

**MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
AGENDA
Friday, May 15, 2009
8:00 a.m.
Marshall Community & Technical College
Cabell Hall – Corner of 20th Street and Seventh Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – April 17, 2009*
- III. Annual Faculty Presentation – Mike McComas - Faculty Council Chair,
Betty Dennison - Advisory Council of Faculty Representative and Donna Donathan,
IBOG Representative
- IV. President’s Report - Dr. Cotroneo
- V. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - a) Finance and Facilities Committee Report and Discussion
 - b) Policy for Awarding Undergraduate Tuition and Fee Waivers*
 - c) Policy for Waiver of Tuition and Fees for Third-Party Sponsored
Courses*
 - d) Other
- VI. Appointment of Nominating Committee – Sue Richardson
- VII. Announcements:
 - 1. Next Regularly Scheduled Meeting of the IBOG – June 19, 2009
 - 2. Other
- VIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating
to Land Acquisitions and Leases
- IX. Adjournment

* Action Item

MINUTES

MARSHALL COMMUNITY & TECHNICAL COLLEGE INSTITUTIONAL BOARD OF GOVERNORS

Friday, April 17, 2009

8:00 a.m.

Marshall Community & Technical College
Cabell Hall – Corner of 20th Street and Seventh Avenue
Huntington, WV

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

ABSENT: None.

ALSO ATTENDING: President Keith J. Cotroneo, Erika Bailey, Billie Brooks, Steven Brown, Sara Chapman, Jean Chappell, Mary Beth Dickerson, Ashleigh Graham, Herb Karlet, Marjorie Keatley, Chris Michael, Nicholas Napier, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, Dave Wellman, John Whiteley, and members of the news media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:07 a.m. A quorum was established.

II. Approval of Minutes – March 20, 2009:

A motion was made by Ruth Cline and seconded by Jim Hale to amend the minutes to reflect under Announcements that “the next regularly scheduled meeting of the IBOG is April 17, 2009.” The motion and the minutes were approved.

III. President’s Report – Dr. Keith J. Cotroneo:

Dr. Cotroneo gave a progress report relating to the following items:

- He recently attended the American Association of Community Colleges (AACC) conference where he was greatly encouraged about both the advancement and growth of community colleges nationwide.
- President Obama has chosen Martha J. Kanter, Chancellor of the Foothill-De Anza Community College District in California, as his nominee to the No. 2 position in the federal Education Department. If confirmed by the U.S. Senate, Ms. Cantor would become the first community college official to fill this position.

- Dr. Cotroneo discussed instructional costs per credit hour at community colleges and distributed a handout relating to this subject.
- The AACC presented Dr. Cotroneo with a \$5,000 check at the recent conference. It is his hopes that this check will be the first deposit into a new Foundation for MCTC. He added private donations will be necessary to support workforce development education at the level needed.
- Dr. Cotroneo discussed comments concerning the “separation” from Marshall University and believes “separation” to be a misnomer. MCTC has been a separate entity since 2003. The most significant change for the college was the appointment of the college’s Institutional Board of Governors.
- Commencement will be May 8, 2009 at the Keith-Albee in Huntington, WV. All Board members were encouraged to attend. WV First Lady Gayle Manchin will be the Commencement speaker. Terri Collison will be the student speaker.

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

Jeffrey Porter indicated the Finance & Facilities Committee met April 8, 2009. John Harris, of Bastian and Harris Architects, attended the meeting and presented the committee with updated numbers on possible facilities under consideration for MCTC. A preliminary review of the budget occurred. As a result of the meeting, the following agenda item was brought to the IBOG for approval:

“Resolved, that the Board of Governors approves the proposed Marshall Community & Technical College Tuition and Fees, per semester, for FY 2009-2010 subject to a review prior to assessment once the Governor’s budget has been released.”

Following an overview of the recommendation given by Herb Karlet and discussion, the motion was approved.

