

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD MEETING
TUESDAY, September 22, 2015
4:30 p.m.
Dr. Hamilton's Residence

- I. Welcome and Call to Order – Mr. Rex McCarty, Chair
- II. Approval of July 14, 2015 Minutes
- III. Administrative Reports
 - A. Chair – Mr. Rex McCarty
 - 1. Forum on Education, October 7, 2015 at 4:30 p.m., at UVA-Wise, David Prior Convocation Center (please let Peggy know if you plan to attend; registration fees will be covered by the College)
 - 2. Resolution for Jane Carter
 - 3. Proposal to dissolve Presidential Opinion Survey Committee (Fran Doyle)
 - B. President's Report – Dr. Scott Hamilton
 - ⬇ What Every BOV Member Absolutely has to Know about FOIA
 - C. Foundation Report – No report
 - D. President's Staff Reports
 - 1. Academic and Student Services – Dr. Vickie Ratliff
 - 2. Financial and Administrative Services – Mr. Ron Vicars
 - 3. Institutional Advancement – No report
- IV. Committee Reports
 - A. Executive Committee
 - ⬇ 2016-2017 Presidential Goals and Objectives
 - ⬇ Committee Assignments
- V. Old/New Business
- VII. Public Comments/Other
- VIII. Next Meeting Date – Tuesday, November 17, 2015
- IX. Adjournment -



Mountain Empire Community College

ADVISORY BOARD

Tuesday, September 22, 2015 at 4:30 p.m.

Dr. Scott Hamilton's Residence

Board Attendance

SCOTT COUNTY

Bob Etherton - Yes
Adrienne Hood - Yes
Rex McCarty - Yes

WISE COUNTY

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

LEE COUNTY

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

CITY OF NORTON

Robert Isaac - Yes

DICKENSON COUNTY

Burl Mooney - No

OTHERS ATTENDING

Mr. Ron Vicars, Vice President of Finance and Administrative Services
Ms. Peggy Gibson, President's Assistant
Dr. Scott Hamilton, President
Ms. Sarah Gilliam (Faculty Senate Chair)
Ms. Fran Doyle (MECC Faculty)

Call to Order

The Mountain Empire Community College Advisory Board met on Tuesday, September 22, 2015 at 4:30 p.m. at the residence of Dr. and Mrs. Scott Hamilton. Mr. Rex McCarty, Chair, welcomed all those present and called the meeting to order. Mr. McCarty introduced and welcomed Mr. Ron Vicars, Vice President of Finance and Administrative Services.

APPROVAL OF MINUTES

A motion was made by Ms. Mary Ruth Laster to accept the July 14, 2015 minutes as presented. The motion was seconded by Ms. Adrienne Hood and passed unanimously.

ADMINISTRATIVE REPORTS

Mr. Rex McCarty, Chair, reported on the following information items:

- Recognition of Special Guests included:

Ms. Sarah Gilliam - Faculty Senate Chair

Mr. Ron Vicars - Vice President of Finance and Facilities (replacing Donna Shelton)

Ms. Fran Doyle - Assistant Dean of Business Technology and MECC Faculty member

Resolution for outgoing member, Jane Carter – Mr. McCarty presented the resolution for outgoing member, Ms. Jane Carter. The resolution was read into the minutes by Mr. McCarty (attached herewith and becomes a part of the minutes). Mr. Bob Isaac made the motion to approve the resolution as presented for Ms. Carter. A second was made by Ms. Bonnie Elosser and was passed unanimously.

Educational Forum – (See Attachment Number One) Mr. McCarty announced the annual Forum on Education will be held on October 7th at UVA-Wise. Invitations were sent out to all Board members last week via email; registration fees will be paid by the College. Mr. McCarty asked Board members to let Peggy Gibson know if they plan to attend.

PRESIDENT'S REPORT – Dr. Scott Hamilton

INFORMATIONAL ITEM: - Dr. Hamilton shared with the Board the following informational item from the Commonwealth of Virginia.

- What Every Board of Visitors (BOV) Member Absolutely has to Know about Freedom of Information Act (FOIA) (See Attachment Number Two)

ACTIVITIES REPORT

Dr. Hamilton reviewed with Board members his current community involvement that included memberships as well as a list of community activities from July 15, 2015 through September 22, 2015. *(See Attachment Number Three)*

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

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

- **Facilities Update (See Attachment Number Five)** – Dr. Hamilton reported a small building repair project in progress. The contractor is removing and replacing weather stripping and caulking on the exterior of our buildings. He also reported that a small weatherization of the roof on Phillips Taylor Hall has been completed which should extend the life of that roof.
- **Enrollment Report (See Attachment Number Six)**

Dr. Hamilton presented the Fall Semester 2015 Enrollment Report and was happy to present good news on enrollment for the Fall. Dr. Hamilton reported that after the most recent back out of students for non-payment that MECC was still currently up in FTE over this time last year by 6.17 percent. MECC headcount for Fall Semester 2015 is 2,377 compared to 2,159 last year, an increase of (10) percent. The College's FTE is 1,536 this year compared to 1,442; up (6.17) percent. Dr. Hamilton reported that dual enrollment FTE is also up 72.41 percent compared to last year, results from early reporting with a substantial amount still to be reported. For comparison purposes, VHCC is down -9.72%, Wytheville is down -6.86% and SWCC is up 11.09%. The statewide average FTE for summer 2015 is down -3.48% at this time.

Dr. Hamilton presented the following report on behalf of Dr. Vickie Ratliff who is attending to our SACSCOC 5th year accrediting team visitors and could not attend tonight's meeting. Dr. Hamilton thanked Dr. Ratliff and all the team for their excellent work in getting the report complete and sent in. Below are comments from Dr. Ratliff's report:

- ❖ Recruitment – This fall MECC is starting a new recruitment activity call College Knowledge Day. We will be hosting high school seniors from all the schools in our district on October 15 and anticipate 800-900 students to attend. While they are here they will tour the campus, participate in hands-on demonstrations in many of our labs, and will have sessions on financial aid, admissions applications, and other activities.
- ❖ Home Craft Days – Plans are being finalized for HCD, including the concert on Friday night and festival on Saturday and Sunday. We have 26 food vendors and approximately 100 craft vendors registered to participate. The College will be holding a campus-wide clean up on Thursday, October 8 to make sure the campus is in great shape for the HCD celebration. Don't forget the Home Craft Days concert on Friday night, October 16 and the breakfast on Saturday morning, October 17.
- ❖ Big Stone Gap movie event celebration – MECC is planning to have a float and the MECC bus in the BSG parade with several students and staff volunteering for the event.

Our main focus has been placed on SACSCOC, with multiple visits to our off-site locations and preparations being made for the visit.

- **Budget and Personnel**

Dr. Hamilton welcomed Mr. Ron Vicars, Vice President of Finance and Facilities (replacing Donna Shelton) who was attending his first Board meeting. He also reported that there had been no changes to our budget situation at this time and stated that if the increase in FTE holds up it will certainly help with the budget situation in the future.

FOUNDATION REPORT

Ms. Donna Stanley was not in attendance due to a scheduled RCCA conference in Reno, Nevada.

PRESIDENT'S STAFF REPORTS

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

Dr. Ratliff could not attend tonight's meeting due to the SASCOC accrediting team visit - off-site locations. Dr. Ratliff's reported was included in the President's report.

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

Mr. Vicars reported on the following items:

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

Local Funds Expenditure Report (*See Attachment Number Eight*) – Mr. Vicars reviewed the Local Funds Expenditure Report ending August 31, 2015.

INSTITUTIONAL ADVANCEMENT – Ms. Donna Stanley

- No report

COMMITTEE REPORTS**Executive Committee**

The Executive Committee met prior to the board meeting; Mr. McCarty presented the following for approval:

- ✦ **President's 2016-2017 Goals and Objectives** (2 year bi-annual plan) – (*See Attachment Number Nine for details and College Strategies to Achieve Objective*)

Dr. Hamilton explained that the College strategies are aligned with the VCCS Chancellor's objectives for the Complete 2021 Goal. The local College strategies are based on initiatives identified at our planning session this past spring. Dr. Hamilton discussed the following:

- *Connection Objective*

- ❖ System: Increase VCCS annual admissions applications from 110,000 to 130,000 by 2017.
- ❖ College Objective: Increase MECC annual admissions applications from 1209 to 1250 by 2017.

- *Entry Objective*

- ❖ System: Increase admissions application enrollment yield to 60% system wide.
- ❖ College Objective: Increase MECC admissions application enrollment yield from 55% to 58% by 2017.

- *Progression Objectives*

- ❖ System: Increase overall VCCS Fall-to-Spring Retention to 71% system wide.
- ❖ College Objective: Increase MECC Fall-to-Spring retention from 63% to 71% by 2017.
- ❖ System: Increase overall MCCS Fall-to-Fall Retention to 60% system wide.
- ❖ College Objective: Increase MECC Fall-to-Fall retention from 38% to 43% by 2017.

- *Completion Objectives*

- ❖ System: Increase the overall annual VCCS Graduates in associate's degrees, certificates and career studies certificates by 6,000 over FY2015.
- ❖ College Objective: Increase MECC annual graduates in AAS degrees, Certificates and Career Studies Certificates from 575 to 600 by 2017. (Dr. Hamilton plans to discuss this Objective with Dr. Ratliff for revision and increase regarding number of completions).
- ❖ System: Collect college-generated baseline information on top business-demanded industry certifications and licenses offered at each college and college-generated evidence of the number of students earning the intended industry certification or license as numeric value and as a percent of students who complete noncredit training in preparation for the industry certification or license (Year 1)
- ❖ College Objective: Establish and report to VCCS baseline data on industry certifications and licenses offered at MECC and number of students that earn those awards as a numeric value and percent of students who complete non-credit training in preparation for industry certification or license (Year 1)
- ❖ System: Increase the number and percent of students for which the college obtains evidence of industry certification or license completion (Year 2)
- ❖ College Objective: Increase the number and percent of MECC students who obtain industry certification or license completion.

- *Affordability and Sustainability Objectives*

- ❖ System: Secure resources for an outcomes based funding formula for workforce credentials
- ❖ College Objective: Support VCCS initiatives to secure resources for an outcomes based funding formula for workforce credentials.
- ❖ System: Secure funding for philanthropic and other investments for Year 2 of the Rural Horseshoe Virginia Initiative (RHVI)
- ❖ College Objective: MECC will secure continued funding to support the Career Coaches and the Great Expectations program. Dr. Hamilton shared with the Committee that initially the Rural Horseshoe Initiative was asking MECC to provide four (4) full-time career coaches in our high schools. He also mentioned that himself, Donna Stanley, and Dr. Estep, President of Southwest VA Community College had participated in a joint conference call with the Chancellor regarding the Rural Horseshoe Virginia Initiative and reported that Dr. DuBois was expecting all the Rural Horseshoe colleges to participate. Dr. Hamilton explained that funding for the RHVI was initially to have been supported by three funding sources; legislature, VCCS Foundation, and the local Foundations; however, there has been issues with regards of the initial funding sources.
- ❖ System: Identify and implement efficiencies in college and system office operations.
- ❖ College Objective: MECC will continue to operate as efficiently as possible.

Board comments regarding the President's Goals and Objectives:

Mr. McCarty mentioned that he would like to see an emphasis placed on workforce credentialing in our surrounding counties; Scott, Norton, Wise, Lee, and Dickenson.

A motion was made by Mr. Bob Etherton to approve the President's 2016-2017 Goals as presented. A second was made by Ms. Bonnie Elosser and was passed unanimously.

✦ 2015-2016 Board Committees

Mr. McCarty presented the assignments for the 2015-2016 Board Committees for approval (*See Attachment Number Ten*) Mr. McCarty brought to the Board's attention that Ms. Carolyn Dishner had been appointment by the Scott County Administrators office to serve on the board for Jane Carter's unexpired term. It was recommended that Ms. Dishner be appointed to serve on the following committees replacing Jane Carter:

- Finance and Facilities Committee
- Nominating Committee

A motion was made by Mr. Bob Etherton to accept the 2015-2016 Committee Assignments, with amendments. A second was made by Mr. Bob Isaac and passed unanimously.

✦ Proposal to dissolve the Presidential Opinion Survey Committee – Proposal made by Ms. Fran Doyle, Presidential Opinion Survey Committee Chair (*See Attachment Number Eleven*)

Ms. Doyle explained to the Board that during the November, 2014 meeting of the Presidential Opinion Survey Committee that she had presented a proposal to the Committee to dissolve the Committee. She also pointed out to the Board that she was not proposing to do away with the survey but only the Committee and made the Board aware that Dr. Hamilton had nothing to do with the proposal and that the proposal had not been discussed with Dr. Hamilton until after it had been presented and approved by the Survey Committee. Ms. Doyle stated that she felt that all employees should continue to participate in the survey and have input into the Presidents evaluation and felt it was a valuable process in which they want to continue. Ms. Doyle explained that when the process was manual, an eight person committee which consisted of two administrators, two classified staff, two faculty, and two local advisory board members was needed to collate and distribute the survey and to collect and tabulate the results; however, the electronic process no longer requires a committee. The Office of Institutional Effectiveness generates the survey and tabulates the survey results; consequently, it was recommended that a representative from that office oversee the survey process. Recommendations to dissolve the Committee have also been made and approved by the Faculty Senate, College Council Committee, Academic Vice President's staff, and Association of Classified Employees. Ms. Doyle pointed out to the Board that the new evaluation process proposal had been placed in everyone's packet. Dr. Hamilton also made mention that he felt the survey offered some valuable feedback. A motion was made by Mr. Bob Isaac to dissolve the Presidential Opinion Survey Committee. A second was made by Ms. Bonnie Elosser and passed unanously.

