

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD MEETING
TUESDAY, JANUARY 20, 2015
4:30 p.m.
DALTON CANTRELL HALL BOARDROOM

- I. Welcome and Call to Order – Mr. Rex McCarty, Chair
- II. Approval of November 11, 2014 Minutes
- III. Administrative Reports
 - A. Chair – Mr. Rex McCarty
 - 1. Recognition of Guests
 - 2. Legislative Visit (February 4 & 5)
 - B. President’s Report – Dr. Scott Hamilton
 - C. Foundation Report – Ms. Donna Stanley
 - D. President’s Staff Reports
 - 1. Academic and Student Services – Dr. Vickie Ratliff
 - 2. Financial and Administrative Services – Ms. Donna Shelton
 - 3. Institutional Advancement – Ms. Donna Stanley
- IV. Committee Reports
 - A. Executive Committee
 - 1. 2015 Professor & Support Staff Emeritus Nominations
 - 3. Presidential Opinion Survey Results – Closed Session
 - B. Finance and Facilities Committee
 - 1. 2015-2016 Local Funds Budget Request
 - C. Curriculum and Student Affairs Committee
 - 1. Chemical Process Operator Career Studies Certificate
- V. Old/New Business
- VI. College Feature: SDV 100 Redesign (Dale Lee and Jessica Ketron)
- VII. Public Comments/Other
- VIII. Next Meeting Date – Tuesday, March 17, 2015
- IX. Adjournment



Mountain Empire Community College

ADVISORY BOARD

Tuesday, January 20, 2015 at 4:30 p.m.

Room: Dalton Cantrell Hall Boardroom

Call to Order

The Mountain Empire Community College Advisory Board met on Tuesday, January 20, at 4:30 p.m. in the Dalton Cantrell Hall Boardroom at Mountain Empire Community College. Mr. Rex McCarty, Chair, called the meeting to order.

Roll Call

SCOTT COUNTY

Jane Carter – Yes
Bob Etherton - No
Adrienne Hood – No
Rex McCarty – Yes

WISE COUNTY

Alane Lovern – Yes
Bonnie Elosser – Yes
Bobby Tuck – Yes
Teresa Adkins – Yes
Dennis Sturgill – Yes

LEE COUNTY

Vickie Brown – Yes
Gail Elliott – Yes
Mary Ruth Laster – Yes
David Graham – Yes

CITY OF NORTON

Robert Isaac – Yes

DICKENSON COUNTY

Burl Mooney – No

OTHERS ATTENDING

Ms. Lana Kennedy, Association of Classified Employees
Ms. Sarah Gilliam, Faculty Senate Representative
Dr. Vickie Ratliff, Vice President of Academic and Student Services
Ms. Donna Shelton, President's Staff
Ms. Donna Stanley, President's Staff
Ms. Peggy Gibson, President's Staff
Dr. Scott Hamilton, President
Mr. Dale Lee, Disabilities Coordinator and Coordinator of New SDV 100 Redesign

APPROVAL OF MINUTES

A motion was made by Mr. Dennis Sturgill to accept the November 11, 2014 minutes as presented. The motion was seconded by Ms. Mary Ruth Laster and passed unanimously.

ADMINISTRATIVE REPORTS

Mr. McCarty reported on the following information items:

Recognition of Special Guests included:

- Sarah Gilliam – Faculty Senate Chair
- Lana Kennedy – Association of Classified Employees Chair
- Dale Lee – Disabilities Coordinator – The College Feature this week is: SDV 100 Redesign

- Mr. McCarty reminded board members of the following dates:
 - VCCS Legislative Visit – February 4 & 5, 2015. (Note: If anyone is interested in traveling to Richmond for these sessions, please see Peggy Gibson for assistance in making travel arrangements.)

PRESIDENT'S REPORT – Dr. Scott Hamilton

ACTIVITIES REPORT

Dr. Hamilton reviewed with Board members his current community involvement that included memberships as well as a list of community activities from November 12, 2014 through January 19, 2015. (See Attachment Number One)

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

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

- **Enrollment Report**

Dr. Hamilton presented the Fall Semester 2014 Final Enrollment Report that indicated a (9) percent decrease in enrollment. The Spring Semester 2015 Preliminary Enrollment Report indicated a (7) percent decrease in enrollment. MECC headcount for Spring Semester 2015 is currently at 1,052 compared to 1,075 last year at this time, a decrease of (2) percent. The College's FTE is 1,276 this year compared to 1,368; down 7 percent.

Discussions have begun with SWCC to determine how MECC and SWCC are going to share Dickenson County students next fall when the new county high school opens. MECC and SWCC agreed that MECC would take on the administration of the college programs which would be shared between the two colleges. Students will be allocated to each college based upon their residential zip code. Dr. Ratliff has met with the VP at SWCC and Dickenson County Superintendent, Haydee Robinson, to begin working out the details of an agreement. Dr. Hamilton reported that there would be further information later this year. The new school is scheduled to open this fall.

President Obama has proposed that all states work toward offering all students a free community/technical college education for those that meet minimum qualifications. Funding to pay for this "free" education will have to be added to the budget and there is question whether the President's proposal will make it through congress at this time.

- **Facilities**

Dr. Hamilton reported that there had been no significant changes in campus facilities since the November 2014 meeting.

PRESIDENT'S REPORT CONTINUED

- **Budget and Personnel**

The College's Budget Reduction Plan was implemented and some employees have taken advantage of the early retirement options. In addition, there will be five (5) more employees that will retire at the end of January. The College anticipates a modest carryover of funds from FY2015 into FY2016 to help balance the budget and meet budget reduction goals for next year. The College's enrollment drop of 9.24% was higher than the projected 5% reduction. Dr. Ratliff, staff, and faculty in Academic and Student Services have been working hard to increase recruitment and retention. The College will continue to monitor its budget situation closely and keep the Board informed of MECC's budget status and situations. Dr. Hamilton presented to the Board his report that was shown during the January 6, 2015 faculty and staff in-service.

FOUNDATION REPORT – Ms. Donna Stanley

Ms. Stanley updated the Board regarding the MECC Foundation Campus Campaign activities. The Foundation will be collecting ideas from the Roundtable breakfast/lunch discussions that include faculty, staff, and administrators. She stated that ideas from these discussion groups could possibly be used for future grant applications, or to formulate plans that can be used for fundraising. Ms. Stanley reported discussions were also giving faculty, staff, and administrators the opportunity for communication regarding issues on campus that may need some attention. Ms. Stanley reported that 2014 had been a banner year for the Foundation, with dollars collected of \$4,681,561. She reported that their annual goal had been met. In addition, Ms. Stanley reported that the MECC Foundation was 4th in the state in regards to fundraising.

