

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

Thursday, October 26th, 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 – September 21st, 2023*
3. Finance Committee Report: Mr. Mark Morgan & Ms. Kristi Williams, CFO
 - Finance Report
 - Presentation from CLA on the FY 2023 Audited Financial Statements
 - i. Approval/Acceptance of the Financial Statements*
4. Policy Approval: Capital Project Management: Ms. Kristi Williams, CFO*
5. Recognition of Tony Martin, Retired Board Member: Mr. David Earl, Chairman
6. President’s Report: Dr. Joshua Baker, President
7. Board of Governors Summit Report: Mr. David Earl, Chairman, & Mr. Jeff Blatt, Vice Chairman
8. Other Business:
Announcements
9. 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 September 21st, 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 29th, 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.

To: Mountwest Finance Committee

From: Kristi Williams, Vice President of Finance and Administration

CC: Dr. Josh Baker, President

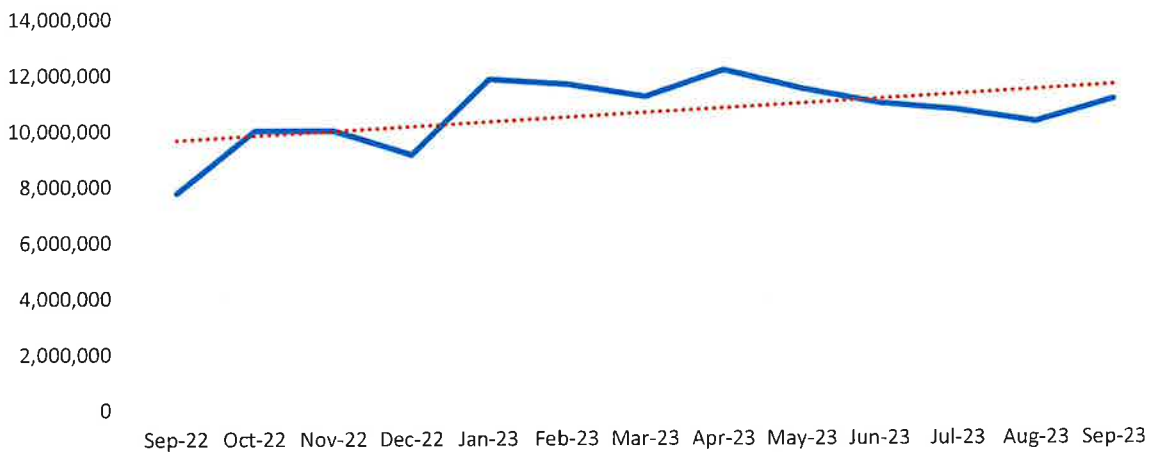
Date: October 3, 2023

Re: September 2023 Finance Committee Report

Cash Report:

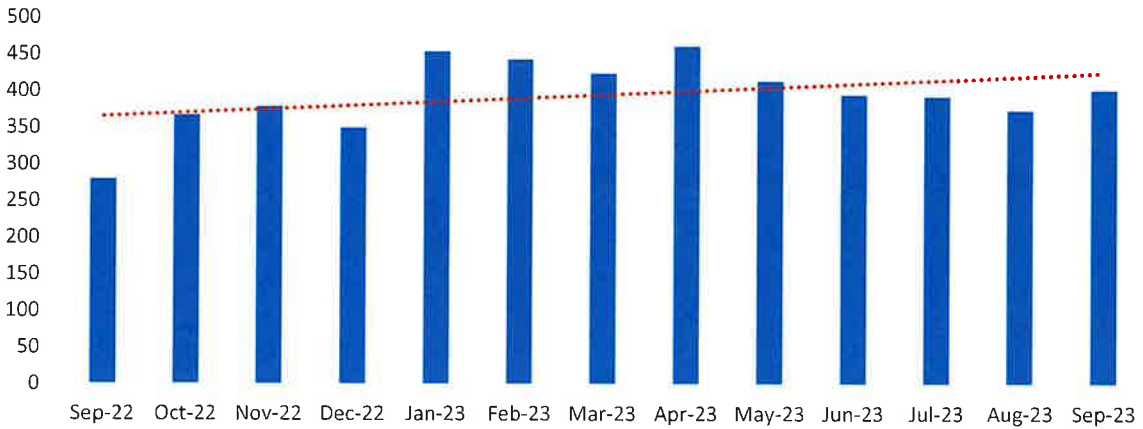
The attached Cash Operating Budget Report is for September 2023 the 3rd month of the 2024 Fiscal Year. The target for the year is 25% for revenue and expense if activity was spread equally over 12 months. Revenue is at 33% which is above target, and expenses are currently at 21%, which is slightly under the target.

