

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

AGENDA

Friday, June 15, 2012

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

- I. Call to Order and Determination of Quorum – Sue Richardson
- II. Consent Agenda – Sue Richardson
 - Approval of Minutes – May 18, 2012*
- III. Election of IBOG Officers for July 1, 2012 – June 30, 2013 – Mike Herron*
- IV. Proposed Revisions to IBOG Policy No. F-7: Amendment, Assessment, Collection and Refund of Student Tuition and Fees – Dr. Cotroneo*
- V. President’s Report – Dr. Cotroneo
 - Update on new campus renovations
 - Other
- VI. Future Board Agenda Items
- VII. Announcements:
 - Next regularly scheduled meeting of the IBOG – July 20, 2012 @ the Mountwest Community & Technical College campus, 2205 Fifth Street Road, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the meeting is scheduled to begin at 8:00 a.m.
 - Other
- VIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating Property Acquisitions, Leases and/or Personnel Issues
- IX. Adjournment

* Action Items

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

MINUTES

Friday, May 18, 2012

8:00 a.m.

**Mountwest CTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

PRESENT: Mark Bugher, Rachael Fricke, Jim Hale, Mike Herron, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson

ABSENT: Bob Bailey, Ruth Cline, Mark George and Thomas Gibson

ALSO ATTENDING: President Keith J. Cotroneo, Chancellor Jim Skidmore, Kendra Bolen, Rick Brown, Jean Chappell, Kim Nisky, Herb Karlet, Jean Chappell, Tommie Kelley, Stephanie A. Neal, Bethany Perry, Carol Perry, Latrenda Sanders, Monica Shafer, Terri Tomblin-Byrd, John Whitley, and the media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Sue Richardson, IBOG President, called the meeting to order at 8:05 a.m. A quorum was established.

II. Special Presentation – Jim Skidmore, Chancellor of the Community & Technical College System of WV :

Chancellor Skidmore distributed information packets to the Board and proceeded to discuss the information provided: Higher Education Organization, the Council – Local Board Relationship and Local Board Responsibilities. Chancellor Skidmore noted Mountwest has fully-funded the 2001 Classified Employee Salary Schedule and indicated a letter of certification from the Council verifying this is forthcoming.

III. Consent Agenda – Sue Richardson:

A motion was made by Mike Herron and seconded by Chris Stevens to approve the consent agenda, which included approval of the minutes of the April 20, 2012. The motion was approved.

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

President Cotroneo made the following announcements:

- Progress continues to be made with renovations to the new campus and with a schedule for the move. Both the renovations and the moving schedule are on track.

- With 465 graduates, the 2012 graduating class at Mountwest was the largest graduating class in the history of the college.
- The Workforce Development Institute held a graduation ceremony May 17 with Marathon recognizing nine employees who had just graduated.
- Easy Start has been assigned to a BEACON Counselor.
- Herb Karlet hosted a faculty/staff tour of the new campus on May 14, 2012.
- Dr. Cotroneo is working on a Strategic Plan for the College with the Deans and with the Academic Council on a governing structure that will include a College Council that will meet monthly.

V. Quarterly Financial Report as of March 31, 2012 – Herb Karlet:

The Quarterly Financial Report as of March 31, 2012 was provided for review to all IBOG members. Herb Karlet discussed and reviewed the document. Sue asked for clarification of the dates on the header of the report. A motion to accept the Quarterly Report was made by Mark Bugher and seconded by Linda Vinson. The motion was approved.

VI. FY 2013 Proposed Budget – Herb Karlet:

Board members received a copy of the proposed FY 2013 Budget to review. Herb Karlet discussed the proposed budget. A motion to accept the proposed FY 2013 Budget was made by Jason Moses and seconded by Jim Hale. The motion was approved.

VII. Annual Presentation to the Board by the Students - Rachael Fricke:

Rachael Fricke, the Student Representative to the IBOG, made an annual presentation to the Board on behalf of the students. Ms. Fricke discussed both the excitement and concerns of the students relating to the move to the new campus. She expressed the excitement of the students about Mountwest being able to have its own identity.

VIII. Annual Presentation to the Board by the Faculty – Rick Brown:

Rick Brown, Faculty Council President, gave an annual presentation on behalf of the faculty and discussed yearly successes. Two faculty have announced their retirement: Nedra Lowe and Mildred Battle. The first Faculty Member of the Year award was presented to Rebecca White.

IX. Future Board Agenda Items:

- Election of IBOG Officers – June 15, 2012
- Consideration of an IBOG retreat.

X. Announcements:

- Next regularly scheduled meeting of the IBOG – June 15, 2012 @ Mountwest Cooking & Culinary Institute, 917 3rd Ave, Huntington, WV. Breakfast will be available beginning at 7:30 am and the IBOG meeting will begin at 8 a.m.
- Three Board members were appointed to serve on a work group relating to the new campus: Sue Richardson, Jim Hale and Chris Stevens.

XI. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:30 a.m.

