

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

AGENDA

Thursday, June 20, 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. Consent Agenda – Jason Moses, Chairman
 - 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*
3. Recommendations of the Nominating Committee FY 2013-2014 IBOG Officers and Elections – Mark Bugher*
4. Annual Presentation by the Mountwest Students – Kimberley Patrick
5. Annual Presentation by the Mountwest Classified Employees – Chris Stevens
6. President's Report – Dr. Keith J. Cotroneo
7. Future Board Agenda Items – Jason Moses, Chairman
8. Policy Governance Ends – Focus Session – Jason Moses, Chairman
9. Announcements:
 - Next regularly scheduled meeting of the IBOG – **Friday, August 16, 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

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

11. Adjournment

*Action Items

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

MINUTES

Friday, May 17, 2013

8:00 a.m.

Mountwest Community & Technical College

Room G07-A

One Mountwest Way

Huntington, WV

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

ABSENT: Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Latrenda Clay, Billie Brooks, Steven Brown, Dan Figler, Michael McComas, Stephanie Neal, Bethany Perry, Carol Perry, 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 8:00 a.m. A quorum was established.

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

A motion to accept the minutes of the April 19, 2013 meeting was made by Chris Stevens and seconded by Bob Bailey. The motion was approved.

3. **Report of the Nominating Committee FY 2013-2014 IBOG Officers – Mark Bugher:**

Mark Bugher, Chair of the Nominating Committee, reported the committee had met and would be presenting the following proposed slate of officers FY 2013-2014: Jason Moses, Chairman, Mark George, Vice-Chairman and Bob Bailey, Secretary.

4. **IBOG Meeting Schedule July 2013 – June 2014 – Jason Moses, Chairman:**

A motion to move the June 2013 meeting to Thursday, June 20, 2013, cancel the July 2013 meeting and accept the remainder of the proposed meeting schedule as presented was made by Linda Vinson and seconded by Jim Hale. The motion was approved.

5. President's Report – Dr. Keith Cotroneo:

- IBOG Monitoring Schedule – May 2013: Management Financial Report for Period Ending March 31, 2013. In accordance with the Board's annual monitoring schedule, President Cotroneo submitted the Management Financial Report for the period ending March 31, 2013. Ms. Richardson indicated she would like to see a report from Banner with the actual accounts and expenditures. A motion was made by Mark Bugher, seconded by Linda Vinson and approved to accept the Management Financial Report for the period ending March 31, 2013.
- Institutional Salary Philosophy – The Board received and reviewed a copy of the proposed Salary Philosophy. It was noted that to fund the proposal FY 2013-2014, an estimated \$228,700 would be needed. A motion to accept the Institutional Salary Philosophy as presented was made by Bob Bailey and seconded by Kimberley Patrick. The motion was approved.
- The Institutional Strategic Plan - Phase One. All Board members received and reviewed a copy of the plan dated April 29, 2013. Timetables are likely to change and it was noted that the Institutional Accreditation Team still needs to be formed. Phase II of the Strategic Plan will be forthcoming.
- A draft Social Media Procedure is currently out for college comment. Mountwest CTC is now on Facebook.
- The Higher Learning Commission site-visit will be Monday, May 20, 2013 and Tuesday, May 21, 2013.
- The Department of Labor site-visit will be June 11 – 13, 2013.
- The tuition and fee increases approved by the Board FY 2013-2014 were approved by the Council for Community & Technical College Education.
- The College has contracted with EdFinancial to manage student loan debt.
- Adult Basic Education is now being offered at Mountwest.

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

- Annual presentations to the Board by the Students and Classified Employees – June 20, 2013.
- Board of Governors Association – There was a discussion relating to the value of the organization. Board members encouraged their Chair to be actively involved. Dr. Cotroneo agreed to discuss the value of the group with Chancellor Skidmore and to try to obtain copies of minutes from previous meetings for Mr. Moses.

7. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, June 20, 2013 @ Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8:00 a.m.
- Commencement will be today at 7:00 p.m. at the Keith Albee Theatre in Huntington, WV.
- Both Linda Vinson and Chris Stevens have been re-elected to the Board for two year terms representing the faculty and classified employees.

8. **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 Sue Richardson, seconded by Mark George and approved that the Board enter into Executive Session for the purpose of discussing personnel issues. Following discussion, a motion was made by Sue Richardson, seconded by Mark George and approved that the Board withdraw from Executive Session. No action was taken.

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

Mr. Moses requested this be a standing agenda item and that time permitting at each meeting, the Board will work on their policy governance ends statements.

10. **Adjournment:**

There being no other agenda items, the meeting was adjourned.

Jason Moses

Chairman

Bob Bailey

Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 20, 2013**

ITEM: Institutional Mission Statement

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of Governors approve of a new Mission Statement for the College as presented.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

The Higher Learning Commission (HLC) recommends that an institution's mission statement be short and speak directly to the focus and vision of the institution. This Mission Statement does not include revisions to the College's Vision and Goals, which will be reviewed and/or developed following the adoption of this mission statement by the Board. The proposed Mission Statement was supported and approved by the Mountwest Faculty Council.



