

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

**AGENDA**

Thursday, January 15, 2015

8:00 a.m.

Mountwest Community & Technical College

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 – November 20, 2014\*
3. President’s Annual Evaluation Update – Linda Vinson
4. Annual Audited Financial Statements FY 2014 – Dan Figler, Vice President for Finance and Business Services/CFO\*
5. President’s Report – Dr. Keith J. Cotroneo, President
6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Institutional Advancement
7. Policy Governance Ends – Focus Session – Jason Moses, Chairman
8. WVCTC BOGA Update – Jason Moses, Chairman
9. Future Board Agenda Items – Jason Moses, Chairman
10. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
11. Announcements:
  - IBOG Meeting, Thursday, February 19, 2015 in Room G07A. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
  - Higher Education Day at the Legislature, Tuesday, January 27, 2015
  - IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 – Friday, June 26, 2015
  - 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA
12. Adjournment

\* *Action Item*

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

**MINUTES**

**Thursday, November 20, 2014**

**10:00 a.m.**

**Mountwest Community & Technical College**

**Room G07A**

**One Mountwest Way**

**Huntington, WV 25701**

**PRESENT:** Bob Bailey, Cathy Burns, Ruth Cline, Mark George (telephone), Thomas Gibson, Jim Hale, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

**ABSENT:** Jordan Chapman and Mike Herron

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Steven Brown, Latrenda Clay, Mike Dunn, Adam Edens, Debra Elliotte, Dr. Harry Faulk, Dan Figler, Tommie Kelley, Jason Lovejoy, Michael McComas, Dr. Natalie Mills, Stephanie A. Neal and Terri Tomblin-Byrd

**AGENDA ITEMS:**

**1. Call to order and determination of Quorum – Bob Bailey, Acting Chairman:**

Bob Bailey, Acting IBOG Chairman, called the meeting to order at 8:05 a.m. A quorum was established.

**2. 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 Sue Richardson, seconded by Linda Vinson and approved that the Board go into Executive Session for the purpose of considering a personnel matter.

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

A motion was made by Sue Richardson, seconded by Ruth Cline and approved to extend President Cotroneo's contract one additional year.

**3. Consent Agenda – Bob Bailey, Acting Chairman:**

A motion to approve the minutes of the October 9, 2014 meeting of the Board was made by Tom Gibson and seconded by Sue Richardson. The motion was approved.

**4. End-of-Year Expenditures and Annual Financial Statements FY 2014 – Dan Figler, Vice President for Finance and Business Services/CFO:**

Dan Figler, Vice President for Finance and Business Services/CFO reported the annual financial audit is ongoing but due to be completed soon. Mr. Figler discussed the Key Financial Measures Report for Fiscal Year Ending 2014-2015 Financial Reports. The thirteenth month which would normally had been available for fiscal year closeout was not available in 2014 due to the conversion to wvOASIS. It is anticipated that the final audit will be presented to the IBOG in January 2015.

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

President Cotroneo reported to the Board on the following items:

- Grants Update: 1) The \$5 million federally funded Department of Labor BEACON grant is in its final year and will be completed September 30, 2015. 2) Mountwest is a member of the Department of Labor's \$1.2 million Bridging the Gap Consortium grant that will conclude September 30, 2016. 3) A federally funded Title III grant on Attendance Pays in the amount of \$2 million concludes January 30, 2019. 4) Mountwest is the Lead Institution in a Department of Labor consortium grant with Blue Ridge Community & Technical College and Southern Community & Technical College, which concludes September 30, 2018. The total amount of the grant is \$9.4 million with \$4.7 million allocated to Mountwest. Due to the funding available from these grants, a substantial savings to the college has been realized. Additionally, with the Heroes for Hire grant, the college will be receiving funding for indirect costs associated with the administration of the grant.

A motion was then made by Sue Richardson and seconded by Ruth Cline that the Mountwest Community & Technical College Institutional Board of Governors approves of a one-time \$500.00 non-base building salary enhancement for all full-time employees of the college on the payroll December 1, 2014, and that the enhancement be paid December 16, 2014. The motion was approved.

