

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

AGENDA

Thursday, March 19, 2015

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV

1. Call to Order and Determination of Quorum – Mark George, Acting Chairman
2. Election of IBOG Secretary – Mark George, Acting Chairman*
3. Consent Agenda – Mark George, Acting Chairman
 - Approval of Minutes – January 15, 2015*
 - Notice of Intent to Revise IBOG Policy No. A – 2: Awarding of Undergraduate Tuition and Fee Waivers*
4. Resolutions Honoring A. Michael Perry, Bob Bailey and Susan Richardson – Mark George, Acting Chairman*
5. GIS Program Presentation – Theresa Litteral, Assistant Professor
6. Values Statement – Dr. Keith J. Cotroneo, President*
7. Financial Report – Actual vs. Budgeted – Mid-Year FY 2015 – Dan Figler, Vice President for Finance and Business Services/CFO*
8. Tuition & Fees, Special & Program Fees for Academic Year 2015-2016 – Dan Figler, Vice President for Finance and Business Services/CFO*
9. Agreement to Exercise Legal Right to take Possession of the Mountwest Center for Culinary Arts located at 1648 Eighth Avenue, Huntington, WV – Dan Figler, Vice President for Finance and Business Services/CFO*
10. President's Report – Dr. Keith J. Cotroneo, President
11. Mountwest CTC Foundation Update – Sheanna Spence, Director of Institutional Advancement
12. WVCTC BOGA Update – Mark George, Acting Chairman

13. Future Board Agenda Items – Mark George, Acting Chairman

- Annual Classified Staff Presentation – April 16, 2015
- Annual Faculty Presentation – May 21, 2015
- Annual Student Presentation – May 21, 2015
- Other

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

15. Announcements:

- IBOG Meeting, Thursday, April 16, 2015 in Room G07A. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- WV CTC BOGA Conference Call, Tuesday, April 14, 2015 at 2:00 p.m. The telephone number to call to participate is 304/710-3530.
- IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 – Friday, June 26, 2015
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

16. Adjournment

* *Action Item*

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

MINUTES

Thursday, January 15, 2015

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV 25701

PRESENT: Bob Bailey, Cathy Burns, Jordan Chapman, Ruth Cline, Mark George, Thomas Gibson, Jim Hale, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Angela Casey-Bradshaw, Latrenda Clay, Mike Dunn, Dr. Harry Faulk, Dan Figler, Tommie Kelley, Michael McComas, Dr. Natalie Mills, Bethany Perry, Lisa Penix, Stephanie A. Neal, Angela Ross, 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 8:10 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the November 20, 2014 meeting of the Board was made by Linda Vinson and seconded by Cathy Burns. The motion was approved.

3. President's Annual Evaluation Update – Linda Vinson:

Linda Vinson reported she would like for the President's Annual Evaluation Committee to meet briefly following the IBOG meeting to review last year's evaluation and to develop a plan for the President's Annual Evaluation along with a timeline for completion.

4. Annual Audited Financial Statements FY 2014 – Dan Figler, Vice President for Finance and Business Services/CFO*:

Dan Figler reported the annual audited financial statements FY 2014 were conducted by Hayflich Grigoraci PLLC and were complete. Mr. Figler introduced Robert C. Fuller and

Antonio Smith, certified public accountants with Hayflich Grigoraci PLLC, who presented the financial report to the Board. Following discussion, a motion was made by Jim Hale, seconded by Mark George and approved to accept the FY 2014 annual audited financial statements.

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

President Cotroneo reported to the Board on the following items:

