

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

**Friday, October 21, 2011**

**8:00 a.m.**

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

- I. Call to Order and Determination of Quorum
  
- II. Consent Agenda:
  - Approval of Minutes – September 9, 2011\*
  - Approval of Revised IBOG By-Laws\*
  - Approval of Board Outcomes\*
  
- III. New Campus Facility Update – Dr. Cotroneo and John Harris
  
- IV. President’s Report – Dr. Cotroneo
  - Overview of the BEACON Federal Grant
  - Other
  
- V. Announcements:
  - Next regularly scheduled meeting of the IBOG – November 18, 2011 @ the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8:00 a.m.
  
- VI. Future Board Agenda Items
  
- VII. Adjournment

\* Action Items

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

**MINUTES**

**Friday, September 9, 2011**

**8:00 a.m.**

**Pullman Plaza Hotel  
Cam Henderson Room  
1001 Third Avenue  
Huntington, WV**

**PRESENT:** Bob Bailey, Mark Bugher, Ruth Cline, Rachael Fricke, Mark George, Jim Hale, Mike Herron, Jason Moses, Jeffrey Porter, Sue Richardson, Christopher Stevens, and Linda Vinson.

**ABSENT:** None.

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Steven Brown, Jean Chappell, Steve Crandall, Herb Karlet, Stephanie A. Neal, Carol Perry, Cam Siegrist, Sheanna Spence, Elizabeth Stearns-Sims, and Terri Tomblin-Byrd.

**AGENDA ITEMS:**

**I. Call to Order and Determination of Quorum:**

Ms. Richardson called the meeting to order at 8:02 a.m. A quorum was established.

**II. Consent Agenda:**

A motion was made by Jason Moses and seconded by Mark Bugher to approve the consent agenda which included approval of the minutes of the August 19, 2011 IBOG meeting. The motion was approved.

**III. Revenue Bonds – Dr. Cotroneo:**

Dr. Cotroneo reported it was determined by the Higher Education Policy Commission that the best way to secure the additional funding needed to complete the renovations to the new college headquarters building was to sell revenue bonds rather than enter into a lease agreement with the Mountwest CTC Foundation. Cam Siegrist, an attorney with Bowles Rice McDavid Graff & Love LLP spoke to the Board about the proposal for the bonds and answered questions. A motion was made by Jim Hale and seconded by Chris Stevens to approve a resolution authorizing the issuance of the bonds. The motion was approved. President Cotroneo indicated the Higher Education Policy Commission had scheduled a special called meeting for September 13, 2011 to move forward with approval to issue the bonds. Indications were that Governor Tomblin was supportive and would sign the appropriate documents.

**IV. IBOG By-Laws – Sue Richardson:**

Proposed revisions to the IBOG By-Laws were presented to Board members as a discussion item. The proposed revised By-Laws will be sent to Steve Crandall, the Board’s consultant on Policy Governance, to ensure the By-Laws are in compliance with the concept of Policy Governance. The revised By-Laws will be presented to the Board for approval at an upcoming meeting.

**V. President’s Report – Dr. Cotroneo:**

- President Cotroneo introduced Elizabeth Stearns-Sims as the recently hired Associate Dean for Student Success.
- Neighborgall Construction is currently conducting the demolition phase in renovating the new Campus Headquarters Building. Mike Meadows was been hired by the College as the Construction Project Manager. Dr. Cotroneo, Herb Karlet and Mike Meadows will be meeting twice per month with Neighborgall Construction representatives relating to the progress being made. If funding for the complete renovations is secured by September 30, 2011, Neighborgall officials have indicated construction will be complete by July 15, 2012.
- It is anticipated that Fall 2011 enrollment will be similar to Fall 2010.

**VI. Announcements:**

- Ms. Richardson announced the next meeting of the Community & Technical College Trustees is scheduled for September 14, 2011 at Braxton County High School in Sutton, WV. Officers are to be elected and By-Laws for the organization are to be approved.
- The next regularly scheduled meeting of the IBOG is October 21, 2011 at the Mountwest CTC Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8:00 a.m.

**VII. Adjournment:**

There being no other agenda items, the meeting was adjourned at 8:47 a.m.

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Susan K. Richardson

Chairman

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Bob Bailey

Secretary

**Mountwest Community & Technical College  
Institutional Board of Governors  
Meeting of October 21, 2011**

**ITEM:**

Board Outcomes Statements

**RECOMMENDED RESOLUTION:**

*Resolved*, that the Mountwest CTC Institutional Board of Governors approves the attached Board Outcomes.

**STAFF MEMBER:**

Sue Richardson, Chairman  
IBOG

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

**COLLEGE OUTCOMES**

**September 2011**

Outcomes for Administration to Accomplish

Value:

The citizens of the community will have increased awareness of the value of the college as a resource and its benefits.

Public Profile:

We will have enhanced the public profile of the college.

Possible measures:

Advertisement of career opportunities

New facility completion

Public survey results

Completion:

We will have increased student program completion rates (Degrees, Certificates, Skill Sets, and Courses) and aggregate completion.

(Establish a baseline first)

Engagement:

We will have increased the engagement of the community with the college.

Career Development:

Mountwest students will have a realistic understanding of their career options and upon completion find employment in their field.

Means = We will have established an effective career planning and placement system.

## Outcomes for the Board to Accomplish

1. The MCTC IBOG will fully function under the Policy Governance approach and philosophy.
2. The IBOG will have increased their engagement with the community on behalf of the college.  
Possible avenues:
  - Legislative- state and local
  - Community Leaders and Organizations
  - Speakers' Bureau
  - Networking with other Boards
  - A.C.C.T. Activity (leadership?)
3. All IBOG members will contribute to the Foundation on an annual basis, and will actively raise awareness/promote the Foundation in the community.

### **NOTES:**

1. Each of these Outcomes needs to be populated with specific actions and timeframes. Upon completion, the combined items will form the strategic plan for the college. The President and the administration will flesh out theirs and the board will do the same for those belonging to the board.
2. These sub-items, then, become objectives for accomplishment within specified times. Consider the criteria for a "well written objective":
  - Results Oriented (describe outcomes expected not just activities)
  - Specific (single topic per objective)
  - Measurable (count, ratio, description)
  - Time Bound (by when?)
  - Traceable (to Broad Ends/Outcomes, ultimately to the Mission)
  - Challenging (ensures quality of the objective)
  - Comprehensive (ensures depth of the objective)

Also remember that in some form the formula of "Results: For Whom, For What Good, At What Cost" should be captured.

3. These Outcomes can be adopted even if the sub tasks are still being determined--but there needs to be a timeline approved regarding when the sub tasks will be decided.
4. Re Policy Governance:
  - Need to implement the monitoring schedule for Executive Limitations and eventually Ends/Outcomes reporting.
  - Need to agree on the means of evaluation: Internal Report, External Report or Direct Inspection. Administration needs to form reports that speak to specific policies when using Internal Reports.
  - Need to begin following own policies on Governance Process, agendas and orientation and behavior of all board members.