

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

**AGENDA**

Friday, May 17, 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 – April 19, 2013\*
3. Report of the Nominating Committee FY 2013-2014 IBOG Officers – Mark Bugher
4. IBOG Meeting Schedule July 2013 – June 2014 – Jason Moses, Chairman\*
5. President's Report – Dr. Keith J. Cotroneo
  - IBOG Monitoring Schedule – May 2013: Management Financial Report for Period Ending March 31, 2013\*
  - Institutional Salary Philosophy\*
  - Other
6. Future Board Agenda Items – Jason Moses, Chairman
7. Announcements:
  - Next regularly scheduled meeting of the IBOG – **Thursday, June 20, 2013** at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. with the meeting scheduled to begin at 8:00 a.m.
  - Other
8. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
9. Policy Governance Ends – Focus Session – Jason Moses, Chairman
10. Adjournment

\* Action Items

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

**MINUTES**

**Friday, April 19, 2013**

**8:00 a.m.**

**Mountwest Community & Technical College**

**Room G07-A**

**One Mountwest Way**

**Huntington, WV 25701**

**PRESENT:** Bob Bailey, Mark Bugher, Ruth Cline, Mark George, Jim Hale, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

**ABSENT:** Thomas Gibson, Mike Herron and Kimberley Patrick

**ALSO ATTENDING:** President Keith J. Cotroneo, Kendra Bolen, Leigh-Ann Brewer, Billie Brooks, Angela Casey-Bradshaw, Christie Chaffin, Sara Chapman, Betty Dennison, Donna Donathan, Mike Dunn, Adam Edens, Dan Figler, Beth Hendricks, Tommie Kelley, Matthew Kinkead, Candace Layne, Jason Lovejoy, Michael McComas, Stephanie Neal, Bethany Perry, Sheanna Spence, Terri Tomblin-Byrd, and Rebecca White

**AGENDA ITEMS:**

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

- a. 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. A motion to approve the two agenda items listed on the Consent Agenda, Approval of Minutes – March 15, 2013 and Executive Limitation on Accreditation, was made by Sue Richardson and seconded by Linda Vinson. The motion was approved.

**3. Annual Presentation to the Board by the Students – Kimberley Patrick:**

- a. Unfortunately, Ms. Patrick was unable to attend the meeting so the Student Presentation will be moved to the May 17, 2013 meeting of the Board.

**4. Annual Presentation to the Board by the Faculty – Linda Vinson:**

- a. Linda Vinson, Faculty Representative on the Board, introduced Donna Donathan who made the annual presentation of the faculty with the assistance of Kendra Bolen. Professor Donathan's presentation focused on faculty accomplishments and concerns.

Faculty accomplishments included fundraising activities such as the first annual Pink Out, raising funds for breast cancer in honor of former Mountwest staff member Karen Johnson who passed away in 2012, work with community service organizations such as Branches, Contact Rape Crisis Center, Huntington Rotary, Tri-State Literacy and Read Aloud. Additionally, Stephanie Alexander and LeAnne Olson have both recently received their Doctoral Degrees. Areas of concern included funding, especially for Fiscal Year 2014 with the upcoming 7.5% reduction in state appropriations, budgets, financial aid, strategic planning and customer service.

**5. Appointment of Nominating Committee FY 2013-2014 – Jason Moses:**

- a. §18B-2A-1(d)5 requires that “each board of governors shall elect one of its appointed lay members to be chairperson in June of each year.” Accordingly, Mr. Moses asked for volunteers to serve on a Nominating Committee FY 2013-2014 officers (Chair, Vice-Chair and Secretary). Mark Bugher, Mark George and Linda Vinson volunteered to serve.

**6. IBOG Monitoring Schedule – April 2013: Annual Compensation Report – Dr. Keith J. Cotroneo:**

- a. As indicated on the Board’s monitoring schedule, each April the President is to provide a report annually on compensation. Accordingly, President Cotroneo distributed a revised Salary Philosophy draft dated April 2013. Included in the draft was a financial analysis FY 2013-2014 which indicated the tuition increases required to fund 1%, 2% and 3% salary increases. Christopher Stevens indicated he thought it would be helpful for the Board to have enrollment data for the Board’s review to consider prior to any recommendation for tuition increases to be dedicated to salaries. Following discussion, Chairman Moses requested that the Salary Philosophy document be brought back to the Board at the May 17, 2013 meeting for consideration as an action item.

**7. FY 2013-2014 Tuition and Fees\* - Dr. Keith J. Cotroneo::**

- a. Following a discussion relating to tuition and fees, a motion as made by Mark Bugher, seconded by Sue Richardson and approved to approve the proposed tuition and fees for Academic Year 2013-2014 as presented. This increase included the addition of a new Technology Fee.