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

- The John Fox, Jr. Festival Wednesday, March 18, 2015 Dr. David Sam, Poet
10:00 a.m. – 12:00 p.m. Donald Davis, Author/Storyteller
- Scholars Recognition Night Date to be announced
- MECC Foundation Gala Saturday, April 25, 2015

PRESIDENT'S STAFF REPORTS

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

Dr. Ratliff updated Board members on the following items:

- Dr. Ratliff informed Board members of the college wide effort to retain students. Dr. Ratliff stated that as of January 5, 2015 there had been 526 students that had not registered for classes for the Spring Semester. In addition, almost 400 of these students had a 2.0 or above GPA. These students were targeted first with issues such as work to support families or debts owed to the college. Dr. Ratliff reported that Ms. Donna Stanley was able to find funding to cover debts of \$400 and under for approximately 400 students with a GPA of 2.0 or above.
- Dr. Ratliff also reported that MECC has developed several new programs geared toward retention and student issues:
 - SDV 100 Redesign (See Attachment Number Nine as College Feature)

- Jump Start Program – Targeting students who are interested in taking college classes but may not be college ready. This will be a free class offered 2 days a week for approximately 6 weeks. With completion of this class, students will receive help in preparing for the placement test, career counseling, study skills, and basic IT skills. In addition, students will receive 3 credit hours if they register for classes. The program will target students who have applied for admission but have not registered for classes nor has taken the placement test. Dr. Ratliff also mentioned that we would be working with our partners in Adult Ed to identify students who may also benefit from this program. The program is scheduled to start at the end of March.
- Rethinking course scheduling – Dr. Ratliff reported that the College is working on alternative scheduling for this summer and fall with the concept of offering a one course at a time model. Dr. Ratliff stated that the SDV 100 Redesign had been offered as one of these courses and was a huge success with our students.
- “One Stop Shop” - Dr. Ratliff updated the Board regarding plans for a One Stop Shop Center on campus which will involve the renovation of Enrollment Services/Financial Aid, and the Fitness Center located in Godwin Hall. In addition, plans will include the relocation of other areas such as testing, student ID’s, and advising. The additional space vacated by these areas could be utilized for supplemental instruction and other student needs. Mr. Bobby Tuck suggested the College provide an area for a Student Learning Center for student group studies.

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

Ms. Shelton reported on the following items:

Personnel Report – Ms. Shelton reviewed the personnel report with board members. (See Attachment Number Three)

Local Funds Expenditure Report – Ms. Shelton reviewed the Local Funds Expenditure Report ending December 31, 2014. (See Attachment Number Four)

Ms. Shelton informed board members that she had been closely monitoring our revenue and with the personnel reduction/retirement we should be ok at the end of the year.

INSTITUTIONAL ADVANCEMENT – Ms. Donna Stanley

No Report

COMMITTEE REPORTS

Executive Committee

Mr. Rex McCarty submitted for approval the following names for 2015 Professor and Support Staff Emeritus:

Mr. Russell Gilbert – Support Staff Emeritus (See Attachment Number Five – Recommendation)

Ms. Sharon Fisher – Professor Emeritus (See Attachment Number Six – Recommendation)

The motion was made by Mr. Bob Isaac and seconded by Ms. Bonnie Elosser to approve the recommendations. The motion passed unanimously.

Presidential Evaluation

EXECUTIVE SESSION

A motion was made by Ms. Bonnie Elosser and seconded by Mr. Bobby Tuck that:

“The MECC Local Advisory Board go into Executive Session to discuss the President’s evaluation, Pursuant to Section 2.2-3711, sub-section A, sub-section 1 of the Code of Virginia.”

A vote was taken to confirm the request, and each member concurred.

RETURN TO OPEN SESSION

A motion was made by Ms. Mary Ruth Laster and second by Ms. Bonnie Elosser to return to open session. The motion passed unanimously.

Each member was asked individually to respond to the following questions:

- Do you affirm that during executive session, you discussed only public business matters lawfully exempted from statutory open meeting requirements and
- Public business matters identified in the called motion to convene the executive session?

All members concurred to the questions.

The MECC Advisory Board will submit a letter to the Virginia Community College System Chancellor, Dr. Glenn DuBois, confirming their collective high vote of confidence in the leadership of Dr. Scott Hamilton.

Finance and Facilities Committee

Ms. Shelton presented and reviewed with Board members the Local Funds Budget Request for the Fiscal Year 2015-2016. Mr. Dennis Sturgill made the motion to accept the Local Funds Budget Request for 2015-2016 as presented. Mr. Bob Isaac seconded the motion. The Board voted unanimously to pass the Local Funds Budget for 2015-2016. (See Attachment Number Seven)

Curriculum and Student Affairs Committee

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

- Chemical Process Operator

A motion was made by Ms. Mary Ruth Laster to accept the Chemical Process Operator Certificate as presented. Ms. Bonnie Elosser seconded the motion which passed unanimously.

OLD/NEW BUSINESS

There was some discussion regarding the credentialing for Dual Enrollment faculty for classes taught in area high schools. Dr. Hamilton stated that finding qualified teachers to teach Dual Enrollment classes had been a

challenge. Dr. Vickie Ratliff reported that she had been working with both Scott and Wise Counties regarding these issues and that they had been corrected.

PUBLIC COMMENTS

Ms Bonnie Elosser wanted to make the Board aware that the VCCS will be honoring Dr. George Vaughan with a tribute in Charlottesville in February. The VCCS has set up a leadership endowment in Dr. Vaughan's name. Ms. Elosser and several other retirees from MECC plan to attend this event.

COLLEGE FEATURE

Mr. Dale Lee, Disabilities Coordinator, presented a PowerPoint presentation regarding the new SDV 100 Redesign (See Attachment Number Nine). The initial pilot of MECC's redesigned SDV 100 class, referred to as the "New Student Seminar" was held over the course of three days – January 12-14, 2015. The class met daily from 9 a.m. – 2:30 p.m. and was a remarkable success. Of the 112 students enrolled, 111 successfully completed the course, with 1 student scheduled to complete missing assignments within 1 week. End-of-course surveys revealed that 97% of the students considered themselves prepared for spring classes as a result of their participation in this class.

ADJOURNMENT

There being no further business the meeting adjourned at 6:35 p.m.

NEXT MEETING DATE

The next meeting date will be Tuesday, March 17, 2015.

