

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

AGENDA

Thursday, January 15, 2026 @ 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 – November 20th, 2025*
- 3. Finance Committee Report: Mr. Mark Morgan, Finance Chair & Ms. Terri Frye, CFO**
 - Overview of December Board Report
- 4. Approval: IT Acceptable Use Policy I-1 Update: Mr. Gordon Mitchell, CIO***
- 5. Approval: Learning Commons Phase 2 & Intro to Student Care Center: Dr. Josh Baker, President***
- 6. President's Report: Dr. Josh Baker, President**
- 7. Upcoming Required Board Actions Reminders: Mr. David Earl, Chairman**
 - Tuition & Fees Approval & Budget – March 2026/April 2026
 - Program Reviews – April 2026
 - President Contract Renewal – April 2026
 - Officer Elections – June 2026 – Chair, Vice Chair, and Secretary (new chair is required)
- 8. Adjournment**

**Action Items – Approval Required*

Mountwest Focus Goals:

- Student Care Center
- Alternative Scheduling
- Grow Workforce 10X
- AI Power Users

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

INSTITUTIONAL BOARD OF GOVERNORS

Minutes

Thursday, November 20th , 2025 @ 8:00 a.m

Mountwest Community & Technical College – G07

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

Absent: Maribeth Anderson

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

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

2. Approval of August 21st, 2025 and October 3, 2025 Minutes: Mr. David Earl, Chairman

The minutes for August 21 and October 3 were approved upon a motion made by Mrs. Hall and seconded by Mr. Morgan.

3. Introduction of Tori Hogsett – Student Representative

Tori took a few minutes to introduce herself to the board of governors.

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

The board report from October was reviewed, with revenue reporting above target and expenses on target. Days of cash on hand were reported to be at 397. The report is attached to the board packet. Additionally, Mrs. Frye provided an overview of the most recent completed annual audit, which was positive.

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

Dr. Baker gave his president's report on enrollment, new programs, fundraising, recent events, and more. The full report is attached to the minutes.

6. Adjournment

There being no additional agenda items, the meeting adjourned at 8:42am.

**Action Items – Approval Require*



Office of the Vice President of Finance

To: Mountwest Finance Committee

From: Terri Frye, Vice President for Finance

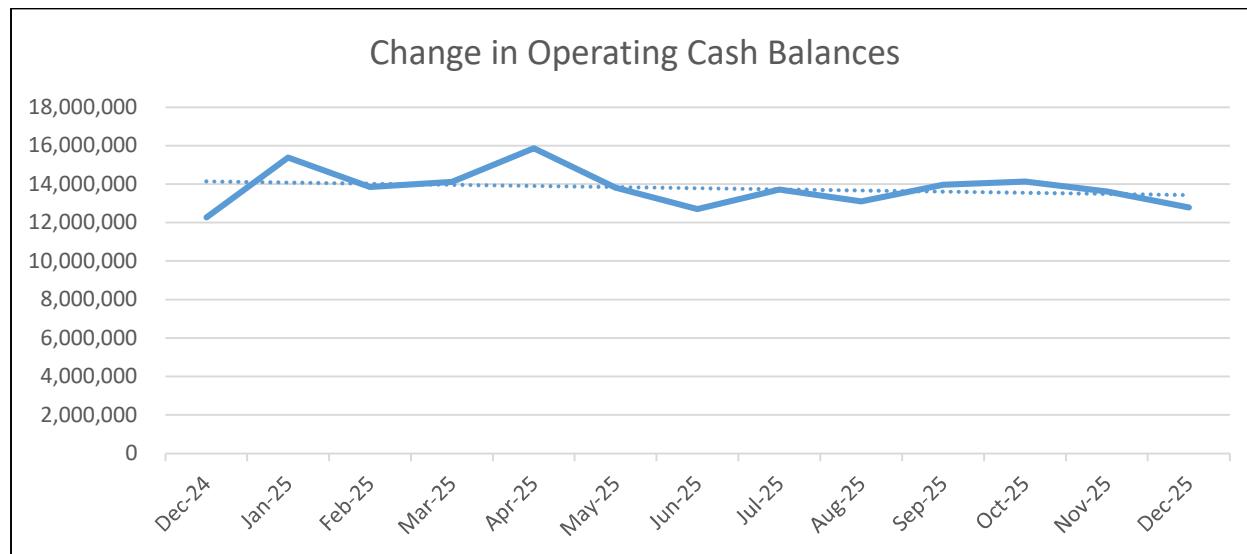
CC: Dr. Josh Baker, President

Date: January 8, 2026

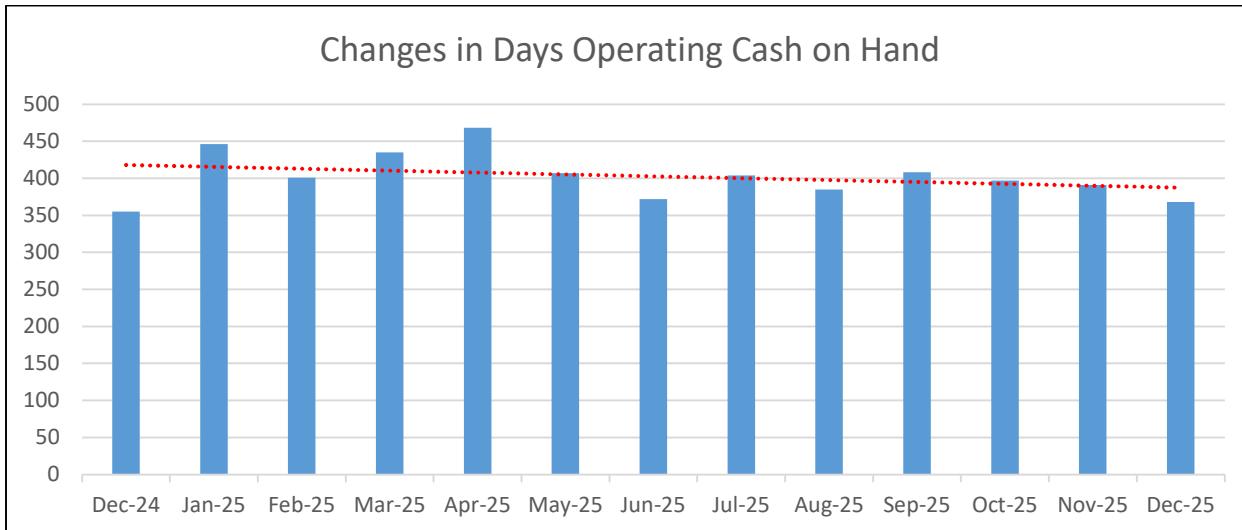
Re: December 2025 Finance Committee Report

Cash Report:

