

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

Friday, November 21, 2008

8:00 a.m.

**Inland Waterways Academy
4200 Ohio River Road
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – October 17, 2008
- III. President's Report - Dr. Cotroneo
- IV. Report of Committee Chairs:
 1. Finance and Facilities Committee – Jeffrey Porter, Chair
 - a) Finance and Facilities Committee Update and Discussion
 - b) Student Health & Wellness Center Fee *
 - c) Audited Financial Report for Fiscal Year 2008 *
 2. Academic and Student Services Committee – Donna Donathan, Chair
 - a) Academic and Student Services Committee Update and Discussion
 3. Rules and By-Laws Committee – Mark Bugher, Chair
 - a) Rules and By-Laws Committee Update and Discussion
- V. Committee of the Whole – Dr. Cotroneo:
 - a) MCTC Campus Selection Criterion Matrix – Dr. Cotroneo
- VI. Announcements:
 1. Next Regularly Scheduled Meeting of the IBOG – December 19, 2008
 2. Institutional Governing Board Workshop – January 7, 2009 beginning at 8:30 a.m., Charleston Town Center Marriott
 3. Other
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Land Acquisitions
- VIII. Adjournment

* Action Item

MINUTES

MARSHALL COMMUNITY & TECHNICAL COLLEGE INSTITUTIONAL BOARD OF GOVERNORS

Friday, October 17, 2008

7:00 a.m.

Shawkey Dining Room
Memorial Student Center

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

ABSENT: Mike Herron

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Herb Karlet, Marjorie Keatley, Mike McComas, Nicholas Napier, Stephanie A. Neal, Carol Perry, Sandra Walker, Michael McGuffey, Dave Wellman, faculty, and members of the media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 7:05 a.m. A quorum was established.

II. Introduction of IBOG Student Representative – Criss D. Nance:

Ms. Richardson introduced to the Board the newly elected student representative, Criss D. Nance. Ms. Nance is a second year Hospitality Management major and a native of Huntington, WV. She will graduate in May 2009 with dual degrees in Hospitality Management and Culinary Arts.

III. Approval of Minutes – September 10, 2008:

A motion was made by Jason Moses and seconded by Mark Bugher to approve the September 10, 2008 minutes as submitted. The motion was approved.

IV. President's Report – Dr. Cotroneo:

Dr. Cotroneo reported that as of the October 15, 2008 census date, Fall enrollment is up 5.8% with an FTE of 10.1%. He distributed a handout with planning themes for the college that were developed by faculty and staff through structured brainstorming techniques. He also reported that Dennis Taylor, Vice Chancellor for Administration with the HEPC and CTC System, announced to the CTC Presidents on October 16, 2008 that the deadline for the division of assets will be extended to February 1, 2009 due to the late appointments of Institutional Boards of Governors throughout the state. Also, Dr. Cotroneo announced work is currently being done to separate the databases of MU and MCTC. WVNET has suggested taking a mirror approach in this process. Dr. Cotroneo also discussed a handout entitled "MCTC Campus Selection Criteria Matrix October 17, 2008 – DRAFT." The document listed various criteria that might be utilized when determining a site location for MCTC. It was suggested that Dr. Cotroneo develop a list of five people for each constituent group to help write the criteria for a site selection and that Ruth Cline, Donna Donathan and Jason Moses serve as a steering committee to work with the President in the development of a matrix and a structure for the process to be used.

V. Report of Committee Chairs:

1. Finance and Facilities Committee – Jeffrey Porter, Chair

Jeffrey Porter reported the Finance and Facilities Committee met September 26, 2008 where he was elected Chair of the committee. Additionally,

- An issue for the committee is that some members seem to be more interested in the facilities issues rather than financial affairs.
- Herb Karlet updated the committee on the status of the service agreement with Marshall University. Jeffrey Porter and Jason Moses will be working on the service agreement as well as the division of assets.
- The committee discussed the issue of legal counsel for the college. By consensus, the committee agreed that the best approach will be to utilize the services of Bruce Walker, General Counsel for the HEPC and CTC System, when appropriate and that local counsel will be retained when necessary.
- The June 30, 2008 audit is due and will be presented soon to the Institutional Board of Governors.
- The Finance and Facilities Committee will be meeting regularly on the second Wednesday of each month in the President's Conference Room, CTC 109.

- The committee recommended approval of the agenda item for funding of the classified staff and faculty salary schedules. The question was asked of Herb Karlet what type of financial impact funding of these schedules would have on the college. He distributed and discussed two handouts: Statement of Net Assets and the cost of the salary increases. Following discussion a motion to approve the agenda item was made by Jason Moses and seconded by Ruth Cline. Jeffrey Porter abstained from voting for personal reasons. The motion was approved.

2. Academic and Student Services Committee – Donna Donathan, Chair

Donna Donathan reported the Academic and Student Services Committee met September 26, 2008 where she was elected Chair of the committee. Additionally,

- The committee has not established a regular meeting time but discuss this at its next meeting.
- The committee recommended approval of the agenda item to give public notice of a 30-day comment period for a policy on Open Admission. Following discussion a motion was made by Mark Bugher and seconded by Jason Moses to approve the agenda item. The motion was approved.
- The committee recommended approval of the agenda item to repeal MUBOG Policy No. IT-5: E-Courses. An IBOG policy on E-Courses is not required by state code. Following discussion a motion was made by Bob Bailey and seconded by Monica Shafer to approve the agenda item. The motion was approved.

