

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

Friday, December 19, 2008

8:00 a.m.

**Huntington Regional Chamber of Commerce Conference Room
720 Fourth Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – November 21, 2008
- III. President's Report - Dr. Cotroneo
- IV. Report of Committee Chairs:
 1. Finance and Facilities Committee – Jeffrey Porter, Chair and Jason Moses
 - a) Finance and Facilities Committee Update and Discussion
 - b) Establishment of a MCTC Foundation*
 2. Academic and Student Services Committee – Donna Donathan, Chair
 - a) Academic and Student Services Committee Update and Discussion
 - b) Repeal of MUBOG Policy No. MUBOG-AA-4: Measles and Rubella Immunization Policy*
 - c) Proposed Rule on Credit for Service in the Public Schools*
 - d) Proposed Rule on Appropriate Use of ID Numbers*
 - e) Proposed Rule on Credit Card Solicitation*
 - f) Proposed Rule on Student Academic Rights*
- V. Committee of the Whole – Sue Richardson
 - a) Recommendation Authorizing the President to Retain Legal Counsel*
 - b) Recommendation Authorizing the Chair of the IBOG to apply for a Class A Beer and Wine License for the Cooking and Culinary Institute*
- VI. Announcements:
 1. Next Regularly Scheduled Meeting of the IBOG – January 16, 2009
 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, November 21, 2008

8:00 a.m.

MCTC Inland Waterways Academy
4200 Ohio River Road
Huntington, WV

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

ABSENT: Ruth Cline and Jim Hale.

ALSO ATTENDING: President Keith J. Cotroneo, Teresa Blankenship, Billie Brooks, Steven Brown, Jean Chappell, Bob Childers, Herb Karlet, Mike McComas, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, John Whiteley, and a member of the 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 – October 17, 2008:

A motion was made by Donna Donathan and seconded by Jason Moses to approve the October 17, 2008 minutes as submitted. The motion was approved.

III. President's Report – Dr. Cotroneo:

Dr. Cotroneo announced that in an effort to assist with the College transition to full independence, the QUEST team projects have been refocused. QUEST Teams are currently focusing on the following areas: 1) Database Transition to WVNET, 2) Room Scheduling for Fall 2009, 3) Bookstore, 4) Library, 5) Email, Scheduling and Google Apps, and 6) Distance Learning.

A draft handout was distributed relating to the MCTC Transition Plan. Outlined were additional personnel and current operating expenses related to the segregation from Marshall University for services currently expensed through the Indirect Cost Agreement. In addition, a draft copy of the Expense Allocation Contract for Finance, Administrative and Support Services between Marshall University and MCTC FY 2008-2009 was distributed. It was noted that a final consensus has not been met. Dr. Cotroneo distributed the most recent copy of the *Community College Times* and discussed an article relating to tuition and fees at community and technical colleges. MCTC is currently 19% above the national average on tuition and fees while West Virginia's per capita income is 49th in the country. This may be due to the capital fees still being charged due to the college's former administrative linkage with the university. In response to a recent request from the Finance & Facilities Committee, a survey was recently conducted relating to MCTC student opinions on being charged additional fees for the use of the new Wellness Center at MU. The survey was discussed during the Finance & Facilities Committee Report. Dr. Cotroneo indicated he had received notice from Senator Plymale and Delegate Poling that the deadline for the division of assets has been extended to April 1, 2009. An update was also given on the institutional marketing campaign noting a bus with a MCTC wrap is now available in the Huntington area.

IV. Report of Committee Chairs:

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

Jeffrey Porter reported he and Jason Moses had met with Dr. Cotroneo and Herb Karlet to discuss the Budgeted Indirect Cost Agreement with the university. A motion was made by Bob Bailey and seconded by Mark George that the decision as to when to send forward the agreement be delegated to the Finance Committee after discussions with Herb Karlet and Sarah Denman. The motion was approved.

At the recent Finance & Facilities Committee meeting there was considerable discussion about the Wellness Center fee. The handout distributed earlier by Dr. Cotroneo during his report was discussed. Following the discussion, Mr. Porter brought forth the committee's recommendation the MCTC Board of Governors accepts 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. A motion was made by Jeff Porter and seconded by Mike Herron to approve of the recommendation. The recommendation was approved. Chairman Richardson will send a letter to President Kopp and the MU IBOG explaining MCTC's position.

