

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

AGENDA

Thursday, April 17, 2014

8:00 a.m.

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 – March 20, 2014*
3. President’s Report – Dr. Keith J. Cotroneo, President
4. Annual Compensation Report – Dr. Keith J. Cotroneo, President
 - Salary Increases FY 2015*
5. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development
6. Policy Governance Ends – Focus Session – Jason Moses, Chairman
 - Orientation for IBOG Members
 - Training Opportunities for IBOG Members:
 - SCALES Training, sponsored by Chancellor Skidmore, is scheduled to be held at the Inland Waterways Academy, May 13 – 14, 2014.
 - Review of BOG training from March 25th
 - Strategic planning – review of departmental goals
 - On-line training opportunities are available at the WV Council for Community & Technical College Education website: www.wvcctcs.org. Six on-line sessions qualifying for 0.5 hours training credit per session are provided.
7. Update on WV CTC BOG Association
8. Future Board Agenda Items – Jason Moses, Chairman
9. Announcements:
 - Next regularly scheduled meeting of the IBOG – Thursday, May 15, 2014, 8:00 a.m. @ the Inland Waterways Academy, 4200 Ohio River Road, Huntington, WV
 - Commencement May 9, 2014 at 7:00 p.m. at Christ Temple Church
 - IBOG Retreat, June 26 – 27, 2014 at Glade Springs, WV

- WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014
- WCCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV
- ACCT Leadership Congress in Chicago Wednesday Oct 22nd thru Saturday Oct 25th – ‘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 Items

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

MINUTES

Thursday, March 20, 2014

8:00 a.m.

Robert C. Byrd Institute

1050 Fourth Avenue

Huntington, WV

PRESENT: Bob Bailey, Ruth Cline, Thomas Gibson, Jim Hale, Mike Herron (telephone), James Kaul, Sue Richardson, Christopher Stevens, and Linda Vinson (telephone)

ABSENT: Cathy Burns, Mark George and Jason Moses

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Shirley Dyer, Harry Faulk, Dan Figler, Glen Midkiff, Stephanie A. Neal, Bethany Perry, Carol Perry, Lacie Pierson, Sheanna Spence, Charlotte Weber, and a number of guests representing RCBI.

AGENDA ITEMS:

1. Call to Order and Determination of Quorum – Bob Bailey:

Bob Bailey, Presiding as Chairman, called the meeting to order at 8:00 a.m. A quorum was established.

Shirley Dyer addressed the Board relating to the development of an Alma Mater for the college. Glen Midkiff was present and sang the Alma Mater for the Board and guests.

2. Guest Speaker – Charlotte Weber, Director and CEO of the Robert C. Byrd Institute:

Charlotte Weber, Director and CEO of the Robert C. Byrd Institute, made a presentation to the Board relating to the institute and its partnership with Mountwest. It was noted that more than 400 machinists have graduated from the program at RCBI and more than 90% of those graduates are employed. With the partnership, Mountwest will be the first community and technical college in the country to have an additive manufacturing program. Ms. Weber indicated tours of the facility would be available to everyone present following the Board meeting.

3. Consent Agenda – Bob Bailey:

A motion to approve the minutes of the February 20, 2014 meeting as submitted was made by Sue Richardson, seconded by Chris Stevens and approved.

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

- Mountwest has received a \$220,000 grant from Chancellor Skidmore's office to develop a Vet Tech program. Mike Dyer, a local veterinary, has been assisting with the development

of the program along with Dr. Steven Brown and Janet Smith. The former Cook School is under consideration as a possible location for the program. If the estimated funding of \$600,000 can be secured, the City of Huntington has asked for a 5-year strategic plan for the use of the facility.

- The federally funded BEACON grant is progressing. A request has been made to the Department of Labor for a one year no cost extension for the estimated funds remaining in the grant of just under \$900,000. If the extension is not granted, the funding will end September 30, 2014. Reports show that the first BEACON cohort has approximately a 10% higher retention rate. A task force is working on a plan to expand the BEACON concepts to the entire student body. Due to a coding error, students within the Workforce Development Institute were erroneously included in the degree-seeking enrollment numbers. This error has been corrected but not including these students has resulted in a lower enrollment within IPEDS.
- Strategic Planning driven by the Board's Ends Statements is progressing. All departments have been asked to develop three departmental goals with the first goal being due by April 17 and the remaining goals in May. The departmental goals will support the Board's Ends Statements.
- A Quality Workplace Committee has been established with Pat Young serving as the Chair. The Committee will be making recommendations based upon three themes that emerged from the annual Staff Survey: New Employee Orientation and Training, Interdepartmental Communication and Employee Recognition. Formal recommendations of the committee will be presented to President Cotroneo and then to the College Council in May.
- Tesbih Habbal and Lorraine Klover have been selected to represent the College on the Academic All-State Team. Ms. Habbal is currently a Peer Coach and will graduate in May 2014. Lorraine Klover is a New Century Scholar who works at the College and will be graduating in May 2014. She will be representing the college at the American Association of Community College's annual conference in April 2014.

