

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

**AGENDA**

**Friday, January 15, 2010**

**8:00 a.m.**

**MCTC Cooking & Culinary Institute  
917 Third Avenue  
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – December 18, 2009 \*
- III. President's Report - Dr. Cotroneo
- IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair
  - FY 2010 Institutional Budget \*
  - Update on Site Selection and Negotiations with Letter of Intent to Purchase Property \*
  - New Programs, the Planning Process and Sustainability – Updated list attached.
    - Transportation Technology Program
    - Biomedical Instrumentation Technology Program
  - Other
- V. Survey Results of Board Preferences Regarding the College Logo – Dr. Cotroneo
- VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VII. Announcements:
  - Discuss conflict in February meeting with Higher Education Day. Next Regularly Scheduled Meeting of the IBOG – February 19, 2010 @ the MCTC Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
  - Other
- VIII. Adjournment

\* Action Item

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

**MINUTES**

**Friday, December 18, 2009**

**8:00 a.m.**

**MCTC Cooking & Culinary Institute  
917 Third Avenue  
Huntington, WV**

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

**ABSENT:** Ruth Cline.

**ALSO ATTENDING:** President Keith J. Cotroneo, Billie Brooks, Ashleigh Graham, Michael McComas, Chris Michaels, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Linda Vinson, Sandra Walker, John Whiteley, and the news media.

**AGENDA ITEMS:**

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:25 a.m. A quorum was established.

II. Approval of Minutes – November 20, 2009:

A motion was made by Bob Bailey and seconded by Mark Bugher to accept the minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave a report to the Board that included the following items:

- The MCTC Foundation Board is focusing efforts on a fundraising campaign related to the purchase of a facility for the college and a name change. Chris Michael, President/CEO of Bulldog Creative Services, is scheduled to meet with the Foundation Board next month.
- Documents were prepared for the signature of the Chair of the Board to be sent to Senator Plymale and Delegate Morgan relating to the Board's request that the name of the college be changed to MountWest Community & Technical College.
- Registration is currently underway for the Spring 2010 term.
- The Attorney General's office has approved of the lease/purchase agreement for the Mountain Bounty Kitchen. It is anticipated that the college will begin utilizing the facility during the Fall 2010 term.

- The American Sign Language students and faculty recently sponsored a holiday party with Santa Claus for deaf children. A letter of appreciation from a parent of one of the children was read to the Board.

IV. Finance and Facilities Committee Report – Jeffrey Porter, Chair:

Jeffrey Porter indicated the Finance and Facilities Committee met December 9, 2009. The FY 2009-2010 budget should be available for approval at the January 15, 2010 meeting of the Board provided the service agreement with Marshall University is approved. Relating to the service agreement, Sue Richardson distributed copies of a proposed agreement to Board members for consideration. It was noted that capital fees will now be paid directly to the WV Council for Community & Technical Education. The agreement is in excess of \$1.6 million less than last fiscal year. Following discussion, a motion was made by Jeffrey Porter and seconded by Mark Bugher that the proposed agreement be approved. The motion was approved.

Mr. Porter announced there was a need for a brief executive session of the Board. A discussion was then held relating to new programs, the planning process and sustainability. The Board then discussed an agenda item suggesting that the MCTC Board of Governors host a meeting with the WV Community & Technical College System Institutional Presidents and their respective Board Chairs/Designee for the purpose of discussing strategies for advancing the community colleges in West Virginia. Following discussion, a motion was made by Jeffrey Porter and seconded by Monica Shafer that the recommendation be approved. The motion was approved.

V. Student and Academic Services Committee Report – Donna Donathan, Chair:

Ms. Donathan reported the Academic and Student Services Committee met on December 9, 2009 where they reviewed a follow-up report from the Information Technology program. The Committee continues to work on the student disciplinary process.

