

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

Friday, March 16, 2012

8:00 a.m.

**Mountwest CTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Consent Agenda:
 - Approval of Minutes – February 17, 2012*
- III. President’s Report – Dr. Cotroneo:
 - Facility Update
 - Review of Cost per FTE Information
- IV. Mountwest Community & Technical College Tuition and Fees Proposal for Academic Year 2013*
- V. Announcements:
 - Next regularly scheduled meeting of the IBOG – April 20, 2012 @ the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and IBOG meeting will begin at 8:00 a.m.
 - Commencement will be held Friday, May 11, 2012 at the Keith Albee Theatre, 925 Fourth Avenue, Huntington, WV. Board members are invited to attend and join the platform party.
 - Other
- VI. Future Board Agenda Items
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues.
- VIII. Adjournment

* Action Items

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

MINUTES

**Friday, February 17, 2012
8:00 a.m.
Mountwest CTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

PRESENT: Bob Bailey, Mark Bugher, Rachael Fricke, Mark George, Thomas Gibson, Jim Hale, Mark Herron, Jason Moses, Sue Richardson, Christopher Stevens, and Linda Vinson.

ABSENT: Ruth Cline

ALSO ATTENDING: President Keith J. Cotroneo, Steven Brown, Rick Brown, Billie Brooks, Jean Chappell, Herb Karlet, Bob McClain, Stephanie A. Neal, Carol Perry, Latrenda Sanders, Elizabeth Sterns Sims, Sheanna Spence, and Terri Tomblin-Byrd and the media

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Sue Richardson, IBOG President called the meeting to order at 8:03 a.m. A quorum was established.

II. Consent Agenda:

A motion was made by Mark Bugher and seconded by Linda Vinson to approve the consent agenda which included approval of the minutes of the January 20, 2012 IBOG meeting. The motion was approved.

III. President's Report – Dr. Cotroneo:

- Facility Update - The New Campus project is on time for completion on July 15, 2012.
Elevators and chillers in the newly renovated building need repair.
- The Service Agreement with MU for Hodges Hall and the MCTC Building may be extended.
- Inventory of all materials, furniture and equipment at all CTC sites is almost complete.
- Beacon Project – The Implementation Team has been selected and will be meeting for the first time today @ 11am
- Discussed higher one for students financial aid.

- Discussed Military Programs with Cory Payne to be model for other Colleges. Mr. Payne will be the point of contact for all WV CTC's.
- Discussed Human Resources to soon utilize PeopleAdmin software by July 1.
- Enrollment Report – Copies were distributed to Board members and reviewed.
- An update relating to the Foundation was provided by Sheanna Spence. She explained the State Tax Credit for donations for scholarships of \$500.00 or more.

IV. Financial Report:

- Receipt of the Financial/Budget Report for the Quarter Ending September 30, 2011.
- Motion to accept made by Chris Stevens and seconded by Bob Bailey. Motion was approved.

V. Financial Report:

- Receipt of the Financial/Budget Report for the Quarter Ending December 31, 2011.
- Motion to accept made by Chris Stevens and seconded by Bob Bailey. Motion was approved.

VI. Presentation: Tech Prep by Bob McClain

- Bob McClain gave handouts and explained the Tech Prep program in detail.

VII. Announcements:

- Next regularly scheduled meeting of the IBOG – March 16, 2012 @ Mountwest Cooking & Culinary Institute, 917 3rd Ave, Huntington, WV. Breakfast will be available beginning at 7:30 am and the IBOG meeting will begin at 8 am.
- The WV Community & Technical College Association for the Institutional Boards of Governors is scheduled to held Wednesday, February 22, 2012 at the State Capitol. Board members were encouraged to attend.
- Commencement will be held Friday, May 11, 2012 at the Keith Albee Theatre, 925 Fourth Ave, Huntington, WV. Additional details are forthcoming.

VIII. Future Board Agenda Items:

IX. Adjournment:

There being no other agenda items, the meeting was adjourned.

Susan K. Richardson

Chairman

Bob Bailey

Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of March 16, 2012**

ITEM: Tuition and Fees for Academic Year 2013

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves the proposed tuition and fees for Academic Year 2012-2013.

STAFF MEMBER: Keith Cotroneo
President

BACKGROUND

For Academic Year 2013 the administration proposes a 3% (\$4 per credit hour) increase in tuition and fees as detailed in the attached schedules.