Change in Operating Cash Balances



Cash at the end of September 2023 was approximately 42% higher than September 2022, for a \$3,283,011 difference. The number of days cash on hand in September 2023 is 403, and as of September 2022, it was 281 days, an increase of 122 days.

Changes in Days Operating Cash on Hand



Supplies and Other expenses for September 2023 were \$221,291 which is lower compared to \$227,116 in September 2022. The YTD Supplies and Other Expenses for FY24 are \$628,719 compared to \$613,683 for FY23, which is an overall increase of \$15,063.

SUPPLIES & OTHER EXPENSE

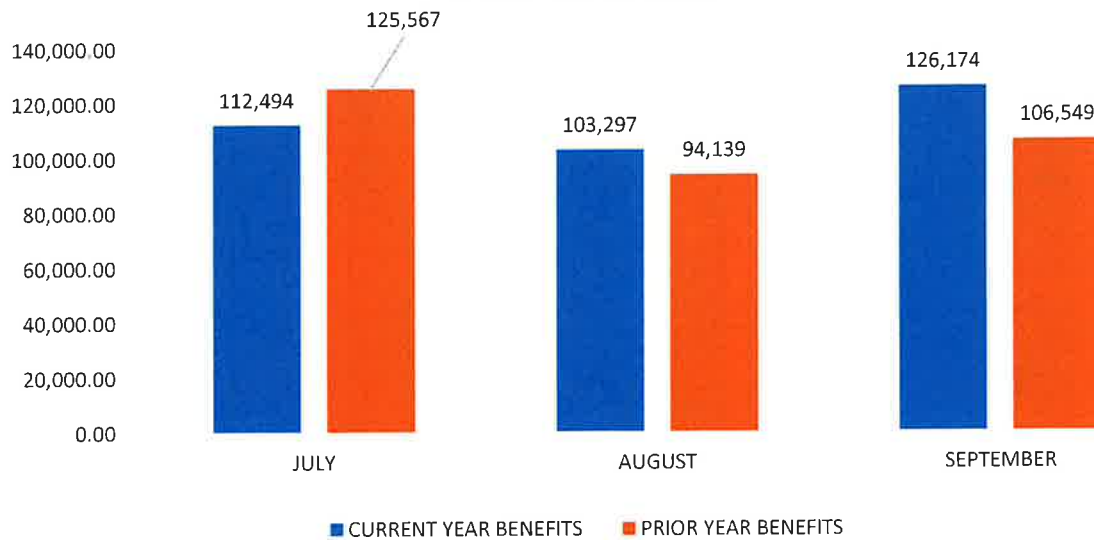


Salaries and Benefits for the month of September 2023 were \$468,340 and \$126,174 respectively, which is higher compared to \$428,240 and \$106,549 in September of last year. The YTD Salaries and Benefits for FY24 are \$1,316,692 and \$341,964 compared to \$1,404,124 and \$326,255 for FY23, which is a decrease of \$87,432 and an increase of \$15,710 respectively.