5. Tuition and Fees FY 2014-2015 – Dan Figler, CFO and Dean of Business Services:

Dan Figler, CFO and Dean of Business Services at Mountwest, presented a proposal to increase tuition and fees FY 2014-2015. As the proposal was less than 5%, additional approval by the WV Community & Technical College Council was not required. Following discussion, a motion was made by Chris Stevens, seconded by Ruth Cline and approved by the Board to increase tuition and fees FY 2014-2015 as presented.

6. Notice of Intent to Revise Existing IBOG Policy – Dr. Keith J. Cotroneo, President:

President Cotroneo reported that during the March 13, 2014 meeting of College Council, a number of concerns related to smoking on campus were discussed. As a result, he approved of an Interim Procedure related to smoking that 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, hookahs or water pipe smoking." Following discussion, a motion was made by Tom Gibson and seconded by Sue Richardson that the Institutional Board of Governors gives a 30-day notice of the intent to revise IBOG Policy No. G – 3, Smoking Policy, to read: In response to serious and documented health concerns, Mountwest Community & Technical College prohibits smoking or the use of tobacco products in any college building or college vehicle including, but not limited to cigarettes, e-cigarettes, pipes, cigars, cigarillos, hookahs, water pipe smoking, or other similar devices. The motion was approved.

7. Mountwest CTC Foundation Update – Sheanna Spence:

The Foundation has raised just under \$90,000 in cash donations this year, most of which are restricted. The faculty have developed a wish list of funding needs. The Foundation Board will be meeting in April and will revisit naming opportunities. Tax credits for scholarships and building improvements are temporarily frozen but will reopen April 1, 2014. Approximately 80% of the tax credits through Mountwest have currently been used.

8. Policy Governance Ends – Focus Session – Bob Bailey:

- A discussion was held relating to the availability of Board members to attend a two-day board meeting/retreat at Glade Springs June 26 – 27, 2014. A motion was made by Sue Richardson, seconded by Chris Stevens and approved that the meeting be held.
- Ms. Richardson reported the committee working on orientation for IBOG members had not had the opportunity to meet. The agenda item was thus tabled for next month's meeting.
- Training Opportunities for IBOG Members included:
 - College Completion, sponsored by Chancellor Skidmore, will be held March 25, 2014 at Embassy Suites, Charleston, WV. Jason Moses, Tom Gibson, Sue Richardson and Mike Herron are scheduled to attend. Jim Hale indicated that he would also like to attend.
 - SCALES Training, sponsored by Chancellor Skidmore, is tentatively scheduled to be held at Mountwest Community & Technical College May 13 – 14, 2014. As details of the training become available, Board members will be notified.
 - On-line training opportunities are available at the WV Higher Education Policy Commission website: www.wvhepc.com. Six on-line sessions qualifying for 0.5 hours training credit per session are provided.

9. Future Board Agenda Items – Bob Bailey:

Ms. Richardson suggested the Board might want to meet at a future date at the Inland Waterways Academy.

10. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, April 17, 2014, 2014 @ Mountwest Community & Technical College, Room G07A, One Mountwest Way, Huntington, WV.
- Graduation will be held May 9, 2014 beginning at 7:00 p.m. at Christ Temple Church.

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 9:42 a.m.

Bob Bailey Presiding Chairman and Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF APRIL 17, 2014**

ITEM:

Salary Increases FY 2015

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of Governors approves of a \$504 annual increase in compensation for full-time, benefits-eligible employees on the Payroll as of July 1, 2013, to be effective July 1, 2015.

STAFF MEMBER:

Dr. Keith J. Cotroneo
President

BACKGROUND:

During the 2014 Regular Legislative Session, funds were approved by the Governor and the Legislature to provide salary increases for the 2014-2015 fiscal year in the amount of \$504 for each benefits-eligible employee whose compensation is paid through state appropriations. The funding for benefits-eligible employees paid from other funding sources such as grants and revenue generating accounts will receive the increases from these sources.