

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD MEETING
TUESDAY, MARCH 15, 2016
4:30 p.m.
DALTON CANTRELL HALL BOARDROOM

- I. Welcome and Call to Order – Mr. Rex McCarty, Chair
- II. Approval of January 19, 2016 Minutes
- III. Administrative Reports
 - A. Chair – Mr. Rex McCarty
 - ✚ Recognition of Guests
 - ✚ John Fox Festival – Wednesday, March 16, 10:00 a.m. – 12:00 p.m. Goodloe Center
 - ✚ Student Awards Ceremony – Thursday, May 5 at 6:00 p.m.
 - ✚ Celebration of People with Lunch – Thursday, May 12 at 10:00 a.m. – Goodloe Center
 - ✚ Board Meeting/Graduation/Dinner – Friday, May 13 beginning at 4:30 p.m. with Graduation to follow at 6:00 p.m./Dinner at the Fox House around 7:30 p.m.
 - B. President’s Report – Dr. Scott Hamilton
 - C. Foundation Report – Ms. Donna Stanley
 - D. President’s Staff Reports
 - 1. Academic and Student Services – Dr. Vickie Ratliff
 - 2. Financial and Administrative Services – Mr. Ron Vicars
 - 3. Institutional Advancement – Ms. Donna Stanley
- IV. Committee Reports
 - A. Executive Committee – (*Did not meet*)
 - B. Finance and Facilities Committee
 - C. Curriculum and Student Affairs Committee – (*Did not meet*)
- V. Old/New Business – Activation of the 2016 Nominating Committee – Mr. McCarty
- VI. College Feature: POWER (Partnership for Opportunity, Workforce and Economic Revitalization – National Dislocated Worker Grants – Dr. Vickie Ratliff
- VII. Public Comments/Other
- VIII. Next Meeting Date – (Graduation) Friday, May 13, 2016
- IX. Adjournment

Mountain Empire Community College

ADVISORY BOARD

Tuesday, March 15, 2016 at 4:30 p.m.

Room: Kline Foundation Boardroom

Call to Order

The Mountain Empire Community College Advisory Board met on Tuesday, March 15, 2016 at 4:30 p.m. in the Kline Foundation Boardroom at Mountain Empire Community College. Mr. Rex McCarty, Chair, called the meeting to order.

Roll Call

SCOTT COUNTY

Carolyn Dishner – Yes
Bob Etherton - No
Adrienne Hood – No
Rex McCarty – Yes

WISE COUNTY

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

LEE COUNTY

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

CITY OF NORTON

Robert Isaac – No

DICKENSON COUNTY

Burl Mooney – No

OTHERS ATTENDING

Ms. Lana Kennedy, Association of Classified Employees
Dr. Vickie Ratliff, Vice President of Academic and Student Services
Mr. Ron Vicars, Vice President of Financial and Administrative Services
Ms. Donna Stanley, Vice President of Institutional Advancement
Ms. Peggy Gibson, Executive Assistant
Dr. Scott Hamilton, President

APPROVAL OF MINUTES

A motion was made by Ms. Bonnie Elosser to accept the January 19, 2016 minutes as presented. The motion was seconded by Mr. Dennis Sturgill and passed unanimously.

ADMINISTRATIVE REPORTS

Mr. McCarty reported on the following information items:

Recognition of Special Guests included:

- Lana Kennedy – Association of Classified Employees Chair

- Mr. McCarty reminded board members of the following dates:
 - Wednesday, March 16 John Fox Festival 10:00 p.m. – 12:00 p.m.
 - Thursday, May 6 Student Awards Ceremony 6:00 p.m.
 - Thursday, May 12 Celebration of People with Lunch 10:00 a.m. – 12:30 p.m.
 - Friday, May 13 Board Meeting/Graduation/Dinner 4:30 p.m. – 8:30 p.m.