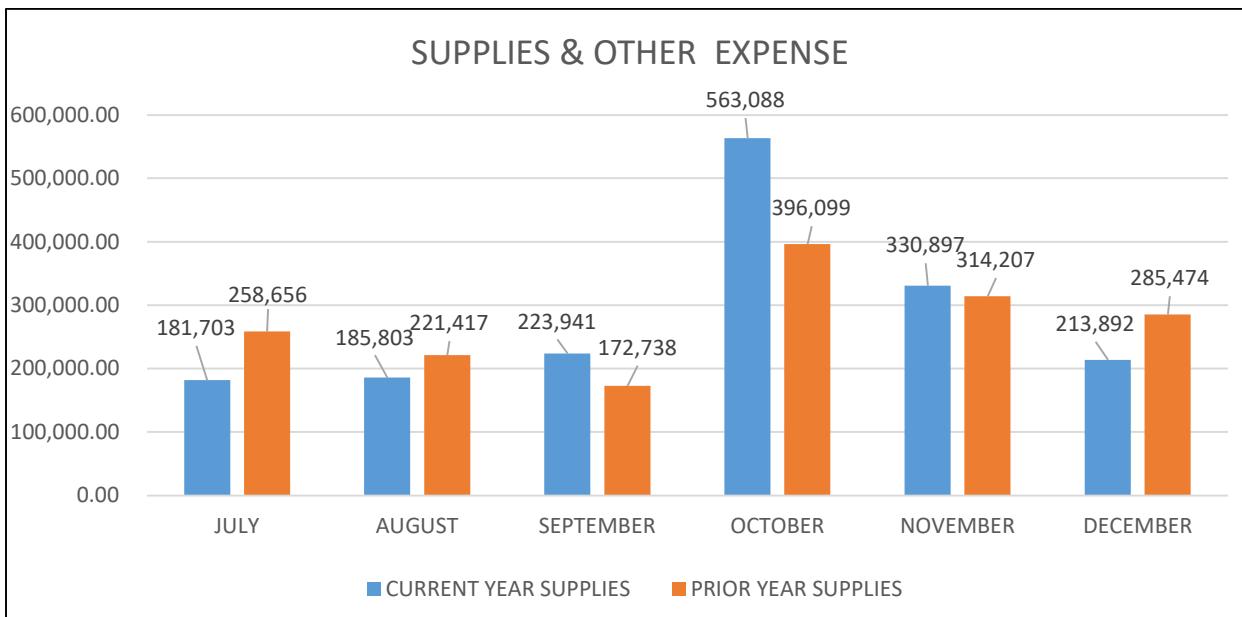
The attached Cash Operating Budget Report is for December 2025, the sixth month of the 2026 Fiscal Year. The target for the month is 50% for revenue and expense if activity was spread equally over 12 months. For December, revenue is at 59%, which is above target, and expenses are at 46%, which is slightly below target.



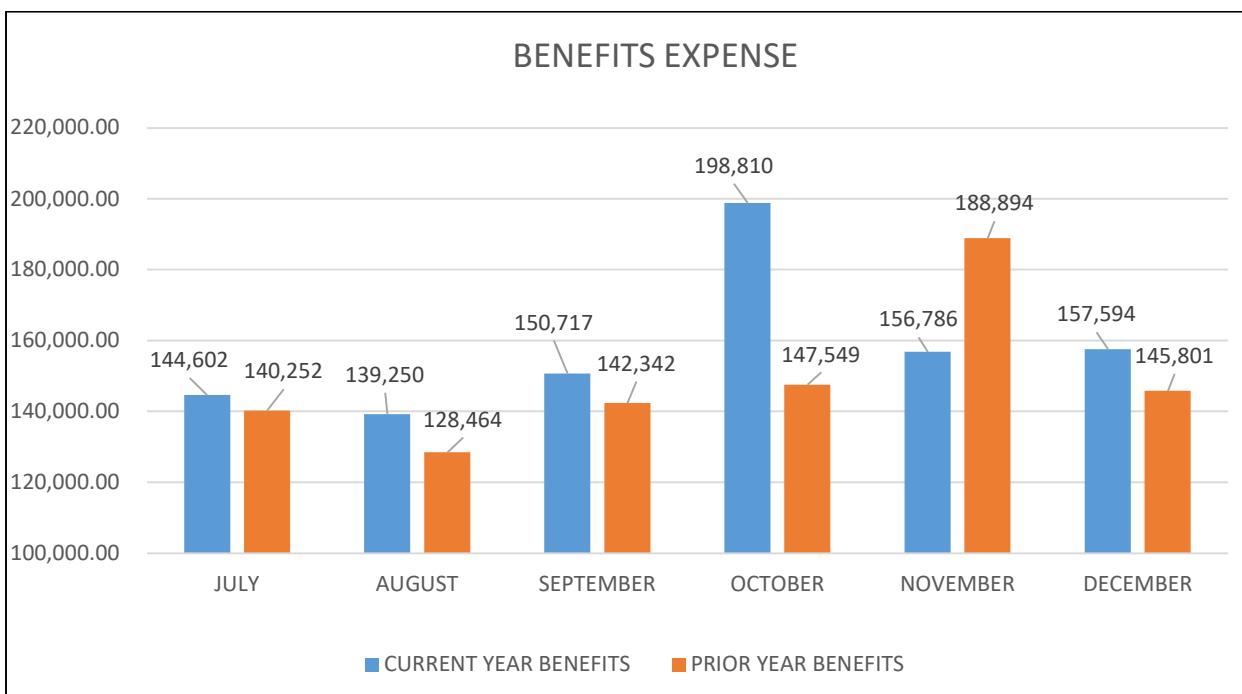
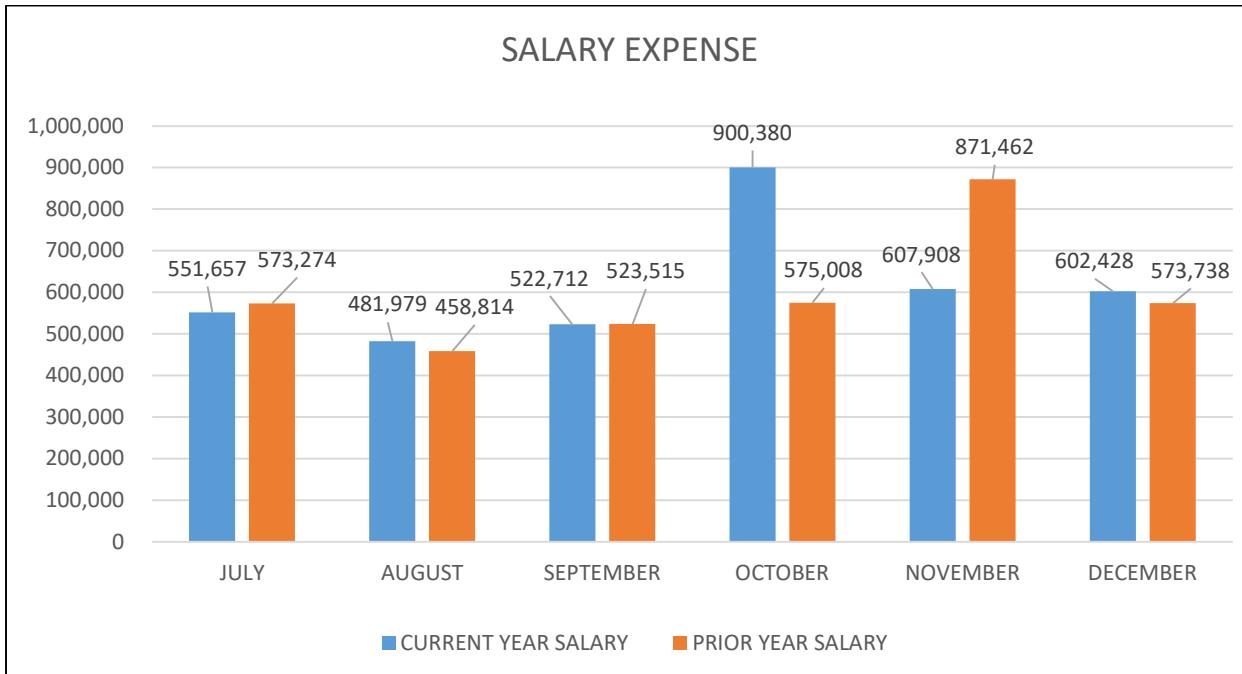
Cash at the end of December 2025 was approximately 4% higher than December 2024, for a \$511,164 difference. The number of days cash on hand in December 2025 is 368, and as of December 2024, it was 355 days, an increase of 13 days.