SALARY EXPENSE



BENEFITS EXPENSE



Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2024

as of: September 30, 2023

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,318,000	\$1,869,914	43%	\$3,462,000	\$6,672	0%
Sales and Services of Educational Activities	55,000	47,834	87%	\$2,500	27,216	1089%
Federal Grants	663,214	1,650	0%	3,250,000	0	0%
State Grants	2,575,400	1,025,354	40%	4,222,424	713,883	17%
Auxiliary Enterprises	180,000	140,200	78%	151,300	95,714	63%
Other Operating Revenues	85,000	67,164	79%	10,000	4,525	45%
State Appropriations	6,903,571	1,725,893	25%	6,716,176	1,679,044	25%
Investment income	225,000	184,458	82%	5,000	44,263	885%
Other Nonoperating revenues*	0	0	0%	0	0	
TOTAL REVENUES	\$15,005,185	\$5,062,467	34%	\$17,819,400	\$2,571,317	14%

TOTAL EXPENSES:						
Salaries and Wages	8,107,841	1,558,702	19%	7,955,225	1,623,466	20%
Benefits	2,372,647	393,906	17%	2,110,787	364,988	17%
Utilities	300,000	79,895	27%	302,580	83,907	28%
Supplies and Other Services	7,275,553	1,017,166	14%	8,111,343	914,947	11%
Scholarships and Fellowships	25,000	-	0%	1,831,000	-	0%
Payment of System Debt-State of WV-Higher Education	64,000	39,674	62%	79,026	39,513	50%
Assessments by the Council for operations (HERA)	68,000	-	0%	64,000	-	0%
TOTAL OPERATING EXPENSES	\$18,213,041	\$3,089,343	17%	\$20,453,961	\$3,026,821	15%

Net Change in Cash **(3,207,856)** 1,973,124 **(2,634,561)** **(455,504)**

Cash Beginning Balance	15,444,219	15,444,219
Ending Cash Balance	12,236,363	17,417,343

SUMMARY

Beginning Cash Balance	\$ 15,444,219
Revenues	5,062,467
Expenses	(3,089,343)
Ending Cash Balance	\$ 17,417,343

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

as of: September 30, 2023

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$3,900,000	\$1,678,235	43%	\$3,044,000	-\$92,414	-3%
Sales and Services of Educational Activities	55,000	43,716	79%	2,500	23,350	934%
Auxiliary Enterprises	180,000	140,200	78%	151,300	43,211	29%
Other Operating Revenues	85,000	67,184	79%	10,000	4,525	45%
State Appropriations	6,903,571	1,725,893	25%	6,716,176	1,679,044	25%
Investment income	225,000	184,458	82%	5,000	44,263	885%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$11,348,571	\$3,839,666	34%	\$9,928,976	\$1,701,979	17%

TOTAL EXPENSES:						
Salaries and Wages	6,426,978	1,316,692	20%	5,991,180	1,404,124	23%
Benefits	1,863,364	341,964	18%	1,460,524	326,254	22%
Utilities	300,000	78,765	26%	300,000	82,170	27%
Supplies and Other Services	2,642,500	628,719	24%	2,586,000	613,683	24%
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%
TOTAL OPERATING EXPENSES	\$11,325,842	\$2,366,140	21%	\$10,426,704	\$2,426,231	23%

Net Change in Cash 22,729 1,473,526 (\$724,252)

Cash Beginning Balance 9,595,529 9,595,529

Ending Cash Balance 9,618,258 11,069,055

SUMMARY

Beginning Cash Balance	\$ 9,595,529
Revenues	3,839,666
Expenses	(2,366,140)
Ending Cash Balance	\$ 11,069,055

Mountwest Community & Technical College
FY24 Capital Budget
as of: September 30, 2023

Description	Budget FY 2024	Actual YTD FY 2024	Comparison %	Budget FY 2023	Actual YTD FY 2023	Comparison %
Funding Sources:						
E&G Capital Fees, Student Tuition	\$ 418,000	\$ 156,136	37%	\$ 418,000	\$ 40,236	10%
Total Funding Sources	\$ 418,000	\$ 156,136	37%	\$ 418,000	\$ 40,236	10%

