

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

**AGENDA**

Friday, November 15, 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 – October 18, 2013\*
3. Update on WV CTC BOG A Meeting – Jason Moses, Chairman
4. Request for Code Change to Provide the Option of a Per Credit Hour Tuition and Fee Schedule – Jason Moses and Dr. Keith J. Cotroneo\*
5. President’s Report – Dr. Keith J. Cotroneo
  - Annual Key Financial Indicators Report\*
  - Annual Staff Treatment Report\*
  - Other
6. Mountwest CTC Foundation Update – Sheanna Spence
7. Policy Governance Ends – Focus Session – Jason Moses, Chairman – Discussion on IBOG Training FY 2013-2014
8. Future Board Agenda Items – Jason Moses, Chairman
9. Announcements:
  - Next regularly scheduled meeting of the IBOG – Thursday, January 16, 2014 @ 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
10. Executive Session Under the Authority of WV Code §6-9A-4 Relating Property Acquisitions, Leases and/or Personnel Issues

## 11. Adjournment

\*Action Items

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

**MINUTES**

**Friday, October 18, 2013**

**8:00 a.m.**

**Mountwest CTC Headquarters Building  
Room G07-A  
One Mountwest Way  
Huntington, WV**

**PRESENT:** Bob Bailey, Cathy Burns, Ruth Cline, Mark George, Thomas Gibson, Jim Hale, James Kaul, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

**ABSENT:** Mike Herron

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Steven Brown, Mark Bugher, Latrenda Clay, Mike Dunn, Harry Faulk, Dan Figler, Michael McComas, Ainslie McKinney, Glen Midkiff, Natalie Mills, Stephanie A. Neal, Carol Perry, Bethany Perry, Lacie Pierson, Dee Preston, Rhonda Scragg, Sheanna Spence, and Terri Tomblin-Byrd

**AGENDA ITEMS:**

1. **Recognition of Board Members, New and Recently Re-Appointed – Jason Moses, Chairman:**

Two new members of the Board were introduced: Cathy Burns and James Caul, Student Representative. The Board unanimously passed a resolution recognizing out-going Board member Mark Bugher for his outstanding service and commitment to the College and to the WV Community & Technical College System.

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

Jason Moses, IBOG Chairman, called the meeting at 8:10 a.m. A quorum was established.

3. **Possible Policy Governance Ends – Focus Session – Guest Speaker, Glen Midkiff:**

Glen Midkiff, Director of Career Services at Mountwest, gave a presentation relating to career services currently being offered to students and graduates of the college.

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

A motion was made by Sue Richardson and seconded by Linda Vinson to approve the minutes of the August 16, 2013 IBOG meeting as presented. The motion was approved.

5. **Annual Audited Financial Statements FY 2013 – Dan Figler, CFO & Dean of Business Services:**

Mike Hager, Manager – Assurance, Accounting and Business Taxation for Hayflich Grigoraci, presented the Board copies of the College's audited Financial Statements as of and for the years ended June 30, 2013 and 2012 and Independent Auditors' Report along with an October 15, 2013 letter from the auditors. Following discussion, a motion to officially receive the documents was made by Jim Hale, seconded by Mark George and approved.

6. **Proposed Revision to IBOG Policy No. F-2 Travel – President Cotroneo:**

A proposed change to IBOG Policy No. F-2 Travel related to approval of out-of-state travel expenses of the President was discussed. A motion was made by Sue Richardson and seconded by Cathy Burns to amend Section 2.3 to read "The Chairman of the Board of Governors or their designee(s) must approve out-of-state travel expenses of the President." The motion was approved. The Board will give a 30-day notice of the intent to revise the rule as noted and provided that no comments are received, the revision will be approved in accordance with Series 4: Rules and Administrative Procedures.

