

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

Monday, November 4, 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 – August 15, 2024*
3. Finance Committee Report: Mr. Mark Morgan & Kristi Williams, CFO
 - Approval of FY 24 Audit*
4. President’s Report: Dr. Joshua Baker, President
5. Possible Executive Session under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues*
 - Personnel - COOP
6. Other Business:
 - Reminders: Holiday Reception: Thursday, December 19th from 6pm-8pm*
 - Mountwest Foundation Donation Matching Program*
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, August 15, 2024, 8:00am

Mountwest Community & Technical College – G07

PRESENT: Jeffrey Blatt, Justin Jarrell, Stacy Carroll, Melanie Hall, Mark Morgan, Erin Rich, Madison Keith, J.L.Brydie, Jennifer Plymale, Dinah Ledbetter

ABSENT: David Earl, Maribeth Anderson

1. Call to Order, Determination of Quorum: Mr. Jeffrey Blatt, Vice Chair:

The meeting was called to order at 8:04am. A quorum was established.

2. Approval of Minutes – June 20th, 2024:*

Upon a motion made by Mark Morgan, seconded by Dinah Ledbetter, the minutes were approved as written.

3. Recognition of Cathy Burns, Jeff Goad, and Mel Miller:

The board took a moment to recognize three board members who have recently had expired terms and replaced. The board is much appreciative of the leadership of these individuals throughout the year.

4. Introduction of New Board Members:

The board went around the room and made introductions, as well as introduced 4 new board members; James J.L. Brydie, Maribeth Anderson, Jennifer Plymale, and Student Representative Madison Keith.

5. Revision to Board Meeting Calendar:*

The board proposed to modify the board calendar to change the meeting times of the board from once a month to at least six times per year. The new calendar was provided to the board for a vote, with the caveat of making changes and modifications as needed and as the law allows. The board decided to have a board retreat in September or early October in lieu of a meeting. Upon a motion made by Melanie Hall, seconded by Dinah Ledbetter, the new meeting calendar was approved. Finance committee meetings will remain monthly.

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

Mr. Morgan presented the college financials, which are attached to the minutes.

7. Concealed Carry Update: Mr. Rodney Pell, COO:

Mr. Pell presented Mountwest's procedure, webpage, and information related to the concealed carry law that became effective July 1, 2024. The board received 30 minutes of board training credit for this presentation.

8. Accreditation Status Update:

An update regarding accreditation was provided to the board, including information about the report that is due in November. Dr. Baker explained the items required of Mountwest in order to meet the accreditor expectations, and the progress that has been made toward assessment work. The board received 30 minutes of training credit for this presentation.

9. 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.

10. 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 recent personnel changes.

11. Adjournment

There being no other business, the meeting adjourned.

