

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

**AGENDA**

Thursday, April 16, 2015

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 – March 19, 2015\*
  - Notice of Intent to Revise IBOG Policy No. F-4: Policy on Use of Institutional Facilities
3. Annual Classified Staff Presentation – Chris Stevens, IBOG Classified Employee Representative
4. President’s Report – Dr. Keith J. Cotroneo, President
5. Review of the IBOG Monitoring Schedule – Jason Moses, Chairman
6. WVCTC BOGA Update – Jason Moses, Chairman
7. Future Board Agenda Items – Jason Moses, Acting Chairman
  - Annual Faculty Presentation – May 21, 2015
  - Annual Student Presentation – May 21, 2015
  - Other
8. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
9. Announcements:
  - Commencement, Friday, May 8, 2015 at Christ Temple Church, 2400 Johnstown Road, Huntington, WV. Please arrive no later than 6:45 p.m. Commencement will begin at 7:00 p.m.
  - IBOG Meeting, Thursday, May 21, 2015 in Room G07A. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
  - IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 – Friday, June 26, 2015
  - 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA
10. Adjournment

*\*Action Item*

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

**MINUTES**

**Thursday, March 19, 2015**

**8:00 a.m.**

**Mountwest Community & Technical College**

**Room G07A**

**One Mountwest Way**

**Huntington, WV 25701**

**PRESENT:** Ruth Cline, Matthew Deerfield, Mark George, Thomas Gibson, Jeffrey Goad, Jim Hale, Mike Herron (telephone), Jason Moses, Christopher Stevens, and Linda Vinson (telephone)

**ABSENT:** Cathy Burns and Jordan Chapman

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Angela Casey-Bradshaw, Mike Dunn, Dr. Harry Faulk, Dan Figler, Jason Lovejoy, Theresa Litteral, Michael McComas, Bethany Perry, Stephanie A. Neal, Lacie Pierson, Daniel Sadler, Sheanna Spence, and Terri Tomblin-Byrd

**AGENDA ITEMS:**

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:07 a.m. A quorum was established. Mr. Moses introduced Matthew Deerfield and Jeffrey Goad as recently appointed members of the Board. Mr. Deerfield and Mr. Goad replaced Sue Richardson and Bob Bailey, former members of the Board whose terms expired.

**2. Election of IBOG Secretary – Jason Moses, Chairman:**

With Bob Bailey's departure from the Board, a vacancy became available for the position of IBOG Secretary. Ruth Cline nominated Jim Hale to serve in this capacity. No additional nominations were brought forward. Mark George seconded the motion and the Board unanimously approved to elect Jim Hale as the new IBOG Secretary.

**3. Consent Agenda – Jason Moses, Chairman:**

A motion to approve the minutes of the January 15, 2015 meeting of the Board was made by Tom Gibson and seconded by Chris Stevens. The motion was approved. A motion was then made by Tom Gibson, seconded by Chris Stevens and approved of a notice of the intent to revise IBOG Policy No. A-2: *Awarding of Undergraduate Tuition and Fee Waivers* with a 30-day comment period and that if no substantive comments are received, the Board extends its final approval of the policy/rule.

**4. Resolutions Honoring A. Michael Perry, Bob Bailey and Susan Richardson – Jason Moses, Chairman:**

Mark George proposed a resolution honoring A. Michael Perry for his outstanding service, leadership and commitment to education, our community and the citizens and state of West Virginia. The resolution was seconded by Ruth Cline and unanimously approved. Resolutions honoring Sue Richardson and Bob Bailey for their service and commitment to the Board and Mountwest were proposed by Mark George, seconded by Ruth Cline and unanimously approved.

**5. GIS Program Presentation – Theresa Litteral, Assistant Professor:**

A presentation relating to the GIS program at Mountwest was made by Theresa Litteral. An overview of the program and as well as employment opportunities for GIS graduates were discussed.

**6. Values Statement – Dr. Keith J. Cotroneo, President:**

President Cotroneo reported the college had worked over the past year to revise the college's Values Statements in preparation of the reauthorization of accreditation by the Higher Learning Commission. A motion to approve the new Values Statements with President Cotroneo being given editorial privileges was made by Ruth Cline, seconded by Chris Stevens and approved.

