

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

**AGENDA**

**Friday, June 5, 2009**

**8:00 a.m.**

**Huntington Regional Chamber of Commerce Conference Room  
720 Fourth Avenue  
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – May 15, 2009 \*
- III. President’s Report - Dr. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
  - a) Finance and Facilities Committee Report and Discussion
  - b) FY 2009-2010 Tuition and Fees, Revisited \*
  - c) Special Fee: Machinist Technology Lab Fee \*
  - d) Other
- V. Election of Officers – Mark Bugher, Nominating Committee Chair \*
- VI. Announcements:
  1. Next Regularly Scheduled Meeting of the IBOG – July 17, 2009
  2. Other
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Land Acquisitions and Leases
- VIII. Adjournment

\* Action Item

## MINUTES

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

Friday, May 15, 2009

8:00 a.m.

Marshall Community & Technical College  
Cabell Hall – Corner of 20<sup>th</sup> 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, Jean Chappell, Betty Dennison, Herb Karlet, Marjorie Keatley, Bob McClain, Mike McComas, Stephanie A. Neal, Carol Perry, 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 8:07 a.m. A quorum was established.

II. Approval of Minutes – April 17, 2009:

A motion was made by Jeffrey Porter and seconded by Monica Shafer to accept the minutes as presented. The motion was approved.

III. Annual Faculty Presentation – Mike McComas-Faculty Council Chair, Betty Dennison-Advisory Council of Faculty Representative and Donna Donathan-IBOG Representative:

Betty Dennison, the Advisory Council of Faculty Representative for MCTC, distributed a brochure entitled "Helping to Chart the Future: The West Virginia Advisory Council of Faculty 2009" and discussed the contents. The Advisory Council of Faculty was established by WV Code and serves as a resource to the legislature, provides advice to the Higher Education Policy Commission and the Council for Community and Technical College Education, reports to and advises Institutional Boards of Governors and faculty constituents and provides a voice for both full- and part-time higher education faculty.

Mike McComas, Faculty Council Chair, reported the faculty unanimously approved a resolution strongly suggesting that the MCTC IBOG consider locations other than downtown Huntington for the new MCTC campus. A motion was made by Mark Bugher

and seconded by Mike Herron that the Board accept a copy of the faculty's resolution. The motion was approved.

It was announced that the faculty unanimously elected Donna Donathan to serve another 2-year term on the IBOG.

IV. President's Report – Dr. Keith J. Cotroneo:

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

- Eliot Parker, a faculty member at MCTC, has just published a book entitled "The Prospect" based on the life of a West Virginia baseball player. The book is available locally at Empire Books and at Amazon.com.
- The Council for Community & Technical College Education met May 7 – 8, 2009. On May 7, the CTC Presidents presented proposals relating to requests for tuition increases FY 2009-2010. The tuition proposals were approved. It is anticipated that higher education will receive a cut in state appropriations FY 2009-2010 but federal economic stimulus funds may be available to backfill the budget. The CTC Presidents and the Council also discussed funding of high cost programs.
- The Banner transition process is going well. Fall 2009 registration begins with MCTC's Banner on June 1, 2009.
- A website has been established for input on a new name for the college.
- Bond counsel has recommended selling of bonds to result in funds being available for CTC facilities. It is anticipated that the funds will be available within 60 – 90 days.
- Only two sessions of Summer School are being held this year due to the transition of the Banner database and some services.

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

Jeffrey Porter indicated the Finance & Facilities Committee met May 13, 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. Mr. Porter reported 1) Sue Richardson and John Hess will meet next week to begin work on the 2009-2010 Service Agreement with Marshall University, 2) the 2009-2010 state budget is on hold until the Legislature is called into Special Session, 3) the establishment of a Foundation for the college is on track for July 1, 2009 and Board members were encouraged to submit names of individuals who may be interested in serving on the Foundation board, and 4) the purchase of the Mountain Bounty Kitchen is on track for Fall 2009.

The Committee recommended approval of two policies: Awarding Undergraduate Tuition and Fee Waivers and Waiver of Tuition and Fees for Third-Party Sponsored Courses. A motion was made by Mark Bugher and seconded by Mark George to approve the Awarding of Undergraduate Tuition and Fee Waivers Policy. (It was noted the Finance Committee voted to delete Section 6 of the proposed policy as this section will be handled internally by an administrative procedure.) The motion was approved. A motion was made by Mike Herron and seconded by Jim Hale to approve the Policy on the Waiver of Tuition and Fees for Third-Party Sponsored Courses. The motion was approved.

VI. Appointment of Nominating Committee – Sue Richardson:

In accordance with the By-Laws for the IBOG, Sue Richardson appointed three IBOG members to serve on a Nominating Committee that will present a slate of officers for approval at the June 5, 2009 meeting of the Board. Mark Bugher will serve as the Chair of the Nominating Committee. Additional members include Mike Herron and Mark George.