PRESIDENT'S REPORT – Dr. Scott Hamilton

ACTIVITIES REPORT

Dr. Hamilton reviewed with Board members his current community involvement/activity report from January 19, 2016 through March 15, 2016. (See Attachment Number One)

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

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

- **Enrollment Report**

Dr. Hamilton presented the Spring Semester 2016 Preliminary Enrollment Report (See Attachment Number Three). MECC head count is currently at 2,415 compared to 2,276 last year at this time, an increase of (6) percent. The College's FTE is 1,505 this year compared to 1,458; up (3) percent. Dr. Hamilton reported that only four (4) of the 23 colleges in the VCCS are on the positive side; all other schools are showing a decrease in enrollment. MECC has the third highest increase in FTE in the state at this time. For comparison purposes, below are the stats for the neighboring SW Virginia colleges:

SWVCC +2.03

VHCC -6.12

WCC -8.56

Dual Enrollment FTE has increased by 32.68%; total of 95 new FTE for spring 2016.

- **Economic Development Update**

Dr. Hamilton also shared with the Board that there had been three new companies that have recently announced new operations in our college district. He reported that MECC has been actively involved in the recruitment and training new employees to meet the needs of the companies. Dr. Ratliff was asked to give the following update:

- **Teletech** (Scott County) currently residing in the Pioneer Center, Duffield, VA – Dr. Ratliff reported that the company was able to obtain its' employment numbers within the first few weeks of advertising and were expecting to employ an additional 100 more employees after moving to their new facility in July or August, 2016. She mentioned that MECC has been working with the company to identify individuals in that area that are qualified and would be interested in filling these positions. Dr. Ratliff also shared that discussions regarding future plans with company are to provide an accelerated business management degree program in Scott County for their employees. Stipulations for tuition reimbursement for this company is

that employees must be employed for one year before qualifying for reimbursement. MECC is working to have the classes ready to offer by next spring 2017.

- Dr. Ratliff also reported on a second company (name not yet released) looking to locate in Wise County. The company plans to hire approximately 400 employees at the beginning but could eventually hire as many as 900 within several years. Dr. Ratliff mentioned that the company is a very high-tech operation requiring specific skill sets. MECC is providing an eight (8) week training session for 30 trainees that have either already been hired by the company or selected by MECC faculty. The six (6) classes/topics will be taught on Tuesday and Friday nights, and Saturday; first meeting is planned for March 17. Individuals that complete this training will most likely be top candidates for employment and will meet the company's need. The company has committed with working exclusively with MECC and UVA-Wise for their source of employees; minimum of 13.50 per hour and up, long term contracts and multiple benefits. The company should be ready in August pending facility completion.
- **NC Virginia (Native Cloud Virginia)** - Dr. Ratliff also mentioned another company, NC Virginia out of Cherokee, NC that is locating in Duffield, VA. NC Virginia is a subsidiary of Tennessee Data Systems and is looking to hire approximately 72 employees. In addition, MECC will also be offering a training program for the companies' specific skill sets which is geared toward the Health Information Management field. Future employment growth could potentially reach as many as 500 positions for this venture (HIM, IT, Armed Security) - first meeting is also planned for Thursday, March 17.

- **Facilities**

Dr. Hamilton reported that since our last meeting the renovation of Robb Hall to create a SIM Lab for health care programs had been approved. Bid and contract was awarded to Quesenberry Construction. The project will provide a state-of-the-art simulation laboratory that will benefit the nursing and other health care programs.

Dr. Hamilton also shared that the biennial budget that was just passed included approval to proceed with bonding to move a number of construction projects forward. MECC was on the list for funding to begin the renovation of the HVAC systems in Phillips-Taylor Hall. Dr. Hamilton asked Mr. Ron Vicars to share with the Board the latest update regarding this item. Dr. Vicars shared with the Board that he had had discussions with Paul Sweet, VCCS Buildings and Grounds Facility, regarding MECC's approval to proceed with the bonding. Mr. Vicars mentioned that after the bonds are sold and finalized that money would be transferred to the departmental accounts after which discussions will take place with contractors and others to begin the necessary HVAC renovations in order to bring the HVAC system up to code.