VI. Appointment of Ad-Hoc Committee relating to Long-Range Strategic Planning – Sue Richardson:

As a follow-up to comments made at the November 20, 2009 meeting of the Board relating to the need for a Long-Range Strategic Planning Committee of the Board, Donna Donathan addressed the Board concerning the importance of a strategic plan. President Cotroneo indicated the former Institutional Board of Advisors did some initial planning for the college which resulted into themes but the themes and process need to be refreshed by the Board. Mark Bugher suggested that a process similar to that utilized by the Board of Advisors might be beneficial and if the Board chooses to do so, it might be beneficial for an outside facilitator to be available so President Cotroneo can participate in the process. Ms. Richardson asked for volunteers to serve on an Ad-Hoc Committee relating to Long-Range Strategic Planning. Volunteers included and subsequently appointed were Donna Donathan, Mark Bugher, Monica Shafer and Jeffrey Porter. Ms. Richardson asked the committee to meet and determine a Chair for the committee.

VII. 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 Mike Herron and seconded by Donna Donathan that the Board go into Executive Session.

Following a brief session, a motion was made by Monica Shafer and seconded by Donna Donathan that the Board resume regular session. The motion was approved. Jeffrey Porter made a motion that a cover letter relating to the property transaction between MCTC and Marshall University be prepared by the Chair. The motion was seconded by Mike Herron and approved.

VIII. Announcements:

- Jeffrey Porter announced the Ad-Hoc Committee working on a new logo for the college has not made any decisions for Board approval but comments are encouraged and welcomed on the proposed logos and colors developed by Bulldog Creative Services. Board members should forward their comments on the logos and colors to President Cotroneo prior to the January 15, 2010 meeting of the Board.
- An Ad-Hoc Committee relating to the third year evaluation of the President as required by state rule was appointed. Committee members will include Jason Moses, Monica Shafer, Donna Donathan, Mark Bugher, Jim Hale, and Mark George. The Committee will select a Chair.
- The next regularly scheduled meeting of the Institutional Board of Governors will be held January 15, 2010 at the MCTC Cooking & Culinary Institute with breakfast to begin at 7:30 a.m. and the meeting at 8:00 a.m.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:37 a.m.

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

Chairman

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

Secretary

**Marshall Community & Technical College  
Board of Governors  
Meeting of January 15, 2010**

**ITEM:** FY 2009-2010 Budget

**COMMITTEE:** Finance and Facilities Committee

**RECOMMENDED RESOLUTION:** *Resolved*, the FY 2010 Budget for Marshall Community & Technical College is approved.

**BOARD/STAFF MEMBER:** Jeff Porter  
Chair, Finance & Facilities Committee

Dr. Keith Cotroneo  
President

**BACKGROUND**

MCTC's estimated budget for FY 2010 is attached. The College received a 3% budget reduction (\$176,000) effective July 1, 2009 which will be "backfilled" with Federal Stimulus Funds. The College also received a 3.4% budget reduction (\$195,000) effective December 29, 2009 which will also be "backfilled" with Federal Stimulus Funds.

The various assumptions are attached and will be discussed at the Board meeting.

**MARSHALL COMMUNITY & TECHNICAL COLLEGE**

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

**FY 2010 BUDGET January 1, 2010**

	<b>ACTUAL FY 08-09</b>	<b>BUDGET FY 09-10</b>	<b>Difference</b>	<b>%</b>
<b>OPERATING REVENUES</b>				
Student Tuition and fees	\$ 3,262	\$ 3,900	\$ 638	19.6%
Government contracts and grants				
Federal	205	211	6	2.9%
State	1,646	1,500	(146)	-8.9%
Private and Local	100	100	-	0.0%
Auxiliary Enterprise Revenue	272	237	(35)	-12.9%
Other sources	433	450	17	3.9%
<b>NONOPERATING REVENUES</b>				
State appropriations	6,287	5,541	(746)	-11.9%
Federal Stimulus Funds	-	371	371	
Federal Pell Grants	3,188	3,500	312	9.8%
Misc	142	150	8	5.6%
Investment Income	108	100	(8)	-7.4%
<b>Total Revenues</b>	<b>\$ 15,643</b>	<b>\$ 16,060</b>	<b>\$ 417</b>	<b>2.7%</b>
<b>OPERATING EXPENSES</b>				
Instruction	\$ 6,162	\$ 6,300	\$ 138	2.2%
Public Service	226	226	-	0.0%
Academic Support	894	750	(144)	-16.1%
Student Services	1,553	1,400	(153)	-9.9%
Operation & maintenance of plant	2,162	1,925	(237)	-11.0%
General institutional support	2,530	2,116	(414)	-16.4%
Student Financial Aid	2,861	3,160	299	10.5%
Auxiliary Enterprises	272	237	(35)	-12.9%
Rec Center Transfer	-	246	246	
Depreciation	153	160	7	4.6%
Other - HERA Assessment	67	80	13	19.4%
<b>Total Operating Expenses</b>	<b>\$ 16,880</b>	<b>\$ 16,600</b>	<b>\$ (280)</b>	<b>-1.7%</b>
Other-Interest and Misc	163	\$ 160	\$ (3)	-1.8%
<b>Total Expenses</b>	<b>\$ 17,043</b>	<b>\$ 16,760</b>	<b>\$ (283)</b>	<b>-1.7%</b>
<b>Increase (Decrease)</b>	<b>\$ (1400)</b>	<b>\$ (700)</b>	<b>\$ 700</b>	
Transfer Asset-Other Agency	\$ 9,882	\$ -	(9,882)	
Capital Bond Proceeds/Loan Proceeds/Reserves	\$ 75	\$ 700	625	
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 8,557</b>	<b>\$ 0</b>	<b>\$ (8,557)</b>	