Terri Tomblin-Byrd, MCTC Chief Information Officer, was asked to address the Board concerning the progress of separating the Banner database. She reported while the database separation is approximately one week behind, progress is being made and believes this will happen in a timely manner. Banner training has started and will continue for the next couple of months. Ms. Tomblin-Byrd indicated she was notified last week by MU that once the database is separated, MU will no longer be providing the college with website services, email, wireless access in CTC facilities, library services, Help Desk assistance, or access to My MU. Still in negotiation with MU is the possibility of the university continuing to provide services for identification cards for faculty, staff and students.

V. Announcements:

- The next regularly scheduled meeting of the IBOG is May 15, 2009. The time and location are still to be determined.
- Commencement will be held May 8, 2009 at the Keith-Albee at 7:00 p.m. WV First Lady Gayle Manchin will be the Commencement speaker.

VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Land Acquisitions and Leases:

None.

VII. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:11 a.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

**Marshall Community & Technical College [MCTC]
Institutional Board of Governors [IBOG]
Meeting of May 15, 2009**

ITEM: Awarding of Undergraduate Tuition and Fee
Waivers Policy

COMMITTEE: Finance & Facilities Committee [FFC]

RECOMMENDED RESOLUTION: *Resolved*, a public notice will be given that a proposed policy/rule on “Awarding of Undergraduate Tuition and Fee Waivers” is available for a 30-day comment period and that if no substantial comments are received, the MCTC – IBOG extends its final approval of the policy/rule.

BOARD/STAFF MEMBER: Jeff Porter
Chair – FFC

Herbert J. Karlet
MCTC Vice President/CFO

BACKGROUND

With the separation of MCTC from Marshall University [MU], the legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. Therefore, MCTC is requesting that the existing board policy be replaced with the attached policy for “Awarding of Undergraduate Tuition and Fee Waivers”, as required by WV State Code.

**Marshall Community & Technical College
Institutional Board of Governors
Policy No. XXXXX**

AWARDING OF UNDERGRADUATE TUITION AND FEE WAIVERS

1. General

- 1.1 Scope: This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in WV State Code §18B-10-5 at Marshall Community and Technical College. It also applies to all privately funded scholarships.
- 1.2 Statutory References: WV Code §18B-10-5
- 1.3 Passage Date: _____
- 1.4 Effective Date: Upon Passage.
- 1.5 Controlling Over: Marshall Community & Technical College

2. Policy

- 2.1 It is the policy of MCTC to award:
 - 2.1.1 Any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the WV State Code and Federal Law.
 - 2.1.2 Any and all tuition and fee waivers established by MCTC, identified as MCTC Scholarships, and approved by the President, subject to annual review by the Board of Governors.
 - 2.1.3 Any and all privately funded scholarships, approved by the President, subject to annual review by the Board of Governors.
- 2.2 The college reserves the right to limit any and all fee waivers and scholarships when financial circumstances warrant a limitation, as determined by the President.

3. Types of Tuition and Fee Waivers and Scholarships

- 3.1 Tuition and Fee Waiver – Undergraduate schools as authorized by WV State Code.
 - 3.1.1 WV Code §18B-10-5(b)(1) – Undergraduate tuition and fee waiver; initial five percent (5%) cap. These awards shall be identified by using the name MCTC Scholarships.
 - 3.1.2 WV Code §18B-10-1(K)(5)(F) – Undergraduate tuition and fee waiver; additional five percent (5%). These awards shall be identified by using the name MCTC Scholarships and are not counted against the cap established in Section 3.1.1. of this policy.
 - 3.1.3 WV Code §18B-10-1(a), Resident tuition rates for members of the National Guard.

