

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

Thursday, September 15, 2016  
8:00 a.m.  
Room G07A  
Mountwest Community & Technical College  
Huntington, WV

1. Call to Order and Determination of Quorum – Jeffrey Goad, Chairman
2. Consent Agenda – Jeffrey Goad, Chairman
  - Approval of Minutes – August 18, 2016\*
3. Review of Fiscal Year 2017 IBOG meeting dates and those of the WV Council for Community & Technical College Education – Jeffrey Goad, Chairman\*
4. Review of Memorandum of Understanding with Marshall University – Dr. Keith J. Cotroneo, President
5. President’s Report – Dr. Keith J. Cotroneo, President
6. Future Board Agenda Items – Jeffrey Goad, Chairman
7. Announcements:
  - Public comment period on the Notice of Intent to Create an Institutional Rule on Firearms, Weapons & Explosives ends September 17, 2016
  - IBOG Meeting, Thursday, October 20, 2016 beginning at 8:00 a.m. in Room G07A at Mountwest Community & Technical College
  - Acknowledgements
  - Other
8. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
9. Adjournment

\* *Action Items*

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

**MINUTES**

**Thursday, August 18, 2016**

**8:00 a.m.**

**Mountwest Community & Technical College  
Room G07A  
One Mountwest Way  
Huntington, WV**

**PRESENT:** Jeremy Blackshire, Cathy Burns, Ruth Cline, Matthew Deerfield, Thomas Gibson, Jeffrey Goad, Jim Hale, Jason Moses

**ABSENT:** Ed Bays, Mark George, Mike Herron and Tyler Triplett

**ALSO ATTENDING:** President Keith J. Cotroneo, Derek Adkins, Angela Bradshaw, Billie Brooks, Dr. Steven Brown, Debra Elliotte, Dr. Harry Faulk, Tommie Kelley, Michael McComas, Dr. Natalie Mills, Stephanie A. Neal, Heather Pack, Bethany Perry, Dr. Daniel Sadler, Kim Schroeder, Chris Stevens, Terri Tomblin-Byrd, and Rebeca White

**AGENDA ITEMS:**

**1. Call to Order and Determination of Quorum – Jeffrey Goad, Chairman:**

Jeffrey Goad, IBOG Chairman, called the meeting to order at 8:00 a.m. A quorum was established.

**2. Consent Agenda – Jeffrey Goad, Chairman:**

A motion was made by Tom Gibson and seconded by Jason Moses to approve the minutes of the June 9, 2016 meeting of the Institutional Board of Governors. The motion was approved.

**3. Approval of Revision to IBOG College Ends\* - Jeffrey Goad, Chairman:**

A motion was made by Jason Moses and seconded by Tom Gibson to approve changing item number one of the College Ends statement to read "Health, Technical and Service Industries" and to change item number three to read "Access to 4 year colleges" in an effort to clarify the Board's intent. The motion was approved.

**4. Approval of IBOG Policy Revisions – Jeffrey Goad, Chairman:**

A motion was made by Jason Moses and seconded by Jim Hale to consider as a whole a recommendation to change references in IBOG Policy Governance policies as listed below from "CEO" to "President. The motion was approved.

- Policy #2: Governance Process – Board Job Contributions\*
- Policy #3: Governance Process - Chairperson’s Role\*
- Policy #4: Governance Process – Board Members Code of Conduct\*
- Policy #5: Governance Process – Committee Principles\*
- Policy #1: Executive Limitations – General Executive Constraint\*
- Policy #2: Executive Limitations – Staff Treatment\*
- Policy #3: Executive Limitations – Compensation and Benefits\*
- Policy #4: Executive Limitations – Financial Condition\*
- Policy #5: Executive Limitations – Asset Protection\*
- Policy #6: Executive Limitations – Communication and Support to the Board\*
- Policy #1: Board-CEO Relationship – Delegation to the CEO\*
- Policy #2: Board-CEO Relationship – CEO Job Contribution\*
- Policy #3: Board-CEO Relationship – Monitoring CEO Performance\*

**5. Notice of Intent to Create an Institutional Rule on Firearms, Weapons & Explosives – Dr. Keith J. Cotroneo, President:**

President Cotroneo indicated during the 2016 regular legislative session, the WV Legislature changed WV State Code to allow for certain individuals to carry a concealed weapon. In order for Mountwest Community & Technical College to maintain a safe and secure environment in which to conduct education activities, the College had been operating on the proposed rule as an Administrative Procedure. Following discussion, a motion was made by Tom Gibson and seconded by Cathy Burns for the Board to give notice of the intent to establish an institutional rule on Firearms, Weapons & Explosives and that provided no substantive comments are received, the rule will be approved. The motion was approved.

