

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

Thursday, August 15, 2024 @ 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 20th, 2024*
3. Recognition of Cathy Burns, Jeff Goad, and Mel Miller
4. Introduction of New Board Members
 - Madison Keith, Student Representative
 - James “J.L.” Brydie
 - Maribeth Anderson
 - Jennifer Plymale
5. Revision to Board Meeting Calendar*
6. Finance Committee Report: Mr. Mark Morgan & Kristi Williams, CFO
7. Concealed Carry Update
8. Accreditation Status Update
9. President’s Report: Dr. Joshua Baker, President
10. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues*
 - Personnel Update
11. Other Business:
 - Reminders:*
 - Scholarship Breakfast September 13th, 2024 at 9am
12. 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, June 20th, 2024, 8:00am

Mountwest Community & Technical College – G07

PRESENT: Jeff Blatt, Cathy Burns, Stacy Carroll, David Earl, Tom Gibson, Melanie Hall, Mel Miller, Mark Morgan, Erin Rich

ABSENT: Jeff Goad, Josh Jett, Dinah Ledbetter

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

The meeting was called to order at 8:01am. A quorum was established.

2. Approval of Minutes – May 16th, 2024*

Upon a motion made by Stacy Carroll, seconded by Mr. Morgan, the minutes were approved as written.

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

Learning Commons Project – The board approved to move forward with the learning commons project upon a motion made by Mr. Morgan, seconded by Mr. Blatt. Mr. Morgan discussed the finances of the college, the reports are attached to the minutes.

4. Annual Faculty Presentation: Dr. Kelly Terry

Dr. Kelly Terry and Jamie Bayne presented the annual faculty presentation which highlighted many activities conducted by faculty over the year. A copy of the presentation is attached to the minutes.

5. Annual Elections: Ms. Cathy Burns*

The board approved the following elections:

- Chair: David Earl
- Vice President: Jeff Blatt
- Secretary: Dinah LedBetter
- Finance Committee Lead: Mark Morgan
- Changes to Finance Committee: Remove: Dinah Ledbetter, Add: Jeff Blatt**

As a reminder, changes to committees can be made at any time throughout the year.

6. Approval of IBOG Meeting Calendars for FY 2025: Mr. David Earl, Chairman*

The board approved the meeting calendars for the full board meetings and the finance committee meetings as presented. Meetings are subject to change as needed and as allowable by WV State Code and the Open Meetings Act.

7. Policy Approval: BOG H-4: Title IX: Mesha Shamblin, VP of HR & Advancement*

Mesha Shamblin presented to the board a new title ix policy that will only go into effect if an only if the injunction in West Virginia regarding the applicability of the new Title IX regulations within the state does not stand. The college will use the current policy until which time it is permitted within WV to implement the new policy according to Federal guidelines. After much discussion regarding the federal requirement vs the state requirement, the new policy was approved tentative upon its permittance in WV, the 30-day comment period, and with a slight review for grammatical/spelling errors.

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

Dr. Baker presented his president's report which included updates on facilities, enrollment, new programs, scholarships, and more. A copy of the report is attached to the minutes.

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

The board entered executive session to discuss the sale process of Cabell Hall.

