

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

AGENDA

Friday, December 17, 2010
Mountwest Cooking & Culinary Institute
917 Third Avenue
Huntington, WV

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – November 19, 2010 *
- III. President's Report – Dr. Cotroneo
- IV. Advocacy Training Report
- V. Policy Governance Training, January 13 – 14, 2011
- VI. Update on Mountwest's Campus Project
- VII. Quarterly Financial Report for the period ending September 30, 2010 *
- VIII. Executive Session Under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue:
President's Contract
- IX. Future Board Agenda Items
- X. Announcements:
 - Next regularly scheduled meeting of the IBOG – January 21, 2011 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with meeting to begin at 8:00 a.m.
 - Other

* Action Items

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

MINUTES

Friday, November 19, 2010

8:00 a.m.

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

PRESENT: Bob Bailey, Mark Bugher, Ruth Cline (via telephone), Jim Hale, Mike Herron, Jason Moses, Susan Richardson, Monica Shafer, and Cheryl Thompson.

ABSENT: Donna Donathan, Mark George and Jeffrey Porter.

ALSO ATTENDING: President Keith J. Cotroneo, Rick Brown, Christie Chaffin, Jean Chappell, Shirley Dyer, Herb Karlet, Tommie Kelley, Stephanie A. Neal, Carol Perry, Sheanna Spence, and Terri Tomblin-Byrd.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

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

II. Approval of Minutes – October 15, 2010:

A motion was made by Monica Shafer and seconded by Mark Bugher to accept the October 15, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo reported on the following items:

- Earl Ray Tomblin is now the Governor of West Virginia. West Virginia's first lady, Joanne Tomblin, is the President of Southern WV Community & Technical College.
- The annual WVCCA conference was held November 3 – 5, 2010 in Martinsburg, WV. Although President Cotroneo's term as President of the WVCCA has ended, he will continue to remain on the WVCCA Board. During the annual conference, Senator Helmick spoke to those in attendance concerning the issues related to OPEB (Other Post Employment Benefits).
- Chancellor Skidmore's office will be sponsoring a meeting on December 8, 2010 in Charleston for Presidents and the Executive Committee members of each Institutional Board of Governors relating to the possibility of defining a state-wide advocacy agenda

for all WV community and technical colleges as a way to strengthen the system and to find a common voice and direction for Board members.

- The College has received a \$225,000 grant from the Chancellor's Office for the development of a Transportation Technology Program. This work is being done with the support of the Rahall Transportation Institute.
- Dr. Cotroneo introduced Sheanna Spence, MCTC's new Director of Development. A new campaign will be introduced at the December 7, 2010 Holiday Reception.
- Several options for Mountwest sweatshirts and hoodies were presented to the Board.
- Mountwest CTC served as the host of a meeting of the Advisory Council of Classified Employees on November 18, 2010.
- President Cotroneo acknowledged Rick Brown, President of the Faculty Council, and thanked him for his work with the faculty.
- Mountwest CTC hosted a meeting of Educate the Tri-State November 17, 2010. During the meeting it was determined that the organization will be moving forward to incorporate into a 5013C organization.

IV. Third-Party Sponsored Contracts FY 2009 – 2010:

In accordance with IBOG Policy F-1 relating to the "Waiver of Tuition and Fees for Third-Party Sponsored Courses", a motion was made by Mark Bugher and seconded by Jim Hale that the Board receive the Annual Report for Fiscal Year 2009-2010. The motion was approved.

V. Audited Financial Report for FY 2010 and FY 2009:

Mr. Dennis Juran, Deloitte and Touche partner, joined the meeting via telephone to review the financial statements with the Board members. Following the review and discussion, a motion was made by Mark Bugher and seconded by Mike Herron 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. The motion was approved.

VI. Renovation of Bounty Kitchen/Center for Culinary Arts:

Herb Karlet gave the Board an update relating to the Bounty Kitchen/Center for Culinary Arts. A motion was made by Jim Hale and seconded by Monica Shafer that the Board of Governors approve the awarding of the contract for RFP MCTCCCARN11 to the lowest qualified bidder, Hager Construction, LLC, submitting a bid of \$181,878 for the base bid and add alternate. The motion was approved.

VII. Planning for Policy Governance Training, January 13 – 14, 2011:

The Board was presented with several possible sites for the Policy Governance Training scheduled to be held January 13 – 14, 2011. Following discussion, it was a consensus of the Board that they would like to consider the location to be the Holiday Inn in Barboursville, WV.

