

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD MEETING
Friday, May 15, 2015
4:30 p.m.
DALTON CANTRELL HALL BOARDROOM

- I. Welcome and Call to Order – Mr. Rex McCarty, Chair
- II. Approval of March 17, 2015 Board Meeting Minutes
- III. Administrative Reports
 - A. Chair – Mr. Rex McCarty
 - ↓ Recognition of Guests
 - ↓ High School Scholarship Award Presentation Assignments
 - B. President’s Report – Dr. Scott Hamilton
 - 1. Enrollment
 - 2. General Information
 - C. Foundation Report – Ms. Donna Stanley
 - D. President’s Staff Reports (Time Permitting)
 - 1. Academic and Student Services – Dr. Vickie Ratliff
 - 2. Financial and Administrative Services – Ms. Donna Shelton
 - 3. Institutional Advancement – Ms. Donna Stanley
- IV. Committee Reports
 - A. Executive Committee
 - 1. Renaming of Dalton Cantrell Hall Boardroom
 - 2. Appointment of MECC Advisory Board representative to serve on the MECC Foundation Board
 - B. Nominating Committee
 - 1. Recommendations for 2015-2016 Board Officers
 - C. Finance and Facilities Committee
 - D. Curriculum and Student Services Committee
- V. Old/New Business
- VI. Public Comments/Other
- VII. Next Meeting Date – July 21, 2015
- VII. Adjournment – Dinner Immediately Following Graduation at the Fox House



Mountain Empire Community College

ADVISORY BOARD

Friday, May 15, 2015 at 4:30 p.m.

Room: Dalton Cantrell Hall Boardroom

Call to Order

The Mountain Empire Community College Advisory Board met on Friday, May 15, 2015 at 4:30 p.m. in the Dalton Cantrell Hall Boardroom at Mountain Empire Community College. Mr. Rex McCarty, Chair, called the meeting to order.

Roll Call

SCOTT COUNTY

Jane Carter – Yes
Bob Etherton - Yes
Adrienne Hood – Yes
Rex McCarty – Yes

WISE COUNTY

Alane Lovern – Yes
Bonnie Elosser – Yes
Bobby Tuck – No
Teresa Adkins – Yes
Dennis Sturgill – No

LEE COUNTY

Vickie Brown – No
Gail Elliott – No
Mary Ruth Laster – Yes
David Graham – No

CITY OF NORTON

Robert Isaac – Yes

DICKENSON COUNTY

Burl Mooney – Yes

OTHERS ATTENDING

Ms. Lana Kennedy, Association of Classified Employees
Mr. Cody Huneycutt – Student Government Association
Dr. Vickie Ratliff, Vice President of Academic and Student Services
Ms. Donna Shelton, President's Staff
Ms. Peggy Gibson, President's Staff
Dr. Scott Hamilton, President

APPROVAL OF MINUTES

A motion was made by Ms. Bonnie Elosser to accept the March 17, 2015 minutes as presented. The motion was seconded by Ms. Jane Carter and passed unanimously.

ADMINISTRATIVE REPORTS

Mr. McCarty reported on the following information items:

Recognition of Special Guests included:

- Cody Huneycutt – Student Government Association
- Ms. Tamara Wheeler, Graduation Speaker
- Mr. Nicholas Williams, Graduation Speaker
- Ms. Haley Williams, Graduation Speaker
- Lisa McCarty - Former Advisory Board Member and wife of Rex McCarty

- Ms. Diana Etherton – Wife of Advisory Board Member, Bob Etherton
- Mr. Bob Adkins – Husband of Advisory Board Member, Teresa Adkins

Mr. McCarty asked board members to select a school and date to present the Board scholarships at upcoming high school awards programs. A list of dates for these programs was emailed to each member prior to this meeting and was also placed in Board packets for today's meeting. (See Attachment Number One).

PRESIDENT'S REPORT – Dr. Scott Hamilton

ACTIVITIES REPORT

Dr. Hamilton reviewed with Board members his current community involvement that included memberships as well as a list of community activities from March 19, 2015 through May 15, 2015. (See Attachment Number Two)

Dr. Hamilton presented the President's Report on the following items: (See Attachment Number Three with Details)

Below is Dr. Hamilton's comments from his report:

- **Enrollment Report**

Dr. Hamilton presented the Spring Semester 2015 Enrollment Report. MECC headcount for Spring Semester 2015 is 2,385 compared to 2,493 last year, a decrease of (4) percent. The College's FTE is 1,489 this year compared to 1,530; down (3) percent. Dr. Hamilton reported that we anticipate overall enrollment will be down approximately 5.5% for the 2015/2016 school year. He also reported that for comparison purposes Virginia Highlands is up 1.10% for spring, Wytheville is down -3.25% and Southwest is up 4.17%. The overall average FTE for the VCCS is down -3.57% at this time.

Dr. Hamilton reported that MECC Dual Enrollment FTE was up 11.17% compared to last spring at this time. The other SW colleges were: VHCC +2.31%, SWVCC -4.63%, WCC +4.89%, and the VCCS was up 15.6% overall.

- **Facilities** – No significant changes
- **Budget and Personnel**

Dr. Hamilton reported that the College is looking to fill the Vice President of Financial & Administrative Services position which will be vacated September 1, 2015 by Ms. Donna Shelton. He also reported that four (4) candidates have been selected and interviews have been scheduled for June 8-12, 2015. The College will be looking to fill the position by the end of June and the new VP will start in early to Mid-August in order to ease transition. Dr. Hamilton mentioned that it will be hard to find a replacement for Ms. Shelton and thanked her for her years of dedication and hard work.

Ms. Jane Carter stated that she had noticed that Dr. Hamilton had met with representatives from Eastman Chemical and inquired if Eastman had increased the number of hires from our Electro Mechanical program. Dr. Hamilton stated that Eastman would take as many as we could send and also mentioned that Eastman had asked MECC to develop a program for Chemical Process Operators, which is a huge Eastman need. He mentioned that Dr. Ratliff and Tommy Clements had reviewed the curriculum/program at Northeast State which had already been approved by Eastman and developed with their assistance. Dr. Ratliff stated that the Chemical Process Operators program was approved by the MECC Advisory Board in January and that MECC would begin offering these classes in the fall, 2015. Dr. Ratliff also mentioned that there had been some discussion with the school superintendents regarding Dual Enrollment opportunities within this program. Dr. Ratliff also stated that she had met with the Brock Group which is a leading industrial specialty service provider and reported that Brock was also interested in the Chemical Process

Operator program along with other opportunities. Mr. McCarty mentioned that he had attended the Brock Group job fair and that applicants must be drug free, a background check, and able to read and write at a certain level in order to understand instruction. Dr. Ratliff mentioned that Eastman also required the same criteria and was interested in looking to rebuild their employee base which would include the younger population.

FOUNDATION REPORT

Mr. Robert Isaac reported the Foundation had raised over \$139,000 year to date and had also raised \$8.3 million in gifts and pledges to date for the major gifts campaign. In addition, Mr. Isaac reported that the Tobacco Commission staff have recommended a \$370,000 grant for a health care program simulation lab. Assuming that this grant is approved, this additional funding will count in the Foundation's major gift campaign totals. Mr. Isaac also reported that the campaign was going well and there was no doubt about whether the Foundation would reach the \$9 million goal.