**Action Items – Approval Required*

To: Mountwest Finance Committee

From: Kristi Williams, Vice President of Finance and Administration

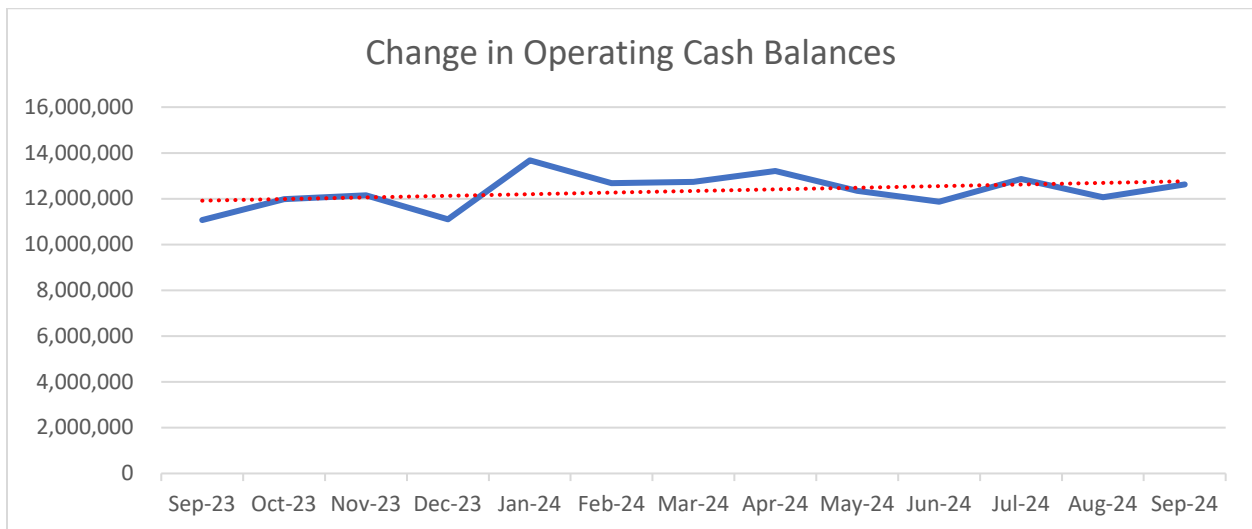
CC: Dr. Josh Baker, President

Date: October 14, 2024

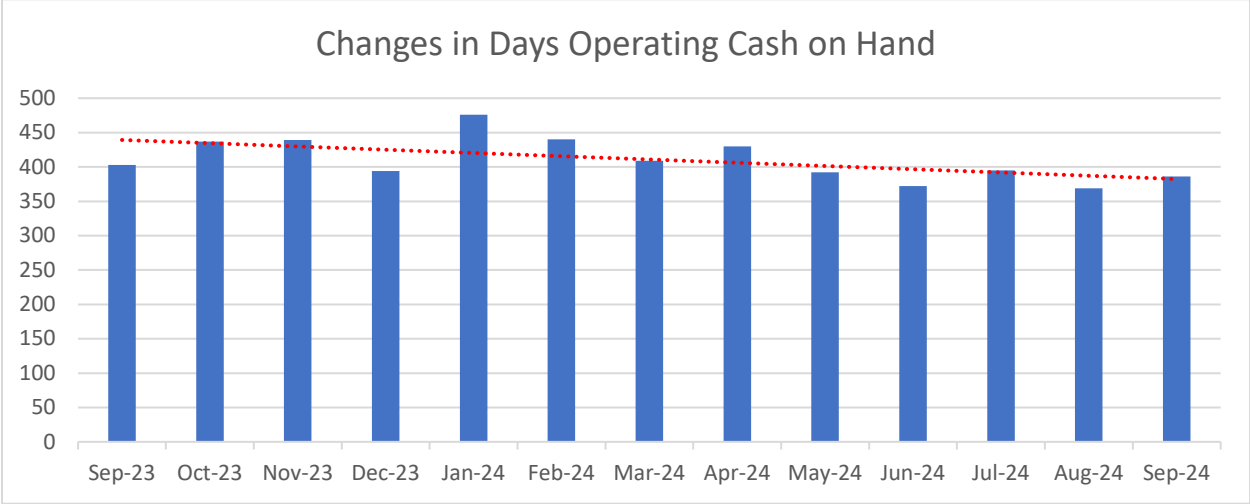
Re: September 2024 Finance Committee Report

Cash Report:

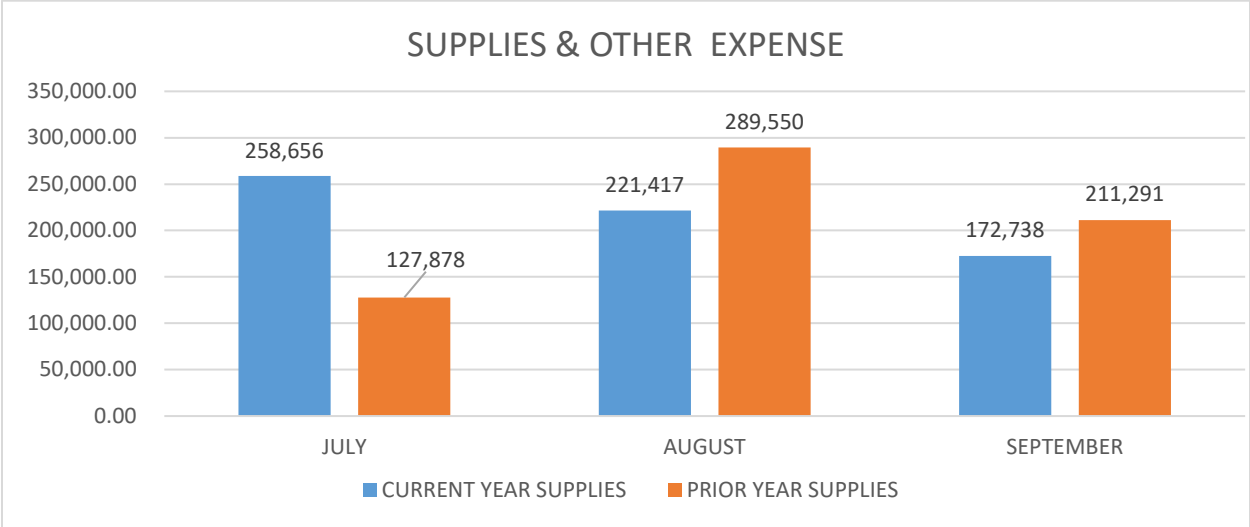
The attached Cash Operating Budget Report is for September 2024 the end of the first quarter of the 2025 Fiscal Year. The target for the year is 25% for revenue and expense if activity was spread equally over 12 months. Revenue is at 32% which is above target, and expenses are currently at 21%, which is under target.



