

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

MINUTES

Thursday, January 15, 2015

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV 25701

PRESENT: Bob Bailey, Cathy Burns, Jordan Chapman, Ruth Cline, Mark George, Thomas Gibson, Jim Hale, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Angela Casey-Bradshaw, Latrenda Clay, Mike Dunn, Dr. Harry Faulk, Dan Figler, Tommie Kelley, Michael McComas, Dr. Natalie Mills, Bethany Perry, Lisa Penix, Stephanie A. Neal, Angela Ross, Sheanna Spence, 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 8:10 a.m. A quorum was established.

2. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the November 20, 2014 meeting of the Board was made by Linda Vinson and seconded by Cathy Burns. The motion was approved.

3. President's Annual Evaluation Update – Linda Vinson:

Linda Vinson reported she would like for the President's Annual Evaluation Committee to meet briefly following the IBOG meeting to review last year's evaluation and to develop a plan for the President's Annual Evaluation along with a timeline for completion.

4. Annual Audited Financial Statements FY 2014 – Dan Figler, Vice President for Finance and Business Services/CFO*:

Dan Figler reported the annual audited financial statements FY 2014 were conducted by Hayflich Grigoraci PLLC and were complete. Mr. Figler introduced Robert C. Fuller and

Antonio Smith, certified public accountants with Hayflich Grigoraci PLLC, who presented the financial report to the Board. Following discussion, a motion was made by Jim Hale, seconded by Mark George and approved to accept the FY 2014 annual audited financial statements.

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

President Cotroneo reported to the Board on the following items:

- Several articles relating to President Obama's proposal for free Community and Technical College education for the nation were distributed including one from Tom Hanks who said he "Owes it all" to Community Colleges. The state of Tennessee has developed a program for free community college education within the state.
- An update was provided relating to the 4-Day Work Week and Class Schedule. Students were surveyed as to their preferences of a 4-day or 5-day schedule with the results indicating most students who responded are in favor of the 4-day schedule. A cost savings analysis was conducted by Business Services, which showed a total realized savings to the College since the inception of the 4-day schedule in the amount of \$93,405. Additionally, figures were supplied on employee savings in the cost of driving to and from the campus FY 2013. The 4-day schedule is a result of cost savings measures implemented by the College in response to decreases in state appropriations.
- Information was distributed from the Kansas Study, a national study of instructional costs and productivity of community colleges, relating to instructional costs. Dr. Cotroneo indicated to the Board the administration is reviewing program costs and will be bringing forward a proposal for program fees at the March 2015 meeting.
- An update was provided on the Departmental Planning Goals within the college. Since the first round of departmental planning was conducted in the Spring 2014 semester, a total of 84 departmental goals were submitted. Of those, 23% have been completed with an additional 17% being at least half completed as of November 2014.
- College Council has been working on a Facilities Enhancement plan.
- Stephanie Neal, Director of Human Resources, Employee Development and Payroll, reported that following recommendations of the Quality Workplace Place and approved by College Council, the college held its first Employee Recognition Luncheon December 16, 2014. Nineteen employees were recognized for their employment milestones of 5, 10, 15, 20, 25, and 30 years of service. Additionally, Susie Peyton was recognized for her more than 27 years of service to the college and higher education as she planned to retire December 31, 2014. During the luncheon Mike Dunn was also recognized as the college's recipient of the West Virginia Community College Association's Outstanding Contributor. A wall mural recognizing full-time employees with at least one year of experience at the college is displayed on the Ground Floor of the Headquarters Building by the elevators. Also displayed on the wall will be photographs of each Employee-of-the-Month and the Employee-of-the-Year. Billie Brooks, Vice President for Student Services, was recognized as the first Employee-of-the-Month for the college during the month of January 2015. The College has contracted with LawRoom to provide on-line training for various types of workplace training. The first round of courses included Sexual Harassment, Bullying in the

Workplace and FERPA – Protecting Educational Records for Students. 92% of all employees completed the trainings in a timely manner. Three additional courses have been rolled out for employees to complete including Ethics and Code of Conduct, Diversity: Skills for Collaboration and Preventing Workplace Violence.

- Dr. Harry Faulk, Executive Vice President and Chief Academic Officer, is leading the charge for the College's upcoming accreditation review. WEAVE software has been purchased and will be utilized as the central depository for accreditation.
- Dr. Harry Faulk is working with faculty in the Liberal Arts & Human Services division to begin the process of recruiting for a new Dean for the division.
- The State Auditor's office disapproved of the college's request to pay full-time employees a one-time non-base building salary enhancement. A copy of an "Opinion of the Attorney General" relating to such payments was distributed. The College continues to seek clarification from the State Auditor's Office and the Office of the Attorney General on this matter.

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

Sheanna Spence, Director of Institutional Advancement made the following announcements:

- The Mountwest Foundation awarded 17 students with scholarships for the Spring 2015 semester.
- A gift of \$30,000 has been received from Prichard School for the purchase of cadavers. An application has been submitted to the state for the possibility of matching funds.
- The Foundation was awarded Tech Scholars Program Funding in the amount of \$48,541 from the WV Council for Community and Technical College Education. This funding will be used to fund student scholarships during the 2015-2016 fiscal year.
- Institutional needs for funding include the Vet Tech program, Cabell Hall and the purchase of a welding simulator lab.
- The next Foundation Board meeting is scheduled for April 2015. At that time there is the potential for a slate of new Board members. Please submit nominations for new Board members to Sheanna no later than March 10, 2015.
- Copies of the combined Annual Report for the College and the Foundation were made available to IBOG members.
- Ms. Spence encouraged Board members to participate in the Kroger Community Reward and Amazon Smile programs as a way of contributing to the Foundation.
- The College has received a recycling grant which will make possible a campus-wide recycling campaign that will begin soon.

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

A reception with the Cabell/Wayne legislative delegation and the IBOG was held at Mountwest Monday, December 8, 2014. The reception was well attended by members

of the Cabell and Wayne Legislative Delegation. It was suggested that the Board may want to have such a reception on an annual basis.

8. WVCTC BOGA Update – Jason Moses Chairman:

Jason Moses reported the WVCTC BOG A met December 17, 2014 at the Advanced Technology Center – South Central WV located in South Charleston, WV. No action was taken due to a quorum not being present but discussions included removal of the tuition cap and funding for technical programs.

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

Sue Richardson asked for an update on the possibility of asking representatives from Texas to come to campus for the purpose of discussing dual credit. President Cotroneo reported Chancellor Skidmore would like to fund the travel for a discussion with the CTC Presidents and the CTC Council. It's possible that there would be a one-day presentation at Mountwest followed by a one-day presentation in Charleston, WV.

Jason Moses requested a review of the IBOG's monitoring schedule be included in the February 19, 2015 IBOG agenda and that copies of the monitoring schedule be distributed to members via email prior to the meeting. Additionally, a presentation on the GIS program at Mountwest will be made at this meeting.

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

None.

11. Announcements:

- IBOG Meeting Thursday, February 19, 2015 at Mountwest in Room G07A at 8:00 a.m. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- Higher Education Day at the Legislature, Tuesday, January 27, 2015
- IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 – Friday, June 26, 2015
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

12. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:11 a.m.

Jason Moses

Chairman