

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

**MINUTES**

**Friday, October 18, 2013**

**8:00 a.m.**

**Mountwest CTC Headquarters Building  
Room G07-A  
One Mountwest Way  
Huntington, WV**

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

**ABSENT:** Mike Herron

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Steven Brown, Mark Bugher, Latrenda Clay, Mike Dunn, Harry Faulk, Dan Figler, Michael McComas, Ainslie McKinney, Glen Midkiff, Natalie Mills, Stephanie A. Neal, Carol Perry, Bethany Perry, Lacie Pierson, Dee Preston, Rhonda Scragg, Sheanna Spence, and Terri Tomblin-Byrd

**AGENDA ITEMS:**

1. **Recognition of Board Members, New and Recently Re-Appointed – Jason Moses, Chairman:**

Two new members of the Board were introduced: Cathy Burns and James Caul, Student Representative. The Board unanimously passed a resolution recognizing out-going Board member Mark Bugher for his outstanding service and commitment to the College and to the WV Community & Technical College System.

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

Jason Moses, IBOG Chairman, called the meeting at 8:10 a.m. A quorum was established.

3. **Possible Policy Governance Ends – Focus Session – Guest Speaker, Glen Midkiff:**

Glen Midkiff, Director of Career Services at Mountwest, gave a presentation relating to career services currently being offered to students and graduates of the college.

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

A motion was made by Sue Richardson and seconded by Linda Vinson to approve the minutes of the August 16, 2013 IBOG meeting as presented. The motion was approved.

5. **Annual Audited Financial Statements FY 2013 – Dan Figler, CFO & Dean of Business Services:**

Mike Hager, Manager – Assurance, Accounting and Business Taxation for Hayfligh Grigoraci, presented the Board copies of the College's audited Financial Statements as of and for the years ended June 30, 2013 and 2012 and Independent Auditors' Report along with an October 15, 2013 letter from the auditors. Following discussion, a motion to officially receive the documents was made by Jim Hale, seconded by Mark George and approved.

6. **Proposed Revision to IBOG Policy No. F-2 Travel – President Cotroneo:**

A proposed change to IBOG Policy No. F-2 Travel related to approval of out-of-state travel expenses of the President was discussed. A motion was made by Sue Richardson and seconded by Cathy Burns to amend Section 2.3 to read "The Chairman of the Board of Governors or their designee(s) must approve out-of-state travel expenses of the President." The motion was approved. The Board will give a 30-day notice of the intent to revise the rule as noted and provided that no comments are received, the revision will be approved in accordance with Series 4: Rules and Administrative Procedures.

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

President Cotroneo announced the following:

- Natalie Crespo Mills was introduced as the recently hired Director of Institutional Research.
- The campus building project is now complete as the painting and signage projects are finished.
- The federal BEACON grant will conclude September 30, 2014 unless an application of an extension of the grant is approved. The College's formal request for an extension is due to the Department of Labor by November 15, 2013. The WV Community & Technical College System has been awarded a \$25M Department of Labor grant with Mountwest receiving \$1.2M as the Student Services lead.
- In-state enrollment is up by 4%. Off-campus enrollments are down largely due to the discontinuation of the Patriot Academy and the federal government's recent sequester.
- There is great potential for Mountwest in the area of Certificates of Applied Science.
- Due to limited data received from the college's participation in the ModernThink Great College's to Work for Survey, the college has contracted with Noel-Levitz to administer the annual Staff survey stipulated by the Board.
- The purpose and organizational structure of the College Council was discussed.
- Beginning January 2, 2014, the College will be operating on a modified schedule in an effort to reduce operational costs in utilities, cleaning and security as additional budget reductions in state appropriations are anticipated FY 2014-2015.

8. **Revised IBOG Meeting Schedule 2013-2014:**

Due to the modified operating schedule of the College beginning January 2, 2014, a motion was made by Sue Richardson and seconded by Chris Stevens to revise the Board's meeting schedule to be the third Thursday of each month and eliminating the December 2013 and June 2014 meetings. The motion was approved.

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

Jason Moses asked Sheanna Spence, Director of Development at Mountwest, to update the Board on the Mountwest Foundation. Ms. Spence announced there are several new appointments to the Board, the College has been awarded over \$33,000 in state tax credits and the Foundation is in the middle of its annual fund campaign.

Mr. Moses noted the WVCCA IBOG Association will be meeting on October 23 during the annual WVCCA/WVADE conference. Topics of discussion are to include the reductions in state budget allocations, the lack of funding for technical programming, removal of the cap on 12 credit hours of tuition, and financial aid issues and loan default rates.

10. **Announcements:**

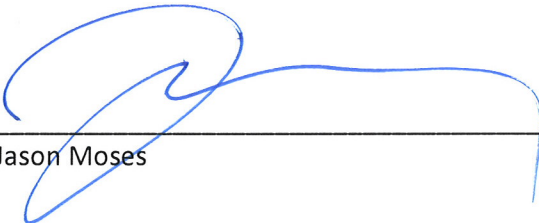
- Next regularly scheduled meeting of the IBOG – Friday, November 15, 2013 @ Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.

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:**

There being no other agenda items, the meeting was adjourned at 9:53 a.m.

  
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Jason Moses

Chairman

  
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Bob Bailey

Secretary