7. **President's Report – Dr. Keith J. Cotroneo:**

President Cotroneo announced the following:

- Natalie Crespo Mills was introduced as the recently hired Director of Institutional Research.
- The campus building project is now complete as the painting and signage projects are finished.
- The federal BEACON grant will conclude September 30, 2014 unless an application of an extension of the grant is approved. The College's formal request for an extension is due to the Department of Labor by November 15, 2013. The WV Community & Technical College System has been awarded a \$25M Department of Labor grant with Mountwest receiving \$1.2M as the Student Services lead.
- In-state enrollment is up by 4%. Off-campus enrollments are down largely due to the discontinuation of the Patriot Academy and the federal government's recent sequester.
- There is great potential for Mountwest in the area of Certificates of Applied Science.
- Due to limited data received from the college's participation in the ModernThink Great College's to Work for Survey, the college has contracted with Noel-Levitz to administrator the annual Staff survey stipulated by the Board.
- The purpose and organizational structure of the College Council was discussed.
- Beginning January 2, 2014, the College will be operating on a modified schedule in an effort to reduce operational costs in utilities, cleaning and security as additional budget reductions in state appropriations are anticipated FY 2014-2015.

8. **Revised IBOG Meeting Schedule 2013-2014:**

Due to the modified operating schedule of the College beginning January 2, 2014, a motion was made by Sue Richardson and seconded by Chris Stevens to revise the Board's meeting schedule to be the third Thursday of each month and eliminating the December 2013 and June 2014 meetings. The motion was approved.

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

Jason Moses asked Sheanna Spence, Director of Development at Mountwest, to update the Board on the Mountwest Foundation. Ms. Spence announced there are several new appointments to the Board, the College has been awarded over \$33,000 in state tax credits and the Foundation is in the middle of its annual fund campaign.

Mr. Moses noted the WVCCA IBOG Association will be meeting on October 23 during the annual WVCCA/WVADE conference. Topics of discussion are to include the reductions in state budget allocations, the lack of funding for technical programming, removal of the cap on 12 credit hours of tuition, and financial aid issues and loan default rates.

10. **Announcements:**

- Next regularly scheduled meeting of the IBOG – Friday, November 15, 2013 @ Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.

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

None.

12. **Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:53 a.m.

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Jason Moses

Chairman

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Bob Bailey

Secretary

**Mountwest Community & Technical College  
Board of Governors  
Meeting of November 15, 2013**

**ITEM:** Request for code change to provide the option of a per credit hour tuition and fee schedule.

**COMMITTEE:** Executive Request

**RECOMMENDED RESOLUTION:** *Resolved*, that The Board of Governors of Mountwest Community & Technical College will officially request a legislative change in the West Virginia state code **§18B-10-1. Enrollment, tuition and other fees at education institutions; refund of fees**, as indicated in attachment A. This change would thereby allow for the governing board of each community college to enact the tuition model most appropriate for their community of students.

**STAFF MEMBER:** President Cotroneo

**BACKGROUND:**

West Virginia State code currently prohibits charging students for credit hours beyond twelve. For many community colleges, this prohibition prevents implementation of flexibly and/or accelerated programming, severely burdens limited faculty and student service resources, and results in higher overall tuition rates.

The WV Board of Governors Community College Chair Association in fall 2013 unanimously agreed to advocate for a change in the code language that would provide an option to charge tuition for every credit a student receives. Each local board will review their unique student demographics, funding sources and circumstances, and tuition rates to determine the model best suited for their institution and its students.

**Talking points:**

The “may” statement in the code allows for some community colleges to keep the current cap and others to implement a per-credit-hour model.

The tuition model option is in alignment with the current local Board control of tuition increases up to 5% without Council approval and increases above 5% with Council approval.

This option will allow for some community colleges with higher tuition rates to reduce their rates and decrease the tuition disparity across the state.

This option will allow for some community colleges to freeze tuition rates even when faced with further budget cuts.

In light of further budget cuts it is difficult to justify an across the board tuition increase when not all of our students are paying the full rate.

Capping tuition at 12 credit hours is not practiced in community colleges throughout the nation because the typical community college student is working, has a family, and cannot take advantage of course overloads.

Research shows that 80% of the students in the 12+ category are receiving financial aid and that Pell funding would fully cover the cost of tuition even with the cap removed even at the community colleges with the highest tuition and fee rates.

This option would open the door for flexibly schedule courses that cross over semesters or are offered year-round. Currently community colleges must add a fee for these types of courses, run the courses with a significant revenue loss, or forgo flexible scheduling.

