

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
AGENDA
Friday, July 16, 2010
8:00 a.m.
Mountwest Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – June 18, 2010*
- III. President’s Report – Dr. Cotroneo
- IV. FY 2010-2011 Service Agreement *– Sue Richardson
- V. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - FY 2010-2011 Budget *
 - Other updates
- VI. Policy Governance – Sue Richardson
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VIII. Announcements:
 - Next Regularly Scheduled Meeting of the IBOG – August 20, 2010, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - Other
- IX. Adjournment

*Denotes Action Item

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

MINUTES

Friday, June 18, 2010

8:00 a.m.

MCTC Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

PRESENT: Bob Bailey, Mark Bugher, Ruth Cline, Donna Donathan, Mark George, Jim Hale, Mike Herron, Jason Moses, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl D. Thompson.

ABSENT: None.

ALSO ATTENDING: President Keith J. Cotroneo, Billie Brooks, Steven Brown, Cheryl Brown, Jean Chappell, John Harris, Randall Jones, Herb Karlet, Tommie Kelley, Michael McComas, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, Tara Williams, guests and the news media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:05 a.m. A quorum was established.

II. Approval of Minutes – May 21, 2010:

A motion was made by Mike Herron and seconded by Monica Shafer to accept the May 21, 2010 minutes correcting a typographical error on page 2, item III, bullet 7 and otherwise as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo distributed a document relating to education in West Virginia based on data gathered by the U.S. Census Bureau. The document was discussed at length. President Cotroneo indicated he believes the data needs to be translated into state policy.

Board members were reminded that Miriam Carver will be conducting policy governance training for the Board on Friday, July 9, 2010 at Heritage Farm Museum and Village. Breakfast will be available beginning at 8:00 a.m. with the training to begin at 8:30 a.m. The training is scheduled to conclude by 4:00 p.m.

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

Mr. Porter announced the Finance and Facilities Committee met June 16, 2010. As a result of the meeting, a recommendation was brought forward to approve the Contract of Lease, effective August 1, 2010 through July 31, 2011 for the 2,500 square foot property located at 917 Third Avenue, Huntington, WV. Following discussion, a motion was made by Bob Bailey and seconded by Monica Shafer that the recommendation be approved. The motion was approved.

The Finance and Facilities Committee discussed several items:

- It is anticipated that bids will go out this fall for renovations to the 2205 Fifth Street property.
- The Marshall University Institutional Board of Governors has given approval for John Harris and President Kopp to negotiate, on their behalf, the FY 2011 Service Agreement between Mountwest CTC and Marshall University.
- Both Summer School and Fall 2010 enrollments are up over this time last year.
- Herb Karlet provided the committee with a positive report related to the Financial Aid process.
- A general discussion was held regarding the MCTC property on Fifth Avenue between 21st Street and 22nd Street by the Marshall University Stadium.

V. Committee of the Whole – Sue Richardson:

John Harris, Architect with Bastian and Harris Architects, presented to the Board the schematic design concepts for the new college campus to be located at 2205 Fifth Street, Huntington, WV. Following the presentation, a motion was made by Mark Bugher and seconded by Bob Bailey that the MCTC Institutional Board of Governors approve of the schematic design concepts. The motion was approved.

VI. Future Meeting Dates of the IBOG:

A discussion was held related to future meeting dates of the Board. Board meetings will continue to be held the third Friday of each month for the 2010-2011 fiscal year.

VII. Election of Officers – Mark Bugher, Nominating Committee Chair:

A slate of officers for the 2010-2011 fiscal year was announced by Mark Bugher, Chair of the Nominating Committee, as Sue Richardson, Chair; Jason Moses, Vice Chair; and Ruth Cline, Secretary. A nomination was made from the floor by Ruth Cline that Jeffrey Porter be considered for Chair. A motion was then made by Bob Bailey and seconded by Donna Donathan that a paper ballot be used for election of the Chair. The motion was approved. Ms. Richardson appointed Stephanie Neal and Terri Tomblin-Byrd to count the ballots. As a result of the paper ballot, Sue

Richardson was re-elected as Chair. Jason Moses and Ruth Cline were re-elected by acclamation.

VIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:

None.

IX. Announcements:

- The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held July 16, 2010 at the MCTC Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- Ms. Richardson thanked Board members for their commitment and dedication to the Board.

X. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:42 p.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

**Mountwest Community & Technical College
Board of Governors
Meeting of July 16, 2010**

ITEM: FY 2010-2011 Service Agreement

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Resolved*, the approval of the FY 2010-2011 Service Agreement is delegated to the MCTC Board Chair and President.

BOARD/STAFF MEMBER: Sue Richardson
Chair

BACKGROUND

The current draft of the agreement will be presented and discussed.

