

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

AGENDA

Friday, November 19, 2010

Mountwest Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – October 15, 2010 *
- III. President’s Report – Dr. Cotroneo
- IV. Audited Financial Report for FY 2010 and FY 2009 *
- V. Third-Party Sponsored Contracts FY 2009 – 2010 *
- VI. Renovation of Bounty Kitchen/Center for Culinary Arts *
- VII. Planning for Policy Governance Training, January 13 – 14, 2011
- VIII. Executive Session Under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue:
Annual Evaluation of the President
- IX. Future Board Agenda Items
- X. Announcements:
 - Next regularly scheduled meeting of the IBOG – December 17, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with meeting to begin at 8:00 a.m.
 - The annual Holiday Reception for IBOG members, faculty and staff has been scheduled for December 7, 2010 from 5:00 – 7:00 p.m. at the Mountwest CTC Cooking & Culinary Institute. All IBOG members are encouraged to attend.
 - Other

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

MINUTES

Friday, October 15, 2010

8:00 a.m.

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

PRESENT: Bob Bailey, Mark Bugher, Donna Donathan, Mark George, Jim Hale, Jason Moses, Jeffrey Porter, and Susan Richardson.

ABSENT: Ruth Cline, Mike Herron, Monica Shafer and Cheryl Thompson.

ALSO ATTENDING: President Keith J. Cotroneo, Erika Bailey, Billie Brooks, Rick Brown, Steven Brown, Jean Chappell, John Harris, Beth Hendricks, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Lisa Penix, Natasha Robinson, Terri Tomblin-Byrd, and Tara Williams.

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 – September 17, 2010:

A motion was made by Mark Bugher and seconded by Jason Moses to accept the September 17, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo reported on the following items:

- A report from the ACCT entitled "The Trustee's Role in Effective Advocacy" was distributed and briefly discussed. Chancellor Skidmore's office will be sponsoring a meeting on December 8, 2010 for Presidents and officers of each Community & Technical College's IBOG to discuss advocacy and the creation of a common agenda for IBOG's in the state.
- The annual fall census enrollment data is due October 15, 2010. Enrollment is projected to exceed last fall.
- A national summit on Community & Technical College's was held recently and hosted by Jill Biden. There was considerable discussion relating to non-traditional students. The result of the discussion was that non-traditional students are actually the traditional students for CTC's. It was proposed that the term "non-traditional

scholars" be dropped with the students to be now referred to as 21st Century Scholars.

IV. Classified Staff Presentation:

Tommie Kelley, Chair of the Classified Staff Council, gave an annual report to the Board relating to classified staff issues. It was noted that classified staff support increased funding for higher education, increased funding for student financial aid and professional development initiatives. Classified staff concerns include the 1% occupational tax proposed by the city of Huntington, annexation by the city of Huntington on the new location for MCTC, full-funding of the July 1, 2001 Classified Staff salary schedule, and the 15-year cap on the salary schedule.

V. Discussion Regarding Standing Committees:

A discussion was held relating to the role of the current IBOG standing committees considering the fact that the Board approved of proceeding with the Policy Governance model. Following the discussion, a motion was made by Jason Moses and seconded by Jim Hale that the Standing Committee's of the IBOG be abolished effective immediately. The motion was approved.

VI. Policy Governance Training Proposals:

Two proposals were received from vendors relating to Policy Governance training for IBOG members. A motion was made by Jeffrey Porter and seconded by Donna Donathan to retain the services of Crandall/Partners LLC. The motion was approved. The Board asked President Cotroneo to contact Steven Crandall relating to possible training dates.

VII. Update on Service Agreement with Marshall University:

Sue Richardson reported that the Service Agreement with Marshall University has been approved.

VIII. Update on Financial Audit for FY 2010 and Draft Key Financial Measures:

The Board was updated by Herb Karlet relating to the financial audit for FY 2010. The audit was expected to be completed by late October and will be presented and discussed in the November Board meeting. A discussion was held relating to the "Key Financial Measures."

IX. Proposed Salary Adjustment for FY 2011:

In an effort to recognize the work and dedication of the full-time faculty and staff, the Mountwest CTC administration proposed 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. A motion was made by Mark George and seconded by Jason Moses that the proposed salary enhancements be approved. Donna Donathan, Mark Bugher and Jeffrey Porter abstained from voting due to potential conflicts of interest. The motion was approved.

X. Revised Operating Budget for FY 2011:

MCTC's estimated budget for FY 2011 was approved in the July 16, 2010 Board meeting. A revised budget FY 2011 was presented to the Board for approval based on numbers from the FY 2010 Financial Statements. A motion was made by Mark Bugher and seconded by Jason Moses that the revised FY 2011 budget be approved. The motion was approved.

XI. 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 Donna Donathan and seconded by Mark Bugher that the Board go into Executive Session for the consideration of information relating to the MCTC Campus Project and a report from the Ad-Hoc Committee on the President's Annual Evaluation. The motion was approved.

Following the Executive Session, a motion was made by Donna Donathan and seconded by Mark Bugher that the Board accept the design-build proposal presented by Bastian & Harris. The motion was approved.

XII. Future Board Agenda Items:

- IBOG Training on Policy Governance
- Financial Audit
- Funding of Salaries
- Discussion and Determination of the Outcome of the President's Annual Evaluation

XIII. Announcements:

- The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held November 19, 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 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.

XIV. Adjournment:

There being no other agenda items, the meeting was adjourned at 10:50 a.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of November 19, 2010**

ITEM: Audited Financial Report for FY 2010 and FY 2009

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors receives a copy of the College's audited Financial Statements as of and for the years ended June 30, 2010 and 2009 and Independent Auditors' Reports along with the October 18, 2010 letter from the auditors.

BOARD/STAFF MEMBER: Herbert J. Karlet
Vice President, CFO/CPO

BACKGROUND

The accounting firm of Deloitte and Touche (D&T), LLP has completed the financial audit of Mountwest Community and Technical College for Fiscal Year 2009-2010 and issued their report dated October 18, 2010. This report was received and distributed to the Board members on October 29, 2010. **[BOARD MEMBERS, please bring this report to the Board meeting.]**

The report contains an "unqualified" opinion from the auditors. This is the second year the College has had its own separate audited financial report and it is the first year that the College has produced the report. Prior to FY 2009, the financial information was included as a separate schedule in the Marshall University Financial Statements.

Attached to this agenda item is the October 18, 2010 letter to the Board from Deloitte & Touche, LLP. Mr. Dennis Juran, D&T partner, plans to join the board meeting by phone to review the financial statements with the Board members.

A schedule of Key Financial Measures is included with this agenda.