**The option benefits students because everyone pays their fair share. The current model requires the part-time student to pay a full price for every credit hour, but a student taking more than 12 credit hours gets a discount. The discount is not backfilled by state funding, so funding from the part-time students gets applied to the free credits.**

**The option benefits the faculty in that students will not sign up for extra credit hours and then drop down after the first week of classes resulting in low enrollments and added sections that were not needed. The option also provides revenue needed to pay staff and faculty salaries.**

**ATTACHMENT A: Code change highlighted in yellow.**

**Â§18B-10-1. Enrollment, tuition and other fees at education institutions; refund of fees.**

(a) Each governing board shall fix tuition and other fees for each academic term for the different classes or categories of students enrolling at the state institution of higher education under its jurisdiction and may include among the tuition and fees any one or more of the following as defined in section one-b of this article:

- (1) Tuition and required educational and general fees;
- (2) Auxiliary and auxiliary capital fees; and
- (3) Required educational and general capital fees.

(b) A governing board may establish a single special revenue account for each of the following classifications of fees:

- (1) All tuition and required educational and general fees collected;
- (2) All auxiliary and auxiliary capital fees collected; and
- (3) All required educational and general capital fees collected to support existing system-wide and institutional debt service and future system-wide and institutional debt service, capital projects and campus renewal for educational and general facilities.
- (4) Subject to any covenants or restrictions imposed with respect to revenue bonds payable from the accounts, a governing board may expend funds from each special revenue account for any purpose for which funds were collected within that account regardless of the original purpose for which the funds were collected.

(c) The purposes for which tuition and fees may be expended include, but are not limited to, health services, student activities, recreational, athletic and extracurricular activities. Additionally, tuition and fees may be used to finance a student's attorney to perform legal services for students in civil matters at the institutions. The legal services are limited to those types of cases, programs or services approved by the president of the institution where the legal services are to be performed.

(d) By October 1, 2011, the commission and council each shall propose a rule for legislative approval in accordance with article three-a, chapter twenty-nine-a of this code to govern the fixing, collection and expenditure of tuition and other fees by the governing boards under their respective jurisdictions.

(e) The schedule of all tuition and fees, and any changes in the schedule, shall be entered in the minutes of the meeting of the appropriate governing board and the board shall file with the commission or council, or both, as appropriate, and the Legislative Auditor a certified copy of the schedule and changes.

(f) The governing boards shall establish the rates to be charged full-time students, as defined in section one-b~~c~~ of this article, who are enrolled during a regular academic term.

(1) Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one twelfth of the full-time rate per credit hour and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one ninth of the full-time rate per credit hour.

(2) Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with this subsection.

**(3) Community College students taking more than twelve credit hours in a regular term may be assessed an additional fee for each additional credit hour based upon the one twelfth calculation set out above.**



(g) All fees are due and payable by the student upon enrollment and registration for classes except as provided in this subsection:

(1) The governing boards shall permit fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to awarding course credit at the end of the academic term.

(2) The governing boards also shall authorize the acceptance of credit cards or other payment methods which may be generally available to students for the payment of fees. The governing boards may charge the students for the reasonable and customary charges incurred in accepting credit cards and other methods of payment.

(3) If a governing board determines that a student's finances are affected adversely by a legal work stoppage, it may allow the student an additional six months to pay the fees for any academic term. The governing board shall determine on a case-by-case basis whether the finances of a student are affected adversely.

(4) The commission and council jointly shall propose a rule in accordance with article three-a, chapter twenty-nine-a of this code defining conditions under which a governing board may offer tuition and fee deferred payment plans itself or through third parties.

(5) A governing board may charge interest or fees for any deferred or installment payment plans.

(h) In addition to the other fees provided in this section, each governing board may impose, collect and distribute a fee to be used to finance a nonprofit, student-controlled public interest research group if the students at the institution demonstrate support for the increased fee in a manner and method established by that institution's elected student government. The fee may not be used to finance litigation against the institution.