Susan K. Richardson

Chairman

Bob Bailey

Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of June 15, 2012**

ITEM: Policy No. F-7 Amendment
*Assessment, Collection, and Refund of Student Tuition
and Fees*

RECOMMENDED RESOLUTION: *Resolved, that the Board of Governors approves the
proposed amendment for Policy No. F-7, Assessment,
Collection, and Refund of Student Tuition and Fee.*

STAFF MEMBER: Keith J. Cotroneo
President

BACKGROUND

Recently, the Legislative Rule, Title 135, Series 32, Tuition and Fees of the West Virginia Council for Community and Technical College Education was modified. In order to be in compliance with this Legislative Rule, Board Policy No. F-7 needs to be amended with regards to student refunds. Other changes were also made regarding sections no longer applicable to Mountwest Community and Technical College.

The current policy with the suggested changes is attached.

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
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Policy No. F - 7

ASSESSMENT, COLLECTION, and REFUND OF STUDENT TUITION AND FEES

1 General

1.1 Scope: The purpose of this policy is to govern the assessment, the collection and the refund of student tuition and fees at Mountwest Community & Technical College.

1.2 Authority: West Virginia State Code §18B-1-6, ~~18B-10-1, 18B-10-7a, 18B-10-7b, 18B-10-8, 18B-10-15-1D-3(a)(2)(B), §18B-10-1, Legislative Rule, Title 135, Series 32 Tuition and Fees, WV Council for Community and Technical College Education.~~

1.3 Passage Date: June ~~28, 2006~~15, 2012

~~1.4~~ Effective Date: ~~June 28, 2006~~

August ~~1.5~~ History, 2012

~~1.5.1~~ ~~This policy replaces Board of Trustees Series 22, Assessment, Payment, and Refund of Fees, dated May 5, 1994. This policy was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College July 1, 2008 and was formerly numbered MUBOG-FA-10.~~

2 Enrollment and Tuition Fees ~~— WV State Code 18B-10-1~~

2.1 The Governing Board shall fix tuition and other fees for each school term for the different classes or categories of students enrolling at the institution and may include (~~WV State Code 18B-10-1~~)

2.1.1 Tuition and required educational and general fees

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2.1.2 Auxiliary and auxiliary capital fees

2.1.3 Required education and general capital fees

~~2.1.4 Special Equity Fee~~

2.2 The schedule of all tuition and fees, and any changes therein, shall be entered in the minutes of the Board of Governor's meeting and the Board shall file with the Council ~~and the legislative auditor a Certified Copy of~~ such schedule and changes.

2.3 The Governing Board shall establish the rates to be charged to full time students, being defined as twelve or more credit hours for undergraduate students. ~~and nine or more credit hours for graduate students.~~

2.3.1 Undergraduate students enrolled for twelve ~~or more credit hours and graduate students enrolled for nine~~ or more credit hours will be assessed the maximum charges in each basic fee category. Special Service and Program Fees will be in addition to the Enrollment and Tuition Fees as authorized by ~~18B-10-15 of the~~ West Virginia State Code.

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~~2.3.2~~ Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour, ~~and graduate students taking fewer than nine credit hours in a regular term shall have their fees pro rata based upon one-ninth of the full-time rate per credit hour.~~

2.3.3 Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls.

3 Special Service and Program Fees

3.1 In accordance with State ~~18B-10-15~~[Code](#) the Governing Board may provide special services and special programs and may fix and collect special fees or charges to fund these services and/or programs. These special fees include, but are not limited to:

- Electronic Course Fees (E Course Fees)
- Lab Fees
- Program Fees
- Parking Fees
- Library Fines
- Computing Services Fees
- Graduation Fees
- Deposit Fees
- Application Fees
- Various Clinic Fees
- Late Fees

4 Payment of Fees ~~—WV State Code 18B-10-1~~

4.1 All fees are due and payable by the student upon enrollment and registration for classes except as provided in this subsection:

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- 4.1.1 The Governing Board permits fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to the awarding of course credit at the end of the academic term.
 - 4.1.1.1 Student fee deferred payment plans will be offered for fall and spring terms.
 - 4.1.1.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
 - 4.1.1.3 After all financial aid is applied to the student's account, one-third of the balance of student fees, including room and board, must be paid prior to the start of classes. The remaining balance, including any interest or participation fees, must be paid prior to the end of the eighth week of classes.
 - 4.1.1.4 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 4.1.2 The governing board authorizes the acceptance of credit cards for the payment of fees [in accordance with WV State Code 18B-10-1.](#)
 - 4.1.2.1 The use of credit cards for payment of student fees is authorized at Community & Technical College institutions under the statewide contract initiated by the State Board of Investments.
 - 4.1.2.2 To the extent allowed by law or policy of the credit card company, each institution is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

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5 Refund Policy of Student Tuition and Fees

5.1 ~~Except for students receiving Title IV financial assistance, 5.1~~ Students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule.