Finance and Facilities Committee

No report

Curriculum and Student Affairs Committee

No report

OLD/NEW BUSINESS

PUBLIC/OTHER COMMENTS

Mr. Bobby Tuck brought to the Boards attention an MECC billboard that he thought could be misleading. The billboard states that a percentage of graduates in certain programs will get a job within six months. Dr. Hamilton stated that he will look into this issue.

COLLEGE FEATURE - None

NEXT MEETING DATE

The next meeting date will be Tuesday, November 17, 2015 in the Kline Foundation Boardroom.

ADJOURNMENT

There being no further business the meeting adjourned at 5:27 p.m.

Respectfully Submitted,

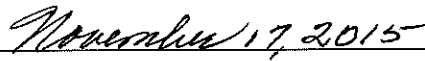


Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board



Date

RESOLUTION

Whereas, the Honorable Jane Carter has served diligently and faithfully on the Mountain Empire Community College Board from 2012 to 2015 as a representative of Scott County, Virginia; and

Whereas, Jane has served as a member of the Executive, Nominating, and Curriculum & Student Affairs Committees during her three year tenure, bringing her knowledge and expertise to the Board and providing valuable guidance; and,

Whereas, she has shown an abiding interest and concern in placing higher educational opportunities within reach of all citizens in her Community College region; and,

Whereas, she has given freely of her time and talents to the development and expansion of Mountain Empire Community College and its varied offerings in this region;

Now therefore be it resolved that the Mountain Empire Community College Board does hereby express its grateful appreciation to this distinguished citizen of the Mountain Empire Community College region; and,

Be it further resolved that the Mountain Empire Community College Board does hereby direct that this resolution be inscribed in the permanent records of the Board, and a copy be presented to Ms. Jane Carter as a token of this Board's profound respect and appreciation for her exemplary service and many contributions to the success of this institution.

Unanimously approved this 22nd day of July, 2015.

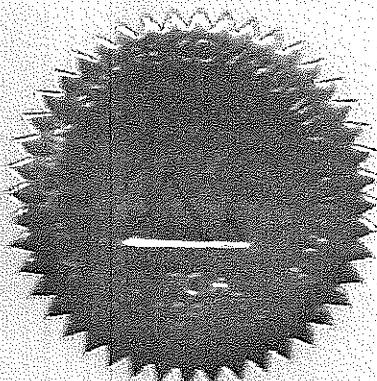
MOUNTAIN EMPIRE COMMUNITY COLLEGE BOARD

BY: 

Rex McCarty, Chair

ATTEST: 

Scott Hamilton, President and
Secretary to the Board



Peggy Gibson

To: Peggy Gibson
Subject: RE: Reminder: Annual Forum on Education

From: Peggy Gibson [<mailto:PGibson@mecc.edu>]

Sent: Monday, September 28, 2015 4:39 PM

To: Dr. Vickie Brown (Lee); Mr. Burl Mooney; Mr. James David Graham (Lee); Mr. R. Dennis Sturgill (Wise); Mr. Rex E. McCarthy (Scott); Mr. Robert (Bobby) Tuck (Wise); Mr. Robert Etherton (Scott); Mr. Robert Isaac (Norton); Bonnie Elosser; Adrienne Hood; Ms. Alane Short Lovern (Wise); Ms. Gail Elliott (Lee); Ms. Mary Ruth Laster (Lee); Teresa Adkins

Cc: Scott Hamilton

Subject: Reminder: Annual Forum on Education

Good afternoon.

Please let me know if you plan to attend the annual Forum on Education. Registration fees will be paid by the College. See below:

The University of Virginia's College at Wise, Mountain Empire Community College, Wise County Public Schools and Norton City Public Schools are pleased to announce that the thirty-fourth annual Forum on Education is set for Wednesday, Oct. 7. The purpose of the Forum is to honor educators and those who have contributed to the expansion of educational opportunities in this region. This year's Forum program is "Hot Topics in Education" and will feature a panel of educators from the four partner institutions. A highlight of the evening will be the presentation of the Kanto Award.

We invite you to attend the dinner and Forum as a representative of the College. Please let me know by tomorrow, September 29, if you plan to attend.

Thank you.

Peggy Gibson

**Peggy Gibson, Administrative Assistant
President's Office
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: 276-523-7490
Fax: 276-523-4130**



COMMONWEALTH of VIRGINIA

Office of the Attorney General

Education Section

900 East Main Street
Richmond, Virginia 23219
804-786-2071
FAX 804-786-1991
Virginia Relay Services
800-828-1120

What Every BOV Member Absolutely has to Know about FOIA

Do not underestimate the importance of Virginia's Freedom of Information Act (FOIA). This is very serious business. These are *laws* -- not just corporate bylaws or operating protocols that can be disregarded. Violations risk invalidation of board decisions and expose the University and you personally to embarrassment, litigation, and civil penalties of up to \$5,000.¹ The greatest loss, however, is the resulting damage to public confidence in you and the University. In fact, the Governor could publicly request your resignation.

The idea behind FOIA (which was first enacted in 1968) is that the Government's business is the people's business. FOIA ensures that citizens have the right to inspect and copy public records and to attend public meetings.²

FOIA governs many aspects of the operation of Boards of Visitors, and has wide application to conduct of members, even when they are not at meetings. All members must be aware of the basic requirements of FOIA.

This Synopsis and FAQ is designed to give the Board of Visitors ("BOV" or "Board") members a basic understanding of their personal responsibilities under FOIA and to insure that you are aware that FOIA compliance is your responsibility. It is not comprehensive. It does not cover all aspects of FOIA. Whenever you have any concerns, questions, or uncertainties about FOIA or its application, you should contact your institution's counsel.

¹ § 2.2-3714

² § 2.2-3700

Virginia's Freedom of Information Act: Synopsis

Documents and Email

- FOIA broadly guarantees public access to public records, including your notes and correspondence concerning University business. This includes e-mail, digital documents, and even preliminary drafts of documents.³ There are numerous exemptions, which are all fact-specific.⁴ Always be sensitive to the potential for public disclosure of your written communications. Any request by the press or any person to inspect your documents should be brought immediately to the University's attention to ensure a timely and proper reply. Oral and informal requests to you are considered legitimate FOIA requests. Any request for records, regardless of the request, is a FOIA request.

Meetings

- Unlike the private sector, the public (including employees of the institution) and press have a right to be present at your board and committee meetings.⁵
- All meetings of the BOV, including its committees and subcommittees plus any other group or entity appointed by the BOV to advise it or exercise delegated power, must be conducted in public session with at least three working days advance public notice of meeting time and location.⁶ It does not matter that a meeting involves no actual voting or transaction of business, such as, for example, retreats.⁷ A meeting exists in the eyes of the law whenever three or more Board members meet and discuss any University matter.⁸ Voting on any University action must always be conducted in public session.⁹ Voting by secret ballot or proxy is prohibited.¹⁰
- Once properly convened and in open session, discussions regarding certain limited topics can be held in closed session.¹¹ The justification for closed session does not depend on whether a subject may be very sensitive or delicate or political, or that a confidential setting might better encourage candid exchanges.¹² Closed sessions must be specifically authorized by FOIA.¹³
- Also, to go into closed session, certain specific procedural steps must be taken, including:¹⁴
 - Advance public notice for the meeting must have been given.
 - During the meeting in public session, the Board must vote on a motion authorizing closed session. This public motion must reasonably identify both the purpose for the closed session and the subject for discussion.
 - While in closed session, the discussion must be related only to the topic identified in the public motion. Take care not to digress into any unrelated areas or other subjects, even if those topics would be eligible for closed session with a proper motion. It is your responsibility both as a matter of law and common sense that you stick to the subject matter described in the motion authorizing the closed session.

³ § 2.2-3700

⁴ See § 2.2-3705.1-3705.8.

⁵ § 2.2-3700

⁶ § 2.2-3707

⁷ § 2.2-3701

⁸ § 2.2-3701

⁹ § 2.2-3711(B)

¹⁰ § 2.2-3710

¹¹ § 2.2-3711

¹² § 2.2-3712

¹³ § 2.2-3712

¹⁴ For "closed session" procedures see: § 2.2-3712.

- Any action the Board wishes to take as a result of discussions in closed session must be voted on in public session.
 - When discussion in closed session is adjourned, the chair of the meeting should immediately direct the opening of doors and inviting public/staff into the room for open session.
 - Once back in open session, each member of the body will then be required to publicly certify that his or her discussion in closed session was proper and related to the permitted subject set forth in the motion convening the closed session.
 - The law requires that your general counsel or an Office of the Attorney General's representative must be invited to all BOV and committee meetings, including all closed sessions. This also protects the BOV in the event the discussion in closed session is questioned.
- Some BOV members may participate by phone *provided* (1) there is a quorum of the board or committee physically convened at the main location. (2) all locations are announced ahead of time as places the public and press may participate (3) all locations are equipped with speakerphones, and (4) there is no interruption in communication between or among locations.¹⁵
 - There is a limited exception, allowing remote participation, if unable to attend because of illness or another emergency, but state law requires that your illness or the emergency be publicly noted in the minutes.¹⁶ Additionally, for remote participation in such cases, the BOV is required to have adopted a written policy allowing for and governing remote participation, including an approval process for participation.¹⁷ That policy must be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member making the request or the matters to be considered or voted on during the meeting.¹⁸

¹⁵ § 2.2-3708(B)

¹⁶ § 2.2-3708.1

¹⁷ § 2.2-3708.1(B)

¹⁸ § 2.2-3708.1(B)

Frequently Asked Questions

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FOIA GENERALLY

What does FOIA do?

In general terms, FOIA defines what a meeting is and requires that all meetings be open to the public.¹⁹ It also prohibits discussion of public business among members outside of meetings.²⁰ There are, however, exceptions to these general meeting requirements that each member should be familiar with.²¹

FOIA also requires that all public records (with some limited exceptions) be made available upon request to members of the public for inspection and copying.²²

All public records and meetings are *presumed* open, and the BOV and the institution have the burden always of being prepared to prove that there was a legitimate reason for closing meetings or withholding records.²³

FOIA also requires that its open government provisions be liberally construed, and its exemptions be narrowly construed. This means that you should always err on the side of leaving meetings open rather than closing them, and releasing documents rather than withholding them.²⁴

Whenever you have specific questions about FOIA or its requirements, please do not hesitate to contact your counsel with the Attorney General's Office.

FOIA requires that some records be withheld and some meetings be closed, right?

Wrong. The exemptions to disclosure of records and for closed sessions are discretionary, not mandatory. There is no penalty for *releasing* records that *could* be withheld under a FOIA exemption (though other provisions of federal and state law, such as FERPA, may prohibit disclosure). There is also nothing that says a meeting *must* be closed just because it *could* be closed under a meetings exemption under FOIA. Please contact counsel if you have concerns about federal or state law that might prohibit release of information.

Who does FOIA apply to?

FOIA applies to all public bodies. In the context of universities, that means that FOIA applies to the institution and all of its officers (including members of the BOV) and employees.²⁵ It also applies to the operations of the BOV itself together with all of its committees and subcommittees plus any other groups or entities appointed by the BOV to advise the BOV or exercise delegated functions.

¹⁹ § 2.2-3700

²⁰ § 2.2-3707

²¹ §§ 2.2-3707.01 and 2.2-3711

²² § 2.2-3704

²³ § 2.2-3700(B)

²⁴ § 2.2-3700(B)

²⁵ § 2.2-3700

MEETINGS

Meetings Generally

Can we meet without telling anyone?²⁶

FOIA requires that all meetings of the BOV or any committee or subcommittee be advertised to the public for at least three working days. The notice requirements of FOIA are very specific. The secretary to the BOV will handle the details of complying with these. Members of the BOV, however, should be aware that any meeting called must be far enough in advance that the secretary has time to properly prepare the notice and advertise the meeting for three work days in the various ways required by FOIA. Also, any materials supplied to the BOV members before the meeting must also be made available for public inspection at the same time the materials are provided to the BOV, with the exception of documents that are specifically exempt under FOIA from disclosure.²⁷ This includes any materials one BOV member sends to all other members!

If your bylaws call for more notice for meetings than FOIA does, you must comply with the stricter provisions of the bylaws.

Can less than a quorum of the BOV – say three or four members – get together informally to discuss affairs of the institution?