NOTE

Metro Counties

- OHIO Gallia, Jackson, Lawrence, Meigs, Pike, Scioto
- KENTUCKY Carter, Elliott, Floyd, Greenup, Johnson

Reciprocity Counties

- KENTUCKY Boyd, Lawrence, Martin, Pike

WV Council for Community and Technical College Education
Average Growth Rates 2001-02 through 2011-12
Regular Student Fees - Academic Year

Institution	Average Growth Rate													
	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	10 Year	5 Year	1 Year
Blue Ridge CTC														
Resident	2,508	2,628	2,858	2,944	2,944	2,944	2,944	3,060	3,072	3,072	3,120	2.44%	1.20%	1.56%
Non-Resident	5,938	6,460	7,428	8,518	8,518	8,518	8,518	5,520	5,520	5,520	5,616	-0.54%	-6.81%	1.74%
Bridgmont CTC														
Resident	2,730	2,848	3,030	3,118	3,118	3,266	3,266	3,410	3,504	3,486	3,486	2.77%	1.35%	0.00%
Non-Resident	7,020	7,664	8,488	9,488	10,388	10,882	11,208	11,772	11,866	11,866	8,500	2.11%	-4.38%	-28.37%
Eastern WV CTC														
Resident	1,440	1,560	1,560	1,634	1,634	1,704	1,776	1,920	2,064	2,064	2,184	5.17%	5.63%	5.81%
Non-Resident	5,132	5,484	6,192	6,488	6,488	6,822	6,816	6,816	6,816	6,816	6,816	3.28%	-0.02%	0.00%
Kanawha Valley CTC														
Resident	2,464	2,464	2,590	2,642	2,642	2,766	2,766	2,898	2,956	2,956	3,082	2.51%	2.28%	4.26%
Non-Resident	5,666	6,334	6,644	6,776	7,048	7,718	8,084	8,468	8,638	8,638	8,764	5.47%	2.71%	1.46%
Mountwest CTC														
Resident	2,620	2,620	2,732	2,814	2,814	2,898	2,898	2,856	2,856	2,856	2,952	1.27%	0.37%	3.36%
Non-Resident	7,058	7,058	7,904	8,142	8,142	8,142	8,142	8,142	8,160	8,160	8,160	1.56%	0.04%	0.00%
New River CTC														
Resident	2,288	2,398	2,506	2,624	2,624	2,748	2,748	2,748	2,878	2,878	3,080	3.46%	2.42%	7.02%
Non-Resident	5,766	6,296	6,894	6,894	7,014	6,150	6,002	6,912	7,240	7,240	7,894	3.69%	5.67%	9.03%
Pierpont CTC														
Resident	2,316	2,608	2,712	3,052	3,090	3,212	3,212	3,312	3,432	3,432	3,500	5.11%	1.79%	1.98%
Non-Resident	5,396	6,004	6,560	7,072	7,110	7,394	7,966	8,212	8,504	8,504	8,612	5.96%	3.29%	1.27%
Southern WV CTC														
Resident	1,440	1,560	1,560	1,634	1,634	1,704	1,776	1,920	2,102	2,102	2,304	6.00%	7.04%	9.61%
Non-Resident	5,132	5,484	6,192	6,488	6,486	6,822	6,816	6,816	6,816	6,816	6,816	3.28%	-0.02%	0.00%
WV Northern CC														
Resident	1,632	1,680	1,680	1,752	1,752	1,834	1,916	2,198	2,358	2,358	2,478	5.18%	7.02%	5.09%
Non-Resident	4,896	5,352	5,592	5,592	5,592	5,818	6,096	6,510	6,670	6,670	7,254	4.82%	4.94%	8.76%
WVU at Parkersburg														
Resident	1,436	1,548	1,620	1,668	1,668	1,746	1,825	1,912	2,076	2,076	2,276	5.85%	6.07%	9.63%
Non-Resident	4,584	4,944	5,604	5,772	5,892	6,168	6,460	6,766	7,347	7,347	8,054	7.57%	6.12%	9.62%
Resident Raw Average	2,087	2,191	2,285	2,388	2,392	2,482	2,513	2,623	2,730	2,728	2,846	3.98%	3.52%	4.83%