- Several articles relating to President Obama's proposal for free Community and Technical College education for the nation were distributed including one from Tom Hanks who said he "Owes it all" to Community Colleges. The state of Tennessee has developed a program for free community college education within the state.
- An update was provided relating to the 4-Day Work Week and Class Schedule. Students were surveyed as to their preferences of a 4-day or 5-day schedule with the results indicating most students who responded are in favor of the 4-day schedule. A cost savings analysis was conducted by Business Services, which showed a total realized savings to the College since the inception of the 4-day schedule in the amount of \$93,405. Additionally, figures were supplied on employee savings in the cost of driving to and from the campus FY 2013. The 4-day schedule is a result of cost savings measures implemented by the College in response to decreases in state appropriations.
- Information was distributed from the Kansas Study, a national study of instructional costs and productivity of community colleges, relating to instructional costs. Dr. Cotroneo indicated to the Board the administration is reviewing program costs and will be bringing forward a proposal for program fees at the March 2015 meeting.
- An update was provided on the Departmental Planning Goals within the college. Since the first round of departmental planning was conducted in the Spring 2014 semester, a total of 84 departmental goals were submitted. Of those, 23% have been completed with an additional 17% being at least half completed as of November 2014.
- College Council has been working on a Facilities Enhancement plan.
- Stephanie Neal, Director of Human Resources, Employee Development and Payroll, reported that following recommendations of the Quality Workplace Place and approved by College Council, the college held its first Employee Recognition Luncheon December 16, 2014. Nineteen employees were recognized for their employment milestones of 5, 10, 15, 20, 25, and 30 years of service. Additionally, Susie Peyton was recognized for her more than 27 years of service to the college and higher education as she planned to retire December 31, 2014. During the luncheon Mike Dunn was also recognized as the college's recipient of the West Virginia Community College Association's Outstanding Contributor. A wall mural recognizing full-time employees with at least one year of experience at the college is displayed on the Ground Floor of the Headquarters Building by the elevators. Also displayed on the wall will be photographs of each Employee-of-the-Month and the Employee-of-the-Year. Billie Brooks, Vice President for Student Services, was recognized as the first Employee-of-the-Month for the college during the month of January 2015. The College has contracted with LawRoom to provide on-line training for various types of workplace training. The first round of courses included Sexual Harassment, Bullying in the

Workplace and FERPA – Protecting Educational Records for Students. 92% of all employees completed the trainings in a timely manner. Three additional courses have been rolled out for employees to complete including Ethics and Code of Conduct, Diversity: Skills for Collaboration and Preventing Workplace Violence.

- Dr. Harry Faulk, Executive Vice President and Chief Academic Officer, is leading the charge for the College's upcoming accreditation review. WEAVE software has been purchased and will be utilized as the central depository for accreditation.
- Dr. Harry Faulk is working with faculty in the Liberal Arts & Human Services division to begin the process of recruiting for a new Dean for the division.
- The State Auditor's office disapproved of the college's request to pay full-time employees a one-time non-base building salary enhancement. A copy of an "Opinion of the Attorney General" relating to such payments was distributed. The College continues to seek clarification from the State Auditor's Office and the Office of the Attorney General on this matter.

6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Institutional Advancement:

Sheanna Spence, Director of Institutional Advancement made the following announcements:

- The Mountwest Foundation awarded 17 students with scholarships for the Spring 2015 semester.
- A gift of \$30,000 has been received from Prichard School for the purchase of cadavers. An application has been submitted to the state for the possibility of matching funds.
- The Foundation was awarded Tech Scholars Program Funding in the amount of \$48,541 from the WV Council for Community and Technical College Education. This funding will be used to fund student scholarships during the 2015-2016 fiscal year.
- Institutional needs for funding include the Vet Tech program, Cabell Hall and the purchase of a welding simulator lab.
- The next Foundation Board meeting is scheduled for April 2015. At that time there is the potential for a slate of new Board members. Please submit nominations for new Board members to Sheanna no later than March 10, 2015.
- Copies of the combined Annual Report for the College and the Foundation were made available to IBOG members.
- Ms. Spence encouraged Board members to participate in the Kroger Community Reward and Amazon Smile programs as a way of contributing to the Foundation.
- The College has received a recycling grant which will make possible a campus-wide recycling campaign that will begin soon.

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

A reception with the Cabell/Wayne legislative delegation and the IBOG was held at Mountwest Monday, December 8, 2014. The reception was well attended by members

of the Cabell and Wayne Legislative Delegation. It was suggested that the Board may want to have such a reception on an annual basis.

8. WVCTC BOGA Update – Jason Moses Chairman:

Jason Moses reported the WVCTC BOG A met December 17, 2014 at the Advanced Technology Center – South Central WV located in South Charleston, WV. No action was taken due to a quorum not being present but discussions included removal of the tuition cap and funding for technical programs.

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

Sue Richardson asked for an update on the possibility of asking representatives from Texas to come to campus for the purpose of discussing dual credit. President Cotroneo reported Chancellor Skidmore would like to fund the travel for a discussion with the CTC Presidents and the CTC Council. It's possible that there would be a one-day presentation at Mountwest followed by a one-day presentation in Charleston, WV.

Jason Moses requested a review of the IBOG's monitoring schedule be included in the February 19, 2015 IBOG agenda and that copies of the monitoring schedule be distributed to members via email prior to the meeting. Additionally, a presentation on the GIS program at Mountwest will be made at this meeting.

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

None.

11. Announcements:

- IBOG Meeting Thursday, February 19, 2015 at Mountwest in Room G07A at 8:00 a.m. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- Higher Education Day at the Legislature, Tuesday, January 27, 2015
- IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 – Friday, June 26, 2015
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

12. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:11 a.m.

