

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

AGENDA

Thursday, May 16th, 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 – April 18th, 2024*
3. Finance Committee Report: Mr. Mark Morgan & Kristi Williams, CFO
 - Learning Commons Project*
4. Program Review Approval & Removal: Ms. Cathy Burns, Chair of Academic Affairs Committee*
Proposed as Approved:
 - Physical Therapy Assistant, AAS
 - Collins Radiologic Technology, AAS
 - Management Technology, AAS
 - Certified Coding, AAS
 - Electronics Technology, AAS
 - Health Information Technology, AAS
 - Collins Respiratory Therapy, AAS
 - Medical Assistant, AASProposed as Termination:
 - Geospatial Science & Technology, AAS
 - Health Informatics, AAS
5. President's Report: Dr. Joshua Baker, President
 - Student Engagement Presentation: James McDougle, Vice President (*Board members will receive 30 minutes of training credit*)
6. Other Business:
Reminders:
 - *Must vote on Chair, Vice Chair, Secretary, and Finance Committee Members in June Board meeting.*
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, April 18th, 2024 @ 8:00 a.m.
Mountwest Community & Technical College – G07

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

ABSENT: None.

1. **Call to Order, Determination of Quorum: Mr. David Earl, Chairman:**
The meeting was called to order at 8:00am and a quorum was established.
2. **Consent Agenda: Mr. David Earl, Chairman:**
Approval of Minutes – March 21st, 2024. The minutes were approved upon a motion made by Mr. Earl and seconded by Ms. Ledbetter.
3. **Oath of Office & Introductions: Mesha Shamblin & Justin Jarrell*:**
Justin Jarrell of Mason County was sworn in officially as a board member by notary Mesha Shamblin. The board made introductions and learned about each other.
4. **Board Appreciation of Tom Gibson:**
The board presented a plaque of appreciate for Tom’s dedicated years of service to Mountwest and the Mountwest Board of Governors. The board commended Tom for his expertise and guidance throughout the years.
5. **Finance Committee Report: Mr. Mark Morgan & Kristi Williams, CFO*:**
A motion was made by Mr. Blatt, seconded by Mr. Goad, and pass by all to approve a revised resolution regarding across the board salary increases in the amount of \$2400 for full-time employees and the FY 2025 budget. The revision of the resolution was to remove the word “operating” from the resolution. The approve reads:

“Resolved, That the Mountwest Community & Technical College Board of Governors approves the budget for fiscal year 2024-2025, included the state appropriation for salary enhancements of \$262,103. “
6. **President’s Report: Dr. Joshua Baker, President:**
President Josh Bake presented the President’s report, which is attached as a supplemental document to this report.
7. **Possible Executive Session under the Authority of WV Code 6-9A-4 Relating to Personnel Issues – President Evaluation*:**
Upon a motion made by Mr. Goad, seconded by Mr. Jarrell, the board entered into executive session to discussion the President’s performance evaluation. Executive session ended upon a motion made by Mr. Goad, seconded by Mr. Morgan.
8. **Adjournment**
There being no other agenda items, the meeting adjourned at 9:28am.

