

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

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – March 20, 2009*
- III. President’s Report - Dr. Keith J. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - a) Finance and Facilities Committee Report and Discussion
 - b) 2009-2010 Tuition and Fees*
 - c) Other
- V. Announcements:
 - 1. Next Regularly Scheduled Meeting of the IBOG - May 15, 2009
 - 2. MCTC Commencement – May 8, 2009 at 7:00 p.m. at the Keith-Albee, Huntington, WV. West Virginia First Lady Gayle Manchin will be the Commencement Speaker.
 - 3. Other
- VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Land Acquisitions and Leases
- VII. Adjournment

* Action Item

DRAFT

MINUTES

MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Friday, March 20, 2009

8:00 a.m.

Marshall Community & Technical College
Cabell Hall – Corner of 20th Street and Seventh Avenue
Huntington, WV

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

ABSENT: Jim Hale.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Sara Chapman, Jean Chappell, Mary Beth Dickerson, Herb Karlet, Marjorie Keatley, Tommie Kelley, Michael McComas, Michael McGuffey, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, Tara Williams, and members of the news media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:07 a.m. A quorum was established.

II. Approval of Minutes – February 20, 2009:

A motion was made by Bob Bailey and seconded by Mark Bugher to approve the February 20, 2009 minutes as submitted. The motion was approved.

III. President's Report – Dr. Keith J. Cotroneo:

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

- A document was distributed listing the various degrees offered at Marshall Community & Technical College as well as the number of graduates. It was noted that an AAS degree is primarily a workforce development type of degree and an AA degree is designed primarily for

transfer to a four-year institution. Future expansion for MCTC is in the Allied Health area, mirroring current statewide initiatives.

- MCTC will be hosting the West Virginia Community College Association's (WVCCA) annual conference October 14 – 16, 2009 at the Pullman Plaza Hotel.
- Dr. Cotroneo recently attended a meeting relating to the Advanced Technology Centers. MCTC, WV State CTC and the Community & Technical College at WVU Institute of Technology will share a center. Operating costs and funding are issues to be worked out.
- Dr. Cotroneo and Herb Karlet met recently with City of Huntington Mayor Ken Wolfe and his administration. Mayor Wolfe would like to see MCTC stay within the city limits but is supportive of MCTC, regardless of the final location.
- The Allied Health Division recently held a successful blood drive on campus.
- Sara Chapman, Director of Workforce Development, is gathering support for a Fluid Power program at Spring Valley High School.
- The Huntington Regional Chamber of Commerce approved of a Workforce Development sponsorship with MCTC.
- Dr. Cotroneo and Herb Karlet have moved their offices to Third Avenue above the Cooking & Culinary Institute. Billie Brooks and a portion of her staff will soon be moving to the area vacated by Dr. Cotroneo and Mr. Karlet.
- The students at MCTC have had a remarkable year. Award winners include Kimberly Adkins, President of Phi Theta Kappa, Terry Collison, a New Century and Coca Cola Gold Scholar, and Dora Godfrey, a finalist for the Coca Cola Scholar award.

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

Jeffrey Porter indicated the Finance & Facilities Committee met March 11, 2009 where they were given a general update by Dr. Cotroneo and Herb Karlet concerning the financial status of the college. A preliminary discussion occurred relating to Tuition and Fees FY 2009-2010. As a result of the meeting, three agenda items were brought to the IBOG for approval:

- Purchasing Policy – A motion was made by Jeffrey Porter and seconded by Mark George that public notice be given that a proposed policy/rule on “Purchasing” is available for a 30-day comment period and that if no substantial comments are received, the MCTC IBOG extends its final approval of the policy/rule. The motion was approved.
- Mountain Bounty Kitchen Lease Purchase – A motion was made by Jeffrey Porter and seconded by Mark George that the Board approve of the Agreement of Lease Transfer of Title between MCTC and Unlimited Future, Inc., for the Mountain Bounty Kitchen. The motion was approved 7 – 2. (Mark Bugher abstained from voting due to a conflict of interest.)
- Memorandum of Understanding between Marshall Community & Technical College and Marshall University – After discussion of the issues related to the agreement, a motion was made by Jeffrey Porter and seconded by Ruth Cline that the Board approve of the Memorandum of Understanding, as it relates to the separation from the University as an administratively-linked component, between Marshall Community & Technical College and Marshall University. The motion was approved.

