

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

AGENDA

Friday, March 18, 2011

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – February 18, 2011 *
- III. President’s Report – Dr. Cotroneo
- IV. Proposed Rule relating to Institutional Fundraising and Gift Acceptance *
- V. Proposed Rule relating to the Naming of Facilities *
- VI. Approval of Tuition and Fees FY 2011-2012 *
- VII. Approval of IBOG Policy Governance Rules *
 - 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 Administration Performance
- VIII. Update on Mountwest’s Campus Project
- IX. Future Board Agenda Items
- X. Announcements:

- Next regularly scheduled meeting of the IBOG – April 15, 2011 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m., IBOG Training from 8:00 a.m. – 10:00 a.m. with the regular meeting to begin at 10:00 a.m.
- Articulation Signing with Strayer University, March 25, 2011 from 10:30 a.m. – 11:30 a.m. at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV
- Other

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

XII. Adjournment

* Action Items

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

MINUTES

Friday, February 18, 2011

8:00 a.m.

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

PRESENT: Mark Bugher, Ruth Cline, Donna Donathan, Mike Herron, Jason Moses, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl Thompson.

ABSENT: Bob Bailey, Mark George and Jim Hale.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Shirley Dyer, Ashleigh Graham-Smith, Beth Hendricks, Herb Karlet, Tommie Kelley, Chris Michael, Stephanie A. Neal, Carol Perry, and Terri Tomblin-Byrd.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:03 a.m. A quorum was established.

II. Approval of Minutes – January 14, 2011:

A motion was made by Jeffrey Porter and seconded by Jason Moses that the January 14, 2011 minutes be revised to add under the update on Mountwest's campus project that the Board asked President Cotroneo to consider options for the property owned on Fifth Avenue between McDonald's and Wendy's and to report back to the Board. Possible options for consideration were leasing the property, placing a billboard on the property or selling the property. The motion was approved.

III. President's Report – Dr. Cotroneo:

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

- A retirement reception was held January 22, 2011 in Charleston for General Tackett. President Cotroneo attended the reception.
- In order to make the process smoother for Mountwest CTC graduates to complete a baccalaureate degree, the college will be signing articulation agreements with Ohio University, Concord University and West Virginia University.
- An Academic Council has been created to provide a forum for inter-divisional collaboration.
- The Workforce Development Institute recently conducted its first cohort graduation with 8 graduates. Another 60 individuals are currently in the program.
- WV First Lady Joanne Yeager Tomblin had a very successful visit to Mountwest CTC and the Huntington area on February 14, 2011.
- President Cotroneo, Carol Perry and Michael McComas recently attended a Developmental Education meeting with Chancellor Skidmore.
- Spring 2011 enrollment is stable and similar to last Spring. The number of full-time students is up.

IV. Proposed Rule relating to College Textbooks:

To bring the college into compliance with both state code and the Higher Education Opportunity Act (HEOA) while addressing the recommendations of a Statewide Task Force on Textbook Affordability that was jointly adopted by the Higher Education Policy Commission and the Council for Community and Technical College Education, a proposed rule related to college textbooks was discussed. Following discussion, a motion was made by Jason Moses and seconded by Mark Bugher that public notice be given that a proposed rule relating to college textbooks is available for a 30-day comment period and that if no substantive comments are received, the Mountwest IBOG extends its final approval of the rule. The motion was approved.

V. Quarterly Financial/Budget Report for Quarter Ending December 31, 2010:

Herb Karlet, Vice President and CFO, reviewed with Board members the quarterly financial/budget report for the period ending December 31, 2010. Following discussion, a motion was made by Mark Bugher and seconded by Mike Herron that the Board of Governors receives the Financial/Budget Report for the quarter ending December 31, 2010. The motion was approved.

VI. Approval of IBOG Policy Governance Rules:

As the next step in the Policy Governance process, a number of rules related to Policy Governance were discussed and considered as a group. A motion was made by Mark Bugher and seconded by Ruth Cline that Policy #6: Executive Limitations, Item 6. be amended to read "Make any single unbudgeted item purchase greater than \$50,000 without approval of the Board." and that Policy #3: Governance Process, Item 1.D. be amended to read "In order to ensure that the distinction between ends and means is reinforced in Board decision making, prior to a vote on any motion, the Chair shall ask the Board to make a judgment whether the motion is consistent with intent of Policy Governance philosophy." Additionally, it was recommended that Policy #3: Board-Administration Relationship be amended by striking the Sample Monitoring Schedule. The rules were approved as amended. Additionally, the Board asked President Cotroneo to contact Steven Crandall to clarify the meaning of the word "Administration" as related to the rules just approved and to report back to the Board at the March IBOG meeting.