Please note that these 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. Also, the impact of the accounting for OPEB is not known at this time.

**BUDGET ASSUMPTIONS  
FY 2010**

**NOTES**

**OPERATING REVENUES**

Student Tuition and Fees	.Assumes a 4% GROWTH RATE plus \$500,000 from MCTC Ecourse Fees. .FY 2009 \$248,015 shows as State Contracts that was E-Course Revenue, xfer from MU.
Government contracts and grants	
Federal	.Same
State	.Assumes a decrease of \$146,000 because the E-course Xfer from MU was in this number for FY 2009 and will be in the tuition line for FY 2010. Assumes some increase in State Grants.
Private	.Same
Auxiliary Enterprise Revenue	.Reduction of Student Center -\$35,000
Other sources	.Assumes a small increase.

**NONOPERATING REVENUES**

State appropriations	.ACTUAL for FY10 - Reduced by \$176,000 for (07/01/09) 3% budget cut, \$375,000 for Supplemental Appropriations and \$195,000 for (12/29/09) 3.4% budget cut.
Federal Stimulus Funds	.ACTUAL for FY10 - \$176,000 plus \$195,000
Federal Pell Grants	.10% increase
Misc	.Small increase - State OPEB payments for MCTC and Gifts.
Investment Income	.Same

**OPERATING EXPENSES**

Instruction	.Assumes small increase. Reduced amount due to no more instruction for MU students.
Public Service	.Same
Academic Support	.Includes Library and Computer Center - should have significant reductions in Library.
Student Services	.Savings in contract - but large expenses in new staff and Financial Aid.
Operation and maintenance of plant	.Capital Fee Xfer to MU has gone away - Agreement is decreased by \$84,000.
General institutional support	.Agreement is decreased by \$800,000+; new positions are increased for full year.
Student Financial Aid	.Assumes a 10% increase due to more use of waivers and reciprocity agreement w/KY.
Auxiliary Enterprises	.Same
Recreation Center Transfer	.Estimated 725 students multiplied by \$340 equals \$246,500.
Depreciation	.Assumes a 2% increase.
Other - HERA Assessment	.Actual
Cap Bond Proceeds/Loan Proceeds/Reserves	.Bond-\$100,000; Loan-\$375,000; Reserves-\$225,000
Other	.Interest of approximately \$130,000 plus an estimated \$30,000 other.

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

**Updated January 1, 2010**

	<u>FY 2009-10</u>		
<b>Total Revenue</b>		<b>\$ 16,060,000</b>	
<b><u>Budgeted Expenses</u></b>			
Budget Allocations		\$ 8,600,000	
Other Allocations		\$ 2,127,000	
Student Financial Aid		\$ 3,160,000	
To MU:	<b><u>FY 2008-09</u></b>		<b><u>Change</u></b>
MU/MCTC Service Agreement	\$ 3,285,000	\$ 1,738,000	\$ 1,547,000
Student Activities	241,000	241,000	-
Capital Expenses	724,000	435,000	289,000
Fitness Center Fee	-	246,000	(246,000)
Auxiliary Expenses	250,000	213,000	37,000
Net to MU	<u>\$ 4,500,000</u>	<u>\$ 2,873,000</u>	<u>\$ 1,627,000</u>
<b>Total Expenses</b>		<b>\$ 16,760,000</b>	
Net		<b>\$ (700,000)</b>	



