

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

**MINUTES**

**Friday, April 20, 2012**

**8:00 a.m.**

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

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

**ABSENT:** Ruth Cline

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Steven Brown, Sara Chapman, Jean Chappell, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Lisa Penix, Bethany Perry, Carol Perry, Dee Preston, Natasha Robinson, Latrenda Sanders, Monica Shafer, Sheanna Spence, and Terri Tomblin-Byrd

**AGENDA ITEMS:**

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

Sue Richardson called the meeting to order at 8:05 a.m. A quorum was established.

**II. Consent Agenda:**

A motion was made by Mike Herron and seconded by Mark George to approve the consent agenda which included approval of the minutes of the March 16, 2012 IBOG meeting with the change of adding Linda Vinson to the Task Force and deleting Sue Richardson. The motion was approved.

**III. Appointment of Nominating Committee FY 2012-2013 IBOG Officers – Sue Richardson:**

In accordance with the By-Laws of the Board, Ms. Richardson appointed a Nominating Committee to recommend a slate of officers FY 2012-2013. Those appointed to serve included Mike Herron (Chair), Mark George and Jim Hale. The election for officers will occur at the June 15, 2012 meeting of the Board.

**IV. Report of the IBOG Task Force Sub-Committee – Jason Moses:**

Jason Moses reported that the IBOG Task Force Sub-Committee met March 16, 2012 for the purpose of beginning to work on a message to assist the Board with talking to members of the legislature, on behalf of the college. Topics discussed included the need to work effectively with the Chancellor of the Community & Technical College System, to recognize the work of the legislature and to identify how involved the Board should be with college. The Committee thought it would be helpful to have an organizational chart of the CTC System.

**V. Mountwest CTC/ Marshall University Service Agreement FY 2012-2013 – Dr. Cotroneo:**

All IBOG members received a copy of the proposed Annual Service Agreement with Marshall University FY 2012-2013 to review. A motion to accept the Mountwest CTC/ Marshall University Service Agreement FY 2012-2013 was made by Jason Moses and seconded by Jim Hale. The motion was approved.

**VI. Contract with Verizon for the Information Technology Network Infrastructure for the New Campus – Dr. Cotroneo:**

President Cotroneo provided an overview of the proposed contract for the information technology network infrastructure for the new campus and Herb Karlet provided an explanation of why the expenditures are necessary and services that will be provided. Following discussion, a motion was made by Mark Bugher and seconded by Linda Vinson to approve of the administration proceeding with the contract award to Verizon for the Information Technology Network Infrastructure for the new campus. The motion was approved.

**VII. Contract with Verizon for the Phone System for the New Campus – Dr. Cotroneo:**

President Cotroneo provided an overview of the proposed contract for the telephony solution for the new campus and Herb Karlet provided an explanation of why the expenditures are necessary and services that will be provided. Following discussion, a motion was made by Mark Bugher and seconded by Linda Vinson to approve of the administration proceeding with the contract award to Verizon for the Telephony Solution for the new campus. The motion was approved.

**VIII: Equipment Leasing Agreement with CISCO Capital to fund the Verizon Contracts – Dr. Cotroneo:**

President Cotroneo provided an overview of the proposed equipment leasing agreement with Cisco Capital to fund the Verizon contracts and Herb Karlet provided an explanation of why this arrangement is necessary. Following discussion, a motion was made by Mark Bugher and seconded by Linda Vinson to approve of the administration in moving forward and completing the Leasing Agreement with CISCO Capital at zero (0%) percent interest, up to \$700,000, payable in twenty (20) quarterly payments (5 years) beginning on October 1, 2012. The motion was approved.

**VIII. President's Report – Dr. Cotroneo:**

President Cotroneo provided a report on the new campus renovations and information related to the upcoming move. Dr. Cotroneo provided the Board with updated pictures of the site and the progress that is being made. Additionally, items of discussion included:

- Board members were provided with a Board reference manual focusing on the work of the Board in the area of Policy Governance.
- The Association of Community College Trustees (ACCT) is working with Chancellor Skidmore and the Community & Technical College System of WV on student success. In doing so, the ACCT will be administering a self-assessment tool and encourages all governing board to participate. There is a \$500 fee per board. A motion was made by

Chris Stevens and seconded by Jim Hale that the Board agree to participate in this survey. The motion was approved. A copy of the final report will be shared with the Board.

- The Board was supplied with a draft copy of a salary philosophy for the College.
- A contract has been awarded to Validis Resources, a division of Nebraska Book Company, to provide bookstore services at the new campus.
- A request for bids has been issued for a vendor to supply food services and a vending program at the new facility.
- In preparation for the move to the new facility, faculty and staff have been issued supplies and instructions for packing and the move of items.
- Rachael Fricke, the Mountwest Student Representative to the Board, has been selected to serve as a member of the WV State Academic All-Star team.
- Board members were encouraged to attend the Community College Forum on College Completion May 2 – 3, 2012 to be held at Stonewall Resort, Roanoke, WV.

**IX. Classified Staff Annual Presentation to the IBOG – Monica Shafer:**

Monica Shafer, Chair of the Classified Staff Council, made a presentation to the Board on behalf of the classified staff at Mountwest and provided all members with a copy of the PowerPoint presentation. Discussions included the 2001 classified staff salary schedule and the move to the new campus.

**X. Future Board Agenda Items:**

- Requesting that Chancellor Skidmore attend an upcoming meeting of the Board
- Salary Philosophy
- Update on the new campus renovations and plans for the move to the campus
- Annual Faculty and Student Presentations to the Board

**XI. Announcements:**

- Jason Moses will be the Chair of the Committee to work on President Cotroneo's annual evaluation. Additional members include Sue Richardson, Mark George and Chris Stevens.
- Next regularly scheduled meeting of the IBOG – May 18, 2012 @ Mountwest Cooking & Culinary Institute, 917 Third Ave, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.
- Commencement will be held Friday, May 11, 2012 at 7:00 p.m. at the Keith Albee Theatre, 925 Fourth Ave, Huntington, WV. Dan O'Hanlon will be the Commencement Speaker.
- Thomas Gibson thanked President Cotroneo and Sheanna Spence, Director of Development, for their recent visit to Braskem.


**XII. Executive Session:**

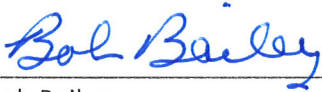
A motion was made by Jason Moses and seconded by Mike Herron to go into executive session under the authority of WV Code §6-9A-4. The motion was approved.

Following the executive session, a motion to close the executive session was made by Jason Moses and seconded by Mike Herron. The motion was approved.

**XIII. Adjournment:**

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

  
Susan K. Richardson Chairman

  
Bob Bailey Secretary