

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

**Friday, June 17, 2011**

**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 – May 26, 2011\*
  - Admissions Policy \*
  - Board Designation of Net Assets for the Campus Renovation Project \*
- III. FY 2011 – 2012 Budget Planning \*
- IV. Elections of Officers – Ruth Cline, Chair of the Nominating Committee \*
- V. Telephonic Options for IBOG Meetings \*
- VI. President's Report – Dr. Cotroneo:
  - Policy Governance Training Update
  - Campus Facilities Update
  - Next regularly scheduled meeting of the IBOG –July 15, 2011 @ the Mountwest Cooking & Culinary Institute. Breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8:00 a.m.
  - Other
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VIII. Future Board Agenda Items
- IX. Adjournment

\* Action Items

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

**MINUTES**

**Thursday, May 26, 2011**

**8:00 a.m.**

**Conference Call**

**PRESENT:** Mark Bugher, Donna Donathan, Mark George, Jim Hale, Mike Herron, Jeffrey Porter, Sue Richardson, Monica Shafer, and Cheryl Thompson.

**ABSENT:** Bob Bailey, Ruth Cline, and Jason Moses.

**ALSO ATTENDING:** President Keith J. Cotroneo, Herb Karlet and Stephanie A. Neal.

**AGENDA ITEMS:**

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:00 a.m. A quorum was present.

II. Consent Agenda:

Ms. Richardson noted that the fourth item under the consent agenda should have read "Funding for Campus Project" rather than Lease Purchase Agreement with Mountwest Foundation. Mark Bugher requested that this agenda item be removed from the consent agenda for discussion.

A motion was made by Jim Hale and seconded by Monica Shafer that the consent agenda consisting of the 1) Approval of Minutes – April 15, 2011 and May 20, 2011, 2) Program Reviews (required by State of WV) and 3) Financial/Budget Report for Quarter ending March 31, 2011 be approved. The motion was approved.

The Board then discussed the agenda item relating to Funding for the Campus Project. A motion was made by Donna Donathan and seconded by Mike Herron that the agreement be approved. The motion was approved. Ms. Richardson noted the final lease purchase agreement documents will be available for review by IBOG members.

III. President's Report – Dr. Cotroneo:

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

- As reported at the May 20, 2011 IBOG meeting, progress has been made on the financing of the Mountwest CTC facility construction with viable options.
- The College has submitted grants requests totaling near \$7 million focusing on Student Success.

IV. Executive Session Under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue – Presidential Compensation:

A motion was made by Donna Donathan and seconded by Monica Shafer that the Board go into Executive Session for the purpose of discussing Presidential Compensation. The motion was approved.

Following the Executive Session, a motion was then made by Jim Hale and seconded by Donna Donathan to approve a recommendation related to Presidential Compensation. The motion was approved. Ms. Richardson noted that the recommendation approved by the Board also requires approval of the WV Council for Community & Technical College Education. This will be an agenda item at the June 9 – 10, 2011 meeting of the Council.

V. Future Board Agenda Items:

- a. MCTC Facilities Update
- b. Salaries of Classified Employees beyond 15 years of service.

VI. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:37 a.m.

\_\_\_\_\_  
Susan K. Richardson

Chairman

\_\_\_\_\_  
Ruth Cline

Secretary

**Mountwest Community & Technical College  
Institutional Board of Governors  
Meeting of June 17, 2011**

**ITEM:** Admissions Policy

**RECOMMENDED RESOLUTION:** *Resolved*, that IBOG Policy No. A-6 relating to Open Admissions be rescinded and that a new rule relating to Open Admissions be approved.

**STAFF MEMBER:** Keith J. Cotroneo  
President

**BACKGROUND:**

The WV Council for Community and Technical College Education on May 22, 2011 approved of Series 23 – Basic Guidelines and Standards for Admissions at Community and Technical College establishing the basic guidelines and standards for institutional admissions policies for community and technical colleges. By rescinding IBOG Policy No. A-6 and approving of the revised rule, Mountwest CTC will in accordance with Series 23.

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

**Policy No. A – 6**

**OPEN ADMISSIONS**

**1. General**

1.1 Scope: This policy establishes the requirements for admission to Mountwest Community & Technical College (MCTC) in accordance with Title 135, Procedural Rule West Virginia Council for Community and Technical College Education, Series 23, Basic Guidelines and Standards for Admissions at Community and Technical Colleges.

1.2 Authority: West Virginia Code §§18B-1-1A; 18B-2B-6; 18B-3C-2

1.3 Passage Date:

1.4 Effective Date:

1.5 Background: This policy is primary and fundamental to the mission of the institution, and no other policy or procedure shall be adopted that is in conflict.

**2. Policy**

2.1 Mountwest Community & Technical College shall be an open admissions institution in accordance with Series 23, the West Virginia Council for Community and Technical College Education rule on Basic Guidelines and Standards for Admissions at Community and Technical Colleges.

