

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

**AGENDA**

Thursday, September 25, 2014

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV

1. Call to Order and Determination of Quorum – Bob Bailey, Acting Chairman
2. Consent Agenda – Bob Bailey, Acting Chairman
  - Approval of Minutes – August 14, 2014\*
  - Notice of Intent to Establish New Rule – IBOG Policy No. F-8: Computer and Computer Related Equipment Donation Program\*
  - Notice of Intent to Revise Existing Rule – IBOG Policy No. G-4: Policy Regarding Weather-Related and/or Emergency Closings and Delays\*
3. Appointment of Board Members to serve on the President’s Annual Evaluation Committee\*
4. EZ Start – Veella Grooms and Danielle Wilson, Instructional Specialists--Student Success Counselors at Mountwest
5. President’s Report – Dr. Keith J. Cotroneo, President
6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development
7. Future Board Agenda Items – Bob Bailey, Acting Chairman
8. Announcements:
  - IBOG Meeting Thursday, October 9, 2014 in Room G07A at 1:00 p.m. in Room G07A
  - WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014 in Rooms G07A & B
  - WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV
  - ACCT Leadership Congress in Chicago, IL October 22 - 25, 2014 ‘Winds of Change: Staying the Course to the American Dream’
  - 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 Item*

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

**MINUTES**

**Thursday, August 14, 2014**

**8:00 a.m.**

**Mountwest Community & Technical College**

**Room G07A**

**One Mountwest Way**

**Huntington, WV 25701**

**PRESENT:** Mark George, Jim Hale, Mike Herron (by phone), Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

**ABSENT:** Bob Bailey, Cathy Burns, Ruth Cline, Thomas Gibson and James Kaul

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Rick Brown, Dr. Steven Brown, Donna Donathan, Mike Dunn, Dan Figler, Dr. Harry Faulk, Tommie Kelley, Jason Lovejoy, Jason Leor, Michael McComas, Ainslie McKinney, Glen Midkiff, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Dr. Carol Perry, Paul Roach, Sheanna Spence, and Terri Tomblin-Byrd

**AGENDA ITEMS:**

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

Jason Moses called the meeting to order at 8:09 a.m. A quorum was established.

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

Mr. Moses announced the notice of the intent to establish a new rule – IBOG Policy No. F-8 relating to a Computer and Computer Related Equipment Donation Program was pulled from the consent agenda for further review and clarification. A motion was then made by Sue Richardson and seconded by Linda Vinson to approve the minutes of the July 17, 2014 meeting as submitted. The motion was approved.

**3. Revisions to IBOG Salary Philosophy – Dr. Keith J. Cotroneo, President:**

President Cotroneo reviewed proposed changes to the Salary Philosophy originally approved by the Board May 17, 2013. Due to the fact that the HEPC/CTCS has not released an RFP for a new market study that will result in a new salary schedule for the classified employees and that such a study is likely to take at least two years to complete, it was recommended that the Board revise the Salary Philosophy directing the administration of Mountwest to develop its own salary schedule for use in determining classified staff pay. A motion was made by Mike Herron, seconded by Linda Vinson and approved to adopt the proposed changes and to develop a new classified employee salary schedule with final approval of the schedule to be by the Institutional Board of Governors.

**4. Job Placement – Glen Midkiff, Director of Career Services:**

Glen Midkiff, Director of Career Services at Mountwest, gave a presentation entitled “Year in Review” which outlined the progress of the Career Services office at Mountwest during the past year. Topics included an overview of student services offered, initiatives established by Career Services, employer services offered, a listing of organizations where Mountwest graduates are now working, and the impact of social media in tracking the success of our graduates.

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

- During the July 17, 2014 meeting of the Board, a question was raised about the number of online courses versus the number of traditional courses taught at Mountwest. Dr. Harry Faulk, Executive Vice President and Chief Academic Officer reported the numbers for each type are very similar and preliminary figures indicate approximately 67% of enrolled students take an online course. Dr. Faulk will have additional data to report during the September 2014 meeting of the Board.
- A Back to School Bash is scheduled to be held Thursday, September 11, 2014 from 5:30 p.m. – 8:00 p.m. at Mountwest. Billie Brooks, Vice President for Student Services encouraged students, employees, Board Members, the community and their families to attend this event.
- President Cotroneo, Dr. Natalie Mills, Rebecca White and Jill Kelley recently made a presentation on the BEACON project at the Student Success Summit in Morgantown, WV. Veella Grooms and Danielle Wilson also attended the Summit and made a presentation on the EZ Start program.
- The College received notification August 13, 2014 that the Department of Labor has granted a no cost extension of approximately \$885,000 for continuation of the BEACON grant through September 30, 2015.
- Dr. Natalie Mills was thanked for her leadership in the implementation of Starfish, student retention software.
- The College recently launched a new website under the direction of Sheanna Spence.
- There will be an articulation signing between the College and Marshall University’s College of Health Professions Monday, August 18, 2014 at 3:00 p.m. in the first floor lobby of the college. Board members were encouraged to attend the event.
- The Institutional Values process is progressing with the next step to be synthesizing the results.
- Departmental goals have been identified and linked to the Strategic Planning goals. An accountability competent has been added to provide quarterly reporting on the progress toward goal completion.