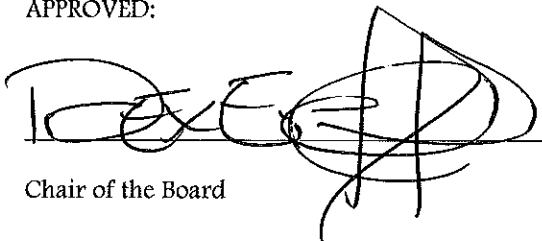
Adjournment

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair of the Board

3/17/15

Date

President's Activity Report – Nov. 2014 – Jan. 2015

<u>Date</u>	<u>Activities</u>
11/12	Dickenson County Fundraiser - Clintwood
11/13	Wise County Board of Supervisors – Wise
11/17-19	Annual State Board Meeting – Richmond
12/2	Norton City Council – Norton
12-4	Holiday Luncheon – Goodloe Center
12/9	Ribbon Cutting – The Inn at Wise
12/10	MECC Foundation Finance Committee Meeting
12/11	ACOP Meeting
12/15	Superintendent's Meeting
1/6/2015	Faculty Staff In-service
1/8	Breakfast with Employees
1/9	Coal Region Economic Summit – Oakwood
1/12	Breakfast with Employees Lunch with students
1/13	Lunch with students
1/14-15	Legislative visits with students – Richmond
1/19	Lunch with Employees

President's Report 1/20/2015

Facilities Update

No significant changes since 11/14 meeting

Programs

Enrollment –

We have the early report on enrollment and as usual for this early in the semester it is simply a comparison of where we are on a particular day this year as compared to a particular day this time last year. You should also be aware that because we delayed our enrollment by about a week this spring our numbers right now are a week earlier in the semester than last year counts. So the usual caveat, we will have a better idea what our final numbers will be for spring toward the end of the semester. The report from Monday 1/19 shows that our FTE for Spring is running about 7.44% lower than last year at this time and headcount is 9.53% lower. In comparison to the other Southwest schools VHCC is down 6.10%, SWCC up .77%, WCC is down 13.36%. Overall the VCCS as a whole is down 4.09% compared to this time last year. Our final fall enrollment was actually down 9.24% so we would expect spring to be down somewhat since we started the semester with 9% fewer continuing students. It will probably be mid-term before the numbers begin to settle out and we see where we actually will be for Spring '15.

In December, we began discussions with SWCC to determine how MECC and SWCC are going to share Dickenson County next Fall when the new county High School opens. There will now be only one high school in the county which will be located in our district. Students attending that school will also live in the SWCC district so we will be sharing that one school. In that meeting, we agreed that to make things more efficient for the high school and since they are located in the MECC district, MECC would take on the administration of the college programs which would be shared between the two colleges. Students would be allocated to each college based upon their residence zip code. For example, rather than run two sections of DE math there would be one section for all students and credits would be assigned and awarded by the college where that student resides. Dr. Ratliff has met with the VP at SWCC and Superintendent Hadee Robinson at Dickenson Co. to begin working out the details of an agreement. We will have further information later this year. The new School opens this Fall semester.

President Obama's Proposal for Free Community College for All.

As you may have heard, President Obama has proposed that all states start working toward offering all students, which meet minimum qualifications, a free community/technical college

education. Tennessee implemented their free community college program last fall. Of course funding to pay for this "free" education will have to be added to the budget and there is some question about whether the President's proposal will make it through congress at this time. Stay tuned on this one.

Budget and Personnel

We have implemented our budget reduction plan and some employees have taken advantage of the early retirement options already. A few more will be leaving in early February. Reductions in force are never easy but as I have indicated throughout this process we have tried our best to minimize the impact on our staff by offering the retirement options and focusing reductions on areas that were not operating efficiently. We anticipate a modest carryover of funds from FY 15 into FY16 to help us balance the budget for next year and meet our budget reduction goals for next year. Our enrollment drop of 9.24% was higher than our projected 5% reduction but if enrollment stabilizes we should be in good shape for next year. Dr. Ratliff, the staff and faculty in Academic and Student Services have been working hard to increase recruitment and retention. Vickie will update the Board on some of the efforts taking place to help increase student success and retention when she gives her update. Further drops in enrollment could result in budget challenges in the outlying years. State budget levels also impact our funding. We will continue to monitor our budget situation closely and keep the Board informed of MECC's budget status as we deal with these challenging situations.

**FALL SEMESTER 2014
FINAL ENROLLMENT REPORT**

HEADCOUNT	2013	2014	% CHANGE
Full-Time	1,310	1,185	(10)
Part-Time	1,614	1,533	(5)
Male	1,189	1,053	(11)
Female	1,735	1,665	(4)
Total	2,924	2,718	(7)

FTES	2013	2014	% CHANGE
	1,808	1,642	(9)

ANNUALIZED FULL-TIME EQUIVALENT STUDENTS

	2010-11	2011-12	2012-13	2013-14	2014-15
Summer Annualized FTES	270	260	229	193	180
Fall Annualized FTES	1,076	994	945	904	821
Spring Annualized FTES	906	851	775	765	
Total Annualized FTES	2,252	2,104	1,948	1,862	

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

**SPRING SEMESTER 2015
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	1/21/14	1/20/15	% CHANGE
Full-Time	1,075	1,052	(2)
Part-Time	956	801	(16)
Male	785	716	(9)
Female	1,246	1,137	(9)
Total	2,031	1,853	(9)

FTES	1/21/14	1/20/15	% CHANGE
	1,368	1,276	(7)

Jurisdiction

	Number	Percent	Average
Dickenson County	135	7%	7%
Lee County	378	20%	19%
Scott County	292	16%	20%
Wise County	789	43%	38%
City of Norton	127	7%	5%
Other Virginia	69	4%	7%
Out-of-State	63	3%	3%

MOUNTAIN EMPIRE COMMUNITY COLLEGE

PERSONNEL UPDATE JANUARY 2015

<u>EMPLOYEE</u>	<u>POSITION</u>
<p><u>NEW HIRES</u></p> <p>Terry Garrett Pennington Gap</p> <p>Tony Robinson Gate City</p> <p>Valerie Lee Big Stone Gap</p>	<p>Accepted the classified position, Administrative and Office Specialist III, in the Center for Workforce Development effective December 19 replacing Vickie Rutledge</p> <p>Accepted the classified position, IT Manger II, in the Center for Computing and Information Technology effective January 5 replacing Rick Campbell</p> <p>Accepted the classified position, Human Resource Analyst I, in the Human Resource Office effective January 6</p>
<p><u>TRANSFERS</u></p> <p>Peggy Gibson Big Stone Gap</p>	<p>Accepted the classified position, General Administration Coordinator I, in the Office of the President, effective December 1 replacing Deborah Kindle</p>
<p><u>OPEN POSITIONS</u></p>	<p>Screening Committee is reviewing applications for the classified position, IT Specialist I, in the Wampler Library with interviews to be scheduled the week of January 19</p>

