

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

**AGENDA**

Friday, August 16, 2013

8:00 a.m.

Mountwest CTC Headquarters Building

Room G07-A

One Mountwest Way

Huntington, WV

1. Call to Order and Determination of Quorum – Jason Moses, Chairman
2. Possible Policy Governance Ends – Focus Session – Guest Speaker: Mayor Williams
3. Consent Agenda – Jason Moses, Chairman
  - Approval of Minutes – June 20, 2013\*
  - Memorandum of Understanding with WVNET for Data Analytics\*
4. President’s Report – Dr. Keith J. Cotroneo
5. Policy Governance Ends – Focus Session – Jason Moses, Chairman – Discussion of Monitoring Schedule
6. Future Board Agenda Items – Jason Moses, Chairman
7. Announcements:
  - Next regularly scheduled meeting of the IBOG – **Friday, September 20, 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
8. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
9. Adjournment

\* Action Items

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

**MINUTES**

**Friday, June 20, 2013**

**8:00 a.m.**

**Mountwest Community & Technical College  
One Mountwest Way - Room G07A  
Huntington, WV 25701**

**PRESENT:** Bob Bailey, Mark Bugher, Ruth Cline, Thomas Gibson, Mike Herron, Jason Moses, Kimberley Patrick, Christopher Stevens, and Linda Vinson

**ABSENT:** Mark George, Jim Hale, and Sue Richardson

**ALSO ATTENDING:** President Keith J. Cotroneo, Stacey Arthur, Luanne Bowman, Steven Brown, Christie Chaffin, Sara Chapman, Latrenda Clay, Mike Dunn, Adam Edens, Dan Figler, Richard Gross, Tommie Kelley, Matthew Kinkead, Susan Levering, Jason Lovejoy, Lisa Penix, Bethany Perry, Sheanna Spence, and Terri Tomblin-Byrd

**AGENDA ITEMS:**

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

Jason Moses, IBOG Chairman, called the meeting at 8:08 a.m. A quorum was established.

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

A motion to approve the following items listed on the consent agenda was made by Christopher Stevens, seconded by Kimberley Patrick and approved without discussion:

- Approval of Minutes - May 17,2013
- Mountwest Mission Statement
- Program Reviews
- Intent to Revise IBOG Policy H-21 – Faculty Evaluation, Promotion, Tenure, Sabbatical (Part of Faculty Personnel Policy) relating to Eligibility for Promotion
- Fiscal Year 2013-2014 Institutional Budget

**III. Recommendations of the Nominating Committee FY 2013-2014 IBOG Officers and Elections – Mark Bugher:**

On behalf of the Nominating Committee, a motion was made by Mark Bugher for Jason Moses to continue as Chairman of the Board, Mark George to service as Vice-Chairman and Bob Bailey, to serve as Secretary. The motion was seconded by Linda Vinson and approved.

**IV. Annual Presentation by the Mountwest Students - Kimberley Patrick:**

Kimberley Patrick, Student Representative to the IBOG, made an annual presentation on behalf of the students. Areas of interest included a student lounge area, a daycare and a wellness center/program.

**V. Annual Presentation by the Mountwest Classified Employees – Chris Stevens:**

Chris Stevens, Classified Employee Representative to the IBOG, introduced Mike Dunn who made the annual presentation of the classified employees to the Board. Mr. Dunn noted that WVU Parkersburg had opted to give classified employees an across-the-board raise of \$500. Board members asked for the cost of Professional Development and certifications as noted on slide number 14.