**7. Financial Report – Actual vs. Budgeted – Mid-Year FY 2015 – Dan Figler, Vice President for Finance and Business Services/CFO:**

The Mid-Year FY 2015 Financial Report for unrestricted revenue vs. expenditures for the second quarter FY 2015 ending December 31, 2014 was presented by Dan Figler. President Cotroneo indicated the legislature approved of refunding to the college the FY 2014 surplus funding in state appropriations.

**8. Tuition & Fees, Special & Program Fees for Academic Year 2015 – 2016 – Dan Figler, Vice President for Finance and Business Services/CFO:**

Mr. Figler reviewed recommendations for tuition and fee increases to be effective with the FY 2016 fiscal year. Unfortunately, tuition and fee increases must be submitted to the Council for Community & Technical College Education prior to the college's state appropriations for Fiscal Year 2016 were known. A motion was made by Mark George, seconded by Jeffrey Goad and approved to all for tuition and fee increases as proposed. Jim Hale made a request that after state appropriations were known that the Board be updated if any of the new tuition and fees were not charged.

**9. Agreement to Exercise Legal Right to take Possession of the Mountwest Center for Culinary Arts located at 1648 Eighth Avenue, Huntington, WV – Dan Figler, Vice President for Finance and Business Services/CFO:**

In July 2010, the College entered into a five year lease agreement with the option to receive transfer of the title with Unlimited Future, Inc. in an effort to accommodate the expanded needs of the Culinary Arts and Hospitality program as well as aid in the economic viability of continuing a

commercial enterprise in Huntington. The lease agreement stipulated the College had the option to receive transfer of the legal title at no cost subject to the terms and conditions within the agreement. The final payment for the property will be made in June 2015. A motion was made by Ruth Cline, seconded by Jim Hale and approved to exercise the "Option to Receive Transfer of Title" for the property located at 1648 Eighth Avenue, Huntington, WV 25701 from Unlimited Future, Inc. (UFI) at no cost.

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

President Cotroneo reported to the Board on the following items:

- Discussions are in process with the Advantage Valley Superintendents for bringing representatives from Texas to discuss dual credit concepts and opportunities.
- Dr. Cotroneo has requested an opinion of the Attorney General relating to payment of the non-base building salary enhancement previously approved by the IBOG but not processed by the State Auditor's office. Additional information relating to the payment of the enhancements was requested by and submitted to Scott Johnson, Senior Assistant Attorney General.
- Daniel Sadler was introduced as the new Associate Dean for Student Services at Mountwest.

**11. Mountwest CTC Foundation Update – Sheanna Spence, Director of Institutional Advancement:**

Sheanna Spence reported the Executive Committee of the Foundation Board will be moving forward with a slate of board members in April 2015. Estimates are being gathered for the cost of making renovations to Cabell Hall for possible use by the Vet Tech program. The Foundation has received a state match for the plasticized cadaver project resulting in the total funding for the project to allow for two plasticized cadavers to be purchased.

Ms. Spence announced March 19 would be her last day of employment at Mountwest as she had accepted a position at Marshall Health.

**12. WVCTC BOGA Update – Jason Moses, Chairman:**

Jason Moses announced the WVCTC BOGA would be having a conference call on April 14, 2015 at 2:00 p.m. and encouraged all Board members to participate. The organization will continue to work on the removal of the tuition cap of 12 hours. The annual meeting of the WVCTC BOGA will be held the second week of November in Charleston, WV.

**13. Future Board Agenda Items – Jason Moses, Chairman:**

- Annual Classified Staff Presentation – April 16, 2015
- Annual Faculty Presentation – May 21, 2015
- Annual Student Presentation – May 21, 2015

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

None.

**15. Announcements:**

- IBOG Meeting Thursday, April 16, 2015 at Mountwest in Room G07A at 8:00 a.m. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- WV CTC BOGA Conference Call, Tuesday, April 14, 2015 at 2:00 p.m. The telephone number to call to participate is 304/710-3530.
- IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 beginning at 12:00 noon – Friday, June 26, 2015 at 12:00 noon
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

**16. Adjournment:**

There being no other agenda items, the meeting was adjourned at 10:16 a.m.

