

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

**Thursday, March 19, 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 – January 15<sup>th</sup>, 2026\*
- 3. Finance Committee Report: Mr. Mark Morgan, Finance Chair & Ms. Terri Frye, CFO**
  - Overview of February Board Report
  - Tuition and Fees Approval for FY 27\*
- 4. Resolution for Approval of Care Center Project: Ms. Terri Frye and Dr. Josh Baker\***
- 5. Request for Approval of BOG Policy No. F-6 Update – Purchasing: Ms. Terri Frye, CFO\***
- 6. Establish Nomination Committee for Board Officers for FY 2027: David Earl**
- 7. President’s Report: Dr. Josh Baker, President**
- 8. Upcoming Required Board Actions Reminders: Mr. David Earl, Chairman**
  - Budget Approval – April 2026
  - Program Reviews – April 2026
  - President Contract Renewal – April 2026
  - Officer Elections – June 2026 – Chair, Vice Chair, and Secretary (new chair is required)
- 9. 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, January 15, 2026 @ 8:00 a.m.**

Mountwest Community & Technical College – G07

**Present:**, Jennifer Plymale, Mark Morgan, Jeffrey Blatt, Justin Jarrell, Erin Rich, Dee Preston, Melanie Hall, Tori Hogsett, , J.L. Brydie, Maribeth Anderson

**Absent:** Dinah Ledbetter, David Earl

- 1. Call to Order, Determination of Quorum: Mr. Jeff Blatt, Vice Chairman**  
The meeting was called to order at 8:01am by Mr.Blatt A quorum was established.
- 2. Approval of November 20<sup>th</sup>, 2025 Minutes: Mr. Jeff Blatt, Vice Chairman**  
The minutes for August 21 and October 3 were approved upon a motion made by Mrs. Plymale and seconded by Mr. Morgan.
- 3. Finance Committee Report: Mr. Mark Morgan & Ms. Terri Frye, CFO**  
The board report from December was reviewed, featuring revenue slightly above target and expenses below target. The college has 355 days of cash on hand. More details can be found in the full board report.
- 4. Approval: IT Acceptable Use Policy I-1 Update: Mr. Gordon Mitchell, CIO\***  
After a brief presentation of the updated policy, the board voted to approve the policy as presented on a motion made by Mr. Jarrell and seconded by Ms. Plymale. The policy will be published for comment for 30 days prior to being enacted.
- 5. Approval: Learning Commons Phase 2 & Intro to Student Care Center: Dr. Josh Baker, President\***  
After a presentation regarding the purpose and design of learning commons phase 2, the board, upon a motion made by Mr. Morgan and seconded by Mr. Jarrell voted to approve the construction provided that the cost does not exceed more than \$476,450 including construction and furnishings. The resolution is attached to the minutes.
- 6. 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.
- 7. Upcoming Required Board Actions Reminders: Ms. Mesha Shamblin, VP**  
Mesha briefly reminded the board of upcoming action items such as tuition and fees approval, program reviews, president contract renewal, and officer elections.
- 8. Adjournment**  
There being no additional agenda items, the meeting adjourned at 8:49am.