Jason Moses

Chairman

Bob Bailey

Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MARCH 19, 2015**

ITEM: Institutional Values Statement

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of Governors approve of new Values Statements for the College as presented.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

The mission of Mountwest Community and Technical College consists of a Mission Statement, Vision, Values, and Goals. The IBOG approved the current Mission Statement on June 20, 2013. The college has worked to revise the Values Statement during the past year, and it was recently approved by the College Council on January 15, 2015. It is now being presented to the IBOG for approval. The college will work to revise the Vision and Goal statements and when completed will be presented to the IBOG for approval. The process of revising the mission documents are an important in preparing for the reauthorization of accreditation by the Higher Learning Commission.

Values Statements:

- **Quality Education** - We value affordable, high quality programs that are respected, transferable and prepare students for careers that meet labor market demands.
- **Learning Environment** - We value an educational environment that places learner needs first, fosters critical thinking and individual responsibility.
- **Continuous Improvement** - We value fair and clearly defined policies which are established through sound planning, resulting in continuous improvement, excellence in customer service, professional development, and creativity.
- **Environment** - We value effective communication, consistency, teamwork, transparency, streamlined decision-making, and mutual respect.
- **Community** - We value a positive community reputation by promoting community involvement, developing partnerships, responding to community needs, and fostering internal and external collaboration.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MARCH 19, 2015**

ITEM: Awarding of Undergraduate Tuition and Fee Waivers Policy

RECOMMENDED RESOLUTION: *Resolved*, that public notice is being given of the intent to revise IBOG Policy No. A - 2 on "Awarding of Undergraduate Tuition and Fee Waivers" with a 30-day comment period and that if no substantive comments are received, the Board extends its final approval of the policy/rule.

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

BACKGROUND

Proposed revisions to the rule reflect changes in WV Code §18B-10-10 relating to fee waivers for The Medal of Honor or Andrew J. Trail Purple Heart Recipients. Additionally, Section 6.3 is being revised to accurately reflect Metro/Reciprocity Counties in Ohio and Kentucky.

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Policy No. A - 2

AWARDING OF UNDERGRADUATE TUITION AND FEE WAIVERS

1. General

- 1.1 Scope: This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in WV State Code §18B-10-5 at Marshall Community and Technical College. It also applies to all privately funded scholarships.
- 1.2 Statutory References: WV Code §18B-10-5
- 1.3 Passage Date: ~~May 15, 2009~~
- 1.4 Effective Date: ~~June 15, 2009~~
- 1.5 Controlling Over: Mountwest Community & Technical College

2. Policy

- 2.1 It is the policy of MCTC to award:
 - 2.1.1 Any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the WV State Code and Federal Law.
 - 2.1.2 Any and all tuition and fee waivers established by MCTC, identified as MCTC Scholarships, and approved by the President, subject to annual review by the Board of Governors.
 - 2.1.3 Any and all privately funded scholarships, approved by the President, subject to annual review by the Board of Governors.
- 2.2 The college reserves the right to limit any and all fee waivers and scholarships when financial circumstances warrant a limitation, as determined by the President.

3. Types of Tuition and Fee Waivers and Scholarships

- 3.1 Tuition and Fee Waiver – Undergraduate schools as authorized by WV State Code.
 - 3.1.1 WV Code §18B-10-5(b)(1) – Undergraduate tuition and fee waiver; initial five percent (5%) cap. These awards shall be identified by using the name MCTC Scholarships.
 - 3.1.2 WV Code §18B-10-1(K)(5)(F) – Undergraduate tuition and fee waiver; additional five percent (5%). These awards shall be identified by using the name MCTC Scholarships and are not counted against the cap established in Section 3.1.1. of this policy.
 - 3.1.3 WV Code §18B-10-1(a), Resident tuition rates for members of the National Guard.
 - 3.1.4 WV Code §18B-10-5(b)(6), Undergraduate tuition and fee waivers for employees, spouses, and dependent children – waivers MCTC may, but is not required, to grant to eligible employees and covered dependents. These waivers are not counted when determining the maximum percentage of waivers permitted.

- 3.1.5 WV Code §18B-10-7, Tuition and fee waivers for children and spouses of law enforcement officers, firefighters, National Guard personnel, reserve personnel and active military duty personnel killed in the line of duty.
 - 3.1.6 WV Code §18B-10-7(a), Tuition and fee waivers or adjustments for residents at least sixty-five years old.
 - ~~3.1.7~~ WV Code §18B-10-7(b), Tuition and fee waivers for high school graduates in foster care who graduate from high school or pass the GED examination while in the legal custody of the state department of health and human resources.
 - ~~3.1.7~~3.1.8 WV Code §18B-10-10, Tuition and fee waivers for The Medal of Honor or Andrew J. Trail Purple Heart Recipient.
 - ~~3.1.8~~3.1.9 Scholarships funded from Private Sources
 - ~~3.1.9~~3.1.10 Scholarships from endowed sources.
 - ~~3.1.10~~3.1.11 Scholarships from other sources.
- 3.2 Third-Party Tuition and Fee Waivers – See separate MCTC Third-Party Waiver Policy.

