

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

AGENDA

Friday, May 20, 2011

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Presentation Addressing the Workforce Employment Needs of American Electric Power - Robert Osborne, American Electric Power—Managing Director of Field Services
- III. Consent Agenda:
 - Approval of Minutes – April 15, 2011 *
 - Program Reviews (required by State of WV) *
 - Financial/Budget Report for Quarter ending March 31, 2011 *
- IV. President’s Report – Dr. Cotroneo:
 - Mountwest Facilities Update
 - Policy Governance Training
 - Next regularly scheduled meeting of the IBOG –June 17, 2011 @ the Mountwest Cooking & Culinary Institute. Breakfast will be available beginning at 7:30 a.m., IBOG meeting at 8:00 a.m. and Policy Governance Training to Follow the Regular IBOG Meeting.
 - Other
- V. Executive Session Under the Authority of WV Code §6-9A-4 Relating to Personnel Issue—Presidential Compensation
- VI. Future Board Agenda Items
- VII. Adjournment

* Action Items

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

MINUTES

Friday, April 15, 2011

8:00 a.m.

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

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

ABSENT: Mike Herron and Cheryl Thompson.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Rick Brown, Jean Chappell, Betty Dennison, Beth Hendricks, Herb Karlet, Tommie Kelley, Michael McComas, Stephanie A. Neal, Carol Perry, and Sheanna Spence.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:03 a.m. A quorum was established.

II. Approval of Minutes – March 18, 2011:

A motion was made by Ruth Cline and seconded by Mark Bugher that the language in the minutes under item five be amended to read: "Following discussion related to a proposed rule relating to the Naming of Facilities, a motion was made by Mark Bugher and seconded by Donna Donathan that public notice be given that a proposed rule relating to the Naming of Facilities be 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. The motion was approved. Mark Bugher requested that any naming proposals be presented to the IBOG for review." The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave the Board a report on the following items:

- The WV Council for Community & Technical College Education met yesterday in Moorefield, WV. The College's request for an increase in tuition and fees FY 2011-2012 was approved.
- Dennis Taylor is working with the College administration in writing a federal grant to improve student success rates. The grant is due April 21, 2011.
- Monica Shafer was recognized as having received a Presidential Scholarship and for her completion of training offered as a result of the scholarship. Monica's job

responsibilities now include institutional research which will assist the administration in data-driven decision making.

IV. Annual Presentation by the Faculty:

Rick Brown, Faculty Council Chair, and Betty Dennison, the Advisory Council of Faculty representative, made a presentation to the Board on behalf of the Mountwest faculty. Professor Brown distributed a handout stating the Faculty Constitution's Preamble as well as the Faculty Council and its Committees purposes. All IBOG members were invited to attend the April 21, 2011 Faculty Council meeting scheduled to be held at 2:00 p.m. in Cabell Hall Room 101. Professor Dennison distributed and discussed the ACF 2009-2010 Report Card and the ACF's latest brochure.

V. Approval of Salary Enhancements for Full-Time Faculty and Staff FY 2011-2012 – Dr. Cotroneo:

President Cotroneo stated that in an effort to recognize the work and dedication of the faculty and staff, the administration was proposing a salary enhancement plan for employees: Classified Employees - Full-funding of the classified staff salary scheduled in accordance with SB 330 §18B-9-3(c), effective July 1, 2011. Faculty – A 2% salary increase on August 17, 2011 for 9-month full-time employees. A 2% salary increase for non-classified staff effective July 1, 2011. A motion was made by Jason Moses and seconded by Jim Hale that the salary enhancement plan as presented FY 2011-2012 be approved. The motion was approved.

VI. Update on State Budget Allocations FY 2012 – Dr. Cotroneo:

President Cotroneo reported the College will be receiving an additional \$89,000 in state appropriations FY 2011-2012 for salary increases.

VII. Future Board Agenda Items:

- Update on Mountwest Campus Projects
- Update on status of elections for Faculty, Classified Staff and Student Representatives to the Institutional Board of Governors.

