

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

MINUTES

Friday, February 18, 2011

8:00 a.m.

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

PRESENT: Mark Bugher, Ruth Cline, Donna Donathan, Mike Herron, Jason Moses, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl Thompson.

ABSENT: Bob Bailey, Mark George and Jim Hale.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Shirley Dyer, Ashleigh Graham-Smith, Beth Hendricks, Herb Karlet, Tommie Kelley, Chris Michael, Stephanie A. Neal, Carol Perry, and Terri Tomblin-Byrd.

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 – January 14, 2011:

A motion was made by Jeffrey Porter and seconded by Jason Moses that the January 14, 2011 minutes be revised to add under the update on Mountwest's campus project that the Board asked President Cotroneo to consider options for the property owned on Fifth Avenue between McDonald's and Wendy's and to report back to the Board. Possible options for consideration were leasing the property, placing a billboard on the property or selling the property. The motion was approved.

III. President's Report – Dr. Cotroneo:

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

- A retirement reception was held January 22, 2011 in Charleston for General Tackett. President Cotroneo attended the reception.
- In order to make the process smoother for Mountwest CTC graduates to complete a baccalaureate degree, the college will be signing articulation agreements with Ohio University, Concord University and West Virginia University.
- An Academic Council has been created to provide a forum for inter-divisional collaboration.

- The Workforce Development Institute recently conducted its first cohort graduation with 8 graduates. Another 60 individuals are currently in the program.
- WV First Lady Joanne Yeager Tomblin had a very successful visit to Mountwest CTC and the Huntington area on February 14, 2011.
- President Cotroneo, Carol Perry and Michael McComas recently attended a Developmental Education meeting with Chancellor Skidmore.
- Spring 2011 enrollment is stable and similar to last Spring. The number of full-time students is up.

IV. Proposed Rule relating to College Textbooks:

To bring the college into compliance with both state code and the Higher Education Opportunity Act (HEOA) while addressing the recommendations of a Statewide Task Force on Textbook Affordability that was jointly adopted by the Higher Education Policy Commission and the Council for Community and Technical College Education, a proposed rule related to college textbooks was discussed. Following discussion, a motion was made by Jason Moses and seconded by Mark Bugher that public notice be given that a proposed rule relating to college textbooks is available for a 30-day comment period and that if no substantive comments are received, the Mountwest IBOG extends its final approval of the rule. The motion was approved.

V. Quarterly Financial/Budget Report for Quarter Ending December 31, 2010:

Herb Karlet, Vice President and CFO, reviewed with Board members the quarterly financial/budget report for the period ending December 31, 2010. Following discussion, a motion was made by Mark Bugher and seconded by Mike Herron that the Board of Governors receives the Financial/Budget Report for the quarter ending December 31, 2010. The motion was approved.

VI. Approval of IBOG Policy Governance Rules:

As the next step in the Policy Governance process, a number of rules related to Policy Governance were discussed and considered as a group. A motion was made by Mark Bugher and seconded by Ruth Cline that Policy #6: Executive Limitations, Item 6. be amended to read "Make any single unbudgeted item purchase greater than \$50,000 without approval of the Board." and that Policy #3: Governance Process, Item 1.D. be amended to read "In order to ensure that the distinction between ends and means is reinforced in Board decision making, prior to a vote on any motion, the Chair shall ask the Board to make a judgment whether the motion is consistent with intent of Policy Governance philosophy." Additionally, it was recommended that Policy #3: Board-Administration Relationship be amended by striking the Sample Monitoring Schedule. The rules were approved as amended. Additionally, the Board asked President Cotroneo to contact Steven Crandall to clarify the meaning of the word "Administration" as related to the rules just approved and to report back to the Board at the March IBOG meeting.

VII. Policy Governance Ends Statements—Next Steps – Dr. Cotroneo:

The next step in the Policy Governance process will be for the Board to develop Ends Statements. Following discussion relating to the ends statements, the Board asked President

Cotroneo to provide the Board with a series of training sessions so the Board can make better informed decisions when formulating ends statements. The first training session will be held from 8:00 – 10:00 a.m. on Friday, March 18, 2011 prior to the Board's regular monthly meeting. President Cotroneo was asked to contact Steven Crandall about the possibility of being available by telephone to attend the training.

VIII. Marketing Campaign Review and Update – Bulldog Creative Services:

At the request of the Board, Chris Michael, President and CEO of Bulldog Creative Services, made a presentation to the Board relating to marketing efforts since the name change of the college.

IX. Update on Mountwest's Campus Project:

The DirectTV project is progressing well which means access to the college's new facility may be as early as September 2011. President Cotroneo has met with two banks in Huntington about the possibility of a loan to the Mountwest CTC Foundation for the \$3M in revenue that will be paid to the college by Marshall University for the purchase of the property on Fifth Avenue. Tom Heywood will be preparing any necessary paperwork for this to occur. It is anticipated that a proposal will be brought to the Board soon.

X. Future Board Agenda Items:

- Update on Mountwest's Campus Project
- Discussion related to Student Fees
- Discussion related to Ends Statements
- Possibility of holding a future IBOG meeting at the Center for Culinary Arts on Seventh Avenue

XI. Announcements:

- IBOG training will be Friday, March 18, 2011 from 8:00 a.m. – 10:00 a.m. at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m.
- The next regularly scheduled meeting of the IBOG will be Friday, March 18, 2011 beginning at 10:00 a.m. and will be held at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV.

XII. Executive Session Under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue: President's Contract:

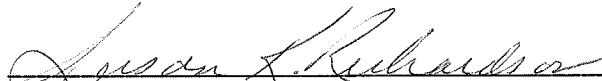
A motion was made by Mike Herron and seconded by Jason Moses that the Board go into Executive Session under the authority of WV Code §6-9A-4 for the purpose of discussing the President's Contract. The motion was approved.

Following discussion, a motion was made by Mike Herron and seconded by Jason Moses that the Board come out of Executive Session. The motion was approved.


A motion was made by Mike Herron and seconded by Jason Moses that the Board extend President Cotroneo's contract for one-year with the current contract expiring at the end of the 2014-2015 fiscal year. The motion was approved.

XIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:25 a.m.


Susan K. Richardson

Chairman


Ruth Cline

Secretary