

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

**AGENDA**

Thursday, October 9, 2014

1:30 p.m.

Mountwest Community & Technical College

Room G07A

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 – September 25, 2014\*
3. Appointment of Board Members to serve on the President’s Annual Evaluation Committee\*
4. President’s Report – Dr. Keith J. Cotroneo, President
  - Review of ‘Attendance Pays’ and ‘Heroes for Hire’ Federal Grants
  - Other
5. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development
6. Policy Governance Ends – Focus Session – Jason Moses, Chairman
7. WVCTC BOGA Update – Jason Moses, Chairman
8. Future Board Agenda Items – Jason Moses, Chairman
9. Announcements:
  - IBOG Meeting Thursday, November 20, 2014 in Room G07A at 8:00 p.m. in Room G07A
  - WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV
  - ACCT Leadership Congress in Chicago, IL October 22 - 25, 2014 ‘Winds of Change: Staying the Course to the American Dream’
  - Other
10. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
11. Adjournment

\* *Action Item*

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

**MINUTES**

**Thursday, September 25, 2014**

**8:00 a.m.**

**Mountwest Community & Technical College**

**Room G07A**

**One Mountwest Way**

**Huntington, WV 25701**

**PRESENT:** Bob Bailey, Cathy Burns, Ruth Cline, Mark George (telephone), Mike Herron (by telephone), Sue Richardson, Christopher Stevens, and Linda Vinson

**ABSENT:** Thomas Gibson, Jim Hale, Jason Moses, and James Kaul

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Dr. Steven Brown, Donna Donathan, Mike Dunn, Debra Elliotte, Dan Figler, Veella Grooms, Dr. Harry Faulk, Tommie Kelley, Michael McComas, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Paul Roach, Sheanna Spence, Kristy Williams, and E. Danielle Wilson

**AGENDA ITEMS:**

**1. Call to Order and Determination of Quorum – Bob Bailey, Acting Chairman:**

Bob Bailey called the meeting to order at 8:05 a.m. A quorum was established.

**2. Consent Agenda – Bob Bailey, Acting Chairman:**

A motion was made by Linda Vinson and seconded by Sue Richardson that the minutes of the August 14, 2014 meeting of the Institutional Board of Governors be approved. The motion was approved.

A motion was made by Chris Stevens and seconded by Ruth Cline that a notice of intent be approved to establish two new rules: IBOG Policy No. F-8: Computer and Computer Related Equipment Donation Program and IBOG Policy No. G-4: Policy Regarding Weather-Related and/or Emergency Closings and Delays. The motion was approved.

**3. Appointment of Board Members to serve on the President’s Annual Evaluation Committee:**

This agenda item was tabled until the October 9, 2014 IBOG meeting.

**4. EZ Start – Veella Grooms and Danielle Wilson, Instructional Specialists—Student Success Counselors at Mountwest:**

Veella Grooms and Danielle Wilson, Instructional Specialists – Student Success Counselors at Mountwest made a presentation relating to the EZ Start Program offered at Mountwest. In a series of classes, faculty guide applicants through the admissions process by reviewing transcripts,

evaluating financial aid options, arranging placement assessments, assist in career exploration, and provide academic counseling and other information concerning campus resources. Through trust and a commitment to success, this mentoring role is maintained throughout subsequent semesters and graduation.