PRESIDENT'S STAFF REPORTS

VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES – Dr. Vickie Ratliff

Dr. Ratliff updated Board members on the following items:

- Dr. Ratliff reported that 535 high school seniors had attended the College's annual Spring Fling event. She also stated that the College was looking at hosting an "MECC Pride Week" during the week of Home Craft Days for the lower level high school students in place of inviting the high school seniors to our annual Spring Fling. The opinion of the Spring Fling Committee was that most high school seniors that attend the Spring Fling event had already made their choice as to where they would attend college. The week will include some of the old time activities such as pumpkin painting, music, etc.
- Dr. Ratliff reported that the College is expecting to upgrade classroom equipment which will result in classes changing as well.
- To date, the College has received 142 Governor's School applications (10 strands) and reported that due to the high schools' extended year schedule, the program has been reduced to a two (2) week model in which the students seem to favor.
- Mountain Music School is scheduled for the last week of July.
- MECC will host the 3rd Annual Summer Institute for public school personnel which will be opened up for middle school teachers and may also include the primary teachers as well. The Summer Institute is designed to educate our teachers regarding the opportunities students could pursue as a graduate from MECC. Dr. Ratliff also stated that there are recertification points worth three (3) credits.
- Quick Start Program – Dr. Ratliff mentioned that the Quick Start Program was designed to target students who are interested in taking college classes but may not be college ready or apprehensive about starting. The classes are free and offered 2 days a week for approximately six (6) weeks. Dr. Ratliff reported that six (6) students had signed up for the first sessions with five (5) students completing the program. The five (5) students that completed the program are now registered for classes in the fall. The program included prep sessions for the Virginia Placement Test, basic IT skills, time management, and study skill sets. Dr. Ratliff reported that the second session started this week with eight (8) students enrolled in the program.

VICE PRESIDENT OF FINANCIAL & ADMINISTRATIVE SERVICES – Ms. Donna Shelton

Ms. Shelton reported on the following items:

Personnel Report – Ms. Shelton reviewed the personnel report with board members (See Attachment Number Four). In addition, Ms. Shelton stated that Bryce Shular had accepted the Faculty position, Energy Technology, in Industrial Technology in the Applied Science and Technology Division.

Local Funds Expenditure Report – Ms. Shelton reviewed the Local Funds Expenditure Report ending April 30, 2015. (See Attachment Number Five)

Ms. Shelton reported that plans were underway to repave the parking lots of Dalton Cantrell, Phillips Taylor, and the student parking lot across from Godwin Hall.

Ms. Shelton brought to the Boards attention the MECC logo that had been painted on the grass between Robb and Holton Hall by Mr. Jim Vicars, Buildings and Grounds manager.

Budget ~ Ms. Shelton stated we should end the FY15 year with money but that the carry over will not be the same as in other years. Ms. Shelton mentioned that due to reduced spending, the preliminary budget for next year should be ok.

INSTITUTIONAL ADVANCEMENT – Ms. Donna Stanley

No Report

COMMITTEE REPORTS**Executive Committee**

Renaming of the Dalton Cantrell Hall Boardroom space (See Attachment Number Six)

- Mr. Rex McCarty reported that the Executive Committee had met via conference call on April 30, 2015 regarding the renaming of the Westmoreland-Penn Virginia Boardroom. Dr. Hamilton reported that the Campus Facility Naming Policy and Procedure System was reviewed, approved, and adopted by the MECC Local Advisory Board and the MECC Foundation Board in March, 2012. Dr. Hamilton also stated that the MECC Foundation Board had taken action some time ago to recommend the Dalton Cantrell Hall Boardroom be renamed the Kline Foundation Boardroom. Dr. Hamilton explained that due to the renovation of Dalton Cantrell Hall, the College had the right under the naming policy to name the boardroom space and stated that Westmoreland-Penn Virginia no longer existed as a company. Dr. Hamilton also stated that the Kline Foundation had been supporting MECC with gifts and donations for many years and that those gifts had exceeded the amount set by the naming guidelines for this space. Dr. Hamilton reported that since the Kline Foundation visit was scheduled before the next Advisory Board meeting, he felt it was necessary to obtain the Executive Board's approval before the Kline visit on May 7. A motion to accept the renaming of the boardroom space was made by Ms. Alane Short Lovern and seconded by Ms. Adrienne Hood and passed unanimously.

Appointment of MECC Advisory Board representative to the Foundation Board (See Attachment Number Seven)

- Dr. Hamilton explained that the MECC Foundation is supposed to have three local advisory board representatives to serve on the Foundation board. Up until now, they have been Bob Isaac, Doris Rife and Jim Shelton. It was brought to the Board's attention that Jim Shelton wished to leave the Foundation board due to health reasons. It was recommended by the Executive Committee that Ms. Bonnie Elosser be

appointed by the local Advisory board to serve on the Foundation board. A motion was made by Ms. Alane Short Lovern to accept the recommendation and seconded by Ms. Adrienne Hood and passed unanimously.

Finance and Facilities Committee

No Report

Report from the Nominating Committee (Ms. Jane Carter, Ms. Bonnie Elosser, Dr. Vickie Brown)

(See Attachment Number Eight)

Ms. Jane Carter reported that the Nominating Committee met via conference call on April 30, 2015. Recommendations for chair and vice chair for 2015-2016 are:

- Mr. Rex McCarty – Chair
- Ms. Bonnie Elosser – Vice Chair

A motion was made by Mr. Bob Isaac to accept the recommendation and seconded by Mr. Bob Etherton and was passed unanimously by the Board.

Curriculum and Student Affairs Committee

Dr. Ratliff presented the new Career Studies Certificate (See Attachment Number Nine)

- 3D Design

The motion was made by the Curriculum and Student Affairs Committee to accept the 3D Design Career Studies Certificate as presented. The motion was seconded by Mr. Burl Mooney and passed unanimously by the Board.

Dr. Ratliff stated that with the May 2015 retirement of the current full-time accounting professor, the College will no longer meet the SACSCOC requirement for a full-time faculty member to teach/manage the accounting program. Budget constraints prohibit the College from hiring a replacement faculty member and the program lacks viable enrollment. However, it was recommended by the Accounting Advisory Committee that these classes be upgraded and offered along with the Management Degree which will also make the Management program stronger and will also serve the needs of our local business and industry. Dr. Ratliff presented to the Board the discontinuance of the following:

- Accounting Program
- Accounting Certificate
- Accounting Career Studies Certificate

The motion was made by the Curriculum and Student Affairs Committee to accept the discontinuance of these programs as presented. The motion was seconded by Ms. Bonnie Elosser and passed unanimously by the Board.

OLD/NEW BUSINESS

PUBLIC COMMENTS

COLLEGE FEATURE – (no report)

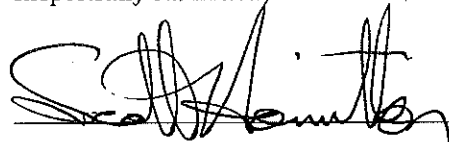
NEXT MEETING DATE

July 14, 2015 – Dinner will follow at the Fox House. (Dr. Hamilton and Dr. Ratliff will be attending the SACSCOC conference in Florida on July 21, 2015; the next meeting date was changed to July 14, 2015)

ADJOURNMENT

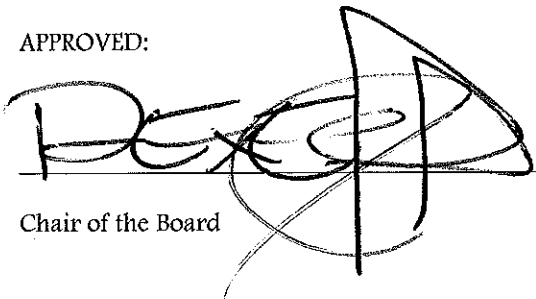
There being no further business the meeting adjourned at 5:15 p.m.

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair of the Board

7/14/15

Date



MEMORANDUM

TO: MECC Advisory Board Members

FROM: Peggy Gibson, Administrative Assistant

DATE: April 21, 2015

SUBJECT: Advisory Board Scholarship Presentations

Each year the advisory board members are asked to participate in the high school awards programs to present the MECC Advisory Board Scholarship. I have enclosed a list of dates and times for each high school's award program. Please review these dates and if you are available and would like to be a presenter, please give me a call at 276-523-7490 or email at pgibson@mecc.edu with your preference.

Also enclosed is a sample script for the presentation. Either Ms. Willie Price or someone from the Enrollment Services department will be at the presentation to give you the student's information and certificate and will help you with anything else you may need.

