

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

Friday, July 15, 2011

8:30 a.m.

**Mountwest CTC Center for Culinary Arts
1648 Eighth Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Consent Agenda:
 - Approval of Minutes – June 17, 2011*
- III. Discussion with the Mountwest CTC Foundation Board:
 - College Facilities
 - Fundraising Plans
 - Naming Opportunities
- IV. President's Report – Dr. Cotroneo:
 - Policy Governance Training Update
 - HLC Progress Report
 - Other
 - Next regularly scheduled meeting of the IBOG –August 19, 2011 @ the Mountwest Cooking & Culinary Institute. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8:00 a.m.
- V. Update of IBOG Trustee Meeting – Sue Richardson
- VI. Future Board Agenda Items
- VII. Adjournment

* Action Items

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

MINUTES

Friday, June 17, 2011

8:00 a.m.

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

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

ABSENT: Mike Herron and Jeffrey Porter.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Rachael Fricke, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Carol Perry, Sheanna Spence, and Terri Tomblin-Byrd.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Mr. Moses called the meeting to order at 8:04 a.m.

II. Consent Agenda:

A request was made by Mark Bugher that the agenda item relating to the Board Designation of Net Assets for the Campus Renovation Project be removed from the consent agenda. A motion was then made by Jim Hale and seconded by Monica Shafer that the remaining consent agenda items: 1) Approval of Minutes – May 26, 2011 and 2) Admissions Policy, be approved. The motion was approved.

The Board then considered the agenda item relating to the Board Designation of Net Assets for the Campus Renovation Project. Herb Karlet, Vice-President and CFO, clarified that the financial auditors require IBOG action to approve of the use of unrestricted net assets. Following discussion, a motion was made by Mark Bugher and seconded by Donna Donathan that the Board of Governors designates all rental income received from DIRECTV and all payments received from Marshall University, for the property purchased from the College, to the Campus Renovation Project. The motion was approved.

III. FY 2011-2012 Budget Planning:

Following discussion of the FY 2011-2012 Budget as presented, a motion was made by Mark Bugher and seconded by Mark George that the Board of Governors approve the FY 2011-2012 Budget. The motion was approved.

IV. Election of Officers – Ruth Cline, Chair of the Nominating Committee:

Ruth Cline, Chair of the IBOG Nominating Committee, reported that the Committee met last Friday, June 10, 2011. Members present were Mark George, Jim Hale and Ruth Cline. In accordance with WV Code, the Committee presented a slate of proposed officers for the Board during the 2011-2012 fiscal year. The slate included Susan Richardson, Chair; Jason Moses, Vice-Chair and Bob Bailey, Secretary. Mr. Moses also called for nominations from the floor but none were received. The Board then voted and approved of the slate of officers as presented by the Nominating Committee.

V. Telephonic Options for IBOG Meetings:

In order to assure that quorums are available for IBOG meetings, a discussion was held as to the appropriateness of always having the option of participating in Board meetings over the telephone rather than attending the meetings in person. Following discussion, it was the consensus of the Board that telephone participation should be available upon request. If a Board member is unable to attend a meeting and would like to participate via telephone, please contact the Stephanie Neal.

VI. President's Report – Dr. Cotroneo:

President Cotroneo gave the Board a report on the following items:

- President Cotroneo contacted Steve Crandall, at the request of the Board, concerning his availability to come to Huntington to work with the Board in the development of Ends Statements. The Board requested that President Cotroneo confirm August 19, 2011 with Mr. Crandall.
- A Steering Committee has been formed to develop a statewide effort to create a Trustees effort with the Boards of Governors of Community & Technical Colleges in West Virginia. By-Laws for the Trustees are under development. Joanne Tomblin, the First Lady of WV and President of Southern WV CTC, will be hosting a meeting of the IBOG Chairs on June 29, 2011 at the Governor's mansion.
- President Cotroneo was recently elected as President of Educate the Tri-State. The organization is currently working to create a non-profit corporation in order to be able to apply for grants.
- It was reported that the WV Council for Community & Technical College Education approved the College's proposal to raise the \$3.5 million in additional funds required for the Headquarter Building project through a Lease-Purchase Agreement with the Mountwest Community & Technical College Foundation and a bond/loan with First Sentry Bank, subject to review and approval of the final documents by Council staff prior to execution. The college will be hiring a Project Manager to oversee the construction. It is expected that construction may begin as early as September 2011.
- The Center for Culinary Arts located at 1848 Eight Avenue in Huntington is nearly operational. Security surveillance equipment is currently being installed.
- Executive Dean Carol Perry and Dean of Business, Technology and Workforce Development Steven Brown recently attended a meeting relating to the development of the Community & Technical College Technology Center in Charleston, WV. Plans for the Center are still under development.
- Summer School 2011 enrollment figures are up by approximately 18% over last year.

- Should bids for the renovation of the College's Headquarter Building come within budget, the Higher Education Policy Commission can award the contract. All documentation on the bond/loan with First Sentry Bank will come to the IBOG for approval. Should the bids be received over the approved budget, changes will come back to the IBOG for approval.
- The next regularly scheduled meeting of the IBOG is July 15, 2011. The meeting will be held at the Center for Culinary Arts, 1648 Eighth Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m.

VII. Executive Session Under the Authority of WV Code §6-9A-4 Relating to Personnel Issue – Presidential Compensation:

No Executive Session was held.

VIII. Future Board Agenda Items:

- Update on Mountwest Campus Projects.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:07 a.m.

_____ Acting Chairman
Jason Moses

_____ Secretary
Ruth Cline