

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

**AGENDA**

Friday, January 14, 2011

12:30 p.m.

The Ramada Inn  
3094 16<sup>th</sup> Street Road, I-64  
Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – December 17, 2010 \*
- III. Update on Mountwest’s Campus Project
- IV. Proposed Revisions to IBOG Policy A-8 relating to Transfer Credit \*
- V. Future Board Agenda Items
- VI. Announcements:
  - Next regularly scheduled meeting of the IBOG – February 18, 2011 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with meeting to begin at 8:00 a.m.
  - Other

\* Action Items

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

**MINUTES**

**Friday, December 17, 2010**

**8:00 a.m.**

**MCTC Cooking & Culinary Institute**

**917 Third Avenue**

**Huntington, WV**

**PRESENT:** Bob Bailey, Mark Bugher, Ruth Cline, Donna Donathan, Mark George, Jim Hale, Mike Herron, Jason Moses, Susan Richardson, Monica Shafer, and Cheryl Thompson.

**ABSENT:** Jeffrey Porter.

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Rick Brown, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Carol Perry, and Terri Tomblin-Byrd.

**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 – November 19, 2010:

A motion was made by Monica Shafer and seconded by Jason Moses to accept the November 19, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo reported on the following items:

- A very successful Holiday Reception for Board members, faculty and staff was held December 7, 2010 at the Cooking & Culinary Institute.
- On November 24, 2010, Ralph Kelly, a member of the WV Council for Community and Technical College Education, visited Huntington and toured the new college campus. Mr. Kelly also met with President Cotroneo and Corey Payne concerning the college's program for veterans.
- Dr. Cotroneo and Dean Steven Brown met with Gary Adkins, Steve Queen and Sandra Pertee, all with the Wayne County Board of Education, and discussed the further development of the Spring Valley Technical Center. Another meeting will be held following the holidays.

- Professor Randall Jones is spearheading the development of a Transportation Technology program for the college. A Community Advisory Committee has been formed. A grant in the amount of \$225,000 has been secured for this purpose.
- The Community & Technical College Advisory Committee met earlier this week at the Governor's mansion. A productive discussion on the community and technical college system as a whole occurred. During the months of January and February 2011, First Lady Joanne Tomblin will be visiting all community and technical colleges in the state.
- President Cotroneo is chairing a state committee on the development of an Open Admissions rule for the community and technical colleges.

IV. Advocacy Training Report:

Ms. Richardson reported that she, Jason Moses, Ruth Cline and Dr. Cotroneo recently attending a meeting of IBOG Officers and CTC Presidents sponsored by Chancellor Skidmore's office. The purpose of the meeting was to stress the importance of Boards working collectively to support community and technical colleges with the legislature.

V. Policy Governance Training, January 13 – 14, 2011:

Steven Crandall will be providing the Board with training related to Policy Governance January 13 – 14, 2011. The training will be held from 8:30 a.m. – 4:00 p.m. each day.

VI. Update on Mountwest's Campus Project:

Neighborgall Construction has been awarded the contract to complete the build-out of the former Ames building, which will be the new location of Direct TV. Bastian-Harris Architects is ready to move forward with the bids for the renovation of the new Mountwest campus once dates for completion and financing of the Direct TV construction are available.

VII. Quarterly Financial Report for the period ending September 30, 2010:

Herb Karlet, CFO, provided the Board with an overview of the quarterly financial report for the period ending September 30, 2010. Following discussion, a motion was made by Mark Bugher and seconded by Mark George that the Board of Governors received the Financial/Budget Report for the quarter ending September 30, 2010. The motion was approved.

VIII. Executive Session Under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue – President's Contract:

A motion was made by Jason Moses and seconded by Mark George that the Board go into Executive Session relating to the President's Contract under the authority of WV Code §6-9A-4. The motion was approved.

Following the Executive Session, a motion was made by Bob Bailey and seconded by Ruth Cline that a new contract for President Cotroneo be approved. The motion was approved. The contract must also be approved by the WV Council for Community and Technical College Education.

IX. Future Board Agenda Items:

- Update on Mountwest's Campus Project
- Marketing Campaign Review and Update

X. Announcements:

- Next regularly scheduled meeting of the IBOG – January 21, 2011 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with meeting to begin at 8:00 a.m.

XI. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:15 a.m.

\_\_\_\_\_  
Susan K. Richardson

Chairman

\_\_\_\_\_  
Ruth Cline

Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
Meeting of January 14, 2011**

**ITEM:**

Approval to give public notice of a 30-day comment period of the intent to revise IBOG Policy A-8 relating to Transfer Credit.

**RECOMMENDED RESOLUTION:**

*Resolved*, public notice will be given that a proposed revision to IBOG Policy A-8 relating to Transfer Credit is available for a 30-day comment period and that if no substantive comments are received, the MCTC IBOG extends its final approval of the rule.

**STAFF MEMBER:**

Keith J. Cotroneo, Ed.D.  
President

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

**Policy No. A - 8**

**Transfer**

**1. General**

- 1.1 Scope: This policy establishes standards and procedures for students seeking transfer admission to MCTC.
- 1.2 Statutory References: WV Code §18B-1-1A; 18B-2B-6; 18B-3C-2
- 1.3 Original Passage Date: July 17, 2009
- 1.4 Original Effective Date: August 17, 2009
- 1.5 Intent to Revise: January 14, 2011
- 1.6 Controlling Over: Mountwest Community & Technical College

**2. Policy**

- 2.1 College level course credits earned at regionally accredited post-secondary institutions can be transferred to MCTC. Transfer credit is subject to the approval of the Division Dean in which the student matriculates, and with the following provisions:
  - 2.1.1 MCTC must receive official transcripts of all college level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade-point average (GPA) at MCTC. Exceptions to this practice may be approved by the President or President's designee.
  - 2.1.2 Courses in which a grade of "C" or higher is earned are transferable for credit if coursework is relevant to the student's program at MCTC with the approval of the Division Dean.
  - 2.1.3 Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division in which the student matriculates. Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.
- 2.2 Transfer students are required to complete a residency requirement prior to graduation.
- 2.3 The transfer evaluation is based on the declared major of the student.