

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

Thursday, August 21, 2025 @ 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 19th, 2025*
- 3. Introduction of Student Representative: Tori Hogsett**
- 4. Finance Committee Report: Ms. Terri Frye, CFO**
- 5. President's Report: Dr. Joshua Baker, President**
- 6. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues***
- 7. Adjournment**

Reminders:

- Board Retreat – September 4, 2025, Guyan Country Club. 9am-3pm

**Action Items – Approval Require*

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

Minutes

Thursday, June 19th, 2025 @ 8:00 a.m.

Mountwest Community & Technical College – G07

Present: Dinah Ledbetter, David Earl, Jennifer Plymale, Maribeth Anderson, Mark Morgan, Jeffrey Blatt, Justin Jarrell, Erin Rich, Dee Preston, Melanie Hall, J.L. Brydie

Absent: Madison Keith

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

The meeting was called to order at 8:00am by Mr. David Earl. A quorum was established.

2. Approval of April 24, 2025 Minutes: Mr. David Earl, Chairman

The minutes for April 24, 2025 were approved as written upon a motion made by Jennifer Plymale and seconded by Dinah Ledbetter.

3. Board Officer Elections for FY 2026: Mr. David Earl, Chairman*

Upon a motion made by Maribeth Anderson and seconded by Mark Morgan, the following elections were confirmed:

- Chair: David Earl
- Vice Chair: Jeffrey Blatt
- Secretary: Dinah Ledbetter
- All committee chairs and membership remain same (may change throughout the year)

4. Board Meeting Calendar for FY 2026: Mr. David Earl, Chairman*

Mesha Shamblyn presented the tentative board meeting calendar for FY 2026, and the finance committee meeting calendar. Upon a motion by Justin Jarrell, seconded by Jennifer Plymale, the meeting calendars were approved as written, with flexibility for rescheduling if needed according to Open Meeting Act laws.

5. Finance Committee Report: Mr. Mark Morgan & Ms. Terri Frye, CFO

Terri Frye, CFO, introduced herself to the Board. Additionally, Mr. Morgan reviewed the financials for the college, which featured revenue being above target, expenses on target, and cash on hand at 407 days.

6. Annual Faculty Presentation: Benji Taylor, Associate Professor and Faculty Council President

Benji Taylor presented the annual faculty presentation, featuring events hosted by faculty, the work coming from faculty council, and ongoing concerns regarding compensation after faculty move through the full promotion schedule.

7. President's Report: Dr. Joshua Baker, President

Dr. Baker gave his president's report, which featured a grants presentation by Jennifer Porter. Additionally, an introduction to the Student Care Center was provided to the Board. The full report is attached to the minutes.

8. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues*

Upon a motion made by Mark Morgan, seconded by Jeff Blatt, the board went into executive session at 9:11am to discuss the sale of Cabell Hall. Executive session ended at 9:44am upon a motion made by Justin Jarrell, seconded by Maribeth Anderson.

9. Adjournment

There being no additional agenda items, the meeting adjourned at 9:46am.

