,360	2,747,150
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	39,638	52,850	52,850
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$9,233,131	\$12,108,210	\$12,655,000
Increase / Decrease in Net Assets	\$997,952	\$0	\$0
Beginning Fund Balances (E&G Tuition and Auxiliary)	1,457,830	1,457,830	1,457,830
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	2,455,782	1,457,830	1,457,830
Projected Ending Fund Balances as a % of Total Operating Expenses		12.04%	11.52%

**West Virginia Council for Community and Technical College Education
Capital Budget**

New River Community & Technical College

Description	New Project	Building	Budget FY 2024	Budget FY 2025
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Funding Sources:

Cash Capital Balances			\$ 225,000	\$ 225,000
Total Funding Sources			\$ 225,000	\$ 225,000

Uses:

Rental Property			224,970	200,000
Capital Improvements				25,000
Total Uses of Funds			\$ 224,970	\$ 225,000

Balances

Net Change in Capital Balances			\$ 30	\$ -
Beginning Cash Capital Balances				\$ 30
Ending Cash Capital Balances			\$ 30	\$ 30

West Virginia Council for Community and Technical College Education
Cash Balances

New River Community & Technical College

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2024
Cash Balance - Current Assets	\$5,846,021	\$4,871,283	\$5,912,106	\$5,275,000
Annual Operating Expenses	\$14,796,417	\$14,796,417	\$15,896,997	\$15,896,997
Number of Days cash on hand	144	120	136	121

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

Pierpont Community & Technical College

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$6,017,289	\$6,909,333	\$7,001,237
Sales and Services of Educational Activities	0	0	0
Auxiliary Enterprises	156,658	168,800	160,966
Service Agreement Revenues	0	0	0
Other Operating Revenues	78,713	101,163	101,163
State Appropriations	8,370,981	8,370,981	8,613,156
Investment income	280,894	69,846	300,000
Gifts	0	102,700	102,700
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$14,904,535	\$15,722,823	\$16,279,222
TOTAL EXPENSES:			
Salaries and Wages	\$5,307,240	\$7,252,513	\$7,744,685
Benefits	1,274,594	1,733,004	1,933,055
Utilities	336,492	328,013	364,013
Supplies and Other Services	3,976,582	5,330,319	5,163,599
Scholarships and Fellowships - E&G Funded	73,807	248,252	248,252
Loan Cancellations and write-off	0	100,000	100,000
Assessments by the Council for operations (HERA)	80,594	85,426	97,199
Other Operating Expenses	54,182	66,710	66,710
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
Transfers for Financial Aid Match and Other Transfers	109,061	367,385	741,597
Depreciation	0	400,000	0
TOTAL OPERATING EXPENSES	\$11,212,551	\$15,911,623	\$16,459,111
Increase / Decrease in Net Assets	\$3,691,983	(\$188,800)	(\$179,889)
Beginning Fund Balances (E&G Tuition and Auxiliary)	11,481,901	11,481,901	11,293,101
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	15,173,884	11,293,101	11,113,212
Projected Ending Fund Balances as a % of Total Operating Expenses		70.97%	67.52%

West Virginia Council for Community and Technical College Education
Capital Budget
Pierpont Community & Technical College

Description	New Project	Building	Budget FY 2024	Budget FY 2025
Funding Sources:				
Pierpont Facilities Fee			\$ 120,000	\$ 563,812
Transfer of Ownership of Pierpont Center at MTEC			\$ 320,000	
Sale of Land			\$ 400,000	
Council Funding Designated for Deferred Maintenance			\$ 700,000	
Total Funding Sources			\$ 1,540,000	\$ 563,812

Uses:

Pierpont Small Capital Projects		Campus Wide	150,000	150,000
HEPC Debt Service		Caperton Center	267,792	271,777
New Aviation Maintenance Facility - FFE	X	New Building - FFE	250,000	
Advanced Technology Center (ATC) - Deferred Maintenance Up	X	ATC	150,000	200,000
Caperton Center Campus - Deferred Maintenance Updates		Asset Preservation	550,000	
Total Uses of Funds			\$ 1,367,792	\$ 621,777

Balances

Net Change in Capital Balances			\$ 172,208	\$ (57,965)
Beginning Cash Capital Balances			\$ 1,046,865	\$ 1,126,345
Ending Cash Capital Balances			\$ 1,219,073	\$ 1,068,380

West Virginia Council for Community and Technical College Education
Cash Balances

Pierpont Community & Technical College

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2024
Cash Balance - Current Assets	\$10,006,046	\$11,481,901	\$11,285,767	\$11,164,930
Annual Operating Expenses	\$10,890,496	\$13,747,346	\$11,212,551	\$15,511,623
Number of Days cash on hand	335	305	367	263

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

Southern WV Community & Technical College

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$4,081,507	\$5,352,693	\$5,037,792
Sales and Services of Educational Activities	362,291	400,000	400,000
Auxiliary Enterprises	14,156	35,000	30,000
Service Agreement Revenues	0	0	0
Other Operating Revenues	20,720	50,000	50,000
State Appropriations	6,524,041	8,849,656	9,217,907
Investment income	410,992	245,000	400,000
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$11,413,707	\$14,932,349	\$15,135,699
TOTAL EXPENSES:			
Salaries and Wages	\$7,372,413	\$9,072,931	\$9,686,089
Benefits	2,157,291	2,635,918	2,738,458
Utilities	641,401	862,100	872,280
Supplies and Other Services	1,765,982	2,298,400	1,778,872
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	65,656	63,000	60,000
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$12,002,743	\$14,932,349	\$15,135,699
Increase / Decrease in Net Assets	(\$589,036)	\$0	\$0
Beginning Fund Balances (E&G Tuition and Auxiliary)	10,917,432	10,917,432	10,917,432
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	10,328,396	10,917,432	10,917,432
Projected Ending Fund Balances as a % of Total Operating Expenses		73.11%	72.13%

West Virginia Council for Community and Technical College Education
Capital Budget

Southern WV Community & Technical College

Description	New Project	Building	Budget FY 2024	Budget FY 2025
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Funding Sources:

E&G Capital Fees, Student Tuition			\$ 305,000	\$ 272,137
Total Funding Sources			\$ 305,000	\$ 272,137

Uses:

Deferred Maintenance			300,000	267,137
HEPC Capital Assessment			5,000	5,000
Total Uses of Funds			\$ 305,000	\$ 272,137

Balances

Net Change in Capital Balances			\$ -	\$ -
Beginning Cash Capital Balances			\$ 486,205	\$ 486,205
Ending Cash Capital Balances			\$ 486,205	\$ 486,205

West Virginia Council for Community and Technical College Education
Cash Balances

Southern WV Community & Technical College

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2024
Cash Balance - Current Assets	\$13,087,470	\$11,403,636	\$10,826,812	\$10,297,079
Annual Operating Expenses	\$12,255,302	\$15,976,889	\$12,002,743	\$14,406,052
Number of Days cash on hand	390	261	329	261

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025
WV Northern CTC

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$4,154,172	\$4,107,841	\$4,836,686
Sales and Services of Educational Activities	558,502	755,474	1,031,990
Auxiliary Enterprises	0	0	0
Service Agreement Revenues	0	0	0
Other Operating Revenues	0	0	0
State Appropriations	6,515,063	7,818,075	8,252,020
Investment income	300,000	450,000	540,000
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$11,527,737	\$13,131,390	\$14,660,696
TOTAL EXPENSES:			
Salaries and Wages	\$4,740,943	\$7,541,011	\$8,677,415
Benefits	1,407,964	2,548,545	2,176,193
Utilities	680,511	696,441	786,263
Supplies and Other Services	2,089,393	2,284,307	2,953,776
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	60,000	60,000	60,000
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$8,978,811	\$13,130,304	\$14,653,647
Increase / Decrease in Net Assets	\$2,548,926	\$1,086	\$7,049
Beginning Fund Balances (E&G Tuition and Auxiliary)	5,662,271	5,662,271	8,500,000
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	8,211,197	5,663,357	8,507,049
Projected Ending Fund Balances as a % of Total Operating Expenses		43.13%	58.05%

West Virginia Council for Community and Technical College Education
Capital Budget
WV Northern CTC

Description	New Project	Building	Budget FY 2024	Budget FY 2025
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Funding Sources:

Legislative - Deferred Maintenance*			\$ 2,200,000	\$ 2,500,000
Student (Tuition % & Capital Fee)			550,000	568,786
Total Funding Sources			\$ 2,750,000	\$ 3,068,786

Uses:

Deferred Mainenance Projects*			3,250,000	2,500,000
Computer replacement (20%)			100,000	100,000
IT Infrastructure Annual Investment			100,000	40,000
Building & Facilities Improvements			200,000	284,250
Safety & Infrastructure				101,475
Academic Program Equipment / Improvements			150,000	-
Contingency				50,000
Total Uses of Funds			\$ 2,242,193	\$ 3,075,725

Balances

Net Change in Capital Balances			\$ 507,807	\$ (6,939)
Beginning Cash Capital Balances			\$ 1,500,000	\$ 2,000,000
Ending Cash Capital Balances			\$ 2,007,807	\$ 1,993,061

West Virginia Council for Community and Technical College Education
Cash Balances
WV Northern CTC

	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2024
Cash Balance - Current Assets	\$5,479,980	\$5,662,271	\$5,185,887	\$6,000,000
Annual Operating Expenses	\$12,000,000	\$12,000,000	\$14,000,000	\$14,000,000
Number of Days cash on hand	167	172	135	156

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2025

West Virginia University at Parkersburg

	FY 2024 YTD Actual	FY 2024 Budget	FY 2025 Budget
TOTAL REVENUES:			
Tuition and Fees	\$8,738,920	\$8,390,947	8,852,500
Sales and Services of Educational Activities	372,438	250,000	315,000
Auxiliary Enterprises	237,833	175,000	310,000
Service Agreement Revenues	283,009	0	0
Other Operating Revenues	0	455,750	618,440
State Appropriations	11,193,778	11,193,778	11,561,838
Investment income	945,289	600,000	600,000
Gifts	0	0	0
Other Nonoperating revenues (Covid Relief Funds for Revenue Losses)	0	900,000	0
TOTAL REVENUES	\$21,771,267	\$21,965,475	\$22,257,778
TOTAL EXPENSES:			
Salaries and Wages	\$9,255,583	\$12,697,568	\$12,811,363
Benefits	2,440,413	3,573,480	3,469,638
Utilities	570,640	677,900	696,450
Supplies and Other Services	4,992,326	3,700,474	4,820,327
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	93,792	105,000	105,000
Other Operating Expenses	443,552	611,053	355,000
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$17,796,306	\$21,365,475	\$22,257,778
Increase / Decrease in Net Assets	\$3,974,961	\$600,000	\$0
Beginning Fund Balances (E&G Tuition and Auxiliary)	26,291,260	25,634,659	26,291,260
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	30,266,221	26,234,659	26,291,260
Projected Ending Fund Balances as a % of Total Operating Expenses	170.07%	122.79%	118.12%

**West Virginia Council for Community and Technical College Education
Capital Budget**

West Virginia University at Parkersburg

Description	New Project	Building	Budget FY 2024	Budget FY 2025
Funding Sources:				
Capital E&G Fees			\$ 343,400	\$ 450,000
Use of Grant Funds			450,000	-
Use of Prior Year Reserves			150,000	2,150,000
Total Funding Sources			\$ 943,400	\$ 2,600,000

Uses:

Main Building Renovations, Student Success & Veterans Centers			150,000	-
Faculty Offices Renovations			93,400	-
Flooring, including asbestos removal			100,000	-
Riverhawk Farm Restoration			600,000	
Outdoor Event Facility	X	X	-	1,650,000
Rebuild Wall by Science Wing	X		-	100,000
Rebuild Concrete Facia - Main Building	X		-	100,000
Main Building Window Replacement			-	250,000
Complete Projects Partially Funded by Govern's Capital Allociations			-	500,000
Other TBD				
Total Uses of Funds			\$ 943,400	\$ 2,600,000

Balances

Net Change in Capital Balances			\$ -	\$ -
Beginning Cash Capital Balances			\$ 128,822	\$ 128,822
Ending Cash Capital Balances			\$ 128,822	\$ 128,822

West Virginia Council for Community and Technical College Education Cash Balances West Virginia University at Parkersburg				
	April 30, 2023	June 30, 2023	April 30, 2024	Projected June 30, 2025
Cash Balance - Current Assets	\$27,853,884	\$25,634,659	\$30,266,221	\$28,000,000
Annual Operating Expenses	\$17,018,168	\$20,882,376	\$18,248,207	\$22,257,778
Number of Days cash on hand	597	448	605	459

*Budget has not yet been approved by the institution's Board of Governors

**WV Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: West Virginia Council for Community and Technical College Education Fiscal Year 2025 Operating Budget

INSTITUTIONS: West Virginia Council for Community and Technical College Education System Office

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia Council for Community and Technical College Education approves the operating budget for the Council System Office for fiscal year 2025.*

STAFF MEMBER: Misty Price

BACKGROUND:

This request is for the approval of the proposed operating budget of the Council System Office for fiscal year 2025. General revenue appropriations will be utilized for the operating expenses of the office, funding for full-time staff members, and funding system initiatives.

