

**MARSHALL COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
AGENDA  
Friday, January 16, 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 – December 19, 2008\*
  
- III. President’s Report - Dr. Cotroneo
  
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
  - a) Finance and Facilities Committee Update and Discussion
  - b) Site Selection Process – Plan of Action\*
  - c) Travel Policy\*
  - d) Contract of Lease\*
  
- V. Announcements:
  - 1. Next Regularly Scheduled Meeting of the IBOG – February 20, 2009
  - 2. Other
  
- VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Land Acquisitions and Leases
  
- VII. Adjournment

\* Action Item

## MINUTES

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

Friday, December 19, 2008

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, Mary Beth Dickerson, Herb Karlet, Mike McComas, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, John Whiteley, and guests.

#### AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:04 a.m. A quorum was established.

II. Approval of Minutes – November 21, 2008:

A motion was made by Jeffrey Porter and seconded by Mark Bugher to approve the November 21, 2008 minutes as submitted. The motion was approved.

III. President's Report – Dr. Cotroneo:

Dr. Cotroneo distributed to the board a number of handouts, briefly discussing each and reported the following:

- An essay by Shelbie Lovely written about cooking with notations positively relating to the Cooking and Culinary Institute.

- A copy of Article 10, §18B-10-1 of WV State Code relating to tuition and fees. Also attached was a copy of an agenda item approved by the MUBOG relating to tuition and fees for Fiscal Year 2008-2009 for MCTC.
- A Spring 2009 MCTC course schedule booklet was distributed. Both Mike Herron and Jim Hale commended the college for such an outstanding publication.
- Early enrollment figures indicate an increase of 5 – 6% over this same time last year.
- Progress is being made with regard to Banner and the separation of the MCTC/MU database.
- Sara Chapman, Director of Corporate Education, is leading an initiative to provide electrical training in several local businesses and has also secured a partnership for electrical training with Wayne County Schools.
- MCTC has hired Martha Barnett as a Registrar and Martha Persinger as a Director of Financial Aid.
- A Tech Prep visit to MCTC's campus in December was a great success.
- Jean Chappell, Dean of Allied Health, has coordinated a Medical Explorers Camp hosted in Cabell Hall.
- Phi Theta Kappa, a 2-year student honorary organization, is doing great work.
- A holiday reception for MCTC faculty, staff and IBOG members was held December 15 at the Cooking & Culinary Institute. Dr. Cotroneo thanked the Board members for their support and participation.

IV. Report of Committee Chairs:

1. Finance & Facilities Committee – Jeffrey Porter, Chair and Jason Moses:

Jason Moses indicated the Finance & Facilities Committee approved of a service agreement with Marshall University and submitted the report to Dr. Kopp for his approval. Dr. Cotroneo is scheduled to meet with Dr. Kopp later today.

A compromise to the Wellness Center Fee was discussed. Dr. Cotroneo indicated a short term compromise being considered is that MCTC have the optional student fee as approved by the IBOG and that MCTC offer a 1-hour credit, self-managed course, giving students access to the Wellness Center. The fee for the 1-hour course would be given to the University. An additional option relating to a faculty and staff wellness program is also being considered.

The deadline for the division of assets and liabilities has been extended to April 1, 2009 with no extension. Staff are completing a report for the Finance & Facilities committee to begin reviewing after the first of the

year. A copy of the letter from Senator Plymale & Delegate Poling concerning the deadline for the division of assets and liabilities will be forwarded to all IBOG members.

The Committee reviewed a list of potential sites that may be available for a MCTC facility. At the committee's next meeting, January 14, 2009, the list of potential sites will be reviewed.

A motion was made by Jeffrey Porter and seconded by Mark Bugher that the Board of Governors authorize the Chair of the Finance & Facilities Committee to appoint a small "Foundation" committee to work with the President and to meet with legal counsel for the purpose of pursuing the establishment of a IRC 501©3 Foundation for the benefit of the College. The motion was approved.

2. Academic & Student Services Committee – Donna Donathan, Chair:

Donna Donathan indicated the Academic & Student Services Committee met December 5, 2008 and reviewed a number of IBOG policies transferred to MCTC from the MU BOG. Ms. Donathan presented five recommendations on behalf of the committee:

- That the MUBOG-AA-4 Policy on Measles and Rubella Immunization be repealed. A motion was made by Jeffrey Porter and seconded by Mark Bugher to approve this recommendation. The motion was approved.
- That public notice will be given that a proposed rule on Credit for Service in the Public Schools 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. A motion was made by Mark Bugher and seconded by Mike Herron to approve this recommendation. The motion was approved.
- That public notice be given that a proposed rule on the Appropriate Use of ID Numbers 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. A motion was made by Mark Bugher and seconded by Mike Herron to approve this recommendation. The motion was approved.
- That public notice be given that a proposed rule on Credit Card Solicitation be 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. A motion was made by Jeffrey Porter and seconded by Mike Herron to approve this recommendation. The motion was approved.

- That public notice be given that a proposed rule on Student Academic Rights be available for a 30-day comment period and that if no substantive comments are received, that the MCTC IBOG extends its final approval of the rule. A motion was made by Mark Bugher and seconded by Mike Herron to approve this recommendation. The motion was approved.

V. Committee of the Whole – Sue Richardson:

Ms. Richardson reported that due to potential conflicts with Marshall University relating to legal issues, MCTC is in need of independent legal counsel. Dr. Cotroneo has worked with Mark Bugher in attempting to identify an attorney without a connection to Marshall University. Tom Heywood, an attorney with Boles, Rice, McDavid, Graff & Love, LLP Attorneys at Law, has been selected. Mr. Heywood formerly chaired the Community & Technical College Implementation Board. A motion was made by Mike Herron and seconded by Monica Shafer to approve retaining Tom Heywood as legal counsel for the college. The motion was approved.

Ms. Richardson indicated there is a need for the Cooking and Culinary Institute to obtain a Class A Beer & Wine License. Marshall University has graciously been allowing MCTC to use their license. Following discussion a motion was made by Donna Donathan and seconded by Mark Bugher to authorize the Chair of the IBOG to apply for and obtain a Class A Beer and Wine license for the MCTC Cooking & Culinary Institute. The motion was approved.

VI. Announcements:

- The next regularly scheduled meeting of the Board will be January 16, 2009 with the time and location to be determined.
- Chancellor Skidmore's office will be conducting an Institutional Governing Board Workshop for all BOG members on January 7, 2009 beginning at 8:30 a.m. at the Charleston Town Center Marriott.
- A motion was made by Ruth Cline and seconded by Bob Bailey that the Finance & Facilities Committee develop the process for input from interested individuals to present property proposals to the IBOG. The motion was approved.

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

None.

VIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:08 a.m.

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Susan K. Richardson

Chairman

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Ruth Cline

Secretary