3. Rules and By-Laws Committee – Mark Bugher, Chair

Mark Bugher reported the Rules and By-Laws Committee met October 2, 2008 where he was elected Chair of the committee. The charge of the committee is to develop By-Laws for the IBOG and to review all rules transferred to MCTC from the Marshall University Institutional Board of Governors. The rules basically fall into the general areas of Finance, Academics/Students and Human Resources. The committee will be forwarding the rules as appropriate to the Standing Committees of the Institutional Board of Governors for recommendations. After all policies are reviewed and approved by the Board as necessary, re-numbering of the policies will then occur.

VI. Announcements:

1. Ms. Richardson announced the next regularly scheduled meeting of the Institutional Board of Governors will be held November 21, 2008. The time and location are to be determined.

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

A motion was made by Jeffrey Porter and seconded by Mark George to go into Executive Session for the purpose of discussing matters relating to possible land acquisitions for the college. The motion was approved.

Following the discussion, a motion was made by Jeffrey Porter and seconded by Mark George that the Board go out of Executive Session. The motion was approved. No action was taken.

VIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:33 a.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of November 21, 2008**

- ITEM:** Student Health & Wellness Center Fee
(Fitness Center Fee)
- COMMITTEE:** Finance & Facilities Committee
- RECOMMENDED RESOLUTION:** *Resolved*, that the MCTC Board of Governors approve the assessment of an optional \$150 per semester Student Health & Wellness Center Fee effective with the Spring, 2009 term. This fee assessment would be solely at the discretion of the student.
- STAFF MEMBER:** Dr. Keith J. Cotroneo
President

BACKGROUND

Marshall University decided to construct a Student Health & Wellness Center and fund it with a \$150 Fitness Center Fee which would be assessed to each student beginning with the Term in which the facility opened. The anticipated opening for the Center is February, 2009.

The Finance & Facilities Committee discussed this fee during its meeting of November 12, 2008. After much discussion, the Committee decided to present the above resolution to the full Board for approval.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of November 21, 2008**

ITEM: Audited Financial Report for Fiscal Year 2008

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves of the University's Fiscal Year 2008 Financial Audit which includes the financial statements for the College.

STAFF MEMBER: Herbert J. Karlet
Vice President and Chief Financial Officer

BACKGROUND

The accounting firm of Deloitte and Touche (D&T), LLP has completed the financial audit of Marshall University for Fiscal Year 2007-2008 which includes the financial statements for the College, beginning on page 73. It contains an "unqualified" opinion from the auditors.

The audit report and a schedule of Key Financial Measures are included in the agenda material provided to each Board member. The College will have its own separate financial audit beginning this fiscal year, FY 2008-09.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of November 21, 2008**

ITEM: MCTC Campus Selection Criterion Matrix

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Information Item*

STAFF MEMBER: Dr. Keith J. Cotroneo
President

Herbert J. Karlet
Vice President and Chief Financial Officer

BACKGROUND

Several properties are being considered for the new MCTC campus. The Board had requested that administration obtain input from a representative group from the College and design a "Selection Criterion Matrix".

The president conducted a meeting on November 14, 2008 to discuss this matrix. The Board will be updated on the results of the meeting.

MCTC CAMPUS SELECTION CRITERIA MATRIX

November 6, 2008

REMODELED FACILITY

	<u>Possible</u>	<u>Near MU</u>	<u>Downtown</u>	<u>Near</u>	
Selection Criteria	Points	Campus	Htgn	I-64	
Mission-Access:	30				
Location					
Parking					
Public Transportation					
ADA					
Adult Friendly					
Mission-Other:	20				
Identity					
Visibility					
Distinctiveness/Quality					
Campus Environment					
Cost:	35				
Land (Environmental Issues)					
Building/Classrooms/Labs					
Quality/High Tech Space					
Parking					
Operating Costs					
Growth Potential/Expansion:	5				
Scalability:	5				
Availability:	5				
Infrastructure-Minus	()				
Total	100				

MCTC CAMPUS SELECTION CRITERIA MATRIX

November 6, 2008

NEW FACILITY

	<u>Possible</u>	<u>Near MU</u>	<u>Downtown</u>	<u>Near</u>	
Selection Criteria	<u>Points</u>	<u>Campus</u>	<u>Htgn</u>	<u>I-64</u>	
Mission-Access:	30				
Location					
Parking					
Public Transportation					
ADA					
Adult Friendly					
Mission-Other:	20				
Identity					
Visibility					
Distinctiveness/Quality					
Campus Environment					
Cost:	35				
Land (Environmental Issues)					
Building/Classrooms/Labs					
Quality/High Tech Space					
Parking					
Operating Costs					
Growth Potential/Expansion:	5				
Scalability:	5				
Availability:	5				
Infrastructure-Minus	()				
Total	100				

