

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

**AGENDA**

Thursday, May 21, 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 – April 16, 2015\*
3. Annual Student Presentation – Jordan Chapman, IBOG Student Representative
4. Annual Faculty Presentation – Linda Vinson, IBOG Faculty Representative
5. Quarterly Financial Report – Dan Figler, Vice President for Business Services/CFO\*
6. Annual Compensation Report – Dr. Keith Cotroneo, President
  - Salary Increases FY 2016\*
  - Notice of Intent to Revise IBOG Policy No. H-3: Classified Employee Salary Policy\*
7. President’s Report – Dr. Keith Cotroneo, President
8. Appointment of Nominating Committee FY 2015-2016 IBOG Officers – Jason Moses, Chairman\*
9. WVCTC BOGA Update – Jason Moses, Chairman
10. Future Board Agenda Items – Jason Moses, Chairman
11. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
12. Announcements:
  - 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
13. Adjournment

*\*Action Item*

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

**MINUTES**

**Thursday, April 16, 2015**

**8:00 a.m.**

**Mountwest Community & Technical College**

**Room G07A**

**One Mountwest Way**

**Huntington, WV 25701**

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

**ABSENT:** Ruth Cline

**ALSO ATTENDING:** President Keith J. Cotroneo, Ed Bays, Lisa Beckett, Billie Brooks, Dr. Steven Brown, Donna Donathan, Mike Dunn, Adam Edens, Dr. Harry Faulk, Tommie Kelley, Jason Lovejoy, Michael McComas, Ainslie McKinney, Dr. Natalie Mills, Lisa Penix, Bethany Perry, Stephanie A. Neal, Lacie Pierson, Daniel Sadler, Janet Smith, and Pat Young

**AGENDA ITEMS:**

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:05 a.m. A quorum was established.

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

A motion to approve the minutes of the March 19, 2015 meeting of the Board was made by Jim Hale and seconded by Chris Stevens. The motion was approved. Mr. Moses asked that the agenda item related to the Notice of Intent to Revise IBOG Policy No. F-4: Policy on Use of Institutional Facilities be removed from the consent agenda. Mr. Moses made note that the proposed revised policy contained references to Marshall University. Dr. Cotroneo explained that the policy was one that was originally approved by the Marshall University Institutional Board of Governors prior to the establishment of the Mountwest Institutional Board of Governors and was transferred to the Mountwest Board when established. A motion was made by Tom Gibson and seconded by Linda Vinson that the references to Marshall University be changed to be Mountwest, that all of the proposed revisions be noticed 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. The motion was approved.

**3. Annual Classified Staff Presentation – Chris Stevens, IBOG Classified Employee Representative:**

Mr. Stevens made a presentation to the Board providing a summary of Senate Bill 439, which relates to higher education personnel passed during the 2015 regular legislative session, gave a description of who classified staff employees at Mountwest are, the impact classified employees have on students, the impact the classified staff have on the community, and a number of classified staff concerns. Mr. Moses commended the classified staff on their work well done.

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

President Cotroneo reported to the Board on the following items:

- The College has seen a 10% increase in retention due largely to the initiatives of the BEACON grant.
- An invitation has been extended to all middle school counselors in the Western Advantage Valley Consortium to come to Mountwest on April 23, 2015.
- Representatives from South Texas College will be coming to campus June 3, 2015 for a presentation relating to dual credit and the success of the program at this institution. High school principals, legislative members, and Institutional Board of Governors members will be given an invitation to attend this event. Chancellor Skidmore will be hosting a similar event for the Community & Technical College Presidents June 4, 2015 in Charleston, WV.
- The legislature approved of returning \$123,000 in state appropriations FY 2014 to the college, which will be used to fund a number of facilities enhancements at Mountwest.
- Of all Community & Technical Colleges in West Virginia, Mountwest is the third lowest funded school in state appropriations.
- Recommendations relating to salary enhancements for fiscal year 2016 will be presented to the Board at the May 21, 2015 meeting. These recommendations will be in line with the Salary Philosophy approved by the Board in August 2014.
- Some changes are being made in the institutional marketing plan. *Career Focus* will continue to be distributed in the fall but the distribution of the Spring publication will be limited. Savings from this change will be put toward the Fall and Spring marketing campaigns. The College will be contracting with Blackboard to conduct a marketing campaign encouraging former students in good standing to re-enroll. A similar initiative at Pierpont Community & Technical College proved to be very successful.
- Notice was received from the Department of Education that after a review of the college's loan servicing appeal, the information provided in the appeal warranted a revision to the college's FY 2011 3-year cohort default rate. This resulted in positive results for Mountwest.
- Expressions of sympathy were expressed to Chancellor Skidmore's family for the recent loss of their son.
- Commencement will be held May 8, 2015 at Christ Temple Church. 701 students will be graduating. All Board members were encouraged to attend.
- A handout providing a summary of the 2015 legislation related to higher education was distributed.

