

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

AGENDA

Friday, February 26, 2010

8:00 a.m.

**MCTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Introduction of Newly Elected Student Representative to the IBOG – Cheryl D. Thompson
- III. Approval of Minutes – January 15, 2010 and February 12, 2010 *
- IV. President's Report - Dr. Cotroneo
- V. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - Six Month Financial Report ending December 31, 2009 *
 - Revision of Policy H-18 [Full-Time Faculty Qualifications, Appointments and Instructional Load] *
 - Proposed Summer School Policy *
 - Tuition and Fees for FY 2011
 - Announcement - Future FFC Meetings to be held the Wednesday before the Third Friday Board Meeting
 - Other
- VI. Survey Results of Board Preferences Regarding the College Logo – Dr. Cotroneo
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VIII. Announcements:
 - Next Regularly Scheduled Meeting of the IBOG – March 19, 2010 @ the MCTC Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - Consideration of Change in April 2010 Meeting Date of the IBOG from April 14 to April 23.
 - Other
- IX. Adjournment

* Action Item

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

MINUTES

Friday, January 15, 2010

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, Criss Nance, Jeffrey Porter, Susan Richardson, and Monica Shafer.

ABSENT: None.

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Sara Chapman, Jean Chappell, Ashleigh Graham, John Harris, Herb Karlet, Marjorie Keatley, Michael McComas, Chris Michaels, 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 8:10 a.m. A quorum was established.

II. Approval of Minutes – December 18, 2009:

A motion was made by Bob Bailey and seconded by Mark Herron to accept the December 18, 2009 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave a report to the Board that included the following items:

- The Spring 2010 term began January 11, 2010. Due to weather conditions, registration was extended to January 13, 2010. Enrollment is strong.
- The Governor has requested that state colleges not increase tuition for next fiscal year at the same time that budget reductions are taking place. Economic stimulus funds may be available to back-fill the reductions.
- Efforts are underway to consolidate the financial aid process at MCTC, Bridgemont CTC, Kanawha Valley CTC, and Chancellor Skidmore's office. Recruitment is currently underway for a technical person to assist the Director of Financial Aid at the state level. The college is continuing to refine the financial aid process.

- Two reports are forthcoming from the College. One report will focus on Workforce Development while the other is an annual report.
- The proposed name change for the college to Mountwest Community & Technical College is now with the Legislature where it is anticipated that support will be given during the regular 2010 session.
- The College has purchased a tool for rapid-prototyping in supporting design aspects for Manufacturing Technology.

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

Jeffrey Porter indicated the Finance and Facilities Committee met January 13, 2010. Marshall University has approved of the annual Service Agreement. Approval of this agreement allows for the FY 2010 institutional budget to go before the Board for approval. Following discussion of the proposed budget, a motion was made by Jeffrey Porter and seconded by Bob Bailey to approve the FY 2010 institutional budget. The budget was approved.

Mr. Porter announced there would be a need for an Executive Session of the Board relating to property acquisitions.

A document relating to new programs, the planning process and sustainability was discussed. Two programs currently planned for academic year 2010-2011 include Transportation Technology and Biomedical Instrumentation Technology. Programs under discussion include Environmental Science Technician, Behavioral Health Technician, Health Care Administration, Occupational Therapist Assistant, Renewable Energy Program, Pilot Training, and Veterinarian Technical.

V. Survey Results of Board Preferences Regarding the College Logo – Dr. Cotroneo:

Dr. Cotroneo indicated Bulldog Creative Services created a website for Board members to review the new logos for the college currently under consideration. Chris Michaels, President/CEO of Bulldog Creative Services, was present and discussed options for the logo. The Board requested that based upon discussion that additional variations of the logos be brought back to the Board for review.

VI. Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:

A motion was made by Donna Donathan and seconded by Mark Bugher that the Board go into executive session relating to property acquisitions. The motion was approved.

Following a brief session, a motion was made by Jason Moses and seconded by Mark George that the Board resume regular session. The motion was approved. Jeffrey Porter made a motion that the MCTC Board of Governors approves the letter of intent to purchase the real estate located at 2205 5th St., Huntington, WV as discussed in executive session with the intent that this real estate serve as the

future location of the College. The motion was seconded by Bob Bailey and unanimously approved.

VII. Announcements:

- Higher Education Day at the Capital is scheduled to be held the same day as the Board of Governors meeting – February 19, 2010; therefore, the date of the Board of Governors meeting will be changed to be February 26, 2010. The meeting will be held at the MCTC Cooking & Culinary Institute with breakfast beginning at 7:30 a.m. and the meeting at 8:00 a.m.
- Jason Moses announced the Ad-Hoc Committee relating to the third year evaluation of the President as required by state rule will be meeting February 26, 2010 following the Board of Governors meeting.

VIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:51 a.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

MINUTES

Friday, February 12, 2010
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, Criss Nance, Jeffrey Porter, Susan Richardson, and Monica Shafer.

ABSENT: None.

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Angela Casey-Bradshaw, Jean Chappell, Herb Karlet, Stephanie A. Neal, Sandra Walker, and the news media.

AGENDA ITEMS:

IX. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:00 a.m. A quorum was established.

X. Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:

A motion was made by Ruth Cline and seconded by Mark Bugher that the Board go into executive session for the purpose of discussing issues relating to possible property acquisitions. The motion was approved.

Following a brief executive session, a motion was made by Donna Donathan and seconded by Mike Herron that the Board return to regular session. The motion was approved. Jeffrey Porter made a motion that the MCTC Board of Governors approves the resolution relating to the purchase of 2205 Fifth Street, Huntington, WV. The motion was seconded by Bob Bailey and unanimously approved. The resolution will be forwarded to the West Virginia Council for Community & Technical College Education for approval.

XI. Announcements:

- Monica Shafer announced that Michael McComas, Faculty Council Chair, invited all Board members to attend the February 23, 2010 meeting of the Faculty Council. The meeting will begin at 2:00 p.m. and will be held in Cabell Hall 101.

XII. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:30 a.m.

Susan K. Richardson Chairman

Ruth Cline Secretary

**Marshall Community & Technical College
Board of Governors
Meeting of February 26, 2010**

ITEM: Financial Report for the six months ending
December 31, 2009

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors receives the
Financial Report for the six months ending
December 31, 2009.

STAFF MEMBER: Jeff Porter
Chair, Finance & Facilities Committee

Herbert J. Karlet
Vice President and Chief Financial Officer

BACKGROUND

A modified cash report has been prepared based upon the State's Financial Information Management System (FIMS).

FIMS is a "cash-basis" accounting system mandated by the State. The attached statements have been "modified" to include certain revenues which have been earned, but not yet received and certain expenses that should be accrued, but not yet expended. For example, the State Fiscal Stabilization Funds are included as a source of funds at 50%, because half the fiscal year is over. However, the receipt of these funds is currently scheduled for April, 2010; none of these funds were received at December 31, 2009.

Regarding use of funds, the MU-MCTC Agreement Estimate has been calculated at 50% of the annual cost. To not modify these cash statements would misrepresent the financial status of the College. Due to the complexities of "cutoffs", complete accrual accounting statements for MCTC are only presented in the annual Audit Report, as of June 30, 20XX, the end of the fiscal year.

MCTC

Marshall Community & Technical College

FINANCIAL REPORT

MODIFIED CASH BASIS

FOR THE SIX MONTHS ENDING
DECEMBER 31, 2009
and
DECEMBER 31, 2008

HERBERT J. KARLET, CPA
VICE PRESIDENT, CFO

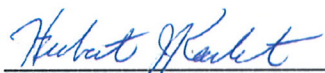
FEBRUARY 24, 2010

CERTIFICATION OF CHIEF FINANCIAL OFFICER

To the best of my knowledge, the MCTC Source and Use Statement for the six months ending December 31, 2009 is an accurate summary of the operations of Marshall Community and Technical College [MCTC].

This statement has been prepared utilizing the modified cash basis of accounting. This presentation differs from the full accrual basis, as presented in the College's annual audit reports, in that all timing accruals and cutoffs have not been included. Reasonable efforts have been made to include all amounts necessary for fair presentation and we are not aware of any material modifications that should be made to this statement.

This report is intended solely for the information and use of the MCTC Board of Governors and the management of college.



Herbert J. Karlet, CPA

Vice President, CFO

MCTC Source and Use Statement

For the Six Months ending December 31, 2009 and 2008

By Object Line

<u>SOURCE OF MODIFIED CASH</u>	FY 2009 YTD	FY 2010 YTD	DIFFERENCE
	December, 2008	December, 2009	
State Appropriations	\$ 2,956,000	\$ 2,770,500	\$ (185,500)
State Fiscal Stabilization Funds	-	185,500	185,500
Tuition and Fees	2,319,000	2,608,000	289,000
State Grants and Contracts	444,012	520,841	76,829
Federal Grants and Contracts	17,671	3,672	(13,999)
Other	<u>395,732</u>	<u>366,327</u>	<u>(29,405)</u>
Total	\$ <u>6,132,415</u>	\$ <u>6,454,840</u>	\$ <u>322,425</u>
<u>USE OF MODIFIED CASH</u>			
Personal Services	\$ 2,538,937	\$ 3,106,092	\$ 567,155
Employee Benefits	<u>525,052</u>	<u>595,529</u>	<u>70,477</u>
Net	\$ 3,063,989	\$ 3,701,621	\$ 637,632
Current Expenses	\$ 1,428,073	\$ 1,427,962	\$ (111)
Repairs and Alterations	4,808	7,418	2,610
Equipment	74,651	102,987	28,336
Other	3,723	66,066	62,343
MU-MCTC Agreement Estimate	<u>2,250,000</u>	<u>1,445,000</u>	<u>(805,000)</u>
Net	\$ <u>3,761,255</u>	\$ <u>3,049,433</u>	\$ <u>(711,822)</u>
Total	\$ <u>6,825,244</u>	\$ <u>6,751,054</u>	\$ <u>(74,190)</u>
Modified Cash Increase (Decrease)	\$ <u>(692,829)</u>	\$ <u>(296,214)</u>	\$ <u>396,615</u>
Beginning Modified Cash		\$ <u>7,646,093</u>	
Ending Modified Cash		\$ <u>7,349,879</u>	