**6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development:**

Sheanna Spence, Director of Development, announced the Foundation is working on a number of events as well as donor recognitions.

**7. IBOG Orientation – Linda Vinson:**

A proposal for a formal orientation program for new Board members was presented by Linda Vinson. Although a number of orientation activities had previously occurred, a structured program was not in place. The Board accepted the proposed orientation agenda.

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

The Board reviewed a number of options for a Board retreat in June 2015. It was the consensus of the Board that their retreat will be held June 24 – 25, 2015 at Glade Springs.

**9. WVCTC BOGA Update – Jason Moses, Chairman:**

Mr. Moses announced there would be a conference call of the WVCTC BOGA on August 14, 2014 at 2:00 p.m. Also, as the Chair of the WVCTC BOGA he would be making a presentation during the August 20, 2014 meeting of the WV Community & Technical College Council relating to the removal of the per-credit hour cap on tuition rates.

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

- President Cotroneo suggested Veella Grooms and Danielle Wilson be invited to the September 18, 2014 meeting of the Board for the purpose of making a presentation on the EZ Start program.

**11. Announcements:**

- Institutional Board of Governors will meet Thursday, September 18, 2014 in Room G07A. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014.
- WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV. The WVCTC BOGA will also have its annual meeting during this time.
- ACCT Leadership Congress in Chicago Wednesday, October 22<sup>nd</sup> thru Saturday, October 25, 2014.

**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, the meeting was adjourned at 9:30 a.m.

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

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Secretary  
Bob Bailey

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF SEPTEMBER 25, 2014**

**ITEM:**

Policy regarding the donation of computers and computer-related equipment to eligible organizations.

**RECOMMENDED RESOLUTION:**

*Resolved*, that the Institutional Board of Governors approves that Policy No. F-8, which establishes a Computer and Computer-Related Equipment Donation Program at Mountwest Community & Technical College, be noticed for a 30-day comment period and that if substantive comments are not received during this time, that the policy be approved.

**STAFF MEMBER:**

Dr. Keith J. Cotroneo  
President

**BACKGROUND:**

WV Code §18B-3-2 provides the Institutional Board of Governors with the authority to establish a donation program for surplus computers and computer-related equipment to qualifying organizations, consistent with the code. Qualifying organizations may include any educational facility, nonprofit organizations, juvenile detention centers, municipal and county public safety offices, or other public, charitable or educational enterprises or organizations within the state of West Virginia.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
Policy No. F-8**

**COMPUTER AND COMPUTER-RELATED EQUIPMENT DONATION PROGRAM**

**Section 1. General**

- 1.1. Scope: Policy regarding the donation of computers and computer equipment to eligible organizations.
- 1.2. Authority: WV Code §18B-3-2
- 1.3. Effective Date: 30 days from passage

**Section 2. Policy**

Mountwest Community & Technical College shall establish procedures for a donation program of surplus computers and computer-related equipment to qualifying organizations, consistent with this Policy and West Virginia Code §18B-3-2. The President may delegate responsibility for establishing these procedures to the Vice President for Finance and Business Services/CFO and the Vice President for Operations/CIO or his/her designee.

**Section 3. Definitions**

- 3.1 “Surplus computers and computer-related equipment” includes any computers, laptops, computer hardware, monitors, lines, cables, connectors, modems, CD ROM, printers, and other computer-related equipment which have been determined according to College procedures unusable to units within the College and which otherwise would be transferred to storage units within Mountwest Community & Technical College.
- 3.2 A “qualifying organization” may include any educational facility, nonprofit organization, juvenile detention center, municipal and county public safety office, or other public, charitable or educational enterprise or organization within the state of West Virginia which has been approved consistent with the procedures established pursuant to this Policy.

**Section 4. Procedure**

The procedure shall identify a single office responsible for operation of the donation program and shall, at a minimum, establish methods for:

- 4.1 Identifying qualifying organizations to which donations of surplus computers and computer-related equipment may be donated;
- 4.2 Identifying surplus computers and computer-related equipment qualifying for donation under this Policy (“available equipment”);
- 4.3 Identifying available equipment which would not be of value to qualifying organizations due, for example, to age or condition, and determining options for recycling, where appropriate and practicable;