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

Jason Moses reported on the April 14, 2015 conference call of the WV CTC BOGA. It was suggested that the group explore the possibility of hiring a lobbyist to work on behalf of the community and technical colleges. The next conference call of the group will be held on July 21, 2015.

**6. Review of the IBOG Monitoring Schedule – Jason Moses, Chairman:**

The Board briefly reviewed their monitoring schedule. Jason Moses suggested that review of the schedule be added to the agenda for the IBOG retreat in June and that the first item on the agenda be the President's report of the progress toward implementing and meeting the college ends established by the Board.

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

- Annual Faculty Presentation – May 21, 2015
- Annual Student Presentation – May 21, 2015
- Linda Vinson requested the continuation of presentations on academic programs and services. Dr. Cotroneo suggested presentations might include initiatives of the Bridging the Gap grant given by Dr. Randall Jones and a tour of the EMT simulator.

**8. 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 beginning at 12:00 noon and ending Friday, June 26, 2015 at 12:00 noon
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

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

A motion was made by Linda Vinson, seconded by Cathy Burns and approved that the Board go into executive session to consider a personnel matter. Following discussion, the Board came out of executive session with a motion made by Linda Vinson, seconded by Chris Stevens and approved. No action was taken.

**10. Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:42 a.m.

\_\_\_\_\_ Chairman  
Jason Moses

\_\_\_\_\_ Secretary  
Jim Hale

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF MAY 21, 2015**

**ITEM:** Quarterly Financial Report (for period ending March 31, 2015)

**RECOMMENDED RESOLUTION:** *Resolved*, that the Institutional Board of Governors accepts the third quarter Financial Report for the period ending March 31, 2015.

**STAFF MEMBER:** Dan Figler  
Vice President for Business Services/CFO

**BACKGROUND:**

Submission of the Third Quarter 2015 Financial Report is in accordance with the Institutional Board of Governor's monitoring schedule.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF MAY 21, 2015**

**ITEM:** Salary Increases FY 2016

**RECOMMENDED RESOLUTION:** *Resolved*, that the Institutional Board of Governors approves of increases in salary for faculty, classified employees and non-classified staff as outlined below.

**STAFF MEMBER:** Dr. Keith J. Cotroneo, President

In accordance with the Salary Philosophy previously approved by the Institutional Board of Governors in August 2014, the administration is proposing that increases in salary for faculty, classified employees and non-classified staff be distributed as follows:

Faculty:

A pool of funds will be used to move faculty who are below the average market for their respective rank, based upon a three-year average of their targeted market salary as determined by IPEDS, closer to that average market salary. A sliding scale will be used to decrease the variance between the employee's current base salary and their targeted salary, as funding is available. All faculty will receive at least 2%. Increases for faculty for less than 12 month appointments will become effective with new fiscal year appointments beginning August 17, 2015.

Classified Employees:

A pool of funds will be used to provide salary increases for classified employees, based upon the 2015 Classified Employee Compensation Structure effective July 1, 2015. Available funding will be used to first bring all classified employees who may be below the new minimum on the salary schedule to that minimum. With the remaining funding available, classified employees will be moved closer to their market comparison using a sliding scale to decrease the variance. All classified employees will receive at least 2%.

Non-Classified Staff:

A pool of funds will be used to move non-classified staff who are below the 20<sup>th</sup> percentile of their targeted CUPA-HR salaries closer to those salaries, based upon an average of the last three years of salary data available through the annual CUPA-HR salary survey. Available funding will be used to first move those employees below their respective targeted salaries to the 20<sup>th</sup> percentile. All non-classified staff will receive at least 2%.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF MAY 21, 2015**

**ITEM:** Classified Employee Salary Policy

**RECOMMENDED RESOLUTION:** *Resolved*, that the Institutional Board of Governors approves of the attached revised *Salary Policy for Classified Employees, Policy No. H- 3*, to be effective July 1, 2015. This policy will replace the language found in the current rule that was transferred to Mountwest by the Institutional Board of Governors at Marshall University when Mountwest was given its own Institutional Board of Governors. The proposed revised rule will go out for a 30-day comment period with any comments received to be reviewed by the Board during the June 26, 2015 meeting. Providing no substantive comments are received, the policy is approved.

