

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

**MINUTES**

**Thursday, February 16, 2017**

**8:00 a.m.**

**Room G07A**

**Mountwest Community & Technical College  
Huntington, WV**

**PRESENT:** Ed Bays, Jeremy Blackshire, Cathy Burns, Ruth Cline, Matthew Deerfield, T. J. Flowers, Thomas Gibson, Tony Martin, Melvin Miller, and Rodney Wiles

**ABSENT:** Jeffrey Goad and Jim Hale

**ALSO ATTENDING:** President Keith J. Cotroneo, Derek Adkins, Jake Bolen, Cynthia Bowen, Rich Eskins, Angela Bradshaw, Billie Brooks, Katherine Chaffin, Latrenda Clay, Jeffrey DeLong, Carey Dunfee, Adam Edens, Debra Elliotte, Dan Figler, Dr. Harry Faulk, Veella Grooms, Angela Howell, Betty Hundley, Tommie Kelley, Rebecca Maynard, Dr. Natalie Mills, Rebecca Neace, Stephanie A. Neal, Jennifer Porter, Angela Ross, Dr. Dan Sadler, Kim Schroeder, Janet Smith, Chris Stevens, Whitney Taylor, Pat Young.

**AGENDA ITEMS:**

**1. Call to Order and Determination of Quorum – Matthew Deerfield, Acting Chairman:**

Matthew Deerfield, IBOG Acting Chairman, called the meeting to order at 8:00 a.m. A quorum was established.

**2. Consent Agenda – Matthew Deerfield, Acting Chairman:**

A motion was made by Tony Martin and seconded by Ed Bays to approve the minutes of the January 19, 2017 meeting of the Institutional Board of Governors. The motion was approved.

**3. Annual Audited Financial Statements FY 2016 – Daniel Figler, Vice President for Finance and Business Services/CFO:**

Dan Figler introduced Cynthia Bowen and Rick Eskins as representatives from Hayflich, the firm that completed the College's institutional audit for Fiscal Year 2016. Mr. Eskins indicated the annual audit process began in mid- to late June 2016 and that completion of the audit was delayed due to the completion of the statewide audit on pension plans, which wasn't due to any fault of Mountwest. The pension plan audit effected all higher education institutions in the state of WV. As a result of the institutional audit, there were no deficiencies nor instances of non-compliance found. Following discussion, Dan Figler introduced all of the staff in Business Services and thanked them for their work. A motion was made by Tony Martin, seconded by Cathy Burns and approved to accept the annual audit.

#### **4. President's Report – Dr. Keith J. Cotroneo, President:**

President Cotroneo reported on the following items:

- The 2016 Higher Education Report Card indicated Mountwest was the second largest CTC total degree and certificate producer in WV, awarded the second highest number of career and technical Associate's degrees in the state of WV and was the largest career and technical certificate producer in the state of WV.
- The Board was supplied with a copy of the institutional Strategic Plan currently being implemented. Teams are forming and meeting during the month of February 2017 and will be establishing standard measurements. Regular updates on the progress of the Strategic Plan will be made to the Board.
- System improvements within the college include implementation of an electronic transcript system by the Office of the Registrar as well as Banner Document Manager, Elucian Elevator and Banner Analytics, all made possible with grant funding.
- The Faculty of the college have developed and implemented a new faculty evaluation system. Dr. Harry Faulk and the Deans are working with the faculty on creating an Administrative Procedure and a revised proposal to the existing Board policy relating to faculty evaluation. Staff have recently implemented the Big 5 as their performance management system. The person who created the Big 5 concept, Roger Ferguson, has agreed to come to campus to meet with the various staff constituent groups and to provide a presentation for all employees using the Big 5.
- The 2017 Regular Session of the WV Legislature is underway. A legislative bill tracking website address, <http://www.wvhepc.edu/resources/state-legislature/legislative-bil-tracking/>, was given to Board members. Bills currently under consideration include proposals to revamp the state personnel rules for higher education as well as abolishing the WV Council for Community & Technical College Council and the WV Higher Education Policy Commission.
- Dan Figler, Vice President for Finance and Business Services/CFO is leaving the college and moving to North Carolina where he has accepted employment. President Cotroneo thanked Mr. Figler for all of his good work at Mountwest. President Cotroneo indicated he would be serving as the Interim CFO while a search is conducted to replace Mr. Figler.

#### **5. IBOG Annual Retreat Planning – Determination of Date(s) and Location – Matthew Deerfield, Acting Chairman:**

A motion was made by Ruth Cline, seconded by Tony Martin and approved to have the IBOG Annual Retreat June 15 – 16, 2017 at Heritage Farm Museum & Village located in Huntington, WV. The agenda will be determined after Chairman Goad returns to Huntington.

#### **6. Future Board Agenda Items – Matthew Deerfield, Acting Chairman:**

- EDGE and Dual Credit Presentation at the March 16, 2017 IBOG meeting at the request of Jim Hale
- Update on the Progress of the Instrumentation Class at the request of Tom Gibson
- Options for recognizing former members of the IBOG at the request of Tony Martin, Tom Gibson and Ruth Cline

#### **7. Announcements:**

- IBOG Meeting, Thursday, March 16, 2017 beginning at 8:00 a.m. in Room G07A at Mountwest Community & Technical College
- Acknowledgements – The Board acknowledge Dan Figler for his service to Mountwest.
- Other – Ruth Cline encouraged Board members to see the movie *Hidden Figures* as it was about a successful female from West Virginia.

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

A motion was made by Ed Bays, seconded by Tom Gibson and approved to enter into Executive Session for the purpose of considering a personnel matter. Following the Executive Session, a motion was made by Ruth Cline, seconded by Tony Martin and approved to move out of Executive Session. No action was taken.

9. **Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:13 a.m.

  
Matthew Deerfield

Acting Chairman

  
Thomas Gibson

Secretary