To: Mountwest Finance Committee

From: Kristi Williams, Vice President of Finance and Administration

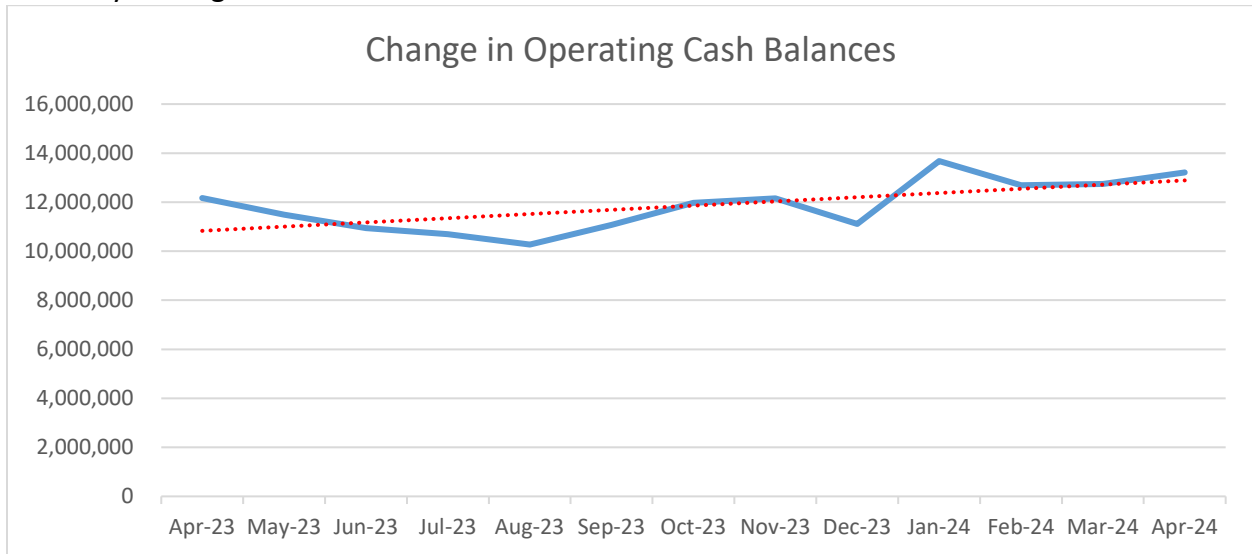
CC: Dr. Josh Baker, President

Date: May 13, 2024

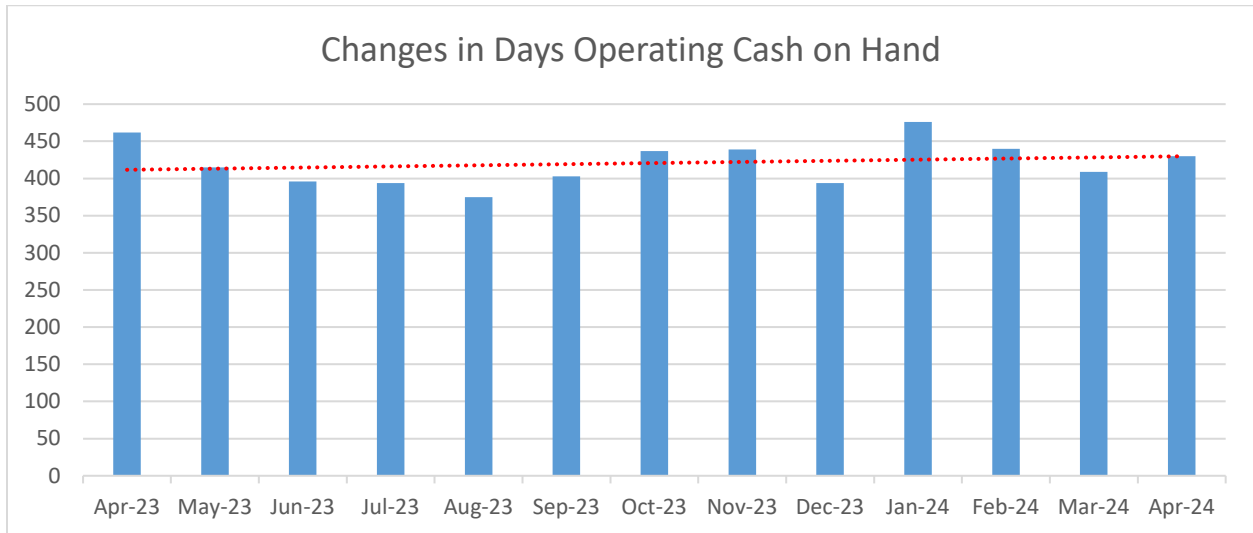
Re: April 2024 Finance Committee Report

Cash Report:

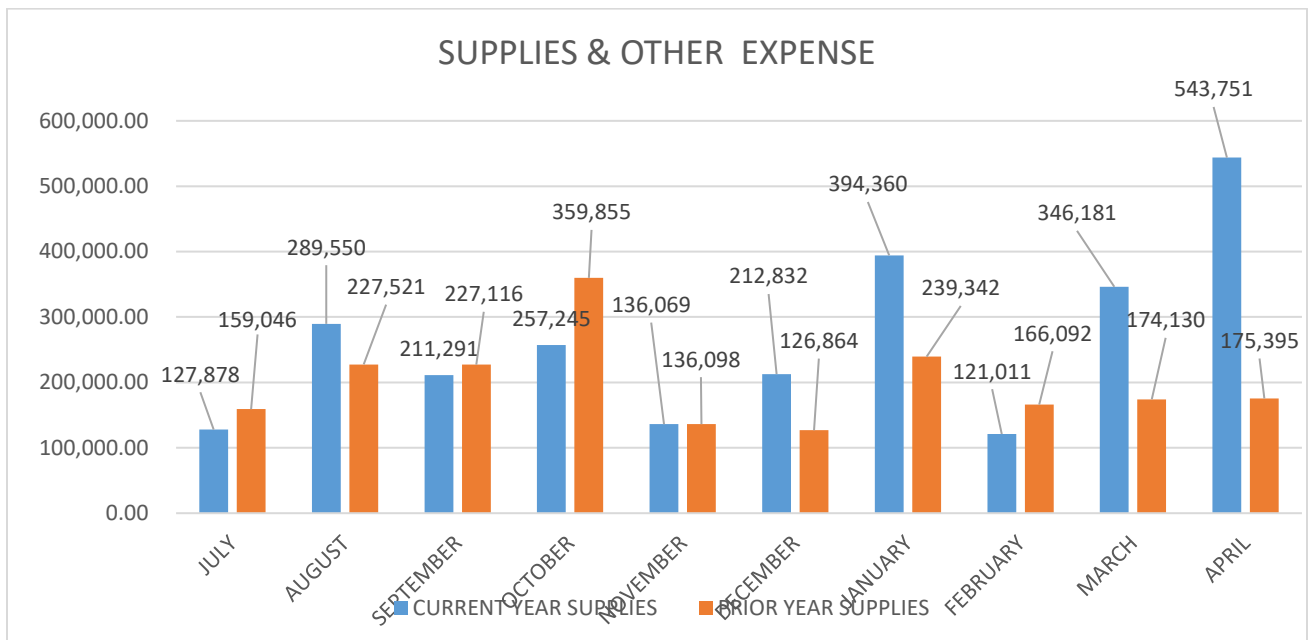
The attached Cash Operating Budget Report is for April 2024 the 10th month of the 2024 Fiscal Year. The target for the year is 83% for revenue and expense if activity was spread equally over 12 months. Revenue is at 115% which is above target, and expenses are currently at 83%, which is exactly on target.