Supplies and Other expenses for December 2025 were \$213,892 compared to \$285,474 in December 2024, which is a decrease of \$71,582.



Salaries and Benefits for the month of December 2025 were \$602,428 and \$157,594 respectively, compared to \$573,738 and \$145,801 in December of last year, for an increase of \$28,690 in salaries and an increase of \$11,793 in benefits.



Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2026

as of: December 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	\$3,213,241	64%	\$4,800,000	\$2,926,576	61%
Sales and Services of Educational Activities	180,000	167,374	93%	\$100,000	\$101,507	102%
Federal Grants	846,183	37,844	4%	846,183	249,203	29%
State Grants & Contracts	2,263,935	2,044,642	90%	2,460,935	2,957,486	120%
Auxiliary Enterprises	193,000	196,311	102%	300,000	174,110	58%
Other Operating Revenues	-	-	0%	180,000	-	0%
State Appropriations	7,070,248	3,535,124	50%	7,062,120	3,531,060	50%
Investment income	450,000	324,422	72%	400,000	298,294	75%
Other Nonoperating revenues*	-	-	0%	-	-	0%
TOTAL REVENUES	\$16,053,366	\$9,518,958	59%	\$16,149,238	\$10,238,236	63%

TOTAL EXPENSES:						
Salaries and Wages	8,523,237	4,229,563	50%	7,930,464	\$4,042,704	51%
Benefits	2,214,482	1,066,821	48%	2,438,197	\$991,093	41%
Utilities	400,000	177,683	44%	395,000	162,150	41%
Supplies and Other Services	8,445,598	3,564,565	42%	7,941,705	4,010,973	51%
Scholarships and Fellowships	25,000	7,500	30%	2,145,495	1,301,848	61%
Payment of System Debt-State of WV-Higher Education	82,000	12,200	15%	76,300	39,780	52%
Assessments by the Council for operations (HERA)	81,021	40,511	50%	68,000	38,148	56%
TOTAL OPERATING EXPENSES	\$19,771,338	\$9,098,843	46%	\$20,995,161	\$10,586,696	50%

Net Change in Cash	(3,717,972)	420,115	(4,845,923)	(348,460)
Cash Beginning Balance	20,179,432	20,179,432		
Ending Cash Balance	16,461,460	20,599,547		

SUMMARY	
Beginning Cash Balance	\$ 20,179,432
Revenues	9,518,958
Expenses	(9,098,843)
Ending Cash Balance	\$ 20,599,547

Mountwest Community & Technical College
Cash Operating Budget Analysis
Fiscal Year 2026

as of: December 31, 2025

	0	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %
TOTAL REVENUES:							
Tuition and Fees		\$4,170,000	\$2,474,942	59%	\$4,800,000	2,548,937	53%
Sales and Services of Educational Activities		180,000	129,625	72%	100,000	72,000	72%
Auxiliary Enterprises		193,000	196,311	102%	300,000	174,110	58%
Other Operating Revenues		-	-	0%	180,000	-	0%
State Appropriations		7,070,248	3,535,124	50%	7,062,120	3,531,060	50%
Investment income		450,000	324,422	72%	400,000	298,294	75%
Other Nonoperating revenues*		-	-	0%	-	-	0%
TOTAL REVENUES		\$12,063,248	\$6,660,424	55%	\$12,842,120	\$6,624,401	52%

TOTAL EXPENSES:							
Salaries and Wages		7,678,044	3,667,064	48%	7,250,274	3,575,812	49%
Benefits		1,989,977	947,759	48%	2,265,095	893,303	39%
Utilities		400,000	176,423	44%	395,000	160,642	41%
Supplies and Other Services		3,042,504	1,699,324	56%	2,840,800	1,649,361	58%
Scholarships and Fellowships - E&G Funded		25,000	-	0%	25,000	-	0%
Assessments by the Council for operations (HERA)		82,000	40,511	49%	68,000	38,148	56%
TOTAL OPERATING EXPENSES		\$13,217,525	\$6,531,081	49%	\$12,844,169	\$6,317,266	49%

Net Change in Cash	(1,154,277)	129,343		\$307,135
Cash Beginning Balance		12,657,864	12,657,864	
Ending Cash Balance		11,503,587	12,787,207	

SUMMARY	
Beginning Cash Balance	\$ 12,657,864
Revenues	6,660,424
Expenses	(6,531,081)
Ending Cash Balance	\$ 12,787,207

Mountwest Community & Technical College
FY26 Capital Budget
as of: December 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	\$ 430,000	\$ 215,321	50%	\$ 430,000	\$ 221,186	51%
Total Funding Sources	\$ 430,000	\$ 215,321	50%	\$ 430,000	\$ 221,186	51%

Uses:						
MCTC Capital Projects	\$ 752,000	\$ 43,183	6%	\$ 1,202,000	\$ 440,994	37%
MCTC Campus Improvements	-	-	0%	\$ -	\$ -	0%
Payment of System Debt-State of WV-Higher Education	82,000	12,200	15%	76,300	\$ 39,780	52%
Total Uses of Funds	\$ 834,000	\$ 55,383	7%	\$ 1,278,300	\$ 480,774	38%

Balances						
Net Change in Cash	(404,000)	159,938				\$ (259,588)
Beginning Cash Capital Balance	1,036,944	1,036,944				
Ending Cash Capital Balance	632,944	1,196,882				

SUMMARY	
Beginning Cash Balance	\$ 1,036,944
Revenues - cash	\$ 215,321
Expenses - cash	\$ (55,383)
Ending Cash Balance	\$ 1,196,882

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
Policy No. I - 1**

INFORMATION TECHNOLOGY ACCEPTABLE USE

Authority: W. Va. Code §18B-1-6

Passage Date: November 22, 2021

Effective Date: December 22, 2021

Last Revised Date: June 5, 2025

Purpose and Scope

A trusted and effective Information Technology environment is vital to the mission of the College. College Technology Resources are provided for College-related purposes, including support for educational instruction and learning, community & public service missions, its administrative functions, and student life activities.

