

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

Monday, November 14th, 2022 @ 8:00 a.m.

Mountwest Community & Technical College -G07A

- 1. Call to Order, Determination of Quorum: Mr. David Earl, Chairman**
- 2. Consent Agenda: Mr. David Earl, Chairman**
 - Approval of Minutes –October 20th, 2022*
- 3. Finance Committee Report: Mr. Mark Morgan & Ms. Kristi Williams, CFO; CLA Auditors Report**
 - Auditor Presentation
 - Approval & Acceptance of the FY22 Financial Statements*
- 4. Academic Affairs Committee: Ms. Cathy Burns & Mr. Mike McComas, CAO**
 - Approval of revisions of Policy No. A-10, General Education Curriculum*
- 5. President's Report: Dr. Joshua Baker, President**
 - Kristy Wood – Non-Credit Training
 - Other
- 6. December Board Meeting Cancellation: Mr. David Earl, Chairman**
 - Approval to cancel the December 15th, 2022 Board Meeting and December committee meetings*
- 7. Announcements:**
 - Mountwest Employee Recognition & Holiday Party - December 7th, 2022 at 5:00pm, Vandalia Crowd House. Recognitions begin at 5:30pm.
- 8. Adjournment**

**Action Items – Approval Required*

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

Thursday, October 20th, 2022 @ 8:00 a.m.

Mountwest Community & Technical College – G07A

PRESENT: Alejandra Mallory, Ed Bays, Jeffrey Blatt, Thomas Gibson, Jeffrey Goad, David Earl, Dinah Ledbetter, Tony Martin, Mel Miller, Mark Morgan, Dee Preston

ALSO ATTENDING: President Dr. Josh Baker, Matt Crutchfield, Sarah Dick, Michael McComas, Jennifer Porter, Mesha Shamblin, Kristi Williams

AGENDA ITEMS:

1. **Call to Order and Determination of Quorum – Mr. David Earl, Chairman:**
David Earl, IBOG Chairman, called the meeting order at 8:02am. A quorum was established.
2. **Consent Agenda: Approval of the Minutes, Mr. David Earl, Chairman: ***
Upon a motion by Mr. Goad, and seconded by Mr. Gibson, the Board approved the minutes for the regular meeting on September 15th, 2022.
3. **Finance Committee Report, Mr. Mark Morgan & Ms. Kristi Williams, Interim CFO:**
Ms. Kristi Williams gave the finance report to the Board, noting that overall expenses have decreased by \$34,000 per month, and the College has lower salary costs compared to this time last year. The board discussed that the college system uses cash on hand as a way of measuring financial position.
4. **Governance Committee Report & Approval of Policy No. G-2 - Mr. Ed Bays: ***
Mr. Bays presented Policy No. G-2 for approval, noting that the committee has worked over the past 6 months to revise and bring into compliance with current state code. Upon a motion from Mr. Goad, and seconded by Mr. Gibson, the Board approved the revision of Policy No. G-2. The policy will now be open for comment for 30 days, and if there are no further revisions or discussions, will become final.
5. **Approval of Policy No. A-2 Tuition and Fee Waivers: Mesha Shamblin, VP of Student Services & HR:***
Ms. Shamblin presented revisions to Policy No. A-2 for the Board's approval. The policy has been revised to include additional counties to the College's metro waiver, and allow flexibility for the President to add counties as needed during program development. Upon a motion by Ms. Preston, seconded by Mr. Bays, the Board approved the revisions of the policy. The policy will now be open for comment for 30 days, and if there are no further revisions or discussions, will become final.
6. **Jumpstart Presentation: Ms. Sarah Dick, Academic Dean (Note: Has been approved for Board training credit):**

Ms. Sarah Dick gave a presentation on jumpstart which featured enrollment, program set-up, matriculation statistics, and more.

7. President's Report Dr. Josh Baker, President: *

Dr. Baker reported on Pink Out, an annual fundraiser to raise scholarship funds at Mountwest. Dr. Baker also reminded members of the board that a report was sent out via email for their review. The report featured an update on enrollment, student success initiatives, workforce initiatives, an update on the College's strategic planning process, Foundation updates, and professional development updates. A copy of the report is attached to the minutes.

Additionally, the President presented the funding formula to the Board, and upon a motion by Mr. Goad, seconded by Ms. Ledbetter, the Board approved the weighted values for the funding formula as required by HEPC. A copy of the funding formula recommendation is attached to the minutes.