Note: Assumes receipt of Federal Stimulus Funds of \$371,000 in 4th Quarter. Fifty percent (\$185,500) is shown as a source of cash through December 31, 2009.

**Institutional Board of Governors
Meeting of February 26, 2010**

ITEM: Approval to give public notice of a 30-day comment period on the revision of MCTC IBOG H-18, the current policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy).

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given of the intent to revise MCTC IBOG H-18, the current policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy) by deleting Section 1.5.e. related to Summer School instructional load and salaries and that if no substantive comments are received, the MCTC IBOG extends its final approval of the policy.

BOARD/STAFF MEMBER: Jeffrey Porter, Chair
Finance and Facilities Committee

Herb Karlet
Chief Financial Officer

RATIONALE:

Section 1.5.e of the current IBOG Policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy), relates to Summer School instructional load and salaries for full-time faculty. Public notice, with IBOG approval, will be given for a 30-day comment period on a new policy relating to Summer School.

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

**MCTC IBOG H - 18 - Full Time Faculty Qualifications, Appointments, and
Instructional Load (Part of Faculty Personnel Policy)**

SECTION 1.1. GENERAL

1.1.a. This policy defines the role, conditions of employment, and appropriate assignment of full time faculty members at Marshall Community and Technical College.

1.1.b. **AUTHORITY:**

TITLE 133: Procedural Rule Higher Education Policy Commission;
Series 45: Community and Technical College Faculty Instructional Load. April 5, 2004.

1.1.c. **Effective Date:** May 2005

Supersedes: 1997, 1998, and 2000 Internal Memorandums

SECTION 1.2. DEFINITIONS

1.2.a. The term "full time faculty" refers to employment as a faculty member for a full academic year (at least a nine-month contract basis) for fifteen (15) credit hours teaching per semester or at least thirty (30) credit hours per academic year or the equivalent in teaching and/or administrative responsibilities.

SECTION 1.3. QUALIFICATIONS

1.3.a. A Masters degree is the degree of preference for College faculty teaching transfer level coursework. Full time faculty teaching transfer coursework will have fifteen to eighteen (15-18) transcribed graduate credit hours in the content area.

1.3.b. A Masters or Bachelors degree are the degrees of preference for College faculty teaching occupational coursework. Full time faculty teaching occupational coursework will have fifteen to eighteen (15-18) transcribed graduate credits in the content area or a Bachelors degree and three (3) years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience or an Associate degree and three to five (3-5) years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience. A Faculty Development Plan will be developed and submitted annually for any full time faculty holding less than a Bachelor's degree to include an assigned full time faculty mentor, plan for development of classroom pedagogic and classroom management skills, as well as plan for progress toward completion of a higher degree.

1.3.c. Professionally related experience may be considered when evaluating a full time faculty's qualifications for appointment in lieu of graduate degree preparation, particularly in occupational program areas.

SECTION 1.4. FACULTY APPOINTMENTS

1.4. The faculty of Marshall Community and Technical College shall be the appointees of the college's President. Faculty appointments may fall into one of the following classifications:

1.4.a. Temporary: Those faculty members who have not been appointed in a tenure, tenure-track, or term status. Their appointment may be full-time or part-time and the appointment can be for one semester to one academic year. The appointment is only for the period and purpose specified with no additional interest or right obtained by the person appointed by virtue of such appointment. Temporary full-time (1.00 FTE or the equivalent) faculty appointments may be used only if one or more of the following conditions prevail:

- The position is funded by a grant, contract, or other source that is not part of the regular and on-going source of operational funding.
- The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
- The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally not exceed three years. The Dean may request extensions of these appointments on a yearly basis for a period not to exceed an additional three years.
- The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.
- Appointment or reappointment to a temporary full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.

Temporary faculty are evaluated at the end of the academic year (or semester if the appointment is for one semester).