**STAFF MEMBER:** Dr. Keith J. Cotroneo, President

**BACKGROUND:**

Mountwest Community & Technical College has met the mandate for fully-funding the 2001 Classified Employee Salary Schedule provided for in Section 18B-9-1 of WV State Code. In order for the Institutional Board of Governors to approve of a new salary schedule for classified employees, certification of fully-funding the 2001 schedule is required from the Community & Technical College System. This certification was provided by Chancellor James L. Skidmore in a letter dated June 15, 2012. Although a salary study is in the process of being conducted by the HEPC/CCTCS for the purpose of establishing new salary minimums for classified salaries, state code provides the ability of the Institutional Board of Governors to establish a new salary schedule for classified employees beyond the current minimum. At the direction of the Board, Human Resources conducted a salary survey in Spring 2014 looking at the salaries of classified positions in the local recruiting market. The proposed schedule will enable the College to recruit and retain well qualified employees while moving salaries closer to the market. Employees will be placed on the new schedule with their current salaries. With approval of the Institutional Board of Governors, future salary increases will occur based on the Salary Philosophy approved by the Board and in accordance with any directives by the state. Once the state salary study is completed and new minimums are established, a review of the institutional salary schedule will occur with any recommended changes for compliance to be brought to the Institutional Board of Governors for approval.

# MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

## INSTITUTIONAL BOARD OF GOVERNORS

### Policy No. H - 3

#### CLASSIFIED EMPLOYEE SALARY POLICY

#### 1 General:

- 1.1 Scope: Policy regarding salary increases for classified employees.
- 1.2 Statutory References: W. Va. Code § 18B-9-3, 18B-9-4, 18B-9-5.
- 1.3 Passage Date: March 9, 2005
- 1.4 Effective Date: March 9, 2005
- 1.5 Background: This policy is required under W. Va. Code § 18B-9-4 and 18B-9-5. This policy was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College and was previously numbered as MUBOG Policy No. FA-6.

#### 2 Policy:

- 2.1 Salary increases for classified employees shall be given in a manner consistent with Article 9, Chapter 18B of the Code of West Virginia and all other relevant governing authorities.
- 2.2 In the absence of other specification, references to "salary schedule" and "statutory salary schedule" shall mean the current "Higher Education Classified Employee Annual Salary Schedule" in W. Va. Code § 18B-9-3.
- 2.3 With funds allocated by the Board for general salary increases for classified employees, Mountwest Community and Technical College shall fund classified employee salary increases in the following way:
  - 2.3.1 Zero Step Increases — Any classified employee with a salary below the salary for zero years of experience for the employee's pay grade in the statutory salary schedule shall have his salary increased to that "zero step" salary.
  - 2.3.2 Experience Increases — The difference or "gap" between a classified employee's salary and the employee's appropriate salary in the statutory salary schedule shall be calculated. Employees' salaries shall be increased by an equal percentage of their respective gaps. The percentage shall be the ratio of the funds available after applying Zero Step Increases to the total of the gaps for all classified employees. Salaries shall not be increased for any individual whose salary is above the appropriate salary on the salary schedule except as allowed by law.
  - 2.3.3 Order of increases — Zero Step Increases shall be applied first and Experience Increases shall be applied second. The salary calculated for an employee after applying Zero Step Increases shall be considered the employee's salary for the purposes of calculating Experience Increases.
- 2.4 The overall goal for salary increases for classified employees is complete implementation of the statutory salary schedule. Nothing in this policy shall be construed to require the Institutional Board of Governors to have such implementation completed by any particular date, and nothing shall be construed to require the Board to provide salary increases, except that the Board shall ensure that all mandates, deadlines, or timetables established by any relevant governing authority and in effect at the time of any increase shall be followed.



2.5 ~~Although W.Va. Code § 18B-9-5 specifically allows for merit raises for classified employees, the policy of the Board shall be that merit increases will be awarded only after the classified employee salary schedule is fully implemented and a specific merit policy is approved by the Board.~~

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

**INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. H - 3**

**CLASSIFIED EMPLOYEE SALARY POLICY**

**1 General:**

- 1.1 Scope: Policy regarding salaries for classified employees.
- 1.2 Statutory References: W. Va. Code §18B-9
- 1.3 Passage Date:
- 1.4 Effective Date: July 1, 2015

