

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

AGENDA

Thursday June 29th, 2023 @ 8:00 a.m.

Mountwest Community & Technical College – G07

1. Call to Order, Determination of Quorum: Mr. David Earl, Chairman
2. Consent Agenda: Mr. David Earl, Chairman
 - Approval of Minutes –April 26th, 2023*
3. Annual Faculty Presentation: Dr. Kelly Terry
4. Finance Committee Report: Mr. Mark Morgan & Ms. Kristi Williams, CFO
 - Approval of Digital Learning Commons Expenditure*
5. Board of Governors Elections: Mr. David Earl, Chairman*
 - Chair
 - Vice Chair
 - Secretary
6. 2023-2024 Board of Governors Meeting Schedule: Mr. David Earl, Chairman*
7. Introduction of 2023-2024 Faculty, Staff, & Student Board Representatives: Ms. Mesha Shamblin, VP
 - Erin Rich, Associate Professor of Legal Studies
 - Stacy Carroll, HR Manager
 - Josh Jett, AmeriCorps College Ambassador & Student Leader
8. President's Report: Dr. Joshua Baker, President
9. Possible Executive Session under the Authority of WV Code §6-9A-4: Mr. David Earl, Chairman*
 - Personnel: Discussion of Dr. Baker's Presidential Contract
 - Legal: Information Regarding Recent Depositions of Mountwest CTC Personnel
 - Property: Update on Sale of 2124 5th Avenue
10. Other Business:
 - Announcements*
11. Adjournment

**Action Items – Approval Required*

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

Wednesday, April 26th, 2023 @ 8:00 a.m.

Mountwest Community & Technical College – G07A

PRESENT: Ed Bays, Jeffrey Blatt, Cathy Burns, Thomas Gibson, Jeffrey Goad, Dinah Ledbetter, Tony Martin, Mel Miller, Mark Morgan, Dee Preston

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

ABSENT: Alejandra Mallory, David Earl

AGENDA ITEMS:

1. **Call to Order and Determination of Quorum: Mr. Mel Miller, Vice Chairman:**
David Earl, IBOG Chairman, called the meeting order at 8:02am. A quorum was established.
2. **Consent Agenda: Approval of the Minutes: Mr. Mel Miller, Vice Chairman: ***
Upon a motion by Mr. Bays, and seconded by Mr. Blatt, the Board approved the minutes for the regular meeting on March 16th, 2023.
3. **Finance Committee Report: Mr. Mark Morgan & Kristi Williams, CFO:***
The financial statements were presented and Ms. Williams gave a presentation regarding the budget. A resolution to approve the FY 24 budget and ACB salary increase was presented, which would have no tuition increases and a salary increase of \$2,300 for each full-time employee, was approved upon a motion made by Mr. Morgan, and seconded by Mr. Gibson.
4. **Academic Affairs Committee: Ms. Cathy Burns & Mr. Mike McComas, CAO:***
The committee met on April 13th to discuss program reviews. Upon a motion made by Mr. Bays, and seconded by Mr. Goad, the following programs were approved:
 - AAS Early Childhood Education
 - AAS Accounting
 - o CAS Accounting/Bookkeeping
 - AAS Banking & Finance
 - AAS Paralegal
 - AAS Criminal Justice
 - AAS Geospatial Technology
 - AAS Massage Therapy
 - AAS Transportation Technology
 - o CAS Transportation
 - o CAS Maritime

Details of each approval can be found in the attached program review approval forms.

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

Dr. Baker reviewed his report, which included updates on the Foundation, enrollment, programming updates, legislative updates, and upcoming events. A copy of the report is attached to the minutes. Dr. Baker also requested approval of the strategic plan by the board. Upon a motion made by Ms. Burns, seconded by Mr. Morgan, the strategic plan was approved. A copy of the plan is attached to the minutes.