**Action Items – Approval Require*

To: Mountwest Finance Committee

From: Terri Frye, Vice President for Finance

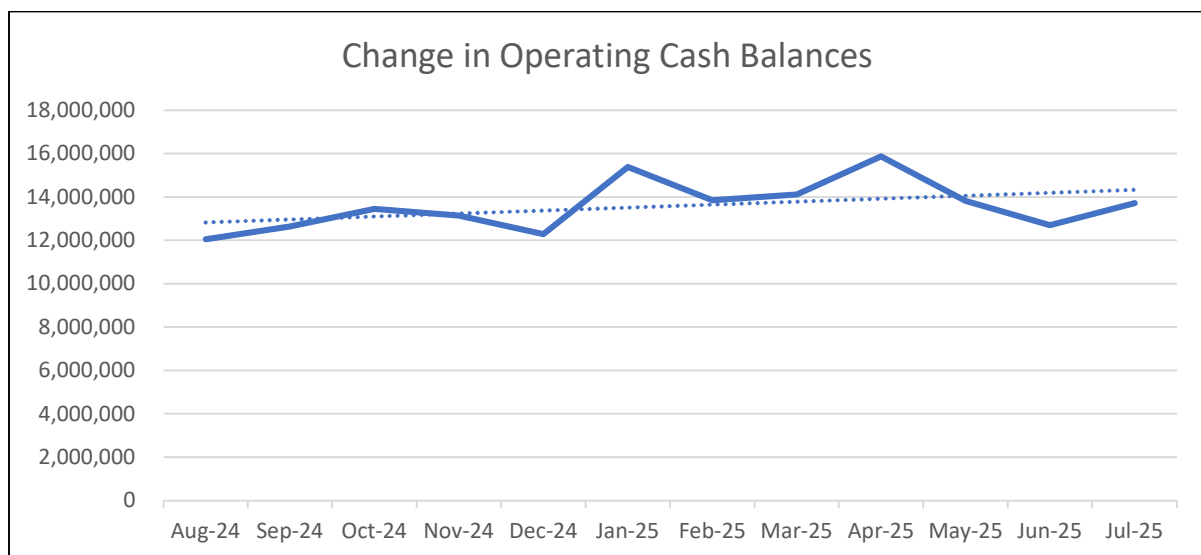
CC: Dr. Josh Baker, President

Date: August 12, 2025

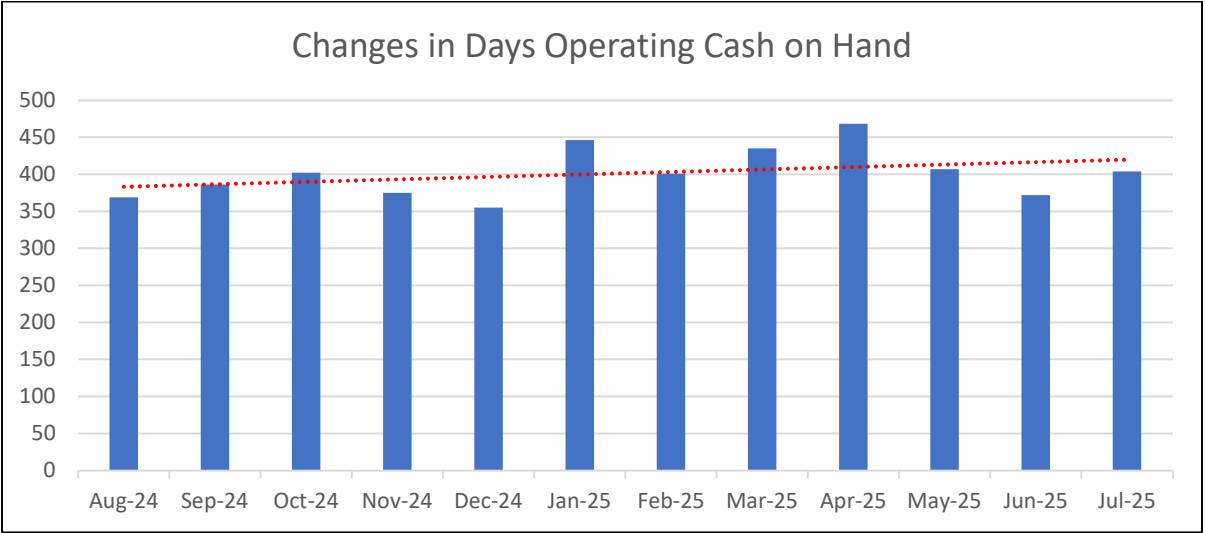
Re: July 2025 Finance Committee Report

Cash Report:

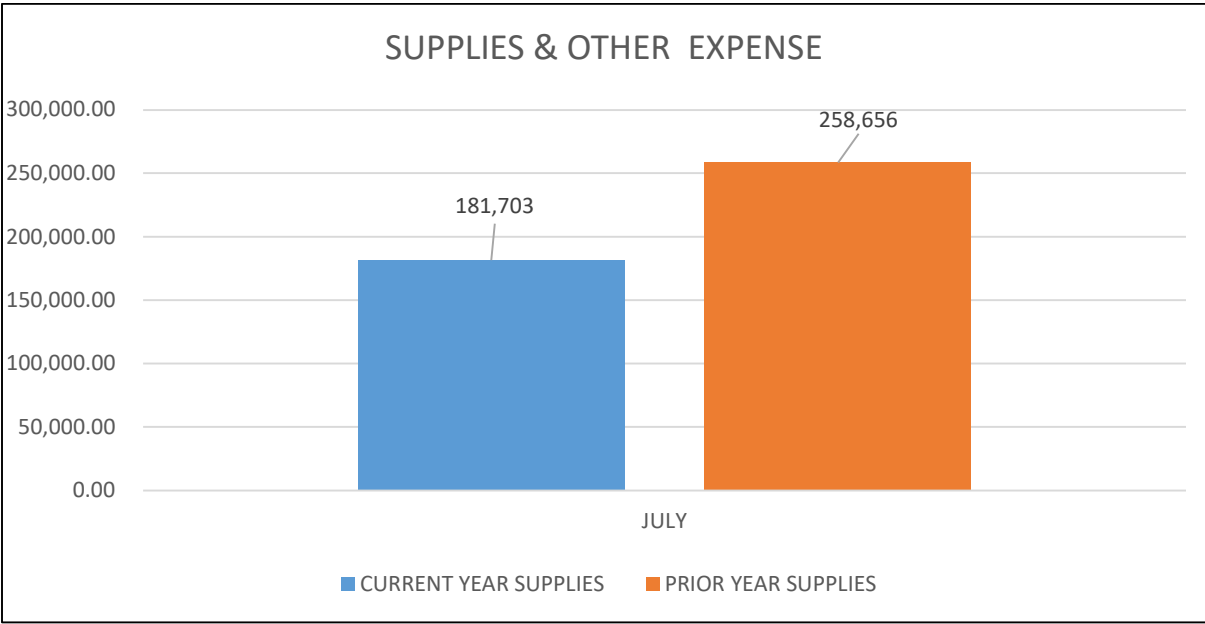
The attached Cash Operating Budget Report is for July 2025, the first month of the 2026 Fiscal Year. The target for the year is 8% for revenue and expense if activity was spread equally over 12 months. Revenue is at 14%, which is above target, and expenses are currently at 6%, which is below target.