*\*Action Items – Approval Require*



To: Mountwest Finance Committee

From: Terri Frye, Vice President for Finance

CC: Dr. Josh Baker, President

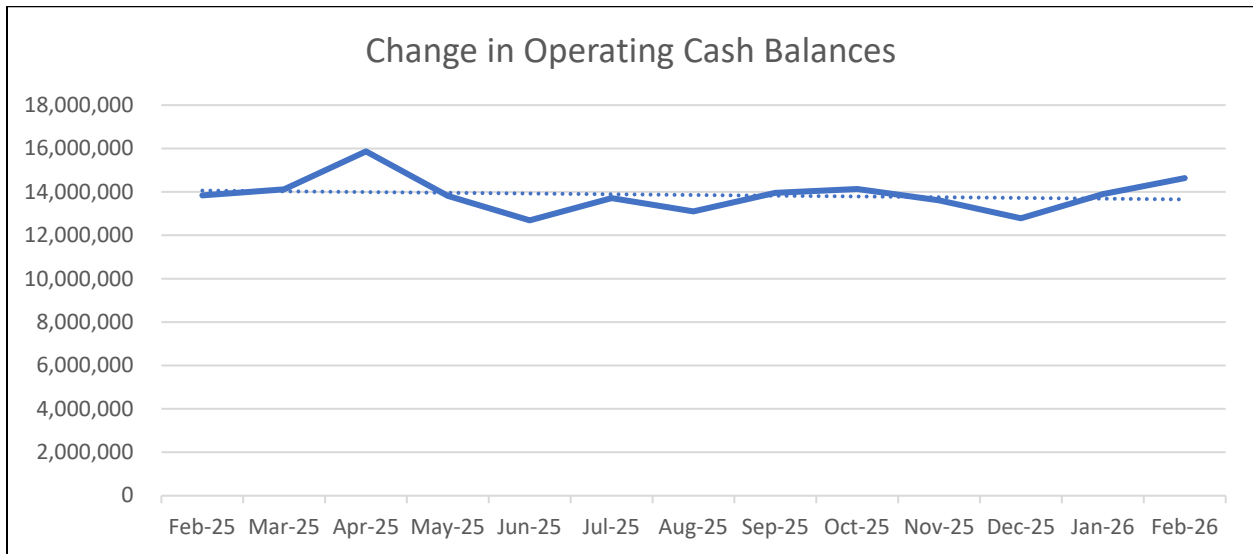
Date: March 12, 2026

Re: February 2026 Finance Committee Report

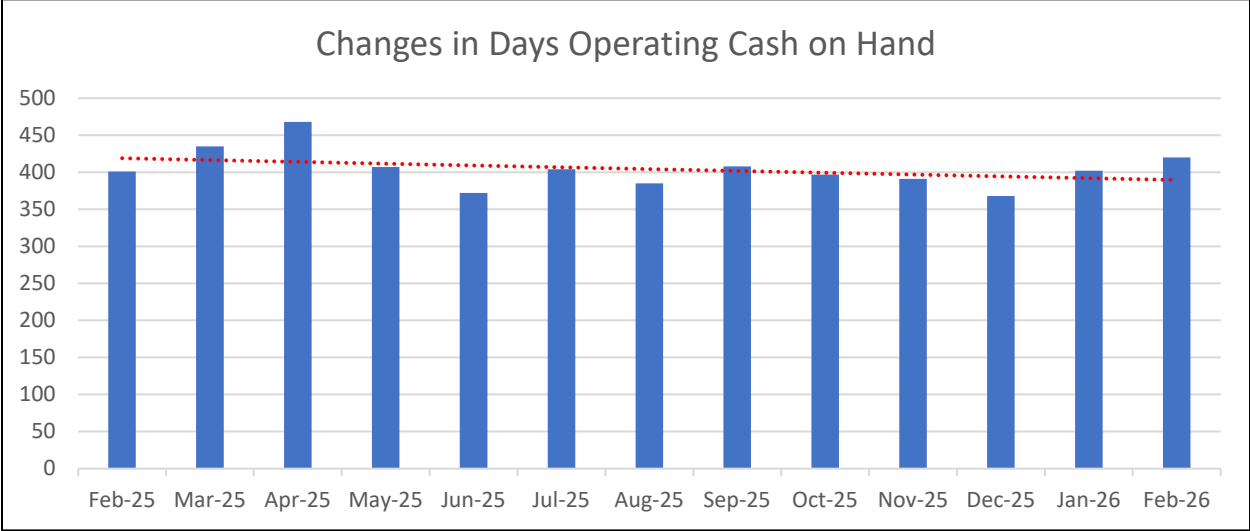
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**Cash Report:**

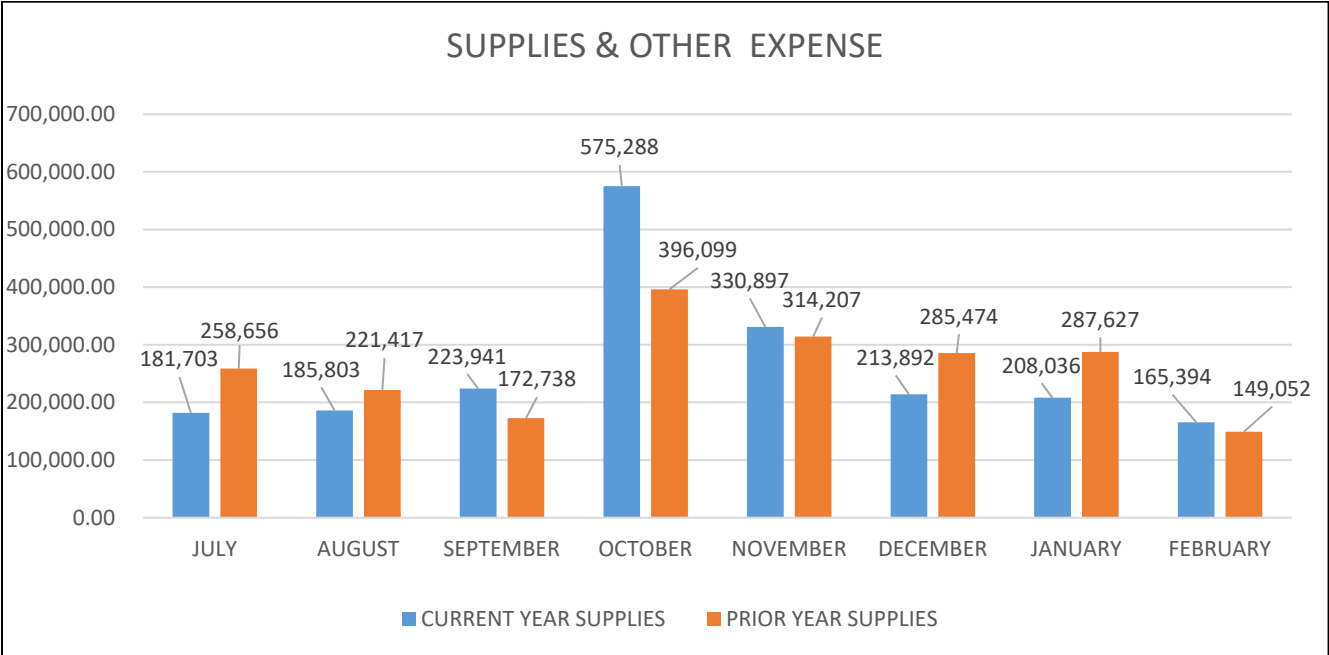
The attached Cash Operating Budget Report is for February 2026, the eighth month of the 2026 Fiscal Year. The target for the month is 67% for revenue and expense if activity was spread equally over 12 months. For February, revenue is at 86%, which is above target, and expenses are at 63%, which is slightly below target.