\$ 115,900

Uses:	Budget FY 2024	Actual YTD FY 2024	Comparison %	Budget FY 2023	Actual YTD FY 2023	Comparison %
MCTC Capital Projects	\$ 354,000	\$ 6,955	2%	\$ 418,000	\$ 5,421	1%
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	39,674		-	39,513	#DIV/0!
Total Uses of Funds	\$ 418,000	\$ 46,629	11%	\$ 418,000	\$ 44,934	11%

\$ 1,695

Balances		
Net Change in Cash	0	109,507
Beginning Cash Capital Balance	1,081,683	1,081,683
Ending Cash Capital Balance	1,081,683	1,191,190

\$ (4,698)

SUMMARY	
Beginning Cash Balance	\$ 812,168
Revenues - cash	\$ 156,136
Expenses - cash	\$ (46,629)
Ending Cash Balance	\$ 921,675

GRANTS as of 9/30/23

FUND	SFUND	GRANT	TYPE	START	END	BUDGET	FY24 Beginning Balance	Receipts	Disbursements	Ending Balance
STATE GRANTS										
4862	6201	Non Federal Grant/Gift Contract - Unrestricted	Indirect				541,919.09	9,504.80	(2,951.35)	548,472.54
	6203	Taubert Internship Grant	LEARN & EARN	10/26/2022	6/30/2023	\$ 4,600.00	(3,871.00)	0.00	0.00	(3,871.00)
	6204	Mountain Health Network	LEARN & EARN	11/4/2022	1/32/23	\$ 29,934.00	29,934.00	0.00	0.00	29,934.00
4862	6205	HEAPS Grants	Grant/Scholarship		Each Academic Year		123,318.00	0.00	0.00	123,318.00
4862	6206	WV Higher Education Grants	Grant/Scholarship		Each Academic Year		(2,781.00)	184,628.00	0.00	181,847.00
4862	6207	Promise Scholarship	Grant/Scholarship		Each Academic Year		(4,325.00)	23,850.00	0.00	19,524.00
4862	6208	WV Invests	Grant/Scholarship		Each Academic Year		111,214.00	239,701.00	0.00	350,915.00
4862	6209	Engineer Science Technology Scholarship	Grant/Scholarship		Each Academic Year		1,500.00	(1,163.00)	0.00	337.00
4862	6210	Substance Use Disorder Specialist	WVCTCS	8/1/2022	6/30/2025	\$ 220,000.00	192,390.40	0.00	(9,789.12)	182,601.28
	6211	WV Advance - Advance Manufacturing	ADVANCE	1/19/2023	12/30/2025	\$ 291,750.00	291,750.00	0.00	(16,154.65)	275,595.35
	6212	WV Advance - Technical Marketing	ADVANCE				0.00	219,465.00	0.00	219,465.00
4862	6216	Mountwest Cares/Mental Health	HEPC	8/15/2022	6/30/2023	\$ 5,000.00	1,111.08	5,000.00	(14.89)	6,096.19
4862	6217	Behavioral Health Pipeline Award	WVCTCS	5/4/2022	9/30/2022	\$ 17,900.00	(9,100.00)	0.00	0.00	(9,100.00)
4862	6219	RCBI Contract Revenue	Contracts				152,187.39	72,681.09	0.00	224,868.48
4862	6221	CTE Professional Development	WVBOE	7/1/2022	3/31/2025	\$ 10,376.00	3,949.53	0.00	0.00	3,949.53
4862	6229	Hospitality & Tourism	WVBOE	6/1/2022	3/31/2024	\$ 14,471.09	1,669.27	0.00	0.00	1,669.27
4862	6230	Workforce Development	Contracts				(427,649.95)	0.00	(79,182.22)	(506,832.17)
4862	6231	Maritime Academy	Contracts				(20,269.44)	45,265.00	(32,823.76)	(7,828.20)
4862	6232	EMS Contracts	Contracts				135,412.60	(4,365.30)	(19,453.91)	111,601.39
4862	6235	Emergency Management Award	WVCTCS	3/17/2022	9/1/2022	\$ 74,825.00	5,619.44	0.00	0.00	5,619.44
4862	6236	Perkins Leadership - Paramedic	WVCTCS	5/1/2022	9/30/2023	\$ 50,000.00	(2,150.97)	20,038.05	(3,750.72)	(5,223.40)
4862	6240	Ntiva - IT, For Credit	LEARN & EARN	10/20/2021	12/31/2023	\$ 133,120.00	98,459.88	0.00	(22,281.81)	76,178.07
	6242	Benedum Grant - Heritage Farm					0.00	50,000.00	0.00	50,000.00