Local Funds Expenditures Ending December 31, 2014

Category	Budget 2014 - 2015	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 2,280	\$ 2,720
President's Office	\$ 23,000	\$ 11,113	\$ 11,887
Fiscal Operations	\$ 3,000	\$ 1,480	\$ 1,520
Student Aid	\$ 30,000	\$ 6,697	\$ 23,303
Home Craft Days	\$ 35,000	\$ 28,706	\$ 6,294
Mountain Music School	\$ 26,000	\$ 22,018	\$ 3,982
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 72,294	\$ 52,706
B. Small Business Center	\$ 30,250	\$ 15,125	\$ 15,125
Total Contributions of Localities	\$ 155,250	\$ 87,419	\$ 67,831
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 64,000	\$ 33,940	\$ 30,060
B. Vending Operation Expenses	\$ 5,000	\$ -	\$ 5,000
Total Student Activity Fee & Vending Commissions	\$ 69,000	\$ 33,940	\$ 35,060
III. General Auxiliary Fee:	\$ 300,000	\$ 96,277	\$ 203,723
IV. Bookstore			
A. Salaries	\$ 200,000	\$ 100,000	\$ 100,000
B. Textbooks and Supplies	\$ 988,240	\$ 619,114	\$ 369,126
C. Operating	\$ 52,190	\$ 17,809	\$ 34,381
D. Transfer to capital projects	\$ -	\$ -	\$ -
Total Bookstore	\$ 1,240,430	\$ 736,923	\$ 503,507
V. Contingency and Interest Income			
A. Transfer to capital projects -	\$ -	\$ -	\$ -
Total Contingency and Interest Income	\$ -	\$ -	\$ -
VI. Construction Projects			
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ 18,585
B. Solar Training Roof	\$ 26,713	\$ 21,638	\$ 5,075
C. Parking Lot A-B Improvements	\$ 46,631	\$ 37,678	\$ 8,953
Total Construction Projects	\$ 91,929	\$ 59,316	\$ 32,613
TOTAL ALL	\$ 1,856,609	\$ 1,013,875	\$ 842,734

Mountain Empire Community College
Advisory Board
Finance and Facilities Committee
January 20, 2015

Action Item: Local Funds Budget Requests for fiscal year 2015-2016

Background:

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

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

The details of MECC's requests for the 2015-2016 fiscal year are attached.

Recommendation:

It is recommended that the Board approve the amount and distribution of the college's requests for local funds for the 2015-2016 fiscal year as detailed in the attached documents entitled:

- Attachment #1 Maintenance and Operation Budget 2015-2016
- Attachment #2 Local Funds Budget Requests 2015-2016

Resource Persons:

Dr. Scott Hamilton
President
(276) 523-7469

Ms. Donna Shelton
Vice President of Financial and
Administrative Services
(276) 523-7478

Attachment #1
Maintenance and Operation Budget
2015-2016

Student Scholarships	\$ 32,000
Scholarships for high school honor students and others who may not be eligible for financial aid.	
College Board	\$ 6,000
Travel and meeting expenses of college advisory board, memberships, graduation expenses, and other direct costs incurred by or for board members in their official capacity.	
President's Office	\$ 22,375
Expenses that support the activities and obligations of the President's office. Includes expenses of conferences with public officials and other college guests, expenses of college representatives' memberships in public service organizations and attendance at special events, expenses for flowers/memorials for illnesses or deaths of employees, deaths of members of employees' immediate family, or others, retirement honoraria for employees, and other college sponsored events and administrative expenses.	
Fiscal Operations	\$ 3,000
Bank service charges for federal and local accounts. Costs incurred to correct institutional errors that may occur related to the administration of financial aid programs.	
Home Craft Days	\$ 8,625
Expenses of advertising and promotional materials, stipends for demonstrators and musicians, and other miscellaneous expenses.	
Mountain Music School	\$ 10,000
Expenses of advertising and promotional materials, stipends for musicians, student field trips and other miscellaneous expenses.	
Site Development	\$ 5,000
Expenses of surveys, borings for parking areas and roads, grading, storm drainage, sidewalks, landscaping, seeding, outdoor facilities for physical education and recreation, and other site development projects.	
Total Maintenance and Operation	<u>\$ 87,000</u>

**Attachment #2
Local Funds 2015-2016**

Locality	MAINTENANCE & OPERATION BUDGET		Percent of Total	Small Business Center		Total Requested 2015-2016	Total Funded Current Year
	High School Seniors*	Amount Requested		Amount Requested	Amount Requested		
Dickenson County	92	8.74%	\$ 7,601.00	\$ 2,750.00	\$ 10,351.00	\$ 9,632.00	
Lee County	227	21.56%	\$ 18,755.00	\$ 2,750.00	\$ 21,505.00	\$ 18,552.00	
City of Norton	57	5.41%	\$ 4,710.00	\$ 2,750.00	\$ 7,460.00	\$ 7,678.00	
Scott County	261	24.79%	\$ 21,564.00	\$ 5,500.00	\$ 27,064.00	\$ 27,930.00	
Wise County	416	39.51%	\$ 34,370.00	\$ 16,500.00	\$ 50,870.00	\$ 53,458.00	
Total	1053	100.00%	\$ 87,000.00	\$ 30,250.00	\$ 117,250.00	\$ 117,250.00	
*Enrolled as of December 1, 2014							

Peggy Gibson

From: Susie Austin
Sent: Wednesday, January 21, 2015 3:22 PM
To: Peggy Gibson
Subject: Committee Chair and Vice Chair 2014-2015

The Finance and Facilities Committee selected Ms. Mary Ruth Laster as Chair and Ms. Bonnie Elosser as Vice Chair at their meeting on January 20, 2015.

Susie

*Administrative Assistant for the
Vice President*

*Financial and Administrative Services
Mountain Empire Community College*

276.523.7463 (V) 276.523.8257 (F)
saustin@mecc.edu

Mountain Empire Community College
Advisory Board
Finance and Facilities Committee
January 20, 2015

Action Item: Local Funds Budget Requests for fiscal year 2015-2016

Background:

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

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

The details of MECC's requests for the 2015-2016 fiscal year are attached.