No. A gathering of three or more members of the BOV where business is discussed is illegal, unless the gathering has been properly advertised for at least three work days as a meeting. It does not matter that a quorum was not present.²⁸ If more than two BOV members serve on a university-related foundation's board, FOIA will likely be violated.

This prohibition is generally against *three or more* members discussing public business. *Two* members may discuss public business in person, on the phone, or otherwise, with one notable exception. However, if those two members constitute either the entirety or a quorum of a committee or subcommittee, or other group that has been designated by the Board or Rector to advise the BOV or has been delegated some responsibility by the BOV, then any discussions between them must be properly advertised as a meeting. Otherwise, the gathering is an illegal "meeting" under FOIA.²⁹

Can't I even go to a cocktail party or dinner with two (or more) other BOV members?

Yes, of course you can. While there, you may even discuss business with *one other* member at a time.

Three members, however, may *not* jointly discuss public business. Nor may a third member be listening to the conversation.

²⁶ For details see: § 2.2-3707.

²⁷ § 2.2-3707F

²⁸ § 2.2-3707

²⁹ § 2.2-3701

Please keep in mind that this prohibition applies at *all* times and in *all* places - including, for example, lunches, dinners, and social occasions held in conjunction with BOV meetings or at annual professional conferences. For example, if a BOV holds a luncheon between the morning and afternoon sessions of a meeting, the BOV must, either advertise the luncheon as a meeting and have the luncheon open to members of the public, or ensure that no public business is discussed. That's a difficult task, but a mandatory one.³⁰

The BOV wants to take a bus tour of campus and our new facilities during a break at our Board meeting. Any problem with this?

No, no problem - *provided* arrangements are made also for members of the press and public to be present whenever any institutional business is discussed. That means you might need a big bus if any discussions will take place on the bus. (This was a real-life problem at a University recently.)³¹

Who can come to our meetings?

Anybody who wants to. All meetings must be open to the public. Any member of the public (including, of course, press, employees, and students) has a right to attend, to listen, and to make a video or audio recording of any meeting. The BOV can put reasonable restrictions on recording to ensure that actions of the press or public do not disrupt the meeting.

You will, at times, have outside consultants present at your meetings. They will not be familiar with FOIA and may expect or request confidentiality that FOIA does not permit. The BOV and university staff should provide these consultants with information that will reduce the conflict between their expectations and what FOIA permits.

Do we have to tape record our meetings?

No. Recording meetings is not required. However, proper minutes must be taken and draft minutes, and later final minutes, must be posted to the web. The secretary to the BOV will ordinarily have this responsibility.³²

Do we have to have minutes taken?

Yes. FOIA requires that minutes be taken of every meeting, including retreats or work sessions. Also, draft minutes that fairly reflect actions taken must be posted on the web within 10 days following the meeting.³³

³⁰ § 2.2-3701

³¹ § 2.2-3700

³² § 2.2-3707

³³ § 2.2-3707(1)

Closed Meetings

What are the exceptions to open meetings? When can we hold a closed meeting?³⁴

FOIA has 45 exceptions to the open meetings requirement, with more being adopted by the General Assembly each year. The exceptions most likely to be utilized by BOVs to justify closed sessions are:

- (1) *the personnel exception*: discussion, consideration, or interviewing of prospective candidates for employment; or the discussion of assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of *specific* employees. This exception does *not* apply to discussion of members of the BOV themselves. It is also inapplicable to discussions of general school policy or operations – for example, reorganization – that would refer to reassignment or laying off of employees – unless the discussion centers upon *specific* employee(s).
- (2) *the scholastic record exception*: discussions or consideration of admission or disciplinary matters, or other matters that would involve disclosure of information in scholastic records (as defined in the act) of specific student(s). Generally speaking, however, the student or his lawyer is entitled to attend those closed sessions.
- (3) *the real property exception*: discussion or consideration of the acquisition or disposition of real property where open discussion would adversely affect the bargaining position or negotiating strategy of the institution. This exception does not apply once the real property has been acquired or disposed of, and does not include potential use of real property.
- (4) *the investment exception*: discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the institution would be adversely affected. This exception might occasionally be invoked during discussion of endowment funds investment.
- (5) *the legal advice exception*: consultation with legal counsel for legal advice on specific matters, and briefings by staff members or consultants pertaining to actual or probable litigation.
- (6) *the development exception*: discussion or consideration of matters related to gifts, bequests, and fund-raising activities, and grants and contracts for services or work to be performed by the institution.
- (7) *the honorary degree exception*: the discussion or consideration of honorary degrees or special awards.
- (8) *the terrorism or cybersecurity exception*: discussions related to plans to protect public safety as it relates to terrorist activity and response to that activity. This exception also includes discussion of specific cybersecurity threats and vulnerabilities.
- (9) *the contract exception*: the discussion of the award of a public contract involving the expenditure of public funds where discussion in open session would adversely affect the bargaining position of negotiating strategy of the institution.

You should *always* consult with legal counsel well in advance of going into any closed meeting. The above are brief descriptions of exceptions for going into closed sessions – the “basics”. In each case, there are additional, specific legal criteria or requirements to be considered.

³⁴ For full list of exceptions see: § 2.2-3711(A). The Statute does refer to the exemptions for “closed meetings” but as will be discussed, a more accurate description is that they are a ‘closed session’ within a meeting. The terminology “closed session” will be used in these FAQs.

When are we *required* to go into closed session?

You are never required by law to go into closed session. FOIA gives the BOV the option of doing so when the topic of discussion falls within a FOIA open meetings exception.

What must we do to go in order to into closed session?

First, all meetings must have been properly noticed (discussed above). FOIA does not really permit a "closed meeting." All meetings are open, but for limited purposes, you may go into a "closed session." This is the case even if the only subject of the meeting is proper for closed session. A closed session may be held as a small part of a larger, open meeting, or a meeting may be called and noticed specifically for the purpose of having a closed session. But in any event, all meetings must first be convened as open meeting, and then proper procedures must be followed to go into closed session. Closed sessions must be followed by an open session certification that the closed meeting was proper.

A detailed motion must be made to go into closed session. That motion, which must be included in the open meeting's minutes, must identify: (1) the closed session's subject matter; (2) the closed session's purpose; and (3) the specific exemption under §2.2-3711(A) that applies. General references to FOIA or to the subject matter of the meeting do not suffice.³⁵

Your counsel can provide the Rector with a "script" to use in going into closed session.

What if we are in open session with only the Board and President in attendance, and we want to discuss something that we would ordinarily discuss in closed session. Can't we do that without going through the formalities since there is no one we need to exclude?

You certainly may hold the discussion without going into closed session, but there are some shortcomings to that approach, including that minutes would have to be taken, whereas minutes would not be mandated in closed session.³⁶

What can we discuss in closed sessions?

Once the BOV properly goes into closed session, you can discuss only those specific matters identified in the motion to go into closed session. For example, if the BOV went into closed session to discuss "personnel matters – specifically the salary of the president," the BOV could not discuss any other matter, not even a different personnel matter, even if that other matter might have been the proper subject of a closed session had it been included in the motion.³⁷

It's easy to stray from the topic identified in the motion for closed session. One responsibility of your counsel is to watch closely and call any deviation to your attention.

Who is permitted to go into a closed session with the BOV?

Just because the BOV goes into closed session, it does not mean that everyone other than BOV members must be excluded. The BOV can allow any persons to attend that the Board feels are necessary to the discussion. That said, it is best to *only* allow those who are necessary to the discussion.

³⁵ § 2.2-3712

³⁶ § 2.2-3712(1)

³⁷ § 2.2-3712

As of July 1, 2013, BOVs are required by law to always invite and include counsel in all meetings, including closed sessions.³⁸ The BOV is focused on conducting its business, and not focused on making sure they discuss only matters for which they went into closed session. It is very easy to stray from the central discussion, and the lawyer can focus attention on keeping the BOV within legal bounds. This is important in that each individual BOV member must certify upon leaving closed session that nothing was discussed other than the matter(s) mentioned in the motion to go into closed session.³⁹ Your counsel can also identify that legal advice may be needed when BOV members are unaware that legal issues are implicated.

Who decides when closed session is appropriate?

The BOV as a whole is responsible for deciding whether to go into closed session and who should be included and excluded. The BOV decides to go into closed session through passage of the motion to do so. As a matter of governance, the BOV as a whole should also actively decide who should stay and not rely solely on the rector, the secretary to the BOV or the President to make that call.⁴⁰

Barring unusual circumstances, for practical reasons, the President should remain in most closed meetings.

Can we vote in closed session?

Well, yes and no. The BOV can take non-binding votes – straw-polls, of sorts – to get a sense of how a public vote will go. No ‘official’ vote, however, may be taken. Any action that is required as a result of discussions in closed session must be taken after going back into *open meeting*. Members are not legally bound to vote in open meeting as they indicated they would in closed session.⁴¹

What do we do when we have finished our closed session discussions?

The BOV must reconvene, by motion, in open session following closed session, even if they have no more business to conduct. After the room is opened and visitors are informed that the meeting is now open, each member of the body must affirm by roll call or recorded vote that only those matters identified in the motion to close the meeting were discussed. Any member who believes matters outside the scope of the motion were discussed is to say so prior to the vote.

Failure to certify that the meeting was properly held does not affect the validity or confidentiality of matters discussed in the closed meeting or action taken on those matters later in open session. Deviation from the proper subject of the closed session and failure of a unanimous certification vote could, however, subject the BOV to harsh public criticism and individual members to monetary penalties.⁴²

May BOV members talk with other people about matters that were discussed in closed session?

There is no *legal* prohibition against BOV members revealing discussions held in closed sessions; nor may the BOV itself prohibit such. BOV members are officers of the Commonwealth, and within legal parameters, each must decide how to best execute their responsibilities to the

³⁸ § 23-2.02

³⁹ § 2.2-3712(C), (F)

⁴⁰ § 2.2-3712

⁴¹ § 2.2-3711(B)

⁴² § 2.2-3712(D), (E)

Commonwealth and the institution. Common sense, professional norms, and individual consciences must dictate BOV members' actions. One notable exception from Federal law: FERPA does generally prohibit all school officials, including BOV members, from revealing information obtained from student records. Other privacy requirements outside of FOIA may exist under federal and state law. Please consult counsel if you have questions.

Should minutes be taken in closed session?

Not necessarily. There is no requirement that minutes be taken in closed session. Any minutes that *are* taken need not be disclosed. They *may* be released, however, in the BOV's discretion. In general, a BOV may prefer *not* to take minutes, in that there would then be no document that could inadvertently be released.⁴³

We hold an annual retreat. This is a very informal work/training session. No business is conducted and no action is taken. Do we have to advertise this meeting and allow the press and members of the public to attend?

Absolutely. Any get-together of three or more members at which the business or operations of the institution are discussed is a "meeting" under FOIA. Retreats and work session are no exception. They must be properly advertised, and must be open unless an exemption applies to a specific matter under discussion.⁴⁴

What is an executive session?

The term executive session no longer has any legal significance. Under FOIA there is a meeting and you are either in open session or closed session. For that reason, we strongly suggest that BOVs abandon using the terminology "executive session." Further, it is common for BOV members and others to confuse "executive session" and "executive committee."

Electronic Communication Meetings, or "Telephone Meetings"⁴⁵

May we hold a meeting by telephone or video?

Yes. Under FOIA, meetings to discuss or transact public business *generally* may not be conducted by telephone, video, or other electronic communication means. Instead, members must be physically assembled in one place. A BOV may, however, conduct a meeting through those means provided it strictly complies with the special FOIA provisions governing electronic communication meetings. Electronic communication meetings are referred in throughout these FAQs as "telephone meetings."

How much notice must be given of telephone meetings?

The notice required for telephone meetings is three (3) working days – the same as for other meetings. As with other meetings, the secretary to the Board will ordinarily handle posting the proper notice. Again, if BOV bylaws require more than 3 days' notice, the longer notice period must be met.

⁴³ § 2.2-3712(1)

⁴⁴ § 2.2-3701

⁴⁵ All rules regarding Electronic Communication Meetings can be found in: § 2.2-3708-§ 2.2-3708.1.

There are very specific requirements regarding the notice that require many details about the meeting to be known in advance. For example, the notice must include the specific locations from which all members will participate.

May members of the board call in from different locations?

Yes, with some limitations. First, a *quorum* of the body *must* be physically assembled at the main meeting location. If a quorum is not gathered in one place, members may not discuss or transact business. If a quorum *is* gathered in one location, other members may call in from remote locations provided the locations were advertised in the notice and other statutory requirements are met.

May a member call in from wherever he or she happens to be at the time of the meeting?

No. In order to conduct a telephone meeting, each remote location must have been determined in advance and advertised to the public as a remote location of the meeting. Further, each and every location from which any member is participating in the meeting must be open to the public, and must be equipped with a speakerphone so the public can hear and participate. Any person attending the meeting at any of the meeting locations must be given the same opportunity to address the BOV as persons attending the primary location where the quorum is located.

If a remote location is noticed for the convenience of a member, then the member decides to attend at another location, may we then omit the original location?

