

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS
AGENDA
Friday, October 15, 2010
Mountwest CTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV

- I. Call to order and Determination of Quorum
- II. Approval of Minutes – September 17, 2010 *
- III. President’s Report – Dr. Cotroneo
- IV. Classified Staff Presentation
- V. Discussion Regarding Standing Committees
- VI. Policy Governance Training Proposals *
- VII. Update and Action on MCTC Campus Project *
- VIII. Update on Service Agreement with Marshall University
- IX. Update on Financial Audit for FY 2010 and Draft Key Financial Measures
- X. Revised Operating Budget for FY 2011*
- XI. Proposed Salary Adjustment for FY 2011 *
- XII. Report from the Ad-Hoc Committee on the President’s Annual Evaluation
- XIII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- XIV. Future Board Agenda Items
- XV. Announcements:
 - Next regularly scheduled meeting of the IBOG – November 19, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with meeting to begin at 8:00 a.m.
 - The annual WVCCA (West Virginia Community College Association) Conference will be held November 3 – 5, 2010 at The Holiday Inn, Martinsburg, WV. Board members in attendance will receive a total of 9 training hours for attending the entire conference.

- The annual Holiday Reception for IBOG members, faculty and staff has been tentatively scheduled for December 7, 2010 from 5:00 – 7:00 p.m. at the Mountwest CTC Cooking & Culinary Institute.
- Other

XVI. Adjournment

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

MINUTES

Friday, September 17, 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, Rick Brown, Steven Brown, Sara Chapman, Steven D. Crandall, John Harris, Beth Hendricks, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, and John Whiteley.

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 established.

II. Approval of Minutes – August 20, 2010:

A motion was made by Mark Bugher and seconded by Jason Moses to accept the August 20, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo reported on the following items:

- President Cotroneo thanked Mark Bugher, Steven Brown, Teresa Blankenship and Shirley Dyer for their work in making the Business After Hours event with the Huntington Regional Chamber of Commerce held at the Cooking & Culinary Institute the previous evening such a success.
- It was reported that early Fall estimates indicate student enrollment is strong.
- The new Career Discovery publication is being mailed to over 50,000 homes in the immediate service area.
- The Mountwest CTC Foundation is in the process of conducting a search for a Director of Development.

- Herb Karlet and Mike Meadows are working on the Bounty Kitchen facility and are looking at the possibility of adding classrooms at the facility. The Kitchen should be ready for using during the Spring 2011 term.

IV. Committee Reports:

- Finance and Facilities Committee – Jeffrey Porter, Chair. No report.
- Rules and By-Laws Committee – Mark Bugher, Chair. The committee has decided to put a hold on the review of the IBOG By-Laws while the Board is considering the possibility of Policy Governance.
- Student and Academic Services – Donna Donathan, Chair. No report.

V. Update on MCTC Campus Project – Sue Richardson:

Ms. Richardson introduced John Harris, Bastian & Harris Architects. Mr. Harris updated the Board on the new MCTC Campus Project. Mr. Harris indicated his firm has completed all of the design schematics and that on October 21, 2010 he will be presenting the scope and budget of the project to the WV Council for Community & Technical College Education for approval. An estimated timeframe for the project was discussed. Mr. Harris indicated he would be attending the October 15, 2010 IBOG meeting for a formal presentation to the Board with a recommendation for approval of the project.

VI. Policy Governance – Sue Richardson:

Ms. Richardson introduced Steven D. Crandall, President of Crandall/Partners. Mr. Crandall proceeded to lead the Board in a discussion/training related to Policy Governance. Following the conclusion of Mr. Crandall's presentation, a motion was made by Donna Donathan and seconded by Ruth Cline that the IBOG adopt Policy Governance as the Board's governance system and that the IBOG move forward in putting the Policy Governance structure in place. The motion was approved. Ms. Richardson asked President Cotroneo to bring to the IBOG at the October 15, 2010 meeting a proposal for moving forward with Policy Governance.

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

None.

VIII. Announcements:

- The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held October 15, 2010 at the Mountwest Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV with breakfast beginning at 7:30 a.m. and the meeting beginning at 8:00 a.m.
- The Governor's Forum on Postsecondary Credential Attainment by Adult Workers will be held September 28, 2010 beginning at 9:00 a.m. at the Charleston Town

Center Marriott. Board members in attendance will receive credit for training hours.

