

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
AGENDA  
Friday, August 20, 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 – July 16, 2010\*
- III. President’s Report – Dr. Cotroneo
- IV. Committee Reports
- V. Update relating to the Service Agreement with Marshall University – Sue Richardson
- VI. Committee of the Whole – Sue Richardson
  - Discussion relating to Policy Governance
- 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 – September 17, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
  - Mountwest CTC is sponsoring the next Chamber After Hours, Thursday, September 16, 2010 from 5:30 p.m. – 7:30 p.m. @ the Mountwest Cooking & Culinary Institute. Board members are encouraged to attend.
  - Other
- IX. Adjournment

\*Denotes Action Item

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

**MINUTES**

**Friday, July 16, 2010**

**8:00 a.m.**

**MCTC Cooking & Culinary Institute**

**917 Third Avenue**

**Huntington, WV**

**PRESENT:** Bob Bailey, Donna Donathan, Mark George, Mike Herron, Jason Moses, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl D. Thompson.

**ABSENT:** Mark Bugher, Ruth Cline and Jim Hale.

**ALSO ATTENDING:** President Keith J. Cotroneo, Steven Brown, Jean Chappell, Curtis Johnson, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, and John Whiteley.

**AGENDA ITEMS:**

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:00 a.m. A quorum was established.

II. Approval of Minutes – June 18, 2010:

A motion was made by Jason Moses and seconded by Donna Donathan to accept the June 18, 2010 minutes correcting a name change from Harris to Hess on Page 2, Item IV, bullet two and otherwise as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo announced the new marketing/branding campaign for the college is well underway. The response to the campaign has been very positive.

A report titled "Investment in State Postsecondary Education" created by the National Center for Higher Education Management Systems (NCHEMS) with support from the National Postsecondary Education Cooperative (NPEC) was distributed and discussed at length. The report contained data relating to West Virginia.

The President's Office has received a letter from Congressman Nick J. Rahall II with respect to the college's support of veterans. A copy of the latest college brochure of interest to members of the military was distributed.

President Cotroneo announced the College will be sponsoring the Huntington Regional Chamber of Commerce's Business After Hours on September 16, 2010. The event will be held at the Cooking & Culinary Institute. Board members were encouraged to attend.

Sandra Walker, Dean of Business and Information Technology at Mountwest, has notified the President of her intent to retire. Steven Brown will now be providing oversight to the Business and Information Technology Division.

IV. FY 2010-2011 Service Agreement – Sue Richardson:

Sue Richardson announced it is anticipated that the FY 2010-2011 Service Agreement with Marshall University may be approved by the University within the next week or so. Considering this, a motion was made by Jason Moses and seconded by Mark George that the Board authorizes Sue Richardson and President Cotroneo to act on behalf of the Institutional Board of Governors in securing the agreement. The motion was approved.

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

Jeffrey Porter asked Herb Karlet to provide the Board with a brief overview of the FY 2010-2011 budget. Following the overview, a motion was made by Jeffrey Porter and seconded by Bob Bailey that the FY 2011 budget for Mountwest Community & Technical College be approved. The motion was approved.

Mr. Porter announced the Finance and Facilities Committee last met July 14, 2010 where a discussion related to enrollment occurred. Also, the auditors will be back on campus in September 2010 to complete their annual audit. The complete audit is expected to be completed in October 2010.

VI. Policy Governance – Sue Richardson:

The Board discussed the recent training provided by Miriam Carver relating to Policy Governance. Ruth Cline was unable to attend the Board meeting but submitted a letter to Board members voicing her support of the Policy Governance model. Following discussion, Ms. Richardson asked President Cotroneo to investigate the possibility of having a representative from a community and technical college currently using the Policy Governance model to speak to the Board.

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 will be held August 20, 2010 at the Mountwest Cooking & Culinary Institute. Breakfast will be available at 7:30 a.m. with the meeting to begin at 8:00 a.m.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:42 a.m.

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Susan K. Richardson

Chairman

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Ruth Cline

Secretary