

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

AGENDA

Friday, April 19, 2013

8:00 a.m.

Mountwest CTC Headquarters Building

Room G07-B

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 15, 2013*
 - Executive Limitation on Accreditation*
3. Policy Governance Ends – Focus Session – Jason Moses, Chairman
4. IBOG Monitoring Schedule – April 2013: Annual Compensation Report – Dr. Keith J. Cotroneo
5. Annual Presentation to the Board by the Students – Kimberley Patrick
6. Annual Presentation to the Board by the Faculty – Linda Vinson
7. FY 2013-2014 Tuition and Fees* – Dr. Keith J. Cotroneo
8. President's Report – Dr. Keith J. Cotroneo
 - Strategic Planning Update
 - Other
9. Appointment of Nominating Committee FY 2013-2014 IBOG Officers – Jason Moses
10. Future Board Agenda Items – Jason Moses, Chairman
11. Announcements:
 - Next regularly scheduled meeting of the IBOG – May 17, 2013 at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. with the meeting scheduled to begin at 8:00 a.m.
 - 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

Friday, March 15, 2013

8:00 a.m.

Mountwest Community & Technical College

Room G07-A

One Mountwest Way

Huntington, WV 25701

PRESENT: Bob Bailey, Ruth Cline (by telephone), Mark George, Thomas Gibson, Jim Hale, Mike Herron, Jason Moses, Kimberley Patrick, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Mark Bugher

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Donna Donathan, Adam Edens, Beth Hendricks, Tommie Kelley, Matthew Kinkead, Jason Lovejoy, Michael McComas, Stephanie Neal, Bethany Perry, Carol Perry, Monica Shafer, Sheanna Spence, Terri Tomblin-Byrd, and Rebecca White

AGENDA ITEMS:

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:07 am. A quorum was established.

II. Consent Agenda – Jason Moses, Chairman:

A motion to approve the two agenda items listed on the Consent Agenda, Approval of Minutes – February 15, 2013 and IBOG Policy No. A-10 on the General Education Curriculum, was made by Bob Bailey and seconded by Linda Vinson. The motion was approved.

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

A motion to approve the list of College Ends Statements relating to IBOG Policy Governance was made by Sue Richardson and seconded by Chris Stevens. The motion was approved.

Additionally, Jason Moses reported Linda Vinson had developed language for the Board's consideration relating to the Executive Limitation on Accreditation: "The accreditation of the College by its regional institutional accreditor, The Higher Learning Commission of the North Central Association of Colleges and Schools, shall not be placed at risk. However, the individual accreditation of the college's programs shall be obtained and/or maintained at the CEO's discretion based on value and cost to the college." This proposed limitation will be an action item for the April 19, 2013 meeting of the Board.

IV. Notice of Intent to Implement a Policy to Establish a Tobacco Product Free Environment at Mountwest Community & Technical College – Jason Moses, Chairman:

At the request of the West Virginia Council for Community and Technical College Education that all public WV Community and Technical College's implement a policy to establish a tobacco product free environment on each campus, the Board discussed the possible implications to such action. President Cotroneo reported there is an internal committee looking at the issues discussed relating to the use of tobacco products. Terri Tomblin-Byrd, who chairs the committee, indicated that pending the actions of the Board on this issue, the committee will be presenting its' final recommendations relating to the use of tobacco products to the College Council for action and that the results of the College Council will be forwarded to the Board. A motion was then made by Bob Bailey, seconded by Chris Stevens and approved to table to agenda item.

V. President's Report – Dr. Keith J. Cotroneo:

- FY 2013-2014 Tuition and Fees – A discussion was held related to FY 2013-2014 tuition and fees in consideration of a possible 7.5% decrease in state budget allocations. Presidents have been asked to relate to the Central Office by April 1 of each institution's inclination of tuition and fee rates FY 2013-2014. The IBOG has the authority to raise tuition up to 5% with the Council for Community and Technical College Education having the authority to approve of tuition increases greater than 5%. It was the consensus of the Board that any budget shortfall should be addressed by a combination of tuition increases and institutional cutbacks. The Board directed President Cotroneo to relate to the Council that a tuition increase between 6% and 8% may be considered.
- The Strategic Planning Process is moving forward. A PowerPoint presentation used at the March 13, 2013 college-wide meeting where the work of the Strategic Planning Committees was presented was forwarded to Board members March 12, 2013. During the college-wide meeting, faculty and staff were given the opportunity to provide input on the strategic planning process.
- Isabel Cross, Assistant Professor of Culinary Arts, was featured on the front page of the Herald-Dispatch March 14, 2013. The Board applauded the efforts of the culinary students for winning the 2013 Cast Iron Throwdown hosted at The Greenbrier on February 2, 2013. This is the second year in a row that the Mountwest culinary students have won a competition.