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

- President Cotroneo introduced Kristi Williams, who was recently hired to be the Executive Director of Accounting and Business Services at Mountwest.
- President Cotroneo reported the Office of Human Resources, Employee Development & Payroll had developed an implementation plan regarding the recommendations of the Quality Workplace Committee. Stephanie Neal briefed the Board on plans for the following: 1) Employee of the Month program, 2) Employee of the Year program, 3) Recognition of Employee's Years of Service noting milestones program, 4) the placement of an Employee Suggestion Box, 5) details of a New Employee Orientation Program, and 6) expansion of the *Employee Connection* weekly newsletter to include announcements for birthdays, years of service anniversary dates, employee profiles, conference attendance, etc. Ms. Neal also provided an update related to the classified staff salary study being conducted by Human Resources and the proposed timeline. The survey is expected to be distributed January 2, 2015 with the results being processed and available for the Board's consideration during the April 2015 meeting. Additionally, it was reported that Human Resources is developing a survey to send to all Mountwest employees in an effort to determine their preference in responding to the annual staff survey administered by HR each year. Options include paper or online surveys. It is the recommendation of Human Resources that the survey be conducted each year in the Spring during Celebration of Learning (Assessment) Week with the results being presented to the Board in June along with the other year-end reports.
- The Back to School Bash held September 11, 2014 at Mountwest proved to be very successful.
- Emily Adkins, a student at Mountwest, was recently recognized by WSAZ as their Hometown Hero. The presentation by WSAZ was made at the college.
- The Village of Barboursville has donated a policy cruiser to the college.
- Mountwest has received a major Title III grant from the federal Department of Education. The \$2 million award is for a five year period beginning October 1, 2014 and is titled "Attendance Pays: A Comprehensive Plan to Improve Attendance, Retention and Completion."
- A Financial Aid Audit was conducted during the month of September 2014 which resulted in no findings.
- Elections were held for Student Government officers. Jordan Chapman was elected to be the President of SGA and will also serve as the student representative on the Institutional Board of Governors.
- Mountwest was designated by Pepsi Recycling as number two in the nation for its recycling efforts on campus.
- Degree Works has been implemented as an advising tool for students.
- The American Bar Association visited campus recently and as a result has approved the Paralegal Program review.
- The Paramedic Program at Mountwest has received initial accreditation.
- Dr. Carol Perry, Dean of the Liberal Arts & Transfer Studies Division, has left the college and accepted new challenges at Bridge Valley Community & Technical College working with implementation of the Bridging the Gap grant.
- Donna Donathan informed the Board that the Third Annual Pink Out will be held on campus October 6 – 9, 2014. The event was created to fund a scholarship in honor of Karen Johnson, a Mountwest employee for 27 years, who passed away in October 2011 after a long, hard-

fought battle with breast cancer. Now the event also honors her daughter, Jennifer, who also passed away from the disease in 2012. Also, the first annual Top of the Mountain Festival will be held on campus October 18, 2014. On October 1, 2014, more than 400 high school seniors from Cabell, Mason, Putnam and Wayne counties in WV and Lawrence County, Ohio will be on campus for the first time to be provided with a simulated college experience. Students will sit in on classes within their field of interest and take part in hands-on activities with Mountwest faculty.

**6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development:**

Sheanna Spence, Director of Development, announced the Foundation is working on a number of events as well as donor recognitions. A gift by the Huntington Clinical Foundation has been matched by the state of WV. Fruth Pharmacy has signed on as a partner with the Pharmacy Tech and Information Technology programs. The Foundation Board is developing a meet and greet opportunity for Mountwest employees. A fundraising event is being planned for April 2015.

**7. Future Board Agenda Items – Bob Bailey, Acting Chairman:**

No requests for made for future Board agenda items.

**8. Announcements:**

- Institutional Board of Governors will meet Thursday, October 9, 2014 at 1:30 p.m. in Room G07A following the meeting of the WV Council for Community & Technical College Education.
- WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014. Board members will be emailed the details of the meeting once they are available.
- WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV. The WVCTC BOGA will also have its annual meeting during this time.
- ACCT Leadership Congress in Chicago Wednesday, October 22<sup>nd</sup> thru Saturday, October 25, 2014.

**9. Possible 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 Linda Vinson, seconded by Sue Richardson and approved that the Board go into executive session in accordance with WV Code §6-9A-4. Following discussion, a motion was made by Sue Richardson, seconded by Chris Stevens and approved that the Board come out of Executive Session. Mr. Bailey requested the minutes reflect that no action was taken.

**10. Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:09 a.m.

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Bob Bailey Acting Chairman & Secretary