Mountwest

Community & Technical College

The mission of Mountwest Community & Technical College is to prepare students for careers, civic responsibility and life-long learning.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 20, 2013**

ITEM:

Program Reviews

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of Governors approve of the continuation of the following programs at their current level of activity without specific action:

- Administrative Technology
- Banking and Finance
- Management Technology
- Paralegal Studies
- Physical Therapist Assistant

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

BACKGROUND:

WV Code §18B-2A-4(3)(g) requires that Institutional Boards of Governors “review, at least every five years, all academic programs offered at the institution under its jurisdiction. “

To: Institutional Board of Governors

From: Keith J Cotroneo

CC:

Date: June 12, 2013

Re: Program Reviews

I concur with the recommendations of the Deans Council and recommend that the Mountwest Board approve continuation of the following programs at their current level of activity without specific action:

Administrative Technology


Banking and Finance

Management Technology

Paralegal Studies

Physical Therapist Assistant



TO: Keith Cotroneo, President
FROM: Carol A. Perry, Executive Dean 
SUBJECT: Program Reviews
DATE: June 6, 2013
CC: Billie Brooks, Steven Brown,

The following five programs were scheduled for program reviews for the 2012-2013 academic year.

- Administrative Technology
- Banking and Finance
- Management Technology
- Paralegal Studies
- Physical Therapist Assistant

After reviewing the submitted program reviews, the Deans Council makes the following recommendations:

Administrative Technology – In the Fall 2012 semester, the Administrative Technology program received its reaffirmation of accreditation from the Accreditation Council for Business Schools and Programs. The self-study for the reaffirmation and the program review identified both strengths and challenges, the overall status of the program is that of a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Banking and Finance – In the Fall 2012 semester, the Administrative Technology program received its reaffirmation of accreditation from the Accreditation Council for Business Schools and Programs. The self-study for the reaffirmation and the program review identified both strengths and challenges, the overall status of the program is that of a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Management Technology – In the Fall 2012 semester, the Administrative Technology program received its reaffirmation of accreditation from the Accreditation Council for Business Schools and Programs. The self-study for the reaffirmation and the program review identified both strengths and challenges, the overall status of the program is that of a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Paralegal Studies – The program review identified both strengths and challenges, the overall status of the program is that of a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Physical Therapist Assistant – The Physical Therapist Assistant program received its reaffirmation of accreditation from the Commission on Accreditation in Physical Therapy Education this academic year. The self-study for the reaffirmation and the program review identified both strengths and challenges; the overall status of the program is that of a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 20, 2013**

ITEM: Notice of Intent to Revise IBOG Policy H-21

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of Governors gives a 30-day notice of the intent to revise Section 5.5.e. (relating to Eligibility for Promotion) of IBOG Rule H-21 – Faculty Evaluation, Promotion, Tenure, Sabbatical (Part of Faculty Personnel Policy) and that provided no comments are received, that the revisions be approved.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

Series 4 – Rules and Administrative Procedures of the WV Council for Community and Technical College Education require that before Institutional Boards of Governors can create, or change, a rule that a public comment period of at least (30) days be given for the purpose of receiving comments from individuals who may be affected, or have an interest, in the rule. The revisions proposed today have previously been approved by the Mountwest CTC Faculty Council with the rationale that the “change(s) in requirements allow flexibility in considering appropriate technical education and certifications required for program instruction.” If approved by the Board, the intent to revise will be distributed to all Mountwest faculty and staff as well as posted on the IBOG web page www.mctc.edu/administration/board-of-governors/policies, on the bulletin board of the Faculty/Staff Lounge located on the Ground Level of the Headquarters building, and outside the Office of Human Resources & Employee Development – Suite G12, where additional copies will be available. Public comments should be submitted to ibog@mctc.edu.

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

**POLICY # H-21 - Faculty Evaluation, Promotion, Tenure, Sabbatical
(Part of Faculty Personnel Policy)**

SECTION 5.1. GENERAL AUTHORITY

5.1.a. This policy defines evaluation, promotion, tenure, and sabbatical for full time faculty members at Mountwest Community and Technical College

5.1.b. AUTHORITY:

Title 135 Procedural Rule of the West Virginia Council for Community and Technical College Education – Series 4 – Rules and Administrative Procedures.

Series 9: Academic Freedom, Professional Responsibility, Promotion and Tenure.

5.1.c. Effective Date: TBD - (previously revised November 16, 2012 and originally approved May 2005)

Supersedes: Faculty Evaluation, Promotion, Tenure, Sabbatical –approved 3-15-05.

SECTION 5.2. DEFINITIONS

5.2.a. Faculty evaluation: The primary goals of faculty evaluation are to improve instruction; to promote the highest standards of professional excellence; to provide a record of individual achievement; to promote professional development; to promote service to the college and its community; and to provide information for purposes of granting tenure, retaining, and/or promoting faculty members.

5.2.b. Tenure: Tenure at Mountwest Community and Technical College provides for a continuing series of appointments, which may be terminated by the President for extraordinary circumstances or reduction due to discontinuance of a program.