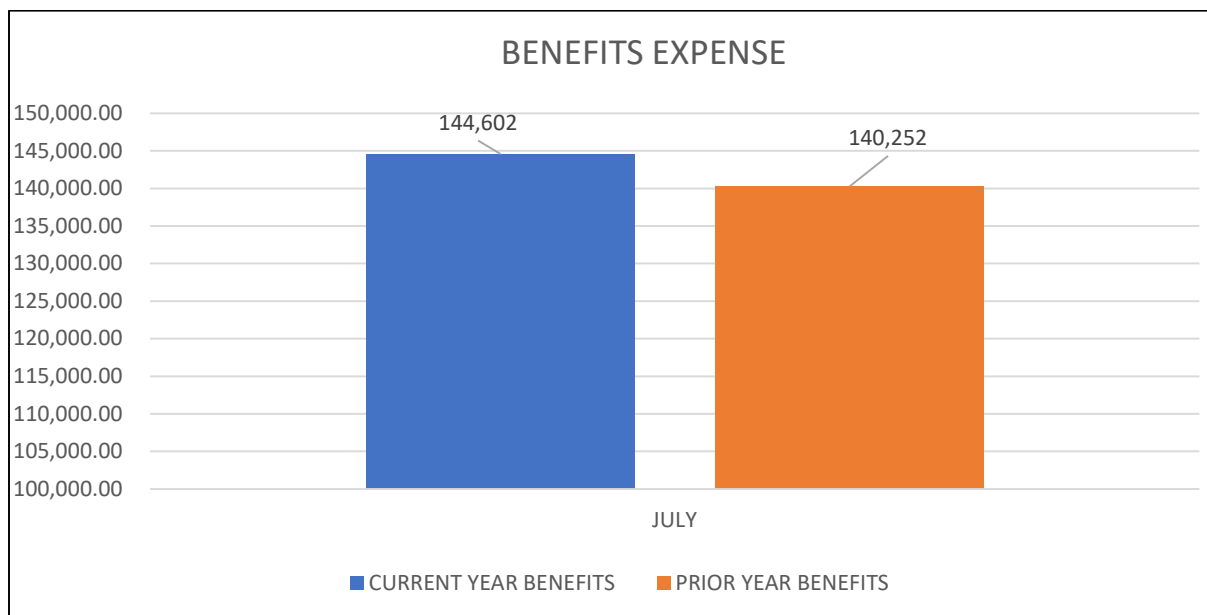
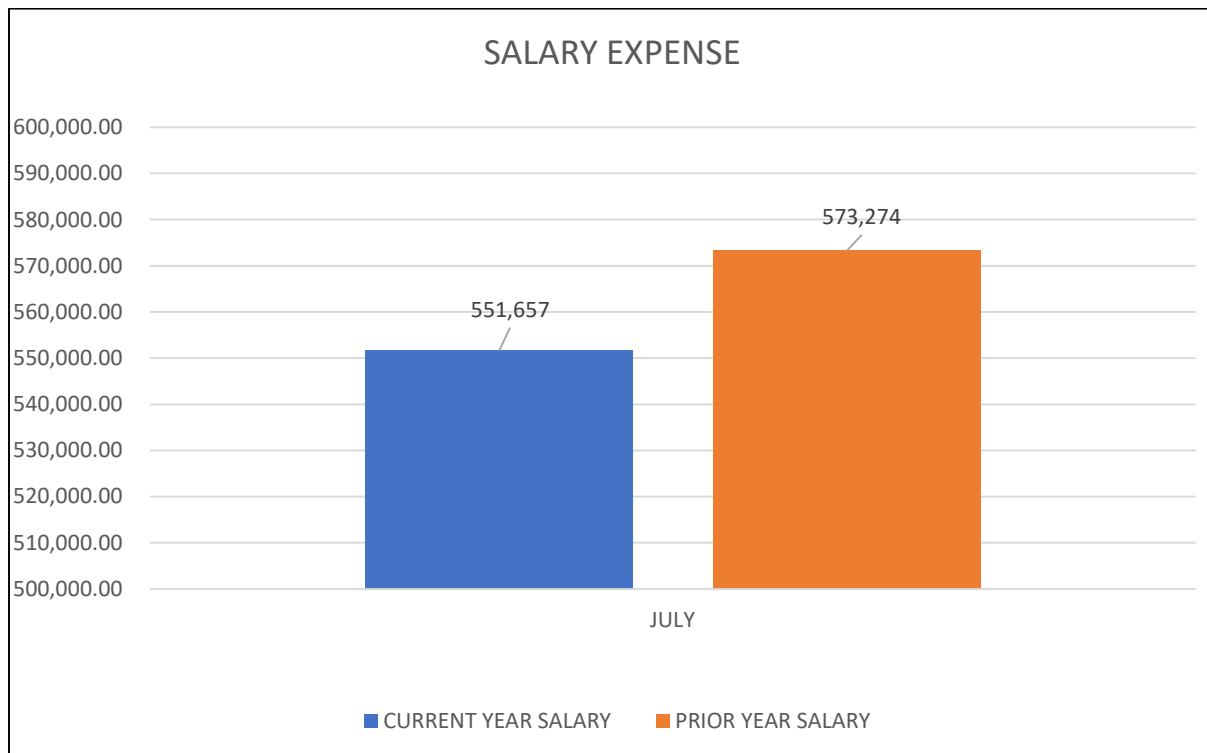
Cash at the end of July 2025 was approximately 6% higher than July 2024, for a \$847,951 difference. The number of days cash on hand in July 2025 is 404, and as of July 2024, it was 395 days, an increase of 9 days.