6. Executive Session under the Authority of WV Code 6-9A-4: Mr. Mel Miller, Vice Chairman*

Upon a motion made by Mr. Gibson, and seconded by Mr. Blatt, the board went into executive session to discuss the sale of 2124 5th Avenue. Upon a motion made by Mr. Gibson, and seconded by Mr. Morgan, the board came out of executive session at 9:17am.

7. Resolution to Authorize the Sale of Property 2124 5th Avenue: Mr. Mel Miller, Vice Chairman*

A resolution to authorize Dr. Baker to proceed with the bidding and selling process of the property was presented, so long as the board was updated throughout the process. Upon a motion made by Mr. Goad, and seconded by Mr. Bays, the resolution was approved.

8. Adjournment:

There being no other agenda items or business, the meeting was adjourned at 9:20am by Vice Chairman Mel Miller.

To: Mountwest Finance Committee

From: Kristi Williams, Vice President of Finance and Administration

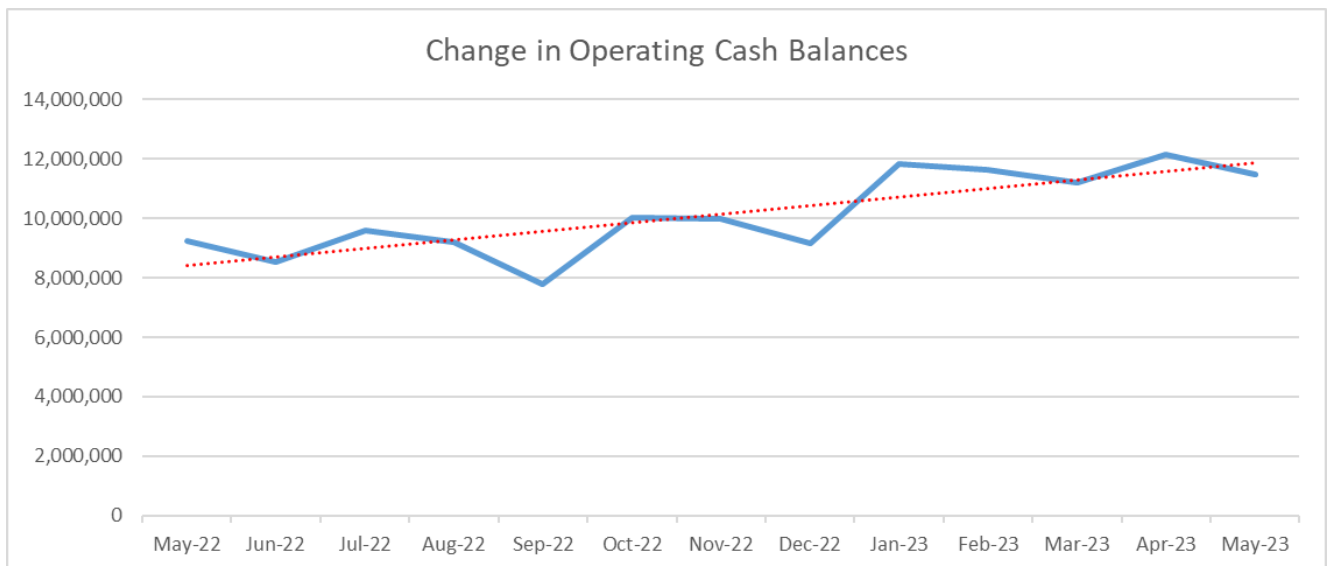
CC: Dr. Josh Baker, President

Date: June 12, 2023

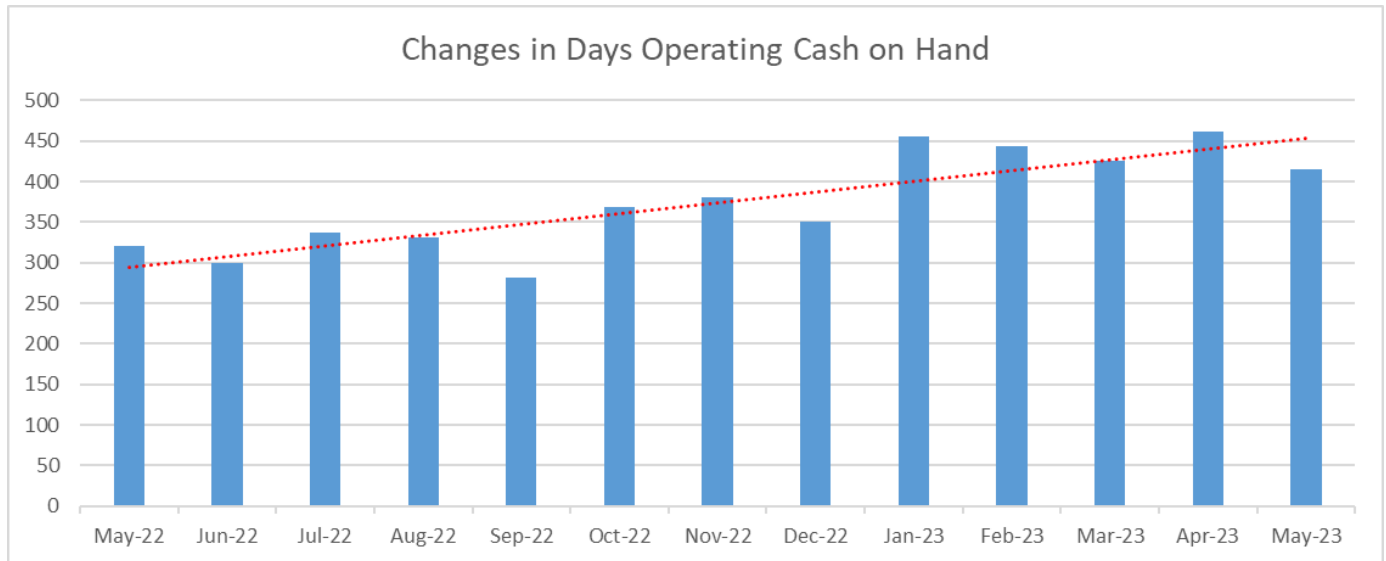
Re: Mal 2023 Finance Committee Report

Cash Report:

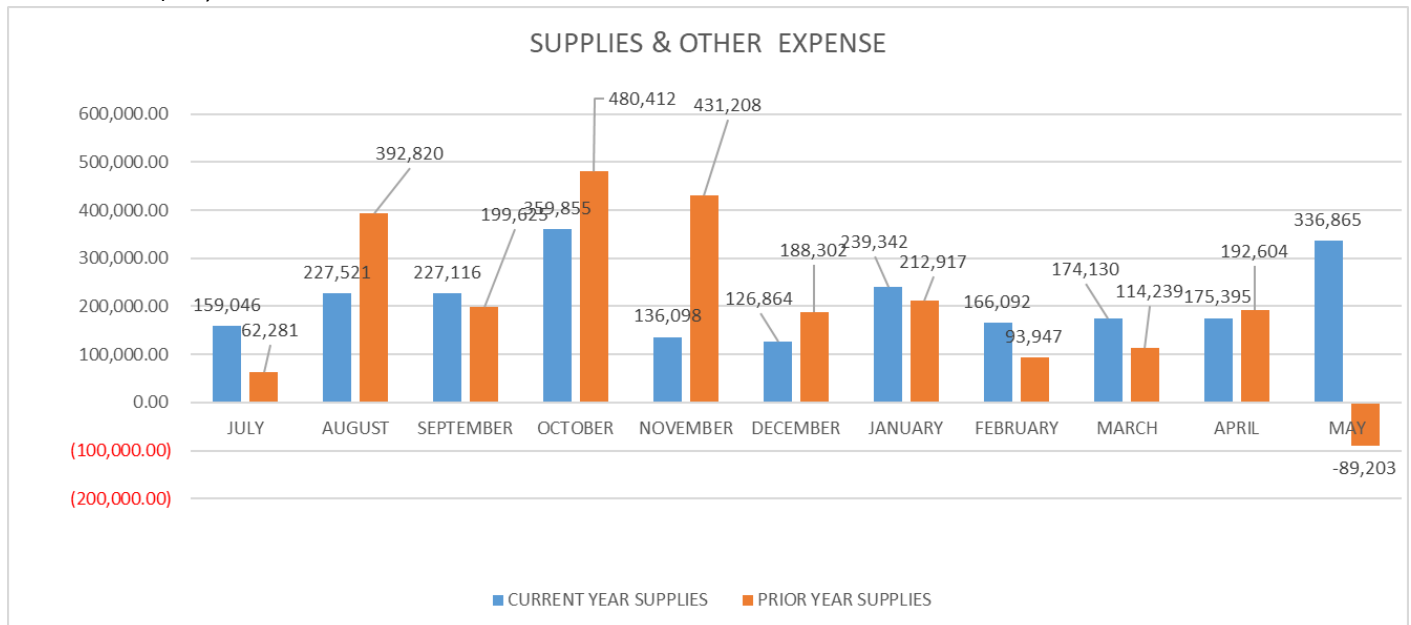
The attached Cash Operating Budget Report is for May 2023 the 11th month of the 2023 Fiscal Year. The target for 11/12 of the year is 92% for revenue and expense if activity was spread equally over 12 months. Revenue is at 123% which is above target, and expenses are currently at 89%, which is slightly under the target.



