

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

Monday, November 27<sup>th</sup>, 2023 @ 8:00 a.m.

Mountwest Community & Technical College – G07

**PRESENT:** Jeff Blatt, Cathy Burns, Stacy Carroll, David Earl, Tom Gibson, Jeff Goad, Melanie Hall, Dinah Ledbetter, Erin Rich

**ABSENT:** Mel Miler, Josh Jett, Mark Morgan

**AGENDA ITEMS:**

**1. Call to Order, Determination of Quorum – Mr. David Earl:**

David Earl, Chairman, called the meeting order at 8:01 a.m. A quorum was established.

**2. Consent Agenda – Mr. David Earl, Chairman:**

A motion was made by Tom Gibson, and seconded by Jeff Goad to approve the minutes for the October 26<sup>th</sup>, 2023 meeting.

**3. Oath & Introduction of New Board Member: Melanie Hall**

Melanie Hall was sworn in to the Board of Governors, notarized by Mesha Shamblin. The board welcomed Melanie and made introductions.

**4. Academic Affairs Committee Report: Ms. Cathy Burns & Mr. McComas, CAO:**

A general discussion of new programs, future programs the college would like to create was discussed. The committee will be having 2 meetings per year. Programs discussed were Solar Technology, Engineering, Utility Construction, Hospitality, Respiratory Care, and Advanced Manufacturing.

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

Dr. Baker presented his President's report, highlighting recent grants, progress of self-registration, recent conferences, facilities, the Foundation, and upcoming events. A detailed report is attached to the minutes.

**6. Adjournment:** There being no other agenda items, the meeting was adjourned at 8:26am.

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

**AGENDA**

Monday, November 27<sup>th</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 – October 26<sup>th</sup>, 2023\*
3. Oath & Introduction of New Board Member: Melanie Hall
4. Academic Affairs Committee Report: Ms. Cathy Burns & Mr. Michael McComas, CAO
5. President's Report: Dr. Joshua Baker, President
6. Other Business:
  - Announcements*
    - *Employee Recognition & Holiday Event – December 7<sup>th</sup>, 2023 at 5pm – Vandalia Crowd House*
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 October 26<sup>th</sup>, 2023 @ 8:00 a.m.

Mountwest Community & Technical College – G07

**PRESENT:** Jeff Blatt, Cathy Burns, Stacy Carroll, David Earl, Tom Gibson, Jeff Goad, Josh Jett, Dinah Ledbetter, Mel Miller, Mark Morgan, Erin Rich

**ABSENT:** Cathy Burns

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

**AGENDA ITEMS:**

**1. Call to Order, Determination of Quorum – Mr. David Earl:**

David Earl, Chairman, called the meeting order at 8:02 a.m. A quorum was established.

**2. Consent Agenda – Mr. David Earl, Chairman:**

A motion was made by Tom Gibson, and seconded by Jeff Goad to approve the minutes for September 21<sup>st</sup>, 2023.

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

Ms. Kristi Williams presented the finances to the board. CLA representatives presented the comprehensive audit of the financial statements for FY 23, stating that there were no significant findings or issues. A copy of the finance and audit report is attached. Upon a motion made by Mr. Goad, seconded by Mr. Blatt, the financial statements and audit report were accepted.

**4. Policy Approval: Capital Project Management: Ms. Kristi Williams, CFO**

Upon a motion by Mr. Goad, seconded by Mr. Blatt, the Capital Project Management policy was approved. The policy will be put out for a 30-day public comment period before becoming official. The board requested that capital projects be added to the agenda regularly throughout the year for updates.

**5. Recognition of Tony Martin, Retire Board Member: Mr. David Earl, Chairman**

Mr. Earl informed the board of Mr. Martin's retirement, and presented a plaque of appreciation for his years of dedication and service the Mountwest and the Mountwest Board of Governors. The board extended their appreciation for Mr. Martin.

**6. 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. Students also joined Dr. Baker to discuss the upcoming Veteran's Day service-learning project of cleaning of Bethel Memorial Park. The report is attached to the minutes.

**7. Board of Governors Summit Report: Mr. David Earl, Chairman**

Mr. Earl, Mr. Blatt, Mr. Gibson, Ms. Carroll, and Ms. Shamblin shared information learned at the recent BOG Summit. Some takeaways included recognition of Mountwest and their work with dual credit, cyber-security threats, financial health of colleges, and more.

**8. Adjournment:** There being no other agenda items, the meeting was adjourned at 9:22am.



## November 2023 President's Report

- **Enrollment**
  - Spring is projected to be up, but it is too early to make predictions.
    - Goal is 9% growth.
- **College Updates**
  - Awarded a \$20k grant from American Association of Community Colleges and Microsoft for a Cyber Security curriculum consortium.
  - Alesa Martin (Multimedia) awarded WV Art Educator of the Year.
  - We are piloting our first group of students for self-registration in the next few weeks.
  - Submitted two grants to create 4 additional Allied Health Programs (Sonography, Physical Therapy Aide, Sleep Tech., & Respiratory)
    - Strengthening Community Colleges, Dept. of Labor Grant, \$1.6mil
    - Innovation & Modernization, Dept. of Education, \$5.4mil
  - Awarded ARC Grant & Benedum Grant to build Engineered Construction program, have had kick-off meeting, will be posting job soon for Program Coordinator.
  - Awarded Technical Program Development Grant to build Solar Energy Technician Program.
  - Group attended Small Communities, Big Solutions Conference. Jenna VanHoose served on a panel to present our Learn & Earn model.
  - SMART press conference with MAMC, announcing the ARC grant supporting the new program that supports NUCOR and similar industries.
  - Service learning project for Bethel Cemetery was fantastic! Video available on Facebook.
  - First Gen student celebrated with full week of activities.
  - Bullseye awarded marketing contract.
  - New OER Awards for Aileen Marcelo, Josh Keck, Julia Butler, Katie Hopkins, Kristen Brumfield, Nathan Full, Scott Beane, and Zach Rakes.
- **Facilities**
  - Had first meeting with Edward Tucker & Associates on Cyber Center design. Construction set to start February 2024, completed by July 2024.
  - Learning Commons project scheduled to begin Spring 2024.
- **Foundation**
  - Pink Out was successful. Raised about \$7000 for Karen Johnson Memorial Scholarship Fund.
  - Attended Lilly School of Fundraising training.
    - First target will be a more comprehensive plan for the foundation.
- **Upcoming Events**
  - December 7<sup>th</sup> Holiday Event at 5pm at the Vandalia.