

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
AGENDA
Friday, June 18, 2010
8:00 a.m.
Mountwest Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – May 21, 2010*
- III. President’s Report – Dr. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - Lease – Second Floor, 917 Third Avenue *
 - Other updates
- V. Committee of the Whole – Sue Richardson
 - Approval of Schematic Design Concepts – 2205 Fifth Street *
 - Approval of revised Mountwest CTC Mission, Vision, Values and Goals Statement *
- VI. Election of Officers – Mark Bugher, Nominating Committee Chair *
- VII. Future Meeting Dates of the IBOG *
- VIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- IX. Announcements:
 - Next Regularly Scheduled Meeting of the IBOG – July 16, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - Other
- X. Adjournment

*Denotes Action Item

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

MINUTES

Friday, May 21, 2010

8:00 a.m.

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

PRESENT: Bob Bailey, Ruth Cline, Donna Donathan, Mark George, Jim Hale, Mike Herron, Jason Moses, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl D. Thompson.

ABSENT: Mark Bugher.

ALSO ATTENDING: President Keith J. Cotroneo, Erika Bailey, Steven Brown, Jean Chappell, Greg Falvo, Herb Karlet, Tommie Kelley, Chris Michael, Stephanie A. Neal, Terri Tomblin-Byrd, Sandra Walker, guests and the news media.

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 – April 23, 2010:

A motion was made by Mike Herron and seconded by Monica Shafer to accept the April 23, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave a report to the Board that included the following items:

- Summer School enrollment is strong with approximately 500 students. Registration for June courses and the Fall 2010 semesters is still underway. Growth continues with distance learning courses.
- A new marketing campaign is currently underway promoting the new college logo, colors and campus location.
- The roof on Cabell Hall is currently being repaired.
- The Department of Continuing & Community Education has distributed their Smart Summer brochure with details relating to non-credit classes for youth, adults and professionals. Many of the classes focus on children as the demand is high during the summer months.

- Since the inception of the Workforce Development Institute, a partnership between Mountwest CTC and the Huntington Regional Chamber of Commerce, 835 registrations have been received.
- The Pullman Square Concert Series will continue this summer. The College will have a table available at each event and faculty will be available to talk with interested individuals concerning programs offered by the college.
- Governor Manchin recently had a ceremonial bill signing of SB 499, which officially changed the name of the college to Mountwest Community & Technical College. Both Dr. Cotroneo and Mike Herron attended the event. As a result, Dr. Cotroneo presented Chairman Richardson with the official copy of SB 499 with the Governor's signature and Mike Herron presented her with the pen used by Governor Manchin during the signing. Ms. Richardson indicated both items would be proudly displayed in a case on the new college campus.
- Dr. Cotroneo announced that as of May 20, 2010, the IBOG became the official owners of the property at 2205 Fifth Street Road, Huntington, WV. A rendering of the new college campus was unveiled.

IV. Institutional Board of Governor's Training – Dr. Cotroneo:

Dr. Cotroneo indicated a recent poll to Board members of their availability to attend training on Policy Governance showed July 7 or 9, 2010 to be the best possible dates. Following discussion, July 9 was chosen as the date. The training will be held in Huntington, WV and details will be distributed as they become available.

V. Finance and Facilities Committee Report – Jeffrey Porter, Chair:

Jeffrey Porter indicated the Finance and Facilities Committee met March 19, 2010 where the following items were discussed:

- Update on Facility Purchase – John Harris, Architect with Bastian and Harris Architects, has been asked to attend the June 18, 2010 IBOG meeting to discuss proposed plans for the property located at 2205 Fifth Street, Huntington, WV.
- Update on Mountain Bounty Kitchen Lease – The EDA and Attorney General have signed off on all leases. It appears that the lease will soon become official.
- Update on FY 2011 Service Agreement – It is anticipated that the FY 2010-2011 service agreement with Marshall University will be much the same as the FY 2009-2010 agreement with some minor changes related to services the College is now handling on its own. Ms. Richardson will be scheduling a meeting with John Hess in the next few weeks to begin working on the agreement.
- Next FFC Meeting – The next regularly scheduled meeting of the Finance and Facilities Committee is scheduled for June 16, 2010.
- Other – The MCTC Foundation met recently where a specific need discussed related to the hiring of a development officer to assist with the Foundation and a capital campaign.

VI. Appointment of Nominating Committee – Susan Richardson:

Ms. Richardson announced she had appointed a Nominating Committee for the purpose of submitting to the Board a proposed slate of officers for the 2010-2011 fiscal year. In addition to the proposed slate of officers, additional nominations for officers will be taken from the floor by Board members at the June 18, 2010 IBOG meeting.

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

None.

VIII. Announcements:

- Ms. Richardson recognized Jeffrey Porter, Chair of the Finance and Facilities Committee, for his commitment to the college, especially during the past week.
- Ms. Richardson recognized Mike Herron as representing the College at the Governor's Bill-Signing Ceremony last week.
- The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held June 18, 2010 at the MCTC Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:35 p.m.