VIII. Announcements:

- The next regularly scheduled meeting of the IBOG will be Friday, May 20, 2011 and will be held at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. The Board meeting will begin at 8:00 a.m. Policy Governance training for IBOG members relating to Policy Governance Ends Statements will be held following the Board meeting.
- Commencement will be held Friday, May 13, 2011 at 7:00 p.m. at the Keith-Albee Performing Arts Center. Board members were encouraged to attend and be at the Keith-Albee by 6:30 p.m. A reception will follow Commencement and will be held across the street from the Keith-Albee.
- Ruth Cline will be serving as the Chair of a Nominating Committee for the IBOG Chair effective July 1, 2011. Board members interested in serving on the Nominating Committee should email Sue Richardson.

IX. Update on Mountwest's Campus Project:

Current projections are that DirecTV will begin moving into their new location mid-August 2011.

X. Possible 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 Bob Bailey that the Board enter into Executive Session under the Authority of WV Code §6-9A-4. The motion was approved.

Following the Executive Session, the public re-joined the meeting where a motion was made by Mark Bugher and seconded by Monica Shafer for the Board to come out of Executive Session. The motion was approved.

XI. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:27 a.m.

Susan K. Richardson Chairman

Ruth Cline Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of May 20, 2011**

ITEM: Program Reviews

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves of the Program Review Recommendations as submitted.

STAFF MEMBER: Dr. Keith J. Cotroneo
President


BACKGROUND:

The West Virginia 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. The governing board will report to the WVCCTCE Chancellor the results of the program reviews by May 31.



Mountwest

Community & Technical College

TO: Mountwest Community and Technical College IBOG
FROM: Keith Cotroneo, President 
SUBJECT: Program Reviews
DATE: May 16, 2011
CC: Billie Brooks, Steven Brown, Jean Chappell, Carol Perry

I concur with the recommendations of the Deans Council with the following additions:

- Culinary program faculty members conduct an assessment to determine whether a certified culinary exam should be an expectation for program completion.
- Paramedic/EMT program faculty members exclude support coursework (EME 105) enrollments from program analyses.
- Paramedic/EMT program faculty members and Dean articulate both the potential positive and negative consequences of a program name change.
- Police Science program faculty members exclude in-service coursework enrollments from future program review analyses.
- Future Technical Studies program reviews account for and integrate Workforce Development Institute and military programs initiatives.
- President and Deans clarify program review expectations and reformat the reporting process prior to Fall term, 2011.



Mountwest

Community & Technical College
Executive Dean

TO: Keith Cotroneo, President
FROM: Carol A. Perry, Executive Dean
SUBJECT: Program Reviews
DATE: May 2, 2011
CC: Billie Brooks, Steven Brown, Jean Chappell,

The following four programs were scheduled for program reviews for the 2010-2011 academic year.

- Hospitality Management
- Paramedic Science
- Police Science
- Technical Studies

After reviewing the submitted program reviews, the Deans Council makes the following recommendations:

Hospitality Management – The Deans Council suggests the Hospitality Management program review the results of the General Education Portfolios and identify ways to address the outcomes where students fail to meet expectation. Overall the program is a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Paramedic Science – The program review identified both strengths and challenges, the overall status of the program is that of a viable and adequate program. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Police Science – The Police Science program is a partnership between Mountwest CTC and the West Virginia State Police Academy to jointly offer police coursework and training that allow Academy graduates to earn a one-year certificate that can ladder into an associate of applied science degree. This program is both adequate and viable. The Deans Council recommends continuation of the program at the current level of activity without specific action.

Technical Studies – The Technical Studies program is a statewide initiative designed to provide educational opportunities leading to an associate of applied science degree for employees/students who participate in education/training opportunities sponsored by business, industry, labor, government or other education agencies. The program is both adequate and viable. The Deans Council recommends continuation of the program at the current level of activity without specific action.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of May 20, 2011**

ITEM: Quarter ending March 31, 2011
Financial/Budget Report

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors receives the
Financial/Budget Report for the quarter ending
March 31, 2011.

