

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

AGENDA

Friday, June 27, 2014

11:00 a.m.

Glade Springs Resort

Bright Ballroom A

2400 Ritter Drive

Daniels, WV

1. Call to Order and Determination of Quorum – Jason Moses, Chairman
2. Consent Agenda – Jason Moses, Chairman
 - Approval of Minutes – May 15, 2014*
3. President’s Report – Dr. Keith J. Cotroneo, President
4. IBOG Monitoring Schedule – June 2014 - Dr. Keith J. Cotroneo, President
 - All College ENDS – Annual Ends Measures Report*
5. Approval of FY 2015 Budget – Dan Figler, Vice President for Business Services/CFO*
6. Election of Officers – Jason Moses, Chairman*
7. Approval of FY 2015 IBOG Meeting Calendar – Jason Moses, Chairman*
8. Future Board Agenda Items – Jason Moses
9. Announcements:
 - WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014
 - 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 Items*

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

MINUTES

**Thursday, May 15, 2014
8:00 a.m.
Inland Waterways Academy
4200 Ohio River Road
Huntington, WV**

PRESENT: Ruth Cline, Thomas Gibson, Mark George (telephone), Jim Hale, James Kaul, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Bob Bailey, Cathy Burns, and Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Kendra Bolen, Billie Brooks, Steven Brown, Latrenda Clay, Donna Donathan, Harry Faulk, Dan Figler, Katie Hopkins, Sean Hughes, Stephanie A. Neal, Kim Nisky, Carol Perry, Sheanna Spence, Sherri Sowards, and John Whiteley

AGENDA ITEMS:

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

Jason Moses called the meeting to order at 8:07 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the April 17, 2014 meeting as submitted was made by Linda Vinson, seconded by Christopher Stevens and approved.

3. IBOG Monitoring Schedule – May 2013: Management Financial Reports for Period ending March 31, 2014 – Dr. Keith J. Cotroneo:

President Cotroneo introduced Dan Figler, Vice President for Business Services and CFO, who presented the Management Financial Reports for the period ending March 31, 2014. Linda Vinson asked if cost saving figures are available for the transition to a four-day work week. The College has been on this schedule since January 2015. Once a full-year on this schedule has been completed, cost saving figures will be made available. Linda Vinson asked that the figures be made available to the Board. A motion was made by Jim Hale, seconded by Christopher Stevens and approved to accept the Management Financial Reports.

4. Final Approval of Revisions to IBOG Policy G-3 Smoking – Jason Moses:

During the March 13, 2014 meeting of College Council, a number of concerns related to smoking on campus were discussed. As a result, an Interim Procedure related to smoking was approved. The interim procedure was presented to the Institutional Board of Governors at its March 20, 2014 meeting where the Board approved of giving a 30-day notice of the intent to revise IBOG

Policy No. G-3. Comments that were received during the approved comment period were reviewed by the Board. A motion was made by Jim Hale, seconded by Christopher Stevens and approved to approve of the proposed rule without any additional changes.

5. Notice of Intent to Revised Existing IBOG Policies – Jason Moses:

Proposed revisions to the following policies were presented. A motion was made by Linda Vinson, seconded by Jim Hale and approved that the Institutional Board of Governors gives notice of a 30-day comment period for the purpose of the intent to revise Policy No. H-4, Sexual Harassment; Policy H-18, Full Time Faculty Qualifications, Appointments, and Instructional Load (Part of Faculty Personnel Policy); and Policy H-19 Adjunct Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy).

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

President Cotroneo reported 738 degrees and certificates were awarded during May graduation. Chairman Moses congratulated Board members Sue Richardson and James Kaul on their graduation.

7. Presentation on the AA Degree – Linda Vinson:

Linda Vinson spoke briefly about the AA transfer degree and introduced Dean Carol Perry, Katie Hopkins, Sean Hughes, Kendra Bolen, and Kim Nisky who made a presentation relating to the transfer degree program. Additional information was provided in a packet to the Board.