4862	6245	Manufacturing, Aviation, Construction (MAC)	DOL	9/30/2021	9/29/2024	\$ 184,778.00	(10,759.02)	0.00	(36,626.99)	(47,386.01)
4862	6253	Bravo Consulting - NewForce	LEARN & EARN	1/1/2021	8/30/2023	\$ 55,000.00	44,837.50	0.00	0.00	44,837.50
4862	6255	Alpha Technologies - IT, For Credit	LEARN & EARN	12/1/2020	7/30/2021	\$ 16,120.00	0.00	0.00	0.00	0.00
4862	6257	Valley Health - IT, For Credit	LEARN & EARN	5/14/2021	12/31/2022	\$ 3,900.00	10,800.27	0.00	0.00	10,800.27
4862	6259	Core10 - IT, For Credit	LEARN & EARN	9/18/2017	9/18/2024	\$ 99,960.00	88,177.50	0.00	0.00	88,177.50
4862	6261	Tech304/Core10 - NewForce	LEARN & EARN	4/1/2020	6/30/2021	\$ 161,000.00	101,600.00	0.00	0.00	101,600.00
4862	6266	Utility Construction	ADVANCE	1/10/2022	1/2/2025	\$ 220,000.00	121,287.37	0.00	(4,861.19)	116,426.18
4862	6268	Digital Multimedia	TPD	7/1/2019	6/30/2023	\$ 220,000.00	3,368.69	0.00	(7,528.27)	(4,159.58)
4862	6274	Cybersecurity	TPD	7/1/2019	7/31/2022	\$ 220,000.00	23,140.75	0.00	0.00	23,140.75
4862	6275	Surg. Tech.	ADVANCE	7/1/2022	6/30/2025	\$ 446,200.00	271,802.35	0.00	(22,846.02)	248,956.33
4862	6276	CCNA/CISCO	TPD	6/1/2019	6/30/2022	\$ 220,000.00	212,038.56	0.00	0.00	212,038.56
4862	6283	Valley Health Learn & Earn	LEARN & EARN	9/1/2019	9/30/2022	\$ 12,000.00	9,220.50	0.00	0.00	9,220.50
4862	6289	WVDEP/Mountain Leverage -NewForce	LEARN & EARN	9/1/2020	6/30/2022	\$ 64,000.00	41,794.66	0.00	0.00	41,794.66
4862	6290	DER Grant	HEPC	on-going		\$ 5,000.00	564.91	0.00	0.00	564.91
4862	6293	Jobs & Hope WV	WVCTCS	11/17/2020	6/30/2022	\$ 14,400.00	14,212.51	0.00	0.00	14,212.51
4862	6296	Rights at Home - Allied Health	LEARN & EARN	9/1/2020	6/30/2023	\$ 249,600.00	249,319.50	0.00	0.00	249,319.50
4862	6297	Perkins Reserve - Dual Credit	WVCTCS	5/21/2021	6/30/2022	\$ 53,681.00	(108,343.36)	115,153.73	(58,983.97)	(52,173.60)
4862	6299	AIM	DOL	7/1/2020	7/14/2024	\$ 632,995.00	14,918.93	0.00	(40,114.20)	(25,195.27)
4862	625A	Liberty Engineering	LEARN & EARN	1/19/2022	9/30/2023	\$ 54,465.60	14,991.75	0.00	0.00	14,991.75
4862	625B	CoForge - IT, For Credit	LEARN & EARN	1/19/2022	1/31/2024	\$ 109,200.00	109,200.00	0.00	0.00	109,200.00
4862	625C	Huntington Plating	LEARN & EARN	2/16/2022	6/30/2022	\$ 24,648.00	1,274.56	0.00	0.00	1,274.56
4862	625D	Mountain State Manufacturing	LEARN & EARN	2/16/2022	7/31/2023	\$ 16,320.00	8,491.00	0.00	0.00	8,491.00
4862	625E	Brown Veterinary Service	LEARN & EARN	2/16/2022	9/30/2023	\$ 33,750.00	24,121.10	0.00	0.00	24,121.10
4862	625F	Ayers Animal Hospital	LEARN & EARN	2/16/2022	9/30/2023	\$ 13,500.00	13,500.00	0.00	0.00	13,500.00
4862	625G	Hurricane Animal Hospital	LEARN & EARN	3/16/2022	6/30/2024	\$ 22,715.00	22,715.00	0.00	0.00	22,715.00
4862	625H	Infinity Marketing	LEARN & EARN	5/23/2022	7/31/2024	\$ 37,120.00	21,120.00	0.00	0.00	21,120.00
4862	625I	Rev Jo - NewForce	LEARN & EARN	5/23/2022	7/31/2024	\$ 72,800.00	15,299.72	0.00	0.00	15,299.72
4862	625J	MU - Child Care Academy	LEARN & EARN	7/5/2022	8/31/2023	\$ 85,800.00	85,800.00	0.00	0.00	85,800.00
4862	625K	Blackwell & Company	LEARN & EARN	7/5/2022	8/31/2023	\$ 16,640.00	15,912.00	0.00	0.00	15,912.00
4862	625L	CJ Hughes	LEARN & EARN	8/1/2022	9/30/2023	\$ 332,592.00	299,172.03	0.00	(23,001.62)	276,170.41
