

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

MINUTES

Thursday, March 19, 2015

8:00 a.m.

Mountwest Community & Technical College

Room G07A

One Mountwest Way

Huntington, WV 25701

PRESENT: Ruth Cline, Matthew Deerfield, Mark George, Thomas Gibson, Jeffrey Goad, Jim Hale, Mike Herron (telephone), Jason Moses, Christopher Stevens, and Linda Vinson (telephone)

ABSENT: Cathy Burns and Jordan Chapman

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Angela Casey-Bradshaw, Mike Dunn, Dr. Harry Faulk, Dan Figler, Jason Lovejoy, Theresa Litteral, Michael McComas, Bethany Perry, Stephanie A. Neal, Lacie Pierson, Daniel Sadler, 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 8:07 a.m. A quorum was established. Mr. Moses introduced Matthew Deerfield and Jeffrey Goad as recently appointed members of the Board. Mr. Deerfield and Mr. Goad replaced Sue Richardson and Bob Bailey, former members of the Board whose terms expired.

2. Election of IBOG Secretary – Jason Moses, Chairman:

With Bob Bailey's departure from the Board, a vacancy became available for the position of IBOG Secretary. Ruth Cline nominated Jim Hale to serve in this capacity. No additional nominations were brought forward. Mark George seconded the motion and the Board unanimously approved to elect Jim Hale as the new IBOG Secretary.

3. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the January 15, 2015 meeting of the Board was made by Tom Gibson and seconded by Chris Stevens. The motion was approved. A motion was then made by Tom Gibson, seconded by Chris Stevens and approved of a notice of the intent to revise IBOG Policy No. A-2: *Awarding of Undergraduate Tuition and Fee Waivers* with a 30-day comment period and that if no substantive comments are received, the Board extends its final approval of the policy/rule.

4. **Resolutions Honoring A. Michael Perry, Bob Bailey and Susan Richardson – Jason Moses, Chairman::**

Mark George proposed a resolution honoring A. Michael Perry for his outstanding service, leadership and commitment to education, our community and the citizens and state of West Virginia. The resolution was seconded by Ruth Cline and unanimously approved. Resolutions honoring Sue Richardson and Bob Bailey for their service and commitment to the Board and Mountwest were proposed by Mark George, seconded by Ruth Cline and unanimously approved.

5. **GIS Program Presentation – Theresa Litteral, Assistant Professor:**

A presentation relating to the GIS program at Mountwest was made by Theresa Litteral. An overview of the program and as well as employment opportunities for GIS graduates were discussed.

6. **Values Statement – Dr. Keith J. Cotroneo, President:**

President Cotroneo reported the college had worked over the past year to revise the college's Values Statements in preparation of the reauthorization of accreditation by the Higher Learning Commission. A motion to approve the new Values Statements with President Cotroneo being given editorial privileges was made by Ruth Cline, seconded by Chris Stevens and approved.

7. **Financial Report – Actual vs. Budgeted – Mid-Year FY 2015 – Dan Figler, Vice President for Finance and Business Services/CFO:**

The Mid-Year FY 2015 Financial Report for unrestricted revenue vs. expenditures for the second quarter FY 2015 ending December 31, 2014 was presented by Dan Figler. President Cotroneo indicated the legislature approved of refunding to the college the FY 2014 surplus funding in state appropriations.

8. **Tuition & Fees, Special & Program Fees for Academic Year 2015 – 2016 – Dan Figler, Vice President for Finance and Business Services/CFO:**

Mr. Figler reviewed recommendations for tuition and fee increases to be effective with the FY 2016 fiscal year. Unfortunately, tuition and fee increases must be submitted to the Council for Community & Technical College Education prior to the college's state appropriations for Fiscal Year 2016 were known. A motion was made by Mark George, seconded by Jeffrey Goad and approved to all for tuition and fee increases as proposed. Jim Hale made a request that after state appropriations were known that the Board be updated if any of the new tuition and fees were not charged.

9. **Agreement to Exercise Legal Right to take Possession of the Mountwest Center for Culinary Arts located at 1648 Eighth Avenue, Huntington, WV – Dan Figler, Vice President for Finance and Business Services/CFO:**

In July 2010, the College entered into a five year lease agreement with the option to receive transfer of the title with Unlimited Future, Inc. in an effort to accommodate the expanded needs of the Culinary Arts and Hospitality program as well as aid in the economic viability of continuing a

commercial enterprise in Huntington. The lease agreement stipulated the College had the option to receive transfer of the legal title at no cost subject to the terms and conditions within the agreement. The final payment for the property will be made in June 2015. A motion was made by Ruth Cline, seconded by Jim Hale and approved to exercise the "Option to Receive Transfer of Title" for the property located at 1648 Eighth Avenue, Huntington, WV 25701 from Unlimited Future, Inc. (UFI) at no cost.

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

President Cotroneo reported to the Board on the following items:

- Discussions are in process with the Advantage Valley Superintendents for bringing representatives from Texas to discuss dual credit concepts and opportunities.
- Dr. Cotroneo has requested an opinion of the Attorney General relating to payment of the non-base building salary enhancement previously approved by the IBOG but not processed by the State Auditor's office. Additional information relating to the payment of the enhancements was requested by and submitted to Scott Johnson, Senior Assistant Attorney General.
- Daniel Sadler was introduced as the new Associate Dean for Student Services at Mountwest.

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

Sheanna Spence reported the Executive Committee of the Foundation Board will be moving forward with a slate of board members in April 2015. Estimates are being gathered for the cost of making renovations to Cabell Hall for possible use by the Vet Tech program. The Foundation has received a state match for the plasticized cadaver project resulting in the total funding for the project to allow for two plasticized cadavers to be purchased.

Ms. Spence announced March 19 would be her last day of employment at Mountwest as she had accepted a position at Marshall Health.

12. WVCTC BOGA Update – Jason Moses, Chairman:

Jason Moses announced the WVCTC BOGA would be having a conference call on April 14, 2015 at 2:00 p.m. and encouraged all Board members to participate. The organization will continue to work on the removal of the tuition cap of 12 hours. The annual meeting of the WVCTC BOGA will be held the second week of November in Charleston, WV.

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

- Annual Classified Staff Presentation – April 16, 2015
- Annual Faculty Presentation – May 21, 2015
- Annual Student Presentation – May 21, 2015

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

None.

15. Announcements:

- IBOG Meeting Thursday, April 16, 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.
- WV CTC BOGA Conference Call, Tuesday, April 14, 2015 at 2:00 p.m. The telephone number to call to participate is 304/710-3530.
- IBOG Retreat at Glade Springs, Wednesday, June 24, 2015 beginning at 12:00 noon – Friday, June 26, 2015 at 12:00 noon
- 2015 ACCT Leadership Congress, Wednesday, October 14, 2015 – Saturday, October 17, 2015, San Diego, CA

16. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:16 a.m.

Jason Moses

Chairman

Jim Hale

Secretary