

**MARSHALL COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
AGENDA  
Friday, July 17, 2009  
8:00 a.m.  
Marshall Community & Technical College  
Cabell Hall – Corner of 20<sup>th</sup> Street and Seventh Avenue  
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – June 5, 2009 \*
- III. President’s Report - Dr. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
  - Finance and Facilities Committee Report and Discussion
  - Tuition & Fees - Proposed Other Institutional Fee \*
  - FY 2009-2010 Service Agreement with Marshall University
  - Update on Budget for Fiscal Year 2009-2010
  - Site Selection
  - MCTC Foundation
  - Update on Mountain Bounty Kitchen
  - Other
- V. Student and Academic Services Committee Report – Donna Donathan, Chair
  - Student and Academic Services Committee Report and Discussion
  - Proposed Rule on Fresh Start \*
  - Proposed rule on Student Code of Conduct \*
  - Proposed Rule on Transfer \*
  - Other
- VI. Announcements:
  1. Next Regularly Scheduled Meeting of the IBOG – August 21, 2009. The location is to be determined.
  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, June 5, 2009

8:00 a.m.

Huntington Regional Chamber of Commerce Conference Room  
720 Fourth 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, Billie Brooks, Steven Brown, Jean Chappell, John Harris, Herb Karlet, Marjorie Keatley, 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 8:00 a.m. A quorum was established.

II. Approval of Minutes – May 15, 2009:

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

III. President's Report – Dr. Cotroneo:

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

- Handouts were distributed to IBOG members relating to the Smart Summer learning opportunities through the Division of Continuing & Corporate Education and the June 2009 Cooking & Culinary Institute Calendar. Erika Bailey was congratulated for her work in the creation of the brochure.
- Pre-registration for the Fall 2009 term on MCTC's new Banner system began Monday, June 1, 2009.
- New student orientation begins June 15, 2009.

- MCTC has received two new grants: a HB3009 grant through the Inland Waterways Academy and an Entrepreneurship Grant through Allied Health.
- July 12, 2009 is Tour of China night at the Cooking & Culinary Institute.
- Work is progressing in the establishment of a Workforce Development Institute at MCTC. Erika Bailey recently visited Blue Ridge Community & Technical College to learn more about their institute.
- Four responses were received to the RFP for a MCTC Bookstore. The Bookstore Committee will be soon making a recommendation for the successful vendor. The Bookstore will be established by Fall 2009.

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

Jeffrey Porter indicated the Finance and Facilities Committee met June 3, 2009 and discussed the following:

- An update on the FY 2009-2010 Service Agreement with Marshall University was provided by Sue Richardson indicating that progress was being made and that it looked positive. Terri Tomblin-Byrd, CIO for MCTC, provided the committee with a summary of a Service Level Agreement between MCTC and MU Information Technology.
- An update provided by Herb Karlet indicated the final budget for fiscal year 2009-2010 will be submitted upon finalization of the FY 2009-2010 Service Agreement between MCTC and Marshall University.
- A status update was provided relating to the MCTC Foundation indicating an anticipated incorporation date of July 1, 2009. The tax exempt application will soon go forward to the IRS, which could be a six-month process.
- An update was provided by Herb Karlet relating to the Mountain Bounty Kitchen. Currently, the State Attorney General's Office has raised an issue regarding the Deeds of Trust. Mr. Karlet advised that the attorney's are reviewing the language within the Deeds of Trust and will need to make some adjustments.

Two recommendations were brought forward by the Committee for IBOG approval. A motion was made by Bob Bailey and seconded by Mark Bugher to approve the recommendation relating to the Proposed Tuition and Fees, *per semester*, for Fiscal Year 2009-2010. The motion was approved. A motion was made by Mike Herron and seconded by Mark George to approve a proposed Special Fee, named the Machinist Technology Lab Fee, of \$25 per credit hour, effective for the Fall 2009 semester. The motion was approved.



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

**ITEM:** Proposed Other Institutional Fee

**COMMITTEE:** Finance & Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors approves the addition of a \$20 Late Fee, which is defined as "Other Institutional Fees", effective with the Fall, 2009 billing period of Academic Year 2009-2010.

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

**BACKGROUND:**

In an effort to promote timely payment of tuition and fees, the Office of Business Services recommends that a \$20 Late Fee be assessed to any student who does not pay, or make arrangements to pay, the tuition and fees owed to MCTC by the established due date. In the past, MU assessed a \$25 fee for late payments.