No. Once a location is noticed as a remote location, public access must be provided at that location unless the entire meeting is cancelled and re-noticed for at least 3 days later.

Is it sufficient to allow public access to the 'main' meeting?

No. Every location of the meeting (that is, every location from which a member of the body participates) must be noticed as a public location and must be provided public access. The public at each location must have full access; that is, they must be able to hear (and see, in the case of video) and fully participate, including comment, to the same extent as the public at the 'main' meeting location. Also, at least one copy of the agenda and materials made available to the members of the body must at the same time be made available for public inspection; and a copy of those advance materials *and* materials distributed to the members of the body at the meeting must be made available for public inspection at *all* meeting locations.

May we use email to communicate between meetings?

The nature of the email use is an important factor in determining whether its use is proper.

There is nothing improper or illegal about using email in and of itself. Email provides a fast, efficient means of communication for you in your public service life, just as it does for you in your personal and professional life. Nothing prohibits the use of standard email for general communication between or among members. This type communication is analogous to mailing copies of a letter or mass distribution by fax, and is not specifically governed by the meeting provisions of FOIA.

It is important to note, however, that the *nature of e-mail use* will determine the legality of its use. No *lawful* meeting may be held by email. That is to say, if three or more members of a public body (or a quorum if less than three) do communicate by *instant* e-mail (otherwise known as IM, AIM, or 'chat', or if members are present at computers to simultaneously receive and send e-mail, that may well constitute an *illegal* meeting.

Where use of e-mail more resembles traditional communication through ordinary mail, with significant delay between receipt and response, then there is no "meeting" under FOIA. Where an exchange of e-mails resembles an assemblage of members of a public body, in that e-mails are being sent and responded to in quick fashion such that there is a feature of simultaneity, then such an exchange may be a "meeting" under FOIA, albeit an unlawful meeting.

BOV members should exercise *extreme caution* in the use of email. Use of distribution lists (that is, sending the same email to either the entire BOV or even to just two other members) could set the stage for an illegal meeting. Consider, for example, that a BOV member sends an email to all members of the BOV, and two of those members happen to be sitting at their computers – not an unlikely situation. If those two members respond to the message using function "reply all" within a short timeframe, we have an *illegal meeting*, subjecting the members to public criticism and the monetary penalties of FOIA.

Keep in mind, though, that emails are "records" under FOIA and must be produced in response to a request. (See below under "Records.") Be careful what you write!

What types of meetings may be held by telephone?

Any otherwise-permitted meeting of the BOV, including closed sessions and emergency meetings, may be held as a telephone meeting. Meetings of committees or subcommittees of the BOV may also be held as telephone meetings, but must comply with the same requirements as telephone meetings of the BOV itself.

May we hold all of our meetings as telephone meetings?

No, not all. You must hold at least one meeting annually where members are physically assembled at one location and where no members participate by electronic communication means.

Are there any special voting requirements for telephone meetings?

Yes. All votes at telephone meetings must be roll-call votes, recorded by name, and included in the minutes. This includes *pro forma* motions such as motions to adjourn.

Must the telephone meeting be tape recorded or minutes kept?

There is no requirement that the meeting be tape recorded. However, minutes must be kept just as with non-electronic meetings.

What if a phone goes out or there is some other problem with communication during the meeting?

If initial connection is not made with the remote location (e.g., member does not call in), then the meeting may not take place. The meeting may take place if the correction is made and available to the public even if the member is not at the location.

If, during the meeting, there is any interruption in the audio or video communication at any location – whether the primary location or a remote location – the meeting must be suspended immediately and may not be resumed until repairs are made.

May a member call in on the telephone and participate in discussion at a meeting so long as the member does not vote?

No. Not unless all the requirements for a telephone meeting are met, including 3 days' notice and public access. The *discussion or transaction* of public business by telephone is prohibited unless all requirements are met. A member may, however, call in from a location that has not been noticed provided the member *only listens*, and does not otherwise participate in any manner. However, the more conservative, and safer, approach would be to avoid this scenario.

May a BOV set up remote sites for public participation without 3 days' notice?

Yes, provided no *member* of the body participates from those remote sites. The telephone meeting provisions of FOIA are designed to limit *member* participation by electronic means, not *public* participation. Bodies may allow members of the public to call in; and may otherwise set up remote sites for public participation. Telephone meeting provisions do not apply unless a *member* is participating from a remote location.

What if a member is sick or has another emergency and can't be at the meeting?

A member who is sick and unable to attend, or who is otherwise prevented from attending because of an emergency, may call in without having given notice of the location to the public and without public being permitted to attend the remote location, provided (1) the BOV votes to permit the member to participate and (2) the minutes reflect specifically the illness, disability or emergency suffered by the member.⁴⁶ An obvious example of "emergency" would be a snowstorm that made roads impassable or hazardous; but there are countless other possibilities.

Emergency Meetings

What if the University or BOV have an emergency? Can we meet without three days' notice?

Yes. Notice that is "reasonable under the circumstances" must be given. In an emergency, notice must be given to the public and to BOV members at the same time. While "emergency" is not defined under FOIA, an emergency is best thought of an extremely urgent situation beyond the BOV's control. Delay or procrastination on the part of the BOV or institution does not make for an "emergency" under FOIA.⁴⁷

⁴⁶ § 2.2-3708.1

⁴⁷ § 2.2-3707(D)

If we have an emergency, may we have a telephone meeting without 3 days' notice?

Yes. An "emergency" is an unforeseen circumstance rendering the notice required by FOIA impossible or impracticable, and which requires immediate action. If an emergency telephone meeting is called, reasonable notice under the circumstances must be provided the public. Generally, that would mean providing notice to the same persons as in a non-emergency by the most expedient method possible. Notice must be given the public contemporaneously with that given members of the body.⁴⁸

If an emergency telephone meeting is held, must public access be provided?

Yes. At an emergency telephone meeting, public access must be provided at all locations, just as in a non-emergency. Except for the requirement of 3 days' notice, bodies must meet all other telephone meeting requirements; for example, minutes must be kept. (See above.) Further, the minutes of the meeting must state the nature of the emergency.⁴⁹

RECORDS

What does FOIA require regarding public records?

In general, FOIA requires that unless an exception applies, all records in the possession of a public employee or officer (including BOV members) that relate to public business must be made available to Virginia citizens and members of the media upon request. They are entitled to read and inspect the document and to make copies. (Generally, institutions find it easier to simply provide requestors with copies rather than requiring the requestor to make the copies.) We generally refer to a request for public records as a "FOIA request."⁵⁰

What is a "public record"?

Public records are basically anything the institution and its officials and employees use to transact public business and record data, whether produced by them or others. Records include (among other things) paper documents such as copies of letters, contracts, memos, etc. Also included are video tapes and audio tapes; digital documents on computer hard drives and servers; and text messages on cell phones - in short, anything that records or documents public business - whether written on a digitally stored or chiseled onto a rock, or anything in-between. If it's about public business, it's a public record.⁵¹ This includes anything in a member of the BOV's home or work computer or otherwise in their possession.

Don't FOIA requests have to be in writing?

Absolutely not. Any request made for records is a FOIA request, whether made orally, by letter, by email, or by carrier pigeon. Nor does the person requesting records have to use any magic words, such as "records," or "FOIA." The requestor is not required to tell you why he or she is asking for the records or what they intend to do with them; nor should you ask.

Whenever *anyone* asks you for *anything* related in *any way* to the business of your institution, you should report it immediately to the institution's FOIA officer - even if you do not have any records you believe to be responsive to the request. Others within the institution may

⁴⁸ § 2.2-3707, § 2.2-3708

⁴⁹ § 2.2-3707

⁵⁰ § 2.2-3704

⁵¹ § 2.2-3701

have records responsive, and the institution is under a very tight time frame within which to produce the records or object to production.⁵²

Are there exceptions to the requirement that we produce requested records?

Yes. In fact, there are well over a hundred exceptions. Your responsibility as a BOV member is to report any request for records to your institution's FOIA officer or counsel. They will help you and others determine what exemptions might apply and how best to respond to the request.⁵³ The role of the FOIA officer is to assist in document collection to be responsive. Legal questions should be directed to legal counsel.

How long do I have to produce records in response to a FOIA request?

The institution has only 5 working days to initially respond, thus the importance of reporting any request immediately to the institution's FOIA officer. The FOIA officer will assist you and others in gathering documents and properly responding to the request. Even if the institution invokes the permitted extension of time, a final response must be made within 12 work days of the initial request, unless other arrangements are worked out between the FOIA officer and the requestor.

Never attempt to respond to a FOIA request on your own without consulting your counsel.

Would a FOIA request require me to give an account of some event I witnessed, for example, write a description of a discussion I had with another BOV member?

No. FOIA only requires the production of already-existing document. It never requires that a record or document be created. At times, though, an institution may find it preferable for any number of reasons to create a new document rather than producing the existing documents that were requested. That's fine, so long as the requester agrees.

What about my personal documents, including for example, handwritten notes such as those from meetings or discussions with alumni, email at home on my personal computer, etc.?

First, understand that *any* record (letter, memo, scribbled note, email, audio recording, or any other) that in any way relates to the business of the University is *not* a personal document or record, it is a *public record*. This is the case no matter where it resides – whether on campus, in your personal computer, on a computer server in Cyberland, in the glove compartment of your car. So in the event of a FOIA request to you, to the University, or to anyone at the University, those records would have to be produced if responsive to the request.⁵⁴

PENALTIES⁵⁵

So what if we violate FOIA? What's the big deal?

First, the big deal is that members of the BOV are entrusted with the public confidence, and a FOIA violation is breach of that trust. The General Assembly has determined that, with

⁵² § 2.2-3700

⁵³ To view the exclusions *see*: 2.2-3705.1-2.2-3705.8.

⁵⁴ § 2.2-3701

⁵⁵ For violations and penalties *see*: § 2.2-3714.

specific exceptions, the public's right to open government is not to be violated. Extreme embarrassment to both the University and you personally can result from FOIA violations.

Beyond that, any citizen can file a complaint in court if he believes FOIA has been breached. It is up to the officer or employee to prove that an exception to FOIA was properly applicable. If not successful, the offending officer or employee can be personally fined up to \$2000 for the first occurrence and up to \$5000 for additional occurrences.

President's Activity Report – July – September 2015

| <u>Date</u> | <u>Activities</u> |
|-------------|---|
| 7-17 | Unmanned Aerial Flight Lonesome Pine Airport Dinner with the Governor at Cove Ridge Center |
| 7-20-22 | SACSOC Summer Conference – Orlando, FL |
| 7-23 | Foundation Board Meeting and Dinner |
| 7-27-30 | Aspen Institute President's Meeting – Richmond |
| 7-31 | Foundation Golf Tourney – Cedar Hill CC |
| 8-3 | Cove Ridge Foundation Meeting |
| 8-12 | Economic Development Meeting – UVA Wise Chancellor's Residence |
| 8-18 | Adjunct Faculty Inservice |
| 8-21 | Meeting on Wise Co. Comprehensive Plan |
| 8-24 | Lonesome Pine Hospital Board Meeting |
| 9-1 | Norton City Council Meeting |
| 9-9 | Lonesome Pine Arts Council Meeting |
| 9-10 | Accept Contribution from Dominion |
| 9-16 | Back to School Barbeque |
| 9-18 | SWVA Public Education Consortium Board Meeting – Washington CO. |

President's Report 9/22/2015

Facilities Update

We have a small building repair project in progress. The contractor is removing and replacing weather stripping and caulking on the exterior of our buildings.

A small weatherization of the roof on Phillips Taylor Hall has been completed and will extend the life of that roof.

Programs

We have some good news on enrollment this Fall. After the most recent back out of students for non-payment we are still currently up in FTE over this time last year by 6.17 percent. Our Dual Enrollment FTE is up over this time last year by 72.41 percent. Of course, we have received a lot more DE reported earlier this year. We still have a substantial amount of DE to be reported so our actual enrollment may actually go a bit higher. By way of comparison, Virginia Highlands is down -9.72%, Wytheville is down -6.86% and Southwest is up 11.09%. Overall, the VCCS is down -3.48%.

I am incorporating Dr. Ratliffe's report information in my report tonight since she is attending to our SACSCOC accrediting team and could not be at the meeting tonight.

Recruitment - This fall MECC is starting a new recruitment activity called College Knowledge Day. We will be hosting high school Seniors from all the schools in our district on October 15. While they are here they will tour the campus, participate in hands-on demonstrations in many of our labs, and have sessions on financial aid, admissions applications, and other activities.

Home Craft Days – Plans are being finalized for HCD, including the concert on Friday night and festival on Saturday and Sunday. We have 26 food vendors and approximately 100 craft vendors registered to participate. The college will be holding a campus-wide clean up on Thursday, Oct. 8 to make sure the campus is in great shape for the Home Craft Days celebration. Don't forget the Home Craft Days Concert on Friday night Oct. 17 and the Breakfast on Saturday morning

BSG Movie events – We will have a float and our MECC bus participating in the parade, with several students and staff volunteering for the event.