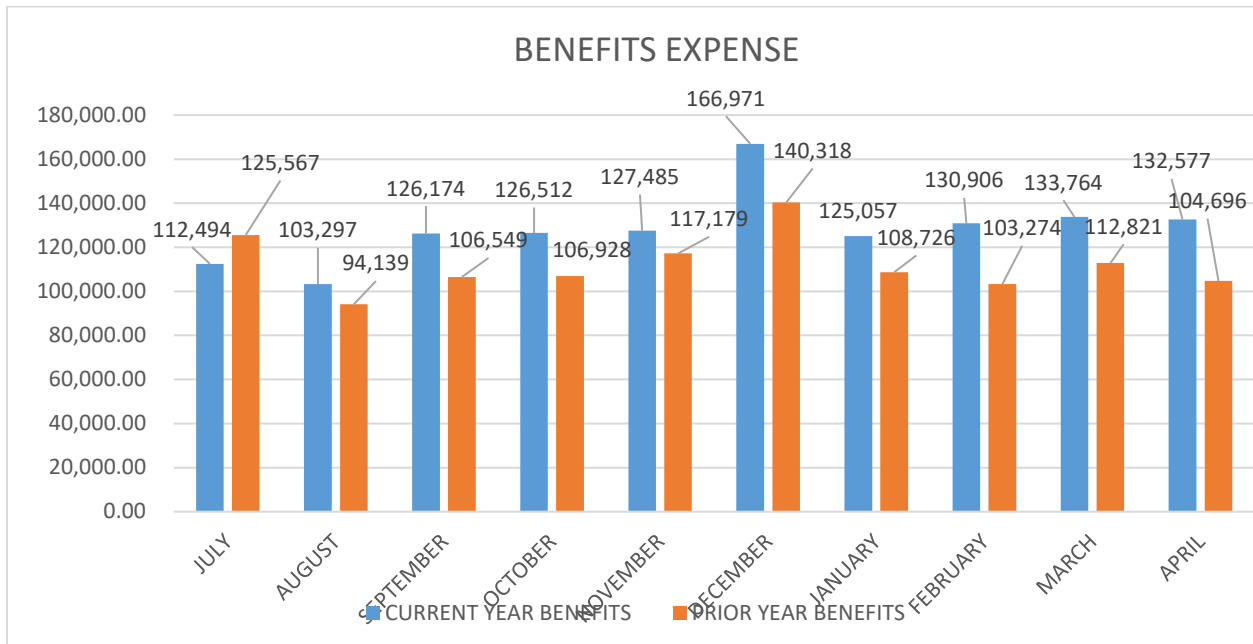
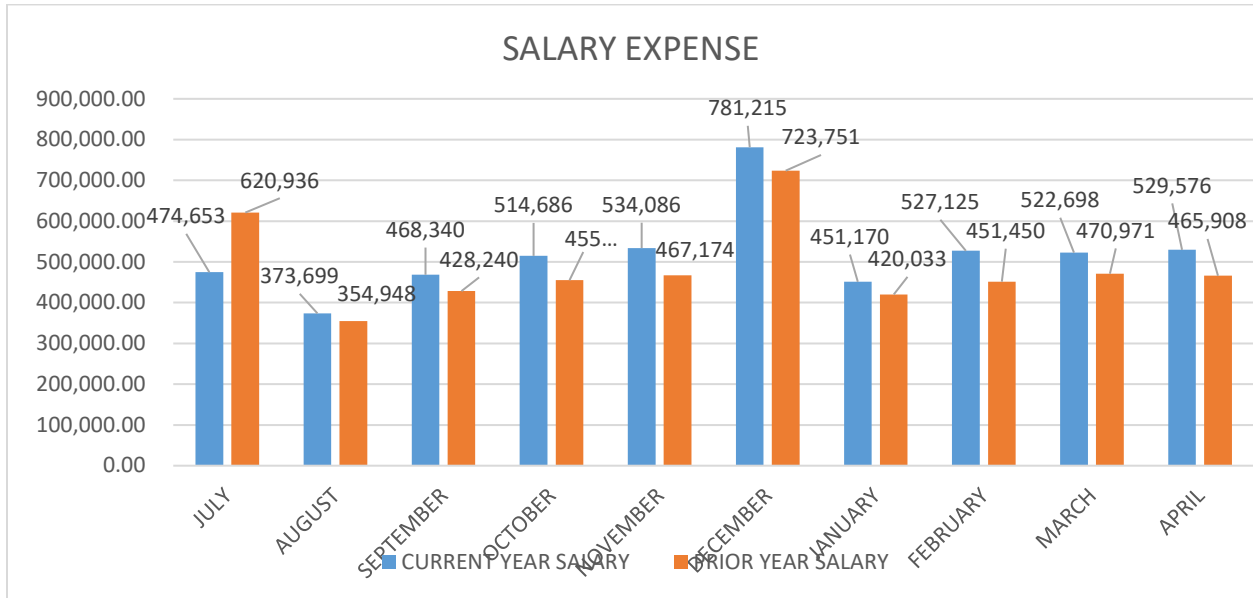
Cash at the end of April 2024 was approximately 9% higher than April 2023, for a \$1,048,645 difference. The number of days cash on hand in April 2024 is 430, and as of April 2023, it was 462 days, a decrease of 32 days.