Pell Grants Maximum Awards

	Amount	Dollar Increase	Per Cent Increase	6 year \$ Increase	6 year % Increase
FY 2012-2013	\$ 5,550	\$ -	0.00%	\$ 1,500	37.04%
FY 2011-2012	\$ 5,550	\$ -	0.00%		
FY 2010-2011	\$ 5,550	\$ 200	3.74%		
FY 2009-2010	\$ 5,350	\$ 619	13.08%		
FY 2008-2009	\$ 4,731	\$ 421	9.77%		
FY 2007-2008	\$ 4,310	\$ 260	6.42%		
FY 2006-2007	\$ 4,050				

Note: from FY 2003 through FY 2007, the maximum Pell Grant was \$4,050.

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution: MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE

Student Institutional Level: COMMUNITY COLLEGE

I. Regular Fees Charged to All Students (per semester)	Resident 2011-12	Resident 2012-13	Increase (Decrease)	Non-Resident 2011-12	Non-Resident 2011-12	Increase (Decrease)	Metro 2010-11	Metro 2011-12	Increase (Decrease)	Projected Revenue Increase * 2012-13
a. Tuition and Required Education and General Fees	\$ 1,162	\$ 1,309	\$ 147	\$ 3,251	\$ 3,350	\$ 99	\$ 1,907	\$ 2,006	\$ 99	\$ 330,000
b. Required Educational and General Capital Fees										
i. System E&G Capital Fees	\$ 215	\$ 215	\$ 0	\$ 730	\$ 730	\$ 0	\$ 730	\$ 730	\$ 0	
ii. Special Institutional E&G Capital Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
c. Auxiliary and Auxiliary Capital Fees										
i. Standard Auxiliary Fees	\$ 99	\$ 0	\$ (99)	\$ 99	\$ -	\$ (99)	\$ 99	\$ 0	\$ (99)	\$ (220,000)
ii. Mandatory Auxiliary Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
iii. Auxiliary Capital Fee	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Total Student Fee Request	\$ 1,476	\$ 1,524	\$ 48	\$ 4,080	\$ 4,080	\$ 0	\$ 2,736	\$ 2,736	\$ 0	\$ 110,000
Percentage of Increase Requested Over Previous Year			3.25%			0.00%				0.00%
* Please provide projected revenue increases for any change in tuition.										

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution: MOUNTWEST OFF CAMPUS CENTERS

Student Institutional Level: COMMUNITY COLLEGE

I. Regular Fees Charged to All Students (per semester)	Non-Resident Off Campus Center	Non-Resident Off Campus Center	Increase	Metro Off Campus Center	Metro Off Campus Center	Increase	Projected Revenue Increase *
	2011-12	2012-13	(Decrease)	2011-12	2012-13	(Decrease)	
a. Tuition and Required Education and General Fees	\$ 1,800	\$ 0	\$ (1,800)	\$ 1,800	\$ 0	\$ (1,800)	\$ 0
b. Required Educational and General Capital Fees							
i. System E&G Capital Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
ii. Special Institutional E&G Capital Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
c. Auxiliary and Auxiliary Capital Fees							
i. Standard Auxiliary Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
ii. Mandatory Auxiliary Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
iii. Auxiliary Capital Fee	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Total Student Fee Request	\$ 1,800	\$ 0	\$ (1,800)	\$ 1,800	\$ 0	\$ (1,800)	\$ 0
Percentage of Increase Requested Over Previous Year			-100.00%			-100.00%	
* Please provide projected revenue increases for any change in tuition. Note: This fee was approved last year, but it was never used.							

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution: Mountwest Community and Technical College