**MCTC****Fiscal Year 2009-2010****Updated January 1, 2010**

New Orgn	Old Orgn	Name	Total Full-time Salaries	Total Part-time Salaries	Total Benefits	Total Salaries & Benefits	Total Operating Budget	Total Budget
1000	2700	President	215,485	11,500	61,000	287,985	100,000	387,985
1011	2725	Advantage Valley	12,300	-	3,500	15,800	-	15,800
1020	271F	Audits	-	-	-	-	25,000	25,000
1200	271Q	Employee Development	86,483	9,100	25,000	120,583	20,000	140,583
1210	new	Training & Development	-	-	-	-	20,000	20,000
1220	2716	Staff Council	-	-	-	-	2,000	2,000
1230	2717	Faculty Council	-	-	-	-	2,000	2,000
1300	2761	Marketing	-	-	-	-	450,000	450,000
2000	271L	Business Services	100,440	26,400	30,000	156,840	47,000	203,840
2000	misc	Misc	-	-	-	-	53,676	53,676
2100	271F	Information Tech Operations	180,375	31,200	53,000	264,575	260,000	524,575
2200	new	Controller	173,576	21,400	50,000	244,976	-	244,976
3000	2704	Student Services	110,382	52,300	35,000	197,682	100,000	297,682
3100	new	Enrollment Management	129,667	-	36,000	165,667	-	165,667
3200	new	Financial Aid	83,821	-	24,000	107,821	-	107,821
3300	new	Registrar	73,665	-	21,000	94,665	-	94,665
3600	new	Guidance Services	151,340	-	42,000	193,340	-	193,340
4000	2701	Executive Dean	48,125	-	14,000	62,125	40,000	102,125
4050	new	College Transition Program	44,028	-	12,000	56,028	-	56,028
4060	273F	Web courses	-	250,000	37,500	287,500	50,000	337,500
4100	2760	Allied Health & Life Sciences	132,338	89,500	44,000	265,838	60,000	325,838
4123	2768	Medical Assistant	87,044	18,000	26,000	131,044	-	131,044
4132	new	Paramedic Science	84,142	28,300	26,000	138,442	-	138,442
4141	2771	Physical Therapist Asst	129,580	12,000	37,000	178,580	-	178,580
4151	new	Anatomy & Physiology	116,211	-	33,000	149,211	-	149,211
4200	2720	Business Technology	422,600	74,000	124,000	620,600	15,000	635,600
4241	2749	Hospitality Mgmt-Culinary Arts	134,267	23,000	40,000	197,267	-	197,267
4242	2749	Hospitality Mgmt-Hotel Lodging	-	-	-	-	-	-
4260	2767	Legal Assistant	179,626	22,000	52,000	253,626	-	253,626
4301	2750	Information Tech Program	373,923	61,000	110,000	544,923	15,000	559,923
4400	2740	Liberal Arts & Human Services	141,379	237,200	59,000	437,579	60,000	497,579
4410	2719	Transition Institute-Communications	87,311	98,000	32,000	217,311	-	217,311
4412	new	Communications & Humanities	478,345	-	134,000	612,345	-	612,345
4420	new	Early Childhood Education	45,644	-	13,000	58,644	-	58,644
4430	new	Mathematics & Science	92,465	-	26,000	118,465	-	118,465
4431	2719	Developmental Math & Science	174,242	60,000	58,000	292,242	-	292,242
4450	xxxx	American Sign Language	39,180	-	11,000	50,180	-	50,180
4470	xxxx	Manufacturing Engineering	35,000	-	9,800	44,800	-	44,800
4500	2790	Continuing Education	191,233	1,500	54,000	246,733	-	246,733
4502	new	Corporate Education	56,283	-	16,000	72,283	-	72,283
4503	2589	Rahall Transportation Institute	-	-	-	-	150,000	150,000
4513	2718	Off Campus Contract Classes	40,000	-	11,200	51,200	-	51,200
4600		Cooking & Culinary Inst-Operating	43,800	-	12,000	55,800	-	55,800
4610		Cooking & Culinary Inst-Catering	29,624	-	8,000	37,624	-	37,624
5120	271M	Buildings	-	-	-	-	100,000	100,000
<b>Total</b>			<b>4,523,924</b>	<b>1,126,400</b>	<b>1,380,000</b>	<b>7,030,324</b>	<b>1,569,676</b>	<b>8,600,000</b>