**Mountwest Community & Technical College
Board of Governors
Meeting of July 16, 2010**

ITEM: FY 2010-2011 Budget

COMMITTEE: Finance and Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, the FY 2011 Budget for Mountwest Community & Technical College is approved.

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

Herb Karlet
Vice President, CFO

BACKGROUND

MCTC's estimated budget for FY 2011 is attached. It is anticipated that some numbers will be revised once the enrollment for Fall, 2010 is determined and final numbers from the FY 2010 Financial Statements are determined.

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

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
BUDGETED REVENUE AND EXPENSES (000's)

FY 2010-2011 Updated July 1, 2010

	ACTUAL FY 08-09	BUDGET FY 09-10	BUDGET FY 10-11	Difference Dollars	Percent
OPERATING REVENUES					
Student Tuition and fees	\$ 3,262	\$ 3,900	\$ 4,200	\$ 300	7.69%
Government contracts and grants					
Federal	205	211	215	4	1.90%
State	1,646	1,500	1,800	300	20.00%
Private and Local	100	100	100	-	0.00%
Auxiliary Enterprise Revenue	272	237	230	(7)	-2.95%
Other sources	433	450	1,050	600	133.33%
NONOPERATING REVENUES					
State appropriations	6,287	5,515	5,464	(51)	-0.93%
Federal Stimulus Funds	-	397	448	51	12.93%
Federal Pell Grants	3,188	3,500	3,900	400	11.43%
Misc	142	150	150	-	0.00%
Investment Income	108	100	43	(57)	-57.00%
Total Revenues	\$ 15,643	\$ 16,060	\$ 17,600	\$ 1,540	9.59%
OPERATING EXPENSES					
Instruction	\$ 6,162	\$ 6,300	\$ 6,300	\$ -	0.00%
Public Service	226	226	226	-	0.00%
Academic Support	894	750	750	-	0.00%
Student Services	1,553	1,400	1,400	-	0.00%
Operation & maintenance of plant	2,162	1,925	1,925	-	0.00%
General institutional support	2,530	2,116	2,116	-	0.00%
Student Financial Aid	2,861	3,160	3,300	140	4.43%
Auxiliary Enterprises	272	237	230	(7)	-2.95%
Rec Center Transfer	-	246	281	35	14.23%
Depreciation	153	170	402	232	136.47%
Other - HERA Assessment	67	70	70	-	0.00%
Total Operating Expenses	\$ 16,880	\$ 16,600	\$ 17,000	\$ 400	2.41%
Other-Interest, Misc, Cap Project-\$500,000	163	160	600	440	275.00%
Total Expenses	\$ 17,043	\$ 16,760	\$ 17,600	\$ 840	5.01%
Increase (Decrease)	\$ (1,400)	\$ (700)	\$ -	\$ 700	-100.00%
Transfer Asset-Other Agency	\$ 9,882	\$ -	\$ -		
Capital Bond Proceeds	\$ 75	\$ 7,806	\$ 3,000		
Increase (Decrease) in Net Assets	\$ 8,557	\$ 7,106	\$ 3,000		

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.

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

BUDGET ASSUMPTIONS

FY 2010 - 2011

NOTES

OPERATING REVENUES

Student Tuition and fees	Assumed growth of 300 due to E-Courses
Government contracts and grants	
Federal	Small Increase
State	Assumed growth of 300 due to increase in Perkins Grant and other state grants
Private	same
Auxiliary Enterprise Revenue	Small reduction due to growth in ecourses and off campus classes
Other sources	Assume a large increase due to Direct TV Rental Income for 8 months/\$62,500 estimated at \$500K plus bookstore commission and Cont. Ed. growth

NONOPERATING REVENUES

State appropriations	ACTUAL FOR FY 2011 of \$5,464K compared to \$5,912K in FY 2009 (\$6,287 - \$375) this represents a decrease of state support of \$448K (7.6%) in 2 years.
Federal Stimulus Funds	ACTUAL FOR FY 11 to fund the state approp. reduction of \$448K
Federal Pell Grants	Assumed an 11% increase due to increase in pell grants, open access, enrollment growth
Misc	Same
Investment Income	Decrease

OPERATING EXPENSES

Instruction	Same, pending review of final audit
Public Service	Same, pending review of final audit
Academic Support	Same, pending review of final audit
Student Services	Same, pending review of final audit
Operation and maintenance of plant	Same, pending review of final audit
General institutional support	Same, pending review of final audit
Student Financial Aid	Assume 4% increase due to increase in Title IV awards
Auxiliary Enterprises	Same as revenue
Recreation Center Transfer	Est. 725 students multiplied by \$388 equals \$281,300
Depreciation	Assume a large increase due to new campus
Other - HERA Assessment	Actual amount to be paid to central office for services and support
Other - Interest	Interest on debt - \$95,825/Admin. Cost -\$5,000 [Debt paid \$333,621 - not in line]
& Capital Project	DirectTV Rental Income of \$500,000 Designated for New Campus
Capital Bond Proceeds	Estimated amount to be spent on new campus in FY 2011