VI. Personnel Selection Process – Dr. Keith J. Cotroneo:

Dr. Cotroneo reported Daniel Figler has accepted the CFO-Dean of Business Services position at Mountwest and will begin work April 18, 2013. He also explained the selection process the College observed when recruiting the new CFO. This same process will be utilized with the search process for the Vice-President for Academic Affairs position.

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

Jason Moses indicated he will be working to obtain a special speaker to address the Board at the April 19, 2013 meeting.

VIII. Announcements:

- Next regularly scheduled meeting of the IBOG – April 19, 2013 at Mountwest Community and Technical College, One Mountwest Way, Huntington, WV in Room G07. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.

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

A motion to go into executive session for the purpose of discussing a personnel issue was made by Bob Bailey and seconded by Jim Hale. The motion was approved.

Following the Executive Session, a motion was made by Sue Richardson and seconded by Chris Stevens that the Board return to regular session. The motion was approved.

No action was taken.

X. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:15 a.m.

Jason Moses

Chairman

Bob Bailey

Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of April 19, 2013**

ITEM:

Executive Limitations

RECOMMENDED RESOLUTION:

Resolved, that the proposed Executive Limitation on Accreditation as listed below be approved.

STAFF MEMBER:

Jason Moses
IBOG Chairman

Executive Limitation on Accreditation: The accreditation of the College by its regional institutional accreditor, The Higher Learning Commission of the North Central Association of Colleges and Schools, shall not be placed at risk. However, the individual accreditation of the college's programs shall be obtained and/or maintained at the CEO's discretion based on value and cost to the college.

**Mountwest Community and Technical College
Institutional Board of Governors
Meeting of April 19, 2013**

ITEM: Tuition and Fees for Academic Year 2014

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves the proposed tuition and fees for Academic Year 2013-2014.

BOARD/STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND

For Academic Year 2014 the administration proposes a 6% (\$7.75 per credit hour for resident students) increase in tuition as well as fees detailed in the attached schedules.

NOTE

Metro Counties

- OHIO Gallia, Jackson, Lawrence, Meigs, Pike, Scioto
- KENTUCKY Carter, Elliott, Floyd, Greenup, Johnson

Reciprocity Counties

- KENTUCKY Boyd, Lawrence, Martin, Pike

**Fee Planning Schedule- Per Semester
Academic Year 2013-14**

Institution: Mountwest Community and Technical College

Student Institutional Level: Community College
(Community College, Undergraduate)

	Resident 2012-13	Resident 2013-14	Increase (Decrease)	Non-Resident 2012-13	Non-Resident 2013-14	Increase (Decrease)	Reduced Non- Resident (Metro) 2012-13	Reduced Non- Resident (Metro) 2013-14	Increase (Decrease)
I. Regular Fees Charged to All Students									
a. Tuition and Required Education and General Fees	\$1,309	\$1,401	\$92	\$3,350	\$3,597	\$247	\$2,006	\$2,172	\$166
b. Required Educational and General Capital Fees									
i. System E&G Capital Fees	\$215	\$216	\$1	\$730	\$730	\$0	\$730	\$730	\$0
ii. Special Institutional E&G Capital Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c. Auxiliary and Auxiliary Capital Fees									
i. Standard Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
iii. Auxiliary Capital Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Student Fee Request	\$1,524	\$1,617	\$93	\$4,080	\$4,327	\$247	\$2,736	\$2,902	\$166
Percentage of Increase Requested Over Previous Year			6.10%			6.05%			6.07%
* Please provide projected revenue increases for any change in tuition.									