SECTION 5.3. FACULTY EVALUATION

5.3.a. Areas of Evaluation: Evaluation is based on specific goals that support the division and the college discussed between the faculty member and the director. The evaluation of each faculty member's performance will be based upon an assessment of activities in three areas: teaching/advising, professional development, and service to the college and its community. The Mountwest Community and Technical College (College) faculty are committed to teaching as the foremost professional responsibility. The standard College faculty teaching workload is 15 credit hours per semester. The average percentages of an individual College faculty member's workload are (1) teaching/advising, 70-90%; (2) professional development, 5-15%; and (3) service to the college and its community, 5-15%. The ranges allow for differing distributions of responsibilities for individual faculty during an academic term. See Guidelines for Faculty Evaluation.

5.3.b. Procedures: The faculty will use a standard set of forms for annual evaluation, self-evaluation, planning page, student evaluation, and Director's/Associate Dean's evaluation of faculty. The forms will be signed by the faculty member, director/associate dean, and dean. A peer evaluation form will be available for those individuals who wish to use peer evaluation as a professional development tool. Peer evaluation is not part of the formal evaluation process. Faculty may choose to use other methods of peer evaluation as a tool for professional development and may include peer evaluation in the formal evaluation process if desired.

The evaluation process will include consideration of the following materials:

1. Annual Report
2. Self-Evaluation
3. Planning Page
4. Student Evaluation of Faculty
5. Director's/Associate Dean's Evaluation of Faculty

5.3.c. Guidelines for Faculty Evaluation: Although a faculty member is evaluated in the three areas of teaching/advising, professional development, and service to the college and its community, the most important function of faculty at Mountwest Community and Technical College is teaching. The major purpose of professional development activities and service activities is to support quality instruction. It is important that faculty remain current, especially in fields where changes occur rapidly. Professional development activities are essential activities are to keeping the content of classroom instruction current and pertinent. Service activities enable the college to function. Thus faculty are required to engage in both professional development activities and service activities along with their teaching duties.

- Each faculty member has unique areas of expertise and interest, and it is unwise to expect identical contributions to the division or the college from everyone. Evaluation should be based on an individual's unique and total contribution. Every faculty is expected to contribute in the three areas of teaching/advising, professional development, and service to the college and its community, but the emphasis for each area will vary for individual faculty. During the development of the Planning Page, each faculty will set allocation levels for the three areas, making choices within the following ranges: 70-90% for teaching, 5-15% for professional development, and 5-15% for service to the college and its community. It is expected that a faculty member's allocation will change over time as he or she pursues new interests, develops new courses, or works on projects, as agreed upon with the director/Associate Dean.
- In the annual review, each faculty member must receive an indication from the Director/Associate Dean of his or her performance over the previous year in each of the three areas. It is expected that the Director/Associate Dean makes such evaluations without bias and as consistently as possible. Faculty receive one of the following performance levels in each area: Exemplary, Professional, Needs Improvement as agreed upon between the Director/Associate Dean and individual faculty member.

5.3.c.i.

General Guidelines for the performance levels follow:

Exemplary: Consistently exceeded the college's standards of professional performance.

This performance level is given to those individuals who, during the evaluation period, consistently exceeded the college's standards of professional performance. Individuals receiving this performance level stand as exemplars of the highest levels of professional academic performance within the college, making significant contributions to their academic field, to their division and to the college and its community.

Professional: Consistently met the college's standards for professional performance.

This performance level is given to those individuals who, during the evaluation period, consistently met the college's standards of professional performance. The individuals receiving this performance level constitute those good and valued professionals on whom the continued successful achievement of the college's mission, goals, and objectives depends.

Needs Improvement: Did not consistently meet the college's standards of professional performance.

This performance level is given to those individuals who during the evaluation period, did not consistently meet the college's standards for professional performance. This performance level must be given with (1) specific feedback as to which standards of professional performance were not met, (2) suggestions for improvement, and (3) a written commitment to assist the individual in accessing resources required for improvement. Improvement in performance is required within the next evaluation period.

The following list establishes a more specific interpretation of the three performance levels, and are representative of the accomplishments that will support the evaluation process.

5.3.c.ii

Standards for Professional Performance in Teaching

Each faculty member is expected to stay current in his/her profession as well as the following:

- Be present for all class periods for courses that he or she is teaching, or arrange for either a substitute or a means for students to make up the work lost resulting from the absence of the instructor.

- Have a syllabus on file in the departmental office for every course he or she is teaching. Each syllabus must be constructed in accordance with college guidelines and specifications.
- Participate in curriculum development.
- Advise assigned students.
- Post and keep regular office hours.
- Teach without a sexist, racist, or ethnic bias.
- Fulfill other duties related to teaching and advising.

Standards for Professional Performance in Professional Development

Each faculty member is expected to:

- Attend professional meetings that contribute to his or her development as a teacher.
- Maintain current licensure/certification in areas related to teaching.
- Pursue other activities that enhance his or her teaching.

Standards for Professional Performance in Service to the College and Its Community

Each faculty member is expected to:

- Serve on assigned college committees.
- Participate in division and college activities.
- Participate in other activities relate to the mission of the college.