Supplies and Other expenses for July 2025 were \$181,703 compared to \$258,656 in July 2024, which is an overall decrease of \$76,953.



Salaries and Benefits for the month of July 2025 were \$551,657 and \$144,502 respectively, compared to \$573,274 and \$140,252 in June of last year, for a decrease of (\$21,617) in salaries and an increase of \$4,349 in benefits.



Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2026

as of: July 31, 2025

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$5,050,000	\$146,249	3%	\$4,800,000	\$68,898	1%
Sales and Services of Educational Activities	180,000	4,560	3%	\$100,000	\$1,804	2%
Federal Grants	846,183	8,246	1%	846,183	14,014	2%
State Grants & Contracts	2,263,935	193,678	9%	2,460,935	436,252	18%
Auxiliary Enterprises	193,000	5,974	3%	300,000	8,070	3%
Other Operating Revenues	-	-	0%	180,000	-	0%
State Appropriations	7,070,248	1,767,562	25%	7,062,120	1,765,530	25%
Investment income	450,000	53,835	12%	400,000	63,747	16%
Other Nonoperating revenues*	-	-	0%	-	-	0%
TOTAL REVENUES	\$16,053,366	\$2,180,104	14%	\$16,149,238	\$2,358,315	15%

TOTAL EXPENSES:						
Salaries and Wages	8,523,237	637,938	7%	7,930,464	\$647,544	8%
Benefits	2,214,482	168,014	8%	2,438,197	\$157,218	6%
Utilities	400,000	30,355	8%	395,000	26,905	7%
Supplies and Other Services	8,445,598	288,460	3%	7,941,705	777,218	10%
Scholarships and Fellowships	25,000	7,500	30%	2,145,495	-	0%
Payment of System Debt-State of WV-Higher Education	82,000	-	0%	76,300	-	0%
Assessments by the Council for operations (HERA)	81,021	20,255	25%	68,000	-	0%
TOTAL OPERATING EXPENSES	\$19,771,338	\$1,152,522	6%	\$20,995,161	\$1,608,885	8%

Net Change in Cash	(3,717,972)	1,027,582	(4,845,923)	749,430
---------------------------	--------------------	------------------	--------------------	----------------

Cash Beginning Balance	20,179,432	20,179,432
-------------------------------	-------------------	-------------------

Ending Cash Balance	16,461,460	21,207,014
----------------------------	-------------------	-------------------

SUMMARY	
Beginning Cash Balance	\$ 20,179,432
Revenues	2,180,104
Expenses	(1,152,522)
Ending Cash Balance	<u>\$ 21,207,014</u>

Mountwest Community & Technical College

Cash Operating Budget Analysis

Fiscal Year 2026

as of: July 31, 2025

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$5,044,000	\$117,814	2%	\$4,800,000	57,172	1%
Sales and Services of Educational Activities	180,000	-	0%	100,000	-	0%
Auxiliary Enterprises	300,000	5,974	2%	300,000	8,070	3%
Other Operating Revenues	-	-	0%	180,000	-	0%
State Appropriations	7,070,248	1,767,562	25%	7,062,120	1,765,530	25%
Investment income	450,000	53,835	12%	400,000	63,747	16%
Other Nonoperating revenues*	-	-	0%	-	-	0%
TOTAL REVENUES	\$13,044,248	\$1,945,185	15%	\$12,842,120	\$1,894,519	15%