**MCTC**  
**Summary of Special Revenue Activity**  
**FY 2009 to 2010**  
**Updated January 1, 2010**

<b>New Orgn</b>	<b>Orgn</b>	<b>Orgn Name</b>	<b>Budgeted Revenue</b>
2263	2728	Perkins Voc. Ed. Grant FY 10	\$ 279,000
2510	2707	Indirect Cost	25,000
2630	2789	Interest Clearing	100,000
Misc	Misc	Grants	100,000
3700	2732	Exams and Testing Fees	7,000
3740	271Y	Graduation	6,000
3740		Graduation-allocation	4,000
4050	271E	College Transition Project Grant	36,000
4090	271Z	Biomed Instrumentation Tech	130,000
4101	273E	Allied Health Programs	18,000
4132	271W	Paramedic Science	3,000
4133	273A	Emergency Med Tech Program	3,000
4141	2731	Physical Therapist Assistant	5,000
4190		Allied Health Grants	500,000
4241	273D	Culinary Art Programs	52,000
4242	2749	Hotel Lodging	5,000
4302	273C	Business & IT -Course Specific	57,000
4330	2758	CISCO Lab Fee	18,000
4401	2726	Developmental Lab Fee	85,000
4461	273B	Electric/Manf/Eng Tech-course Specific fee	1,000
4462	271K	Machinist Program Fee	15,000
4462		Machinist Program Allocation	25,000
4500	2790	Continuing Ed Division	70,000
4502	8310	Corporate Education	30,000
4512	2714	Off Campus Fee	30,000
4513	2718	Off Campus Contract Class	95,000
4520	2739	Inland Waterways Academy	200,000
4590		Continuing and Corporate Ed Grants	81,000
4600	272B	Cooking & Culinary Inst Catering	47,000
4600	272B	Cooking & Culinary Inst Allocation	100,000
<b>Total</b>			<b>\$ 2,127,000</b>

**DRAFT**

**Assumptions: Macro FY 2009-2010**

prepared 1-1-2010

Decrease in Net Assets for FY 2009	\$ (1,400,000)
State Appropriations added in June, spent in FY 2010	\$ (375,000)
Net-after extraordinary item in June of 2009	<u>\$ (1,775,000)</u>
Savings on MU-MCTC Service Agreement	\$ 1,500,000
Savings on one time Consultant costs-Banner	100,000
Additional Ecourse Fees over FY 2009	200,000
Total Savings	<u>\$ 1,800,000</u>
Net	<u>\$ 25,000</u>
New costs for FY 2010	
New Employees for full year-only half year in 2009	
15 employees - estimated annual salary \$ 600,000	\$ 400,000
- estimated benefits of 25% \$ 150,000	
<i>\$750,000 divided by 2 equals \$375,000 rounded up</i>	
Misc support costs for full year	\$ 100,000
Central Financial Aid Office Half year	\$ 50,000
Consultant -FA	25,000
Bounty Kitchen	50,000
Increase in OPEB & compensated absences	100,000
Total additional costs	<u>\$ 725,000</u>
Budget Reduction of 3.4%, Dec 29, 2009	\$ 195,000
Backfill	<u>(195,000)</u>
Estimated Decrease in Net Assets for FY2010	<u>\$ (700,000)</u>
before bond proceeds, loan proceeds, reserves	

**MCTC Institutional Board of Governors  
Report on Program Plans**

January 6, 2010

Responsible Dean

- *Programs Planned [Academic Year 2010-11]*
  - Transportation Technology Program.....Sandra Walker
  - Biomedical Instrumentation Technology.....Carol Perry
  
- *Programs under Discussion*
  - Environmental Science Technician.....Jean Chappell
  - Behavioral Health Technician.....Jean Chappell
  - Health Care Administration.....Jean Chappell
  - Occupational Health and Safety.....Jean Chappell
  - Occupational Therapist Assistant.....Jean Chappell
  - Renewable Energy Program.....Steve Brown
  - Pilot Training.....Sandra Walker
  - Veterinarian Technical.....Jean Chappell