Supplies and Other expenses for April 2024 were \$543,751 which is higher compared to \$175,395 in April 2023. The YTD Supplies and Other Expenses for FY24 are \$2,640,168 compared to \$1,991,460 for FY23, which is an overall increase of \$648,708.



Salaries and Benefits for the month of April 2024 were \$529,576 and \$132,577 respectively, compared to \$465,907 and \$104,696 in April of last year. The YTD Salaries and Benefits for FY24 are \$5,177,248 and \$1,285,235 compared to \$4,858,483 and \$1,120,197 for FY23, for an increase of \$318,765 and \$165,038 respectively.



Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2024

as of: April 30, 2024

| | FY 2024 BUDGET | FY 2024 ACTUAL YTD | Comparison % | FY 2023 BUDGET | FY 2023 ACTUAL YTD | Comparison % |
|--|---------------------|-----------------------|-----------------|---------------------|-----------------------|-----------------|
| TOTAL REVENUES: | | | | | | |
| Tuition and Fees | \$4,318,000 | \$5,884,501 | 136% | \$3,462,000 | \$5,247,776 | 152% |
| Sales and Services of Educational Activities | 55,000 | 88,721 | 161% | \$2,500 | 90,367 | 3615% |
| Federal Grants | 663,214 | 188,090 | 28% | 3,250,000 | 663,959 | 20% |
| State Grants | 2,575,400 | 3,362,982 | 131% | 4,222,424 | 3,474,406 | 82% |
| Auxiliary Enterprises | 180,000 | 275,794 | 153% | 151,300 | 206,319 | 136% |
| Other Operating Revenues | 85,000 | 89,756 | 106% | 10,000 | 76,252 | 763% |
| State Appropriations | 6,903,571 | 6,903,571 | 100% | 6,716,176 | 6,716,176 | 100% |
| Investment income | 225,000 | 571,389 | 254% | 5,000 | 309,493 | 6190% |
| Other Nonoperating revenues* | 0 | 0 | 0% | 0 | 0 | |
| TOTAL REVENUES | \$15,005,185 | \$17,364,804 | 116% | \$17,819,400 | \$16,784,748 | 94% |

| | | | | | | |
|---|---------------------|---------------------|------------|---------------------|---------------------|------------|
| TOTAL EXPENSES: | | | | | | |
| Salaries and Wages | 8,107,841 | 5,958,720 | 73% | 7,955,225 | 5,657,440 | 71% |
| Benefits | 2,372,647 | 1,452,428 | 61% | 2,110,787 | 1,278,042 | 61% |
| Utilities | 300,000 | 266,270 | 89% | 302,580 | 289,486 | 96% |
| Supplies and Other Services | 5,899,053 | 4,251,695 | 72% | 8,111,343 | 3,752,985 | 46% |
| Scholarships and Fellowships | 1,401,500 | 1,364,462 | 97% | 1,831,000 | 1,770,463 | 97% |
| Payment of System Debt-State of WV-Higher Education | 64,000 | 79,348 | 124% | 79,026 | 39,513 | 50% |
| Assessments by the Council for operations (HERA) | 68,000 | 67,143 | 99% | 64,000 | 47,949 | 75% |
| TOTAL OPERATING EXPENSES | \$18,213,041 | \$13,440,066 | 74% | \$20,453,961 | \$12,835,878 | 63% |