Our main focus has been placed on SACSCOC, with multiple visits to our off-site locations and preparations being made for the visit.

Budget and Personnel

Ron Vicars is attending his first Board meeting tonight, please welcome Ron to MECC.

No changes to our budget situation at this time but if the increase in FTE holds up it will certainly help with the budget situation in the future.

Peggy Gibson

From: Vickie Ratliff
Sent: Tuesday, September 22, 2015 10:49 AM
To: Scott Hamilton
Cc: Peggy Gibson
Subject: Update for the Board

Dr. Hamilton:

If I'm not able to make it tonight, the following might be of interest to the Board:

- 1) Enrollment update – Today: 1537; This date last year: 1433 – End of Term last year: 1635. We still have dual enrollment out for all of Scott County, Lee County Career Center, Ridgeview High; J I Burton, and Wise Career Center.
- 2) College Knowledge Day – Fall Fling – we will host the Seniors from all high schools within our region on campus on Thursday, October 15. While here, they will tour the campus, participate in hands-on demonstrations in many of our labs, and have sessions on financial aid, admissions applications, etc.
- 3) Home Craft Days – Plans are being finalized for HCD, including the concert on Friday night and festival on Saturday and Sunday. We have 26 food vendors and approximately 100 craft vendors registered to participate.
- 4) BSG Movie events – We will have a float and our MECC bus participating in the parade, with several students and staff volunteering for the event.
- 5) Our main focus has been placed on SACSCOC, with multiple visits to our off-site locations and preparations being made for the visit.

If you need more, just let me know and I'll do what I can.

Vickie

Victoria Ratliff, Ed.D.
Vice President of Academic & Student Services
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-7467

FALL SEMESTER 2015 PRELIMINARY ENROLLMENT REPORT

| HEADCOUNT | 9/23/14 | 9/22/15 | % CHANGE |
|------------------|----------------|----------------|-----------------|
| Full-Time | 1,167 | 1,236 | 6 |
| Part-Time | 992 | 1,141 | 15 |
| Male | 814 | 928 | 14 |
| Female | 1,344 | 1,449 | 8 |
| Total | 2,159 | 2,377 | 10 |

| FTES | 9/23/14 | 9/23/15 | % CHANGE |
|-------------|----------------|----------------|-----------------|
| | 1,442 | 1,536 | 7 |

JURISDICTION

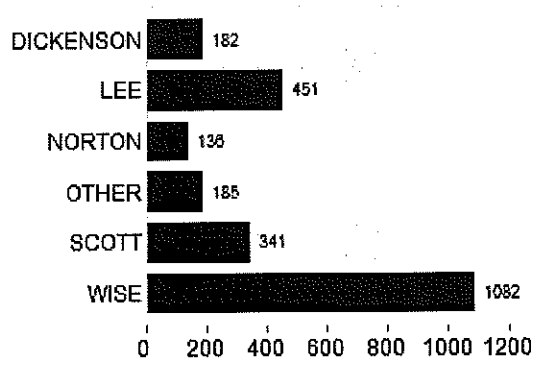
| | Number | Percent |
|------------------|---------------|----------------|
| Dickenson County | 182 | 7.7% |
| Lee County | 451 | 19.0% |
| Scott County | 341 | 14.3% |
| Wise County | 1,082 | 45.5% |
| City of Norton | 136 | 5.7% |
| Other Virginia | 118 | 5.0% |
| Out-of-State | 67 | 2.8% |

MECC Daily Enrollment Report

Headcount and FTES by Division

| DIVISION | N | Sum |
|-----------|------|---------|
| ARTS&SCI | 607 | 463.60 |
| BUSINESS | 259 | 182.67 |
| CONTED | 19 | 13.00 |
| DUAL | 507 | 216.60 |
| HEALTH | 537 | 394.67 |
| INDUSTRIA | 277 | 230.93 |
| UNCLASS | 171 | 34.67 |
| HC-FTES | 2377 | 1536.13 |

Headcount by Jurisdiction

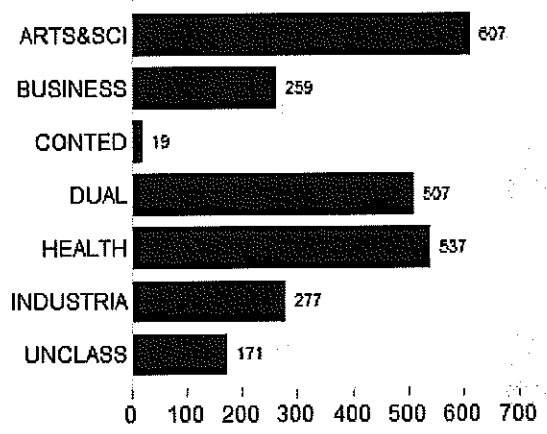


Totals as of September 23, 2014:

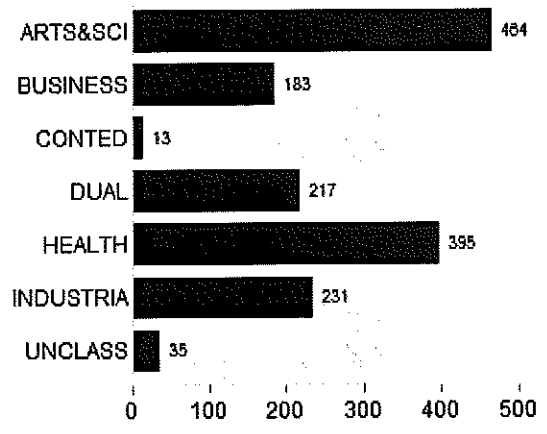
Headcount: 2159 (up 10.1%)

FTES: 1442 (up 6.5%)

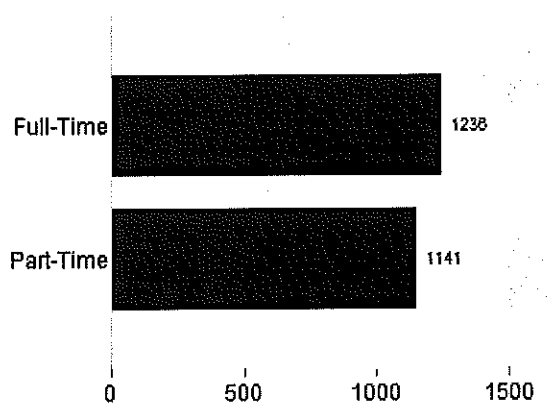
Headcount by Division



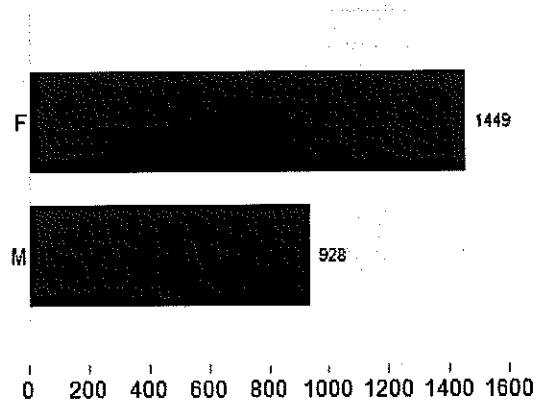
FTES by Division



Full-Time/Part-Time Enrollments

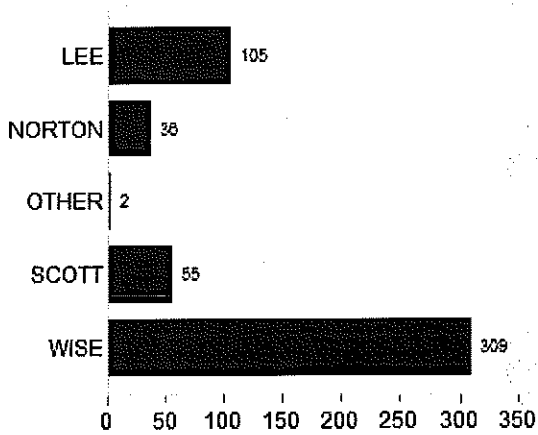


Headcount by Gender

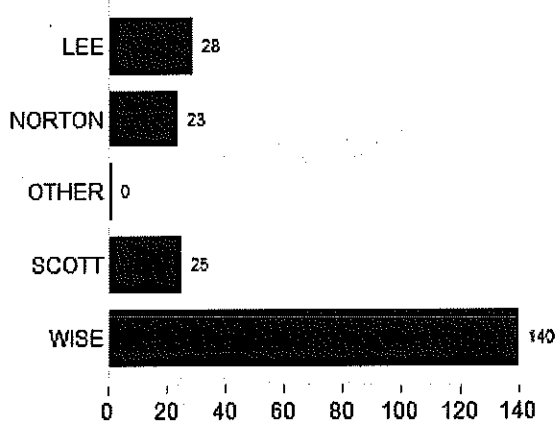


MECC Daily Enrollment Report

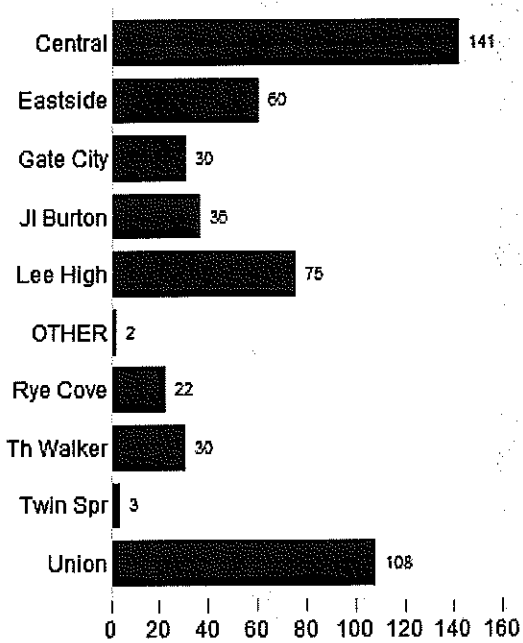
Dual Enrollment Headcount by High School Location



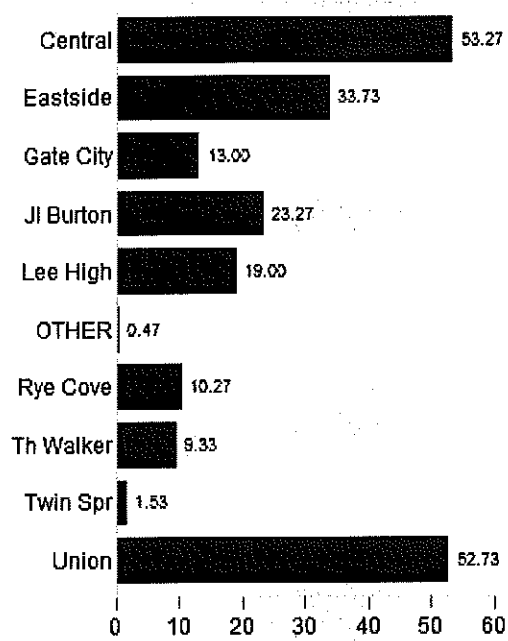
Dual Enrollment FTES by High School Location



Headcount by High School



Dual Enrollment FTES by High School



MOUNTAIN EMPIRE COMMUNITY COLLEGE

PERSONNEL UPDATE SEPTEMBER 2015

| <u>EMPLOYEE</u> | <u>POSITION</u> |
|-------------------------------------|---|
| <u>RETIREE</u> Donna Shelton | Vice President of Financial and Administrative Services retired effective September 1 |
| <u>NEW HIRE</u> Brandi Lantz | Accepted the classified position, Administrative and Office Specialist III, in the MECC Foundation effective August 25 replacing Katie Pendley |
| <u>OPEN POSITIONS</u> | <ul style="list-style-type: none">• Screening Committees are reviewing applications for the following positions:<ul style="list-style-type: none">○ Classified position, Housekeeping and Apparel Worker I, in the Physical Plant replacing Danny Bowen○ Biology Faculty position in the Division of Arts and Sciences replacing Jim Strength○ Wage position, Administrative Office Specialist II, in the Bookstore• Offer extended and accepted on September 14 pending background results for the Wage position, Library Specialist I, in the Wampler Library replacing Rosemary Walker• Advertised the Administrative Faculty position, Dean of Arts and Sciences Division, that closed on September 15 replacing Carolyn Reynolds |

OPEN POSITIONS

(CONTINUED)

- Additional interviews were held on September 16 for the Wage position, Educational Support Specialist II – Career Coach, in the Office of Student Outreach and Success replacing Janet Giles
- Interviews to be scheduled for September 29 for Health Information Management (HIM) Project Director position in the Business and Information Technology Division replacing Myson Joseph