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

**Institution:** Marshall Community & Technical College

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

Approved  
04/17/09

**Approved for  
Assessment  
06/05/09**

	<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	\$ <b>15</b>	\$ -
Application Fee - Physical Therapy	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Credit by Exam - per <i>course</i>	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Portfolio Transcription Fee - per <i>credit hour</i>	\$ 10	\$ -	\$ -	\$ (10)
Equivalent College Credit Evaluation/Transcription Fee - per <i>credit hour</i>	\$ -	\$ 10	\$ <b>10</b>	\$ 10
Graduation Fee	\$ 20	\$ 20	\$ <b>20</b>	\$ -
ID Card Replacement Fee	\$ -	\$ 20	\$ <b>20</b>	\$ 20
Laboratory Fee - Allied Health	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Laboratory Fee - EME 109 Course Fee	\$ 150	\$ 150	\$ <b>150</b>	\$ -
Laboratory Fee - Business & Information Technology	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Laboratory Fee - CISCO/Microsoft	\$ 175	\$ 175	\$ <b>175</b>	\$ -
Laboratory Fee - Culinary Arts	\$ 130	\$ 130	\$ <b>130</b>	\$ -
Laboratory Fee - Elect./Manf. Eng. Technology	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Laboratory Fee - Hospitality Management	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Laboratory Fee - Networking, IT	\$ 50	\$ 50	\$ <b>50</b>	\$ -
Laboratory Fee - Physical Therapy Asst. Program	\$ 30	\$ 30	\$ <b>30</b>	\$ -
Laboratory Fee - Transition Institute	\$ 25	\$ 25	\$ <b>25</b>	\$ -
Late Fee	\$ -	\$ 20	\$ <b>20</b>	\$ 20
Machinist Program Course Fee - per <i>credit hour</i>	\$ 50	\$ 50	\$ <b>75</b>	\$ 25
Microsoft Office Systems (MOS) - Certification Exam	\$ 75	\$ 75	\$ <b>75</b>	\$ -
Off-Campus Fee	\$ 10	\$ 10	\$ <b>10</b>	\$ -
Online Course Fee	\$ 119	\$ 124	\$ <b>119</b>	\$ -
Personal Health & Wellness Fee	\$ -	\$ 170	\$ <b>170</b>	\$ 170
Placement Test Fee - English/Math	\$ 5	\$ 10	\$ <b>10</b>	\$ 5
Portfolio Evaluation Fee - per <i>submission</i>	\$ 300	\$ 300	\$ <b>300</b>	\$ -
Returned Check Fee	\$ -	\$ 25	\$ <b>25</b>	\$ 25
Transcript Fee	\$ -	\$ 6	\$ <b>6</b>	\$ 6
Transfer Evaluation Fee	\$ 10	\$ 10	\$ <b>10</b>	\$ -
<b>REVISED MARCH 20, 2009 per signed MOU between MU &amp; MCTC</b>				
E-Course Fee - MU (Effective Fall Semester, 2008 & Spring Semester, 2009)	\$ 186	\$ -	\$ -	\$ (186)
Recreation Center Fee - MU (Effective Spring Semester, 2009) <sup>1</sup>	\$ 150	\$ -	\$ -	\$ (150)
<sup>1</sup> Assessed to Full-Time, On-Campus Students - Spring Semester 2009.				

**MARSHALL COMMUNITY & TECHNICAL COLLEGE**  
**INSITUTIONAL BOARD OF GOVERNORS**  
**Meeting of July 17, 2009**

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

**COMMITTEE:** Student & Academic Services

**RECOMMENDED RESOLUTION:** *Resolved*, public notice will be given that a proposed rule on Fresh Start 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 rule.

**STAFF MEMBER:** Donna Donathan, Chair  
Academic & Student Services Committee

Carol Perry  
Executive Dean

Billie Brooks  
Dean of Student Services

**BACKGROUND:**

In an effort to provide students the opportunity to have a second chance academically, the Student and Academic Services Committee is proposing a Fresh Start policy. This is in accordance with the West Virginia Council for Community and Technical College Education policy that establishes provisions for academic forgiveness.

**Marshall Community & Technical College  
Institutional Board of Governors  
Policy No. A - XXXX**

**Fresh Start**

**1. General**

**1.1** Scope: For purposes of grade point average required for graduation, this policy established provisions for academic forgiveness.

1.2 Statutory References: WV Code §18B-1-1A; 18B-2B-6

1.3 Passage Date: \_\_\_\_\_

1.4 Effective Date: Upon Passage.

1.5 Controlling Over: Marshall Community & Technical College

**2. Policy**

2.1 Any student who has been absent from MCTC as a full-time student for four consecutive years and was not in good academic standing can receive a Fresh Start. The following conditions apply to the awarding of fresh start:

2.1.1 The Fresh Start will go into effect after the eligible student has completed a minimum of six or more credit hours of coursework in the semester they return with a grade of "CR" or "C" or better in each course attempted.

2.1.2 The following notation will appear on the transcript at the end of the semester in which the fresh start goes into effect:

- Student Granted Fresh Start

2.1.3 The Fresh Start grade point average (GPA) will include all grades earned at the end of the first semester back at MCTC. No grade (A through F) awarded prior to re-admittance will be included in the new cumulative GPA.

