

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

Friday, April 15, 2011

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – March 18, 2011 \*
- III. President’s Report – Dr. Cotroneo
- IV. Annual Presentation by the Faculty
- V. Approval of Salary Enhancements for Full-Time Faculty and Staff FY 2011-2012 – Dr. Cotroneo \*
- VI. Update on State Budget Allocations FY 2012 – Dr. Cotroneo
- VII. Future Board Agenda Items
- VIII. Announcements:
  - Next regularly scheduled meeting of the IBOG –May 20, 2011 @ the Mountwest Cooking & Culinary Institute. Breakfast will be available beginning at 7:30 a.m., IBOG meeting at 8:00 a.m. and Policy Governance Training to Follow the Regular IBOG Meeting.
  - Commencement will be held Friday, May 13, 2011
  - Other
- IX. Update on Mountwest Campus Projects
- X. Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- XI. Adjournment

\* Action Items

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

**MINUTES**

**Friday, March 18, 2011**

**8:00 a.m.**

**Mountwest Cooking & Culinary Institute  
917 Third Avenue  
Huntington, WV**

**PRESENT:** Mark Bugher, Donna Donathan, Jim Hale, Jason Moses, Jeffrey Porter, Monica Shafer, and Cheryl Thompson.

**ABSENT:** Bob Bailey, Ruth Cline, Mark George, Mike Herron, and Susan Richardson.

**ALSO ATTENDING:** President Keith J. Cotroneo, Rick Brown, Beth Hendricks, Herb Karlet, Tommie Kelley, Stephanie A. Neal, and Sheanna Spence.

**AGENDA ITEMS:**

I. Call to Order and Determination of Quorum:

Mr. Moses called the meeting to order at 10:03 a.m. A quorum was established.

II. Approval of Minutes – February 18, 2011:

A motion was made by Mark Bugher and seconded by Jim Hale that the minutes of the February 18, 2011 meeting be approved as submitted. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave the Board a report on the following items:

- The 2011 regular legislative session ended at midnight on Saturday, March 12, 2011. The Legislature is now in session for the purpose of completing legislation on the 2011-2012 budget. There were some concerns during the regular session that Bridgemont Community & Technical College might be merged back with WVU Tech. This did not occur. Of particular interest to higher education was the passage of Senate Bill 330. Certain flexibilities were included for higher education institutions including the ability for institutions to increase tuition up to 5% without any additional approvals necessary beyond IBOG approval.
- The Federal Government has appropriated \$500 million through the Department of Labor for Community College grants. The WV Community and Technical College System is in the process of writing a number of grants. Mountwest CTC has contracted with

Dennis Taylor to write one of the grants to support student success at the college. The grant is due April 21, 2011.

- Sid Valentine, Technical Program Development Coordinator at the WV Council for Community & Technical College System Central Office, has resigned and has accepted employment in North Carolina.
- The WV Council for Community & Technical College System will be offering training for Institutional Board of Governors members September 29 – 30, 2011 in Wheeling, WV. Additional details will be forthcoming. The training will be sponsored by the Benedum Foundation.
- An Advance Technology Center is being constructed near the Kanawha Valley Community & Technical College. Legislation requires that two IBOG members from Mountwest, Kanawha Valley and Bridgemont Community & Technical Colleges serve on a Board for the Center. The initial meeting of the Board is expected to be held in April or May 2011. Mark Bugher volunteered to serve as one of the Mountwest representatives.

IV. Proposed Rule relating to Institutional Fundraising and Gift Acceptance:

Following discussion related to a proposed rule relating to Institutional Fundraising and Gift Acceptance, a motion was made by Mark Bugher and seconded by Monica Shafer that public notice be given that a proposed rule relating to Institutional Fundraising and Gift Acceptance be available for a 30-day comment period and that if no substantive comments are received, the MCTC IBOG extends its final approval of the rule. The motion was approved.

V. Proposed Rule relating to the Naming of Facilities:

Following discussion related to a proposed rule relating to Institutional Fundraising and Gift Acceptance, a motion was made by Mark Bugher and seconded by Donna George that public notice be given that a proposed rule relating to Institutional Fundraising and Gift Acceptance be available for a 30-day comment period and that if no substantive comments are received, the MCTC IBOG extends its final approval of the rule. The motion was approved. Mark Bugher requested that any naming proposals be presented to the IBOG for review.