**VI. President’s Report – Dr. Keith J. Cotroneo:**

- A handout was distributed relating to Phase 1 of the college’s Strategic Plan as of April 29, 2013. A discussion was held related to college completion. President Cotroneo noted the faculty are heavily involved in these processes and will not be back on contract until August 2013.
- Building Paint Job Update – Gaskets and channels on the headquarters building are being repaired, caulked and painted. The painting of the exterior of the building is underway.
- Higher Learning Commission Campus Report – The initial report of the HLC reviewers was good. Their recommendations will be forwarded to the HLC for review and consideration.
- Department of Labor Evaluation for Beacon Update – Representatives from the Department of Labor were recently on campus to review the BEACON grant.
- Financial Aid WV System Plan – Chancellor Skidmore has committed to obtaining a loan default management service for the Community & Technical College System as this is a problem for any institutions.
- Grants - TAACCT & Title III: The College has applied for two additional federal grants: “Attendance Pays – A Comprehensive Plan to Improve Attendance, Retention and Completion” (TAACCT) and “Heroes for Hire” (Title III).

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

Mark Bugher suggested Congresswoman Shelley Moore Capito be invited to attend the August 2013 meeting of the Board as she is running for the U.S. Senate.

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

None.

**IX. Announcements:**

- Next regularly scheduled meeting of the IBOG – August 16, 2013 @ 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

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

None.

XI. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:26 a.m.

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

Chairman

\_\_\_\_\_  
Bob Bailey

Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2013**

**ITEM:**

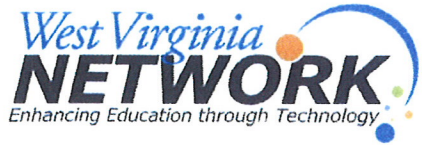
Memorandum of Understanding with  
WVNET

**RECOMMENDED RESOLUTION:**

*Resolved*, that the Institutional Board of  
Governors approve of the  
Memorandum of Understanding with  
WVNET for a Data Analytics Pilot IR Trial  
July 1, 2013 – June 30, 2014

**STAFF MEMBER:**

Dr. Keith J. Cotroneo  
President



Memorandum of Understanding  
WVNET  
Data Analytics  
Pilot IR Trial  
Mountwest Community &  
Technical College  
FY 14  
July 1, 2013 – June 30, 2014

Scan to: MOUWVNET@mail.wvnet.edu  
or mail to  
WVNET MOU/SLA Department  
837 Chestnut Ridge Road  
Morgantown, WV 26505  
304-293-5192 PH

---

## Executive Summary

Analytics tools for informational analysis (business intelligence) are a core business driver for the Institution. The goals and objectives for this project include:

- Creating a business intelligence data warehouse with effective reporting tools and predefined reports
- Improving the Institutions ability to budget and measure program success based on performance metrics

WV Code 18B charges higher education to maintain "statewide data systems that facilitate long-term planning and accurate measurement of strategic outcomes and performance indicators." The goals and objectives of the OASIS project are better accountability and transparency; these same goals exist for each higher education institution.

The ability for decision makers to see processes and outcomes more clearly through business analytics will be a substantial benefit to the institution. In higher education the product is educating our students to become productive citizens. Thus, higher education policy and decision makers need to gauge the effectiveness of these investments by measuring the effect on student retention, graduation rate, and other matters of importance we need to compare the expenditures and results with the total costs of producing a graduate. Much of the funding for the educational process includes outside revenue sources including tuition, grants, and financial aid. These sources need to be included in the analysis. The student and financial aid data is maintained in the Banner ERP. We need tools to generate comparative analytics to evaluate the process of producing graduates. We need to be able to measure the success of individual students as they go through the system in order to identify those who need attention to succeed in order to make the best use of our limited resources.

## Business Description and Vision

Data warehouses have evolved over the last 30 years from executive information system, to decision support systems and finally data warehouses. The methods and processes have evolved from data extracts into flat data files or spreadsheets to Dimensional Database design. The change to dimensional modeling and database access provides a robust method to distribute information across the institutional network. This access method gives all levels of the institution freedom to access and produce information without the requirement to request reports from a small group of reporting professionals. The central data warehouse provides one version of the truth that everybody can report from.