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USA

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www.deloitte.com

October 18, 2010

Governing Board of Mountwest Community and Technical College
917 Third Avenue, Suite 201
Huntington, WV 25701

Dear Members of the Governing Board:

We have performed an audit of the financial statements of Mountwest Community and Technical College (the "College") as of and for the year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America ("generally accepted auditing standards") and have issued our report thereon dated October 18, 2010.

We have prepared the following comments to assist you in fulfilling your obligation to oversee the financial reporting and disclosure process for which management of the College is responsible.

OUR RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING STANDARDS

Our responsibility under generally accepted auditing standards has been described in our letter to the West Virginia Higher Education Policy Commission dated May 7, 2010. As described in that letter, the objective of a financial statement audit conducted in accordance with generally accepted auditing standards is to express an opinion on the fairness of the presentation of the College's financial statements for the year ended June 30, 2010, in conformity with accounting principles generally accepted in the United States of America (generally accepted accounting principles), in all material respects. Our responsibilities under generally accepted auditing standards include forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the Governing Board are presented fairly, in all material respects, in conformity with generally accepted accounting principles. The audit of the financial statements does not relieve management or the Governing Board of their responsibilities.

We considered the College's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting. Our consideration of internal control over financial reporting was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses.

ACCOUNTING ESTIMATES

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are ordinarily based on knowledge and experience about past and current events and on assumptions about future events. Significant accounting estimates reflected in the College's 2010 financial statements include:

- The allowances for doubtful accounts are based upon management's estimates of historical experience and ultimate collectability of outstanding accounts.
- The lives of depreciable assets are based on management's estimates of the ultimate useful lives of the assets.
- The calculation of accrued vacation is based upon management's estimates of the ultimate liability paid.

Although management believes the accounting estimates reflected in the College's 2010 financial statements are reasonable, there can be no assurances that the College's could ultimately realize these values. The basis for our conclusions as to the reasonableness of these estimates when considered in the context of the financial statements taken as a whole, as expressed in our auditors' report on the financial statements, is our development of an independent expectation of the estimates to corroborate management's estimates or our understanding and testing of the process used by management to develop the estimates or our consideration of the effect of subsequent events on the accounting estimate. During the year ended June 30, 2010, we are not aware of any significant changes in accounting estimates or in management's judgments relating to such estimates or of any significant management bias in the estimates.

UNCORRECTED MISSTATEMENTS

Our audit of the financial statements was designed to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. There were no uncorrected misstatements or disclosure items passed identified during our audit.

SIGNIFICANT ACCOUNTING POLICIES

The College's significant accounting policies are set forth in Note 2 to the College's 2010 financial statements.

DISAGREEMENTS WITH MANAGEMENT

We have not had any disagreements with management related to matters that are material to the College's 2010 financial statements.

CONSULTATION WITH OTHER ACCOUNTANTS

We are not aware of any consultations that management may have had with other accountants about auditing and accounting matters during 2010.

SIGNIFICANT ISSUES DISCUSSED, OR SUBJECT OF CORRESPONDENCE, WITH MANAGEMENT PRIOR TO OUR INITIAL ENGAGEMENT OR RETENTION

Throughout the year, routine discussions were held, or were the subject of correspondence, with management regarding the application of accounting principles or auditing standards in connection with transactions that have occurred, transactions that are contemplated, or reassessment of current circumstances. In our judgment, such discussions or correspondence were not held in connection with our retention as auditors.

OTHER SIGNIFICANT ISSUES DISCUSSED, OR SUBJECT OF CORRESPONDENCE, WITH MANAGEMENT

Throughout the year, routine discussions were held, or were the subject of correspondence, with management. In our judgment, such discussions or correspondence did not involve significant issues requiring communication to the Governing Board.

SIGNIFICANT DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

In our judgment, we received the full cooperation of the College's management and staff and had unrestricted access to the College's senior management in the performance of our audit.

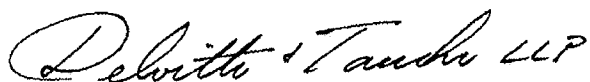
MANAGEMENT'S REPRESENTATIONS

We have made specific inquiries of the College's management about the representations embodied in the financial statements. Additionally, we have requested that management provide to us the written representations the College's is required to provide to its independent auditors under generally accepted auditing standards. We have attached to this letter, as Appendix A, a copy of the representation letter we obtained from management.

This report is intended solely for the information and use of the Governing Board, management, and others within the College and is not intended to be and should not be used by anyone other than these specified parties.

We will be pleased to discuss this report with you further at your convenience.

Yours truly,

A handwritten signature in cursive script that reads "Deloitte & Touche LLP".

cc: Management of Mountwest Community and Technical College

APPENDIX A

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT REPRESENTATION LETTER
YEAR ENDED JUNE 30, 2010

October 18, 2010

Deloitte & Touche LLP
2500 One PPG Place
Pittsburgh, PA 15222

We are providing this letter in connection with your audits of the statements of net assets of the Mountwest Community and Technical College (the "Entity"), as of June 30, 2010 and 2009, and the related statements of revenues, expenses, and changes in net assets, and of cash flows for the years then ended, which collectively comprise the Entity's basic financial statements for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position, revenues, expenses and changes in net assets, and cash flows of the Entity in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the following:

- a. The fair presentation in the basic financial statements of financial position of the Entity and the changes in net assets and cash flows in conformity with accounting principles generally accepted in the United States of America.
- b. The fair presentation of the required supplementary information, including Management's Discussion and Analysis accompanying the basic financial statements that is presented for the purpose of additional analysis of the financial statements.
- c. The design and implementation of programs and controls to prevent and detect fraud, including fraud related to federal awards
- d. Establishing and maintaining effective internal control over financial reporting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audits.

1. The basic financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. In addition, to the extent applicable:
 - a. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.

- b. The financial statements properly classify all funds and activities, including special and extraordinary items.
 - c. All funds that meet the quantitative criteria in Statement No. 34 and Statement No. 37 of the Governmental Accounting Standards Board (GASB), *Basic Financial Statements and Management's Discussion and Analysis—for State and Local Governments*, for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
 - d. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations are properly classified and, if applicable, approved.
 - e. Expenses have been appropriately classified in or allocated to functions and programs in the statement of revenues, expenses and changes in net assets, and allocations have been made on a reasonable basis.
 - f. Revenues are appropriately classified in the statement of revenues, expenses and changes in net assets within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
 - g. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
 - h. Deposits and investment securities are properly classified in category of custodial credit risk.
 - i. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
 - j. Required supplementary information is measured and presented within prescribed guidelines.
 - k. Applicable laws and regulations are followed in adopting, approving and amending budgets.
 - l. Costs to federal awards have been charged in accordance with applicable cost principles.
2. The Entity has made available to you all:
- a. Summaries of the Entity's Governing Board and the West Virginia Higher Education Policy Commission and/or West Virginia Council for Community and Technical College Education.
 - b. Financial records and related data for all financial transactions of the Entity and for all funds administered by the Entity. The records, books, and accounts, as provided to you, record the financial and fiscal operations of all funds administered by the Entity and provide the audit trail to be used in a review of accountability. Information presented in financial reports is supported by the books and records from which the financial statements have been prepared.
 - c. Contracts and grant agreements (including amendments, if any) and any other correspondence that has taken place with federal agencies.