- **Budget**

Dr. Hamilton shared that Governor Terry McAuliffe had signed the **HB 66** (Byron) and **SB 576** (Ruff) into law in a ceremony on the south portico of the Capital. The groundbreaking legislation established the New Economy Workforce Credential Grant Program and Fund. This is the first performance-based model for noncredit workforce funding in the nation. Dr. Hamilton explained that a revolving fund will be created and administered by SCHEV in this order:

- Students will first apply for state grants in high demand fields that have been identified by business and industry and will pay 1/3 of the cost of the training.
- Once the student completes the course, the institution will be reimbursed 1/3 of the cost of the training.
- Finally, when the student attains the credential, the institution receives the final 1/3 payment.

The legislation is also accompanied by \$12.5 million in new funding for SCHEV to administer the program (\$4 million in FY 2017 and 8.5 million in FY 2018), an additional \$3 million each year in the equipment trust fund, and \$1.6 million for the veteran's portal, marketing, and program administration of the credentials.

Dr. Hamilton also shared that MECC will be working with employers in our region to develop training programs that lead to business and industry certified credentials.

The new budget for next year will include an increase in our general fund, mainly to offset the cost of raises which were awarded to state employees, higher Ed faculty and public schools in November of 2016. Dr. Hamilton also mentioned that the College is still awaiting our proposed budget allocation from the VCCS but cautiously optimistic about next year's budget. As always, it will be some time before the College will know the actual budget allocation for the next fiscal year.

- VCCS Shared Services Center

Dr. Hamilton reported that the VCCS was moving forward with the Shared Services Center and that the center is set to begin operations July 1. Location of the center has not been officially announced but will most likely be located in the Roanoke area. Office operations will begin moving to that center in the next year but plans seem to be in flux as to what exactly will take place. Dr. Hamilton mentioned that there were conflicting reports from the VCCS as to what business operations would be moved to the center first.

FOUNDATION REPORT – Ms. Donna Stanley

Ms. Stanley reported that funds raised to date were \$122,156. She also shared that there was still approximately \$175,000 additional funding needed in order to purchase the remaining equipment, supplies, and contractual services needed to finish the SIM lab. She also reported that they were still waiting to hear results of an ARC proposal that was submitted back in September for \$100,000. She mentioned that it was usually this time of year that the Governor announced rankings regarding the applications received. In addition, a \$72,309 grant proposal was submitted today to the Tobacco Commission through their competitive education awards that would match the ARC grant, if funded, and would provide the balance of funds needed to complete the SIM lab project. The College is hoping to have the lab space ready by fall semester.

Ms. Stanley also updated the Board regarding the MECC Foundation Internal Campus Campaign activities lead by College employees. Some of the named activities were a pancake breakfast, "MECC Strikes Back", dessert event, 50/50 drawing, and a potato bar event. Ms. Stanley mentioned that the employee participation in giving to the Foundation exceeds the average for community colleges.

Alumni events in February - Ms. Stanley shared with the Board that the Foundation had arranged visits to all four of our local hospitals and conducted either breakfast events or dinner events to try and catch employees during shift changes in order to gather and update alumni information. These events provided opportunity for employees to discuss possible training needs the hospital may have and provided ideas for programmatic activities for the College.