Integration of the data into a dimensional database by an Extract/Transformation/Load (ETL) process, using business rules and business logic to insure data conformity and accuracy, results in a data warehouse and a single source of the truth. The data warehouse can be accessed by many people across the institutions network insuring that every report is sourced from the same proofed and validated source.

Memorandum of Understanding  
WVNET  
Data Analytics  
Pilot IR Trial  
Mountwest Community & Technical College  
FY 14  
July 1, 2013 – June 30, 2014

The data warehouse will be the central repository for producing statistics, dashboards, and reports. It will be used to generate information on the production of graduates and other common key performance indicators. The institution's representative will work with WVNET to define the questions and data sources needed to answer them. WVNET will provide the functional tools, databases, and transformation expertise to model and create the data warehouse. This collaboration between the institution's analysts and WVNET's technical specialists will insure that the data warehouse has the repository of information needed to provide the institution with summary and detailed information to make decisions and insure optimal operational success.

**Definition of the Market**

Educational institutions have responsibilities to report information to many sources: Federal Government, State Government, College Guides, accrediting agencies, Boards of Governors, the Higher Education Policy Commission, parents, and institutional administration. All of these responsibilities demand a focused and dedicated knowledge base of data to provide the resources to report upon.

The ability to have a central data repository (data warehouse) of information from which the institution can access and generate reports is the focus of this endeavor. By having a central repository, the institution can assure one version of the truth. The transformation and integration of many data sources into one proofed ETL process will insure that anybody who accesses the data warehouse is assured that the same numbers are produced by everybody for the same data request.

The data warehouse will provide the institution with a quick means to generate information. It will also provide the details to "drill down" into the data for specific evaluation of the information.

**Description of the Products and Services**

WVNET will collaborate with the institution to build the information repository (data warehouse). The institution will provide access to the institutions data resources and will work with WVNET to transform and load these data into the data warehouse.

WVNET will work with the institution to develop Argos data blocks and reports to provide the institution with dashboards and other resources to report on operational statistics and measures contained in the data warehouse. The data warehouse will be expanded as demand for information expands. WVNET will provide the functional resources to define and load the data warehouse while the institution will provide the analysis/validation of data resources and presentation of information.

This method will insure that the institution knows and has the detailed knowledge of the source data, while utilizing WVNET's technical knowledge to transform these source systems into usable information via the data warehouse.

**Examples of WVNET Staff:**

Dana Keith – Data Warehouse Manager. With over 30 years as a programmer and data professional that includes ten years in Institutional Research at WVU and eight years as the systems designer and

Memorandum of Understanding  
WVNET  
Data Analytics  
Pilot IR Trial  
Mountwest Community & Technical College  
FY 14  
July 1, 2013 – June 30, 2014

programmer for the Association for Institutional Research. Dana is the primary modeler for the P20 SLDS and Sr. DBA on the WVNET banner support team.

Ron Hamilton – Chief Information Officer - Eastern West Virginia Community and Technical College For the past 30 years worked in various capacities supporting, implementing, maintaining, and managing technology in a multi-campus higher education environment. Served as the Lead for the Implementation of Argos at WVNET for WV Higher Education Institutions. Experience includes Institutional Research; Database Administration; Database Systems Analysis, Design, and Development; Application Development; Report Development; BANNER Support; End User Training; and Development of technology related policies and procedures.

George Tilko – – Has seven years' experience as a Banner Student software consultant with WVNET and over thirty-four years at Fairmont State in the capacity of software and systems development as a programmer, systems analyst, database administrator and adjunct instructor. Additional experiences in the private sector include database consulting and management, application design with implementation as well as currently serving on the Supervisory committee and a technical consultant for The United Federal Credit Union in addition to an adjunct instructor for Pierpont Community and Technical College

### **Organization and Management**

The institution will provide knowledge and access to their data resources and with a collaborative effort WVNET will build the institution's data warehouse. Thus, the institution will be involved at every step from source definition, data transformation and load (ETL), and reporting. WVNET will utilize our technical knowledge, hardware, and software to build the institution's data warehouse.

