

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

MINUTES

Thursday, February 20, 2014

8:00 a.m.

Mountwest CTC Headquarters Building

Room G07-A

One Mountwest Way

Huntington, WV

PRESENT: Bob Bailey, Cathy Burns, Ruth Cline, James Kaul, Jason Moses, Sue Richardson, and Christopher Stevens

ABSENT: Mark George, Thomas Gibson, Jim Hale, Mike Herron, and Linda Vinson

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Harry Faulk, Dan Figler, Jason Lovejoy, Natalie Mills, Stephanie A. Neal, Bethany Perry, Lisa Penix, Carol Perry, Lacie Pierson, Dee Preston, 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 8:09 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the November 15, 2013 meeting as submitted was made by Bob Bailey, seconded by James Kaul and approved.

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

- All departments at the College are being asked to establish goals in support of the College's Strategic Plan.
- A Quality Workplace Committee has been established to make recommendations relating to the areas of interdepartmental communication, new employee orientation and employee recognition.
- Human Resources is coordinating employee teams focusing on a list of values that will be incorporated into the College's Mission Statement.
- Championed by Dr. Steven Brown, Dean of the Career and Technical Division, and Martha Barnett, Registrar, approximately 300 students have been identified as being qualified to obtain a Certificate of Applied Science.
- The College has received two grants from Chancellor Skidmore's office focusing on Graphic Design and Veterinary Technology.
- The college will be participating in a pilot program focusing on collaborative learning.
- Starfish, a student retention software program, is being implemented under the direction of Natalie Mills, Director of Institutional Research.

- The Business Services area has been reorganized with the focus to be more customer friendly.
- The recent Paramedic Science accreditation site visit went well with the anticipation being that the program will be re-accredited.
- Even though the electricity at the College was recently off approximately 1.5 days due to weather related issues, the College was able to remain open due to the generator on-site.
- Natalie Mills, Director of Institutional Research, was congratulated on recently completing her Ph.D.

4. Mid-Year Financial Report – Dan Figler, CFO and Dean of Business Services:

Dan Figler, CFO and Dean of Business Services presented the Mid-Year Financial Report for the period ending December 31, 2013. Following discussion, a motion was made by Sue Richardson, seconded by Bob Bailey and approved that the Institutional Board of Governors accepts the Mid-Year Financial Report for the period ending December 31, 2013.

5. Authorization to Offer an Associate in Science Degree – Dr. Harry Faulk, Vice President for Academic Affairs:

Dr. Harry Faulk, Vice President for Academic Affairs, gave an overview of the degrees currently offered at Mountwest. Dr. Faulk indicated there is no authorization required of the Board in order to offer an Associate in Science degree.

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 indicating the following: 1) Tax credits are still remaining for scholarship gifts, 2) a request for Tech Scholar matching funds will be submitted to the state in March and 3) Sheanna will be working to engage faculty and staff in future fundraising efforts.

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

The Board received positive feedback from Steve Crandall, Crandall Partner & Associates, related to the work of the Board in implementing policy governance. Mr. Crandall indicated a future consideration of the Board might be to develop an orientation process for new members of the Board. A sub-committee to work on this effort will include Jason Moses, Sue Richardson, Linda Vinson, and Stephanie Neal.

8. Update on Activities of the WV CTC BOG A – Jason Moses, Chairman:

Mr. Moses indicated all Community & Technical Colleges in West Virginia are in favor of the removal of the tuition cap. A recommendation relating to the removal will be presented at the April 10, 2014 meeting of the WV Council for Community & Technical College Education.

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

None.

10. Announcements:

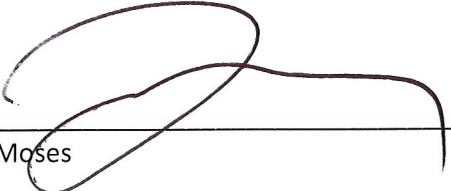
- Next regularly scheduled meeting of the IBOG – Thursday, March 20, 2014, 2014 @ The Robert C. Byrd Institute, 1050 Fourth Avenue, Huntington, WV.
- Institutional Board of Governors training opportunity relating to the statewide effort toward college completion, sponsored by Chancellor Skidmore, will be held March 25, 2014 at Embassy Suites, Charleston, WV. Registration and further details are forthcoming.
- John Whiteley, Director of the Inland Waterways Academy, has received the USPS Finley Sea Scout Service Award.
- Mr. Moses asked the Board to consider holding the June IBOG meeting at Glade Springs. Reports due on the monitoring schedule could be presented and then discussed the following day.
- Any anticipated increases in tuition and fees for fiscal year 2015 will be considered at the March 20, 2014 meeting of the Board.

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

None.

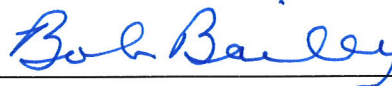
11. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:28 a.m.



Jason Moses

Chairman



Bob Bailey

Secretary