

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

AGENDA

Thursday, May 15, 2014

8:00 a.m.

Inland Waterways Academy

4200 Ohio River Road

Huntington, WV

1. Call to Order and Determination of Quorum – Jason Moses, Chairman
2. Consent Agenda – Jason Moses, Chairman
 - Approval of Minutes – April 17, 2014*
3. IBOG Monitoring Schedule – May 2013: Management Financial Reports for Period ending March 31, 2014* - Dr. Keith J. Cotroneo
4. Final Approval of Revisions to IBOG Policy G-3 Smoking* – Jason Moses
5. Notice of Intent to Revise Existing IBOG Policies* - Jason Moses
 - IBOG Policy H-4 Sexual Harassment
 - IBOG Policy H-18 Full Time Faculty Qualifications, Appointments, and Instructional Load (Part of Faculty Personnel Policy)
 - IBOG Policy H-19 Adjunct Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy)
6. President's Report – Dr. Keith J. Cotroneo
7. Presentation on the AA Degree – Linda Vinson
8. Annual Presentation to the Board by the Students – James Kaul
 - Approval of College Mascot*
9. Annual Presentation to the Board by the Faculty – Linda Vinson
10. Annual Presentation to the Board by the Classified Employees – Chris Stevens
11. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development
12. Policy Governance Ends – Focus Session – Jason Moses, Chairman
 - Orientation for IBOG Members Update
 - Training Opportunities for IBOG Members:

- On-line training opportunities are available at the WV Council for Community & Technical College Education website: www.wvcctcs.org. Six on-line sessions qualifying for 0.5 hours training credit per session are provided.

13. Appointment of Nominating Committee FY 2014-2015 IBOG Officers - Jason Moses

14. Future Board Agenda Items – Jason Moses

15. Announcements:

- IBOG Retreat, June 26 – 27, 2014 at Glade Springs, WV
- 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

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

17. Adjournment

*Action Items

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

MINUTES

Thursday, April 17, 2014

8:00 a.m.

**Mountwest Community & Technical College
One Mountwest Way
Huntington, WV**

PRESENT: Bob Bailey, Cathy Burns, Mark George, Jim Hale, Mike Herron (telephone), Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Ruth Cline, Thomas Gibson and James Kaul

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Angela Casey-Bradshaw, Latrenda Clay, Mike Dunn, Harry Faulk, Dan Figler, Anndrea Meadows, Natalie Mills, Stephanie A. Neal, Jenna Parker, Lisa Penix, Bethany Perry, Carol Perry, and Sheanna Spence.

AGENDA ITEMS:

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

Jason Moses called the meeting to order at 8:06 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the March 20, 2014 meeting as submitted was made by Bob Bailey, seconded by Jim Hale and approved.

3. President’s Report – Dr. Keith J. Cotroneo, President:

President Cotroneo made the following announcements:

- A video relating to employee engagement entitled “The X Model of Engagement” was shown.
- Board members were given a copy of the Quality Workplace Committee’s report. President Cotroneo thanked members of the committee for their service. The full report will go to College Council for approval.
- All departments have been working on planning that relates back to the Board’s Ends Statements. The first goal for each department was due April 17, 2014. All of the goals will be presented to College Council.
- An update was given on the work of the college values teams. Approximately 94% of all employees have participated in this process using structured brainstorming.
- Administrative title changes have resulted in four individuals being named as Vice Presidents: Harry Faulk, Dan Figler, Terri Tomblin-Byrd and Billie Brooks.

- The Default Management Team has made tremendous progress. Although it is still too early to celebrate, it is pretty clear that Mountwest is not going to have a problem with loan default rates.
- The College has seen an increased number of certificates being awarded at both the December 2013 and May 2014 Graduations.
- The College has recently launched a new program in Veterinary Technology.
- The College will be submitting a TAACCT IV grant during the last round of federal grants that will be available under this program. Mountwest will be the lead institution of a consortium grant proposal to assist veterans. Other institutions to be involved are WVU Parkersburg, Northern WV CTC, and Blue Ridge CTC.
- The Pharmacy Tech program has received its initial 3-year accreditation. Congratulations to Melissa Ballard and Janet Smith for their work with the program.
- Eliot Parker, Associate Professor, has published his third book "Making Arrangements."

4. Annual Compensation Report – Dr. Keith J. Cotroneo, President:

During the 2014 regular legislative session, a pool of funds was approved by the Governor and the Legislature to provide salary increases for the 2014-2015 fiscal year in the amount of \$504 for each benefits-eligible employee whose compensation is paid through state appropriations. The funding for benefits-eligible employees paid from other funding sources such as grants and revenue generating accounts will have to receive any increases from these sources. Following discussion, a motion was made by Sue Richardson, seconded by Cathy Burns and approved that the Institutional Board of Governors approve of a \$504 annual increase in compensation for full-time, benefits-eligible employees on the Payroll as of July 1, 2013 to be effective July 1, 2014.