5.3.c. iii Evaluation Categories:

I. Teaching/Advising. Major categories include command of disciplinary knowledge and methodology, effectiveness of classroom performance, effectiveness in assessing student learning, rapport with students, contributions to curricular development, advising activities, and recruiting and retention activities.

Teaching (responsibilities may include but are not limited to the following).

Activities related to teaching:

Assessment of learning

Classroom activities

Command of disciplinary knowledge and methodology

Complete revision of an existing course/program

Content mastery

Course enrollment

Delivery of instruction
Development of distance education or other nontraditional courses
Development of improved teaching materials
Development of new courses or programs
Directing independent study projects/classes
Grading class materials
Innovative teaching approaches
Off-campus classes
Office hours
Other duties assigned by director
Other teaching/instructional activities
Preparation and grading of exams
Preparation for classes
Reassigned time (related to teaching, curriculum development, or accredited program coordination)
Recruiting activities
Refinement of existing courses or programs
Results of Director/Associate Dean evaluations
Results of student evaluations
Retention activities
Syllabi preparation
Teaching improvement efforts
Teaching workload (number of classes, labs, clinicals, internships; number of preparations; number of students in each class, beginning and ending enrollment)
Textbook review (for course selection)
Use of technology where appropriate (contributes to learning process)

- Activities related to advising:
 - Ability to deal effectively with students in a one-to-one relationship
 - Availability to students
 - Demonstrated willingness to learn the fundamentals of advising students
 - Formal advising (schedule of classes, registration forms, Banner/MILO)
 - Informal advising (discussions with students related to scheduling, major, career goals)
 - Job preparation/searches/referrals/letters of recommendation for students
 - Number of advisees
- Other:
 - Ability to meet deadlines
 - Adaptability
 - Attitude
 - Caring attitude with students
 - Collegiality
 - Consistency of effort
 - Cooperation
 - Dependability
 - Effectiveness
 - Fairness in evaluation
 - Integrity

Loyalty
Rapport with students and colleagues

II. Professional Development. Major categories include formal education, certifications and licensure, work experience related to field, scholarly activities, contributions to professional development of peers, membership in professional organizations, and peer recognition. Professional Development (responsibilities may include but are not limited to the following):

- Additional formal training in teaching field or in a related area (credit or noncredibility)
- Applied classroom research
- Attendance at workshops or seminars related to teaching field or college mission
- Attendance at professional development and achievement of colleagues
- Editing (journal, newsletters, other material related to the profession or teaching responsibilities)
- Graduate courses
- Graduate degrees
- Grant writing
- Licenses appropriate to teaching field
- Memberships in professional organizations related to teaching field or college mission
- Participation in professional meetings/organizations related to teaching field and/or college mission (chair, moderator, facilitator, etc.)
- Preparation needed to teach new courses (skills, training)
- Presentations at professional meetings related to teaching field or college mission
- Professional consultation related to teaching field and/or college mission
- Publications (journal articles, newsletters, newspaper articles, etc.) related to teaching field and/or college mission
- Reassigned time (other than teaching or curriculum duties)
- Refereed or invited papers
- Related work experience
- Research (other than applied, related to teaching field and/or college mission)
- Special recognition or honors
- Special training related to teaching field
- Textbooks or portions of textbooks (author or contributing author)

III. Service. Major categories include activities related directly to the college and its community. The service activities should be related to the faculty member's field or expertise and teaching assignment areas and/or to the programs and/or mission of the college. Service to the College and its Community (responsibilities may include but are not limited to the following):

- Activities related to the college:
 - Ad hoc committees
 - Committee memberships (name, position held, number of meetings, % attended, contributions)
 - Editing journal/newsletters/catalogs related to the division or college
 - Funding proposals
 - Grant writing
 - Membership on accreditation teams

- Participation in college activities (Tech-Prep Day, SCORES)
- Participation in efforts to secure outside funding
- Participation on search committees
- Promotional efforts related to the division and/or college
- Service to division (beyond teaching and professional development activities)
- Service to the profession
- Special projects related to the division and/or college
- Student organization sponsor
- Work on behalf of the student body, faculty, staff, or administration of the college
- Workshops/seminars (conducting, chairing, organizing) on behalf of the teaching field or college
- Writing journals/newsletters/catalogs related to the division or college

- Activities related to the college's community
 - Business and industry training programs
 - Consulting activities for the private/public sector related to teaching field and/or college mission
 - Cooperation with/assistance to public schools (Tech Prep, School to Work, dual credit, articulation agreements, collaborative efforts, etc.)
 - Judges for local and regional fairs related to teaching field
 - Membership in and presentations at community organizations and/or meetings related to teaching field and/or college mission
 - Membership on business/industry/education advisory committees/boards
 - Other activities related to the teaching field and/or mission of the college
 - Presentations to community groups related to teaching field and/or college mission

SECTION 5.4. PROMOTION AND TENURE APPLICATION TIMELINES

5.4.a. General promotion and tenure application timelines are as follows:

Last working day in September	Applicant forwards letter of intent for promotion/sabbatical via e-mail to the Division Dean, and Personnel Committee.
Second Monday in October	Letter from Division Dean to Personnel Committee verifying candidate's eligibility.
Third Monday in October	Faculty Personnel Committee acknowledges receipt of applicants letters of intent. Faculty Personnel Committee notifies eligible candidate on the preparation of portfolio and timeline for the submission of same to the President's Office.
First business day in January	Dean writes letter of support for the inclusion in the portfolio.
Tues following M L King Day	Eligible candidate submits portfolio to the President's office no later than noon, no exceptions.
First Monday of February	Faculty Personnel Committee submits a written recommendation and Promotion/tenure materials to the President.
Second Friday in March	President makes final decision regarding faculty applications for Promotion/tenure, informs the

candidates in writing and submits list of names to the Faculty Personnel committee.