2.2 The college administration shall institute administrative procedures to implement the Council's rule.

**TITLE 135  
PROCEDURAL RULE  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE  
EDUCATION**

**SERIES 23  
BASIC GUIDELINES AND STANDARDS FOR ADMISSIONS AT  
COMMUNITY AND TECHNICAL COLLEGES**

**§135-23-1. General**

- 1.1. Scope -This rule establishes basic guidelines and standards for institutional admissions policies for community and technical colleges.
- 1.2. Authority – West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2
- 1.3. Filing Date – April 22, 2011
- 1.4. Effective Date – May 22, 2011

**§135-23-2. Statement of Principles**

- 2.1. It is the intent of the Council for Community and Technical College Education (Council) that West Virginia residents have access to higher education opportunities commensurate with their interests and abilities. Working toward this end, the Council continues to encourage the development of academic programs which allow citizens throughout West Virginia to develop to the fullest, their capabilities for work and fulfillment of life. It is further the intent of the Council that admissions policies at the state-supported community and technical colleges should foster the attainment of these broad goals of access to the highest extent possible within the limits of available education programs and resources.
- 2.2. In recognition of the diverse education programs offered by the different community and technical colleges, the Council considers it more appropriate to establish basic statewide guidelines and standards than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the Council has identified certain basic guidelines and standards around which specific institutional admissions policies and practices are to be developed.

**§135-23-3. Basic Admissions Standards**

- 3.1. As a means of ensuring a reasonable chance of success in the education programs for which students seek admission and of making the most productive use of federal, state and community resources, institutional

admissions policies shall incorporate the following basic standards.

- 3.1.a. Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- 3.1.b. Those who possess a high school diploma or General Educational Development (GED) equivalency may enroll as certificate degree or associate degree-seeking students.
- 3.1.c. Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 3.1.d. Students seeking transfer admission or readmission to a community and technical college must meet the institution's basic admission standards.
- 3.1.e. Early admissions standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students.

3.2 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges. Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require that copies of high school transcripts, GED scores and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

**§135-23-4. Institutional Admissions Policies**

- 4.1. Institutional admissions policies shall specify the basic admissions requirements of the institution as well as any requirements for entry into specific programs and participation in financial aid programs.
- 4.2. All institutional admissions policies shall be consistent with the “open admissions” philosophy of the comprehensive community college.
- 4.3. All institutional admissions policies shall be consistent with existing Council policies and applicable State and Federal regulations regarding nondiscrimination.
- 4.4. All institutional admissions policies shall be submitted to the Council for

evaluation in terms of their compatibility with stated Council policies. Any amendments to admission policies shall be submitted to the Council prior to their actual implementation at the institutional level.

- 4.5. Subject to Council approval, institutions may establish more rigorous admission standards for admission into specific programs.

**Mountwest Community & Technical College  
Institutional Board of Governors  
Meeting of June 17, 2011**

**ITEM:** Board Designation of Net Assets for the Campus Renovation Project

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors designates all rental income received from DirectTV and all payments received from Marshall University, for the property purchased from the College, to the Campus Renovation Project.

**STAFF MEMBER:** Keith J. Cotroneo  
President

**BACKGROUND**

In order to designate unrestricted net assets for a specific purpose within the notes of the annual audited financial statements, a resolution must be adopted by the Board, prior to June 30, 2011.

The estimated balances at June 30, 2011 will be:

Unrestricted Net Assets – Designated for the Campus Renovation Project	
Marshall University Payments	\$ 700,000
Direct TV Rental Payments	\$ 812,500
	<u>\$ 1,512,500</u>

**Mountwest Community & Technical College  
Institutional Board of Governors  
Meeting of June 17, 2011**

**ITEM:** FY 2011-2012 Budget Planning

**RECOMMENDED RESOLUTION:** *Resolved*, that the Board of Governors approve the FY 2011-2012 Budget.

**STAFF MEMBER:** Keith J. Cotroneo  
President

**BACKGROUND**

MCTC's estimated budget for Fiscal Year 2011-2012 is attached. It is anticipated that some numbers will be revised once the enrollment for Fall, 2011 is known, and the final numbers from the FY 2011 Financial Statements are determined.

*BOG Policy Governance #4: Executive Limitations states that the CEO may not cause or allow for budgeting which:*

2. *Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in the period without specific Board approval of the fiscal year budget.*

Key items affecting the FY 2012 Budget:

- Other Post-Employment Benefits Liability Increase: \$756,000
- Operating Cost of New Facility: \$400,000 - \$500,000
- Service Agreement Costs and Transfers