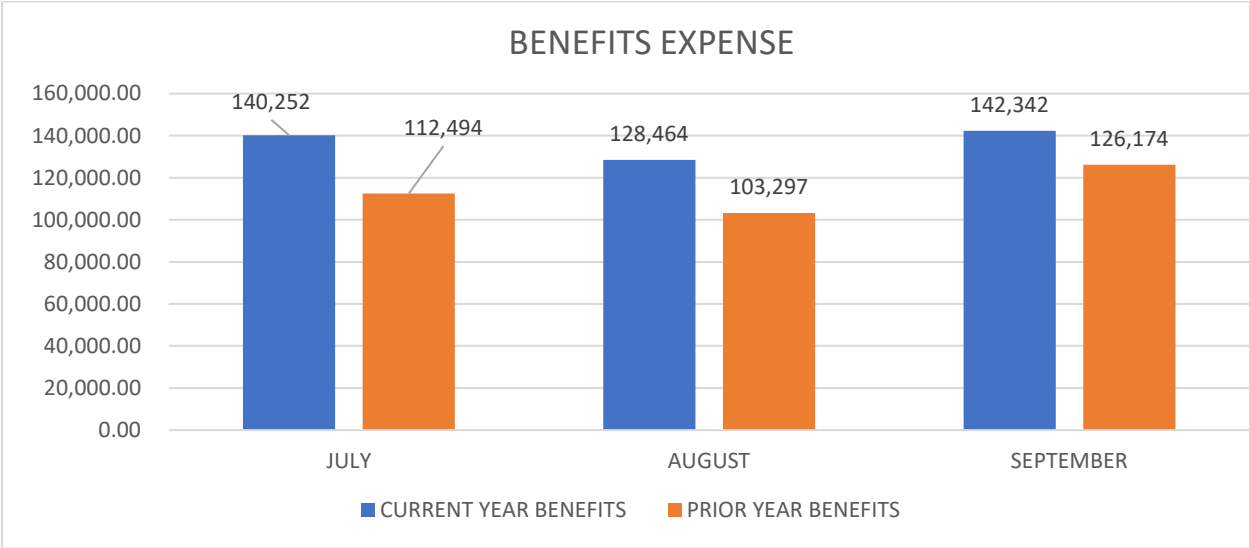
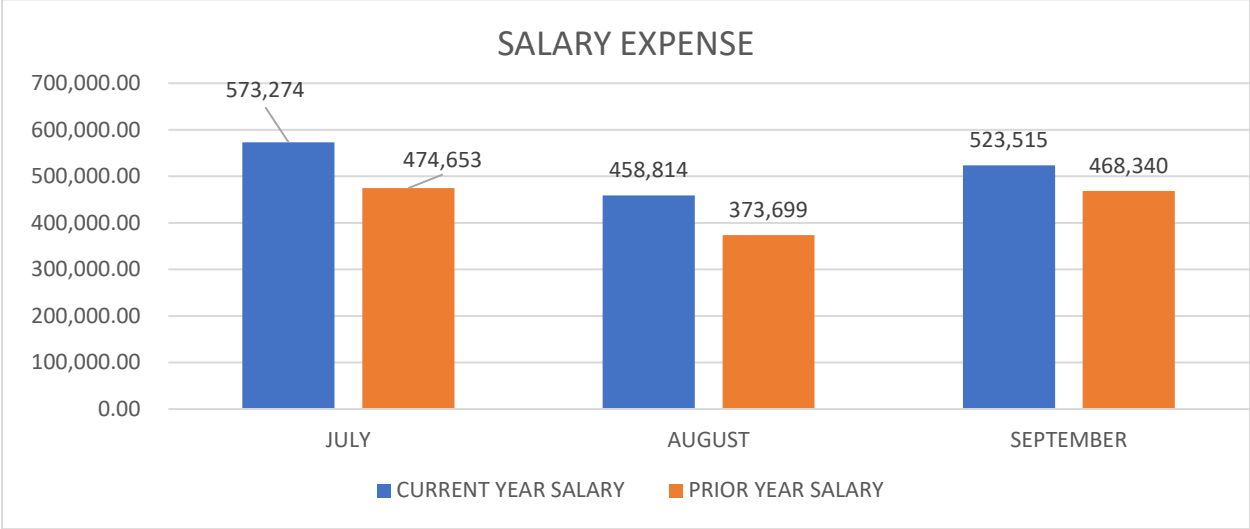
Cash at the end of September 2024 was approximately 14% higher than September 2023, for a \$1,561,406 difference. The number of days cash on hand in September 2024 is 386, and as of September 2023, it was 403 days, a decrease of 17 days.



Supplies and Other expenses for September 2024 were \$172,738 compared to \$211,291 in September 2023. The YTD Supplies and Other Expenses for FY25 are \$652,811 compared to \$628,719 for FY24, which is an overall increase of \$24,091.



Salaries and Benefits for the month of September 2024 were \$523,515 and \$142,342 respectively, compared to \$468,340 and \$126,174 in September of last year. The YTD Salaries and Benefits for FY25 are \$1,555,604 and \$411,058 compared to \$1,316,692 and \$341,964 for FY24, for an increase of \$238,912 and \$69,094 respectively.



Mountwest Community & Technical College
ALL FUNDS
Fiscal Year 2025

as of: September 30, 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	\$1,381,918	29%	\$4,318,000	\$1,869,914	43%
Sales and Services of Educational Activities	100,000	55,322	55%	\$55,000	47,834	87%
Federal Grants	846,183	236,986	28%	663,214	1,650	0%
State Grants	2,127,935	1,377,534	65%	2,575,400	1,025,354	40%
Auxiliary Enterprises	300,000	47,745	16%	180,000	140,200	78%
Other Operating Revenues	180,000	0	0%	85,000	67,164	79%
State Appropriations	7,062,120	1,765,530	25%	6,903,571	1,725,893	25%
Investment income	400,000	198,741	50%	225,000	184,458	82%
Other Nonoperating revenues*	0	0	0%	0	0	
TOTAL REVENUES	\$15,816,238	\$5,063,776	32%	\$15,005,185	\$5,062,467	34%

TOTAL EXPENSES:						
Salaries and Wages	7,930,464	1,742,897	22%	8,107,841	1,558,702	19%
Benefits	2,438,197	453,945	19%	2,372,647	393,906	17%
Utilities	395,000	85,720	22%	300,000	79,895	27%
Supplies and Other Services	7,941,705	1,722,568	22%	5,899,053	1,017,166	17%
Scholarships and Fellowships	25,000	-	0%	1,401,500	-	0%
Payment of System Debt-State of WV-Higher Education	76,300	39,780	52%	64,000	39,674	62%
Assessments by the Council for operations (HERA)	68,000	-	0%	68,000	-	0%
TOTAL OPERATING EXPENSES	\$18,874,666	\$4,044,910	21%	\$18,213,041	\$3,089,343	17%

Net Change in Cash	(3,058,428)	1,018,866	(3,207,856)	1,973,124
Cash Beginning Balance	19,702,200	19,702,200		
Ending Cash Balance	16,643,772	20,721,066		

SUMMARY	
Beginning Cash Balance	\$ 19,702,200
Revenues	5,063,776
Expenses	(4,044,910)
Ending Cash Balance	<u>\$ 20,721,066</u>

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

as of: September 30, 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	\$1,282,817	27%	\$3,900,000	\$281,388	7%
Sales and Services of Educational Activities	100,000	48,000	48%	55,000	43,716	79%
Auxiliary Enterprises	300,000	47,745	16%	180,000	49,431	27%
Other Operating Revenues	180,000	0	0%	85,000	-14,036	-17%
State Appropriations	7,062,120	1,765,530	25%	6,903,571	1,725,893	25%
Investment income	400,000	198,741	50%	225,000	125,774	56%
Other Nonoperating revenues*	0	0	0%	0	0	0%
TOTAL REVENUES	\$12,842,120	\$3,342,833	26%	\$11,348,571	\$2,212,166	19%

TOTAL EXPENSES:						
Salaries and Wages	7,250,274	1,555,604	21%	6,426,978	848,352	13%
Benefits	2,265,095	411,058	18%	1,863,364	215,791	12%
Utilities	395,000	84,792	21%	300,000	55,055	18%
Supplies and Other Services	2,840,800	652,811	23%	2,642,500	417,429	16%
Scholarships and Fellowships - E&G Funded	25,000	(22,985)	-92%	25,000	-	0%
Assessments by the Council for operations (HERA)	68,000	-	0%	68,000	-	0%
TOTAL OPERATING EXPENSES	\$12,844,169	\$2,681,280	21%	\$11,325,842	\$1,536,627	14%