The recommendation is to approve the fiscal year 2025 operating budget as presented below.

West Virginia Council for Community and Technical College Education FY 2025 Budget				
	Total	Operating Expenses	Institution Support	Financial Aid
Appropriations and Revenues				
General Revenue and Lottery Appropriations	\$15,839,076	\$2,184,887	\$7,873,672	\$5,780,517
Fees from Higher Education Institutions	\$659,114	75,202	583,912	
Appropriations and Revenues				
Grants and Contracts				
Federal	1,600,000	1,473,000	127,000	
State	25,004,550	608,316	24,396,234	
Private	0	0		
Total Operating Appropriations and Revenues	43,102,740	4,341,405	32,980,818	5,780,517
Operating Expenses				
Salaries and Wages	1,289,391	1,289,391		
Fringe Benefits	276,457	276,457		
Supplies and Other	3,109,469	2,775,557	333,912	
Total Operating Expenses	4,675,317	4,341,405	333,912	0
Nonoperating Revenues (Expenses)				
Investment Gain	332,000	332,000		
Student Financial Aid and other payments *	(38,387,423)		(32,606,906)	(5,780,517)
Total Nonoperating Revenues (Expenses)	(38,055,423)	332,000	(32,606,906)	(5,780,517)
Revenues in Excess of Expenditures	\$372,000	\$332,000	\$40,000	\$0

The programs for which the Council received state appropriations are listed below:

West Virginia Council for Community and Technical College Education				
FY 2025 Budget				
State Appropriations				
Program	Total	Financial Aid and Institutional Support	Salaries and Fringe Benefits	Supplies and Other Expenses
College Transition Program	\$278,222	\$278,222		
Community College Workforce Development	2,791,367	2,740,345	51,022	
Technical Program Development	1,800,735	1,800,735		
Transit Training Partnership	34,293	34,293		
West Virginia Advance Workforce Development	3,126,336	3,020,077	106,259	
West Virginia Council For Community and Technical College Education	761,164		583,051	178,113
West Virginia Invests Grant Program	7,046,959	5,780,517	183,623	1,082,819
Total State Funding	\$15,839,076	\$13,654,189	\$923,955	\$1,260,932

West Virginia Council for Community & Technical College Education				
FY 2025 Appropriations				
Line Item	FY24 Appropriation	FY25 Salary Increase	FY25 Funding Formula Adjustment	FY25 Appropriation
West Virginia Council for Community and Technical Education	751,721	9,443	-	761,164
Transit Training Partnership	34,293		-	34,293
Community College Workforce Development	2,789,705	1,662	-	2,791,367
College Transition Program	278,222		-	278,222
West Virginia Advance Workforce Development	3,123,576	2,760	-	3,126,336
Technical Program Development	1,800,735		-	1,800,735
WV Invests Grant Program	7,040,309	6,650	-	7,046,959
Total - WVCTC Institutions	15,818,561			15,839,076
Blue Ridge Community and Technical College	8,416,425	405,100	151,459	8,972,984
BridgeValley Community and Technical College	8,629,476	341,172	(82,461)	8,888,187
Eastern West Virginia Community and Technical College	2,349,856	97,408	(35,248)	2,412,016
Mountwest Community and Technical College	6,903,571	262,103	(103,554)	7,062,120
New River Community and Technical College	6,302,132	272,638	45,050	6,619,820
Pierpont Community and Technical College	8,370,981	328,139	(85,964)	8,613,156
Southern West Virginia Community and Technical College	8,849,656	335,644	32,607	9,217,907
West Virginia Northern Community and Technical College	7,818,075	327,498	106,447	8,252,020
West Virginia University – Parkersburg	11,193,778	438,315	(70,255)	11,561,838
Total - WVCTC Institutions	68,833,950			71,600,048
Total - West Virginia Community and Technical College System	84,652,511			87,389,124

**WV Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: Academic Fees Eligible for West Virginia Invests

INSTITUTIONS: Community and Technical Colleges

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia Council for Community and Technical College Education approves the academic fees eligible for WV Invests.

STAFF MEMBER: Brian Weingart

BACKGROUND:

Senate Bill 335 that was passed during the 2021 legislative session expanded the West Virginia Invests Grant to include academic program fees. The legislation requires all academic program fees charged in addition to base tuition to be approved by the Council to be eligible for the West Virginia Invests Grant.

West Virginia Council for Community and Technical College Education
Proposed Program Fees - WV Invests Eligible Only

Academic Year 2024-25

Changes from prior year noted in blue					
Program Fees and Charges	Rate Per Semester 2023-24	Requested Rate Per Semester 2024-25	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2024-25 *	WV Invests Eligible
Blue Ridge Community and Technical College					
Applied Laboratory Technician Program	\$50	\$100	\$50	\$400	Y
Argibusiness Course Fee	\$50	\$50	\$0	\$0	Y
CAD Course Fee - flat up to \$100 (AVE \$61)	\$61	\$61	\$0	\$0	Y
Catering and Hospitality Lab Fee - Flat up to \$200 (AVE \$100)	\$133	\$133	\$0	\$0	Y
Criminal Justice Lab Fee - flat up to \$15	\$175	\$175	\$0	\$0	Y
Culinary Arts Lab Fee - flat up to \$200	\$213	\$250	\$37	\$555	Y
Electric Distribution Tech Fee - flat up \$200 (AVE \$70)	\$70	\$70	\$0	\$0	Y
EMS Program Fee	\$500	\$600	\$100	\$2,100	Y
EMS Course Fee - Flat up to \$150	\$25	\$150	\$125	\$5,250	Y
Environmental Laboratory Technician Fee - flat up to \$100 (AVE \$55)	\$55	\$100	\$45	\$585	Y
General Physical Education Lab Fee - Flat \$30	\$30	\$30	\$0	\$0	Y
General Science Lab Fee - Flat	\$50	\$100	\$50	\$5,000	Y
Heavy Equipment Lab Fee - Flat up to \$350	\$150	\$350	\$200	\$800	Y
Information Technology Course Fees - Flat up To \$300 (AVE \$90)	\$90	\$90	\$0	\$0	Y
IT A+ Fee - \$25 per credit hour	\$75	\$75	\$0	\$0	Y
IT CISCO Lab Fee - \$25 per credit hour	\$162	\$162	\$0	\$0	Y
IT/Cyber Testing Fee - up to \$650	\$650	\$650	\$0	\$0	Y
IT SW Course Fee - \$25 per credit hour	\$75	\$75	\$0	\$0	Y
Mechatronics Course Fee - flat up to \$100 (AVE \$77)	\$77	\$77	\$0	\$0	Y
Medical Assisting Course Fee	\$0	\$200	\$200	\$33,200	Y
Nursing Program Fee	\$1,057	\$1,057	\$0	\$0	Y
Nursing Course Lab Supplies and Equipment fee	\$0	\$125	\$125	\$12,500	Y
Physical Therapy Assisting Program Fee (Per Semester)	\$215	\$215	\$0	\$0	Y
Plastics Engineering Technology Lab Fee - Flat up to \$150 (AVE \$133)	\$140	\$140	\$0	\$0	Y
Renewable Energy	\$75	\$75	\$0	\$0	Y
Robotics Course Fee	\$75	\$75	\$0	\$0	Y
Veterinary Technician Program Fee (Up to \$1,500)	\$300	\$1,500	\$1,200	\$15,600	Y
Online Course fees - \$25 per credit hour	\$75	\$75	\$0	\$0	Y
BridgeValley Community and Technical College					
Applied Technology Program Fee (per semester)	\$200	\$200	\$0		Y
Business Program Fee (per semester)	\$125	\$130	\$5	\$760	Y
Dental Hygiene Laser Therapy Certification DENT 240	\$0	\$325	\$325	\$6,500	Y
Dental Hygiene Program Fee (per semester)	\$575	\$775	\$200	\$8,000	Y
Elementary Education Praxis exam - ELME 207	\$150	\$150	\$0		Y
Elementary Education PRAXIS Fee - ELME 199 (per credit hour)	\$90	\$90	\$0		Y
EMT-B national registry exam - EMST101	\$100	\$100	\$0		Y
EMT-B Program Fee	\$200	\$200	\$0		Y
Engineering Technology Program Fee (per semester)	\$225	\$250	\$25	\$9,675	Y
Health Sciences Program Fee (per semester)	\$50	\$100	\$50	\$33,500	Y
Healthcare Management Program Fee	\$100	\$110	\$10	\$840	Y
HSRS Program Fee		\$50	\$50	\$300	Y
Instrumentation, Measurement, Control Technology Program Fee (per semester)	\$100	\$100	\$0		Y
Medical Coding practicode simulation - MEDC 250	\$249	\$249	\$0		Y
Medical Coding Program fee	\$0	\$150	\$150	\$5,100	Y
Microbiology Lab Fee	\$100	\$120	\$20	\$1,240	Y
MLT Program Fee (per semester)	\$250	\$500	\$250	\$4,500	Y
Network Engineering Program Fee (per semester)	\$175	\$175	\$0		Y
Nursing Advanced Placement ATI Resource Fee		\$252	\$252	\$2,520	Y
Nursing Course fee - NURS 134, 144, 171, 174, 234, 244 (per semester)*	\$796	\$796	\$0		Y
Nursing Program Fee (per semester)	\$300	\$400	\$100	\$48,000	Y
Paralegal and Criminal Justice Program Fee (per semester)	\$125	\$125	\$0		Y
Paralegal Westlaw fee - PRLS 206	\$100	\$100	\$0		Y
Paramedic AEMT readiness exam - EMST 226	\$200	\$200	\$0		Y
Paramedic Program Fee (per semester)	\$200	\$250	\$50	\$3,150	Y
Paramedic psychomotor exam - EMST 241	\$350	\$350	\$0		Y
Practical Nursing Course Fee - PRUR 101, PRUR 105	\$988	\$1,038	\$50	\$400	Y
Process Technology Exam fee - PTEC 250	\$120	\$120	\$0		Y
Process Technology Program Fee (per semester)	\$50	\$50	\$0		Y
Rad Tech Program Fee	\$0	\$250	\$250	\$2,500	Y
Science Laboratory Fee (BIOL,CHEM,PHYS, &PHSC)*	\$25	\$30	\$5	\$415	Y
Sonography Program Fee (per semester)	\$250	\$250	\$0		Y
Welding consumable materials fee - all other WLDT courses (per course)	\$150	\$150	\$0		Y
Welding consumable materials fee - WLDT 101, WLDT 102 (per course)	\$335	\$335	\$0		Y
Eastern Community and Technical College					
Allied Health Related Fee	\$10	\$10	\$0	\$0	Y
Biological & Environmental Technology (BET) Fee	\$45	\$45	\$0	\$0	Y
Biological Science (BIO) Fee (BIO101, 102, 124, 125)	\$20	\$20	\$0	\$0	Y

Electromechanical Technology (ELM) Fee (ELM276)	\$50	\$50	\$0	\$0	Y
Life Science Fee	\$20	\$20	\$0	\$0	Y
Nursing ATI Fee (NU134) (covers 2Yr Co-Hort) FALL term (Year 1 Only) NEW	\$0	\$3,000	\$3,000	\$90,000	Y
Nursing Program Fee (NU133,NU134,NU143,NU144,NU234,NU244,NU245,NU255) per course	\$75	\$75	\$0	\$0	Y
Online Course Fee	\$35	\$50	\$15	\$10,000	Y
Physical Science Fee	\$20	\$20	\$0	\$0	Y
Specialized Automotive Program Fee	\$100	\$100	\$0	\$0	Y
Wind Tech Fee (now includes WT Electr \$50 & Amatrol eLearning \$50 fee)	\$50	\$100	\$50	\$0	Y
Wind Tech Electromechanical Fluid/Electrical Power Fee (ELM121 / WTT160)	\$100	\$100	\$0	\$600	Y
Wind Tech OSHA Fee (WTT110)	\$150	\$150	\$0	\$0	Y
Mountwest Community and Technical College					
Course Fee - ADC	\$0	\$25	\$25	\$0	Y
Course Fee - Advanced Safety Techniques	\$76	\$76	\$0	\$0	Y
Course Fee - AMT (per credit hour)	\$275	\$275	\$0	\$0	Y
Course Fee - Medical Assisting Exam Fee	\$150	\$150	\$0	\$0	Y
Course Fee - Online Course ²	\$40	\$40	\$0	\$0	Y
Course Fee - Veterinary Tech Rabies Vaccination	\$875	\$875	\$0	\$0	Y
Course Fee-Deckhand	\$400	\$400	\$0	\$0	Y
Course Fee-EME/PAR	\$158	\$158	\$0	\$0	Y
Course Fee-Machinist/Welding per credit hour	\$175	\$175	\$0	\$0	Y
Course Fee-Medical Assisting	\$123	\$123	\$0	\$0	Y
Course Fee-MAS & PTA Capstone	\$195	\$300	\$105	\$0	Y
Course Fee-Massage Therapy	\$75	\$75	\$0	\$0	Y
Course Fee-Pharmacy Technician	\$0	\$75	\$75	\$0	Y
Course Fee-Physical Therapy Asst	\$53	\$53	\$0	\$0	Y
Course Fee-Physical Therapy Asst (Clinical)	\$63	\$63	\$0	\$0	Y
Course Fee-Tankerman	\$400	\$400	\$0	\$0	Y
Course Fee-Transportation Technology	\$32	\$32	\$0	\$0	Y
Course/Lab Fee-Allied Health	\$53	\$53	\$0	\$0	Y
Course/Lab Fee-Business, Business Law & CJ	\$53	\$53	\$0	\$0	Y
Course/Lab Fee-Veterinary Tech	\$85	\$85	\$0	\$0	Y
Lab Fee-Banking and Finance	\$158	\$158	\$0	\$0	Y
Lab Fee-Business & Information Technology	\$42	\$42	\$0	\$0	Y
Lab Fee-Career & Technology	\$79	\$79	\$0	\$0	Y
Lab Fee-CISCO/Microsoft/Networking	\$142	\$142	\$0	\$0	Y
Lab Fee-Culinary Arts	\$210	\$210	\$0	\$0	Y
Lab Fee-Hospitality Management	\$69	\$69	\$0	\$0	Y
Lab Fee-Liberal Arts & General Transfer Studies	\$32	\$32	\$0	\$0	Y
Lab Fee-MIS/ Virtualization/Gaming/Net+	\$63	\$63	\$0	\$0	Y
Lab Fee-Physical Therapy Asst.	\$116	\$116	\$0	\$0	Y
Lab Fee-Veterinary Tech	\$180	\$180	\$0	\$0	Y
Program Fee - Applied Technology ¹	\$500	\$500	\$0	\$0	Y
Program Fee - Career & Technical - Allied Health ¹	\$1,600	\$1,600	\$0	\$0	Y
Program Fee - Career & Technical - General ¹	\$100	\$100	\$0	\$0	Y
¹ Combination of multiple program fees					
² Online Course fee charged per credit hour					
New River Community and Technical College					
Aircraft Maintenance Course Fee (Per semester)	\$150	\$200	\$50	\$1,000	Y
Automotive/Diesel Course Fee (per credit hour)	\$30	\$60	\$30	\$2,000	Y
Certified Bookkeeper Program Fee (One time charge)	\$425	\$425	\$0	\$0	Y
Computer Science Course Fee (per credit hour)	\$18	\$20	\$2	\$2,000	Y
Cosmetology Program Course Fee (per credit hour)	\$40	\$42	\$2	\$2,000	Y
Distance Learning Fee- ETRAD and IVNE (per credit hour)	\$9	\$9	\$0	\$0	Y
Distance Learning Fee- WEB, WEBDL and ZOOM (per credit hour)	\$35	\$35	\$0	\$0	Y
Distance Learning Fee- WEBP and IVNW (per credit hour)	\$26	\$26	\$0	\$0	Y
Distance Learning Fee- WTRAD and IVNH (per credit hour)	\$18	\$18	\$0	\$0	Y
EMT Program Course Fee (Per Credit Hour)	\$50	\$50	\$0	\$0	Y
EMT Program Fee (One Time Charge)	\$410	\$410	\$0	\$0	Y
Heating, Ventilation, and Air Conditioning Technology (HVAC) Course Fee (Per Credit Hour)	\$0	\$30	\$30	\$4,500	Y
Line Service Mechanic Course Fee (per credit hour)	\$30	\$35	\$5	\$1,000	Y
Machine Tool Technology Program Course Fee (per credit hour)	\$32	\$32	\$0	\$0	Y
Massage Course Fee (Per Credit Hour)	\$0	\$30	\$30	\$4,500	Y
Medical Assisting Program Fee (semi-annual)	\$225	\$225	\$0	\$0	Y
Medicial Lab Technician Course Fee (per Credit)	\$25	\$35	\$10	\$1,000	Y
Medicial Lab Technician Program Fee (Per Semester)	\$375	\$400	\$25	\$800	Y
Paramedic Program Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Physical Therapy Assistant Program Fee (Per semester)	\$995	\$1,045	\$50	\$0	Y
Practical Nursing Program Fee (semi-annual)	\$1,542	\$1,642	\$100	\$7,000	Y
LPN to RN Bridge Program Fee (Semester 1 & 2)	\$2,140	\$2,340	\$200	\$4,500	Y
LPN to RN Bridge Program Fee (Semester 3 & 4)	\$750	\$800	\$50	\$1,250	Y
LPN to RN Bridge Course Fee (Per course)	\$120	\$125	\$5	\$2,500	Y
Science Program Fee (per credit hour)	\$20	\$25	\$5	\$2,000	Y
Social Science Program Fee (1st Semester)	\$25	\$25	\$0	\$0	Y
Social Science Program Fee (2nd Semester)	\$150	\$150	\$0	\$0	Y
Surgical Technology Program Fee (Per Semester)	\$375	\$375	\$400	\$25	Y
Surgical Technology Course Fee (per credit hour)	\$25	\$35	\$10	\$1,000	Y
Welding Course Fee (per credit hour)	\$70	\$75	\$5	\$2,500	Y
Welding Testing Fee Per Course (as required)	\$150	\$150	\$0	\$0	Y
Pierpont Community and Technical College					

- Technology Fee (per semester)	\$200	\$200	\$0	\$0	Y
- CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0	Y
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Food Service Management (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Culinary Arts Specialization (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
Program Fee - Food Service Management, Pastry & Baking Arts (CAS) (per semester)	\$300	\$300	\$0	\$0	Y
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0	Y
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0	Y
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - AMSL/Interpreter Education (per semester)	\$335	\$335	\$0	\$0	Y
Program Fee - Applied Design (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Petroleum Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Powerplant Technology (CAS) (per semester)	\$350	\$350	\$0	\$0	Y
Program Fee - Advanced Welding (per semester)	\$350	\$350	\$0	\$0	Y
- Welding Technology Fee (per course fee)	\$160	\$160	\$0	\$0	Y
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0	Y
- Applied Process Technology Tooling U Fee (per course)	\$155	\$155	\$0	\$0	Y
- Applied Process Technology NETL Lab Fee (per course)	\$84	\$84	\$0	\$0	Y
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Airframe Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
Program Fee - Avionics Technology (CAS) (per semester)	\$400	\$400	\$0	\$0	Y
- Aviation Technology Fee (per credit hour)	\$50	\$50	\$0	\$0	Y
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Technical Drafting (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Information Systems, Cyber Security (CAS) (per semester)	\$225	\$225	\$0	\$0	Y
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0	Y
Program Fee - Emergency Medical Services Technician (CAS) (per semester)	\$325	\$325	\$0	\$0	Y
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- PhysioU Virtual Lab Fee (per semester)	\$99	\$99	\$0	\$0	Y
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0	Y
- HIT Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
Program Fee - Medical Billing and Coding (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- MBC Virtual Lab Fee (per semester)	\$75	\$75	\$0	\$0	Y
- Medical Billing and Coding Practicum (one time fee)	\$0	\$203	\$203	\$5,075	Y
Program Fee - Veterinary Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$185	\$0	\$0	Y
- Vet Tech Lab Fee (per lab course)	\$50	\$50	\$0	\$0	Y
- Vet Tech Rabies Vaccination Fee (one time fee)	\$935	\$935	\$0	\$0	Y
- Vet Tech Radiation Monitoring Badge Fee (one time fee)	\$0	\$150	\$150	\$3,750	Y
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Medical Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0	Y
- Med Lab Tech Lab Fee (per lab course)	\$30	\$30	\$0	\$0	Y
Program Fee - License Practical Nurse (per semester)	\$185	\$185	\$0	\$0	Y
- LPN NCLEX Review Fee (one time fee) CHANGE FEE TITLE to "LPN ATI User Fee"	\$1,630	\$2,242	\$612	\$14,688	Y
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0	Y
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0	Y
- Resp Care Trajecsys Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0	Y
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0	Y
- Resp EHR Go Fee (per lab course)	\$65	\$65	\$0	\$0	Y
Southern WV Community and Technical College					
Program Fee - Allied Health (Per Credit Hour)*	\$55	\$55	\$0	\$0	Y
Program Fee - Nursing (Per Credit Hour)*	\$75	\$75	\$0	\$0	Y
Program Fee - Career and Technical (Per Credit Hour)*	\$30	\$30	\$0	\$0	Y
Program Fee - Welding (Per Credit Hour)*	\$80	\$80	\$0	\$0	Y
West Virginia Northern Community College					
Accounting/Business Studies, A.A.S.	\$30	\$30	\$0	\$0	Y
Advanced Manufacturing and Automation, A.A.S.	\$272	\$274	\$2	\$28	Y
Applied Technology, A.A.S.	\$240	\$261	\$21	\$147	Y
Business Administration, Business Studies, A.A.S.	\$20	\$20	\$0	\$0	Y
Business Office, Business Career Studies, C.A.S.	\$20	\$20	\$0	\$0	Y
Chemical Operator	\$210	\$210	\$0	\$0	Y
Computer Information Technology A+ Computer Repair, C.A.S.	\$50	\$50	\$0	\$0	Y
Computer Information Technology, Cyber Security, A.A.S.	\$100	\$100	\$0	\$0	Y
Computer Information Technology, Cyber Support, A.A.S.	\$88	\$88	\$0	\$0	Y
Computer Information Technology, Microsoft Applications, C.A.S.	\$50	\$50	\$0	\$0	Y
Computer Information Technology, Software Engineering, A.A.S.	\$100	\$100	\$0	\$0	Y
Criminal Justice, A.A.S.	\$44	\$44	\$0	\$0	Y
Early Childhood: Care and Education (Paraprofessional Educator), A.A.S.	\$20	\$28	\$8	\$328	Y
Energy Technology, A.A.S.	\$291	\$267	(\$24)	(\$480)	Y
Energy Technology, C.A.S.	\$168	\$184	\$16	\$64	Y
Executive Administrative Assistant, Business Studies, A.A.S	\$20	\$20	\$0	\$0	Y
Hospitality and Tourism, C.A.S.	\$63	\$98	\$35	\$140	Y
Human Services, A.A.S.	\$20	\$28	\$8	\$312	Y

