

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

AGENDA

Friday, June 26, 2015

9:00 a.m.

Glade Springs Resort

The Senator Room

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 21, 2015*
3. President’s Report – Dr. Keith J. Cotroneo, President
4. IBOG Monitoring Schedule – June 2015 - Dr. Keith J. Cotroneo, President
 - All College ENDS – Annual Ends Measures Report*
 - Annual Staff Survey Administered by HR*
5. Approval of Fiscal Year 2016 Budget – Dan Figler, Vice President for Business Services/CFO*
6. Report of the Nominating Committee and Election of Officers – Jason Moses, Chairman*
7. Approval of FY 2016 IBOG Meeting Calendar – Jason Moses, Chairman*
8. Future Board Agenda Items – Jason Moses
8. Announcements:
 - ACCT Leadership Congress October 14 - 17, 2015, San Diego, CA
 - WVCCA/WVADE Joint Annual Conference November 11 - 13, 2015 at the Embassy Suites Hotel, Charleston, WV
 - Other
10. 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 21, 2015

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV 25701

PRESENT: Cathy Burns, Jordan Chapman, Ruth Cline, Matthew Deerfield, Mark George, Thomas Gibson, Jeffrey Goad, Jim Hale, Mike Herron, Jason Moses, Christopher Stevens, and Linda Vinson

ABSENT: None

ALSO ATTENDING: President Keith J. Cotroneo and numerous faculty and staff of the College.

AGENDA ITEMS:

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:04 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

Mr. Moses noted Linda Vinson attended the April 16, 2015 meeting in person rather than by telephone. With that correction to the minutes being noted, a motion was made by Jim Hale, seconded by Chris Stevens and approved to approve the minutes with the one correction.

3. Annual Student Presentation – Jordan Chapman, IBOG Student Representative:

Jordan Chapman, Student Representative to the IBOG, gave an inspirational presentation about his experiences as a student at Mountwest and about the work of the Student Government Association.

4. Annual Faculty Presentation – Linda Vinson, IBOG Faculty Representative:

Linda Vinson, Faculty Representative to the IBOG, introduced Donna Donathan, President of the Faculty Council, and the two of them made a presentation relating to faculty initiatives and concerns. Ms. Vinson added the faculty will be bringing to the Board in the Fall a proposed revised rule related to annual faculty evaluations.

5. Quarterly Financial Report – Dan Figler, Vice President for business Services/CFO*:

Dan Figler, Vice President for Business Services/CFO, presented the third quarter Financial Report for the period ending March 31, 2015, in accordance with the Institutional Board of Governor's monitoring schedule. Following discussion, a motion was made by Mike Herron, seconded by Jim Hale and approved to accept the third quarter Financial Report for the period ending March 31, 2015.

6. Annual Compensation Report – Dr. Keith Cotroneo, President:

In accordance with the Board's monitoring schedule, President Cotroneo presented a recommendation for salary increases for full-time employees for fiscal year 2016. Additionally, President Cotroneo presented a proposal to revise current IBOG Policy No. H-3 which is a Salary Policy for Classified Employees. Following discussion, a motion was made by Mike Herron, seconded by Jim Hale and approved of the salary increase recommendation as presented for fiscal year 2016, including the President. A motion was then made by Tom Gibson, seconded by Jim Hale and approved that the proposed revised rule will go out for a 30-day comment period with any comments received to be reviewed by the Board during the June 26, 2015 meeting. Providing no substantive comments are received, the policy is approved.

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

President Cotroneo reported to the Board that representatives from South Texas College would be on campus June 3, 2015 for a presentation entitled "Creating a College-Going Culture as a Successful, Proactive Strategy to Combat Poverty." Board members were encouraged to attend and were asked to contact local legislative representatives encouraging their participation in the event.

8. Appointment of Nominating Committee FY 2015-2016 IBOG Officers – Jason Moses, Chairman*:

Officers for the Institutional Board of Governors are elected by the Board on an annual basis during the month of June. Mr. Moses asked for volunteers to serve on a Nominating Committee to present a slate of officers during the June 26, 2015 meeting of the Board. Mark George volunteered to Chair the committee. Additionally, Ruth Cline, Matthew Deerfield and Chris Stevens agreed to serve on the Nominating Committee.

9. WVCTC BOGA Update – Jason Moses, Chairman:

Mr. Moses reported the next conference call of the WVCTC BOGA will be held July 21, 2015 at 2:00 p.m. Additional information will be provided prior to the call. Members may try to meet with the Education Chairs during legislative interims.

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

Ms. Vinson recommended that during the August 2015 IBOG meeting that a presentation on Library Services at the College be made.

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

None.

12. Announcements:

- IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 - Friday, June 26, 2015. Policy Governance Training will be conducted by Miriam Carver on Thursday, June 25, 2015.
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

13. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:42 a.m.

Jason Moses

Chairman

Jim Hale

Secretary



Institutional Board of Governors

Tentative Meeting Schedule for Consideration

Fiscal Year 2015-2106

(Third Thursday of each month)

Thursday, August 20, 2015

Thursday, September 17, 2015

Thursday, October 15, 2015*

Thursday, November 19, 2015*

Thursday, December 17, 2015*

Thursday, January 21, 2016

Thursday, February 18, 2016*

Thursday, March 17, 2016

Thursday, April 21, 2016*

Thursday, May 19, 2016*

Thursday, June 16, 2016*

*required monthly meetings

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 26, 2015**

ITEM: All College ENDS – Annual Ends Measures Report

RECOMMENDED RESOLUTION: Resolved, that the Institutional Board of Governors accepts the All College ENDS – Annual Ends Measures Report for 2014-2015.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

Submission of the All College ENDS – Annual Ends Measures Report is in accordance with the Institutional Board of Governor’s monitoring schedule.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 26, 2015**

ITEM: Annual Staff Survey Administered by HR

RECOMMENDED RESOLUTION: Resolved, that the Institutional Board of Governors accepts the Annual Staff Survey Report, as administered by Human Resources.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND:

Submission of the Annual Staff Survey, as administered by Human Resources, is in accordance with the Institutional Board of Governor's monitoring schedule. During Celebrate Learning Week, April 20 – 23, 2015, the Office of Human Resources administered the annual Faculty/Staff Survey with the assistance of Ruffalo Noel-Levitz. The survey was conducted electronically, maintaining the confidentiality of all employees who participated. Surveys were submitted directly to Ruffalo Noel-Levitz, who then summarized the results.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MEETING OF JUNE 26, 2015**

ITEM: Fiscal Year 2016 Budget

RECOMMENDED RESOLUTION: Resolved, that the Institutional Board of Governors approves the Fiscal Year 2016 operating and capital budgets.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

Daniel Figler
Vice President for Business Services/CFO

BACKGROUND: