

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

**MINUTES**

**Friday, November 18, 2011**

**8:00 a.m.**

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

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

**ABSENT:** Mike Herron

**ALSO ATTENDING:** President Keith J. Cotroneo, Steven Brown, Christie Chaffin, Sara Chapman, Jean Chappell, Dennis Juran (by telephone), Herb Karlet, Tommie Kelley, Stephanie A. Neal, Carol Perry, Janice Smith (by telephone), Sheanna Spence, 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. Tom Gibson was introduced as a new member of the Institutional Board of Governors as appointed by Governor Tomblin.

**II. Consent Agenda:**

A motion was made by Jim Hale and seconded by Mark George to approve the consent agenda which included approval of the minutes of the October 21, 2011 IBOG meeting and receipt of the FY 2010-2011 Report on Third-Party Sponsored Contracts.. The motion was approved.

**III. Audited Financial Report for FY 2011 – Dr. Cotroneo:**

The annual financial audit of Mountwest Community & Technical College for Fiscal Year 2010-2011 was conducted by Deloitte and Touche (D&T), LLP. Janice Smith and Dennis Juran, with Deloitte and Touche, joined the meeting by telephone and spoke to the “unqualified” opinion from the auditors. Herb Karlet recognized Christie Chaffin, Mountwest CTC Controller, for her excellent work with the audit. A motion was made by Mark Bugher, seconded by Chris Stevens and approved that the Board of Governors received a copy of the College’s audited Financial Statements as of and for the years ended June 30, 2011 and 2010 and the Independent Auditors’ Reports along with the October 21, 2011 letter from the auditors.

#### **IV. President's Report – Dr. Cotroneo:**

- The construction project on the new campus headquarters building is approximately 2 weeks ahead of schedule. Summer school 2012 will be on-line courses only due to the move to the new facility in July 2012.
- An overview of the \$5 million federal BEACON grant was given to Board members by President Cotroneo.
- As the result of a request previously made by Jim Hale related to high school demographics, a handout was distributed to Board members and discussed.
- A handout was distributed with information relating to the WV Council for Community and Technical College Education FY 2013 Budget Request. Chancellor Skidmore is asking that all Institutional Boards of Governors support this request.

#### **V. A.C.C.T. Meeting Update – Sue Richardson:**

Ms. Richardson reported that she and Jim Hale attended the quarterly meeting of the West Virginia Community & Technical College Association for Institution Board of Governors in association with the annual WVCCA Conference. She announced the Association will be at the legislature on February 22, 2012 advocating for Community & Technical Colleges. Board members were encouraged to attend. Tom Gibson and Jim Hale expressed an interest in being present. Ms. Richardson suggested that nice nametags for Board members should be ordered for this event and for when representing the college.

#### **VI. Announcements:**

- The next regularly scheduled meeting of the IBOG is December 16, 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.
- The college's Annual Holiday Reception will be held Wednesday, December 7, 2011 from 5:30 – 7:30 p.m. @ the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV.
- Following the December 16, 2011 meeting of the IBOG, Board members will be asked to stay following the meeting for a work session on Policy Governance.
- Linda Vinson thanked President Cotroneo and Stephanie Neal for the acknowledgment of long-term employees at the recent college-wide meeting.

#### **VII. Future Board Agenda Items:**

- Ends Statements for the IBOG
- Annual Ethics Training for College Employees (at the suggestion of Mark Bugher)
- Recognition of former IBOG members: Jeffrey Porter, Monica Shafer, Donna Donathan, and Cheryl Thompson. Chris Stevens will prepare citations for IBOG approval.


#### **VIII. Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:**

A recommendation was made by Chris Stevens, seconded by Jim Hale and approved that the Board go into Executive Session for the purpose of addressing a personnel issue.

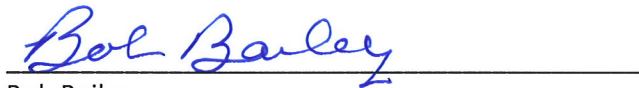
Following the Executive Session a motion was made by Jim Hale, seconded by Bob Bailey and approved that the Board come out of Executive Session. A motion was then made by Chris Stevens, seconded by Mark George and approved that an extension of President Cotroneo's contract be made.

**IX. Adjournment:**

There being no other agenda items, the meeting was adjourned at 8:45 a.m.

  
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Susan K. Richardson

Chairman

  
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Bob Bailey

Secretary