VII. Policy Governance Ends Statements—Next Steps – Dr. Cotroneo:

The next step in the Policy Governance process will be for the Board to develop Ends Statements. Following discussion relating to the ends statements, the Board asked President Cotroneo to provide the Board with a series of training sessions so the Board can make better informed decisions when formulating ends statements. The first training session will be held from 8:00 – 10:00 a.m. on Friday, March 18, 2011 prior to the Board's regular monthly meeting. President Cotroneo was asked to contact Steven Crandall about the possibility of being available by telephone to attend the training.

VIII. Marketing Campaign Review and Update – Bulldog Creative Services:

At the request of the Board, Chris Michael, President and CEO of Bulldog Creative Services, made a presentation to the Board relating to marketing efforts since the name change of the college.

IX. Update on Mountwest's Campus Project:

The DirectTV project is progressing well which means access to the college's new facility may be as early as September 2011. President Cotroneo has met with two banks in Huntington about the possibility of a loan to the Mountwest CTC Foundation for the \$3M in revenue that will be paid to the college by Marshall University for the purchase of the property on Fifth Avenue. Tom Heywood will be preparing any necessary paperwork for this to occur. It is anticipated that a proposal will be brought to the Board soon.

X. Future Board Agenda Items:

- Update on Mountwest's Campus Project
- Discussion related to Student Fees
- Discussion related to Ends Statements
- Possibility of holding a future IBOG meeting at the Center for Culinary Arts on Seventh Avenue

XI. Announcements:

- IBOG training will be Friday, March 18, 2011 from 8:00 a.m. – 10:00 a.m. at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m.
- The next regularly scheduled meeting of the IBOG will be Friday, March 18, 2011 beginning at 10:00 a.m. and will be held at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV.

XII. Executive Session Under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue: President's Contract:

A motion was made by Mike Herron and seconded by Jason Moses that the Board go into Executive Session under the authority of WV Code §6-9A-4 for the purpose of discussing the President's Contract. The motion was approved.

Following discussion, a motion was made by Mike Herron and seconded by Jason Moses that the Board come out of Executive Session. The motion was approved.

A motion was made by Mike Herron and seconded by Jason Moses that the Board extend President Cotroneo's contract for one-year with the current contract expiring at the end of the 2014-2015 fiscal year. The motion was approved.

XIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:25 a.m.

_____	Chairman
Susan K. Richardson	
_____	Secretary
Ruth Cline	

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Meeting of March 18, 2011**

ITEM: Approval to give public notice of a 30-day comment period of the intent to approve of a rule related to Institutional Fundraising and Gift Acceptance.

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed rule relating to Institutional Fundraising and Gift Acceptance is 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.

STAFF MEMBER: Keith J. Cotroneo, Ed.D.
President

BACKGROUND:

This rule is designed to ensure that Mountwest Community & Technical College (MCTC) completely and accurately records all voluntary financial support from all individuals and entities in accordance with accepted standards for crediting, acknowledgement and stewardship of all such support. The rule is also designed to ensure that MCTC strategically directs its resources and energies toward the institution's most critical priorities.

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

MCTC BOG #-##

Institutional Fundraising and Gift Acceptance

1. General Information:

1.1 Scope: This policy is applicable to all members of the Mountwest Community & Technical College community including faculty, staff, board of governors, alumni, other agents and representatives, institutes and centers.

This includes all private fundraising efforts toward individuals, corporations, businesses, community or private foundations or other entities on behalf of scholarship, general or specific program, event or capital support.

1.2 Authority: W.Va. Code §18B-1-6

1.3 Passage Date:

1.4 Effective Date:

1.5 Controlling Over: Mountwest Community & Technical College

2.1 Introduction: This policy is designed to ensure that Mountwest Community & Technical College (MCTC) completely and accurately records all voluntary financial support from all individuals and entities in accordance with accepted standards for crediting, acknowledgement and stewardship of all such support. The policy is also designed to ensure that MCTC strategically directs its resources and energies toward the institution's most critical priorities.

This policy further guards against the unnecessary and excessive solicitation of MCTC's most generous contributors and prospective donors. The Fundraising and Gift Acceptance Policy is designed to comply with federal and state regulations, including compliance that allows the MCTC Foundation to maintain its 501(c)(3) status with the IRS.

This policy is not intended to hamper existing fundraising efforts but enhance the outcomes through strategic and focused solicitations and ensure that donors receive maximum benefits and timely recognition for their gifts.

2.2 General Principles and Guidelines: The Office of Development has exclusive responsibility for planning, implementing, managing and assessing all programs and activities related to securing private financial support for Mountwest Community & Technical College, its divisions, centers, institutes, departments and programs.

Except as noted below, no member of the MCTC community may solicit any individuals or entities for the purpose of securing financial support for MCTC programs and activities without formal written consent, in advance, from the director of development.

Fundraising projects that entail improvements or changes to the campus or to any property owned or leased by MCTC require additional permission from the MCTC president.

Any fundraising for political purposes is prohibited.

2.3 Exceptions to Policy: Student clubs and organizations holding fundraisers that exclusively target faculty, staff and students, such as bake sales and raffles, are exempt from this policy. However, student clubs or organizations holding such fundraisers on MCTC-owned or leased property must obtain permission from the dean of student services or his/her designee.