4862	625M	Cabell County EMS	LEARN & EARN	1/4/2023	1/31/2024	\$ 253,632.00	187,249.29	0.00	0.00	187,249.29
4862	625N	FDLsmidth	LEARN & EARN	1/20/2023	12/31/2023	\$ 63,440.00	55,160.00	0.00	(11,620.00)	43,540.00
4862	625P	Huntington Steel	LEARN & EARN	1/12/2023	12/31/2023	\$ 28,800.00	28,800.00	0.00	(13,582.06)	15,217.94
4862	625Q	Mouldgraph	LEARN & EARN	2/10/2023	7/15/2023	\$ 7,920.00	3,959.00	0.00	0.00	(3,959.00)
4862	625R	Autism Services Center	LEARN & EARN	1/27/2023	1/31/2024	\$ 124,800.00	140,400.00	0.00	0.00	140,400.00
4862	625T	Wooten Machine Company	LEARN & EARN			\$ 24,900.00	24,900.00	0.00	(19,393.12)	5,506.88
4862	625U	HPS and Company Inc	LEARN & EARN			\$ 18,900.00	18,448.99	0.00	0.00	18,448.99
4862	625V	Bulldog Creative Services	LEARN & EARN				21,320.00	0.00	(4,898.45)	16,421.55
4862	625W	Valley Health - Med Asst	LEARN & EARN				3,000.00	0.00	(2,902.35)	97.65
4862	625X	Ohio Valley Physicians	LEARN & EARN				0.00	46,800.00	0.00	46,800.00
4862	62A0	Jan-Care	LEARN & EARN	3/1/2021	9/30/2021	\$ 123,240.00	5,073.53	0.00	392.52	5,466.05
4862	62A1	ATS - IT, For Credit	LEARN & EARN	1/1/2019	1/31/2022	\$ 75,600.00	14,427.81	0.00	0.00	14,427.81
4862	62A5	Hospitality ProStart WVDOE Grant	WVBOE				0.00	0.00	0.00	0.00
4862	622Y	MCTC_MU Aviation Maintenance MOU	Contracts	7/1/2021	6/30/2022		207,052.50	125,417.60	(73,218.69)	259,251.41
4862	62B2	Perkins	WVCTCS	7/1/2022	6/30/2022	\$ 240,140.00	(86,160.81)	109,402.81	(18,047.71)	5,194.29
4862	62B3	Dual Enrollment/College Transition	HEPC	7/1/2022	6/30/2023	\$ 30,913.56	0.00	7,728.39	0.00	7,728.39
4862	62B8	TANF	DHHR	7/1/2022	6/30/2023	\$ 60,000.00	6,183.59	0.00	(11,850.88)	(5,667.29)
4862	62C1	Diversity	HEPC	8/15/2021	6/30/2023	\$ 5,000.00	1,648.58	4,750.00	0.00	6,398.58
4862	62C3	Mobile App.	TPD	6/5/2018	6/30/2022	\$ 220,000.00	0.00	0.00	0.00	0.00
4862	62C4	NewForce	ADVANCE	10/3/2018	12/31/2022	\$ 818,741.00	44,893.16	0.00	(8,173.91)	36,719.25
4862	62C5	Coalfield Development	PRIVATE	1/1/2021	12/31/2022	\$ 80,000.00	(19,550.86)	0.00	0.00	(19,550.86)
TOTAL STATE GRANTS							3,585,501.12	1,273,857.17	(547,610.34)	4,311,747.95
FEDERAL GRANTS										
8895	2801	MCTC College Work Study	DOE Campus Based Aid	7/1/2022	6/30/2023	\$ 103,183.00	23,621.81	1,650.10	(7,114.30)	18,157.61
8895	2816	DOE Title III Attendance Pays AY16	DOE	10/1/2014	9/30/2019	\$ 1,578,202.00	0.00	0.00	0.00	0.00
8895	2818	COVID-19 Stimulus	DOE	4/1/2020	6/1/2023	\$ 8,850,340.00	24.76	0.00	0.00	24.76
8895	2810	RCBI-Aerospace Welding	NSF	8/1/2022	7/31/2025	\$ 552,031.00	(37,253.23)	0.00	(28,822.83)	(66,076.06)
	2825	Cyber Center of Excellence					0.00	0.00	(2,973.50)	(2,973.50)
8895	2850	Administrative Cost Allowance	Title IV Indirect				43,589.94	0.00	(7,074.15)	36,515.79
8895	8801	Federal Grants - Indirect Cost Fund	Indirect				799,442.38	0.00	0.00	799,442.38
8895	8895	Federal Grants and Contracts	CARES (Lost Rev)				934,291.10	0.00	(5,470.24)	928,820.86
TOTAL FEDERAL GRANTS							1,763,716.76	1,650.10	(51,455.02)	1,713,911.84
FEDERAL GRANTS (G5)										
Supplemental Opportunity Grant (SEOG)						DOE Campus Based Aid	\$ 92,965.00		(48,200.00)	
PELL Grants						DOE Title IV Aid			(1,733,923.44)	
							AMOUNT in G5		Drawdowns FY24	