2.1.4 All prior grades and coursework will remain on the record. However, only prior credits from courses in which the student received a grade of "C" or better can be applied toward the degree.

2.1.5 The Fresh Start option, once granted, cannot be rescinded; can only be used once; and cannot be applied to a previously granted degree.

- 2.1.6 Student requesting Fresh Start is not eligible for financial aid until condition number one above is completed. Student should also consult the financial aid office for any other conditions.
  
- 2.2 To initiate a Fresh Start, student may obtain a request from the Office of Student Services.

**MARSHALL COMMUNITY & TECHNICAL COLLEGE  
INSITUTIONAL BOARD OF GOVERNORS  
Meeting of July 17, 2009**

**ITEM:** Approval to give public notice of a 30-day comment period for a policy on Student Code of Conduct.

**COMMITTEE:** Student & Academic Services

**RECOMMENDED RESOLUTION:** *Resolved*, public notice will be given that a proposed rule on Student Code of Conduct 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 rule.

**STAFF MEMBER:** Donna Donathan, Chair  
Academic & Student Services Committee

Carol Perry  
Executive Dean

Billie Brooks  
Dean of Student Services

**BACKGROUND:**

In an effort to establish rules and procedures for rights and responsibilities of students, a code of conduct for student behavior and academic requirements, and resulting sanctions and penalties, the Student and Academic Services Committee is proposing this policy.

**Marshall Community & Technical College  
Institutional Board of Governors  
Policy No. S - XXXX**

**Student Code of Conduct**

**3. General**

- 3.1 Scope: This policy applies to the establishing of procedures for the rights and responsibility of students and a code of conduct for student behavior and academic requirements.
- 3.2 Statutory References: WV Code §18B-1-6 to -7
- 3.3 Passage Date: \_\_\_\_\_
- 3.4 Effective Date: Upon Passage.
- 3.5 Controlling Over: Marshall Community & Technical College

**4. Policy**

- 4.1 It is the policy of MCTC to establish procedures regarding the rights and responsibilities of students including but not limited to:
  - 4.1.1 Student life, including a statement on student rights and responsibilities;
  - 4.1.2 A code of conduct that identifies behavioral expectations of students and specifies certain acts by students at MCTC;
  - 4.1.3 Prescribing penalties and sanctions for such prohibited conduct;
  - 4.1.4 Prescribing disciplinary actions and proceedings to be taken in cases of violations of this policy;
  - 4.1.5 Prescribing actions and proceedings to be taken for a grade appeal;
  - 4.1.6 Prescribing actions and proceedings to be taken to appeal admission decisions for selective admission programs; and

4.1.7 Generally define the powers, authority and duties to be exercised by the President and other officials of MCTC in applying the procedures, pursuant to the control of MCTC's Institutional Board of Governors.

**MARSHALL COMMUNITY & TECHNICAL COLLEGE**  
**INSITUTIONAL BOARD OF GOVERNORS**  
**Meeting of July 17, 2009**

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

**COMMITTEE:** Student & Academic Services

**RECOMMENDED RESOLUTION:** *Resolved*, public notice will be given that a proposed rule on Transfer 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 rule.

**STAFF MEMBER:** Donna Donathan, Chair  
Academic & Student Services Committee

Carol Perry  
Executive Dean

Billie Brooks  
Dean of Student Services

**BACKGROUND:**

This policy is proposed to establish provisions for students seeking transfer admission or readmission based on the West Virginia Council for Community and Technical College Education Series 23 standards.

**Marshall Community & Technical College  
Institutional Board of Governors  
Policy No. A - XXXX**

**Transfer**

**5. General**

- 5.1 Scope: This policy established standards and procedures for students seeking transfer admission to MCTC.
- 5.2 Statutory References: WV Code §18B-1-1A; 18B-2B-6; 18B-3C-2
- 5.3 Passage Date: \_\_\_\_\_
- 5.4 Effective Date: Upon Passage.
- 5.5 Controlling Over: Marshall Community & Technical College

**6. Policy**

- 6.1 College level course credits earned at regionally accredited post-secondary institutions can be transferred to MCTC. Transfer credit is subject to the approval of the Division Dean in which the student matriculates, and with the following provisions:
  - 6.1.1 MCTC must receive official transcripts of all college level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade-point average (GPA) at MCTC.
  - 6.1.2 Course in which a grade of “C” or higher is earned are transferable for credit if coursework is relevant to the student’s program at MCTC with the approval of the Division Dean.
  - 6.1.3 Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division in which the student matriculates. Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.
- 6.2 Transfer students are required to complete a residency requirement prior to graduation.
- 6.3 The transfer evaluation is based on the declared major of the student.