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

**BUDGETED REVENUE AND EXPENSES (000's)**

**FY 2011-2012**

	<b>ACTUAL FY 08-09</b>	<b>ACTUAL FY 09-10</b>	<b>BUDGET FY 10-11</b>	<b>BUDGET FY 11-12</b>
<b>OPERATING REVENUES</b>				
Student Tuition and fees	\$ 3,262	\$ 4,137	\$ 4,300	\$ 4,300
Government contracts and grants				
Federal	205	149	200	200
State	1,646	1,815	1,900	1,800
Private and Local	100	320	250	200
Sales and Services of educational activities	58	55	60	60
Other sources	647	617	1,250	650
<b>NONOPERATING REVENUES</b>				
State appropriations	6,287	5,515	5,464	6,021
Federal Stimulus Funds	-	397	448	-
Federal Pell Grants	3,188	4,970	5,000	5,700
Misc	141	33	38	100
Investment Income	108	19	40	30
Total Revenues	<b>\$ 15,642</b>	<b>\$ 18,025</b>	<b>\$ 18,950</b>	<b>\$ 19,061</b>
<b>OPERATING EXPENSES</b>				
Instruction	\$ 6,597	\$ 7,522	\$ 7,540	\$ 7,600
Public Service	226	202	226	200
Academic Support	894	663	620	620
Student Services	1,553	2,214	2,220	2,100
Operation & maintenance of plant	1,727	1,365	1,450	2,000
General institutional support	2,530	2,092	2,050	2,200
Student Financial Aid	2,861	4,304	4,400	5,000
Depreciation	153	160	402	300
Other	339	260	270	70
Total Operating Expenses	<b>\$ 16,880</b>	<b>\$ 18,782</b>	<b>\$ 19,178</b>	<b>\$ 20,090</b>
Other-Interest, Misc, Cap Project-\$500,000	162	118	600	125
Total Expenses	<b>\$ 17,042</b>	<b>\$ 18,900</b>	<b>\$ 19,778</b>	<b>\$ 20,215</b>
Increase (Decrease)	<b>\$ (1,400)</b>	<b>\$ (875)</b>	<b>\$ (828)</b>	<b>\$ (1,154)</b>
Transfer Asset-Other Agency	\$ 9,882	\$ 404	\$ -	\$ -
Capital Bond Proceeds	\$ 75	\$ 7,815	\$ 3,000	\$ 5,000
Increase (Decrease) in Net Assets	<b>\$ 8,557</b>	<b>\$ 7,344</b>	<b>\$ 2,172</b>	<b>\$ 3,846</b>
<b>Note: Other Post Employment Benefits Liability Incr</b>	<b>\$104</b>	<b>\$687</b>	<b>\$712</b>	<b>\$756</b>

Please note the budget columns are estimated numbers. Some of the revenues and expenditures are dependent on the timing of the receipt and the expenditure of restricted grant and contract funds. This can cause significant variances when comparing one year to another.

# BUDGET ASSUMPTIONS FY 2012

## NOTES

### OPERATING REVENUES

Student Tuition and fees	Assumed no growth/ note large growth in Pell
Government contracts and grants	
Federal	Assumed no growth
State	Assumed small decrease
Private	Assumed small decrease
Sales and Services-Ed Activities	Assumed no growth
Other sources	Assume a large decrease due to Direct TV Rental Income of 62,500 per month ending 8-31-2011

### NONOPERATING REVENUES

State appropriations	ACTUAL FOR FY 2012
Federal Stimulus Funds	None
Federal Pell Grants	Same as now estimated for FY 2011
Misc	Estimate
Investment Income	Decrease

### OPERATING EXPENSES

Instruction	small increase based on last quarterly report and salary increase
Public Service	small decrease based on last quarterly report
Academic Support	Same
Student Services	small decrease based on last quarterly report
Operation and maint of plant	increase due to costs of new campus
General institutional support	increase based on last quarterly report and salary increase
Student Financial Aid	increase based on last quarterly report
Depreciation	new campus not on line yet
Other - HERA Assessment	
Other - Interest & Capital Project	Designate 2 months of Directv rental income for project
Capital Bond Proceeds	Estimated amount to be spent on new campus in FY 2012

**MCTC BUDGET**  
**SCHEDULE OF EXPENSES**

	<u>FY 2010-11</u>	<u>FY 2011-12</u>
<b><u>Budgeted Revenue</u></b>	<b><u>\$ 18,950,000</u></b>	<b><u>\$ 19,061,000</u></b>
<b><u>Budgeted Expenses</u></b>		
Educational and General Allocations	\$ 12,431,700	\$ 12,194,700
Student Financial Aid	\$ 4,400,000	\$ 5,000,000
Increase in OPEB Liability	\$ 712,000	\$ 756,000
To MU:		
MU/MCTC Service Agreement	\$ 1,482,000	\$ 1,512,000
Student Activities	\$ 241,000	\$ 241,000
Fitness Center Fee	\$ 281,300	\$ 281,300
Auxiliary Expenses	\$ 230,000	\$ 230,000
Net to MU	<u>\$ 2,234,300</u>	<u>\$ 2,264,300</u>
<b>Total Expenses</b>	<b>\$ 19,778,000</b>	<b>\$ 20,215,000</b>
Net	<u>\$ (828,000)</u>	<u>\$ (1,154,000)</u>