Thank you so much for your willingness to be a presenter. I know this means a lot to the students. I look forward to hearing from you.

Enclosures (2)

SCRIPT FOR LOCAL BOARD SCHOLARSHIP

Good morning/evening. I am _____, a member of the Mountain Empire Community College Advisory Board. I am pleased to be here to present the 13th annual, Mountain Empire Community College Advisory Board Scholarship.

The recipient of this scholarship was chosen by the high school staff in consultation with the Mountain Empire Community College administration.

The selection criteria include:

- Academic achievement
- Character and citizenship
- Work and study practices
- Involvement in school and community activities
- Acts as a good example for others.

Our recipient tonight is* _____

*(*Information about the student will be provided to you by college personnel who will also have the certificate to award to the student. If no information is available, please proceed to next statement.)*

On behalf of the Mountain Empire Community College Advisory Board, I am pleased to present this scholarship to _____.

Will (first name) _____ please come forward and accept this award.

(Hand certificate to student and congratulate him/her).

(After the last award is given, please thank the audience and return to seat).

2015 High School Academic Award Dates

City of Norton

J. I. Burton (Monday)

May 18th

9:00 a.m.

Bob Isaac

Dickenson County

Clintwood (Wednesday)

June 3rd

9:00 a.m.

Burl Mooney

Lee County

Lee High (Thursday)

June 4th

6:00 p.m.

Thomas Walker (Wednesday)

June 3rd

9:00 a.m.

Scott County

Rye Cove (Monday)

May 25th

9:00 a.m.

Jane Carter

Twin Springs (Tuesday)

May 26th

9:00 a.m.

Bob Etherton

Gate City (Wednesday)

May 27th

9:00 a.m.

~~Jane Carter~~

Wise County

Union (Friday)

May 22nd

9:00 a.m.

Central (Friday)

May 29th

8:45 a.m.

Alane Short Lovean

Eastside (Friday)

May 29th

9:00 a.m.

Teresa Adkins

Peggy Gibson

From: Willie Price
Sent: Monday, April 20, 2015 3:44 PM
To: Peggy Gibson
Subject: Re: Award Dates Ceremony for the High Schools.
Attachments: High School Awards Date.docx

Peggy,

I'm attaching the High School Award Dates Ceremony for all the High Schools. Let me know which Board member would like attend the school to present the local board scholarship.

Thanks,
Willie

President's Activity Report – March – May 2015

<u>Date</u>	<u>Activities</u>
3/18	John Fox Jr. Literary Festival
3/23	Lonesome Pine Hospital Board Meeting
3/24	College Council Meeting
3/30	Reverse Transfer Agreement meeting – King University
4/7	City of Norton Council Meeting
4/9	Wise County Career Center Visit Dickenson County High School Tour and Career Center Visit Scholarship Banquet
4/13	Scott County Career Center Visit Lee County Career Center Visit
4/20-4-22	ACOP Meeting – Richmond
4/23	Foundation Board Meeting
4/25	Foundation Gala
4/28	Dickenson County Board of Supervisors
4/29	WCYB Noon interview for Golf Tourney
4/4	Breakfast with Eastman personnel LMU Scholarship presentation
4/7	Lunch Meeting with Kline Foundation MECC Awards Banquet
4/8	Lonesome Pine Golf Tourney Dinner with Tom Bass of Flirtey Co.
4/11	MECC Music Jam
4/13	High School Superintendent's Meeting
4/14	Celebration of People
4/14	Lee County Board of Supervisor's meeting

President's Report 5/15/2015

Facilities Update

No significant changes

Programs

Enrollment

MECC finished out the spring semester just below last year at -2.14%. We anticipate that overall we will be down approximately 5.5% for the 2015/16 school year. For comparison purposes Virginia Highlands is up 1.10 for spring. Wytheville is down -3.25% and Southwest is up 4.17%. The overall all average FTE for the VCCS is down -3.57% at this time.

Our Dual Enrollment FTE was up 11.17% compared to last spring at this time. The other SW colleges were mixed with VHCC +2.31%, SWVCC -4.63, WCC +4.89 and the VCCS was +15.6%.

Budget and Personnel

Four candidates for the VP of Finance have been selected and scheduled for interviews the second week of June. We will fill the position by the end of June and the new VP will start in early to Mid-August in order to ease the transition to a new VP.

With graduation this evening and a shorter meeting this will conclude my report.

#3

SPRING SEMESTER 2015 FINAL ENROLLMENT REPORT

HEADCOUNT	2014	2015	% CHANGE
Full-Time	1,064	1,078	1
Part-Time	1,429	1,307	(9)
Male	986	933	(5)
Female	1,507	1,452	(4)
Total	2,493	2,385	(4)

FTES	2014	2015	% CHANGE
	1,530	1,489	(3)

ANNUALIZED FULL-TIME EQUIVALENT STUDENTS

	2010-11	2011-12	2012-13	2013-14	2014-15
Summer Annualized FTES	270	260	229	193	180
Fall Annualized FTES	1,076	994	945	904	821
Spring Annualized FTES	906	851	775	765	745
Total Annualized FTES	2,252	2,104	1,949	1,862	1,745

(Totals may differ slightly from official data due to rounding)

MOUNTAIN EMPIRE COMMUNITY COLLEGE

PERSONNEL UPDATE MAY 2015

<u>EMPLOYEE</u>	<u>POSITION</u>
<p><u>NEW HIRES</u></p> <p>Mischelle Robbins Jonesville</p> <p>Matt Fields Big Stone Gap</p>	<p>Accepted the grant-funded part-time, Administrative and Office Specialist II position, in Health Sciences in the Applied Science and Technology Division on March 30 replacing Beth Boggs</p> <p>Accepted the grant-funded classified position, Education Support Specialist III (Talent Search Advisor), in the Educational Talent Search Program in the Office of Student Services on April 29 replacing NaKeisha Talley</p>
<p><u>OPEN POSITIONS</u></p>	<ul style="list-style-type: none">• Advertised part-time position, Trade Technician I, in the Physical Plant replacing a temporary part-time position with a closing date of May 12• Interviews were held on May 7 for the Faculty position, Energy Technology, in Industrial Technology in the Applied Science and Technology Division replacing Tom Bush• Screening Committee is reviewing applications for the Administrative faculty position, Vice President, in the Office of Financial and Administrative Services replacing Donna Shelton



Local Funds Expenditures

Ending April 30, 2015

#5

Category	Budget 2014 - 2015	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 3,125	\$ 1,875
President's Office	\$ 23,000	\$ 16,714	\$ 6,286
Fiscal Operations	\$ 3,000	\$ 1,523	\$ 1,477
Student Aid	\$ 30,000	\$ 6,989	\$ 23,011
Home Craft Days	\$ 35,000	\$ 37,272	\$ (2,272)
Mountain Music School	\$ 26,000	\$ 23,065	\$ 2,935
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 88,688	\$ 36,312
B. Small Business Center	\$ 30,250	\$ 28,875	\$ 1,375
Total Contributions of Localities	\$ 155,250	\$ 117,563	\$ 37,687
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 64,000	\$ 37,500	\$ 26,500
B. Vending Operation Expenses	\$ 5,000	\$ -	\$ 5,000
Total Student Activity Fee & Vending Commissions	\$ 69,000	\$ 37,500	\$ 31,500
III. General Auxiliary Fee:	\$ 300,000	\$ 96,277	\$ 203,723
IV. Bookstore			
A. Salaries	\$ 200,000	\$ 180,000	\$ 20,000
B. Textbooks and Supplies	\$ 988,240	\$ 855,028	\$ 133,212
C. Operating	\$ 52,190	\$ 38,002	\$ 14,188
D. Transfer to capital projects	\$ -	\$ -	\$ -
Total Bookstore	\$ 1,240,430	\$ 1,073,030	\$ 167,400
V. Contingency and Interest Income			
A. Transfer to capital projects -			
Total Contingency and Interest Income	\$ -	\$ -	\$ -
VI. Construction Projects			
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ 18,585
B. Solar Training Roof	\$ 26,713	\$ 21,638	\$ 5,075
C. Parking Lot A-B Improvements	\$ 46,631	\$ 43,260	\$ 3,371
Total Construction Projects	\$ 91,929	\$ 64,898	\$ 27,031
TOTAL ALL	\$ 1,856,609	\$ 1,389,268	\$ 467,341

4.17 Mountain Empire Community College Foundation Campus Facility Naming Policy and Procedure System

To be Reviewed by Local Board, March 20, 2012

To be Reviewed by the MECC Foundation Board of Directors, April 19, 2012

Purpose

The purpose of this policy is to provide standard guidelines among all departments of Mountain Empire Community College in naming buildings, sites and common areas.