5.1.1 Academic Year (Semester)

- During the first and second weeks 90% refund
- During the third and fourth weeks ~~70~~75% refund
- During the fifth and ~~sixth weeks through the eighth week~~ 50% refund
- Beginning with the ~~seventh~~ninth week No refund

5.1.2 Summer Terms and Nontraditional Periods

Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule:

- During the first 13% of the term 90% refund
- From 14% to 25% of the term ~~70~~75% refund
- From 26% to ~~38~~50% of the term 50% refund
- After ~~38~~50% of term is completed No refund

Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

~~5.1.3 Students Receiving Financial Assistance. Students receiving financial assistance covered by Title IV of the 1992 Higher Education Act, who officially withdraw shall~~

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~~receive a refund in accordance with the Higher Education Amendments of 1998. The institution will determine how much Title IV aid a student has received and not earned at the time of total withdrawal. The amount of aid earned is calculated on a pro rata basis through 60% of the payment period for the session/term in which the student is enrolled.~~

~~**6 — Refund Policy of Room and Board**~~

~~6.1 — Room: Refund, if any, shall be based on the housing contract signed by the student,~~

~~6.2 — Board: Refund shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of the formal registration period.~~

76 Registration Period – Late Fee

76.1 A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this policy. In addition, a late registration period may be established. A late fee set by the Board of Governors each year shall be imposed on all late registrants. The president of the institution or a designee shall have the authority to waive the fee in cases where evidence indicated the delay occurred through a fault of the institution or upon a showing of good cause by the student for the delay of the registration.

76.2 An exception to the registration time period may be granted to an individual for the above reasons and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or his/her designee must approve the exception from the evidence documented and held on file supporting the decision.

87 Deferral of fees during a legal work stoppage

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- 87.1 Pursuant to WV State Code 18B-10-1, if a governing board determines that a student's finances are affected adversely by a legal work stoppage, it may allow the student an additional six months to pay the fees for any academic term. The governing board shall determine on a case-by-case basis if the finances of a student are affected adversely.

~~9 Special Equity Fee~~

~~9.1 Pursuant to WV State Code 18B-10-1b, the Special Equity Fee~~

~~9.1.1 The fee shall be used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, et seq., known as Title IX of the Education Amendment of 1972.~~

~~9.1.2 The fee may not be used by an institution to advance its classification of participation in its athletics governing body.~~

~~9.1.3 The fee may not be imposed upon part-time students or students enrolled in an administratively linked community and technical college.~~

108 Resident tuition rates for National Guard members.

- 108.1 Pursuant to WV State Code 18B-10-1a, the term "resident" or "residency" or any other term or expression used to designate a West Virginia resident student, when used to determine the rate of tuition to be charged students attending Mountwest Community and Technical College shall be construed to include members of the national guard who are not residents of West Virginia but who are active members of a national guard unit in West Virginia who are participating in the national guard education services program.

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108.2 Students shall be considered active members of a national guard unit in West Virginia upon submission of a completed Certificate of Eligibility, approved by the Unit's commanding officer.

108.3 In addition, any student whose tuition payment is being provided through the Office of the Adjutant General Education Encouragement Program will be considered a West Virginia resident student.

119 Definitions

~~119.1 For the purpose of this policy, the following words have the meanings specified unless the context clearly indicates a different meaning.~~

~~11.1.1 "Auxiliary *capital fees*" means Fees. Charges levied on students to support debt service, capital projects and campus maintenance and renewal for the auxiliary facilities of the institutions;~~

~~11.1.2 "Auxiliary fees" means charges levied on all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominately/predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers;~~

~~11.1.3 "Full time undergraduate student" means an undergraduate student who is enrolled for twelve or more credit hours in a regular term;~~

~~11.1.4 "Required educational and general capital fees" means:~~

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~~11.1.4.1 Charges levied on all students to support debt service of system-wide bond issues;
and~~

11.1.4.2. Capital Fees. Charges levied on all students to support debt service, capital projects and ~~campus facilities~~ maintenance and renewal ~~for an institution's educational and general educational facilities;~~

~~11.1.5~~—9.3 Deferred payment plans. Payment plans approved by each Board of Governors to allow for payment of tuition and ~~required~~ fees at less than full payment prior to the start of classes.

~~9.4.~~ Educational and General Fees means:

~~11.1.5.1~~ Charges levied on all students ~~of that class or category to~~ support educational and general program services; ~~and~~

11.1.5.2 ~~Optional charges or optional fees~~ levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures ~~are categorized as~~ include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant ~~and~~, scholarships, and fellowships. ~~Education~~ Educational and general expenditures do not include expenditures for auxiliary enterprises, ~~hospitals~~ or independent operations.

9.5. Full Cost of Instruction. The direct, functional expenditures from each institution's audit for both instruction and student services expenditures.

9.6 Full-time equivalent students. A calculation completed on an annual basis by Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows:

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_____ end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.

9.7 Higher Education Price Index (HEPI). A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Commonfund Institute.

9.8 Median Family Income. Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households income for a region.

9.9. Net college costs. The total cost to the student for tuition, room and board minus the amount of any financial aid a student may receive.

9.9. Peer Institution. A higher education institution located in another state that is similar to a West Virginia community and technical college and is one of twenty colleges selected to be a peer institution.

9.11. Program Fees. Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.

9.12. Reduced nonresident tuition and fees. A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.

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- 9.13. Required Tuition and Fees. Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the Council.
- 9.14. Special Fees. Operational or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.