

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

AGENDA

Thursday, August 14, 2014

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV

1. Call to Order and Determination of Quorum – Jason Moses, Chairman
2. Consent Agenda – Jason Moses, Chairman
 - Approval of Minutes – July 17, 2014*
 - Notice of Intent to Establish New Rule – IBOG Policy No. F-8: Computer and Computer Related Equipment Donation Program*
3. Job Placement – Glen Midkiff, Director of Career Services
4. Revisions to IBOG Salary Philosophy – Dr. Keith J. Cotroneo, President*
5. President’s Report – Dr. Keith J. Cotroneo, President
6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development
7. IBOG Orientation – Linda Vinson
8. Policy Governance Ends – Focus Session – Jason Moses, Chairman
 - IBOG Retreat June 2015
 - Other
9. WVCTC BOGA Update – Jason Moses, Chairman
10. Future Board Agenda Items – Jason Moses, Chairman
11. Announcements:
 - IBOG Meeting Thursday, September 18, 2014 in Room G07A. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.
 - WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014
 - WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV

- ACCT Leadership Congress in Chicago, IL October 22 - 25, 2014 'Winds of Change: Staying the Course to the American Dream'
- Other

12. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues

13. Adjournment

* *Action Items*

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

MINUTES

Thursday, July 17, 2014

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV 25701

PRESENT: Bob Bailey, Cathy Burns, Ruth Cline, Mark George (by phone), Thomas Gibson, Mike Herron (by phone), Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Jim Hale and James Kaul

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Dr. Steven Brown, Dan Figler, Dr. Harry Faulk, Tommie Kelley, Jason Lovejoy, Ainslie McKinney, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Dr. Carol Perry, Lacie Pierson, Dee Preston, Paul Roach, Sheanna Spence, and Terri Tomblin-Byrd

AGENDA ITEMS:

1. Call to Order and Determination of Quorum – Jason Moses, Chairman:

Jason Moses called the meeting to order at 8:11 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the June 27, 2014 meeting as submitted was made by Linda Vinson, seconded by Sue Richardson and approved.

3. Classified Employees Annual Presentation to the Board – Chris Stevens:

Chris Stevens introduced Mike Dunn, the Chair of the Classified Staff Council, who made a presentation on behalf of the classified staff. Speaking points included (1) the purpose of Classified Staff and Faculty annual presentations to the Board, (2) the importance of the three employee groups at Mountwest, (3) support of the 4-Day Work Week, and (4) the Classified Staff Salary Schedule and (5) SB 330.

4. President's Report – Dr. Keith J. Cotroneo, President:

The President's report related to the continuation of the Annual Ends Measures Report.

5. IBOG Monitoring Schedule – June 2014 – Dr. Keith J. Cotroneo, President:

President Cotroneo discussed the remaining items from the Annual Ends Measures Report not discussed at the June 27 IBOG meeting. Measures discussed included progress made during the 2013-2014 academic year in the areas of Value, Public Profile and Alternative Education. A motion was made by Bob Bailey, seconded by Ruth Cline and approved to accept the Annual Ends Measures Report. The Board commended President Cotroneo on a job well done.

6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development:

Sheanna Spence reported the Foundation raised just under \$97,000 during the 2013-2014 academic year. FY 2015, the Foundation has established a fund-raising goal of \$250,000. Additionally, new members appointed to the Board include Cheryl Brewer, Site Director for DIRECTV and Patricia Bostic, Human Resources Manager for Bimbo Bakeries USA/Heiner's Bakery. Officers elected for two-year terms, effective July 1, 2014 include Jeff Faucette of Raymond James as President, Mike Emerson of Huntington Steel & Supply Company as Vice President, Vicki Dunn-Marshall of VDM Management Group as Secretary, Sue Richardson as Treasurer and Bob Childers of Structures Resources as the Past President.

7. Policy Governance Ends – Focus Session – Jason Moses, Chairman:

Mr. Moses spoke of the success of the recent IBOG retreat and suggested that the Board consider scheduling a retreat for June 2015 at Glade Springs.

8. WV CTC BOG A Update – Jason Moses, Chairman:

Mr. Moses reported the WV CTC BOG A will meet via teleconference August 14, 2014 to discuss their upcoming presentation to the WV Council for Community & Technical College Education on the removal of the tuition cap. The WV CTC BOG A will also be meeting during the WVCCA/WVADE Conference scheduled to be held October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV.