10. Adjournment

There being no other business, the meeting adjourned at approximately 9:32am

**Action Items – Approval Required*

To: Mountwest Finance Committee

From: Kristi Williams, Vice President of Finance and Administration

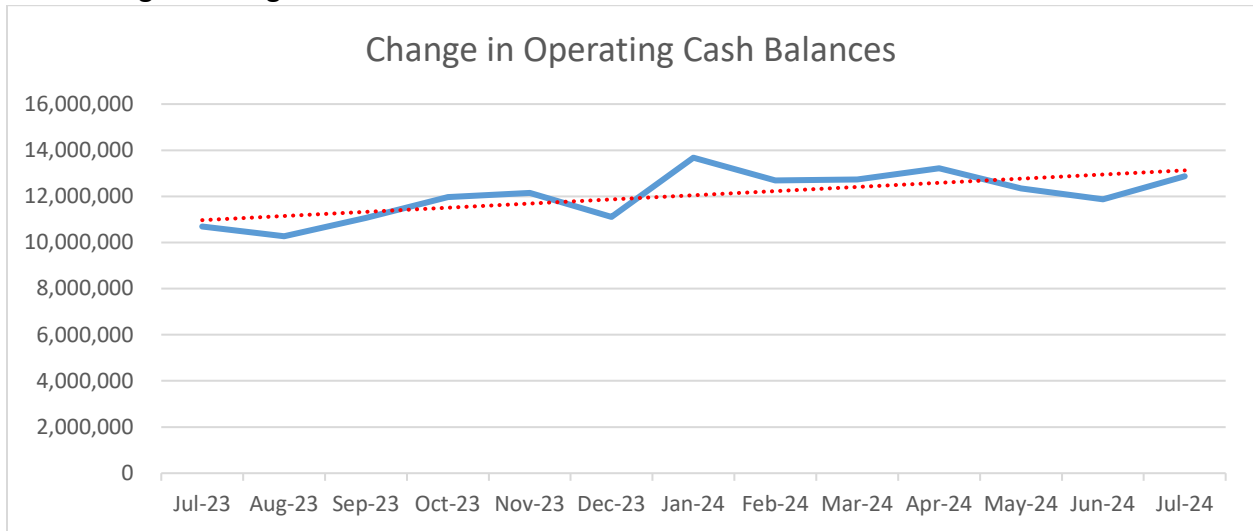
CC: Dr. Josh Baker, President

Date: August 12, 2024

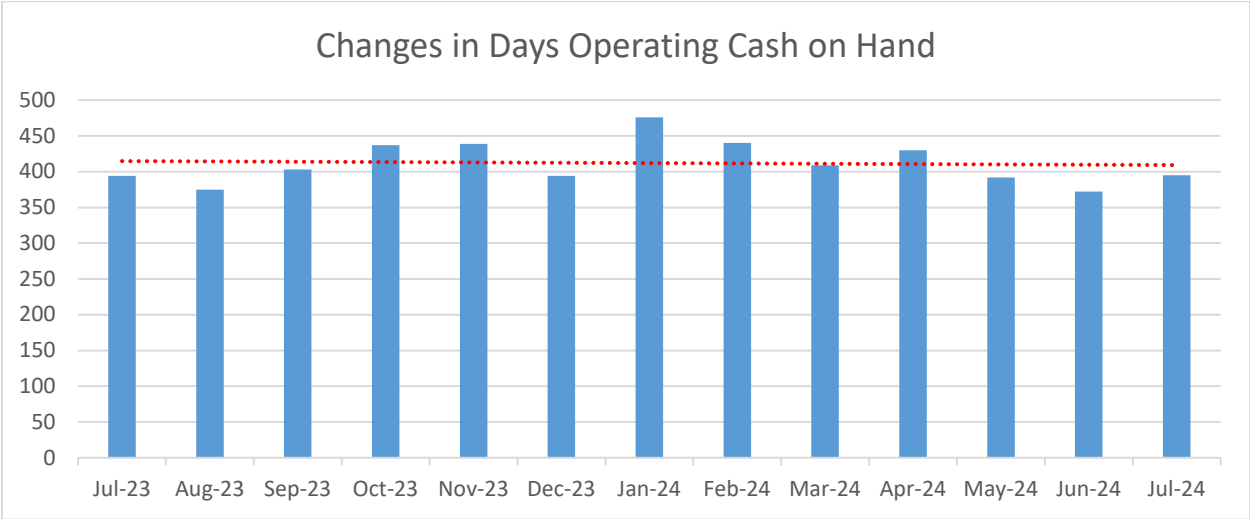
Re: July 2024 Finance Committee Report

Cash Report:

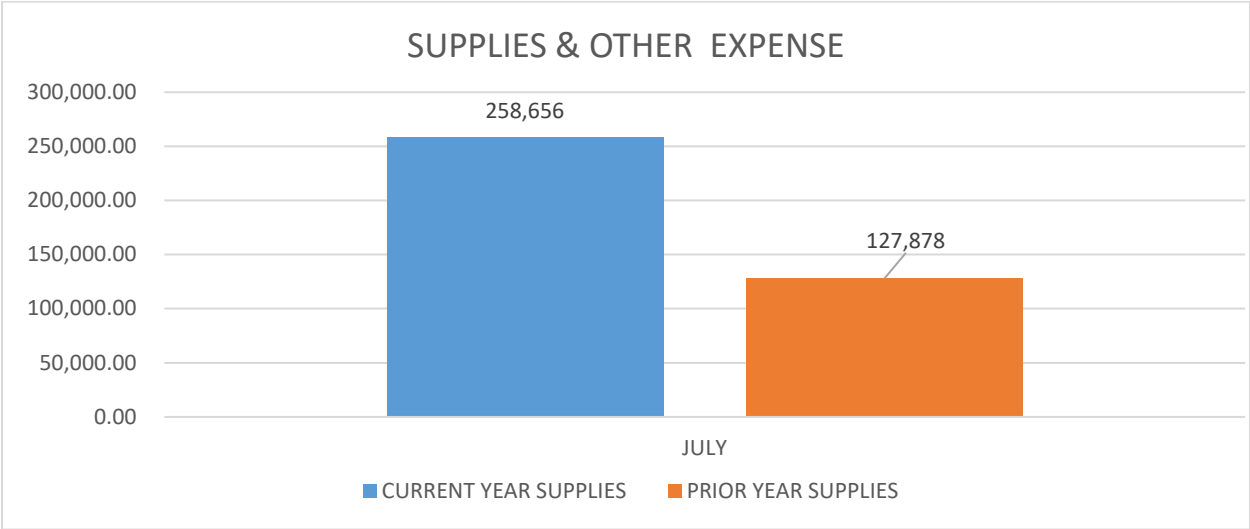
The attached Cash Operating Budget Report is for July 2024 the first month of the 2025 Fiscal Year. The target for the year is 8% for revenue and expense if activity was spread equally over 12 months. Revenue is at 15% which is above target, and expenses are currently at 8%, which is right on target.



