

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

Thursday September 21<sup>st</sup>, 2023 @ 8:00 a.m.

Mountwest Community & Technical College – G07

**PRESENT:** Jeff Blatt, Cathy Burns, Tom Gibson, Jeff Goad, Josh Jett, Dinah Ledbetter, Mel Miller, Erin Rich

**ABSENT:** Stacy Carroll, David Earl, Tony Martin, Mark Morgan

**ALSO ATTENDING:** Dr. Josh Baker, Mesha Shamblin, Mike McComas, Kristi Williams

**AGENDA ITEMS:**

**1. Call to Order, Determination of Quorum – Mel Miller, Vice Chairman:**

Mel Miller, Vice Chairman, called the meeting order at 8:07 a.m. A quorum was established.

**2. Consent Agenda – Mr. Mel Miller, Vice Chairman:**

A motion was made by Dinah Ledbetter, and seconded by Jeff Blatt to approve the minutes for June 29<sup>th</sup>, 2023.

**3. Finance Committee Report: Mr. Mark Morgan & Ms. Kristi Williams, CFO**

Ms. Kristi Williams presented the finances to the board. The finances are reflecting for Mountwest to have an even year this year, with FY 23 being a positive year for Mountwest in regard to financial position. Ms. Williams then presented information regarding the planned capital projects for Mountwest. It was determined that the board needs to develop a capital projects policy. The presentation and financial statements are attached to the minutes.

**4. Board of Governors Elections**

The board proposed the following nominations:

- Chairman, David Earl
- Vice Chair, Jeffrey Blatt
- Secretary, Dinah Ledbetter
- Finance Committee Chair, Mark Morgan

Upon a motion made by Jeff Goad, and seconded by Tom Gibson, the Board of Governors officers were approved as nominated.

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

Dr. Baker presented his President's report, highlighting recent scholarship donations, enrollment, recent conferences, new-hires, and strategic plan updates. The report is attached to the minutes.

**6. Adjournment:** There being no other agenda items, the meeting was adjourned at 8:52am.

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

**AGENDA**

Thursday September 21<sup>st</sup>, 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 – June 29<sup>th</sup>, 2023\*
3. Finance Committee Report: Mr. Mark Morgan & Ms. Kristi Williams, CFO
  - Finance Report
  - Capital Projects Presentation
4. Board of Governors Elections: Mr. David Earl, Chairman\*
  - Chair
  - Vice Chair
  - Secretary
5. President's Report: Dr. Joshua Baker, President
6. Other Business:  
*Announcements*
7. Adjournment

*\*Action Items – Approval Required*

**Mountwest Community & Technical College Strategic Plan 2023-2028**

**Student-Centered | Community-Focused**

- 1. Exceptional Student Success**
- 2. Aligned Workforce Development**
- 3. Proactive Community Presence**
- 4. Growth-minded Organizational and Employee Development**

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

Thursday, June 29<sup>th</sup>, 2023 @ 8:00 a.m.

Mountwest Community & Technical College – G07A

**PRESENT:** David Earl, Ed Bays, Jeffrey Blatt, Dinah Ledbetter, Mel Miller, Mark Morgan, Dee Preston

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

**ABSENT:** Tony Martin, Jeff Goad, Alejandra Mallory, Cathy Burns, Thomas Gibson

**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: \***  
The Board approved the minutes for the regular meeting on April 26<sup>th</sup>, 2023.
3. **Annual Faculty Presentation: Dr. Kelly Terry**  
Kelly Terry and Jason Black gave the annual faculty presentation, highlighting many faculty projects through the year. The presentation is attached.
4. **Finance Committee Report: Mr. Mark Morgan & Kristi Williams, CFO:\***  
The financial statements were reviewed, and are attached to the minutes. Discussion among approval for the digital learning commons expenditure was discussed. Board members approved for the college to begin to process, but to bring information regarding the expenditures to a future board meeting for further discussion prior to approving the entire project. Copies of the expenditure schedules for the project are attached.
5. **Board of Governors Elections: Mr. David Earl, Chairman\***  
The board election Dinah Ledbetter and Tom Gibson to meet to discuss the nominations for Chair, Vice Chair, and Secretary. A vote will be conducted during the next regularly scheduled meeting.
6. **2023-2024 Board of Governors Meeting Schedule: Mr. David Earl, Chairman\***  
The calendars for the finance committee and regular meetings were presented and approved. All meetings will be properly posted and noticed with the Secretary of State's office.
7. **Introduction of 2023-2024 Faculty, Staff, & Student Board Representatives: Ms. Mesha Shamblin, VP**  
The following new board members were introduced.