Recommendation:

It is recommended that the Board approve the amount and distribution of the college's requests for local funds for the 2015-2016 fiscal year as detailed in the attached documents entitled:

- Attachment #1 Maintenance and Operation Budget 2015-2016
- Attachment #2 Local Funds Budget Requests 2015-2016

Resource Persons:

Dr. Scott Hamilton
President
(276) 523-7469

Ms. Donna Shelton
Vice President of Financial and
Administrative Services
(276) 523-7478

Local Funds Expenditures Ending December 31, 2014

Category	Budget 2014 - 2015	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 2,280	\$ 2,720
President's Office	\$ 23,000	\$ 11,113	\$ 11,887
Fiscal Operations	\$ 3,000	\$ 1,480	\$ 1,520
Student Aid	\$ 30,000	\$ 6,697	\$ 23,303
Home Craft Days	\$ 35,000	\$ 28,706	\$ 6,294
Mountain Music School	\$ 26,000	\$ 22,018	\$ 3,982
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 72,294	\$ 52,706
B. Small Business Center	\$ 30,250	\$ 15,125	\$ 15,125
Total Contributions of Localities	\$ 155,250	\$ 87,419	\$ 67,831
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 64,000	\$ 33,940	\$ 30,060
B. Vending Operation Expenses	\$ 5,000	\$ -	\$ 5,000
Total Student Activity Fee & Vending Commissions	\$ 69,000	\$ 33,940	\$ 35,060
III. General Auxiliary Fee:	\$ 300,000	\$ 96,277	\$ 203,723
IV. Bookstore			
A. Salaries	\$ 200,000	\$ 100,000	\$ 100,000
B. Textbooks and Supplies	\$ 988,240	\$ 619,114	\$ 369,126
C. Operating	\$ 52,190	\$ 17,809	\$ 34,381
D. Transfer to capital projects	\$ -	\$ -	\$ -
Total Bookstore	\$ 1,240,430	\$ 736,923	\$ 503,507
V. Contingency and Interest Income			
A. Transfer to capital projects -	\$ -	\$ -	\$ -
Total Contingency and Interest Income	\$ -	\$ -	\$ -
VI. Construction Projects			
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ 18,585
B. Solar Training Roof	\$ 26,713	\$ 21,638	\$ 5,075
C. Parking Lot A-B Improvements	\$ 46,631	\$ 37,678	\$ 8,953
Total Construction Projects	\$ 91,929	\$ 59,316	\$ 32,613
TOTAL ALL	\$ 1,856,609	\$ 1,013,875	\$ 842,734

**Attachment #2
Local Funds 2015-2016**

	MAINTENANCE & OPERATION BUDGET		Amount Requested	Small Business Center Amount Requested	Total Requested 2015-2016	Total Funded Current Year
	High School Seniors*	Percent of Total				
Dickenson County	92	8.74%	\$ 7,601.00	\$ 2,750.00	\$ 10,351.00	\$ 9,632.00
Lee County	227	21.56%	\$ 18,755.00	\$ 2,750.00	\$ 21,505.00	\$ 18,552.00
City of Norton	57	5.41%	\$ 4,710.00	\$ 2,750.00	\$ 7,460.00	\$ 7,678.00
Scott County	261	24.79%	\$ 21,564.00	\$ 5,500.00	\$ 27,064.00	\$ 27,930.00
Wise County	416	39.51%	\$ 34,370.00	\$ 16,500.00	\$ 50,870.00	\$ 53,458.00
Total	1053	100.00%	\$ 87,000.00	\$ 30,250.00	\$ 117,250.00	\$ 117,250.00
*Enrolled as of December 1, 2014						

Attachment #1
Maintenance and Operation Budget
2015-2016

Student Scholarships	\$ 32,000
Scholarships for high school honor students and others who may not be eligible for financial aid.	
College Board	\$ 6,000
Travel and meeting expenses of college advisory board, memberships, graduation expenses, and other direct costs incurred by or for board members in their official capacity.	
President's Office	\$ 22,375
Expenses that support the activities and obligations of the President's office. Includes expenses of conferences with public officials and other college guests, expenses of college representatives' memberships in public service organizations and attendance at special events, expenses for flowers/memorials for illnesses or deaths of employees, deaths of members of employees' immediate family, or others, retirement honoraria for employees, and other college sponsored events and administrative expenses.	
Fiscal Operations	\$ 3,000
Bank service charges for federal and local accounts. Costs incurred to correct institutional errors that may occur related to the administration of financial aid programs.	
Home Craft Days	\$ 8,625
Expenses of advertising and promotional materials, stipends for demonstrators and musicians, and other miscellaneous expenses.	
Mountain Music School	\$ 10,000
Expenses of advertising and promotional materials, stipends for musicians, student field trips and other miscellaneous expenses.	
Site Development	\$ 5,000
Expenses of surveys, borings for parking areas and roads, grading, storm drainage, sidewalks, landscaping, seeding, outdoor facilities for physical education and recreation, and other site development projects.	
Total Maintenance and Operation	<u>\$ 87,000</u>

**Attachment #2
Local Funds 2015-2016**

Locality	MAINTENANCE & OPERATION BUDGET		Total Requested 2015-2016	Total Funded Current Year		
	High School Seniors*	Percent of Total			Amount Requested	Small Business Center Amount Requested
Dickenson County	92	8.74%	\$ 7,601.00	\$ 2,750.00	\$ 10,351.00	\$ 9,632.00
Lee County	227	21.56%	\$ 18,755.00	\$ 2,750.00	\$ 21,505.00	\$ 18,552.00
City of Norton	57	5.41%	\$ 4,710.00	\$ 2,750.00	\$ 7,460.00	\$ 7,678.00
Scott County	261	24.79%	\$ 21,564.00	\$ 5,500.00	\$ 27,064.00	\$ 27,930.00
Wise County	416	39.51%	\$ 34,370.00	\$ 16,500.00	\$ 50,870.00	\$ 53,458.00
Total	1053	100.00%	\$ 87,000.00	\$ 30,250.00	\$ 117,250.00	\$ 117,250.00
*Enrolled as of December 1, 2014						

**MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD EXECUTIVE COMMITTEE MEETING**

**Tuesday, January 20, 2015, 3:30 p.m.
President's Office, Dalton Cantrell Hall**

Committee Members Attendance

Dickenson County:

Scott County:

Wise County:

Rex McCarty
Jane Carter

Dennis Sturgill

City of Norton:

Robert Isaac

Lee County:

James David Graham

Others:

Peggy Gibson

1. Welcome and Call to Order

2. Approval of Minutes

No minutes presented (No minutes taken at last meeting)

3. Professor and Support Staff Emeritus Recommendations

Mr. McCarty presented the committee recommendations for Ms. Sharon Fisher to be recognized as 2015 Professor Emeritus and Mr. Russell Gilbert be recognized as 2015 Support Staff Emeritus (copy filed with original minutes). A motion by Jane Carter was made to recommend these two nominations to be board for approval. A second was made by Robert Isaac and the motion passed unanimously.