Board of Governors
Mountwest Community and Technical College
Huntington, West Virginia

We have audited the financial statements of the business-type activities of Mountwest Community and Technical College (the College) as of and for the year ended June 30, 2023, and have issued our report thereon dated September 29, 2023. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit in our Statement of Work dated July 17, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 2 to the financial statements.

As described in Note 2, in 2023 the College adopted Governmental Accounting Standards Board Statement (GASB Statement) Nos. 91, *Conduit Debt Obligations*, 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, 96, *Subscription-Based Information Technology Arrangements*, and 99, *Omnibus 2022*.

We noted no transactions entered into by the College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the allowance for uncollectible accounts is based on historical collection experience. We evaluated the key factors and assumptions used to develop the allowance for uncollectible accounts in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of depreciation is based on useful lives of buildings and improvements, furniture and equipment, computer technology, vehicles and library books. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the compensated absences liability is based on current and historical information on employee vacation and leave balances, salary and wage rate, and other pertinent information available to management. We evaluated the key factors and assumptions used to develop the compensated absences liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Computations performed by outside actuarial specialists were relied upon to determine the liability for other postemployment benefits. We evaluated the key factors and assumptions used to develop the liability for other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Circumstances that affect the form and content of the auditors' report

The report was modified to discuss the change in accounting principle related to the College's adoption of GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*.