8. Adjournment:

There being no other agenda items or business, the meeting was adjourned at 9:13am by Chairman David Earl.

**Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2023**

as of: October 31, 2022

	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %	FY 2022 BUDGET	FY 2022 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$3,462,000	\$1,584,700	46%	\$3,700,000	\$1,479,567	40%
Sales and Services of Educational Activities	2,500	32,502	1300%	2,500	580	23%
Federal Grants	3,250,000	17,809	1%			#DIV/0!
State Grants	4,222,424	1,470,826	35%			#DIV/0!
Auxiliary Enterprises	151,300	138,582	92%	135,000	49,015	36%
Other Operating Revenues	10,000	4,525	45%	80,000	2,250	3%
State Appropriations	6,716,176	3,358,088	50%	6,391,967	3,323,822	52%
Investment Income	5,000	63,855	1277%	35,000	2,148	6%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$17,819,400	\$6,670,887	37%	\$10,344,467	\$4,857,382	47%

TOTAL EXPENSES:						
Salaries and Wages	7,955,225	2,153,411	27%	6,654,385	2,103,150	32%
Benefits	2,110,787	488,156	23%	1,530,509	478,301	31%
Utilities	302,580	114,188	38%	300,000	100,460	33%
Supplies and Other Services	8,111,343	1,812,973	22%	2,650,000	1,135,123	43%
Scholarships and Fellowships	1,831,000	-	0%	50,000	-	0%
Payment of System Debt-State of WV-Higher Education	79,026	39,513	50%			#DIV/0!
Assessments by the Council for operations (HERA)	64,000	-	0%	83,000	33,430	40%
TOTAL OPERATING EXPENSES	\$20,453,961	\$4,608,241	23%	\$11,267,894	\$3,850,464	34%

Net Change in Cash (2,634,561) 2,062,646 \$1,006,918

Cash Beginning Balance 14,499,547 14,499,547

Ending Cash Balance 11,864,986 16,562,193

SUMMARY

Beginning Cash Balance	\$ 14,499,547
Revenues	6,670,887
Expenses	(4,608,241)
Ending Cash Balance	<u>\$ 16,562,193</u>

**Mountwest Community & Technical College
Cash Operating Budget Analysis
Fiscal Year 2023**

as of: October 31, 2022

	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %	FY 2022 BUDGET	FY 2022 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$3,044,000	\$1,192,672	39%	\$3,700,000	\$1,479,567	40%
Sales and Services of Educational Activities	2,500	23,350	934%	2,500	580	23%
Auxiliary Enterprises	151,300	83,455	55%	135,000	49,015	36%
Other Operating Revenues	10,000	4,525	45%	80,000	2,250	3%
State Appropriations	6,716,176	3,358,088	50%	6,391,967	3,323,822	52%
Investment income	5,000	63,855	1277%	35,000	2,148	6%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$9,928,976	\$4,725,945	48%	\$10,344,467	\$4,857,382	47%

TOTAL EXPENSES:						
Salaries and Wages	5,991,180	1,859,195	31%	6,654,385	2,103,150	32%
Benefits	1,460,524	433,182	30%	1,530,509	478,301	31%
Utilities	300,000	111,854	37%	300,000	100,460	33%
Supplies and Other Services	2,586,000	973,539	38%	2,650,000	1,135,123	43%
Scholarships and Fellowships - E&G Funded	25,000	-	0%	50,000	-	0%
Assessments by the Council for operations (HERA)	64,000	-	0%	83,000	33,430	40%
TOTAL OPERATING EXPENSES	\$10,426,704	\$3,377,770	32%	\$11,267,894	\$3,850,464	34%

Net Change in Cash **(497,728)** 1,348,175

Cash Beginning Balance **8,531,087**

Ending Cash Balance **8,033,359** 9,879,262

SUMMARY	
Beginning Cash Balance	\$ 8,531,087
Revenues	4,725,945
Expenses	(3,377,770)
Ending Cash Balance	\$ <u>9,879,262</u>

\$1,006,918

Mountwest Community & Technical College

FY22 Capital Budget

as of: October 31, 2022

Description	Budget FY 2023	Actual YTD FY 2023	Comparison %	Budget FY 2022	Actual YTD FY 2022	Comparison %
Funding Sources:						
E&G Capital Fees, Student Tuition	\$ 418,000	\$ 174,917	42%	\$ 467,500	\$ 160,277	34%
Total Funding Sources	\$ 418,000	\$ 174,917	42%	\$ 467,500	\$ 160,277	34%

