

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

AGENDA

Thursday, March 20, 2014

8:00 a.m.

Robert C. Byrd Institute

1050 Fourth Avenue

Huntington, WV

1. Call to Order and Determination of Quorum – Bob Bailey, Secretary
2. Guest Speaker – Charlotte Weber, Director and CEO of the Robert C. Byrd Institute
3. Consent Agenda – Bob Bailey, Secretary
 - Approval of Minutes – February 20, 2014*
4. President’s Report – Dr. Keith J. Cotroneo, President
5. Tuition and Fees FY 2014-2015 – Dan Figler, CFO and Dean of Business Services*
6. Notice of Intent to Revise Existing IBOG Policy – Dr. Keith J. Cotroneo, President*:
 - G-3 Smoking
7. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development
8. Policy Governance Ends – Focus Session – Bob Bailey, Secretary
 - Discussion relating to the location of the June IBOG Meeting – Glade Springs available June 26 - 27
 - Orientation for IBOG Members
 - Training Opportunities for IBOG Members:
 - College Completion, sponsored by Chancellor Skidmore, will be held March 25, 2014 at Embassy Suites, Charleston, WV.
 - SCALES Training, sponsored by Chancellor Skidmore, is tentatively scheduled to be held at Mountwest Community & Technical College two days during the month of May.
 - On-line training opportunities are available at the WV Higher Education Policy Commission website: www.wvhpc.com. Six on-line sessions qualifying for 0.5 hours training credit per session are provided.
9. Future Board Agenda Items – Bob Bailey, Secretary

10. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, April 17, 2014, 8:00 a.m. @ Mountwest Community & Technical College, Room G07A, One Mountwest Way, Huntington, WV.
- Other

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

12. Adjournment

*Action Items

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

MINUTES

Thursday, February 20, 2014

8:00 a.m.

Mountwest CTC Headquarters Building

Room G07-A

One Mountwest Way

Huntington, WV

PRESENT: Bob Bailey, Cathy Burns, Ruth Cline, James Kaul, Jason Moses, Sue Richardson, and Christopher Stevens

ABSENT: Mark George, Thomas Gibson, Jim Hale, Mike Herron, and Linda Vinson

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Harry Faulk, Dan Figler, Jason Lovejoy, Natalie Mills, Stephanie A. Neal, Bethany Perry, Lisa Penix, Carol Perry, Lacie Pierson, Dee Preston, Sheanna Spence, and Terri Tomblin-Byrd

AGENDA ITEMS:

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

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

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the November 15, 2013 meeting as submitted was made by Bob Bailey, seconded by James Kaul and approved.

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

- All departments at the College are being asked to establish goals in support of the College's Strategic Plan.
- A Quality Workplace Committee has been established to make recommendations relating to the areas of interdepartmental communication, new employee orientation and employee recognition.
- Human Resources is coordinating employee teams focusing on a list of values that will be incorporated into the College's Mission Statement.
- Championed by Dr. Steven Brown, Dean of the Career and Technical Division, and Martha Barnett, Registrar, approximately 300 students have been identified as being qualified to obtain a Certificate of Applied Science.
- The College has received two grants from Chancellor Skidmore's office focusing on Graphic Design and Veterinary Technology.
- The college will be participating in a pilot program focusing on collaborative learning.
- Starfish, a student retention software program, is being implemented under the direction of Natalie Mills, Director of Institutional Research.

- The Business Services area has been reorganized with the focus to be more customer friendly.
- The recent Paramedic Science accreditation site visit went well with the anticipation being that the program will be re-accredited.
- Even though the electricity at the College was recently off approximately 1.5 days due to weather related issues, the College was able to remain open due to the generator on-site.
- Natalie Mills, Director of Institutional Research, was congratulated on recently completing her Ph.D.

4. Mid-Year Financial Report – Dan Figler, CFO and Dean of Business Services:

Dan Figler, CFO and Dean of Business Services presented the Mid-Year Financial Report for the period ending December 31, 2013. Following discussion, a motion was made by Sue Richardson, seconded by Bob Bailey and approved that the Institutional Board of Governors accepts the Mid-Year Financial Report for the period ending December 31, 2013.

5. Authorization to Offer an Associate in Science Degree – Dr. Harry Faulk, Vice President for Academic Affairs:

Dr. Harry Faulk, Vice President for Academic Affairs, gave an overview of the degrees currently offered at Mountwest. Dr. Faulk indicated there is no authorization required of the Board in order to offer an Associate in Science degree.

6. Mountwest CTC Foundation Update – Sheanna Spence:

Sheanna Spence, Director of Development at Mountwest, gave a report related to the activities of the Mountwest Foundation indicating the following: 1) Tax credits are still remaining for scholarship gifts, 2) a request for Tech Scholar matching funds will be submitted to the state in March and 3) Sheanna will be working to engage faculty and staff in future fundraising efforts.

7. Policy Governance Ends – Focus Session – Jason Moses, Chairman – Discussion on IBOG Training FY 2013-2014:

The Board received positive feedback from Steve Crandall, Crandall Partner & Associates, related to the work of the Board in implementing policy governance. Mr. Crandall indicated a future consideration of the Board might be to develop an orientation process for new members of the Board. A sub-committee to work on this effort will include Jason Moses, Sue Richardson, Linda Vinson, and Stephanie Neal.

8. Update on Activities of the WV CTC BOG A – Jason Moses, Chairman:

Mr. Moses indicated all Community & Technical Colleges in West Virginia are in favor of the removal of the tuition cap. A recommendation relating to the removal will be presented at the April 10, 2014 meeting of the WV Council for Community & Technical College Education.

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

None.

10. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, March 20, 2014, 2014 @ The Robert C. Byrd Institute, 1050 Fourth Avenue, Huntington, WV.
- Institutional Board of Governors training opportunity relating to the statewide effort toward college completion, sponsored by Chancellor Skidmore, will be held March 25, 2014 at Embassy Suites, Charleston, WV. Registration and further details are forthcoming.
- John Whiteley, Director of the Inland Waterways Academy, has received the USPS Finley Sea Scout Service Award.
- Mr. Moses asked the Board to consider holding the June IBOG meeting at Glade Springs. Reports due on the monitoring schedule could be presented and then discussed the following day.
- Any anticipated increases in tuition and fees for fiscal year 2015 will be considered at the March 20, 2014 meeting of the Board.

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

None.

11. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:28 a.m.

Jason Moses

Chairman

Bob Bailey

Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF MARCH 20, 2014**

ITEM:

Revision of IBOG Policy No. G – 3,
Smoking Policy

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of
Governors gives a 30-day notice of the
intent to revise IBOG Policy No. G – 3,
Smoking Policy

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

BACKGROUND:

During the March 13, 2014 meeting of College Council, a number of concerns related to smoking on campus were discussed. As a result, the College Council recommended that an Interim Procedure related to smoking be approved. The interim procedure states “In response to serious and documented health concerns, Mountwest Community and Technical College prohibits smoking in any college building or vehicles including, but not limited to cigarettes, e-cigarettes, pipes, cigars, cigarillos, hookah or water pipe smoking.” Considering the action of the College Council, it is requested that the Board consider options relating to the existing IBOG policy.

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

Policy No. G – 3

SMOKING POLICY

General:

- 1.1 Scope: Policy description
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage date: February 20, 2009
- 1.4 Effective date: March 20, 2009
- 1.5 Controlling over: Mountwest Community & Technical College
- 1.6 Background: Replaces MUBOG Policy GA-8 which was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College.

Policy:

- 2.1 In response to serious and documented health concerns, Mountwest Community & Technical College prohibits smoking in any college building or vehicle.