Industrial Maintenance Technology, C.A.S.	\$350	\$359	\$9	\$18	Y
Industrial Technology, A.A.S.	\$166	\$168	\$2	\$18	Y
Instrumentation Process Technology, A.A.S.	\$208	\$216	\$8	\$104	Y
Licence Practical Nursing	\$945	\$222	(\$723)	(\$5,784)	Y
Medical Assisting, Administrative Medical Assistant, C.A.S.	\$140	\$140	\$0	\$0	Y
Medical Assisting, Clinical Medical Assistant, A.A.S.	\$162	\$170	\$8	\$64	Y
Medical Billing and Coding, C.A.S.	\$131	\$131	\$0	\$0	Y
Medical Laboratory Technician (MLT)	\$241	\$241	\$0	\$0	Y
Nursing, A.A.S.	\$884	\$884	\$0	\$0	Y
Occupational Development, A.A.S. (Building & Construction Trades)	\$20	\$20	\$0	\$0	Y
Occupational Development, A.A.S. (Firefighters)	\$20	\$20	\$0	\$0	Y
Occupational Development, A.A.S. (Plumbers & Steamfitters)	\$20	\$20	\$0	\$0	Y
Patient Care Technician, C.A.S.	\$278	\$305	\$27	\$3,186	Y
Petroleum Technology, A.A.S.	\$291	\$291	\$0	\$0	Y
Petroleum Technology, C.A.S.	\$168	\$168	\$0	\$0	Y
Radiography, A.A.S.	\$329	\$344	\$15	\$885	Y
Radiologic Technology, Degree Completion, A.A.S.	\$30	\$30	\$0	\$0	Y
Small Business Management, Business Career Studies, C.A.S.	\$20	\$20	\$0	\$0	Y
Substance Abuse Intervention Specialist, A.A.S.	\$20	\$28	\$8	\$432	Y
Substance Abuse Intervention Technician, C.A.S.	\$20	\$20	\$0	\$0	Y
Surgical Technology, A.A.S.	\$261	\$268	\$7	\$301	Y
Technical Studies, A.A.S.	\$20	\$20	\$0	\$0	Y

* Projected Revenue Based on Same Headcount as Prior Year.

West Virginia University at Parkersburg					
Agri-Business Course Fee (per credit hour) All AGRI courses	\$50	\$50	\$0	\$0	Y
CAPOT Program Fee per course (ATPT 130, 131, 132, 140, 141, 242, 244, 260)	\$85	\$85	\$0	\$0	Y
CIT Fee (per credit hour)	\$25	\$25	\$0	\$0	Y
Communication Studies Mass Media Database Fee (COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, 316, and 404) per course	\$30	\$30	\$0	\$0	Y
Co-Requisite Lab Fee (per credit hour)	\$152	\$152	\$0	\$0	Y
Cosmetology Course Fee (per course) All COSM courses	\$125	\$125	\$0	\$0	Y
Criminal Justice Lab Fee - per credit hour (CJ 150, 321, 330, 331, 341, 355, 375, 288, 410)	\$30	\$30	\$0	\$0	Y
Drafting 3D and Large-scale Printing Fee (DRAF 112,116)	\$35	\$35	\$0	\$0	Y
Early Childhood Development (Pre-pack) Fee	\$20	\$20	\$0	\$0	Y
Early Childhood Development Program Fee (per course) (CDEV 105, 307)	\$21	\$21	\$0	\$0	Y
Education Database Fee (EDU 100)	\$135	\$135	\$0	\$0	Y
Education Field Placement Fee (per credit hour) (EDUC 100,200, 300, 301, 303, 304, 308, 310, 330, 330L, 350, 351, 401, 402, 403, 404, 405, 406, 407, 408, 409) and (MATH 387, 388, 389, 390, 412, 412L, SPED 240, 310, 312, 422)	\$25	\$25	\$0	\$0	Y
English Laboratory Fee (ENG 101L, ENG 102L, ENG 107L)	\$35	\$35	\$0	\$0	Y
Legal Studies Course Fee (per course) (LS 210, LS 220)	\$30	\$30	\$0	\$0	Y
Mathematics Laboratory Fee - per course (MATH 120E, 125E)	\$35	\$35	\$0	\$0	Y
Music Fee Advanced Classes (390)	\$400	\$400	\$0	\$0	Y
Nursing Lab Fee (NURS 125, 134, 144, 234, 244)	\$250	\$250	\$0	\$0	Y
Nursing Program Fee (NURS 134, 144, 234, 244)	\$200	\$200	\$0	\$0	Y
Patient Care Tech Lab Fee (Per Course)	\$70	\$70	\$0	\$0	Y
Pharmacy Tech Lab Fee (PTEC 101) per course	\$50	\$50	\$0	\$0	Y
Science Lab Fee	\$40	\$50	\$10	\$1,500	Y
Surgical Technology Lab Fee (ST 100)	\$255	\$255	\$0	\$0	Y
Technical Program Fee (per course) (ELEC 115, 116, 117, 118, 234, 260) (ELEC 102, 103, 104, 202, 203, 204, IDIT 101, 102, 201, 202, 260) (IM 101, 102, 103, 201, 202, 203) (MTEC 102, 103, 112, All CMAT) (Elec 101) (IST 112, 120, 130, 230, 240, 250, 260) (INDT 120, 143)	\$150	\$150	\$0	\$0	Y
Technology Fee (per credit hour) (exclude Early College, Student Teaching, and Technical Programs)	\$25	\$25	\$0	\$0	Y
Welding Course Fee (per course) WELD 111, 113, 121, 131, 132, 133, 124, 125, 160, 171, 221, 260, 279, 281, 291)	\$225	\$225	\$0	\$0	Y

**WV Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: Higher Education Adult Part-Time Student (HEAPS) In-Demand Programs

INSTITUTIONS: Community and Technical Colleges, Public School Technical Centers and Proprietary Schools

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves areas of training for skill development and demand occupations for the workforce development component of HEAPS for fiscal year 2025.

STAFF MEMBER: Brian Weingart

BACKGROUND:

West Virginia code requires that twenty-five percent of HEAPS appropriations be dedicated to workforce development programs for individuals in need of additional training to upgrade their employment skills or to enter a new occupation. For fiscal year 2025, it is recommended that the Council approve the occupational fields and training programs listed on the following page to be given priority consideration for the twenty-five percent workforce development component of HEAPS.

Workforce Development Component of HEAPS
High Demand Occupations - FY 2025

Education and Business Occupations	Jobs 2024	Jobs 2025	Openings 2023-2025	Avg. Annual Openings	Avg Hourly Earnings
Paralegals and Legal Assistants	1691	1690	169	85	\$ 27.34
Human Resources Assistants, Except Payroll and Timekeeping	549	549	128	64	\$ 19.63
Manicurists and Pedicurists	263	265	74	37	\$ 19.32
Healthcare Practitioners, Technicians, and Support Occupations					
Licensed Practical and Licensed Vocational Nurses	6511	6569	1151	576	\$ 24.08
Medical Records Specialists	1266	1290	219	109	\$ 21.59
Surgical Technologists	596	608	98	49	\$ 23.42
Radiologic Technologists and Technicians	1599	1622	224	112	\$ 31.05
Physical Therapist Assistants	825	844	265	133	\$ 29.68
Massage Therapists	259	266	85	42	\$ 21.02
Respiratory Therapists	1098	1128	169	85	\$ 31.25
Dental Hygienists	1143	1150	173	87	\$ 33.09
Firefighters	1074	1095	203	102	\$ 20.29
Emergency Medical Technicians	1446	1459	246	123	\$ 15.94
Installation, Maintenance, and Repair Occupations					
Automotive Service Technicians and Mechanics	3965	3991	754	377	\$ 19.56
Aircraft Mechanics and Service Technicians	380	386	69	35	\$ 27.79
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1879	1898	367	183	\$ 22.51
Telecommunications Equipment Installers and Repairers, Except Line In	564	576	151	75	\$ 32.77
Chemical Equipment Operators and Tenders	1264	1264	293	147	\$ 30.39
Computer Network Support Specialists	762	776	134	67	\$ 26.17
Environmental Science and Protection Technicians, Including Health	516	519	116	58	\$ 27.34
Transportation and Material Moving Occupations					
Civil Engineering Technologists and Technicians	635	637	128	64	\$ 26.79
Heavy and Tractor-Trailer Truck Drivers	10412	10514	7876	3938	\$ 23.30
Data by Lightcast					

**West Virginia Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: Revision of Series 5, *Employing and Evaluating Presidents*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves amendments to 135 C.S.R. 5, *Employing and Evaluating Presidents*, to be filed with the Secretary of State for the 30-day public comment period and if no substantive comments are received, that the Council extends its final approval.

STAFF MEMBER: Kristin Boggs

BACKGROUND:

The Council's legislative rule regarding Employing and Evaluating Presidents establishes the guidelines for institutional governing boards to follow in the search for, hiring, employment, and evaluation of presidents. This rule does not apply to those institutions that are statutorily exempt pursuant to W. Va. Code § 18B-1B-4(a)(15) or administratively exempt pursuant to W. Va. Code § 18B-1-1f.

The proposed amendments simplify the rule, clean up language, and align it more closely with statutory requirements.

TITLE 135
LEGISLATIVE RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL
COLLEGE EDUCATION

SERIES 5
EMPLOYING AND EVALUATING PRESIDENTS

§135-5-1. General.

1.1. Scope. -- ~~Rule establishing guidelines for governing boards to use in employing and evaluating Presidents~~ This rule applies to the search for, hiring, employment, and evaluation of presidents by governing boards of the State's public community and technical colleges.

1.2. Authority. -- West Virginia Code §18B-2B-6, 18B-1B-6.

1.3. Filing Date. -- ~~November 4, 2015.~~

1.4. Effective Date. -- ~~April 20, 2009.~~

1.5. Repeal of former Rule. — ~~Repeals and replaces procedural rule Series 5 of Title 135 adopted by Council on June 7, 2005. This rule shall terminate and have no further force or effect on August 1, 2030.~~

§135-5-2. Community and Technical Colleges Presidential Search Committees.

2.1. ~~The provisions of this rule apply to the employment of presidents at public, higher education institutions within the Community and Technical College System of West Virginia.~~ The selection of campus presidents is one of the most important duties of institutional governing boards. The procedures outlined in this rule are intended to assist the governing boards of the State's public community and technical colleges in fulfilling this duty. The specific search process at an individual college shall be tailored by that college to meet its specific institutional needs; *Provided*, That the college's search process must conform with the authorizing statute and this rule.