3. There has been no:
 - a. Action taken by Entity management that contravenes the provisions of federal laws and West Virginia laws and regulations, or of contracts and grants applicable to the Entity
 - b. Communication from other regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices or other matters that could have a material effect on the financial statements.
4. The Entity has made available to you the results of management's risk assessment, including the assessment of the risk that the financial statements may be materially misstated as a result of fraud.
5. We have no knowledge of any fraud or suspected fraud affecting the Entity involving:
 - a. Management.
 - b. Employees who have significant roles in internal control over financial reporting.
 - c. Others if the fraud could have a material effect on the financial statements.
6. We have no knowledge of any allegations of fraud or suspected fraud affecting the Entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.
7. There are no unasserted claims or assessments that legal counsel has advised us are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board (FASB) Codification (ASC) 450, *Contingencies* (formerly FASB Statement No. 5, *Accounting for Contingencies*).
8. The Schedule of Expenditures of Federal Awards was prepared, for inclusion in the State's SEFA, in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have identified in that schedule all awards provided by federal agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, or direct appropriations.
9. We are responsible for compliance with local, state and federal laws, rules and regulations, including compliance with the requirements of OMB Circular A-133, and provisions of grants and contracts relating to the Entity's operations. We are responsible for establishing and maintaining the components of internal control relating to our activities in order to achieve the objectives of providing reliable financial reports, effective and efficient operations, and compliance with laws and regulations. The Entity is responsible for maintaining accounting and administrative control over revenues, obligations, expenditures, assets, and liabilities.
10. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on its federal programs.

11. We have, to the extent applicable:
 - a. Identified the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program as identified in Part 3 of the Compliance Supplement dated June 2010.
 - b. Complied, in all material respects, with the requirements identified above in connection with federal awards.
 - c. Identified and disclosed interpretations of any compliance requirements that have varying interpretations.
 - d. Made available all information related to federal financial reports and claims for advances and reimbursements. Federal financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared and are prepared on a basis consistent with that presented in the Schedule of Expenditures of Federal Awards. The copies of federal program financial reports provided are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
 - e. Monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133.
 - f. Taken appropriate corrective action on a timely basis after receipt of a subrecipient's auditor's report that identifies noncompliance with laws, regulations, or the provisions of contracts or grant agreements.
 - g. Considered the results of the subrecipient's audits and made any necessary adjustments to the auditee's own books and records.
 - h. Identified and disclosed all amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews related to the objectives of the audit.
 - i. Identified previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit and the corrective actions taken to address significant findings and recommendations, including the status of follow-up on prior audit findings (and information about all management decisions) by federal awarding agencies and pass-through entities.
 - j. Provided to you our views on the reported findings, conclusions, and recommendations for your report.
12. We are responsible for follow-up on all prior-year findings. We have prepared a summary schedule of prior-year findings reporting the status of our efforts in implementation of the prior-year's corrective action plan. (None)
13. We will include in the corrective action plan for current-year findings, if any, the name of the person in our organization responsible for implementation of the actions, the best actions to be taken, and the estimate of a completion date. We will take timely and appropriate steps to remedy fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse that the State's auditors report. (None)

14. Management has identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts.
15. No organizations were identified that meet the criteria established in GASB Statement No. 39.
16. The Entity has appropriately identified and recorded all intangible assets under GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*.

Except where otherwise stated below, matters less than \$10,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the financial statements.

17. There are no transactions that have not been properly recorded in the accounting records underlying the financial statements.
18. The Entity has no plans or intentions that may affect the carrying value or classification of assets and liabilities.
19. The following, to the extent applicable, have been appropriately identified, properly recorded, and disclosed in the financial statements:
 - a. Related-party transactions and associated amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements, and guarantees (written or oral)
 - b. Guarantees, whether written or oral, under which the Entity is contingently liable.
20. In preparing the financial statements in conformity with accounting principles generally accepted in the United States of America, management uses estimates. All estimates have been disclosed in the financial statements for which known information available prior to the issuance of the financial statements indicates that both of the following criteria are met:
 - a. It is at least reasonably possible that the estimate of the effect on the financial statements of a condition, situation, or set of circumstances that existed at the date of the financial statements will change in the near term due to one or more future confirming events
 - b. The effect of the change would be material to the financial statements.
21. Risks associated with concentrations, based on information known to management, that meet all of the following criteria have been disclosed in the financial statements: (None)
 - a. The concentration exists at the date of the financial statements
 - b. The concentration makes the enterprise vulnerable to the risk of a near-term severe impact
 - c. It is at least reasonably possible that the events that could cause the severe impact will occur in the near term.

22. There are no:
 - a. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB Codification (ASC) 450, *Contingencies* (formerly FASB Statement No. 5, *Accounting for Contingencies*).
23. The Entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
24. The Entity has complied with all aspects of contractual agreements that may have an effect on the financial statements in the event of noncompliance.
25. No department or agency of the Entity has reported a material instance of noncompliance to us.
26. The Entity has identified all derivative instruments as defined by GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, and appropriately recorded and disclosed such derivatives in accordance with GASB Statement No. 53. (None)
27. No events have occurred subsequent to June 30, 2010 that require consideration as adjustments to or disclosures in the financial statements.
28. Management has disclosed whether, subsequent to June 30, 2010, any changes in internal control or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses, have occurred.
29. We have disclosed to you any change in the Entity's internal control over financial reporting that occurred during the Entity's most recent fiscal year that has materially affected, or is reasonably likely to materially affect, the Entity's internal control over financial reporting.
30. Management has disclosed all contracts or other agreements with the Entity's service organizations.
31. Management has disclosed all communications from the Entity's third-party service organizations relating to noncompliance with the Entity's operations at those service organizations. (None)
32. The Entity has not completed the process of evaluating the impact that will result from adopting Statement of Governmental Accounting Standards as disclosed in Note 2 to the financial statements. We believe the note disclosure is accurate.
33. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements have been properly disclosed in the financial statements.

