

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

**AGENDA**

**Friday, March 19, 2010**

**8:00 a.m.**

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

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – February 26, 2010 \*
- III. President’s Report - Dr. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
  - Revision of Policy H-18 [Full-Time Faculty Qualifications, Appointments and Instructional Load] \*
  - Proposed Summer School Policy \*
  - FY 2011 Budget
  - FY 2011 Tuition and Fees
  - Update on Facilities
    - Purchase Agreement
    - Lease Amendment
  - Update on Legislative Session
  - Other
- V. Survey Results of Board Preferences Regarding the College Logo – Dr. Cotroneo
- VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VII. Announcements:
  - Next Regularly Scheduled Meeting of the IBOG – April 23, 2010 @ the MCTC Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
  - IBOG Annual Training to be provided by CTCC scheduled to be held May 20, 2010. Details are forthcoming.
  - MCTC Commencement – Friday, May 7, 2010.
  - The Student and Academic Services Committee is scheduled to meet following the March 19, 2010 IBOG Meeting.
  - Other
- VIII. Adjournment

\*Denotes Action Item

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

**MINUTES**

**Friday, February 26, 2010**

**8:00 a.m.**

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

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

**ABSENT:** Mark Bugher and Mark George.

**ALSO ATTENDING:** President Keith J. Cotroneo, Steven Brown, Jean Chappell, Herb Karlet, Michael McComas, Chris Michaels, Stephanie A. Neal, Terri Tomblin-Byrd, Sandra Walker, John Whiteley, and the news media.

**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.

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

Jeffrey Porter indicated the Finance and Facilities Committee met February 24, 2010.

The Committee reviewed a Six Month Financial Report ending December 31, 2009. Following discussion of the report, a motion was made by Jeffrey Porter and seconded by Mike Herron that the Board of Governors receives the Financial Report for the six months ending December 31, 2009. The motion was approved.

The Committee reviewed two recommendations that were brought to the Board for approval – Revision of Policy H-18 [Full-time Faculty Qualifications, Appointments and Instructional Load] and a Proposed Summer School Policy. A motion was made by Donna Donathan and seconded by Bob Brown to table the two recommendations due to lack of faculty input and mixed communications. The motion was approved.

The Finance and Facilities Committee discussed Tuition and Fees for FY 2011. Pending Legislative action, additional information may be available at the March 19, 2010 IBOG meeting relating to a recommendation.

Mr. Porter announced future meetings of the Finance and Facilities Committee will be held the Wednesday before the third Friday Board meeting. IBOG agendas will be distributed following the Finance and Facilities Committee meetings.

The Mountain Bounty Kitchen project is on hold due to discussions with the Economic Development Authority.

- III. An election was recently held for the purpose of selecting a new Student Representative to serve on the Board due to Criss Nance's graduation from the College. As a result of the election, Cheryl D. Thompson was recognized as the newly elected Student Representative. Jason Moses presented the following resolution in honor of Ms. Nance's service to the Board:

*Whereas, Marshall Community & Technical College was granted its own Institutional Board of Governors effective July 1, 2008, and*

*Whereas, Criss D. Nance expressed her interest to the Student Body in serving as the first Student Representative to the Board and was successful in obtaining the support of the Student Body to do so, and*

*Whereas, the Board values the thoughts and opinions of students in the decision-making process, and*

*Whereas, Criss D. Nance has faithfully upheld the oath of office taken in her service to the Board by faithfully attending meetings and being an advocate for the Students,*

*The Board wishes to recognize her outstanding service and commitment to the Students and to the College.*

- IV. Approval of Minutes – January 15, 2010 and February 12, 2010:

A motion was made by Jeffrey Porter and seconded by Mike Herron to accept the January 15, 2010 and February 12, 2010 minutes as presented. The motion was approved.

- V. President's Report – Dr. Cotroneo:

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

- The Spring 2010 term began January 22, 2010. There is an increase in enrollment for the term of approximately 20% as compared to Spring 2009.
- The Spring 2010 financial aid process went well. A Financial Aid Consultant assisted the college with the process.
- A centralized Financial Aid system is being supported through the Chancellor's Office for MCTC, Bridgemont CTC and Kanawha Valley CTC. Staff already hired includes a Director and a Technical Support person. One additional financial aid position remains to be filled.

- DIRECTV is in the process of reviewing a lease termination agreement for the 2205 5<sup>th</sup> Street location. John Harris has been meeting with faculty and staff in an effort to identify space needs at the facility.
- President Cotroneo, Jean Chappell and Lee Oxley, Chair of the MCTC Foundation Board, have been working with a local company concerning a naming opportunity at the 2205 5<sup>th</sup> Street location.
- President Cotroneo gave an interview with the Herald-Dispatch which will appear in an upcoming Progress Edition focusing on the new facility and the future of the College. Jean Chappell also contributed to an article that will appear in the same Progress Edition.
- The College now has a Workforce Journal Newsletter. Copies of the newsletter were distributed to IBOG members.
- Higher Education Day at the Legislature was held February 19, 2010 where the Governor announced West Virginia has secured a \$150 million federal grant for broadband access. An update was given on the state's budget situation for the future noting tough issues are to come.
- The Faculty Council met last semester and passed a resolution requesting that a Vice President for Academic Affairs be hired. It was explained that much of the administration's efforts the past year had to be devoted to issues related to HB 3215. However, one of the Leadership and Planning themes relates to Leadership. The administration is now in the process of creating a number of institutional policies and procedures which will be posted electronically for all faculty and staff to submit comments.