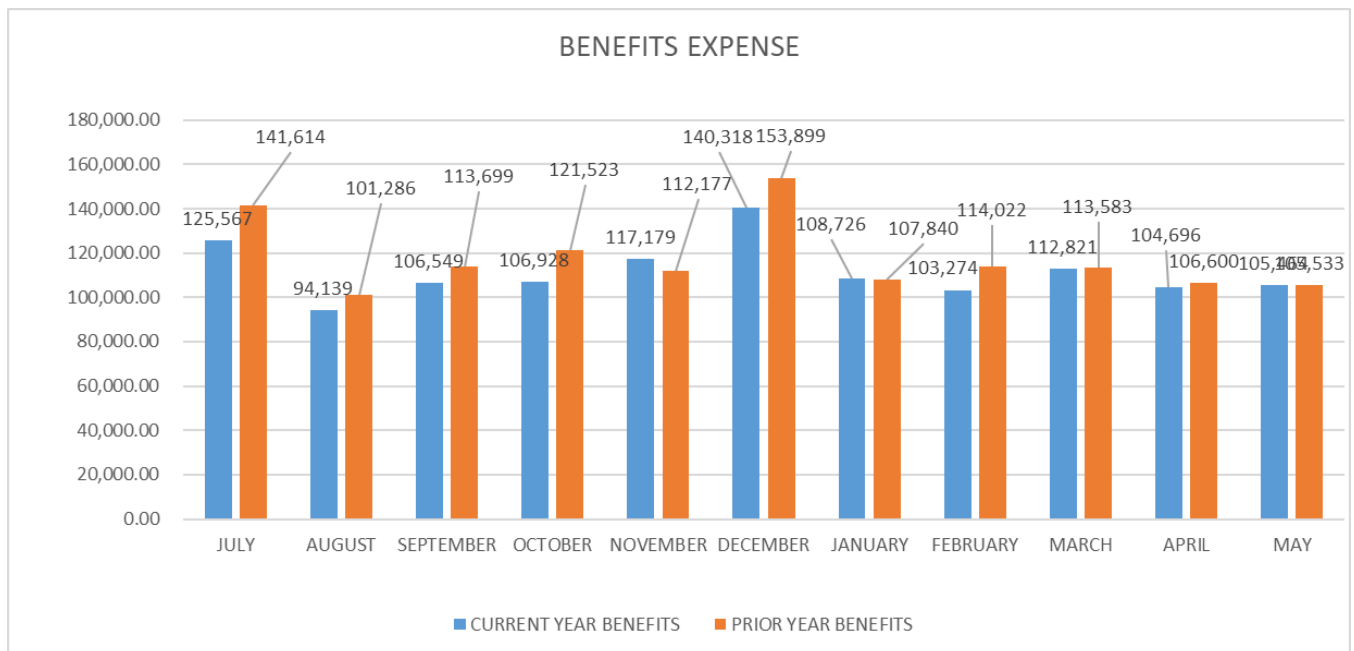
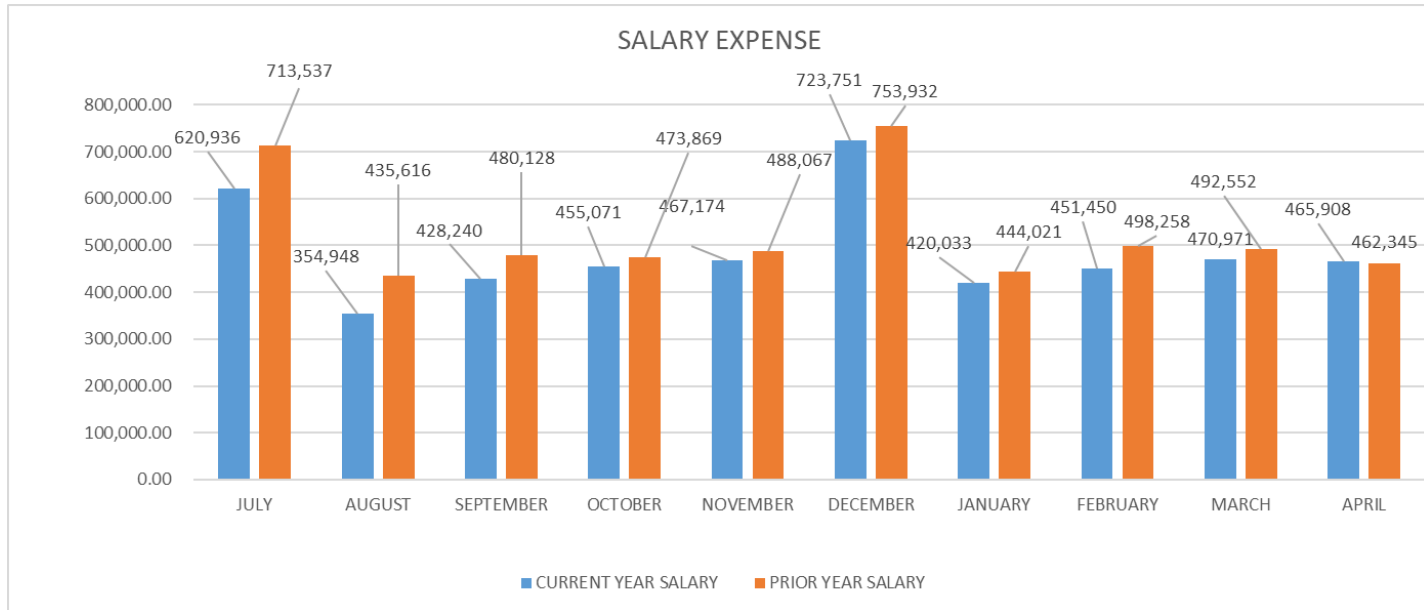
Cash at the end of May 2023 was approximately 24% higher than May 2022, for a \$2,333,054 difference. The number of days cash on hand in May 2023 is 415, and as of May 2022, it was 320 days, an increase of 95 days.