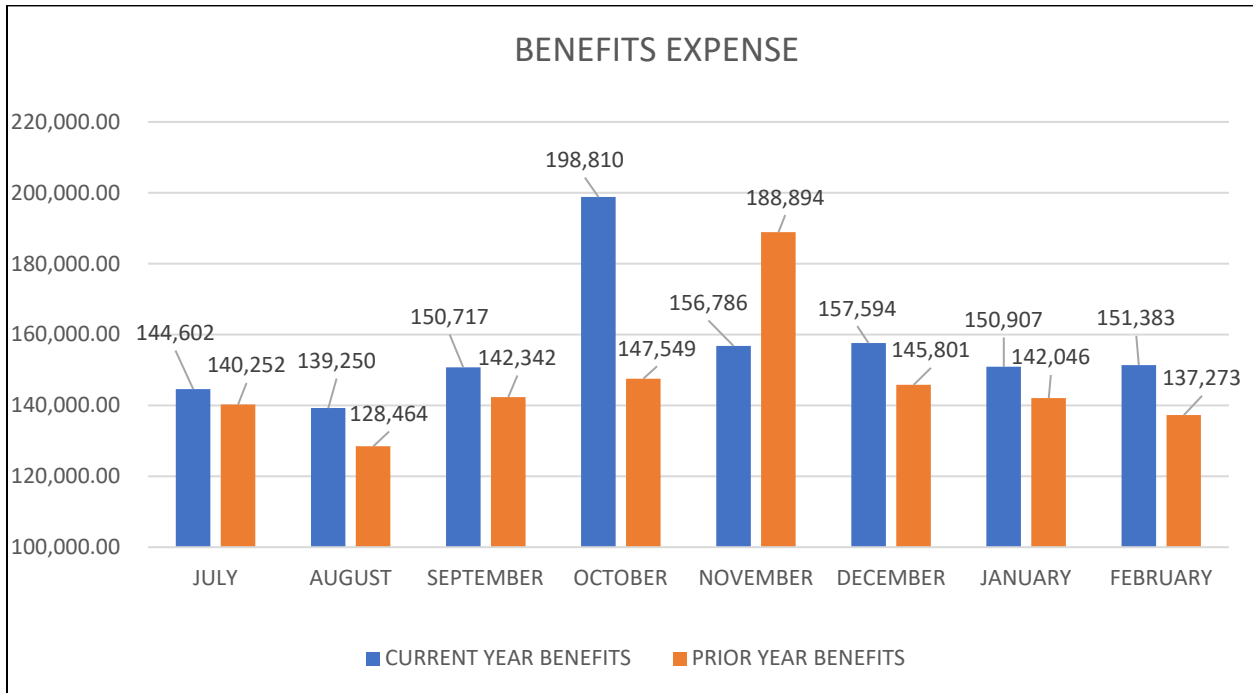
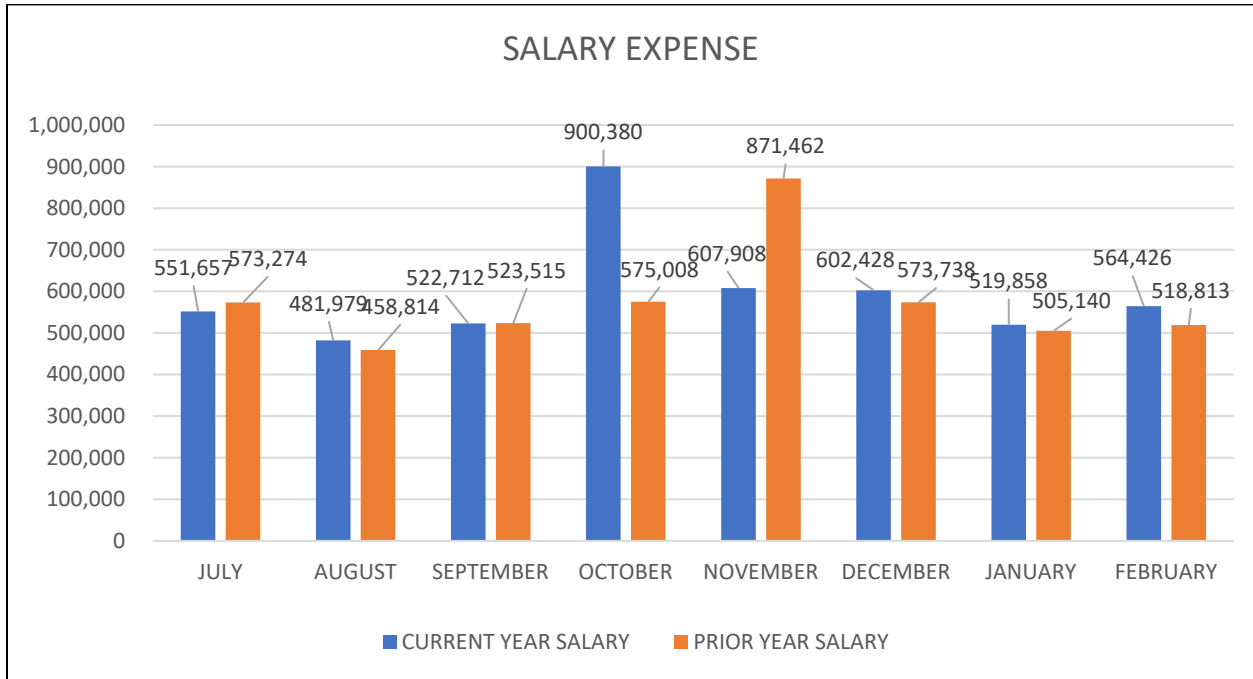
Cash at the end of February 2026 was approximately 6% higher than February 2025, for a \$793,999 difference. The number of days cash on hand in February 2026 is 420, and as of February 2025, it was 401 days, an increase of 19 days.



Supplies and Other expenses for February 2026 were \$165,394 compared to \$149,052 in February 2025, which is an increase of \$16,342.



Salaries and Benefits for the month of February 2026 were \$564,426 and \$151,383 respectively, compared to \$518,813 and \$137,273 in February of last year, for an increase of \$45,612 in salaries and an increase of \$14,110 in benefits.



**Mountwest Community & Technical College**  
**ALL FUNDS**  
**Fiscal Year 2026**

as of: February 28, 2026

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %
<b>TOTAL REVENUES:</b>						
Tuition and Fees	\$5,050,000	\$5,531,233	110%	\$4,800,000	\$4,303,354	90%
Sales and Services of Educational Activities	180,000	212,818	118%	\$100,000	\$217,053	217%
Federal Grants	846,183	62,119	7%	846,183	263,758	31%
State Grants & Contracts	2,263,935	2,415,638	107%	2,460,935	4,917,026	200%
Auxiliary Enterprises	193,000	301,819	156%	300,000	216,404	72%
Other Operating Revenues	-	-	0%	180,000	-	0%
State Appropriations	7,070,248	5,302,686	75%	7,062,120	5,296,590	75%
Investment income	450,000	428,707	95%	400,000	455,125	114%
Other Nonoperating revenues*	-	-	0%	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$16,053,366</b>	<b>\$14,255,020</b>	<b>89%</b>	<b>\$16,149,238</b>	<b>\$15,669,310</b>	<b>97%</b>

<b>TOTAL EXPENSES:</b>						
Salaries and Wages	8,523,237	5,452,197	64%	7,930,464	\$5,206,361	66%
Benefits	2,214,482	1,403,721	63%	2,438,197	\$1,301,925	53%
Utilities	400,000	217,924	54%	395,000	224,372	57%
Supplies and Other Services	8,445,598	4,822,740	57%	7,941,705	5,148,740	65%
Scholarships and Fellowships	25,000	7,500	30%	2,145,495	1,683,276	78%
Payment of System Debt-State of WV-Higher Education	82,000	39,153	48%	76,300	39,780	52%
Assessments by the Council for operations (HERA)	81,021	60,766	75%	68,000	38,148	56%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$19,771,338</b>	<b>\$12,004,001</b>	<b>61%</b>	<b>\$20,995,161</b>	<b>\$13,642,602</b>	<b>65%</b>