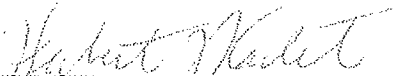
34. Receivables recorded in the financial statements represent valid claims against debtors for sale or other charges arising on or before the balance-sheet date and have been appropriately reduced to their estimated net realizable value.
35. We believe that all expenditures that have been deferred to future periods are recoverable.
36. We have no intention of withdrawing from any of our multiple-employer plans or taking any other action that could result in an effective termination or reportable event for any of the plans. We are not aware of any occurrences that could result in the termination of any of the multiple-employer plans to which we contribute. We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.
37. The nature of the education industry is such that, from time to time, claims will be presented against the Entity on account of alleged negligence, acts of discrimination, breach of contract or disagreements arising from the interpretation of laws and regulations. While some of these claims may be substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher education system. In the opinion of management, all known claims are covered by insurance or are such that an award against the Entity would not impact seriously on the financial status of the Entity.
38. Under the terms of federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to grantor agencies. Management believes disallowances, if any, will not have a significant financial impact on the Entity's financial position, revenue, expenses or changes in net assets.
39. The Entity owns various buildings which are known to contain asbestos. The Entity is not required by federal, state, or local law to remove the asbestos from its buildings. The Entity is required under federal environmental, health and safety regulations to manage the presence of asbestos in its buildings in a safe condition. The Entity addresses its responsibility to manage the presence of asbestos in its buildings on a case-by-case basis. Significant problems of dangerous asbestos conditions are abated as the condition becomes known. The Entity also addresses the presence of asbestos as building renovation or demolition projects are undertaken and through asbestos operation and maintenance programs directed at containing, managing or operating with the asbestos in a safe condition.
40. We do not have (a) asserted and unsettled tax contingencies, or (b) unasserted tax contingencies caused by uncertain tax positions taken in our tax returns filed with the Internal Revenue Service and state and local tax authorities that are probable of assertion by such tax authorities under the provisions of FASB Codification (ASC) 450, *Contingencies* (formerly FASB Statement No. 5, *Accounting for Contingencies*). Furthermore, we have not received either written or oral tax opinions that are contrary to our assessment.
41. All documentation related to contract and grant transactions are contained in the applicable student or third party files. We also confirm that:
 - a. We are not aware of any "side agreements" with any agency, student or other third parties that are inconsistent with the applicable contract and grant agreement, aware

letters, student account, or any other documentation contained in the applicable file. For the purposes of this letter, a "side agreement" is any agreement, understanding, promise, or commitment [whether written (e.g., in the form of a letter or formal agreement or in the form of any exchange of physical or electronic communications) or oral] by or on behalf of the Entity (or any subsidiary, director, employee, or agent of the Entity) with a third party from whom revenue has been recognized that is not contained in the applicable transaction documentation of a third party or the Entity whether delivered to or generated by the Entity's Accounting and Finance Department. The definition of a side agreement is not limited by any particular subject matter. For purposes of example only, any agreement not contained in the written form from a third party or the Entity that relates to return rights, acceptance rights, future pricing, payment terms, free consulting, free maintenance, or exchange rights would be a side agreement.

- b. We are not aware of any commitments or concessions to a third party regarding pricing or payment terms outside of the terms documented in the applicable file or not in accordance with the Entity's standard terms and conditions.



Mr. Keith Cotroneo
President



Mr. Herbert J. Karlet
Vice President and CFO



Mountwest

Community & Technical College

BOARD OF GOVERNORS FINANCIAL INFORMATION REPORT

2010

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 | 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 | 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 | <u>280</u> | <u>341</u> | <u>345</u> | <u>218</u> | <u>156</u> | <u>230</u> |
| 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 | <u>131</u> | <u>138</u> | <u>152</u> | <u>107</u> | <u>113</u> | <u>156</u> |
| 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 | | |
|---------------------|-------------------------------|-----------|--------------------------|------------------------------|--------------|--------------------------------|-----------|--------------|
| | End of Term FTE Enrollment | | | | | Tuition & Fees 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 | | 7,120,613 | | 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>\$</u> | <u>54,434,077</u> | | | | | |
| Average/Mean | <u>1,616.7</u> | <u>\$</u> | <u>5,443,408</u> | <u>\$</u> | <u>3,793</u> | | <u>\$</u> | <u>1,364</u> |
| Median | | | | <u>\$</u> | <u>3,384</u> | | <u>\$</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 | 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 | <u>1,276</u> | <u>1,305</u> | <u>1,372</u> | <u>1,727</u> | <u>1,365</u> |
| Total (000's) | <u>\$ 10,282</u> | <u>\$ 10,745</u> | <u>\$ 11,635</u> | <u>\$ 13,527</u> | <u>\$ 14,058</u> |
| FTE's | 1,610 | 1,586 | 1,521 | 1,632 | 1,950 |
| Cost Per FTE | <u>\$ 6,386</u> | <u>\$ 6,775</u> | <u>\$ 7,650</u> | <u>\$ 8,289</u> | <u>\$ 7,209</u> |
| Student Credit Hours | 24,143 | 23,780 | 22,815 | 24,471 | 29,243 |
| Cost per Student Credit Hour | <u>\$ 426</u> | <u>\$ 452</u> | <u>\$ 510</u> | <u>\$ 553</u> | <u>\$ 481</u> |

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 | FY 2011 |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Academic Support | \$ 459 | \$ 441 | \$ 483 | \$ 484 | \$ 122 | \$ 61 |
| Student Services | 509 | 524 | 550 | 373 | 57 | 4 |
| Institutional Support | 1,172 | 1,207 | 1,097 | 1,043 | 258 | 196 |
| Operaton & Maintenance | <u>1,275</u> | <u>1,304</u> | <u>1,345</u> | <u>1,385</u> | <u>1,301</u> | <u>1,221</u> |
| Total/Sub - Total | <u>\$ 3,415</u> | <u>\$ 3,476</u> | <u>\$ 3,475</u> | <u>\$ 3,285</u> | <u>\$ 1,738</u> | <u>\$ 1,482</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> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>246</u> | <u>281</u> |
| 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>\$ 2,669</u> |
| MCTC Revenue ^(000s) | <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% | 14.2% |

