

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

MINUTES

Friday, May 17, 2013

8:00 a.m.

Mountwest Community & Technical College

Room G07-A

One Mountwest Way

Huntington, WV

PRESENT: Bob Bailey, Mark Bugher, Ruth Cline (by phone), Mark George, Thomas Gibson, Jim Hale, Jason Moses, Kimberley Patrick, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Latrenda Clay, Billie Brooks, Steven Brown, Dan Figler, Michael McComas, Stephanie Neal, Bethany Perry, Carol Perry, 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 8:00 a.m. A quorum was established.

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

A motion to accept the minutes of the April 19, 2013 meeting was made by Chris Stevens and seconded by Bob Bailey. The motion was approved.

3. **Report of the Nominating Committee FY 2013-2014 IBOG Officers – Mark Bugher:**

Mark Bugher, Chair of the Nominating Committee, reported the committee had met and would be presenting the following proposed slate of officers FY 2013-2014: Jason Moses, Chairman, Mark George, Vice-Chairman and Bob Bailey, Secretary.

4. **IBOG Meeting Schedule July 2013 – June 2014 – Jason Moses, Chairman:**

A motion to move the June 2013 meeting to Thursday, June 20, 2013, cancel the July 2013 meeting and accept the remainder of the proposed meeting schedule as presented was made by Linda Vinson and seconded by Jim Hale. The motion was approved.

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

- IBOG Monitoring Schedule – May 2013: Management Financial Report for Period Ending March 31, 2013. In accordance with the Board's annual monitoring schedule, President Cotroneo submitted the Management Financial Report for the period ending

March 31, 2013. Ms. Richardson indicated she would like to see a report from Banner with the actual accounts and expenditures. A motion was made by Mark Bugher, seconded by Linda Vinson and approved to accept the Management Financial Report for the period ending March 31, 2013.

- Institutional Salary Philosophy – The Board received and reviewed a copy of the proposed Salary Philosophy. It was noted that to fund the proposal FY 2013-2014, an estimated \$228,700 would be needed. A motion to accept the Institutional Salary Philosophy as presented was made by Bob Bailey and seconded by Kimberley Patrick. The motion was approved.
- The Institutional Strategic Plan - Phase One. All Board members received and reviewed a copy of the plan dated April 29, 2013. Timetables are likely to change and it was noted that the Institutional Accreditation Team still needs to be formed. Phase II of the Strategic Plan will be forthcoming.
- A draft Social Media Procedure is currently out for college comment. Mountwest CTC is now on Facebook.
- The Higher Learning Commission site-visit will be Monday, May 20, 2013 and Tuesday, May 21, 2013.
- The Department of Labor site-visit will be June 11 – 13, 2013.
- The tuition and fee increases approved by the Board FY 2013-2014 were approved by the Council for Community & Technical College Education.
- The College has contracted with EdFinancial to manage student loan debt.
- Adult Basic Education is now being offered at Mountwest.

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

- Annual presentations to the Board by the Students and Classified Employees – June 20, 2013.
- Board of Governors Association – There was a discussion relating to the value of the organization. Board members encouraged their Chair to be actively involved. Dr. Cotroneo agreed to discuss the value of the group with Chancellor Skidmore and to try to obtain copies of minutes from previous meetings for Mr. Moses.

7. Announcements:

- Next regularly scheduled meeting of the IBOG – Thursday, June 20, 2013 @ Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8:00 a.m.
- Commencement will be today at 7:00 p.m. at the Keith Albee Theatre in Huntington, WV.
- Both Linda Vinson and Chris Stevens have been re-elected to the Board for two year terms representing the faculty and classified employees.

8. Possible 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 Sue Richardson, seconded by Mark George and approved that the Board enter into Executive Session for the purpose of discussing personnel issues. Following discussion, a motion was made by Sue Richardson, seconded by Mark George and approved that the Board withdraw from Executive Session. No action was taken.

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

Mr. Moses requested this be a standing agenda item and that time permitting at each meeting, the Board will work on their policy governance ends statements.

10. Adjournment:

There being no other agenda items, the meeting was adjourned.

Jason Moses

Chairman

Bob Bailey

Secretary