

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

MINUTES

Friday, February 17, 2012

8:00 a.m.

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

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

ABSENT: Ruth Cline

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Rick Brown, Billie Brooks, Jean Chappell, Herb Karlet, Bob McClain, Stephanie A. Neal, Carol Perry, Latrenda Sanders, Elizabeth Sterns Sims, Sheanna Spence, and Terri Tomblin-Byrd and the media

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Sue Richardson, IBOG President called the meeting to order at 8:03 a.m. A quorum was established.

II. Consent Agenda:

A motion was made by Mark Bugher and seconded by Linda Vinson to approve the consent agenda which included approval of the minutes of the January 20, 2012 IBOG meeting. The motion was approved.

III. President's Report – Dr. Cotroneo:

- Facility Update - The New Campus project is on time for completion on July 15, 2012. Elevators and chillers in the newly renovated building need repair.
- The Service Agreement with MU for Hodges Hall and the MCTC Building may be extended.
- Inventory of all materials, furniture and equipment at all CTC sites is almost complete.
- Beacon Project – The Implementation Team has been selected and will be meeting for the first time today @ 11am
- Discussed higher one for students financial aid.

- Discussed Military Programs with Cory Payne to be model for other Colleges. Mr. Payne will be the point of contact for all WV CTC's.
- Discussed Human Resources to soon utilize PeopleAdmin software by July 1.
- Enrollment Report – Copies were distributed to Board members and reviewed.
- An update relating to the Foundation was provided by Sheanna Spence. She explained the State Tax Credit for donations for scholarships of \$500.00 or more.

IV. Financial Report:

- Receipt of the Financial/Budget Report for the Quarter Ending September 30, 2011.
- Motion to accept made by Chris Stevens and seconded by Bob Bailey. Motion was approved.

V. Financial Report:

- Receipt of the Financial/Budget Report for the Quarter Ending December 31, 2011.
- Motion to accept made by Chris Stevens and seconded by Bob Bailey. Motion was approved.

VI. Presentation: Tech Prep by Bob McClain

- Bob McClain gave handouts and explained the Tech Prep program in detail.

VII. Announcements:

- Next regularly scheduled meeting of the IBOG – March 16, 2012 @ Mountwest Cooking & Culinary Institute, 917 3rd Ave, Huntington, WV. Breakfast will be available beginning at 7:30 am and the IBOG meeting will begin at 8 am.
- The WV Community & Technical College Association for the Institutional Boards of Governors is scheduled to held Wednesday, February 22, 2012 at the State Capitol. Board members were encouraged to attend.
- Commencement will be held Friday, May 11, 2012 at the Keith Albee Theatre, 925 Fourth Ave, Huntington, WV. Additional details are forthcoming.

VIII. Future Board Agenda Items:


IX. Adjournment:

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



 Susan K. Richardson

Chairman



 Bob Bailey

Secretary