- **Upcoming Events for the Foundation include:**

- The John Fox, Jr. Festival March 16, 2016
10:00 a.m. – 12:00 p.m. Holley G. Jones, Poet
Robert Prather, Author
- Scholars Recognition Night April 21, 2016
Honoring our first distinguished alumni,
Dr. Patricia VanHook

- MECC Foundation Gala Saturday, April 30, 2016 Honoring Karen Hall
- Annual Golf Tournament May, 6, 2016

PRESIDENT'S STAFF REPORTS

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

Dr. Ratliff updated Board members on the following items:

- **Four day class schedule** - Dr. Ratliff shared with College Council that the College would be going to a four (4) day class schedule this fall. She shared that the calendar committee had been working sometime on revising the academic schedule to arrange classes Monday – Thursday with Fridays used for specialty classes, office hours, meetings, and work days. Dr. Ratliff mentioned that this schedule would allow more days for in-service and additional days of training. Classes will start at 8:15 each morning which will help students that may need the extra time and will also help with faculty scheduling. Class periods will now be 75 minute blocks;
 - 8:15 - 9:30 a.m.
 - 9:40 - 10:55 a.m.
 - 11:05 - 12:20 p.m.
 - Lunch break
 - 12:50 - 2:05 p.m.
 - 2:15 - 3:30 p.m.
 - 3:40 - 4:55 p.m.Night classes will resume at 5:00 p.m.

The change will lengthen most of the days but could allow students a full schedule in one or two days also saving students travel expenses. Registration begins April 4.

- **Professional Development for Employees:**

Dr. Ratliff also mentioned that the College was working to offer Professional and Leadership Development classes to all employees. Topics offered will be:

- Time Management
- Communication Skills
- Safety
- The Value of Teams
- 7 Habits
- Leadership

Classes will be offered on Thursday afternoon beginning in March.

Dr. Ratliff reported that 65% of MECC employees had completed CPR training and are now certified. The classes were offered to all employees as part of Professional Development – goal is 100 percent by the beginning of fall semester.

VICE PRESIDENT OF FINANCIAL & ADMINISTRATIVE SERVICES – Mr. Ron Vicars

Mr. Vicars reported on the following items:

Local Funds Expenditure Report – Mr. Vicars reviewed the Local Funds Expenditure Report ending February 29, 2016. (See Attachment Number Four)

Personnel Report – Mr. Vicars reviewed the personnel report with board members. (See Attachment Number Five)

INSTITUTIONAL ADVANCEMENT REPORT – Ms. Donna Stanley

Donna Stanley explained that the POWER grant has required multiple levels of involvement to come up with a strategic plan for the region. She explained that before the application could be put in to ETA there had to be a Core Narrative developed that described the long range planning that was going on in the economic direction, planning district 1 and 2 to execute with economic transformation. She mentioned that there had been a great difference of opinions in our region about what that direction would be. The Core Narrative was developed by Aleta Spicer and Donna Stanley and was also used in a number of other applications such as the EDA, ARC, and ETA applications. The Core Narrative became a part of the broader application. Ms. Stanley also stated that they had then worked with Virginia Tech to work on the ETA application that actually funded the project here at MECC. Ms. Stanley mentioned that they are expecting another POWER grant opportunity to be coming up soon and are watching for any additional announcements from ARC in collaboration with EDA.

Ms. Stanley also reported that a Department of Labor application was submitted this past Friday for a TechHire initiative which, if funded, would help support IT and manufacturing training. In order to increase the competitiveness of the application and to generate more participants, the application was submitted in collaboration with Southeast Kentucky Community and Technical College, which has Promise Zone designation.

COMMITTEE REPORTS

Executive Committee

No Report

Finance and Facilities Committee

No Report

Curriculum and Student Affairs Committee

The Finance and Facilities Committee was unable to meet due to lack of quorum; items were brought to full board for approval.

- 2016-2017 Local Funds Budget Request (See Attachment Number Six with details) Mr. Vicars presented and reviewed with Board members the 2016-2017 Local Funds Budget Request and recommended that the levels remain the same as the 2015-2016 budget year. A motion to approve the 2016-2017 Local Funds Budget Request was made by Ms. Bonnie Elosser, seconded by Mr. Dennis Sturgill and passed unanimously.