Student-led fundraisers that involve the solicitation of donors external to MCTC, including the board of governors, alumni, parents, friends and businesses, are **NOT** exempt from this policy. Student clubs and organizations wishing to organize such fundraisers must first consult with the dean of student services, who will determine whether they must consult the director of development.

Other exceptions to this policy may be considered by the president of Mountwest Community & Technical College upon the advice and consent of the director of development.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Meeting of March 18, 2011**

ITEM: Approval to give public notice of a 30-day comment period of the intent to approve of a rule related to the Naming of Facilities.

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed rule relating to Facility Namings is 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.

STAFF MEMBER: Keith J. Cotroneo, Ed.D.
President

BACKGROUND:

This rule will set forth the guidelines for the naming of any facilities owned by Mountwest Community & Technical College.

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

MCTC BOG #-##

Facility Naming Policy

1. General Information:

1.1 Scope: This policy is applicable to all members of the Mountwest Community & Technical College community including faculty, staff, board of governors, alumni, other agents and representatives, institutes and centers.

This includes all private fundraising efforts toward individuals, corporations, businesses, community or private foundations or other entities on behalf of scholarship, general or specific program, event or capital support.

1.2 Authority: W.Va. Code §18B-1-6

1.3 Passage Date:

1.4 Effective Date:

1.5 Controlling Over: Mountwest Community & Technical College

2.1 Introduction: The naming of any physical facility, campus grounds or academic program is usually only appropriate when a significant gift is received.

The merits of naming any physical facility or space should be determined by carefully weighing the named individual's devotion to the institution, distinguished service or high academic scholarship and should be able to stand the tests of time.

All naming requests should support that the honoree or donor meets the highest values and societal standards.

2.2 Types of Gifts for Naming Commitments: Any and all combinations of gifts, pledges and irrevocable deferred gift arrangements are acceptable for naming commitments.

2.3 General Principles and Guidelines: Buildings, campus grounds or other campus facilities will generally not be named for individuals currently employed by Mountwest Community & Technical College or the State of West Virginia unless a donor(s) provides a sufficient gift in honor of that individual.

- I. When the person to be honored is living and no financial gift is being provided, at least three years should pass following any formal association with Mountwest Community & Technical College, MCTC Foundation or the State of West Virginia. Such affiliation includes time spent as a student; compensated member of the faculty/staff; a paid state, county or city employee; or as a member of the Board of Governors.
- II. The contribution associated with the naming of a building, wing, room, etc., is dependent upon size, age, prestige, location, original cost, etc. However, Mountwest Community & Technical College and the MCTC Foundation follow these general guidelines:
 - a. Existing – Facilities funded with public money shall be named only in exchange for gift commitments of at least 10 percent of the building’s current value or replacement cost. Total costs include: architectural, planning, construction, fees, site clearance, landscaping, furnishing and equipment.
 - b. New construction – Facilities funded with public money shall be named only in exchange for gift commitments of at least 25 percent of the building’s current value or replacement cost. Total costs include: architectural, planning, construction, fees, site clearance, landscaping, furnishing and equipment.
 - c. Unscheduled or unplanned – Facilities that are constructed at the donor’s request require a 100 percent gift commitment, in addition to an endowed maintenance fund.
 - d. Small physical spaces – The minimum gift for a naming commitment for spaces such as classrooms, laboratories, offices and conference rooms shall be based on the size of the space and equipment necessary

2.4 Approval for Naming Facilities: All permanently named facilities shall be reviewed and approved by the Mountwest Community & Technical College president and Board of Governors following the recommendation of the MCTC Foundation Board of Directors, when appropriate, and subject to the approval requirements as listed below.

Mountwest Community & Technical College shall fully adhere to the following principles during the naming process:

- I. Confidentiality – All proposed names for buildings and other facilities shall be held in confidence throughout the review and approval process. There shall be a minimum amount of communication about the proposed naming before final approved has been granted.
- II. Maintenance – The naming of buildings, grounds or endowed funds in recognition of a donor or honoree is a promise to that donor or honoree that the space, site, facility or other form of tangible recognition will be permanently maintained. If a change in the donor’s naming rights is unavoidable, alternative and equal means of recognizing the donor or honoree must be found.
- III. Records – The MCTC Foundation and Mountwest Community & Technical College shall be responsible for maintaining a record of named rooms, buildings, grounds and other spaces.
- IV. Integrity – Naming commitments are reflections on the ideals and reputation of Mountwest Community & Technical College. Therefore, each gift and naming commitment shall be carefully reviewed by the above-mentioned parties for full compliance with applicable laws and principles. This is especially true when a direct or indirect business or other continuing relationship exists between the donor and Mountwest Community & Technical College, the MCTC Foundation, its officers or employees. Any questions regarding the applicability of MCTC Foundation policies or state or federal laws on conflicts of interest and other ethical considerations should be referred to Policy MCTC-IBOG-G-6 or MCTC-F-02 (corresponding Conflict of Interest policies) or appropriate legal counsel.