- a. Erin Rich, Associate Professor of Legal Studies
- b. Stacy Carroll, HR Manager
- c. Josh Jett, AmeriCorps College Ambassador & Student Leader

Additionally, the board commended Dee Preston and Ed Bays for their years of service of the Board of Governors, and thanked them for their service.

**8. 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.

**9. Executive Session under the Authority of WV Code 6-9A-4: Mr. David Earl, Chairman\***

Upon a motion made by Mr. Bays, and seconded by Mr. Blatt, the board went into executive session to discuss the sale of 2124 5<sup>th</sup> Avenue, Dr. Baker's contract, and legal matters regarding a recent deposition of Mountwest personnel. Upon a motion made by Mr. Bays, and seconded by Mr. Morgan, the board came out of executive session.

**10. Adjournment:**

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

To: Mountwest Finance Committee

From: Kristi Williams, Vice President of Finance and Administration

CC: Dr. Josh Baker, President

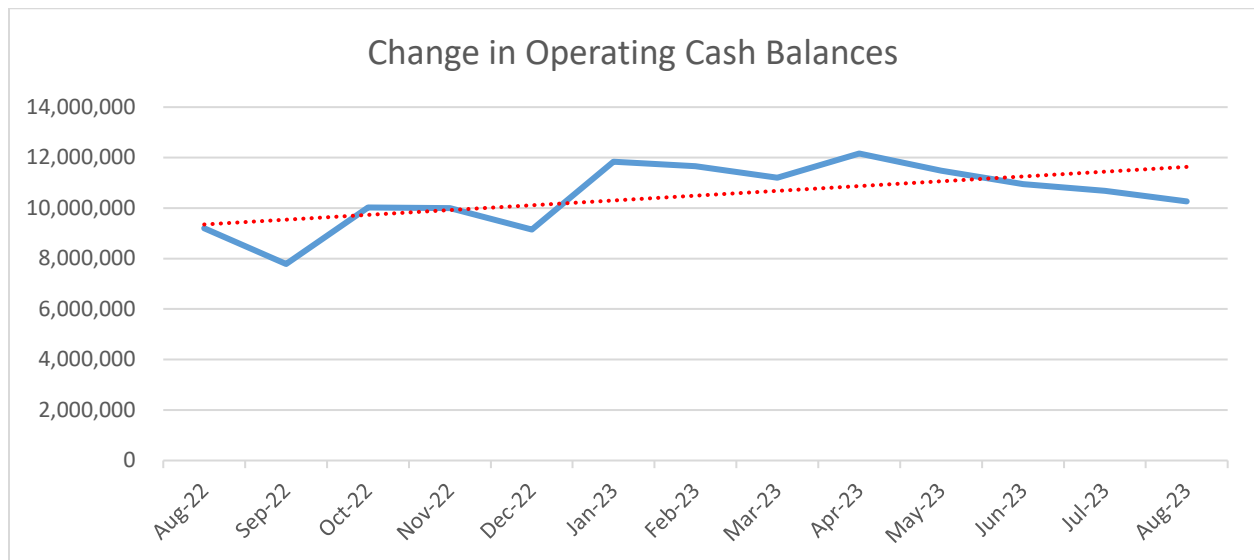
Date: September 14, 2023

Re: August 2023 Finance Committee Report

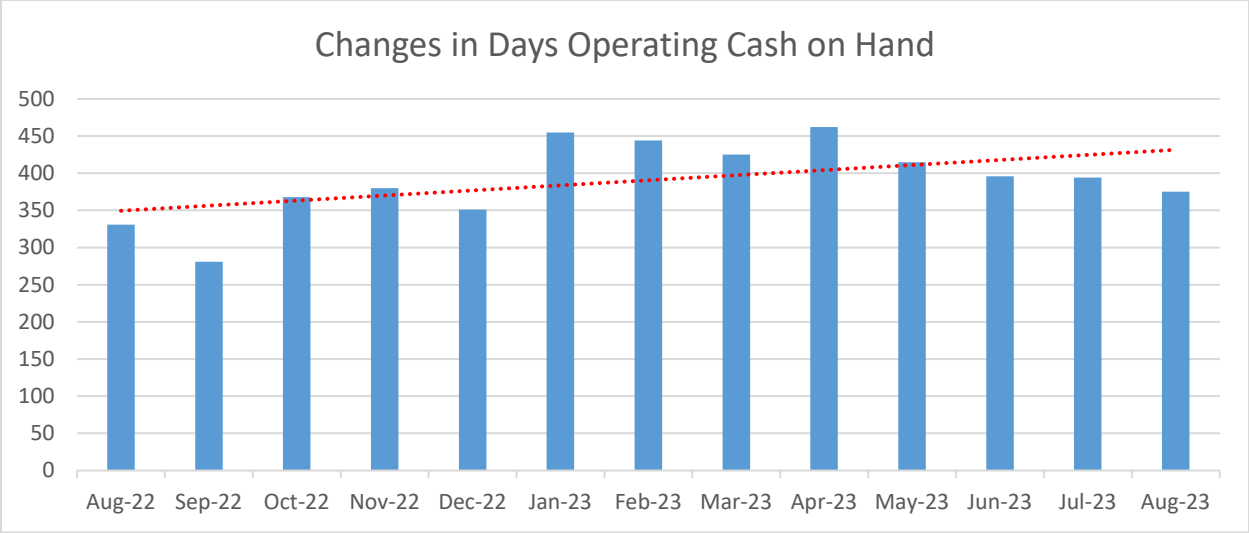
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### Cash Report:

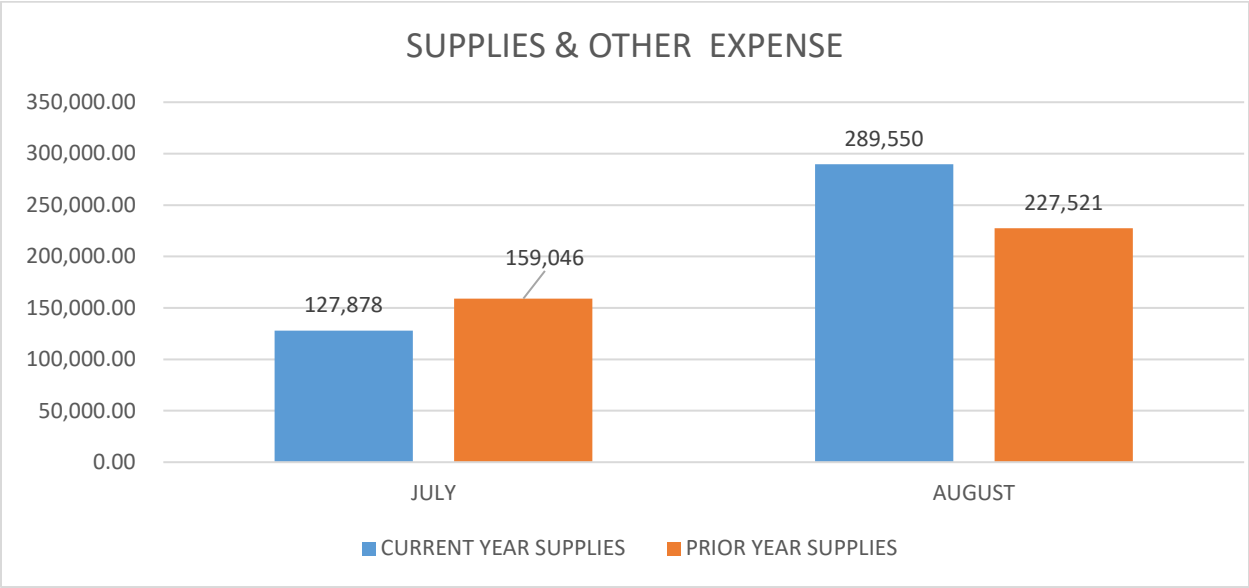
The attached Cash Operating Budget Report is for August 2023 the 2nd month of the 2024 Fiscal Year. The target for the year is 17% for revenue and expense if activity was spread equally over 12 months. Revenue is at 19% which is above target, and expenses are currently at 14%, which is slightly under the target.