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
BUDGET ASSUMPTIONS
FY 2009 -2010

NOTES

OPERATING REVENUES

Student Tuition and fees	ASSUMED A 4% GROWTH RATE plus \$500,000 of MCTC E-Course fees FY 2009 \$248,015 shows as state contracts that was Ecourse revenue, xfer from MU
Government contracts and grants	
Federal	Small Increase
State	ASSUMED a decrease of \$146,000 because E-Course transfer from MU was in this number for FY 2009 and will be in tuition line for FY 2010. Assumed some increase in state grants.
Private	Same
Auxiliary Enterprise Revenue	Reduction of Student Center- \$35,000
Other sources	Assumed a small increase

NONOPERATING REVENUES

State appropriations	ACTUAL FOR FY 2010/\$6,287K less \$375K special for equip equals \$5,912K
State appropriations	previous state allocation of \$5,912k vs FY10 allocation of \$5,515k is a \$397K (6.7%) reduction
Federal Stimulus Funds	ACTUAL FOR FY 10 to fund the State Approp. reduction of \$397K
Federal Pell Grants	Assumed a 10% increase due to increase in pell grants, open access, enrollment growth
Misc	Small increase-state OPEB payments for MCTC and gifts
Investment Income	Assumed a small decrease

OPERATING EXPENSES

Instruction	Assume small increase-reduced amount due to no more instuction for MU students
Public Service	Same
Academic Support	This includes Library and computer center, should have signifcant reductions in Library
Student Services	Savings in contract, but large expenses in new staff and Financial Aid
Operation and maintenance of plant	Capital fee transfer to MU has gone away, agreement in decreased by \$84,000
General institutional support	Agreement is decreased by \$800,000+, new positions are increased for full year
Student Financial Aid	Assume 10% increase due to more use of waivers/reciprocity agreement-KY/Pell increase
Auxiliary Enterprises	Same as revenue
Recreation Center Transfer	Est. 725 students multiplied by \$340 equals \$246,500
Depreciation	Assume a 11% increase due to additional equipment purchases
Other - HERA Assessment	Actual amount paid to central office for services and support
Other - Interest, Misc, Cap Project	Interest on debt - \$109,561/Admin. Cost - \$5000, Misc. \$45,000 [Debt paid \$319,820 - not in line]
Capital Bond Proceeds	New Campus - \$7,656K from 2009 Series/\$150K professional fees from 2004 Series

MCTC BUDGET SCHEDULE
ANALYSIS OF EXPENSES

Updated July 1, 2010

FY 2010-11

Total Revenue **\$ 17,600,000**

Budgeted Expenses

Budget Allocations \$ 8,855,000

Other Allocations \$ 3,195,000

Student Financial Aid \$ 3,300,000

To MU:

FY 2009-10

Change

MU/MCTC Service Agreement \$ 1,738,000 \$ 1,498,000 \$ 240,000

Student Activities 241,000 241,000 -

Fitness Center Fee 246,000 281,000 (35,000)