(i) Governing boards shall retain tuition and fee revenues not pledged for bonded indebtedness or other purposes in accordance with the tuition rules proposed by the commission and council pursuant to this section. The tuition rules shall address the following areas:

(1) Providing a basis for establishing nonresident tuition and fees;

(2) Allowing governing boards to charge different tuition and fees for different programs;

(3) Authorizing a governing board to propose to the commission, council or both, as appropriate, a mandatory auxiliary fee under the following conditions:

(A) The fee shall be approved by the commission, council or both, as appropriate, and either the students below the senior level at the institution or the Legislature before becoming effective;

(B) Increases may not exceed previous state subsidies by more than ten percent;

(C) The fee may be used only to replace existing state funds subsidizing auxiliary services such as athletics or bookstores;

(D) If the fee is approved, the amount of the state subsidy shall be reduced annually by the amount of money generated for the institution by the fees. All state subsidies for the auxiliary services shall cease five years from the date the mandatory auxiliary fee is implemented;

(E) The commission or council or both, as appropriate, shall certify to the Legislature annually by October 1 the amount of fees collected for each of the five years;

(4) Establishing methodology, where applicable, to ensure that, within the appropriate time period under the compact, community and technical college tuition rates for students in all community and technical colleges will be commensurate with the tuition and fees charged by their peer institutions.

(j) A penalty may not be imposed by the commission or council upon any governing board based upon the number of nonresidents who attend the institution unless the commission or council determines that admission of nonresidents to any institution or program of study within the institution is impeding unreasonably the ability of resident students to attend the institution or participate in the programs of the institution. The governing boards shall report annually to the commission or council on the numbers of nonresidents and any other enrollment information the commission or council may request.

(k) Tuition and fee increases of the governing boards, including the governing boards of Marshall University and West Virginia University, are subject to rules adopted by the commission and council pursuant to this section and in accordance with article three-a, chapter twenty-nine-a of this code. The commission or council, as appropriate, shall examine individually each request from a governing board for an increase and make its determinations as follows:

(1) A tuition and fee increase greater than five percent for resident students proposed by a governing board requires the approval of the commission or council, as appropriate.

(2) A fee used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972, is exempt from the limitations on fee increases set forth in this subsection for three years from the effective date of the section.

(3) In determining whether to approve or deny a governing board's request for a tuition and/or fee increase for resident students greater than the increases granted pursuant to subdivision (1) of this subsection, the commission or council shall determine the progress the governing board has made toward meeting the conditions outlined in this subsection and shall make this determination the predominate factor in its decision. The commission or council shall consider the degree to which each governing board has met the following conditions:

(A) Maximizes resources available through nonresident tuition and fee charges to the satisfaction of the commission or council;

(B) Consistently achieves the benchmarks established in the compact pursuant to article one-d of this chapter;

(C) Continuously pursues the statewide goals for post-secondary education and the statewide compact established in this chapter;

(D) Demonstrates to the satisfaction of the commission or council that an increase will be used to maintain high-quality programs at the institution;

(E) Demonstrates to the satisfaction of the commission or council that the governing board is making adequate progress toward achieving the goals for education established by the southern regional education board;

(F) Demonstrates to the satisfaction of the commission or council that the governing board has considered the average per capita income of West Virginia families and their ability to pay for any increases; and

(G) Demonstrates to the satisfaction of the commission or council that base appropriation increases have not kept pace with recognized nation-wide inflationary benchmarks;

(4) This section does not require equal increases among governing boards nor does it require any level of increase by a governing board.

(5) The commission and council shall report to the Legislative Oversight Commission on Education Accountability regarding the basis for approving or denying each request as determined using the criteria established in this subsection.

**Mountwest Community & Technical College  
Board of Governors  
Meeting of November 15, 2013**

**ITEM:** Annual Key Financial Indicators Report

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors of Mountwest Community & Technical College accepts the Annual Key Financial Indicators Report FY 2013

**STAFF MEMBER:** Dr. Keith J. Cotroneo, President  
Dan Figler, CFO and Dean of Business Services

**BACKGROUND:**

The Annual Key Financial Indicators Report is listed on the Board's Monitoring Schedule and is calculated from the audited financial report.