II. Special Fees and Charges	Rate Per Semester 2011-12	Requested Rate Per Semester 2012-13	Increase / (Decrease)	Estimated Number of Student Impacted by Fee Change *	Projected Revenue Due to Fee Change 2012-13*
Application Fee	\$ 15	\$ 15	\$ 0	0	\$ 0
Application Fee-Physical Therapy	\$ 30	\$ 30	\$ 0	0	\$ 0
Background Check Fee	\$ 0	\$ 100	\$ 100	250	\$ 25,000
Certified Flight Instructor Course Fee	\$ 2,200	\$ 2,200	\$ 0	0	\$ 0
Class Schedule Reinstatement Fee	\$ 25	\$ 25	\$ 0	0	\$ 0
Commercial Pilot Course Fee	\$ 6,500	\$ 10,000	\$ 3,500	7	\$ 24,500
Credit by Exam Fee-per course	\$ 30	\$ 30	\$ 0	0	\$ 0
Deckhand Course Fee	\$ 235	\$ 235	\$ 0	0	\$ 0
Equivalent Credit Evaluation/Posting Fee-per credit hour	\$ 10	\$ 10	\$ 0	0	\$ 0
Graduation Fee	\$ 20	\$ 20	\$ 0	0	\$ 0
ID/Payment Card Replacement Card Fee	\$ 20	\$ 20	\$ 0	0	\$ 0
Introduction to Aviation Course Fee	\$ 150	\$ 150	\$ 0	0	\$ 0
Instrument Pilot Course Fee	\$ 3,000	\$ 2,850	\$ (150)	10	\$ (1,500)
Lab Fee-Allied Health & Life Sciences	\$ 40	\$ 40	\$ 0	0	\$ 0
Lab Fee-Emergency Medicine (EME) 109	\$ 150	\$ 150	\$ 0	0	\$ 0
Lab Fee-Business & Information Technology	\$ 30	\$ 30	\$ 0	0	\$ 0
Lab Fee-CISCO/Microsoft	\$ 200	\$ 200	\$ 0	0	\$ 0
Lab Fee-Culinary Arts	\$ 150	\$ 150	\$ 0	0	\$ 0
Lab Fee-Liberal Arts & Human Services	\$ 30	\$ 30	\$ 0	0	\$ 0
Lab Fee-Hospitality Management	\$ 50	\$ 50	\$ 0	0	\$ 0
Lab Fee-Networking,IT,Animation,Gaming	\$ 60	\$ 60	\$ 0	0	\$ 0
Lab Fee-Physical Therapy Asst. Course	\$ 40	\$ 40	\$ 0	0	\$ 0
Lab Fee-Transcription Course	\$ 70	\$ 70	\$ 0	0	\$ 0
Late Payment Fee	\$ 25	\$ 25	\$ 0	0	\$ 0
Machinist Program Course Fee-per credit hour	\$ 155	\$ 155	\$ 0	0	\$ 0
Medical Transcription Course Fee	\$ 215	\$ 215	\$ 0	0	\$ 0
Microsoft Office Systems(MOS)-Certification Exam	\$ 75	\$ 75	\$ 0	0	\$ 0
Off Campus Fee per credit hour	\$ 10	\$ 10	\$ 0	0	\$ 0
Online Course Fee per credit hour	\$ 123	\$ 127	\$ 4	1,000	\$ 32,000
Orientation Fee-New Students	\$ 0	\$ 30	\$ 30	500	\$ 15,000
Pathology Transcription Course Fee	\$ 130	\$ 130	\$ 0	0	\$ 0
Payment Card [Inactive] Replacement Fee	\$ 0	\$ 10	\$ 10	50	\$ 500
Personal Health & Wellness Fee	\$ 194	\$ 194	\$ 0	0	\$ 0
Placement Test Fee-English/Math/Reading	\$ 10	\$ 10	\$ 0	0	\$ 0
Portfolio Evaluation Fee-per submission	\$ 300	\$ 300	\$ 0	0	\$ 0
Private Pilot Course Fee	\$ 1,850	\$ 2,850	\$ 1,000	10	\$ 10,000
Returned Check Fee	\$ 25	\$ 25	\$ 0	0	\$ 0
Tankeman Course Fee	\$ 100	\$ 100	\$ 0	0	\$ 0
Transcript Fee	\$ 6	\$ 6	\$ 0	0	\$ 0
Transfer Evaluation Fee	\$ 10	\$ 10	\$ 0	0	\$ 0

* Please complete for any special fee change.

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution: Mountwest Community and Technical College

II. Program Fees and Charges	Rate Per Semester 2011-12	Requested Rate Per Semester 2012-13	Increase / (Decrease)	Projected Revenue Due to Fee Change 2012-13 *
Allied Health & Life Sciences Program Fee	\$ 80	\$ 80	\$ 0	\$ 0
Culinary Arts Program Fee	\$ 50	\$ 50	\$ 0	\$ 0
Paramedic Science Program Fee	\$ 100	\$ 150	\$ 50	\$ 5,000

* Please complete for any program fee change.