This data is very important because it will be used by decision makers. The ramifications of data errors on the decisions made can be costly and cause reliability concerns. The testing and proofing of the data warehouse will be a joint responsibility.

To insure accuracy and consistency WVNET will put in place a two stage system, one for pre-production where all new data are organized processed and proofed; and a production system that will only be implemented when an accurate pre-production environment has been developed and verified for accuracy.

Benchmark numbers and/or ranges will be developed for each product data system. The daily loads will be proofed against these benchmarks via manual and automated processes. Data once proofed and validated will be loaded into the production system for general usage.

WVNET has extensive experience in automating these kinds of processes, with numerous tools to insure all functions are working properly.



Memorandum of Understanding  
WVNET  
Data Analytics  
Pilot IR Trial  
Mountwest Community & Technical College  
FY 14  
July 1, 2013 – June 30, 2014

**Marketing and Sales Strategy**

The data warehouse is to be a tool for the institution to measure effectiveness of processes to insure that the institution has many early indicators to improve on the success of their students.

WVNET's goal is to provide technical resources and expertise to West Virginia Higher Education and building this data warehouse is fundamental to this goal. WVNET will establish a comparison repository and integrate the institution's data warehouse with other institutions around the state providing each institution with a consistent and documented comparison benchmark to improve success of all of the students in the state. With data warehouses used by each institution the accuracy of the data will be validated. By integrating data with other institutions each institution will have the ability to look at their institution along with comparisons to other WV institutions. This ability will give each institution ways to measure their successes and provide data where they can improve on their success. Data in the comparison repository will not contain data details to insure privacy of individual students. The purpose of this comparison system is for trends and process improvements, not details on specific persons. This will insure that Higher Education in West Virginia will have a full breadth of information about the success of our students, while insuring that privacy is maintained. No system will be developed without maintaining privacy.

**Memorandum of Understanding Term and Payment Guidelines**

The term of this Memorandum of Understanding will be for 12 months, beginning July 1, 2013.

WVNET has invested in hardware and software to support this Institutional Research trial. WVNET has purchased Wherescape dimensional modeling software for \$60,000 (four seat license). This software will be key to the first year development of a warehouse model. WVNET will provide the storage and Virtual machines needed to host the institutions Data Warehouse during the pilot program.

There are no costs for July 1, 2013 to June 30, 2014 for the pilot institutions as these will be covered by WVNET. Current estimates of future cost recovery is \$1,000-\$4,000 per month based on institutional data warehouse size. This is only an estimate and may not represent the final cost.

Memorandum of Understanding  
WVNET  
Data Analytics  
Pilot IR Trial  
Mountwest Community & Technical College  
FY 14  
July 1, 2013 – June 30, 2014

**By signing below, the parties agree to abide by the terms of this Memorandum of Understanding.**

Agreed by: WVNET

Donna Meadowcroft 8.5.13  
Donna Meadowcroft, CPA Date  
WVNET Chief Financial Officer  
304-293-5192 x 255  
dlmeadow@mail.wvnet.edu

Agreed by: WVNET

Allen Daugherty 8/5/2013  
Allen Daugherty Date  
Deputy Director  
304-293-5192 x 242  
allen@mail.wvnet.edu

Agreed by:

[Signature] 8/6/13  
Signature Above Date

Agreed by:

\_\_\_\_\_  
Signature Above Date

Keith Cotroneo  
Print Name, President

Phone: 304 710 9355  
Email: Cotroneo@MCTC.EDU  
Address: \_\_\_\_\_

\_\_\_\_\_  
Print Name, Chair/President of BOG

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Institutional contact for WVNET to contact  
about Data Warehouse Development.

Print Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

//3015 Data Analytics Mountwest CTC FY 14 MOU typ Aug 5 2013 at 1347 HRS per LD