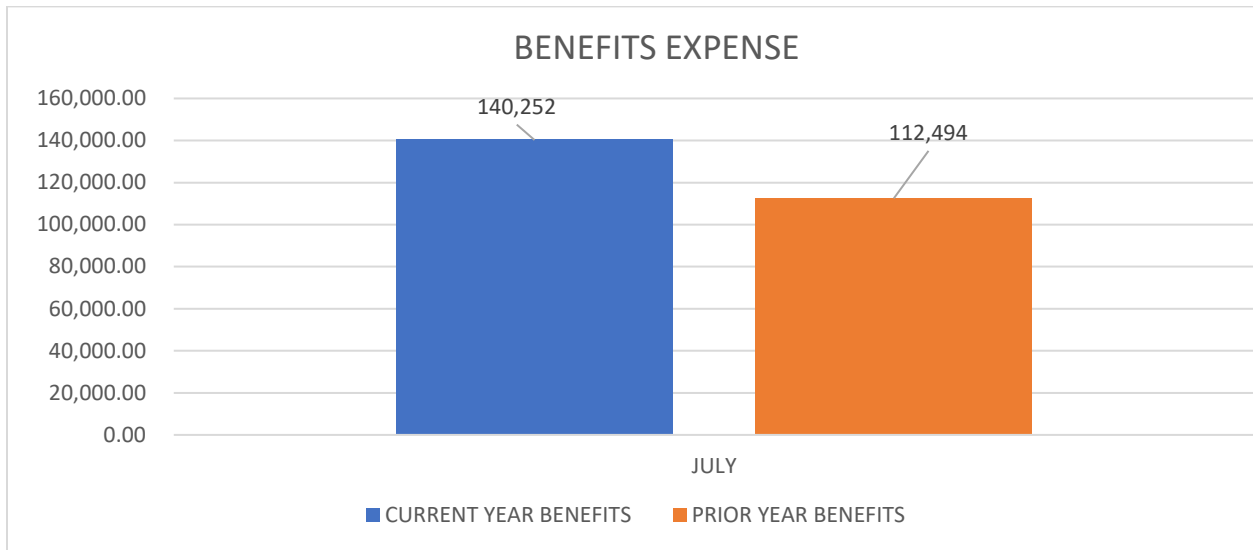
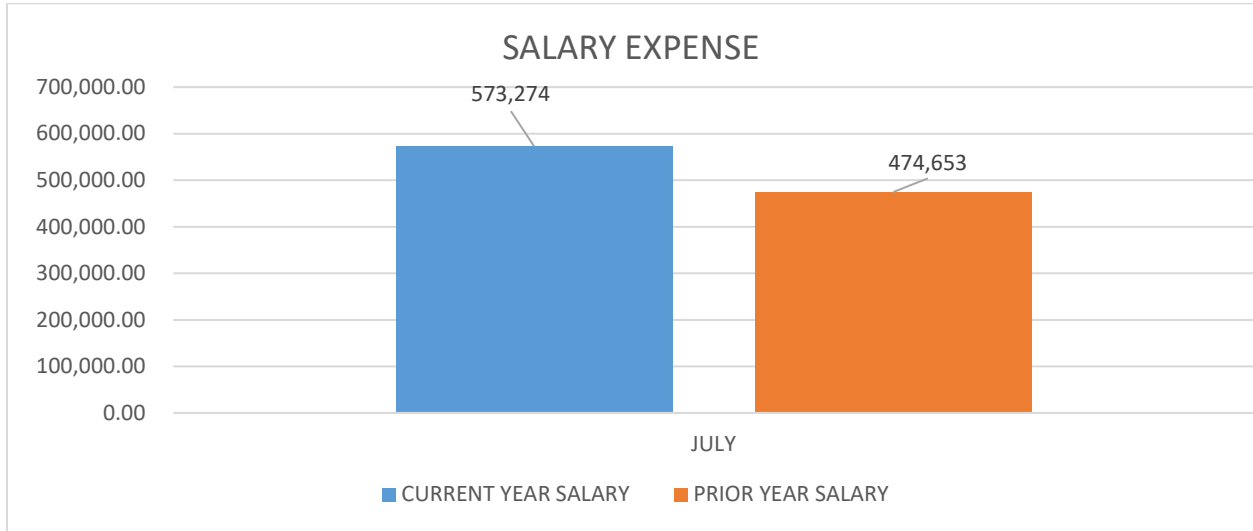
Cash at the end of July 2024 was approximately 20% higher than July 2023, for a \$2,175,677 difference. The number of days cash on hand in July 2024 is 395, and as of July 2023, it was 394 days, an increase of 1 day.