KEY FINANCIAL MEASURES
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
RATIO ANALYSIS OF FY 2010 FINANCIAL STATEMENTS

| Cash Balance | FY 2010 | FY 2009 |
|---------------------|----------------|----------------|
| Cash | \$ 7,275,992 | \$ 7,672,300 |

| Balance Sheet Ratios | FY 2010 | FY 2009 |
|--|----------------|----------------|
| Unrestricted Net Assets [Line 1] | \$ 7,665,103 | \$ 8,541,271 |
| Operating Expenses [Line 2] | \$ 18,781,890 | \$ 16,879,887 |
| Operating Expenses per Day | \$ 51,457 | \$ 46,246 |
| Unrestricted Financial Resources to Operations Ratio <i>[Line 1 divided by Line 2]</i> | 40.8% | 50.6% |
| Number of Days in Unrestricted Net Assets <i>[Ratio % multiplied by 365 days]</i> | 148.92 | 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 <i>(\$5,634,460 ÷ 51,457 = 109.50) (\$6,014,788 ÷ 46,246 = 130.00)</i> | 109.50 | 130.00 |

| Capital Ratios | 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 <i>[Measures the coverage of direct debt by the unrestricted net assets.]</i> <i>[Line 1 divided by Line 2]</i> | 3.72 | 3.59 |
| Actual Debt Service to Operations [Line 1] | \$ 429,381 | \$ 429,201 |
| Total Debt Service Payments | | |
| Principal | 319,820 | \$ 306,672 |
| Interest | \$ 109,561 | 122,529 |
| | \$ 429,381 | \$ 429,201 |
| Total Operating Expenses [Line 2] | \$ 18,781,890 | \$ 16,879,887 |
| Actual Debt Service to Operations <i>[Measures the debt service burden on the annual operating budget.]</i> <i>[Line 1 divided by Line 2]</i> | 2.3% | 2.5% |

**Mountwest Community & Technical College
Board of Governors
Meeting of November 19, 2010**

ITEM: FY 2009-2010 Report
Third-Party Sponsored Contracts

RECOMMENDED RESOLUTION: *Resolved*, that in accordance with IBOG Policy F-1 "Waiver of Tuition and Fees for Third-Party Sponsored Courses", the Board receives the Annual Report for Fiscal Year 2009-2010.

STAFF MEMBER: Herb Karlet
Vice President, CFO-CPO

BACKGROUND

In accordance with Section 2.6 of IBOG Policy F-1 (Third-Party Sponsored Courses), an annual report for Fiscal Year 2009-2010 is being furnished to the Board.

| Fall 2009 | | | | | | |
|---|---|-------------------------|---------------|---------------|---------------------------|--------------|
| Sponsor | CRN | Course | Date Received | # of Students | Total Value of Fee Waiver | Total Billed |
| Alcon | 4811 | BIOL 281 | 7/6/2009 | 12 | \$ 5,330.25 | \$ 4,200.00 |
| Cabell County EMS | 2305 & 2306 | EME 109/Lab | 9/30/2009 | 21 | \$ 30,381.75 | \$ 4,200.00 |
| Huntington Chamber of Commerce | 4905 | WFD 153 | 10/1/2009 | 9 | \$ 5,433.75 | \$ - |
| Huntington Chamber of Commerce | 4900-4902 | WFD 150-152 | 10/1/2009 | 119 | \$ 364,174.00 | \$ - |
| Collins Career Center | 1087 | AH 151 | 9/17/2009 | 19 | \$ 11,385.75 | \$ 3,100.00 |
| Collins Career Center | 4839 | BIOL 210 | 9/17/2009 | 25 | \$ 11,564.00 | \$ 4,000.00 |
| Collins Career Center | 1283 | BIOL 257 | 9/17/2009 | 25 | \$ 7,848.00 | \$ 4,000.00 |
| Collins Career Center | 4842 | ENL 111 | 8/13/2009 | 12 | \$ 7,122.00 | \$ 4,480.00 |
| Collins Career Center | 4840 | IT 101 | 9/17/2009 | 11 | \$ 6,073.50 | \$ 1,900.00 |
| Collins Career Center | 4841 | MAT 145 | 8/13/2009 | 21 | \$ 12,135.75 | \$ 5,830.00 |
| Collins Career Center | 4843 | SCI 110 | 8/13/2009 | 10 | \$ 7,610.00 | \$ 5,320.00 |
| Collins Career Center | 4845 | SCI 220 | 8/13/2009 | 19 | \$ 3,751.51 | \$ 5,530.00 |
| Collins Career Center | 4844 | SS 215 | 8/13/2009 | 15 | \$ 3,158.25 | \$ 4,930.00 |
| Collins Career Center | 4846 | COM 112 | 8/13/2009 | 28 | \$ 9,817.50 | \$ 9,817.50 |
| Goodwill Industries | 4816 | AH 151 | 7/27/2009 | 19 | \$ 8,232.00 | \$ - |
| Goodwill Industries | 4838 | COL 138 | 7/27/2009 | 19 | \$ 8,232.00 | \$ - |
| Goodwill Industries | 4817 | IT 101 | 7/27/2009 | 19 | \$ 8,232.00 | \$ - |
| Goodwill Industries | 4913 | COL 138 | 11/13/2009 | 5 | \$ 1,811.25 | \$ - |
| Mason County Schools | 4795 | AAT 255 | 10/14/2009 | 7 | \$ 2,535.75 | \$ 910.00 |
| Mason County Schools | 4874 | AH 151 | 10/14/2009 | 29 | \$ 10,505.25 | \$ 3,770.00 |
| Mason County Schools | 4797 | IT 101 | 10/14/2009 | 6 | \$ 2,173.50 | \$ 780.00 |
| Mason County Schools | 4798 | IT 212 | 10/14/2009 | 2 | \$ 724.50 | \$ 260.00 |
| Mason County Schools | 4799 | MG 101 | 10/14/2009 | 6 | \$ 2,173.50 | \$ 780.00 |
| Mason County Schools | 4800 | MG 284-101 | 10/14/2009 | 3 | \$ 1,086.75 | \$ 390.00 |
| Mason County Schools | 4801 | MG 284-102 | 10/14/2009 | 4 | \$ 1,449.00 | \$ 520.00 |
| Mason County Schools | 4830 | MTEC 105 | 10/14/2009 | 5 | \$ 1,811.25 | \$ 650.00 |
| Mason County Schools | 4832 | MTEC 171 | 10/14/2009 | 2 | \$ 10,505.25 | \$ 260.00 |
| Mason County Schools | 4834 | MTEC 250 | 10/14/2009 | 4 | \$ 1,449.00 | \$ 520.00 |
| Mason County Schools | 4898 | TS 282 | 10/14/2009 | 3 | \$ 1,811.25 | \$ 650.01 |
| Mason County Schools | 4847 | WFD 180 | 10/14/2009 | 4 | \$ 1,932.00 | \$ 693.32 |
| Mason County Schools | 4849 | WFD 181 | 10/14/2009 | 4 | \$ 1,932.00 | \$ 693.32 |
| Mason County Schools | 4870 | WFD 182 | 10/14/2009 | 3 | \$ 1,811.25 | \$ 650.01 |
| Mason County Schools | 4872 | WFD 183 | 10/14/2009 | 3 | \$ 1,449.00 | \$ 519.99 |
| Mining Safety and Health Administration | 4893 | MIT 275 | 8/28/2009 | 5 | \$ 14,985.00 | \$ - |
| Patriot EMS | 3917, 3918, 3919, 3920, 3921, 3922, 4789 | 211, 212, 130,241, 251, | 9/25/2009 | 7 | \$ 19,547.50 | \$ 6,650.00 |
| Rahall Transportation Institute | 4827 | IW 100 | 9/4/2009 | 8 | \$ 3,225.75 | \$ - |
| Rahall Transportation Institute | 4829 | IW 207 | 9/4/2009 | 10 | \$ 15,193.50 | \$ - |
| St. Mary's Medical Center Radiology | 4246, 4247, 4248, 4249 | RT Year 3, Sem 3 | 7/22/2009 | 17 | \$ 2,380.00 | \$ 2,380.00 |
| St. Mary's Medical Center Radiology | 4241, 4242, 4243, 4244, 4245 | RT Year 2, Sem 1 | 7/22/2009 | 6 | \$ 840.00 | \$ 840.00 |
| WV State Police Academy | 4585, 4586, 4587, 4588 4589, 4590, 4591, 4592 | PST-Basic 139th | 9/3/2009 | 40 | \$ 65,120.00 | \$ - |
| WV State Police Academy | 4851, 4852, 4853, 4854, 4855, 4856, 4857, 4858 | PST-Basic 140th | 9/3/2009 | 34 | \$ 54,688.00 | \$ - |
| WV State Police Academy | 4860, 4861, 4862, 4863 4866, 4080, 4867 | PST-Cadet 60th | 9/3/2009 | 36 | \$ 64,486.75 | \$ - |
| WV State Police Academy | 4890 | PST 275 | 9/21/2009 | 10 | \$ 15,798.00 | \$ - |
| WV State Police Academy | 4888 | PST 280 | 9/21/2009 | 587 | \$ 80,195.50 | \$ - |
| WV State Police Academy | 4889 | PST 281 | 9/21/2009 | 18 | \$ 2,173.50 | \$ - |
| WV State Police Academy | 4891 | PST 291 | 9/21/2009 | 30 | \$ 25,856.25 | \$ - |
| WV State Police Academy | 4892 | PST 292 | 9/21/2009 | 3 | \$ 1,449.00 | \$ - |