VI. Survey Results of Board Preferences Regarding the College Logo – Dr. Cotroneo:

Dr. Cotroneo indicated Bulldog Creative Services created a website for Board members to review the new logos for the college currently under consideration. Chris Michaels, President/CEO of Bulldog Creative Services, was present and discussed options for the logo. A motion was made by Jeffrey Porter and seconded by Bob Bailey that the Board adopt Logo 1 in basic design subject to color changes and slight modifications. The motion was approved.

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

None.

VIII. Announcements:

- Next Regularly Scheduled Meeting of the IBOG – March 19, 2010 @ the MCTC Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
- It was a consensus of the Board that the April 2010 meeting date be changed to April 23.
- Jason Moses announced the Ad-Hoc Committee relating to the third year evaluation of the President as required by state rule would be meeting upon adjournment of the IBOG meeting.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:16 a.m.

\_\_\_\_\_ Chairman  
Susan K. Richardson

\_\_\_\_\_ Secretary  
Ruth Cline

**Marshall Community & Technical College  
Institutional Board of Governors  
Meeting of March 19, 2010**

**ITEM:** Approval to give public notice of a 30-day comment period on the revision of MCTC IBOG H-18, the current policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy).

**COMMITTEE:** Finance & Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, public notice will be given of the intent to revise MCTC IBOG H-18, the current policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy) by deleting Section 1.5.e. related to Summer School instructional load and salaries and that if no substantive comments are received, the MCTC IBOG extends its final approval of the policy.

**BOARD/STAFF MEMBER:** Jeffrey Porter, Chair  
Finance and Facilities Committee

Keith Cotroneo  
President

**RATIONALE:**

Section 1.5.e of the current IBOG Policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy), relates to Summer School instructional load and salaries for full-time faculty. Public notice, with IBOG approval, will be given for a 30-day comment period on a new policy relating to Summer School.

**MARSHALL COMMUNITY AND TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS**

**POLICY # H-18 - Full Time Faculty Qualifications, Appointments, and Instructional Load (Part of Faculty Personnel Policy)**

**SECTION 1.1. GENERAL**

1.1.a. This policy defines the role, conditions of employment, and appropriate assignment of full time faculty members at Marshall Community and Technical College.

1.1.b. AUTHORITY:

TITLE 133: Procedural Rule Higher Education Policy Commission;  
Series 45: Community and Technical College Faculty Instructional Load. April 5,  
2004.

1.1.c. Effective Date: May 2005

Supersedes: 1997, 1998, and 2000 Internal Memorandums

**SECTION 1.2. DEFINITIONS**

1.2.a. The term “full time faculty” refers to employment as a faculty member for a full academic year (at least a nine-month contract basis) for fifteen (15) credit hours teaching per semester or at least thirty (30) credit hours per academic year or the equivalent in teaching and/or administrative responsibilities.

**SECTION 1.3. QUALIFICATIONS**

1.3.a. A Masters degree is the degree of preference for College faculty teaching transfer level coursework. Full time faculty teaching transfer coursework will have fifteen to eighteen (15-18) transcribed graduate credit hours in the content area.

1.3.b. A Masters or Bachelors degree are the degrees of preference for College faculty teaching occupational coursework. Full time faculty teaching occupational coursework will have fifteen to eighteen (15-18) transcribed graduate credits in the content area or a Bachelors degree and three (3) years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience or an Associate degree and three to five (3-5) years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience. A Faculty Development Plan will be developed and submitted annually for any full time faculty holding less than a Bachelor’s degree to include an assigned full time faculty mentor, plan for development of classroom pedagogic and classroom management skills, as well as plan for progress toward completion of a higher degree.

1.3.c. Professionally related experience may be considered when evaluating a full time faculty’s qualifications for appointment in lieu of graduate degree preparation, particularly in occupational program areas.

**SECTION 1.4. FACULTY APPOINTMENTS**

1.4. The faculty of Marshall Community and Technical College shall be the appointees of the college’s President. Faculty appointments may fall into one of the following classifications:

1.4.a. Temporary: Those faculty members who have not been appointed in a tenure, tenure-track, or term status. Their appointment may be full-time or part-time and the appointment can be for one semester to one academic year. The appointment is only for the period and purpose

specified with no additional interest or right obtained by the person appointed by virtue of such appointment. Temporary full-time (1.00 FTE or the equivalent) faculty appointments may be used only if one or more of the following conditions prevail:

- The position is funded by a grant, contract, or other source that is not part of the regular and on-going source of operational funding.
- The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
- The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally not exceed three years. The Dean may request extensions of these appointments on a yearly basis for a period not to exceed an additional three years.
- The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.
- Appointment or reappointment to a temporary full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.