STAFF MEMBER: Dr. Keith J. Cotroneo
President

BACKGROUND

The quarterly financial/budget report for the period ending March 31, 2011 is attached.



Mountwest

Community & Technical College

BOARD OF GOVERNORS QUARTERLY FINANCIAL BUDGET REPORT

For the Quarter Ending
March 31, 2011

PREPARED BY:

Herbert J. Karlet - MBA, CPA
Vice President/Chief Financial Officer

Christie D. Chaffin, CPA
Controller

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
QUARTERLY FINANCIAL – BUDGET REPORT

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QUARTERLY EXECUTIVE SUMMARY

The College began the fiscal year in a strong financial position as evidenced by the FY 2009-2010 audited financial statements. It is anticipated that student fee revenue and state appropriations will be stable and in accordance with the institution's budget.

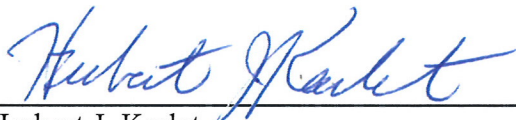
The current budget challenges will be to continue building the academic and student support services needed for an open admission/open access community college and to fund the possible double costs associated with renovating a new campus while still absorbing the costs of the current campus. This cost pressure will occur in fiscal year 2011-2012.

CERTIFICATION OF THE CHIEF FINANCIAL OFFICER

To the best of my knowledge, the combined Statement of Net Assets (SNA) and the Statement of Actual to Budget Comparison as of and for the quarter ending March 31, 2011 present fairly the financial position and results of operations of Mountwest Community and Technical College.

These statements have been prepared utilizing the modified cash basis of accounting. This presentation differs from the full accrual basis, as presented in the Institution'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 these statements in order for them to be in conformity with the modified cash basis of accounting. Please remember that timing differences and inadequate time to assure proper "cutoffs" for interim statements can influence the accuracy of the numbers.

These reports are intended solely for the information and use of the Board of Governors and the management of Mountwest Community and Technical College.



Herbert J. Karlet
Vice President, CFO

KEY FINANCIAL INDICATORS
MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
RATIO ANALYSIS OF FINANCIAL STATEMENTS
March 31, 2011 and 2010 and June 30, 2010

	<u>March 31, 2011</u>	<u>March 31, 2010</u>	<u>June 30, 2010</u>
<u>CASH</u>			
Cash Balances	\$ 8,639,040	\$ -	\$ 7,275,992
Operating Expenses-Annual budget	\$ 19,178,000	\$ -	\$ 18,781,890
Operating Expenses per Day	\$ 52,542	\$ -	\$ 51,457
Number of Days Operating Expenses in <i>Cash Balances</i>	<u>164</u>	<u>#DIV/0!</u>	<u>141</u>
<u>WORKING CAPITAL</u>			
Total Current Assets	\$ 9,232,497	\$ -	\$ 8,292,090
Total Current Liabilities	\$ 2,131,406	\$ -	\$ 2,657,630
Net Working Capital	<u>\$ 7,101,091</u>	<u>\$ -</u>	<u>\$ 5,634,460</u>
Working Capital Ratio	<u>4.33</u>	<u>#DIV/0!</u>	<u>3.12</u>
Number of Days Operating Expenses in <i>Working Capital</i>	<u>135</u>	<u>#DIV/0!</u>	<u>109</u>
<u>UNRESTRICTED NET ASSETS</u>			
Unrestricted Net Assets	\$ 6,993,797	\$ -	\$ 7,665,103
Number of Days Operating Expenses in <i>Unrestricted Net Assets</i>	<u>133</u>	<u>#DIV/0!</u>	<u>149</u>

