

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

MINUTES

Friday, April 19, 2013

8:00 a.m.

Mountwest Community & Technical College

Room G07-A

One Mountwest Way

Huntington, WV 25701

PRESENT: Bob Bailey, Mark Bugher, Ruth Cline, Mark George, Jim Hale, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Thomas Gibson, Mike Herron and Kimberley Patrick

ALSO ATTENDING: President Keith J. Cotroneo, Kendra Bolen, Leigh-Ann Brewer, Billie Brooks, Angela Casey-Bradshaw, Christie Chaffin, Sara Chapman, Betty Dennison, Donna Donathan, Mike Dunn, Adam Edens, Dan Figler, Beth Hendricks, Tommie Kelley, Matthew Kinkead, Candace Layne, Jason Lovejoy, Michael McComas, Stephanie Neal, Bethany Perry, Sheanna Spence, Terri Tomblin-Byrd, and Rebecca White

AGENDA ITEMS:

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

- a. Jason Moses, IBOG Chairman, called the meeting to order at 8:00 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

- a. A motion to approve the two agenda items listed on the Consent Agenda, Approval of Minutes – March 15, 2013 and Executive Limitation on Accreditation, was made by Sue Richardson and seconded by Linda Vinson. The motion was approved.

3. Annual Presentation to the Board by the Students – Kimberley Patrick:

- a. Unfortunately, Ms. Patrick was unable to attend the meeting so the Student Presentation will be moved to the May 17, 2013 meeting of the Board.

4. Annual Presentation to the Board by the Faculty – Linda Vinson:

- a. Linda Vinson, Faculty Representative on the Board, introduced Donna Donathan who made the annual presentation of the faculty with the assistance of Kendra Bolen. Professor Donathan's presentation focused on faculty accomplishments and concerns.

Faculty accomplishments included fundraising activities such as the first annual Pink Out, raising funds for breast cancer in honor of former Mountwest staff member Karen Johnson who passed away in 2012, work with community service organizations such as Branches, Contact Rape Crisis Center, Huntington Rotary, Tri-State Literacy and Read Aloud. Additionally, Stephanie Alexander and LeAnne Olson have both recently received their Doctoral Degrees. Areas of concern included funding, especially for Fiscal Year 2014 with the upcoming 7.5% reduction in state appropriations, budgets, financial aid, strategic planning and customer service.

5. Appointment of Nominating Committee FY 2013-2014 – Jason Moses:

- a. §18B-2A-1(d)5 requires that “each board of governors shall elect one of its appointed lay members to be chairperson in June of each year.” Accordingly, Mr. Moses asked for volunteers to serve on a Nominating Committee FY 2013-2014 officers (Chair, Vice-Chair and Secretary). Mark Bugher, Mark George and Linda Vinson volunteered to serve.

6. IBOG Monitoring Schedule – April 2013: Annual Compensation Report – Dr. Keith J. Cotroneo:

- a. As indicated on the Board’s monitoring schedule, each April the President is to provide a report annually on compensation. Accordingly, President Cotroneo distributed a revised Salary Philosophy draft dated April 2013. Included in the draft was a financial analysis FY 2013-2014 which indicated the tuition increases required to fund 1%, 2% and 3% salary increases. Christopher Stevens indicated he thought it would be helpful for the Board to have enrollment data for the Board’s review to consider prior to any recommendation for tuition increases to be dedicated to salaries. Following discussion, Chairman Moses requested that the Salary Philosophy document be brought back to the Board at the May 17, 2013 meeting for consideration as an action item.

7. FY 2013-2014 Tuition and Fees* - Dr. Keith J. Cotroneo:

- a. Following a discussion relating to tuition and fees, a motion as made by Mark Bugher, seconded by Sue Richardson and approved to approve the proposed tuition and fees for Academic Year 2013-2014 as presented. This increase included the addition of a new Technology Fee.

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

None.

9. President’s Report – Dr. Keith J. Cotroneo:

- Dan Figler was introduced as the new CFO/Dean of Business Services. Mr. Figler began work at Mountwest April 15, 2013.
- The FY 2014 Budget should be finalized in the next month or so.
- A four-day work week is under consideration for June and July 2013. Benefits include reduced utility costs as well as commuting costs for students and employees.
- A job fair for Veterans was held at Mountwest April 10. 288 veterans attended. Twelve veterans were immediately hired.
- The Advantage Valley Consortium CTC/Counselors Day was held at Mountwest April 15, 2013.
- The U.S. Department of Labor will be visiting campus June 11 – 13, 2013.

- Representatives from the Higher Learning Commission will be on campus May 20 – 21, 2013.
- Dr. Cotroneo recently signed a 2 + 2 Agreement in Early Childhood Education with Marshall University.
- Dr. Cotroneo and Sheanna Spence, Director of Development, have been conducting a Friend Raising Campus. Recent meetings have occurred with Bill Dingus, Lawrence Economic Development Council; Tom Hughes, HSC Industrial and Tim Duke, Steel of West Virginia.
- Commencement will be held May 17, 2013 at 7:00 p.m. at the Keith-Albee. Tim Duke will be the Commencement Speaker.

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

- If the College operates on a four-day work week during the months of June and July 2013, Board meetings may need to be held on the third Thursday of the month, rather than the third Friday of the month.
- Sue Richardson requested that consideration be given to fewer Board meetings being held in the future.
- Mark Bugher requested that a list of Board members who have donated to the Foundation FY 2012-2013 be made available to the Board.

11. Announcements:

- Next regularly scheduled meeting of the IBOG—May 17, 2013 at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. with the meeting scheduled to begin at 8:00 a.m.
- Sue Richardson reported the Mountwest Foundation is attempting to enlarge the Foundation Board. The Foundation will begin meeting twice annually as a whole but the Executive Committee will be meeting more often. It was reported that almost \$61,000 has been raised for the current fiscal year.

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, a motion was made by Ruth Cline, seconded by Sue Richardson and approved to adjourn at 10:04 a.m.

Jason Moses

Chairman

Bob Bailey

Secretary