The purpose of this Policy is to establish the rules that govern the use of the devices and information systems at Mountwest Community & Technical College (College) to ensure both the protection of College Data and compliance with applicable laws and regulations.

I. Applicability

- 1.1. This Policy applies to all individuals (Users) using College Technology Resources, regardless of affiliation and irrespective of whether these resources are accessed on-campus or from remote locations.
- 1.2. "College Technology Resources" in this document means the Campus Network, Campus-owned hardware, software, devices, and communications equipment, technology facilities, and other relevant hardware and software items, as well as personnel tasked with the planning, implementation, and support of technology.

II. EXPECTATIONS OF AUTHORIZED INDIVIDUALS, APPROPRIATE USE

- 2.1. Adhere to, and maintain all College Technology Resources according to, established College policies, standards, and procedures.

- 2.2. Adhere to all applicable international, federal, state, and local laws and regulations.
- 2.3. Adhere to the contractual and licensing agreements to which the College has entered related to use of third-party resources (e.g., software) and require each individual using the resource to comply.
- 2.4. Users must not utilize College Technology Resources to violate copyright, patent, trademark, or other intellectual property rights.
- 2.5. Users may not engage in unauthorized use of College Technology Resources, regardless of whether the resource used is securely protected against unauthorized use.
- 2.6. Use College Technology Resources and/or College Data only for the purpose for which access has been granted.
- 2.7. Unauthorized use by a User of another User's personal identity or access (login) credentials is prohibited.
- 2.8. Secure login credentials to prevent unauthorized access.
- 2.9. Be held accountable for all activities conducted under their Authentication.
- 2.10. Secure College Data appropriately and in a secure location when not idle.
- 2.11. Respect the rights and privacy of others.
- 2.12. Acknowledge the finite capabilities of College Technology Resources. Users should limit their use of College IT resources accordingly and must abide by any limits placed on the use of its IT resources or on the use of any specific IT resource.
- 2.13. College Technology Resources may not be used to fundraise, advertise, or solicit unless that use is approved in writing and in advance by the College.
- 2.14. College Technology Resources may not be used to engage in political activities.
- 2.15. College Technology Resources may not be used to operate a business or for commercial purposes unless that use is approved in advance by the College.
- 2.16. College Technology Resources may not be used to support the operations or activities of organizations that are not affiliated with the College unless that use is approved in advance by the College.
- 2.17. Viewing, downloading, uploading, or engaging in Pornography and Sexually Explicit Content is strictly prohibited.
- 2.18. Altering, moving, or removing software, system logs, configuration files, or other files from a College Technology Resource.
- 2.19. Intentionally, recklessly, or negligently causing damage by any means to College Technology Resources and/or College Data.

III. Enforcement

- 3.1. Use of College Technology Resources is a privilege and not a right. A User's access to College Technology Resources may be limited, suspended, or terminated if that User violates this Policy. Alleged violations of this Policy will be addressed by the Chief Information Officer (CIO) or his/her designee.
- 3.2. Users who violate this Policy, other College policies, or external laws may also be subject to disciplinary action and/or other penalties. Disciplinary action for violation of this Policy is handled through the College's normal student and employee disciplinary procedures.
- 3.3. Any individual affiliated with the College who violates this Policy will be subject to appropriate corrective action, including, but not limited to, termination of the individual's relationship with the College.
- 3.4. In addition to its own administrative review of possible violations of this Policy and other College policies, the College may be obligated to report certain uses of College Technology Resources to law enforcement agencies.
- 3.5. If the CIO determines that a User has violated this Policy and limits, suspends, or terminates the User's access to any Mountwest IT resource as a result, the User may appeal that decision to the CIO.
- 3.6. The CIO may temporarily suspend or deny a User's access to College Technology Resources when he/she determines that such action is necessary to protect such resources, the College, or other Users from harm. In such cases, the CIO will promptly inform other College administrative offices, as appropriate, of that action. IT staff reserve the right to suspend or deny a User's access to the local resources they administer for the same reasons without the prior review and approval of the CIO, provided that they immediately notify the CIO of that action. A proper review of the case will take place upon notification to the CIO.

IV. Security & Operations

- 4.1. The College may, without further notice to Users, take any action it deems necessary to protect the interests of the College and to maintain the stability, security, and operational effectiveness of its IT resources. Such actions may be taken at the institutional or local level, and may include, but are not limited to, scanning, sanitizing, or monitoring of stored data, network traffic, usage patterns, and other uses of its information technology, and blockade of unauthorized access to, and unauthorized uses of, its networks, systems, and data. Local and central institutional IT resource administrators may take such actions in regard to the resources they manage without the prior review and approval of the CIO as long as the actions involve automated tools and not direct human inspection.

- 4.2. When the College receives a Freedom of Information Act request, subpoena, litigation, or other similar request for information or documents, it will take necessary measures to access College Technology Resources in order to obtain the requested College Data and comply with its legal obligations.
- 4.3. Authorized Individuals who use College Technology Resources are advised that they should have no expectation of privacy or confidentiality in connection with anything they create, store, send, or receive on College Technology Resources.

Monitoring and Routine System Maintenance:

- 4.4.
 - 4.4.1. While the College does not routinely monitor individual usage of its IT resources, the normal operation and maintenance of those resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities. The College may access IT resources as necessary for system maintenance, including security measures.
 - 4.4.2. In order to protect User privacy, the CIO or his/her designee must review and approve any request for access by a person to an individual User's personal communications or electronically stored information within College Technology Resources.