- 3.1.4 WV Code §18B-10-5(b)(6), Undergraduate tuition and fee waivers for employees, spouses, and dependent children – waivers MCTC may, but is not required, to grant to eligible employees and covered dependents. These waivers are not counted when determining the maximum percentage of waivers permitted.
- 3.1.5 WV Code §18B-10-7, Tuition and fee waivers for children and spouses of law enforcement officers, firefighters, National Guard personnel, reserve personnel and active military duty personnel killed in the line of duty.
- 3.1.6 WV Code §18B-10-7(a), Tuition and fee waivers or adjustments for residents at least sixty-five years old.
- 3.1.7 WV Code §18B-10-7(b), Tuition and fee waivers for high school graduates in foster care who graduate from high school or pass the GED examination while in the legal custody of the state department of health and human resources.
- 3.2 Scholarships funded from Private Sources
 - 3.2.1 Scholarships from endowed sources.
 - 3.2.2 Scholarships from other sources.
- 3.3 Third-Party Tuition and Fee Waivers – See separate MCTC Third-Party Waiver Policy.

4. General Provisions

- 4.1 Pursuant to statute, the maximum number of authorized undergraduate tuition and fee waivers shall be equal to five percent (5%) of the tuition and fees assessed for all full-time equivalent undergraduate enrollment of MCTC for the immediately preceding academic year, plus the additional five percent (5%) specified in Section 3.1.2 of this policy.
- 4.2 Pursuant to statute for tuition and fee waivers provided by WV State Code, no recipient may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 4.3 Pursuant to tuition and fee waivers established by MCTC institutional policy and identified as MCTC Scholarships, no recipient may hold such tuition and fee waiver for more than five (5) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
 - 4.3.1 MCTC shall have discretionary authority to waive this limitation using Federal Student Aid guidelines to document special circumstances.
- 4.4 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.

- 4.5 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. MCTC shall have discretionary authority to waive one or more of the other component parts of the college fees such as the special fees assessed to students in designated academic fields.
- 4.6 MCTC shall give priority consideration to award undergraduate tuition and fee waivers to students who are West Virginia residents and residents of metro counties except where indicated otherwise by WV State Code.
- 4.7 MCTC may award a substantial portion of its undergraduate tuition and fee waivers as MCTC Scholarships to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, MCTC shall give strong consideration in the awarding of the undergraduate tuition and fee waivers to students with demonstrated financial need.
- 4.8 Recipients of any waivers provided for a) children and spouses of law enforcement officers, firefighters, National Guard personnel, Reserve personnel and active military duty personnel killed in the line of duty, b) residents at least sixty-five years old, or c) high school graduates in foster care may attend undergraduate courses, pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

5. **Responsibilities**

- 5.1 The Recruiting, Retention and Readmission Committee (RRR) and Office of Financial Aid (OFA) shall prepare administrative procedures, approved by the President, which establishes eligibility standards, satisfactory progress standards, and other processes as determined appropriate to assure compliance with this policy.
- 5.2 The applicant shall formally apply for tuition and fee waivers or MCTC Scholarships and document eligibility standards for applicable waivers as required by the MCTC RRR Committee and OFA for both initial application and annual renewal application.
- 5.3 The RRR Committee and OFA shall determine student eligibility standards per applicant.
 - 5.3.1 The OFA shall ensure that the amount of a tuition waiver/MCTC Scholarship awarded in combination with aid from all other sources shall not exceed the cost of education at MCTC.
 - 5.3.2 The OFA shall ensure that each applicant is taking undergraduate courses as a degree and/or certificate seeking student at MCTC except where indicated otherwise by WV State Code.
 - 5.3.3 The OFA shall submit an original, annual summary report to the Chief Financial Officer. This report will include the required information for all waivers and scholarships awarded from July 1 through June 30 of the reporting/award year to cover Fall, Spring and Summer terms as appropriate.

5.3.3.1 The OFA shall:

- a) List each award recipient with permanent hometown address, reflecting the primary reason that MCTC awarded a specific waiver or scholarship in the following categories:
 1. Demonstrated Financial Need – established through a recognized needs analysis process that the student’s and family’s resources are insufficient to meet college expenses.
 2. General Academic Ability
 3. Academic Ability in a Specific Field
 4. Other Specified Definition
- b) Include both new and renewal recipients.
- c) List the dollar amount of the award segregated by academic term.

