

**INSTITUTIONAL BOARD OF GOVERNORS**

**MINUTES**

**Thursday, January 21, 2016**

**8:00 a.m.**

**Mountwest Community & Technical College**

**One Mountwest Way**

**Huntington, WV 25701**

**PRESENT:** Ed Bays, Ruth Cline, Matthew Deerfield (telephone), Mike Dunn, Jeffrey Goad, Jim Hale, Mark George, Thomas Gibson, Adam Hayden and Jason Moses

**ABSENT:** Cathy Burns and Mike Herron

**ALSO ATTENDING:** President Keith J. Cotroneo, Derek Adkins, Billie Brooks, Dr. Steven Brown, Angela Casey-Bradshaw, Kathy Chaffin, Debra Elliotte, Dr. Harry Faulk, Dan Figler, Betty Hundley, Jason Lovejoy, Tommie Kelley, Rebecca Maynard, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Lacie Pierson, Kimberly Russell, Rhonda Scragg, Terri Tomblin-Byrd, Jim Wilkerson, and Pat Young

**AGENDA ITEMS:**

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

Jason Moses, IBOG Chairman, called the meeting to order at 8:08 a.m. A quorum was established.

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

A motion was made by Tom Gibson and seconded by Mark George to approve the minutes of the January 21, 2016 meeting of the Institutional Board of Governors. The motion was approved.

**3. Annual Audited Financial Statements FY 2015 – Dan Figler, Vice President for Finance and Business Services/CFO:**

Auditors from Hayflich PLLC were present at the meeting and presented the results of the college's annual financial audit. It was noted that changes with the State Teachers Retirement system caused all higher education audits to be late this year. There were no findings reported in the audit. A motion to accept the audit was made by Jim Hale, seconded by Mark George and approved.

**4. Annual Key Financial Indicators Report – Dan Figler, Vice President for Finance and Business Services/CFO:**

Dan Figler reviewed the annual Key Financial Indicators Report as required by the IBOG monitoring schedule. Mr. Figler's staff were present at the meeting and were introduced to the Board. A motion was made by Ed Bays, seconded by Jeffrey Goad and approved to accept the Annual Key Financial Indicators Report.

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

- The College had exciting press coverage over the holiday break relating to a 3D hand made by students at Mountwest in Professor Ted Triplett's class and presented to a six-year old boy who lives in the local community and also about the Deaf Santa event held in December 2015. Both items were picked up by the Associated Press.
- Congratulations to Professor Eliot Parker for being selected at the first Employee-of-the-Year at Mountwest. Eliot is also the author of three fiction novels.
- Workforce WV has contracted with the College to lease Room 242 at the headquarters building. Excel is being taught to individuals who are unemployed. It is anticipated that individuals who complete the training may become Mountwest students.
- Progress is being made with the dual credit initiative. The Western Advantage Valley Consortium is sending forward courses that will qualify to be dual credit courses. Dual credit will be offered in Wayne County this semester in Health Informatics.
- The Spring II promotion will begin soon. The term will be compressed into 8 weeks and begins March 15, 2016.
- The state budget continues to be of concern. Higher education institutions were hit with another 4% reduction with third quarter allocations. This amounted to \$228,000 for Mountwest. This is considered to be a permanent reduction. The college continues to work on strategies to address the budget reductions. President's Council will be meeting next week to discuss possible revenue generating strategies.
- Jim Wilkerson was introduced as the Executive Director for Corporate and Foundation Relations. Jim will be meeting with the corporate community to identify training needs and for fundraising initiatives.
- The College will be contracting with a grant writer to pursue another federal grant focusing on information technology fast tracks in various fields.
- The College is exploring the opportunity to ramp up workforce development initiatives.
- President Cotroneo attended Higher Education Day at the Legislature. He thanked Lacie Pierson, Reporter for the Herald-Dispatch, for the nice article she did on Higher Education Day activities.
- The Legislative Auditor recently published a report relating to the Higher Education Policy Commission and the West Virginia Council for Community & Technical College System. The report needs to be critically reviewed.