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

Donna Donathan reported the Academic and Student Services Committee met March 6, 2009 and April 10, 2009 for the purpose of conducting program reviews. The WV Council for Community & Technical College Education Title 35, Procedural Rule, Series 10, Policy Regarding Program Review requires that each program be reviewed at least every five years, and in the review to address the viability, adequacy, necessity, and consistency with mission of the program to the mission of the institution and the education and workforce needs of the community. Ms. Donathan indicated the Committee has recommended that the Radiologic Technology Program, Respiratory Therapy Program, Health Information Technology Program, and Medical Assistant Program continue at the current level without any recommended changes. The Committee has recommended that the Information Technology Program continue but with corrective action cited on the program review documents. A motion was made by Donna Donathan and approved by Mark George that the Board approve of the committee’s recommendations. The motion was approved.

VI. Announcements:

- The next regularly scheduled meeting of the IBOG is May 15, 2009. The time and location are still to be determined.

- Commencement will be held May 8, 2009 at the Keith-Albee at 7:00 p.m. WV First Lady Gayle Manchin will be the Commencement speaker.
- Mark Bugher thanked Sue Richardson for her work on the Memorandum of Understanding between Marshall Community & Technical College and Marshall University.

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

None.

VIII. 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 [MCTC]
 Institutional Board of Governors [IBOG]
 Meeting of April 17, 2009**

ITEM: Proposed Tuition and Fees, *per semester*, for Fiscal Year 2009-2010

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves the proposed Marshall Community and Technical College Tuition and Fees, *per semester*, for FY 2009-2010.

STAFF MEMBER: Jeff Porter
 Chair – FFC

Dr. Keith J. Cotroneo
 MCTC President

Herbert J. Karlet
 MCTC Vice President/CFO

BACKGROUND

The following is a summary of the fee proposal being recommended for Fiscal Year 2008-2009, *per semester*:

	<i>FY 08-09</i>	<i>Proposed FY 09-10</i>	<i>\$ Increase [\$Decrease]</i>	<i>% Increase [%Decrease]</i>
Full-Time, On-Campus				
MCTC				
Resident	\$ 1,428	\$ 1,488	\$ 60	4.20%
Non-Resident	\$ 4,071	\$ 4,080	\$ 9	0.22%
Metro	\$ 2,734	\$ 2,736	\$ 2	0.07%

The detailed fee schedule which the Board is actually approving is also attached. Attachment A

The current cost per hour for a resident “on-campus” student is \$119 [\$1,428 ÷ 12 hours]. This proposal increases the cost per hour to \$124, equating to \$1,488 [\$124 * 12 hours] for a “full-time on-campus” resident student.

A comparison of MCTC fees with other in-state community colleges for FY 2008-2009 is attached for comparison purposes. Attachment B

MCTC is facing a 4% (\$240,000) to 5% (\$300,000) budget reduction in state appropriations. The administration reluctantly recommends this fee increase to help offset some of this reduction. Currently, \$3.5 million is received in Tuition and Fees; a four percent (4%) fee increase will generate approximately \$140,000 in additional tuition and fee revenue.

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

Institution: Marshall Community and Technical College

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

I. Regular Fees Charged to All Students	Resident 2008-09	Resident 2009-10	Increase (Decrease)	Non-Resident 2008-09	Non-Resident 2009-10	Increase (Decrease)	Metro 2008-09	Metro 2009-10	Increase (Decrease)
a. Tuition and Required Education and General Fees	\$ 1,096	\$ 1,174	\$ 78	\$ 3,224	\$ 3,251	\$ 27	\$ 1,887	\$ 1,907	\$ 20
b. Required Educational and General Capital Fees									
i. System E&G Capital Fees	\$ 215	\$ 215	\$ -	\$ 730	\$ 730	\$ -	\$ 730	\$ 730	\$ -
ii. Special Institutional E&G Capital Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Auxiliary and Auxiliary Capital Fees									
i. Standard Auxiliary Fees	\$ 117	\$ 99	\$ (18)	\$ 117	\$ 99	\$ (18)	\$ 117	\$ 99	\$ (18)
ii. Mandatory Auxiliary Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
iii. Auxiliary Capital Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. Special Equity Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Student Fee Request 2009-10	\$ 1,428	\$ 1,488	\$ 60	\$ 4,071	\$ 4,080	\$ 9	\$ 2,734	\$ 2,736	\$ 2
Percentage of Increase requested over 2008-09			4.20%			0.22%			0.07%
Add program specific fees below (if any)									
i. Allied Health	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -
ii. Culinary Arts	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ -
iii. Paramedic Science	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ -

**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)

II. Special Fees and Charges	Current Rate Per Semester 2008-09	Requested Rate Per Semester 2009-10	Increase Decrease
Application Fee	\$ 15	\$ 15	\$ -
Application Fee - Physical Therapy	\$ 30	\$ 30	\$ -
Credit by Exam - per <i>course</i>	\$ 30	\$ 30	\$ -
Portfolio Transcription Fee - per <i>credit hour</i>	\$ 10	\$ -	\$ (10)
Equivalent College Credit Evaluation/Transcription Fee - per <i>credit hour</i>	\$ -	\$ 10	\$ 10
Graduation Fee	\$ 20	\$ 20	\$ -
ID Card Replacement Fee	\$ -	\$ 20	\$ 20
Laboratory Fee - Allied Health	\$ 30	\$ 30	\$ -
Laboratory Fee - EME 109 Course Fee	\$ 150	\$ 150	\$ -
Laboratory Fee - Business & Information Technology	\$ 30	\$ 30	\$ -
Laboratory Fee - CISCO/Microsoft	\$ 175	\$ 175	\$ -
Laboratory Fee - Culinary Arts	\$ 130	\$ 130	\$ -
Laboratory Fee - Elect./Manf. Eng. Technology	\$ 30	\$ 30	\$ -
Laboratory Fee - Hospitality Management	\$ 30	\$ 30	\$ -
Laboratory Fee - Networking, IT	\$ 50	\$ 50	\$ -
Laboratory Fee - Physical Therapy Asst. Program	\$ 30	\$ 30	\$ -
Laboratory Fee - Transition Institute	\$ 25	\$ 25	\$ -
Machinist Program Course Fee - per <i>credit hour</i>	\$ 50	\$ 50	\$ -
Microsoft Office Systems (MOS) - Certification Exam	\$ 75	\$ 75	\$ -
Off-Campus Fee	\$ 10	\$ 10	\$ -
Online Course Fee	\$ 119	\$ 124	\$ 5
Personal Health & Wellness Fee	\$ -	\$ 170	\$ 170
Placement Test Fee - English/Math	\$ 5	\$ 10	\$ 5
Portfolio Evaluation Fee - per <i>submission</i>	\$ 300	\$ 300	\$ -
Returned Check Fee	\$ -	\$ 25	\$ 25
Transcript Fee	\$ -	\$ 6	\$ 6
Transfer Evaluation Fee	\$ 10	\$ 10	\$ -

WV Council for Community & Technical College System
Peer Tuition and Fee Comparison
Resident, per semester

INSTITUTION	Tuition & Fees FY 2007-2008	Net Increase [Decrease]	Tuition & Fees FY 2008-2009
Blue Ridge Community & Technical College	\$ 1,472	\$ 58	\$ 1,530
Community & Technical College at WVU Tech	\$ 1,633	\$ 72	\$ 1,705
Eastern WV Community & Technical College	\$ 888	\$ 72	\$ 960
Marshall Community & Technical College	\$ 1,449	\$ (21)	\$ 1,428
New River Community & Technical College	\$ 1,374	\$ -	\$ 1,374
Pierpoint Community & Technical College	\$ 1,606	\$ 50	\$ 1,656
Southern WV Community & Technical College	\$ 888	\$ 72	\$ 960
WV Northern Community College	\$ 958	\$ 41	\$ 999
WV State Community & Technical College	\$ 1,383	\$ 66	\$ 1,449
WVU - Parkersburg	\$ 913	\$ 44	\$ 956