Local Fund Expenditures
Ending August 31, 2015

| Category | Budget 2015 - 2016 | Expenditures To Date | Budget Balance |
|---|-----------------------|-------------------------|---------------------|
| I. Contributions of Localities: | | | |
| A. Maintenance & Operation: | | | |
| College Board | \$ 5,000 | \$ 581 | \$ 4,419 |
| President's Office | \$ 23,000 | - | \$ 23,000 |
| Fiscal Operations | \$ 3,000 | - | \$ 3,000 |
| Student Aid | \$ 30,000 | - | \$ 30,000 |
| Home Craft Days | \$ 35,000 | 270 | \$ 34,730 |
| Mountain Music School | \$ 26,000 | 11,797 | \$ 14,203 |
| Site Development | \$ 3,000 | - | \$ 3,000 |
| Total Maintenance & Operation | \$ 125,000 | \$ 12,648 | \$ 112,352 |
| B. Small Business Center | \$ 30,250 | - | \$ 30,250 |
| Total Contributions of Localities | \$ 155,250 | \$ 12,648 | \$ 142,602 |
| II. Student Activity Fee & Vending Commissions: | | | |
| A. Student Activities | | | |
| | \$ 64,000 | \$ 22,775 | \$ 41,225 |
| B. Vending Operation Expenses | \$ 5,000 | \$ 89 | \$ 4,911 |
| Total Student Activity Fee & Vending Commissions | \$ 69,000 | \$ 22,864 | \$ 46,136 |
| III. General Auxiliary Fee: | | | |
| | \$ 200,000 | - | \$ 200,000 |
| IV. Bookstore | | | |
| A. Salaries | \$ 205,000 | \$ 20,000 | \$ 185,000 |
| B. Textbooks and Supplies | \$ 914,000 | \$ 14,513 | \$ 899,487 |
| C. Operating | \$ 50,000 | \$ 667 | \$ 49,333 |
| D. Transfer to capital projects - One Stop Center | \$ 300,000 | - | \$ 300,000 |
| Total Bookstore | \$ 1,469,000 | \$ 35,180 | \$ 1,433,820 |
| 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 | \$ 70,692 | \$ 2,349,589 |

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
Tuesday, September 22, 2015, 4:15 p.m.
Dr. Hamilton's Residence, Stickleyville, VA

1. Welcome and Call to Order

2. Approval of Minutes of previous meeting – July 14, 2015
 ✚ Committee did not meet (did not have enough for quorum)

3. Approval of 2016-2017 Presidential Goals and Objectives

4. Approval of Committee Assignments

5. Proposal to dissolve the Presidential Opinion Survey Committee (request made by Survey Committee and chair, Fran Doyle)

6. Adjournment

Chancellor's Objectives for the Complete 2021 Goal: (AY2016-AY2017)

In order to meet the VCCS Complete 2021 Goal of tripling the number of credentials awarded annually by 2021, the Chancellor establishes biennial objectives for the system. Objectives are organized using the Loss-Momentum Framework for Student Success, with an additional objective for increasing college affordability and sustainability. The system office and colleges will identify strategies for meeting these biennial objectives.

CONNECTION OBJECTIVE

SYSTEM: Increase VCCS annual admissions applications from 110,000 to 130,000 by 2017.

College Objective: Increase MECC annual admissions applications from 1209 to 1250 by 2017

College Strategies to Achieve Objective:

Student Services - Academics

1. Utilize the MECC bus to set up at various locations in every county throughout the year to provide community members an opportunity to learn more about the college, obtain information about our programs, complete admissions and financial aid applications and enroll in classes.
2. The MECC Recruiter and Enrollment Services office will schedule set dates at approved office locations in each county to provide access to students with questions about the college, programs, admissions and financial aid without having to travel to campus.
3. The College will continue to aggressively target graduating high school seniors for enrollment at MECC after graduation. We will continue to visit schools monthly for the following: senior class visits; lunch visits; ceremony participation; Virginia College Application Week; FAFSA initial preparation visits; FAFSA workshops; On-site advisement and Enrollment, etc.
4. Provide special recruitment days on campus for High School students including invitations to the Fall Student Picnic, College Day, Pro-Art performances, Spring Fling

Public Information

5. Increase awareness and visibility of MECC career-path degree programs, specifically in the adult, non-traditional population by developing high quality marketing pieces that focus on graduate successes and distribute via social media, direct mail, billboard, radio and television marketing. The ultimate goal is to see increased enrollment in identified MECC career path programs

ENTRY OBJECTIVE

SYSTEM: Increase admissions application enrollment yield to 60% systemwide.

College Objective: Increase MECC admissions application enrollment yield from 55% to 58% by 2017

College Strategies to Achieve Objective:

Student Services

1. Two weeks prior to the start of a new semester, utilize the Student Outreach and Success Center staff and faculty to personally contact all students who have applied to MECC but have not yet enrolled to offer encouragement and assistance in enrolling at the college.

Financial Aid and Enrollment Services

2. The Financial Aid Office will work to implement a more aggressive scholarship awarding schedule in an effort to provide prospective students with a generous financial aid award offer and to entice them to enroll at MECC.
3. The Financial Aid office will promote and provide on-campus financial aid workshops to current students and community members in an effort to further educate students about the financial aid process, assist them with financial aid and scholarship applications and counsel them on their estimated financial aid eligibility.

Academics – Dual Enrollment

4. Expand the Quick Start program by targeting students who have applied but not yet enrolled as potential quick start participants and recruit them to enter the college as Quick Start students.
5. Implement new Dual Enrollment Orientation program for both on-campus and off-campus students so they will be more successful and enroll as full-time students at the college.
6. Utilize the high school Career Coaches to provide enhanced advising sessions for all dual enrolled students at the off-campus locations.

PROGRESSION OBJECTIVES

SYSTEM: Increase overall VCCS Fall-to-Spring Retention to 71% systemwide.

College Objective: Increase MECC Fall-to-Spring retention from 63% to 71% by 2017

College Strategies to Achieve Objective:

Student Services -Academics

1. Provide redesigned SDV 100 for new students at the beginning of each semester.
2. Designate sections of the redesigned SDV for college transfer students and utilize the Virginia Wizard to research careers and transfer institutions to enable them to make informed decisions related to course selection and/or program selection.
3. Develop a process for the advising and coaching of students required to complete an SAP appeal based upon low GPA and/or lack of success in 67% of the credits attempted.

4. Improve early reporting of at risk behavior by implimenting SAILS early alert to identify at risk students and intervene.
5. Reduce the cost of textbooks and related course materials by implementing OER adoptions or other costs savings in at least 10% of all course offerings in 2015-16.
6. Seek continued funding for the College Success Coaches funded through the TDIP funds. Fall to Fall retention goal for the Success Coaches Cohort will be 80%

Public Information

7. Increase one and two-way communication to students to support student retention and engagement utilizing 1.) Website 2.) Text messaging 3.) Social Media 4.) Television – Public Access Channel.

SYSTEM: Increase overall VCCS Fall-to-Fall Retention to 60% systemwide.

College Objective: Increase MECC Fall-to-Fall retention from 38% to 43% by 2017

College Strategies to Achieve Objective:

Student Services

1. Engage a cohort of 50 students per semester in a service learning program to promote engagement with the community and the college with the intent to increase retention of the cohort group above 60%
2. Utilize the services of Student Success Coaches to provide intensive case-management for at-risk students and increase the retention of those students to at least 80%.
3. Provide a wide variety of student activities on-campus to increase student engagement and retention.

Academics

4. The College's QEP identified hybrid courses as the most effective at maintaining student success. Expand hybrid course offerings available to students by 5% to enhance student success and retention.
5. Improve early reporting of at risk behavior by implimenting SAILS early alert to identify at risk students and intervene.
6. Reduce the cost of textbooks and related course materials by implementing OER adoptions or other costs savings in at least 10% of all course offerings in 2015-16.

Foundation

7. Expand funding for the MECC Dreamkeepers fund that will provide emergency financial assistance to students to help them stay in school.
8. College focus groups identified lack of child care as a barrier for retention and completion for some students. Conduct feasibility study for a child care center located on campus.

COMPLETION OBJECTIVES

SYSTEM: Increase the overall annual VCCS Graduates in associates degrees, certificates and career studies certificates by 6,000 over FY2015.

College Objective: Increase MECC annual graduates in AAS degrees, Certificates and Career Studies Certificates from 575 to 600 by 2017

College Strategies to Achieve Objective:

(Note: Most retention strategies noted above will contribute to the achievement of this goal but will not be repeated in this section for brevity.)

1. Develop formalized system to identify every student that completes the requirements for any degree, certificate or industry based credentials and automatically award that credential.
2. Develop reverse-transfer agreements with 3 more universities by 2017.
3. Provide financial assistance to students to assist in the cost of testing related to industry credentials.
4. Develop and implement a "Second Chance" program to identify students who are close to completing a credential but have not done so and contact them to encourage and assist them in completing a credential.
5. Re-brand the majors of "Business Administration," "General Studies," and "Science" under the new label of "College Transfer" in order to promote a clearer focus on the purpose of the degree, which should in turn give students clearer focus on their purpose in completing the degree. The outcome: A&S will rebrand the degree using college processes, publish the materials in the catalog, retrain division advisors, and promote the rebrand as part of an effort to improve completion and transfer rates.
6. Increase OER's available to students through the Library and provide workshops to students to increase awareness and use of the OER's available.

SYSTEM: Collect college-generated baseline information on top business-demanded industry certifications and licenses offered at each college and college-generated evidence of the number of students earning the intended industry certification or license as a numeric value and as a percent of students who complete noncredit training in preparation for the industry certification or license. (Year 1)

College Objective: Establish and report to VCCS baseline data on industry certifications and licenses offered at MECC and number of students that earn those awards as a numeric value and percent of students who complete non-credit training in preparation for industry certification or license (year 1)

College Strategies to Achieve Objective:

Workforce Education

1. Review VCCS recommendations on data to be collected, compare to college data available and determine if changes need to be made to capture data needed to report to the VCCS.
2. Establish procedures in the IR office to capture data and report annually to the VCCS.

SYSTEM: Increase the number and percent of students for which the college obtains evidence of industry certification or license completion * systemwide. (Year 2)

**To be determined by baseline data collected in year 1.*

College Objective: Increase the number and percent of MECC students who obtain industry certification or license completion.

College Strategies to Achieve Objective:

Workforce Education - Academics

1. Review baseline data gathered in year one to determine changes needed in procedures at the college to increase accuracy of reporting data required and where increases in certificates awarded are possible.
2. Workforce Education staff will make all clients aware of opportunities for certificates and industry certification and encourage all clients to achieve those credentials.
3. Review course offerings available in WF Ed. and find additional certificate or credentialing opportunities relevant to businesses and industry clients served.
4. Partner with the Workforce division to promote credit articulation for workforce credentials.
5. Obtain industry certification for all technical programs eligible for such certification so completing students will obtain the appropriate certification or credential.
6. Review and establish formalized procedures to identify all completers and automatically award any degrees, certificates or credentials to students who have completed the necessary work.
7. Increase faculty interaction with local business and industry through site visits and advisory council meetings, for the purpose of keeping programs up to date and offering industry-recognized credential.

AFFORDABILITY AND SUSTAINABILITY OBJECTIVES

SYSTEM: Secure resources for an outcomes based funding formula for workforce credentials.

College Objective: Support VCCS initiatives to secure resources for an outcomes based funding formula for workforce credentials.

College Strategies to Achieve Objective:

1. Contact local legislators to make them aware of the needs of local industry for qualified workers and the initiatives at the college that will help supply those workers.

SYSTEM: Secure funding for philanthropic and other investments for Year2 of the Rural Horseshoe Virginia Initiative (RHVI).

College Objective: MECC will secure continued funding to support the Career Coaches and the Great Expectations program.

College Strategies to Achieve Objective:

1. Secure funding for the Career Coaches and Great Expectations programs from the MECC College Foundation and identify local funding sources available.
2. Review feasibility of moving some Career Coach positions to full-time and joining the Rural Horseshoe project.
3. Present proposal on Rural Horseshoe to the Foundation Board for review and possible adoption.

SYSTEM: Identify and implement efficiencies in college and system office operations.

College Objective: MECC will continue to operate as efficiently as possible.

College Strategies to Achieve Objective:

1. Embrace the objectives of the VCCS Worksmart Collaborative initiatives in the areas of Finance, Purchasing, Human Resources and Facilities to gain operational efficiencies and more effectively utilize resources.
2. Involve stakeholders on campus to form implementation team for the successful implementation of WES
3. Implement CARDINAL software system as it is deployed by VCCS.
4. Review all positions that open up due to attrition to determine if they are critical to college operations.