The Audited Financial Report for Fiscal Year 2008 was discussed. It was noted that the College will have its own separate financial audit beginning with FY 2008-2009. A motion to accept the University's Fiscal Year 2008 Financial Audit which includes the financial statements for the College was made by Jeffrey Porter and seconded by Donna Donathan. The motion was approved.

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

Donna Donathan announced the next meeting of the committee is scheduled for December 5, 2008. The committee will be discussion six recommendations to send forward to the full Board for revisions to IBOG rules that were transferred to MCTC by the MU IBOG effective July 1, 2008. Two additional rules will be considered by the committee to be sent forward to the full Board in January 2009.

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

Mark Bugher reported the Rules and By-Laws Committee is continuing to review the Rules and By-Laws transferred from the MU IBOG July 1, 2008. The rules basically fall into the general areas of Finance, Academics/Students and Human Resources. After all policies are reviewed and approved by the Board as necessary, re-numbering of the policies will then occur.

V. Committee of the Whole – Dr. Cotroneo:

Dr. Cotroneo noted several properties are being considered for the new MCTC campus. As a result of the IBOG requesting that the administration obtain input from a representative group of the College and design a "Selection Criterion Matrix", he conducted a meeting on November 14, 2008 to discuss the matrix. Attending the meeting were MCTC administrators as well as representatives of the faculty, staff and students. Factors considered were access, identity, the environment and availability.

VI. Announcements:

- Chairman Richardson thanked John Whiteley, Director of the Inland Waterways Academy, for his willingness to allow the Board to meet at the Tri-State Fire Academy.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: MCTC Foundation

COMMITTEE: Finance and Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors authorizes 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(c)3 Foundation for the benefit of the College.

STAFF MEMBER: Jeffrey Porter, Chair
Finance & Facilities Committee

Jason Moses
Finance & Facilities Committee Member

Dr. Keith J. Cotroneo
President

BACKGROUND

MCTC Administration and members of the MCTC Board of Governors Finance and Facilities Committee would like to obtain approval to pursue the establishment of a *Foundation* to support the mission of the college.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Repeal of MUBOG Policy No. MUBOG-AA-4:
Measles and Rubella Immunization Policy

COMMITTEE: Academic & Student Services

RECOMMENDED RESOLUTION: *Resolved*, that the MUBOG-AA-4 Policy on
Measles and Rubella Immunization Policy
be repealed.

STAFF MEMBER: Donna Donathan, Chair
Academic & Student Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

With the separation of Marshall Community & Technical College from Marshall University, legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. An IBOG policy on measles and rubella immunization is not required by state code. Therefore, MCTC is requesting that the existing board policy be repealed.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Approval to give public notice of a 30-day comment period for a policy on Credit for Service in the Public Schools.

COMMITTEE: Academic & Student Services

RECOMMENDED RESOLUTION: *Resolved*, 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.

STAFF MEMBER: Donna Donathan, Chair
Academic & Student Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

With the separation of Marshall Community & Technical College from Marshall University, legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. Therefore, MCTC is requesting that the existing board policy be replaced with the attached policy on credit for service in the public schools as required by WV Code.

Marshall Community & Technical College
Institutional Board of Governors
Policy No. XXXXX
CREDIT FOR SERVICE IN THE PUBLIC SCHOOLS

1. General:
 - 1.1 Scope: Institutional policy regarding the award of credit towards college graduation for service as a tutor or mentor in public schools.
 - 1.2 Authority: W. Va. Code §18B-2A-5
 - 1.3 Passage Date:
 - 1.4 Effective Date: Upon passage

2. Policy:
 - 2.1 Marshall Community and Technical College shall implement procedures to ensure that college students obtain credit toward graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary attainment.
 - 2.2 The Chief Academic Officer shall develop procedures describing the method for awarding credit earned under this policy, setting an appropriate minimum number of hours of service performed for credit, and setting an appropriate maximum amount of credit earned.
 - 2.3 The institutions shall not be responsible for placement of students in a public school for the purpose of performing service and receiving credit under this policy.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Approval to give public notice of a 30-day comment period for a policy on Appropriate Use of ID Numbers.

COMMITTEE: Academic & Student Services

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed rule on 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.

STAFF MEMBER: Donna Donathan, Chair
Academic & Student Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

With the separation of Marshall Community & Technical College from Marshall University, legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. Therefore, MCTC is requesting that the existing board policy be replaced with the attached policy on the appropriate use of ID numbers as required by WV Code.