Spring 2010

| Sponsor | CRN | Course | Date Received | # of Students | Total Value of Fee Waiver | Total Billed |
|---|--|---------------------|---------------|---------------|---------------------------|--------------|
| Cabell County EMS | 1656; 1657 | WFD 103 & 104 | 1/11/2010 | 15 | \$ 15,002.75 | \$ 1,500.00 |
| Cabell County EMS | 1600; 1601 | PAR 260/261 | 1/11/2010 | 14 | \$ 13,342.50 | \$ 700.00 |
| Huntington Chamber of Commerce | 1627 | OD 120 | 1/4/2010 | 1 | \$ 1,116.75 | \$ - |
| Huntington Chamber of Commerce | 1641 | WFD 153 | 1/4/2010 | 9 | \$ 5,433.75 | \$ - |
| Huntington Chamber of Commerce | 1644-1647 | WFD 1710-173 | 1/4/2010 | 4 | \$ 6,116.00 | \$ - |
| Huntington Chamber of Commerce | 1638-1640 | WFD 150-152 | 1/4/2010 | 19 | \$ 55,513.00 | \$ - |
| Huntington Chamber of Commerce | 1637 | WFD 149 | 1/4/2010 | 38 | \$ 91,370.75 | \$ - |
| Huntington Chamber of Commerce | 1648-1649 | WFD 180-181 | 1/4/2010 | 2 | \$ 483.00 | \$ - |
| Huntington Chamber of Commerce | 1669-1672 | WFD 174-177 | 1/4/2010 | 10 | \$ 8,343.25 | \$ - |
| Collins Career Center | 1074 | AH 226 | 2/3/2010 | 23 | \$ 11,433.00 | \$ 3,700.00 |
| Goodwill Industries | 1061 | AH 151 | 11/27/2009 | 5 | \$ 1,811.25 | \$ - |
| Goodwill Industries | 1583 | IT 101 | 11/27/2009 | 5 | \$ 1,811.25 | \$ - |
| Goodwill Industries | 1695 | AH 100 | 11/27/2009 | 9 | \$ 3,550.50 | \$ - |
| Goodwill Industries | 1680 | COL 138 | 11/27/2009 | 3 | \$ 1,052.25 | \$ - |
| Goodwill Industries | 1694 | IT 101 | 11/27/2009 | 3 | \$ 1,052.25 | \$ - |
| Goodwill Industries | 1696 | AH 151 | 11/27/2009 | 3 | \$ 1,052.25 | \$ - |
| International Union of Painters and Allied Trades | 1361 | IT 101 | 12/1/2009 | 1 | \$ 357.00 | \$ - |
| International Union of Painters and Allied Trades | 3236 | MAT 115 | 1/4/2010 | 17 | \$ 6,069.00 | \$ - |
| International Union of Painters and Allied Trades | 1591 | OD 120 | 12/1/2009 | 21 | \$ 86,121.00 | \$ - |
| Lakin Correctional Facility | 1629 | ENL 251 | 1/14/2010 | 15 | \$ 5,459.25 | \$ 4,290.00 |
| Lakin Correctional Facility | 1630 | SS 150 | 1/14/2010 | 16 | \$ 5,821.50 | \$ 4,440.00 |
| Mason County Schools | 1077 | ANR 101 | 11/20/2009 | 3 | \$ 1,811.25 | \$ 650.01 |
| Mason County Schools | 1476 | MTEC 251 | 11/20/2009 | 2 | \$ 503.00 | \$ 260.00 |
| Mason County Schools | 1482 | MTEC 282 | 11/20/2009 | 2 | \$ 483.00 | \$ 346.66 |
| Mason County Schools | 1056 | AH 151 | 11/20/2009 | 3 | \$ 724.50 | \$ 390.00 |
| Mason County Schools | 1687, 1689 | IT 101 | 11/20/2009 | 12 | \$ 4,347.00 | \$ 1,560.00 |
| Mason County Schools | 1684 | AAT 255 | 11/20/2009 | 6 | \$ 2,173.50 | \$ 780.00 |
| Mason County Schools | 1685 | MG 284 | 11/20/2009 | 2 | \$ 724.50 | \$ - |
| Mason County Schools | 1686 | MG 281 | 11/20/2009 | 1 | \$ 362.25 | \$ 130.00 |
| Mason County Schools | 1488 | MTEC 285 | 11/20/2009 | 4 | \$ 1,449.00 | \$ 693.32 |
| Mining Safety and Health Administration | 1595 | MIT 275 | 11/20/2009 | 2 | \$ 5,550.00 | \$ - |
| Patriot EMS | 1490-1495 | PAR courses | 2/3/2010 | 6 | \$ 17,529.00 | \$ 5,400.00 |
| Putnam County Schools | 1634 | IT 101 | 1/27/2010 | 6 | \$ 2,173.50 | \$ 1,080.00 |
| Rahall Transportation Institute | 1603 | WFD 161 | 12/10/2009 | 3 | \$ 1,750.50 | \$ - |
| St. Joseph High School | 1675 | IT 101 | 1/22/2010 | 2 | \$ 724.50 | \$ 390.00 |
| St. Mary's Medical Center Radiology | 1531, 1532, 1536, 1537 1538, 1616, 1617, 1539 | RS Courses-3rd Year | 12/3/2009 | 17 | \$ 33,331.00 | \$ 2,380.00 |
| St. Mary's Medical Center Radiology | 1533, 1534, 1535, 1540 | RS Courses-2nd Year | 12/3/2009 | 5 | \$ 9,003.00 | \$ 700.00 |
| Wayne County Commissioners | 1628 | AH 100 | 1/7/2010 | 4 | \$ 1,474.50 | \$ - |
| WV State Police Academy | 1582 | COM 112 | 12/14/2009 | 36 | \$ 20,006.25 | \$ - |
| WV State Police Academy | 1596 | EME 105 | 12/14/2009 | 36 | \$ 1,080.00 | \$ - |
| WV State Police Academy | 1597 | IT 101 | 12/14/2009 | 36 | \$ 1,080.00 | \$ - |
| WV State Police Academy | 1581 | MAT 139 | 12/14/2009 | 36 | \$ 33,343.75 | \$ - |
| WV State Police Academy | 1575-1580 | PST Courses-60th | 12/14/2009 | 36 | \$ 31,322.00 | \$ - |
| WV State Police Academy | 1604-1611 | PST Courses-141st | 12/21/2009 | 46 | \$ 70,334.00 | \$ - |
| WV State Police Academy | 1623 | PST 291 | 12/21/2009 | 38 | \$ 3,763.75 | \$ - |
| WV State Police Academy | 1624 | PST 292 | 12/21/2009 | 2 | \$ 1,851.00 | \$ - |
| WV State Police Academy | 1693 | PST 280 | 12/21/2009 | 1 | \$ 362.25 | \$ - |
| WV State Police Academy | 1622 | PST 275 | 12/21/2009 | 1 | \$ 4,101.00 | \$ - |