Supplies and Other expenses for July 2024 were \$258,656 compared to \$127,878 in July 2023. The YTD Supplies and Other Expenses for FY25 are \$258,656 compared to \$127,878 for FY24, which is an overall increase of \$130,778.



Salaries and Benefits for the month of July 2024 were \$573,274 and \$140,252 respectively, compared to \$474,653 and \$112,494 in July of last year. The YTD Salaries and Benefits for FY25 are \$573,274 and \$140,252 compared to \$474,653 and \$112,494 for FY24, for an increase of \$98,621 and \$27,758 respectively.



Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2025

as of: July 31, 2024

	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,800,000	\$68,898	1%	\$4,318,000	\$41,925	1%
Sales and Services of Educational Activities	100,000	1,804	2%	\$55,000	22,073	40%
Federal Grants	846,183	14,014	2%	663,214	0	0%
State Grants	2,127,935	436,252	21%	2,575,400	207,565	8%
Auxiliary Enterprises	300,000	8,070	3%	180,000	26,234	15%
Other Operating Revenues	180,000	0	0%	85,000	-16,072	-19%
State Appropriations	7,062,120	1,765,530	25%	6,903,571	1,725,893	25%
Investment income	400,000	63,747	16%	225,000	0	0%
Other Nonoperating revenues*	0	0	0%	0	0	
TOTAL REVENUES	\$15,816,238	\$2,358,315	15%	\$15,005,185	\$2,007,618	13%

TOTAL EXPENSES:						
Salaries and Wages	7,250,274	647,544	9%	8,107,841	555,406	7%
Benefits	2,265,095	157,218	7%	2,372,647	131,851	6%
Utilities	395,000	26,905	7%	300,000	27,777	9%
Supplies and Other Services	2,840,800	777,218	27%	5,899,053	365,186	6%
Scholarships and Fellowships	25,000	-	0%	1,401,500	-	0%
Payment of System Debt-State of WV-Higher Education	76,300	-	0%	64,000	-	0%
Assessments by the Council for operations (HERA)	68,000	-	0%	68,000	-	0%
TOTAL OPERATING EXPENSES	\$12,920,469	\$1,608,885	12%	\$18,213,041	\$1,080,220	6%

Net Change in Cash	2,895,769	749,430	(3,207,856)	927,398
Cash Beginning Balance	19,702,200	19,702,200		
Ending Cash Balance	22,597,969	20,451,630		

SUMMARY	
Beginning Cash Balance	\$ 19,702,200
Revenues	2,358,315
Expenses	(1,608,885)
Ending Cash Balance	\$ 20,451,630

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

as of: July 31, 2024

	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,800,000	\$57,172	1%	\$3,900,000	\$31,083	1%
Sales and Services of Educational Activities	100,000	0	0%	55,000	19,716	36%
Auxiliary Enterprises	300,000	8,070	3%	180,000	26,234	15%
Other Operating Revenues	180,000	0	0%	85,000	-16,072	-19%
State Appropriations	7,062,120	1,765,530	25%	6,903,571	1,725,893	25%
Investment income	400,000	63,747	16%	225,000	0	0%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$12,842,120	\$1,894,519	15%	\$11,348,571	\$1,786,854	16%