SECTION 5.5. RANK ASSIGNMENTS FOR FULL TIME, TENURE TRACK, MULTIPLE YEAR CONTRACT, AND CLINICAL FACULTY AT INITIAL EMPLOYMENT AND PROMOTION IN RANK.

In accordance with the West Virginia Community and Technical College Governing Board, the following guidelines for initial appointment and promotion in rank will be followed for full-time, tenure track, multiple-year contract, and clinical faculty at Mountwest Community and Technical College (College).

5.5.a. Academic Rank: the following academic rank titles are authorized for all full-time college faculty: Instructor, assistant professor, associate professor according to Series Bulletin 36. Initial faculty appointment will be at the rank of instructor unless negotiated otherwise. Any single requirement for any of the various ranks may be waived at the recommendation of a division director/associate dean/dean and approval by the President.

5.5.b. Procedures for Initial Appointment: Every effort will be made to find faculty who possess a minimum of a master's degree. Some areas, such as the academic disciplines, require a minimum of a master's degree. In some specialized fields, the master's degree can be waived in the hiring process if experience, training, and/or professional certification of the individual are thought to be acceptable substitutions. Such a waiver will be initiated by a director/associate dean/dean and approved by the President.

- The evaluation of previous experience for determining initial placement into rank will occur at the time of hiring and be noted in the personnel file. For placement in rank at initial employment, each applicant's previous experience may be evaluated in relation to the faculty position. Relevancy of prior experience will be evaluated in consultation with the director/associate dean/ dean and then approved by the President.
- In the case of initial appointment, the faculty member may be able to negotiate with the Dean and President any prior service at another institution or prior non-teaching experience.

5.5.c. Academic Rank Advancement: Advancement in rank is not an automatic procedure. Applicants must meet all criteria for Advancement within rank. Evidence of high standards in teaching/advising and/or in primary job responsibilities, professional development, and service to college and its community must be demonstrated.

- All undergraduate or graduate credit must have been obtained through a fully accredited college or university and must have been earned after the most recent degree to apply toward advancement.
- Educational activities, such as summer institutes and workshops, that provide additional competence in the primary responsibility of teaching, may be given equivalent credit if these activities are formal, course-like experiences designed around specific learning objectives or goals that are documented and acceptable for equated credit by the faculty member, director, and the President. Non-academic and graduate credits must be approved by the director/associate dean /dean and President prior to attendance. Credit may be awarded for special licensure and certification subject to the approval of a director/associate dean/dean and approval by the President.

5.5.d. Promotion in rank is a reward for achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate's contractual responsibilities and duties. Major faculty responsibilities and duties include teaching and advising, professional development, and service to the college and its community. Individual divisions are responsible for determining the relative importance of the various faculty functions for purposes of personnel decisions. Divisions should provide flexibility in the weighting of such functions to accommodate a range of program areas, disciplinary specialties, and individuals with varying assignments. The specific areas in which faculty are evaluated for promotion include the following major categories:

1. Teaching/Advising: command of disciplinary knowledge and methodology, effectiveness of classroom performance, advising load and effectiveness of academic advising, effectiveness in assessing student learning, rapport with students, contributions to curricular development, instructional development of faculty colleagues.
2. Professional Development: memberships and contributions to professional societies; scholarly presentations creative performances; contributions to the professional development and achievement of colleagues; additional coursework, seminars, and workshops relative to the candidate's teaching and/or primary job responsibilities.
3. Service to College and Its Community: contributions within the division and within the college; contributions to official student organizations; other work on behalf of the student body, faculty, staff, or administration of the college; service on a compensated or pro bono basis to governments, educational, business, or civic organizations, or to the public (such service could include applied research, consultation, technical assistance, special forms of instruction, clinical work, and performance)

Evaluations should be based on multiple sources of evidence (student and supervisor evaluations) for all the above categories. For public service, quantitative assessment should be solicited from those associated with the service activity or affected by the service outside the college.

5.5.e. Eligibility for Promotion:

1. A faculty member must complete all educational and pertinent professional experience requirements before submitting an application for promotion, but the faculty experience and time-in-rank requirements may be completed during the academic year in which the application is submitted.
2. The minimum requirements in terms of education and professional/faculty experience are listed for each academic rank in Table 1, which follows this section.