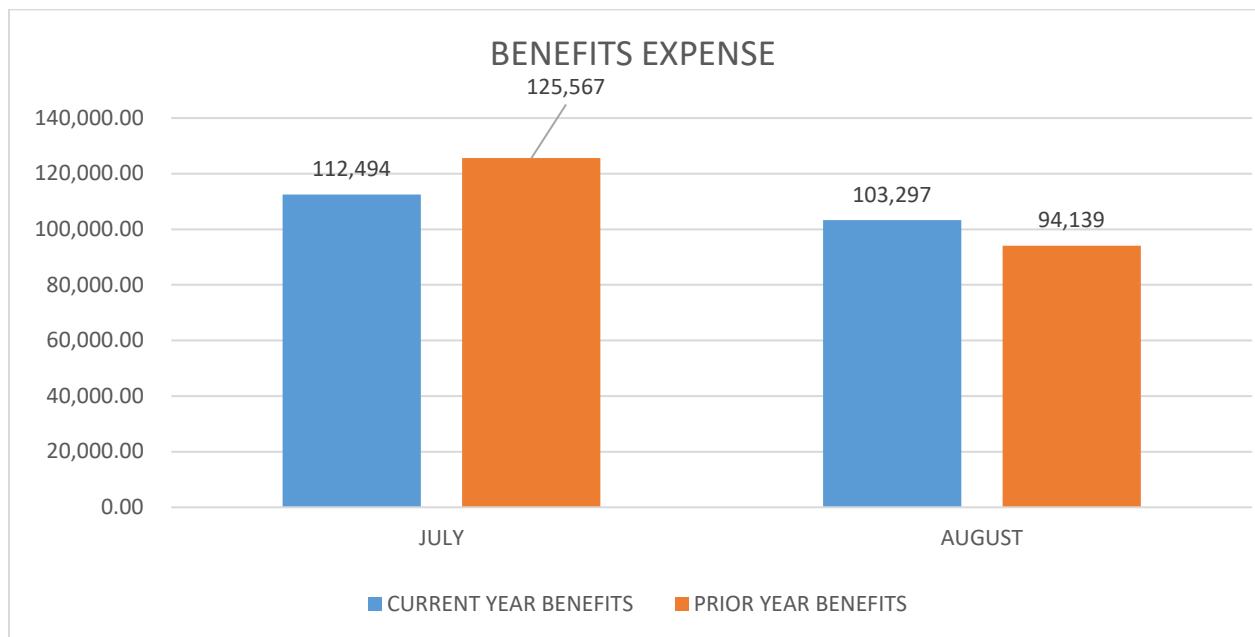
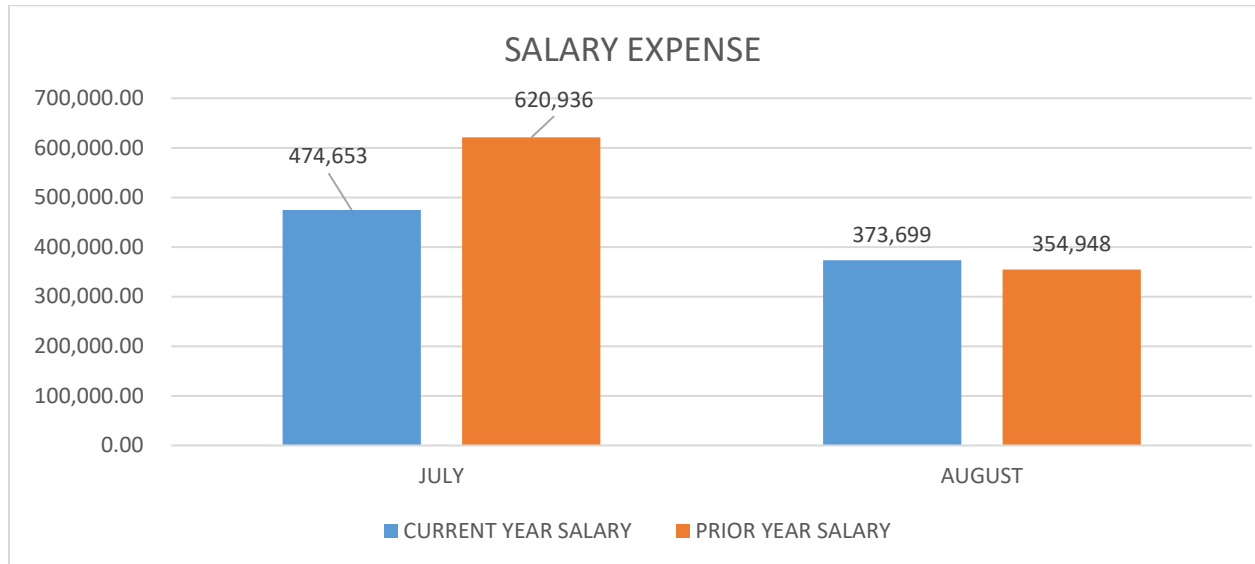
Cash at the end of August 2023 was approximately 12% higher than August 2022, for a \$1,068,974 difference. The number of days cash on hand in August 2023 is 375, and as of August 2022, it was 331 days, an increase of 44 days.