| | | | | |
|-------------------------------|--------------------|-------------------|--------------------|------------------|
| Net Change in Cash | (3,207,856) | 3,924,738 | (2,634,561) | 3,948,870 |
| Cash Beginning Balance | 15,444,219 | 15,444,219 | | |
| Ending Cash Balance | 12,236,363 | 19,368,957 | | |

| SUMMARY | |
|----------------------------|----------------------|
| Beginning Cash Balance | \$ 15,444,219 |
| Revenues | 17,364,804 |
| Expenses | (13,440,066) |
| Ending Cash Balance | \$ 19,368,957 |

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

as of: April 30, 2024

| | FY 2024 BUDGET | FY 2024 ACTUAL YTD | Comparison % | FY 2023 BUDGET | FY 2023 ACTUAL YTD | Comparison % |
|--|---------------------|-----------------------|-----------------|--------------------|-----------------------|-----------------|
| TOTAL REVENUES: | | | | | | |
| Tuition and Fees | \$3,900,000 | \$5,162,112 | 132% | \$3,044,000 | \$4,311,642 | 142% |
| Sales and Services of Educational Activities | 55,000 | 43,716 | 79% | 2,500 | 51,150 | 2046% |
| Auxiliary Enterprises | 180,000 | 275,794 | 153% | 151,300 | 173,976 | 115% |
| Other Operating Revenues | 85,000 | 89,756 | 106% | 10,000 | 72,252 | 723% |
| State Appropriations | 6,903,571 | 6,903,571 | 100% | 6,716,176 | 5,037,132 | 75% |
| Investment income | 225,000 | 571,389 | 254% | 5,000 | 219,180 | 4384% |
| Other Nonoperating revenues* | 0 | 0 | 0% | 0 | 0 | 0% |
| TOTAL REVENUES | \$11,348,571 | \$13,046,338 | 115% | \$9,928,976 | \$9,865,332 | 99% |

| | | | | | | |
|--|---------------------|--------------------|------------|---------------------|--------------------|------------|
| TOTAL EXPENSES: | | | | | | |
| Salaries and Wages | 6,426,978 | 5,177,248 | 81% | 5,991,180 | 3,921,604 | 65% |
| Benefits | 1,863,364 | 1,285,235 | 69% | 1,460,524 | 902,679 | 62% |
| Utilities | 300,000 | 260,509 | 87% | 300,000 | 227,429 | 76% |
| Supplies and Other Services | 2,642,500 | 2,640,168 | 100% | 2,586,000 | 1,641,935 | 63% |
| Scholarships and Fellowships - E&G Funded | 25,000 | - | 0% | 25,000 | - | 0% |
| Assessments by the Council for operations (HERA) | 68,000 | 67,143 | 99% | 64,000 | 47,949 | 75% |
| TOTAL OPERATING EXPENSES | \$11,325,842 | \$9,430,303 | 83% | \$10,426,704 | \$6,741,596 | 65% |

| | | | |
|---------------------------|---------------|------------------|--------------------|
| Net Change in Cash | 22,729 | 3,616,035 | \$3,123,736 |
|---------------------------|---------------|------------------|--------------------|

| | | |
|-------------------------------|------------------|------------------|
| Cash Beginning Balance | 9,595,529 | 9,595,529 |
|-------------------------------|------------------|------------------|

| | | |
|----------------------------|------------------|-------------------|
| Ending Cash Balance | 9,618,258 | 13,211,564 |
|----------------------------|------------------|-------------------|

SUMMARY

| | |
|----------------------------|----------------------|
| Beginning Cash Balance | \$ 9,595,529 |
| Revenues | 13,046,338 |
| Expenses | (9,430,303) |
| Ending Cash Balance | \$ 13,211,564 |