4. Presidential Opinion Survey Committee – Closed Session

A motion was made by Jane Carter and seconded by Robert Isaac at 3:30 p.m. that: "The Mountain Empire Community College Executive Committee go into Executive Session to discuss presidential items, pursuant of Section 2.2-3711, sub-section A, sub-section 1 of the Code of Virginia." A vote was taken of each member to confirm the request:

Rex McCarty Yes, Jane Carter Yes, Bob Isaac Yes, David Graham Yes, Dennis Sturgill Yes

At 4:35 p.m. a motion was made by David Graham and seconded by Bob Isaac that: "The Mountain Empire Community College Executive Committee return to open session." The motion passed unanimously.

Each member was asked individually by Peggy Gibson to respond to the following questions:

- a. Do you affirm that during executive session, you discussed only public business matters lawfully exempted from statutory open meeting requirements; and
- b. Public business matters identified in the called motion to convene the executive session:

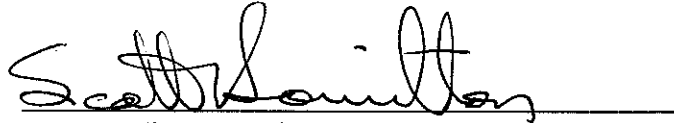
Rex McCarty Yes Jane Carter Yes Robert Isaac Yes David Graham Yes

Dennis Sturgill Yes

5. Adjournment

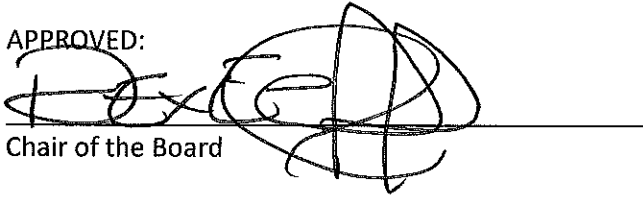
At 4:35 p.m. the Executive Committee meeting was adjourned by Mr. Rex McCarty.

Respectfully submitted,



Scott Hamilton, President
and Secretary to the Board

APPROVED:



Chair of the Board

1/21/15
Date

Memorandum

To: Dr. Scott Hamilton
CC: Ms. Peggy Gibson, Ms. Pam Giles
From: Roger Greene, Recorder
Date: December 17, 2014
Re: Professor Emeritus Sharon Fisher

*Approved
Scott Hamilton*

The MECC Professor Emeritus Committee unanimously recommends retired Professor, Dr. Sharon Fisher for the 2014-15 Professor Emeritus Award.

Dr. Fisher served the college with distinction as Coordinator of Planning and Development from March 1, 1987 through July, 1997 and Director, Planning and Community Relations from July 1997 through June 30, 2012. Dr. Fisher also served as interim Dean of Academic and Student Services from June 15, 2000 through December 31, 2001.

Dr. Fisher served on several MECC committees:

SACS Leadership Team
SACS Liaison to Compliance Team
SACS QEP Team
TQM
Professional Development, Liaison
Distance Education and Information Technology, Title III Liaison
DEIT Task Force
Enrollment Team, Co-Chair
Library Facilities
Institutional Review Board
Career Pathways Committee
Achieving the Dream Core Team
FOX Advising Committee
Publications Partner, MECC representative
College Council
History and Archives Project
Occupational Technical Faculty Retreat

In addition to her committee work at MECC, Sharon also represented the college at the VCCS level:

Assessment Coordinators Group, member
Best Policies and Practices Group, member
Planning Committee for IR/Assessment Peer Group
College representative to DataMart Dashboard Scoping Session

During her time at MECC, Sharon was actively involved with the community:

PACE Judge
Usher, Trail of the Lonesome Pine
Presenter, Scott County Horizons Leadership Program
Presenter, MECC Governor School

Dr. Fisher also coordinated the implementation of the updated MECC internet page and MECC intranet in 2011-2012.

In summary, the 25 year career of Dr. Sharon Fisher was one of outstanding service, dedication and commitment not only to MECC, but to the commonwealth and the community as well.

SUPPORT STAFF EMERITUS COMMITTEE
RECOMMENDATION FOR 2015

Approved
Scott Hamilton

Russell Gilbert

The Support Staff Emeritus Committee unanimously recommends Mr. Russell Gilbert for the 2015 Support Staff Emeritus Award. Mr. Gilbert served the College for 25 years in the following roles:

- 1988-1992 – Housekeeping
- 1992-2013 – Buildings and Grounds Department
- A.A.S. Degree and Landscaping Certification from MECC
- Served his Country with the National Guard in Persian Gulf
- MECC Home Craft Days

Mr. Gilbert began his career with MECC as part of the Housekeeping staff on October 16, 1988. In November, 1990, Russell was called to active duty with the National Guard unit where he was deployed to the Persian Gulf as part of Desert Storm.

One year after returning to his duties in the Housekeeping department, Russell moved to the Buildings and Grounds Department as a Trades Technician. He became an integral and valuable member of this team. Russell worked tirelessly at keeping MECC grounds always looking its best. His duties included: mowing, cutting weeds, pruning trees, snow removal of parking lots and walkways, and moving furniture.

Russell almost always worked the large events held on MECC campus such as MECC Home Craft Days and Graduation. These events required working long hours in which Russell did with a smile.

Russell has also served the college as a key member of the Emergency Management Safety Team and a member of the Association of Classified Employees.

In Russell's 25 years of service he saw the campus grow and change with new and renovated buildings, new parking lots and so much more. Each change brought a new challenge in which Russell met with a steadfast determination. Russell was one of the most respected and well liked employees at MECC.

Russell resides in Keokee, Virginia. The Support Staff Emeritus Committee recommends Russell Gilbert without any reservations.



Office of the President

COPY

Mountain Empire Community College

3441 Mountain Empire Road
Big Stone Gap, Virginia 24219

January 23, 2015

Dr. Glenn Dubois, Chancellor
Virginia Community College System
James Monroe Building
101 North 14th Street
Richmond, VA 23219

Dear Dr. Dubois:

I am honored to send you greetings from the Mountain Empire Community College Local Advisory Board.

The Board has just completed its evaluation process of our president, Dr. Scott Hamilton. We have obtained input from faculty, staff, students and the community at large and have reviewed the statistics relevant to his job performance and the current state funding environment. We have concluded that Dr. Hamilton continues to lead the college forward in spite of state cuts in funding. We do believe the state understands the positive influence that Mountain Empire Community College has had and will continue to have on local job development programs and a superior quality of education at an affordable cost. I am happy to report that Dr. Hamilton continues to receive positive remarks in all phases of the evaluation despite the difficult position these funding cuts have placed on our chief administrator.