<b>Net Change in Cash</b>	<b>(3,717,972)</b>	<b>2,251,019</b>	<b>(4,845,923)</b>	<b>2,026,708</b>
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<b>Cash Beginning Balance</b>	<b>20,179,432</b>	<b>20,179,432</b>
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<b>Ending Cash Balance</b>	<b>16,461,460</b>	<b>22,430,451</b>
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**SUMMARY**

Beginning Cash Balance	\$ 20,179,432
Revenues	14,255,020
Expenses	(12,004,001)
<b>Ending Cash Balance</b>	<b>\$ 22,430,451</b>

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

as of: February 28, 2026

	FY 2026 BUDGET	FY 2026 ACTUAL YTD	Comparison %	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %
0						
<b>TOTAL REVENUES:</b>						
Tuition and Fees	\$4,170,000	\$4,155,332	100%	\$4,800,000	3,844,082	80%
Sales and Services of Educational Activities	180,000	153,625	85%	100,000	180,351	180%
Auxiliary Enterprises	193,000	301,819	156%	300,000	216,404	72%
Other Operating Revenues	-	-	0%	180,000	-	0%
State Appropriations	7,070,248	5,302,686	75%	7,062,120	5,296,590	75%
Investment income	450,000	428,707	95%	400,000	455,125	114%
Other Nonoperating revenues*	-	-	0%	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$12,063,248</b>	<b>\$10,342,169</b>	<b>86%</b>	<b>\$12,842,120</b>	<b>\$9,992,552</b>	<b>78%</b>

<b>TOTAL EXPENSES:</b>						
Salaries and Wages	7,678,044	4,751,348	62%	7,250,274	4,599,766	63%
Benefits	1,989,977	1,250,050	63%	2,265,095	1,172,622	52%
Utilities	400,000	216,304	54%	395,000	222,273	56%
Supplies and Other Services	3,042,504	2,084,954	69%	2,840,800	2,086,039	73%
Scholarships and Fellowships - E&G Funded	25,000	-	0%	25,000	-	0%
Assessments by the Council for operations (HERA)	82,000	60,766	74%	68,000	38,148	56%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$13,217,525</b>	<b>\$8,363,422</b>	<b>63%</b>	<b>\$12,844,169</b>	<b>\$8,118,848</b>	<b>63%</b>

**Net Change in Cash** **(1,154,277)** **1,978,747** **\$1,873,704**

**Cash Beginning Balance** **12,657,864** **12,657,864**

**Ending Cash Balance** **11,503,587** **14,636,611**

<b>SUMMARY</b>	
Beginning Cash Balance	\$ 12,657,864
Revenues	10,342,169
Expenses	(8,363,422)
Ending Cash Balance	<u>\$ 14,636,611</u>

**Mountwest Community & Technical College**  
**FY26 Capital Budget**  
**as of: February 28, 2026**

Description	FY 2026 Budget	FY 2026 Actual YTD	Comparison %	FY 2025 Budget	FY 2025 Actual YTD	Comparison %
<b>Funding Sources:</b>						
E&G Capital Fees, Student Tuition	\$ 430,000	\$ 416,377	97%	\$ 430,000	\$ 262,664	61%
<b>Total Funding Sources</b>	<b>\$ 430,000</b>	<b>\$ 416,377</b>	<b>97%</b>	<b>\$ 430,000</b>	<b>\$ 262,664</b>	<b>61%</b>

<b>Uses:</b>						
MCTC Capital Projects	\$ 752,000	\$ 46,183	6%	\$ 1,202,000	\$ 579,943	48%
MCTC Campus Improvements	-	-	0%		\$ -	0%
Payment of System Debt-State of WV-Higher Education	82,000	39,153	48%	76,300	\$ 39,780	52%
<b>Total Uses of Funds</b>	<b>\$ 834,000</b>	<b>\$ 85,336</b>	<b>10%</b>	<b>\$ 1,278,300</b>	<b>\$ 619,723</b>	<b>48%</b>

<b>Balances</b>		
<b>Net Change in Cash</b>	<b>(404,000)</b>	<b>331,041</b>
<b>Beginning Cash Capital Balance</b>	<b>1,036,944</b>	<b>1,036,944</b>
<b>Ending Cash Capital Balance</b>	<b>632,944</b>	<b>1,367,985</b>

**\$ (357,059)**

<b>SUMMARY</b>	
Beginning Cash Balance	\$ 1,036,944
Revenues - cash	\$ 416,377
Expenses - cash	\$ (85,336)
<b>Ending Cash Balance</b>	<b>\$ 1,367,985</b>





## Attachment G

### West Virginia Council for Community and Technical College Education Proposed Supplemental Fees Academic Year 2026-27

Special Fees and Charges	Rate Per Semester 2025-26	Requested Rate Per Semester 2026-27	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2026-27*	WV Invests Eligible (Y or N)
<b>Mountwest Community and Technical College</b>						
Adobe Certifies Associate Exam Fee (Photoshop)	\$115	\$115	\$0	0	\$0	N
Application Fee - Allied Health Program	\$45	\$45	\$0	0	\$0	N
<b>Application Fee - Physical Therapy</b>	<b>\$65</b>	<b>\$75</b>	<b>\$10</b>	<b>40</b>	<b>\$400</b>	<b>N</b>
Application Fee - Veterinary Tech Program	\$45	\$45	\$0	0	\$0	N
AutodeskUser Certification Exam Fee	\$74	\$74	\$0	0	\$0	N
Background Check Fee - Allied Health	\$125	\$125	\$0	0	\$0	N
Background Check Fee - Education (Early Ed_Elementary) - Maximum Fee	\$125	\$125	\$0	0	\$0	N
Background Check Fee - Physical Therapy Assistant	\$125	\$125	\$0	0	\$0	N
Background Check Fee - Education (Early Ed_Elementary) - Maximum Fee	\$125	\$125	\$0	0	\$0	N
Background Check & Drug Screening Fee - ADC	\$125	\$125	\$0	0	\$0	N
Book Access_LMS Platform_Virtual - Maximum Fee	\$230	\$230	\$0	0	\$0	N
CMAA National Certification Exam	\$185	\$185	\$0	0	\$0	N
Credit by Exam Fee-per course	\$40	\$40	\$0	0	\$0	N
Diploma Replacement Fee	\$20	\$20	\$0	0	\$0	N
Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
Game Development Coursework Exam Fee	\$120	\$120	\$0	0	\$0	N
Graduation Fee	\$0	\$0	\$0	0	\$0	N
High School Early Entry (per credit hour, up to 6 credit hours)	\$50	\$50	\$0	0	\$0	N
HTML/CSS/Javascript Certification Exam Fee	\$85	\$85	\$0	0	\$0	N
ID/Payment Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
IT Repair & Certification Test Fee	\$200	\$200	\$0	0	\$0	N
Microsoft Office Systems(MOS)-Certification Exam	\$75	\$75	\$0	0	\$0	N
Off Campus Fee (per credit hour)	\$10	\$10	\$0	0	\$0	Y
Orientation Fee	\$0	\$0	\$0	0	\$0	N
Payment Card (Inactive) Replacement Fee	\$10	\$10	\$0	0	\$0	N
Placement Re-Test Fee	\$10	\$10	\$0	0	\$0	N
Portfolio Evaluation Fee (per submission)	\$300	\$300	\$0	0	\$0	N
Returned Check Fee	\$25	\$25	\$0	0	\$0	N