- SIM Lab Bids (See Attachment Number Seven with details) – Mr. Vicars shared with the Board the Bids Received Form used for the SIM BID tabulations. Lowest bid was awarded to Quesenberry's Inc.:
Base Bid Part A - \$95,000
Additive Bid Item 1 - \$9,000

Mr. Vicars mentioned that construction and renovation for this grant funded project was \$122,000 which creates a problem with cash flow. Mr. Vicars suggested to utilize monies set aside for the One Stop Shop, temporarily, until funds can be reimbursed by the Tobacco Commission. Ms. Mary Ruth Laster made the motion to accept the SIM Lab Bids and proposal. The motion was seconded by Ms. Alane Short Lovern and passed unanimously.

OLD/NEW BUSINESS

Mr. Rex McCarty, Board Chair, appointed the following Board members to the Nominating Committee: Gail Elliott, and Mary Ruth Laster. Mr. McCarty also plans to serve on this committee and will arrange a meeting with the committee within the next few weeks.

PUBLIC COMMENTS

COLLEGE FEATURE

Dr. Vickie Ratliff shared with the Board an update regarding the POWER (Partnership for Opportunity Workforce and Economic Revitalization) National Dislocated Worker Grants. Dr. Ratliff shared that the VCCS had received a nearly \$2 million grant award from the U.S. Department of Labor in January to retrain southwest Virginia workers and/or family members that were impacted by the coal industry layoffs. Project partners include the Southwest Virginia Workforce Development Board, the New River/Mt. Rogers Workforce Development Board, local planning district commissions, the Virginia Tech Office of Economic Development, MECC, and Southwest Virginia Community College. MECC will receive a total of \$359,826 over two years for instructional assistants, textbooks, and supplies for (50) individuals; grant will serve a total of 210 individuals. As a result of the POWER grant, the Workforce Investment Board has received additional funding to serve individuals that may be indirectly impacted by the reduction of the coal industry. In addition, Dr. Ratliff mentioned that she had participated in a phone conversation today and reported that there had been a discussion regarding the Tier 1 definition which did not include the coal companies in our areas. MECC's focus will be to serve the counties of Lee, Scott, Wise, City of Norton, including Buchanan, Russell and Tazewell counties for individuals which may want to participate in a program not offered by SWVCC. Training opportunities will be available in advanced manufacturing disciplines (drafting and design, and corrections) for eligible participants. Once MOU's are complete, the money should be available - timeline is January 1, 2016 - June 30, 2018.


NEXT MEETING DATE

- May 13, 2016 – (Graduation) Dinner will follow at the Fox House.

ADJOURNMENT

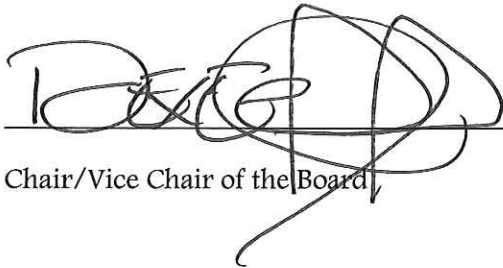
There being no further business the meeting adjourned at 5:35 p.m.

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

5/13/16

Date

President's Activity Report – January 2016 – March 2016

<u>Date</u>	<u>Activities</u>
1/25	Lonesome Pine Hospital Board Meeting
1/26 -27	Legislative Visits – Richmond
1/28	Foundation Board Meeting
2/1	Meeting with Frontier Secure – Business Prospect
2/3	Alumni Breakfast – Lonesome Pine Hospital
2/5	Alumni Breakfast – Mountain View Hospital President's meeting for Center of Excellence
2/10	Dinner and Alumni event – Dickenson, Co. Hospital
2/12	Alumni Breakfast – Norton Community Hospital
2/16-18	VCCS Legislative Reception and ACOP meeting – Richmond
2/19	SW VA Public Education Consortium Board meeting – Washington CO.
2/22	Lonesome Pine Hospital Board Meeting
2/24	Prospective Employer Dinner – Inn at Wise
2/29	Cove Ridge Foundation Retreat
3/10	Luncheon with Advanced Manufacturing Implementation Team

President's Report 03/15/2016

Facilities Update

Renovation in Robb Hall to create simulation lab for health care programs was approved since my last report and the project was approved, bid and the contract was awarded to Quesenberry Construction. This project will provide a state-of-the-art simulation laboratory that will benefit the nursing and other health care programs.

