

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

Thursday, November 19, 2015

8:00 a.m.

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 – October 15, 2015\*
3. Accreditation Update – Dr. Keith J. Cotroneo, President and Dr. Harry Faulk, Executive Vice President/Chief Academic Officer
4. Approval of Mission, Vision and Values Statements – Dr. Keith J. Cotroneo, President
5. President’s Report – Dr. Keith J. Cotroneo, President
6. WVCTC BOGA Update – Jason Moses, Chairman
7. Future Board Agenda Items – Jason Moses, Chairman
  - Presentation on Library Services – Jamie Bayne, Assistant Professor – Librarian – time to be determined
  - Bridging the Gap Initiatives – time to be determined
  - Other
8. Announcements:
  - IBOG Meeting, Thursday, January 21, 2016 at Mountwest Community & Technical College, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
  - Annual Holiday Reception – Thursday, December 10, 2015 from 5:00 p.m. – 7:00 p.m. in Rooms G07A & B
  - Other
9. Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:
10. Adjournment

\*Action Items

***EMT Simulator Tour will occur immediately following the IBOG meeting***

# INSTITUTIONAL BOARD OF GOVERNORS

## MINUTES

Thursday, October 15, 2015

8:00 a.m.

Mountwest Community & Technical College

One Mountwest Way

Huntington, WV 25701

**PRESENT:** Ed Bays, Cathy Burns, Ruth Cline, Matthew Deerfield, Mike Dunn, Mark George, Thomas Gibson, and Adam Hayden

**ABSENT:** Jeffrey Goad, Jim Hale, Mike Herron, and Jason Moses

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Dr. Steven Brown, Latrenda Clay, Debra Elliotte, Dr. Harry Faulk, Dan Figler, Veella Grooms, Jason Lovejoy, Tommie Kelley, Michael McComas, Ainslie McKinney, Glen Midkiff, Dr. Natalie Mills, Stephanie A. Neal, Dr. Dan Sadler, Taylor Stuck, Terri Tomblin-Byrd, and Rebecca White

### AGENDA ITEMS:

**1. Call to Order and Determination of Quorum – Mark George, Acting Chairman:**

Mark George, IBOG Acting Chairman, called the meeting to order at 8:11 a.m. A quorum was established.

**2. Consent Agenda – Mark George, Acting Chairman:**

A motion was made by Mike Dunn and seconded by Tom Gibson to approve the minutes of the September 17, 2015 meeting of the Institutional Board of Governors. The motion was approved.

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

- Advantage Valley College Day was held on campus October 1, 2015. The event was designed as an opportunity for high school students in Cabell, Wayne, Mason and Putnam counties to participate in a true college experience. This event has proven to be successful in recruiting future students.
- Fall II – Although the college has always had a second eight weeks term during the Fall semester, this year a full marketing campaign was created promoting this term as Fall II. The campaign proved to be a success as 98 new students enrolled as compared to 30 last year.
- Tri-State Shale Summit – Dr. Cotroneo attended a meeting of the Tri-State Shale Summit, a collaborative effort between West Virginia, Pennsylvania and Ohio to bring industry leaders together in the Tri-State for the purpose of discussing energy opportunities in the region. Shale and natural gas reserves will eventually be beneficial to our geographic region. During the Summit, the Governor's in the three states signed a pact to cooperate in building an infrastructure to follow.

- Employer Survey – President Cotroneo discussed the results of an employer survey the college had distributed in an effort to learn how employers in the college’s service area feel about Mountwest and how the College is preparing students for employment. The survey was distributed through various channels including the Huntington Area Chamber of Commerce, the Wayne County EDA, HADCO and Huntington Mayor Steve Williams’ office. Eighty-two responses were received.
- Peer Recovery Program Lunch and Learn – Drug abuse problems in West Virginia are matters of concern to everyone in the area and Mountwest recently hosted a Peer Recovery Program Lunch & Learn. Members of Mayor Steve Williams’ Drug Task Force were in attendance as were many others. We all need to do our part. President Obama is coming to Charleston next week to discuss drug abuse problems in West Virginia.
- Financial Audit – The annual Financial Audit is in progress. The results of the audit are expected to be available for presentation to the Board at the November 19, 2015 meeting. It was suggested the Board might want to adjust their monitoring schedule to provide for the audit to be presented each November, rather than October.
- Executive Director Corporate and Foundation Relations – The search process for the new Executive Director of Corporate and Foundation Relations is progressing. Ruth Cline is serving on the Search Committee as the IBOG representative and the remainder of the committee is largely comprised of the Executive Committee of the Foundation Board. It is anticipated a decision on the position will be made by mid-November.
- State Budget Cut – Coal severance tax revenues for the state are down and thus, a 4% across the board budget reduction was announced for state agencies. Public education will be cut by 1%. The 4% cut for Mountwest amounts to \$228,000. It is anticipated that additional cuts are likely to happen next fiscal year as well. During the past three years, state allocations to Mountwest have decreased by almost \$1 million.