2.2. Upon the occurrence of a vacancy in the position of president at one of the ~~institutions set out in Section 2-1~~ State's public community and technical colleges, the governing board of the institution shall undertake a search for a new president. The governing board is responsible for the search, both procedurally and financially. The governing board shall adopt a procedure, consistent with this rule, governing the search. The procedure shall ~~require, at the least, that~~ include, but not be limited to, the following:

2.2.1. A statement of characteristics and qualities which the new president should possess ~~shall be adopted by the governing board and utilized in soliciting and evaluating the candidates.~~

2.2.2. If the governing board appoints a search committee ~~is appointed other than itself, it the appointed search committee~~ shall include representation of faculty, students, ~~and~~ staff, and other constituencies of the institution. The number and consistency of the membership of the appointed search committee shall be ~~is~~ at the discretion of the governing board.

2.2.3. ~~A~~ The governing board shall prepare or cause to be prepared a position announcement shall be prepared detailing the characteristics and qualities sought in a new president and ~~distributed post~~ it on the institution's primary website, distribute it to appropriate newspapers and other media sources,

heads of higher education associations and organizations, and other appropriate individuals, groups, or organizations for the purpose of advertising the position.

2.2.4. ~~Interviews with~~ The governing board shall determine the finalists, as determined by the governing board, shall be conducted from the candidate pool and conduct on-campus and, during the campus visits with them at which students, classified employees, non-classified employees, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates ~~and their comments shall be solicited by the governing board.~~ The constituent groups shall submit their comments to the governing board, and the governing board shall consider those comments in its evaluation of the finalists.

2.2.5. The governing board may conduct background checks ~~may be conducted~~ on each candidate prior to ~~interviewing the candidate's interview~~ with the search committee or governing board. The governing board may conduct background checks ~~should be conducted~~ on finalists prior to any campus visit made at the invitation of the search committee or governing board and shall ~~be conducted~~ background checks before any final selection by the search committee or governing board. The governing board or appointed search committee may conduct on-site visits to the candidates' current and past places of employment ~~may be conducted and are recommended for the final candidates.~~ The governing board shall use standard industry practices ~~shall be utilized~~ in conducting background checks and, at a minimum, shall include confirmation of degrees and past employment and criminal and credit checks.

2.3. Candidates may be considered through their own application or by nomination.

2.4. Confidentiality. –

2.4.1. Members of the governing board, or any its appointed search committee appointed, may not provide information about the names or backgrounds of any candidates without their consent to anyone who is not a member of the governing board, ~~or its appointed search committee,~~ or authorized agents or staff of the governing board or its appointed search committee. At the first meeting of the governing board sitting as a search committee or its appointed search committee, the committee shall discuss the importance of confidentiality. All members of the committee shall agree to preserve the confidentiality of the search and the names of all candidates. The chair of the board of governors may dismiss any search committee member if there is evidence that a member of the search committee has breached the committee's confidentiality. The decision of whether or not to dismiss a search committee member, as well as whether or not to replace the dismissed member, is at the sole discretion of the chair of the governing board; Provided, That if the search committee member proposed for dismissal is a representative of the faculty, staff, or students of the institution, the chair shall replace the member after consultation with the chair or other appropriate representative of the constituent group as to how the individual will be replaced.

2.4.2. When candidates are invited to a preliminary interview with the search committee, they the chair of the search committee shall be notified notify them of the conditions under which the candidates may waive confidentiality ~~may be waived~~ as to background checks and that in the event they are invited for a campus interview, the search committee shall release, or cause to be released, to the public their names and backgrounds ~~shall be publicly released~~ at the time they accept an invitation for a formal campus visit.

2.5. At the request of an institution, the Council may provide the governing board with staff assistance to manage the search process, or the governing board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search.

~~2.6. The governing board shall confer with the Chancellor and agree to a method and process for Council members to interview the finalists when brought to campus, or the Council may schedule its own interviews with the finalists before approving the final selection of a president. The agreed upon process shall not permit Council members to serve on the institutional presidential search committee. The governing board, or any search committee appointed by it, shall promptly transmit to the Chancellor a copy of the procedure adopted to govern the search and provide agendas and minutes of meetings involving the search. The Chancellor or his or her designee shall serve as an ex officio, non-voting member on all search committees or bodies serving in that capacity during the search process. The Council reserves the right to conduct independent interviews of one or more finalists and provide its opinion of the interviewee(s) to the search committee for consideration. Prior to exercising that option, it shall give sufficient notice to the governing board so that any interviews will occur sufficiently close to the final decision of the governing board. In accordance with statute, the Council shall approve all presidential appointments.~~

~~2.7. Terms of compensation and contracts discussed with or offered to candidates shall be consistent with the sections of this rule regarding presidential compensation and contracts.~~

~~2.8. Interim presidents appointed by a governing board shall be approved by the Council.~~

§135-5.3. Presidential Contracts.

~~3.1. Governing boards under the jurisdiction of the Council shall receive the approval of The Council of shall approve both the appointment of and the total compensation package from all sources for a president or an interim president when the president or the interim president is initially hired and for whenever the governing board proposes any subsequent changes in the president's or the interim president's total compensation package. Terms of compensation and contracts discussed with or offered to candidates for president or interim president shall be consistent with this rule and its authorizing statute.~~

~~3.2. A president is considered a will and pleasure employee of his/her the governing board unless that status is specifically altered by the president's letter of appointment or contract. The terms of presidential contracts shall be based on the fiscal year (i.e., June 30 to July 31); those contracts exceeding a term of one fiscal year shall conform to the following:~~

~~3.2.1. An initial offer term of employment as president, or guarantee of employment in that or another position, may not exceed two years, so that the contract expires on June 30 of the following fiscal year. After the initial contract, the governing board may offer contracts of up to five years. A president assigned to an alternative position during a guaranteed term of employment shall perform substantive duties on behalf of the institution in order to collect his or her salary.~~

~~3.2.2. All contracts with a term greater than one fiscal year shall be conditioned upon availability of funding.~~

~~3.2.3. A governing board may agree to reasonable notice of the president's intent not to renew a contract. It is recommended that such For purposes of this section "reasonable notice" is a period of time that does not exceed one year, but may be increased up to two years after five years of service by the president.~~

~~3.2.4. All contracts with a commitment of continued employment must provide that the president may be discharged for "cause" and that such a discharge nullifies any commitment to continued employment. "Cause" includes, but is not limited to, official misconduct, incompetence, neglect of duty,~~

~~gross immorality, malfeasance, misfeasance, insubordination, and acts of commission or omission in violation of the governing board's directives or policies.~~

3.3. Provisions in contracts existing on the effective date of this rule that are inconsistent with this rule may remain in effect at the discretion of the governing board unless the provisions are in violation of statute.

§135-5-4. Compensation.

4.1. The Council shall approve the total compensation of a president, from all sources, shall receive prior approval of the Council before the compensation becomes effective. Forms of compensation which require prior approval include annual salary derived from whatever funding source, deferred compensation, and housing or vehicle allowances. The governing board may require approval of other compensation such as non-State funded discretionary funds, compensation from other employment or for service on a corporate board of directors, and payment of dues or assessments for membership in non-professional related clubs or associations. The governing board shall report to the Chancellor any such compensation received shall be reported to the Chancellor by the president. If the governing board and the president are seeking approval of deferred compensation is being sought, the institution shall submit an actuarial report to the Council detailing the present cash value of the deferred compensation and conditions for eligibility or receipt of the deferred compensation.

4.2. The governing board shall base the president's total salary from all funding sources for a president should be based on a comparison of the presidential salaries at comparable institutions as reported by the College and University Professional Association for Human Resources (CUPA-HR), and should be between the salary listed for the 20th percentile and that listed in the 80th percentile. The governing board of an institution wishing to pay a Presidential salary in excess of the 80th percentile shall submit a detailed rationale to the Council justifying the action. Other or other national data sources, which the governing board may use be utilized by the governing board, as appropriate, to establish salary ranges.

4.3. A percentage If the governing board and the president are seeking Council approval of a presidential salary increase in a percentage in excess of the average percentage salary increase for all personnel at that institution within the last calendar year, may be approved only if a the governing board shall submit to the Council its detailed rationale of its governing board justifying the increase is submitted to the Council. If the percentage increase is exactly in the ratio of compensation increases allocated to all institutional employees, the governing board shall notify the Council of the increase, but the Council is not required to approve it.

4.4. If a governing board provides a president a housing allowances granted to a president not provided instead of housing, by the institution the housing allowance may not be considered as part of the Presidential president's base salary for the purposes of Section 4.2 above.

4.5. The Chancellor annually shall make available to the governing boards the most recent College and University Professional Association for Human Resources (CUPA-HR) or other comparable national data applicable to their institutions.

§135-5-5. Presidential Evaluation.

5.1. Each governing board shall conduct a formal and structured written performance evaluation of the institution's president every third year of the president's employment. The governing board shall evaluate the president's performance shall be evaluated in relation to the duties and responsibilities assigned to the president by the governing board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the governing

board.

5.2. The governing board shall appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel, including faculty, staff, ~~and~~ students, and persons who are knowledgeable of higher education matters ~~who are not otherwise directly employed by a governing board~~ to assist in its evaluation of the President.

5.3. The governing board committee, visiting team, or other body chosen by the governing board, shall visit the campus to receive the views of the president, governing board members, administrators, faculty, classified employees, non-classified employees, students, alumni, and community leaders. ~~A~~ The governing board or its designee shall arrange a schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus ~~shall be arranged~~.

5.4. The governing board shall use the report of its committee, visiting team, or other body chosen by the governing board to assist in its own written evaluation of the president. The governing board's shall report its evaluation ~~shall be reported~~ to the president, the Chancellor, and the Chair of the Council.

5.5. The Chancellor shall provide the governing boards, upon request, with evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college and university presidents and provide any assistance requested by a governing board in performing the evaluations set out in this rule.

5.6. The governing board shall conduct a written evaluation of its president at the end of the initial contract period. In addition to the formal and structured evaluation every three years and at the end of the initial contract period, ~~each~~ the governing board shall conduct a written yearly evaluation of the president ~~shall receive a written yearly evaluation~~ in a manner and form decided by the governing board.

5.7. The Council may not approve any request for an increase in compensation of a president prior to receiving an evaluation of that president for the year immediately preceding the requested increase.

**West Virginia Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: Repeal of Series 29, *Travel*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the repeal of its Procedural Rule entitled *Travel*, 135 C.S.R. 29.

STAFF MEMBER: Kristin Boggs

BACKGROUND:

This procedural rule has not been amended since 2005 and, thus, have not kept pace with the State's official travel rules, which are overseen by the Department of Administration and have been updated three times since 2005. Since both the agency and the institutions in the system follow the Department of Administration's travel rules, we propose to repeal this rule as duplicative and unnecessary.

In accordance with the statute and rules governing the rulemaking process, if the Council approves the repeal of this rule, the agency will put it out to a 30-day public comment period before finalizing the repeal with the Secretary of State's Office.