**6. Approval of IBOG Policy Revisions – Jason Moses, Chairman:**

The Board recently held a work session with Miriam Carver, a Policy Governance author and consultant, for the purpose of reviewing the policy governance rules of the Board. Based upon guidance from Ms. Carver, the Board proposed changes to bring the rules into compliance with the intent of John Carver's Policy Governance Model. Proposed changes as presented in the Board Agenda to the following policies were approved with no changes:

- Policy #1: Governance Process – Governing Style\*
- Policy #1: Executive Limitations – General Executive Constraint\*
- Policy #2: Executive Limitations – Staff Treatment\*
- Policy #3: Executive Limitations – Compensation and Benefits\*
- Policy #4: Executive Limitations – Financial Planning (deleted)
- Policy #7: Executive Limitations – Communication and Support to the Board
- Policy #8: Executive Limitations – Accreditation (deleted)

Concerning Policy #5: Executive Limitations – Financial Condition as presented, Item No. 2 was changed to read "Pay payroll and debts in an untimely manner and Item No. 4 was changed to read "Allow the CEO to spend more than 10% of the operating reserve, given that this reserve does not fall at any time below three months average expenses.

Concerning Policy #6: Executive Limitations – Asset Protection as presented Item No. 3 "Make any purchases for the College that do not comply with the Board's Purchasing Policy \*(F-6) was deleted.

A motion to approve all of the above items as noted was made by Jeffrey Goad, seconded by Ed Bays and approved.

**7. Discussion Relating to the BOG Monitoring Schedule – Jason Moses, Chairman:**

Jason Moses noted he had taken some notes related to the monitoring schedule during the work session with Miriam Carver and that he would email those to Stephanie Neal for inclusion in future discussions of the Board relating to the monitoring schedule.

**8. WVCTC BOGA Update – Jason Moses, Chairman:**

Jason Moses reported that the last meeting of the WVCTC BOGA was held the first Thursday in January. There was 100% representation from all institutions present. The group continues to pursue the removal of the tuition cap. The WV Community & Technical College System has just approved a new 5-year compact. Chancellor Sarah Tucker will be invited to participate in the next meeting of the group to discuss the compact with Board members. The next meeting is scheduled for February 7, 2016 at 2:00 p.m. All Mountwest Board members were encouraged to participate.

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

The Board requested that Jamie Bayne, Assistant Professor and Librarian at Mountwest make a presentation at the February 18, 2016 IBOG meeting. Additionally, a presentation on initiatives of the Bridging the Gap grant will be scheduled at an upcoming Board meeting.

**10. Announcements:**

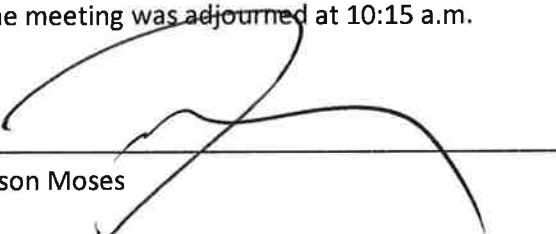
- IBOG Meeting, Thursday, February 18, 2016 at Mountwest Community & Technical College, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- IBOG Retreat at Glade Springs, June 8 – 9, 2016
- A name is needed for the Mountwest mascot. Please send suggestions for the name to the Student Government Association.

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

A motion was made by Tom Gibson, seconded by Jim Hale and approved that the Board go into Executive Session for the purpose of discussing a personnel matter. Following the session, a motion was made by Ed Bays, seconded by Mike Dunn and approved to come out of Executive Session. Jason Moses announced that there would be no action taken by the Board following the session.

**12. Adjournment:**

The meeting was adjourned at 10:15 a.m.

  
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Jason Moses

Chairman

  
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Jim Hale

Secretary