4.17.1 Guidelines for naming opportunities when a significant gift is received

- A. The naming of any building, campus grounds or other campus space is usually only appropriate when a significant gift, or cumulative gifts, are received.
- B. Monetary contribution levels for naming opportunities:

Facility Commemoration Opportunities	Suggested Gift Minimums and Ranges
New Building	25% of cost of construction
Existing Building	25% of construction cost or a lead gift of 25% of the goal for a fund-raising major gifts campaign
Endow an Academic Program	\$750,000
Endow a Specific Initiative (i.e., Distance Learning, Dual Enrollment)	\$500,000
Endow a Specific Program (i.e., Career Center, Student Support Services, Student Activities)	\$300,000
Prominent Public Area (Lobby, landscaped Areas, Clinical Labs, Academic Division office suites, Bookstore, Administrative office suites)	\$100,000 to \$250,000 a range of options Available
Patio, Classrooms or Laboratories	\$50,000 to \$100,000 a range of options Available

This list will be reviewed for currency periodically by the Mountain Empire Community College Foundation (the "Foundation").

- C. Specific contribution levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus.
 - 1. Such property may include but is not limited to benches, planters, fountains, gardens, and equipment.
 - 2. Amounts for these naming opportunities shall be reviewed periodically by the Foundation.

4.17.2 Guidelines for naming tributes

- A. A tribute may be offered for a contribution of time or talent that has had a significant positive impact on the institution over an extended period of years. Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, serving on the local College Board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility. The merits of naming any building, campus grounds or other campus space should be determined by carefully weighing one's high scholarship, devotion or distinguished service, and meet the highest values and societal standards.

Such honor will typically be recommended no less than three years following the end of the individual's service to the College.

4.17.3 Guidelines for naming based on corporate licensing

- A. Corporations shall be given the opportunity to purchase a naming license with a name subject to approval by the College Board and the Foundation for a period of time to be negotiated between the College and the donor.
- B. The purchasing amount for the naming license shall be a percentage of a standard gift minimum set by the Foundation.

4.17.4 Permanency of names

- A. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 - 1. Demolition or significant renovation of the facility shall terminate the designation.
 - 2. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
 - 3. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
- B. When a corporate donor makes the gift, the corporation keeps the designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 - 1. Demolition or significant renovation of the facility shall terminate the designation.
 - 2. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.
 - 3. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
- C. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.

4.17.5 Authority and Approvals

- A. The final authority for any naming or tribute decision rests with the President and the College Board upon the recommendation from the Foundation.

- B. The President, the College Board and the Foundation reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of Mountain Empire Community College as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of Mountain Empire Community College.
- C. Prior to approval, the College Board and the Foundation shall have reasonable assurance that:
1. The proposed name shall bring additional honor and distinction to the College.
 2. Any philanthropic commitments connected with the naming shall be realized.
 3. The College President, upon advice and consent from the College Board and the Foundation, may require that a background check is performed on a donor (living or deceased) or designee based on particular facts and circumstances.
- The donor, donor's executor, or designee shall be required to sign an authorization allowing the background check, if a background check is determined to be necessary.
- D. The College President, in collaboration with the Foundation, has the right to:
1. Determine content, timing, location and frequency of any public announcements associated with the gift.
 2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial of tribute gifts or their physical markers.
- E. The Guidelines set forth in this policy statement shall not be deemed all-inclusive. The President, College Board and the Foundation reserve the right to consider any and all factors regarding the privilege of name association with the buildings, sites and common areas of Mountain Empire Community College.

4.17.6 Naming Conventions

- A. A uniform system of signing should be adopted by location.
- B. Buildings and areas should have names that include their primary function:
1. Special use buildings or areas such as an auditorium, physical education center, or such, may bear the functional name separately or in combination with the person's name (i.e., Whitman Auditorium)
 2. Outdoor areas shall bear the name of the individual and a functional description.
- C. Plaques and signage should be tasteful, discrete and consistent with other campus signage.
- D. The naming of a building to honor an individual may use the full name of the individual or the surname. In the case of corporations or businesses, the College may use a shortened name sufficient to recognize the business. The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses and the like.

MOUNTAIN EMPIRE COMMUNITY COLLEGE NAMING OPPORTUNITIES

FACILITIES

The proposed gift requirement values are consistent with naming policy adopted by Local Board and MECC Foundation Board in 2012.

For consistency, the named space will use the donor's last name before a description of the space to be consistent with other named spaces. Full details about the donor and the reason for the gift can be recognized with a plaque. Example: Fugate Training Center as the name, and an accompanying plaque includes the narrative suggested by the donor.

INDOOR SPACES

Dalton Cantrell Hall

Location	Recommended Gift for Naming Opportunity
Lobby – Dalton Cantrell Hall	\$100,000
DC 253 - Boardroom –Approved for Kline Foundation Recognition	\$250,000
DC 249 - President's Office Suite	\$250,000
DC 234 – Foundation Office	\$100,000
DC 205 – Industrial Technology Office Suite	\$100,000
DC 224 – Criminal Justice Classroom	\$75,000
DC 226 – Electronics Classroom	\$75,000
DC 229 – Forensic Science Classroom	\$75,000
DC 230 – Environmental Science Classroom	\$75,000
DC 106 – Drafting and CAD Classroom	\$75,000
DC 110 – Energy Technology Classroom	\$75,000
DC 112 - Manufacturing/Electrical Classroom	\$75,000
DC 114 – Manufacturing/Mechanical Classroom	\$75,000
DC 118 – HVAC/Electricity Laboratory	\$75,000
DC 119 – Welding Laboratory	\$75,000

Phillips-Taylor Hall

Location	Recommended Gift for Naming Opportunity
Upper level Atrium/Lobby	\$150,000
PT 208 – Conference Room	\$50,000
PT 232 – Conference Room	\$50,000
PT 209/210 – Small Business Assistance	\$75,000

Center	
PT 214/215 – Commonwealth Classroom for distance learning	\$100,000
PT 218 – Management Lab	\$75,000
PT 219 – SVETN Classroom	\$75,000
PT 210 – Computer Lab	\$75,000
PT 226 - Classroom	\$75,000
PT 231 - Classroom	\$75,000
Office Suite – Business Technology	\$100,000
Office Suite – Center for Workforce Development	\$100,000
Office Suite – Vice-President for Academic and Student Services	\$100,000
Office Suite – Computing Resources	\$100,000

Godwin Hall

Location	Recommended Gift for Naming Opportunity
Entrance Lobby and Reception Area (location of switchboard)	\$150,000
G 101 – General Classroom	\$75,000
G 118 – General Classroom	\$75,000
G 130 – Conference Room	\$50,000
G 155 – General Classroom	\$75,000
G 213 – General Classroom	\$75,000
G 214 – General Classroom	\$75,000
G 215 – Math Lab	\$75,000
G 220 – General Classroom	\$75,000
G 225 – General Classroom	\$75,000
G 228 – General Classroom	\$75,000
G 234 – Physics Laboratory	\$75,000
G 238 – Chemistry Laboratory	\$75,000
G 244 – Biology Laboratory	\$75,000
G 246 – Biology Laboratory	\$75,000
G 248 – General Classroom	\$75,000
Office Suite – Arts and Sciences	\$100,000
Office Suite – Business Office	\$100,000
Office Suite – Enrollment Services	\$100,000