Supplies and Other expenses for May 2023 were \$336,865 which is higher compared to (\$89,203) in May 2022 due to a transfer of operating expenses to a nonoperating fund. The YTD Supplies and Other Expenses for FY23 are \$2,328,325 compared to \$2,279,152 for FY22, which is an increase of \$49,173.



Salaries and Benefits for the month of May 2023 were \$472,998 and \$105,464 respectively, which is higher compared to \$422,649 and \$105,533 in May of last year. The YTD Salaries and Benefits for FY23 are \$5,331,481 and \$1,225,660 compared to \$5,664,973 and \$1,291,774 for FY22, which is a decrease of \$333,492 and \$66,114 respectively.



INSTITUTION PRIORITY	PROJECTS	TOTAL ESTIMATED PROJECT COST	SUBTOTAL SAFETY	SUBTOTAL COST SAVINGS
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE		\$2,615,000	\$630,000	\$1,985,000
1	SLIP REPAIR AT HEADQUARTER BUILDING	535,000	535,000	
2	HVAC UPGRADES FOR CULINARY ARTS AND HEADQUARTER BUILDING	770,000		770,000
3	BOILER REPLACEMENT HEADQUARTER BUILDING	370,000		370,000
4	INTERIOR LIGHTING REPLACEMENT (LED) HEADQUARTER BUILDING	470,000		470,000
5	FLOORING REPLACEMENT HEADQUARTER BUILDING	375,000		375,000
6	DUPLEX SEWAGE EJECTOR REPLACEMENT HEADQUARTER BUILDING	95,000	95,000	

Digital Learning Commons Renovations
for
Mountwest Community & Technical College
Huntington, West Virginia
**Projected Probable Project Budget
Planning Phase**

Prepared by ZMM, Inc., Architects & Engineers
3/13/2023 - REVISED 6/2/2023

	Quantity	Unit	Cost \ Unit	Subtotal	
Building Construction					
a.	Renovations (Major)	1,455	SF	300	\$ 436,500
b.	Renovations (Minor)	1,300	SF	100	\$ 130,000
c.	Furniture & Equipment	1	LS	150,000	\$ 150,000
Total Building Construction Cost				\$ 716,500	

	Quantity	Unit	Cost \ Unit		
Miscellaneous Costs					
a.	Fire Marshall Review Fee	1	LS	773	\$ 773
b.	Advertising & Legal (estimate)	1	LS	250	\$ 250
c.	Contingency	716,500	%	6.0%	\$ 42,990
d.	A/E Fee	716,500	%	8.5%	\$ 60,903
Subtotal Misc Costs				\$ 104,916	

Total Probable Project Cost				\$ 821,416
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Note: Statements concerning probable construction cost and cost estimates prepared by ZMM Architects and Engineers (ZMM) represent its judgment as a professional familiar with the construction industry. It is recognized, however, that neither ZMM nor the State of West Virginia has any control over the cost of labor, materials or equipment, contractors' methods of determining bid prices, or over competitive bidding and market conditions. Accordingly, ZMM does not guarantee that bids, proposals, or actual costs will not vary from any cost estimate or opinion of probable construction cost.

Digital Learning Commons Renovations
for
Mountwest Community & Technical College
Huntington, West Virginia
**Projected Probable Project Budget
Planning Phase**

Prepared by ZMM, Inc., Architects & Engineers
3/13/2023 - **REVISED 6/2/2023**

		Quantity	Unit	Cost \ Unit	Subtotal
Building Construction					
a.	Renovations	1,150	SF	300	\$ 345,000
b.	Furniture & Equipment	1	LS	0	\$ -
Total Building Construction Cost					\$ 345,000

		Quantity	Unit	Cost \ Unit	
Miscellaneous Costs					
a.	Fire Marshall Review Fee	1	LS	476	\$ 476
b.	Advertising & Legal (estimate)	1	LS	250	\$ 250
c.	Contingency	345,000	%	6.0%	\$ 20,700
d.	A/E Fee	345,000	%	8.5%	\$ 29,325
Subtotal Misc Costs					\$ 50,751

Total Probable Project Cost					\$ 395,751
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Mountwest Community & Technical College

Board of Governors

2023-2024 Meeting Calendar

Date	Time	Location
July – NO MEETING	NO MEETING	NO MEETING
Thursday, August 17 th , 2023	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, September 21 st , 2023	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, October 19 th , 2023	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, November 16 th , 2023	8:00am	Mountwest Community & Technical College, Rm G07
December – NO MEETING	NO MEETING	NO MEETING
Thursday, January 18 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, February 15 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, March 21 st , 2024	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, April 18 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, May 16 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, June 20 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07

Note: All dates, times and locations are subject to change with the appropriate advanced notice.