Supplies and Other expenses for August 2023 were \$289,550 which is higher compared to \$227,521 in August 2022. The YTD Supplies and Other Expenses for FY24 are \$417,429 compared to \$386,567 for FY23, which is an overall increase of \$30,862.



Salaries and Benefits for the month of August 2023 were \$373,699 and \$103,297 respectively, which is higher compared to \$354,948 and \$94,139 in August of last year. The YTD Salaries and Benefits for FY24 are \$848,352 and \$215,791 compared to \$975,884 and \$219,706 for FY23, which is a decrease of \$127,532 and \$3,915 respectively.



**Mountwest Community & Technical College**  
**ALL FUNDS**  
**Fiscal Year 2024**

as of: August 31, 2023

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
<b>TOTAL REVENUES:</b>						
Tuition and Fees	\$4,318,000	\$337,674	8%	\$3,462,000	\$658,167	19%
Sales and Services of Educational Activities	55,000	46,073	84%	\$2,500	25,889	1036%
Federal Grants	663,214	1,650	0%	3,250,000	0	0%
State Grants	2,575,400	369,553	14%	4,222,424	713,883	17%
Auxiliary Enterprises	180,000	49,431	27%	151,300	27,412	18%
Other Operating Revenues	85,000	-14,036	-17%	10,000	3,925	39%
State Appropriations	6,903,571	1,725,893	25%	6,716,176	1,679,044	25%
Investment income	225,000	125,774	56%	5,000	24,625	493%
Other Nonoperating revenues*	0	0	0%	0	0	
<b>TOTAL REVENUES</b>	<b>\$15,005,185</b>	<b>\$2,642,012</b>	<b>18%</b>	<b>\$17,819,400</b>	<b>\$3,132,945</b>	<b>18%</b>

<b>TOTAL EXPENSES:</b>						
Salaries and Wages	8,107,841	1,022,326	13%	7,955,225	1,125,950	14%
Benefits	2,372,647	251,321	11%	2,110,787	243,795	12%
Utilities	300,000	56,185	19%	302,580	58,643	19%
Supplies and Other Services	7,275,553	734,898	10%	8,111,343	588,069	7%
Scholarships and Fellowships	25,000	-	0%	1,831,000	-	0%
Payment of System Debt-State of WV-Higher Education	64,000	-	0%	79,026	-	0%
Assessments by the Council for operations (HERA)	68,000	-	0%	64,000	-	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$18,213,041</b>	<b>\$2,064,730</b>	<b>11%</b>	<b>\$20,453,961</b>	<b>\$2,016,457</b>	<b>10%</b>