- The annual WVCCA (West Virginia Community College Association) Conference will be held November 3 – 5, 2010 at The Holiday Inn, Martinsburg, WV. Board members in attendance will receive a total of 9 training hours for attending the entire conference.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:45 a.m.

Susan K. Richardson Chairman

Ruth Cline Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of October 15, 2010**

ITEM: Discussion Regarding Standing Committees

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Discussion Item

BOARD MEMBERS: Sue Richardson
Chair

Jason Moses
Vice-Chair

Ruth Cline
Secretary

BACKGROUND:

Given that the Board has voted to adopt Policy Governance, it is suggested that a modification in Board process, in accord with the "one voice" principle, would be a logical step. Since the use of standing committees is not consistent with Policy Governance, it is proposed that the Mountwest Board of Governor's discontinue its standing committees and require that all issues for Board consideration be addressed at the regular meetings of the full Board. Should the Board choose to seek clarification on any issue, it may opt to do so by establishing an ad hoc study committee through a majority vote of the Board.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of October 15, 2010**

ITEM: Policy Governance Training Proposals

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Resolved*, that a vendor be selected to assist the Board with the development of Policy Governance.

BOARD MEMBERS: Sue Richardson
Chair

Keith J. Cotroneo
President

BACKGROUND:

At the September 17, 2010 meeting of the Institutional Board of Governors, the Board requested that President Cotroneo bring to the October 15, 2010 meeting of the Board a proposal for moving forward with Policy Governance. Information has been requested from two individuals related to Policy Governance Training and will be available for the Board's review on October 15, 2010.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of October 15, 2010**

ITEM: Update and action on Campus Project

RECOMMENDED RESOLUTION: *Resolved*, that the MCTC Institutional Board of Governors approves the Design Development Plans as submitted by Bastian & Harris, Architects and authorizes the architects to proceed with construction documents and bidding.

STAFF MEMBER: Keith J. Cotroneo
President

Herbert Karlet
Vice President / CFO

BACKGROUND

The Board approved the Schematic Design Concept at the June 18, 2010 meeting. The Board received an update on the project at the September 17, 2010 meeting. The Presidents Council reviewed detailed plans with the architects on October 12th and endorses proceeding. Mr. John Harris will be present at the meeting to review the updated plans and answer any questions.

**Mountwest Community & Technical College
Board of Governors
Meeting of October 15, 2010**

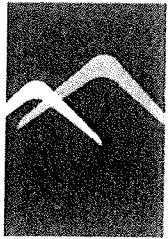
ITEM: Update on Financial Audit for FY 2010
And Discussion of Draft Key Financial Measures

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Herbert Karlet
Vice President / CFO

BACKGROUND

The financial audit for FY 2010 should be completed by late October and will be presented and discussed in the November Board Meeting. Attached is a draft of "Key Financial Measures" which will be discussed at this meeting. The purpose of this document is to give summary information to the Board and get input as to what annual financial information the Board would like to see. The use of benchmark data and ratios regarding unrestricted net assets and working capital will also be discussed (see P.6 of attached).



Mountwest

Community & Technical College

BOARD OF GOVERNORS
FINANCIAL INFORMATION REPORT

2010

~DRAFT~

KEY FINANCIAL
MEASURES

PREPARED BY:

Herbert J. Karlet - MBA, CPA

Vice President/Chief Financial Officer

KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
For Fiscal Years ending June, 30 - 2006, 2007, 2008, 2009 and 2010

STATEMENT OF NET ASSETS (BALANCE SHEET) (000s)

	FY 2006	FY 2007	FY 2008	Revised 7/1/2008	FY 2009	DRAFT FY 2010
Total Assets	\$ 9,945	\$ 12,425	\$ 14,083	\$ 14,350	\$ 13,281	\$ 21,078
Total Liabilities	\$ 1,642	\$ 1,549	\$ 1,972	\$ 4,467	\$ 4,724	\$ 5,176
Net Assets:						
Invested in Capital Accounts	\$ 803	\$ 2,904	\$ 4,544	\$ (1,080)	\$ (823)	\$ 8,233
Restricted	25	6	12	12	16	4
Unrestricted	7,475	7,966	7,555	10,951	9,364	7,665
Total Net Assets	\$ 8,303	\$ 10,876	\$ 12,110	\$ 9,883	\$ 8,557	\$ 15,902
Total Liabilities and Net Assets	\$ 9,945	\$ 12,425	\$ 14,083	\$ 14,350	\$ 13,281	\$ 21,078