1.4.b. Tenured: Those faculty members who have attained tenure status as determined by the institution. Normally, tenured appointments are full-time (1.00 FTE or the equivalent) for the academic year.

- Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment or, if the faculty member chooses not to return to a full-time appointment, the

faculty member's employment will cease. This does not apply to actions associated with phased retirement programs.

1.4.c. Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent) basis and have been designated as being in a tenure-track position.

- Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

1.4.d. Term: Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

SECTION 1.5. INSTRUCTIONAL LOAD

1.5 a. Faculty teaching loads will be submitted for review (workload worksheets) and approval during the semester preceding course delivery to the Office of Academic Affairs. Requests for awarding full time faculty overloads will be submitted by Division Directors/Associate Deans to and approved by the Office of Academic Affairs before scheduling an overload. Fulltime faculty overload should be limited to an amount equaling 20-30% of the normal load (for example, the normal load is 15 credit hours, so the overload would be limited to 3-5 credit hours per semester). *Assurance Section, Report of a Comprehensive Evaluation Visit to Marshall Community and Technical College, Huntington, West Virginia, April 28-30, 2003 for The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. Page 3.*

1.5.b. Full time teaching faculty will maintain a fifteen (15) credit hour teaching load per semester or thirty (30) credit hour teaching load per academic year and will schedule eight (8) office hours over four (4) work days each work week (See College Policy #6.0). On-line courses and Independent Study sections are not calculated within academic year teaching workload unless approved by Dean of Academic of Affairs. Full time faculty will attend required departmental and College meetings and participate in course and program development, planning, evaluation, and outcomes assessment; student advising, recruitment, and retention activities; and workforce development.

1.5.c. Faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses. Section sizes should generally be no larger than 30-35 students, and number of preparations should generally be no more than five. Faculty may be scheduled to teach on campus or off campus; in the evening or on weekends in order to make up their required course load. On line classes are typically taught outside of full time load, although they can be negotiated as counting toward full time load. Participation in commencement activities is a normal part of a full-time faculty member's assignment.

1.5.d. Reassigned time shall be awarded for College work to include coordinator and administrative equivalencies, as well as to meet programmatic accreditation requirements. Reassigned time can be awarded for curriculum development, special projects, and special assignments for the Dean or President's office. Faculty whose teaching load is restricted by specialized accreditation standards will work with the Dean for appropriate work schedules, which may include additional office hours. Requests for Reassigned Time will be submitted during the semester preceding scheduling of reassigned time activities for review and approval by the Office of Academic Affairs. Requests should include a detailed list of outcomes beneficial to the institution expected to be attained through implementation of activities, as well as a summary report of outcomes accomplished at the conclusion of the semester through which reassigned time was awarded.

~~1.5.e. Summer school instructional load should be no more than 6 credit hours. Faculty can chose to be reimbursed per the 80% summer salary scale and provide formal office hour /advising availability or receive the part time faculty rate based on academic qualifications and ensure adequate accessibility to students. Summer school compensation with either rate may be negotiated with the office of Academic Affairs as a prorated scale based on class enrollments. (See College Policy #6.0)~~

1.5.f. Collateral employment as well as registration for credited coursework by full-time faculty should be considered carefully by both the faculty member and the institution. The needs of the College (as employer) should be primary in this consideration. "The way to a meaningful collateral employment policy is the ability to allow the faculty to pursue their opportunities but balance them with the needs and interests of the College. The College employs the faculty member full-time and while they have the freedom to pursue other employment it must not interfere with the needs of the College. A given faculty member's schedule should be determined by needs of the College not the desire of the faculty member to have every Friday off to work somewhere else." *Assurance Section, Report of a Comprehensive Evaluation Visit to Marshall Community and Technical College, Huntington, West Virginia, April 28-30, 2003 for The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. Page 3.*

Revised:

Approved: May 2005

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of February 26, 2010**

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

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed policy on Summer School by the Board 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 policy.

BOARD/STAFF MEMBER: Jeffrey Porter, Chair
Finance and Facilities Committee

Herb Karlet
Chief Financial Officer

RATIONALE:

Summer School is a supplementary program with programming based on student needs. The instructional component of summer school must, in its entirety, be self-supporting.

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

POLICY NO. XXXXX

SUMMER SCHOOL

General:

- 1.1 Scope: Policy regarding Summer School
- 1.2 Statutory References: None
- 1.3 Passage Date: TBD
- 1.4 Effective Date: 30 Days from Passage

Policy:

- 2.1 Summer School shall be a supplementary program with programming based on student need.
- 2.2 The instructional component of summer school must, in its entirety, be self-supporting and not rely on state appropriations.
- 2.3 The President will adopt procedures to assure compliance with this policy.