

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

AGENDA

Friday, September 17, 2010

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – August 20, 2010
- III. President’s Report – Dr. Cotroneo
- IV. Committee Reports
 - Finance and Facilities Committee – Jeffrey Porter, Chair
 - Rules and By-Laws – Mark Bugher, Chair
 - Student and Academic Services – Donna Donathan
- V. Update on MCTC Campus Project – Sue Richardson
 - Presentation by John Harris, Bastian & Harris Architects
- VI. Policy Governance – Sue Richardson
 - Presentation by Steve Crandall
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VIII. Announcements:
 - Next Regularly Scheduled Meeting of the IBOG – October 15, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - The Governor’s Forum on Postsecondary Credential Attainment by Adult Workers will be held September 28, 2010 beginning at 9:00 a.m. at the Charleston Town Center Marriott. Board members in attendance will receive credit for training hours.
 - The annual WVCCA (West Virginia Community College Association) Conference will be held November 3 – 5, 2010 at The Holiday Inn, Martinsburg, WV. Board members in attendance will receive a total of 9 training hours for attending the entire conference.
 - Other

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

MINUTES

Friday, August 20, 2010

8:00 a.m.

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

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

ABSENT: Bob Bailey and Donna Donathan.

ALSO ATTENDING: President Keith J. Cotroneo, Rick Brown, Steven Brown, Sara Chapman, Jean Chappell, Mary Beth Dickerson, Beth Hendricks, Herb Karlet, Tommie Kelley, Michael McComas, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, John Whiteley, and guests.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:00 a.m. A quorum was established.

II. Approval of Minutes – July 16, 2010:

A motion was made by Mark Bugher and seconded by Jason Moses to accept the July 16, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo reported on the following items:

- There will be an Educational Covenant Signing with the WV National Guard following the IBOG meeting. Board members were encouraged to attend.
- The Governor has approved of one-time salary enhancements, with IBOG approval, for the 2010-2011 fiscal year. No additional state funding will be given to institutions to assist with any such increases.
- The annual audit report is expected to be available in October 2010.
- The Governor's Forum on Postsecondary Credential Attainment by Adult Workers scheduled to be held September 28, 2010 beginning at 9:00 a.m. at the Charleston Town Center Marriott has been approved for five hours of IBOG training.
- The Fall semester begins August 23, 2010. Enrollment looks good.

- The College held a block party last night at Pullman Square for the purpose of welcoming students back to campus. The event was well attended.
- The Financial Aid process has made a number of positive changes and is progressing well.
- Herb Karlet is screening specifications for repairs of the air-conditioning unit at the Mountain Bounty Kitchen.
- John Harris, Bastian & Harris Architects PLLC, will be at the September 17, 2010 IBOG meeting to provide an update on our new college campus.

IV. Committee Reports:

- Finance and Facilities Committee – Jeffrey Porter, Chair. No report.
- Rules and By-Laws Committee – Mark Bugher, Chair. The Committee will be reviewing the By-Laws transferred from Marshall University to the IBOG as well as By-Laws from other Community & Technical College Board of Governors in the state.
- Student and Academic Services – Donna Donathan, Chair. No report.
- Presidential Evaluation Ad-Hoc Committee – Mark Bugher reported the evaluation process is progressing and President Cotroneo is providing the committee with feedback on the “Access to Success” document.

V. Update Relating to the Service Agreement with Marshall University – Sue Richardson:

Ms. Richardson reported she expected the latest draft of the Service Agreement to go to John Hess later in the day. There are no significant changes to the draft document.

VI. Committee of the Whole – Sue Richardson:

Ms. Richardson led a discussion relating to Policy Governance. Dr. Steven Ender, President of Grand Rapids Community College in Grand Rapids, MI, joined the Board via conference call and discussed his experiences with policy governance. As a result of the conference call, the Board asked President Cotroneo to contact Steve Crandall, President of Crandall/Partners LLC, to come to the September 17, 2010 IBOG meeting for a consultation relating to policy governance.

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:

The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held September 17, 2010 at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV with breakfast beginning at 7:30 a.m. and the meeting beginning at 8:00 a.m.

Mountwest Community & Technical College is sponsoring the next Chamber After Hours, Thursday, September 16, 2010 from 5:30 p.m. – 7:30 p.m. at the Mountwest Cooking & Culinary Institute. Board members were encouraged to attend.

Jason Moses questioned if it might be possible to sell parking spots during football games at the College's lot on Fifth Avenue. The administration was exploring the possibility of having student groups maintain the lot with half of the parking fee going to the student groups and the other half as a donation to the Mountwest CTC Foundation.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:14 a.m.

Susan K. Richardson Chairman

Ruth Cline Secretary