~~TITLE 135~~
~~PROCEDURAL RULE~~
~~WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION~~

~~SERIES 29~~
~~TRAVEL~~

~~§135-29-1. General.~~

~~1.1. Scope.~~

~~1.1.1. This rule implements the guidelines and procedures concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to members of the institutional Boards of Governors, hereinafter referred to as the "Governing Boards" and/or "Board," members of the West Virginia Council for Community and Technical College Education, hereinafter referred to as "Council," the employees of the Governing Boards and Council, and other non-employees traveling on behalf of the Governing Boards or the Council.~~

~~1.1.2. Consultants and contractors are not required to use these rules and regulations, at the Governing Board's or Council's option.~~

~~1.1.3. Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.~~

~~1.1.4. As used in this rule, all terms have the same meaning as provided in W. Va. Code §18B-1-2. For the purposes of this rule, the Council Office shall be considered an institution.~~

~~1.1.5. Each Governing Board shall promulgate travel rules, policies and procedures for managing travel at its institution(s) consistent with this rule, state and federal laws, and Internal Revenue Service (IRS) regulations.~~

~~1.2. Authority. W. Va. Code §12-3-11.~~

~~1.3. Filing Date. August 26, 2005.~~

~~1.4. Effective Date. September 30, 2005.~~

~~1.5. Repeal of Former Rules. Title 131, Procedural Rule of the State College System of West Virginia, Series 47, and Title 128, Procedural Rule of the University System of West Virginia, Series 47.~~

~~1.6. According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board or Council member, or other non-employee unless such claim meets all the requirements of this rule.~~

~~§135-29-2. Provisions Applicable Only to the Council and the Governing Boards.~~

~~2.1. The Council and the Governing Boards may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit the campus of any institution of higher education, or any other facility under the control of the Council or Governing Board, to be interviewed concerning her or his possible employment by the Council or Governing Board or agent thereof. Authorization for such payment shall be given by the Council and/or Chancellor, or the Governing Board and/or institutional president, or other administrative head of an institution.~~

~~2.2. Payment may be authorized for: (1) all or part of the reasonable expenses incurred by a person newly employed by the Council or Governing Board in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee in moving her or his~~

~~household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Council or Governing Board; provided, that no part of the moving expenses of an employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the Council and/or Chancellor, or the Governing Board and/or institutional president or other administrative head of an institution.~~

~~§135-29-3. Delegation of Authority and Responsibilities.~~

~~— 3.1. Authority to manage, approve or disapprove travel and travel related expenses is delegated to the Chancellor for and on behalf of the Council, and to the Governing Boards for and on behalf of their respective institution(s). A Governing Board may delegate authority to the president and/or other administrative head of an institution, hereinafter called the “Chief Executive Officer” to manage, approve or disapprove travel and travel related expenses at their institution. Such delegated authority shall be made by resolution of the Board and may also be revoked or modified by the Board.~~

~~— 3.2. The Chancellor or Chief Executive Officer may also delegate authority to others within her or his respective institution(s) to act as her or his designee(s) for authorizing and approving travel and travel related expenses. All such authorizations and approvals shall be made in accordance with the provisions of this rule.~~

~~— 3.3. Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.~~

~~— 3.4. The Chancellor and Chief Executive Officer shall develop policies and procedures for her or his institution, consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the institution.~~

~~— 3.5. The responsibility to audit a traveler’s expense account settlement lies with the~~

~~institution. Approval of a traveler’s expense account settlement by the institution means that the expense settlement meets all criteria established for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor’s Office within a reasonable amount of time after receiving such settlement from the traveler.~~

~~§135-29-4. Travel Regulations Applicable to Employees, Council and Governing Board Members, and Non-employees.~~

~~— 4.1. Employees~~

~~— 4.1.1. Approval to travel shall be secured in advance by the employee in accordance with this rule and the policies and procedures of the institution.~~

~~— 4.1.2. Employees are responsible for submitting a travel expense account settlement form, with all required receipts and attachments, to her or his institution within a reasonable amount of time after the last day of travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.~~

~~— 4.2. Members of the Council and Governing Board~~

~~— 4.2.1. This rule shall govern reimbursement of travel expenses to members of the Council and Governing Boards when a Council or Board member requests reimbursement for travel expenses.~~

~~— 4.3. Non Employees~~

~~— 4.3.1. When non-employees are eligible to receive reimbursement of travel expenses, reimbursement shall be made in accordance with this rule and the policies and procedures of the institution.~~

~~§135-29-5. Transportation.~~

~~— 5.1. Air Transportation~~

~~— 5.1.1. Commercial Airlines~~

~~5.1.1.1. Reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.~~

~~5.1.1.2. Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.~~

~~5.1.1.3. In order to receive reimbursement, the traveler must submit the "passenger coupon" or certified copy of the commercial airline ticket. Refundable or unused airline tickets shall be returned immediately.~~

~~5.1.1.4. Commercial airline tickets may be direct billed to the institution and paid in advance of the travel if allowed by the institution's policies and procedures.~~

~~5.1.2. Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.~~

~~5.1.2.1. For use of aircraft owned and managed by the Department of Administration and other agencies, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.~~

~~5.1.2.2. If authorized by the Chancellor or Chief Executive Officer or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use, if allowed by the institution's administrative policies and procedures.~~

~~5.2. Ground Transportation~~

~~5.2.1. A traveler may use a state owned vehicle, privately owned vehicle, a commercial rental vehicle, or rail service for ground transportation when traveling on official business of the institution. Receipts and documentation are not required unless otherwise indicated below or required by the institution:~~

~~5.2.1.1. State Owned Vehicles: The availability and use of a state owned vehicle will be determined by the institution's policies and procedures.~~

~~5.2.1.2. Privately Owned Vehicles: Privately owned and courtesy vehicles may be used. Reimbursement will be made in accordance with the institution's policies and procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.~~

~~5.2.1.3. Commercial Rental Vehicles: Commercial rental vehicles may be used. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus insurance, mileage fees and fuel costs in accordance with the institution's policies and procedures. Receipts/documentation is required for reimbursement.~~

~~5.2.1.4. Rail Service: May be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts/documentation is required for reimbursement.~~

~~5.2.1.5. Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's guidelines and procedures.~~

~~5.2.2. The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations;~~

~~charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.~~

~~5.2.3. In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotel, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation to and from the airport.~~

~~5.2.4. Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.~~

~~§135-29-6. Lodging.~~

~~6.1. Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made according to the institution's policies and procedures. Lodging receipts are required for reimbursement.~~

~~6.2. Lodging may be direct billed if allowed by the institution's policies and procedures; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.~~

~~§135-29-7. Meals.~~

~~7.1. Meal expense reimbursement shall be made in accordance with the institution's policies and procedures and is limited to actual expenses for food, service and gratuities up to the applicable maximum daily rate authorized by the Council or Governing Board. Specifically excluded are alcoholic beverages and entertainment expenses.~~

~~7.2. Receipts are not required for meal reimbursement.~~

~~§135-29-8. Registration Fees.~~

~~8.1. Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials,~~

~~are reimbursable expenses to the traveler and shall be made according to the institution's policies and procedures. Registration fees may also be direct billed to the institution when feasible.~~

~~8.2. Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement.~~

~~8.3. The traveler shall not receive an allowance or reimbursement for lodging or food that is included in registration fees.~~

~~§135-29-9. Other Expenses.~~

~~9.1. Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is in excess of current Internal Revenue Service limits for miscellaneous expenses, or unless otherwise required by the institution. Such expenses and reimbursement may include, but are not limited to:~~

~~a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check in), or when using a lodging facility that has portorage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;~~

~~b. Baggage storage between appointments, and between hotels and meeting places;~~

~~c. Tolls, garage and parking fees, including gratuities;~~

~~d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.~~

~~—— e. Currency conversion;~~

~~—— f. Guides, interpreters, and visa fees; and~~

~~—— g. Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may be reimbursed for one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed the maximum amount established by the Governing board, provided the call is not charged to the telecommunications card issued by the state or the Governing board.~~

~~—— 9.2. Non reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the Chancellor, Chief Executive Officer or designee.~~

~~—— 9.3. Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.~~

~~§135-29-10. Form of Payment for Business Travel.~~

~~—— 10.1. Corporate Charge Card or Credit Card: Travelers should use the corporate charge card issued by the State of West Virginia for business related travel expenses, or a higher education corporate charge card if available.~~

~~—— 10.2. Cash Advances from the State Auditor's Office: Cash advances for official travel may be requested from the State Auditor's Office according to the procedures established by the Auditor for employee and student travel, and for group travel such as bands, athletic teams and organized student groups. The Governing Boards shall establish policies and procedures for requesting and settling cash~~

~~advances with the Auditor.~~

~~—— 10.3. Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Credit Card:~~

~~—— 10.3.1. Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes.~~

~~—— 10.3.2. A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. The preferred method of obtaining a cash advance is to use the state corporate credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the Commission. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.~~

~~—— 10.3.3. For employees ineligible to receive a state corporate credit card or those who have applied and have not yet received their card, the cash advance procedure in Paragraph 10.2 shall apply.~~

~~—— 10.3.4. Each institution shall adopt and actively pursue policies and procedures to manage and minimize credit losses by employees using the corporate charge card.~~

~~—— 10.4. Direct Billing: Direct billing may be authorized by the appropriate institutional representative in accordance with the institution's policies and procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.~~

~~§135-29-11. Reimbursement Forms.~~

~~—— 11.1. The form(s) used for reimbursement of travel expenses shall be those promulgated by the Chancellor.~~

~~§135-29-12. Other Provisions.~~

~~—— 12.1. According to the West Virginia Ethics~~

~~Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel.~~

**West Virginia Council for Community and Technical College Education
Meeting of June 6, 2024**

ITEM: Repeal Series 31, *Ethics*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the repeal of its Procedural Rule entitled *Ethics*, 135 C.S.R. 31.

STAFF MEMBER: Kristin Boggs

BACKGROUND:

This procedural rule has not been amended since 2005 and, thus, have not kept pace with the State's official ethics rules, which are overseen by the Ethics Commission and have been updated several times since 2005. Since both the agency and the institutions in the system follow the Ethics Commission's rules, we propose to repeal this rule as duplicative and unnecessary.

In accordance with the statute and rules governing the rulemaking process, if the Council approves the repeal of this rule, the agency will put it out to a 30-day public comment period before finalizing the repeal with the Secretary of State's Office.

TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
SERIES 31
ETHICS

§135-31-1. General.

1.1. Scope. -- This rule establishes guidelines for institutional governing boards in adopting policies in accordance with the West Virginia Governmental Ethics Act.

1.2. Authority. -- W. Va. Code §§18B-1-6, 6B-2-5(L).

1.3. Filing Date. -- August 26, 2005.

1.4. Effective Date. -- September 30, 2005.

1.5. Preamble -- In 1989, the West Virginia Legislature enacted the West Virginia Governmental Ethics Act, set out in Chapter 6B of the West Virginia State Code, declaring unlawful certain activities by public employees. Section 5(b), Article 2 of the Act prohibits a public employee from using his or her office or the prestige of that office for his or her private gain or that of another person. Section 5(c), Article 2 prohibits solicitation of gifts that may confer pecuniary benefits upon the employee or his or her immediate family. Section 5(d), Article 2 prohibits an interest in the profits or benefits of a public contract which an employee has direct authority to enter into or over which he or she may have control.

The original version of the Ethics Act subjected all public employees, including higher education employees, to fines, sanction, and criminal prosecution for violation of the Ethics Act unless they obtained prior approval for the proposed activity from the West Virginia Ethics Commission. Many of the teaching, research, consulting and publication activities of higher education faculty and staff necessarily result in known and appropriate private benefits or gain which are customary and normal in higher education, but which were identified as potential violations of these provisions of the Ethics Act

after its enactment. In 1990, the Ethics Act was amended at Section 5(l), Article 2 to allow higher education employees who derive private benefits from teaching, research, consulting, or publication activities the option of seeking exemption from the above prohibitions from their employing institution instead of through the Ethics Commission.

The previous Board of Trustees and Board of Directors adopted a rule to set forth an expeditious procedure for granting such approval of exemptions at the institutional level to faculty and staff members who sought to be relieved of certain statutorily imposed prohibitions of the West Virginia Governmental Ethics Act. The Policy Commission has previously transferred that rule to the jurisdiction of the institutional governing boards. This rule shall govern any modification of that rule by a governing board.

1.6. Repeal of Former Rule. -- Repeals and replaces Series 43 of Title 128 and 131.

§135-31-2. Approval of Activity.

2.1. Any rule governing ethics of its faculty or staff adopted by an institutional governing board shall include at least the following:

2.1.1. That institutional approval of any activity pursuant to the rule shall be deemed to be a part of the employee's employment contract with the board.

2.1.2. That any institutional approval granted pursuant to the rule may be revoked upon reasonable notice to the employee.

2.1.3. That approval for any activity pursuant to this rule may only be given by an institution's president or the president's designee or designees. Such delegation of authority by a

president shall be in accordance with the needs of the institution but in no case shall such delegation be at an authority level lower than a departmental chair, director or other similar department supervisor.

2.1.4. That approval for any activity may be granted on a case-by-case basis or, when such activities are common within an institution, a department or other category or grouping of employees, to all of an institution's employees or any subgrouping thereof.

2.1.5. That the institution shall establish appropriate procedures for the review and approval of those employee activities covered by this rule.

2.1.6. That disclosures required by the rule are personal in nature and shall be kept confidential, as permitted by law.

§135-31-3. Solicitation of Gifts.

3.1. Any such rule shall also include provisions that state:

3.1.1. Unless otherwise restricted by one's supervisor, employees shall be permitted to solicit gifts which directly benefit the board or the employing institution. Solicitations on behalf of a particular department, on behalf of the institution's supporting foundation or on behalf of an affiliated corporation or center shall, for the purposes of the rule, be deemed to be a solicitation on behalf of or for the benefit of the institution.

3.1.2. Permissible solicitations shall include but not be limited to the following, even though the soliciting employee may work in a position which will be directly or indirectly supported thereby:

3.1.2.1. Grants from governmental agencies, foundations, corporations, or individuals to the institution to support teaching, research, publication or service activities of the institution;

3.1.2.2. Contracts with governmental agencies, foundations,

corporations, or individuals to the institution to support teaching, research, publication or service activities of the institution;

3.1.2.3. Donations from foundations, corporations, or individuals to the institution to support teaching, research, publication or service activities of the institution.

3.1.3. Support for teaching, research, publication and service activities shall include but not be limited to such normal and regular institutional needs as support for salaries; scholarships; capital improvements or repairs; and classroom, laboratory, athletic, medical, scientific, and other similar equipment supplies.

§135-31-4. Use of Public Office for Private Gain.

4.1. Any such rule shall also provide that:

4.1.1. No solicitation or other activity permitted by the rule shall be deemed to be the inappropriate use of an employee's public office (position) or the prestige of that office for one's own private gain or that of another person.

4.1.2. When an employee uses his or her knowledge and personal prestige for private gain without the use of the employee's public office, then there is no requirement to obtain an exemption under the ethics rule.

4.1.3. W. Va. Code §6B-2-5(l) gives institutions of public higher education limited authority to grant exemptions to their employees from the prohibitions in the State Ethics Act relating to the use of public office or the prestige of public office for private gain when the employee is using his or her field of expertise as an author, speaker, consultant or through other approved activities such as service as a board member for outside agencies or businesses and when an employee of the institution seeks to use his or her public office or the prestige of their public office for the employee's private gain or for the private gain of another person, the employee may seek from an appropriate institutional authority an exemption (as limited by the Ethics Act) from the prohibition against the use of public office or the prestige of public

office for private gain.

4.1.4. The appropriate institutional authority may grant the employee an exemption to permit the employee to use the employee's public office to derive private benefit from the employee's field of expertise as an author, speaker, consultant, or through other approved activities such as service on the board of an outside agency or business.

4.1.5. In granting permission for an employee to engage in such outside activities which may be directly or indirectly associated with the employee's position with the institution, consideration should be given to the following:

4.1.5.1. Whether the employee brings to his/her position his/her own unique personal prestige which is based upon his/her own intelligence, education, experience, skills and abilities, or other personal gifts or traits.

4.1.5.2. Whether such activity is customary and usual within the field;

4.1.5.3. Whether the institution derives any benefit through prestige or otherwise from the activity;

4.1.5.4. Whether the institution expects or anticipates that the employee will gain financially from the activities which are not a part of the employee's required employment activities;

4.1.5.5. Whether the employee's activity will increase his/her personal or professional development or will lend service or benefit to the nation, state or community;

4.1.5.6. Whether the outside activity will interfere with or create an overriding conflict with the employee's responsibility to the institution or will interfere with the satisfactory performance of the employee's institutional duties.

4.1.6. The disclosure by an employee of an employee's position, title, and work history with the institution in the promotion of an employee's private activities shall be exempt

from the prohibition against the use of prestige of public office for a private gain. However, in these cases the employee has the responsibility to make clear the fact that he or she is not representing the institution but is speaking as a private citizen.

4.1.7. An employee who obtains an exemption from the Ethics Act prohibitions under the procedure authorized in this rule shall not be deemed an agent of the institution when the employee is acting outside the scope of his or her other employment for his or her private benefit.

4.1.8. No exemption granted under this ethics rule shall be deemed to constitute a waiver by the institution of any lawful contractual provision in the employment contract of a full or part-time employee of the institution.

§135-31-5. Interests in Public Contracts.

5.1. Any such rule shall also provide that:

5.1.1. Each employee shall be required to disclose any interest the employee or any member of the employee's immediate family or a business with which he or she is associated may have in the profits or benefits of a contract which the employee may have direct authority to enter into or over which the employee may have control unless such interest is limited within the meaning of W. Va. Code §6B-2-5(d)(2).

5.1.2. The institution may review any interest an employee or any member of the employee's family or a business with which he or she is associated may have and determine what, if any, restrictions or limitation should be placed on the employee's activities.

§135-31-6. Additional Ethical Standards.

6.1. A governing board may establish additional ethical standards for its employees not inconsistent with this rule or the West Virginia Governmental Ethics Act.

§135-31-7. Presidents.

7.1. The chair of a governing board shall have the authority to review and grant approval of those activities of the institution's president which may involve a conflict of interest pursuant to this rule or the institution's rule.

West Virginia Council for Community and Technical College Education
Meeting of June 6, 2024

ITEM: Revisions to Series 59, *Procedural Rule, Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, and Nursing Career Pathways*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia Council for Community and Technical College Education approves revisions to Series 59, Procedural Rule, Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, and Nursing Career Pathways, to be filed with the Secretary of State for the 30-day public comment period and if no substantive comments are received that the Council extends its final approval.*

STAFF MEMBER: Corley Dennison

BACKGROUND:

Revisions to Series 59, *Procedural Rule, Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, and Nursing Career Pathways*, are necessary to update language and add section 16 outlining policy for micro-credentials.

Summary of suggested changes are as follows:

Added, “*and Micro-Credentials*” to the rule title, to include new section 16 on micro-credentials.

Sections 1 through 15:

- Replaces the term “Prior Learning Assessment (PLA)” with a more current term, “Credit for Prior Learning (CPL).”
- Defines and adds any reference to micro-credentials where necessary.
- Strikes any unnecessary and or outdated language.

Section 16 is the new section outlining micro-credentials.

- A micro-credential is a competency or skill set based on a recognition that allows a learner to demonstrate mastery and learning in a specific area. Less than a degree or certificate, a micro-credential is smaller in terms of commitment or credits, has stand-alone value and meets agreed upon quality assurance as recognized by an institution of higher learning and/or business or industry.
- Institutions may offer micro-credentials for credit or non-credit.
- Micro-credentials can be stackable and grouped or aggregated to provide a pathway to a larger credential.
- Students who successfully complete a micro-credential, whether credit or non-credit, will earn a digital badge or institutionally recorded and approved credential.

TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
SERIES 59
AWARDING UNDERGRADUATE COLLEGE CREDIT FOR PRIOR LEARNING, ADVANCED
PLACEMENT CREDIT, COLLEGE-LEVEL EXAMINATION PROGRAM, AND NURSING
CAREER PATHWAY, AND MICRO-CREDENTIALS

§135-59-1. General.

1.1. Scope. -- This rule establishes guidelines for West Virginia public community and technical colleges and universities for the awarding of college credit for prior college-level learning through ~~prior learning assessment~~ Credit for Prior Learning (CPL), for acceptance of advanced placement credit, ~~awarding of credit~~ for the College-Level Examination Program (CLEP), ~~and awarding of credit~~ for completion of the Nursing Career Pathway, and for recognizing skill sets earned through micro-credentials.

1.2. Authority. -- W. Va. Code §§ ~~18B-1-1A, 18B-1-6 18B-1B-4, 18B-2A-4, 18-2E-11A, and 18B-2B-6(c)(19)~~

1.3. Filing Date. -- ~~June 7, 2021.~~

1.4. Effective Date. -- ~~July 7, 2021.~~

§135-59-2. Purpose ~~for~~ of Prior Learning Credit.

2.1. ~~Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development, and quality of life of the state and its citizens. This policy procedural rule details the responsibilities of the state higher education institutions~~ community and technical colleges regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.

2.2. The West Virginia Council for Community and Technical College Education (Council)/~~West Virginia Higher Education Policy Commission (Commission)~~ recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that the State's community and technical colleges and universities have the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.

2.3. The purpose of this rule is to ~~outline~~ set out the terms and conditions under which West Virginia public community and technical colleges and universities award and/or transfer credits toward a degree or certificate based upon ~~Prior Learning Assessment (PLA)~~ CPL and to provide consistent and accessible methods for students to earn these credits.

2.4. It is the intent of the Council/~~Commission~~ to permit the community and technical colleges to ~~awarding of~~ undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with institutional policies and procedures, each institution shall award academic credit for prior learning that is equivalent to coursework which satisfies the requirements for the degree program in which the student is enrolled.

2.5. The Board of Governors Associate of Applied Science degree program and the ~~Regents Bachelor of Arts degree~~ Skilled Trades Apprenticeship Nontraditional Degree (STAND) program authorized by W. Va. Code § 18B-3D-7 maintain specific guidelines and requirements for the use of credit for prior learning. This ~~policy rule~~ does not replace those existing guidelines.

§135-59-3. Definitions.

3.1. ~~Prior Learning Assessment (PLA)~~ “Credit for Prior Learning (CPL)” is defined as the assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college credit.

3.2. ~~In support of providing opportunities for students to earn college level credit for college level learning that has been acquired outside the higher education academic environment, t~~ The community and technical colleges may assessment of prior college-level learning ~~can be accomplished~~ through a variety of assessment methods including, but not limited to, the following:

3.21.1. Advanced Placement Exams

3.21.2. American Council on Education (ACE) Guides

3.21.3. College Level Examination Program (CLEP) Exams

3.21.4. DANTES Subject Standardized Test (DSST)

3.21.5. Excelsior College Examination Program (ECE)

3.21.6. Institutional Course Challenge Examination Credit

3.21.7. International Baccalaureate Program (IB)

3.21.8. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure

3.21.9. Portfolio Assessment/Review Credit

3.21.10. Prior Military Training Credit

3.21.11. Nursing Career Pathway

3.1.12. Micro-credential.

3.2. “Chancellor” means the Chancellor for Community and Technical College Education as defined in W. Va. Code § 18B-1-2 or his or her designee.

3.3. “Council” means the Council for Community and Technical College Education established by W. Va. Code § 18B-2B-3.

3.4. “Secondary school” or “high school” includes traditional public or private high school, charter school, home school, learning pod, microschool, or other educational program authorized by the Legislature that encompasses education commonly received in grades 9 through 12.

3.5. “Micro-credential” is a short, focused credential designed to provide in-demand skills, knowledge, and experience. Micro-credentials may be earned through a course or short series of courses that culminate in a “digital badge,” which offers verified proof of competency and documentation of specific skills gained through the coursework, which is assessed against transparent and clearly defined criteria.

§135-59-4. Principles.

4.1. ~~West Virginia public colleges and universities value the diversity of their students. This diversity includes the~~ Students have unique experiences, interests, and intellectual pursuits that may lead to the acquisition of college-level learning. The acquisition of college-level learning is validated by assessment methods that are academically sound and rigorous.

4.2. West Virginia public community and technical colleges ~~and universities~~ shall employ ~~prior learning assessment~~ credit for prior learning (CPL) aligned with their respective missions, the principles of academic integrity, resources, and student educational attainment and success.