VIII. Revisions

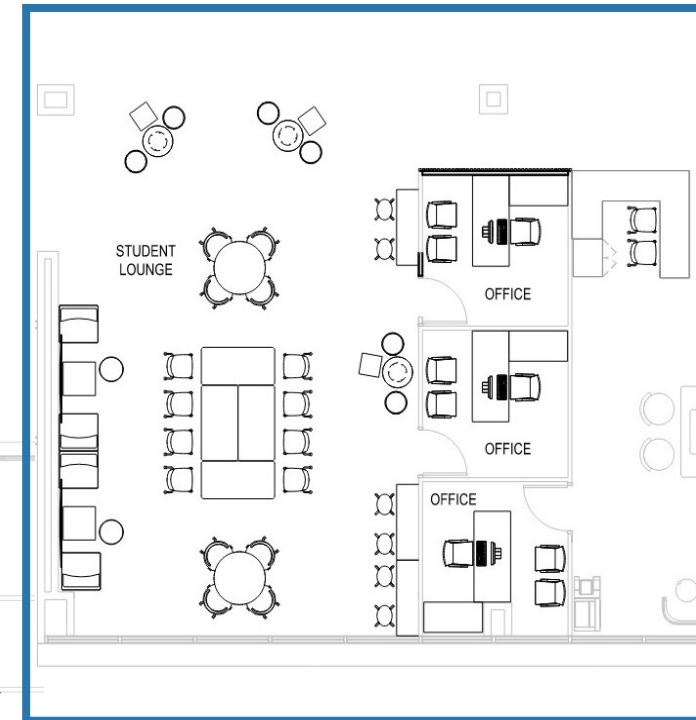
January 31, 2024

November 21, 2024



Digital Learning Commons Phase II

Student Lounge- Renderings



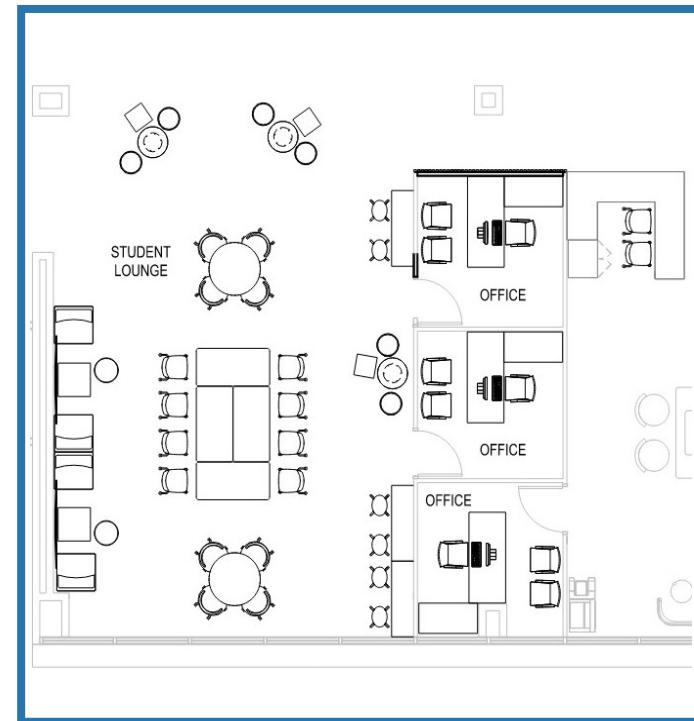
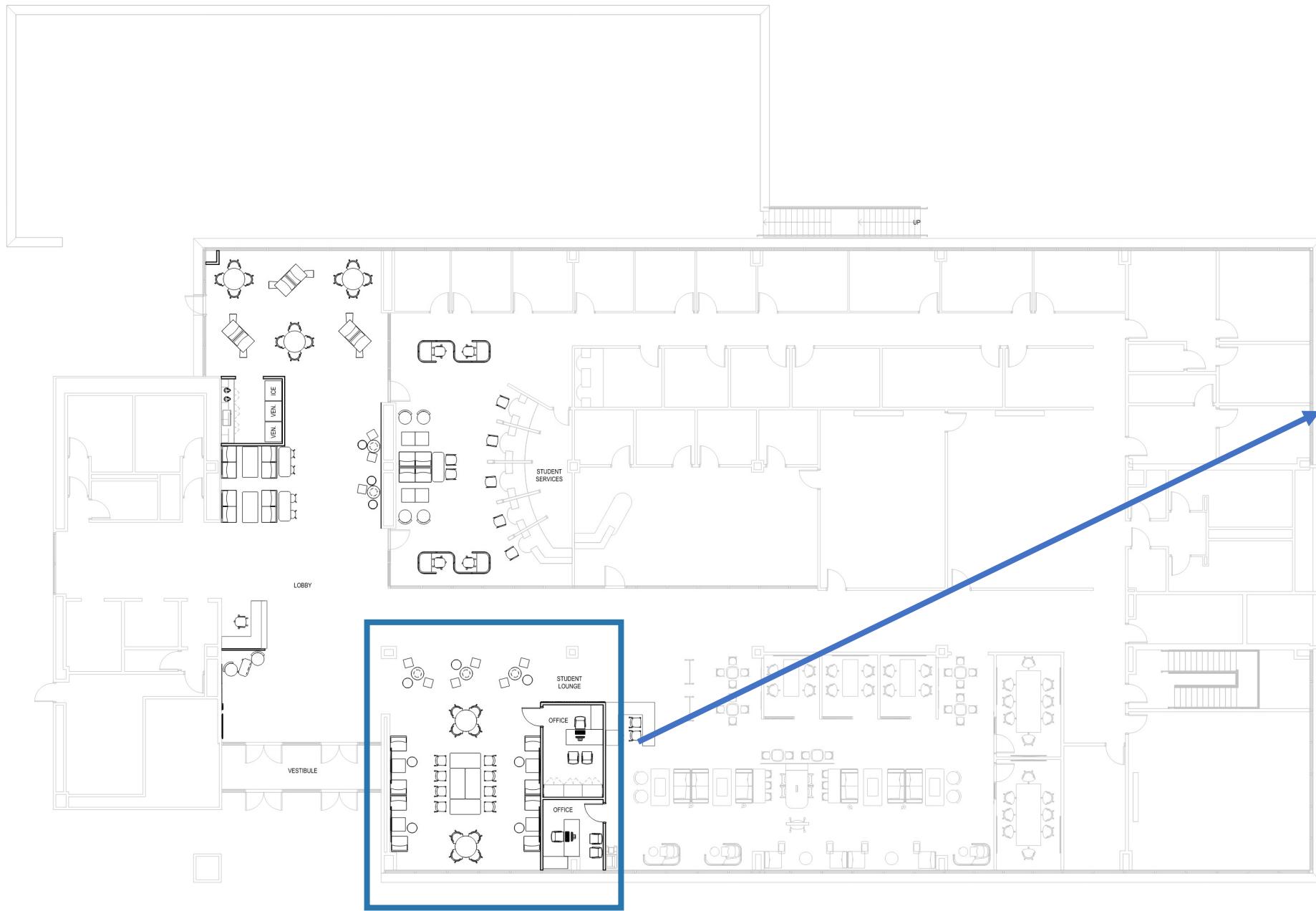








Student Lounge- Furniture





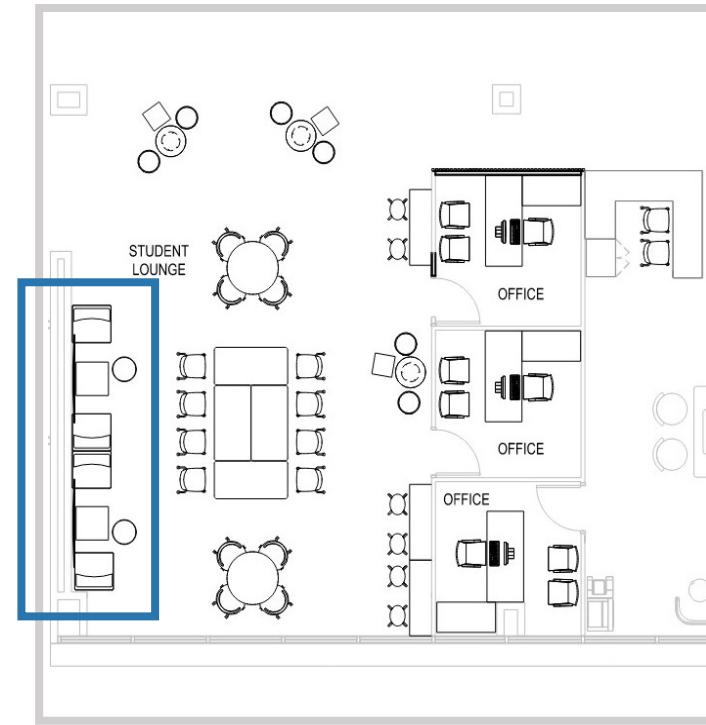
Steelcase (x8)
B Free - Lounge



Steelcase (x4)
Jenny - Coffee Table



Steelcase - Bolia (x4)
Zyl - Pouf (50cm)