REVENUES AND EXPENSES (000s)

	FY 2006	FY 2007	FY 2008	FY 2009	DRAFT FY 2010
Student Tuition & Fees	\$ 2,829	\$ 3,265	\$ 3,122	\$ 3,262	\$ 4,137
State Appropriations	5,451	5,483	5,800	6,287	5,912
Grants & Contracts	3,483	3,370	4,142	5,140	7,253
Other	3,315	2,060	1,136	954	523
Total Revenues	\$ 15,078	\$ 14,178	\$ 14,200	\$ 15,643	\$ 17,825
Operating Expenses	\$ 12,484	\$ 13,117	\$ 14,249	\$ 16,880	\$ 18,582
Debt Service & Transfers	651	684	724	128	118
Other/Accounting Change	18	7	(218)	35	-
Total Expenses	\$ 13,153	\$ 13,808	\$ 14,755	\$ 17,043	\$ 18,700
Net	\$ 1,925	\$ 370	\$ (555)	\$ (1,400)	\$ (875)
Capital Bond Proceeds from the Commission	\$ -	\$ 2,204	\$ 1,790	\$ 75	\$ 7,815
Transfer of Net Assets from Marshall University	\$ -	\$ -	\$ -	\$ 9,882	\$ 404
Increase in Net Assets	\$ 1,925	\$ 2,574	\$ 1,235	\$ 8,557	\$ 7,344

NOTE: Please note that years FY 2006 through FY 2008 were included in the Marshall University's Financial Statements. These past statements did not include institutional debt and other items; therefore, the past data cannot be compared to the FY 2009 and FY 2010 information. Please see notes to the Financial Statements for additional information.

KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
For Academic Year Fall Terms 2004, 2005, 2006, 2007, 2008 and 2009

ENROLLMENT [End of Term]

	<u>Fall 2004</u>	<u>Fall 2005</u>	<u>Fall 2006</u>	<u>Fall 2007</u>	<u>Fall 2008</u>	<u>Fall 2009</u>
<u>Headcount</u>						
Resident	1,977	2,118	2,073	2,108	2,167	2,609
Metro	144	130	162	150	212	279
Non-Resident	280	341	345	218	156	230
Total	<u>2,401</u>	<u>2,589</u>	<u>2,580</u>	<u>2,476</u>	<u>2,535</u>	<u>3,118</u>
Increase(Decrease)	8	188	(9)	(104)	59	583
% Change	0.3%	7.8%	-0.3%	-4.0%	2.4%	23.0%
<u>Full Time Equivalent [FTE]</u>						
Resident	1,346	1,373	1,305	1,294	1,346	1,582
Metro	114	99	129	120	173	211
Non-Resident	131	138	152	107	113	156
Total	<u>1,591</u>	<u>1,610</u>	<u>1,586</u>	<u>1,521</u>	<u>1,632</u>	<u>1,950</u>
Increase(Decrease)	(9)	19	(24)	(65)	111	318
% Change	-0.6%	1.2%	-1.5%	-4.1%	7.3%	19.5%

KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE

STATE APPROPRIATIONS/STUDENT FEES

Institution	Fall, 2009		FY 2011 Appropriation	Appropriation Per Student	Rank	FY 2011 Resident Tuition & Fees	
	End of Term FTE Enrollment					Per Semester	Rank
Bridgemont CTC	578	\$ 3,607,883	\$ 6,242	1	1,742	1	
Eastern WV CTC	312	1,906,570	6,111	2	1,032	10	
Southern WV CTC	1,759	7,985,386	4,540	3	1,051	8	
Pierpoint CTC	1,971	7,683,748	3,898	4	1,716	2	
WV Northern CTC	2,063	7,120,813	3,452	5	1,179	7	
Kanawha Valley CTC	1,127	3,737,641	3,316	6	1,478	4	
WVU at Parkersburg	3,047	8,942,043	2,935	7	1,038	9	
Mountwest CTC	1,950	5,464,151	2,802	8	1,428	6	
New River CTC	1,928	5,248,676	2,722	9	1,439	5	
Blueridge CTC	1,432	2,737,366	1,912	10	1,536	3	
Total	<u>16,167</u>	<u>\$ 54,434,077</u>					
Average/Mean	<u>1,616.7</u>	<u>\$ 5,443,408</u>	<u>\$ 3,793</u>		<u>\$ 1,364</u>		
Median			<u>\$ 3,384</u>		<u>\$ 1,434</u>		