Table 1

Rank	Educational Level & Credit Hours/Equivalents*	Teaching/Professional Experience in Field	Faculty Annual Evaluation Minimum for a, b, c, d options within all ranks
Instructor to Assistant Professor	a) Doctorate b) Master's + 15 c) Master's + 0 d) Bachelor's **	a) 3 b) 4 c) 5 d) 5 Years of teaching/professional experience may be acquired at MCTC or applied from other teaching or professional employment.	Exemplary level evaluation in teaching/advising and professional level evaluation in professional development and service to college and its community for two out of the 4 years prior to applying or promotion
Assistant Professor to Associate Professor	a) Doctorate b) Master's + 30 c) Master's + 15 d) Masters +0 e) Bachelor's **	a) 3 (in rank as assistant professor at MCTC) b) 4 (in rank as assistant professor at MCTC) c) 5 (in rank as assistant professor) at MCTC d) 6 (in rank as assistant professor at MCTC) e) 7 (in rank as assistant professor at MCTC)	Exemplary level evaluation in teaching/advising, and professional level evaluation in professional development and service to college and its community for two out of the three years prior to applying for promotion
Associate Professor to Full Professor	a) Doctorate b) Master's + 45 c) Master's + 30 d) Masters +15 e) Masters + 0 f) Bachelor's **	a) 3 (in rank as associate professor at MCTC) b) 4 (in rank as associate professor at MCTC) c) 5 (in rank as associate professor at MCTC) d) 6(in rank as associate professor at MCTC) e) 7 (in rank as associate professor at MCTC) f) 8(in rank as associate professor at MCTC)	Exemplary level evaluation in teaching/advising category for two consecutive years prior to applying for promotion; exemplary level evaluation in one of the other two categories (professional development, service to college and its community) for two consecutive years prior to applying for promotion; and professional level evaluation in the remaining category for two consecutive years prior to applying for promotion

*Educational Level and credits earned must be documented through official transcripts, approved and on file. Educational equivalents may apply to any or all of the following:

1. If a Master's degree has been earned, any hours following that degree may be graduate or undergraduate hours. These hours must be in field, and earned from an accredited institution of higher education. Undergraduate hours may be used for purposes of promotion only if they lead to an industry or professional certification, the faculty member obtains such certification, and the certification track is pre-approved by the Vice President of Academic Affairs. The equated credit for the undergraduate hours and certification must be determined by the Vice President of Academic Affairs prior to course enrollment. Documentation of pre-approval must be on file in the Human Resources office.***
2. Course in progress that will be completed at the end of the semester prior to promotion consideration may be considered if the documentation of completion is received prior to review of the promotion file.
3. Educational activities, such as summer institutes, workshops or training which provide additional competence in the primary teaching area may be given equivalent academic credit IF these activities are formal, course like experiences designed around specific learning objectives that are documented, assessed and deemed acceptable for equated credit by the Vice President for Academic Affairs. Equivalent hours granted must be evaluated and approved for each credit equivalent awarded. Approved educational equivalents must be awarded and documented prior to using the activity for promotion purposes. Equivalencies must be determined by the Vice President for Academic Affairs. Documentation of the determination must be on file in the Human Resources office prior to faculty member participation in the educational activity.****

** Faculty in technical/clinical fields applying for promotion at the Bachelor's level must hold current certification or licensure in area of teaching responsibility, and demonstrate competency in field with maintenance of certification or licensure.

*** The pre-approval requirements shall go into effect July 1, 2014.

**** The requirement that documentation be on file in the Human Resources office prior to participation shall go into effect July 1, 2014..

SECTION 5.6. TENURE

5.6.a. Requirements of Eligibility: Tenure is not automatically granted after the sixth year of service but shall result from the Tenure Application Process review and the final recommendations made by the President for those faculty initially hired on a Tenure track contract. Tenure shall be granted based on the following:

--that the candidate is professionally qualified, and

--that Mountwest Community and Technical College has a continuing need for the particular qualifications and competencies of the candidate.

5.6.b. Tenure guidelines will follow the same timeline as promotion.

5.6.c. For a candidate to be granted tenure, he/she must have demonstrated professional level performance and achievement in his/her major area of responsibility. The candidate must have demonstrated exemplary level performance in either teaching/advising, professional development, or service to the college and its community.

5.6.d. A faculty member must have already attained the rank of assistant professor or higher before applying for tenure. A faculty member must have been employed full time at Mountwest Community and Technical College for three years. Promotion and tenure can be awarded at the same time.

5.6.e. The non-tenured faculty member shall be given notice of tenure by the division director/associate dean before the completion of the sixth year, or he/she shall be awarded a one-year contract of employment for the seventh year.

5.6.f. Any faculty member shall have the option of requesting that his/her temporary service be counted towards promotion and/or tenure. The years of temporary service shall be evaluated along the guidelines for a tenure-track positions

SECTION 5.7. THE TENURE APPLICATION PROCESS

5.7.a. Notification to Newly Appointed Faculty: At the time of initial appointment to a tenure track position, the Dean will notify each newly appointed faculty member in writing of the requirements and guidelines for tenure. The faculty member will in turn acknowledge in writing the receipt of this notification.

