

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
MINUTES
Wednesday, May 17, 2018
8:00 a.m.
Mountwest Community & Technical College
Room G07A
One Mountwest Way
Huntington, WV**

PRESENT: Ed Bays, Jeremy Blackshire, Matthew Deerfield, David Earl (telephone), Thomas Gibson, Jeffrey Goad (telephone), Melvin Miller, and Mark Morgan

ABSENT: Heather Ashworth, Cathy Burns, Tony Martin and Rodney Wiles

ALSO ATTENDING: President Keith J. Cotroneo, Derek Adkins, Stacey Arthur, Brad Bowen, Lisa Bowen, Billie Brooks, Rick Brown, Dr. Steven Brown, Latrenda Clay, Sarah Dick, Debra Elliotte, Dr. Harry Faulk, Greg Flora, Angela Howell, Betty Hundley, Kelly Ingels, Tommie Kelley, Jason Lovejoy, Michael McComas, Stephanie A. Neal, Rebecca Neace, Heather Pack, Jenna Parker, Larry Perry, Dee Preston, Rhonda Rappold, Kim Schroeder, Janet Smith, Dr. Meagan Sovine, Julie Terry, Terri Tomblin-Byrd and Rebecca White

AGENDA ITEMS:

1. Call to Order, Introduction of New IBOG Member and Determination of Quorum – Matthew Deerfield, Acting Chairman:

Matthew Deerfield, acting IBOG Chairman, called the meeting to order at 8:02 a.m. A quorum was established.

2. Consent Agenda – Matthew Deerfield, Acting Chairman:

A motion was made by Ed Bays and seconded by Mark Morgan to approve the minutes of the April 18, 2018 meeting. The motion was approved.

3. Annual Presentation by the Classified Staff – Jeremy Blackshire, Classified Staff Representative:

Jeremy Blackshire, Classified Staff Council Chair, gave a presentation related to who classified staff at Mountwest are, the number of classified staff, their impact on both students and the college, and how recent legislative changes have impacted classified staff.

4. Annual Presentation by the Faculty – Ed Bays, Faculty Representative:

Ed Bays, Faculty Representative, introduced Kim Schroeder, Faculty Council Chair, who gave a presentation related to faculty and "A Year in Review." The presentation clarified who the faculty

are, what faculty do, works in progress, accomplishments, and concerns, which included funding, retention, salaries and budget cuts.

5. Approval of Salary Increases for Fiscal Year 2019 – Dr. Keith J. Cotroneo, President and S. Derek Adkins, CFO*:

S. Derek Adkins, CFO, presented proposals to the Board which included Cash Operating Budgets with proposed salary increases for Fiscal Year 2019 including either a 2.5% increase or 3.0% increase. It was noted that employees have not received a base salary increase since July 1, 2015. Following discussion, a motion was made by Thomas Gibson, seconded by Melvin Miller and approved to provide a 3% increase in salary for full-time employees effective July 1, 2018.

6. Approval of Fiscal Year 2019 Budget – Dr. Keith J. Cotroneo, President and S. Derek Adkins, CFO*:

S. Derek Adkins, CFO, made a presentation on the "Fiscal Year 2019 Operating and Capital Budgets." Following discussion, a motion was made by Mark Morgan and seconded by Ed Bays to approve the Fiscal Year 2019 Operating and Capital Budgets as presented, which included a 3% salary increase for full-time employees. The motion was approved.

7. Approval of Academic Program Reviews – Dr. Keith J. Cotroneo, President and Dr. Harry Faulk, Executive Vice President/Chief Academic Officer*:

In accordance with WV State Code §18B-2A-4, the Institutional Board of Governors is responsible for approving Academic Program reviews. Recommendations to approve Program Reviews were presented as follows:

- Management Technology (AAS) – Continue the Management Technology program. Increase marketing efforts to increase the number of students enrolled. Continue to develop assessment processes for Management Technology courses not currently in Weave.
- Banking and Finance (AAS). Continue the Banking and Finance program. Increase marketing efforts for the program to increase the number of students enrolled. Increase the number of courses offered online with the goal of providing the program completely online.
- Physical Therapist Assistant (AAS) – Continue the Physical Therapist Assistant program at its current level. Increase marketing efforts for the program to increase the number of applicants.

President Cotroneo indicated following approval of program reviews by the Institutional Board of Governors, the WV council for Community & Technical College Education has the responsibility for giving final approval. Following discussion, the academic program reviews were approved as recommended.

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

Commencement was held Friday, May 11, 2018 at Christ Temple Church. The ceremony was videotaped and copies of the tape are available for purchase. President Cotroneo thanked Institutional Board of Governors members for their support.

President Cotroneo received notification from Chancellor Sarah Tucker that Core 10 is interested in having Mountwest develop a fast track Coding program at Mountwest. Mountwest employees who will be working on the program include Kim Preece, Josh Joseph, Dr. Steven Brown and Rick Brown.

9. Appointment of Nominating Committee FY 2018 – 2019 IBOG Officers – Matthew Deerfield, Acting Chairman*:

Nominations/volunteers were requested to serve on a nominating committee for the 2018-2019 IBOG officers. All current officers are eligible to serve next year. It was recommended that Melvin Miller Chair the Committee and that Mark Morgan and Matthew Deerfield also serve. A motion was made by Ed Bays, seconded by Jeremy Blackshire and approved.

10. Future Board Agenda Items – Jeffrey Goad, Chairman:

None.

11. Announcements:

- IBOG Meeting, Thursday, June 21, 2018 beginning at 9:00 a.m. at The Cellar Door, 905 Third Avenue, Huntington, WV
- IBG Retreat, Thursday, June 21, 2018 beginning at 9:30 a.m. at The Cellar Door, 905 Third Avenue, Huntington, WV

12. 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 Ed Bays, seconded by Mark Morgan and approved that the Board go into Executive Session under the authority of WV Code relating to property acquisitions. Following discussion, a motion was made by Ed Bays, seconded by Melvin Miller and approved to come out of Executive Session. No action was taken.

13. Adjournment: There being no other agenda items, the meeting was adjourned at 10:37 a.m.


Matthew Deerfield

Acting Chairman


Thomas Gibson

Secretary