

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

**INSTITUTIONAL BOARD OF GOVERNORS**

**AGENDA**

Thursday, September 17, 2015

8:00 a.m.

Heritage Farm Museum & Village

Huntington, WV

1. Call to Order and Determination of Quorum – Jason Moses, Chairman
2. Consent Agenda – Jason Moses, Chairman
  - Approval of Minutes – August 20, 2015\*
3. Discussion of the Cash Operating Budget Analysis Report as of August 31, 2015 – Jason Moses, Chairman
4. President’s Report – Dr. Keith J. Cotroneo, President
5. Policy Governance – Next Steps – Jason Moses, Chairman
6. WV CTC BOG A Update – Jason Moses, Chairman
7. Presentation on Recruitment Efforts in the High Schools – Dan Sadler, Associate Dean for Student Services
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
  - Other
9. Announcements:
  - IBOG Meeting, Thursday, October 15, 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
  - Other
10. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues

11. Adjournment

\* *Action Items*

# INSTITUTIONAL BOARD OF GOVERNORS

## MINUTES

Thursday, August 20, 2015

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV 25701

**PRESENT:** Ed Bays, Cathy Burns, Ruth Cline, Matthew Deerfield, Mike Dunn, Mark George, Thomas Gibson, Jim Hale, and Jason Moses

**ABSENT:** Jeffrey Goad and Mike Herron

**ALSO ATTENDING:** President Keith J. Cotroneo, numerous faculty and staff of the College and Laci Peterson.

### AGENDA ITEMS:

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:10 a.m. A quorum was established.

**2. Consent Agenda – Jason Moses, Chairman:**

A motion was made by Jim Hale and seconded by Mark George to approve the minutes of the June 26, 2015 meeting of the Institutional Board of Governors. The motion was approved.

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

President Cotroneo's report consisted of the following:

- Facility Improvements Update – Terri Tomblin-Byrd, Vice President for Operations/CIO provided an overview of projects completed during the summer months at the Headquarters building, Cabell Hall and the Center for Culinary Arts as well as other notable operations special projects. Much of the funding for the projects came from state appropriations originally allocated for fiscal year 2013-2014 that were re-allocated for use during fiscal year 2014 – 2015.
- Chancellor Search – The initial search for a Chancellor of the WV Community & Technical College System was considered to be a failed search. The status of the search is unknown at this time. Dr. Sarah Tucker is currently serving as the Interim Chancellor.
- Executive Director Corporate and Foundation Relations – The College is currently accepting applications for the position. Ruth Cline agreed to serve as the IBOG representative on the Search Committee.
- Attorney General Clarification – The Attorney General has issued an opinion in response to Dr. Cotroneo's request for clarification on the authority of the Institutional Board of Governors to grant supplemental non-base building salary increases and to stipulate

when the increases might be paid. The Attorney General concluded the Board does have the authority. Any supplemental increase for staff needs to be characterized as prospective. Contractual employees would need to have an incentive pay statement in their contract that would be payable based on certain institutional outcomes.

- Fall II – Marketing: A marketing campaign has been developed to promote the college’s Fall II semester which begins October 12, 2015 and runs for eight weeks.
- Strategic Plan: The College has completed a three-year strategic plan and the President’s Council is beginning of the process of refreshing the plan for the future. Finalization of the Board’s new END statement will guide this process.
- Chamber Manufacturing Council – Instrumentation: The Huntington Regional Chamber of Commerce’s Manufacturing Council met two weeks ago at Mountwest in an effort to determine the needs of local businesses. The main topic of discussion was the need for instrumentation training. The College is working with Jim Skidmore and Bridge Valley Community & Technical College to offer the technical training at the Technology Center located in South Charleston.
- Employer Survey: In anticipation that the Board will approve of the new draft ENDS statement, Dr. Natalie Mills and Glen Midkiff are working on a survey to be distributed to local employers for the purpose of seeking input about Mountwest. Jim Hale suggested the local Economic Development Authorities would be a good source to send the survey to.
- Accreditation: The Higher Learning Commission (HLC) will be coming to campus for a site visit in 2017-2018. The accreditation process has changed substantially since the College’s last HLC visit. Dr. Harry Faulk, Executive Vice President/Chief Academic Officer is leading the accreditation effort and is utilizing WEAVE software to prepare for the visit. The software has a strategic planning component.
- A Career Fair will be held October 28, 2015 at Mountwest.
- The second annual Top of the Mountain Festival is scheduled to be held October 17, 2015 at Mountwest.

**4. Revisions to the FY 2016 IBOG Meeting Calendar – Jason Moses, Chairman:**

A motion was made by Tom Gibson, seconded by Mike Dunn and approved to cancel the December 17, 2015 IBOG meeting and to change the June 2016 meeting date to the 8<sup>th</sup> and 9<sup>th</sup>.

**5. Ends Statement Discussion – Jason Moses, Chairman:**

Mr. Moses noted during the June 2015 IBOG retreat that the Board learned most of the ENDS statements were actually MEANS rather than ENDS. The Board discussed the new ENDS statement that was drafted during the June 2015 IBOG retreat. Following discussion, a motion was made by Jim Hale, seconded by Ruth Cline and approved to adopt the new ENDS statement to replace the current statements.

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

- Presentation on Recruitment Efforts in the High Schools – Billie Brooks, Vice President for Student Services, September 17, 2015
- Presentation on Library Services – Jamie Bayne, Assistant Professor – Librarian
- Tour of EMT Simulator
- Bridging the Gap Initiatives

- Other – Ruth Cline questioned when a financial report would be made to the Board. It was noted that according to the Board’s Monitoring Schedule, the FY 2015 annual audit is to be presented in October.

**7. Announcements:**

- IBOG Meeting, Thursday, September 17, 2015 at Heritage Farm, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- 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. This is where the WVCTC BOGA meeting will be held on November 12 beginning at 9:00 a.m. Board members were encouraged to attend.

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

None.

**9. Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:18 a.m.

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Jason Moses

Chairman

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Jim Hale

Secretary