5.7.b. Tenure Process:

- A faculty member must take the primary initiative to submit his/her application for tenure. However, the division director/ associate dean may initiate a recommendation for tenure of the faculty member.
- During the completion of the sixth year of appointment, the faculty member who chooses not to apply will not be considered for tenure, but will be offered a one-year terminal contract-appointment for the seventh year.
- A candidate for tenure must submit an application form by the deadlines set forth in the Timeline for Processing Promotion/Tenure Applications to the division director/associate dean, who verifies that all information supplied by the faculty member is accurate and forwards the application form to the Dean for review and final approval of eligibility.
- The President forwards the application form to the Faculty Personnel Committee.
- The candidate shall be informed in writing of recommendations to deny tenure at any step in the decision making process.
- The division director/associate dean will prepare a written recommendation with regards to the qualifications of the candidate and submit this information along with tenure materials received from candidate to the Faculty Personnel Committee (Tuesday after Martin Luther King's Birthday at 9 a.m. in the Dean's office.)
- The Faculty Personnel Committee will evaluate each candidate's material for tenure and submit a written recommendation for each candidate along with tenure materials to the Dean by February 1.
- After the receipt of recommendations and tenure materials from the Faculty Personnel Committee, the President will make the final tenure decisions, which will conclude the tenure

process. The President will write a letter to those granted tenure and send an approved list of candidates to the Faculty Personnel Committee.

- Any applicant denied tenure by the President has the opportunity to file a grievance within five (5) working days to the Faculty Grievance Committee.

SECTION 5.8. PORTFOLIOS

5.8.a. Once eligibility for tenure has been approved, the faculty member should begin assembling a portfolio with assistance from the division director. The tenure application form and the compiled information in the portfolio will serve as the primary data for the Faculty Personnel Committee to determine the qualification of the candidate. The faculty member must include all components required in a complete evaluation portfolio if the evaluation process is to occur during the tenure application year.

5.8.b. To prepare and present a well-organized account of achievements and professional development, the portfolio should include these areas:

- Evidence of exemplary level performance in teaching/advising, professional development, or service to the college and its community.
- Evidence of professional level performance in the remaining two areas.

5.8.c. The portfolio must contain, at a minimum, the following elements.

- A copy of the application form for promotion and/or tenure.
- Annual Faculty Evaluation Report, along with summaries from other evaluation such as student and director evaluations of faculty.

5.8.d. In addition to these items, the faculty member may include other supporting materials and/or assessments that will help to establish qualifications and fitness for tenure.

SECTION 5.9. SABBATICAL LEAVE

5.9.a. Purpose: A sabbatical is to provide activity that will improve teaching effectiveness, develop professional competency, and increase contribution of service to the college and its community.

5.9.b. Descriptions: A sabbatical is a compensated leave of absence of one or two semesters for a nine-month faculty member and twelve months for administrators. Sabbaticals shall be granted for approved projects involving full-time independent study, research, or any creative work that will generate new teaching skill and abilities and enhance professional growth and development.

5.9.c. Eligibility: A faculty member is eligible for sabbatical leave after the completion of six years of full-time employment. However, a faculty member will not be eligible for another sabbatical until the completion of another six years of full-time service, after a previously awarded sabbatical. Sabbaticals are not automatic, but are determined by merit of request and available conditions that will allow absence of faculty.

5.9.d. Compensation: A faculty member on sabbatical leave shall receive no less than full pay for one semester; or no less than 50 percent of the current salary in effect on the last contract day prior to the effective date of sabbatical leave.

5.9.e. Requirements (all applicants must meet the following requirements):

- A written letter of intent for sabbatical leave will be submitted to the Dean by September 30 of the current academic year for the following academic year.
- A written report summarizing a detailed plan of activity and projection of goals and accomplishments will be submitted to the Faculty Personnel Committee by October 31 of the academic year for recommendation to the Dean.
- In accepting a sabbatical leave, a faculty member agrees to all terms stipulated by signing a statement to that effect by November 30 of the academic year.
- A faculty member may not accept any other form of employment during the time specified as leave time without written consent of the President. Fellowships, grants, assistantships, and stipends are regarded as other employment.
- After completion of sabbatical leave, a faculty member will submit to the President a written report of project accomplishments by the end of the returning semester.
- A faculty member is to return for one year of full-time employment upon completion of the sabbatical. If he/she does not return, the faculty member is responsible for reimbursing to the college all monies received during the leave time.

Revised: November 16, 2012

Originally Approved: May 2005

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 20, 2013**

ITEM:

Fiscal Year 2014 Budget

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of Governors approves of the Fiscal Year 2014 operating and capital budgets.

