

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

AGENDA

Friday, March 15, 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 – February 15, 2013*
 - Approval of General Education Curriculum – IBOG Policy No. A - 10*
3. Policy Governance Ends – Focus Session – Jason Moses, Chairman
 - Approval of Policy Governance Ends*
4. Notice of Intent to Implement a Policy to Establish a Tobacco Product Free Environment at Mountwest Community & Technical College – Jason Moses, Chairman*
5. President's Report – Dr. Keith J. Cotroneo
 - FY 2013-2014 Tuition and Fees
 - Other
6. Personnel Selection Process – Dr. Keith J. Cotroneo
7. Future Board Agenda Items – Jason Moses, Chairman
8. Announcements:
 - Next regularly scheduled meeting of the IBOG – April 19, 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
9. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
10. Adjournment

* Action Items

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

MINUTES

Friday, February 15, 2013

8:00 a.m.

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

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

ABSENT: Thomas Gibson and Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Luanne Bowman, Billie Brooks, Christie Chaffin, Adam Edens, Beth Hendricks, Tommie Kelley, Matthew Kinkead, Jason Lovejoy, Bob McClain, Michael McComas, Stephanie Neal, Bethany Perry, Carol Perry, Latrenda Sanders, Monica Shafer and Terri Tomblin-Byrd

AGENDA ITEMS:

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:10 am. A quorum was established.

II. Consent Agenda – Jason Moses, Chairman:

A motion to accept the minutes of the January 18, 2013 meeting of the Board was made by Christopher Stevens and seconded by Mark Bugher. The motion was approved.

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

Bob Childers, Chairman of the Mountwest Foundation, spoke to the Board about opportunities available to engage in the community and about development of the local workforce. A number of individuals currently in the workforce are retirement eligible and there is a concern among the business community about having enough trained individuals to fill vacant positions.

IV. Monitoring Report: Mid-Year Financial Report 2012-2013 – Dr. Keith J. Cotroneo:

Christie Chaffin, Controller at Mountwest, reviewed the Financial/Budget Report for the mid-year period ending December 31, 2012. Following discussion, a motion was made by Sue

Richardson and seconded by Mark George that the Board of Governors received the report. The motion was approved.

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

- A number of teams are working on issues identified for the Strategic Plan. Two facilitators have been contracted with through the BEACON grant to work with the teams in order to keep the process on track.
- A handout was distributed updating the Board on their required training FY 2013. All Board members have met the requirements for this year.
- The Search Committee for a new CFO-Dean of Business Services has identified four individuals who will be invited to campus for interviews with the Committee, President's Council, Business Services Staff as well as all employees of the College.
- The college is currently conducting a national search for a Vice-President for Academic Affairs. The college is in the process of restructuring the academic division. With the college's former Dean of Allied Health & Life Sciences leaving, an opportunity for restructuring occurred.
- Mountwest welcomed nearly 200 area high school seniors from Wayne and Cabell counties to the college February 12 – 13, 2013. Students took part in Mountwest classes and demonstrations.

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

- A discussion relating to having the IBOG meeting at an off-campus location on March 15 was discussed. Ruth Cline and Mark Bugher will work on this.

VII. Announcements:

- Next regularly scheduled meeting of the IBOG – March 15, 2013 with the location to be determined. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.
- Jason Moses reported that at the January 31, 2013 meeting of the West Virginia Council for Community and Technical College Education that the recommendation supporting a legislative initiative to amend the West Virginia Code to allow community and technical colleges to charge a per-credit hour tuition rate was tabled.
- The next meeting of the West Virginia Council for Community and Technical College Education will be held April 25, 2013 in Charleston, WV.
- Congratulations were given to the college's Culinary Arts program for winning the 2013 Cast Iron Throwdown hosted at the Greenbrier on February 2, 2013.

VIII. 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 was made by Sue Richardson and seconded by Chris Stevens. The motion was approved.

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

A motion was then made by Bob Bailey and seconded by Sue Richardson that the Board extend President Cotroneo's contract an additional year. The motion was approved.

IX. 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 March 15, 2013**

ITEM: General Education Curriculum

RECOMMENDED RESOLUTION: *Resolved*, that the attached document on General Education Curriculum be approved.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

An institutional policy on General Education Curriculum is in accordance with Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 11 on Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.

Mountwest Community & Technical College
Institutional Board of Governors
Policy No. A - 10

General Education Curriculum

1. General

1.1 Scope: Rule establishing guidelines for General Education Curriculum

1.2 Statutory References: WV Code § 18B-2B-6

1.3 Passage Date:

1.4 Effective Date:

1.5 Controlling Over: Mountwest Community & Technical College

2. Policy

2.1 Mountwest Community & Technical College, in keeping with its mission, is committed to assisting students develop the competencies and skills necessary to become productive citizens. General education courses are a key component of this development and are a fundamental part of all our degree programs.

The Mountwest general education policy seeks to integrate basic principles, concepts, and methodologies throughout all of our disciplines, expanding students academic experiences by promoting lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork.

2.2 Students who complete either an Associate in Arts (AA) or Associate in Science (AS) will have successfully completed at least 24 semester hours of coursework in general education including the areas identified in Section 2.5.

