

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

**MINUTES**

**Thursday, April 13, 2017**

**8:00 a.m.**

**Room G07A**

**Mountwest Community & Technical College  
Huntington, WV**

**PRESENT:** Ed Bays, Jeremy Blackshire, Cathy Burns, Ruth Cline, T. J. Flowers, Thomas Gibson, Jeffrey Goad, Jim Hale, Tony Martin, Melvin Miller, and Rodney Wiles

**ABSENT:** Matthew Deerfield

**ALSO ATTENDING:** President Keith J. Cotroneo, Derek Adkins, Angela Bradshaw, Billie Brooks, Dr. Chad Brown, Dr. Steven Brown, Latrenda Clay, Dr. Harry Faulk, Veella Grooms, Karen Horner, Angela Howell, Michael McComas, Dr. Natalie Mills, Stephanie A. Neal, Bethany Perry, Dr. Dan Sadler, Kim Schroeder, Janet Smith, Chris Stevens, and Rebecca White

**AGENDA ITEMS:**

**1. Call to Order and Determination of Quorum – Jeffrey Goad, Chairman:**

Jeffrey Goad, IBOG Chairman, called the meeting to order at 8:00 a.m. A quorum was established.

**2. Consent Agenda – Jeffrey Goad, Chairman:**

A motion was made by Tony Martin and seconded by Jeremy Blackshire to approve the minutes of the February 16, 2017 meeting of the Institutional Board of Governors. The motion was approved.

**3. PLC Lab Presentation – Michael Maxson, Assistant Professor:**

At the request of the Board, Michael Maxson - Assistant Professor of Electronics Technology and Biomedical Instrumentation Technology, gave an overview of the programs and the lab space being utilized. Professor Maxson indicated he has received repeated manufacturing sections requests for PLC courses in Chemical Process Control, Steel Manufacturing, Automotive Manufacturing and Mining. The Engineering Design/Additive Manufacturing and Electronics/Biomed Instruction programs are now able to collaborate with the re-design of their labs that are now on the same floor and next door to each other. Professor Maxson offered tours of the labs to interested Board members.

**4. Annual Presentation by the Classified Staff – Chris Stevens, Classified Staff Council Chairman:**

Chris Stevens, Classified Staff Council Chairman, made the annual presentation to the Board on behalf of the Classified Staff. Mr. Stevens indicated classified staff are integral to the success of services provided by every area of the College. Classified staff are involved in a number of community organizations and projects and have created a fund through the Mountwest Foundation for the purpose of fostering a spirit of benevolence supporting fellow employees who have suffered hardship.

He also indicated in December 2016, six classified staff were recognized for their years of service to the College and the state of WV.

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

President Cotroneo reported on the following items:

- President Cotroneo introduced Dr. Chad Brown, Assistant Professor in the Veterinary Technology, program who gave an overview of the program. Professor Brown reported the Veterinary Technology program is now one of 216 accredited programs in the country. Accreditation standards require the program to have a dedicated space for the program within 5 years of receiving accreditation. Professor Brown and Instructor Amanda Clark are working with an architect for a Vet Tech facility. They are also working with the Huntington Foundation in hope of possible funding support.
- Derek Adkins has been named the Interim CFO at the College. Both he and Angela Bradshaw, Director of Purchasing and Student Accounts, are now reporting directly to the President on a trial basis. In August 2017, Dr. Cotroneo will be re-evaluating this arrangement.
- The Institutional Strategic Plan is moving forward with a draft timeline for implementation to be presented to College Council later in the day for approval.
- The Governor will be having a press conference today at 2:00 p.m. related to the state's budget.
- During the 2017 regular legislative session, major legislation related to personnel was approved. Stephanie A. Neal will be giving the Board details on the legislative action at a future meeting.

**6. Update on Recognition of Former IBOG Members – Tom Gibson, Ruth Cline and Tony Martin, Current IBOG Members:**

Tony Martin presented the Board with options for items recognizing former IBOG members who were appointed by the Governor. Board members were asked to give input relating to the items to Tony Martin, Tom Gibson and Ruth Cline. This committee will meet to discuss logistics for the recognition event.

**7. Future Board Agenda Items – Jeffrey Goad, Chairman:**

- Annual Presentations to the Board by the Faculty and the Students – May 18, 2017
- Mountwest Foundation Presentation – May 18, 2017
- Presentation on EDGE and Dual Credit – May 18, 2017
- Tony Martin asked that the Board be supplied with a list of Board responsibilities, tasks that the Board has assigned to the President and information on how the Board is to evaluate the President for discussion at the IBOG June Retreat.

**8. Announcements:**

- IBOG Meeting, Thursday, May 18, 2017 beginning at 8:00 a.m. in Room G07A at Mountwest Community & Technical College
- Commencement, Friday, May 12, 2017, beginning at 7:00 p.m. at Christ Temple Church, 2400 Johnstown Road, Huntington, WV
- Annual IBOG Retreat, June 20, 2017 at Heritage Farm Museum & Village, Huntington, WV

**9. 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 Jim Hale, seconded by Rodney Wiles and approved to enter into Executive Session. Following the Executive Session, a motion was made by Jim Hale, seconded by Rodney wiles and approved to move out of Executive Session. No action was taken.

**10. Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:32 a.m.

  
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Jeffrey Goad

Chairman

  
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Thomas Gibson

Secretary