8. Annual Presentation to the Board by the Students – James Kaul:

James Kaul, Student Representative on the Board, made a presentation on behalf of the students at Mountwest. Major accomplishments included revisions to the Student Government Association constitution, SGA sponsored events and the initiative by the students to approve of a mascot for the college. Mr. Kaul made a motion that the Board approve of the Mountain Lion as the mascot. Sue Richardson seconded the motion and it was approved unanimously.

9. Annual Presentation to the Board by the Faculty – Linda Vinson:

Ms. Vinson introduced Donna Donathan, Chair of the Faculty Council, who made the annual presentation on behalf of the faculty and Betty Dennison, the Mountwest faculty representative to the Advisory Council of Faculty, who spoke about faculty issues at the state level.

10. Annual Presentation to the Board by the Classified Employees – Chris Stevens:

Chris Stevens requested the annual presentation to the Board by the Classified Employees be postponed until July in order for the classified employees to attend the IBOG meeting.

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

Ms. Spence reported that she has been working with faculty on a number of new grant proposals, NIP tax credits are still available and new Foundation Board officers may be announced at the June 2014 IBOG meeting.

12. Policy Governance Ends – Focus Session – Jason Moses, Chairman:

Mr. Moses announced the subcommittee working on orientation for IBOG members will be meeting next month.

Training Opportunities for IBOG Members include:

- 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.
- IBOG Retreat – June 26 – 27, 2014 at Glade Springs, WV.
- WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV. The WVCTC IBOG A will be meeting there as well.
- ACCT Leadership Congress in Chicago, IL October 22 – 25, 2014 “Winds of Change: Staying the Course to the American Dream.”

13. Appointment of Nominating Committee FY 2014-2015 IBOG Officers – Jason Moses:

WV State Code requires that the Board of Governors hold an annual election in June for the purpose of electing a Chairman, Vice Chairman and Secretary for the Board. Linda Vinson, Christopher Stevens and Jim Hale volunteered to serve on a nominating committee that will bring forward recommendations for officers at the June 27, 2014 IBOG meeting.

14. Future Board Agenda Items – Jason Moses:

June 2014 – Election of Officers

15. Announcements:

- IBOG Retreat – June 26 – 27, 2014 at the Glade Springs Resort, located in Daniels, WV
- WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014
- 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:

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

None.

17. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:51 a.m.

Jason Moses

Chairman

Secretary

Bob Bailey

**MOUNTWEST COMMUNITY & TEHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 27, 2014**

ITEM: Annual Ends Measures Report

RECOMMENDED RESOLUTION: *Resolved*, that the Institutional Board of Governors accepts the annual Ends Measures Report.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

Submission of the annual Ends Measures Report is in compliance with the Monitoring Schedule established by the Board under Policy Governance.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 27, 2014**

ITEM:

Fiscal Year 2015 Budget

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of Governors approves of the Fiscal Year 2014 operating and capital budgets.

STAFF MEMBER:

Dr. Keith J. Cotroneo,
President

Daniel Figler
Vice President for Business Services & CFO

BACKGROUND:

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 27, 2014**

ITEM:

IBOG Meeting Schedule for Fiscal Year 2015

RECOMMENDED RESOLUTION:

Resolved, that the Institutional Board of Governors approve of a meeting schedule for the 2015 Fiscal Year (July 2014 – June 2015). A tentative meeting schedule for consideration is attached and is based upon the past practice of the Board of meeting the third Thursday of the month.



Institutional Board of Governors

Tentative Meeting Schedule for Consideration

Fiscal Year 2014-2105

(Third Thursday of each month)

Thursday, July 17, 2014

Thursday, August 21, 2014

Thursday, September 18, 2014

Thursday, October 16, 2014*

Thursday, November 20, 2014*

Thursday, December 18, 2014*

Thursday, January 15, 2015

Thursday, February 19, 2015*

Thursday, March 19, 2015

Thursday, April 16, 2015*

Thursday, May 21, 2015*

Thursday, June 18, 2015*

*required monthly meetings