The biennial budget just passed included approval to proceed with bonding to move a number of construction projects forward. MECC was on the list for funding to begin the renovation of HVAC systems in Phillips-Taylor hall.

Programs

Enrollment – our Spring 2016 FTE, as of Monday, March 14 is up by 3.99% over this time last year. Only 4 of the 23 colleges in the VCCS are on the positive side; all other schools are showing a decrease in enrollment. MECC has the third highest increase in FTE in the state at this time. For comparison purposes here are the stats for the neighboring SW Virginia colleges.

SWVCC - +2.93

VHCC - -6.12

WCC - -8.56

Our Dual Enrollment FTE has gone up by 32.68%. That is a total of 95 new FTE for this Spring.

Three new companies have recently announced new operations in our college district. MECC has been actively involved in the recruitment process and is engaged in training new employees for some of these companies now. Dr. Ratliffe will give a more detailed update on our activities in this area.

Budget

You may have already seen news reports that last week Governor Terry McAuliffe signed [HB 66](#) (Byron) and [SB 576](#) (Ruff) into law in a ceremony on the south portico of the Capitol. The groundbreaking legislation establishes the New Economy Workforce Credential Grant Program and Fund. This is the first performance-based model for noncredit workforce funding in the nation. The legislation is also accompanied by \$12.5 million in new funding for SCHEV to administer the program (\$4 million in FY 2017 and 8.5 million in FY 2018), an additional \$3 million each year in the equipment trust fund, and \$1.6 million for the veteran's portal, marketing, and program administration of the credentials.

MECC will be working with employers in our region to develop training programs the lead to business and industry certified credentials.

The new budget for next year will include an increase in our general fund, mainly to offset the cost of raises which were awarded to state employees, higher ed faculty and public schools in November of 2016. We are still awaiting our proposed budget allocation from the VCCS but I am cautiously optimistic about next year's budget. As always, it will be some time before we know our actual budget allocation for next fiscal year.

VCCS Shared Services Center

The shared services center I have mentioned in previous meetings is moving forward and will begin operations July 1. The location of that center has not been officially announced yet but it is most likely going to be located in the Roanoke area. Some office operations will begin moving to that center in the next year but plans seem to be in flux as to what exactly will take place. We get conflicting reports from the VCCS on what business operations will be moved to the center first. Stay tuned for updates as we get them.

MOUNTAIN EMPIRE COMMUNITY COLLEGE

PERSONNEL UPDATE

MARCH 2016

<u>EMPLOYEE</u>	<u>POSITION</u>
<u>RESIGNATIONS</u> Vickie Caudill Big Stone Gap Clara Harris Dryden	<p>Resigned the wage position, Administrative and Office Specialist II (Switchboard Attendant), in Human Resources effective January 29 to accept a full-time position with another organization</p> <p>Resigned the classified position, Financial Services Specialist I in the MECC Foundation effective February 9 to accept a position with the Department of Mines, Minerals and Energy</p>
<u>TRANSFERS</u> Melissa McKinney Big Stone Gap Lori Dingus Gate City Preston Layne Pound	<p>Accepted the classified position, Education Support Specialist III (Assistant Registrar), in Enrollment Services effective January 29 replacing Debbie Pippin</p> <p>Accepted the classified position, Administrative and Office Specialist III, in Workforce Development effective February 10 replacing Terry Garrett</p> <p>Accepted the classified position, Trades Manager I, in the Physical Plant effective March 10 replacing Jim Vicars</p>
<u>OPEN POSITIONS</u>	<p>Interviews were held on March 11 for the classified position, Administrative and Office Specialist III (Accounts Payable), in the Business Office replacing Lori Dingus</p>