Should the corporation or entity for which a facility is named cease operation, Mountwest Community & Technical College reserves the right to review the naming agreement with that entity in order maintain the integrity of the College’s facilities and reputation.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of March 18, 2011**

ITEM: Tuition and Fees for FY 2012

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves the proposed tuition and fees for FY 2011-2012.

STAFF MEMBER: Keith Cotroneo
President

Herbert J. Karlet
Vice President/CFO

BACKGROUND

Attached is a summary of tuition and fees from academic years (AY) 2006-07 through 2010-11 that was included in the WV Council for Community and Technical College Education's January 27, 2011 agenda. The summary shows that Mountwest has actually decreased tuition and fees since AY 2007. A schedule showing Pell grants is also attached.

For FY 2012 the administration proposes a 3% increase in tuition and fees as detailed in the attached schedules.

SCHEDULE ONE
TUITION AND FEE SUMMARY
Academic Years 2006-07 through 2010-11

Institution	2006-07	2007-08	2008-09	2009-10	2010-11	Average Annual % Growth Rate		\$ Growth Rate	
						5-Year	1-Year	5-Year	1-Year
Blue Ridge CTC	\$2,944	\$2,944	\$3,060	\$3,072	\$3,072	0.87%	0.00%	\$128	\$0
Bridgemont CTC	\$3,266	\$3,266	\$3,410	\$3,504	\$3,486	1.35%	-0.51%	\$220	(\$18)
Eastern WV CTC	\$1,704	\$1,776	\$1,920	\$2,064	\$2,064	4.23%	0.00%	\$360	\$0
Kanawha Valley CTC	\$2,766	\$2,766	\$2,898	\$2,956	\$2,956	1.37%	0.00%	\$190	\$0
Mountwest CTC	\$2,898	\$2,898	\$2,856	\$2,856	\$2,856	-0.29%	0.00%	(\$42)	\$0
New River CTC	\$2,748	\$2,748	\$2,748	\$2,878	\$2,878	0.95%	0.00%	\$130	\$0
Pierpont CTC	\$3,212	\$3,212	\$3,312	\$3,432	\$3,432	1.37%	0.00%	\$220	\$0
Southern WV CTC	\$1,704	\$1,776	\$1,920	\$2,102	\$2,102	4.67%	0.00%	\$398	\$0
WV Northern CC	\$1,834	\$1,916	\$2,198	\$2,358	\$2,358	5.71%	0.00%	\$524	\$0
WVU at Parkersburg	\$1,746	\$1,825	\$1,912	\$2,076	\$2,073	3.75%	-0.14%	\$327	(\$3)
AVERAGE	\$2,482	\$2,513	\$2,623	\$2,730	\$2,728	2.40%	-0.07%	\$246	(\$2)

Average Tuition Rates

West Virginia	\$2,728
National Average	\$2,361
SREB	\$2,316

SOURCE

WV Community & Technical College System

Pell Grants Maximum Awards

	Amount	Dollar Increase	Per Cent Increase	5 year \$ Increase	5 year % Increase
FY 2011-2012	\$ 5,550	\$ -	0.00%	\$ 1,500	37.04%
FY 2010-2011	\$ 5,550	\$ 200	3.74%		
FY 2009-2010	\$ 5,350	\$ 619	13.08%		
FY 2008-2009	\$ 4,731	\$ 421	9.77%		
FY 2007-2008	\$ 4,310	\$ 260	6.42%		
FY 2006-2007	\$ 4,050				

Note: from FY 2003 through FY 2007, the maximum Pell Grant was \$4,050.

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
RESIDENT Fee Planning Schedule - Per Semester
Academic Year 2011-12

	Resident 2010-11 APPROVED	Resident 2011-12 PROPOSED	Increase (Decrease)	Additional Estimated Revenue
I. Regular Fees Charged to All Students				
a. Tuition and Required Education and General Fees	\$ 1,114	\$ 1,162	\$ 48	\$ 120,000
b. Required Educational and General Capital Fees				
i. System E&G Capital Fees	\$ 215	\$ 215	\$ -	
c. Auxiliary and Auxiliary Capital Fees				
i. Standard Auxiliary Fees	\$ 99	\$ 99	\$ -	
Total Student Fee Request	\$ 1,428	\$ 1,476	\$ 48	
Percentage of Increase requested			3.36%	

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
NON-RESIDENT Fee Planning Schedule - Per Semester
Academic Year 2011-12