NOTE: MCTC Resident System Capital Fees, FY 2010 \$ 215

KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
For Fiscal Years ending June, 30 - 2006, 2007, 2008, 2009 and 2010

Education and General Expenditures (000's)

	FY 2006	FY 2007	FY 2008	FY 2009	DRAFT FY 2010
Instruction	\$ 5,263	\$ 5,406	\$ 5,992	\$ 6,597	\$ 7,522
Public Service	329	381	232	226	202
Academic Support	1,062	1,082	1,046	894	663
Student Services	821	887	1,006	1,553	2,214
Institutional Support	1,531	1,684	1,987	2,530	2,092
Operation and Maintenance	1,276	1,305	1,372	1,727	1,365
Total (000's)	\$ 10,282	\$ 10,745	\$ 11,635	\$ 13,527	\$ 14,058
FTE's	1,610	1,586	1,521	1,632	1,950
Cost Per FTE	\$ 6,386	\$ 6,775	\$ 7,650	\$ 8,289	\$ 7,209
Student Credit Hours	24,143	23,780	22,815	24,471	29,243
Cost per Student Credit Hour	\$ 426	\$ 452	\$ 510	\$ 553	\$ 481

**KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
For Fiscal Years ending June, 30 - 2006, 2007, 2008, 2009, 2010 and 2011**

**SUMMARY (000s)
INDIRECT COST AGREEMENTS WITH MARSHALL UNIVERSITY**

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	DRAFT FY 2011
Academic Support	\$ 459	\$ 441	\$ 483	\$ 484	\$ 122	\$ 61
Student Services	509	524	550	373	57	20
Institutional Support	1,172	1,207	1,097	1,043	258	196
Operaton & Maintenance	1,275	1,304	1,345	1,385	1,301	1,221
Total/Sub - Total	<u>\$ 3,415</u>	<u>\$ 3,476</u>	<u>\$ 3,475</u>	<u>\$ 3,285</u>	<u>\$ 1,738</u>	<u>\$ 1,498</u>
Student Activities	\$ 242	\$ 245	\$ 241	\$ 241	\$ 241	\$ 241
Athletics	181	172	171	175	190	190
Student Center	80	74	74	75	40	40
System Capital/Debt	645	687	650	724	435	435
<i>Recreation Center Payments</i>	-	-	-	-	246	281
Sub - Total	<u>\$ 1,148</u>	<u>\$ 1,178</u>	<u>\$ 1,136</u>	<u>\$ 1,215</u>	<u>\$ 1,152</u>	<u>\$ 1,187</u>
Total	<u>\$ 4,563</u>	<u>\$ 4,654</u>	<u>\$ 4,611</u>	<u>\$ 4,500</u>	<u>\$ 2,890</u>	<u>\$ 2,685</u>
MCTC Revenue ^(000's)	<u>\$ 15,078</u>	<u>\$ 14,178</u>	<u>\$ 14,200</u>	<u>\$ 15,643</u>	<u>\$ 17,825</u>	<u>\$ 18,750</u>
Percent of MCTC Revenue	30.3%	32.8%	32.5%	28.8%	16.2%	14.3%

**KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE**

RATIO ANALYSIS OF FY 2010 FINANCIAL STATEMENTS

Balance Sheet Ratios	DRAFT	
	FY 2010	FY 2009
Unrestricted Net Assets [Line 1]	\$ 7,665,103	\$ 8,541,271
Operating Expenses [Line 2]	\$ 18,581,763	\$ 16,879,887
Operating Expenses per Day	\$ 50,909	\$ 46,246
Unrestricted Financial Resources to Operations Ratio <i>[Line 1 divided by Line 2]</i>	41.3%	50.6%
Number of Days in Unrestricted Net Assets <i>[Ratio % multiplied by 365 days]</i>	150.75	184.69
WORKING CAPITAL		
Total Current Assets [Line 1]	\$ 8,292,090	\$ 8,574,008
Total Current Liabilities [Line 2]	2,657,630	2,559,220
Net Working Capital	\$ 5,634,460	\$ 6,014,788
Working Capital Ratio [Line 1 divided by Line 2]	3.12	3.35
Number of Days Operating Expenses in Working Capital	110.00	130.00