<b>Net Change in Cash</b>	<b>(3,207,856)</b>	<b>577,282</b>	<b>(2,634,561)</b>	<b>1,116,488</b>
<b>Cash Beginning Balance</b>	<b>15,444,219</b>	<b>15,444,219</b>		
<b>Ending Cash Balance</b>	<b>12,236,363</b>	<b>16,021,501</b>		

SUMMARY	
Beginning Cash Balance	\$ 15,444,219
Revenues	2,642,012
Expenses	(2,064,730)
Ending Cash Balance	\$ 16,021,501



**Mountwest Community & Technical College**  
**Cash Operating Budget Analysis**  
**Fiscal Year 2024**

as of: August 31, 2023

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
<b>TOTAL REVENUES:</b>						
Tuition and Fees	\$3,900,000	\$281,388	7%	\$3,044,000	\$580,975	19%
Sales and Services of Educational Activities	55,000	43,716	79%	2,500	23,300	932%
Auxiliary Enterprises	180,000	49,431	27%	151,300	18,910	12%
Other Operating Revenues	85,000	-14,036	-17%	10,000	3,925	39%
State Appropriations	6,903,571	1,725,893	25%	6,716,176	1,679,044	25%
Investment income	225,000	125,774	56%	5,000	24,625	493%
Other Nonoperating revenues*	0	0	0%	0	0	0%
<b>TOTAL REVENUES</b>	<b>\$11,348,571</b>	<b>\$2,212,166</b>	<b>19%</b>	<b>\$9,928,976</b>	<b>\$2,330,779</b>	<b>23%</b>

<b>TOTAL EXPENSES:</b>						
Salaries and Wages	6,426,978	848,352	13%	5,991,180	975,884	16%
Benefits	1,863,364	215,791	12%	1,460,524	219,705	15%
Utilities	300,000	55,055	18%	300,000	57,481	19%
Supplies and Other Services	2,642,500	417,429	16%	2,586,000	386,568	15%
Scholarships and Fellowships - E&G Funded	25,000	-	0%	25,000	-	0%
Assessments by the Council for operations (HERA)	68,000	-	0%	64,000	-	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$11,325,842</b>	<b>\$1,536,627</b>	<b>14%</b>	<b>\$10,426,704</b>	<b>\$1,639,638</b>	<b>16%</b>

<b>Net Change in Cash</b>	<b>22,729</b>	<b>675,539</b>	<b>\$691,141</b>
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<b>Cash Beginning Balance</b>	<b>9,595,529</b>	<b>9,595,529</b>
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<b>Ending Cash Balance</b>	<b>9,618,258</b>	<b>10,271,068</b>
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<b>SUMMARY</b>	
Beginning Cash Balance	\$ 9,595,529
Revenues	2,212,166
Expenses	(1,536,627)
Ending Cash Balance	<u>\$ 10,271,068</u>

<b>Mountwest Community &amp; Technical College</b> <b>FY24 Capital Budget</b> <b>as of: August 31, 2023</b>						
Description	Budget FY 2023	Actual YTD FY 2023	Comparison %	Budget FY 2023	Actual YTD FY 2023	Comparison %
<b>Funding Sources:</b>						
E&G Capital Fees, Student Tuition	\$ 418,000	\$ 30,691	7%	\$ 418,000	\$ 32,721	8%
<b>Total Funding Sources</b>	<b>\$ 418,000</b>	<b>\$ 30,691</b>	<b>7%</b>	<b>\$ 418,000</b>	<b>\$ 32,721</b>	<b>8%</b>

\$ (2,030)

<b>Uses:</b>						
MCTC Capital Projects	\$ 354,000	\$ 6,955	2%	\$ 418,000	\$ 1,921	0%
MCTC Campus Improvements	-	-	0%	-	-	0%
Payment of Institutional Debt (Key Gov't - 1st Sentry) Bonds	-	-		-	-	#DIV/0!
Payment of System Debt-State of WV-Higher Education	64,000	-		-	-	#DIV/0!
<b>Total Uses of Funds</b>	<b>\$ 418,000</b>	<b>\$ 6,955</b>	<b>2%</b>	<b>\$ 418,000</b>	<b>\$ 1,921</b>	<b>0%</b>