4. General Provisions

- 4.1 Pursuant to statute, the maximum number of authorized undergraduate tuition and fee waivers shall be equal to five percent (5%) of the tuition and fees assessed for all full-time equivalent undergraduate enrollment of MCTC for the immediately preceding academic year, plus the additional five percent (5%) specified in Section 3.1.2 of this policy.
- 4.2 Pursuant to statute for tuition and fee waivers provided by WV State Code, no recipient may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 4.3 Pursuant to tuition and fee waivers established by MCTC institutional policy and identified as MCTC Scholarships, no recipient may hold such tuition and fee waiver for more than five (5) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 4.3.1 MCTC shall have discretionary authority to waive this limitation using Federal Student Aid guidelines to document special circumstances.
- 4.4 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.
- 4.5 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. MCTC shall have discretionary authority to waive one or more of the other component parts of the college fees such as the special fees assessed to students in designated academic fields.

- 4.6 MCTC shall give priority consideration to award undergraduate tuition and fee waivers to students who are West Virginia residents and residents of metro counties except where indicated otherwise by WV State Code.
- 4.7 MCTC may award a substantial portion of its undergraduate tuition and fee waivers as MCTC Scholarships to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, MCTC shall give strong consideration in the awarding of the undergraduate tuition and fee waivers to students with demonstrated financial need.
- 4.8 Recipients of any waivers provided for a) children and spouses of law enforcement officers, firefighters, National Guard personnel, Reserve personnel and active military duty personnel killed in the line of duty, b) residents at least sixty-five years old, or c) high school graduates in foster care may attend undergraduate courses, pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

5. **Responsibilities**

- 5.1 The Recruiting, Retention and Readmission Committee (RRR) and Office of Financial Aid (OFA) shall prepare administrative procedures, approved by the President, which establishes eligibility standards, satisfactory progress standards, and other processes as determined appropriate to assure compliance with this policy.
- 5.2 The applicant shall formally apply for tuition and fee waivers or MCTC Scholarships and document eligibility standards for applicable waivers as required by the MCTC RRR Committee and OFA for both initial application and annual renewal application.
- 5.3 The RRR Committee and OFA shall determine student eligibility standards per applicant.
- 5.3.1 The OFA shall ensure that the amount of a tuition waiver/MCTC Scholarship awarded in combination with aid from all other sources shall not exceed the cost of education at MCTC.
- 5.3.2 The OFA shall ensure that each applicant is taking undergraduate courses as a degree and/or certificate seeking student at MCTC except where indicated otherwise by WV State Code.
- 5.3.3 The OFA shall submit an original, annual summary report to the Chief Financial Officer. This report will include the required information for all waivers and scholarships awarded from July 1 through June 30 of the reporting/award year to cover Fall, Spring and Summer terms as appropriate.
- 5.3.3.1 The OFA shall:
- a) List each award recipient with permanent hometown address, reflecting the primary reason that MCTC awarded a specific waiver or scholarship in the following categories:
 1. Demonstrated Financial Need – established through a recognized needs analysis process that the student’s and family’s resources are insufficient to meet college expenses.

2. General Academic Ability
3. Academic Ability in a Specific Field
4. Other Specified Definition

b) Include both new and renewal recipients.

c) List the dollar amount of the award segregated by academic term.

5.4 The OFA shall ensure that all waivers and scholarships are awarded in accordance with federal, state, and local laws and regulations.

5.5 The Chief Financial Officer shall present the original, annual summary report to the MCTC Board of Governors to be entered in the minutes of the meeting of the Board.

6. Definitions

6.1 Eligible Employee:

Includes any regular, benefits eligible member of the classified staff, non-classified staff, and faculty.

6.2 Covered Dependents

6.2.1 Spouse – The eligible employee’s current spouse.

6.2.2 Children – The natural or legally adopted child of the eligible employee or his/her children who is a dependent as defined by the United States Internal Revenue Code.

6.3 Metro/Reciprocity Counties

- Ohio: Gallia, ~~Jackson~~, Lawrence, ~~Meigs, Pike, and Scioto~~
- ~~Kentucky: Carter, Elliott, Floyd, Greenup, and Johnson~~
- Kentucky Reciprocity: Boyd, Lawrence, Martin, Pike