TOTAL EXPENSES:						
Salaries and Wages	7,699,653	551,657	7%	7,250,274	573,274	8%
Benefits	2,278,667	144,602	6%	2,265,095	140,252	6%
Utilities	400,000	30,064	8%	395,000	26,499	7%
Supplies and Other Services	2,600,000	181,703	7%	2,840,800	258,656	9%
Scholarships and Fellowships - E&G Funded	25,000	-	0%	25,000	-	0%
Assessments by the Council for operations (HERA)	82,000	20,255	25%	68,000	-	0%
TOTAL OPERATING EXPENSES	\$13,085,320	\$928,281	7%	\$12,844,169	\$998,681	8%

Net Change in Cash	(41,072)	1,016,904	\$895,838
---------------------------	-----------------	------------------	------------------

Cash Beginning Balance	12,695,793	12,695,793
-------------------------------	-------------------	-------------------

Ending Cash Balance	12,654,721	13,712,697
----------------------------	-------------------	-------------------

SUMMARY		
Beginning Cash Balance	\$	12,657,864
Revenues		1,945,185
Expenses		(928,281)
Ending Cash Balance	\$	13,674,768

Mountwest Community & Technical College FY26 Capital Budget as of: July 31, 2025						
Description	FY 2026 Budget	FY 2026 Actual YTD	Comparison %	FY 2025 Budget	FY 2025 Actual YTD	Comparison %
Funding Sources:						
E&G Capital Fees, Student Tuition	\$ 450,000	\$ 7,224	2%	\$ 430,000	\$ 5,952	1%
Total Funding Sources	\$ 450,000	\$ 7,224	2%	\$ 430,000	\$ 5,952	1%

Uses:						
MCTC Capital Projects	\$ 552,000	\$ 9,567	2%	\$ 1,202,000	\$ 1,500	0%
MCTC Campus Improvements	-	-	0%		\$ -	0%
Payment of Institutional Debt (Key Gov't - 1st Sentry) Bonds	-	-	0%	-	\$ -	
Payment of System Debt-State of WV-Higher Education	82,000	-	0%	76,300	\$ -	0%
Total Uses of Funds	\$ 634,000	\$ 9,567	2%	\$ 1,278,300	\$ 1,500	0%

Balances		
Net Change in Cash	(184,000)	(2,343)
Beginning Cash Capital Balance	1,036,944	1,036,944
Ending Cash Capital Balance	852,944	1,034,601

\$ 4,452

SUMMARY	
Beginning Cash Balance	\$ 1,036,944
Revenues - cash	\$ 7,224
Expenses - cash	\$ (9,567)
Ending Cash Balance	<u><u>\$ 1,034,601</u></u>



August 2025 President's Report

Enrollment

- Enrollment for Fall - FTE is up 5% and headcount is up by 3% for adult paying students as of August 13th.
- Fall Semester begins August 25th.

Data Insights

- Early numbers show retention rate currently at 45%, an increase of 9% from this time last year. If we stay on track, we project obtaining our highest retention rate in 11 years.
- Early projections show our DFW rate declining again this year.

Foundation

- Payroll Deduction Campaign this week, raffle for those who sign up.
- Pink Out for All – October 20th – October 23rd.
 - Sponsorship and pre-order information is included in your packet.
- Adding Board Member – Jeff Harkins from Woodlands Retirement.
- Scholarship Success Story Video – Tanner Carter.

Legislative Topics

- Talks of Perkins changes may result in all colleges losing access. We currently receive \$400,000.
- Proposals to remove Adult Education programs under WIOA Title II, which could impact GED completion and referrals.

Success Stories in Workforce Development

- Alex Goble - Is a recovering alcoholic and currently staying in the City Mission. He completed our free warehouse forklift operator training. Went to a job fair the following week, and because he had a Forklift certification, was hired on with the WV Division of Highways, and soon will be taking our CDL class.
 - Stated "this certification helped me take my life back...I'm trying to surround myself around positive people, and that pointed me to Mountwest."
- Caity White – served in the Military then completed Deckhand training at Mountwest Maritime Academy. After working in the industry for a few years and completing additional training, she became a Captain and is now teaching some classes for us.