Susan K. Richardson Chairman

Ruth Cline Secretary

**Mountwest Community & Technical College [MCTC]
Institutional Board of Governors [IBOG]
Meeting of June 18, 2010**

ITEM: Contract of Lease

COMMITTEE: Finance & Facilities Committee [FFC]

RECOMMENDED RESOLUTION: *Resolved*, that the MCTC Institutional Board of Governors approves the Contract of Lease, effective August 1, 2010 through July 31, 2011 for the 2,500 square foot property located at 917 Third Avenue, Huntington, West Virginia.

BOARD/STAFF MEMBER: Jeff Porter
Chair – FFC

Herbert J. Karlet
MCTC Vice President/CFO

BACKGROUND

Renewal of existing lease for space utilized by the President and Business Services Office located at 917 Third Avenue, Second Floor. The renewal of the lease will insure Student Services has the necessary space to accommodate student needs on the Huntington campus until relocation to the new campus.

**Mountwest Community & Technical College [MCTC]
Institutional Board of Governors [IBOG]
Meeting of June 18, 2010**

ITEM:	Approval of Schematic Design Concepts <i>MCTC Campus</i>
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	<i>Resolved</i> , that the MCTC Institutional Board of Governors approves the Schematic Design Concepts Plan as submitted by Bastian & Harris, Architects and authorize the architects to proceed with further refinement through the Design Development Phase.
BOARD/STAFF MEMBER:	Keith J. Cotroneo MCTC President Herbert J. Karlet MCTC Vice President/CFO

BACKGROUND

Over the past several months, Bastian & Harris have continued to work with the President and his Executive Council, faculty, and staff to refine the preliminary plans for the development of the new building. This has included adjustments to the programming to accommodate increases in the programs and courses offered, and growth in enrollments and staff. These refinements included growth in Student Services and Resource Center brought on in large part by the separation from the University. Refinements also include organization of the building to group departments and divisions in a logical and efficient manner that allows easy student access to classrooms and associated faculty while grouping faculty with the appropriate deans and administrative staff. While emphasis has been to keep Classrooms, Computer and Science labs as flexible as possible, design adjustments have included configuring certain spaces to accommodate specific special needs.

In approving the Schematic Design and authorizing the Architects to proceed into the Design Development Phase, it is understood that continued refinement to the design will occur as budget and functional needs are further studied. It allows electrical, mechanical, plumbing design to proceed based on these plans and a more detailed study of the types of heating and air conditioning systems to be utilized and the extent of salvage to existing systems and equipment. Architects and Engineers will continue to work with the President and staff to complete Design Development Phase over the next few months and will present completed DD drawings to Board for feedback and approval prior to proceeding with construction documents and bidding.

Mr. John Harris will be present to review the plan.

**Mountwest Community & Technical College [MCTC]
Institutional Board of Governors [IBOG]
Meeting of June 18, 2010**

ITEM: Mountwest Community and Technical College Mission,
Vision, Values and Goals Statement

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Resolved*, that the MCTC Institutional Board of
Governors approves the revised Mountwest Community
and Technical College Mission, Vision, Values and Goals
Statement

STAFF MEMBER: Sue Richardson
IBOG Chair

Keith J. Cotroneo
President

BACKGROUND:

Revisions to the Mission, Vision, Values and Goals Statement are necessary due to legislative changes related to the name change and independent status of the College .



Mission

Mountwest Community and Technical College is a public institution of the West Virginia Community and Technical College System. The College provides open access to education and training for a diverse population and assists students and employers to meet regional and global workforce demands. Mountwest Community and Technical College fulfills its educational mission through:

- developmental education
- career and technical education
- university transfer education
- general education
- professional and personal development
- lifelong learning
- workforce training programs and services

Vision

Mountwest Community and Technical College will be a regional leader in learning-centered and future-focused education.

Values

- Higher education contributes to the welfare of individuals and improvement of society.
- All persons deserve the opportunity for the kind and level of education that will contribute positively to their lives and careers.
- Mountwest provides programs to meet the varied educational and workforce development needs of its students, and the community it serves.
- Quality is a goal for every effort of the college, and continuous improvement is expected and supported.
- Individuals who complete programs of the college have the right to expect to have the skills to enter a career, to enter the next level of education for which they have prepared, or to have enhanced the skills required for their work.
- Persons admitted to a higher education institution have the right to expect assistance in developing the skills required for success.
- All individuals have worth and are deserving of being treated with consideration, decency, and respect.

Goals

- Enhance student success through a learning-centered organization.
- Establish, maintain, and expand partnerships with education, business, industry, and agencies.
- Develop a skilled workforce to support the economic development of the community, region, and state.
- Measure outcomes and embrace a culture of continuous improvement to increase the value of the educational experience.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting Schedule
2010-2011**

July 16, 2010

August 20, 2010

September 17, 2010

October 15, 2010

November 19, 2010

December 17, 2010

January 21, 2010

February 18, 2010

March 18, 2010

April 15, 2010

May 20, 2010

June 17, 2010

(3rd Friday of each month)