Capital Ratios	DRAFT	
	FY 2010	FY 2009
Unrestricted Net Assets [Line 1]	\$ 7,665,103	\$ 8,541,271
Debt Obligation to HEPC [Line 2]	2,060,461	2,380,282
Unrestricted Financial Resources to Direct Debt [Measures the coverage of direct debt by the unrestricted net assets.] [Line 1 divided by Line 2]	3.72	3.59
Actual Debt Service to Operations [Line 1]	\$ 429,381	\$ 429,201
Total Debt Service Payments FY 2009		
Principal	319,820	\$ 306,672
Interest	\$ 109,561	122,529
	\$ 429,381	\$ 429,201
Total Operating Expenses [Line 2]	\$ 18,581,763	\$ 16,879,887
Actual Debt Service to Operations [Measures the debt service burden on the annual operating budget.] [Line 1 divided by Line 2]	2.3%	2.5%

**Mountwest Community & Technical College
Board of Governors
Meeting of October 15, 2010**

ITEM: FY 2010-2011 Budget - Revised

RECOMMENDED RESOLUTION: *Resolved*, that the MCTC Institutional Board of Governors approves the revised FY 2011 Budget for Mountwest Community & Technical College.

STAFF MEMBER: Herbert Karlet
Vice President / CFO

BACKGROUND

MCTC's estimated budget for FY 2011 was approved in the July 16, 2010, Board meeting. It was anticipated that some numbers would be updated once numbers from the FY 2010 Financial Statements were determined. A revised budget for FY 2010 to 2011 is now presented for the Board's approval.

The following three items of FY 2010 have impacted the revised budget for FY 2011:

1. Ecourse revenue was over \$900,000, other tuition and fees were stable.
2. Financial Aid increased significantly.
 - Pell revenue increased from \$3,188,000 to \$4,970,000 a \$1,782,000 (56%) increase.
 - The maximum pell grant went from \$4,741 to \$5,350, a \$619 (13%) increase.
 - The number of students receiving a pell grant increased from 833 in the Fall of 2008, to 1,097 in the Fall of 2009, an increase of 264 (32%)
 - Several factors may have contributed to this increase:
 - More Open Access in a Community College
 - Change in dropped class procedures from MU to MCTC, MCTC does not drop students for non-payment , if they have started the financial aid process. For instance 168 students in fall of 2010 were not dropped because they had financial aid pending. 107 (65%) received aid and paid their fees.
 - Poor economy
3. A large increase in the accrued liability for Other Post Employment Benefits:

	<i>Accrued Expense</i>	<i>Liability</i>
FY 2009	\$104,338	\$104,338
FY 2010	\$668,363	\$791,701
FY 2011 (est.)	\$712,320	\$1,504,021

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

BUDGETED REVENUE AND EXPENSES (000's)