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Jason Moses

Chairman

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Jim Hale

Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF APRIL 16, 2015**

**ITEM:**

Policy on the Use of Institutional Facilities

**RECOMMENDED RESOLUTION:**

*Resolved*, that public notice is being given of the intent to revise IBOG Policy No. F-4 "*Policy on Use of Institutional Facilities*" with a 30-day comment period and that if no substantive comments are received, the Board extends its final approval of the revised policy/rule.

**BOARD/STAFF MEMBERS:**

Dr. Keith J. Cotroneo  
President

**BACKGROUND:**

The proposed revision to add Section 6.3 to this policy/rule provides flexibility which may be needed by the Mountwest Foundation in its efforts to hold fundraising events on campus.

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

**Policy No. F- 4**

**POLICY ON USE OF INSTITUTIONAL FACILITIES**

**General:**

- 1.1. Scope: This rule governs use of institutional facilities by persons or groups.
- 1.2. Statutory References: W. V. Code §18-26
- 1.3. Passage Date: ~~February 20, 2009~~
- 1.4. Effective Date: ~~March 20, 2009~~
  - 1.4.1. Background: Replaces MUBOG Policy No. FA-4 which was transferred by the MUBOG to the institutional board of governors of Marshall Community & Technical College. This policy was previously numbered as MUBOG Policy No. FA-4.

**Policy:**

- 2.1. Facilities of Marshall Community & Technical College are intended for use in the conduct of its educational programs. As such, first priority for use of facilities will be given to the academic, administrative, and student functions at the institution.
- 2.2. In its many aspects of service to the public, the Board of Governors also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

**By Off-Campus Groups or Individuals (Non-state Employee):**

- 3.1. It is the policy of Marshall Community & Technical College to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the colleges and universities of the State. The community use of a College facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to non-campus groups will tend to be of a nature which is unique in the community.

3.2. Use of campus facilities by non-campus individuals or organizations will be permitted within the following guidelines:

- a. Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution;
- b. The nature of the activities of the non-campus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed. While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.
- c. A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the campus sponsor and also be signed by a responsible officer of the non-campus organization desiring to use a campus facility.
- d. All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for non-profit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or non-profit groups for which this provision may be waived.

**By Campus Groups for Non-traditional Programs (State Employee):**

4.1. To encourage the institution to extend their offerings, it shall be the Board's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:

- a. Faculty and staff members who conduct non-traditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: (a) extra compensation for the activity be paid from funds other than state appropriations allocated by the Marshall Community & Technical College; and (b) the amount of combined non-traditional and consulting activity for which additional compensation is received is consistent with institutional policy and, where twelve (12) month employees are



- involved, annual leave is taken. Institutional officials will be responsible for approval of employees participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time;
- b. All revenues and expenditures shall be handled by the business office of the institution. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the institution may be deducted from revenues; however, the institution may require that a deposit be made in advance for such services.
  - c. A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the President of the institution or his/her designee. Said agreement shall establish the responsibilities of the institution and the sponsor, including detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all identifiable direct and indirect costs;
  - d. Programs must be sponsored by the institution. The name to be used for the program is left to the discretion of the institution;
  - e. All personnel receiving compensation for involvement in the programs must be paid on a regular state payroll or a standard 48 or 48A service agreement, as prescribed by the original contract agreement;
  - f. All publicity must indicate that checks for payment of fees are to be made payable to the institution and not to an individual or outside organization;
  - g. Adequate insurance must be underwritten by the sponsors of the program.

#### **Selling of Articles on College Campuses:**

5.1. All solicitation and selling of products and articles upon property under the jurisdiction of Marshall Community & Technical College is prohibited except by organizations and groups directly connected with or sponsored by the institution and upon written approval of the respective President or his/her designee.

#### **§18-55-6 General:**

6.1. The College president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used by the institution, along with any other forms needed to execute this policy.

6.2. It is not the intent of this policy to cover non-credit instruction offerings.

6.3 The College President may waive some or all of the rules and/or guidelines included in this policy for use of campus facilities by the Mountwest Foundation provided the use is in accordance with the Constitution or laws of the State of West Virginia or the United States, WV Council for Community

and Technical College Education Rules and Policies, and rules established by the Board of Governors that are not addressed in this policy.