VI. Approval of Tuition and Fees FY 2011-2012:

President Cotroneo and Herb Karlet discussed a proposal to increase tuition and fees by 3% and an Off-Campus Center Fee. A motion was made by Jeffrey Porter and seconded by Jim Hale that the original tuition and fee proposal include the Off-Campus Center Fee proposal. The motion was approved. A motion was then made by Jeffrey Porter and seconded by Jim Hale that the IBOG approve the proposed tuition and fees for FY 2011-2012. The motion was approved.

VII. Approval of IBOG Policy Governance Rules:

During the February 18, 2011 meeting of the IBOG, certain rules related to Policy Governance were approved for public comment. During discussion of the rules, the Board directed President Cotroneo to clarify the intended use of the “administration” in the rules. During President Cotroneo’s conversation with Steven Crandall, a consultant on Policy Governance, it was determined that “administration” should be more clearly defined to read “CEO.” The only

proposed changes to the rules that were previously approved in February 2011 is to change "administration" to "CEO." A motion was made by Mark Bugher and seconded by Monica Shafer that the rules listed below relating to IBOG Policy Governance be available for a 30-day comment period and that if no substantive comments are received, the MCTC IBOG extends its final approval of the rule. The motion was approved.

The Governance Process

- Policy No. 1: Governing Style
- Policy No. 2: Board Job Contributions
- Policy No. 3: Chairperson's Role
- Policy No. 4: Board Members Code of Conduct
- Policy No. 5: Committee Principles

Executive Limitations

- Policy No. 1: General Executive Constraint
- Policy No. 2: Staff Treatment
- Policy No. 3: Compensation and Benefits
- Policy No. 4: Financial Planning
- Policy No. 5: Financial Condition
- Policy No. 6: Asset Protection
- Policy No. 7: Executive Limitations

Board/Administrative Relationships

- Policy No. 1: Delegation to the Administration
- Policy No. 2: Administration Job Contribution
- Policy No. 3: Monitoring CEO Performance

VIII. Update on Mountwest's Campus Project:

Tom Heywood, MCTC's contracted attorney, does have the authority to assist the college in additional needs for funding renovations to our new campus facility. Options include tax-exempt bonds or the possibility of a loan through the MCTC Foundation. A recommendation on how to best proceed will be forthcoming to the Board.

IX. Future Board Agenda Items:

- Update on Mountwest's Campus Project
- Annual Faculty Presentation
- Training related to Policy Governance Ends Statements
- Possibility of holding a future IBOG meeting at the Center for Culinary Arts on Seventh Avenue

X. Announcements:

- The next regularly scheduled meeting of the IBOG will be Friday, April 15, 2011 and will be held at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. The Board meeting will begin at 8:00 a.m. Policy Governance training for IBOG members relating to Policy Governance Ends Statements will be held following the Board meeting.

- An articulation signing with Strayer University is scheduled to be held March 25, 2011 from 10:30 a.m. – 11:30 a.m. at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Board members were encouraged to attend.
- An invitation was extended from the Faculty for Board members to attend a Faculty Council meeting on April 21 from 2:00 – 3:30 p.m. in Cabell Hall.

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

None.

XII. Adjournment:

There being no other agenda items, the meeting was adjourned at 11:22 a.m.

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Susan K. Richardson

Chairman

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Ruth Cline

Secretary

**Mountwest Community & Technical College  
Institutional Board of Governors  
Meeting of April 15, 2011**

**ITEM:** Salary Enhancements for Full-Time Faculty and Staff

**RECOMMENDED RESOLUTION:** *Resolved*, to approve the Mountwest Community and Technical College salary enhancement plan as presented for FY 2011-2012.

**STAFF MEMBER:** Keith Cotroneo  
President

**BACKGROUND:**

In an effort to recognize the work and dedication of the faculty and staff, the administration proposes the attached salary plan. This plan will be funded from the increase of \$89,000 in state appropriations and the tuition and fee increase.

**Mountwest Community and Technical College Salary Increase Plan for FY 2012  
*Effective July 1, 2011 for 12-month Employees and August 17, 2011 for 9-month Full-Time Employees***

Faculty - A 2% salary increase for faculty.

Non-Classified - A 2% salary increase for non-classified staff.

Classified - Full funding of the classified staff schedule in accordance with SB 330 §18B-9-3(c). "(c) For purposes of this article, an organization has achieved full funding of the temporary salary schedule established by this section when it provides, in total, one hundred percent of the funds needed to meet the salary funding target as calculated in October, 2010, ...."