## **Attachment G**

**West Virginia Council for Community and Technical College Education  
Proposed Supplemental Fees  
Academic Year 2026-27**

Special Fees and Charges	Rate Per Semester 2025-26	Requested Rate Per Semester 2026-27	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2026-27*	WV Invests Eligible (Y or N)
Test Center - Administrative Fee	\$30	\$30	\$0	0	\$0	N
Transcript Fee	\$8	\$8	\$0	0	\$0	N

## Attachment H

### West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2026-27

Program Fees and Charges	Rate Per Semester 2025-26	Requested Rate Per Semester 2026-27	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2026-27*	WV Invests Eligible
<b>Mountwest Community and Technical College</b>					
Accreditation Exam Fee-Allied Health	\$350	\$350	\$0	\$0	N
Accreditation Exam Fee-Veterinary Tech	\$340	\$340	\$0	\$0	N
Course Fee - ADC	\$25	\$25	\$0	\$0	Y
Course Fee - Advanced Safety Techniques	\$76	\$76	\$0	\$0	Y
Course Fee - AMT (per credit hour)	\$275	\$275	\$0	\$0	Y
Course Fee - Medical Assisting Exam Fee	\$150	\$150	\$0	\$0	Y
Course Fee - Online Course <sup>2</sup>	\$40	\$40	\$0	\$0	Y
Course Fee - Veterinary Tech Rabies Vaccination	\$875	\$875	\$0	\$0	Y
Course Fee-Deckhand	\$400	\$400	\$0	\$0	Y
Course Fee-EME/PAR	\$158	\$158	\$0	\$0	Y
Course Fee-FireScience_Level 1	\$135	\$135	\$0	\$0	N
Course Fee-FireScience_Level 2	\$92	\$92	\$0	\$0	N
Course Fee-FireScience_Level 3	\$175	\$175	\$0	\$0	N
Course Fee-Life Sciences	\$160	\$160	\$0	\$0	N
Course Fee-Life Sciences (Online)	\$165	\$165	\$0	\$0	N
Course Fee-Machinist/Welding <i>per credit hour</i>	\$175	\$175	\$0	\$0	Y
Course Fee-Medical Assisting	\$123	\$123	\$0	\$0	Y
<b>Course Fee-PTA Capstone</b>	<b>\$300</b>	<b>\$325</b>	<b>\$25</b>	<b>\$1,000</b>	<b>Y</b>
Course Fee-MASCapstone	\$300	\$300	\$0	\$0	Y
Course Fee-Massage Therapy	\$75	\$75	\$0	\$0	Y
Course Fee-Pharmacy Technician	\$75	\$75	\$0	\$0	Y
Course/Lab Fee-Physical Therapy Asst	\$53	\$53	\$0	\$0	Y
<b>Course Fee-Physical Therapy Asst [Clinical]</b>	<b>\$63</b>	<b>\$163</b>	<b>\$100</b>	<b>\$4,000</b>	<b>Y</b>
Course Fee-SMART <i>per credit hour</i>	\$50	\$50	\$0	\$0	Y
Course Fee-Tankerman	\$400	\$400	\$0	\$0	Y
Course Fee-Transportation Technology	\$32	\$32	\$0	\$0	Y
Course Fee-Utility Construction	\$284	\$284	\$0	\$0	N
Course Fee-Applied Tech_Safety	\$360	\$360	\$0	\$0	N
Course/Lab Fee-Allied Health	\$53	\$53	\$0	\$0	Y

## Attachment H

### West Virginia Council for Community and Technical College Education Proposed Program Fees Academic Year 2026-27

Program Fees and Charges	Rate Per Semester 2025-26	Requested Rate Per Semester 2026-27	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2026-27*	WV Invests Eligible
Course/Lab Fee-Business, Business Law & CJ	\$53	\$53	\$0	\$0	Y
Course/Lab Fee-Veterinary Tech	\$85	\$85	\$0	\$0	Y
Lab Fee-Banking and Finance	\$158	\$158	\$0	\$0	Y
Lab Fee-Business & Information Technology	\$42	\$42	\$0	\$0	Y
Lab Fee-Career & Technology	\$79	\$79	\$0	\$0	Y
Lab Fee-CISCO/Microsoft/Networking	\$142	\$142	\$0	\$0	Y
Lab Fee-Culinary Arts	\$218	\$218	\$0	\$0	Y
Lab Fee-Hospitality Management	\$69	\$69	\$0	\$0	Y
Lab Fee-Liberal Arts & General Transfer Studies	\$32	\$32	\$0	\$0	Y
Lab Fee-Medical Assisting	\$200	\$200	\$0	\$0	N
Lab Fee-MIS/ Virtualization/Gaming/Net+	\$63	\$63	\$0	\$0	Y
<b>Lab Fee-Physical Therapy Asst.</b>	<b>\$116</b>	<b>\$156</b>	<b>\$40</b>	<b>\$1,600</b>	<b>Y</b>
Lab Fee-Veterinary Tech	\$180	\$180	\$0	\$0	Y
Program Fee - Applied Technology <sup>1</sup>	\$500	\$500	\$0	\$0	Y
Program Fee - Career & Technical - Allied Health <sup>1</sup>	\$1,600	\$1,600	\$0	\$0	Y
Program Fee - Career & Technical - General <sup>1</sup>	\$100	\$100	\$0	\$0	Y
Program Fee - Liberal Arts & General Trnsfr	\$100	\$100	\$0	\$0	Y
<sup>1</sup> Combination of mutiple program fees <sup>2</sup> Online Course fee charged per credit hour					

**BOARD OF GOVERNORS  
MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
03/19/2026**

**ITEM:** **Approval of Fiscal Year 2026-2027 Tuition & Fees**

**RECOMMENDED RESOLUTION:** Resolved, that Mountwest Community & Technical College Board of Governors approves to increase resident, non-resident and metro tuition by 2.0%, as well as the program fees and special fees as recommended.

