

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

AGENDA

Friday, February 15, 2013

8:00 a.m.

Mountwest CTC Headquarters Building

Room G07-B

One Mountwest Way

Huntington, WV

1. Call to Order and Determination of Quorum – Jason Moses, Chairman
2. Consent Agenda – Jason Moses, Chairman
 - Approval of Minutes – January 18, 2013*
3. Policy Governance Ends – Focus Session – Jason Moses, Chairman
4. Monitoring Report: Mid-Year Financial Report 2012-2013 – Dr. Keith J. Cotroneo*
5. President’s Report – Dr. Keith J. Cotroneo
6. Future Board Agenda Items – Jason Moses, Chairman
7. Announcements:
 - Next regularly scheduled meeting of the IBOG – March 15, 2013 at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. with the meeting scheduled to begin at 8:00 a.m.
 - IBOG Retreat – Wednesday, March 6, 2013 in Charleston, WV at the offices of Jackson Kelly, PLLC
 - Other
8. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
9. Adjournment

* Action Items

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

MINUTES

Friday, January 18, 2013

8:00 a.m.

**Mountwest Community & Technical College
One Mountwest Way, G07A
Huntington, WV 25701**

PRESENT: Bob Bailey, Mark Bugher, Ruth Cline, Mark George, Jim Hale, Mike Herron, Jason Moses, Kimberley Patrick, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Thomas Gibson

ALSO ATTENDING: President Keith J. Cotroneo, Luanne Bowman, Billie Brooks, Steven Brown, Christie Chaffin, Sara Chapman, Tommie Kelley, Jason Lovejoy, Stephanie Neal, Bethany Perry, Latrenda Sanders, Monica Shafer and Terri Tomblin-Byrd

AGENDA ITEMS:

I. Call to Order and Determination of Quorum – Jason Moses, Chairman:

Jason Moses, IBOG Chairman, called the meeting to order at 8:20 am. A quorum was established.

II. Consent Agenda – Jason Moses, Chairman:

A motion to accept the minutes of the November 16, 2012 meeting of the Board was made by Christopher Stevens and seconded by Mark Bugher. The motion was approved.

III. President's Report – Dr. Keith J. Cotroneo:

- The Spring 2013 semester enrollment is positive.
- Café Update – The Café has been approved by the Cabell County Health Department to now start serving hot food.
- The Beacon Grant implementation model has been fully implemented this semester.
- President Cotroneo attended WV Governor Earl Ray Tomblin's Inauguration on January 14, 2013 at the State Capital.
- A digital copy of the Governance Coach newsletter was forwarded to members of the Board.
- Strategic Planning Update – a handout outlining the strategic planning process was distributed and discussed.
- CFO Search – The Search Committee for the CFO position is currently conducting telephone interviews and will soon be bringing the finalists to campus for interviews.

IV. Review of IBOG Policy Governance Monitoring Schedule – Dr. Keith Cotroneo:

A draft Monitoring Schedule was provided and reviewed by the Board. A motion to accept the Monitoring Schedule as presented with a change in the Internal Report date for the Annual Key Financial Indicators to be November was made by Mark Bugher and seconded by Linda Vinson. The motion was approved.

V. Future Board Agenda Items – Jason Moses, Chairman:

- Proposed retreat dates and locations were discussed. The Board approved of a one-day retreat to be held March 6, 2013 in Charleston, WV.
- Update from the West Virginia Council for Community & Technical College Education – Board members were encouraged to attend the Council meeting on January 31, 2013. Chairman Moses and Dr. Cotroneo will draft a letter from the Board to be sent to members of the Legislature concerning issues of importance to the college which may be considered during the upcoming legislative session.
- Chairman Moses gave a financial report for the Foundation.
- A discussion was held related to speakers at future Board meetings.
- Linda Vinson suggested a topic of discussion for a future Board meeting to be related to the Board's role in maintaining institutional accreditation.
- Christopher Stevens requested that a report be made at the February 2013 Board meeting relating to the percentage of Board participation in annual giving to the Mountwest CTC Foundation.

VI. Announcements:

- Next regularly scheduled meeting of the IBOG – February 15, 2013 at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.
- Other

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

A motion to go into executive session was made by Christopher Stevens and seconded by Mark Bugher. The motion was approved.

VIII. Adjournment:

There being no other agenda items, the meeting was adjourned.

Jason Moses

Chairman

Bob Bailey

Secretary