\$ 573,670.25 \$ 29,389.99

| Summer 2010 | | | | | | |
|---|------------------------|---------------|----------------------|----------------------|----------------------------------|---------------------|
| Sponsor | CRN | Course | Date Received | # of Students | Total Value of Fee Waiver | Total Billed |
| Kanawha County EMS | 3077, 3078 | PAR 260-261 | 2/4/2010 | 12 | \$ 8,454.00 | \$ 900.00 |
| Goodwill Industries | 3151 | COL 138 | 7/13/2010 | 7 | \$ 2,889.00 | \$ - |
| Huntington Chamber of Commerce | 3139, 3140, 3141, 3142 | WFD 149-152 | 5/19/2010 | 10 | \$ 29,458.00 | \$ - |
| International Union of Painters and Allied Trades | 3033 | EC 102 | 5/12/2010 | 2 | \$ 714.00 | \$ 580.00 |
| International Union of Painters and Allied Trades | 3147 | OD 120 | 4/26/2010 | 6 | \$ 21,954.00 | \$ - |
| International Union of Painters and Allied Trades | 3052 | IT 101 | 5/12/2010 | 2 | \$ 714.00 | \$ 580.00 |
| International Union of Painters and Allied Trades | 3041 | ENL 111 | 5/12/2010 | 2 | \$ 714.00 | \$ 580.00 |
| Mining Safety and Health Administration | 3134 | MIT 275 | 5/3/2010 | 3 | \$ 9,651.00 | \$ - |
| Patriot EMS | 3135, 3136, 3137 | WFD 101-103 | 4/27/2010 | 5 | \$ 10,871.25 | \$ 2,250.00 |
| Rahall Transportation Institute | 3058 | IW 207 | 4/13/2010 | 6 | \$ 8,985.00 | \$ - |
| Rahall Transportation Institute | 3055 | IW 100 | 4/13/2010 | 8 | \$ 5,544.75 | \$ - |
| WV State Police Academy | 3129 | PST 291 | 5/6/2010 | 1 | \$ 1,150.00 | \$ - |
| WV State Police Academy | 3130 | PST 292 | 5/6/2010 | 3 | \$ 1,886.00 | \$ - |
| WV State Police Academy | 3148 | PST 275 | 5/10/2010 | 1 | \$ 1,449.00 | \$ - |

\$ 104,434.00 \$ 4,890.00

**Mountwest Community & Technical College
Board of Governors
Meeting of November 19, 2010**

ITEM: Center for Culinary Arts/Bounty Kitchen
Kitchen and Classroom Renovations

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approve the awarding of the contract for RFP MCTCCCARN11 to the lowest qualified bidder submitting a bid of \$181,878 for the base bid and add alternate.

STAFF MEMBER: Keith J. Cotroneo
President

Herbert J. Karlet
Vice President, CFO-CPO

BACKGROUND

A lease agreement was executed and made effective July 1, 2010 between MCTC and Unlimited Future, Inc. for the facility formerly known as Mountain Bounty Kitchen located at 1632 Eighth Avenue, Huntington, WV to accommodate the expanding needs of the college's culinary arts program. However, before the College can occupy and utilize the facility for this purpose, several renovations and repairs are required. A build-out of two (2) classrooms and corridors are also needed. Attachment A provides the Scope of Work for the renovations and build-out. Attachment B provides a schematic of the proposed build-out.