Mountwest Community & Technical College
 Board of Governors Finance Committee
 2023-2024 Meeting Calendar

Date	Time	Location
July – NO MEETING	NO MEETING	NO MEETING
Monday, August 14 th , 2023	8:00am	Mountwest Community & Technical College, Rm 418
Monday, September 18 th , 2023	8:00am	Mountwest Community & Technical College, Rm 418
Monday, October 16 th , 2023	8:00am	Mountwest Community & Technical College, Rm 418
Monday, November 13 th , 2023	8:00am	Mountwest Community & Technical College, Rm 418
December – NO MEETING	NO MEETING	NO MEETING
Tuesday, January 16 th , 2024	8:00am	Mountwest Community & Technical College, Rm 418
Monday, February 12 th , 2024	8:00am	Mountwest Community & Technical College, Rm 418
Monday, March 18 th , 2024	8:00am	Mountwest Community & Technical College, Rm 418
Monday, April 15 th , 2024	8:00am	Mountwest Community & Technical College, Rm 418
Monday, May 13 th , 2024	8:00am	Mountwest Community & Technical College, Rm 418
Monday, June 17 th , 2024	8:00am	Mountwest Community & Technical College, Rm 418

Note: All dates, times and locations are subject to change with the appropriate advanced notice.



June 2023 President's Report

- **Foundation**
 - Chris Miller is our first Emergency Fund donor, \$10k.
 - An additional \$20k donation has been committed for scholarships by an anonymous donor.
 - Evaluating plans for 23/24 events.
 - Continuing pursuit of grants, which have produced a high ROI.

- **Enrollment**
 - Summer enrollment is up 46%.
 - Fall is currently trending up 9% for adults.
 - JumpStart is trending towards an increase from 125 to 175.
 - State funding of Dual Credit is still in development. We have been told we will be compensated this Fall.
 - First time freshman enrollment is up 36%.
 - Continuing student enrollment is up 5%.

- **Recent Activities**
 - Spoke to Best of Class at Museum of Art.
 - Spoke to seniors at Spring Valley High School during senior recognition.
 - Presented to superintendents and school board members for Huntington and Charleston areas.
 - Participated in Huntington legislative visit, including welcoming comments, and tours of airport and Nucor.
 - Participated in statewide presidents retreat and planning.
 - Attended Community Colleges of Appalachia. Networked with G. Manchin, and other colleges and companies, in pursuit of Appalachian Center of Excellence in Cyber Security.
 - Attended Cyber Security conference in Seattle to advance our endorsement as a national center of excellence.
 - This process will take at least a year.
 - Also lobbied support from Microsoft for Appalachian Center.

- **Academic Programs Updates**
 - Alcohol and Drug Counseling has 20 students. A strong start for a new program. An additional cohort is being considered.
 - Surgical Technician has 28 students in the pathway.
 - Utility Construction currently has 8 students registered for the fall.
 - Two Benedum Planning Grants approved.
 - Heritage Farms
 - Hope Nation

The following information was taken from a national enrollment report.

Dive Brief:

- Undergraduate enrollment in spring 2023 slipped just 0.2% from the previous year, representing a loss of some 25,000 students, according to a report released Wednesday by the National Student Clearinghouse Research Center.
- While this is an improvement over the 3.9% decline the previous spring, undergraduate enrollment remains well below pre-pandemic levels.
- Community colleges saw a 0.5% uptick in enrollment, of roughly 22,000 students. The growth, which comes after significant declines in the last two years, stemmed from younger enrollees, such as those in dual-enrollment high school programs.

“Students are increasingly looking towards programs and majors that they can easily see a direct link to to the workforce,” he said.