

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

Thursday, October 15, 2015, 2015

8:00 a.m.

One Mountwest Way

Huntington, WV

1. Call to Order and Determination of Quorum – Mark George, Acting Chairman
2. Consent Agenda – Mark George, Acting Chairman
 - Approval of Minutes – September 17, 2015*
3. President’s Report – Dr. Keith J. Cotroneo, President
4. Policy Governance – Date for Working with Miriam Carver – Mark George, Acting Chairman*
5. Future Board Agenda Items – Mark George, Acting Chairman
 - Presentation on Library Services – Jamie Bayne, Assistant Professor – Librarian
 - Tour of EMT Simulator
 - Bridging the Gap Initiatives
 - Other
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.
 - Other
7. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
8. Adjournment

* *Action Items*

INSTITUTIONAL BOARD OF GOVERNORS

MINUTES

Thursday, September 17, 2015

8:00 a.m.

Heritage Farm Museum & Village

Huntington, WV 25701

PRESENT: Ed Bays, Mike Dunn, Mark George, Thomas Gibson, Jeffrey Goad, Jim Hale, Adam Hayden, and Jason Moses

ABSENT: Cathy Burns, Ruth Cline, Matthew Deerfield and Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Dr. Steven Brown, Latrenda Clay, Donna Donathan, Dr. Harry Faulk, Dan Figler, Veella Grooms, Michael McComas, Ainslie McKinney, Glen Midkiff, Stephanie A. Neal, Bethany Perry, Lacie Pierson, Dr. Dan Sadler, Vicki Thomas, 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 was made by Jim Hale and seconded by Mike Dunn to approve the minutes of the August 20, 2015 meeting of the Institutional Board of Governors. The motion was approved.

3. Discussion of the Cash Operating Budget Analysis Report as of August 31, 2015 – Jason Moses, Chairman:

In response to the request of Board members to see more frequent financial reports, Dan Figler, Vice President for Business Services/CFO, provided the Board with a Cash Operation Budget Analysis as of August 31, 2015. Following discussion it was the consensus of the Board that they would like to be provided with a monthly report following the same format that is distributed prior to each Board meeting. This report should be added to the Board's monitoring schedule.

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

- Mission, Vision, Values Draft Statement: A draft copy of a document currently under consideration at the college relating to the Mission, Vision and Values of the college was provided to Board members. The Board previously approved of the Mission, Board END Statement and Institutional Values Statements. Following discussion and input from College Council, a final document will be forthcoming to the Board for final approval.
- Planning – Access and Completion: A chart indicating college completion rates at Mountwest from 2009 – 2010 to 2014-2015 showed dramatic positive changes in the number of students completing degrees and certificates.

- Congressional Advisory Committee on Financial Aid: Jee Hang Lee, Vice President for Public Policy and External Relations with the Association of Community College Trustees (ACCT) presented information at the U.S. Department of Education, Advisory Committee on Student Financial Assistance Summer Hearing September 11, 2015. Mountwest was noted in the presentation for conducting a loan servicing appeal on our FY11 official cohort default with ACS being the largest servicer for our defaulted portfolio. 40% of the ACS defaulted portfolio was missing records, which promoted ED to officially reduce Mountwest's official FY 11 default rate to 22.4 due to improper servicing.
- Employer Survey: A survey has been recently distributed to local area businesses through a number of channels including the Huntington Regional Chamber of Commerce, HADCO, city agency heads and the College Central employer list as an effort to help the college understand its impact in the community and to aid with our philosophy of continuous improvement.
- Executive Director Corporate and Foundation Relations: The search process for the Executive Director of Corporate and Foundation Relations at Mountwest is moving forward. A search committee, including members of the Foundation's Executive Board, will be involved in the process.
- Fall II Term: An initiative is underway to enroll students in the college's Fall II term, formerly known as the second 8-weeks term. Examples of recruiting pieces were made available.
- Beacon Close Out: The federally funded BEACON grant officially ends September 30, 2015. Faculty and staff positions funded by the grant are being transitioned to other grants as appropriate based on the needs of the college.
- An article was recently published in the Herald-Dispatch relating to the higher education dynamics in the Kentucky system. The lack of funding available for higher education is of great concern. Jim Skidmore has reached out to the Benedum Foundation in an effort to possibly receive a grant to assist Mountwest with dual credit efforts focusing on occupational and technical programs at Mountwest. Dr. Steven Brown indicated funding in the amount of \$273,000 has been received to purchase supplies by year end for the instrumentation class.

5. Policy Governance – Next Steps – Jason Moses, Chairman – Jason Moses, Chairman:

Based upon what was learned during the Policy Governance next steps training in June 2015, the Board discussed the need for revisions to their existing policies under Policy Governance as well as the need to revise their monitoring schedule. Stephanie Neal was asked to contact Miriam Carver concerning her availability to provide facilitation for a one-day working session with the Board focusing on their ENDS statement, policies and monitoring schedule. Stephanie will inform Board members of possible meeting dates once they are available.

6. WV CTC BOG A Update – Jason Moses, Chairman:

Jason Moses reported he and BOG representatives from Pierpont Community & Technical College met with Senator Dave Sypolt, Chairman of the Senate Education Committee, to discuss the WV CTC BOG A's position on removal of the tuition cap. Additionally, the next meeting of the WV CTC BOG A will be a conference call at 2:00 p.m. on Thursday, September 24, 2015. The agenda and call-in information for the meeting will be emailed to Board members. Participation in the telephone meeting was encouraged.

7. Presentation on Recruitment Efforts in the High Schools – Dr. Dan Sadler, Associate Dean for Student Services and Billie Brooks, Vice President for Student Services:

Dan Sadler and Billie Brooks discussed the college’s recruitment efforts in local area high schools including high schools visits, campus visits, workshops, summer bridge programs, faculty recruiting in targeted programs, EZ Start courses high school counselor workshops, etc. Advantage Valley Day, formerly known as Tech Prep Day, is scheduled to be held at Mountwest October 1, 2015 from 8:00 a.m. – 1:00 p.m.

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

- Presentation on Library Services – Jamie Bayne, Assistant Professor – Librarian
- Tour of EMT Simulator
- Bridging the Gap Initiatives

9. Announcements:

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- 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.
- IBOG meetings in the future may be held on a quarterly basis at off-campus locations including businesses where Mountwest graduates may be employed. President Cotroneo will work with the Deans and Department Chairs to identify possible meeting locations.
- NIP tax credits are available for certain gifts made to the Mountwest Foundation. Please contact Ainslie McKinney for details.
- October 28, 2015 a Career Fair will be held at Mountwest. More than a dozen companies are expected to attend. Please contact Glen Midkiff for details.

10. Possible 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 9:48 a.m.

Jason Moses

Chairman

Jim Hale

Secretary