WV Council for Community and Technical College Education

Average Growth Rates 2003-04 through 2012-13

Regular Student Fees - Academic Year

Institution	Average Growth Rate													
	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	10 Year	5 Year	1 Year	
Blue Ridge CTC														
Resident	2,858	2,944	2,944	2,944	2,944	3,060	3,072	3,072	3,120	3,120	3,120	3,120	3,120	0.00%
Non-Resident	7,428	8,518	8,518	8,518	8,518	5,520	5,520	5,520	5,616	5,616	5,616	5,616	5,616	0.00%
Bridgmont CTC														
Resident	3,030	3,118	3,118	3,266	3,266	3,410	3,504	3,486	3,486	3,484	3,484	3,484	3,484	-0.06%
Non-Resident	8,488	10,388	10,388	10,882	11,208	11,772	11,866	11,866	8,500	8,500	8,500	8,500	8,500	0.00%
Eastern WV CTC														
Resident	1,560	1,634	1,634	1,704	1,776	1,920	2,064	2,064	2,184	2,424	2,424	2,424	2,424	9.90%
Non-Resident	6,192	6,488	6,488	6,822	6,816	6,816	6,816	6,816	6,816	6,816	6,816	6,816	6,816	0.00%
Kanawha Valley CTC														
Resident	2,590	2,642	2,642	2,766	2,766	2,898	2,956	2,956	3,082	3,236	3,236	3,236	3,236	4.76%
Non-Resident	6,644	6,776	7,048	7,718	8,084	8,468	8,638	8,638	8,764	8,764	8,764	8,764	8,764	0.00%
Mountwest CTC														
Resident	2,732	2,814	2,814	2,898	2,898	2,856	2,856	2,856	2,952	3,048	3,048	3,048	3,048	3.15%
Non-Resident	7,904	8,142	8,142	8,142	8,142	8,142	8,160	8,160	8,160	8,160	8,160	8,160	8,160	0.00%
New River CTC														
Resident	2,506	2,624	2,624	2,748	2,748	2,748	2,878	2,878	3,080	3,234	3,234	3,234	3,234	4.76%
Non-Resident	6,894	6,894	7,014	6,150	6,002	6,912	7,240	7,240	7,894	7,672	7,672	7,672	7,672	-2.89%
Pierpont CTC														
Resident	2,712	3,052	3,090	3,212	3,212	3,312	3,432	3,432	3,500	3,860	3,860	3,860	3,860	9.33%
Non-Resident	6,560	7,072	7,110	7,394	7,966	8,212	8,504	8,504	8,612	9,164	9,164	9,164	9,164	6.02%
Southern WV CTC														
Resident	1,560	1,634	1,634	1,704	1,776	1,920	2,102	2,102	2,304	2,520	2,520	2,520	2,520	8.57%
Non-Resident	6,192	6,488	6,486	6,822	6,816	6,816	6,816	6,816	6,816	4,102	4,102	4,102	4,102	-66.16%
WV Northern CC														
Resident	1,680	1,752	1,752	1,834	1,916	2,198	2,358	2,358	2,478	2,546	2,546	2,546	2,546	2.67%
Non-Resident	5,592	5,592	5,592	5,818	6,096	6,510	6,670	6,670	7,254	8,106	8,106	8,106	8,106	10.51%
WVU at Parkersburg														
Resident	1,620	1,668	1,668	1,746	1,825	1,912	2,076	2,076	2,276	2,496	2,496	2,496	2,496	8.81%
Non-Resident	5,604	5,772	5,892	6,168	6,460	6,766	7,347	7,347	8,054	8,856	8,856	8,856	8,856	9.06%
Resident Raw Average	2,285	2,388	2,392	2,482	2,513	2,623	2,730	2,728	2,846	2,997	2,997	2,997	2,997	5.19%

Fee Planning Schedule - Per Semester
Mountwest Community and Technical College
Current Listing of Special Fees
Academic Year 2013-14

Special Fees and Charges	Rate Per Semester 2012-13	Requested Rate Per Semester 2013-14	Increase / (Decrease)	Estimated Number of Student Impacted by Fee Change *	Projected Revenue Due to Fee Change 2013-14 *
Application Fee	\$15	\$15	\$0	0	\$0
Application Fee-Physical Therapy	\$30	\$45	\$15	40	\$600
Background Check Fee	\$100	\$125	\$25	182	\$4,550
Class Schedule Reinstatement Fee	\$25	\$25	\$0	0	\$0
Credit by Exam Fee-per course	\$30	\$40	\$10	5	\$50
Deckhand Course Fee	\$235	\$235	\$0	0	\$0
Equivalent Credit Evaluation/Posting Fee-per credit hour	\$10	\$10	\$0	0	\$0
Graduation Fee	\$20	\$20	\$0	0	\$0
ID/Payment Card Replacement Fee	\$20	\$20	\$0	0	\$0
Late Payment Fee	\$25	\$25	\$0	0	\$0
Microsoft Office Systems(MOS)-Certification Exam	\$75	\$75	\$0	0	\$0
Off Campus Fee per credit hour	\$10	\$10	\$0	0	\$0
Online Course Fee per credit hour	\$127	\$135	\$8	0	\$0
Orientation Fee-New Students	\$30	\$30	\$0	0	\$0
Pathology Transcription Course Fee	\$130	\$0	-\$130	0	\$0
Payment Card (Inactive) Replacement Fee	\$10	\$10	\$0	0	\$0
Personal Health & Wellness Fee	\$194	\$0	-\$194	0	\$0
Placement Test Fee-English/Math/Reading Retest Per Test-First Test Free	\$10	\$10	\$0	0	\$0
Portfolio Evaluation Fee-per submission	\$300	\$300	\$0	0	\$0
Returned Check Fee	\$25	\$25	\$0	0	\$0
Transcript Fee	\$6	\$6	\$0	0	\$0
Transfer Evaluation Fee per Transfer Student	\$10	\$10	\$0	0	\$0
IT Repair & Certification Test Fee	\$0	\$200	\$200	10	\$2,000
Technology Fee - Per Credit Hour	\$0	\$5	\$5	1,300	\$78,000
Occupational Develop/Tech Studies Degree Evaluation	\$0	\$150	\$150	10	\$1,500
Diploma Replacement Fee	\$0	\$20	\$20	5	\$100
Late Registration Fee	\$0	\$25	\$25	75	\$1,875

Fee Planning Schedule - Per Semester
Mountwest Community and Technical College
Listing of Program Fees
Academic Year 2012-13

Program Fees and Charges	Rate Per Semester 2012-13	Requested Rate Per Semester 2013-14	Increase / (Decrease)	Projected Revenue Due to Fee Change 2013-14 *
Allied Health & Life Sciences Program Fee	\$80	\$80	\$0	\$0
Certified Flight Instructor Course Fee	\$2,200	\$2,500	\$300	\$2,400
Commercial Pilot Course Fee	\$10,000	\$10,000	\$0	\$0
Culinary Arts Program Fee	\$50	\$100	\$50	\$5,000
Introduction to Aviation Course Fee	\$150	\$150	\$0	\$0
Instrument Pilot Course Fee	\$2,850	\$2,850	\$0	\$0
Lab Fee-Allied Health & Life Sciences	\$40	\$50	\$10	\$9,500
Lab Fee-Emergency Medicine (EME) 109	\$150	\$150	\$0	\$0
Lab Fee-Business & Information Technology	\$30	\$40	\$10	\$15,000
Lab Fee-CISCO/Microsoft	\$200	\$135	(\$65)	(\$390)
Lab Fee-Culinary Arts	\$150	\$175	\$25	\$9,000
Lab Fee-Liberal Arts & Human Services	\$30	\$30	\$0	\$0
Lab Fee-Hospitality Management	\$50	\$50	\$0	\$0
Lab Fee-Networking,IT,Animation,Gaming	\$60	\$60	\$0	\$0
Lab Fee-Physical Therapy Asst. Program	\$40	\$75	\$35	\$2,400
Lab Fee-Transcription Course	\$70	\$0	(\$70)	(\$70)
Machinist Program Course Fee-per credit hour	\$155	\$155	\$0	\$0
Medical Transcription Course Fee	\$215	\$215	\$0	\$0
Paramedic Science Program Fee	\$150	\$150	\$0	\$0
Private Pilot Course Fee	\$2,850	\$2,850	\$0	\$0
Tankerman Course Fee	\$100	\$100	\$0	\$0
Lab Fee - Banking and Finance	\$0	\$150	\$150	\$9,000
Program Fee-Business Tech	\$0	\$40	\$40	\$2,400
Program Fee-Paralegal	\$0	\$50	\$50	\$3,000