Marshall Community & Technical College
Institutional Board of Governors
Policy No. XXXXX
APPROPRIATE USE OF ID NUMBERS

1. General:
 - 1.1 Scope: Institutional policy regarding the appropriate use of ID numbers.
 - 1.2 Authority: W. Va. Code §18B-1-6
 - 1.3 Passage Date:
 - 1.4 Effective Date: Upon passage

2. Policy:
 - 2.1 In order to protect the privacy interests of students and to comply with existing state and federal laws (FERPA), all faculty and staff shall observe the following practices:
 - 2.1.1 Final course grades and grades for class quizzes, exams, projects, etc., shall not be publicly posted in any manner in which a grade can be associated with the student by any person other than the student himself/herself. No such posting shall include any student's MCTC ID number.
 - 2.1.2 Students' MCTC ID numbers shall not be used on attendance or sign-in sheets.
 - 2.1.3 Care should be taken to ensure class rosters , grade reporting forms, and other MCTC reports or listings containing MCTC ID numbers are filed appropriately and "out of public view" when in the possession of faculty and staff.
 - 2.1.4 Faculty and staff shall observe due diligence whenever the responsibilities of their positions require the use of social security numbers or other private information regarding students.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Approval to give public notice of a 30-day comment period for a policy on Credit Card Solicitation

COMMITTEE: Academic & Student Services

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed rule on Credit Card Solicitation 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.

STAFF MEMBER: Donna Donathan, Chair
Academic & Student Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

With the separation of Marshall Community & Technical College from Marshall University, legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. Therefore, MCTC is requesting that the existing board policy be replaced with the attached policy on credit card solicitation as required by WV Code.

Marshall Community & Technical College
Institutional Board of Governors
Policy No. XXXXX
CREDIT CARD SOLICITATION

1. General:

1.1 Scope: It shall be the policy of Marshall Community and Technical College to regulate the marketing practices and solicitation by credit card marketers on the campuses of Marshall Community and Technical College.

1.2 Authority: W. Va. Code §13-14-10

1.3 Passage Date:

1.4 Effective Date: Upon passage

2. Policy:

It shall be the policy of Marshall Community and Technical College to follow state policy regarding credit card solicitation as required by West Virginia State Code.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Approval to give public notice of a 30-day comment period for a policy on Student Academic Rights.

COMMITTEE: Academic & Student Services

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed rule on Student Academic Rights 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.

STAFF MEMBER: Donna Donathan, Chair
Academic & Student Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

With the separation of Marshall Community & Technical College from Marshall University, legislation provided for all existing rules of the MU Board of Governors to be transferred to MCTC. Therefore, MCTC is requesting that the existing board policy be replaced with the attached policy on student academic rights as required by WV Code.

Marshall Community & Technical College
Institutional Board of Governors
Policy No. XXXXX
STUDENT ACADEMIC RIGHTS

1. General:

1.1 Scope: Institutional policy regarding academic rights and responsibilities of students.

1.2 Authority: W. Va. Code §18-26-8

1.3 Passage Date:

1.4 Effective Date: Upon passage

2. Policy:

2.1 The institution shall define and promulgate procedures consistent with the policies, rules and regulations of Marshall Community and Technical College Institutional Board of Governors for the academic requirements for admission to the institution, for admission to limited enrollment programs, and the criteria for maintenance of satisfactory academic progress for the successful completion of the program, for the award of a degree or certificate, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

2.2 A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Authorization to Retain Legal Counsel

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Resolved*, that the IBOG authorizes President Cotroneo to identify and retain legal counsel for the college.

STAFF MEMBERS: Sue Richardson
IBOG Chair

Keith J. Cotroneo
MCTC President

BACKGROUND:

Under the administrative-linkage with Marshall University, the College contracted for legal services. With the separation of the two institutions, authorization is being requested to allow President Cotroneo to identify and retain legal counsel for the college.

**Marshall Community & Technical College
Institutional Board of Governors
Meeting of December 19, 2008**

ITEM: Authorization to allow the MCTC IBOG Chair to apply for a Class A Beer & Wine License for the Cooking & Culinary Institute

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Resolved*, that the IBOG authorizes their Chair to apply for and obtain a Class A Beer & Wine License for the Cooking & Culinary Institute.

STAFF MEMBERS: Sue Richardson
IBOG Chair

Keith J. Cotroneo
MCTC President