I. Regular Fees Charged to All Students	Non-Resident 2010-11 APPROVED	Non-Resident 2011-12 PROPOSED	Increase (Decrease)	Additional Estimated Revenue
a. Tuition and Required Education and General Fees	\$ 3,251	\$ 3,251	\$ -	
b. Required Educational and General Capital Fees				
i. System E&G Capital Fees	\$ 730	\$ 730	\$ -	
c. Auxiliary and Auxiliary Capital Fees				
i. Standard Auxiliary Fees	\$ 99	\$ 99	\$ -	
Total Student Fee Request	\$ 4,080	\$ 4,080	\$ -	
Percentage of Increase requested			0.00%	

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
Metro Fee Planning Schedule - Per Semester
Academic Year 2011-12

	Metro 2010-11 APPROVED	Metro 2011-12 PROPOSED	Increase (Decrease)	Additional Estimated Revenue
I. Regular Fees Charged to All Students				
a. Tuition and Required Education and General	\$ 1,907	\$ 1,907	\$ -	
b. Required Educational and General Capital Fees				
i. System E&G Capital Fees	\$ 730	\$ 730	\$ -	
c. Auxiliary and Auxiliary Capital Fees				
i. Standard Auxiliary Fees	\$ 99	\$ 99	\$ -	
Total Student Fee Request	\$ 2,736	\$ 2,736	\$ -	
Percentage of Increase requested			0.00%	

Metro counties:

Ohio-Gallia, Jackson, Lawrence, Meigs, Pike, Scioto

Kentucky-Carter, Elliott, Floyd, Greenup, Johnson

Reciprocity Counties in Kentucky-Boyd, Lawrence, Martin, Pike

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
SPECIAL Fee Planning Schedule - Per Semester
Academic Year 2011-12

II. Special Fees and Charges	Rate Per Semester 2010-11	Proposed Rate Per Semester 2011-12	Increase Decrease	Additional Estimated Revenue
Allied Health Program Fee	\$ 50	\$ 80	\$ 30	\$ 12,000
Application Fee	\$ 15	\$ 15	\$ -	
Application Fee - Physical Therapy	\$ 30	\$ 30	\$ -	
Certified Flight Instructor Course Fee		\$ 2,200	New	?
Class Schedule Reinstatement Fee	\$ -	\$ 25	\$ 25	\$ 2,500
Commercial Pilot Course Fee		\$ 6,500	New	?
Credit by Exam - per <i>course</i>	\$ 30	\$ 30	\$ -	
Culinary Arts Program Fee	\$ 50	\$ 50	\$ -	
Deckhand Course Fee-Note 2	\$ 223	\$ 235	\$ 12	\$ 300
Equivalent Credit Eval./Posting Fee - per <i>credit hr</i>	\$ 10	\$ 10	\$ -	
Graduation Fee	\$ 20	\$ 20	\$ -	
ID Card Replacement Fee	\$ 20	\$ 20	\$ -	
Intro to Aviation Course Fee		\$ 150	New	\$ 5,000
Instrument Pilot Course Fee		\$ 3,000	New	\$ 20,000
Laboratory Fee - Allied Health & Life Sciences	\$ 30	\$ 40	\$ 10	\$ 4,000
Laboratory Fee - EME 109	\$ 150	\$ 150	\$ -	
Laboratory Fee - Business & Information Technology	\$ 30	\$ 30	\$ -	
Laboratory Fee - CISCO/Microsoft	\$ 175	\$ 200	\$ 25	\$ 5,000
Laboratory Fee - Culinary Arts	\$ 130	\$ 150	\$ 20	\$ 12,000
Laboratory Fee - Liberal Arts & Human Services	\$ 30	\$ 30	\$ -	
Laboratory Fee - Hospitality Management	\$ 30	\$ 50	\$ 20	\$ 3,000
Laboratory Fee - Networking, IT, Animation, Gaming	\$ 50	\$ 60	\$ 10	\$ 2,000
Laboratory Fee - Physical Therapy Asst. Program	\$ 30	\$ 40	\$ 10	\$ 400
Lab Fee - Transition Institute (include in Lib Arts Lab Fee)	\$ 25	\$ -	\$ (25)	
Lab Transcription Course Fee-Note 1	\$ 70	\$ 70	\$ -	
Late Payment Fee	\$ 20	\$ 25	\$ 5	\$ 1,500
Machinist Program Course Fee - per <i>credit hour</i>	\$ 75	\$ 155	\$ 80	\$ 34,000
Medical Transcription Course Fee-Note 1	\$ 215	\$ 215	\$ -	
Microsoft Office Systems (MOS) - Certification Exam	\$ 75	\$ 75	\$ -	
Off-Campus Fee	\$ 10	\$ 10	\$ -	
Online Course Fee	\$ 119	\$ 123	\$ 4	\$ 34,000
Paramedic Science Program Fee	\$ 100	\$ 100	\$ -	
Pathology Transcription Course Fee-Note 1	\$ 130	\$ 130	\$ -	
Personal Health & Wellness Fee	\$ 170	\$ 194	\$ 24	\$ 8,000
Placement Test Fee - English/Math/Reading	\$ 10	\$ 10	\$ -	
Portfolio Evaluation Fee - per <i>submission</i>	\$ 300	\$ 300	\$ -	
Private Pilot Course Fee		\$ 1,850	New	\$ 40,000
Returned Check Fee	\$ 25	\$ 25	\$ -	
Tankerman Course Fee-Note 2	\$ 96	\$ 100	\$ 4	\$ 100
Transcript Fee	\$ 6	\$ 6	\$ -	
Transfer Evaluation Fee	\$ 10	\$ 10	\$ -	

Note 1-Course materials were previously purchased by students through Bookstore or other vendors.