**Mountwest Community & Technical College
FY24 Capital Budget
as of: April 30, 2024**

| Description | Budget FY 2024 | Actual YTD FY 2024 | Comparison % | Budget FY 2023 | Actual YTD FY 2023 | Comparison % | |
|-----------------------------------|-------------------|-----------------------|-----------------|-------------------|-----------------------|-----------------|-----------|
| Funding Sources: | | | | | | | |
| E&G Capital Fees, Student Tuition | \$ 418,000 | \$ 437,049 | 105% | \$ 418,000 | \$ 426,114 | 102% | |
| Total Funding Sources | \$ 418,000 | \$ 437,049 | 105% | \$ 418,000 | \$ 426,114 | 102% | \$ 10,935 |

| Uses: | | | | | | | |
|--|-------------------|-------------------|-----|-------------------|------------------|-----|------------|
| MCTC Capital Projects | \$ 354,000 | \$ 129,845 | 37% | \$ 418,000 | \$ 32,313 | 8% | |
| MCTC Campus Improvements | - | - | 0% | - | - | 0% | |
| Payment of Institutional Debt (Key Gov't - 1st Sentry) Bonds | - | - | | - | - | | |
| Payment of System Debt-State of WV-Higher Education | 64,000 | 79,348 | | - | 39,513 | | |
| Total Uses of Funds | \$ 418,000 | \$ 209,193 | 50% | \$ 418,000 | \$ 71,826 | 17% | \$ 137,367 |

| Balances | | |
|--------------------------------|-----------|-----------|
| Net Change in Cash | 0 | 227,856 |
| Beginning Cash Capital Balance | 1,081,683 | 1,081,683 |
| Ending Cash Capital Balance | 1,081,683 | 1,309,539 |

\$ 354,288

| SUMMARY | |
|------------------------|---------------------|
| Beginning Cash Balance | \$ 1,081,683 |
| Revenues - cash | \$ 437,049 |
| Expenses - cash | \$ (209,193) |
| Ending Cash Balance | <u>\$ 1,309,539</u> |



May 2024 President's Report

- **Enrollment**
 - FAFSA completion is down, planning FA awareness events shortly.
 - Open House event was on May 7th. Over 100 potential students attended, with approximately 50 registrations, and several additional appointments.
 - We are still down, but enrollment is strongly trending up.

- **College Updates**
 - Agreement w/ Marshall for Doctor of Physical Therapy pathway has been signed. 2 students from the AAS degree per year can join the DPT program.
 - Tech Center earmark for \$195,000 has been approved to award AAS & CAS degrees for the tech center students. Accelerating Tech Center plans for Cabell and Mason.
 - Advancing to next round of a pre-apprenticeship grant (Lowes).
 - Planning Community Colleges of Appalachia conference for November.
 - New employees; Allison Flanagan – Accessibility & Wellness Specialist, Jeb Dickerson, Director of Apprenticeships, and Eric Keck, Veteran Specialist.

- **Foundation Updates**
 - Approximately \$40,000 will be awarded in Fall 2024 for scholarships.
 - Annual fundraising plan with goal of \$150,000 ready for FY 2025.
 - YTD fundraising this year - \$80,000, with several more requests out.
 - Expecting \$20,000 for Vet Tech scholarships, will receive annually.
 - Updating policies and procedures.
 - Currently recruiting new board members, open to recommendations.

- **Facilities**
 - Hill slip work is in progress, should be finished in 4-6 weeks.
 - Cyber Center work is scheduled to be complete by July 31st
 - Learning commons demo is scheduled to begin around June 1st.
 - Study corner construction has begun and 3 and 4 should be done August 1st.
 - Elevator wraps to be installed over the summer.
 -

- **Legislative Topics**
 - State of Emergency declared by Governor to ensure state aid programs can be approved without FAFSA.
 - Special Session Updates – Higher ed not likely to be a topic, will submit request for the funding formula outcome to be re-evaluated prior to finalizing budget.

- **Events**
 - Thank you for attending graduation!