**RESPONSIBLE MEMBER(S):** Terri Frye

**BACKGROUND:**

West Virginia State Code §18B-10-1 allows the governing boards for community and technical colleges to approve annual in-state (resident) tuition and fees increases up to ten percent (10%) in any single year, and up to seven percent (7%) over any three-year rolling period without further approval by the West Virginia Council for Community and Technical College Education (Council). Further, West Virginia State Code §18B-10-1 requires the local governing boards to approve changes in non-resident tuition and fees, program fees, and special or operational fees. The Higher Education Price Index was 3.6% for 2025.



**BOARD OF GOVERNORS  
RESOLUTION FOR CONSTRUCTION OF STUDENT CARE CENTER  
MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
03/19/2026**

<b>ITEM:</b>	Construction of Student Care Center
<b>RECOMMENDED RESOLUTION:</b>	Resolved, that Mountwest Board of Governors approves the construction of the Student Care Center, provided all required state bidding, permit and licensing requirements are met, and that the total cost of construction does not exceed more than \$264,114.
<b>RESPONSIBLE MEMBER(S):</b>	Rodney Pell, COO, Terri Frye, CFO, James McDougle, VP for Student Services

**BACKGROUND:**

Through the proposed Title III (84.301A) Strengthening Institutions Program, Mountwest aspires to improve strategies for student success, expand its capacity to serve low-income students, and improve and strengthen the institution’s academic quality, institutional management, and fiscal stability. The Federally funded SIP Grant focuses on four core strategic priorities:

- Exceptional Student Success
- Aligned Workforce Development
- Proactive Community Presence
- Growth Minded Organizational and Employee Development

**SIP Grant Line Item – Student Care Center:**

Contractual fee for the design and implementation of a Student Care Center and Student Gathering Area. Contractor (ZMM) will oversee the design, implementation, procurement of furniture, and installation of furniture. We will hire a firm to design and implement a care center to keep consistency throughout our building. Our former Admissions Office will be transformed into a Student Care Center and Gathering Area. This continues and enhances our work of encouraging student engagement and belonging. The Care Center will also offer resources to students such as a food pantry, clothing pantry, and classroom supplies pantry.



# MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

## INSTITUTIONAL BOARD OF GOVERNORS

### POLICY NO. F-6

### PURCHASING

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#### 1. General

##### 1.1 Scope

This policy establishes the governing rules for the purchase, acquisition, inventory management, and disposal of materials, supplies, equipment, services, construction, and printing by Mountwest Community & Technical College (“the College”).

##### 1.2 Authority

This policy is adopted pursuant to the authority granted under:

- **West Virginia Code §18B-5-4 through §18B-5-9;**
- Additional applicable provisions of West Virginia Code, including but not limited to **§5A-3, §12-3, and §29B;**
- Procedural Rule **135CSR30 – Purchasing**, promulgated by the Council.

##### 1.3 Applicability

This policy applies to all College divisions, employees, and units engaged in purchasing, procurement, receiving, inventory management, or surplus property activities.

##### 1.4 Relationship to Procedures

The administrative processes required to implement this policy are contained within the College’s **Purchasing Procedures Manual**, which is incorporated by reference and maintained by the Chief Procurement Officer. Should conflict occur, state law and this policy shall control.

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#### 2. Definitions

##### 2.1 Adoption of Statutory Definitions

The College adopts for purposes of this policy the definitions included in **WV Code §18B-1-2** and other relevant procurement statutes.

## **2.2 Additional Definitions**

Operational definitions such as “Chief Procurement Officer,” “sole source,” “competitive sealed bidding,” and similar terms shall be defined within and governed by the **Purchasing Procedures Manual**.

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## **3. Authority of the Governing Board**

### **3.1 General Authority**

In accordance with **WV Code §18B-5-4**, the Institutional Board of Governors (“the Board”) shall adopt policies governing and controlling the acquisition, purchase, inventory management, and disposal of materials, supplies, equipment, services, construction, and printing.

### **3.2 Delegation to the President**

The Board delegates to the President the authority and responsibility to administer and oversee the purchasing and procurement system of the College.

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## **4. Responsibilities of the President**

The President shall:

- 4.1 Administer and ensure compliance with this policy, state law, Council rules, and applicable state-level requirements.
  - 4.2 Recommend policy revisions to the Board as necessary for effective and efficient procurement management.
  - 4.3 Approve, issue, and maintain administrative guidelines, manuals, forms, and procedures, including the Purchasing Procedures Manual.
  - 4.4 Provide for periodic internal or external audits to ensure compliance.
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## **5. Chief Procurement Officer**

### **5.1 Appointment**

The President shall appoint a **Chief Procurement Officer (CPO)** as required by **WV Code §18B-5-4**, with such appointment filed with the Vice Chancellor for Administration, the State Auditor, and the Attorney General, as applicable.

## **5.2 Delegated Authority**

Unless otherwise stated in writing, the CPO shall serve as the President's designee for all procurement and inventory functions, including purchasing, acquisition, receiving, inventory management, and disposal of surplus or obsolete property.

## **5.3 Duties**

The CPO shall perform all duties required by law, including but not limited to:

- Administering competitive bidding and proposal processes;
- Managing purchases above and below statutory thresholds;
- Approving sole source, single source, and emergency procurements;
- Enforcing vendor registration, bond, and compliance requirements;
- Maintaining all procurement records consistent with law;
- Applying resident vendor preferences as required by WV Code;
- Ensuring adherence to the **WV Governmental Ethics Act** (WV Code Chapter 6B);
- Filing contracts and purchase orders as required with the State Auditor or Attorney General.

Procedural details related to these duties are established in the Purchasing Procedures Manual.

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## **6. Purchasing Standards**

### **6.1 Compliance with State Law**

All purchases shall comply with **WV Code §18B-5-4 et seq.**, applicable sections of **WV Code §5A-3**, and procedural rules of the Council.