Robb Hall

Location	Recommended Gift for Naming Opportunity
First floor lobby – Health Sciences	\$100,000
R 103 – Health Sciences Office Suite	\$100,000
R 116 – Medical Lab. Technology Laboratory	\$75,000
R 117 – Nursing Lab I	\$75,000
R 118 - Nursing Lab II	\$75,000
R 119 – Respiratory Therapy Lab I	\$75,000
R 120 – Nursing Lab III	\$75,000
R 121 – Respiratory Therapy Lab II	\$75,000
R 207 – Nursing Laboratory - CNA	\$75,000
R 208 – Art Studio	\$75,000

Holton Hall

Location	Recommended Gift for Naming Opportunity
Cyber Education Center	\$250,000
Bookstore	\$100,000
Student Game Room	\$100,000
Red Fox Grill	\$100,000

Greenhouse

	Value of Gift Required
Greenhouse	25% of construction cost

Maintenance Building (Subject to Local Board Approval)

	Value of Gift Required
Maintenance Building	25% of construction cost

Next New Building on Campus (Subject to Local Board Approval)

	Value of Gift Required
Health Sciences/Learning Resources Building – Proposed naming for Carol Phipps Buchanan	25% of construction cost

OUTDOOR SPACES

Location	Value of Gift Required
Patio with canopy adjacent to Fox Grill in Holton Hall	\$50,000
Tennis Courts (I believe they were built with Slemp Foundation Funds.)	\$100,000
Intramural Field in front of PT	\$50,000
Ellipse – Phase I	\$100,000
College entrance waterfall	Anticipated cost of construction?

CUMULATIVE GIVING REQUIRED FOR PROGRAM OR INITIATIVE NAMING

Academic or Student Services Initiative Naming	Value of Gift Required	Recognition Level
Donor-advised fund	\$1,000,000 minimum endowment gift	Legacy Fund Level
Endow and name academic program (unless its naming is derived from a consortium)	\$750,000 minimum giving	President’s Fund Level
Faculty Chair	\$500,000 minimum endowment gift	President’s Fund Level
Endow and name an initiative (Distance Learning, Dual Enrollment)	\$500,000 minimum giving	President’s Fund Level
Endow and name an endowment fund for any purpose	\$5,000 minimum endowment gift required	Investor Fund Level and Above

MAJOR GIFT RECOGNITION LEVELS (BASED ON CUMULATIVE GIVING)

\$1,000,000 or more

Legacy Fund Level Recognition

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall
- Endowment gift can be donor-advised
- Complimentary Gala Tickets (2) annually
- May be honored through naming of a building

\$ 500,000 to \$999,999 **President's Fund Level Recognition**

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall
- Complimentary Gala Tickets (2) annually
- Multiple facility naming opportunities based on cumulative giving

\$ 250,000 to \$499,999 **Excellence Fund Level Recognition**

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall
- Complimentary Gala Tickets (2) annually
- Multiple facility naming opportunities based on cumulative giving

\$ 100,000 to \$249,999 **Leadership Fund Level Recognition**

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall
- Complimentary Gala Tickets (2) annually
- Multiple facility naming opportunities based on cumulative giving

\$ 50,000 to \$99,999 **Partnership Fund Level Recognition**

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall
- Complimentary Gala Tickets (2) annually
- Multiple facility naming opportunities based on cumulative giving

\$ 25,000 to \$49,999 **Community Fund Level Recognition (\$30,000 required for fully endowed scholarships)**

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall

\$ 5,000 to \$24,999 **Investor Fund Level Recognition (\$5,000 is the minimum gift for a named endowment fund, including scholarships)**

Receive annual report; gifts listed annually
Invitation to Scholars Recognition Night (if scholarship fund)
Invitation to Home Craft Days Breakfast
Recognition of Named Fund on Donor Recognition Wall

ANNUAL GIFT CLUB RECOGNITION LEVELS (used for annual gift reporting; not based on cumulative giving)

\$10,000 and above	Benefactor's Club
\$5,000 to \$9,999	Loyalty Club
\$2,500 to \$4,999	Executive Club
\$1,000 to \$2,499	President's Club
\$500 to \$999	Founder's Club
\$250 to \$499	Sustainers Club
\$1 to \$249	Friend's Club

From: Donna Stanley
Sent: Friday, April 10, 2015 4:34 PM
To: Peggy Gibson
Subject: Heads up

Hi, Peggy,

The MECC Foundation is supposed to have three local board representatives. Up until now, they have been Bob Isaac, Doris Rife and Jim Shelton. Jim Shelton contacted me last month to say that he wishes to leave the Foundation board for health reasons. Jim's contact information is/was:

(22) **Mr. James N. Shelton**, (Jackie) 224 Shelwynn Dr., Pennington Gap, VA 24277 *Emeritus*
H: (276) 546-5997 Fax: (276) 546-6934 E-mail: jjjashel@yahoo.com *local board
representative

There will need to be another local board member appointed to represent the local board on the Foundation. Usually, we name an existing Foundation Board member to serve in this role. It seems to me that Bonnie Elosser would be a good choice since she, like Bob, serves on both boards.

Donna Stanley
Vice-President of Institutional Advancement and Executive Director of MECC Foundation
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-7493 (direct line)
276-523-7485 (fax)
dstanley@mecc.edu

MOUNTAIN EMPIRE COMMUNITY COLLEGE ADVISORY BOARD
NOMINATING COMMITTEE MEETING
BY CONFERENCE CALL
April 15, 2015, 11:50 a.m., Administrative Office

Committee Members

Ms. Bonnie Elosser – Yes

Dr. Vickie Brown – Yes

Ms. Jane Carter – Yes

Others Present

Peggy Gibson, Administrative Office Assistant

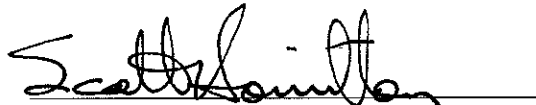
Nomination of 2015-16 Chair and Vice Chair

Ms. Jane Carter, Dr. Vickie Brown, and Ms. Bonnie Elosser met via conference call to select the nominees for chair and vice chair for 2015-16. The committee recommended that Mr. Rex McCarty continue to serve as chair and Ms. Bonnie Elosser serve as vice-chair. Recommendations will be brought to the board for approval on May 15.

Adjournment

There being no further business the conference call ended at 11:58 a.m.

Respectfully submitted,



Scott Hamilton, President and
Secretary to the Board

4/20/15
Date

**MOUNTAIN EMPIRE COMMUNITY COLLEGE ADVISORY BOARD
EXECUTIVE COMMITTEE MEETING
May 15, 2015, 4:00 p.m., President's Office**

Committee Members

Rex McCarty – Yes

Robert Isaac – Yes

David Graham - No

Jane Carter – Yes

Dennis Sturgill – No

Others Present

Scott Hamilton, President

Peggy Gibson, Administrative Office Assistant

Approval of Minutes

The Mountain Empire Community College Executive Committee Meeting met via conference call on April 30, 2015 at 1:30 p.m. A motion was made by Ms. Jane Carter to accept the April 30, 2015 minutes as presented. The motion was seconded by Mr. Bob Isaac and passed unanimously.

Appointment of MECC Advisory Board representative to the Foundation board

Mr. Rex McCarty explained that the MECC Foundation is required to have three local advisory board representatives. Up until now, they have been Bob Isaac, Doris Rife and Jim Shelton. It was brought to the Committee's attention that Jim Shelton wished to leave the Foundation board due to health reasons.

Mr. Bob Isaac made the recommendation that Ms. Bonnie Elosser serve as the local advisory board representative. Ms. Jane Carter seconded the motion and it was passed unanimously. Recommendation will be brought to the full board for approval.