2.3 Students who complete an Associate in Applied Science (AAS) will have successfully completed at least 15 semester hours of coursework in general education including the areas identified in Section 2.5.

2.4 Students who complete a Certificate in Applied Science (CAS) will have successfully completed at least 6 semester hours of coursework in general education, including essential communication and computation skills.

2.5 Students who complete the general education requirements of an associate degree should be able to:

2.5.1 Communicate effectively using written skills. Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and missing texts, data and images. – *Association of American Colleges and Universities*

2.5.2 Communicate effectively using oral skills. Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners, attitudes, values, beliefs, or behaviors. – *Association of American Colleges and Universities*

2.5.3 Apply quantitative reasoning appropriate to the degree. Quantitative literacy provides the ability to reason and solve quantitative problems that are applicable to a chosen career path. – *Association of American Colleges and Universities*

2.5.4 Use critical thinking skills. Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. – *Association of American Colleges and Universities*

2.5.5 Apply ethical reasoning. Ethical reasoning is reasoning about right and wrong human conduct. It requires student to be able to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to ethical dilemmas, and consider the ramifications of alternative actions. – *Association of American Colleges and Universities*

2.5.6 Utilize technology as it is relevant to the degree. Individuals use technology (e.g., computer, iPad, Notebook, Internet, Intranet, software, etc.) to assist in the locating, analyzing, and presenting of information that is applicable to a chosen career path. – *Association of American Colleges and Universities*

2.5.7 Identify appropriate intercultural interaction. Intercultural knowledge and competence is a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts. – *Association of American Colleges and Universities*

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Meeting of March 15, 2013**

ITEM: Policy Governance Ends Statements

RECOMMENDED RESOLUTION: *Resolved*, that the proposed Ends Statements listed below relating to IBOG Policy Governance be approved.

STAFF MEMBER: Jason Moses
IBOG Chairman

College Ends:

1. The College will increase student program completion rates (Degrees, Certificates, Skill Sets, and Courses), aggregate completion and goal completion.
2. The College will increase its engagement with the community.
3. Mountwest students will have a realistic understanding of their career options and upon completion find employment in their field.
4. The College will increase the participation of transfer students and long distance learners to provide needed alternate educational opportunities.
5. The College will have an enhanced public profile to raise public awareness of the College and its resources.
6. The College will have an enhanced public profile (reputation and credibility).

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Meeting of March 15, 2013**

ITEM: WV Council for Community and Technical College Education resolution promoting tobacco product free WV Community and Technical College Campuses

RECOMMENDED RESOLUTION: *Resolved*, that the IBOG supports the WV Council for Community and Technical College Education's resolution promoting tobacco product free campuses and that notice of a 30-day public comment period relating to the intent to plan an IBOG rule to establish a tobacco product free campus at Mountwest be approved.

STAFF MEMBER: Jason Moses
IBOG Chairman

BACKGROUND:

At the January 31, 2013 meeting of the WV Council for Community and Technical College Education the attached resolution promoting tobacco product free West Virginia Community and Technical College Campuses was approved. At the request of the Council, and with support of the Chancellor, the IBOG wishes to support the resolution.



RESOLUTION

PROMOTING TOBACCO PRODUCT FREE WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE CAMPUSES

- WHEREAS,* According to the WV Cancer Registry and WV Vital Statistics, there are estimated to be 2,016 new cases of Lung Cancer in West Virginia, with 1,573 cases resulting in death; and,
- WHEREAS,* According to the American Cancer Society, in 2012 there are estimated to be 40,250 new cases of lip, oral cavity, and pharynx cancers nationwide, with 7,850 cases resulting in death; and,
- WHEREAS,* The total annual public and private health care expenditures caused by smoking is \$96 billion, the annual health care expenditures solely from secondhand smoke exposure is \$4.98 billion, and the health care costs are as much as 40% higher for smokers than non-smokers, and,
- WHEREAS,* Smoking in West Virginia costs \$229 million in coverage by the State Medicaid program, a burden from government expenditures amounting to \$309.00 per household, and \$1.07 billion in productivity losses; and,
- WHEREAS,* According to RAZE, high school students trying tobacco for the first time is steadily decreasing; however, 34.5% of the state's 18-24 year olds are currently using a tobacco product, and,
- WHEREAS,* Second hand smoke is classified as a known human carcinogen and results in a combined heart disease and lung cancer death toll of approximately 49,000 people in the United States each year; and,
- WHEREAS,* A recent study has shown that tobacco free campuses have significantly curbed the smoking habits of the students, faculty, and staff to make campuses healthier environments; and,

WHEREAS, The WV Council for Community and Technical College Education, with support of the Chancellor and Institutional Presidents', advocate for the establishment of tobacco product free campuses at all West Virginia public community and technical colleges of higher education effective June 30, 2014; and,

THEREFORE, BE IT RESOLVED,

That the West Virginia Council for Community and Technical College Education, with the support of the Chancellor, recommends all Institutional Board of Governors implement a policy to establish a tobacco product free environment on each campus; and,

FURTHER, BE IT RESOLVED,

That this resolution be inscribed upon the Council minutes of January 31, 2013.