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

President Cotroneo reported on the following items:

- The Fall 2016 semester began August 15, 2016.
- Although the Benedum grant proposal was not selected, the College has moved forward with a Dual Credit initiative piloting in the Cabell County high schools. Several areas within the Career and Technical Division have been identified for dual credit courses. Megan Russell is serving as the coordinator of this initiative.
- September 22 is College Day at Mountwest. This day was formerly known as Tech Prep Day. High school students within the college’s service area will be coming to Mountwest for one-half day of instruction.
- President Cotroneo requested the Board review the Memorandum of Understanding with Marshall University at its next meeting.
- A number of transitions within the College have occurred or are under consideration:
  - Mike Dunn retired as the Director of Physical Plant effective June 30, 2016.
  - The contract with the College Bookstore is coming up for bid. Follett is the current vendor.

- A request for proposals for marketing services for the College is currently underway as the current contract with Bulldog Creative Services will be expiring soon. The College is considering what internal staffing needs for marketing that there may be within the college.
- The College is partnering with Ohio University on a degree in Nursing where students attend their first year at Mountwest and complete their next three years for a Bachelor's degree in Nursing at Ohio University and a BS degree in Social Work where students complete two years at Mountwest and two years at Ohio University.
- The College has recently completed feasibility studies on childcare and the need for a facility for the Vet Tech program.
- A request for proposals to provide Café services at the College will conclude soon. The College is considering internal versus external costs associated with operating the Café.
- Congressman Evan Jenkins will be on campus September 19, 2016 for the College's annual Constitution Day Celebration.
- The College is piloting a performance management system for all staff called the Big 5. Direct reports to the President are currently participating in the pilot program. College-wide implementation is projected to be January 2016.

**7. Future Board Agenda Items – Jeffrey Goad, Chairman:**

- Jason Moses suggested in the future the Board should meet in July to discuss the implementation of any increases in tuition.
- Review Memorandum of Understanding with Marshall University.
- Review of fiscal year 2017 IBOG meeting dates and fiscal year 2017 WV Council for Community & Technical College Education meeting dates for potential conflicts

**8. Announcements:**

- IBOG Meeting, Thursday, September 15, 2016 at 8:00 a.m. in Room G07A at Mountwest Community & Technical College
- Other – Jason Moses commended Donna Donathan for her efforts in organizing the backpack initiative for students who live in areas of the state that were flooded during the month of June 2016. Tom Gibson commended all Mountwest employees for their efforts in welcoming students to Mountwest. Jason Moses commended the college on how nice and welcoming the campus is to students and guests.
- Acknowledgements will be listed as a standing agenda item under Announcements in the future.

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

Jeffrey Goad indicated there was a need for the Board to go into Executive Session for the purpose of discussing the President's Annual Evaluation and a potential property acquisition. A motion

was made by Jason Moses, seconded by Tom Gibson and approved by the Board to go into Executive Session for these reasons. Following discussion, a motion was made by Tom Gibson, seconded by Jim Hale and approved to return to regular session. Jeffrey Goad indicated no action was to be taken following the Executive Session.

**10. Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:26 a.m.

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Jeffrey Goad Chairman

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Thomas Gibson Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
Meeting of September 15, 2016**

**ITEM:** Review of Fiscal Year 2017 IBOG meeting dates and those of the WV Council for Community & Technical College Education

**RECOMMENDED RESOLUTION:** Due to conflicts in the October 20, 2016 and April 20, 2017 meeting dates for the IBOG and for the Council, that the meeting dates for the IBOG during these months be changed.

**STAFF MEMBER:** Jeffrey Goad, Chair

**BACKGROUND:**

As the President of Mountwest Community & Technical College should attend meetings of the WV Council for Community & Technical College Education, changes in conflicting meeting dates are proposed.