VIII. Future Board Agenda Items:

Ms. Richardson asked Board members for future IBOG agenda items. Mark Bugher indicated he would like to have as a standing agenda item an update on the Mountwest Campus Project. Following a brief discussion on OPEB, the Board decided to table the issue for now. Ms. Richardson asked Board members to be prepared to bring future Board agenda items with them to the next meeting.

IX. 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.

X. Executive Session under the Authority of WV Code §6-9A-4 Relating to a Personnel Issue: Annual Evaluation of the President

A motion was made by Jason Moses and seconded by Jim Hale that the Board go into Executive Session for the consideration of information relating to 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 Mike Herron and seconded by Monica Shafer that the Board come out of executive session. The motion was approved. A motion was made by Mike Herron and seconded by Monica Shafer that the Board receive the report on the President's evaluation. The motion was approved.

XI. Adjournment:

There being no other agenda items, the meeting was adjourned at 9:40 a.m.

Susan K. Richardson Chairman

Ruth Cline Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of December 17, 2010**

ITEM: Quarter ending September 30, 2010
Financial/Budget Report

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors receives the
Financial/Budget Report for the quarter ending
September 30, 2010.

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

BACKGROUND

The quarterly financial/budget report for the period ending September 30, 2010 is attached.
Information for the period ending September 30, 2009 is not available.



Mountwest

Community & Technical College

BOARD OF GOVERNORS QUARTERLY FINANCIAL BUDGET REPORT

For the Quarter Ending
September 30, 2010

PREPARED BY:
Herbert J. Karlet - MBA, CPA
Vice President/Chief Financial Officer

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
QUARTERLY FINANCIAL – BUDGET REPORT

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QUARTERLY EXECUTIVE SUMMARY

The College began the fiscal year in a strong financial position as evidenced by the FY 2009-2010 audited financial statements. It is anticipated that student fee revenue and state appropriations will be stable and in accordance with the institution's budget.

The current budget challenges will be to continue building the academic and student support services needed for an open admission/open access community college and to fund the possible double costs associated with renovating a new campus while still absorbing the costs of the current campus. This cost pressure will occur later this fiscal year and into fiscal year 2011-2012.

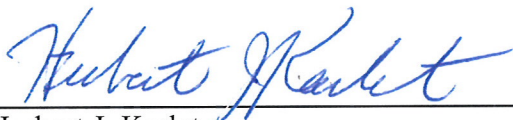
Enrollment for the Fall, 2010 compared to the Fall, 2009 is stable which is positive due to the large increase in enrollment in the Fall of 2009.

CERTIFICATION OF THE CHIEF FINANCIAL OFFICER

To the best of my knowledge, the combined Statement of Net Assets (SNA) and the Statement of Actual to Budget Comparison as of and for the quarter ending September 30, 2010 present fairly the financial position and results of operations of Mountwest Community and Technical College.

These statements have been prepared utilizing the modified cash basis of accounting. This presentation differs from the full accrual basis, as presented in the Institution's annual audit reports, in that all timing accruals and cutoffs have not been included. Reasonable efforts have been made to include all amounts necessary for fair presentation and we are not aware of any material modifications that should be made to these statements in order for them to be in conformity with the modified cash basis of accounting. However, some resources have been recorded through September 30, 2010 while significant expenditures will not be recorded until later in the fall semester.

These reports are intended solely for the information and use of the Board of Governors and the management of Mountwest Community and Technical College.