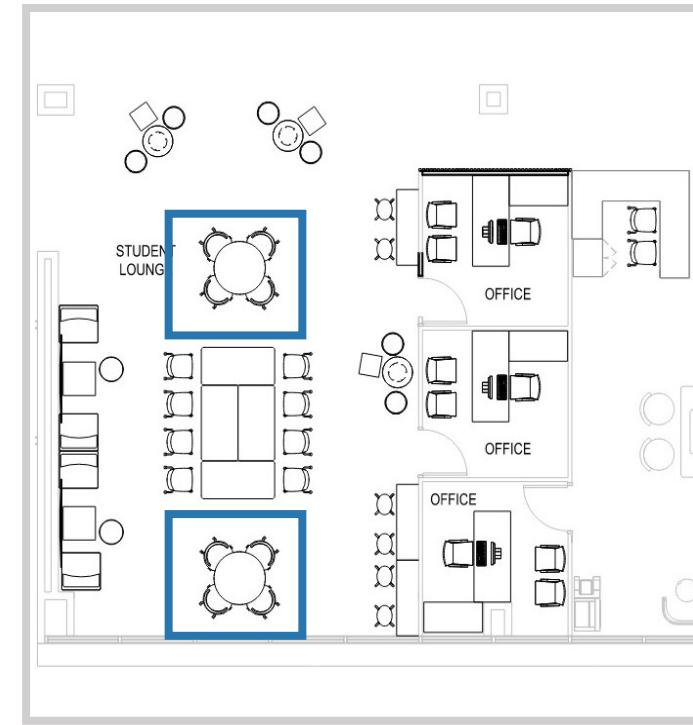




Steelcase (x2)
Simple Table (42D)



Steelcase (x8)
Lox Chair

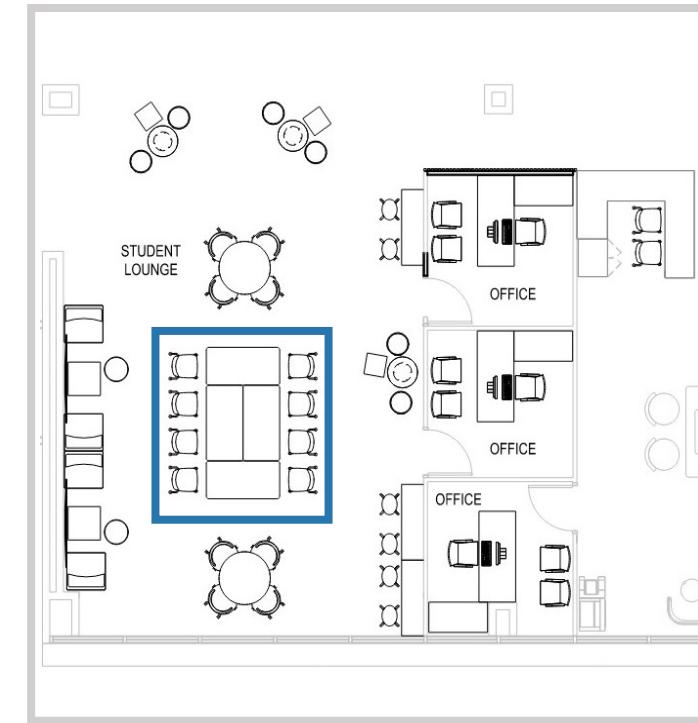




Steelcase (x4)
Groupwork – Flip Top Table
(Sitting Height 60x30)



Steelcase (x8)
Tenor - Chair





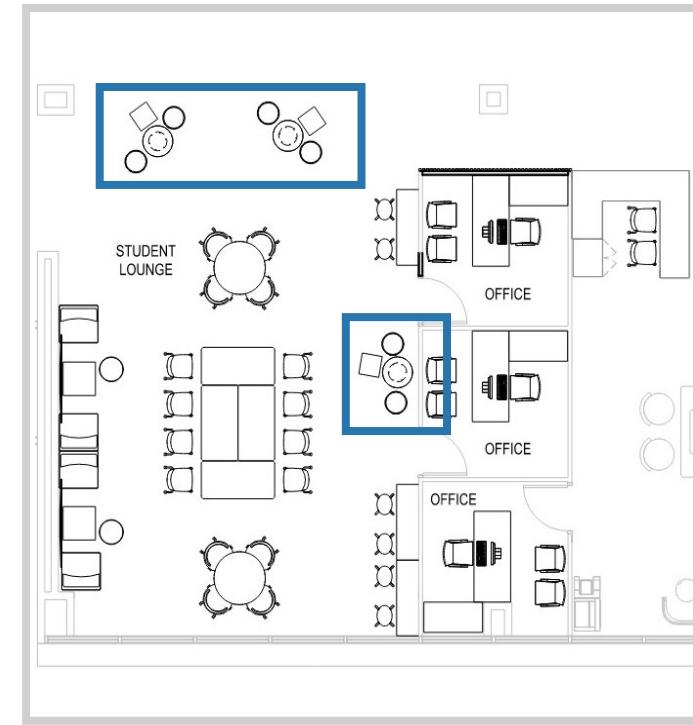
Steelcase (x3)
Campfire - Table



Steelcase (x6)
B Free - Cube



Steelcase - Bolia (x3)
Zyl - Pouf (50cm)