OPEN POSITIONS
(CONTINUED)

Screening Committees are reviewing applications for the following positions:

- Classified position, Police Chief, in the Campus Police Department closed February 19 replacing Myron Hatfield
- Classified position, Education Support Specialist III (College Success Coach), in the Office of Student Outreach and Success – closed January 22 – Offer extended and declined

Accepting applications for the following positions:

- Classified position, Financial Services Specialist I, replacing Clara Harris was re-advertised with a closing date of March 18
- Wage position, Trades Tech I, replacing Keaton Lawson with a closing date of January 14

**Local Fund Expenditures
Ending February 29, 2016**

Category	Budget 2015 - 2016	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 2,372	\$ 2,628
President's Office	\$ 23,000	\$ 16,178	\$ 6,822
Fiscal Operations	\$ 3,000	\$ 1,444	\$ 1,556
Student Aid	\$ 30,000	\$ 9,971	\$ 20,029
Home Craft Days	\$ 35,000	\$ 29,355	\$ 5,645
Mountain Music School	\$ 26,000	\$ 21,112	\$ 4,888
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 80,432	\$ 44,568
B. Small Business Center	\$ 30,250	\$ 15,125	\$ 15,125
Total Contributions of Localities	\$ 155,250	\$ 95,557	\$ 59,693
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 64,000	\$ 38,293	\$ 25,707
B. Vending Operation Expenses	\$ 5,000	\$ 194	\$ 4,806
Total Student Activity Fee & Vending Commissions	\$ 69,000	\$ 38,487	\$ 30,513
III. General Auxiliary Fee:	\$ 200,000	\$ 145,884	\$ 54,116
IV. Bookstore			
A. Salaries	\$ 205,000	\$ 140,000	\$ 65,000
B. Textbooks and Supplies	\$ 914,000	\$ 774,091	\$ 139,909
C. Operating	\$ 50,000	\$ 34,960	\$ 15,040
D. Transfer to capital projects - One Stop Center	\$ 300,000	\$ -	\$ 300,000
Total Bookstore	\$ 1,469,000	\$ 949,051	\$ 519,949
V. Contingency and Interest Income			
A. Transfer to capital projects - One Stop Center	\$ 100,000	\$ -	\$ 100,000
Total Contingency and Interest Income	\$ 100,000	\$ -	\$ 100,000
VI. Construction Projects			
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ 18,585
B. Solar Training Roof	\$ 5,075	\$ -	\$ 5,075
C. Parking Lot A-B Improvements	\$ 3,371	\$ -	\$ 3,371
D. One Stop Center	\$ 400,000	\$ -	\$ 400,000
Total Construction Projects	\$ 427,031	\$ -	\$ 427,031
TOTAL ALL	\$ 2,420,281	\$ 1,228,979	\$ 1,191,302

**Mountain Empire Community College
Advisory Board
Finance and Facilities Committee
March 15, 2016**

Action Item: Local Funds Budget Requests for fiscal year 2016-2017

Background:

The Advisory Board annually reviews and approves the college's requests for local funds before they are submitted to each locality for the upcoming fiscal year. The requests contain:

- The Maintenance and Operation Budget that is distributed to the localities based on the number of high school seniors enrolled.
- The Small Business Development Center Budget distributed as originally determined by the localities.
- Capital requests, if applicable, distributed as originally determined by the localities.

The details of MECC's requests for the 2016-2017 fiscal year are attached.