On September 17, 2010, MCTC administration issued a Request for Proposal to solicit bids for the renovations and build-out with a scheduled bid opening date of October 14, 2010. A total of four (4) bids were received. The administration recommends the contract be awarded to the lowest qualified bidder, Hager Construction, LLC for:

| | | |
|----------------------------------|----|----------------|
| Base Bid | \$ | 122,000 |
| Add Alternate 1 (Two Classrooms) | | <u>59,878</u> |
| Total Contract | \$ | <u>181,878</u> |

The cost of this facility will include:

| | <u>Estimated Cost</u> |
|---------------------------------------|-----------------------|
| 5-Year Lease | \$ 500,000 |
| Repairs & Renovations | <u>182,000</u> |
| Total | \$ <u>682,000</u> |
| Cost per Square Foot (14,000 Sq. Ft.) | \$ <u>48.71</u> |

With the addition of the classrooms, it is anticipated that most, if not all, of the classes required for the culinary program can be offered at this facility, including the general education requirements.

Mechanical and Plumbing

- SIX Existing A.O. Smith water heaters checked out and started.
- TWO Existing kitchen make-up air units checked out and started.
- TWO Existing TRANE Split System units checked out and started.
- ONE Existing gas fired REZNOR unit checked out and started.
- 1-Lot Existing interior domestic water system tested for leaks.
- 1-Lot Existing interior natural gas line tested for leaks.
- ONE Existing gas fired split system unit in office area demo' d and removed including all ductwork.
- FIVE Install check valves on five (5) sinks in kitchen area.
- ONE Install one(1) Owner Furnished Packaged unit including new ductwork and natural gas piping.

Electrical

- 1) Troubleshoot Sump Pump
- 2) Replace weather-proof in use device covers
- 3) Replace weather-proof emergency fixture
- 4) Replace outside greenlee ground flood lights
- 5) Replace/repair weather-proof fixtures
- 6) Troubleshoot receptacle in break room
- 7) Replace batteries/lamps in emergency fixtures
- 8) Replace lamps/repair high bay fixtures
- 9) 3-Ton A/C Circuit (conduit, wire, circuit breakers, disconnects and miscellaneous)

HVAC – General (Addendum 10/07/10)

Supply and install a new condensing unit on the south side of the building near the two existing 4-ton condensing units. The cost shall include all labor, material, markup, concrete pad, piping, etc. required to connect and to place into operation the new condensing unit.

Kitchen Equipment

Work consists of lighting pilots, adjusting burners, checking gas pressure, calibrating ovens and ranges, checking water level and steam pressure on kettles, checking fan motors and belts on hood system, adjusting, sharpening and lubricating slicer, checking and adjusting motors on ovens, starting all refrigeration, checking for leaks on all refrigeration lines, checking for leaks on all internal equipment lines and drains, starting and checking dishwasher operation.

Below is a list of equipment in both kitchens covered under start-up proposal:

| QTY | DESCRIPTION | MANUFACTURER |
|------------|-----------------------|---------------------|
| 2 | Gas Convection Oven | WOLF |
| 2 | Gas Heavy Duty Range | WOLF |
| 2 | Steam Jacketed Kettle | ELECTOLUX |
| 2 | Mini Gas Rack Oven | BAXTER |
| 2 | Hood Systems | GAYLORD |
| 2 | Food Slicer | HOBART |
| 2 | Proofer | |
| 1 | Dishwasher | |
| 1 | Booster Heater | |
| 1 | Blast Chiller | SERVOLIFT |

HVAC Digital

Furnish and Install DDC Controls for the following equipment:

- 1) 5-Ton Split System Unit serving Kitchen Area – Furnish and install current flow sensor and start-stop control signal for unit supply fan. Furnish programming for occupied/unoccupied schedules and alarm signal for run status.
- 2) Furnish and install space temperature sensor in Kitchen area and provide alarm signal for high and low temperature.
- 3) Make-Up Air Unit serving Kitchen Storage Area – Furnish and install current flow sensor and start-stop control signal for unit supply fan. Furnish programming for occupied/unoccupied schedules and alarm signal for run status.
- 4) Furnish and install space temperature sensor in Kitchen Storage area and provide alarm signal for high and low temperature.
- 5) Kitchen Exhaust Monitoring – Furnish and install current flow sensors and programming for alarm signal for run status for the following fans: Kitchen Hoods (Typical of 2), Make Up Air Units (Typical of 2), and Dishwasher Exhaust (Typical of 1).
- 6) 3-Ton Split System Unit serving Office Area – Furnish and install current flow sensor and start-stop control signal for unit supply fan. Furnish programming for occupied/unoccupied schedules and alarm signal for run status.
- 7) Furnish and install space temperature sensor in Office area and provide alarm signal for high and low temperature.

- 8) 5-Ton Split System Unit serving Classrooms – Furnish and install current flow sensor and start-stop control signal for unit supply fan. Furnish programming for occupied/unoccupied schedules and alarm signal for run status.
- 9) Furnish and install space temperature sensor in Classroom area and provide alarm signal for high and low temperature.
- 10) Furnish and install alarm status contact for Fire Alarm and Security Systems.
- 11) Furnish and install DDC Controllers (Typical of 2) near HVAC equipment and provide communications wiring and power wiring.
- 12) Web-based Computer System – Furnish and install Universal Network Controller (UNC) and provide communications wiring and power wiring located in network data closet. Network connection and IP Address provided by owner. Dedicated phone line can be provided in lieu of Network connection.
- 13) Provide one-year warranty on all parts and labor for controls installation. Provide owner training and orientation.

Fencing

Material and labor for the installation of:

65' x 9' 3TR

8' 9 Gauge Galvanized Fabric

2 1/2" SS40 Line Post

1 5/8" Top and Bottom Rail

| | |
|---|-----------------------|
| 1 | 10' Dbl. Gate |
| 1 | 12' Dbl. Gate |
| 4 | 3" Gate Posts – C/B |
| 4 | 3" End Posts – C/B |
| 2 | 3" Corner Posts – C/B |

ADD ALTERNATE #1 [Build-Out]

- Install four (4) duplex 110 volt receptacles on each interior wall (hardwired).
- Install two (2) double 110 volt receptacles in corridor.
- Install a dual data/telecommunication outlet on each interior wall (hardwired).
- Install four (4) tube fluorescent fixtures as shown on Add Alternate 1 schematic.
- Provide shop drawing illustrating location of electrical and data/telecommunication fixtures by licensed WV Engineer.
- Install all associated ductwork diffusers, fire dampers, and insulation as sized and drawn by licensed WV Engineer bearing his stamp for approved shop drawing.
- Install 4-ton cooling and gas-fired package unit at location shown on Add Alternate 1 schematic.
- Provide gas piping sized for allowance unit and Add Alternate 1 unit from service entry point to two (2) new package units.
- The double 5/8 layer of drywall (taped and finished) shall include one coat of primer, a base coat, one finish coat of quality primer, and paint to be approved by the owner. Three (3) doors with panic device on the interior and a thumb latch on the exterior shall also be included and shall be 1 hour rated. [Addendum 10/07/10]