President Cotroneo indicated that in order to fund salaries and benefits in the future short of new appropriations, the college needs to increase enrollment.

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

Sheanna Spence made the following announcements:

- The Foundation Board met earlier in the month of April where the Board reviewed departmental needs for additional funding.
- President Cotroneo has indicated that one of his goals is to dedicate more time to meeting with the community in fundraising efforts.
- The Foundation is hosting a Student Award Recognition event on April 21, 2014. Institutional Board of Governors members were encouraged to attend this event.

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

- Orientation for IBOG Members – Jason Moses, Sue Richardson, Sue Richardson and Stephanie Neal will be meeting soon to review the current process for IBOG member orientation and to make suggestions for change.
- Training Opportunities for IBOG Members:
 - SCALES Training, sponsored by Chancellor Skidmore, is scheduled to be held at the Inland Waterways Academy, May 13 – 14, 2014.
 - Review of BOG training from March 25th – Jason Moses attend the training sponsored by Chancellor Skidmore's office on college completion and indicated the training was excellent. Performance based funding and Senate Bill 330 initiatives were among the topics presented.

- Strategic Planning – Review of Departmental Goals: Goals will be reviewed in detail at the Board’s June retreat.
- On-line training opportunities for Board members are available at the WV Council for Community & Technical College Education website: www.wvcctcs.org. Six online sessions qualifying for 0.5 hours training credit per session are provided.
- The statewide CFO Conference will be held at Mountwest May 13 – 15, 2014. Board members were encouraged to attend.

7. Update on WV CTC BOG Association – Jason Moses, Chairman:

Jason Moses reported the WV CTC BOG Association met via conference call April 10, 2014. Removal of the tuition cap was discussed. The association continues to be supportive of removing the cap and pursuing legislative support to do so. At the June 12, 2014 meeting of the WV Council for Community and Technical College Education to be held at Stonewall Resort, Mr. Moses will be presenting the recommendation for the Council’s support. The next conference call meeting of the Association will be August 14, 2014.

8. Future Board Agenda Items – Jason Moses, Chairman:

- Annual presentations to the Board by the Students, Faculty and Classified Employees.
- A 10 – 15 minute presentation on the Associate of Arts degree.

9. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, May 15, 2014 at the Inland Waterways Academy, 4200 Ohio River Road, Huntington, WV.
- Commencement May 9, 2014 at 7:00 p.m. at Christ Temple Church. Diane Strong-Treister will be the Commencement Speaker.
- IBOG Retreat, June 26 – 27, 2014 at Glade Springs, WV.
- Spring Job Fair – Tuesday, May 13, 2014 at 1:30 p.m. at Mountwest.
- Congratulations to faculty who were promoted beginning with the Fall 2014 semester: Professor – Janet Smith and Linda Vinson. Associate Professor – Stephanie Alexander, Ed Bays, Bill Fleischman, Kim Nisky, Adam Swolsky, and Kristy Wood. Assistant Professor: Kim Copley, Larry Perry and Patrick Smith.
- Celebrate Learning Week is April 14 – 17, 2014.
- 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 Wednesday, October 22nd thru Saturday, October 25, 2014.
- Super Saturday, April 26, 2014 at Mountwest. This is an Open House for prospective students.

10. 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 Chris Stevens, seconded by Sue Richardson and approved that the Institutional Board of Governors go into Executive Session for the purpose of considering a personnel issue. Following discussion, Chris Stevens made a motion that was seconded by Sue

Richardson that the Board come out of Executive Session. The motion was approved. Chairman Moses indicated there was nothing to report.

11. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:30 a.m.

_____ Chairman
Jason Moses

_____ Secretary
Bob Bailey

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MAY 15, 2014**

ITEM: Revision of IBOG Policy No. G – 3,
Smoking Policy

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of
Governors approves of the revisions to
Policy No. G-3.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

During the March 13, 2014 meeting of College Council, a number of concerns related to smoking on campus were discussed. As a result, an Interim Procedure related to smoking was approved. The interim procedure was presented to the Institutional Board of Governors at its March 20, 2014 meeting where the Board approved of giving a 30-day notice of the intent to revise IBOG Policy No. G-3. Attached is a copy of the proposed final rule as well as comments that were received during the approved comment period.

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

Policy No. G – 3

SMOKING POLICY

General:

- 1.1 Scope: Policy description
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage date:
- 1.4 Effective date: May 15, 2014
- 1.5 Controlling over: Mountwest Community & Technical College
- 1.6 Background: Revised May 15, 2014.

Policy:

- 2.1 In response to serious and documented health concerns, Mountwest Community & Technical College prohibits smoking or the use of tobacco products in any college building or college vehicle including, but not limited to cigarettes, e-cigarettes, pipes, cigars, cigarillos, hookahs, water pipe smoking, or other similar devices.