Note 2-Course costs were previously paid by students through the continuing education fee assessment, as non-credit courses.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
Meeting of March 18, 2011**

ITEM: Approval to give public notice of a 30-day comment period of the intent to approve rules related to IBOG Policy Governance.

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that the proposed rules listed below relating to IBOG Policy Governance is available for a 30-day comment period and that if no substantive comments are received, the MCTC IBOG extends its final approval of the rules.

STAFF MEMBER: Sue Richardson
Chair

BACKGROUND:

During the February 18, 2011 meeting of the Institutional Board of Governors, the following rules related to Policy Governance were approved. During discussion of the rules, the Board directed the President to clarify the intended use of the word "administration" in the rules. During President Cotroneo's conversation with Steven Crandall it was determined that "administration" should be more clearly defined to read "CEO." The only changes to the rules below that were previously approved is to change "administration" to "CEO."

- 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 Administration Performance

POLICY #1: EXECUTIVE LIMITATIONS

GENERAL EXECUTIVE CONSTRAINT

| The ~~Administration- CEO~~ shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics and/or statutory obligations.

1. Dealings with staff and volunteers shall not be inhumane, unfair or disrespectful.
2. Budgeting any fiscal period or the remaining part of any fiscal period shall not deviate materially from board *ENDS*, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.
3. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise board *ENDS*.
4. Information and advice to the board will have no significant gaps in either timeliness, completeness, or accuracy.
5. Assets may not be unprotected, inadequately maintained or unnecessarily risked.
6. Compensation and benefits shall not deviate materially from market.
7. There shall be no conflict of interest in awarding purchases or other contracts.
8. Shall not compromise the reputation or integrity of the college in the greater community.
9. Will be in compliance with all state and other governmental requirements and parameters.

POLICY #2: EXECUTIVE LIMITATIONS

STAFF TREATMENT

| With respect to treatment of paid and volunteer staff, the ~~Administration-CEO~~ may not cause or allow conditions which are inhumane, unfair, or disrespectful.

Accordingly, it may not:

1. Discriminate among employees on other than clearly job-related, individual performance or qualifications.
2. Subject staff to unsafe or unhealthy conditions.
3. Withhold from staff a due-process grievance procedure, able to be used without bias.

POLICY #3: EXECUTIVE LIMITATIONS

COMPENSATION AND BENEFITS

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the ~~Administration~~ CEO may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, it may not:

1. Change its own compensation and benefits as established by the board.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits which:
 - A. Deviate materially from the geographic or professional market for the skills employed.
 - B. Create obligations over a longer term than revenues can be safely projected, and in all events subject to losses of revenue.
 - C. Treat staff members differentially in a manner that disrupts the stability and the morale of the Administration responsible for it.
4. Establish deferred or long term compensation and benefits which:
 - A. Cause unfunded liabilities to occur or in any way commit the organization to benefits which incur unpredictable future costs.
 - B. Provide less than a parity of some basic level of benefits to all full time employees, though differential benefits to encourage longevity in key employees are not prohibited.
 - C. Allow any employee to lose benefits already accrued from any foregoing plan.
 - D. Are instituted without prior monitoring of these above stated provisions.

POLICY #4: EXECUTIVE LIMITATIONS

FINANCIAL PLANNING

With respect to planning fiscal events (budgeting for all or any remaining part of a fiscal period), the ~~Administration-CEO~~ may not jeopardize either programmatic or fiscal integrity of the college.

Accordingly, it may not cause or allow budgeting which:

1. Contains too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period without specific Board approval of the fiscal year budget.
3. Reduces the current assets at any time to less than 1.5 times current liabilities or allows cash to drop below a safety reserve of less than 60 days of operating expenditures.
4. Deviates materially from board-stated priorities (see *ENDS* policies) in its allocation between competing budgetary needs.

POLICY #5: EXECUTIVE LIMITATIONS

FINANCIAL CONDITION

With respect to the actual, ongoing condition of the college's financial health, the **Administration** **CEO** may not cause or allow the development of fiscal jeopardy or loss of allocation integrity.

Accordingly, it may not:

1. Expend more funds than have been designated for the fiscal year unless approved by the Board.
2. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
3. Use any Long Term Reserves unless approved by the Board.
4. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered, revenues within 60 days.
5. Allow actual allocations to deviate materially from board priorities in *ENDS* policies.