Management representations

We have requested certain representations from management that are included in the management representation letter dated September 29, 2023.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the College’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the College’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Required supplementary information in relation to the financial statements as a whole

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management’s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

* * *

This communication is intended solely for the information and use of the Board of Governors and management of Mountwest Community and Technical College and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

King of Prussia, Pennsylvania
September 29, 2023

**BOARD OF GOVERNORS
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
OCTOBER 26, 2023**

ITEM: **Capital Project Management Policy**

RECOMMENDED RESOLUTION: *Resolved,* That the Mountwest Community & Technical College Board of Governors approves the Capital Project Management Policy.

STAFF MEMBER: Kristi Williams

Section 1. General

- 1.1 Scope: This policy governs the management of Mountwest Community and Technical College's Facilities Master Plan, Five Year Campus Development Plan and capital projects in excess of \$250,000.
- 1.2 Authority: WV Code §18B-1-6, 18B-1B-4, and 18B-10-8, WV Council for Community & Technical College Education Title 135, Series 12
- 1.3 Effective Date: XXXXXXXX

Section 2. Purpose

- 2.1 The purpose of this policy is to establish guidelines, delegate appropriate authority and assign responsibility for the governance of capital planning and management activities under the authority of the Mountwest Community and Technical College Board of Governors. This policy shall also govern the acquisition of facilities, real property, and capital equipment by lease or lease/purchase.

Section 3. Governing Board's Assignment of Responsibility and Process for Review and Approval of Capital Projects.

- 3.1 It shall be the responsibility of the President or his (her) designee to propose to the Governing Board for review and approval all of the following:
 - Ten-year facilities master plans
 - Capital projects expected to exceed a total of \$250,000.
 - Capital lease or lease /purchase agreements in excess of \$250,000.
 - Acquisition or disposal of real property.
- 3.2 Such projects as cited in section 3.1 above shall be submitted to the Board of Governors through its Finance Committee.
- 3.3 Capital projects including capital leases expected to exceed one million dollars require Council approval.
- 3.4 In the event of multiple capital projects exceeding \$250,000, the projects should be recommended in proposed order of priority.
- 3.5 Prior to submission to the Council, Facilities Master Plans should be reviewed by the Governing Board to insure that the plans are designed to support the mission and current programs of the college and are realistically consistent with anticipated funding.
- 3.6 Individual Capital Projects exceeding \$250,000 should be reviewed by the Governing Board for funding availability and consistency with the objectives of the current campus five-year development plan or such other justification as may be warranted.



October 2023 President's Report

- **Enrollment**
 - West Virginia Invests Follow Up
 - 101 Recipients in Fall 23
 - 84 Recipients in Fall 22
 - 57 Recipients in Fall 21

- **President and College Recent Activities**
 - Attended Tri-State Diversity Conference in Ashland. College sent team of 6.
 - Named to board for Advantage Valley.
 - Attended Fall Conference for Community Colleges of Appalachia (CCA) in Keyser. Volunteered to host future conference.
 - Invited to be a panelist at American Associations of Community Colleges (AACC) Workforce Development Institute in January.
 - Service Excellence Training for staff and faculty has begun.

- **Strategic Plan Review- Exceptional Student Success**
 - To be presented at board meeting.

- **Board Discussion Topics**
 - Solar panel proposal for college.

- **Foundation**
 - Scholarship applications are currently open.
 - Pink Out is this week! Supports scholarships for cancer survivors and/or family, or others significantly impacted by health issues.

- **Upcoming Events**
 - Two marketing firms are finalists for our services. Will finalize in the next month.
 - November 3rd 10AM grant announcement for SMART (Systems Maintenance, Automation and Robotics Technology program), at Marshal Advanced Manufacturing Center (MAMC). This program aligns with Nucor needs.
 - Attending fundraising training, Lily School of Fundraising.
 - November 11th, Service Learning Project at Bethel Cemetery.
 - AACC Fall Workforce and Economic Development Commission meetings in DC.