TOTAL EXPENSES:						
Salaries and Wages	7,250,274	573,274	8%	6,426,978	474,653	7%
Benefits	2,265,095	140,252	6%	1,863,364	112,494	6%
Utilities	395,000	26,499	7%	300,000	27,229	9%
Supplies and Other Services	2,840,800	258,656	9%	2,642,500	127,878	5%
Scholarships and Fellowships - E&G Funded	25,000	-	0%	25,000	-	0%
Assessments by the Council for operations (HERA)	68,000	-	0%	68,000	-	0%
TOTAL OPERATING EXPENSES	\$12,844,169	\$998,681	8%	\$11,325,842	\$742,254	7%

Net Change in Cash	(2,049)	895,838	\$1,044,600
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Cash Beginning Balance	11,968,908	11,968,908
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Ending Cash Balance	11,966,859	12,864,746
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SUMMARY	
Beginning Cash Balance	\$ 11,968,908
Revenues	1,894,519
Expenses	(998,681)
Ending Cash Balance	<u>\$ 12,864,746</u>

**Mountwest Community & Technical College
FY24 Capital Budget
as of: July 31, 2024**

Description	Budget FY 2025	Actual YTD FY 2025	Comparison %	Budget FY 2024	Actual YTD FY 2024	Comparison %	
Funding Sources:							
E&G Capital Fees, Student Tuition	\$ 430,000	\$ 5,952	1%	\$ 418,000	\$ 4,417	1%	
Total Funding Sources	\$ 430,000	\$ 5,952	1%	\$ 418,000	\$ 4,417	1%	\$ 1,535

Uses:							
MCTC Capital Projects	\$ 1,202,000	\$ 1,500	0%	\$ 354,000	\$ 5,910	2%	
MCTC Campus Improvements		-	0%	-	-	0%	
Payment of Institutional Debt (Key Gov't - 1st Sentry) Bonds	-	-		-	-		
Payment of System Debt-State of WV-Higher Education	76,300	-		64,000	-		
Total Uses of Funds	\$ 1,278,300	\$ 1,500	0%	\$ 418,000	\$ 5,910	1%	\$ (4,410)

Balances		
Net Change in Cash	(848,300)	4,452
Beginning Cash Capital Balance	1,081,683	1,081,683
Ending Cash Capital Balance	233,383	1,086,135

\$ (1,493)

SUMMARY	
Beginning Cash Balance	\$ 1,377,547
Revenues - cash	\$ 5,952
Expenses - cash	\$ (1,500)
Ending Cash Balance	<u><u>\$ 1,381,999</u></u>

Mountwest Community & Technical College

Board of Governors

2024-2025 Meeting Calendar

Date	Time	Location
July – NO MEETING	NO MEETING	NO MEETING
Thursday, August 15 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07
September TBD – Board Retreat	TBD	TBD
Thursday, October 17 th , 2024	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, January 16 th , 2025	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, March 20 th , 2025	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, April 17 th , 2025	8:00am	Mountwest Community & Technical College, Rm G07
Thursday, June 19 th , 2025	8:00am	Mountwest Community & Technical College, Rm G07

Note: All dates, times and locations are subject to change with the appropriate advanced notice.



August 2024 President's Report

Enrollment

- Enrollment for adult students is currently tracking to be flat, which is improved greatly from earlier projections.
- JumpStart enrollment is down by about 20 students.
- New students is down.

College Updates

- Several Mason County Tech Center Trainings are open for registration, non-credit and for credit:
 - Welding
 - CDL
 - Medical Assisting
- Received four grants recently:
 - Lowe's Foundation Skilled Trades Gable Grant
 - Counseling and Crisis Systems Grant
 - Campus Mental Health Grant
 - First-Generation Grant

Foundation Updates

- Scholarship Breakfast Scheduled for September 13th to celebrate Fall 2024 Recipients.
- \$7,500 received from Encova Foundation to establish Encova Scholars scholarship.
- \$5,000 received from Huntington Clinical Foundation for medical pathway scholarships.
- Recently attended fundraising training on annual sustainability for foundations.
- Two new Foundation board members were added in July.
 - Cassie Miller
 - Neidra Wyrick
- Payroll Deduction campaign to begin next week for employee giving - \$10,000 goal.

Facilities

- The construction phase of the Cyber center has been completed. Computers and audio/visual components should begin installation shortly.
- Construction for the Learning Commons is underway; scheduled for completion late December/early January.

Legislative and Funding Topics

- Department of Education proposed to require attendance taking for all distance ed course.
- Department of Education proposed to eliminate aid for clock-hour courses.

Events, Presentations, Other

- Week of Welcome – August 26th – August 30th – includes donuts, root beer floats, a picnic, games, and more!