- The College has been engaged in strategic planning. Departmental and planning team updates are due today. Dr. Natalie Mills, Director of Institutional Research, is coordinating this process. A summary report will be available in January 2015.
- Values Statement – Twelve teams of faculty and staff have been working on this initiative. Team leaders are currently serving as a steering committee. Once the teams complete their work, the final values statements will be presented to the IBOG for approval.
- Dr. Harry Faulk is leading the accreditation effort for the college. WEAVE software has been purchased to assist in the preparation for the accreditation site visit.
- President Cotroneo recently attended the ACCT Leadership Congress. Two sessions of particular importance related to the process used by Northeast Iowa Community College in working with their legislature and a presentation from South Texas College related to their use of dual credit in increasing annual enrollments. President Cotroneo indicated he would like to invite the President and Chief Academic Officer of South Texas College to visit Mountwest and to make a presentation to the IBOG. Dr. Cotroneo encouraged

Board members to attend a future meeting of the ACCT Leadership Congress if possible. The 2015 session will be held in October at San Diego, CA.

- The Top of the Mountain Festival was very successful. Approximately 350 individuals attended the festival in spite of the rain. The College is planning to make this an annual event.
- The College's spring marketing campaign will focus on "Think Again." Students and donors will be encouraged to select Mountwest as a pathway to success.
- The First Annual Employee Appreciation Luncheon will be held December 16, 2014. Board members were encouraged to attend. Employees completing employment milestones and 5, 10, 15, 20, 25 and 35 years of service to higher education and the state of West Virginia will be recognized as well as one faculty member who will be retiring at the end of December.
- The College's Annual Holiday Reception will be held December 15, 2014 from 5:00 p.m. – 6:30 p.m. Board members were encouraged to attend.

**6. Mountwest CTC Foundation Update – Ainslie McKinney, Development Representative:**

Sheanna Spence, Director of Institutional Advancement, was unable to attend the IBOG meeting so Ainslie McKinney gave a report on Sheanna's behalf. A gift of \$161,548.88 has been received from the estate of James Woodrow "Woody" Rutherford for a scholarship named for his late wife, Nell Elizabeth Cook Rutherford. The scholarship will benefit paralegal and administrative technology students at Mountwest. The Foundation is currently conducting its Fall giving campaign. A survey to all donors to the Foundation has just closed. The Foundation has just awarded Spring 2015 scholarships to eligible students. A \$5,000 gift has been received from the West Virginia-based Furth Pharmacy. The gift will go to fund scholarships for students in Mountwest's Pharmacy Technician program and pharmacy software that will give students hands-on experience with real-world applications. The gift will also support a new externship program through which Information Technology students at the college will gain on-the-job training experience with Fruth.

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

There will be a reception with the Cabell/Wayne legislative members and the IBOG on Monday, December 8, 2014 beginning at 5:30 p.m. in Room G07A.

An update on the President's annual performance evaluation was given by Linda Vinson. A survey similar to the one used last year is being considered with a target date for distribution to IBOG members being the end of March. The results of the survey are expected to be considered in June 2015.

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

The WVCTC BOG Advisory Committee is scheduled to meet Wednesday, December 17, 2014 at the Advanced Technology Center – South Central WV, 1201 Science Park Drive, South Charleston, WV. Board members were encouraged to attend.

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

Linda Vinson requested that the GIS program at Mountwest make a presentation to the IBOG, possibly in February 2015 and that a presentation related to the college's new website and Facebook reviews be made in March 2015.

**10. Announcements:**

- President's Annual Holiday Reception, Monday, December 15, 2014 at Mountwest in Rooms G07A & B from 5:00 p.m. – 6:30 p.m.
- WVCTC BOG Advisory Committee, Wednesday, December 17, 2014 at the Advanced Technology Center – South Central WV, 1201 Science Park Drive, South Charleston, WV. If you are available to attend, please contact Stephanie Neal at 304-710-3502 or [neal@mctc.edu](mailto:neal@mctc.edu) prior to December 4, 2014.
- IBOG Meeting Thursday, January 15, 2015 at Mountwest in Room G07A at 8:00 a.m.
- Moses AutoMall will be having an Open House in their new facility Saturday, November 22, 2014.

**11. Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:27 a.m.

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Jason Moses Chairman

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Bob Bailey Secretary