

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

Minutes

Thursday, March 17, 2016

8:00 a.m.

Mountwest Community & Technical College

One Mountwest Way

Huntington, WV 25701

PRESENT: Ed Bays, Cathy Burns, Ruth Cline, Matthew Deerfield, Mike Dunn, Mark George, Thomas Gibson, Jeffrey Goad, Mike Herron (telephone) and Jason Moses

ABSENT: Jim Hale and Adam Hayden

ALSO ATTENDING: President Keith J. Cotroneo, Derek Adkins, Billie Brooks, Dr. Steven Brown, Debra Elliotte, Dr. Harry Faulk, Dan Figler, Veella Grooms, Michael McComas, Ainslie McKinney, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Jennifer Porter, Dr. Daniel Sadler, Terri Tomblin-Byrd, Rebecca White, and Jim Wilkerson

AGENDA ITEMS:

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

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 motion was made by Mike Dunn and seconded by Jeffrey Goad to approve the minutes of the February 18, 2016 meeting of the Institutional Board of Governors. The motion was approved.

3. Overview of College Grants – Dr. Natalie Mills, Director of Institutional Effectiveness:

Dr. Natalie Mills provided the Board with an update relating to federal grants obtained by the College. The BEACON grant, funded by the Department of Labor, ended last September. The College currently has three additional federal grants. Bridging-the-Gap is a Department of Labor consortium grant in the amount of \$1.2 million, Heroes for Hire is a \$4.2 million consortium grant focusing on reaching out to and supporting students with a history of military service for which Mountwest is the lead institution. Attendance Pays is a \$2 million Department of Education grant which focuses on minimizing the barriers students have to attending school and being successful. Additionally, the College has recently submitted a new proposal in the amount of \$3.5 million for a Department of Labor grant focusing on technology careers.

4. Tuition and Fees, Special and Program Fees for Academic Year 2016-2017 – Dan Figler, Vice President for Finance and Business Services/CFO:

Dan Figler presented the Board with recommendations for increases in tuition and fees and special and program fees for the 2016-2017 academic year. The College is anticipating another cut in state appropriations for the 2017 fiscal year and this was taken into account when submitting the proposed increases. During the discussion, it was noted that there should have been a Pharmacy Tech fee included in the program fees. A motion was made by Ed Bays, seconded by Mark George and approved that the Institutional Board of Governors approve of tuition and fees, special and programs fees for the 2016-2017 academic year including the program fee for Pharmacy Tech with the stipulation that the Board will review the tuition and fee increases after the state budget is approved. If state appropriation are not cut as anticipated, it may be possible to not have to increases tuition as much as was proposed.

5. Notice of Intent to Revise IBOG Policy F-6 relating to Purchasing – Dan Figler, Vice President for Finance and Business Services/CFO:

Dan Figler informed the Board of the need to revise IBOG Policy F-6 related to Purchasing due to the fact that WV State Code §18B-5-4(5) provides that competitive bids are not required for purchases of \$50,000 or less. The proposed revisions to the rule will bring the rule into compliance with WV State Code. A motion was made by Mark George, seconded by Ruth Cline and approved that the Institutional Board of Governors gives a 30-day notice of the intent to revise IBOG Policy F-6 related to Purchasing for the purpose of bringing the rule into compliance with WV State Code and provided that no substantive comments are received, the revisions be approved.

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

President Cotroneo reported on the following items:

- Rebranding the College's Fall II and Spring II courses are working as the College has seen an increased enrollment of 95 students during these terms. The College will be continuing these efforts in the future.
- A Department of Labor grant proposal was submitted the week prior to the IBOG meeting focusing on employment first, internships and co-ops for students.
- The Mountwest Food Pantry was the recent recipient of funding by several on-campus groups and community organizations.
- Faculty promotions have been approved beginning with the Fall 2016 semester for the following individuals: Melissa Ballard – Assistant Professor, Richard Brown – Professor, Kathryn Hopkins – Associate Professor, Jack Locher – Assistant Professor, Jenka Lockwood – Professor, Michael McComas – Professor, Kimberly Preece – Professor and Ted Triplett – Assistant Professor.
- Jim Wilkerson, Executive Director for Corporate and Foundation Relations, updated the Board on his efforts in working with the Mountwest Foundation since January 2016. On May 26, 2016, there will be a meeting with business leaders on education/training

needs. Jim is also working with Ainslie McKinney, Billie Brooks, Dr. Dan Sadler and Department Heads on establishing an annual college calendar.

7. WVCTC BOGA Update – Jason Moses, Chairman:

Jason Moses reported there were two tuition related bills introduced in legislative committees during the 2016 Regular Legislative Session but neither bill got out of committee. The next telephone meeting of the WVCTC BOGA is scheduled for April 7, 2016 at 2:00 p.m. All IBOG members were encouraged to participate in the telephone meeting.

8. IBOG Monitoring Schedule – Jason Moses, Chairman:

As a follow-up to the Board training with Miriam Carver and the changes to the Board policy governance policies that were made, the Board reviewed their monitoring schedule. A motion was made by Ed Bays, seconded by Mark George and approved to reflect a new numbering system for the Board policy governance policies given that Policy #4 on Financial Planning was deleted. Jason Moses announced that he and Stephanie Neal would work on the development of a new monitoring schedule for the Board.

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

- Annual Presentation by the Students – April 21, 2016
- Annual Presentation by the Faculty – April 21, 2016
- Annual Presentation by the Classified Staff – May 19, 2016
- Other – Jason Moses announced the need to form an ad-hoc committee for the purpose of conducting President Cotroneo's annual evaluation as required by Series 5, the state rule on Employing and Evaluating Presidents. Those volunteering to serve on the committee were Jeffrey Goad, who will serve as the Chair of the Committee, Mark George and Matthew Deerfield. Thomas Gibson agreed to serve if an additional member is needed. The evaluation should be completed by June 30, 2016.

Ruth Cline asked if the Board needs to be proactive in supporting the Library at Mountwest. Dr. Harry Faulk, Executive Vice President/Chief Academic Officer, explained there is a budget for the Library and that all requests thus far have been met.

10. Announcements:

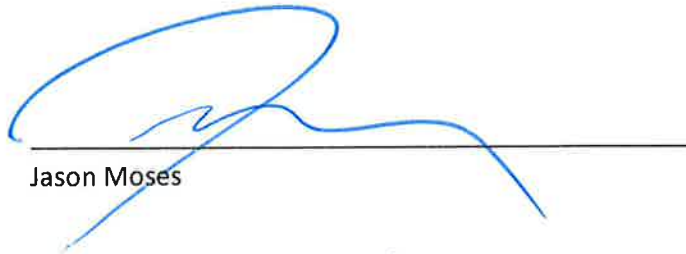
- IBOG Meeting, Thursday, April 21, 2016 at Mountwest Community & Technical College, Huntington, WV. Breakfast will be available for Board members beginning at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- Commencement, Thursday, May 12, 2016 at 7:00 p.m., Christ Temple Church, 2400 Johnstown Road, Huntington, WV. Lynne Fruth will be the Commencement Speaker.
- IBOG Retreat at Glade Springs, June 8 – 9, 2016

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

None.


12. Adjournment:

The meeting was adjourned at 9:52 a.m.



Jason Moses

Chairman



Jim Hale

Secretary