5.4 The OFA shall ensure that all waivers and scholarships are awarded in accordance with federal, state, and local laws and regulations.

5.5 The Chief Financial Officer shall present the original, annual summary report to the MCTC Board of Governors to be entered in the minutes of the meeting of the Board.

6. Definitions

6.1 Eligible Employee:

Includes any regular, benefits eligible member of the classified staff, non-classified staff, and faculty.

6.2 Covered Dependents

6.2.1 Spouse – The eligible employee’s current spouse.

6.2.2 Children – The natural or legally adopted child of the eligible employee or his/her children who is a dependent as defined by the United States Internal Revenue Code.

6.3 Metro/Reciprocity Counties

- Ohio: Gallia, Jackson, Lawrence, Meigs, Pike, and Scioto
- Kentucky: Carter, Elliott, Floyd, Greenup, and Johnson
- Kentucky Reciprocity: Boyd, Lawrence, Martin, Pike

**Marshall Community & Technical College [MCTC]
Institutional Board of Governors [IBOG]
Meeting of May 15, 2009**

ITEM: Waiver of Tuition and Fees for Third-Party Sponsored Courses Policy

COMMITTEE: Finance & Facilities Committee [FFC]

RECOMMENDED RESOLUTION: *Resolved*, a public notice will be given that a proposed policy/rule on “Waiver of Tuition and Fees for Third-Party Sponsored Courses” is available for a 30-day comment period and that if no substantial comments are received, the MCTC – IBOG extends its final approval of the policy/rule.

BOARD/STAFF MEMBER: Jeff Porter
Chair – FFC

Herbert J. Karlet
MCTC Vice President/CFO

BACKGROUND

With the separation of MCTC from Marshall University [MU], the legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. Therefore, MCTC is requesting that the existing board policy be replaced with the attached policy for “Awarding Waiver of Tuition and Fees for Third-Party Sponsored Courses”, as required by WV State Code.

**Marshall Community & Technical College
Institutional Board of Governors
Policy No. XXXXX**

WAIVER OF TUITION AND FEES FOR THIRD-PARTY SPONSORED COURSES

7. General

7.1 Scope:

7.1.1 Policy regarding waiver of tuition and fees for courses sponsored by a third party.

7.2 Statutory References: WV Code §18B-10-9

7.3 Passage Date: _____

7.4 Effective Date: Upon Passage.

7.5 Controlling Over: Marshall Community & Technical College

8. Policy

8.1 Pursuant to WV Code §18B-10-9, the Marshall Community and Technical College may enter into agreements with third parties whereby the third-party may sponsor any course, institute, workshop, special course, or other educational program offered by the College for credit. Under such agreements the students enrolled may be excused from the payment of tuition, registration and enrollment fees.

8.2 Third-party waivers will be initiated at the college level. The administrator designated by the president shall be responsible for the completion and initial approval of each waiver form. The waiver form must be approved by the Chief Financial Officer.

8.3 Each offering will require the completion of the Third-Party Contractual Agreement for Waiver of Tuition and Fees.

8.4 The Contractual Agreement shall be signed by both the institution and the third-party sponsor and shall include, but not be limited to, the following:

- a) Sponsoring Entity;
- b) Semester and Year;
- c) Course Title/Description or block of like courses, number of credit hours, Course Reference Number;
- d) Actual Value of the Waiver (based on projected enrollment and student type);
- e) Total Direct Cost;
- f) Actual Amount to be Recovered for Indirect Cost/Overhead;

g) Billing address;

h) Authorized Signature of both parties.

- 8.5 The Chief Financial Officer shall establish the indirect cost rate per credit hour to be charged to Third-Party Contracts. Exceptions to this rate may be negotiated by the designated administrator and approved by the Chief Financial Officer, when appropriate and in accordance with the mission of the College.
- 8.6 The number of Third-Party fee waivers granted will be reported to the Marshall Community and Technical College Board of Governors for each fiscal year ending June 30.