\$ 14,640

Uses:						
MCTC Capital Projects	\$ 418,000	\$ 5,721	1%	\$ 500,000	\$ 100,646	20%
MCTC Campus Improvements	\$ -	-	0%	-	-	0%
Payment of Institutional Debt (Key Gov't - 1st Sentry) Bonds	-	-		234,743	236,627	101%
Payment of System Debt-State of WV-Higher Education	-	39,513		81,000	39,635	49%
Total Uses of Funds	\$ 418,000	\$ 45,234	11%	\$ 815,743	\$ 376,908	46%

\$(331,674)

Balances	
Net Change in Cash	0
Beginning Cash Capital Balance	698,771
Ending Cash Capital Balance	828,454

\$ (216,631)

SUMMARY	
Beginning Cash Balance	\$ 812,168
Revenues - cash	\$ 174,917
Expenses - cash	\$ (45,234)
Ending Cash Balance	\$ 941,851

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

Policy No. A-10

General Education Curriculum

General:

- 1.1. Scope: Rule establishing guidelines for General Education Curriculum
- 1.2. Statutory References: Title135 Series 11
- 1.3. Passage Date
- 1.4. Effective Date:

Purpose:

- 2.1. The General Education curriculum at Mountwest reflects the institution's commitment to ensuring that students are equipped with certain foundational skills that will enable them to pursue successful careers, be civically engaged, and become lifelong learners.

The General Education Program at Mountwest endeavors to ensure that students acquire those foundational skills through a variety of courses in the disciplines of the Humanities, mathematics, and biological sciences, in addition to the program-specific courses where the general education outcomes are reinforced.
- 2.2. Students who complete either an Associate of Arts (AA) or Associate in Science (AS) will have successfully completed at least 24 semester hours of course work in general education including the areas identified in 2.5.
- 2.3. Students who complete an Associate in Applied Science (AAS) will have successfully completed at least 15 semester hours of course work in general education including the areas identified in 2.3.
- 2.4. Students who complete either a Certificate in Applied Science (CAS) will have successfully completed at least 6 semester hours of course work in general education including essential communication and computation skills.
 - 2.4.1 If the General Education component is delivered through integrated, embedded, or other accepted models, faculty must demonstrate that the CAS meets minimum requirements equivalent to the distributed model.
- 2.5. Students who complete the General Education requirements of an associate degree

should be able to achieve the following outcomes:

2.5.1. Communication

- a. The student will compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of sources.
- b. The student will communicate verbal and nonverbal messages appropriate to the audience and situation.

2.5.2. Critical Thinking

The student will use appropriate evidence or sound reasoning to make a judgement.

2.5.3. Cultural Intelligence

The student will demonstrate an understanding of the complexity of elements important to the members of another culture in relation to its history, values, politics, communication styles, or beliefs and practices.

2.5.4. Numerical Literacy

The student will apply mathematical reasoning to solve quantitative problems.

Draft

November 2022 President's Report

- Foundation
 - Pink out raised \$5k+.
 - Izzy to raise \$20k by Feb for spring scholarships.
 - Bradley Burck new foundation board chair.
 - Two small fundraisers coming in December.
 - Wreaths
 - Holiday Treat Boxes

- Staff Changes
 - Matt Crutchfield resigning.
 - Landed dream animation job
 - Job is posted
 - Mesha Shamblin to serve as Interim VP of Institutional Advancement.
 - Will still have HR and serve as contact for Board of Governors.
 - Lisa Morris to serve as Interim VP of Student Services, currently Dean.
 - Interim roles will help us address immediate opportunities, and allow us to analyze exact needs next Summer.

- Caring Campus faculty sessions continue
 - Multiple sessions in November.

- Strategic planning sessions have begun
 - Four listening sessions November 1-2.
 - Community partners session very well attended.
 - Results of listening sessions and follow conversations will be available in January.
 - Full plan prepared for approval in late Spring.

- Risk Updates
 - Rich Donovan visited and looked at the slide. He is working on funding.

- Veterans Week Events
 - Daily events, including on campus and virtual events.

- Upcoming Events
 - Legislative breakfast
 - December 1st, 8am
 - Holiday Party
 - December 7th, evening
 - @The Vandalia Crowd House