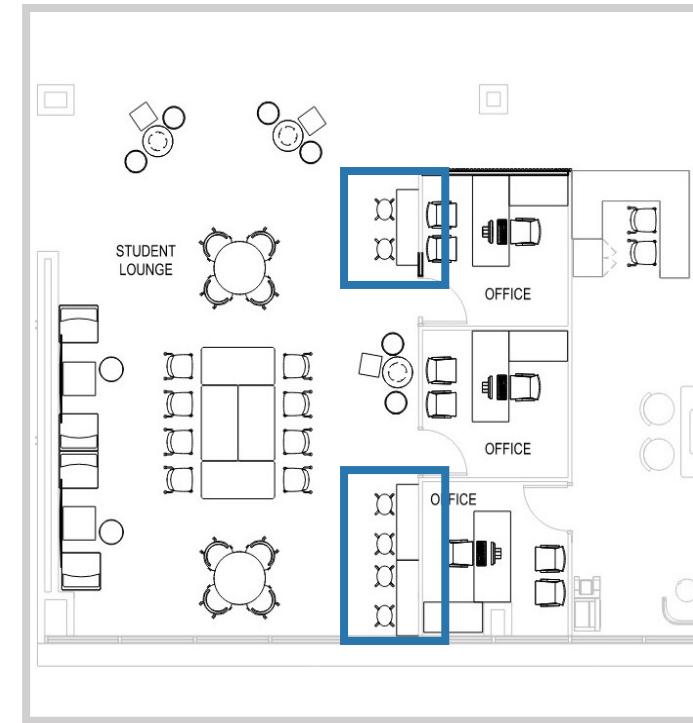




Steelcase (x3)
Campfire – Slim Table



Coalesse (x6)
Enea – Café Wood Stools



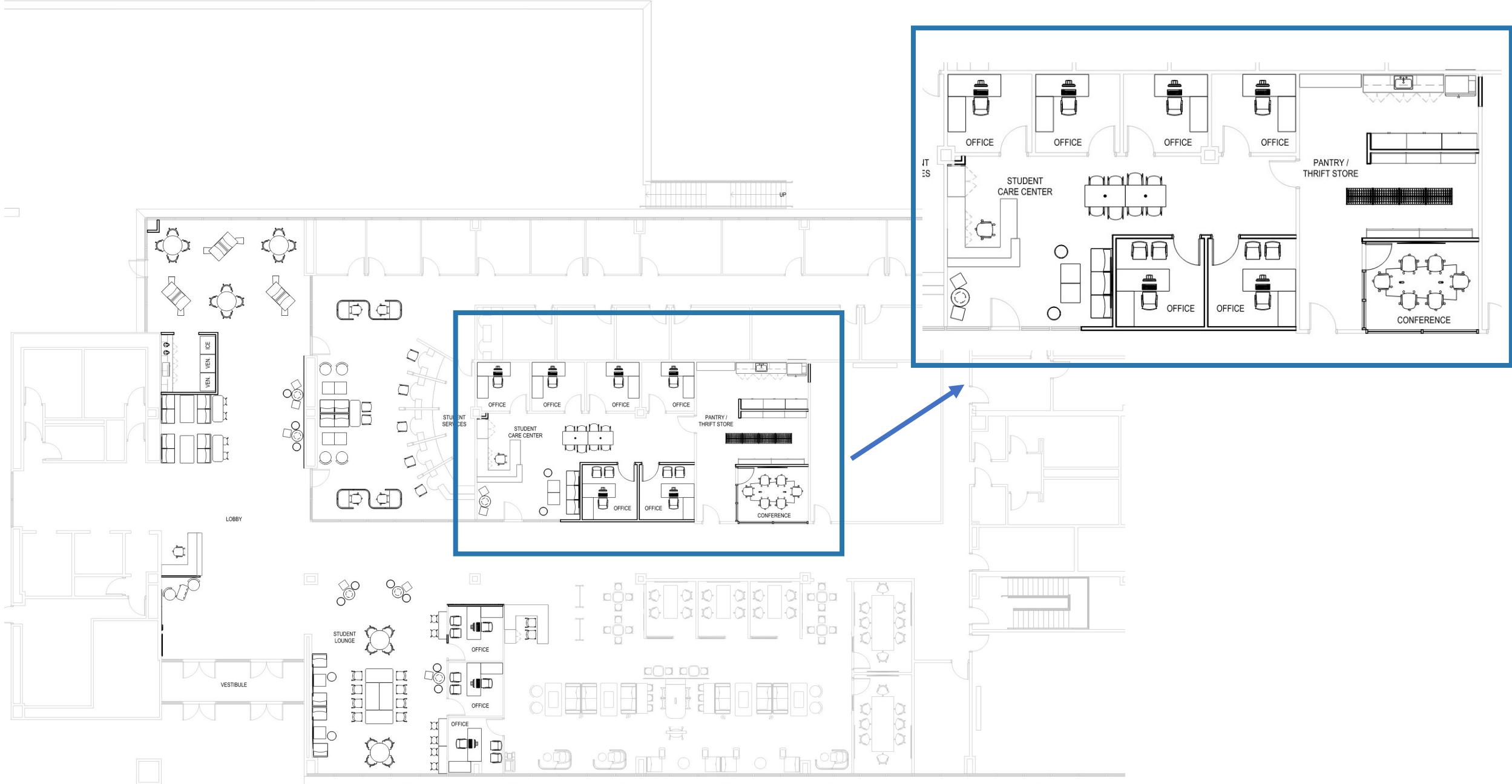


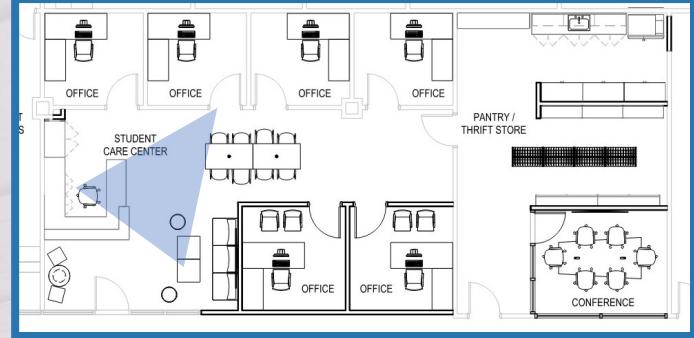
Thank you!

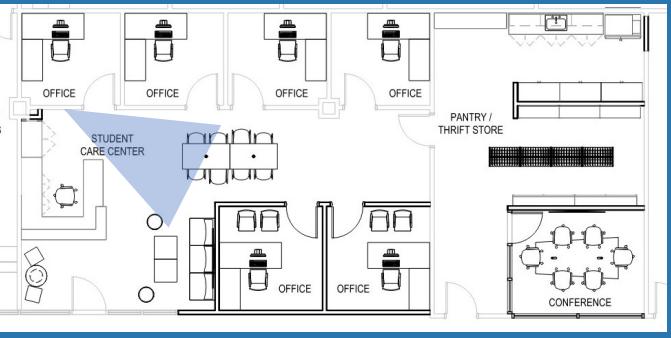


Student Care Center

Student Care Center- Renderings















Thank you!



January 2026 President's Report

Enrollment

- Classes for Spring 2025 begin January 20th
- Enrollment headcount +2.3%, FTE +1% for Spring
- FAFSA submissions at its highest since 2020 at 2,627 submissions
- Fraudulent applications update
 - Increasing nationwide. For Mountwest:
 - Spring 2026 - 154
 - Fall 2025 - 124
 - Spring 2025 - 41
 - Fall 2024 - 24
 - Established a new procedure to address the issue

Data Insights & Student Success

- DFW Rate for Fall 2025 is at 21%, the lowest in 15+ years (low is positive!)
- Edsights – an AI student retention and communication tool has been very successful. Company is now considering Mountwest as their first community college partner on an additional recruiting and admissions component, which provides targeted dashboards and communication tools

Care Center Updates

- New Hire to help with coordination – Klaire O' Connor
- Design in early phases, will be brought to board for review and discussion

Other

- Faculty in-service this week, topics include ACUE training, podcast demos, embedded gen ed, assessment, and CPR training
- Events Presentation

Mountwest Focus Goals:

- Student Care Center
- Alternative Scheduling
- Grow Workforce 10X
- AI Power Users

Mountwest Recent Events

Mountwest
Community & Technical College





Mountwest Celebrates First Gen

"I always thought college was out of my reach," April shared. "When I found out I could go, I was really excited because I'd waited 40 years to do it."