Net Change in Cash	(2,049)	661,553	\$675,539
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Cash Beginning Balance	11,968,908	11,968,908
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Ending Cash Balance	11,966,859	12,630,461
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SUMMARY	
Beginning Cash Balance	\$ 11,968,908
Revenues	3,342,833
Expenses	(2,681,280)
Ending Cash Balance	<u>\$ 12,630,461</u>

**Mountwest Community & Technical College
FY24 Capital Budget
as of: September 30, 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	\$ 38,167	9%	\$ 418,000	\$ 30,691	7%	
Total Funding Sources	\$ 430,000	\$ 38,167	9%	\$ 418,000	\$ 30,691	7%	\$ 7,476

Uses:							
MCTC Capital Projects	\$ 1,202,000	\$ 54,784	5%	\$ 354,000	\$ 6,955	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	39,780		64,000	-		
Total Uses of Funds	\$ 1,278,300	\$ 94,564	7%	\$ 418,000	\$ 6,955	2%	\$ 87,609

Balances		
Net Change in Cash	(848,300)	(56,397)
Beginning Cash Capital Balance	1,081,683	1,081,683
Ending Cash Capital Balance	233,383	1,025,286

\$ 23,736

SUMMARY	
Beginning Cash Balance	\$ 1,377,547
Revenues - cash	\$ 38,167
Expenses - cash	\$ (94,564)
Ending Cash Balance	<u><u>\$ 1,321,150</u></u>

**BOARD OF GOVERNORS
MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
NOVEMBER 4, 2024**

ITEM: **Approval of the Audit Report for
Mountwest Community and Technical
College**

RECOMMENDED RESOLUTION: *Resolved,* That the Mountwest Community & Technical College Board of Governors approves the audit of the Mountwest Community and Technical College Financial Statements for the Fiscal Year Ending June 30, 2024.

STAFF MEMBER: Kristi Williams

BACKGROUND:

The audited financial statements for Mountwest are presented under the Governmental Accounting Standards Board (GASB) format which places emphasis on the overall economic resources of the College. This format includes the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. The Management's Discussion and Analysis beginning on page four, is a narrative section designed to provide an objective and readable analysis of financial activities based upon facts, decisions, and known conditions. Electronic copies of this audit along with the auditor's report to the Board will be distributed separately from this agenda. An important point to note is Mountwest received an unmodified opinion for this audit.

CliftonLarsonAllen (CLA) conducted the financial audit for Mountwest as well as some of the other colleges and universities through a state-wide contract. Representative from CLA will be attending the meeting virtually to make a brief presentation regarding the audit and answer any questions.

November 2024 President's Report

Enrollment

- Enrollment for Fall is strong, up by 13.75% FTE, 7.55% headcount for paying adults. Since Fall 2021, we have seen a total enrollment increase of 26%.
- Non-credit enrollment for 2023-2024:
 - Total of 875 students successfully completed non-credit training programs.
 - 45 options offered

College Updates

- Hosting the Community Colleges of Appalachia Conference this week. Nearly 60 attendees from all over Appalachia with a focus on workforce programs.
- CETL has hosted first information sessions, which is critical for faculty development
- Hosted Shake and Quake Culineering Competition with Department of Ed/Prostart (10/23).
- Launched a facelift to the homepage of the website, with a more student friendly feel.
- IT Department is working on a strategic plan which includes cybersecurity, AI, and reduction of overhead costs.
- Assessment report to HLC is nearly finalized and will be submitted this week.

Foundation Updates

- Raised approximately \$16,000 in sponsors for the CCA Conference. Profit from conference will be used for an employee development fund.
- Pink Out October 21-23 raised approximately \$7,000 for the Karen Johnson Memorial Scholarship
- Mr. Sellards has challenged the boards to donate a total of \$10,000 and 100% participation across both Foundation and Board of Governors members. Donations should be received between October and February to count.

Facilities

- The old café has been carpeted and is available for use for a conference/event/meeting space.
- Conversations with Directv regarding buying the building are still in process. An LOI for the sale is in process to ensure the college has time to go through official approval process without risk of losing the opportunity to purchase.

Legislative and Funding Topics

- STAND bill – provides funding for registered apprentices to earn an Associate's degree. Wasn't funded, but was approved.

Events, Presentations, Other

- November 6th -8th - CCA Conference
- November 19th 6pm-7pm - National Apprenticeship Week Dinner – Announce launch of Mountwest Apprenticeship Readiness Program
- November 21st - Spring Enrollment Open House
- November 28th-29th – College Closed for Thanksgiving
- December 19th 6pm-8pm - Holiday Event – Guyan Country Club
- December 7th - Deaf Santa
- December 23rd- January 1st – College Closed for Holidays