**MOUNTAIN EMPIRE COMMUNITY COLLEGE
2015-2016 COMMITTEE ASSIGNMENTS**

EXECUTIVE COMMITTEE*

**Rex McCarty – Chair
Bonnie Elosser – Vice Chair
Bob Isaac
David Graham
Dennis Sturgill**

***The Executive Committee serves as the Presidential Evaluation Committee.**

CURRICULUM AND STUDENT AFFAIRS COMMITTEE

**Teresa Adkins
Vicki Brown
Gail Elliott
Alane Lovern
Adrienne Hood
❖ Dr. Vickie Ratliff, Administrative Liaison**

FINANCE AND FACILITIES COMMITTEE

**Bobby Tuck
Burl Mooney
Mary Ruth Laster
Bob Etherton
?? Jane Carter's replacement
❖ Ms. Donna Shelton, Administrative Liaison**

PRESIDENTIAL OPINION SURVEY COMMITTEE REPRESENTATIVES

**Mary Ruth Laster (2nd year of a two year term 2013-2015)
Alane Lovern (two year term 2014-2016)**

NOMINATING COMMITTEE (to be appointed in the spring)

**?? Jane Carter's replacement
Ms. Bonnie Elosser
Dr. Vickie Brown**

FOUNDATION BOARD REPRESENTATIVES – 3

**Bob Isaac
Bonnie Elosser
Doris Rife**

1.11.3 PRESIDENTIAL OPINION SURVEY COMMITTEE

I. PURPOSE

The committee shall oversee the distribution, collection, and tabulation of the results of the Presidential Opinion Survey. In addition, it shall recommend to the College Board any modifications to the survey itself, or to the procedures for its use.

II. COMPOSITION

The committee shall consist of eight members: two from the MECC College Local Board, two faculty, two administrators, and two classified staff.

III. COMMITTEE SELECTION

A. Appointed Members of the Committee

1. The two members of the committee from the Local Board will be chosen through the existing committee appointment procedures used by the MECC Local Board.
2. The two administrators will be appointed by the president of the college.

B. Elected Members of the Committee

1. The two faculty members of the committee will be chosen by an election at the first Faculty Senate meeting of the Fall Semester. Candidacy is not limited to Senators alone; any full-time faculty member is eligible to serve. The election will be conducted in accordance with the election bylaws of the Faculty Senate.
2. The two classified staff members will be elected by the Association of Classified Employees at the first meeting of the Fall Semester. Candidacy is not limited to members of the Association; any classified staff person is eligible.

IV. TERM OF OFFICE

Committee members shall serve a two-year term. In order to have continuity from year to year, the terms shall be staggered.

V. PROCEDURES FOR DISTRIBUTION, COLLECTION, AND TABULATION OF SURVEY

- A. The chair or appointed member of the committee will meet with Institutional Research to have survey created. An email will be distributed to all employees explaining the survey, the link to the survey, and a deadline to complete the survey.
- B. Institutional Research will provide the chair with the results of the survey.

VI. MONTHLY TIMETABLE

| | |
|------|---|
| July | The two committee members from the College Local Board appointed. |
|------|---|

| | |
|------------------------|--|
| August or September | Faculty and classified staff committee members elected Administrative committee members appointed |
|------------------------|--|

| | |
|---------|--|
| October | First meeting convened by chair of the committee Chair-elect for the following year elected |
|---------|--|

Secretary for the present year elected

Plans to administer survey formalized

First week

In November

Surveys distributed

Third week

In November

Surveys completed

Two copies of the results are made — one for the president and one for the chair of the MECC Local Board. No copies of the results are retained by committee members.

Second week

In December

Results submitted to the chair of the MECC Local Board and to the college president.

January

College Board evaluation submitted to the chancellor

Survey reviewed and changed, if necessary

February

Survey changes submitted to the Executive Committee of the Local Board

March

Suggested changes to survey submitted to the College Board

Presidential Opinion Survey

PROPOSED PROCESS

Monthly Timetable

| | |
|--------------------------------|--|
| First Week of November | Presidential Opinion Survey distributed to all MECC employees via email by a representative of Human Resources |
| Third Week of November | Deadline for survey submissions Two copies of the survey results delivered by a representative of Human Resources to the President's Administrative Assistant |
| Second Week of December | Survey results delivered by the President's Administrative Assistant to the MECC Local Board Chair and the MECC President |
| January | MECC Local Board evaluation submitted to the VCCS Chancellor |

Review of Opinion Survey (to be conducted every three years)

| | |
|--------------------------------|--|
| Second week of October | Survey forwarded by the President's Administrative Assistant to Chairs of ACE (Association of Classified Employees) and Faculty Senate, and to the Vice Presidents directing them to review the survey with their respective committees and personnel |
| November | Survey reviewed and recommendations for changes approved by the aforementioned committees and personnel |
| First Week of December | Recommendations submitted by Chairs of ACE and Faculty Senate, and by the Vice Presidents to the President's Administrative Assistant |
| Second Week of December | Recommendations forwarded by President's Administrative Assistant to MECC Local Board for approval |
| January | Approved changes communicated by MECC Local Board to the President's Administrative Assistant Approved changes forwarded by President's Administrative Assistant to a representative of Institutional Effectiveness for inclusion in next year's survey |

***Presidential Opinion Survey Committee
Meeting Agenda***

November 11, 2014
3:30 PM

- I. Call to order
- II. Approval of minutes (April 18, 2014)
- III. Plans to administer survey
- IV. Review of survey/Recommendations for changes
- V. Proposal to dissolve the committee
- VI. Adjournment

Presidential Opinion Survey Committee Meeting Minutes

November 11, 2014

3:30 PM

I. Members

Patricia Christian, Staff Member (Absent)
Tommy Clements, Dean of Applied Sciences & Technology
Brandon Dotson, Dean of Student Services (Absent)
Fran Doyle, Faculty Member
Sarah Gilliam, Faculty Member
Lana Kennedy, Staff Member
Mary Ruth Laster, Local Board Representative
Alan Lovern, Local Board Representative

II. Call to order

The meeting was called to order at 3:30 p.m. by Fran Doyle, Committee Chair.

III. Approval of minutes

The minutes of April 18, 2014 were presented and approved.

IV. Plans to administer survey

Fran Doyle will email the Presidential Opinion Survey to all employees on Wednesday, November 12, 2014. Employees will be asked to submit their responses by Tuesday, November 25.

V. Review of survey/Recommendations for changes

Upon review of the survey, it was discovered that a change recommended by last year's committee (Refer to minutes of January 17, 2014) was not presented to the MECC Local Board for approval. Fran Doyle will confirm this with the President's administrative assistant and will seek the Board's approval if needed.

The current Committee had no further recommendations for changes to the survey.

VI. Proposal to dissolve the committee

Fran Doyle presented a proposal to dissolve the Presidential Opinion Survey Committee. When the process was manual, an eight-person committee was needed to collate and

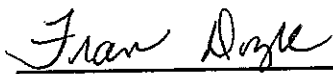
distribute the survey and to collect and tabulate the results; however, the electronic process no longer requires a committee. The Office of Institutional Effectiveness generates the survey and tabulates the survey results; consequently, it was recommended that a representative from that office oversee the survey process. Sarah Gilliam made a motion that the proposal to dissolve the Committee be presented to Faculty Senate, Association of Classified Employees (ACE) and College Council for approval. Tommy Clements seconded the motion; the Committee approved. Sarah Gilliam will present to Faculty Senate; Lana Kennedy will present to ACE; Fran Doyle will present to College Council. If approved by all, the proposal will be presented by Fran Doyle to the MECC Local Board for final approval and implementation.

Attached are copies of the current process and the proposed process.

VII. Adjournment

The meeting adjourned at 4:15 p.m.

Minutes prepared by:



Fran Doyle, Committee Chair

Presidential Opinion Survey Committee

April 18, 2014

Phillips-Taylor 232

MEMBERS PRESENT:

Donna Stanley
Patty Collier
Becky Bevins
Patricia Christian

MEMBERS ABSENT:

Brandon Dotson
Fran Doyle, Chair
Eunice Laster

CALL TO ORDER:

The meeting was called to order at 3:05 by Donna Stanley.

PROPOSAL FOR UPDATING OPERATING PROCEDURES:

Donna discussed the problem of not having written instructions in the Policy Manual to clarify how the information would be handled to maintain confidentiality. Donna suggested the following additional information be included in the Policy Manual.

IV. ROLE OF THE CHAIR (Addition, change the numbering to include before TERM OF OFFICE)

The role of the Chair is to confirm with the Committee the dates that the survey will be open and closed, send out the survey to college employees, print the results received from the Office of Institutional Effectiveness, and deliver the results in sealed envelopes to the President and to the President's Secretary. The President's Secretary is responsible for sending the results to the Local Board Chair and Local Board.

As a courtesy, the Chair of the Committee will meet with the President prior to the administration of the survey to let the President know who will be delivering the results of the confidential survey process. The Chair will also advise the President regarding the timing of the administration of the survey.

PROCEDURES FOR DISTRIBUTION, COLLECTION, AND TABULATION OF SURVEY

C. Other than the Chair, the members of the Presidential Survey Committee will not receive the results of the survey. Committee members can provide feedback on the survey instrument so recommendations for changes can be shared with the Local Board. The Local Board will determine if the recommendations are adopted.

A motion was made to send this recommendation to the Local Board to be adopted into the Policy Manual/Procedures. Becky Bevins seconded the motion and all agreed to recommend to the local board to adopt these additions/changes.

ADJOURNMENT:

The meeting was adjourned at approximately 3:15 p.m.

Patricia Christian
April 18, 2014

Presidential Opinion Survey Committee

January 17, 2014-3:00 p.m.

DC Boardroom

MEMBERS PRESENT:

Brandon Dotson
Carol Burkart
Patty Collier
Donna Stanley, Chair
Becky Bevins
Fran Doyle
Eunice Laster
Patricia Christian

MEMBERS ABSENT:

CALL TO ORDER:

The meeting was called to order at 3:03 p.m. by Donna Stanley, Chair.

ELECTIONS OF CHAIR-ELECT AND SECRETARY:

The Chair explained the term of the offices and their duties. Upon the request for volunteers, Fran Doyle volunteered as Chair-Elect and Patricia Christian volunteered as Secretary.

REVIEW WHAT OCCURRED WITH ACTIVATION DATE AND CLOSING DATE FOR ELECTRONIC SURVEY; SURVEY RETURNS:

Donna Stanley stated that the survey was activated and a link was sent out to college employees via electronic mail by Kevin Lee. The response rate from Administrative Staff was 16%, Faculty 50% and classified staff 34%. With a total of 76 participants. The sealed results were sent to Dr. Hamilton.

REVIEW OF SURVEY INSTRUMENT:

In review of the survey, the general consensus was the content of the survey was very good. Carol Burkart suggested an additional open ended question be added to address if there were any concerns or comments not covered by the survey. A motion was made to recommend adding the question, "Do you have any comments or concerns not covered by this survey?" Becky Bevins seconded the motion. All agreed to recommend to the local board the additional question.

Approved?

Debbie

Minutes from Debbie?

ADJOURNMENT:

The meeting adjourned at approximately 3:30 p.m.

Patricia Christian
January 21, 2014
Updated April 28, 2014

Presidential Opinion Survey Committee
Meeting Minutes from November 11, 2014 with Updates

September 17, 2015

I. Members

Patricia Christian, Staff Member (Absent)
Tommy Clements, Dean of Applied Sciences & Technology
Brandon Dotson, Dean of Student Services (Absent)
Fran Doyle, Faculty Member
Sarah Gilliam, Faculty Member
Lana Kennedy, Staff Member
Mary Ruth Laster, Local Board Representative
Alan Lovern, Local Board Representative

II. Call to order

The meeting was called to order at 3:30 p.m. by Fran Doyle, Committee Chair.

III. Approval of minutes

The minutes of April 18, 2014 were presented and approved.

IV. Plans to administer survey

Fran Doyle will email the Presidential Opinion Survey to all employees on Wednesday, November 12, 2014. Employees will be asked to submit their responses by Tuesday, November 25.

Update: The survey closed on Thursday, December 4, 2014. Results were delivered by Fran Doyle to the President and his administrative assistant. A total of eighty-three employees responded to this year's survey compared to ninety-two last year. The response distribution by employee position was as follows:

1. Select your position category.

| | | | |
|-------|------------------|----|------|
| 1 | Administrator | 14 | 20% |
| 2 | Faculty | 28 | 40% |
| 3 | Classified Staff | 28 | 40% |
| Total | | 70 | 100% |

Please note that thirteen employees did not indicate their employee position.

V. Review of survey/Recommendations for changes

Upon review of the survey, it was discovered that a change recommended by last year's committee (Refer to minutes of January 17, 2014) was not presented to the MECC Local Board for approval. Fran Doyle will confirm this with the President's administrative assistant and will seek the Board's approval if needed.

The current Committee had no further recommendations for changes to the survey.

Update: The recommendation reflected in the minutes of January 17, 2014 was presented to the MECC Local Board at the November 2014 meeting and approved. The question was added to the survey before it was distributed in December.

VI. Proposal to dissolve the committee

Fran Doyle presented a proposal to dissolve the Presidential Opinion Survey Committee. When the process was manual, an eight-person committee was needed to collate and distribute the survey and to collect and tabulate the results; however, the electronic process no longer requires a committee. The Office of Institutional Effectiveness generates the survey and tabulates the survey results; consequently, it was recommended that a representative from that office oversee the survey process. Sarah Gilliam made a motion that the proposal to dissolve the Committee be presented to Faculty Senate, Association of Classified Employees (ACE) and College Council for approval. Tommy Clements seconded the motion; the Committee approved. Sarah Gilliam will present to Faculty Senate; Lana Kennedy will present to ACE; Fran Doyle will present to College Council. If approved by all, the proposal will be presented by Fran Doyle to the MECC Local Board for final approval and implementation.

