

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

AGENDA

Friday, May 21, 2010

8:00 a.m.

**Mountwest Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – April 23, 2010*
- III. President’s Report – Dr. Cotroneo
- IV. Institutional Board of Governor’s Training – Dr. Cotroneo
- V. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - Update on Facility Purchase
 - Update on Mountain Bounty Kitchen Lease
 - Update on FY 2011 Service Agreement
 - Next FFC Meeting – June 16, 2010 (Wednesday prior to Board meeting)
 - Other
- VI. Appointment of Nominating Committee – Susan Richardson
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VIII. Announcements:
 - Next Regularly Scheduled Meeting of the IBOG – June 18, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - Other
- IX. Adjournment

*Denotes Action Item

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

MINUTES

Friday, April 23, 2010

8:00 a.m.

MCTC Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

PRESENT: Ruth Cline, Donna Donathan, Jim Hale, Mike Herron, Jason Moses, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl D. Thompson.

ABSENT: Bob Bailey, Mark Bugher and Mark George.

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Jean Chappell, Shirley Dyer, Ashleigh Graham, Herb Karlet, Marjorie Keatley, Michael McComas, Chris Michael, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, John Whiteley, and the news media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:09 a.m. A quorum was established.

II. Approval of Minutes – March 19, 2010:

A motion was made by Mike Herron and seconded by Jim Hale to accept the March 19, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave a report to the Board that included the following items:

- Relating to the purchase of the new facility for the college, Tom Heywood expects the closing to occur within the next few weeks. Indications are that the former Ames building may be available by January 2011 for DIRECTV to move or as late as March 2011.
- Board members were encouraged to attend a live demonstration of the latest in 3D shape capture technology and reverse engineering software presented by the College following the Board meeting. Examples of products manufactured as a result of the software were distributed for review.

- Board members were encouraged to participate in Commencement on May 7, 2010 at 7:00 p.m. at the Keith Albee Performing Arts Center. Congressman Nick J. Rahall II will be the Commencement speaker.
- The Board training previously scheduled by Chancellor Skidmore's office has been cancelled. Dr. Cotroneo suggested that training for Board members relating to Policy Governance could possibly occur in June 2010 with Board approval.
- Mountwest Community & Technical College was the recent recipient of a \$1,000 vendor check for student scholarships at the annual American Association of Community Colleges conference.
- Wylma Skean, Professor of Administrative Assistant Technology, has published a book along with two other authors on integrated business projects utilizing the state of West Virginia as a model.

IV. Branding/Identity Plan – Dr. Cotroneo and Bulldog Creative Services:

Chris Michael, President/CEO of Bulldog Creative Services, presented to the Board a proposed marketing plan relating to the name change for the college. It is anticipated that a bill-signing ceremony with Governor Manchin officially changing the name of the college will occur the week of May 26. The new marketing plan rolls out May 17, 2010.

V. Finance and Facilities Committee Report – Jeffrey Porter, Chair:

Jeffrey Porter indicated the Finance and Facilities Committee met April 21, 2010. The Committee reviewed three recommendations that were brought to the Board for approval. Additionally, the Committee received a report on the COTA (Certified Occupational Therapist Assistant) program. The next meeting of the committee will be May 19, 2010.

Following discussion of the first recommendation, a motion was made by Mike Herron and seconded by Donna Donathan that the Board of Governors receives the Financial Report for the nine months ending March 31, 2010. The motion was approved. Following discussion of the second recommendation, a motion was made by Donna Donathan and seconded by Monica Shafer that public notice be given that a proposed policy on Environmental Health and Safety by the Board be available for a 30-day comment period; and, that if no substantive comments are received, the MCT IBOG extends its final approval of the policy. The motion was approved. Following discussion of the third recommendation, a motion was made by Jeffrey Porter and seconded by Ruth Cline that the Board of Governors approves the proposed tuition and fees for FY 2010 – 2011. The motion was approved.

VI. Student and Academic Services Committee Report – Donna Donathan, Chair:

Donna Donathan indicated the Student and Academic Services Committee met March 19, 2010 to discuss two program reviews. As a result of the reviews, two recommendations were made. Following discussion, a motion was made by Donna Donathan and seconded by Jim Hale that the Interior Design Program should be continued at the current level of activity with or without specific action (no action recommended) and that the General/Transfer Studies Program should be continued at the current level of activity with or without specific action (no action recommended). The motion was approved.

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

None.

VIII. Announcements:

- The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held May 21, 2010 at the MCTC Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- The annual training for Institutional Board of Governors members to be provided by the Council for Community & Technical College System on May 20, 2010 has been cancelled. It is anticipated that the training will be held in the fall at a date and location to be determined.
- MCTC Commencement will be held Friday, May 7, 2010.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:12 a.m.

Susan K. Richardson Chairman

Ruth Cline Secretary