9. Future Board Agenda Items – Jason Moss, Chairman:

- Mr. Moses indicated two conflicts with future IBOG meetings dates were discovered. Following discussion, a motion was made by Linda Vinson, seconded by Sue Richardson and approved to change the August meeting date to be the 14th and the October meeting date to be the 9th. The October 9th meeting will be held at 1:30 p.m., following the conclusion of the meeting of the WV Council for Community & Technical College Education that will be held at Mountwest.
- Linda Vinson suggested presentations should be made at IBOG meetings by College faculty and staff on how progress in meeting the ENDS Statements identified by the Board are being accomplished.
- IBOG Orientation Update during the August 14, 2014 IBOG meeting.

10. Announcements:

- Institutional Board of Governors will meet at Mountwest August 14, 2014 in Room G07A.
- WVCTC BOGA will meet via conference call August 14, 2014. Topics of discussion will include a presentation to the WV Council for Community & Technical College Education requesting support of the removal of the tuition cap for Community & Technical Colleges.

- WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014.
- WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV. The WVCTC BOGA will also meet during this time.
- ACCT Leadership Congress in Chicago Wednesday, October 22nd thru Saturday, October 25, 2014.

11. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:45 a.m.

_____ Chairman
Jason Moses

_____ Secretary
Bob Bailey

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF AUGUST 14, 2014**

ITEM:

Policy regarding the donation of computers and computer-related equipment to eligible organizations.

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of Governors approves that Policy No. F-8, which establishes a Computer and Computer-Related Equipment Donation Program at Mountwest Community & Technical College, be noticed for a 30-day comment period and that if substantive comments are not received during this time, that the policy be approved.

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

BACKGROUND:

WV Code §18B-3-2 provides the Institutional Board of Governors with the authority to establish a donation program for surplus computers and computer-related equipment to qualifying organizations, consistent with the code. Qualifying organizations may include any educational facility, nonprofit organizations, juvenile detention centers, municipal and county public safety offices, or other public, charitable or educational enterprises or organizations within the state of West Virginia.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Policy No. F-8**

COMPUTER AND COMPUTER-RELATED EQUIPMENT DONATION PROGRAM

Section 1. General

- 1.1. Scope: Policy regarding the donation of computers and computer equipment to eligible organizations.
- 1.2. Authority: WV Code §18B-3-2
- 1.3. Effective Date: 30 days from passage

Section 2. Policy

Mountwest Community & Technical College shall establish procedures for a donation program of surplus computers and computer-related equipment to qualifying organizations, consistent with this Policy and West Virginia Code §18B-3-2. The President may delegate responsibility for establishing these procedures to the Vice President for Finance and Business Services/CFO and the Vice President for Operations/CIO or his/her designee.

Section 3. Definitions

- 3.1 “Surplus computers and computer-related equipment” includes any computers, laptops, computer hardware, monitors, lines, cables, connectors, modems, CD ROM, printers, and other computer-related equipment which have been determined according to College procedures unusable to units within the College and which otherwise would be transferred to storage units within Mountwest Community & Technical College.
- 3.2 A “qualifying organization” may include any educational facility, nonprofit organization, juvenile detention center, municipal and county public safety office, or other public, charitable or educational enterprise or organization within the state of West Virginia which has been approved consistent with the procedures established pursuant to this Policy.

Section 4. Procedure

The procedure shall identify a single office responsible for operation of the donation program and shall, at a minimum, establish methods for:

- 4.1 Identifying qualifying organizations to which donations of surplus computers and computer-related equipment may be donated;
- 4.2 Identifying surplus computers and computer-related equipment qualifying for donation under this Policy (“available equipment”);

- 4.3 Identifying available equipment which would not be of value to qualifying organizations due, for example, to age or condition, and determining options for recycling, where appropriate and practicable;
- 4.4 Establishing a method for fair and impartial distribution of available equipment to qualifying organizations. The procedures shall provide that all available equipment shall be listed on a specified College Web site, that qualifying organizations shall be responsible for monitoring the list of equipment, and that available equipment shall be made available on a first-come, first-served basis, provided, however, that the procedures may provide a mechanism for limiting the amount of available equipment that may be made available on such a basis to any single qualifying organization, in order to allow other qualifying organizations an opportunity to receive equipment;
- 4.5 Creating and maintaining records and accounts that clearly identify the equipment donated, the age of the equipment, the reasons for declaring the equipment obsolete, and the name of the qualifying organization to which each surplus computer and computer-related equipment is donated. Records shall be maintained in accordance with the College's record retention policy.
- 4.6 Addressing the need for the security of data and other information contained on surplus computers and computer-related equipment identified for donation, taking into account such issues as state and federal privacy laws, proprietary information, licensed software and sensitive College information.
- 4.7 The College may enter into an agreement with a qualifying organization to provide technical support for the donated equipment.