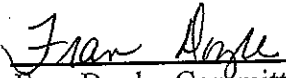
Attached are copies of the current process and the proposed process.

Update: The proposal was approved by Faculty Senate at its December 9, 2014 meeting. The Association of Classified Employees approved the proposal at its January 8, 2015 meeting. College Council approved on January 22, 2015. The proposal will be presented to the MECC Local Board for approval at its upcoming September meeting.

VII. Adjournment

The meeting adjourned at 4:15 p.m.

Minutes prepared by:



Fran Doyle, Committee Chair

Fran Doyle

From: Lana Kennedy
Sent: Monday, January 05, 2015 11:54 AM
To: Fran Doyle
Subject: Presidential Opinion Survey Committee

I wanted to follow up to see what you want me to present to ACE (our meeting is Thursday, Jan. 8, at 1:30) regarding the possible dissolution of the Presidential Opinion Survey Committee.

Thanks,

Lana

Lana L. Kennedy
Media Specialist II
MECC Printing Services
276-523-2400, ext. 341

MECC's Red Fox mascot is a tribute to one of the characters in "The Trail of the Lonesome Pine," and the fox design was fashioned from the red fox image at the John Fox, Jr. Museum.

Fran Doyle

From: Lana Kennedy
Sent: Thursday, January 08, 2015 4:26 PM
To: Fran Doyle
Subject: Presidential Survey Committee

Everyone attending the ACE meeting was in full agreement with your proposal.

Lana

Lana L. Kennedy
Media Specialist II
MECC Printing Services
276-523-2400, ext. 341

MECC's Red Fox mascot is a tribute to one of the characters in "The Trail of the Lonesome Pine," and the fox design was fashioned from the red fox image at the John Fox, Jr. Museum.

Fran Doyle

From: Sarah Gilliam
Sent: Tuesday, December 09, 2014 2:16 PM
To: Fran Doyle
Subject: Faculty Senate Decision
Attachments: Sarah Jane Gilliam.vcf

Fran,

The Faculty Senate voted unanimously today to recommend the dissolution of the Presidential Opinion Survey Committee and to implement the new review process as you outlined.

Thanks,
Sarah

Sarah Jane Gilliam

Mountain Empire Community College
English Faculty & Department Chair

(276) 523-2400 ext. 242 Work
sgilliam@mecc.edu

3441 Mountain Empire Rd.
Big Stone Gap, VA 24219

COLLEGE COUNCIL MINUTES

Thursday, January 22, 2015

12:15 p.m.

Dalton Cantrell Hall Boardroom

Call to Order

The January meeting of the MECC College Council was called to order on Thursday, January 22, at 12:15 p.m. by Dr. Scott Hamilton, President.

Roll Call

The following staff members were present: Jeri Bledsoe, Sue Ella Boatwright-Wells, Lelia Bradshaw, Tommy Clements, Suzie Cradic, Kim Dorton, Brandon Dotson, Fran Doyle, Pam Giles, Amy Greear, Kristy Hall, Lana Kennedy, Susan Kennedy, Jessica Ketrone, Peggy Gibson, Dale Lee, Gena Massey, Nikki Morrison, Barbara Orndorff, Vickie Ratliff, Carolyn Reynolds, Cindy Ringley, Donna Stanley, Jim Strength, Tony Robinson, Jim Vicars

The following staff members were absent: Tim Blankenbecler, Beth Boggs, Michael Gilley, Sarah Gilliam, Myron Hatfield, and Terri Lane

PRESIDENT'S UPDATE – Dr. Scott Hamilton

Below is a list of information items presented by Dr. Hamilton:

- Review Mission Statement for approval or changes – Dr. Hamilton presented the College's mission statement for approval or changes (See Attachment Number One) Ms. Amy Greear mentioned that the MECC Mission Statement was the same as that of the VCCS. She suggested that it be shortened and personalized to fit MECC. It was decided that Council members would email Dr. Hamilton or Peggy Gibson with any changes to the Mission or Vision Statement. Submissions will be reviewed at the next College Council meeting.
- Updates – Dr. Hamilton thanked everyone for their hard work on the new SDV 100 Redesign. Dr. Hamilton also mentioned that there had been 500 students from fall 2014 that had not enrolled in classes for the spring 2015 semester. Because of the college wide effort, that number is now down to only 42.

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

Dr. Ratliff provided information on the items listed below:

- SDV 100 Redesign - Dr. Ratliff reported that the SDV 100 Redesign was a tremendous success which ended with a 100 percent success rate.
- Jump Start Program- Dr. Ratliff reported that the Jump Start Program would target students that have applied to MECC but have not registered for classes and have not completed the placement test. The Quick Start to College class allows students the opportunity to obtain three college credits without having to enroll for a full semester at no cost. The class will include an orientation to the basics of college life. Students will be able to learn how to find offices and classes on campus, apply for financial aid, use Blackboard, and MECC email. Career counseling sessions and basic IT sessions will also be included. The Quick Start Program will be offered in two sessions this spring.
- Late Starting Classes - Dr. Ratliff reminded everyone that MECC still has some late starting classes available for students that express an interest in coming to college but may not be able to get into regular classes.
- Other New Enrollment –
 - CNA Plugged In program-(Clintwood) expected enrollment of 20 or more.
 - Electrical Non-credit Plugged In – (Gate City) - 58 applicants with only 16 spots available.
 - The College is also offering: Sewing, Yoga, and Mandolin classes.
 - Elimination of FOX On-line – Dr. Ratliff mentioned that there was discussion during the VP Staff meeting regarding the elimination of the FOX online. Details have not been finalized regarding this process. More updates at a later date.
- “Spring Fling, Green Fling” is scheduled for April 22. The College plans to invite high school students again this year.
- Plans are underway to do advising in the high schools again this year.

VICE PRESIDENT OF FINANCIAL AND ADMINISTRATIVE SERVICES UPDATE – Ms. Donna Shelton

- Proposal to dissolve the Environmental Sustainability Committee – Ms. Donna Stanley reported that in the last Environmental Sustainability Committee, members proposed that the committee did not need to be a full committee. Committee members will remain as volunteers. Ms. Shelton received approval from Council members to dissolve the committee.
- Violence Prevention and Campus Safety Committee – Ms. Shelton reported that the Violence Prevention and Safety Committee proposed that the campus siren only be used for tornado warnings. The Committee proposed that other emergency warnings be communicated through text messaging and the audio phone system. Ms. Shelton also mentioned that they would also like to find a solution for installing phones in the parking lots. After discussion among the Council, it was decided that the current plan would remain the same until an alternate plan had been decided and approved.
- Pay for Pell - Ms. Shelton stated that students had started receiving inaccurate email notifications this morning to register for the refund by card. Ms. Amy Greear was sent updated information to post on the student web page and Facebook. Ms. Suzie Cradic reported that she is working with TMS regarding this issue and that other VCCS community colleges were having problems as well.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT UPDATE – Ms. Donna Stanley

- Ms. Stanley informed Council members that the Foundation is still hosting lunches and encouraged members to participate if they haven't already.
- March 18 is the date set for this year's John Fox Festival. Speakers will be:
 - Dr. David Sam, President of Germanna Community College, Poet
 - Donald Davis, Author and Storyteller
- Ms. Stanley reported that the Foundation had closed out the year meeting its goal for 2014 and in addition to the large gifts received, had raised 437,000 in gifts.

GAIN and Parallel Success Update - Ms. Jessica Ketron

- Ms. Jessica Ketron gave Council members the following success update on GAIN and Parallel Tutoring. Ms. Ketron reported that Supplemental Instruction (SI), GAIN Student Support, and Parallel Tutoring programs had served 243 students

last semester. (See Attachment Number Two for breakdown). All four programs had a collective retention rate of 79%. In addition, Ms. Ketron reported that they were on track to meet or exceed the goal submitted to Dr. Hamilton and that to date 66 students had requested services.

Proposal to dissolve the Presidential Opinion Survey Committee - Ms. Fran Doyle

- Ms. Fran Doyle reported that as Chair of the Presidential Opinion Survey Committee she was proposing to dissolve the committee. As of now, there is an eight person committee that oversees an electronic process. Ms. Doyle reported that Committee members, Association of Classified Employees (ACE), and Faculty Senate were all in favor of dissolving this committee. Ms. Doyle also reported that she thought MECC was the only college in the VCCS with a committee for this process. After discussion among Council members regarding the process of this committee, it was agreed that Ms. Fran Doyle would present this idea to the President's Advisory Council. Ms. Donna Shelton made the motion that Human Resources be responsible for sending out the email to initiate the annual survey.

OTHER

- Ms. Gena Massey made the Council members aware of the following:
 - Vacancy in Talent Search (advisor position vacated by Nakeisha Talley)
 - Food Pantry – Ms. Massey reported that a substantial donation had been made to the MECC Food Pantry and wanted Council members to make other areas on campus aware of this opportunity for our students in need.
- Ms. Amy Greear announced that she and others had meet with the Times News (Times News Media) regarding the new MECC Website Redesign.
- Ms. Kristy Hall inquired about the communication to students using the student dlist. Dr. Ratliff stated that the dlist that was used through the systems query was correct but that the other one was not. Dr. Ratliff stated that all those needing to contact students via email would need the correct dlist.
- Dale Lee reported the following dates:
 - Transfer Fair - February 9.
 - Job Expo - April 1.
 - Awards Ceremony - May 7.
- Ms. Amy Greear mentioned student cost for used textbooks.

- Ms. Kristy Hall reported that they were moving forward with the Blackboard Initiative for 24/7 web based and telephone based customer service for Financial Aid and Student Accounts inquires. She also reported that members of VCCS and Blackboard will be on campus February 17. Ms. Hall report that MECC is expected to have documentation completed between February 17 and April 30 so that MECC can go live for summer in terms of answering questions that relate to the fall term.

ADJOURNMENT

There being no further business the meeting adjourned at 1:30 p.m.

NEXT MEETING

The next College Council meeting will be on February 24 at 12:15 p.m. in Dalton Cantrell Hall Boardroom.

ADJOURNMENT

There being no further business the meeting adjourned at 1:30 p.m.

Fran Doyle

From: Fran Doyle
Sent: Wednesday, November 12, 2014 9:38 AM
To: Kevin Lee
Subject: RE: Board Approval of Survey Question

Thank you, Kevin!

From: Kevin Lee
Sent: Wednesday, November 12, 2014 9:10 AM
To: Fran Doyle
Subject: RE: Board Approval of Survey Question

https://meccedu.co1.qualtrics.com/SE/?SID=SV_8iv9yJyNnnRGLWt

From: Fran Doyle
Sent: Wednesday, November 12, 2014 9:01 AM
To: Kevin Lee
Subject: FW: Board Approval of Survey Question

Kevin,
Please add the following question to the Presidential Opinion Survey:

"Do you have any comments or concerns not covered by this survey?"

Also, please send me the link to the survey so I may distribute it to all employees. Thank you!

Fran

Ms. Fran Doyle, Associate Professor MGMT/IT
Assistant Dean, Business & Information Technology Division
Mountain Empire Community College
Phillips/Taylor Hall, Office 145
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-2400, ext. 313
276-523-7484 Fax

From: Scott Hamilton
Sent: Tuesday, November 11, 2014 5:59 PM
To: Fran Doyle
Subject: RE: Board Approval of Survey Question

The Board approved the question.

From: Fran Doyle
Sent: Tuesday, November 11, 2014 4:18 PM
To: Scott Hamilton
Cc: Fran Doyle
Subject: Board Approval of Survey Question

Dr. Hamilton:

The Presidential Opinion Survey Committee requests approval by the Local Board to add the following question to the Presidential Opinion Survey:

“Do you have any comments or concerns not covered by this survey?”

If approved, I will ask Kevin Lee to add the question to the survey that will be distributed to all employees tomorrow. Thank you!

Fran

Ms. Fran Doyle, Associate Professor MGMT/IT
Assistant Dean, Business & Information Technology Division
Mountain Empire Community College
Phillips/Taylor Hall, Office 145
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-2400, ext. 313
276-523-7484 Fax

Fran Doyle

From: Fran Doyle
Sent: Thursday, September 17, 2015 1:20 PM
To: Patricia Christian; Thomas Clements; Brandon Dotson; Sarah Gilliam; Lana Kennedy; Mary Ruth Laster; 'Alane Lovern'
Cc: Fran Doyle
Subject: Presidential Opinion Survey Committee Update
Attachments: Presidential Opinion Survey Minutes with Updates.docx

Hi everyone,
Please review the attached document for an update on the status of the Presidential Opinion Survey Committee. If you have questions or concerns, please let me know.

Thanks!

Fran

Ms. Fran Doyle, Associate Professor MGMT/IT
Assistant Dean, Business & Information Technology Division
Mountain Empire Community College
Phillips/Taylor Hall, Office 147
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276-523-2400, ext. 313
276-523-7484 Fax