Adjournment

There being no further business the meeting ended at 4:10 p.m.

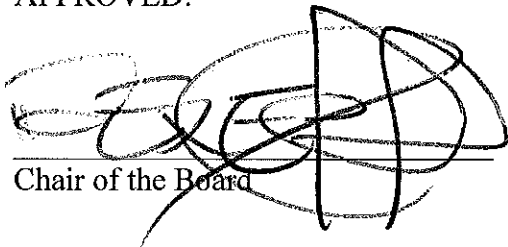
Respectfully submitted,



Scott Hamilton, President
and Secretary to the Board

7/9/2015
Date

APPROVED:



Chair of the Board

7/14/15
Date

**MOUNTAIN EMPIRE COMMUNITY COLLEGE ADVISORY BOARD
EXECUTIVE COMMITTEE MEETING
BY CONFERENCE CALL
APRIL 30, 2015 – 1:30 p.m. President's Office**

Committee Members

Rex McCarty – No	Robert Isaac - Yes
Jane – Carter – Yes	David Graham - Yes
Dennis Sturgill – Yes	

Others Present

Scott Hamilton, President
Peggy Gibson – Administrative Office Assistant

Renaming of the Dalton Cantrell Hall Boardroom

Dr. Scott Hamilton discussed with Executive Board Members via conference call that the Campus Facility Naming Policy and Procedure System was reviewed, approved, and adopted by the MECC Local Advisory Board and the MECC Foundation Board in March, 2012 (See Attachment Number One). He also stated that the MECC Foundation Board had taken action some time ago to recommend the DC Boardroom be named the Kline Foundation Boardroom. Dr. Hamilton explained that due to the renovation of Dalton Cantrell Hall, the College had the right under the naming policy to name the boardroom space (previously named Westmoreland-Penn Virginia Boardroom), and stated that Westmoreland-Penn Virginia no longer existed as a company. Dr. Hamilton also stated that the Kline Foundation had been supporting Mountain Empire Community College with gifts and donations for many years and those gifts had exceeded the amount set by the naming guidelines for this space. In addition, the Kline Foundation is closing out assets and will be visiting MECC with a final donation next week, May 7. Dr. Hamilton mentioned that he had discussed this item with Mr. Rex McCarty, Board Chair, and decided that since the Kline Foundation visit will take place before our next regularly scheduled Advisory Board meeting on May 15 that it would be necessary to obtain the Executive Board's approval before the scheduled Kline visit. The Executive Board acts on behalf of the full board. (Mr. McCarty could not be present during the conference call but gave prior approval)

Mr. David Graham inquired as to how MECC would honor other groups or individuals that could possibly make such donations and meet the naming requirements. Dr. Hamilton stated that the College has numerous other naming opportunities.

A motion was made by Mr. Robert Isaac to change the name of the boardroom space to the Kline Foundation Boardroom. The motion was seconded by Mr. Dennis Sturgill and passed unanimously. Full board ratification will be May 15.

There being no further business, the conference call ended at 1:43 p.m.

Respectfully submitted,

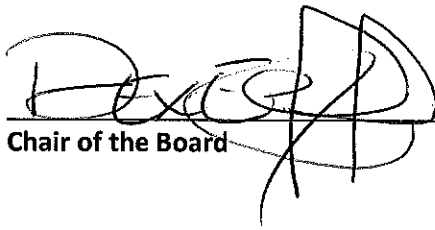


Scott Hamilton, President
and Secretary to the Board

5/15/15

Date

APPROVED:



Chair of the Board

5/15/15

Date

Peggy Gibson

From: Donna Stanley
Sent: Friday, April 10, 2015 4:34 PM
To: Peggy Gibson
Subject: Heads up

Hi, Peggy,

The MECC Foundation is supposed to have three local board representatives. Up until now, they have been Bob Isaac, Doris Rife and Jim Shelton. Jim Shelton contacted me last month to say that he wishes to leave the Foundation board for health reasons. Jim's contact information is/was:

(22) **Mr. James N. Shelton**, (Jackie) 224 Shelwynn Dr., Pennington Gap, VA 24277 *Emeritus*
H: (276) 546-5997 Fax: (276) 546-6934 E-mail: jjjashel@yahoo.com *local board representative

There will need to be another local board member appointed to represent the local board on the Foundation. Usually, we name an existing Foundation Board member to serve in this role. It seems to me that Bonnie Elosser would be a good choice since she, like Bob, serves on both boards.

I believe it is the responsibility of the local board to appoint this individual, but I am taking the liberty of making this suggestion. I would prefer that the local board not appoint a new person to the Foundation Board who is not interested fund-raising.

Let me know if you have questions. Have a good weekend.

Donna Stanley
Vice-President of Institutional Advancement and Executive Director of MECC Foundation
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-7493 (direct line)
276-523-7485 (fax)
dstanley@mecc.edu

Peggy Gibson

From: Donna Stanley
Sent: Friday, April 17, 2015 11:26 AM
To: Peggy Gibson
Subject: DC Boardroom
Attachments: MECC Naming Policy - Approved by board.doc; New Potential Named Gifts - Revised after discussion in Board meeting.docx

Peggy,

Will you please reserve the DC Boardroom for my use for a Kline Foundation for a luncheon on either May 4, 5, 6, 7? I have sent appointment requests to Dr. Hamilton to hold these dates on his calendar. The purpose of the luncheon will be the celebration of naming the DC Boardroom for the Kline Foundation and getting pictures.

The MECC Foundation board took action to approve the naming of this space for the Kline Foundation some time ago, but I don't know if that action was affirmed by the Local Board. I don't have the Local Board minutes to look any action they may have taken on this. The naming of the DC Boardroom really should be discussed with the Local Board before representatives come to the next Local Board meeting and see the signs up. It may have already happened.

Would you please look this up and discuss with Dr. Hamilton if Local Board action has not been taken?

The naming policy was approved by both Foundation Board and Local Board. I prepared the attached proposed naming policy for each space for naming spaces for purposes of the campaign. This document was passed by the Foundation Board, but can't remember if it gained Local board approval. The document affirms the Foundation's approval to name the boardroom for the Kline Foundation, but I don't have a notation of a date this was approved by the Local Board, if it was done. If the chart of named spaces was approved by the Local Board, we have this covered. If not, it would be good to get this to the attention of the Local Board before the signs go up – which will be in the next couple of weeks to get ready for the Kline Foundation's visit/luncheon on the campus to celebrate the space naming.

Let me know if you have questions.

Donna Stanley
Vice-President of Institutional Advancement and Executive Director of MECC Foundation
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-7493 (direct line)
276-523-7485 (fax)
dstanley@mecc.edu

4.17 Mountain Empire Community College Foundation Campus Facility Naming Policy and Procedure System

To be Reviewed by Local Board, March 20, 2012

To be Reviewed by the MECC Foundation Board of Directors, April 19, 2012

Purpose

The purpose of this policy is to provide standard guidelines among all departments of Mountain Empire Community College in naming buildings, sites and common areas.

4.17.1 Guidelines for naming opportunities when a significant gift is received

- A. The naming of any building, campus grounds or other campus space is usually only appropriate when a significant gift, or cumulative gifts, are received.
- B. Monetary contribution levels for naming opportunities:

Facility Commemoration Opportunities	Suggested Gift Minimums and Ranges
New Building	25% of cost of construction
Existing Building	25% of construction cost or a lead gift of 25% of the goal for a fund-raising major gifts campaign
Endow an Academic Program	\$750,000
Endow a Specific Initiative (i.e., Distance Learning, Dual Enrollment)	\$500,000
Endow a Specific Program (i.e, Career Center, Student Support Services, Student Activities)	\$300,000
Prominent Public Area (Lobby, landscaped Areas, Clinical Labs, Academic Division office suites, Bookstore, Administrative office suites)	\$100,000 to \$250,000 a range of options Available
Patio, Classrooms or Laboratories	\$50,000 to \$100,000 a range of options Available

This list will be reviewed for currency periodically by the Mountain Empire Community College Foundation (the "Foundation").

- C. Specific contribution levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus.
 - 1. Such property may include but is not limited to benches, planters, fountains, gardens, and equipment.
 - 2. Amounts for these naming opportunities shall be reviewed periodically by the Foundation.

4.17.2 Guidelines for naming tributes

- A. A tribute may be offered for a contribution of time or talent that has had a significant positive impact on the institution over an extended period of years. Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, serving on the local College Board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility. The merits of naming any building, campus grounds or other campus space should be determined by carefully weighing one's high scholarship, devotion or distinguished service, and meet the highest values and societal standards.

Such honor will typically be recommended no less than three years following the end of the individual's service to the College.

4.17.3 Guidelines for naming based on corporate licensing

- A. Corporations shall be given the opportunity to purchase a naming license with a name subject to approval by the College Board and the Foundation for a period of time to be negotiated between the College and the donor.
- B. The purchasing amount for the naming license shall be a percentage of a standard gift minimum set by the Foundation.

4.17.4 Permanency of names

- A. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 1. Demolition or significant renovation of the facility shall terminate the designation.
 2. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
 3. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
- B. When a corporate donor makes the gift, the corporation keeps the designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 1. Demolition or significant renovation of the facility shall terminate the designation.
 2. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.
 3. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
- C. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.

4.17.5 Authority and Approvals

- A. The final authority for any naming or tribute decision rests with the President and the College Board upon the recommendation from the Foundation.

- B. The President, the College Board and the Foundation reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of Mountain Empire Community College as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of Mountain Empire Community College.
- C. Prior to approval, the College Board and the Foundation shall have reasonable assurance that:
 - 1. The proposed name shall bring additional honor and distinction to the College.
 - 2. Any philanthropic commitments connected with the naming shall be realized.
 - 3. The College President, upon advice and consent from the College Board and the Foundation, may require that a background check is performed on a donor (living or deceased) or designee based on particular facts and circumstances.

The donor, donor's executor, or designee shall be required to sign an authorization allowing the background check, if a background check is determined to be necessary.
- D. The College President, in collaboration with the Foundation, has the right to:
 - 1. Determine content, timing, location and frequency of any public announcements associated with the gift.
 - 2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - 3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial of tribute gifts or their physical markers.
- E. The Guidelines set forth in this policy statement shall not be deemed all-inclusive. The President, College Board and the Foundation reserve the right to consider any and all factors regarding the privilege of name association with the buildings, sites and common areas of Mountain Empire Community College.

4.17.6 Naming Conventions

- A. A uniform system of signing should be adopted by location.
- B. Buildings and areas should have names that include their primary function:
 - 1. Special use buildings or areas such as an auditorium, physical education center, or such, may bear the functional name separately or in combination with the person's name (i.e., Whitman Auditorium)
 - 2. Outdoor areas shall bear the name of the individual and a functional description.
- C. Plaques and signage should be tasteful, discrete and consistent with other campus signage.
- D. The naming of a building to honor an individual may use the full name of the individual or the surname. In the case of corporations or businesses, the College may use a shortened name sufficient to recognize the business. The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses and the like.

MOUNTAIN EMPIRE COMMUNITY COLLEGE NAMING OPPORTUNITIES

FACILITIES

The proposed gift requirement values are consistent with naming policy adopted by Local Board and MECC Foundation Board in 2012.

For consistency, the named space will use the donor’s last name before a description of the space to be consistent with other named spaces. Full details about the donor and the reason for the gift can be recognized with a plaque. Example: Fugate Training Center as the name, and an accompanying plaque includes the narrative suggested by the donor.

INDOOR SPACES

Dalton Cantrell Hall

Location	Recommended Gift for Naming Opportunity
Lobby – Dalton Cantrell Hall	\$100,000
DC 253 - Boardroom –Approved for Kline Foundation Recognition	\$250,000
DC 249 - President’s Office Suite	\$250,000
DC 234 – Foundation Office	\$100,000
DC 205 – Industrial Technology Office Suite	\$100,000
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DC 226 – Electronics Classroom	\$75,000
DC 229 – Forensic Science Classroom	\$75,000
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DC 110 – Energy Technology Classroom	\$75,000
DC 112 - Manufacturing/Electrical Classroom	\$75,000
DC 114 – Manufacturing/Mechanical Classroom	\$75,000
DC 118 – HVAC/Electricity Laboratory	\$75,000
DC 119 – Welding Laboratory	\$75,000

Phillips-Taylor Hall

Location	Recommended Gift for Naming Opportunity
Upper level Atrium/Lobby	\$150,000
PT 208 – Conference Room	\$50,000
PT 232 – Conference Room	\$50,000
PT 209/210 – Small Business Assistance	\$75,000

Center	
PT 214/215 – Commonwealth Classroom for distance learning	\$100,000
PT 218 – Management Lab	\$75,000
PT 219 – SVETN Classroom	\$75,000
PT 210 – Computer Lab	\$75,000
PT 226 - Classroom	\$75,000
PT 231 - Classroom	\$75,000
Office Suite – Business Technology	\$100,000
Office Suite – Center for Workforce Development	\$100,000
Office Suite – Vice-President for Academic and Student Services	\$100,000
Office Suite – Computing Resources	\$100,000

Godwin Hall

Location	Recommended Gift for Naming Opportunity
Entrance Lobby and Reception Area (location of switchboard)	\$150,000
G 101 – General Classroom	\$75,000
G 118 – General Classroom	\$75,000
G 130 – Conference Room	\$50,000
G 155 – General Classroom	\$75,000
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G 234 – Physics Laboratory	\$75,000
G 238 – Chemistry Laboratory	\$75,000
G 244 – Biology Laboratory	\$75,000
G 246 – Biology Laboratory	\$75,000
G 248 – General Classroom	\$75,000
Office Suite – Arts and Sciences	\$100,000
Office Suite – Business Office	\$100,000
Office Suite – Enrollment Services	\$100,000

Robb Hall

Location	Recommended Gift for Naming Opportunity
First floor lobby – Health Sciences	\$100,000
R 103 – Health Sciences Office Suite	\$100,000
R 116 – Medical Lab. Technology Laboratory	\$75,000
R 117 – Nursing Lab I	\$75,000
R 118 - Nursing Lab II	\$75,000
R 119 – Respiratory Therapy Lab I	\$75,000
R 120 – Nursing Lab III	\$75,000
R 121 – Respiratory Therapy Lab II	\$75,000
R 207 – Nursing Laboratory - CNA	\$75,000
R 208 – Art Studio	\$75,000

Holton Hall

Location	Recommended Gift for Naming Opportunity
Cyber Education Center	\$250,000
Bookstore	\$100,000
Student Game Room	\$100,000
Red Fox Grill	\$100,000

Greenhouse

	Value of Gift Required
Greenhouse	25% of construction cost

Maintenance Building (Subject to Local Board Approval)

	Value of Gift Required
Maintenance Building	25% of construction cost

Next New Building on Campus (Subject to Local Board Approval)

	Value of Gift Required
Health Sciences/Learning Resources Building – Proposed naming for Carol Phipps Buchanan	25% of construction cost

OUTDOOR SPACES

Location	Value of Gift Required
Patio with canopy adjacent to Fox Grill in Holton Hall	\$50,000
Tennis Courts (I believe they were built with Slemple Foundation Funds.)	\$100,000
Intramural Field in front of PT	\$50,000
Ellipse – Phase I	\$100,000
College entrance waterfall	Anticipated cost of construction?