**4. Policy Governance – Date for Working with Miriam Carver – Mark George, Acting Chairman:**

Following discussion of possible dates for the Board to work with Miriam Carver, a motion was made by Ed Bays, seconded by Cathy Burns and approved to have the work session Wednesday, November 18, 2015 at Mountwest.

**5. Future Board Agenda Items – Mark George, Acting Chairman:**

- Tour of EMT Simulator – November 19, 2015 following the IBOG Meeting
- Presentation on Library Services – Jamie Bayne, Assistant Professor – Librarian – date to be determined
- Bridging the Gap Initiatives – date to be determined

**6. Announcements:**

- IBOG Meeting, Thursday, November 19, 2015 at Mountwest Community & Technical College, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- WVCCA/WVADE Joint Annual Conference November 11 – 13, 2015 at the Embassy Suites Hotel, Charleston, WV. This is where the WVCTC BOG A meeting will be held on November 12 beginning at 9:00 a.m. Mark George indicated he plans to attend.
- Adam Hayden distributed the latest newsletter published by the Student Government Association. He indicated the newsletter is used as a tool in getting information out to the student body. The newsletter is published on a monthly basis.

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

None.

**8. Adjournment:**

There being no other agenda items, the meeting was adjourned at 8:51 a.m.

\_\_\_\_\_ Acting Chairman  
Mark George

\_\_\_\_\_ Secretary  
Jim Hale

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
MEETING OF NOVEMBER 19, 2015**

**ITEM:** Institutional Mission, Vision and Values Statement

**RECOMMENDED RESOLUTION:** *Resolved*, that the Institutional Board of Governors approve of the Mission, Vision, Values Statement Guiding Principles as presented.

**STAFF MEMBER:** Dr. Keith J. Cotroneo  
President

**BACKGROUND:**

The mission of Mountwest Community & Technical College consists of Mission, Vision, Values, and Goals statements. The IBOG approved the current Mission Statement on June 20, 2013 and the Values statements on March 19, 2015. The Vision Statement (CEO Policy Governance Interpretation) and Guiding Principles were discussed and approved by College Council October 15, 2015. The process of revising the mission documents are important in preparing for the reauthorization of accreditation by the Higher Learning Commission.

**Mission:**

Our mission is to prepare students for careers, civic responsibility and life-long learning.

**Mountwest Board END Statement:**

District residents have the knowledge or skill sets necessary to successfully create or become employed in local enterprises or to proceed to further education at a level of accomplishment worth the total cost.

1. Health, Technical, Service
2. Business skills – Entrepreneurship
3. Success in 4 year colleges

**Mountwest Vision Statement (CEO Policy Governance Interpretation)**

Mountwest Community and Technical College will become the preeminent provider of highly valued middle-skill employees and transfer students within the region.

**Mountwest Institutional Values Statement:**

**Quality Education** - We value affordable, high quality programs that are respected, transferable and prepare students for careers that meet labor market demands.

**Learning Environment** - We value an educational environment that places learner needs first, fosters critical thinking and individual responsibility.

**Continuous Improvement** - We value fair and clearly defined policies which are established through sound planning, resulting in continuous improvement, excellence in customer service, professional development, and creativity.

**Environment** - We value effective communication, consistency, teamwork, transparency, streamlined decision-making, and mutual respect.

**Community** - We value a positive community reputation by promoting community involvement, developing partnerships, responding to community needs, and fostering internal and external collaboration.

In order to operationalize and support the Continuous Improvement and Environment values statements of the college, the college has established a set of **Guiding Principles**. The intent of these **Principles** is to guide daily behavior and personal interactions:

- Promote a Culture of Evidence
  - We Do – Use data to inform decisions
  - We Do Not – Accept opinion as fact
- Emphasize Personal Accountability
  - We Do – Own personal opinions as our own
  - We Do Not – Represent personal opinions as those of the group
- Contribute to a Trusting Environment

- We Do – Emphasize direct, equilateral, and honest communication while following the chain of command
  - We Do Not – Engage in triangular communication and/or gossip
- Use a Disciplined Decision Making Process
  - We Do – Describe and analyze before considering solutions
  - We Do Not – Build evidence to support a pre-determined solution