\$ 5,034

<b>Balances</b>		
Net Change in Cash	0	23,736
Beginning Cash Capital Balance	1,081,683	1,081,683
Ending Cash Capital Balance	1,081,683	1,105,419

\$ 30,800

SUMMARY	
Beginning Cash Balance	\$ 812,168
Revenues - cash	\$ 30,691
Expenses - cash	\$ (6,955)
Ending Cash Balance	<u>\$ 835,904</u>

## FY22 Year to Year Comparison

### CASH

	2023	2022	VARIANCE
	16,891,748.44	14,589,547.50	2,302,200.94

	2023	2022	VARIANCE
<b>TOTAL REVENUES</b>	<b>18,396,504.00</b>	<b>14,902,811.00</b>	<b>3,493,693.00</b>

### EXPENSES

	2023	2022	VARIANCE
<b>TOTAL OPERATING EXPENSES</b>	<b>15,762,010.00</b>	<b>13,217,180.00</b>	<b>2,544,830.00</b>

<b>NET</b>	<b>2,634,494.00</b>	<b>1,685,631.00</b>	<b>948,863.00</b>
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## September 2023 President's Report

- **Foundation**
  - Scholarship reception held, \$16k award for Fall.
  - \$30k approved for Spring 24 awards.
  - New scholarship donation, \$16k for Little Caesars' employees.
- **Enrollment**
  - Fall is up 19% for adults.
  - JumpStart is up about 50 students.
    - Approximately 40% increase.
- **President Recent Activities**
  - Panelist at the State Chamber of Commerce Conference. This is the first time, at least in recent history, that a community college has been allowed to present.
  - Attended an apprenticeship meeting at the White House. About 10 community colleges were represented, and members of industry, labor organizations, and others.
  - I have been selected to serve on the American Association of Community Colleges Workforce Development board. AACC is the leading community college organization, and serving on this board will ensure we are aware of trends, grants, and partnership opportunities.
- **Strategic Plan Activities**
  - Student Success and Development
    - Service Excellence Training has commenced. Jason Leor, Stacy Carroll, and Susan Levering attended a weeklong training, and will be our college leads on this project.
  - Workforce Development
    - Very successful Respiratory Care program accreditation visit.
    - Technical Marketing grant approved, faculty position being offered this week.
    - Solar Energy Apprenticeship program, grant being submitted.
    - Federal Earmark approved, \$180k for our work with the Tech Center.
    - Ongoing meetings with Marshall and Education Design Lab to align micro-credentials with certificates and degrees. Health care programs are first target.
- **New Hires**
  - VP of Student Services- James McDougale
- **Upcoming Events**
  - WVCTCS Board Training in Charleston- OCT 11-12
  - Community Colleges of Appalachia Conference- OCT 18-20



# Capital Projects



# Mountwest List of Projects

## Funded by College

- ◆ Cyber Center of Excellence
- ◆ Learning Commons
- ◆ Cabell Hall Roof Replacement
- ◆ Elevator Interior Replacement

## Deferred Maintenance funded by Governor's Office

- ◆ Ground Slip Repair
- ◆ HVAC at CCA and HQ
- ◆ Interior Lighting Replacement
- ◆ Flooring Replacement
- ◆ Boiler Replacement
- ◆ Duplex Sewage Ejector





# REMINDER

Any purchase of goods or services  
\$50,000 or more **MUST** go  
through the bid process.



# Capital Project Management

WV Higher Education Policy  
Commission Series 12

8.4.b. The governing board shall promulgate and adopt a capital project management rule in accordance with West Virginia Code §18B-1-6.





# Capital Project Management

All capital projects over \$1M will  
be managed by WVCTCS



# Expression of Interest

Mountwest issued an EOI for  
Architectural and Engineering Services

Two firms were selected to work with on  
future projects

- ◆ Edward Tucker and Associates
- ◆ ZMM



QUESTIONS