He continues to be a highly respected member of the community and responds to the needs of the service area. He continues to collaborate with local and state officials leading to some key education opportunities in specific instruction courses through our Workforce Development division as well as developing partnerships with local school districts and our Regional Adult Education programs. This relationship has proven to be most productive in meeting the mission of the College. I believe with his continued leadership and proper funding from the state, we will meet and expand these needs and services.

It is with careful consideration and thoughtful discussion that we, as an advisory board of Mountain Empire Community College, collectively give a vote of high confidence in the leadership of Dr. Scott Hamilton.

The Local Advisory Board respectfully submits this evaluation and offers its continued support and appreciation of our College. Likewise, on behalf of the Board and myself personally, I extend to you and all members of the State Board an open invitation to visit our campus any time.

Warmest personal regards,



Rex E. McCarty
Chair, MECC Local Advisory Board

c Dr. Scott Hamilton

Peggy Gibson

From: Angelia Reynolds
Sent: Thursday, January 22, 2015 3:50 PM
To: Peggy Gibson
Subject: MECC Local Board Curriculum and Student Affairs Committee

Peggy,

In the Curriculum and Student Affairs Committee Meeting on Tuesday evening officers were elected. Elane Lovern is the Chair and Teresa Adkins is the Vice Chair.

Best,

Angelia M. Reynolds, Executive Secretary
Office of the Vice President of Academic and Student Services

Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219

Telephone: 276-523-2400, Ext. 203
Fax: 276-523-7481
E-mail: areynolds@mecc.edu



MEMORANDUM

TO: MECC ADVISORY BOARD
CURRICULUM AND STUDENT AFFAIRS COMMITTEE

Ms. Teresa Adkins
Dr. Vickie Brown
Ms. Gail Elliott
Ms. Alane Lovern
Ms. Adrienne Hood

FROM: Dr. Victoria Ratliff *VR*
Vice President of Academic and Student Services

DATE: January 14, 2015

SUBJECT: BOARD CURRICULUM & STUDENT AFFAIRS COMMITTEE

There will be a meeting of the Board Curriculum and Student Affairs Committee on **Tuesday, January 20, at 3:30 p.m., in Dalton-Cantrell Hall, Room 242.** Since we have not formally met as a committee this academic year, we need to elect a chair and vice chair. The agenda and meeting materials are enclosed.

You may call my office at 276-523-7467, or e-mail my Secretary, Angelia Reynolds, at areynolds@mecc.edu to let us know your attendance plans. I am looking forward to meeting each of you.

Enclosures



**MECC ADVISORY BOARD
CURRICULUM AND STUDENT AFFAIRS COMMITTEE**
Tuesday, January 20, 2015, D242

1. CALL TO ORDER
2. ELECTION OF 2014-15 OFFICERS
 - A. *Chair*
 - B. *Vice Chair*
3. APPROVAL – NEW CAREER STUDIES CERTIFICATE
 - A. *Career Studies Certificate*
 - Chemical Process Operator
4. OTHER
5. ADJOURNMENT



COPY

REQUEST FOR NEW CAREER STUDIES CERTIFICATE
Division of Industrial Technology

1. Title of Career Studies Certificate: Chemical Process Operator

2. Proposed Initiation Date: Fall Spring Year _____

3. Additional Funding Required:

No New Funds Required New Funds Required: Facilities \$ _____ Equipment \$ 2500
Operations \$ 1000 Other \$ _____

4. Faculty Required: No New Faculty Required
Additional Faculty Required: Full-time Adjunct

5. Costs to be funded by: increased enrollments in existing courses taught
(Check all that apply) savings through program restructuring/discontinuances
 savings through attrition from other programs
 enrollments in new courses
 other: EASTMAN

6. FTES Enrollment Projections: 1st year: 8 2nd year: 16 3rd year: 16
If after 3 years the program does not sustain an enrollment of 8 FTES, the program will be analyzed to determine whether or not it should be continued.

7. Will courses in the program be offered through distance education? Yes No

Will the students be able to complete the entire program through distance education?
 Yes No

8. Estimated Annual Job Openings: 20

Source and Date of Data: Eastman Chemical, October 2014

College Approval:

Vardim Matfyzian
Chair of Instruction and Curriculum Committee

12/02/2014
Date

W. K. [Signature]
Vice President of Academic and Student Services

12/2/14
Date

President

Date

Chair of Local Board

Date

Attachments: Curriculum Plan
Course Descriptions

**Proposed
Career Studies Certificate
Chemical Process Operator
(Revised November 2014)**

First Semester

			Lec	Lab	Credit
SDV	107	Career Exploration	1	0	1
CHM	101	General Chemistry I	3	3	4
Or					
CHM	111	College Chemistry I	3	3	4
IND	101	Quality Assurance Technology I	3	0	3
MTH	105	Survey of Technical Mathematics I	2	0	2
MTH	106	Survey of Technical Mathematics II	2	0	2
MEC	205	Piping & Auxiliary Systems	2	2	3
Total			<u>13</u>	<u>5</u>	<u>15</u>

Second Semester

CHM	102	General Chemistry II	3	3	4
Or					
CHM	112	College Chemistry II	3	3	4
SAF	126	Principals of Industrial Safety	3	0	3
PHY	131	Applied Physics I	2	2	3
ELE	140	Basic Electricity and Machinery	3	3	4
			<u>11</u>	<u>8</u>	<u>14</u>

Program Total

24	13	29
-----------	-----------	-----------



New Student Seminar

Rethinking SDV 100

- *Survey and focus groups, including the Student Diplomats, identified that much of the information covered in the traditional 15-week format of SDV class was needed in a more timely manner.
- *Students are generally unaware of the expectations associated with being a college student.
- *Historically, MECC had a success rate in SDV100 of approximately 75%.



*Background

- * MECC's New Student Seminar was proposed as part of the VCCS's FY 2015 Student Success Funding Plan in October 2014.
- * This initiative specifically relates to the challenge to develop programs that are designed to improve student success.
- * MECC's goal was to realize a 5% increase in students' successful completion of SDV during their first semester of enrollment.



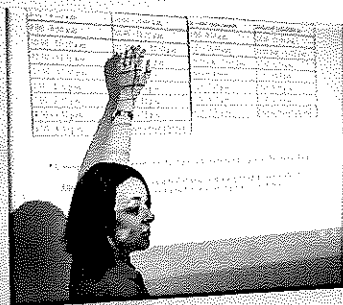
*Purpose

- * SDV Redesign team reviewed practices from other community colleges throughout the country.
- * From the research a three-day model was adopted which included interactive sessions, faculty/staff involvement, hands-on activities, and student engagement.
- * Includes all of the requirements from the VCCS for the SDV100 course, but is completed in three days.
- * Students receive immediate success for completing the course.