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

None.

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

- Dan Figler was introduced as the new CFO/Dean of Business Services. Mr. Figler began work at Mountwest April 15, 2013.
- The FY 2014 Budget should be finalized in the next month or so.
- A four-day work week is under consideration for June and July 2013. Benefits include reduced utility costs as well as commuting costs for students and employees.
- A job fair for Veterans was held at Mountwest April 10. 288 veterans attended. Twelve veterans were immediately hired.
- The Advantage Valley Consortium CTC/Counselors Day was held at Mountwest April 15, 2013.
- The U.S. Department of Labor will be visiting campus June 11 – 13, 2013.

- Representatives from the Higher Learning Commission will be on campus May 20 – 21, 2013.
- Dr. Cotroneo recently signed a 2 + 2 Agreement in Early Childhood Education with Marshall University.
- Dr. Cotroneo and Sheanna Spence, Director of Development, have been conducting a Friend Raising Campus. Recent meetings have occurred with Bill Dingus, Lawrence Economic Development Council; Tom Hughes, HSC Industrial and Tim Duke, Steel of West Virginia.
- Commencement will be held May 17, 2013 at 7:00 p.m. at the Keith-Albee. Tim Duke will be the Commencement Speaker.

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

- If the College operates on a four-day work week during the months of June and July 2013, Board meetings may need to be held on the third Thursday of the month, rather than the third Friday of the month.
- Sue Richardson requested that consideration be given to fewer Board meetings being held in the future.
- Mark Bugher requested that a list of Board members who have donated to the Foundation FY 2012-2013 be made available to the Board.

**11. Announcements:**

- Next regularly scheduled meeting of the IBOG—May 17, 2013 at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. with the meeting scheduled to begin at 8:00 a.m.
- Sue Richardson reported the Mountwest Foundation is attempting to enlarge the Foundation Board. The Foundation will begin meeting twice annually as a whole but the Executive Committee will be meeting more often. It was reported that almost \$61,000 has been raised for the current fiscal year.

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

None.

**13. Adjournment:**

There being no other agenda items, a motion was made by Ruth Cline, seconded by Sue Richardson and approved to adjourn at 10:04 a.m.

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Jason Moses Chairman

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Bob Bailey Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF MAY 17, 2013**

**ITEM:** Institutional Board of Governors Meeting  
Schedule July 2013 – June 2014

**RECOMMENDED RESOLUTION:** *Resolved*, that the Institutional Board of  
Governors approves of the attached meeting  
schedule for July 2013 – June 2014.

**STAFF MEMBER:** Jason Moses, Chairman

**BACKGROUND:**

§18B-2A-2(a) states “The boards of governors shall hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.” In addition to the June meeting, an \* has been noted by each monthly meeting for which an item(s) is identified on the IBOG Monitoring Schedule, state code or institutional need. The Board traditionally meets the third Friday of each month but due to the Summer 2013 operating schedule of the College, the July 2013 meeting is listed as the third Thursday of the month.



**Institutional Board of Governors**

**Meeting Schedule**

**2013-214**

July 18, 2013

August 16, 2013

September 20, 2013

October 18, 2013\*

November 15, 2013\*

December 20, 2013\*

January 17, 2013

February 21, 2014\*

March 21, 2014

April 18, 2014\*

May 16, 2014\*

June 20, 2014\*

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF MAY 17, 2013**

**ITEM:** Management Financial Report for period ending  
March 31, 2013

**RECOMMENDED RESOLUTION:** *Resolved*, that the Institutional Board of  
Governors accepts the Management Financial  
Report for the period ending March 31, 2013.

**STAFF MEMBER:** Dr. Keith J. Cotroneo  
President

**BACKGROUND:**

Submission of the Management Financial Report for the period ending March 31, 2013 is in compliance with the Monitoring Schedule established by the Board under Policy Governance.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF MAY 17, 2013**

**ITEM:**

Salary Philosophy

**RECOMMENDED RESOLUTION:**

*Resolved*, that the Institutional Board of Governors approves of the attached Salary Philosophy.

**STAFF MEMBER:**

Dr. Keith J. Cotroneo  
President

**BACKGROUND:**

Following a discussion by the Board at its April 19, 2013 meeting, the attached Salary Philosophy document is being presented for approval at the Board's request. The Salary Philosophy will serve as a planning tool for the Administration in addressing base salaries for faculty, classified and non-classified staff of the college. Meeting the goals identified will be contingent upon the availability of sufficient financial resources and the approval of the Institutional Board of Governors prior to future increases being given.