Comments received during 30-day notice of intent to revised IBOG Policy

NO. G-3 Smoking:

1. *"In response to serious and documented health concerns, Mountwest Community & Technical College prohibits smoking or the use of all tobacco products in any college building or any college vehicle including, but not limited to cigarettes, e-cigarettes, pipes, cigars, cigarillos, hookahs, water pipes, or other similar devices."*

2. *"It is my opinion as a student of Mountwest, that smoking should not be premitted on the grounds of the college. I get so upset everytime I come to the college and I have to walk through smoke before I get in the front door. It doesn't seem to matter how far away you push them from the door, there is always someone breaking the rule or smoking somewhere you must walk to get into the college. I hate smelling like smoke, and after watching my own mother die from lung cancer I just do not like even getting near the second hand smoke.*

It is a public health hazard, and if they would like to get a real taste of what smoking does; those folks should head down the oncology floor at St. Mary's Hospital and listen from about 4:30a.m. to about noon to the coughing and people trying to catch their breath after years of smoke abuse to their lungs. I had to listen to that for about 3 months in 2007 the year I lost my mother to that great stuff called smoking."

3. *"The policy is still not adequate. No penalty is listed for students violating the policy or who are increasing the problems with "butts" all over campus in the most visible areas. Ability to fine students should be given to our security staff and held against the students ability to register for subsequent terms, graduate, or have aid released. The same philosophy was applied to parking at Marshall. It works as an ancillary revenue stream and assists in increasing student individual responsibility."*

4. *"I like the addition of the change addressing "other tobacco products."*

5. *"I do not see a need to make any changes to the current smoking policy."*

6. *"Because the primary demographic of Mountwest is that of adult learners, and because smoking is still a legal activity in America, and changes have been put in place to address the front entryway, I believe no other smoking policy changes are needed. Thank you for your consideration."*

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MAY 15, 2014**

ITEM:

Notice of Intent to Revise IBOG Policy
No. H-4, Sexual Harassment

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of
Governors gives notice of a 30-day
comment period for the purpose of the
intent to revise Policy H-4, Sexual
Harassment.

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

BACKGROUND:

Federal and state regulations stipulate that individuals should be well informed as to where to go on a college campus to file a sexual harassment complaint. The proposed revisions to this existing policy make that designation.

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

Policy No. H - 4

SEXUAL HARASSMENT POLICY

General:

- 1.1 Scope: This policy defines sexual harassment, provides guidelines for filing sexual harassment complaints and explains what action will be taken against those found to have engaged in sexual harassment.

- 1.2 Statutory and other References: W. Va. Code §18B-1-6. A policy statement issued by the Office for Civil Rights of the U. S. Department of Education on the interpretation of the following: Title IX of the Education Amendments of 1972 and Equal Employment Opportunity Commission (EEOC) interpretative guidelines issued in March, 1980; and subsequent federal court decisions on the subject of sexual harassment.

- 1.3 Passage Date: ~~February 20, 2009~~

- 1.4 Effective Date: ~~March 20, 2009~~

- 1.5 History: Replaces MUBOG Policy GA-1 which was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College.

Policy:

- 2.1 It is the policy of Mountwest Community & Technical College to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner or form is expressly prohibited. It is the responsibility of the College to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this rule.

Sexual Harassment Defined

- 3.1 Sexual harassment is intended to be defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - 3.1.1 Submission to such conduct is an explicit or implicit condition of employment;

3.1.2 Submission to or rejection of such conduct is used as the basis for employment decisions or;

3.1.3 Such conduct has the purpose or effect of:

- a. Unreasonably interfering with an individual's work or educational performance, or;
- b. Creating an intimidating, hostile or offensive work or educational environment.

Filing of Complaints

4.1 The College shall designate a formal grievance procedure for the handling of sexual harassment complaints and assure appropriate dissemination of information concerning it to faculty, staff, and students.

4.2 Any complaint related to sexual harassment should be submitted to:

Director—HR, Employee Development and Payroll

Suite G12

One Mountwest Way

Huntington, WV 25701

Telephone: 304-710-3502

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MAY 15, 2014**

ITEM:

Notice of Intent to Revise IBOG Policy
No. H-18, Full Time Faculty
Qualifications, Appointments, and
Instructional Load (Part of Faculty
Personnel Policy)

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of
Governors gives notice of a 30-day
comment period for the purpose of the
intent to revise Policy H-18 Full Time
Faculty Qualifications, Appointments,
and Instructional Load (Part of Faculty
Personnel Policy)

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MAY 15, 2014**

ITEM:

Notice of Intent to Revised IBOG Policy
No. H-19, Adjunct Faculty
Qualifications, Appointments, and
Instructional Load (Part of Faculty
Personnel Policy)

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of
Governors gives notice of a 30-day
comment period for the purpose of the
intent to revise Policy H-19 Adjunct
Faculty Qualifications, Appointments,
and Instructional Load (Part of Faculty
Personnel Policy)

STAFF MEMBER:

Dr. Keith J. Cotroneo
President