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE

STATEMENT OF NET ASSETS

March 31, 2011, 2010 and June 30, 2010

	FY 2011	FY 2010	FY 2010
	As of March 31,		As of June 30
	2011	2010	2010
ASSETS			
CURRENT ASSETS:			
Cash and cash equivalents	\$ 8,639,040	\$ -	\$ 7,275,992
Accounts receivable - net	417,275	-	454,888
Due from Marshall University-current portion	175,000	-	437,500
Due from the council/commission	1,182	-	123,710
Other current assets	-	-	-
Total current assets	<u>\$ 9,232,497</u>	<u>\$ -</u>	<u>\$ 8,292,090</u>
NONCURRENT ASSETS:			
Due from Marshall University-noncurrent	\$ 2,492,834	\$ -	\$ 2,492,834
Net Investment in Capital Lease	433,225	-	-
Capital assets - net	10,282,979	-	10,292,768
Total noncurrent assets	<u>\$ 13,209,038</u>	<u>\$ -</u>	<u>\$ 12,785,602</u>
TOTAL ASSETS	<u>\$ 22,441,535</u>	<u>\$ -</u>	<u>\$ 21,077,692</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES:			
Accounts payable	\$ 113,903	\$ -	\$ 268,290
Due to State Agencies	3,800	-	56,485
Due to Commission	-	-	7,727
Accrued Liabilities	458,267	-	458,611
Compensated Absences	343,341	-	339,793
Debt obligation to Commission - current portion	-	-	333,622
Deferred Revenue	1,191,869	-	1,193,102
Capital Lease Obligation-Current	20,226	-	-
Total current liabilities	<u>\$ 2,131,406</u>	<u>\$ -</u>	<u>\$ 2,657,630</u>
NONCURRENT LIABILITIES:			
Other Post Employment Benefits (OPEB)	\$ 1,294,029	\$ -	\$ 791,701
Capital Lease Obligations-Non-Current	360,411	-	-
Debt obligation to Commission	1,726,839	-	1,726,839
Total noncurrent liabilities	<u>\$ 3,381,279</u>	<u>\$ -</u>	<u>\$ 2,518,540</u>
Total liabilities	<u>\$ 5,512,685</u>	<u>\$ -</u>	<u>\$ 5,176,170</u>
NET ASSETS:			
Invested in capital assets - net of related debt	\$ 8,607,302	\$ -	\$ 8,232,307
Restricted for expendable scholarships	27,741	-	4,112
Unrestricted-Reserved for Project-MU Payment	612,500	-	-
Unrestricted-Reserved for Project-Rental Income	687,510	-	-
Unrestricted	6,993,797	-	7,665,103
Total net assets	<u>\$ 16,928,850</u>	<u>\$ -</u>	<u>\$ 15,901,522</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 22,441,535</u>	<u>\$ -</u>	<u>\$ 21,077,692</u>

Mountwest Community and Technical College
Actual to Budget Comparison (Thousands)
For quarter ending March 31, 2011 and Year to Date FY 2011

