

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

MINUTES

Thursday, April 17, 2014

8:00 a.m.

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

PRESENT: Bob Bailey, Cathy Burns, Mark George, Jim Hale, Mike Herron (telephone), Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Ruth Cline, Thomas Gibson and James Kaul

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Angela Casey-Bradshaw, Latrenda Clay, Mike Dunn, Harry Faulk, Dan Figler, Anndrea Meadows, Natalie Mills, Stephanie A. Neal, Jenna Parker, Lisa Penix, Bethany Perry, Carol Perry, and Sheanna Spence.

AGENDA ITEMS:

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

Jason Moses called the meeting to order at 8:06 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the March 20, 2014 meeting as submitted was made by Bob Bailey, seconded by Jim Hale and approved.

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

President Cotroneo made the following announcements:

- A video relating to employee engagement entitled "The X Model of Engagement" was shown.
- Board members were given a copy of the Quality Workplace Committee's report. President Cotroneo thanked members of the committee for their service. The full report will go to College Council for approval.
- All departments have been working on planning that relates back to the Board's Ends Statements. The first goal for each department was due April 17, 2014. All of the goals will be presented to College Council.
- An update was given on the work of the college values teams. Approximately 94% of all employees have participated in this process using structured brainstorming.
- Administrative title changes have resulted in four individuals being named as Vice Presidents: Harry Faulk, Dan Figler, Terri Tomblin-Byrd and Billie Brooks.

- The Default Management Team has made tremendous progress. Although it is still too early to celebrate, it is pretty clear that Mountwest is not going to have a problem with loan default rates.
- The College has seen an increased number of certificates being awarded at both the December 2013 and May 2014 Graduations.
- The College has recently launched a new program in Veterinary Technology.
- The College will be submitting a TAACCT IV grant during the last round of federal grants that will be available under this program. Mountwest will be the lead institution of a consortium grant proposal to assist veterans. Other institutions to be involved are WVU Parkersburg, Northern WV CTC, and Blue Ridge CTC.
- The Pharmacy Tech program has received its initial 3-year accreditation. Congratulations to Melissa Ballard and Janet Smith for their work with the program.
- Eliot Parker, Associate Professor, has published his third book "Making Arrangements."

4. **Annual Compensation Report – Dr. Keith J. Cotroneo, President:**

During the 2014 regular legislative session, a pool of funds was 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 have to receive any increases from these sources. Following discussion, a motion was made by Sue Richardson, seconded by Cathy Burns and approved that the Institutional Board of Governors approve 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, 2014.

President Cotroneo indicated that in order to fund salaries and benefits in the future short of new appropriations, the college needs to increase enrollment.

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

Sheanna Spence made the following announcements:

- The Foundation Board met earlier in the month of April where the Board reviewed departmental needs for additional funding.
- President Cotroneo has indicated that one of his goals is to dedicate more time to meeting with the community in fundraising efforts.
- The Foundation is hosting a Student Award Recognition event on April 21, 2014. Institutional Board of Governors members were encouraged to attend this event.

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

- Orientation for IBOG Members – Jason Moses, Sue Richardson, Sue Richardson and Stephanie Neal will be meeting soon to review the current process for IBOG member orientation and to make suggestions for change.
- 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 – Jason Moses attend the training sponsored by Chancellor Skidmore's office on college completion and indicated the training was excellent. Performance based funding and Senate Bill 330 initiatives were among the topics presented.

- Strategic Planning – Review of Departmental Goals: Goals will be reviewed in detail at the Board’s June retreat.
- On-line training opportunities for Board members are available at the WV Council for Community & Technical College Education website: www.wvcctcs.org. Six online sessions qualifying for 0.5 hours training credit per session are provided.
- The statewide CFO Conference will be held at Mountwest May 13 – 15, 2014. Board members were encouraged to attend.

7. Update on WV CTC BOG Association – Jason Moses, Chairman:

Jason Moses reported the WV CTC BOG Association met via conference call April 10, 2014. Removal of the tuition cap was discussed. The association continues to be supportive of removing the cap and pursuing legislative support to do so. At the June 12, 2014 meeting of the WV Council for Community and Technical College Education to be held at Stonewall Resort, Mr. Moses will be presenting the recommendation for the Council’s support. The next conference call meeting of the Association will be August 14, 2014.

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

- Annual presentations to the Board by the Students, Faculty and Classified Employees.
- A 10 – 15 minute presentation on the Associate of Arts degree.

9. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, May 15, 2014 at the Inland Waterways Academy, 4200 Ohio River Road, Huntington, WV.
- Commencement May 9, 2014 at 7:00 p.m. at Christ Temple Church. Diane Strong-Treister will be the Commencement Speaker.
- IBOG Retreat, June 26 – 27, 2014 at Glade Springs, WV.
- Spring Job Fair – Tuesday, May 13, 2014 at 1:30 p.m. at Mountwest.
- Congratulations to faculty who were promoted beginning with the Fall 2014 semester: Professor – Janet Smith and Linda Vinson. Associate Professor – Stephanie Alexander, Ed Bays, Bill Fleischman, Kim Nisky, Adam Swolsky, and Kristy Wood. Assistant Professor: Kim Copley, Larry Perry and Patrick Smith.
- Celebrate Learning Week is April 14 – 17, 2014.
- 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 Wednesday, October 22nd thru Saturday, October 25, 2014.
- Super Saturday, April 26, 2014 at Mountwest. This is an Open House for prospective students.

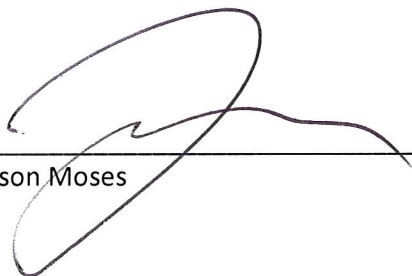
10. Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:

A motion was made by Chris Stevens, seconded by Sue Richardson and approved that the Institutional Board of Governors go into Executive Session for the purpose of considering a personnel issue. Following discussion, Chris Stevens made a motion that was seconded by Sue

Richardson that the Board come out of Executive Session. The motion was approved. Chairman Moses indicated there was nothing to report.


11. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:30 a.m.



Jason Moses

Chairman



Bob Bailey

Secretary