Temporary faculty are evaluated at the end of the academic year (or semester if the appointment is for one semester).

1.4.b. Tenured: Those faculty members who have attained tenure status as determined by the institution. Normally, tenured appointments are full-time (1.00 FTE or the equivalent) for the academic year.

- Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. This does not apply to actions associated with phased retirement programs.

1.4.c. Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent) basis and have been designated as being in a tenure-track position.

- Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

1.4.d. Term: Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

#### **SECTION 1.5. INSTRUCTIONAL LOAD**

1.5 a. Faculty teaching loads will be submitted for review (workload worksheets) and approval during the semester preceding course delivery to the Office of Academic Affairs. Requests for awarding full time faculty overloads will be submitted by Division Directors/Associate Deans to and approved by the Office of Academic Affairs before scheduling an overload. Fulltime faculty overload should be limited to an amount equaling 20-30% of the normal load (for example, the normal load is 15 credit hours, so the overload would be limited to 3-5 credit hours per semester). *Assurance Section, Report of a Comprehensive Evaluation Visit to Marshall Community and Technical College, Huntington, West Virginia, April 28-30, 2003 for The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. Page 3.*

1.5.b. Full time teaching faculty will maintain a fifteen (15) credit hour teaching load per semester or thirty (30) credit hour teaching load per academic year and will schedule eight (8) office hours over four (4) work days each work week (See College Policy #6.0). On-line courses and Independent Study sections are not calculated within academic year teaching workload unless approved by Dean of Academic of Affairs. Full time faculty will attend required departmental and College meetings and participate in course and program development, planning, evaluation, and outcomes assessment; student advising, recruitment, and retention activities; and workforce development.

1.5.c. Faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses. Section sizes should generally be no larger than 30-35 students, and number of preparations should generally be no more than five. Faculty may be scheduled to teach on campus or off campus; in the evening or on weekends in order to make up their required course load. On line classes are typically taught outside of full time load, although they can be negotiated as counting toward full time load. Participation in commencement activities is a normal part of a full-time faculty member's assignment.

1.5.d. Reassigned time shall be awarded for College work to include coordinator and administrative equivalencies, as well as to meet programmatic accreditation requirements. Reassigned time can be awarded for curriculum development, special projects, and special assignments for the Dean or President's office. Faculty whose teaching load is restricted by specialized accreditation standards will work with the Dean for appropriate work schedules, which may include additional office hours. Requests for Reassigned Time will be submitted during the semester preceding scheduling of reassigned time activities for review and approval by the Office of Academic Affairs. Requests should include a detailed list of outcomes beneficial to the institution expected to be attained through implementation of activities, as well as a summary report of outcomes accomplished at the conclusion of the semester through which reassigned time was awarded.

~~1.5.e. Summer school instructional load should be no more than 6 credit hours. Faculty can chose to be reimbursed per the 80% summer salary scale and provide formal office hour /advising availability or receive the part time faculty rate based on academic qualifications and~~

~~ensure adequate accessibility to students. Summer school compensation with either rate may be negotiated with the office of Academic Affairs as a prorated scale based on class enrollments. (See College Policy #6.0)~~

1.5.f. e. Collateral employment as well as registration for credited coursework by full-time faculty should be considered carefully by both the faculty member and the institution. The needs of the College (as employer) should be primary in this consideration.

“The way to a meaningful collateral employment policy is the ability to allow the faculty to pursue their opportunities but balance them with the needs and interests of the College. The College employs the faculty member full-time and while they have the freedom to pursue other employment it must not interfere with the needs of the College. A given faculty member’s schedule should be determined by needs of the College not the desire of the faculty member to have every Friday off to work somewhere else.” *Assurance Section, Report of a Comprehensive Evaluation Visit to Marshall Community and Technical College, Huntington, West Virginia, April 28-30, 2003 for The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. Page 3.*

Revised:

Approved: May 2005

**Marshall Community & Technical College  
Institutional Board of Governors  
Meeting of March 19, 2010**

**ITEM:** Approval to give public notice of a 30-day comment period for a policy on Summer School.

**COMMITTEE:** Finance & Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, public notice will be given that a proposed policy on Summer School by the Board is available for a 30-day comment period; *and*, that if no substantive comments are received, the MCTC IBOG extends its final approval of the policy.

**BOARD/STAFF MEMBER:** Jeffrey Porter, Chair  
Finance and Facilities Committee

Keith Cotroneo  
President

**RATIONALE:**

Summer School is a supplementary program with programming based on student needs. The instructional component of summer school must, in its entirety, be self-supporting.

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

**POLICY NO. XXXXX**

**SUMMER SCHOOL**

**General:**

- 1.1 Scope: Policy regarding Summer School
- 1.2 Statutory References: None
- 1.3 Passage Date: TBD
- 1.4 Effective Date: 30 Days from Passage

**Policy:**

- 2.1 Summer School shall be a supplementary program with programming based on student need.
- 2.2 The instructional component of summer school must, in its entirety, be self-supporting and not rely on state appropriations.
- 2.3 The President will adopt procedures to assure compliance with this policy.