

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

AGENDA

Thursday, February 20, 2014
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 – November 15, 2013*
3. President’s Report – Dr. Keith J. Cotroneo, President
 - Status Report on State Appropriations
 - Other
4. Mid-Year Financial Report – Dan Figler, CFO and Dean of Business Services*
5. Authorization to Offer an Associate of Science Degree – Dr. Harry Faulk, Vice-President for Academic Affairs*
6. Mountwest CTC Foundation Update – Sheanna Spence
7. Policy Governance Ends – Focus Session – Jason Moses, Chairman
 - Review of Policy Governance Training for Board members held January 17, 2014 with Steve Crandall
8. Update on Activities of the WV CTC BOG A – Jason Moses, Chairman
 - Tuition Cap Removal
 - Other
9. Future Board Agenda Items – Jason Moses, Chairman

10. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, March 20, 2014, 8:00 a.m. @ The Robert C. Byrd Institute, 1050 Fourth Avenue, Huntington, WV.
- Institutional Board of Governors training opportunity relating to the statewide effort toward college completion, sponsored by Chancellor Skidmore, will be held March 25, 2014 at Embassy Suites, Charleston, WV. Registration and further details are forthcoming.
- Other

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

12. Adjournment

*Action Items

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

MINUTES

Friday, November 15, 2013

8:00 a.m.

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

PRESENT: Bob Bailey, Cathy Burns, Mark George, Thomas Gibson, Jim Hale, Mike Herron (by phone), James Kaul, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Ruth Cline

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Mike Dunn, Harry Faulk, Dan Figler, Tommie Kelley, Jason Lovejoy, Michael McComas, Natalie Mills, Stephanie A. Neal, Bethany Perry, Lacie Pierson, Sheanna Spence, and Terri Tomblin-Byrd

AGENDA ITEMS:

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:08 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the October 18, 2013 meeting as submitted was made by Sue Richardson, seconded by Mark George and approved.

3. Update on WV CTC BOG A Meeting – Jason Moses, Chairman:

Mr. Moses reported the WV CTC BOG A had met and discussed a request for a change in state code to provide the option of a per credit hour tuition and fee schedule. Additionally, a discussion was held relating to the removal of term limits for IBOG members. Mr. Moses noted all IBOG members are members of the WV CTC BOG A, not just the Chairs of the Boards, although each institution has only one vote.

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:

Mr. Moses and Dr. Cotroneo provided the Board with details related to a request from the WV CTC BOG A that has asked all public community and technical colleges in WV to consider supporting a proposed code change to provide the option of a per credit hour tuition and fee

schedule. Following discussion, a motion was made by Sue Richardson, seconded by Mark George and approved that the Board of Governors of Mountwest Community & Technical College 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 submitted to the Board for consideration. 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.

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

Dr. Cotroneo and Dan Figler, CFO and Dean of Business Services at Mountwest, presented and discussed the college's Key Financial Measures and Management Financial Reports as listed on the Board's Monitoring Schedule. Mr. Figler noted the cover page of the document should have indicated FY 2014 rather than FY 2013. Following discussion, a motion was made by Linda Vinson, seconded by Jim Hale and approved to accept the Key Financial Measures and Management Financial Reports as submitted.

The College worked with Noel-Levitz, a recognized leader in higher education consulting committed to helping institutions meet their goals for enrollment and student success, to conduct the annual staff treatment survey as required by the Board's monitoring schedule. The survey was distributed to all full-time faculty and staff as well as the student success peer coaches. 82% of the employees responded establishing benchmarks for the college to consider. Based on the survey results the area with the largest gap between importance and satisfaction was with salaries. Following a discussion, it was requested that an internal salary study be conducted with information being given to the Board. A motion was made by Chris Stevens, seconded by Mark George and approved to accept the Annual Staff Treatment Report.

Dr. Cotroneo reported the following:

- There is discussion about the possibility of an additional mid-year 3% reduction in state appropriations for higher education institutions in WV.
- Mountwest and Marshall University have signed a 2+2 Articulation Agreement that will benefit students in the fields of public relations, advertising, online journalism and radio/television production and management.
- Recommendations were approved by College Council to make the college entry area a tobacco free zone and to require mandatory advising.
- The Sub-Councils of College Council will be making suggestions for cost reduction and revenue generating measures.
- Following the Board meeting, College Council will meet to discuss second eight weeks class offerings, revisions to an institutional procedure on the posting of flyers and materials on campus, hallway art, proposed procedures for website content management and timelines, and the 2014-2015 academic calendar. Also, reports will be given by the strategic planning teams.
- Discussions are occurring related to the College's Workforce Readiness Certificate with Sogefi's announcement that its operations in Prichard, WV will be adding 250 new jobs by early 2015.

6. Mountwest CTC Foundation Update – Sheanna Spence:

Sheanna Spence, Director of Development at Mountwest, gave a report related to the activities of the Mountwest Foundation. Tax credits are still remaining for scholarship gifts. Ms. Spence is

working on a humanities grant with Linda Vinson and she is working with the Academic Program Advisory Committees on future fundraising possibilities.

7. Policy Governance Ends – Focus Session – Jason Moses, Chairman – Discussion on IBOG Training FY 2013-2014:

Board of Governors members are required by state code to participate in training. The Board asked Stephanie Neal to contact Steve Crandall, a consultant previously contracted with in developing the Policy Governance model at Mountwest, to inquire of his availability to provide the Board with a refresher on policy governance as well as advice and training on how to move forward with the ends statements and monitoring schedule. It was suggested that the Board may want to have this training on January 17, 2014, depending on Mr. Crandall's availability.

8. Future Board Agenda Items – Jason Moses, Chairman:

None

9. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, January 16, 2014, 2014 @ 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.

10. 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 to consider a personnel matter.

Following the Executive Session, a motion was made by Linda Vinson, seconded by Chris Stevens and approved that the Board return to regular session.

A motion was made by Sue Richardson, seconded by Mark George and approved to extend President Cotroneo's contract an additional year.

11. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:04 a.m.

Jason Moses

Chairman

Bob Bailey

Secretary