Herbert J. Karlet
Vice President, CFO

MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE

STATEMENTS OF NET ASSETS

September 30, 2010 and June 30, 2010

	In Dollars		
	As of September 30		June 30 2010
	FY 2010	FY 2009	FY2010
ASSETS			
CURRENT ASSETS:			
Cash and cash equivalents	\$ 9,586,661	\$ -	\$ 7,275,992
Accounts receivable - net	899,429	-	454,888
Due from Marshall University-current portion	262,500	-	437,500
Due from the council/commission	-	-	123,710
Other current assets	1,209	-	-
Total current assets	<u>\$ 10,749,799</u>	<u>\$ -</u>	<u>\$ 8,292,090</u>
NONCURRENT ASSETS:			
Due from Marshall University-noncurrent	\$ 2,492,834	\$ -	\$ 2,492,834
Capital assets - net	10,238,190	-	10,292,768
Total noncurrent assets	<u>\$ 12,731,024</u>	<u>\$ -</u>	<u>\$ 12,785,602</u>
TOTAL ASSETS	<u>\$ 23,480,823</u>	<u>\$ -</u>	<u>\$ 21,077,692</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES:			
Accounts payable	\$ 185,562	\$ -	\$ 268,290
Due to State Agencies	33,046	-	56,485
Due to Commission	-	-	7,727
Accrued Liabilities	133,540	-	458,611
Compensated Absences	339,793	-	339,793
Debt obligation to Commission - current portion	166,811	-	333,622
Deferred Revenue	1,071,213	-	1,193,102
Other-Student Refunds-\$595,482/Bookstore	715,803	-	-
Total current liabilities	<u>\$ 2,645,768</u>	<u>\$ -</u>	<u>\$ 2,657,630</u>
NONCURRENT LIABILITIES:			
Other Post Employment Benefits (OPEB)	\$ 960,877	\$ -	\$ 791,701
Debt obligation to Commission	1,726,839	-	1,726,839
Total noncurrent liabilities	<u>\$ 2,687,716</u>	<u>\$ -</u>	<u>\$ 2,518,540</u>
Total liabilities	<u>\$ 5,333,484</u>	<u>\$ -</u>	<u>\$ 5,176,170</u>
NET ASSETS:			
Invested in capital assets - net of related debt	\$ 10,238,190	\$ -	\$ 8,232,307
Restricted for expendable scholarships	120,706	-	4,112
Restricted for expendable sponsored projects	-	-	-
Unrestricted	7,788,443	-	7,665,103
Total net assets	<u>\$ 18,147,339</u>	<u>\$ -</u>	<u>\$ 15,901,522</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 23,480,823</u>	<u>\$ -</u>	<u>\$ 21,077,692</u>

Mountwest Community and Technical College
Actual to Budget Comparison (Thousands)
For quarter ending September 30, 2010

	Actual Quarter Ending 09/30/10	Actual Year-to-Date	FY 2011 Budget	Actual to Budget Variance	YTD % to Budget
OPERATING REVENUES					
Tuition and fees	\$ 1,655	\$ 1,655	\$ 4,300	\$ (2,645)	38.5%
Government contracts and grants					
Federal	63	63	200	(137)	31.5%
State	719	719	1,900	(1,181)	37.8%
Private and Local	56	56	250	(194)	22.4%
Sales and services of educational activities	8	8	60	(52)	13.3%
Other operating sources	425	425	1,250	(825)	34.0%
NONOPERATING REVENUES					
State appropriations	1,366	1,366	5,464	(4,098)	25.0%
Federal Stimulus Funds	-	-	448	(448)	0.0%
Federal Pell Grants	2,647	2,647	5,000	(2,353)	52.9%
Investment Income	3	3	40	(37)	7.5%
Other nonoperating sources	2	2	38	(36)	0.0%
Total Revenues	\$ 6,944	\$ 6,944	\$ 18,950	\$ (12,006)	36.6%
OPERATING EXPENSES					
Instruction	\$ 1,194	\$ 1,194	\$ 7,540	\$ 6,346	15.8%
Public Service	44	44	226	182	19.5%
Academic Support	89	89	620	531	14.4%
Student Services	515	515	2,220	1,705	23.2%
General institutional support	624	624	2,050	1,426	30.4%
Operation and maintenance of plant	323	323	1,450	1,127	22.3%
Student Financial Aid	1,722	1,722	4,400	2,678	39.1%
Depreciation	73	73	402	329	18.2%
Other	58	58	270	212	21.5%
Total Operating Expenses	\$ 4,642	\$ 4,642	\$ 19,178	\$ 14,536	24.2%
Interest on Indebtedness	\$ 51	\$ 51	\$ 100	\$ 49	51.0%
Reserve for Capital Project	188	188	500	312	37.6%
Total Expenses	\$ 4,881	\$ 4,881	\$ 19,778	\$ 14,897	24.7%
INCREASE (DECREASE) IN NET ASSETS	\$ 2,063	\$ 2,063	\$ (828)	\$ 2,891	
Add Estimated Capital Bond Proceeds			\$ 3,000		
Budgeted Increase (Decrease)			\$ 2,172		
Note: OPEB budgeted expense			\$ 712		