## Mountwest Community & Technical College

### Salary Philosophy

May 17, 2013

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Aligned with the college's mission, vision and values, the salary philosophy for employees of Mountwest Community & Technical College is designed to meet the following objectives:

- Attract and retain a competent, qualified and diverse workforce.
- Compete within comparable labor markets with consideration for equity.
- Apply equitable and consistent administration of the program in accordance with the College's mission, vision, values and financial resources. All personnel covered by this document will be compensated without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status.
- Be flexible to changes that face the College in regard to labor markets, budgetary constraints and statutory parameters.
- Comply with all legal, regulatory and statutory rules affecting salaries.
- Provide to employees clear communication that facilitates their understanding of the salary program.

#### Faculty Salaries

##### Goal

*It is the goal of the administration that market salary adjustments be made, based on salary data obtained through CUPA-HR and IPEDS, that will enable the college to attract and retain high quality faculty by placing faculty salaries at the average of the national peer colleges. Such adjustments will be contingent upon the availability of sufficient financial resources and the approval of the Institutional Board of Governors.*

##### History

Effective August 17, 2008, a 3% pool of funds was made available for distribution to faculty using a formula provided for in MUBOG Policy No. CTC-8. Under the formula, 49% of the funds were distributed for equity purposes based on the Community College Faculty Salary Survey for academic year 2007-2008 as published by CUPA-HR (College and University Professional Association for Human Resources). 51% of the allocation was distributed on the basis of merit. Additionally, on October 17, 2008, the MCTC Institutional Board of Governors approved of fully-funding the same salary survey providing equity increases for those faculty who were below the market for their respective rank and service within discipline. These equity increases became effective January 1, 2009. On October 15, 2010, the Institutional Board of Governors approved of a one-time \$500 non-base building salary enhancement that was paid between January 1, 2011 and April 30, 2011, in accordance with guidelines issued by the State of WV. Additionally, on April 15, 2011, the Institutional Board of Governors approved of a 2% salary increase for faculty based upon CUPA-HR salary data. For the 2012-2013 budget year, there were no approved salary increases for faculty.

## **Classified Staff Salaries**

### **Goal**

*Mountwest Community & Technical College has met the mandate for fully-funding the 2001 schedule as directed in Senate Bill 330, passed by the Legislature during the 2011 regular session, and has received certification of this from the Council as directed in SB 330. It is the intent of the administration to abide by statutory mandates and guidance by the Council in funding future salary increases for Classified Staff as sufficient financial resources allow and with the approval of the Institutional Board of Governors. At the direction of the Legislature, a new salary schedule based on the current market is under development for Classified Staff at the state level.*

### **History**

Effective July 1, 2008, the Institutional Board of Governors approved of a 3% pool of funds that was applied to the 2001 legislatively mandated Classified Employee Salary Schedule. At the time of the increase, all classified employees were at their appropriate step on the schedule. On October 15, 2010, the Institutional Board of Governors approved of salary increases for classified staff in accordance with guidelines issued by the State of WV. For classified staff who were not fully-funded on the salary schedule up to \$1,000 was provided on an annual basis and added to their base salary. This annual increase was prorated for the period January 1, 2011 to June 30, 2011. Classified staff received 50% of the annual increase between January 1, 2011 and June 30, 2011. Additionally, any classified staff who received less than \$500 during that period received an additional one-time stipend amount equal to the difference in the amount paid out and \$500. This one time amount was paid between January 1, 2011 and April 30, 2011. In accordance with SB330 and with the approval of the Institutional Board of Governors on April 15, 2011, the Classified Employee Salary Schedule was again fully funded, as of October 1, 2011, on July 1, 2011. Mountwest did receive confirmation of meeting the required mandate for funding. For the 2012-2013 budget year, there were no approved salary increases for classified staff.

## **Non-Classified Salaries**

### **Goal**

*It is the goal of the administration to provide funding so that non-classified employees may be paid at the 20<sup>th</sup> percentile of similar size public colleges granting associate degrees. This determination will be based on data obtained through CUPA-HR (College and University Professional Association for Human Resources) and IPEDS, and contingent upon sufficient financial resources and approval of the Institutional Board of Governors.*

### **History**

Effective July 1, 2008, the Institutional Board of Governors approved of a pool of funds that provided a 3% salary increase for non-classified employees. On October 14, 2010, the Institutional Board of Governors provided funding for a one-time non-base building increase of \$500 that was distributed between January 2, 2011 and April 30, 2011 in accordance with guidelines issued by the State of WV. Additionally, on April 15, 2011 the Institutional Board of Governors approved of a 2% increase for non-classified staff to be effective July 1, 2011. For the 2012-2013 budget year, there were no approved salary increases for non-classified employees.