VII. Announcements:

- The next regularly scheduled meeting of the IBOG has been changed from June 19, 2009 to June 5, 2009. The time and location of the meeting are still to be determined.
- The next meeting of the IBOG Finance and Facilities Committee will be June 3, 2009.
- Chairman Richardson has appointed Jason Moses to Chair the Presidential Evaluation Committee. In addition to Mr. Moses, Mark Bugher, Donna Donathan and Monica Shafer will serve on this committee.

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

None.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:12 a.m.

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

Chairman

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

Secretary

**Marshall Community & Technical College [MCTC]  
 Institutional Board of Governors [IBOG]  
 Meeting of June 5, 2009**

**ITEM:** Proposed Tuition and Fees, *per semester*, for Fiscal Year 2009-2010

**COMMITTEE:** Finance & Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors maintain the currently approved schedule of Tuition and Fees, at \$124 per hour for resident students, for the academic year of 2009-2010; but only assess resident students at the same rate as academic year 2008-2009, a rate of \$119 per hour, \$1,428 per semester. This results in no increase to resident students for FY 2009-2010.

**STAFF MEMBER:** Jeff Porter  
 Chair – FFC  
  
 Dr. Keith J. Cotroneo  
 MCTC President  
  
 Herbert J. Karlet  
 MCTC Vice President/CFO

**BACKGROUND**

At the Board meeting held on April 17, 2009, Tuition and Fees for academic year 2009-2010 were approved as presented in the following resolution:

*“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 Governors’ budget has been released.”*

For MCTC, state appropriations have been cut from \$5,911,742 to \$5,735,796, a reduction of \$175,946 (2.98%), with the understanding that these funds will be replaced, at a future date, with Federal Stimulus Funds.

	<u>Per Semester</u>	
Full-Time On-Campus Resident Fee <b>Approved</b> for Academic Year 2009-2010	\$ 1,488	- \$124 per credit hour
Full-Time On-Campus Resident Fee <b>Assessed</b> for Academic Year 2009-2010	\$ 1,428	- \$119 per credit hour
E-Course Fee <b>Approved</b> for Academic Year 2009-2010		- \$124 per credit hour
E-Course Fee <b>Assessed</b> for Academic Year 2009-2010		- \$119 per credit hour

**GENERAL REVENUE BUDGET**  
**Fiscal Year 2010**

Agency / Institution	FY 2009 Appropriation	FY 2010 Governor's Budget	% Cut
WV Council for CTC Education	886,664	874,357	1.39%
Blue Ridge CTC	2,955,463	2,871,671	2.84%
Bridgemont CTC	3,896,885	3,790,870	2.72%
Eastern WV CTC	2,062,115	2,002,722	2.88%
Marshall CTC	5,911,742	5,735,796	2.98%
New River CTC	5,673,054	5,509,896	2.88%
Pierpont CTC	8,328,395	8,080,538	2.98%
Southern WV CTC	8,633,197	8,387,167	2.85%
WV Northern CC	7,710,716	7,472,803	3.09%
WV State CTC	4,038,673	3,927,576	2.75%
WVU at Parkersburg	9,735,011	9,422,264	3.21%

Programs	FY 2009 Appropriation	FY 2010 Governor's Budget	% Cut
Workforce Development (HB 3009)	1,000,000	967,707	3.23%
College Transition	333,500	333,500	0.00%
WV Advance	4,000,000	3,850,000	3.75%
Technical Program Development	2,500,000	2,402,500	3.90%

**West Virginia Council for Community and Technical College Education**

**Institution Tuition Increase Request**

***Resident Rates Only***

Institution	Tuition 2008-09	Tuition & Required E & G Revenue Generated	\$ Increase Per Full-Time Student	% Increase Request 2009-10	New Tuition Rate 2009-10	New Tuition Revenue Generated	FY 2009 General Revenue Appropriation	4% FY 2010 Spending Reduction
Blue Ridge Community & Technical College	\$3,060	\$2,519,840	\$12	0.39%	\$3,072	\$11,757	\$2,955,463	\$118,219
Community & Technical College at WVU Tech	\$3,410	\$1,507,733	\$94	2.76%	\$3,504	\$52,336	\$3,896,885	\$155,875
Eastern WV Community & Technical College	\$1,920	\$358,358	\$144	7.50%	\$2,064	\$28,354	\$2,062,115	\$82,485
Marshall Community & Technical College	\$2,856	\$2,853,041	\$120	4.20%	\$2,976	\$156,188	\$5,911,742	\$236,470
New River Community & Technical College	\$2,748	\$3,276,097	\$130	4.73%	\$2,878	\$196,626	\$5,673,054	\$226,922
Pierpont Community & Technical College	\$3,312	\$3,829,721	\$120	3.62%	\$3,432	\$216,368	\$8,328,395	\$333,136
Southern WV Community & Technical College	\$1,920	\$2,701,299	\$182	9.48%	\$2,102	\$270,130	\$8,633,197	\$345,328
WV Northern Community College	\$1,998	\$3,054,572	\$160	8.01%	\$2,158	\$261,634	\$7,710,716	\$308,429
WV State Community & Technical College	\$2,898	\$2,449,379	\$58	2.00%	\$2,956	\$65,227	\$4,038,673	\$161,547
WVU - Parkersburg (Associate Degrees)	\$1,912	\$4,917,587	\$164	8.58%	\$2,076	\$445,080	\$9,735,011	\$389,400

