

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

AGENDA

Friday, September 21, 2012

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 – July 20, 2012*
3. Progress toward ENDS – Dr. Keith Cotroneo
4. President’s Report – Dr. Keith J. Cotroneo
 - a. Campus Update
 - b. FY 2014 Budget
 - c. Other
5. Guest Speakers at Future IBOG Meetings – Jason Moses, Chairman
6. IBOG Reception with Local Leaders – Tom Gibson
7. IBOG Retreat – Jason Moses, Chairman
8. Future Board Agenda Items – Jason Moses, Chairman
9. Announcements:
 - Next regularly scheduled meeting of the IBOG – October 19, 2012 @ 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.
 - 2012 WV Community College Association (WVCCA) and WV Association for Developmental Education (WVADE) Conference to be held at the Canaan Valley Resort & Conference Center October 24 – 26, 2012. A meeting of the WV Community & Technical College Association of Institutional Boards of Governors will be held during the afternoon of October 24. This meeting and the conference are training opportunities for IBOG members.
 - Other

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

11. Policy Governance Work on Ends Statements (time permitting) – Jason Moses, Chairman

12. Adjournment

* Action Items

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

MINUTES

Friday, July 20, 2012

8:00 a.m.

**Mountwest Community & Technical College
2205 Fifth Street Rd
Huntington, WV**

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

ABSENT: Ruth Cline

ALSO ATTENDING: President Keith J. Cotroneo, Herb Karlet, Stephanie Neal, Latrenda Sanders, Billie Brooks, Steve Brown, Jean Chappell, Bethany Perry, Carol Perry, Sheanna Spence, Terri Tomblin-Byrd, Mike Dunn, Monica Shafer, Luanne Bowman, Jason Lovejoy, Tommie Kelley, and Bob McClain

AGENDA ITEMS:

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

Jason Moses, IBOG Chairman, called the meeting at 8:00 am. A quorum was established.

II. Tour of Headquarters Building – Sheanna Spence :

Sheanna Spence, Director of Development, took IBOG Members on tours of the new campus facility and then returned to the meeting.

III. Consent Agenda – Jason Moses, Chairman:

A motion to approve the minutes of the June 15, 2012 meeting of the Board and a Proposed Amendment to IBOG Policy No F-2, Travel was made by Bob Bailey and seconded by Sue Richardson. The motion was approved.

IV. Board Advocacy and Policy Governance – Jason Moses, Chairman:

Following a discussion by the Board related to the Board Advocacy Task Force and Policy Governance, it was decided by all IBOG members to eliminate the Task Force on Board Advocacy and that all decisions by the Board will be made with the full Board as a group in consultation with the President.

Tom Gibson was asked by the Board to work on a date in October 2012 for the Board and President Cotroneo to meet with the college's local legislative delegation and elected officials.

V. Overview of Mountwest's New Campus Grand Opening Celebration – Sheanna Spence, Director of Development:

Sheanna Spence, Director of Development at Mountwest, announced that on August 10, 2012 a Keys to the Future Reception and Dinner was planned for 6:30 p.m. In addition, on August 11, 2012 at 10:00 a.m. the College would be celebrating its Grand Opening with a ribbon-cutting ceremony. Board members were encouraged to attend both events.

VI. President's Report – Dr. Keith Cotroneo:

- The college's move to the new campus was discussed. The transition was in process and progressing well. The Division of Student Services would be the first area to move.
- President Cotroneo thanked Bob Bailey and members of the Cabell County Commission for approving of the naming of Mountwest Way. Interstate signs were changed to reflect Exit 8 as that for the College.
- The annual WVCCA & WVADE Conference will be held October 24 – 26, 2012 at Canaan Valley. A meeting of the CTC trustees will occur during the afternoon of October 24.
- The Department of Labor BEACON grant was progressing well. Over 200 students opted in the program for the fall 2012 semester. The Student Success Peer Coaches were doing a wonderful job.
- A Workforce Readiness initiative has been established with the Huntington Regional Chamber of Commerce. Business leaders have identified the need for training in the area of basic soft skills.
- Senate Bill 436 was discussed. President Cotroneo has met with Superintendents from Cabell, Mason and Putnam counties. A meeting with the Superintendent of Wayne County Schools was being scheduled for later in July.

VII. Future Board Agenda Items:

- Sue Richardson requested that the Board consider having a retreat where possible topics of discussion might be an IBOG orientation and Policy Governance.
- Jason Moses requested that the subject of Policy Governance be placed on each IBOG meeting agenda.
- Linda Vinson indicated the Board will need to approve of a General Education Philosophy in the future.

VIII. Announcements:

- Next regularly scheduled meeting of the IBOG – August 17, 2012 @ 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.
- A handout relating to activities during the college's Open House on August 11, 2012 was distributed.
- Sue Richardson indicated sample questions were under review by the Board Committee working on the President's annual evaluation. Sample questions were currently under review by the committee and would soon be sent to all IBOG members for review.

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

None.

X. **Adjournment:**

There being no other agenda items, the meeting was adjourned at 9:55 a.m.

Jason Moses

Chairman

Bob Bailey

Secretary