*The Plan

- * Financial Aid
- * Learning to Use a Planner
- * Student Life
- * Note Taking and Study Skills
- * MECC Online and Blackboard
- * Using Discussion Boards
- * Campus Tours
- * Secrets of Successful Students
- * Campus Resources
- * Goal Setting
- * Student Clubs and Organizations
- * How to use a Jump Drive
- * Career Planning



*Topics

NEW STUDENT SEMINAR

January 12-14, 2015

9:00am to 2:30pm

[YouTube Video](#)



*New Student Seminar

"As someone who had completed SDV 100 a year ago and having participated in the new version I can honestly say that the information is much more useful when condensed into a three day course and taken before the semester begins.

When I took SDV 100 it was a one day a week class, taken throughout the semester, and I noticed that most of the material covered while useful would have been much more helpful before my classes started. For me Mountain Empire was a big change because I had been homeschooled my entire life, so something as simple as taking notes caused me stress because I had never been in that type of classroom setting. But even for the students who have attended public/private schools, the transition from High School to College is hard and strange, I feel that with this three day long course students are becoming better prepared for college life."

--Shaneace Martin (Student Diplomat)



* Student Leader Input

11. Would you recommend this format (the three day sessions) of SDV 100 to another MECC student?

#	Answer	Response	%
1	Yes	97	97%
2	No	0	0%
3	No opinion	3	3%
Total		100	100%

13. Do you feel prepared to pass your courses in the Spring 2015 semester?

#	Answer	Response	%
1	Yes	97	100%
2	No	0	0%
Total		97	100%



* Results

	SDV Participants	% of Students Successfully Completing Course
Fall 2013	494	70%
Spring 2014	216	73%
Summer 2014	55	78%
Fall 2014	447	79%
Spring 2015	112	99.99%



***Traditional vs.
Redesign**

Historically, MECC has had a success rate in SDV 100 of approximately 75%. While survey and focus group data indicates students feel the College Success Skills class is helpful, they reported that much of the information covered in the class would have been more helpful if it were known prior to their first day of regular classes. MECC typically offers its SDV classes either online or in a traditional 15-week format, with in-person classes meeting only one time per week.

Building on the suggestion of our students, the SDV Coordinator and a team of faculty, staff and administrators reviewed numerous practices related to college success skills classes at community colleges across the state and nation. One model rose to the top based upon the overall improvement in student success for the colleges adopting its delivery format – a comprehensive SDV course required for all new incoming students scheduled prior to the first day of classes.

The initial pilot of MECC's redesigned SDV class, referred to as the "New Student Seminar," was held over the course of three days - January 12-14, 2015. The class met daily from 9 a.m.-2:30 p.m., and was a remarkable success. Of the 112 students enrolled, 111 successfully completed the course, with 1 student scheduled to complete missing assignments within 1 week.

End-of-course surveys revealed that 97% of the students consider themselves prepared for Spring classes as a result of their participation in the redesigned SDV 100 format.

Rethinking SDV 100 - Jump Start to College Success - is an innovative approach to improving the readiness of first-time students, and therefore designed to improve their overall college success. By preparing incoming students for the demands of college-level work and providing them with the tools that are necessary to succeed, it is anticipated that the overall retention and success rates of these students will improve.

The student success focus of this project directly aligns with Achieve 2015, Complete 2021, and MECC's own strategic plans and goals. The population of MECC's service region is not growing. Therefore, MECC's ability to reach credential attainment goals will hinge upon improving success rates and retention, particularly within the most critical first semester.

Rethinking SDV 100 - Jump Start to College Success was the collaborative effort of all academic divisions and a representative of every student support area at MECC.

The content of the redesigned SDV course includes all required components of SDV 100, but is delivered in-person over the course of three days. Each day included interactive sessions with faculty and staff across all academic divisions, multiple hands-on activities, and engagement with student clubs and organizations. Completion of the three-day class not only allowed new students to make connections with their fellow students and college personnel, but also provided an opportunity for students to have an immediate success.

At the end of the 3-day session, students reported feeling better prepared for classes, more connected to the college, more knowledgeable of college processes and expectations of their program faculty, and less apprehensive about beginning their experience at MECC.

To MECC's knowledge, no other college within the VCCS has implemented an SDV 100 format wherein students complete the class and have multiple opportunities for engagement with faculty and staff prior to the beginning of their first semester.

MECC is eager to adapt these strategies for VCCS implementation and disseminate results and model curricula via future VCCS meetings and conferences. It is anticipated that MECC's efforts would be easily adaptable and scalable to other VCCS institutions.

MECC has made a deliberate effort to gather data to determine areas impacting student success. Qualitative data reveals that while most students enroll in classes at MECC expecting to be successful, many report being generally unaware of what would be expected of them as a college student, or what to anticipate in terms of instruction and the amount of work required. Students also expect to experience the same level of instructor-student and student-student interaction they have experienced in high school, regardless of their ages and span of time since attending high school. Because of this, students' misconceptions and lack of readiness often result in frustration, and ultimately their lack of success.

The "out-of-the-box" nature of this project, as well as its connection to sound educational practices, was realizing the need of the college to listen to what the students were telling us. A 75% success rate in the course designed to help students be more successful was simply unacceptable. Therefore, the need to give the students a "jump start" was evident. The overwhelming success of the pilot class provides sufficient proof that colleges can make a difference in student success by listening to the suggestions of our students. As a result, 112 new students began classes at MECC in Spring 2015 more prepared and less apprehensive than they would have been under our previous SDV model.

MECC envisions continuing the SDV redesign for all students who enroll, and adapting it for those who are exclusively online beginning in the Fall 2015 semester. A handful of traditional SDV 100 sections will still be offered for students who enroll after the New Student Seminar has begun. Otherwise, it is anticipated that all incoming students would participate in a 3-day College Success Skills course.

A value-added component of this design is the increased availability of advising and SDV personnel during the course of the semester. Typically, instruction of SDV classes was conducted by 7 to 10 faculty and advising counselors. These individuals were away from their offices throughout the semester to teach the sessions for which they were assigned. The new design allows them to focus more on their remaining job duties, while also being more accessible to their students throughout the semester. Like the students, the SDV faculty were very excited about the new format and have expressed that the redesigned SDV is now the desired format.

MECC's project could easily be replicated from year to year with the course content adapted as needed. As such, it is also anticipated that MECC's efforts would be easily adaptable and scalable to other VCCS institutions

Historical SDV Success data:

	SDV Participants	% of Students Successfully Completing Course
Fall 2013	494	70%
Spring 2014	216	73%
Summer 2014	55	78%
Fall 2014	447	79%
Spring 2015	112	99.99%