

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

**MINUTES**

**Friday, April 15, 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, Jeffrey Porter, Sue Richardson, and Monica Shafer.

**ABSENT:** Mike Herron and Cheryl Thompson.

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Rick Brown, Jean Chappell, Betty Dennison, Beth Hendricks, Herb Karlet, Tommie Kelley, Michael McComas, Stephanie A. Neal, Carol Perry, and Sheanna Spence.

**AGENDA ITEMS:**

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:03 a.m. A quorum was established.

II. Approval of Minutes – March 18, 2011:

A motion was made by Ruth Cline and seconded by Mark Bugher that the language in the minutes under item five be amended to read: "Following discussion related to a proposed rule relating to the Naming of Facilities, a motion was made by Mark Bugher and seconded by Donna Donathan that public notice be given that a proposed rule relating to the Naming of Facilities be 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. The motion was approved. Mark Bugher requested that any naming proposals be presented to the IBOG for review." The motion was approved.

III. President's Report – Dr. Cotroneo:

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

- The WV Council for Community & Technical College Education met yesterday in Moorefield, WV. The College's request for an increase in tuition and fees FY 2011-2012 was approved.
- Dennis Taylor is working with the College administration in writing a federal grant to improve student success rates. The grant is due April 21, 2011.
- Monica Shafer was recognized as having received a Presidential Scholarship and for her completion of training offered as a result of the scholarship. Monica's job

responsibilities now include institutional research which will assist the administration in data-driven decision making.

IV. Annual Presentation by the Faculty:

Rick Brown, Faculty Council Chair, and Betty Dennison, the Advisory Council of Faculty representative, made a presentation to the Board on behalf of the Mountwest faculty. Professor Brown distributed a handout stating the Faculty Constitution's Preamble as well as the Faculty Council and its Committees purposes. All IBOG members were invited to attend the April 21, 2011 Faculty Council meeting scheduled to be held at 2:00 p.m. in Cabell Hall Room 101. Professor Dennison distributed and discussed the ACF 2009-2010 Report Card and the ACF's latest brochure.

V. Approval of Salary Enhancements for Full-Time Faculty and Staff FY 2011-2012 – Dr. Cotroneo:

President Cotroneo stated that in an effort to recognize the work and dedication of the faculty and staff, the administration was proposing a salary enhancement plan for employees: Classified Employees - Full-funding of the classified staff salary scheduled in accordance with SB 330 §18B-9-3(c), effective July 1, 2011. Faculty – A 2% salary increase on August 17, 2011 for 9-month full-time employees. A 2% salary increase for non-classified staff effective July 1, 2011. A motion was made by Jason Moses and seconded by Jim Hale that the salary enhancement plan as presented FY 2011-2012 be approved. The motion was approved.

VI. Update on State Budget Allocations FY 2012 – Dr. Cotroneo:

President Cotroneo reported the College will be receiving an additional \$89,000 in state appropriations FY 2011-2012 for salary increases.

VII. Future Board Agenda Items:

- Update on Mountwest Campus Projects
- Update on status of elections for Faculty, Classified Staff and Student Representatives to the Institutional Board of Governors.

VIII. Announcements:

- The next regularly scheduled meeting of the IBOG will be Friday, May 20, 2011 and will be held at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. The Board meeting will begin at 8:00 a.m. Policy Governance training for IBOG members relating to Policy Governance Ends Statements will be held following the Board meeting.
- Commencement will be held Friday, May 13, 2011 at 7:00 p.m. at the Keith-Albee Performing Arts Center. Board members were encouraged to attend and be at the Keith-Albee by 6:30 p.m. A reception will follow Commencement and will be held across the street from the Keith-Albee.
- Ruth Cline will be serving as the Chair of a Nominating Committee for the IBOG Chair effective July 1, 2011. Board members interested in serving on the Nominating Committee should email Sue Richardson.

IX. Update on Mountwest's Campus Project:

Current projections are that DirecTV will begin moving into their new location mid-August 2011.

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

A motion was made by Ruth Cline and seconded by Bob Bailey that the Board enter into Executive Session under the Authority of WV Code §6-9A-4. The motion was approved.

Following the Executive Session, the public re-joined the meeting where a motion was made by Mark Bugher and seconded by Monica Shafer for the Board to come out of Executive Session. The motion was approved.

XI. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:27 a.m.



Susan K. Richardson

Chairman



Ruth Cline

Secretary