- 4.4 Establishing a method for fair and impartial distribution of available equipment to qualifying organizations. The procedures shall provide that all available equipment shall be listed on a specified College Web site, that qualifying organizations shall be responsible for monitoring the list of equipment, and that available equipment shall be made available on a first-come, first-served basis, provided, however, that the procedures may provide a mechanism for limiting the amount of available equipment that may be made available on such a basis to any single qualifying organization, in order to allow other qualifying organizations an opportunity to receive equipment;
- 4.5 Creating and maintaining records and accounts that clearly identify the equipment donated, the age of the equipment, the reasons for declaring the equipment obsolete, and the name of the qualifying organization to which each surplus computer and computer-related equipment is donated. Records shall be maintained in accordance with the College's record retention policy.
- 4.6 Addressing the need for the security of data and other information contained on surplus computers and computer-related equipment identified for donation, taking into account such issues as state and federal privacy laws, proprietary information, licensed software and sensitive College information.
- 4.7 The College may enter into an agreement with a qualifying organization to provide technical support for the donated equipment.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF SEPTEMBER 25, 2014**

**ITEM:**

Proposed revisions to existing IBOG Policy No. G-4: Policy Regarding Weather-Related and/or Emergency Closings and Delays

**RECOMMENDED RESOLUTION:**

*Resolved*, that the Institutional Board of Governors approves proposed revisions to Policy No. G-4, which removes a majority of the specifics that are documented in the College's Weather-Related and/or Emergency Closings and Delays Institutional Procedure.

**STAFF MEMBER:**

Dr. Keith J. Cotroneo  
President

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

**Policy No. G – 4**

**POLICY REGARDING WEATHER-RELATED AND/OR EMERGENCY CLOSINGS AND DELAYS**

**1 General Information.**

1.1 Scope: This policy describes notification procedures and student and employee attendance expectations in the event of a delay or closing of the institutions.

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: ~~February 1, 2005~~

1.4 Effective Date: ~~February 1, 2005~~

1.5 Controlling over: Mountwest Community ~~and~~ & Technical College

1.6 History:

1.6.1

**2 Policy.**

2.1 Generally it is Mountwest Community & Technical College's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible.

**3 Huntington Campus Delays and Closings.**

3.1 In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible. ~~in the following ways:~~

~~3.1.1 Television stations in Huntington and Charleston will be notified.~~

~~3.1.2 Radio stations in Huntington and Charleston will be asked to announce the delay or closing.~~

~~3.1.3 Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after deadlines of newspapers.~~

~~3.1.4 The Office of Communications will communicate the specific details of the delay or closing to the Office of Public Safety, at 696-HELP~~

~~3.1.5 The Office of Communication will place the delay or closing message on the Huntington campus AUDIX system (696-6245) as well as the college response number (696-3170).~~

~~3.2 Information about closing, cancellations, or delays will ordinarily be disseminated to area radio and television stations. These outlets may, however, publish the College's notification incorrectly. Therefore, the authoritatively correct statement of the College's condition (Huntington) is stipulated to be the message on the AUDIX system (696-6245) or the message available at the college response number (696-3170).~~

~~3.3 This section applies only to the Huntington campus and all releases should make it clear that it relates only to the Huntington campus.~~

~~3.4 Types of delays and closings:~~

~~3.4.1 College Closed: All classes suspended and offices closed.~~

~~3.4.2 Classes Cancelled: All classes suspended; offices open.~~

~~3.4.3 Delay Code A: Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an employee feels that he/she cannot travel safely to work, they may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.~~

~~3.4.4 Delayed Code B: Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.~~

~~3.4.5 Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.~~

~~3.4.6 Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code published.~~

~~3.5 Staff and administrative personnel procedures:~~

~~3.5.1 The college will be completely closed only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, under When under Classes Cancelled, above, all college staff and administrative employees will be expected to report to work, unless notified otherwise.~~

~~3.5.2 In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of college property and/or facilities.~~

~~3.5.3 Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.~~

~~3.5.4 In the event a building, or section of a building is closed (because of heat loss, power outage, etc.) employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.~~

~~3.5.5 In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors.~~

~~3.5.6 Supervisors must take steps to ensure offices and work stations are open to employees at all time when those employees are expected to be at work, including inclement weather situations and other disruptive situations.~~

### ~~3.6 Faculty:~~

~~3.6.1 Once operations are resumed, deans, and departmental chairs must take steps to ensure that faculty meet their scheduled classes or substitutes secured so that class schedules are met.~~

### ~~3.7 Decision Making:~~

~~3.7.1 Decisions on closings and/or delays will be made by the President, following the consultation with other appropriate officials.~~

~~3.7.2 Every effort will be made to reach decisions to allow time for adequate notification to the news media, and in turn those affected.~~

3.1.2 The Vice President of Operations and Information Technology, or his/her designee, will communicate the specific details of the delay or closing to the Mountwest Emergency Notification Communication Team (ENCT).

3.1.2.1 The ENCT will disseminate information about closing, cancellations, or delays according to this rule and all applicable Institutional Procedures and documented emergency notification practices.

3.2 Decision Making:

3.2 Decisions on closings and/or delays will be made by the President, or his/her designee, following the consultation with other appropriate officials.

3.2 Every effort will be made to reach decisions to allow time for adequate notification to those affected.