At 58, April Scaggs is pursuing her lifelong dream of becoming a registered nurse. She says that while going back to school later in life has its challenges, it's also been one of the most rewarding experiences she's ever had.

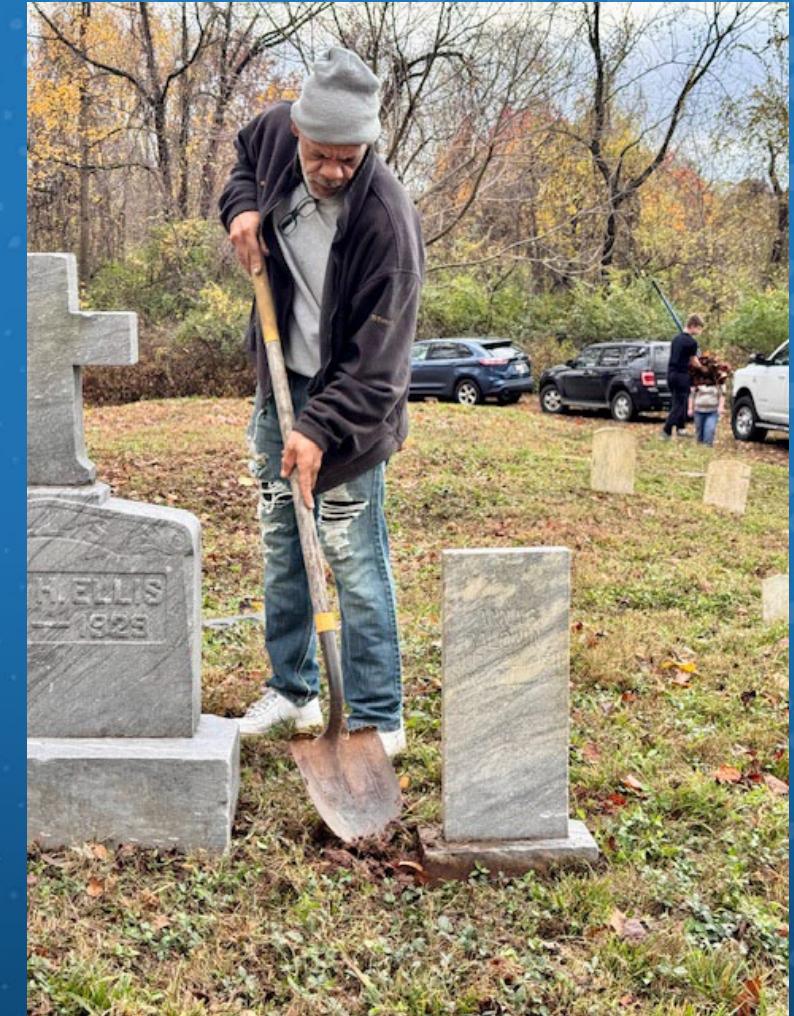
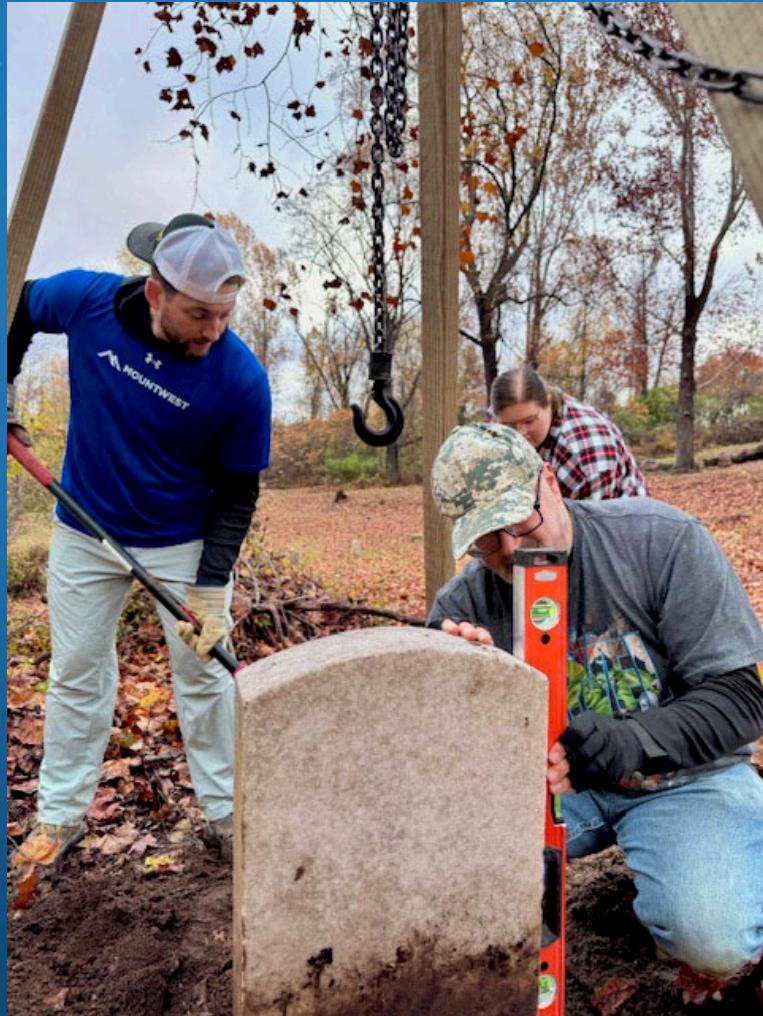
"I'm thrilled with the thought of getting my RN license," she said. "It's something I've wanted to do since I was a little girl."

April says she's grateful for the support she's found at Mountwest, where "everyone is so helpful" and resources like tutoring and caring instructors have helped her succeed.

"I see so many younger students here," she added, "and I just wish they knew what a wonderful opportunity they have. I'm very blessed to have the chance to be here, and I'm going to give it all I have." – April Scaggs, 1st Generation Student



Bethel Cemetery Clean Up



Legal Studies



Our Criminal Justice program welcomed Wayne County Sheriff, Eddie Bradshaw and Deputy Cetera Mounts to campus.



Students in LAW 235: Civil Litigation stepped into the courtroom for a full mock trial experience. Under the guidance of Professor Heather Hussell, they took on roles as attorneys, witnesses, and jurors - putting their litigation skills to the test.

Thanksgiving Dinner Donations



Thanks to our donors who have supported the Mountwest Foundation Inc., we were able to supply a Thanksgiving dinner to 45 students - feeding a total of 209 Mountwest family members.

Deaf Santa



Congrats to our December Grads!



Apprenticeship Readiness Completion Ceremony



Employee Recognition Celebration



New Student Orientation