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

BACKGROUND:

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2014
Mountwest Community and Technical College

	FY 2013 as of 04/30	FY 2013 Budget	FY 2014 Budget
TOTAL REVENUES:			
Tuition and Fees	\$5,123,794	\$5,458,963	5,886,764
Sales and Services of Educational Activities	0	35,000	35,700
Auxiliary Enterprises	305,115	100,000	100,000
Service Agreement Revenues			
Other Operating Revenues	0	400,000	400,000
State Appropriations	4,996,489	6,353,000	5,876,134
Investment Income	0	15,000	17,000
Gifts			
Other Nonoperating revenues	0	250,000	150,000
TOTAL REVENUES	\$10,425,398	\$12,611,963	\$12,465,598
TOTAL EXPENSES:			
Salaries and Wages	\$5,113,662	\$6,020,665	\$6,020,665
Benefits	1,148,290	1,369,095	1,369,095
Utilities	300,506	650,000	360,000
Supplies and Other Services	3,744,747	4,539,080	4,539,080
Scholarships and Fellowships - E&G Funded	72,751	100,000	110,000
Assessments by the Council for operations (HERA)	87,289	80,123	90,000
Other Operating Expenses			
Cost of Services provided to other institutions			
Waivers in Support of Other Institutions - Cash			
TOTAL OPERATING EXPENSES	\$10,467,245	\$12,758,963	\$12,488,840
Increase / Decrease in Net Assets	(\$41,847)	(\$147,000)	(\$23,242)
Beginning Fund Balances (E&G Tuition and Auxiliary)	3,427,099	3,375,454	3,228,454
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	3,385,252	3,228,454	3,205,212

**West Virginia Council for Community and Technical College Education
Capital Budget
Mountwest Community and Technical College**

Description	New Project	Building	Budget FY 2013	Budget FY 2014
Funding Sources:				
Cash Capital Balances			\$ -	\$ -
E&G Capital Fees, Student Tuition [FIMS Fund 4869]			766,000	560,000
Auxiliary Capital Fees [FIMS Fund 4868]				
Real Estate Agreement - MJU (10-Year Repayment)			350,000	350,000
HEPC Revenue Refunding Bond 2013-MCTC-01				256,800
EAST Bond Proceeds				
HEPC Bond Proceeds			4,000,000	
Institutional Bond Proceeds			2,500,000	
Gifts				
Federal Grants				
Grants				
State Support				
Current Revenue/Savings				
Rent/Rent Savings				
Total Funding Sources			\$ 7,616,000	\$ 1,166,800

Uses:				
Upgrade fire alarm system				
HQ Building: Deferred Maintenance, Painting, Waterproof, Rep.				
HQ Building: Neighborhood Construction - Alternates/Retainage				
HQ East Parking Lot: Repair/Sealant - Resurfacing/Striping				
Capital Project Management - HQ Site Coordinator				
HQ Capital Project - Construction Related Expenses*				50,000
Fire Sprinkler System			470,000	200,000
Other Private Debt Repayment				
Replace windows				
Replace windows				
Replace roof				
Upgrade classrooms and labs				
Completion of Headquarters Building		HQ	8,850,000	
Payment of Facility Usage Fee (MJU Rec Center Covenant)				600,670
Payment of Institutional Debt (Key Gov't - 1st Sentry)			218,380	218,380
Payment of System Debt				
Payment of System Loans				
Capital Debt Service Payment				
Total Uses of Funds			\$ 9,538,380	\$ 1,069,050

Balances				
Net Change in Capital Balances			\$ (1,922,380)	\$ 97,750
Beginning Cash Capital Balances			\$ 1,985,246	\$ 62,866
Ending Cash Capital Balances			\$ 62,866	\$ 160,616

**Construction Related Expenditures includes but is not limited to the following:
Utilities, Leased Storage, Site Security, Skilled Craftmanship, Miscellaneous Repairs

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 20, 2013**

ITEM: Annual Ends Measures Report

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of Governors accepts the annual Ends Measures Report.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

Submission of the annual Ends Measures Report is in compliance with the Monitoring Schedule established by the Board under Policy Governance.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 20, 2013**

ITEM: Annual Staff Survey Report

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of Governors accepts the update on the annual Staff Survey Report and as a result that the Board revises its Monitoring Schedule to reflect an annual reporting date of September to accommodate the availability of the data from ModernThink LLC.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

UPDATE:

Submission of the annual Staff Survey Report during the month of June is in compliance with the Monitoring Schedule established by the Board under Policy Governance. The Office of Human Resources & Employee Development coordinated the annual staff survey by utilizing *The Chronicle of Higher Education's* Great Colleges to Work For Survey conducted by ModernThink LLC, a research and consulting firm focusing on workplace excellence. The survey is open to all colleges and universities across the country as a tool for measuring the strength of certain organizational competencies and relations that most directly impact and influence an institution's culture. The following timeline was observed:

February 20 –
March 4 – Survey Verification completed by HR & Employee Development
March 5 -- Survey Verification and Participant Email Lists submitted to ModernThink LLC
March 11 -- Connectivity Test
March 13 -- Pre-Survey Communication from President Cotroneo to Faculty and Staff encouraging participation in the survey
March 18 –
April 19 -- Faculty/Staff Survey

Preliminary information provided by ModernThink LLC indicates that 46% of the faculty, classified staff and administration responded to the survey. While the results of the survey are expected to be available during the month of August, it is unknown at this time if the information will be available in time for the August Board meeting. Updating the Monitoring Schedule to reflect an annual reporting date of September will ensure receipt of the data and timely reporting to the Board for the current year and beyond.