

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

AGENDA

Friday, December 18, 2009

8:00 a.m.

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

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – November 20, 2009 *
- III. President’s Report - Dr. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - Update on Institutional Budget (Fiscal Years 2010, 2011, 2012)
 - Update on Service Agreement with Marshall University **
 - Update on Site Selection and Negotiations
 - Discussion on New Programs, the Planning Process and Sustainability
 - Action Item relating to Meeting of CTC Institutional Presidents and their respective Board Chairs/Designee *
 - Other
- V. Student and Academic Services Committee Report – Donna Donathan, Chair
 - Update on Meeting of December 9, 2009
 - Other
- VI. Appointment of Ad-Hoc Committee relating to Long-Range Strategic Planning – Sue 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 – January 15, 2010 @ the MCTC Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - Other
- IX. Adjournment

* Action Item

** Tentative Action Item

*** DRAFT ***

MINUTES

MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Friday, November 20, 2009

8:00 a.m.

MCTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV

PRESENT: Bob Bailey, Mark Bugher, Donna Donathan, Mark George, Jim Hale, Mike Herron, Jason Moses, Criss Nance, Jeffrey Porter, Susan Richardson, and Monica Shafer.

ABSENT: Ruth Cline.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Jean Chappell, Ashleigh Graham, Herb Karlet, Marjorie Keatley, Bob McClain, Michael McComas, Chris Michaels, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Linda Vinson, 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 8:15 a.m. A quorum was established.

II. Approval of Minutes – October 16, 2009:

A motion was made by Bob Bailey and seconded by Mark Bugher to accept the minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo distributed an IPEDS report to Board members and discussed the data. He also reported that the second issue of *Career Focus* magazine has been mailed to potential students in the college's service area.

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

Jeffrey Porter indicated the Finance and Facilities Committee met November 11, 2009 where the majority of the meeting focused on the June 30, 2009 Audit Report. Following discussion of the report, Mr. Porter made a motion that the Board of Governors receives a copy of the College's Fiscal Year 2009 Financial Audit. The motion was seconded by Donna Donathan and approved.

In accordance with IBOG Policy F-1 "Waiver of Tuition and Fees for Third-Party Sponsored Courses," the Board discussed the Annual Report for Fiscal Year 2008-

2009. Mr. Porter then made a motion, seconded by Mark Bugher, that the Board receives the Annual Report for Fiscal Year 2008-2009. The motion was approved.

Mr. Porter reported the 2009-2010 Service Agreement with Marshall University is a work in progress. The University has the proposed agreement.

V. Report of the Ad-Hoc Committee on Naming of the College – Jeffrey Porter:

Mr. Porter reported the Ad-Hoc Committee on Naming of the College had met three times since being appointed last month. Hundreds of possible names for the college were submitted as the result of an on-line survey. The faculty formed a QUEST team, chaired by Donna Donathan, to consider names. Students, faculty and classified staff were given the opportunity to vote on the top names selected. As a result of the vote, the top two names were MountWest Community & Technical College and Western West Virginia Community & Technical College. Representatives from Bulldog Creative Services attended the IBOG meeting and gave a presentation concerning branding of a new college name and had available possible logos and color schemes available for both names. A motion was made by Jeffrey Porter and seconded by Mark Bugher that the Board accept MountWest Community & Technical College and Western West Virginia Community & Technical as possible names for the college. The motion was approved. Following discussion, a vote was taken and as a result MountWest Community & Technical College was approved as the Board's choice for the new name of the college. Ms. Richardson reported the name change must have the approval of the legislature in order to be official.

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

No Executive Session was held.

VII. Announcements:

- Jason Moses reported that a summary of President Cotroneo's recent evaluation by the Board will be available to Board members in an Executive Session of the December 18, 2009 Institutional Board of Governors meeting.
- Donna Donathan requested that the Board start working on a long-range strategic plan for the college. This will be a topic of discussion at the December 18, 2009 meeting of the Institutional Board of Governors.
- The next regularly scheduled meeting of the Institutional Board of Governors will be held December 18, 2009 at the MCTC Cooking & Culinary Institute with breakfast to begin at 7:30 a.m. and the meeting at 8:00 a.m.

VIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:28 a.m.

_____ Chairman
Susan K. Richardson

_____ Secretary
Ruth Cline

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 18, 2009**

ITEM: Proposed meeting with the WV Community and Technical College System Institutional Presidents and their respective Board Chairs/Designee

COMMITTEE: Finance & Facilities Committee (FFC)

RECOMMENDED RESOLUTION: *Resolved*, that the MCTC Board of Governors host a meeting with the WV Community and Technical College System Institutional Presidents and their respective Board Chairs/Designee for the purpose of discussing strategies for advancing the community colleges.

BOARD/STAFF MEMBER: Jeffrey Porter
Chair, Finance & Facilities Committee

Keith J. Cotroneo
President, MCTC