### **6.2 Competitive Bidding and Thresholds**

The College shall utilize competitive sealed bidding or proposals when required by law. Specific thresholds, required advertisements, procedural steps, timelines, and documentation requirements are detailed in the Purchasing Procedures Manual.

### **6.3 Alternative Procurement Methods**

The CPO may authorize:

- Sole source or single source procurement;
- Competitive selection of professional services;
- Emergency purchases;
- Use of cooperative agreements, consortia, statewide contracts, and federal contracts;

all in accordance with applicable provisions of the West Virginia Code and state rules.

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### **7. Purchasing Card (P-Card)**

The College shall comply with the State of West Virginia Purchasing Card Program as authorized by **WV Code §12-3-10a and §12-3-10b** and Legislative Rule **155 CSR 7**.

Procedures relating to card issuance, allowable and prohibited purchases, documentation requirements, reconciliations, audits, and cardholder responsibilities are established within the Purchasing Procedures Manual.

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### **8. Inventory and Surplus Property**

Inventorying of materials, supplies, and equipment, and the disposal of obsolete, surplus, or unusable items shall be conducted in accordance with **WV Code §18B-5-7 through §18B-5-9** and consistent with the Purchasing Procedures Manual.

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### **9. Ethics and Standards of Conduct**

All College employees engaged in purchasing or procurement activities shall comply with:

- The **WV Governmental Ethics Act (Chapter 6B)**;
- Conflict-of-interest provisions;
- Restrictions on gratuities, rebates, and vendor relationships;
- Applicable sections of **WV Code §5A-3-28 through §5A-3-31**.

Ethical guidance and procedural expectations are detailed in the Purchasing Procedures Manual.

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## **10. Vendor Protests, Reconsideration, and Suspension**

Procedures for filing and resolving vendor protests, reconsideration requests, and vendor suspension decisions shall comply with **WV Code §18B-5-4** and related state requirements.

Operational processes are outlined in the Purchasing Procedures Manual.

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## **11. Incorporation by Reference**

The Purchasing Procedures Manual is hereby incorporated by reference as the official administrative guide for the implementation of this policy. The President, through the Chief Procurement Officer, is responsible for maintaining and updating the Manual to reflect changes in law, regulation, or institutional needs.

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## **12. Effective Date**

This policy shall become effective upon approval by the Institutional Board of Governors.



## March 2026 President's Report

### Enrollment

- Spring enrollment: Slightly down 1.4% for adult students.
- New admits up by 6% compared to last year, too early to estimate Fall enrollment impact.
- Current student registration began March 16<sup>th</sup>, new student registration begins March 30<sup>th</sup>.
- Open House Enrollment event on April 16<sup>th</sup>.

### Data Insights & Student Success

- 76.2% persistence rate for Fall 2025 first time freshman cohort. 6<sup>th</sup> consecutive year of growth and highest in recent Mountwest history.
- 68.2% persistence rate for the entire student body, 4 years of increase in a row.

### Grants & Earmark Opportunities

- In Progress Applications:
  - Lowe's Gable Grant: to support HVAC in Mason County & enhance tech center.
  - Federal earmark: for masonry program at Cabell, and concrete, diesel mechanic, and maritime/CDL enhancements at Mason tech center.
  - Strengthening Community Colleges: To build capacity and programming for Workforce Pell.
  - ARC Power Grant: Advanced to next round for HVAC and Heavy Equipment Operator programs in Mason.

### Academic Affairs Updates

- Achieving the Dream: 3 faculty recently attended an ATD conference to learn more about supporting student success.
- ACUE Training: 45 faculty members are set to be certified over the next few years, which enhances instructional quality. The training is funded through the SIP grant.
- AI Power Users and Training: Faculty are leading our faculty and staff through our first AI class series. The first class was 3/12/2026.

### President Board Memberships Update

- Huntington Chamber of Commerce.
- HADCO.
- Advantage Valley.
- AACC- Workforce Commission- Rolling off.
- National Council for Workforce Education- New.
- Fairfield Development- In discussion.
- Federal Reserve Richmond Region- Interviewed.

### Other

- Events Presentation
- Additional Events:
  - Student Appreciation Day & Student Pulse Forum – March 18<sup>th</sup>.
  - Plates with Purpose Fundraiser – today, March 19<sup>th</sup>.
  - Countdown to Graduation – March 25<sup>th</sup>.
  - Graduation: May 8<sup>th</sup> – Arrive by 5:30.