CUMULATIVE GIVING REQUIRED FOR PROGRAM OR INITIATIVE NAMING

Academic or Student Services Initiative Naming	Value of Gift Required	Recognition Level
Donor-advised fund	\$1,000,000 minimum endowment gift	Legacy Fund Level
Endow and name academic program (unless its naming is derived from a consortium)	\$750,000 minimum giving	President’s Fund Level
Faculty Chair	\$500,000 minimum endowment gift	President’s Fund Level
Endow and name an initiative (Distance Learning, Dual Enrollment)	\$500,000 minimum giving	President’s Fund Level
Endow and name an endowment fund for any purpose	\$5,000 minimum endowment gift required	Investor Fund Level and Above

MAJOR GIFT RECOGNITION LEVELS (BASED ON CUMULATIVE GIVING)

\$1,000,000 or more

Legacy Fund Level Recognition

- Receive annual report; gifts listed annually
- Invitation to Scholars Recognition Night (if scholarship fund)
- Invitation to Home Craft Days Breakfast
- Recognition of Named Fund on Donor Recognition Wall
- Endowment gift can be donor-advised
- Complimentary Gala Tickets (2) annually
- May be honored through naming of a building

- \$ 500,000 to \$999,999 **President's Fund Level Recognition**
- Receive annual report; gifts listed annually
 - Invitation to Scholars Recognition Night (if scholarship fund)
 - Invitation to Home Craft Days Breakfast
 - Recognition of Named Fund on Donor Recognition Wall
 - Complimentary Gala Tickets (2) annually
 - Multiple facility naming opportunities based on cumulative giving
- \$ 250,000 to \$499,999 **Excellence Fund Level Recognition**
- Receive annual report; gifts listed annually
 - Invitation to Scholars Recognition Night (if scholarship fund)
 - Invitation to Home Craft Days Breakfast
 - Recognition of Named Fund on Donor Recognition Wall
 - Complimentary Gala Tickets (2) annually
 - Multiple facility naming opportunities based on cumulative giving
- \$ 100,000 to \$249,999 **Leadership Fund Level Recognition**
- Receive annual report; gifts listed annually
 - Invitation to Scholars Recognition Night (if scholarship fund)
 - Invitation to Home Craft Days Breakfast
 - Recognition of Named Fund on Donor Recognition Wall
 - Complimentary Gala Tickets (2) annually
 - Multiple facility naming opportunities based on cumulative giving
- \$ 50,000 to \$99,999 **Partnership Fund Level Recognition**
- Receive annual report; gifts listed annually
 - Invitation to Scholars Recognition Night (if scholarship fund)
 - Invitation to Home Craft Days Breakfast
 - Recognition of Named Fund on Donor Recognition Wall
 - Complimentary Gala Tickets (2) annually
 - Multiple facility naming opportunities based on cumulative giving
- \$ 25,000 to \$49,999 **Community Fund Level Recognition (\$30,000 required for fully endowed scholarships)**
- Receive annual report; gifts listed annually
 - Invitation to Scholars Recognition Night (if scholarship fund)
 - Invitation to Home Craft Days Breakfast
 - Recognition of Named Fund on Donor Recognition Wall
- \$ 5,000 to \$24,999 **Investor Fund Level Recognition (\$5,000 is the minimum gift for a named endowment fund, including scholarships)**

Receive annual report; gifts listed annually
Invitation to Scholars Recognition Night (if scholarship fund)
Invitation to Home Craft Days Breakfast
Recognition of Named Fund on Donor Recognition Wall

ANNUAL GIFT CLUB RECOGNITION LEVELS (used for annual gift reporting; not based on cumulative giving)

\$10,000 and above	Benefactor's Club
\$5,000 to \$9,999	Loyalty Club
\$2,500 to \$4,999	Executive Club
\$1,000 to \$2,499	President's Club
\$500 to \$999	Founder's Club
\$250 to \$499	Sustainers Club
\$1 to \$249	Friend's Club



**MECC ADVISORY BOARD
CURRICULUM AND STUDENT AFFAIRS COMMITTEE
Friday, May 15, 2015, D242**

1. CALL TO ORDER

2. ACTION ITEMS

A. New Career Studies Certificate

- 3D Design

B. Discontinuance

- Accounting Program
- Accounting Certificate
- Accounting Career Studies Certificate

3. OTHER

4. ADJOURNMENT



REQUEST FOR NEW CAREER STUDIES CERTIFICATE
Division of Industrial Technology

1. Title of Career Studies Certificate: 3D Design
2. Proposed Initiation Date: Fall Spring Year 2015
3. Additional Funding Required:
 No New Funds Required New Funds Required: Facilities \$ _____ Equipment \$ _____
Operations \$ _____ Other \$ _____
4. Faculty Required: No New Faculty Required
Additional Faculty Required: Full-time Adjunct
5. Costs to be funded by: increased enrollments in existing courses taught
(Check all that apply) savings through program restructuring/discontinuances
 savings through attrition from other programs
 enrollments in new courses
 other: _____
6. FTES Enrollment Projections: 1st year: 8 2nd year: 16 3rd year: 16
If after 3 years the program does not sustain an enrollment of 8 FTES, the program will be analyzed to determine whether or not it should be continued.
7. Will courses in the program be offered through distance education? Yes No
Will the students be able to complete the entire program through distance education?
 Yes No
8. Estimated Annual Job Openings: Creates Pathway to CADD
Source and Date of Data: New Technology

College Approval:

Vadon Mejn 04/28/15
Chair of Instruction and Curriculum Committee Date

Wacey 4/30/15
Vice President of Academic and Student Services Date

President Date

Chair of Local Board Date

Attachments: Curriculum Plan
Course Descriptions

Proposed Career Studies 3 D Design

Fall Semester		Lec	Lab	Credit
DRF 160	Blueprint Reading	3	0	3
DRF 200	Survey of CAD	3	2	4
GIS 200	GIS I	3	2	4
DRF 233	Comp Aided DRF III	2	2	3
MEC 122	Desktop Mnfg Tech	2	3	3
	Total			<u>17</u>

Request for Discontinuance
of
Programs, Certificates, Career Studies Certificates, and Specializations

I. Title and Plan Number

Associate of Applied Science Degree - Accounting (203)

II. Students

- a. Students active in the program? Yes No
- b. Last semester a student was admitted? Fall 2014
- c. Last semester a student enrolled? Spring 2015
- d. Last semester a student graduated? Spring 2014

III. Explanation

With May 2015 retirement of current full-time accounting professor, the College will no longer meet the SACSCOC requirement for a full-time faculty member to teach/manage the program. Budget constraints prohibit the College from hiring a replacement faculty member. Also, the program lacks viable enrollment.

Approved:

Vice President of Academic and Student Services

Date

President

Date

Chair of Mountain Empire Community College Local Board

Date

Request for Discontinuance
of
Programs, Certificates, Career Studies Certificates, and Specializations

I. *Title and Plan Number*

Certificate- Accounting (202)

II. *Students*

- a. Students active in the program? Yes No
- b. Last semester a student was admitted? Fall 2014
- c. Last semester a student enrolled? Spring 2015
- d. Last semester a student graduated? Spring 2014

III. *Explanation*

With May 2015 retirement of current full-time accounting professor, the College will no longer meet the SACSCOC requirement for a full-time faculty member to teach/manage the program. Budget constraints prohibit the College from hiring a replacement faculty member. Also, the program lacks viable enrollment.

Approved:

Vice President of Academic and Student Services

Date

President

Date

Chair of Mountain Empire Community College Local Board

Date

Request for Discontinuance
of
Programs, Certificates, Career Studies Certificates, and Specializations

I. Title and Plan Number

Career Studies Certificate - Accounting (221-203-02)

II. Students

- a. Students active in the program? Yes No
- b. Last semester a student was admitted? Fall 2014
- c. Last semester a student enrolled? Spring 2015
- d. Last semester a student graduated? Spring 2014

III. Explanation

With May 2015 retirement of current full-time accounting professor, the College will no longer meet the SACSCOC requirement for a full-time faculty member to teach/manage the program. Budget constraints prohibit the College from hiring a replacement faculty member. Also, the program lacks viable enrollment.

Approved:

Vice President of Academic and Student Services Date

President Date

Chair of Mountain Empire Community College Local Board Date