**Marshall Community & Technical College [MCTC]  
Institutional Board of Governors [IBOG]  
Meeting of April 17, 2009**

**ITEM:** Proposed Tuition and Fees, *per semester*, for Fiscal Year 2009-2010

**COMMITTEE:** Finance & Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors approves the proposed Marshall Community and Technical College Tuition and Fees, *per semester*, for FY 2009-2010.

**STAFF MEMBER:** Jeff Porter  
Chair – FFC

Dr. Keith J. Cotroneo  
MCTC President

Herbert J. Karlet  
MCTC Vice President/CFO

**BACKGROUND**

The following is a summary of the fee proposal being recommended for Fiscal Year 2008-2009, *per semester*:

	<i>FY 08-09</i>	<i>Proposed FY 09-10</i>	<i>\$ Increase [\$Decrease]</i>	<i>% Increase [%Decrease]</i>
<b>Full-Time, On-Campus</b>				
MCTC				
Resident	\$ 1,428	\$ 1,488	\$ 60	4.20%
Non-Resident	\$ 4,071	\$ 4,080	\$ 9	0.22%
Metro	\$ 2,734	\$ 2,736	\$ 2	0.07%

**The detailed fee schedule which the Board is actually approving is also attached.** Attachment A

The current cost per hour for a resident “on-campus” student is \$119 [\$1,428 ÷ 12 hours]. This proposal increases the cost per hour to \$124, equating to \$1,488 [\$124 \* 12 hours] for a “full-time on-campus” resident student.

A comparison of MCTC fees with other in-state community colleges for FY 2008-2009 is attached for comparison purposes. Attachment B

MCTC is facing a 4% (\$240,000) to 5% (\$300,000) budget reduction in state appropriations. The administration reluctantly recommends this fee increase to help offset some of this reduction. Currently, \$3.5 million is received in Tuition and Fees; a four percent (4%) fee increase will generate approximately \$140,000 in additional tuition and fee revenue.

**Fee Planning Schedule - Per Semester  
Academic Year 2009-10**

~NOTE~  
Meeting of 04/17/09 Agenda  
**FYI ONLY**

**Institution:** Marshall Community and Technical College

**Student Institutional Level:** Community College  
**(Community College, Undergraduate, Graduate, Health Professions)**

<b>I. Regular Fees Charged to All Students</b>	<b>Resident 2008-09</b>	<b>Resident 2009-10</b>	<b>Increase (Decrease)</b>	<b>Non-Resident 2008-09</b>	<b>Non-Resident 2009-10</b>	<b>Increase (Decrease)</b>	<b>Metro 2008-09</b>	<b>Metro 2009-10</b>	<b>Increase (Decrease)</b>
<b>a. Tuition and Required Education and General Fees</b>	\$ 1,096	\$ 1,174	\$ 78	\$ 3,224	\$ 3,251	\$ 27	\$ 1,887	\$ 1,907	\$ 20
<b>b. Required Educational and General Capital Fees</b>									
i. System E&G Capital Fees	\$ 215	\$ 215	\$ -	\$ 730	\$ 730	\$ -	\$ 730	\$ 730	\$ -
ii. Special Institutional E&G Capital Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>c. Auxiliary and Auxiliary Capital Fees</b>									
i. Standard Auxiliary Fees	\$ 117	\$ 99	\$ (18)	\$ 117	\$ 99	\$ (18)	\$ 117	\$ 99	\$ (18)
ii. Mandatory Auxiliary Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
iii. Auxiliary Capital Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>d. Special Equity Fee</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Student Fee Request 2009-10</b>	\$ 1,428	\$ 1,488	\$ 60	\$ 4,071	\$ 4,080	\$ 9	\$ 2,734	\$ 2,736	\$ 2
<b>Percentage of Increase requested over 2008-09</b>			<b>4.20%</b>			<b>0.22%</b>			<b>0.07%</b>
<b>Add program specific fees below (if any)</b>									
i. Allied Health	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -
ii. Culinary Arts	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -
iii. Paramedic Science	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ -

**Fee Planning Schedule - Per Semester  
Academic Year 2009-10**

~NOTE~  
Meeting of 04/17/09 Agenda  
**FYI ONLY**

**Institution:** Marshall Community & Technical College

**Student Institutional Level:** Community College  
**(Community College, Undergraduate, Graduate, Health Professions)**

	<b>Current Rate Per Semester 2008-09</b>	<b>Requested Rate Per Semester 2009-10</b>	<b>Increase Decrease</b>
<b>II. Special Fees and Charges</b>			
Application Fee	\$ 15	\$ 15	\$ -
Application Fee - Physical Therapy	\$ 30	\$ 30	\$ -
Credit by Exam - per <i>course</i>	\$ 30	\$ 30	\$ -
Portfolio Transcription Fee - per <i>credit hour</i>	\$ 10	\$ -	\$ (10)
Equivalent College Credit Evaluation/Transcription Fee - per <i>credit hour</i>	\$ -	\$ 10	\$ 10
Graduation Fee	\$ 20	\$ 20	\$ -
ID Card Replacement Fee	\$ -	\$ 20	\$ 20
Laboratory Fee - Allied Health	\$ 30	\$ 30	\$ -
Laboratory Fee - EME 109 Course Fee	\$ 150	\$ 150	\$ -
Laboratory Fee - Business & Information Technology	\$ 30	\$ 30	\$ -
Laboratory Fee - CISCO/Microsoft	\$ 175	\$ 175	\$ -
Laboratory Fee - Culinary Arts	\$ 130	\$ 130	\$ -
Laboratory Fee - Elect./Manf. Eng. Technology	\$ 30	\$ 30	\$ -
Laboratory Fee - Hospitality Management	\$ 30	\$ 30	\$ -
Laboratory Fee - Networking, IT	\$ 50	\$ 50	\$ -
Laboratory Fee - Physical Therapy Asst. Program	\$ 30	\$ 30	\$ -
Laboratory Fee - Transition Institute	\$ 25	\$ 25	\$ -
Machinist Program Course Fee - per <i>credit hour</i>	\$ 50	\$ 50	\$ -
Microsoft Office Systems (MOS) - Certification Exam	\$ 75	\$ 75	\$ -
Off-Campus Fee	\$ 10	\$ 10	\$ -
Online Course Fee	\$ 119	\$ 124	\$ 5
Personal Health & Wellness Fee	\$ -	\$ 170	\$ 170
Placement Test Fee - English/Math	\$ 5	\$ 10	\$ 5
Portfolio Evaluation Fee - per <i>submission</i>	\$ 300	\$ 300	\$ -
Returned Check Fee	\$ -	\$ 25	\$ 25
Transcript Fee	\$ -	\$ 6	\$ 6
Transfer Evaluation Fee	\$ 10	\$ 10	\$ -

**WV Council for Community & Technical College System**  
**Peer Tuition and Fee Comparison**  
**Resident, per semester**

INSTITUTION	Tuition & Fees FY 2007-2008	Net Increase [Decrease]	Tuition & Fees FY 2008-2009
Blue Ridge Community & Technical College	\$ 1,472	\$ 58	\$ 1,530
Community & Technical College at WVU Tech	\$ 1,633	\$ 72	\$ 1,705
Eastern WV Community & Technical College	\$ 888	\$ 72	\$ 960
Marshall Community & Technical College	\$ 1,449	\$ (21)	\$ 1,428
New River Community & Technical College	\$ 1,374	\$ -	\$ 1,374
Pierpoint Community & Technical College	\$ 1,606	\$ 50	\$ 1,656
Southern WV Community & Technical College	\$ 888	\$ 72	\$ 960
WV Northern Community College	\$ 958	\$ 41	\$ 999
WV State Community & Technical College	\$ 1,383	\$ 66	\$ 1,449
WVU - Parkersburg	\$ 913	\$ 44	\$ 956

**Marshall Community & Technical College [MCTC]  
Institutional Board of Governors [IBOG]  
Meeting of June 5, 2009**

**ITEM:** Proposed Special Fee

**COMMITTEE:** Finance & Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors approves the proposed Special Fee named the Machinist Technology Lab Fee of \$25 per credit hour, effective for the Fall, Semester, 2009.

**STAFF MEMBER:** Jeff Porter  
Chair – FFC

Dr. Keith J. Cotroneo  
MCTC President

Herbert J. Karlet  
MCTC Vice President/CFO

**BACKGROUND**

MCTC partners with the Robert C. Byrd Institute (RCBI) to offer the Machinist Technology program. This is a high cost technical program. In order to help fund the program, MCTC administration is recommending a \$25 per credit hour lab fee for the MT labs. It is estimated that this will be assessed to approximately twenty (20) students over three semesters and generate approximately \$18,000 in additional revenue annually.