Recommendation:

It is recommended that the Board approve the amount and distribution of the college's requests for local funds for the 2016-2017 fiscal year as detailed in the attached documents entitled:

- Attachment #1 Maintenance and Operation Budget 2016-2017
- Attachment #2 Local Funds Budget Requests 2016-2017

Resource Persons:

Dr. Scott Hamilton
President
(276) 523-7469

Mr. Ronald Vicars
Vice President of Financial and
Administrative Services
(276) 523-7478

Attachment #1
Maintenance and Operation Budget
2016-2017

Student Scholarships	\$ 32,000
Scholarships for high school honor students and others who may not be eligible for financial aid.	
College Board	\$ 6,000
Travel and meeting expenses of college advisory board, memberships, graduation expenses, and other direct costs incurred by or for board members in their official capacity.	
President's Office	\$ 22,400
Expenses that support the activities and obligations of the President's office. Includes expenses of conferences with public officials and other college guests, expenses of college representatives' memberships in public service organizations and attendance at special events, expenses for flowers/memorials for illnesses or deaths of employees, deaths of members of employees' immediate family, or others, retirement honoraria for employees, and other college sponsored events and administrative expenses.	
Fiscal Operations	\$ 3,000
Bank service charges for federal and local accounts. Costs incurred to correct institutional errors that may occur related to the administration of financial aid programs.	
Home Craft Days	\$ 8,600
Expenses of advertising and promotional materials, stipends for demonstrators and musicians, and other miscellaneous expenses.	
Mountain Music School	\$ 10,000
Expenses of advertising and promotional materials, stipends for musicians, student field trips and other miscellaneous expenses.	
Site Development	\$ 5,000
Expenses of surveys, borings for parking areas and roads, grading, storm drainage, sidewalks, landscaping, seeding, outdoor facilities for physical education and recreation, and other site development projects.	
Total Maintenance and Operation	<u><u>\$ 87,000</u></u>

**Attachment #2
Local Funds 2016-2017**

Locality	MAINTENANCE & OPERATION BUDGET					Small Business Center Amount Requested	Total Requested 2016-2017	Total Funded Current Year
	High School Seniors*	Percent of Total	Amount Requested	Amount Requested	Amount Requested			
Dickenson County	100	9.25%	\$ 8,048	\$ 2,750	\$ 2,750	\$ 10,798	\$ 10,351	
Lee County	199	18.41%	\$ 16,016	\$ 2,750	\$ 2,750	\$ 18,766	\$ 21,505	
City of Norton	58	5.37%	\$ 4,669	\$ 2,750	\$ 2,750	\$ 7,419	\$ 7,460	
Scott County	270	24.98%	\$ 21,730	\$ 5,500	\$ 5,500	\$ 27,230	\$ 27,064	
Wise County	454	42.00%	\$ 36,537	\$ 16,500	\$ 16,500	\$ 53,037	\$ 50,870	
Total	1,081	100.00%	\$ 87,000	\$ 30,250	\$ 30,250	\$ 117,250	\$ 117,250	

* Enrolled as of December 1, 2015

BIDS RECEIVED FORM

PROJECT: MOUNTAIN EMPIRE COMMUNITY COLLEGE ROBB HALL RENOVATIONS-NURSING SIM LAB
OWNER: VIRGINIA COMMUNITY COLLEGE SYSTEM
BIDS OPENED: MARCH 8, 2016 AT 2:00 P.M. - PROJECT CODE: 260-A5260-034 - T&L PROJECT NO. 13050-04

CONTRACTORS	VA REG. NO.	BID SEC?	ADDENDA NOS. 1, 2 & 3 REC'D?	BASE BID PART A	ADDITIVE BID ITEM 1
BALL CONSTRUCTION CO., INC.	2705020111	✓	✓	120,800.00	17,400.00
BURWIL CONSTRUCTION COMPANY			NONE		
GOINS RASH CAIN CONSTRUCTION (GRC)	2701032129	✓	✓	125,600.00	7,700.00
DCI/SHIRES, INC.	2705054209	✓	✓	110,200.00	15,100.00
HAMILTON CONSTRUCTION COMPANY	2701025330	✓	✓	119,837.00	16,608.00
QUESENBERRY'S, INC.	2701009878A	✓	✓	95,000.00	9,000.00

THOMPSON & LITTON