4.3. West Virginia public community and technical colleges may offer credentialing through micro-credentials that allow for career advancement without full stops for additional degrees; however, credentials may be credit or non-credit.

§135-59-5. Institutional Policies Regarding Awarding Credit for Prior Learning.

5.1. State community and technical colleges ~~and universities~~ shall develop institutional policies for evaluating prior learning and for awarding credit consistent with this ~~policy~~ rule.

5.1.1. Each institution shall develop appropriate policies and procedures for awarding credit for a student’s prior college-level learning in accordance with this ~~policy rule~~, accrediting bodies’ guidelines for prior learning assessment, and principles of good educational practice.

5.1.2. Institutional policy ~~will~~ shall apply to all academic programs.

5.1.3. ~~The institutional policy on Credit for Prior Learning must be filed with the Council for Community and Technical College Education and the Higher Education Policy Commission.~~

5.2. Institutions shall identify the forms of ~~PLA~~ CPL credits that the institution will award, the processes for acquiring such credit, and make that information publicly available to students, faculty, and other stakeholders.

5.3. Institutions ~~shall have discretionary authority to~~ may award academic credit for prior learning that is equivalent to coursework which meets the requirements for the degree program in which the student is enrolled.

5.4. Credit for prior learning ~~can~~ may apply toward majors, minors, general education requirements, and electives that count toward the student’s chosen degree or certificate. ~~Prior Learning Assessment Credit for Prior Learning~~ credit may also satisfy prerequisite requirements. College credit awarded through ~~PLA~~ CPL shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.

5.5. Colleges shall award credit for prior learning ~~shall only be awarded~~ only to students who are admitted to the institution ~~and have declared a major field of study.~~

5.6. Credit awarded through PLA CPL shall not count toward institutional residency requirements.

5.7. ~~The evaluation of institution's faculty with appropriate professional credentials shall evaluate a student's portfolio must be completed by faculty with appropriate professional credentials and course-specific examinations to determine whether it meets the standards to award academic credit. Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials. The faculty member shall make a recommendation for credit shall be made to the appropriate academic officer at the institution and in accordance with the institution's PLA CPL guidelines.~~

5.8. Institutions must accept PLA CPL credit up to ~~30 credits for bachelor's degrees, up to 15~~ 30 credits for associate's degrees and up to ~~6~~ nine credits for certificate programs.

5.8.1. Institutions may set a higher limit not to exceed ~~60 credits for bachelor's degrees, not to exceed 30~~ 45 credits for associate's degrees, ~~and not to exceed~~ or 15 credits for certificate programs.

5.8.2. If a program accrediting body has a specific maximum for PLA CPL credit, then the institution shall honor that maximum ~~should be honored by~~ for that particular program.

5.9. Credit awarded through ~~Prior Learning Assessment~~ Credit for Prior Learning ~~must shall~~ be clearly identified as such on a student's official transcript according to institutional PLA CPL guidelines, ~~but it should be evident that the credits are PLA. The institution shall not use such credit shall not be used to determine a student's grade point average or used in the calculation of graduation honors. The institution shall record the credit should be recorded as "Credit" only.~~

5.10. Students shall submit requests for awards of academic credit for prior learning ~~shall be submitted~~ in accordance with the guidelines established by the institution. Institutions ~~must shall~~ establish a written record of their decisions and the basis for ~~that the decisions in to accepting or declining deny a Prior Learning Assessment Credit for Prior Learning~~ (whether it is portfolio evaluation or other type of assessment) for academic credit. Institutional policies ~~should shall~~ ensure the transparency of the award or denial of PLA CPL credit. Additionally, institutions ~~must shall~~ develop and communicate to students a process for appealing PLA CPL decisions.

5.11. ~~Prior Learning Assessment~~ The community and technical colleges may charge fees for assessment of Credit for Prior Learning requests, which fees may vary based upon the type of assessment performed. Prior Learning Assessment ~~The institutions shall clearly publish and make available to students CPL credit and transcription fees to students must be clearly published and made available to the student.~~

5.12. Institutions ~~will shall~~ regularly review their PLA CPL policies to ensure that they are consistent with accreditation PLA CPL guidelines and State, regional, and national practices.

§135-59-6. Transferability of ~~Prior Learning Assessment Credits~~ Credit for Prior Learning.

6.1. Credits earned through PLA CPL ~~will shall~~ be transferable in accordance with ~~Series 135 C.S.R. 17: Transferability of Credits and Grades at West Virginia Colleges and Universities.~~ Once on a student's transcript, credits earned through prior learning shall be treated no differently ~~that than~~ other credit coursework on a student's transcript.

6.2. PLA CPL credit awarded at one institution that meets the West Virginia Core Coursework Transfer Agreement or other statewide articulation agreements ~~must shall~~ be accepted as transfer credit toward the degree if the student transfers to another West Virginia public college or university in accordance with the guidelines of that particular policy or agreement.

§135-59-7. Reporting the Awarding of ~~Prior Learning Assessment~~ Credit for Prior Learning Credits.

7.1. Each institution shall maintain records of the number of students awarded credit for prior learning, ~~the number of credits for prior learning awarded, the type of assessment method(s) used, and other recipient data, which will be~~ they shall reported to the Council for Community and Technical College Education/~~Higher Education Policy Commission~~ on an annual basis. ~~Council/Commission staff will~~ The Chancellor shall develop specific reporting guidelines and advise each institution of those guidelines.

§135-59-8. Policy for Acceptance of Advanced Placement Credit.

8.1. ~~West Virginia state~~ The community and technical colleges and universities shall accept advanced placement credits according to the following guidelines:

8.1.1. High school students completing advanced placement examinations of the College Board with a minimum score of 3 ~~will~~ shall receive credit at any state community and technical college ~~or university~~, as indicated in the list of advanced placement exams offered by the College Board. The ~~Central Office of the Community and Technical College System of WV~~ Chancellor maintains a list of all College Board advanced placement exams and the minimum number of credits that each institution shall grant. The college shall award credit ~~is to be awarded~~ solely on the basis of satisfactory performance of a score of 3 or higher on the advanced placement examinations.

8.1.2. When the examination is in the area of the student's major, the institution ~~will~~ shall award credit toward the major or the core curriculum.

8.1.3. An academic department within the institution may, upon approval of the institutional faculty, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.

8.1.4. Credits awarded by regionally or nationally accredited institutions of higher education in West Virginia for successful completion of advanced placement exams are transferable to West Virginia state colleges and universities in accordance with the advanced placement policy of the receiving institution.

§1335-59-9. Institutional Responsibility.

9.1. Each institution shall develop guidelines for acceptance of advanced placement credits that are consistent with the provisions of this rule and publish the guidelines in the college ~~or university~~ bulletin and/or other appropriate institutional publications.

§1335-59-10. Policy for the College-Level Examination Program.

10.1. ~~This policy shall serve as a rule for the College Level Examination Program (CLEP) of the College Entrance Examination Board in West Virginia state colleges and universities.~~ Credit awarded by an institution in conformity with this ~~policy rule~~ shall be transferable to all West Virginia state colleges and universities. Further, the community and technical college shall award credit ~~shall be awarded~~ only once to recognize mastery of course content. The community and technical college shall not award credit ~~shall not be awarded~~ for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

§1335-59-11. Subject CLEP Examinations.

11.1. ~~Students may be awarded~~ Community and technical colleges may award credit for the student successfully completion of completing any or all of the CLEP Subject Examinations presently offered or

developed in the future. They student must achieve a score equal to or above the required score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the student takes the examination~~-was taken~~. The college shall award credit~~shall be awarded~~ in an amount not exceeding the number of semesters for which the examination was designed. The college shall not assign a grade~~shall not be assigned, and or include~~ the credit ~~will not be included~~ in the computation of the student's grade-point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the college shall consider the credit earned by CLEP examination~~shall be considered~~ elective credit. ~~Students shall not receive~~ The colleges shall not award CLEP Subject Examination credit for equivalent courses in which ~~they have a student~~ has already earned credit.

§1335-59-12. General CLEP Examinations.

12.1. As of the effective date of this ~~policy rule~~, an institution may award credit within the limits of the most recent recommended CLEP scores posted by The College Board. ~~At the time of this rule, The College Board chart is found at the following URL: located at <https://clep.collegeboard.org/pdf/what-your-score-means.pdf>.~~

12.2. ~~It should be made clear to~~ Colleges shall clearly advise students that such credit in general education may not meet specific program requirements of the institution awarding the credit or of other institutions to which the student may later transfer. The credit shall then be used as elective credit. ~~Students shall not receive~~ Colleges shall not award CLEP General Examination credit for equivalent courses in which ~~they have a student~~ has already earned credit.

12.3. An institution awarding credit through CLEP may establish scores higher than specified above for Subject and General Examinations if ~~it is~~ the institution establishes that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at that institution.

§1335-59-13. Academic Record.

13.1. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

§135-59-14. Enrollment.

14.1. Students must be enrolled in an institution in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

§135-59-15. Nursing Career Pathway Policy.

15.1. ~~Nursing continues to offer multiple ways for students to enter the profession and has consistently advocated for creative and innovative opportunities for academic progression that meet the needs of a student population that is diverse along numerous dimensions. While it is certainly possible to change goals and directions, early consideration of the desired end point can provide helpful direction in selecting the most efficient and effective path to reaching career goals.~~ The goal of the nursing career pathway is to give students a clear picture of how to enter the profession and a shorter, more affordable way to progress through the education they need. The pathway includes dual or advanced placement credit for high school students when admitted to nursing programs in community and technical colleges ~~or baccalaureate institutions~~, seamless transition to bachelor's completion degrees in nursing as needed, and employment opportunities as nursing assistants, licensed practical nurses, and registered nurses along the pathway.

15.2. The community and technical colleges shall accept student course credit earned through dual credit and/or early enrollment as part of the Nursing Career Pathway Program must be accepted by institutions as higher education credits counting toward credits specific to the major of nursing or nursing science. The student's secondary school shall identify completion of the nursing pathway shall be identified on the high school transcript. Students completing the nursing pathway shall also be in possession of receive the Therapeutic Services Certificate.

15.3. Dual credit ~~or early enrollment~~ courses in the Nursing Career Pathway are developed as required course credit according to West Virginia ~~Department Board~~ of Education (WVDE) Policy 2510, *Assuring Quality of Education: Regulations for Education Programs*, and WVDE Policy 2520.13, *West Virginia College- and Career-Readiness Programs of Study/Standards for Career and Technical Education*. These courses include college-level freshmen English, college algebra or statistics, anatomy and physiology, and general psychology. A list of approved dual credit/~~early enrollment~~ courses may be found on the West Virginia Department of Education's website.

15.4. Students may also earn college-level credit for the Nursing Career Pathway and specific to the major of nursing or nursing science through Advanced Placement courses (AP) as ~~stipulated under~~ set out in Section 8 of this rule.

15.5. Nothing in this rule shall prevent institutions from awarding additional dual credit/~~early enrollment~~/ or AP credit toward the Nursing Career Pathway as allowed ~~under~~ by the institution's approved policies for awarding such credit.

§135-59-16. Micro-Credentials.

16.2. Institutions may offer micro-credentials for credit or non-credit to currently enrolled students (internal) or to transient students (external) enrolling for a specific set of courses.

16.3. Micro-credentials awarded to a student may be stackable and grouped or aggregated to provide a pathway to larger credentials. That is, micro-credentials may be used as credits for the awarding of a traditional degree. Non-credit micro-credentials may be converted to credit via the CPL process as outlined in Section 5 of this rule.

16.4. Students who successfully complete a micro-credential, whether credit or non-credit, will earn a digital badge or institutionally recorded and approved credential for verification to students, whether full-time, part-time, or non-credit. Upon successful completion of the micro-credential, institutions shall keep records of all earned non-credit badges or credentials.