# Mountwest Recent Events

Mountwest  
Community & Technical College



# Welcome Back Bash



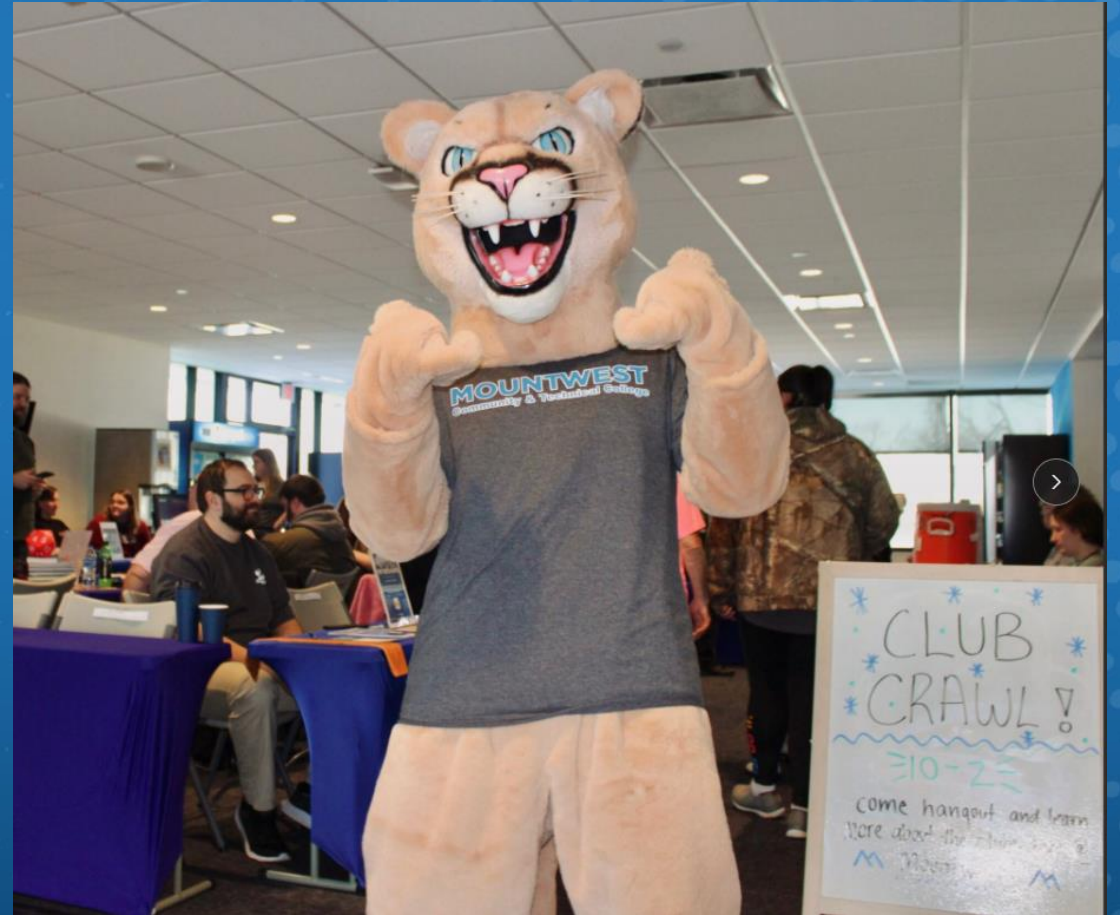
# SMART Open House



# Counselor Appreciation Luncheon



# Club Crawl



# Chilli Cookoff



# 1<sup>st</sup> Gen Luncheon



# Scholarship Breakfast



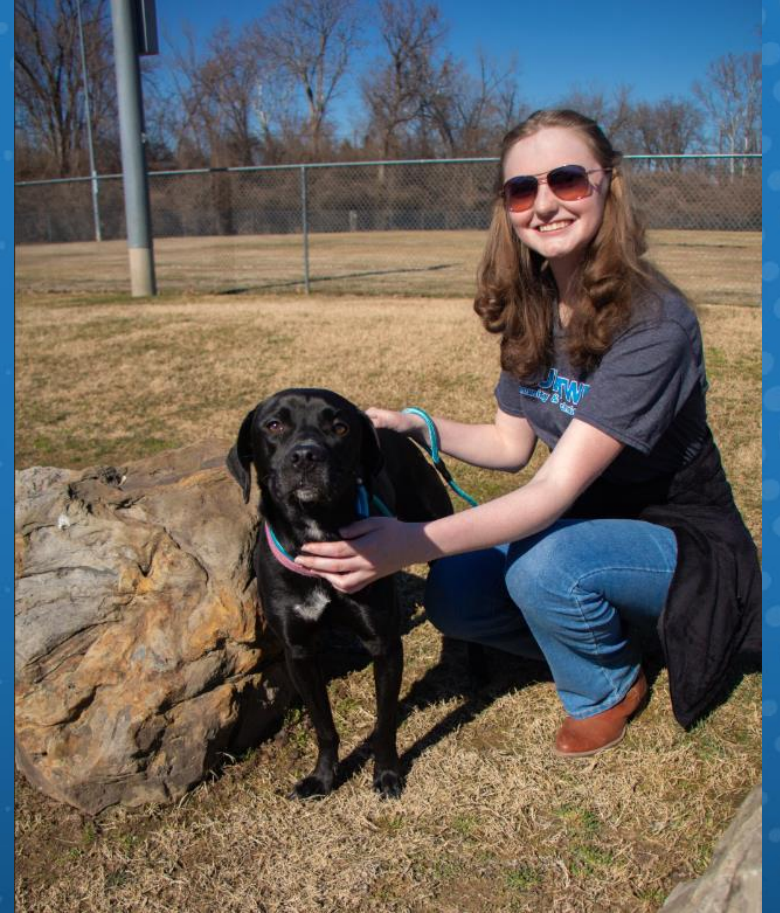
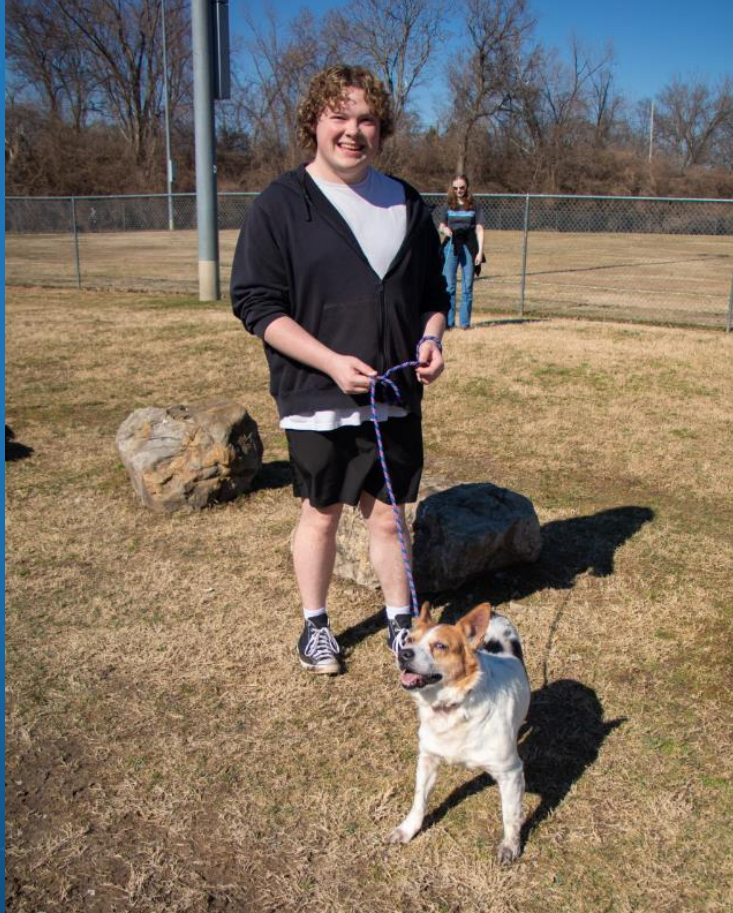
# Mason County Open House



# Mountwest at the Capitol



# Monty's Day of Service



# Resource Fair



# Paws to De-Stress (Midterm Week)



# Cabell-Midland High School Healthcare Tour

