

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

AGENDA

Friday, October 16, 2009

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 – September 18, 2009 *
- III. President’s Report - Dr. Cotroneo
- IV. Student and Academic Services Committee Report – Donna Donathan, Chair
 - Student and Academic Services Committee Report and Discussion
 - Policy – Full-time Faculty Workload *
 - Other
- V. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - Finance and Facilities Committee Report and Discussion
 - FY 2009 Audit Update
 - FY 2010 Service Agreement Update
 - Enrollment Update
 - Banner Implementation Update
 - Student Information System Plan
 - Plan
 - Communication
 - Finance System
 - Plan
 - Financial Reporting
 - Staffing Update
 - MCTC Foundation
 - Site Selection
 - Other
- 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 – November 20, 2009 @ the MCTC Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - Other
- VIII. Adjournment

* Action Item

*** DRAFT ***

MINUTES

MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Friday, September 18, 2009

8:00 a.m.

MCTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV

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

ABSENT: Criss Nance.

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Jean Chappell, Herb Karlet, Marjorie Keatley, Michael 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 8:05 a.m. A quorum was established.

II. Approval of Minutes – August 21, 2009:

A motion was made by Jeffrey Porter and seconded by Mark Bugher 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:

- Dr. Cotroneo, Jean Chappell – Dean of Allied Health and Life Sciences, and Professor Randall Jones just returned from a trip to China where MCTC's international efforts were discussed. Students in China may begin their Associate Degree program there and then come to MCTC to complete the AAS degree and then to Marshall University for completion of a four-year degree.
- Over \$900,000 in Financial Aid has been disbursed with approximately \$2M to be disbursed next week.
- A handout relating to tuition strategies was distributed to Board members.
- Fall 2009 enrollment submitted to IPEDS on August 15 included 2,782 students which is an increase of approximately 200 head count.

IV. Student and Academic Services Committee Report – Donna Donathan, Chair:

Donna Donathan reported the Student and Academic Services Committee met September 9, 2009 and discussed procedures related to the Student Code of Conduct. The procedures were sent to the Institutional Board of Governors for discussion. A shortened, simplified version of the procedures will be created for MCTC students. The Recruitment, Retention and Re-Admission Committee, currently chaired by Kelly Terry, will initially handle student complaints. It was noted that information relating to alcohol at the Cooking and Culinary Institute needs to be added to the procedures. In addition, the Board questioned what constitutes a “reasonable period of time.” The Board requested that the procedures be sent to Bruce Walker, General Counsel with the Higher Education Policy Commission, for review.

Ms. Donathan indicated the Student and Academic Services Committee will meet monthly following the Finance and Facilities Committee meetings with the next meeting being October 14, 2009.

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

Jeffrey Porter indicated the Finance and Facilities Committee met September 9, 2009 and discussed the following items:

- Two meetings have taken place in an effort to understand the Financial Aid process at the College.
- A revised version of the FY 2010 Service Agreement with Marshall University is in the hands of the university.
- An offer has been by the City of Huntington relating to restricted parking spaces should a certain site in downtown Huntington be chosen for the College to be located. The proposal could be further discussed in Executive Session.
- The MCTC Foundation has been approved for 5013C status. A potential list of Foundation Board members has been established. The first meeting of the Foundation is scheduled to be held September 29, 2009. The Foundation Board will initially have 8 – 10 members.

VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions and Leases and the President’s Contract:

A motion was made by Mike Herron and seconded by Donna Donathan that the Board go into Executive Session to discuss the President’s contract. The motion was approved.

Following a brief discussion, a motion was made by Mike Herron and seconded by Mark Bugher that the Board return to regular session. The motion was approved.

VII. Presidential Contract:

A motion was made by Mark Bugher and seconded by Mike Herron that the Board offer President Cotroneo a new contract. The motion was approved. The contract requires the approval of the West Virginia Council for Community & Technical College Education. Ms. Richardson will request that the contract be placed as an agenda item for the October 23 meeting of the Council.

VIII. Announcements:

- The next regularly scheduled meeting of the Institutional Board of Governors will be held October 16, 2009 at the MCTC Cooking & Culinary Institute. Breakfast will begin at 7:30 a.m. with the meeting to begin at 8:00 a.m.
- Michael McComas, Faculty Council Chairman, invited Board members to attend Faculty Council meetings held the last Tuesday of each month at 2:00 p.m. The next meeting of the Faculty Council will be September 29, 2009 at 2:00 p.m. in Cabell Hall.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:25 a.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSITUTIONAL BOARD OF GOVERNORS
Meeting of October 16, 2009

ITEM: Approval to give public notice of a 30-day comment period for a policy on Full-Time Faculty Workload.

COMMITTEE: Student & Academic Services

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed revision to the rule on Full-time Faculty Workload 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 guidelines for full-time faculty workload pursuant to Title 135, West Virginia Council for Community and Technical College Education, Series 45, Community and Technical College Faculty Instructional Load standards.

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

Full-Time Faculty Workload

1. General

- 1.1 Scope: Rule establishing guidelines for full-time faculty workload.
- 1.2 Statutory References: WV Code § 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 Workload for full-time faculty members is established with the approval of the respective Division Dean or supervisor and oversight of the President or his designee pursuant to Title 135, West Virginia Council for Community and Technical College Education, Series 45, Community and Technical College Faculty Instructional Load. An individual faculty member's workload will include, in addition to teaching and related duties, an expectation of College/Community Service and Professional Development.