POLICY #6: EXECUTIVE LIMITATIONS

ASSET PROTECTION

| With respect to proper stewardship of the college's assets, the ~~Administration~~ CEO may not risk losses beyond those necessary in the normal course of business.

Accordingly, it may not:

- | 1. Fail to insure against theft, casualty losses to at least 100 percent replacement value and against liability losses to board members, staff, or the organization itself to beyond the minimally acceptable prudent level.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject plant and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its board or staff to claims of liability.
5. Make any purchases for the College that do not comply with the Board's Purchasing Policy (F-6).
6. Make any single unbudgeted item purchase greater than \$50,000 without approval of the Board.
7. Receive, process or disburse funds under controls insufficient to meet the board appointed auditor's standards.

POLICY #7: EXECUTIVE LIMITATIONS

COMMUNICATION AND COUNSEL TO THE BOARD

| With respect to providing information and counsel to the board, the ~~Administration-CEO~~ may not cause or allow the board to be uninformed or misinformed.

Accordingly it may not:

1. Let the board be unaware of relevant trends, public events of the organization, material external and internal activities or issues, particularly changes in the assumptions upon which any board policy has previously been established.
2. Fail to submit the monitoring data required by the board policy "Monitoring Executive Performance" in a timely, accurate and understandable fashion, directly addressing provisions of the board policies.
3. Fail to gather as many staff and external points of view, issues, and options as needed for fully informed board choices.
4. Present information in unnecessarily complex or lengthy form.

POLICY #1: GOVERNANCE PROCESS

GOVERNING STYLE

The board will approach its task with a style which emphasizes strategic leadership more than administrative detail, clear distinction of board and staff roles, future rather than past or present, and proactivity rather than reactivity.

In this spirit, the board will:

1. Focus chiefly on intended long term impacts (*ENDS*), not on the administrative or programmatic means of attaining those effects.
2. Direct, control and inspire the organization through the careful establishment of the broadest organizational values and perspectives (policies). Policies will address a) *ENDS*: what benefits for which needs at what cost, b) *Executive Limitations*: boundaries of prudence and ethics to be observed by staff, c) *Governance Process*: Board role and responsibilities and d) *Board-Administration/Relationship*: linkage between board and staff.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to attendance, policy making principles, respect of clarified roles, speaking with one voice and self-policing of any tendency to stray from governance adopted in board policies.
4. Be accountable to the college and the larger community for competent, conscientious and effective accomplishment of its obligations as a body. It will allow no officer, individual or committee of the board to usurp this role or hinder this discipline.
5. Monitor and regularly discuss the board's own process and performance. Ensure the continuity of board improvements through systematic treatment of its own institutional memory (i.e. accurate reporting and filing of minutes, policy review, and orientation of new board members).
6. Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance.

POLICY #2: GOVERNANCE PROCESS

BOARD JOB CONTRIBUTIONS

The job of the board is to make certain contributions which lead the college toward the desired performance and assure that it occurs. The board's specific contributions are *unique* to its trusteeship role and *necessary* for proper governance and management.

Consequently, the "products" or job contributions of the board shall be:

1. The link between the college and its "ownership."
2. Written governing policies which, at the broadest levels, address:
 - A. *ENDS*: Organizational products, impacts, benefits, what good for which needs at what cost.
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which lies the acceptable arena of executive activity, decisions, and organizational circumstances.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.
 - D. ~~Administration~~ CEO-Board Relationship: How power is delegated and its proper use monitored.
3. The assurance of ~~Administration~~ CEO performance (against policies 2A and 2B above).

POLICY #3: GOVERNANCE PROCESS

CHAIRPERSON'S ROLE

The job “product” of the Chairperson is the integrity of the board’s process. In order to maintain the “one voice” principle, the Chairperson, or board designee, is the only person authorized to speak for the board except for the ~~Administration~~ CEO, other than in rare and specifically authorized instances.

1. The job output of the Chairperson is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting discussion content will only be those issues which, according to board policy, clearly belong to the board to decide, not the Administration.
 - B. Deliberation will be timely, fair, orderly and thorough, but also efficient, limited to time and kept to the point.
 - C. MCTC rules of order will be observed except where the board has superseded them.
 - D. In order to ensure that the distinction between ends and means is reinforced in Board decision making, prior to a vote on any motion, the Chair shall make a judgment whether the motion is consistent with intent of Policy Governance philosophy.
2. The authority of the Chairperson consists in facilitating a quality board process consistent with board policies on *Governance Process* and on the *Board-~~Administration~~ CEO Relationship*.
 - A. The Chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
 - B. Chairperson authority does not extend to supervising, interpreting board policies to, or otherwise directing the Administration.

POLICY #4: GOVERNANCE PROCESS

BOARD MEMBERS CODE OF CONDUCT

The board expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as board members.

1. Board members must represent unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of the organization's services.

2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any trustee and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. Board members must not use their positions to obtain for themselves, family members or close associates employment within the organization.
 - C. Should a trustee be considered for employment by the organization, s/he must temporarily withdraw from any board deliberation, voting and access to applicable board information.