**2 Policy:**

- 2.1 Salary increases for classified employees shall be given in a manner consistent with Article 9, Chapter 18B of the Code of West Virginia and all other relevant governing authorities.
- 2.2 With funds allocated by the Institutional Board of Governors for general salary increases for classified employees, Mountwest Community & Technical College shall fund classified employee salary increases in the following way:
  - 2.2.1 Minimum Increases – Any classified employee with a salary below the minimum salary on the Mountwest Institutional Classified Employee Salary Schedule effective July 1, 2015, shall have his/her salary increased to the minimum on the schedule for the pay grade of the position he/she occupies.
  - 2.2.2 Equity Increases – The difference or “gap” between a classified employee’s minimum salary on the Institutional Classified Employee Salary Schedule and the employee’s market on the institutional salary schedule shall be calculated. Classified employee salaries shall be increased using a sliding scale with larger percentage increases given to those furthest from the mid-point and lower percentage increases given to those closer to or above the mid-point.
  - 2.2.3 Order of Increases – Increases to the minimum on the July 1, 2015 shall be applied first and market increases shall be applied second. The salary calculated for an employee after applying the minimum increases or the equity increase, whichever is more, shall be considered the employee’s salary for the purposes of calculating equity increases.
  - 2.2.4 Since FY2016 shall be the first year of implementation of this rule, for those receiving minimum increases, the total increase shall be set at the minimum or the equity increase, whichever is higher.
  - 2.2.5 Maximum Compensation – There will be no cap on maximum amounts that may be paid to the employee.
- 2.3 The overall goal for salary increases for classified employees is to compensate classified employees relative to the local recruiting market. Nothing in this policy shall be construed to require the Institutional Board of Governors to have such implementation completed by any particular date, and nothing shall be construed to require the Board to provide salary increases, except that the Board shall ensure that all mandates, deadlines, or timetables established by any relevant governing authority and in effect at the time of any increase shall be followed.

2.4 Although W.Va. Code § 18B-7-15 specifically allows for merit raises for classified employees which are in accordance with articles seven, eight, nine, and nine-a of Chapter 18B and with duly promulgated rules of the WV Higher Education Policy Commission and the WV Council for Community & Technical College Education, the policy of the Board shall be that merit increases will be awarded only after a specific merit policy is approved by the Mountwest Community & Technical College Institutional Board of Governors.

## Classified Employee Compensation Structure Effective July 1, 2015

Pay Grade	Minimum	25th Percentile	Market	Maximum
5	\$ 16,770	\$ 18,856	\$ 20,962	\$ 25,135
6	\$ 17,632	\$ 19,836	\$ 22,040	\$ 26,448
7	\$ 18,626	\$ 20,954	\$ 23,283	\$ 27,939
8	\$ 19,697	\$ 22,159	\$ 24,621	\$ 29,546
9	\$ 20,830	\$ 23,434	\$ 26,038	\$ 31,245
10	\$ 21,211	\$ 23,862	\$ 26,514	\$ 31,817
11	\$ 22,479	\$ 25,289	\$ 28,099	\$ 33,719
12	\$ 23,894	\$ 26,881	\$ 29,868	\$ 35,841
13	\$ 25,386	\$ 28,559	\$ 31,733	\$ 38,079
14	\$ 27,012	\$ 30,389	\$ 33,765	\$ 40,518
15	\$ 28,771	\$ 32,367	\$ 35,964	\$ 43,157
16	\$ 30,694	\$ 34,914	\$ 39,135	\$ 47,576
17	\$ 32,767	\$ 37,272	\$ 41,778	\$ 50,789
18	\$ 35,004	\$ 39,817	\$ 44,630	\$ 54,256
19	\$ 40,058	\$ 45,566	\$ 51,074	\$ 62,090
20	\$ 42,882	\$ 49,314	\$ 55,747	\$ 68,611
21	\$ 45,977	\$ 52,874	\$ 59,770	\$ 73,563
22	\$ 49,344	\$ 56,746	\$ 64,147	\$ 78,950

## Classified Employee Compensation Structure (Hourly Rates) Effective July 1, 2015

Pay Grade	Minimum	25th Percentile	Market	Maximum
5	\$ 8.60	\$ 9.67	\$ 10.75	\$ 12.89
6	\$ 9.04	\$ 10.17	\$ 11.30	\$ 13.56
7	\$ 9.55	\$ 10.75	\$ 11.94	\$ 14.33
8	\$ 10.10	\$ 11.36	\$ 12.63	\$ 15.15
9	\$ 10.68	\$ 12.02	\$ 13.35	\$ 16.02
10	\$ 10.88	\$ 12.24	\$ 13.60	\$ 16.32
11	\$ 11.53	\$ 12.97	\$ 14.41	\$ 17.29
12	\$ 12.25	\$ 13.79	\$ 15.32	\$ 18.38
13	\$ 13.02	\$ 14.65	\$ 16.27	\$ 19.53
14	\$ 13.85	\$ 15.58	\$ 17.32	\$ 20.78
15	\$ 14.75	\$ 16.60	\$ 18.44	\$ 22.13
16	\$ 15.74	\$ 17.90	\$ 20.07	\$ 24.40
17	\$ 16.80	\$ 19.11	\$ 21.42	\$ 26.05
18	\$ 17.95	\$ 20.42	\$ 22.89	\$ 27.82
19	\$ 20.54	\$ 23.37	\$ 26.19	\$ 31.84
20	\$ 21.99	\$ 25.29	\$ 28.59	\$ 35.19
21	\$ 23.58	\$ 27.11	\$ 30.65	\$ 37.72
22	\$ 25.30	\$ 29.10	\$ 32.90	\$ 40.49