Auxiliary Expenses 230,000 230,000 -

Net to MU **\$ 2,455,000 \$ 2,250,000 \$ 205,000**

Total Expenses **\$ 17,600,000**

Net **\$ -**

Mountwest Community and Technical College

Summary of Budget Allocations

FY 2010 to 2011

Updated July 1, 2010

New Orgn	Name	Total Full-time Sal/Benefits	Total Part-time Sal/Benefits	Total Salaries & Benefits	Total Operating Budget	Total Budget
1000	President	246,000	14,000	260,000	-	260,000
1011	Advantage Valley	15,000	-	15,000	-	15,000
1020	Audits	-	-	-	25,000	25,000
1100	Board of Governors	-	-	-	23,000	23,000
1200	Human Resources	109,000	1,000	110,000	60,000	170,000
1210	Training & Development	-	-	-	13,000	13,000
1220	Staff Council	-	-	-	2,000	2,000
1230	Faculty Council	-	-	-	2,000	2,000
1300	Marketing	-	-	-	400,000	400,000
2000	Business Services	156,000	39,000	195,000	25,000	220,000
	New Positions/Accumulations	146,000	-	146,000	-	146,000
2100	Information Tech Operations	269,000	67,000	336,000	375,000	711,000
2200	Controller	294,000	13,000	307,000	75,000	382,000
2660	Liability/Property Insurance-BRIM	-	-	-	41,000	41,000
3000	Student Services	138,000	68,000	206,000	100,000	306,000
3100	Enrollment Management	131,000	-	131,000	-	131,000
3200	Financial Aid	100,000	-	100,000	-	100,000
3200	Financial Aid-Central Office	80,000	-	80,000	-	80,000
3300	Registrar	94,000	-	94,000	-	94,000
3600	Guidance Services	128,000	-	128,000	-	128,000
3740	Graduation	-	-	-	4,000	4,000
4000	Executive Dean	75,000	4,000	79,000	25,000	104,000
4001	Academic Skills Center	-	-	-	-	-
4050	College Transition Program	27,000	-	27,000	-	27,000
4100	Allied Health & Life Sciences	167,000	88,000	255,000	35,000	290,000
4121	Health Information Technology	-	-	-	-	-
4122	Clinical Assistant	39,000	-	39,000	-	39,000
4123	Medical Assistant	97,000	-	97,000	-	97,000
4132	Paramedic Science	105,000	13,000	118,000	-	118,000
4141	Physical Therapist Asst	165,000	-	165,000	-	165,000
4151	Biological Sciences	153,000	-	153,000	-	153,000
4200	Business Technology	531,000	82,000	613,000	10,000	623,000
4241	Culinary Arts	166,000	-	166,000	5,000	171,000
4260	Legal Assistant	145,000	-	145,000	-	145,000
4301	Information Tech Program	416,000	-	416,000	14,000	430,000
4400	Liberal Arts & Human Services	164,000	221,000	385,000	85,000	470,000
4410	Development-Comm/Humanities	109,000	-	109,000	-	109,000
4412	Communications & Humanities	648,000	-	648,000	-	648,000
4420	Early Childhood Education	64,000	-	64,000	-	64,000
4430	Mathmatics & Science	167,000	-	167,000	-	167,000
4431	Developmental Math & Science	226,000	-	226,000	-	226,000
4450	American Sign Language	50,000	-	50,000	-	50,000
4462	Machinist Program	-	8,000	8,000	-	8,000
4470	Manufacturing Engineering	45,000	-	45,000	-	45,000
4500	Continuing Education	242,000	-	242,000	-	242,000
4502	Corporate Education	71,000	-	71,000	-	71,000
4503	Rahall Transportation Institute	-	-	-	150,000	150,000
4600	Cooking & Culinary Inst-Operating	56,000	-	56,000	109,000	165,000
4610	Cooking & Culinary Inst-Catering	50,000	-	50,000	-	50,000
5120	Buildings-Bounty Kitchen Lease	-	-	-	100,000	100,000
5120	Buildings-Utilities	-	-	-	100,000	100,000
5120	Plant Operations	-	-	-	75,000	75,000
5120	Reserve of DTV Rentals for Campus	-	-	-	500,000	500,000
	Total	5,884,000	618,000	6,502,000	2,353,000	8,855,000

MCTC
Summary of Special Revenue Activity
FY 2010 to 2011
Updated July 1, 2010

Fund	Orgn	Orgn Name	Budgeted Revenue
176201	2510	Indirect Cost-3rd Party	\$ 10,000
176201	4502	Corporate Education	76,000
176201	4513	Off Campus Contract Course	67,000
176503	1400	E-Course	800,000
176505	2300	Bookstore Commissions	100,000
176505	3000	Student Services	27,000
176505	3300	Registrar	6,000
176505	3700	Exams and Testing Fees	7,000
176505	3740	Graduation	6,000
176505	4101	Allied Health & Life Science Program Fee	55,000
176505	4102	Personal Health & Wellness Fee	60,000
176505	4132	Paramedic Science	7,000
176505	4141	Physical Therapy Assistant	4,000
176505	4241	Culinary Arts-Lab Fees	98,000
176505	4302	Information Tech-Course Fee	30,000
176505	4330	Cisco Lab Fee	11,000
176505	4401	Developmental Lab Fee	38,000
176505	4461	Elec/ Man- Course Specific Fee	3,000
176505	4462	Machinist Program Fee	28,000
176505	4500	Continuing Ed	83,000
176505	4512	Off Campus Fee	60,000
176505	4520	Inland Waterways Academy	90,000
176505	4600	Cooking and Culinary Institute-Operating	30,000
176505	4610	Cooking and Culinary Institute-Catering	48,000
276243	2263	Perkins Career & Technical Funds	359,000
various	4000	Grants-Executive Dean	150,000
various	4100	Grants-Allied Health	790,000
various	4200	Grants-Business and Information Tech	30,000
various	4500	Grants-Dean-Cont/Corp Ed	122,000
Total			<u><u>\$ 3,195,000</u></u>