3. Board members will maintain confidentiality of any material and or documents that are discussed in executive session.

4. Board members may not attempt to exercise individual authority over the college except as explicitly set forth in board policies.

- | A. Board members' interaction with the ~~Administration-CEO~~ or with staff must recognize the lack of authority in any individual trustee or group of board members except as noted above.

- B. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any member to speak for the board, except as designated.

- | C. Board members will make no judgments of the ~~Administration-CEO~~ or staff performance except as that performance is assessed against explicit board policies by the official process.

POLICY #5 GOVERNANCE PROCESS

COMMITTEE PRINCIPLES

In accordance with the “one voice” principle, the board shall have no standing committees. However, from time to time, the board may establish committees to help carry out its responsibilities. Committees will be used sparingly, only when other methods have been deemed inadequate. Committees will be used so as to minimally interfere with the wholeness of the board’s job, and so as never to interfere with delegation from the board to the ~~Administration~~ CEO.

1. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the ~~Administration~~ CEO.
2. Board committees are to help the board do its job, *not to help the staff do its jobs*. Committees will assist the board chiefly by preparing policy alternatives and implications for board deliberation. Board committees are not to be created by the board to advise staff.
3. If a board committee is used to monitor organizational performance in a given area, the same committee will not have helped the board create policy in that area. This is to prevent committee over-identification with an organizational part rather than the whole.
4. Board committees cannot exercise authority over staff and, in keeping with the board’s focus on the future, board committees will not ordinarily have direct dealings with current staff operations. Further, the board will not impede its direct delegation to the ~~Administration~~ CEO by requiring approval of a board committee before an executive action. The ~~Administration~~ CEO works for the board, never for a board committee or officer.
5. This policy applies only to committees which are formed by board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the ~~Administration~~ CEO.

POLICY #1 BOARD-~~ADMINISTRATION~~-CEO RELATIONSHIP

DELEGATION TO THE ~~ADMINISTRATION~~CEO

The board job is generally confined to establishing topmost policies, leaving implementation and administrative policy and procedure development to the ~~Administration~~-CEO. *ENDS* policies direct the ~~Administration~~-CEO to achieve certain results; *Executive Limitations* policies constrain the ~~Administration~~-CEO to act within acceptable boundaries of prudence and ethics. All board authority delegated to staff is delegated through the president, so that all authority and accountability of staff can be phrased - insofar as the board is concerned - as authority and accountability of the president.

1. The president is authorized to establish all administrative policies and procedures, make all decisions, take all actions and develop all activities which are true to the board's policies. The board may, by extending its policies, "undelegate" areas of the president's authority, but will respect the president's choices so long as the delegation continues. This does not prevent the board from obtaining information about activities in the delegated areas.
2. No individual board member, officer, or committee has authority over the president or others in the administration. Information may be requested, but if such request, in the president's judgment, requires a material amount of staff time, it may be refused.
3. The president may not perform, allow or cause to be performed any act which is contrary to explicit board constraints (see *Executive Limitations* policies) on executive authority.
4. Should the president deem it necessary to violate board policy, it shall inform the Chair, or officer of the board in the Chair's absence. Informing is simply to guarantee no violation may be intentionally kept from the board, not to request approval. Officer response, either approving or disapproving, does not exempt the president from subsequent board judgment of the action nor does it impede any executive decision.

POLICY #2 BOARD- ~~ADMINISTRATION~~CEO RELATIONSHIP

~~ADMINISTRATION~~CEO JOB CONTRIBUTION

As the board's single official link to the operating organization, the ~~Administration~~CEO is accountable for all organizational performance and exercises all authority transmitted into the organization by the board. ~~Administration~~_performance will be considered to be synonymous with organizational performance as a total.

Consequently, the ~~Administration's~~CEO's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of board policies on *ENDS*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

POLICY #3 BOARD-~~ADMINISTRATION-CEO~~ RELATIONSHIP

MONITORING ~~ADMINISTRATION-CEO~~ PERFORMANCE

Monitoring ~~Administration-CEO~~ performance is synonymous with monitoring organizational performance against board policies on *ENDS* and on *Executive Limitations*. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than review the past.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring.
2. A given policy may be monitored in one or more of three ways:
 - A. INTERNAL REPORT: Disclosure of compliance information to the board from the ~~Administration-CEO~~.
 - B. EXTERNAL REPORT: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess ~~Administration-CEO~~ performance only against policies of the board, not the external party unless the board has previously indicated that party's opinion to be the standard.
 - C. DIRECT BOARD INSPECTION: Discovery of compliance information by a board member, a committee or the board as a whole. This is a board inspection of documents, activities, or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board, any policy can be monitored by any method at any time. However, each *ENDS* and *Executive Limitations* policy of the board will be classified by the board according to frequency and method of regular monitoring.