	Actual Quarter Ending 3/31/11	Actual Year-to-Date	FY 2011 Budget	Actual to Budget Variance	YTD % to Budget
OPERATING REVENUES					
Student tuition and fees (net of scholarship allowance)	\$ 1,611	\$ 3,507	\$ 4,300	\$ (793)	81.6%
Government contracts and grants					
Federal	36	168	200	(32)	84.0%
State	493	1,439	1,900	(461)	75.7%
Private and Local	83	147	250	(103)	58.9%
Sales and services of educational activities	15	49	60	(11)	81.3%
Other operating sources	399	1,088	1,250	(162)	87.1%
NONOPERATING REVENUES					
State appropriations	1,366	4,098	5,464	(1,366)	75.0%
Federal Stimulus Funds	469	469	448	21	104.6%
Federal Pell Grants	2,723	5,568	5,000	568	111.4%
Investment Income	6	14	40	(26)	34.5%
Other nonoperating sources	-	2	38	(36)	0.0%
Total Revenues	<u>\$ 7,201</u>	<u>\$ 16,549</u>	<u>\$ 18,950</u>	<u>\$ (2,401)</u>	<u>87.3%</u>
OPERATING EXPENSES					
Instruction	\$ 2,105	\$ 5,424	\$ 7,540	\$ (2,116)	71.9%
Public Service	75	148	226	(78)	65.5%
Academic Support	143	385	620	(235)	62.1%
Student Services	563	1,534	2,220	(686)	69.1%
General institutional support	596	1,870	2,050	(180)	91.2%
Operation and maintenance of plant	333	980	1,450	(470)	67.6%
Student Financial Aid	2,315	4,785	4,400	385	108.8%
Depreciation	76	226	402	(176)	56.2%
Other	18	53	270	(217)	19.6%
Total Operating Expenses	<u>\$ 6,224</u>	<u>\$ 15,405</u>	<u>\$ 19,178</u>	<u>\$ (3,773)</u>	<u>80.3%</u>
Interest on Indebtedness	\$ 56	\$ 118	\$ 100	\$ 18	118.0%
Reserve for Capital Project	188	563	500	63	112.6%
Total Expenses	<u>\$ 6,468</u>	<u>\$ 16,086</u>	<u>\$ 19,778</u>	<u>\$ (3,692)</u>	<u>81.3%</u>
INCREASE (DECREASE) IN NET ASSETS	<u>\$ 733</u>	<u>\$ 463</u>	<u>\$ (828)</u>	<u>\$ 1,291</u>	
Add Estimated Capital Bond Proceeds			<u>\$ 3,000</u>		
Budgeted Increase (Decrease)			<u>\$ 2,172</u>		
Note: OPEB budgeted expense			<u>\$ 712</u>		

Mountwest Community and Technical College
Quarterly Comparison
For three months ending March 31, 2011 and 2010
In Thousands

	Quarter Ending 3/31/2011	Quarter Ending 3/31/2010	Quarter Variance	%
OPERATING REVENUES				
Student tuition and fees-net	\$ 1,611	\$ -	\$ 1,611	#DN/0!
Government contracts and grants				
Federal	36	-	36	#DN/0!
State	493	-	493	#DN/0!
Private and Local	83	-	83	#DN/0!
Sales and services of educational activities	15	-	15	#DN/0!
Other operating sources	399	-	399	#DN/0!
NONOPERATING REVENUES				
State appropriations	1,366	-	1,366	#DN/0!
Federal Stimulus Funds	469	-	469	#DN/0!
Federal Pell Grants	2,723	-	2,723	#DN/0!
Investment Income	6	-	6	#DN/0!
Other nonoperating sources	-	-	-	#DN/0!
Total Revenues	<u>\$ 7,201</u>	<u>\$ -</u>	<u>\$ 7,201</u>	<u>#DN/0!</u>
OPERATING EXPENSES				
Instruction	\$ 2,105	\$ -	\$ 2,105	#DN/0!
Public Service	75	-	75	#DN/0!
Academic Support	143	-	143	#DN/0!
Student Services	563	-	563	#DN/0!
General institutional support	596	-	596	#DN/0!
Operation and maintenance of plant	333	-	333	#DN/0!
Student Financial Aid	2,315	-	2,315	#DN/0!
Depreciation	76	-	76	#DN/0!
Other	18	-	18	#DN/0!
Total Operating Expenses	<u>\$ 6,224</u>	<u>\$ -</u>	<u>\$ 6,224</u>	<u>#DN/0!</u>
Interest on Indebtedness	\$ 56	\$ -	\$ 56	#DN/0!
Fees Assessed by the Commission for Debt Service	188	-	188	#DN/0!
Total Expenses	<u>\$ 6,468</u>	<u>\$ -</u>	<u>\$ 6,468</u>	<u>#DN/0!</u>
INCREASE (DECREASE) IN NET ASSETS	<u>\$ 733</u>	<u>\$ -</u>	<u>\$ 733</u>	