

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

MINUTES

**Thursday, August 14, 2014
8:00 a.m.**

**Mountwest Community & Technical College
Room G07A
One Mountwest Way
Huntington, WV 25701**

PRESENT: Mark George, Jim Hale, Mike Herron (by phone), Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Bob Bailey, Cathy Burns, Ruth Cline, Thomas Gibson and James Kaul

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Rick Brown, Dr. Steven Brown, Donna Donathan, Mike Dunn, Dan Figler, Dr. Harry Faulk, Tommie Kelley, Jason Lovejoy, Jason Leor, Michael McComas, Ainslie McKinney, Glen Midkiff, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Dr. Carol Perry, Paul Roach, Sheanna Spence, and Terri Tomblin-Byrd

AGENDA ITEMS:

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

Jason Moses called the meeting to order at 8:09 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

Mr. Moses announced the notice of the intent to establish a new rule – IBOG Policy No. F-8 relating to a Computer and Computer Related Equipment Donation Program was pulled from the consent agenda for further review and clarification. A motion was then made by Sue Richardson and seconded by Linda Vinson to approve the minutes of the July 17, 2014 meeting as submitted. The motion was approved.

3. Revisions to IBOG Salary Philosophy – Dr. Keith J. Cotroneo, President:

President Cotroneo reviewed proposed changes to the Salary Philosophy originally approved by the Board May 17, 2013. Due to the fact that the HEPC/CTCS has not released an RFP for a new market study that will result in a new salary schedule for the classified employees and that such a study is likely to take at least two years to complete, it was recommended that the Board revise the Salary Philosophy directing the administration of Mountwest to develop its own salary schedule for use in determining classified staff pay. A motion was made by Mike Herron, seconded by Linda Vinson and approved to adopt the proposed changes and to develop a new classified employee salary schedule with final approval of the schedule to be by the Institutional Board of Governors.

4. Job Placement – Glen Midkiff, Director of Career Services:

Glen Midkiff, Director of Career Services at Mountwest, gave a presentation entitled “Year in Review” which outlined the progress of the Career Services office at Mountwest during the past year. Topics included an overview of student services offered, initiatives established by Career Services, employer services offered, a listing of organizations where Mountwest graduates are now working, and the impact of social media in tracking the success of our graduates.

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

- During the July 17, 2014 meeting of the Board, a question was raised about the number of online courses versus the number of traditional courses taught at Mountwest. Dr. Harry Faulk, Executive Vice President and Chief Academic Officer reported the numbers for each type are very similar and preliminary figures indicate approximately 67% of enrolled students take an online course. Dr. Faulk will have additional data to report during the September 2014 meeting of the Board.
- A Back to School Bash is scheduled to be held Thursday, September 11, 2014 from 5:30 p.m. – 8:00 p.m. at Mountwest. Billie Brooks, Vice President for Student Services encouraged students, employees, Board Members, the community and their families to attend this event.
- President Cotroneo, Dr. Natalie Mills, Rebecca White and Jill Kelley recently made a presentation on the BEACON project at the Student Success Summit in Morgantown, WV. Veella Grooms and Danielle Wilson also attended the Summit and made a presentation on the EZ Start program.
- The College received notification August 13, 2014 that the Department of Labor has granted a no cost extension of approximately \$885,000 for continuation of the BEACON grant through September 30, 2015.
- Dr. Natalie Mills was thanked for her leadership in the implementation of Starfish, student retention software.
- The College recently launched a new website under the direction of Sheanna Spence.
- There will be an articulation signing between the College and Marshall University’s College of Health Professions Monday, August 18, 2014 at 3:00 p.m. in the first floor lobby of the college. Board members were encouraged to attend the event.
- The Institutional Values process is progressing with the next step to be synthesizing the results.
- Departmental goals have been identified and linked to the Strategic Planning goals. An accountability competent has been added to provide quarterly reporting on the progress toward goal completion.

6. Mountwest CTC Foundation Update – Sheanna Spence, Director of Development:

Sheanna Spence, Director of Development, announced the Foundation is working on a number of events as well as donor recognitions.

7. IBOG Orientation – Linda Vinson:

A proposal for a formal orientation program for new Board members was presented by Linda Vinson. Although a number of orientation activities had previously occurred, a structured program was not in place. The Board accepted the proposed orientation agenda.

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

The Board reviewed a number of options for a Board retreat in June 2015. It was the consensus of the Board that their retreat will be held June 24 – 25, 2015 at Glade Springs.

9. WVCTC BOGA Update – Jason Moses, Chairman:

Mr. Moses announced there would be a conference call of the WVCTC BOGA on August 14, 2014 at 2:00 p.m. Also, as the Chair of the WVCTC BOGA he would be making a presentation during the August 20, 2014 meeting of the WV Community & Technical College Council relating to the removal of the per-credit hour cap on tuition rates.

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

- President Cotroneo suggested Veella Grooms and Danielle Wilson be invited to the September 18, 2014 meeting of the Board for the purpose of making a presentation on the EZ Start program.

11. Announcements:


- Institutional Board of Governors will meet Thursday, September 18, 2014 in Room G07A. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- WV Council for Community & Technical College Education will meet at Mountwest October 9, 2014.
- WVCCA/WVADE Conference October 15 – 17, 2014 at the Blennerhassett Hotel, Parkersburg, WV. The WVCTC BOGA will also have its annual meeting during this time.
- ACCT Leadership Congress in Chicago Wednesday, October 22nd thru Saturday, October 25, 2014.

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


None.

13. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:30 a.m.



Jason Moses Chairman



Bob Bailey Secretary