FY 2010-2011 Updated October 1, 2010

	ACTUAL	BUDGET	DRAFT	BUDGET	REVISED
	FY 08-09	FY 09-10	FY 09-10	FY 10-11	FY 10-11
OPERATING REVENUES					
Student Tuition and fees	\$ 3,262	\$ 3,900	\$ 4,137	\$ 4,200	\$ 4,300
Government contracts and grants					
Federal	205	211	149	215	200
State	1,646	1,500	1,815	1,800	1,900
Private and Local	100	100	320	100	250
Sales and Services of educational activities	58	60	55	230	60
Other sources	647	627	417	1,050	1,050
NONOPERATING REVENUES					
State appropriations	6,287	5,515	5,515	5,464	5,464
Federal Stimulus Funds	-	397	397	448	448
Federal Pell Grants	3,188	3,500	4,970	3,900	5,000
Misc	141	150	33	150	38
Investment Income	108	100	19	43	40
Total Revenues	<u>\$ 15,642</u>	<u>\$ 16,060</u>	<u>\$ 17,825</u>	<u>\$ 17,600</u>	<u>\$ 18,750</u>
OPERATING EXPENSES					
Instruction	\$ 6,597	\$ 6,735	\$ 7,522	\$ 6,735	\$ 7,540
Public Service	226	226	202	226	226
Academic Support	894	750	663	750	620
Student Services	1,553	1,400	2,214	1,400	2,220
Operation & maintenance of plant	1,727	1,490	1,365	1,490	1,450
General institutional support	2,530	2,116	2,092	2,116	2,050
Student Financial Aid	2,861	3,160	4,304	3,300	4,400
Auxiliary Enterprises	-	237	-	230	-
Rec Center Transfer	-	246	-	281	-
Depreciation	153	170	160	402	402
Other - HERA Assessment	339	70	60	70	70
Total Operating Expenses	<u>\$ 16,880</u>	<u>\$ 16,600</u>	<u>\$ 18,582</u>	<u>\$ 17,000</u>	<u>\$ 18,978</u>
Other-Interest, Misc, Cap Project-\$500,000	162	160	118	600	600
Total Expenses	<u>\$ 17,042</u>	<u>\$ 16,760</u>	<u>\$ 18,700</u>	<u>\$ 17,600</u>	<u>\$ 19,578</u>
Increase (Decrease)	<u>\$ (1,400)</u>	<u>\$ (700)</u>	<u>\$ (875)</u>	<u>\$ -</u>	<u>\$ (828)</u>
Transfer Asset-Other Agency	\$ 9,882	\$ -	\$ 404	\$ -	\$ -
Capital Bond Proceeds	\$ 75	\$ 7,806	\$ 7,815	\$ 3,000	\$ 3,000
Increase (Decrease) in Net Assets	<u>\$ 8,557</u>	<u>\$ 7,106</u>	<u>\$ 7,344</u>	<u>\$ 3,000</u>	<u>\$ 2,172</u>
Note: Other Post Employment Benefits	<u>\$104</u>		<u>\$687</u>		<u>\$712</u>

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.

MCTC BUDGET SCHEDULE
ANALYSIS OF EXPENSES

Updated October 1, 2010

FY 2010-11

Total Revenue

\$ 18,750,000

Budgeted Expenses

Budget Allocations

\$ 8,921,000

Other Allocations

\$ 3,295,000

Student Financial Aid

\$ 4,400,000

Increase in OPEB Liability

\$ 712,000

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

\$ 19,578,000

Net

\$ (828,000)

Summary of Budget Allocations

FY 2010 to 2011

Updated October 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
1030	Institutional Development Office	50,000	-	50,000	5,000	55,000
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	-	-	-	450,000	450,000
2000	Business Services	156,000	39,000	195,000	25,000	220,000
	New Positions/Accumulations	107,000	-	107,000	-	107,000
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
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
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	Mathematics & 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	5,895,000	618,000	6,513,000	2,408,000	8,921,000

MCTC
Summary of Special Revenue Activity
FY 2010 to 2011
Updated October 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	\$ 900,000
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	\$ 3,295,000

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of October 15, 2010**

ITEM: Salary Enhancements for Full-time Faculty and Staff

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: *Resolved* to approve the Mountwest Community and Technical College salary enhancement plan as presented.

BOARD/STAFF MEMBER: Sue Richardson, Chair
IBOG

Dr. Keith J. Cotroneo
President

RATIONALE:

In an effort to recognize the work and dedication of the full-time faculty and staff, the administration proposes the above salary enhancements in accordance with guidelines established with the WV Community & Technical College System, the WV Higher Education Policy Commission and the Governor's Office of Personnel.

Mountwest Salary Enhancement Plan

Faculty – One time \$500 enhancement to be paid out between January 1, 2011 and April 30, 2011. Base salaries would not increase.

Non-Classified Staff - One time \$500 enhancement to be paid out between January 1, 2011 and April 30, 2011. Base salaries would not increase.

Classified Staff Fully Funded on the Salary Schedule - One time \$500 enhancement to be paid out between January 1, 2011 and April 30, 2011. Base salaries would not increase.

Classified Staff Not Fully Funded on the Salary Schedule – Up to \$1000 on an annual basis added to their base salary. This annual increase would be prorated for the period January 1, 2011 to June 30, 2011. Employees will receive 50% of the annual increase between January 1, 2011 and June 30, 2011. Any employee receiving less than \$500 during that period will receive an additional one-time stipend amount equal to the difference to the amount paid out and \$500. This one time amount will be paid out between January 1, 2011 and April 30, 2011.

Example:

Employee A's annual base salary is \$800 below the salary schedule. Employee A's base salary is increased \$800 on January 1, 2011. Employee A will receive \$400 of this increase from January 1, 2011 through June 30, 2011. Employee A will also receive a \$100 stipend paid from January 1, 2011 to April 30, 2011.